

MEMO TO: Board of Education
TOPIC: School Board Work Session
FROM: Steve D. Cairns, Superintendent
DATE: November 21, 2018

A School Board Work Session of the Board of Education will be held November 26, 2018 at 7:30 PM in the High School Room 101.

Agenda

1. CALL TO ORDER

A. Pledge - Chairman Broden

2. SCHOOL BOARD WORK SESSION TOPICS

A. Superintendent Search

1) Big River Group 2
Bruce Miles will SKYPE into the Board meeting at 7:45 PM on Monday, November 26, 2018. Any Board members with questions please call Bruce ahead of time as well (320) 260-2612 Cell Phone.

2) MSBA Proposal 6

B. Bagley Youth Hockey Association Contract Negotiations 27

3. ADJOURNMENT



Bagley Public Schools • November 2018

Proposal for Superintendent Search • (draft v1)

Possible Search Models

- 1) Big River trains the Board to conduct all aspects of the search (Lowest cost)
- 2) Big River trains Board to conduct designated aspects of the search & Big River conducts portions of the search as requested by the Board (Low cost)
- 3) Big River conducts all aspects of the search (Highest cost)

Proposal Purpose

The purpose of this proposal text is to describe a process designed to guide and assist the Bagley School Board through the steps necessary for the cost-effective successful selection of a new Superintendent.

This proposal is designed to:

- 1) Place every decision in the hands of the Board
- 2) Allow for Board, staff & community input
- 3) Allow the Board to effectively filter out candidates that do not possess the educational experience, financial skills, leadership skills or consumer relations skills necessary to lead the district
- 4) Allow the Board maximum latitude during the interviews to effectively probe for successful experience & avoid questions that would allow the candidates to lead the board through less than accurate responses
- 5) Allow the Board to quickly & effectively check references, possible criminal history and possible unsuccessful leadership experience.

Proposal Design & Plan

This proposal has been developed to provide an evaluation system that will allow the Board to efficiently manage the following steps:

- Step #1: ID goals & desired skillset
- Step #2: Sort all applications & select quarterfinalists
- Step #3: Develop & e-mail questions to quarterfinalists
- Step #4: Interview semifinalists
- Step #5: Select finalist, prove references & close the deal.

This selection system has been used with schools and school districts, non-profit service agencies, as well as with private businesses, including medical organizations, financial institutions & small businesses. This system has also been taught to school board members in MN & WI, as well as to school administrators across the United States. It is anticipated that this position will not need extensive coaxing of applicants for applications. Posting detailed search steps, timelines, and products on the district website will provide suitable detail for interested candidates.

Development of Tasks & Process

Step 1: ID goals for the district & desired skillsets.

- These goals & skills serve as a filter to be used to sort resumes & score interviews.
- Data must come from
 - 1) Board members (90-120 min retreat session)
- Data *may* also come from
 - 2) Community members (live 90 min session, paper or online survey)
 - 3) District staff (live 90 min session, paper or e-mailed survey)
 - 4) District admin team (live 90 min session or e-mailed survey)
- Post all on MASA, WASADA, AASA, SD ASA, ND ASA, Ed Post, MESPA, MASSP, & MASBO

Step 2: Sort all applications & select quarterfinalists.

- We prepare resume scoresheet based on goals & skillset desired
- Board members rate applications & select quarterfinalists

Step 3: Develop & e-mail questions to quarterfinalists.

- We develop questions based on goals & skillset desired
- We e-mail questions to quarterfinalists
- Quarterfinalists have 24 hours to respond w/ answers & references per answer
- We prepare blank question scoresheets in advance
- Board members rate answers & select semifinalists

Step 4: Interview semifinalists.

- We draft interview questions & scoresheet based on goals & skillset for board approval
- We call references in advance to qualify candidates for interviews
- The board & staff schedules & holds interviews. Interview must include:
 - 1) Board members
- These people may also attend, and may provide input (may also attend separate scheduled sessions):
 - 2) Community members
 - 3) District staff
 - 4) District admin team

Step 5: Close the deal.

- We help the district contract for a background check on finalist
- Board reviews current contract w/ attorney
- Board prepares offer criteria (contract language, salary, benefits, terms)
- Board makes offer & terms are eventually accepted by finalist
- System suggested for feedback to new Superintendent @ 90 days, 180 days, 270 days & one-year annual review

Chronological Timeline & Products

This proposal has been developed to provide a selection system that will allow the Board to efficiently manage the following steps. It is anticipated that all work will be completed within the search schedule desired by the Board, and that the final work products will include items identified below.

- 1) Online & paper survey results re: desired skillsets & district goals**
- 2) A 90-120 minute planning session w/ the board to firm up vision & priorities**
- 3) Development & delivery of 60-90 minute staff planning session**
- 4) Development & delivery of 60-90 minute admin planning session**
- 5) Post notice of vacancy on WASDA, MASA, EdPost. etc.**

Deliverables from Big River (steps 1 through 5):

- 1) Update all planning results & ID skillsets
- 2) Posting fees

- 6) Scoresheets developed & delivered for board review of resumes**

Deliverables from Big River (step 6):

- 1) Scoresheets

- 7) Development & delivery of an e-mailed set of questions & board scoresheet to select candidates for interviews**
- 8) All e-mailed results to board members for review & scoring**
- 9) References checked**

Deliverables from Big River (steps 7 through 9):

- 1) Draft questions sent to board for selection
- 2) All quarterfinalists' answers
- 3) Check references from questions

