

# Special School Board Meeting

Tuesday, March 12, 2024 5:00 PM

FHS Cafeteria, 1515 11th Street, International Falls, Minnesota 56649

The School Board meeting will be available to view by selecting the following link or going to the Falls High Journalism youtube page.

## CALL TO ORDER

### 1. Roll Call:

\_\_\_ Jessica Crosby, Director \_\_\_\_\_  
Dale Johnson, Director \_\_\_\_\_  
\_\_\_ Toni Korpi, Clerk \_\_\_\_\_  
\_\_\_ Bruce Raboin, Treasurer \_\_\_\_\_  
\_\_\_ Tina Sather, Director \_\_\_\_\_  
Roxanne Skogstad-Ditsch, Board Chair \_\_\_\_\_ JoAnn  
Smith, Vice Board Chair \_\_\_\_\_

### Non-Voting Members:

\_\_\_ Kevin Grover, Superintendent  
\_\_\_ Mitch Erickson, Student Representative

### 2. Pledge of Allegiance

## Approval of Agenda

1. Approve agenda as presented. Motion by \_\_, second by \_\_. Motion carried / failed.

## Agenda:

1. Accept the resignation of Superintendent, Kevin Grover, effective June 30, 2024. Motion by \_\_, second by \_\_. Motion carried / failed.
2. Receive a presentation from MSBA regarding Superintendent search services they can provide to the District.
3. Discussion relating to Superintendent search options including, but not limited to:  
Option A) District conducts the Superintendent's search and process of securing a candidate.  
Option B) Contract with MSBA for a limited search to help with securing a candidate. Cost of Option B is \$2,500  
Option C) Contract with MSBA for a full search to help secure a candidate. Cost of Option C is \$7,500  
Option D) Other
4. Motion to use option \_\_\_\_\_ for the Superintendent search. Motion by \_\_, then second by \_\_. Motion carried / failed  
Option A) District conducts the Superintendent's search and process of securing a candidate.  
Option B) Contract with MSBA for a limited search to help with securing a candidate. Cost of Option B is \$2,500  
Option C) Contract with MSBA for a full search to

help secure a candidate. Cost of Option C is  
\$7,500  
Option D) Other

**Adjournment**

3-12-24

Dear School Board,

It is with great appreciation for the opportunities that I have been granted over the past 26 plus years and acknowledgement of what this school and community has afforded me that I submit this letter of formal resignation from my duties as Superintendent effective June 30, 2024.

I make this decision with a very heavy heart as I had hopes of beginning and ending my career as a Bronco, but I need to do what is best for me and my family. The time has come to pursue other opportunities and I wish the district and community nothing but the best.

I ensure you that I will fulfill the agreements of my contract through 6-30-2024. I am here to help as the board desires to have as efficient of a transition as possible. I will offer my experience to the next leader and am committed to making the transition as smooth as possible.

Thank you for the opportunity to serve this community and wish all past and present staff, students, and families the best. I will still have family here and will be part of the community in a different manner so this is not goodbye, but see you around.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Grover". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kevin Grover

## **FULL SEARCH - \$7,900 - MSBA will:**

1. Conduct an initial planning meeting with the School Board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. \*
2. Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested). Results will be summarized for the School Board by MSBA.
3. Host an online informational **Q&A with MSBA** session for staff and community members regarding the superintendent search process, and provide the recording for placement on the District's website. \*\*
4. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
5. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet Members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.
6. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
7. Screen the applicant pool against the School Board's established hiring criteria and leadership profile.
8. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the School Board's hiring criteria as determined by MSBA's screening team.
9. Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying interview schedules. \*\*
10. Conduct a meeting with the School Board for purposes of presenting candidate recommendations so the School Board can select finalists for interviews, and clarifying remaining steps of the search process. \*\*
11. Coordinate with finalists and be present during the first and second rounds of interviews. \*
12. Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
13. Facilitate Audience Input Forums with finalists in conjunction with the second round of interviews, if requested. \*
14. Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new superintendent.
15. Assist in developing a transition plan for the new superintendent.
16. Visit the new superintendent during their first year of employment. \*
17. Facilitate a post-hiring workshop to develop goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district. \*\*

\* **Designates in-district meetings, if possible.**

\*\* **Designates virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting**

## **LIMITED SEARCH - \$2,500 - MSBA will:**

1. Conduct an initial planning meeting with the School Board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. \*
- ~~2. Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested). Results will be summarized for the School Board by MSBA.~~
- ~~3. Host an online informational Q&A with MSBA session for staff and community members regarding the superintendent search process, and provide the recording for placement on the District's website. \*\*~~
4. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
5. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet Members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.
6. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
7. Screen the applicant pool against the School Board's established hiring criteria and leadership profile.
- ~~8. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the School Board's hiring criteria as determined by MSBA's screening team.~~
- ~~9. Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying interview schedules. \*\*~~
- ~~10. Conduct a meeting with the School Board for purposes of presenting candidate recommendations so the School Board can select finalists for interviews, and clarifying remaining steps of the search process. \*\*~~
- ~~11. Coordinate with finalists and be present during the first and second rounds of interviews. \*~~
- ~~12. Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.~~
- ~~13. Facilitate Audience Input Forums with finalists in conjunction with the second round of interviews, if requested. \*~~
- ~~14. Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new superintendent.~~
- ~~15. Assist in developing a transition plan for the new superintendent.~~
- ~~16. Visit the new superintendent during their first year of employment. \*~~
- ~~17. Facilitate a post-hiring workshop to develop goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district. \*\*~~

\* Designates in-district meetings, if possible.

\*\* Designates virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting.