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SUPERINTENDENT OF SCHOOLS *Dr. Jeff Holmberg*

Date: February 2, 2026

To: Centennial School Board

From: Dr. Jeff Holmberg, Superintendent

Re: Request for Approval: Adjunct Instruction at St. Cloud State University

Purpose

The purpose of this memo is to request formal approval to engage in an outside professional activity, specifically serving as an adjunct instructor for a graduate-level course at St. Cloud State University.

In accordance with my employment contract, Article X, Section 1 (Outside Activities), I am submitting this request to the Board to ensure transparency and obtain the necessary permission to proceed.

Overview of the Opportunity

I have been invited by St. Cloud State University to instruct a graduate course for aspiring educational leaders. The logistical details are as follows:

- **Institution:** St. Cloud State University
- **Role:** Adjunct Instructor
- **Time Commitment:** The course is structured over three weekends total during late February and March.
- **Schedule:** As this is a weekend cohort model, the instruction time will not interfere with regular district business hours or my responsibilities as Superintendent.

Strategic Benefits to Centennial Schools

While this is an external role, I believe my participation offers several distinct advantages to the Centennial School District. By leveraging my Doctoral degree and experience in this capacity, we can achieve the following:

- **Elevating District Reputation:** Serving as a graduate instructor positions Centennial Schools to highlight the innovative work and successes in our schools, using our district as a case study of excellence in educational leadership.
- **Networking:** Teaching graduate students provides a unique advantage to identify up-and-coming staff talent. It strengthens our professional network and keeps Centennial "top of mind" for high-quality candidates looking for future employment.
- **Professional Sharpening:** Teaching at the doctoral/graduate level requires staying current with the latest research, legal statutes, and educational trends. This intellectual engagement ensures that I remain sharp and brings fresh, evidence-based perspectives back to our Board table and administrative team.

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EX-OFFICIO
Dr. Jeff Holmberg

- **Mentorship and Stewardship:** As a leader holding a Doctorate, I view it as a professional opportunity to mentor the next generation of educators. Supporting others in their pursuit of advanced degrees strengthens the profession.

Commitment to the District

I want to assure the Board that my primary focus remains the leadership and management of Centennial Schools. This teaching engagement will be conducted entirely during non-duty time and will not impede my availability to the Board, the staff, or the community.

Action Requested at the February 9 Board Meeting

I respectfully request the School Board's permission to accept this invitation to teach at St. Cloud State University, effective late February through March. Thank you for your consideration and for your continued support of my professional growth.