- 10) Draft set of questions based on district needs, vision, goals & applicants' experiences & e-mailed responses**

Deliverables from Big River (step 10)

- 1) Interview questions & scoresheets

11) Assistance in the interviews (if needed)

Deliverables from Big River (step 10)

1) Assistance w/ interviews

12) Assistance w/ contracting for

A) Criminal background check for finalist (if desired - may be done by local law enforcement)

B) Industrial psych evaluation of finalist (if desired)

About the Proposer

Dr. Bruce Miles is the owner & CEO of the Big River Group, LLC. He has been a paraprofessional, a regular education & special education teacher, and a school administrator. For five years, he was an Assistant Professor at St. Cloud State University & taught Graduate & Doctoral coursework in the areas of Educational Administration leadership, planning, finance & personnel. He is a national-level facilitator, presenter and trainer in the areas of strategic planning, school improvement, organizational conflict, & difficult employees.

Bruce has worked as a consultant for the past thirty-five years and works with more than 8,000 participants / 110 organizations each year in the areas of:

- Strategic "Chainsaw" planning
- Executive Searches
- Leadership training
- Workplace climate issues
- Personnel issues & decisions
- Resistant employees
- Organizational effectiveness
- Data-based decision-making
- Followership training
- Reducing organizational conflict
- Hiring & firing
- Increased accountability

Recent clients & organizations include:

- Schools & school districts
- Nonprofit agencies & service providers
- Interagency family service and mental health collaboratives
- Colleges and universities
- Educational Service Cooperatives & CESAs
- Regional & city governments
- Medical practices, hospitals and related organizations
- Businesses, legal practices & financial organizations
- Hockey teams
- Monks

Bruce can be reached @ (800) 500-7017 (office) 320-260-2612 (cell), by e-mail at bruce@bigrivergroup.com, or on his website at www.bigrivergroup.com.

Proposal for Executive Search Services

Bagley School District (ISD 162)



Where School Boards Learn to Lead

Minnesota School Boards Association Executive Search Service

1900 West Jefferson Avenue, St. Peter, MN 56082

www.mnmsba.org/ExecutiveSearchService

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Minnesota School Boards Association Executive Search Service

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Prepared for: Jennifer Hecht
Administrative Assistant

Date: November 20, 2018

Prepared by: Sandy Gundlach and
MSBA Search Team

Introduction

The most important decision a school board will probably ever make is to choose a new superintendent. As the school district's chief executive officer, the superintendent is responsible for providing leadership and implementing the school board's policies and ensuring the school board's priorities are met. Effective superintendents ensure that all students are learning at high levels. Ultimately, hiring the right superintendent — someone who possesses the skills and attributes needed to help achieve the school district's vision and strategic priorities — requires time, thoughtful planning, and a sound recruitment and employment process and procedure.

The Minnesota School Boards Association (MSBA) is pleased to present the School Board of Bagley School District (ISD 162) with a proposal for executive search services (search). MSBA has been serving Minnesota school boards for more than 95 years, and, as a result, MSBA search consultants bring a strong school board perspective to the search. MSBA wants to help the School Board find and hire the best person for its superintendent.

MSBA-led searches are based on one clear premise: the School Board is in charge of all decisions. With the assistance of other MSBA staff, the MSBA search consultant(s) will professionally handle the details of the search and guide the School Board through the search process. The MSBA search consultant(s) will customize the search to meet the needs of the school district and community, allowing the School Board to concentrate on the most important aspects of the search — interviewing the most qualified candidates and selecting the next superintendent.



Planning, Hiring Criteria and Stakeholder Input

INITIAL PLANNING MEETING

An MSBA search begins with an initial planning meeting between the School Board and the MSBA search consultant(s). At the planning meeting, the MSBA search consultant(s) will work with the School Board to establish the best possible search timeline and procedures for conducting the search.

DETERMINING HIRING CRITERIA

The MSBA search consultant(s) will help the School Board determine the personal and professional skills and attributes it most desires in a superintendent, which, in turn, will provide the basis for the position leadership profile and hiring criteria.

STAKEHOLDER INPUT

Five (5) stakeholder involvement-related opportunities are included in the search package. The opportunities include:

- completion of an online survey,
- facilitated community/school district staff listening sessions held over a two-day period in the school district,
- facilitated one-on-one interviews with school board members and up to twenty (20) school district staff members and/or community leaders,
- facilitated community/school district staff question-and-answer forums with finalists in conjunction with the second round of interviews, and
- training of community and/or school district staff interview committees, if any.

MSBA search consultant(s) will work with the School Board and its designee(s) to schedule and promote the stakeholder input sessions and will provide a brief summary of the key findings.

Advertising and Recruitment

ADVERTISE AND RECRUIT

MSBA will work with the School Board to develop a one-page brochure to advertise the position.

In addition, the vacancy announcement will be posted on MSBA's website and in MSBA's *The Leader* newsletter; will be posted on the Minnesota Association of School Administrators' website; and will be sent to Minnesota school districts and select college and university departments of education administration. The vacancy announcement will also be posted on St. Cloud State University's EdPost website and on similar websites for universities in North Dakota and South Dakota.

In addition, MSBA's reach extends nationally to other states through the National Affiliation of Superintendent Searchers (NASS). The NASS is comprised of more than sixty (60) superintendent search consultants representing forty (40) state school boards associations who assist search consultants in other states by providing access to nationwide job postings and vital reference and work-history verification concerning out-of-state applicants. Ultimately, when a school board hires MSBA to conduct its superintendent search, the school district taps into NASS — one of the most experienced, qualified networks of search consultants in the United States.

