Board of Education Special Meeting
Tuesday, November 24, 2026 5:00 PM
Jr/Sr High School Library
611 West 7th Street
Wayne, NE 68787

I. Call the Meeting to Order

A. The special meeting of the Wayne Community School District Board of Education is called to order on Tuesday, November 24, 2026, at 5:00 p.m.

B. Wayne Community Schools mission is committed to the success of all students and the development of lifelong learners, and our vision is "Learning for Life, Every Student, Every Day."

C. The meeting was posted at Wayne Community Schools, published in the Wayne Herald (11/19/26) and online: www.wayneschools.org

D. Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the north wall of the Library. Wayne Community Schools may go into closed session to discuss certain agenda items to protect the public interest or to prevent needless injury to the reputation of an individual, if such individual has not requested a public hearing.

E. Board Member Roll Call

F. Motion to approve the absence of any Board Member

G. Please stand for the Pledge of Allegiance

I.a. Pledge of Allegiance

I.b. Action on Absence and Roll Call

I.c. Approval of Agenda

II. Communications from the Public)Policy 8346) and Requested Presentations

III. Personnel

III.a. Staff Resignation- Discuss, Consider, and Take Necessary Action on Staff Resignation

IV. Action Items

IV.a. Superintendent Search Firm Selection - Discuss, Consider, and Take Necessary Action on Superintendent Search Firm Selection

IV.b. Cyber Security Quote - Discuss, Consider, and Take Necessary Action on Cyber Security Quote

IV.c. Collective Bargaining - Strategy Session with Respect to Collective Bargaining with Certificated Staff. (closed session possible).

IV.d. New Business

V. Adjournment

Nebraska Rural Community Schools Association

"Quality Rural Schools"

Superintendent Search Proposal

Prepared For:

Wayne Community Schools

NRCSA Search Consultants:



Jay Bellar

(402) 750-5406
jbellar25@gmail.com



Jon Cerny

(402) 380-7874
joncerny33@outlook.com

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NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

440 S. 13th St, Ste B
Lincoln, NE 68508

2026-27
EXECUTIVE COMMITTEE

Officers:

Stephanie Kaczor,
President
Riverside Public Schools
Spalding, Nebraska

Chris Kuncl,
Past President
Mullen Public Schools
Mullen, Nebraska

Dale Hafer,
President-Elect
Ainsworth Community Schools
Ainsworth, Nebraska

Dr. Jeremy Braden, Secretary.
Doniphan-Trumbull Public Schools
Doniphan, Nebraska

District Representatives:

Ginger Meyer, West.
Chadron Public Schools
Chadron, Nebraska

Dr. Heather Nebesniak, North Central.
Ord Public Schools
Ord, Nebraska

Daryl Schrunk, Northeast.
Randolph Public Schools
Randolph, Nebraska

Andrew Havelka, Southeast.
Freeman Public Schools
Adams, Nebraska

Jon Davis, South Central.
Alma Public Schools
Alma, Nebraska

Jane Davis, Southwest.
Hershey Public Schools
Hershey, Nebraska

Executive Director:

Paul Sheffield
440 S. 13th St, Ste B
Lincoln, NE 68508
402-759-1609

Wayne Community Schools Board Members,

Thank you for considering the Nebraska Rural Community Schools Association (NRCSA) Superintendent Search Service for your Superintendent search. We look forward to sending two of our experienced search consultants to meet with you and believe that you will find NRCSA's search process to be diligent, complete, transparent, and tailored to the needs of Wayne Community Schools.

NRCSA prides itself on the quality of its search consultants and we will assign two to your search for the same or less cost that other firms charge for assigning one. Our consultants are retired successful rural school Superintendents. They know what it takes for a Superintendent to be successful in dealing with a rural community, rural patrons, rural students and staff, and a rural Board of Education. They understand what is entailed in being a successful leader in a rural community. We believe that the increased attention and effort provided by our consultant team will provide your Board with the best information and guidance available as you make the critical selection of your district's future leader.

NRCSA's consultants and staff will help your Board plan an effective search process, relieve you of the paperwork burden that a complete search entails, actively recruit and screen for high quality candidates, and assist you in the finalist selection and interview phases.

Our consultants, all former Nebraska Superintendents, do the detailed work of a leadership search personally. We do not outsource the reference-checking and fact-finding that effective candidate screening requires, and we make every effort to provide you with accurate and practical recommendations on avoiding the legal pitfalls that can plague the search process. Our goal is to be the Board's hands-on partner in all phases of its Superintendent search and we bring years of collective educational experience to that effort.

Again, thank you for considering NRCSA's Superintendent Search Service. We hope we can have an opportunity for our consultants to visit with you personally in the near future. Best wishes for a very successful leadership search.

Sincerely,

Paul Sheffield, Executive Director

Why Partner with NRCSA for Search Services

November, 2026

As an experienced Board of Education, you recognize that finding the right Superintendent is perhaps the most important task your Board will undertake. But, finding the right Superintendent is not a simple task. Your Board must clearly define your district's needs, find and attract top quality candidates, screen applicants carefully, interview effectively, select with sound judgment, and engage staff and other stakeholders in order to build support for the new leader as he or she joins your district and community.

Fortunately, you don't have to tackle these tasks alone. You can have a partner at your side with more than 40 years of serving the needs of Nebraska's schools: the **Nebraska Rural Community Schools Association.**

Why NRCSA? We believe we can offer our members unparalleled assistance in selecting the right leader. Here are some reasons why:

- NRCSA has a unique understanding of school leadership from our members' perspective as Board members and Superintendents/Administrators. Our consultants will come to you from a background as local rural school leaders. As experienced Superintendents, they have first hand experience in what it takes to be a successful educational leader in Nebraska's rural communities.
- NRCSA is a very successful Superintendent Search Service. In the five-year period from 2020-21 through 2024-25, NRCSA consultants conducted 46 permanent Superintendent Searches. 32 of those districts have a NRCSA-placed Superintendent still serving there, a 70% longevity rate.
- Since 1980, NRCSA has represented Nebraska's rural community schools and ESU's.
- NRCSA's focus is solely on local schools and communities and the agencies, such as ESU's, which serve them. They are the reason for NRCSA's existence and we are dedicated as an organization to serving them as effectively as possible.
- NRCSA is committed to helping our local schools and communities be successful. We do not view you as simply a dues-paying member, but more as a partner.
- NRCSA isn't done with you when the leadership search is completed. We want to continue to be your partner in providing high quality education to rural Nebraska's students and their communities.

Services Proposal for Wayne Community Schools

NRCSA offers three different types of Superintendent searches – a full, permanent search, a discounted search, and interim Superintendent searches. The charts on the following pages provide points of comparison. This page outlines the NRCSA services for a full, permanent search.

Our Consultants--For a full-service Superintendent Search, NRCSA will provide the services of two outstanding Superintendent Search consultants, both former experienced rural school Superintendents and community leaders.

Search Phases--NRCSA's consultants will work with your Board to conduct a successful full-service Superintendent Search in five phases:

Planning Phase. NRCSA's consultants will:

- Develop a comprehensive plan and timeline for the search. (A sample timeline can be found on **p. 8**.)
- Develop your school district and candidate profiles.
- Develop a stakeholder engagement plan to involve staff and community leaders in the search process. **This step will be modified for a discounted search.**
- Develop a NRCSA Announcement of Vacancy (AOV), which highlights your school and community. (A sample AOV is found on **p. 9.**)
- Develop the advertising campaign. The consultants will discuss with the Board whether to use paid advertising. This decision rests with the Board.
- Provide information on comparable compensation packages and contract language. Contract comparisons and suggestions are offered for full searches.

Recruiting/screening Phase. NRCSA's consultants will:

- Distribute the Announcement of Vacancy to a wide audience and advertise in appropriate media.
- Actively seek out candidates that meet your district's profile.
- Compile applicant data and keep track of the status of each candidate
- Conduct extensive reference calls on your applicants. NRCSA consultants make these detailed calls **personally**; we do not use e-mail questionnaires or hired assistants.
- Analyze applicants' materials and categorize candidates for the Board's consideration.

