

AGENDA
BOLD BOARD OF EDUCATION SPECIAL MEETING
BIRD ISLAND-OLIVIA-LAKE LILLIAN
INDEPENDENT SCHOOL DISTRICT #2534
WEDNESDAY, MAY 7, 2025
7:00 PM
BOLD MEDIA CENTER

Mission Statement: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society.

- I. Call to Order and Roll Call
Chair Frank
- II. Pledge of Allegiance
- III. Approval of Agenda (Action)
- IV. Recognition of Visitors to the School Board
- V. New Business
 - A. Superintendent Position Description
Discussion and consensus for Superintendent position.
 1. Full or Part time.
 2. Agree on Required (essential and must have) and Desired (additional skills, not mandatory) Qualifications
 3. Position Description (changes desired)
 - B. Proceed with a Superintendent search using the MSBA "Full Search" option. (Action) (Attachment)
Decide how we will initiate the search. We have 3 options.
 4. Do it all ourselves.
 5. Utilize MSBA executive search services. Two options available. See attachment.
 6. Hire a recruiting firm. Would do the same as MSBA and likely be more expensive. I have attached a document from MSBA for reference.
 - C. Create a Superintendent Search Committee of three board members appointed by the chair. (Action)
It is the board choice to put together a Superintendent Search Committee, if deemed it is needed.
- VI. Upcoming Dates

May 16, 2025 7:00 Graduation at BOLD Large Gym in Olivia
May 19, 2025 7:00 Regular Board Meeting in BOLD Media Center
June 23, 2025 7:00 Regular Board Meeting in BOLD Media Center

VII. **Adjourn**

Each year, select two or three standard(s) and all or some of the elements within the selected standard(s). A standard may support (an) established superintendent goal(s), school district goal(s), or a clearly defined operational or organizational area of focus. A list of eight possible standards and associated elements is provided below. A sample completed evaluation form that includes both goals- and standards-based criteria can be found beginning on page A-4. Evidence of performance should also be identified.

Standard	Elements
Governance Team	<ul style="list-style-type: none"> • Roles and Responsibilities • Goals and/or Strategic Plan • Policy Implementation • Information for Decision-Making • School Board Questions and Development
School District Finances	<ul style="list-style-type: none"> • Budget Development and Maintenance • Financial Statements • Financial Controls • Bond and Levy • Asset Protection
Communication and Community Relationships	<ul style="list-style-type: none"> • Relationship with the Community • Engagement • Informs the Community as a Whole • Advocacy • Media • Visibility and Approachability
School District Operations	<ul style="list-style-type: none"> • Facilities • Transportation • Food Service • Technology • Maintenance • Personnel
Human Resources	<ul style="list-style-type: none"> • Internal Communications • Personnel Concerns • Delegation of Duties • Visibility and Approachability • Hiring and Staff Development • Collective Bargaining and Union Relations • Evaluation
Teaching and Learning	<ul style="list-style-type: none"> • Staff Development • School Improvement • Curriculum and Instruction • Professional Knowledge of Teaching and Learning • Culture of Cooperation
Student Support	<ul style="list-style-type: none"> • Student Engagement and Feedback • Student Attendance • Support for Students • Student Discipline • Culture of Cooperation • School Safety and Security • Emotional Health and Social Needs
Ethical and Inclusive Leadership	<ul style="list-style-type: none"> • Ethics and Professional Behavior • Interactions with Staff, Students, and Community • Professional Practice • Diverse Communities • Cultural Competency • Equity Plan Implementation

Job Title: School Superintendent

Location: BOLD School – Olivia, MN

Reports To: Board of Education

Salary: (\$115,000 to \$145,000)

Job Type: Full-Time

Job Summary:

The **School Superintendent** serves as the chief executive officer of the school district, providing leadership, vision, and strategic direction to ensure high-quality education for all students. This role involves overseeing district operations, academic programs, financial management, and community relations while ensuring compliance with state and federal regulations. The superintendent works closely with the school board, administrators, teachers, parents, and the community to foster an environment of excellence and continuous improvement.