At the direction of the School Board, other advertising beyond the methods noted above may be utilized to promote the position and recruit applicants, in which case, the advertising fees must be approved by the School Board and be borne by the school district.

MSBA search consultant(s) will directly contact superintendents and administrators to inform them of the vacancy and application procedures.

MSBA search consultant(s) will develop application procedures, handle all applicants' calls and correspondences concerning the vacancy, collect applicants' files, and develop a pool of applicants.

Interview Preparation

INTERVIEW TRAINING AND PREPARATION

Prior to the application deadline, the MSBA search consultant(s) will meet with the School Board to help it prepare for and conduct the first and second rounds of interviews, reference checks, and site visit(s). Interview training will include information which will help the School Board members conduct interviews in open sessions as required by state law and in a professional manner. This training may be conducted by the MSBA search consultant(s) from a remote location via Skype.

The MSBA search consultant(s) will also help the School Board develop interview questions that fit the leadership profile and hiring criteria, that do not violate the law, either directly or indirectly, and that standardize the interview process. The MSBA search consultant(s) will assist the School Board with planning second interview, reference check, and site visit(s) questions and help the School Board plan a site visit(s). The MSBA search consultant(s) will be on-site during the first and second rounds of interviews.

Because hiring the superintendent is the School Board's role, MSBA recommends that only its members participate in the interviews. If the School Board decides to involve non-school board members in the interview process, MSBA search consultant(s) will help the School Board develop a process that makes clear the advisory nature of the non-school board members' roles. MSBA search consultant(s) will also provide interview training for the non-school board members, review and approve the interview questions, and be on-site during the interviews. By following these recommendations, the School Board is able to standardize the interview questions and format, to provide more control over the selection decision, and to reduce the school district's risk of liability.

If desired, the School Board may decide to invite community and school district staff to participate in an MSBA search consultant(s) facilitated question-and-answer forum in conjunction with the second round of interviews.

Screening, Interviews and References

SCREEN APPLICATIONS AND SELECT FINALISTS

After the application deadline has passed, the MSBA search consultant(s) and MSBA screener(s) will review the applicants' files in relationship to the position leadership profile and the hiring criteria that were established by the School Board in order to identify the applicants who best meet the School Board's hiring criteria. The MSBA search consultant(s) will then conduct preliminary verification of references and pre-interviews of the applicants who best meet the School Board's hiring criteria.

Following MSBA's review of the applications, a copy of all completed applications will be sent to the school district for the School Board members to review prior to the finalists' determination meeting noted below, if requested.

Once the screening, preliminary verification of references, and pre-interviews have been conducted, the MSBA search consultant(s) will meet with the School Board to determine the finalists.

The MSBA search consultant(s) will prepare a communication piece to send to the media, school district staff, and community including the names of the finalists who will be interviewed as well as the schedule of remaining search-related activities.

Contract and Follow-up

DECISIONS, CONTRACT, AND ANNOUNCEMENT

The MSBA search consultant(s) will guide the School Board through the process of contacting the lone finalist to offer the position. The MSBA search consultant(s) will recommend the School Board use the MSBA/MASA Model Superintendent Contract as the basis for negotiating the superintendent's contract. MSBA search consultant(s) will not negotiate the contract for the School Board. The MSBA search consultant(s) will draft a communication piece for the media, school district staff, and community introducing the new superintendent.

MSBA search consultant(s) will also personally contact the non-selected finalists.

FOLLOW-UP

Once the search is concluded and the parties have a signed contract, the MSBA search consultant(s) will continue to provide support for the School Board and superintendent.

To assist the School Board's and superintendent's working relationship and provide support to the new superintendent, the MSBA search consultant(s) will:

- facilitate an in-district, post-hiring, workshop dealing with goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district.
- visit the new superintendent during the new superintendent's first year of school district employment.
- be available to answer the new superintendent's and the School Board's questions during the transition and beyond via phone, email, in-district workshop, etc.

Search Service and Estimated Fee

The proposed search for the Bagley School District (ISD 162) includes the services outlined below.

MSBA search consultant(s):

- Conduct an initial meeting with the School Board for purposes of developing the search timeline, preliminary discussion of the hiring criteria, advertising venues, etc.*
- Conduct community/school district staff online survey — created and summarized by MSBA
- Conduct community/school district staff activities — hold community/school district staff listening sessions, conduct interviews of school board members, and conduct up to twenty (20) one-on-one interviews with staff/community over a two-day time frame as determined by the School Board*
- Develop a 1-page (2-sided) vacancy announcement and post vacancy via various sources
- Handle applicants' calls and correspondence and receive applicants' credentials
- Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying remaining steps of the search process* (MSBA search consultant(s) may join the meeting from a remote location via Skype)
- Screen the applicant pool against the School Board's established hiring criteria
- Conduct preliminary verification of references and pre-interviews of applicants who best meet the School Board's hiring criteria as determined by MSBA's screening team
- Conduct a meeting with the School Board to present applicants so it can take action to select "finalists" for interviews and finalize first round of interview questions*
- Conduct a meeting with non-school board member committees for purposes of training and be on-site during the interviews, if requested*
- Be on-site during the first and second rounds of interviews*
- Prepare a communication piece to send to the media, school district staff, and community including the names of the finalists who will be interviewed
- Assist with developing second round of interview, reference check, and site visit questions
- Facilitate a community/school district staff question-and-answer forum with finalists in conjunction with the second round of interviews, if requested*
- Prepare a communication piece to send to the media, school district staff, and community introducing the new superintendent
- Conduct an in-district, post hiring, workshop after the new superintendent begins work*
- Visit the new superintendent during the new superintendent's first year of employment*

***In-district meeting with School Board and/or community/school district staff groups.**

ESTIMATED FEE FOR SERVICE

The estimated professional fee for this search proposal shall not exceed \$6,500, which includes the MSBA search consultant(s)' time, travel, and mileage. Additional fees the school district may incur above the professional fee include advertising beyond the venues noted on Page 3, expenses associated with finalists' interviews, and School Board members' site visits. The level of services and fee included in this proposal are negotiable based on the School Board's needs.