Finalist Selection Phase. NRCSA's consultants will:

- Meet with the Board to review ALL applicants' files.
- Inform the Board of Nebraska's open meeting requirements for finalist selection. Recommend potential finalists to the Board.
- Arrange for One Source background checks on finalists at NRCSA's expense. **Background checks are at the District's expense for Discounted Searches**.

Interview Phase. NRCSA's consultants will:

- Assist the Board and staff in establishing interview and candidate visitation.
- Meet with the Board and staff/community committees to review interview questions, including avoiding questions that are illegal or inappropriate.
- Schedule finalists' interviews and attend **all** interview sessions.

- Work with the Board to establish a rubric to evaluate each candidate.
- Make contact with the candidates who were not selected.

Transition Phase. NRCSA's consultants will:

- Meet with the new Superintendent and Board to plan a successful transition.
- Assist the new Superintendent in creating initial performance goals.
- Coordinate with NRCSA to provide additional transition services, such as a Superintendent-Board Planning Workshop, if desired.
- The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

The Transition Phase is not included in a discounted search.

What Does It Cost?

The full set of services listed in the five Phases above, except for additional planning services, are included in NRCSA's base fee of **$5,500** for member schools. The cost for non-member schools is **$6,500**. NRCSA membership dues are $850 per district annually.

- Reimbursable expenses are limited to actual **advertising expenses** as selected by the Board and **consultant travel expenses.** For each Superintendent Search meeting with a district, mileage is determined using the average of the mileage to the district from each consultant's home. That round trip mileage total will be multiplied by the State of Nebraska's mileage reimbursement rate. Lodging expenses for night meetings when distance or weather require overnight stays will be approved by the Board.
- There is NO charge for the on-site meeting with the Board prior to their selection of the search firm, or for telephone calls, copies, or other office expenses.
- Additional services are available to NRCSA members, such as a Superintendent-Board Planning Workshop. Costs are set by the NRCSA Executive Director.

How Long Will It Take? In general, a thorough search can be done in approximately a two-month period of time although each search is customized to district needs and that may require an expedited search or additional time. A Sample timeline is included in this booklet, but the final timeline will be worked out with the Board at our initial planning meeting.

Is There A Warranty? NRCSA provides this warranty: If the new Superintendent resigns because of expressed dissatisfaction with the position, or if the new Superintendent is asked by the Board to resign, or if the Board implements non-renewal procedures within the first **two years** of employment, NRCSA will conduct a new search for the resulting vacancy with payment limited to reimbursable expenses only. Declining to participate in the NRCSA transition meeting after the initial search will void the warranty. **The warranty is not offered for discounted searches.**

Does NRCSA Offer Other Search Options. Yes, a discounted search with more limited services at a cost of **$3,000** for member schools ($4,000 for non-members) is offered as well as two options for Interim Superintendent Searches. NRCSA membership dues are $850 per district annually.

Who Do We Contact?

Paul Sheffield, Executive Director, Nebraska Rural Community Schools Association
440 S. 13th St., Suite B
Lincoln, NE 68508
(402) 759-1609
psheffield@nrcsa.net
www.nrcsa.net

NRCSA Search Options

NRCSA FULL SEARCH

Planning Phase Services: Two meetings.

**Comprehensive search plan and timeline.

**Develop district/candidate profile following Board, staff, community meetings. On-line survey available.

**Develop Staff/Community engagement plan.

**Research comparable compensation packages.

**Review Superintendent contract language.

**Develop NRCSA Vacancy Announcement.

Recruiting/Screening Phase:

**Widely distribute NRCSA Vacancy Announcement.

**Advertise in free media and paid media, if desired.

**E-mail/personal contacts with potential candidates.

**Compile/analyze applicant data including NRCSA application form, recommendation letters, proof of certification/endorsement, background questions.

Extensive reference check calls; **2 consultants.

**Categorize candidates for Board consideration based on fit to the district/ candidate profile.

Finalist Selection/Pre-Interview: One meeting.

**Meet with Board to review all applicant files.

**Recommend potential finalists to Board.

**Arrange for One Source background checks for finalists at NRCSA Expense.

**Apprise Board of open meetings/open records law

**Assist Board, staff and community committees in developing interview questions and procedures.

**Provide Board rubric to evaluate finalists.

**Contact finalists to arrange interviews.

Interview Phase: Consultants monitor in person.

**Schedule finalist interviews with all groups.

**Develop and copy interview packets.

**Develop interview procedures checklist

**Attend all Interview Day(s) to facilitate process

**Monitor and assist in selection process in person, if desired.

Cost: $5,500 for NRCSA member districts, $6,500 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are $850 per district annually.

Staff: Two NRCSA consultants .

Transition Phase: One meeting.

**Meet with Board and new Superintendent to plan successful transition. The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

Warranty: Two years if Superintendent leaves for dissatisfaction or if Board initiates non-renewal or resignation. Follow up search done for expenses only. Must participate Transition Phase.

NRCSA DISCOUNTED SEARCH

Planning Phase Services: One meeting.

**Similar to Full Search option except the meetings with faculty/ staff and community committees are eliminated and profile developed with Board only. On-line survey available.

**Review of Superintendent contract language eliminated.

Recruiting/Screening Phase:

**Same as Full Search option. A second consultant assists with reference calls.

Finalist Selection/Pre-Interview: One meeting

**Similar to Full Search option except One Source background checks are billed to the client.

**One pre-interview meeting is held with faculty/staff and community committees to develop interview questions and procedures.

Interview Phase: Consultants monitor by phone.

**Unlike the Full Search option, NRCSA consultants will not attend the Interview Day(s) but will be available by phone.

**Client asked to copy and distribute finalist materials and interview packets.

**Consultants available by phone to assist Board in selection process.

Cost: $3,000 for NRCSA member districts, $4000 for non-member districts plus advertising costs & reimbursement for travel to meetings. NRCSA member dues are $850 per district annually.

Staff: One NRCSA consultant plus assistance on reference checks.

Transition Phase:

**Not offered.

The Superintendent-Elect and the Board President will be invited to the NRCSA Spring Conference with registration fees waived.

Warranty:

**Not offered.

Search Timeline

(Note: The average process takes between 45 and 60 days)

Week 1 :
- Initial planning meeting with the Board or Board Committee
- Vacancy Announcement is widely distributed.

Week 2:
- Vacancy advertised

Week 3:
- Vacancy advertised
- Meet with Board and staff committees to develop District profile and plan search activities

Week 4:
- Vacancy advertised

Week 5:
- Board selection of finalists

Week 6:
- Reference checking

Week 7:
- Pre-Interview meeting with Board and committees to develop plans for interviewing finalists

Week 8:
- Candidate Interviews
- Contract Issued

Note: The timeline will be customized to meet your district's needs.

Sample Announcement of Vacancy

SUPERINTENDENT
Wayne Community Schools
611 W 7th St
Wayne, NE 68787
Website: https://www.wayneschools.org/

County-District Code: 90-0017-000	Certified Staff	Enrollment
PK-5		
6-12		
TOTAL		

General Fund Budget	Assessed Valuation	General Fund Levy	Other Levies

DISTRICT PROFILE

STRENGTHS	KEY ISSUES

BOARD OF EDUCATION

Jamie Manz, President	Lynn Junck	Jodi Pulfer
Justin Davis	Brent Pick	Sylvia Ruhl

Timeline

Application Deadline: **TBD**
Finalists Selected: **TBD**
Contract Begins: **TBD**
Tentative Interview Date: **TBD**
Anticipated Hire Date: **TBD**

APPLICATION PROCEDURE: Go to www.nrcsa.net and download all application materials for this position. All materials (other than the authorizations page) are to be submitted electronically to NRCSA.

