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| Agenda<br>Independent School District 279<br>School Board | Regular Business Meeting<br>Educational Service Center - Board Room<br>11200 93rd Ave N<br>Maple Grove, MN 55369<br>Monday, December 19, 2022<br>4:00 PM |
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*Our mission is to inspire and prepare each and every scholar with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.*

This regular meeting of the Osseo School Board is being conducted the Board Room of the Educational Service Center, and is open to the public. The meeting can be monitored electronically by streaming online at [district279.org/info-center/school-board](http://district279.org/info-center/school-board) (Watch Livestream). An archived recording will also be available on the district website.

### **Agenda Items**

1. Call to Order and Roll Call  
Kelsey Dawson Walton, Board Chair
2. Welcome and Purpose  
Kelsey Dawson Walton, Board Chair
3. Action Item: Resolution to enter into an agreement with a search firm to facilitate a superintendent search on behalf of Osseo Area Schools  
Tim Palmatier, General Counsel 2
4. Working Documents: Profile and Timeline 8
5. Adjournment  
Kelsey Dawson Walton, Board Chair

*To accommodate individuals with disabilities, this material will be made available in alternative formats upon request. Individuals with disabilities are invited to request reasonable accommodations to participate in or attend a district activity, call your local school or the school district at least seventy-two (72) hours in advance (two-week notice preferred). Members of the public can view and download School Board meeting notices and regular meeting agendas and materials from the district website [www.district279.org](http://www.district279.org), under "Info Center > School Board."*

EXTRACT OF MINUTES OF SPECIAL MEETING  
OF SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 279  
(OSSEO AREA SCHOOLS)  
STATE OF MINNESOTA

HELD: Monday, December 19, 2022

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 279 (Osseo Area Schools)(“school district”) was held on Monday, December 19, 2022, at four o'clock p.m., for the purpose of securing the services of a school executive search firm to assist the school district in recruiting, screening, interviewing and selecting a school superintendent to begin services with the school district on or about July 1, 2023.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING LETTER OF AGREEMENT WITH SCHOOL EXEC  
CONNECT TO ASSIST INDEPENDENT SCHOOL DISTRICT NO. 279 (OSSEO  
AREA SCHOOLS) WITH THE RECRUITMENT, SCREENING, INTERVIEWING  
AND SELECTION OF SUPERINTENDENT**

WHEREAS, the current superintendent of the school district has provided notice of his resignation from employment with the school district effective at the close of business on June 30, 2023; and

WHEREAS, the School Board is seeking to fill the superintendent position with the most qualified candidate and intends to act expeditiously to ensure that it obtains the greatest possible pool of experienced and highly qualified persons for the position; and

WHEREAS, the School Board is seeking the assistance of an experienced school executive search firm to assist it in the superintendent selection process.

NOW, THEREFORE, BE IT RESOLVED that the School Board of Independent School District No. 279, Hennepin County, Minnesota, hereby approves and agrees:

1. To enter into a Letter of Agreement with School Exec Connect under the terms set forth in Attachment A to this resolution.
2. To authorize the Executive Director of Human Resources and the Director of Community Relations to act as liaisons with School Exec Connect to support the search process, communicate with the school district community and schedule necessary meetings/interviews with the full school board.
3. The responsibility for selecting the superintendent rests with full school board.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ . On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.





805 W. Lake Street #301  
Phone: 312-780-1462

Oak Park, IL 60301  
[www.schoolexecconnect.com](http://www.schoolexecconnect.com)

**Letter of Agreement**

**Osseo Area Schools ISD 279  
Maple Grove, MN**

It is hereby agreed between **Osseo Area Schools ISD 279** Board of Education (hereinafter "Board") and the consulting firm, **SCHOOL EXEC CONNECT, INC.** (hereinafter "Consultants"), that the Superintendent search will be conducted as follows:

1. The search will open with the signing of this *Letter of Agreement* by both parties. One copy will be retained by the Board, and one copy will be retained by the Consultants.
2. Dr. Kenneth Dragseth, Dr. Antoinette Johns, and Dr. David Clough will represent **SCHOOL EXEC CONNECT, INC.** for the **Osseo Area Schools ISD 279** Superintendent search.
3. The Consultants will advertise the vacancy through regional and national venues approved by the Board. The Consultants will make individual contacts to recruit qualified applicants to this position.
4. The Consultants will accept applications on their website, screen candidates, interview selected candidates face-to-face and present a slate of vetted candidates to the Board by a mutually agreed upon date.
5. The Consultants will provide information and training for the Board and for the Committee Interview Teams on items related to search protocols, questions and questioning techniques, interviewing of candidates, salary and compensation package recommendations, a possible site visit, and other matters related to the search process.
6. The fee for professional consulting services is \$17,000 plus actual expenses detailed below.
7. Expenses will not exceed \$1,900 unless authorized by the Board President in writing. Expenses include, but are not limited to, candidate travel and mileage, consultant travel and mileage, interviewing expenses, secretarial support, supplies, copying expenses and focus group expenses. Expenses shall be itemized and supported by receipts or other documentation reasonably acceptable to the Board.
8. Advertising costs will be determined, approved and paid by the Board.
9. The Board will incur the costs of candidate interviews and related expenses, including without limitation all of its own legal expenses, after the slate of candidates has been presented.