Choosing an MSBA-led Search

SATISFACTION GUARANTEE

MSBA will conduct the superintendent search from a strong school board perspective and with impartiality and professionalism while focusing on the School Board's identified hiring criteria. If, at any time within one year after the conclusion of the MSBA-led search, the School Board has released the superintendent, MSBA will conduct a second superintendent search for no additional professional fee for services; however, the School Board will be responsible for expenses incurred by MSBA for the second search.

BENEFITS OF MSBA EXECUTIVE SEARCH SERVICES

- **The school board is in charge.** MSBA search consultants focus on the School Board's critical role in performing a superintendent search.
- **MSBA is your organization.** MSBA is a school board-oriented organization, committed to working in partnership with the School Board to identify individuals who meet the School Board's hiring criteria.
- **MSBA has knowledgeable staff.** MSBA has more than 95 years of experience serving Minnesota school boards and superintendents. MSBA's staff is competent, experienced, helpful, and dedicated to the principle of serving local school boards.
- **MSBA staff work as a team.** The School Board gets the entire MSBA staff and their experience working for its benefit, not just a single search consultant.
- **MSBA has a national reach.** MSBA staff bring extensive state and national contacts to each search.
- **MSBA has high standards.** MSBA staff strive to maintain the highest personal, professional, and ethical standards in all aspects of service delivery.
- **MSBA provides on-going support.** MSBA is committed to the long-term success of school board and superintendent teams, and MSBA will continue to provide support for member school boards and superintendents well after the search is over.

Tentative Timeline*

■ Mid-December 2018 to Mid-January 2019

- School Board holds initial planning meeting with the MSBA search consultant(s) to plan the search, including develop a timeline, search procedures**
- MSBA search consultant(s) conducts online survey and holds community/school district staff forums for public input, if applicable**
- School Board holds a meeting to approve advertising materials, including hiring criteria

■ Mid-December 2019 to Mid-February 2019

- MSBA search consultant(s) finalizes application procedures and advertises
- MSBA search consultant(s) receives applications
- MSBA search consultant(s) meets with the School Board to conduct interview training**
- MSBA search consultant(s) conducts initial screening of applicants
- MBSA search consultant(s) conducts preliminary verification of references and pre-interviews of applicants

■ Mid-February 2019

- MSBA search consultant(s) facilitates applicant screening conducted by the School Board to select finalists for interviews and conducts training of non-school board member committees, if requested**

■ Late February 2019 to Early March 2019

- School Board conducts first round of interviews and MSBA search consultant(s) on-site for interviews, if requested**
- School Board conducts reference checks
- School Board conducts second round of interviews and MSBA search consultant(s) on-site for interviews**
- School Board conducts site visit, if applicable
- School Board selects lone finalist

■ Mid-March 2019 to Late March 2019

- School Board negotiates terms and conditions of superintendent's contract
- School Board meets to approve the superintendent's employment contract

■ July 1, 2019

- Superintendent reports to work

* This timeline provides a starting point for considering and adopting a superintendent search timeline.

**In-district meeting with the School Board and/or community/school district staff groups.

MSBA Search Team

MSBA search consultants understand that selecting a superintendent is one of the Board's most important duties and have a vested interest in the success of your search. Below are brief résumés of MSBA's search team.

■ **SANDY GUNDLACH, Ed.S.**

Sandy brings more than 25 years of experience working with school boards and superintendents, including being a local school board member (St. Peter School Board, 1992-1999), a member of the MSBA Board of Directors (1995-1999), and a superintendent search consultant. Sandy is a member of the National Affiliation of Superintendent Searchers and has conducted 60 superintendent searches in Minnesota and Illinois. Sandy joined MSBA in 2005. Below is a summary of Sandy's work history and relevant work experience.

WORK HISTORY

- Illinois Association of School Boards (IASB): Field Services Director
- South Central Service Cooperative: Education Consultant
- Brown-Nicollet Human Services Board: Nurse
- Sibley County Public Health Nursing Service: Nurse
- St. Peter Community Hospital: Nurse

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search, School Board-Superintendent Relationship, Mutual Expectations, School Board Self-Evaluations
- Presenter — MSBA workshops, seminars, and conferences:
 - o Superintendent Evaluation
 - o Area Negotiations
 - o Strategic Planning
 - o Phase I: School Board Governance/Roles and Responsibilities
 - o Various Other Topics
- Analyze superintendent employment contracts
- Contributor to MSBA *The Leader*
- Daily telephone/email/facsimile responses to MSBA school board member questions
- Presenter — IASB workshops, seminars, and conferences
 - o Targeting Student Learning
 - o School Boards in a Democracy
 - o Strategic Planning

MSBA Search Team

■ **AMY FULLENKAMP-TAYLOR, S.P.H.R., SHRM-SCP**

Amy has more than 20 years of extensive experience in human resources including recruitment, retention, training, employee relations, benefit administration, and employment and labor law compliance, and she is a member of the National Affiliation of Superintendent Searchers. Amy joined MSBA in 2007. Below is a summary of Amy's work history and relevant work experience.

