



PSBA  
**Human  
Resource**  
SERVICES

Proposal prepared for:

**Warren County School District**

Presented by the Pennsylvania School Boards Association



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**EMPOWERING**

**your school district and the professionals who lead it.**



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## Introducing the Pennsylvania School Boards Association as your Human Resource Services Provider

You have known and trusted **PSBA** as your association—dedicated to furthering the highest ideals of local lay leadership for the public schools of the Pennsylvania Commonwealth. Through 125 years of history in our supporting role, we have progressed and evolved our service areas, training and tools to continue meeting the needs of school boards and district administration.

Changing times and new demands on school leaders are what we are accustomed to addressing—we grow so that you can perform your job governing school districts effectively, and for the betterment of your community. We work hard to support you so you can focus on supporting your students.

Since its founding, **PSBA** has committed to supporting public education excellence in Pennsylvania. Our commitment to you is to provide the highest caliber of service possible and to conduct ourselves as partners, an extension of the district, contributing unfailing professionalism and keen insights.

**In all areas of contribution to our school districts, we abide by our adopted PSBA Values:**

- » **Honesty & Integrity**
- » **Member Focus**
- » **Working Together**
- » **Innovation**

# Executive Search Services

School administration is the hub of the entire district, big or small—an essential role at all times. When a leadership position is open, timing is often of the essence. At the same time, the right fit for your district and your community is essential. With so many layers of complexities and nuances, the partner who supports your district through this process is key to a successful and smooth executive search.



## **PSBA HAS BEEN SUPPORTING SCHOOL BOARDS IN ALL RESPECTS**

**FOR 125 YEARS** — We know school boards. We are well-versed on every nuance of the important relationship between superintendents and school boards.



**FOR 36 YEARS** — We have been working successfully with districts as they conduct executive searches and other ranging human resource-related functions. Our expertise runs deep!



**OUR GUARANTEE TO YOU** — We are with you until a candidate is placed. It's a flat fee no matter the duration. Should your selected candidate leave for any reason within the first 12 months, we conduct the search again for 25% of the original fee.



**THE TIMELINE IS DRIVEN BY THE PROCESS** — Our objective is to get you to your best selection for superintendent. Our partnership with you is just that—a partnership—and it's for the long haul so we don't believe in cookie cutter timelines. After all, we've been with you for more than a century. We're not going anywhere!



**OUR ONLY STAKE** — The right candidate for your district!



**100% OF SCHOOL BOARDS** that utilized PSBA's search services over the past five years say they would recommend our capabilities to other school boards!

**Best wishes on a successful executive search.  
We look forward to the opportunity to be your partner in this endeavor!**

## How can we serve you in this capacity?

These represent the primary steps in most searches. However, we know that your needs may be unique, so part of our discussion with you will be how and where do you need us to support you.

### **Comprehensive Search: \$15,000**

#### *Deliverables:*

- » Planning meeting
- » Public relations/communications support
- » Advertising & recruitment campaign
- » Community survey
- » Leadership profile development
- » Performance Assessment (optional)
- » Candidate credential file building & documentation verification
- » Facilitated selection meeting
- » Interview planning, scheduling and on-site support
- » Deliberations facilitation
- » Reference checks
- » Final round interview facilitation (w/stakeholder group as an option)
- » Verbal reference report
- » Contract negotiations support
- » Digital superintendent evaluation

### **Search Support: \$5,000**

#### *Deliverables:*

- » Planning meeting
- » Advertising & recruitment campaign
- » Community survey
- » Leadership profile development
- » Candidate credential file building & documentation verification
- » Facilitated selection meeting and interview training
- » Reference checks (optional add-on)
- » Verbal reference report
- » Add-on Service: Reference checks and verbal report of findings: \$1,000 per finalist

### **Application Management Service: \$2,500**

#### *Deliverables:*

- » Planning Meeting
- » Advertising & recruitment campaign
- » Accepting applications and required documents through Career Gateway
- » Electronically provide all submitted documents to the school board

### **Career Gateway posting only: \$575**

#### *Deliverables:*

- » District posts their vacancy on edcareergateway.com
- » Posting is a "featured" position, listed on top of homepage
- » Candidates with pre-selected preferences will be notified of the posting

**References available upon request.**