

Proposal for Executive Search Services

Becker Public Schools (ISD 726)



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

Table of Contents

PROPOSAL FOR BECKER PUBLIC SCHOOLS ISD 726

INTRODUCTION	1
PLANNING, HIRING CRITERIA, AND STAKEHOLDER INPUT	2
ADVERTISING AND RECRUITMENT	3
INTERVIEW PREPARATION	4
SCREENING, INTERVIEWS AND REFERENCES	5
CONTRACT AND FOLLOW-UP	5
SEARCH SERVICE AND ESTIMATED FEE	6
CHOOSING AN MSBA-LED SEARCH	7
TENTATIVE TIMELINE	8

MSBA SEARCH TEAM

SANDY GUNDLACH	9
AMY FULLENKAMP-TAYLOR	10
GARY LEE	11
JEFF OLSON and LEE WARNE	12
HAROLD REMME and STEVE NIKLAUS	13
DAVE THOMPSON and RENAE TOSTENSON	14
TERRY QUIST and SANDI NOVAK	15
ADMINISTRATIVE SUPPORT	16
CURRENT AND PREVIOUS MSBA-LED SEARCHES	17

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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 Becker Public Schools ISD 726 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,
- facilitated one-on-one interviews with school board members and up to thirty-five (35) 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 Becker Public Schools ISD 726 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 thirty-five (35) 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 \$7,800, 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-November 2018 to Mid-December 2018

- 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-November 2018 to Late January 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

■ Late January 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**

■ Early February 2019 to Late February 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

■ Early March 2019 to Mid-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

- 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
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