WORK HISTORY

- Jones Metal Products: Director of Human Resources
- Midwest Wireless: Human Resources Specialist
- Sears Roebuck & Company: Human Resources Specialist
- Argosy V Belle of Sioux City: Director of Human Resources

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search
- Presenter — MSBA workshops, seminars, and conferences:
 - Superintendent Evaluation
 - Teacher Development and Evaluation
 - Area Negotiations
 - Strategic Planning
 - Phase II: Employment; Contracts; Termination and Public Employment Labor Relations Act
 - Various Other Topics
- Analyze superintendent employment contracts and licensed and nonlicensed master agreements
- Contributor to MSBA *The Leader*
- Daily telephone/email/facsimile responses to MSBA school board member questions
- Presenter — other employer trainings
 - Americans with Disabilities Act
 - Family and Medical Leave Act
 - Harassment
 - Violence
- Author of policies and procedures for at-will employees pertaining to compensation, employee relations, leaves of absence, and performance management

MSBA Search Team

■ GARY LEE

Gary has 29 years of experience in private business — both in a large corporate setting and as an owner/president of small rural businesses. Gary is a former member of the Fertile-Beltrami School Board. Gary also served on the MSBA Board of Directors, the Northwest Service Cooperative Board of Directors, the Minnesota Service Cooperatives Board of Directors, the MSBA Insurance Trust Board of Directors, and the Big Three working group. Gary joined MSBA in 2009.

WORK HISTORY

- Lee Nursery, Inc.: Owner and President
- Lee Nursery Supplies, Inc.: Owner and President
- Sondreli Business Services: Owner
- UNISYS (formerly Sperry) Defense Systems: IT Manager

RELEVANT WORK EXPERIENCE

- Individual school board in-services: Superintendent Search and School Board-Superintendent Relationship
- MSBA workshops, seminars, and conferences:
 - Teacher Development and Evaluation
 - Area Negotiations
 - Board Treasurers
 - Strategic Planning
 - Various Other Financial and Data Trainings
- Analyze superintendent employment contracts and nonlicensed master agreements
- Contributor to MSBA *The Leader*
- Daily telephone/email/facsimile responses to MSBA school board member questions

MSBA Search Team

■ JEFF OLSON, Ph.D.

Jeff has 40 years of experience in education including serving as superintendent (St. Peter Public Schools, 2003-2014) and high school principal (St. Peter High School, 1993-2003). Jeff has also served on the Board of Directors of the Minnesota Association of School Administrators (MASA) (President, 2010-2011) and the Minnesota State High School League (President, 2002-2003). In 2013, Jeff was named the Minnesota Superintendent of the Year by the MASA. Below is a summary of Jeff's work history and relevant work experience.

WORK HISTORY

- St. Peter Public Schools: Superintendent
- St. Peter Public Schools: Principal
- St. Peter Public Schools: Curriculum Director
- St. Peter Public Schools: Teacher/Coach

RELEVANT WORK EXPERIENCE

- Led the process for the recruitment and selection for a new MASA Executive Director
- Presenter at MSBA and MASA conferences and workshops
 - Superintendent Search
 - Strategic Planning

■ LEE WARNE, Ed. S.

Lee has 46 years of experience in education, including serving as a high school principal, superintendent, service cooperative executive director, Minnesota Rural Education Association executive director, and Association of Educational Service Agencies executive director. Lee has served at all levels of leadership in local, state, and national organizations. Lee has also received numerous awards at the regional, state and national levels.

WORK HISTORY

- RTR Schools: Interim Superintendent
- Association of Educational Service Agencies: Executive Director
- MN Rural Education Association: Executive Director
- Lake Benton School: Interim Superintendent
- SW/WC Service Cooperative: Executive Director
- West Central Area Schools: Superintendent
- Norman County West: High School Principal
- Halstad Public School: High School Principal

RELEVANT WORK EXPERIENCE

- Facilitated numerous superintendent searches and school district strategic planning sessions
- Provided assistance to school boards and superintendents in various aspects of leadership and training

MSBA Search Team

■ HAROLD REMME, Ed. S.

Harold has 45 years of experience in public schools in Minnesota and Wisconsin. His classroom experience was as an elementary teacher in grades 4, 5, and 6. His administrative experience included Elementary Principal, Curriculum Director, and Superintendent. Harold has served on the Minnesota Association of School Administrators (MASA) Board of Directors and the MASA Foundation. He also was one of the founders of the Minnesota Rural Education Association, and he served as a Board of Directors member and one term as resident. Harold has also served on the Minnesota State High School League Region 2 AA Committee.

WORK HISTORY

- New Ulm Public Schools: Superintendent
- Tracy Public Schools: Superintendent
- Trimont Public Schools: Superintendent
- Winona Public Schools: Principal and Curriculum Director
- Winona Public Schools: Teacher
- Cochrane-Fountain City Public Schools: Teacher

RELEVANT WORK EXPERIENCE

- Facilitated discussions for combination and sharing services in two school districts
- Experience facilitating school district and community committees in the South Central Service Cooperative Area
 - o Superintendent Search
 - o Strategic Planning

■ STEVE NIKLAUS

Steve Niklaus brings 43 years of experience in education including serving as superintendent (Annandale Public Schools, 1992-2017) and principal (Annandale High School, 1986-1992, and Atwater-Grove City High Schools, 1980-1986). Steve has served on several state and regional professional boards and committees. Steve has worked in both Minnesota and North Dakota school districts. Below is a summary of Steve's work history and relevant work experience.