APPLICATION GUIDELINES - *All materials must be received by 5:00 PM on the day of the application deadline*

- **Submit letter of application and resume**
- **Complete NRCSA application form**
- **Submit a transcript of all graduate studies that makes you eligible for this position**
- **Submit current Nebraska Certificate with endorsement for Superintendent or evidence of eligibility**
- **Submit three letters of recommendation**

NRCSA SUPERINTENDENT SEARCH SERVICE
Paul Sheffield, Executive Director
440 South 13th St., Suite B
Lincoln, NE 68508
superintendentsearch@nrcsa.net

CONSULTANT
Jay Bellar
(402) 750-5406
jbellar25@gmail.com

CONSULTANT
Jon Cerny
(402) 380-7874
joncerny33@gmail.com

Applicants are asked to not make direct contact with the Board of Education members. Once an application has been received, NRCSA and its consultants reserve the right to contact anyone concerning the applicant's prior job performance, including current employers. Interviews will be conducted pursuant to the Nebraska Open Meetings Law.

STATEMENT OF NON-DISCRIMINATION *Applicants for admission and employment, students and employees of the District are hereby notified that this institution does not discriminate on the basis of race color, creed, religion, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities.*

Getting the Word Out for Wayne Community Schools

Finding top quality Superintendent candidates for Wayne Community Schools requires a broad advertising strategy that reaches both free and optional paid media.

First, NRCSA consultants actively recruit highly qualified candidates for your Superintendent Search through their **network of contacts** with college and university faculty and the alumni of Superintendent training programs such as UNL's Superintendent Academy and NCSA's Emerging Superintendent Workshops.

Second, NRCSA will distribute your Superintendent Vacancy Announcement through a variety of **free media sources**, including:

- •NRCSA Website
- •NRCSA Facebook Page
- •NRCSA X (formerlyTwitter) Page
- •Teach In Nebraska
- •I'm A Rural Teacher (NREA Job Board)
- •Handshake (formerly Husker Hire)
- •NCSA
- •Schoolsuperintendentjobs.com
- •E-mailed to all NRCSA member schools and ESU's
- •E-mailed to all NRCSA Superintendents and ESU Administrators
- •E-mailed to NRCSA Principals
- •E-mailed to NRCSA-sized schools and ESU's that may not be members
- •E-mailed to the Educational Administration Departments at Nebraska colleges and universities that prepare Principals and Superintendents.
- •E-mailed to a vast number of colleges, universities, and organizations in neighboring states
- •E-mailed to your consultants' networks of colleagues throughout the state and region.

Third, we help you devise a **paid media strategy**, if you wish to use one, to expand the reach of your Superintendent search. Comprehensive advertising plans that include on-line and print job ads are offered by the **Omaha World-Herald**, covering eastern Nebraska, several regional Nebraska newspapers, and outlets in nearby states.

The World-Herald's Basic on-line job advertising plan costs $335 for a 30-day placement. It includes placement on Omaha.com, more than 30 on-line job boards (such as Indeed and Zip Recruiter), social networks to access Twitter and LinkedIn job seekers, and Featured Jobs on the owhjobs home page. Advanced ($485) and Premium ($605) 30-day on-line plans are also available.

World-Herald print advertising plans can accompany an on-line plan. The cheapest is a 1/8-page (roughly 5"x5") color ad priced at $223 per day. This must be coupled with one of the on-line plans above putting the minimum cost for a single Sunday print ad and 30-day on-line ad at $558.

NRCSA can also inform you of advertising options for central Nebraska and nearby states if you want to explore additional paid advertisements.

How NRCSA Advertises your Vacancy

NRCSA Website

Wayne Community Schools

Notice of Vacancy

Apply for this vacancy

Application Deadline: **TBD**

Finalists Selected: **TBD**

Interviews: **TBD**

Contract Start Date: **July 1, 2027**

NCSA Website

Employment Post



Welcome to the
NCSA Employment Post

Members can now log in to post a position.

First time employer posting:
Create an account to post a new employment opportunity.

Returning employer posting:
Log in here to post a new employment opportunity.

Need technical assistance? Contact:
Amy at 800-793-6272
amy@ncsa.org

Superintendent of Schools
Wayne Community Schools
Contact Name: Paul Sheffield
Contact Email: superintendentsearch@nrcsa.net
Apply Online
Visit Website

Wayne Community Schools seeks applications for the position of Superintendent of Schools. The District is located in Wayne in northeast Nebraska.

AOV Wayne.PDF

Deadline for applications: *TBD*

Facebook

Nebraska Rural Community Schools Association

Wayne Community Schools seeks applications for the position of Superintendent of Schools. The District is located in Wayne in northeast Nebraska.

Apply online at: https://www.nrcsa.net/member-services/superintendent-search

Application Deadline: TBD
Finalists Selected: Mar. TBD
Interviews: TBD
Contract Starts: July 1, 2027

X (formerly Twitter)

Nebraska Rural Community Schools Association
@NRCSA1980

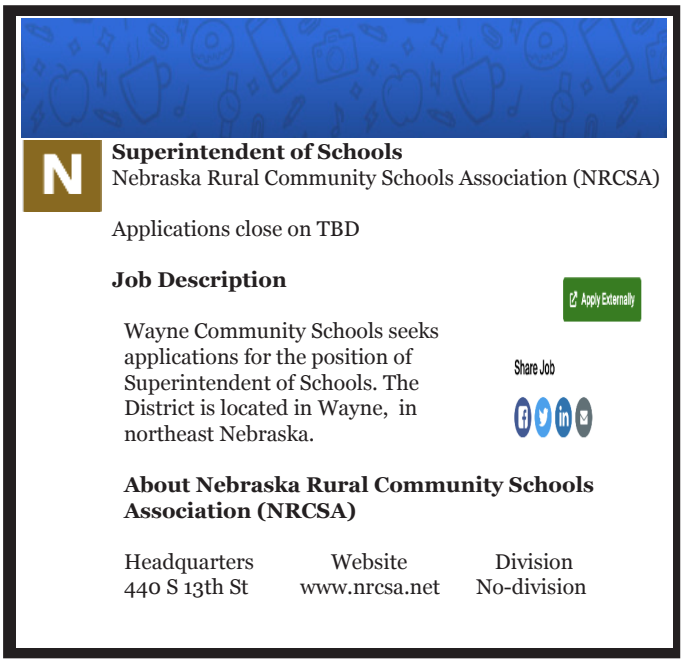
NRCSA Announces the opening for the Superintendent of Schools position for Wayne Community Schools

Application Deadline: TBD Finalists Selected: TBD Interview Day: TBD Contract Begins: July 1

APPLICATION PROCEDURE: Go to www.nrcsa.net and download all application materials for this position. All materials (other than the authorizations page) are to be submitted electronically to NRCSA.

APPLICATION GUIDELINES
- **Submit letter of application and resume**
- **Complete NRCSA application form**
- **Submit a transcript of all graduate studies that makes you eligible for this position**
- **Submit current Nebraska Certificate with endorsement for Superintendent or evidence of eligibility**
- **Submit three letters of recommendation**

Handshake



Superintendent of Schools
Nebraska Rural Community Schools Association (NRCSA)

Applications close on TBD

Job Description

Apply Externally

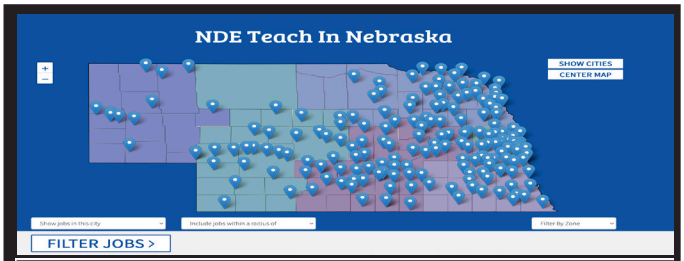
Wayne Community Schools seeks applications for the position of Superintendent of Schools. The District is located in Wayne, in northeast Nebraska.

Share Job

About Nebraska Rural Community Schools Association (NRCSA)

Headquarters	Website	Division
440 S 13th St	www.nrcsa.net	No-division

Teach in Nebraska



Superintendent of Schools - Wayne Community Schools

Wayne Community Schools seeks applications for the position of Superintendent of Schools. The District is located in Wayne in northeast Nebraska.