Key Responsibilities:

Leadership & Administration

- Develop and implement a strategic vision for the district that promotes academic success and operational efficiency.
- Oversee the management of all schools, programs, and district offices to ensure effective day-to-day operations.
- Provide leadership in curriculum development, instructional practices, and student achievement initiatives.
- Hire, supervise, and evaluate key district administrators and school principals.

Financial & Resource Management

- Develop and manage the district's annual budget with sufficient detail, ensuring responsible allocation of resources.
- Advocate for funding and financial support from local, state, and federal sources.
- Oversee district facilities, transportation, and technology infrastructure to ensure optimal learning environments.

Policy & Compliance

- Ensure compliance with all state and federal education laws, policies, and regulations.
- Implement school board policies and provide recommendations for policy improvements.
- Maintain a safe and inclusive learning environment for students and staff.

Community & Stakeholder Engagement

- Serve as the primary spokesperson for the district, fostering positive relationships with parents, community leaders, and local organizations.
- Communicate district goals, policies, and achievements effectively through various channels.
- Collaborate with government agencies, educational institutions, and other partners to enhance district programs and initiatives.

Student Achievement & Equity

- Promote initiatives that support student success, equity, and inclusion.
- Use data-driven decision-making to improve academic outcomes and reduce achievement gaps.
- Support professional development programs for teachers and staff to enhance instructional quality.

Qualifications:

Education & Experience

- Master's or Doctoral degree in Education, Educational Leadership, or a related field.
- Valid state superintendent certification/license (if required by the state).

- Minimum of 5–10 years of experience in educational administration, preferably as a principal or district-level leader.
- Proven experience in budget management, curriculum development, and policy implementation.

Skills & Competencies

- Strong leadership and decision-making abilities.
- Excellent communication and public relations skills.
- Ability to manage complex budgets and financial planning.
- Experience in conflict resolution and stakeholder engagement.
- Visionary mindset with a commitment to educational excellence.

Application Process:

Interested candidates should submit a resume, cover letter, and three professional references to Chairman Todd Frank at todd.frank@bold.k12.mn.us.

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 public involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
2. Collect public input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.
3. Hold Search Preview meetings with district leadership to share information and answer their questions.
4. Conduct focus groups and/or listening sessions with a cross-section of district constituencies if requested by the district. Results will be summarized for the school board by MSBA.
5. Host an online informational proprietary **Q&A with MSBA** session regarding the superintendent search process, and provide the recording for placement on the district's website. **
6. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
7. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Principals, Assistant Principals, and Cabinet Members across the state to advertise the vacancy and share how to apply.
8. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
9. Screen the applicant pool against the school board's established hiring criteria and leadership profile.
10. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria and leadership profile as determined by MSBA's screening team.
11. Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules. **
12. 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. **
13. Coordinate with finalists and be present during the first and second rounds of interviews. *
14. Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
15. Facilitate public involvement in the second round of interviews, if requested. *
16. Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
17. Assist in developing a transition plan for the new superintendent, if requested.
18. Visit the new superintendent during their first year of employment. *
19. Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months 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 - \$2,900 - MSBA will:

1. Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and public involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
- ~~2. Collect public input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.~~
- ~~3. Hold Search Preview meetings with district leadership to share information and answer their questions.~~
- ~~4. Conduct focus groups and/or listening sessions with a cross-section of district constituencies if requested by the district. Results will be summarized for the school board by MSBA.~~
- ~~5. Host an online informational proprietary Q&A with MSBA session regarding the superintendent search process, and provide the recording for placement on the district's website. **~~
6. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
7. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Principals, Assistant Principals, and Cabinet Members across the state to advertise the vacancy and share how to apply.
8. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
9. Screen the applicant pool against the school board's established hiring criteria and leadership profile.
- ~~10. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria and leadership profile as determined by MSBA's screening team.~~
- ~~11. Conduct a meeting with the school board for purposes of interview training, developing interview questions, and clarifying interview schedules. **~~
- ~~12. 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. **~~
- ~~13. Coordinate with finalists and be present during the first and second rounds of interviews.*~~
- ~~14. Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.~~
- ~~15. Facilitate public involvement in the second round of interviews, if requested.*~~
- ~~16. Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.~~
- ~~17. Assist in developing a transition plan for the new superintendent, if requested.~~
- ~~18. Visit the new superintendent during their first year of employment.*~~
- ~~19. Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months 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.