WORK HISTORY

- Annandale Public Schools: Superintendent
- Annandale Public Schools: Principal
- Atwater-Grove City High Schools: Principal
- Welcome High School: Principal
- Oakes High School, Oakes, N.D.: High School Teacher

RELEVANT WORK EXPERIENCE

- Led six successful operating levy elections and four successful building bond elections
- Experience facilitating with superintendent searches

MSBA Search Team

■ **DAVE THOMPSON, Ed.D.**

Dave has more than 40 years of experience in education including serving as superintendent (Stewartville Public Schools, 2000-2017), Director of Secondary Education and Middle School Principal (Farmington Public Schools, 1993-2000), High School Principal (Stewartville Public Schools, 1986-1993), High School Principal (Goodhue Public Schools, 1984-1986), Athletic Director, teacher and coach (Elgin-Millville Public Schools, 1977-1984). Dave has served on several local and regional organizational committees. Dave has served on the Minnesota Association of School Administrators Board of Directors, the MASSP Board of Directors and the Minnesota High School League Delegate Assembly. Dave has been a presenter at MASA and MSBA state conferences. Dave was selected as the National NAEOP Superintendent of the Year in 2011. Below is a summary of Dave's work history and work experience.

WORK HISTORY

- Stewartville Public Schools: Superintendent
- Farmington Public Schools: Director of Secondary Education & Middle School Principal
- Stewartville Public Schools: High School Principal
- Goodhue Public Schools: High School Principal
- Elgin-Millville Public Schools: Athletic Director/ Teacher / Coach

RELEVANT WORK EXPERIENCE

- Led four successful operating levy campaigns and two successful bond levy campaigns.
- Led Baldrige Continuous Improvement and Strategic Planning processes.
- Presenter at MSBA and MASA Conferences
- Led and implemented district's long range facility plan
- Coordinated and participated as a mentor in the SEMASA Superintendent's Mentor/Mentee program.

■ **RENAE TOSTENSON, Ed.S.**

Renaë has nearly 40 years of experience in education. She has served as superintendent (Lac qui Parle Valley School District, 2011-2017), principal (Appleton Elementary School, 2007-2011), and teacher coach (Lac qui Parle Valley Schools, 2005-2007). Below is a summary of Renaë's work history and relevant work experience.

WORK HISTORY

- Lac qui Parle Valley School District: Superintendent
- Lac qui Parle Valley School District: Principal
- Lac qui Parle Valley School District: Teacher coach

RELEVANT WORK EXPERIENCE

- Presenter at MASA and MSBA conferences and workshops

MSBA Search Team

■ **TERRY QUIST, Ph.D.**

Terry has nearly 40 years of experience in education including serving as superintendent (Alexandria Public Schools, 2006-2012), assistant superintendent (Alexandria Public Schools, 1999-2006), director of teaching and learning (Alexandria Public Schools, 1987-1999) and administrative assistant (Apple Valley High School, 1983-1987). Below is a summary of Terry's work history and relevant work experience.

WORK HISTORY

- Alexandria Public Schools: Superintendent
- Alexandria Public Schools: Assistant Superintendent
- Alexandria Public Schools: Director of Teaching and Learning
- Apple Valley High School: Administrative Assistant
- Hastings High School: Teacher/Coach
- Dodge Center Public Schools: Teacher/Coach

RELEVANT WORK EXPERIENCE

- Facilitated strategic planning processes in several Minnesota school districts.
- Led and implemented district's long-range facility plan, including the construction of a new elementary, a new high school and several building renovations and air quality upgrades.

SANDI NOVAK, Ed. S.

Sandi has 40 years of experience as a teacher, principal, curriculum director, assistant superintendent, acting superintendent, education consultant and author. Specifically, she served as the acting superintendent in Butterfield-Odin School District (February-June 2016), as assistant superintendent in the Burnsville-Eagan-Savage Schools (2004-2010), and has served on the Board of Minnesota ASCD.

WORK HISTORY

- Butterfield-Odin Schools Acting Superintendent
- Burnsville-Eagan-Savage Schools Assistant Superintendent
- Burnsville-Eagan-Savage Schools Curriculum/Professional Development Director
- Burnsville-Eagan-Savage Schools Principal
- Owatonna Schools Interim Principal
- Burnsville-Eagan-Savage Schools Teacher/Coach
- Mazeppa Elementary School Teacher

RELEVANT WORK EXPERIENCE

- Presenter at NSBA, MSBA, ASCD and other national conferences
- Coached leadership teams across the country on effective literacy instructional practices
- Served as a consultant with Scholastic Book Fairs to assist in their goal of improving independent reading in schools across the country

MSBA Search Team Administrative Support

■ SUE MUNSTERMAN

Sue has more than 15 years of experience providing a full range of administrative support services. Sue joined MSBA in 2000.

RELEVANT WORK EXPERIENCE

- Answer and direct phone calls to appropriate parties
- Arrange conference calls
- Assist in the planning and organizing of trade shows, conferences, and in-district trainings
- Collaborate with staff and printers on the design and printing of MSBA's Journal magazine, brochures, flyers, etc.
- Coordinate and schedule meetings
- Handle information requests
- Post job openings on MSBA's website
- Interact with a wide range of staff, business partners, and members
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, etc.

■ SUE HONETSCHLAGER

Sue has more than 30 years of experience providing a full range of administrative support services. Sue joined MSBA in 1985.

RELEVANT WORK EXPERIENCE

- Answer and direct phone calls to appropriate parties
- Arrange conference calls
- Conduct research and compile data
- Coordinate and schedule meetings
- Handle information requests
- Interact with a wide range of staff, business partners, and members
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, etc.

Current MSBA-Led Searches

- Lynd Public School District
- Staples-Motley School District
- Warroad School District

Previous MSBA-Led Searches

- Annandale Independent School District
- Atwater-Cosmos-Grove City Public Schools
- College Prep Elementary Charter School
- Crookston Public Schools
- Blackduck Independent School District
- Brooklyn Center School District
- Butterfield-Odin Public School
- Canby Public School District
- Clinton-Graceville-Beardsley School District
- Cook County Schools
- Forest Lake School District
- Grand Rapids School District
- Hermantown Community Schools
- Hibbing Public Schools
- La Crescent-Hokah Public Schools
- Lac Qui Parle Valley Area Schools
- Moose Lake Community Schools
- Monticello Public School District
- Moorhead Area Schools
- Morris Area Schools
- Nashwauk-Keewatin School District
- Northland Community Schools
- Odyssey Academy Charter School
- Pelican Rapids School District
- Pillager School District
- Pine River-Backus Schools
- Red Lake Public School District
- RTR Public School District
- St. Louis County School District
- South Koochicing-Rainy River School District
- Tri-County Public Schools
- Ulen-Hitterdal Public School District
- Underwood School District
- Warroad Public Schools
- Willmar Public Schools
- Winona Area Public Schools
- Wright Technical Center
- Yellow Medicine East Schools

Minnesota
School Boards
Association

1900 West Jefferson Avenue
St. Peter, MN 56082

Proposal
MSBA Executive
Search Services

A.F. KAISER ARENA LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this 1st day of April, 1999, by and between the Bagley Youth Hockey Association, _____, Bagley, Minnesota 56621, hereinafter called BYHA, and Independent School District 162, _____, Bagley, Minnesota 56621, hereinafter called the School.

*John Beckwith
Kaiser Arena*

WHEREAS, BYHA owns, occupies and operates the A.F. Kaiser Arena, located in the City of Bagley, Minnesota; and

WHEREAS, the School desires to lease ice time and space for school-sponsored activities; and

WHEREAS, BYHA and the School agree that A.F. Kaiser Arena will continue to function as an ice arena during the period of this Agreement.

NOW THEREFORE, in consideration of the payment of rent and the keeping and performance of the terms and conditions herein by the School, BYHA does hereby lease unto the School, ice time and the premises of the A.F. Kaiser Arena located in Bagley, Minnesota.

1. TERM: TO HAVE AND TO USE the premises for a term of twenty (20) years commencing as of the date stated above.
2. RENT: The School, in consideration of the foregoing, covenants and agrees to pay BYHA the sum of One Hundred and Fourteen Thousand and Five Hundred Dollars (\$114,500.00) rental for ice time and the use of A.F. Kaiser Arena. Said payment shall be paid in two equal installments; with the first payment of Fifty-seven Thousand Two Hundred Fifty Dollars (\$57,250.00) due on or before January ~~22~~, 1999 and the remainder due on or before July 1, 1999.
3. ADDITIONAL CHARGES: BYHA and the School agree that the rent paid by the School will satisfy the total financial commitment of the School for A.F. Kaiser Arena during the period of the Agreement. There shall be no further charges for pre-kindergarten through grade 12 use of the arena during the winter period between October 1 and March 31. During the non-winter period between April 1 and September 30, the

26 *John Beckwith
Kaiser Arena*

School will not be responsible for rental charges but will be responsible for utilities and janitorial services associated with School use of the arena.

4. **USE:** A.F. Kaiser Arena may be used by the School for school-sponsored activities on an unlimited year-round basis whenever the building is not scheduled by BYHA for another activity.
5. **ADDITIONAL SERVICES:** During each year of the Agreement BYHA shall provide, without charge, fifteen hours of ice time to the Bagley youth figure skating program.
6. **ASSIGNMENT OF LEASE:** The School shall not assign this lease or sublet the premises or any part thereof without prior written consent of BYHA.
7. **ALTERATIONS:** The School shall not make any alterations or additions to the arena without first obtaining prior written consent of BYHA. If any such alteration or additions are made without the prior written consent of BYHA, BYHA may correct or remove the same and the School shall be liable for any and all expenses associated with the correction or removal.
8. **LIABILITY:** The School agrees to defend, indemnify and hold harmless BYHA from any and all claims brought by anyone arising out of the School's use of the arena and the School's furnishings, fixtures and equipment kept, maintained or used on said premises.

The School agrees that their liability insurance will name BYHA as an additional insured with regard to the School's use of the arena, in an amount at least to the maximum liability limits under Minnesota law and agrees to provide a Certificate of Insurance or other document demonstrating that such insurance has been procured to BYHA.

9. **WAIVER:** A waiver of any term or condition of this Agreement by BYHA shall not be deemed to imply or constitute a further waiver of such breach or a waiver of any term or condition contained herein. It is further understood and agreed that any oral statement by any representative of the BYHA shall not change the conditions of this agreement, but it is an expression or opinion and confers no right upon the School. BYHA and the School may however, agree in writing by approval of their respective

board or council and attach alterations to this contract by addendum.

