MAINE SCHOOL MANAGEMENT ASSOCIATION

Maine School Management Association
Superintendent Search Services

Cost Proposal of
MSMA Superintendent Search Services for
Falmouth School Department

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Maine School Management Association

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MSMA Superintendent Search Services

Cost Proposal

The Falmouth School Committee has undertaken the important task of searching for a new superintendent. It is deemed that the search will be thorough and the procedure efficient. The Committee retains full authority and responsibility for all decisions.

Search services and support may be tailored to the individual needs of the District. Consultation and support may be obtained from the Superintendent Search Service of the Maine School Management Association at the following rate:

Professional consultation and guidance, an adaptable structure, brochure and ad development, and administrative/clerical support throughout the search process:

- $175 per hour (plus the cost of advertising)

Additional search-related expenses to be borne by the School Committee include:

- Telephone, postage, and consumable supplies (at cost)
- Fee-based advertising (varies, and is to be determined by the Committee in consultation with MSMA)
- Travel expenses of the candidates at both the semi-finalist and finalist levels
- Travel expenses for School Committee visits to candidates' home district
- Consultant travel expenses

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 8 applications. The "per applications" costs will be adjusted.

Meeting with District planning to conduct a search **Complimentary**

Planning

Preparation of Superintendent Search timeline, activities and calendar **Complimentary**

Committee Workshops: (typically spread over two (2) workshops—1 hour each)

_____ Confidentiality training for all involved in the Hiring Process

- Maine and Federal Laws that address Equal Employment Opportunity as well as how to avoid discrimination of protected classes
- Policy and job description review, including the following policies, if approved district policies
  - Recruitment and Appointment of Superintendent
  - Evaluation of Superintendent
  - Equal Employment Opportunity
  - Confidentiality in the Hiring Process
  - Recruiting and Hiring of Administrative Staff
  - Recruiting and Hiring of Administrative Staff, Administrative Procedure
  - Job Description, Superintendent of Schools

_____ Interrupting Bias in the Hiring Process: (MSMA)

- What's getting in the way of an Inclusive Hiring Process?
- What is Bias?
- Can I get rid of my Bias?

_____ Onboarding Your Superintendent.—Transition Planning (MSMA)

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 8 applications. The "per applications" costs will be adjusted.

Forums (In-Person Event)

_____ Community: 1.5 hours ($262.50)

_____ Staff: 1.5 hours ($262.50)

_____ Student: 1.5 hours ($262.50)

Listening Sessions (Remote listening activities designed to maximize participation from a wide range of participants)
MSMA staff will conduct listening sessions with a variety of stakeholders (School Boards, district staff, community members) to collect data on the characteristics and qualifications that is desired in the next Superintendent of Schools. ($175/session)

_____ Please identify the number of Listening Sessions you would like conducted. Each session is approximately one hour long.

Survey

_____ Development of survey questionnaire: 1.5 hours ($262.50)

_____ Collation of survey results: 5 hours ($875.00)

Advertising/Recruitment

_____ Job Description development with samples: 1.5 hours ($262.50)

_____ Brochure Development: 2.5 hours ($437.50)

_____ Development of online and print advertisement and posting both online and in MSSA News: 1.5 hours ($262.50)

_____ AASA Premium Job Flash package + Diversity Upgrade: $674.50

_____ EdWeek Online: 60 days online TopSchoolJobs.org $895.00

_____ SchoolSpring (MSMA's account): $225.00

_____ ServingSchools: (District account)

_____Graphic advertisement development, electronic circulation to Maine Superintendents, Assistant Superintendents, CTE Directors, Special Education Directors, Curriculum Coordinators and the 50 state board executives and NSBA Network **Complimentary**

Application Process

_____ Custom application materials development: .5 hours ($87.50)

_____ Correspondence with candidates – responding to application requests: $43.75 per application ($350.00)

MSMA Superintendent Search Services

Cost Proposal—*Continued*

The following estimates are based on the receipt of 8 applications. The "per applications" costs will be adjusted.

Application Process (continued)

_____ Secure webpage creation: 1 hour ($175.00)

_____ Redaction/scan-upload/link each application packet to secure webpage for 8 applications at $87.50 per application ($700.00)

_____ Processing applications: 2.5 hours ($437.50)

_____ Background Check service: $150/candidate (cost may very per individual)—typically for finalist(s)

Interview Process

_____ Development of proposed interview questions, and scoring rubric: 2 hours ($350.00)

_____ Development of reference check questions: 1 hour ($175.00)

_____ Scheduling of interviews and correspondence with candidates selected and not selected: $43.75 per application ($350.00)

Total $ _____