

Wrenshall Board of Education Work Session

Monday, January 6, 2025 6:30 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker (s) : Chair
2. Preview of Regular Meeting Agenda for January 21	Speaker (s) : Jeff Pesta
2.a. Board Committee Reports	Speaker (s) : Chairperson
3. Strategic Planning	Speaker (s) : Jeff Pesta
3.a. Superintendent Evaluation	Speaker (s) : Chairperson
3.b. Development of District Organizational Chart	Speaker (s) : Jeff Pesta
3.b.1. Role of Committees Within The Organizational Chart	Speaker (s) : Chairperson
3.b.2. Superintendent Interview Timeline	Speaker (s) : Jeff Pesta
3.c. Analysis of Career and Technical Education Processes and Procedures	Speaker (s) : Eric Ankrum
4. Adjournment	Speaker (s) : Chair



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

August 1, 2024

Annual Superintendent Goals and Priorities FY25

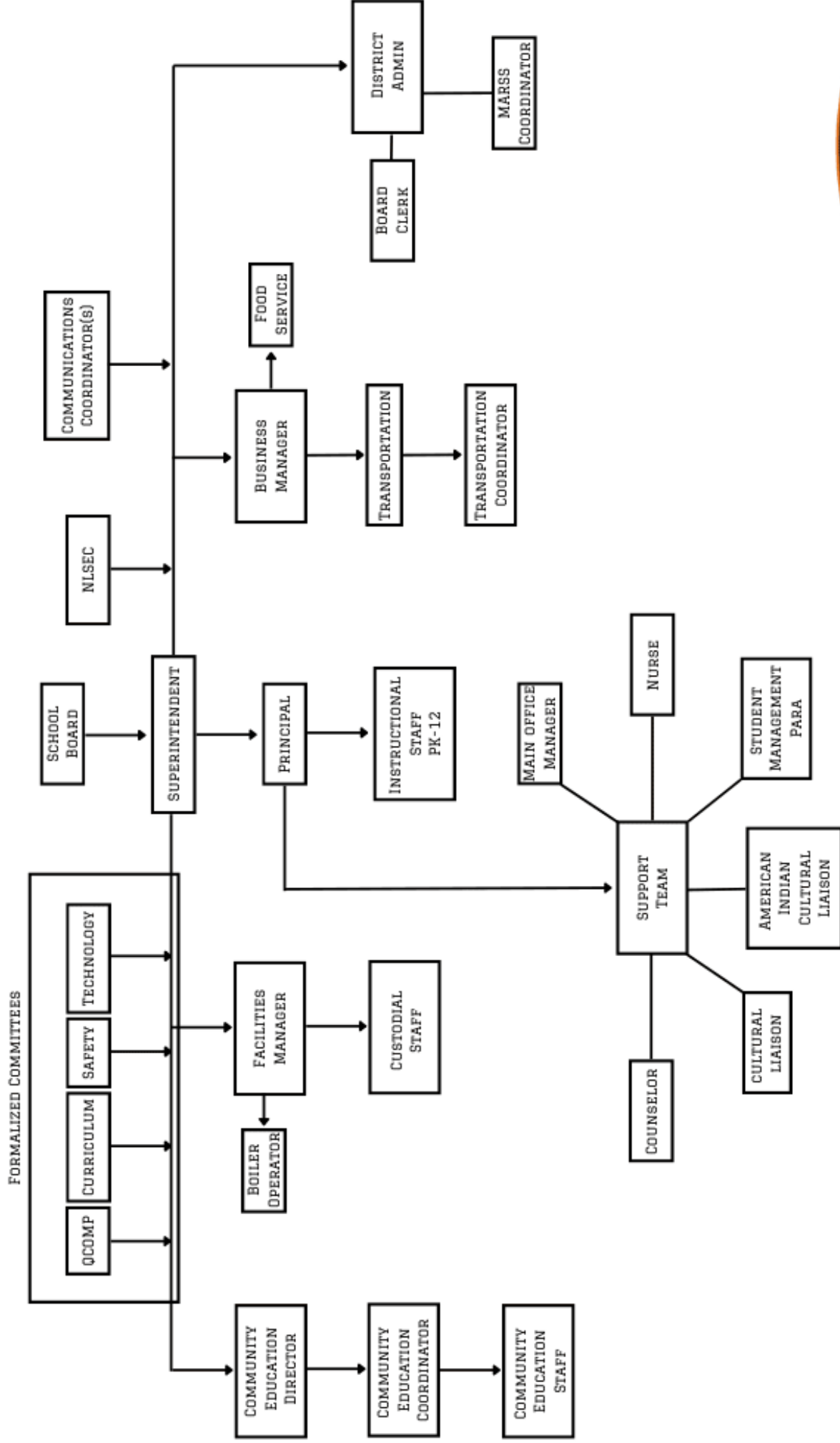
1. District Finances
 - A. Actively strive to maintain positive fund balance and cash flow without new debt
 - B. Pilot a purchasing card system
 - C. Further develop best practices

2. Human Capital/Resources
 - A. Develop first draft of a HR manual.
 - a. Associated job descriptions and evaluation tools
 - B. Develop dynamic organizational chart and recruit candidates for open spots
 - C. Supervise and evaluate all direct reports (remotely or in person)

3. Policy
 - A. Complete online policy manual to include mandatory policy review and legislative updates

4. Governance
 - A. Serve as District Chief Executive Officer and Ex-officio member of the Board
 - B. Prepare meeting agendas and minutes
 - C. Provide guidance to Board Directors on governance

WRENSHALL SCHOOL DISTRICT ORGANIZATIONAL CHART



213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Budget/Operating Capital.
 - 2. Building and Grounds.
 - 3. Negotiations Committee(s) for various employee groups.
 - 4. Facilities/Construction.