- 10. SEVERABILITY: If any term or condition of this Agreement is invalid or unenforceable under present or future laws effective during the term of this Agreement, it is the intention of both BYHA and the School that the remainder of this Agreement shall not be affected thereby and that in lieu of each such term or condition, there be added as a part of this Agreement a term or condition as similar as may be possible and be legal, valid and enforceable.

- 11. SUPERCESSION: It is understood that this Agreement supercedes any previous agreement entered into between the parties concerning use of A.F. Kaiser Arena, whether oral or written.

IN WITNESS WHEREOF, the parties have set their hands on the dates indicated below intending to be bound thereby.

BAGLEY YOUTH HOCKEY ASSOCIATION:

BY: Kari Barb Date: 1-25-99
President

BY: Byron Jutty Date: _____

INDEPENDENT SCHOOL DISTRICT 162:

BY: Paul Neill Date: 1-25-99
Chair, School Board

BY: Paula M. Dini Date: 1-25-99

AGREEMENT
September 19, 1995

The Bagley Youth Hockey Association, Clearwater County, the City of Bagley and the Bagley Independent School District Number 162 desire to enter in to an agreement for the construction and joint operation of a new ice arena in the city of Bagley. This agreement is contingent upon Clearwater County receiving a substantial grant from the state legislature that would be at or near two hundred fifty thousand dollars for the construction of the facility. The details of this agreement are as follows:

- The Bagley Youth Hockey Association agrees to provide the land to build the facility thorough a ninety-nine year Lease Agreement between the Bagley Youth Hockey Association and the Clearwater County Agricultural Society. The Bagley Youth Hockey Association also agrees to be the primary organization responsible for the operation of the facility including maintenance, upkeep and staffing.
- Clearwater County agrees to be the Public Sponsor for this project. This requires Clearwater County to be the Grant Recipient. The County also agrees to Co-Sign with the Bagley Youth Hockey Association for a note not to exceed one hundred fifty thousand dollars to construct the facility.
- The City of Bagley agrees to pay for all utilities related to the use of the facility for a minimum of five years after the construction of the facility is complete. This includes the electricity, Sewer and water used to operate the Facility.
- The Bagley Independent School District Number 162 agrees to enter into a five year rental agreement for part time use of the facility. The rental agreement will be for a minimum of Ten Thousand five hundred dollars per year.

BY: Terry Waagmeester
Terry Waagmeester, President Bagley Youth Hockey Association

BY: Dennis Fultz
Dennis Fultz, Chairman Clearwater County Board of Commissioners

BY: Steven M. Beltz
Steven Beltz, Mayor City of Bagley

BY: Gary Bratvold
Gary Bratvold, Superintendent Bagley Independent School District Number 162

AMENDMENT TO LEASE

This Amendment, made this 19th day of June, 2006, by and between the Bagley Youth Hockey Association, P.O. Box 54, Bagley, Minnesota 56621, hereinafter called BYHA, and Independent School District 162, 202 Bagley Avenue NW, Bagley, Minnesota 56621, hereinafter called the School, serves to modify and amend that certain Lease Agreement entered into by and between BYHA and the School on the 1st day of April, 1999.

The following term of the April 1, 1999 Lease is hereby modified and amended: in consideration of the payment of rents and the keeping and performance of the terms and conditions by the School, BYHA does hereby extend the lease unto the School for ice time and the premises of the A.F. Kaiser Arena located in Bagley, Minnesota for an additional two (2) years up and until March 31, 2021. The School, in consideration of the foregoing, agrees to pay BYHA the sum of Eleven Thousand Four Hundred Fifty Dollars (\$11,450.00). Said payment shall be paid in two equal installments of Five Thousand Seven Hundred Twenty-Five Dollars, with the first payment due on or before June 30, 2006 and the second payment due on or before July 31, 2006.

This Amendment and the remaining terms, conditions, and covenants set forth in the April 1, 1999 Lease represent the entire agreement between the parties.

In Testimony Thereof, Both parties hereunto set their hands dates indicated below intending to be bound thereby.

BAGLEY YOUTH HOCKEY ASSOCIATION

BY: *Kip O. [Signature]* DATE: *June 22, 2006*
Approved by BYHA board action on June 15, 2006

INDEPENDENT SCHOOL DISTRICT 162

BY: *[Signature]* DATE: *6/22/06*
per Bd approval on 6/19/06



Steven Cairns <scairns@bagley.k12.mn.us>

Hockey rental

2 messages

Doreen Zierer <dzierer@bagley.k12.mn.us>

Wed, Nov 7, 2018 at 9:42 AM

To: Jennifer Hecht <jhecht@bagley.k12.mn.us>, Steven Cairns <scairns@bagley.k12.mn.us>

This is what I have received from the area schools regarding hockey ice rental

- Park Rapids - the Youth hockey association pays for the entire cost of the boys and girls hockey program - the school pays nothing
- LOW - pays no rent but does pay for the JV/V hockey program direct costs
- Kitson County Central - pays no rent
- Red Lake Falls - Pays \$50K per year to the city but it includes the hockey facility, baseball, softball and football facilities lockerrooms and all mowing, custodial etc.

Thanks
Doreen

Steven Cairns <scairns@bagley.k12.mn.us>

Wed, Nov 7, 2018 at 2:45 PM

To: Doreen Zierer <dzierer@bagley.k12.mn.us>

Cc: Jennifer Hecht <jhecht@bagley.k12.mn.us>

Thanks for the info.

[Quoted text hidden]

--

Steve Cairns, Superintendent

Bagley Public Schools
202 Bagley Ave. North
Bagley, MN. 56621
(218) 694-6184 work
(218) 694-3221 fax