Grades
Pre-K - 12

Additional Information
Application Deadline: **TBD**

Category
Superintendent / Asst Superintendent

Contact Information
Wayne Community Schools
611 W 7th St
Wayne, NE 68787
https://www.nrcsa.net/

Paul Sheffield
(p) (402) 759-1609
(f) (402) 476-7740

ASK ABOUT THIS JOB

Via email

November, 2026

Nebraska Rural Community Schools Association
440 S 13th St, Suite B
Lincoln, NE 68508

To: NRCSA Friends & Educational Administration Departments
From: Paul Sheffield, Executive Director
Re: WAyne Community Schools Announcement of Vacancy

NRCSA SUPERINTENDENT SEARCH SERVICE
WAYNE COMMUNITY SCHOOLS
SUPERINTENDENT OF SCHOOLS

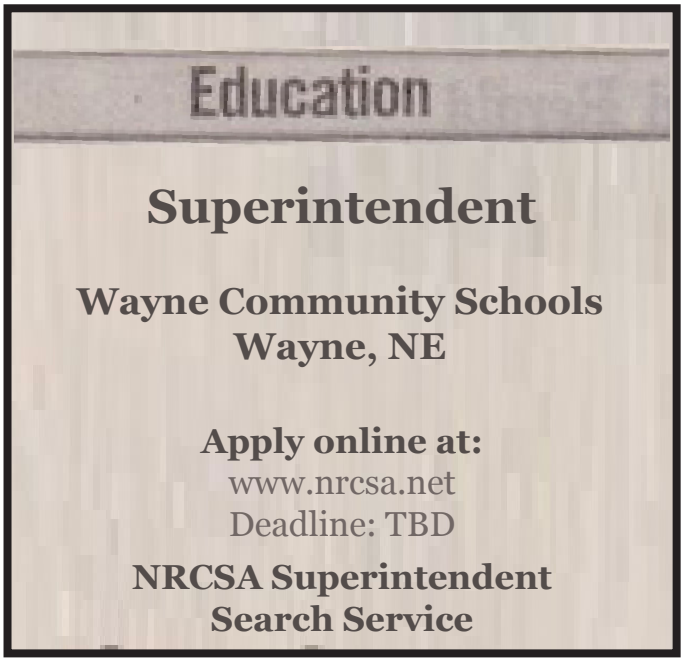
The NRCSA Superintendent Search Service announces a vacancy for Wayne Community Schools. This vacancy will be sent to all schools in the NRCSA size range and posted on the NRCSA website, Handshake (formerly Husker Hire) website, Teach-In Nebraska website, NCSA website, superintendentjobs.com website, and sent to all Education Administration Department chairs and professors at seven Nebraska colleges and universities with Education Specialist Programs as well as those colleges and universities with Education Specialist programs in surrounding states.

Wayne Community Schools seeks applications for the position of Superintendent of Schools. The District is located in Wayne in northeast Nebraska.

Notice of Vacancy: Wayne Community Schools
Application information at: www.nrcsa.net
School District Website: https://www.wayneschools.org/
Application deadline: **TBD**

Please feel free to forward or post this for all students, or alumni who might be interested.

In Print



Successful Searches

2026-27 Search Season

Arapahoe Public Schools **Consultants:** *Dan Bird & Jack Moles*

Search Complete.

Boyd County Schools **Consultants:** *Jack Moles & Holly Herzberg*

Search Ongoing!

Clarkson Public Schools **Consultants:** *Fred Helmink & Jon Cerny*

Search Complete.

Douglas County West Community Schools **Consultants:** *Jay Bellar & Jeff Messersmith*

Search Ongoing!

Educational service Unit 11 **Consultants:** *Dan Bird & Curtis Cogswell*

Search Starting Soon!

Educational service Unit 17 **Consultants:** *Caroline Winchester & Eugene Hanks*

Search Complete.

Red Cloud Community Schools **Consultants:** *Curtis Cogswell & Holly Herzberg*

Search Ongoing!

2025-26 Search Season

Axtell Community Schools **Consultants:** *Dan Bird & Mike Cunning*

Contact: Kurt Behrhorst - (308)-627-0292

Testimonial: *"Not only were our two consultants well versed in both the legal aspects of the search, but also the nuances of working with the school board."*

Bancroft-Rosalie Community Schools **Consultants:** *Jim Havelka & Jay Bellar*

Contact: Kurt Mike Nottleman (402) 380-3147

Testimonial: *"Thorough, thoughtful, organized processed used during the entire consultation."*

Blue Hill Community Schools - Interim **Consultant:** *Mark Norvell*

Hampton Public Schools **Consultants:** *Fred Helmink & Curtis Cogswell*

Contact: Grant Dose - (402) 725-3116

Testimonial: *"The consultants took time to get to know the school's wants and desires."*

Hayes Center Public Schools **Consultants:** *Robin Stevens & Paul Sheffield*

Newman Grove Public Schools **Consultants:** *Fred Helmink & Jay Bellar*

Contact: Jeanie McCloud - (402) 741-0193

Testimonial: *"Very courteous and professional, they (the consultants) took the time to do research and present applicants to select the ones to fit our needs. Everything was presented in a very professional manner. Very available to us."*

Potter-Dix Public Schools **Consultants:** *Caroline Winchester & Eugene Hanks*

Red CloudCommunity Schools - Interim **Consultant:** *Curtis Cogswell*

Sandy Creek Public Schools **Consultants:** *Robin Stevens & Paul Sheffield*

Superior Public Schools **Consultants:** *Curtis Cogswell & Paul Sheffield*

Contact: Peggy Meyer - (402) 879-1304

Testimonial: *"It was an easy and efficient process."*

2024-25 Search Season

Boyd County Schools **Consultants:** *Dan Bird & Caroline Winchester*

Lawrence-Nelson Public Schools **Consultants:** *Fred Helmink & Rob Hanger*

Contact: Lance Williams - (402) 469-2311

Testimonial: *"Team approach with two consultants." "Provided excellent information."*

Pawnee City Public Schools **Consultants:** *Fred Helmink & Rob Hanger*

Contact: Jason Vetrovsky - (402) 440-3911

Testimonial: *"We liked the process and how detailed it was."*

Shelton Public Schools **Consultants:** *Robin Stevens & Mark Norvell*

Contact: Kay Johnson - (612) 599-2078

Testimonial: *"The NRCSA search was geared to fit our needs and school very well."*

2023-24 Search Season

Deshler Public Schools - Interim Search **Consultant:** *Dan Bird*

Contact: Brian Isernhagen - (402) 768-3175

Testimonial: *"Able to find eight candidates late in the season."*

Fairbury Public Schools - Interim Search **Consultant:** *Rob Hanger*

Raymond Central Public Schools **Consultants:** *Fred Helmink & Rob Hanger*

Sioux County Public Schools **Consultants:** *Caroline Winchester & Robin Stevens*

Contact: Jud Skavdahl - (308) 665-5711

Testimonial: *"Organized, easy."*

2022-23 Search Season

Ansley Public Schools. **Consultants:** *Dan Bird & Caroline Winchester*

Contact: Pete Cunningham - (308) 212-0298

Testimonial: *"The consultants were very relatable; their experience gave us confidence."*

Bruning-Davenport Unified System. **Consultant:** *Dan Bird*

Contact: Mike Schroeder - (402)-364-3048

Testimonial: *"Provided us with a lot of good information on the candidates" "The consultant was very organized and the communication with the Board was terrific."*

Educational Service Unit 16. **Consultants:** *Caroline Winchester & Robin Stevens*

Contact: Judy Thompson - (308) 530-6316

Testimonial: *"It is impossible to list all the good things about the Search Service."*

Lakeview Community Schools. **Consultants:** *Fred Helmink & Rob Hanger*

Louisville Public Schools. **Consultants:** *Fred Helmink & Rob Hanger*

Medicine Valley Public Schools. **Consultants:** *Cindy Huff & Curtis Cogswell*

Contact: Austin Klein - (308) 367-7000

Testimonial: *"Communication between NRCSA and the Board was great throughout the process."*

North Bend Central Public Schools. **Consultants:** *Rob Hanger & Fred Helmink*

NSAA Executive Director. **Consultants:** *Dan Bird & Mark Norvell*

Contact: Bob Drews - (308) 991-6294

Testimonial: *"Customized to fit our needs." "Very good communication."*

Randolph Public Schools. **Consultants:** *Jim Havelka & Amy Shane*

Contact: Paul Schmit - (402) 360-1228

Testimonial: *"Consultants were personable and easy to work with."*

Ravenna Public Schools. **Consultants:** *Mark Norvell & Rob Hanger*

Contact: Misti Fiddelke - (308) 627-7394

Testimonial: *"Flexible with dates; Very personable consultants."*

2022-23 Search Season, Cont,

South Central Unified System 5. **Consultant:** *Dan Bird*

Contact: Lance Williams - (402) 469-2311

Testimonial: *"They (the consultant) asked many questions to understand what we were looking for."*

Southwest Public Schools. **Consultants:** *Mark Norvell & Cindy Huff*

Contact: Duane Teter - (308) 350-1668

Testimonial: *"NRCSA advertised for us and gathered all the candidate information."*

Superior Public Schools. **Consultant:** *Cindy Huff*

Tekamah-Herman Community Schools. **Consultants:** *Jim Havelak & Fred Helmink*

Contact: Mandyn Pruess - (402) 870-0096

Testimonial: *"As a board we liked how organized they were and that everything was mapped out for us."*

Thayer Central Community Schools. **Consultants:** *Curtis Cogswell & Jon Habben*

2021-22 Search Season

Arapahoe Public Schools

Arthur County Schools

Bayard Public Schools - Kim Kildow - (308) 631-0389

ESU 11 - Dick Phillips - (308) 830-2974

Heartland Community Schools - Gary Braun - (402) 694-1263

Leyton Public Schools

Newman Grove Public Schools - Jeanie McCloud - (402) 741-0193

North Bend Central Public Schools

O'Neill Public Schools Gene Chohon - (402)340-1580

Potter-Dix Public Schools - Joe Nicklas - (970) 520-3578

St Edward Public Schools

St Paul Public Schools

Tri County Public Schools - Brian Quackenbush - (402) 239-2979

Wheeler Central Public Schools - Susan Patrick - (308) 750-4715

2020-21 Search Season

Amherst Public Schools - Les Adelung - (308) 627-4948

Boyd County Schools - Beth Drueke - (402) 340-5219

Centennial Public Schools - Jason Richters - (402) 641-5025

Creighton Community Schools - Duane Fanta - (402) 358-0113

Eustis-Farnam Public Schools - John Keller - (308) 325-1743

Franklin Public Schools - John Siel - (308) 470-0671

Friend Public Schools - Jamie Tuttle - (402) 416-5480

Loup City Public Schools - Cindy Ericson - (308) 383-1756

Oakland-Craig Public Schools - Gus Ray - (402) 639-9974

Ravenna Public Schools - Misti Fiddelke - (308) 627-7394

Sutherland Public Schools - Ron VanSkiver - (308) 386-8492

Syracuse-Dunbar-Avoca Schools - Andy Burr - (402) 874-0421

Wynot Public Schools - Laurie Schulte - (402) 841-9094

2019-20 Search Season

Cody-Kilgore Unified Schools - Adam Naslund - (402) 389-1561

Deshler Public Schools - Brian Isernhagen - (402) 768-3175

Fillmore Central Public Schools

Maywood Public Schools - Russ Gerlach - (308) 362-4223

Osceola Public Schools

Stanton Community Schools - John Mandl - (402)-380-5698

Stapleton Public Schools

Sterling Public Schools

2018-19 Search Season

Bruning-Davenport Unified System - Mike Schroeder - (402)-364-3048

Northwest Public Schools - Dan Leiser - (308) 390-4517

Potter-Dix Public Schools - Tim Maas - (308) 879-4292

2017-18 Search Season

Johnson County Central Public Schools - Greg Hunzeker - (402) 699-4223

Laurel-Concord-Coleridge School - Steve Schutte - (402) 518-0111

Loup City Public Schools

Maywood Public Schools

Southern Valley Schools

2016-17 Search Season

Litchfield Public Schools - Mitch Feldman - (308) 390-4656

McPherson County Schools - Bob Ryland - (308) 520-0046

St. Edward Public Schools

Stapleton Public Schools - Steve Schaeffer - (308) 636-2984

2015-16 Search Season

Cody-Kilgore Public Schools

Dorchester Public Schools - Lindsey Zoubek - (402) 641-8823

Hitchcock County Schools - Craig Scott - (308)340-9592

Pleasanton Public Schools - Wendy Kingston - (308) 440-1591

Lakeview Community Schools - Keith Runge - (402) 564-8798

Wheeler Central Schools - Susan Gehl - (308) 750-8016

2014-15 Search Season

Arnold & Callaway Public Schools - Duane Bowers - (308) 520-5768, Doug G'Schwind - (308) 870-1952

Franklin Public Schools

McPherson County Schools - Trent Neal - (308) 530-5493

Ravenna Public Schools

Wilcox-Hildreth Public Schools - Jeff Loschen (308) 991-6398

2013-14 Search Season

Newman Grove Public Schools - David Fowlkes - (402) 741-1551

Winside Public Schools - John Mangels - (402) 649-4649

NRCSA's Consultants



Jay Bellar - Jay spent 35 years as a teacher, coach, and administrator, including 20 years as superintendent at Battle Creek Public Schools. He was the Nebraska Superintendent of the Year by NASA in 2015 and the NRCSA Superintendent of the Year in 2018. For the next five years Jay continued his career as the Executive Director of the Nebraska Schools Activities Association.

Contact Jay: (402) 750-5406
jbellar25@gmail.com



Dan Bird - Dan spent 35 years in education as a teacher, coach and school administrator, including 21 years as Superintendent at Burwell Public Schools, a long-time NRCSA member. Dan has devoted his career to making a difference in his student's lives.

Contact Dan: (308)730-1876
danbird1960@gmail.com



Dr. Jon Cerny - Jon served as Superintendent at Bancroft-Rosalie Community Schools for 33 years. He was named 2019 Outstanding Career and Technical Administrator of the Year by the Association for Career and Technical Education of Nebraska and in 2026 was inducted into the Education Quest Hall of Fame.

In 2015, Dr. Cerny received the Terrell Bell Award from the United States Department of Education for outstanding leadership. In 2013 he received the Outstanding Superintendent Award from the Nebraska Rural Community Schools Association.

Dr. Cerny is past President and Executive Board member of the Nebraska Rural Community Schools Assoc and served as a Board Member on the Nebraska School Activities Association for 7 years.

Contact Jon: (402) 380-7874
joncerny33@outlook.com



Dr. Curtis Cogswell - Curtis spent 36 years in education as a teacher, coach, assistant principal, principal, and superintendent. He served as superintendent of McCool Junction Public Schools and Dorchester Public Schools. Curt had the honor of serving as NRCSA President and serve on the NRCSA Legislative Committee. He was also an Assistant Professor at Wayne State College working in the Education Leadership Department.

Contact Curtis: (402)366-6202
curtiscogswell61@gmail.com



Eugene "Mo" Hanks - Mo spent 31 years in education as a teacher, coach, activities director, principal, and superintendent. During his thirteen-year tenure as the Secondary Principal of Kimball Public Schools Mo was selected as the 2014 Nebraska High School Principal of the Year and received the 2019 Secondary Principal Distinguished Service Award. He finished his career as the Superintendent of Crawford Public Schools where he also served on the NRCSA Executive Committee and as the Secretary for NSAA District VI.

Contact Mo: (308) 241-1971
hanks.mo@gmail.com



Jim Havelka - Jim spent 27 years as a Superintendent in NRCSA schools, including Rising City, Howells, Dodge, and North Bend. He's a past president of NRCSA and its 2009 Superintendent of the Year.

Contact Jim: (402) 620-1705
jhavelka@gpcom.net



Fred Helmink - Fred spent 36 years as a teacher, coach, and administrator in a number of Nebraska schools including Norris, Geneva, Polk, Gothenburg, Beatrice, and his final 13 as the Fairbury superintendent. He is a past president of the NRCSA organization and was also served as chair of the NRCSA legislative committee.