- 5. Cooperative Sports/Consolidation.
 - 6. Policy.
 - 7. Safety.
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
 - C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
 MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **American Indian Parent Advisory Committee (AIPAC)**

Statutory Reference

[Minnesota Statute 124D.78](#)

[PARENT AND COMMUNITY PARTICIPATION](#)

The AIPAC must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian district employees; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

Accordingly, school districts in which there are ten or more state-identified American Indian students enrolled must establish an American Indian Parent Advisory Committee

The American Indian Parent Advisory Committee must develop its recommendations in consultation with the Staff Development Committee as required by section [120B.11, subdivision 3](#). This committee must afford parents the necessary information and the opportunity to express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school or program. School districts must ensure that programs are planned, operated, and evaluated with the involvement of and in consultation with parents of the American Indian students served by the programs.

Members: Board Liaison: Nicole Krisak
Chair: Carol Kot
Vice Chair: Syndy Seliskar
Community Member: Jeff Blanchard
Staff Members: Kevin Kot, Katie Meyer
Ex-Officio Members: Michelle Blanchard, Jeff Pesta

Participant Compensation:

- Member compensation = Community members are volunteers unless stated otherwise. Staff compensation options (meetings during school hours, flexible hours for leadership positions on flexible contracts, hourly rate for staff requested to attend, Schedule D for instructional staff requested to attend).

Budget: Restricted to valid expenses submitted to MDE in the American Indian Education Aid application budget. All additional expenses covered by unrestricted General Fund.

Annual Reporting Date:

Prior to March 1, the AIPAC must meet annually to discuss whether or not they concur with the educational offerings that have been extended by the District to American Indian students. The AIPAC must present their vote of concurrence or nonconcurrence to the school board while in session.

Mission

The District **AIPAC** serves in an advisory role to the district to help **ensure that American Indian students are receiving culturally relevant and equitable educational opportunities**. For the AIPAC to make informed decisions, the District must afford the committee the information and data needed to make sound recommendations. This includes, but is not limited to, testing data, attendance data, graduation rates, and student count information.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **Staff Development**

Statutory Reference:

Minnesota Statutes 122A.60 and 122A.61
STAFF DEVELOPMENT PROGRAM

The local school board must establish an advisory district staff development committee to:

1. Develop a district staff development plan that is consistent with education outcomes that the board has determined;
2. Evaluate staff development efforts at the site/district level. The districtwide committee must be composed of a majority of teachers, representing an array of grade and subject specialties including special education, plus non- teaching staff, parents, and administrators.

The advisory committee must adopt a staff development plan, and the school board and committee must reach agreement that the staff development plan is consistent with the education outcomes that the board determined. The school board and the advisory district staff development committee must work together to resolve any differences.

Members: Coordinator Staff Development- Bridget Stensaas
Coordinator Teacher Relicensure – Laura Lemke
Staff – TBD
Community - TBD
Principal
Board Liaison

Participant Compensation:

- Coordinator compensation = Stipend for Staff Development Coordinator from restricted QComp funds; \$481.23 (24-25 school year)
- Member compensation = Staff compensation options (meetings during school hours, Schedule D for instructional staff requested to participate)
- Community members would be considered volunteers
-

Budget: Fund 01 restricted funds under [section 122A.61](#).
(2% of General Fund annually unless designated as unrestricted by a majority vote of the Education Minnesota – Wrenshall membership.)

Annual Reporting Date: December as part of the public hearing for the World's Best Workforce and Comprehensive Achievement and Civic Readiness report under [section 120B.11, subdivision 5](#).

The report must break down expenditures for:

- (1) curriculum development and curriculum training programs; and
- (2) staff development training models, workshops, and conferences, and the cost of releasing teachers or providing substitute teachers for staff development purposes.

The district staff development committee shall write a report of staff development activities and expenditures for the previous year. The report, signed by the district superintendent and staff development coordinator, must include assessment and evaluation data indicating progress toward district staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities under subdivision 3 as part of the district's comprehensive achievement and civic readiness report.

Mission

The Staff Development Committee is an advisory committee to the administration which develops and plans training opportunities which **align with the District strategic plan**.