10. All applications will be sent directly to the Consultants through School Exec Connect.
11. The Consulting Fee will be billed in two equal installments:
  - a. The first upon signing this *Letter of Agreement* that sets forth our agreement regarding the search process.
  - b. The second upon the execution of a contract between the Board and the new Superintendent.
12. Candidate and Consultant final expenses will be billed within 90 days of the completion of the search. The search shall be considered complete upon the execution of a contract between the new Superintendent and the Board.
13. The Consultants assume no responsibility for decisions the Board makes independently regarding this search.
14. The Consultants have been retained on the basis of their expertise and shall advise the Board in all necessary areas associated with the hiring of a Superintendent.
15. If the new Superintendent leaves for any reason within twenty--four months of commencing duties, the Consultants will conduct a new search for the Board at no additional cost to Osseo Area Schools ISD 279 except for actual expenses.
16. School Exec Connect guarantees they will not recruit the Superintendent whom they place in Osseo Area Schools ISD 279 for their first two contracts.
17. If the Board deems no final candidate can be chosen from those candidates presented on the slate, the Consultants will continue to present candidates for actual expenses only until the Board signs a contract with the new Superintendent. No consulting fee will be charged in addition.
18. All documents produced and received by the Consultants will remain the property of the Consultants. Documents provided by the Consultants to Osseo Area Schools ISD 279 may become public records to the extent provided by law. The Consultants shall turn over to Osseo Area Schools ISD 279 copies of all documents relating to candidates recommended by the Consultants at the time such recommendations are made.
19. The Consultants will comply with all applicable state and federal nondiscrimination and recruiting laws, will adhere to federal and state data practices law, and will indemnify and hold harmless Osseo Area Schools ISD 279 from any damages, costs, and expenses, including attorneys' fees arising from claims alleging violation of such laws in the recruitment and candidate screening process conducted by the Consultants. Consultant's books, records, documents, papers, accounting procedures and practices, and other evidence of the disbursement of public funds under this Contract are subject to the examination, duplication, transcriptions and audit by the Osseo Area Schools and the Minnesota State Auditor, in accordance with Minn. Stat. § 16C.05, subd. 5.
20. The Consultants will perform their duties hereunder as an independent

contractor and not as an employee of the Osseo Area Schools ISD 279. Neither Consultants nor any agent or employee of Consultants shall be or shall be deemed to be an agent or employee of Osseo Area Schools ISD 279. Consultants shall pay when due all required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Contract. Consultants acknowledge that they and their employees/agents are not entitled to tax withholding, worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Consultants shall have no authorization, express or implied, to bind Osseo Area Schools ISD 279 to any agreements, liability, or understanding except as expressly set forth herein.

- 21. Consultants warrants that they and/or subcontractors have no conflicts of interest that prevents them from performing their obligations under this contract in the best interests of Osseo Area Schools ISD 279.
- 22. The parties agree that this contract will be construed in accordance with the laws of Minnesota, and any actions brought under this contract will be venued in Hennepin County, Minnesota.

Approved:

\_\_\_\_\_  
John Morstad, Ex. Director of Business Services  
Osseo Area Schools ISD 279  
11200 93<sup>rd</sup> Avenue North  
Maple Grove, MN 55369

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin J. O'Mara

\_\_\_\_\_  
12/15/22

Dr. Kevin J. O'Mara, President  
School Exec Connect  
805 W. Lake Street  
#301  
Oak Park, IL 60301

**Superintendent Profile:**

2018

- Works to ensure high levels of achievement for each and every student including accelerating growth for students of color and student groups where gaps exist in order to close the achievement gap on all state measures
- Understands the need for the district to attract and retain students in a highly competitive education marketplace
- Demonstrate a deep understanding of racial equity and how it affects teaching and learning
- Intentionally seeks different perspectives before making decisions, and is able to bring people together who have different viewpoints
- Is a strong communicator in speaking, writing and listening; builds trusting relationships with families, staff, community members, and the school board
- Demonstrates the ability to engage families and increase involvement in their child's education
- Is able to delegate authority appropriately while maintaining accountability
- Has experience in the management of district resources and knowledge of the budget planning process
- Serves as an articulate spokesperson for the school district and represents the district favorably to the public
- Is strongly committed to putting students first in all decisions
- Can make challenging decisions that may not be popular with everyone
- Promotes a positive school climate to ensure a safe and healthy learning environment
- Is capable to developing both short-and long-term district goals
- Makes recommendations and decisions that are based on data

2022

- Has experience in passing a bond referendum and managing capacity strategies
- Is a visionary leader able to strategically move systems and schools towards transformational digital learning for the 21st century learner
- Demonstrates an innovative mindset towards non-traditional programming and learning
- Provide leadership to accomplish the work within the Board approved Strategic Plan.
- Ability to bring departments together to collaborate and align work between departments to bring direction to district work to achieve the district mission.
- experience in improving school climate and increasing positive behavior through multi-tiered systems of support, restorative practices, social emotional learning, and mental health supports
- Experienced in leading safety, security, emotional and mental health initiatives
- Experienced in supporting and facilitating partnerships between school leaders and operations leaders

## WORKING DOCUMENT

**Superintendent Search: Timeline**

|   |   |
|---|---|
| Dec. 19   | Special meeting to hire School Exec Connect   |
| By Dec. 21  | Staff, student, parent/caregiver and community member feedback on leadership profile due  |
| Between Dec. 19-31                                    | Job description initially posted  |
| Late February (Feb. 21 for first candidate slate)     | Applications reviewed; first candidates selected  |
| Late February/March                                   | Interviews round one and two <ul style="list-style-type: none"> <li>• Feb 22, 23 for first interviews</li> <li>• Feb. 27, 28 and March 1 for second interviews</li> </ul> |
| By early April (likely Feb. 28 or March 1)            | Finalist selected   |
| By early April (March 7, 21 or April 18 for approval) | Contract negotiated (per Tim should take two weeks at most)   |
| May, June   | Transition as needed  |
| July 1  | Appointment starts  |