Contact Fred: (402) 587-0440
fhelmink@gmail.com



Holly Herzberg - Holly spent 33 years as a teacher, coach, and administrator, including 20 years as Superintendent at Hampton Public School, a long-time NRCSA member. She has been a member of the Commissioner of Education's Advisory Council, past President of the Nebraska Association of Supervision and Curriculum, and led multiple Rule 10 continuous school improvement external team visits across the state.

Contact Holly: (402) 694-8685
holly.herzberg12@gmail.com



Jeff Messersmith - Jeff is a dedicated education professional with 35 years of experience as a coach, teacher, administrator, and college student teacher supervisor. A U.S. Marine Corps veteran who served six years, he has remained committed to developing future generations, as both his son and daughter chose careers in education. He and his wife Teresa recently celebrated their 40th wedding anniversary and are the proud grandparents of eight grandchildren. In his personal time, Jeff enjoys family gatherings, golfing, and the outdoors.

Contact Jeff: (307) 920-3311
jmessers1962@gmail.com



Jack Moles - Jack spent 38 years in education as a teacher, coach, Principal, and Superintendent. He served as Superintendent for Amherst Public Schools for one year, then for Nemaha Valley and Johnson County Central for 22 years. For the past eight years, Jack was the Executive Director of NRCSA. He served as the President of NRCSA for one year and Co-Chair of NRCSA's Scholarship and Recognition Committee many years. He also served as the Chair of the Nebraska Council of School Administrators.

Contact Jack: (402) 335-7732
jmoles@nrsa.net



Caroline Winchester - Dr. Caroline Winchester served 24 years as a Superintendent, retiring as the leader of Chadron Public Schools. Among her career highlights are being named Nebraska Superintendent of Year by NASA and receiving the 2019 Nebraska Excellence in Education Award from Cognia. She has been a member of the Commissioner of Education's Advisory Council, the Network Nebraska Advisory Board, and the NRCSA Executive Committee.

Contact Caroline: (308) 750-7753
winmil2020@gmail.com

Nebraska Rural Community Schools Association



"Quality Rural Schools"

www.nrcsa.net

NRCSA Rural Community Schools Association
440 S 13th St, Suite B
Lincoln, NE 68508

www.nrcsa.net *www.twitter.com/NRCSA1980* *www.facebook.com/nrcsahome/*



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION
440 South 13th Street, Suite B
Lincoln, NE 68508

AGREEMENT FOR SUPERINTENDENT SEARCH SERVICES:

This agreement is entered into between the Nebraska Rural Community Schools Association (hereinafter "NRCSA") and the Board of Education of Wayne Community Schools (hereinafter "the Board").

TERMS OF AGREEMENT

I. Through its consultants, NRCSA will provide the Superintendent Search Services described below:

A. Planning Phase. <u>NRCSA's consultants will:</u>

1. Meet with the Board of Education to develop a comprehensive plan for the search process.
2. Develop a school district profile, which includes the district's strengths and challenges.
3. Develop a candidate profile, which includes desired characteristics and expectations for the district's Superintendent.
4. If desired by Board, develop a stakeholder engagement plan, which allows district staff and community members to participate in creating the district profile, assist in developing characteristics and expectations for the Superintendent, and/or participate in the interview process.
5. Identify initial elements of the Board's proposed salary and benefit package for the new Superintendent and research Superintendent compensation packages in comparable districts.
6. Develop a vacancy notice, which includes community demographics, an overview of the school's features and performance, desired characteristics and expectations for the Superintendent, and outlines application procedures.
7. Develop a timeline with key target dates for each step of the selection process.

B. Recruiting and Screening Phase. NRCSA's consultants will:

1. Distribute the vacancy notice to school districts, colleges, ESU's, professional organizations, and other sources of applicants.
2. Advertise in the Omaha World-Herald and/or other appropriate media.
3. Actively seek out candidates that meet the district's selection criteria.
4. Instruct candidates to complete a NRCSA application form and submit specified materials.
5. Compile applicant data including cover letter, application form, letters of reference, transcripts, etc.
6. Keep track of the status of each applicant.
7. Conduct initial reference checks on all applicants and more detailed reference checks on candidates being considered for recommendation as finalists.
8. Analyze each applicant's materials based on the district's candidate profile. Categorize candidates for Board consideration based on the extent to which they fit the district's candidate profile.

C. Finalist Selection Phase. NRCSA's consultants will:

1. Meet with the Board to review all applicants' files.
2. Prepare an applicant summary form for the Board which includes data for all applicants who have completed the application process. In addition, the application files of all candidates who have completed the process will be made available to the Board.
3. Make recommendations to the Board of potential finalists based on the results of the consultants' analysis of application materials and screening process.
4. Arrange for a qualified vendor, currently OneSource, to conduct background checks on finalists. NRCSA will arrange with the vendor to conduct a basic criminal background check (Check Plus level) and Department of Motor Vehicles check and provide a summary of the results to the Board.
5. Review comparable salary and benefit information with the Board.
6. If desired, share model Superintendent contract language with the Board for its consideration. However, an employment contract should be approved by the school district's attorney before being offered.

D. Interview Phase. NRCSA's consultants will:

1. Assist the Board in establishing interview and candidate visitation procedures.
2. In coordination with district staff, contact the finalists to schedule interviews.
3. Coordinate the interview day(s) with district staff.
4. Assist the Board, employee committee, and community committee in developing interview questions.
5. Review appropriate interview procedures, including avoiding questions that are illegal or inappropriate.
6. Work with the Board to establish a means to evaluate each candidate.
7. Establish a process for employee and community committees to submit appropriate input to the Board.
8. After the Board has made selection, contact non-selected candidates. Notify all applicants once the final selection is made.

E. Transition Phase. NRCSA's consultants will:

1. Meet with new Superintendent and Board to plan a successful transition.
2. Assist the new Superintendent in creating performance goals.
3. Coordinate with NRCSA to provide additional transition services, such as a Superintendent-Board Planning Workshop. These optional services are available for NRCSA members only.

II. Fees and Expenses.

A. Services listed in Phases A through E with the exception of additional transition services are included in the base fee of **$5,500.**

B. Expenses reimbursable to NRCSA include all actual **vacancy advertising expenses** and consultant **travel expenses**. For each Superintendent Search meeting with a district, mileage is determined using the average of the mileage to the district from each consultant's home. That round trip mileage total will be multiplied by the State of Nebraska's mileage reimbursement rate. This includes travel to the district for profile meeting or meetings, finalist selection meeting, interviews, and transition services meetings. Lodging expenses for night meetings or when distance, or weather require overnight stays will be approved by the Board. No travel expense will be charged for the initial proposal meeting with the Board. Reimbursement for other unexpected expenses will only be sought with the approval of the Board.

C. Additional transition and/or planning services may be customized to the district's needs and a fee for such services, which are available to NRCSA members only, must be negotiated with the NRCSA Executive Director.

D. Payment to NRCSA will be in two installments: One-half of the base fee is due within 30 days after the agreement is signed; the remaining base fee and all expense reimbursement except those associated with transition services is due within 30 days of the hiring of the new Superintendent.

III. Warranty. NRCSA provides the following warranty of its services. If the new Superintendent resigns because of expressed dissatisfaction with the position, or if the new Superintendent is asked by the Board to resign after expressed dissatisfaction, or if the Board implements non-renewal procedures within the first **two years** of employment, NRCSA and consultants will conduct a new search for the resulting vacancy with payment limited to reimbursable expenses only. Declining to participate in the follow-up transition meeting will void the warranty.

IV. Legal Services: NRCSA's consultants will endeavor to render services **in** full compliance with applicable law but will not undertake to provide legal advice to the Board. The Board is encouraged to involve its legal counsel with respect to issues arising under the Nebraska Open Meetings Act, the Nebraska Public Records Act, and the Superintendent's contract.