The Staff Development Coordinator:

- Plans and coordinates training and development activities for staff
- Assesses training needs: conducts surveys and consults with the Education Minnesota Guidelines
- Evaluates training effectiveness: monitoring and evaluating training programs to ensure they are current and effective
- Keeps a record of each training offered by the district for the teacher in-service days
- Creates training hour certificates for all trainings offered by the district
- Updates Staff Development Google Classroom as a resource for teaching staff
- Sits on the Teacher Relicensure Committee
- Approves staff requests of the Staff Development funds; along with the Teacher Relicensure Coordinator



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **Wellness Committee**

Statutory Reference:

[The Child Nutrition and Women, Infants and Children \(WIC\) Reauthorization Act of 2004](#) requires all educational entities participating in the National School Lunch Program to establish local school wellness policies.

[The Healthy, Hunger-Free Kids Act of 2010](#)

Expanded upon the previous local wellness policy requirement from the Reauthorization.

Members should represent the diversity of the community and the school. The committee's collective knowledge, expertise, and influence can be a powerful force to understand the many factors that affect health and learning.

Members:

Staff: Renae House, Beth Peterson, Danielle Arneson

Community: TBD

Participant Compensation:

Community members are volunteers unless stated otherwise.

Staff compensation options (meetings during school hours, flexible hours for leadership positions on flexible contracts, hourly rate for staff requested to attend, Schedule D for instructional staff requested to attend)

Budget: Grants Unrestricted General Funds and Fund 03 can be used to budget or assign resources to support the Wellness Committee.

Annual Reporting Date: TBD, should coincide with the Board accepting the annual report in accordance with Board Policy 533.

An assessment of the local school wellness policy must be conducted a minimum of once every three years, per U.S. Department of Agriculture regulations.

Mission

The Wellness Committee is an advisory committee to the administration and school board. Its mission is to **ensure that wellness practices align with the District strategic plan**

1. Serves as an advocate and champion for creating health equity within the school setting so that all students thrive, learn, and grow.
2. Reviews the triennial wellness assessment submitted to the Minnesota Department of Education.
3. Reviews and approves health related grants prior to their submission to granting organizations.
4. Reviews local, state, and federal laws and best practice recommendations or guidelines around school health and ensuring their implementation.
5. Regularly reviews school and community health data to evaluate the effectiveness, outcomes, and gaps in school health and wellness programming.
6. Identifies resources, services, and developing partnerships to improve school health for all students.



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **District Safety**

Statutory References:

Minnesota Statute 182.676

Safety Committee

Employers with 25+ employees must have a safety committee which meets a minimum of once per quarter.

Minnesota Statute 121A.037

School Safety Drills

Minnesota Statute 299F.30

Fire Drills

Minnesota Statute 123B. 57

Radon and Playground Equipment

Minnesota Statute 326B.112

Bleacher Safety

Minnesota Statute 121A.335

Lead in Water

EPA Asbestos Hazard Emergency Response Act (AHERA)

Additional Reference: Minnesota School Safety Center

<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/policy-minnesota-statutes.aspx>

Members: Chair: TBD

Board Liaisons: Eric Ankrum and Ben Johnson, Board Liaisons

IEA Safey Consultants: Taylor Dickinson and Tyler Peterson

Staff: Josie Hlava, Kirk Hill, Lisa Jurek, Chris Gustafson, Michelle Blanchard, Danielle Arneson, Josiah Davey, Renae House

Participant Compensation:

Member compensation = TBD

Compensation options (meetings during school hours or professional days for salary, Schedule D hourly rate for instructional staff, hourly rate for non-instructional staff, or Board approved stipend from General Fund)

Budget: Restricted School Safety and Long-Term Facilities Management Funds and zero-based budgeting for capital expenses for projects identified in strategic planning.

Annual Reporting Date: TBD, should occur prior to preliminary budget adoption in February and no later than final budget review in May.

Mission:

The safety committee is **charged with statutory and federal safety compliance** which is coordinated with the staff development plan, District budget, and Building and Grounds Committee.

The school board shall establish a **District Safety Committee** to develop and maintain:

- 1. Campus Crisis Plan**
- 2. OSHA and Other Safety Compliance**
- 3. Environmental Health and Safety Management**



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **Community Education Advisory Committee (CEAC)**

Statutory Reference:

[Minnesota Statute 124D.19](#)

COMMUNITY EDUCATION PROGRAMS; ADVISORY COUNCIL

Each school board must provide for an advisory council to consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.

The council must function in cooperation with the community education director in an advisory capacity in the interest of promoting the goals and objectives of sections [124D.18](#) and [124D.19](#). Subd. 5. Policy to avoid program duplication.

Each council must adopt a policy to reduce and eliminate program duplication within the district. Subd. 9. Youth development plans.

A district advisory council may prepare a youth development plan. The council is encouraged to use the state guidelines when developing the local plan. The school board may approve the youth development plan.

Members: Board Liaison: Misty Bergman
Staff: Katie Beck, Michele Carlson
Community Members: Debbie Nyberg, Betsy Dugan, Stacy Rohweder,
Lisa Hansmann, Ashley Beecroft, Cindy Washensky, Nick Shanda, Terri Thell

Participant Compensation:

- Member compensation = Community members are volunteers unless stated otherwise. Staff compensation options (meetings during school hours, flexible hours for leadership positions on flexible contracts, hourly rate for staff requested to attend, Schedule D for instructional staff requested to attend)

Budget: Unrestricted General Funds and Fund 04 can be used to budget or assign resources to support the CEAC's mission.

Annual Reporting Date: Prior to November 1st, should coincide with the Board accepting the annual district community education report. Each district offering a community education program under this section must annually report to the Minnesota Department of Education with information regarding each community education program, including youth after-school enrichment programs, for which it receives aid or levy.

Mission

The mission of the CEAC is to harness the community's human, physical, and financial resources **to provide life-long learning and enrichment** in education, recreation, social and cultural life to meet the challenging and growing needs of individuals and groups within that community.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education Committee Acknowledgement

Date:

Committee Title: **Instructional Technology**

Statutory Reference: A District strategic plan for technology is no longer mandated by statute, however by March 22, 2024, the Minnesota Department of Education shall present the adopted state strategic plan to the chairs of the legislative committees with jurisdiction over education as cited in:

Minnesota Statute 120B.241

COMPUTER SCIENCE EDUCATION ADVANCEMENT PROGRAM

Members: Board Liaisons: Nicole Krisak and Ben Johnson
Staff and community TBD

Participant Compensation:

- Member compensation = TBD
Compensation options (meetings during school hours or professional days for salary, Schedule D hourly rate for instructional staff, hourly rate for non-instructional staff or Board approved stipends from general fund)

Budget: Grant resources
Zero-based budgeting for instructional technology and capital expenses

Annual Reporting Date: TBD, should occur prior to preliminary budget adoption in February and no later than final budget review in May.

Mission:

The **Technology Committee is charged with recommending a strategic plan for instructional technology** which is coordinated with the staff development plan, District budget, network management and next generation substitute teacher plan.

The School Board shall establish a **District Instructional Technology Committee** to:

1. Guide Professional Development

Professional development leverages other technology investments assuring authentic implementation. Well-planned and sustained professional development is a key component of successful technology adoption and deep integration. Training should be relevant, frequent, and differentiated.

2. Learning Technologies

Addresses technology integration into instructional practice, selection of most appropriate student and staff devices, selection of learning software applications, digital instructional practices, research and development, digital citizenship, health and balance, and policy and programming designed to accelerate and deepen learning.



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Leadership Options: FY26

1. Full-Time Superintendent

- Estimated total cost (\$160-180K dependent on experience).
- Maximum coverage during the year and reduced time needed from other leadership positions.
- Potential to assist Principal in school administrative duties (teacher evaluations, student management and supervision).
- Most candidates would prefer a three-year contract

2. Licensed Assistant Principal

- Estimated total cost (\$90-110K dependent on number of work days and benefits).
- Contract days concentrated on school days.
- Responsibility for a share of the student management and teacher evaluation.
- Portfolio of other leadership committees and roles.
- Considered a probationary teacher for one year.

3. Half-Time Superintendent

- Estimated total cost (\$80-90K dependent upon range of duties and benefits offered)
- Requires other district leadership positions or contracted services for support.
- Candidates who are retired or close to retirement may have interest in one-year contracts.

4. Shared Superintendent

- Estimated total cost (\$80-85K dependent upon experience).
- Creates potential for conflicts between shared district's interests.
- All shared services contracts should be no longer than one year with an option to renegotiate. This provides the district with maximum flexibility to evaluate effectiveness, future budgets, and options for consolidation.

5. Dean of Students or Teacher on Assignment

- Estimated total cost (\$50-90K dependent upon salary schedule placement).
- Available 178 days per year, unless additional compensation.
- Temporary one-year assignments
- Without an administrative license they would be limited in their scope of duties.
- Employment terms defined by the teacher collective bargaining agreement

6. Non-licensed Support Staff

- Estimated total cost (\$35-50K dependent on benefits)
- Specifically identify the administrative support tasks needed and create a new position on an individual contract for 170 days during school hours.
- Salaried employee would have few restrictions on work effort during school days.
- Duties would be aligned directly with the Board approved student management plan.
- Does not reduce the need for licensed administrators (minimum one superintendent one principal, and other leadership or committee roles).

7. Contracted Services

- Estimated total cost (\$25-35K).
- Contract for specific superintendent or licensed principal duties ala carte.
- Request for Proposals encourages competitive bidding.
- Not flexible terms, contractor provides the services purchased only.

SUPERINTENDENT SEARCH – ISD #100



Wrenshall Public School
is seeking an *exceptional*
leader to serve as

Interim Half-Time Superintendent

WRENSHALL

A small school where we cultivate
BIG FUTURES.

- The District has growing enrollment, a rising fund balance, and is currently exploring future consolidation opportunities.
- The Wrenshall School campus features both a PK-12 school site and an adjacent Career and Technical Education facility.
- 2023 completion of a \$15 million indoor air quality improvement project and a partial facility renovation.
- The Carlton-Wrenshall Raptors are a Polar League Conference member with a strong tradition of success in arts and athletics.
- 1:1 tech device ratio in Grades 7-12 and daily access for elementary students. Schoolwide cell phone “Away for the Day” policy.
- Q Comp district featuring teacher leadership.
- Collaborative partnerships including Northern Lights Special Education Cooperative (NLSEC) and Arrowhead Regional Computing Consortium (ARCC).

ABOUT THE COMMUNITY

The Wrenshall School Community serves students living within the scenic Nemadji and St. Louis River watersheds south of Duluth. The district’s eastern boundary is the Wisconsin state line. Although Wrenshall is a rural setting, it features convenient access to regional hubs via I-35 and State Highways 23 and 33.

Independent School District 100 covers approximately 120 square miles of rural townships within Carlton County. The local economic base is primarily generated by the energy industry, public utilities, and agriculture. Local properties have retained strong market values.

- Wrenshall is home to various civic activities including the annual Brickyard Days celebration, which honors its history.
- Easy access to the Willard Munger State Recreational Trail, North Country Trail, and Jay Cooke State Park.



BY THE NUMBERS

- P-12 enrollment: 373
- Full-Time staff members: 56
- Principal: 1 plus a student support team
- Half-Time Superintendent: 1
- Full-Time District Office staff: 3
- District buildings maintained: 2
- FY26 budget approximately \$6 million

SEARCH TIMELINE

Announce vacancy – December 11, 2024
Application deadline – January 6, 2025
Applicant screening – January 6, 2025
Interviews begin – January 13, 2025
Interim employment begins – July 1, 2025
for a minimum of one year with possible extension opportunity

LEADERSHIP PROFILE

The Wrenshall Board of Education seeks Half-Time Interim Superintendent candidates who:

- Hold licensure as a Superintendent in Minnesota or other state.
- Hold licensure as a K-12 principal or Special Education Director in Minnesota and are currently progressing in a Superintendent licensure program toward completion or readiness for their field experience.

The new Superintendent will work in a trusting partnership with the school board, staff, and the current interim superintendent. The preferred candidate will demonstrate a high level of skill attainment in some combination of:

- District operations, strategic planning, and financial management.
- Instructional leadership, student management, technology, or school safety.

COMPENSATION

The Half-Time Superintendent finalist will have the opportunity to negotiate a 100 full-day work year flexibly organized into full or half day blocks as needed to match goal accomplishment.

The Principal and the Student Support Team are responsible for daily school site operations under the supervision of the Half-Time Superintendent.

The total compensation range is \$75,000 to \$85,000 commensurate with experience, which can be flexibly negotiated to meet the needs of mid and late career or post-retirement candidates.

SCREENING TIME

Rising Tide School Board Services will assist the Wrenshall Board of Education in screening and selecting applicants. Interviews will include staff, student, and community participation.

APPLICATION DEADLINE AND SELECTION

I.S.D. 100 will be utilizing its own district application process. Applicants begin the process at the Wrenshall School Website isd100.net. To be considered for this position, an applicant's completed file must be received by the Wrenshall District Office prior to 11:59 p.m. on January 6, 2025.

- Contact Rosy Bradley with application questions at (218) 384-4274, rbradley@isd100.org
- Contact Jeff Pesta, Executive Search Facilitator with candidate profile questions at (612) 282-3700, jeff.pest@icloud.com
- Please mark any correspondence and/or envelopes "Wrenshall School Executive Search"
- I.S.D. 100 is an equal opportunity employer.

DEADLINE TO APPLY: JANUARY 6, 2025



Rising Tide School Board Services

Executive/Administrator Search Services Options

1. ~~Initial response to request for proposals, including meeting with the school board and leadership team.~~
2. Individual listening sessions with each school board director and key leaders to develop an initial candidate profile and preferred community participation level.
3. ~~Community focus groups and surveys (using quantitative and/or qualitative tools) to refine the final candidate profile.~~
4. ~~Development of a vacancy brochure and postings on high traffic websites and professional networks, combined with targeted candidate recruitment.~~
5. Press releases created for each step of the process.
6. ~~Applications are processed through the district's internal human resources tools.~~
7. The school board is guided through a viability determination process to identify preferred candidates.
8. The school board may choose to conduct facilitated screening methods prior to identifying a public list of finalists. This makes the screening process very candidate friendly and improves likely matching.
9. Conduct facilitated public finalist interviews, including options for immersive community experiences and customized interview formats.
10. Guide school board through final selection process or alternate plans as determined, including candidate notification and assistance with contract negotiation and orientation.

11. Optional ongoing orientation and mentoring support for incoming administrator.

- All services comply with open meeting statute and align with state and federal equal opportunity and fair hiring practices.
- Total fees for services are determined by the school board after services are completed and evaluated.

No candidate will be recommended to the school board who has not demonstrated readiness to legally and competently serve the district at the start of their contract. The school board retains the option to restart the search, reorganize administrative staffing, or delay hire at no charge.

Step 7 - Viability Determination

Work Session - January 6, 2025

Since the search process has actually been in progress for approximately one-year. The standard steps in the search process have been and will continue to be modified at Board discretion through reaching consensus in work sessions. The consultant has screened and vetted candidates according to the guidelines established by the Board in previous work sessions (Vacancy announcement and Appendix A). An anonymous list of candidates will be reviewed by the Board during this public work session. The initial screening process will protect private candidate data and follow all equal opportunity and fair hiring standards. The consultant will make recommendations for which candidates to invite to an introductory interview based on a potential match to the posting criteria utilizing the rubric in Appendix B.

Following the presentation of the recommendations, the Board will have access to all completed applications and will reserve the right to add or remove individual candidates to the introductory interview list. Typically, one or several natural breaks develop between the candidates screening scores dependent upon the size of the applicant pool. The Board will set a viability line to begin the deliberation on offering introductory interviews.

Step 8 – Facilitated Screening

The Board has the discretion to extend the screening process to seek additional background on the candidates during the confidential screening phase. If consensus is reached on the candidates, the Board can advance to the development of the introductory interview question development.

A sample of interview questions aligned with the Wrenshall profile will be distributed to the Board. The consultant will facilitate an orientation session for the Board to develop

and confirm the introductory interview questions. Additional work sessions may be scheduled to determine the number of interview rounds and their formats.

The consultant will offer interview slots to the candidates. Those that accept the offer will become public finalists. A press release will be distributed announcing the finalist candidates.

Step 9 – Public Finalist Interviews

Introductory round finalist interviews to be scheduled for January 13.

Second round finalist interviews if desired may include community participation through comment cards, staff meetings and student/staff led tours of the school site and community.

Appendices

Appendix A: Screening Weighting Factors

Finance Skills	5.0
Executive Experience	3.5
Strategic Planning and Board Facilitation	2.5
Technology	1.5
Communication Skills	1.0
School Safety Expertise	1.0
Student Management Experience	1.0
Instructional Leadership	1.0

- This is a licensed school administrator position, per statute no veteran's preference points will be awarded.



Rising Tide School Board Services

Appendix B: Screening Rubric for Half-Time Superintendent Wrenshall Public School

The screening rubric for school superintendent candidates can be used to objectively evaluate each candidate's qualifications and suitability for the position.

Category 1: Experience

Criteria:

- Total experience in education
- Experience as a school administrator or in a district leadership role
- Experience as a superintendent

Rating Scale:

- No experience (0)
- Significant experience in education (1)
- Significant experience as principal or district level leader (2)
- Significant experience as a superintendent of a public school (3)

Category 2: Potential Per Wrenshall Candidate Profile

Criteria:

- Finance Skills
- Executive Experience
- Strategic Planning and Board Facilitation
- Technology
- Communicator
- School Safety
- Student Management
- Instructional Leadership

Rating Scale:

- Weak (0)
- Average (1)
- Strong (2)
- Exceptional (3)

Category 3: Licensure Status

Criteria:

- Minnesota superintendent license
- Minnesota K-12 principal license
- Similar licensure in a contiguous state and eligible to obtain Minnesota license
- Other relevant certifications

Rating Scale:

- No current administrative license (0)
- Relevant professional license and progress toward superintendent license (1)
- Superintendent and principal license from a contiguous state (1)
- Current Minnesota superintendent and principal license (2)
- Additional relevant professional licenses (3)

Category 4: Pre-screen Vetting

Criteria:

- Public record of achievement
- Favorable network and available references
- Highly desired additional professional skills

Rating Scale:

- No public record of achievement or consistently poor network references (0)
- Significant public record of achievement (1)
- Consistently favorable network and provided references (2)
- Highly desired additional professional skills (3)

After objectively evaluating each candidate on each criterion, their scores can be added up to determine their overall match to the posted criteria. A viability line is determined and candidates can then be invited to proceed to the next stage of the selection process. The maximum screening score is 12

Screening Rubric Score =



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December 4, 2024

Construction Class Project Protocol

DRAFT

Option #1

Construction Contracts with Partner Organizations

- All contract documents reviewed by superintendent and placed on Board work session agenda prior to commencement of any planning.
- Consensus of the Board required to move project from work session to an action item during a regularly scheduled business meeting.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project must be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #2

Request for Proposals from Any Party

- RFPs for projects of the appropriate educational scope are advertised in the Spring of the preceding school year.
- Proposals are evaluated on a predetermined rubric.
- All contracts, district expenses, transportation, insurance coverage, and student participation waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.

Option #3

Bids Solicited for District Built Projects

- Instructional Staff identify projects of appropriate scope to align with student skill development, instructional timeline and available District resources.
- All project expenses are approved by the Board while in session prior to the fiscal year budget approval each May. The funds will be assigned to a Construction Class budget code.
- Insurance coverage and student waiver forms specific to the project to be approved by the Board in session a minimum of one month prior to commencement of any construction.
- The projects are sold through an auction website or live auction operated by the District with a minimum bid set to recover construction expenses.

(see Addendum A for an example of a student construction auction protocol)



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Addendum A

Anoka- Hennepin School District

Bid #22032B - Student Constructed House @ STEP High School

INSTRUCTIONS TO BIDDERS

1. Notice for bids – Sealed bids will be received for the sale of a student constructed house. The minimum bid amount is \$79,000. The successful bidder is also responsible for sales tax on the house which IS NOT included in the minimum bid amount.

2. Obligation of Bidder to Examine Instructions and Specifications - Before submitting a bid, each bidder is required to examine all bidding requirements and specifications. Submission of a bid shall be proof that such examinations have been made and that bidder has recorded his or her own investigation and has become thoroughly familiar with the requirements.

3. Interpretations - Interpretations, classifications, modifications and supplemental instructions in the form of written addenda will be provided to all bidders on record in the Purchasing Department. Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from,

or alleged to be the result of misunderstanding by the bidder.

4. Inquiries Regarding Bid - It is the bidder's responsibility to bring all discrepancies, ambiguities, omissions or matters that need clarification to the attention of the email provided below no later than 48 hours from the time bids are due:

Anoka-Hennepin School District

Tiffany Audette, Director of Purchasing

2727 N Ferry Street, Entrance #1

Anoka, MN 55303

Email: purchquotes@ahschools.us

5. Site Walk Through – A walk through of the student constructed house will be held on-site at 1353 W Hwy 10, Anoka, MN 55303 on Tuesday, June 7, 2022 from 2:00pm – 4:00pm Local time. Interested buyers are invited to come and view and walk through the house during this time

5. Specifications – Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and two bathrooms.

The house will be sold “as is”. It is the bidder’s responsibility to make their own investigation and assessment of the house before submitting a bid.

Payment to be made in full within seven days after notification by Anoka-Hennepin School District.

Successful bidder must move the house at their expense from its present location 1353 W Hwy 10, Anoka, MN 55303 to the successful bidder’s offsite location prior to August 31, 2022. If the successful bidder fails to remove the house from Anoka-Hennepin School District property on or before the specified date, the successful bidder will be billed \$100 per day for “rent” of the building pad and any moving charges incurred to move the house to another location on district property.

The successful bidder is responsible for obtaining any and all necessary moving and local permits.

The successful bidder assumes all responsibility for any damage to property in moving the house.

The purchase does NOT include any cement blocks, timbers, mover’s beams, lumber below the floor joists, stairs, or entry platforms.

The successful bidder is responsible for all sales tax.

6. Preparation of Bid - Submit bids to Anoka-Hennepin School District in accordance with the following requirements:

- The minimum bid is \$79,000 pre-tax. The District will consider all bids. The District reserves the right to refuse any or all bids.

Bid must be submitted in duplicate on the prescribed form which is furnished with the specifications, with full name and address of bidder;

- All blank spaces on the bid form must be completely filled in with ink or typewriter, without interlineations, alteration or erasure, and

- Bid must be signed in longhand, executed by a principal duly authorized to enter into an agreement.

7. Bid Security - A certified check or cashier's check in the amount of \$20,000, made payable without recourse to Anoka-Hennepin School District, must be submitted with the bid as down



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payment. No other form of security will be accepted. Bid security in the form of a certified check or cashier's check will be returned to all but the winning bidder within 10 days after the bid is awarded by Anoka-Hennepin School District.

8. Receiving and Opening Bids

Bids must be sealed in an envelope with the name and address of the bidder and the words "BID FOR PURCHASE OF HOUSE" on the outside of the envelope. (Faxed bids will not be accepted.)

Bids will be received as stated in the Call for Bids and will be opened immediately after the bid closing hour of 11:00 a.m. local time, Tuesday, June 14, 2022.

Submit bids on or before the time and date specified to: Anoka-Hennepin School District, Purchasing Department, 2727 N Ferry Street, Entrance #1, Anoka, Minnesota 55303, Attn: Tiffany Audette, Purchasing Director.

Bids received after the stated time will not be opened or considered.

9. Withdrawal of Bids - A bidder may withdraw his or her bid at any time prior to the date set for receiving bids, or authorized postponements thereof. Thereafter, bids may be withdrawn only after 30 days have elapsed after bid date, provided Anoka-Hennepin School District has not acted thereon. Bids may be withdrawn only by written request.

10. Qualification of Bidders - Anoka-Hennepin School District may make such investigations as deemed necessary to determine the ability and responsibility of the bidder and any bidder shall furnish Anoka-Hennepin School District all such information and data for this purpose, as the district may request. Anoka-Hennepin School District reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy Anoka-Hennepin School District that such bidder is properly qualified to perform under the terms of the specifications. The competence and responsibility of the bidder will be considered in making an award.

11. District Rights - Anoka-Hennepin School District reserves the right to consider any or all bids, reject any or all bids, and waive minor irregularities or discrepancies as defined by the Anoka-Hennepin School District in the bidding procedure.

22032B: 2021-2022 STUDENT CONSTRUCTED HOUSE

Official Bid Form

Date and time of opening: Tuesday, June 14, 2022 at 11:00 a.m. Local Time

Check one: _____ A certified check or cashier's check representing a down payment in the amount of \$20,000 is enclosed.

Bidder acknowledges receipt of: _____ A. Instructions to Bidders

_____ B. Official Bid Form _____ C. Bill of Sale

_____ D. Attachment A (Details of house)

BID: \$ _____ + (_____) 7.125% sales tax =TOTAL BID:
\$ _____

Successful bidder is responsible for all sales tax on the purchase of the house. The sales tax is MUST BE included in the "TOTAL BID" price above.