V. Non-Discrimination: The Association and the Consultants shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights and equal opportunity employment in connection with all services rendered under the provisions of this Agreement. Neither the Association nor the Consultants shall discriminate against, or assist any client school district in discriminating against, any employee or applicant for employment because of his or her race, color, religion, sex, disability or national origin.

VI. Signatures. In witness whereof the parties have signed and entered into this agreement.

_____	_____
President, Board of Education	Date
	11-16-26
_____	_____
Nebraska Rural Community Schools Association	Date



NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION
440 South 13th Street, Suite B
Lincoln, NE 68508

AGREEMENT FOR DISCOUNTED SUPERINTENDENT SEARCH SERVICES:

This agreement is entered into between the Nebraska Rural Community Schools Association (hereinafter "NRCSA") and the Board of Education of Wayne Community Schools (hereinafter "the Board").

TERMS OF AGREEMENT

I. Through its consultant, NRCSA will provide the limited Superintendent Search Services described below:

A. Planning Phase. NRCSA's consultant will:

1. Meet with the Board of Education to develop a comprehensive plan for the search process.
2. Develop a school district profile, which includes the district's strengths and challenges.
3. Develop a candidate profile, which includes desired characteristics and expectations for the district's Superintendent.
4. Identify initial elements of the Board's proposed salary and benefit package for the new Superintendent and research Superintendent compensation packages in comparable districts.
5. Develop a vacancy notice, which includes community demographics, an overview of the school's features and performance, desired characteristics and expectations for the Superintendent, and outlines application procedures.
6. Develop a timeline with key target dates for each step of the selection process.

B. Recruiting and Screening Phase. NRCSA's consultant will:

1. Distribute the vacancy notice to school districts, colleges, ESU's, professional organizations, and other sources of applicants.
2. Advertise in the Omaha World-Herald and/or other appropriate media at client expense.
3. Actively seek out candidates that meet the district's selection criteria.
4. Instruct candidates to complete a NRCSA application form and submit specified materials.
5. Compile applicant data including cover letter, application form, letters of reference, transcripts, etc.
6. Keep track of the status of each applicant.
7. Conduct initial reference checks on all applicants using support of a second consultant and more detailed reference checks on candidates being considered for recommendation as finalists.
8. Analyze each applicant's materials based on the district's candidate profile. Categorize candidates for Board consideration based on the extent to which they fit the district's candidate profile.

C. Finalist Selection Phase. NRCSA's consultants will:

1. Meet with the Board to review all applicants' files.
2. Prepare an applicant summary form for the Board which includes data for all applicants who have completed the application process. In addition, the application files of all candidates who have completed the process will be made available to the Board. The client District will be asked to copy and distribute some candidate materials.
3. Make recommendations to the Board of potential finalists based on the results of the consultants' analysis of application materials and screening process.
4. Arrange for a qualified vendor, currently OneSource, to conduct background checks on finalists. NRCSA will arrange with the vendor to conduct a basic criminal background check (Check Plus level) and Department of Motor Vehicles check and provide a summary of the results to the Board at the client's expense.

D. Interview Phase. <u>NRCSA's consultant will:</u>

1. Assist the Board in establishing interview and candidate visitation procedures. Client will be asked to copy and distribute finalist materials and interview packets.
2. In coordination with district staff, contact the finalists to schedule interviews.
3. Coordinate the interview day(s) with district staff via telephone.
4. Apprise Board of open meetings/open records requirements.
5. Conduct one pre-interview meeting with the faculty/staff and community committees to develop interview questions and procedures.
6. Review appropriate interview procedures, including avoiding questions that are illegal or inappropriate.
7. Work with the Board to establish a rubric to evaluate each candidate.
8. Establish a process for employee and community committees to submit appropriate input to the Board.
9. After the Board has made selection, contact non-selected candidates. Notify all applicants once the final selection is made.

II. Fees and Expenses.

A. Services listed in Phases A through D are included in the base fee of **$3,000**.

B. Expenses reimbursable to NRCSA include all actual **vacancy advertising expenses** and consultant **travel expenses.** For each Superintendent Search meeting with a district, mileage is determined using the average of the mileage to the district from each consultant's home. That round trip mileage total will be multiplied by the State of Nebraska's mileage reimbursement rate. This includes travel to the district for profile meeting or meetings, finalist selection meeting, interviews, and transition services meetings. Lodging expenses for night meetings or when distance, or weather require overnight stays will be approved by the Board. No travel expense will be charged for the initial proposal meeting with the Board. Reimbursement for other unexpected expenses will only be sought with the approval of the Board.

C. Payment to NRCSA will be in two installments: One-half of the base fee is due within 30 days after the agreement is signed; the remaining base fee and all expense reimbursement except those associated with transition services is due within 30 days of the hiring of the new Superintendent.

III. Warranty. No warranty is provided with reduced search services.

IV. Legal Services: NRCSA's consultant will endeavor to render services in full compliance with applicable law but will not undertake to provide legal advice to the Board. The Board is encouraged to involve its legal counsel with respect to issues arising under the Nebraska Open Meetings Act, the Nebraska Public Records Act, and the Superintendent's contract.

V. **Non-Discrimination**: The Association and the Consultant shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights and equal opportunity employment in connection with all services rendered under the provisions of this Agreement. Neither the Association nor the Consultants shall discriminate against, or assist any client school district in discriminating against, any employee or applicant for employment because of his or her race, color, religion, sex, disability or national origin.

VI. Signatures. In witness whereof the parties have signed and entered into this agreement.

_____ _____

President, Board of Education Date

Paul DSoffell 11-16-26

_____ _____

Nebraska Rural Community Schools Association Date



NASB Superintendent Search Information Prepared for

Wayne Community Schools

"Learning For Life, Every Student, Every Day."

Through Leadership, Innovation, Vision and Engagement, the Nebraska Association of School Boards provides programs, services, and advocacy to strengthen public education for all Nebraskans.

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Wayne Board of Education,

We appreciate the opportunity to share information on the NASB Superintendent Search Service with the Board of Education. The Nebraska Association of School Boards provides a multitude of services to our members, including superintendent search services.

My name is Shari Becker, and I am the Director of the Nebraska Association of School Boards Education Leadership Search Service. I have been the Director of the Search Service since April of 2013 and worked for the Service for six years prior to becoming the Director.

Hiring a superintendent is one of the most important decisions a school board will make. The NASB Search Service looks at the process through the eyes of a board member. We ensure a highly professional search process that will attract quality applicants but will also bring credit to the board for the manner in which the search is conducted.

The NASB search process is a cost conscious, comprehensive package which covers all details of the search process including the opportunity for NASB to continue to support the superintendent, board and district after the hire is final.

Please contact me at the number below if you have any questions. The team at NASB would value the opportunity to work with the board through the search process.

Respectfully submitted,

Shari L. Becker

Shari L. Becker
Director of NASB Education Leadership Search Services
402.416.4483 Cell

Search Service Protocol

In the following section, you will see a detailed outline of the NASB Search Protocol. We typically conduct

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two to three meetings during the search process. These can be with the full board or a combination of a committee and the board.

NASB Preliminary Work

- Distribute a board member survey to learn about district strengths and challenges from the board perspective
- Begin creation of marketing brochure
- Advertise vacancy on NASB and other applicable sites

Board Work Session

- Collaborate with the board to design a timeline to guide the search process
- Review and discuss board survey results and Leadership Profile document

NOTE: Leadership Profile is developed from input directly from board members. The Board will review the Profile and NASB will alter, as necessary. The Profile is then used to guide the Board in selecting interview questions, selecting interview candidates, and assessing the interview process. The Profile will ultimately guide a board retreat once the superintendent begins.