Bid Specifications:

Anoka-Hennepin School District is accepting sealed bids for the sale of a student built house. The house is a single level, rambler style, three bedrooms, and 1.75 bathrooms. This sale includes the house structure only.

PLEASE PRINT OR TYPE

Bidder's Name: _____ Home Phone:

Email Address: _____ Cell Phone:

Mailing Address:

Bidder certifies that the bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. The bidder understands collusive bidding is a violation of state and federal law, and can result in fines, prison sentences and civil damage awards.

Bidder agrees to abide by all conditions of this bid and certifies that the person submitting this bid is authorized to enter into an agreement.



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Submitted by: _____ Title: _____

Signature: _____ Date: _____

BILL OF SALE

For valuable consideration, Anoka-Hennepin School District, a political subdivision of the State of Minnesota, hereinafter referred to as "Seller", hereby sells and conveys to _____, hereinafter referred to as "Buyer", the following personal property located at 1353 W Hwy 10, Anoka, MN 55303, more particularly described as follows:

Three bedroom rambler constructed by students at STEP High School in Anoka, MN. The home is energy efficient, and includes 3 bedrooms, main floor laundry, maintenance free exterior, floor trusses, main and master bath. The house measures 26' x 52' (1,352 sq. ft.). The home sold for the sum of \$_____ plus 7.125% sales tax (\$_____) for a total purchase price of \$_____. The described personal property is sold "as is".

Seller agrees that Seller is the Owner of the personal property described above, that the personal property is free from all encumbrances and that Seller agrees to warrant and defend the sale of the personal property described above. Minnesota State Sales Tax is the responsibility of the Buyer and will be collected by the Seller. A copy of Housing Inspection papers will be given to the Buyer upon completion of purchase payments. Ownership of the personal property will pass to the Buyer upon receipt of the final payment. In the event the personal property is destroyed or substantially damaged by fire or other cause prior to paying the balance of the purchase price, this agreement shall become null and void and the deposit returned to the Buyer.

Buyer agrees the personal property will be moved off school property by August 31, 2022, by a certified, licensed and insured professional moving company at the Buyer's expense. Selection and negotiation with a moving company is the responsibility of the Buyer. The moving company will work with the School District representative to determine the best approach to remove the personal property without damage to the school site. The Buyer will require the moving company to provide the Seller with a certificate of insurance verifying that the moving company is insured for General Liability, Automobile Liability, Workers' Compensation and Property coverage. The Seller will be named as additional insured with respect to liability while the personal property is located on Seller's property.

Buyer will be responsible for providing fire, wind, storm, and casualty loss and liability insurance coverage on said personal property after paying the balance of the purchase price. The Buyer will provide the Seller with a certificate of insurance as proof of coverage on the property. Furthermore, the Buyer is responsible for any damages to the personal property that may be incurred after Buyer takes ownership. The Buyer is responsible for any loss or damage caused by Buyer's failure to secure and keep in force insurance to cover the personal property.

Buyer will indemnify and hold Seller harmless from any and all claims of whatever nature resulting from the personal property or with respect to the moving of said personal property up to and including its removal from Seller's property. The buyer assumes all responsibility for any damage to property in moving the house. The purchase does NOT include any cement blocks, timbers, mover's beams, lumber below the floor joists, stairs or entry platforms.

In the event that Buyer defaults in any of this Agreement, Seller may terminate this Agreement and on such termination all payments made hereunder shall be retained by Seller as liquidated damages, time being of the essence hereof. This provision will not deprive either party of the right of enforcing the specific performance of this Agreement, provided this Agreement is not terminated and action to enforce specific performance is commenced within six (6) months after such right of action arises.

All payments for the purchase of this home are to be made by certified or cashier's check.

Deposit of \$20,000 was received will bid on Tuesday, June 14, 2022. The balance of \$_____ which includes 7.125% sales tax will be paid by Tuesday, June 21, 2022, resulting in payment in full.

Anoka-Hennepin School District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the buyer.

This Bill of Sale shall bind the Seller and benefit the Buyer and their successors and assigns.

Buyer Date Tiffany Audette, Date

Director of Purchasing

Anoka-Hennepin School District

Attachment A

The STEP High School's Carpentry classes constructed this rambler during the 2021/22school year. Below are the features of the home:



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Sq. ft Rambler

bedroom, 1.75 bath house (full main bath, $\frac{3}{4}$ master bath)

18" free span floor trusses

4/12 pitch roof

Vaulted living room, kitchen and dining room.

Owens Corning Estate gray architectural shingles

Tubular skylight in each bathroom

Jeldwen vinyl casement windows

Concord "harbor bay" vinyl siding

Vinyl soffit and fascia

Mission 3 panel interior doors

Cardell cabinetry featuring soft close hinges and drawer slides

Under cabinet lighting

Calacatta marble laminate countertops

Life proof luxury vinyl plank flooring throughout.

Oil rubbed bronze hardware

This beautiful 3-bedroom rambler meets all energy codes established by the state of Minnesota and is inspected by the Minnesota Buildings and Codes Division.

Detailed plans are available here <https://www.ahschools.us/domain/12300>