- Discuss NASB Statewide Superintendent Salary Survey and compensation package
- Discuss interview questions and procedures
- Discuss interview schedule structure including participants and logistics
- Review and discuss superintendent related documents: job description, evaluation tool, and contract

Note: The Association stipulates in the Search agreement that, following discussion of the contract, the board will communicate and work with the district's school attorney to authorize any and all changes as the Board deems appropriate to the contract

NASB Duties

- Recruit to identify quality applicants
- Receive, process, and screen all completed online applications and supporting documentation
- Conduct comprehensive professional and personal reference checks including internet search, criminal background search, adult/child abuse check and credit check

District Staff and Education Partners Survey

- Engage staff, students, parents, patrons and community leaders through an electronic survey
- Compile survey comments and provide for board review prior to final meeting

Final Special Meeting

- NASB presents all applicant names and screening results to the Board of Education for review and consideration (unless board requests otherwise)
- Finalize interview schedule and questions
- Discuss final interview details and protocol

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- Discuss candidate selection and negotiations protocol

Board Final Duties

- Interview candidates for the position
- Negotiate with the candidate of choice (NASB will assist at the board's request)
- Ratify the contract at an advertised meeting of the board

NASB Final Duties

- Handle communications with all applicants and interview candidates
- Coordinate travel arrangements for candidates
- Attend interviews at the request of the board
- Conduct post-interview conference with interview candidates and communicate information to the board

Transition

- Continue communications with board president and incoming superintendent to ensure a smooth transition
- Provide transition assistance and resources to the incoming superintendent to prepare for role
- Arrange mentoring for new superintendent if needed
- Conduct Board Retreat with the board once the new superintendent begins
    - This session fee is included in the search fee except for travel to the district
- Provide a two-year guarantee for boards who complete the Retreat by December of the first contract year
    - If the superintendent leaves during the first year of their contract, NASB will do the search again with no fee. Expenses will be billed back to the district for travel, background checks, and any fee-based advertising.
    - If the superintendent leaves at the end of the 2nd year of their contract, the guarantee is considered fulfilled. NASB will conduct a new search for a reduced negotiated fee plus expenses.

Summary of Screening Process

- Screen all completed applications/supporting documentation
- Contact numerous references per applicant for verbal questionnaire
- Provide verbal summary of **all** applicant information to the board
- Share strengths and areas of growth
- Utilize open and closed sessions for this process
- OneSource background check

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Engaging District Staff and Education Partners

The Association will engage district staff and education partners in a variety of ways throughout the search process. An electronic survey link will be distributed to staff, administration, community and parents. The participants will be asked to provide feedback through the electronic survey, regarding strengths, challenges and preferred attributes for the new superintendent.

In addition to eliciting feedback through the electronic survey, the board may also want to engage staff and education partners in the interview process. During our planning session with the board, we will discuss the specifics of the interview schedule. Each interview schedule is unique to the needs of the district. Generally, boards invite a small number of staff members, administrators and community members to meet with the interview candidates. NASB will provide interview questions and training for these interview team members. The groups will then provide feedback to the board, in written format, as to the strengths and potential weaknesses of the interview candidates. The board will review the feedback as they deliberate about the candidates.

Board Member References

Gretna Public Schools, Rick Hollendieck, Board President, (402) 679-4200

Hemingford Public Schools, Justin Ansley, Board President, (308) 760-7004

Lexington Public School, Garth Mins, Board President, (308) 390-3418

Logan View Public Schools, Chad Rebbe, Board President, (402) 380-9104

Sterling Public Schools, Mark Horstman, Board President, (402) 239-2622

Sumner-Eddyville Miller Schools, Kirby Burden, Board President, (308) 440-5685

Sutherland Public Schools, Janet Mueller, Board President, (308) 539-4221

Twin River Public Schools, Jennifer Swantek, Board President, (402) 750-7139

NASB Search Fee $7,000

Included in the Search Fee

- All details described in the Search Service Protocol including but not limited to
  - Marketing brochure
  - Advertising options with no fee
  - Recruiting quality candidates

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    - Creation of Leadership Profile
    - Interview questions, schedule, procedures and support
    - Engagement of district staff and education partners
    - Review of superintendent personnel documents
    - Collection and screening of all application materials
    - OneSource background checks
    - Interview assessment document
    - Two to three in-person meetings and attendance at interview process if requested by board
    - Negotiations support if requested
    - Communication with board and applicants throughout the process
- Board Retreat after the new superintendent starts
    - To be held prior to December 31 of the first year of the contract
- Two-year Guarantee on the hire – according to stipulations on p. 4 and listed in the agreement
- Superintendent transition document
- Superintendent transition assistance/mentor (with a minimal additional fee)
- Ongoing support for the board and superintendent

Expenses to be billed back to the district

Travel expenses for NASB Consultants include mileage and meals (mileage billed at the standard IRS mileage rate i.e. $.725 for 2026)

NOTE: If additional planning discussion is required during the search process, NASB may arrange for a virtual meeting with the board, or the board may appoint a committee to work through logistical questions that arise.

NOTE: If the board would like to conduct the planning meetings virtually to save travel expenses, this may be arranged.

Consultant Details



The search for a Superintendent for Wayne Community Schools will be managed by Director of Search Services, Shari Becker as well as Consultants and staff members that specialize in searches and open meetings law.

Shari Becker started with the Association Search Service in 2007 as a Field Consultant and has served as the Director of the Search Service since April 2013. Shari handles recruiting quality educators, facilitating district engagement and board work sessions, and screening applicants. Shari is knowledgeable in Open Meetings Law and tracks all superintendent openings in Nebraska. Shari is active with the National Affiliation of Superintendent Searches (NASS). She is the current Past Chair of the group.

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Shari brings a wide range of background experience to her role with the Association. Prior to her employment with NASB she provided recruitment, hiring and training services to a local financial/management company for 13 years. She has her bachelor's degree in Administrative Resource Management as well as a Post-Baccalaureate in Education. Shari is also a Gallup Certified Strengths Coach and an ODR Approved Mediator.



John Neal is currently serving as an adjunct professor for Doane University in its Education Specialist program, preparing current school leaders to be Nebraska's next generation of public-school superintendents. Dr. Neal retired from his position as Associate Superintendent for Civic Engagement with Lincoln Public Schools in July 2024. He held this role in LPS for the last 12 of his 37 years in public education.

Dr. Neal's career in Lincoln Public Schools included extensive work with its school board members. Dr. Neal served as LPS's first Director of Secondary Education. Other previous work included serving in various roles in three different school districts as a high school associate principal and principal, middle school principal, and elementary school administrator.

Dr. Neal is originally from Lincoln. He graduated from Lincoln Northeast High School. He received his bachelor's degree from the University of Nebraska-Lincoln, his master's degree from the University of Nebraska at Omaha, and his educational specialist's and doctorate degrees from Doane University.



Rex Pfeil recently joined the NASB Leadership Search team as a Search Consultant and has served as a teacher, coach, assistant principal, principal, and superintendent for 35 years. Rex served as Superintendent of Blair Community Schools until his retirement in July 2018. Since that time, he has served as an Interim Superintendent at Nebraska City, Shickley, and Yutan. Rex has worked with a wide variety of school boards and focuses on developing positive superintendent-board relationships, open communication strategies, and leadership development.

Rex graduated from Wayne State College with a bachelor's degree in Education. He received his master's degree in Educational Administration from the University of Nebraska – Lincoln, and his specialist degree in Educational Leadership from Wayne State College.

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CYBER COVERAGE

$1,000,000 – ANNUAL AGGREGATE COVERAGE
$5,000 Deductible

- Cyber Incident Response
    - Costs associated with initial support with Cyber Manager
- Legal and Regulation Costs
    - Costs for legal advice
    - Costs for notification letters and subsequent letters
- Security & Forensic Costs
    - Costs to consult with IT Consultants
    - Costs associated with Forensic Consultants
- Privacy Breach Management Costs
    - Costs associated for credit monitoring services
    - Costs associated for translation services
- Post Breach Remediation Costs
    - Costs to prevent future cyber events from occurring
- Electronic Theft Financial Assets
    - Unauthorized transfer of funds from bank accounts, pension, etc.
- Extortion
    - Costs associated with removing Malware, Ransomware
- System Damage and Business Interruption
    - Costs associated with hiring recovery consultants to recover data
- Network Security & Privacy Liability
    - Coverage in the event of unauthorized use of your network system to transmit Malware, Ransomware, etc

Estimated Annual Premium - $10,450