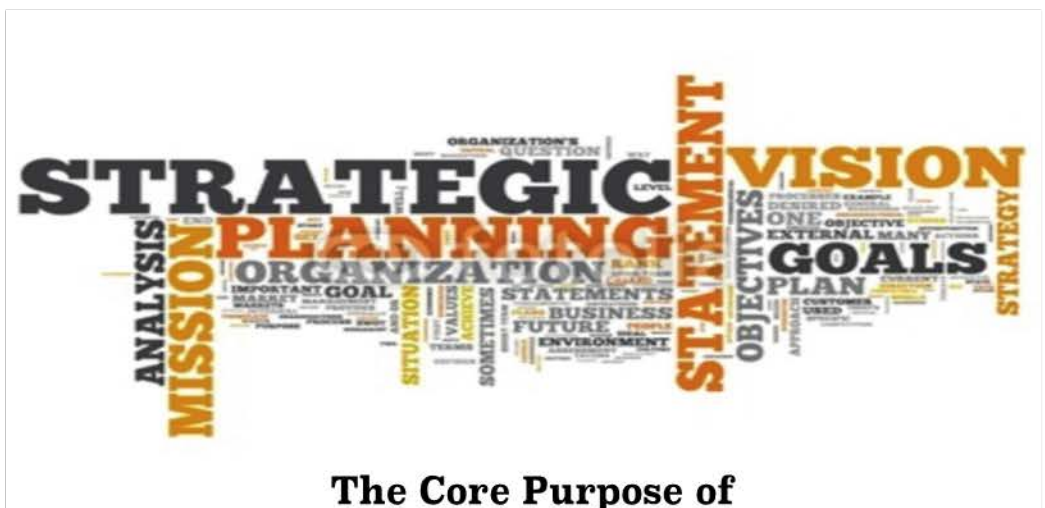




CASCADE

PUBLIC SCHOOLS MT. DIST. 3&B
HOME OF THE BADGERS



The Core Purpose of Cascade Public School District:

Through collective efforts of our community and school, we strive to be an innovative educational system committed to excellence and focused on developing responsible citizens.

Approved by the Cascade Board of Trustees January 2016



Align your governance with the 8 characteristics of effective school boards through MTSBA model policy:

1.	2.	3.	4.	5.	6.	7.	8.
Commit to a vision of high expectations for student achievement and quality instruction. Define clear goals for that vision.	Share strong beliefs and values about what is possible for students and their ability to learn, and of the system and its ability to teach all children at high levels.	Accountability driven, spending less time on operational issues and more time focused on policies to improve student achievement.	Collaborative relationships with staff and the community. Establish a strong communications structure to inform and engage both internal and external stakeholders in setting end achieving district goals.	Data savvy. Embrace and monitor data, even when the information is negative, and use it to drive continuous improvement.	Align and sustain resources, such a professional development, to meet district goals.	Lead as a united team with the superintendent, each from their respective roles, with strong collaboration and mutual trust.	Take part in team development and training to build shared knowledge, values and commitments for their improvement efforts.



CASCADE PUBLIC SCHOOLS

Special Meeting of the Cascade Board of Trustees
Cascade Public Schools Conference Room #123
321 Central Avenue West, Cascade MT 59421
January 5, 2022 at 6:30 p.m.

Agenda

Join Zoom Meeting: <https://zoom.us/j/92609326625?pwd=SnFIS0JdDdhwc2BwYWVUNXBCK1ZKUT09>
Meeting ID: 926 0932 6625
Passcode: m90644

Call to Order

6:30

Reading of Notice Regarding Public Comment and procedures to be followed when addressing the Board.

Pledge of Allegiance

Public Comment on Non-Agenda Items

Members of the community are given opportunity to make brief comments to the Board on any matters not included in the agenda. By law the Board cannot deliberate, debate or take any action on any matter presented during Public Comment. **Comments about any staff, student, or member of public are not allowed due to rights of privacy laws.**

Public Comment on action (A) agenda items is to be addressed when the item is being considered on the agenda. Informational and Staff Reports are reported to Board of Trustees as information only.

SPECIAL MEETING

New Business (A)

- A. MTSBA Superintendent Search

Adjournment (A)

SPECIAL MEETING

New Business

A. MTSBA Superintendent Search

Category: Personnel

Presented by: John Rumney, Debra Silk – MTSBA

Attachments: Sample Supplemental Questions

Facts to Consider: In order to begin the Superintendent Search for the 2022-2023 school year, MTSBA needs to gather information from the Board including:

- Date you would like to close the advertisement (usually 6 weeks from posting date)
- Salary range
- Any other benefit information (i.e., housing, etc.)
- Supplemental Questions

Adjournment

MTSBA SUPERINTENDENT SEARCH

SAMPLE SUPPLEMENTAL QUESTIONS

The Board of Trustees will consider the form, content, and style of your responses. Please limit each response to two hundred and fifty (250) words or less.

1. Please identify at least one challenge and one opportunity facing public education. What role(s) should the School Board and Administration assume addressing the challenge and the opportunity you have identified?
2. What would your major contribution be to the School District as Superintendent?
3. The community has a diverse population with a broad span of interest in local education efforts. How would you reach out to the different constituencies, both within the school system and throughout the community, to help everyone focus upon quality education and higher student achievement?
4. Describe your leadership style and approach to problem solving.
5. Describe how you have promoted parent and community involvement/support for our school system and how you would see yourself accomplishing that goal.
6. Identify three qualities, which will characterize successful educators in the next decade and reflect on the personal/professional attributes you bring to the superintendency which demonstrates those qualities.
7. How would you insure that the _____ School District delivers a quality education?
8. Our budget reflects the priorities of the District and of the school community. Please share your ideas and experience in developing a school district budget that allows for staff and public involvement. Describe how you would articulate the priorities reflected in that budget to the school community.
9. One of the key roles that any Superintendent plays is that of an academic and educational leader. Please explain how your background and experience as an educational leader will move the students of this district to an even higher level of achievement?
10. Please provide an example of a unique or innovative program that you helped establish in your current or a former district. Why was the program important?
11. Please explain your approach to evaluation of employees and how you work with principals on an effective system of evaluation.
12. Please describe your leadership style when it comes to supervising employees and delegating responsibilities.



October 28, 2021

Rick Miller, Superintendent
rick.miller@cascade.k12.mt.us

Dear Rick and the Cascade Board of Trustees:

Thank you for reaching out to MTSBA regarding information on our Superintendent Search processes. We would welcome the opportunity to assist the Board through the transition of a search for a successor superintendent and in this regard, wanted to be sure to provide you with detailed information on our Superintendent Search Process. As you can see from the information contained below, our search process is designed to provide assistance to the Board every step of the way while ensuring that the Board makes all of the decisions along the way.

We have over 45 years of collective experience devoted to assisting Montana K-12 public schools with their superintendent search process. We are well-versed in Montana school law, Montana statutes and administrative rules applicable to the necessary qualifications of Montana superintendents as well as laws, rules and regulations that are applicable to the employment of Montana Superintendents and open meeting laws as they pertain to the hiring process. We also assist the Board in promoting your District to potential candidates on a statewide and national basis. In summary, the level, quality and value of MTSBA's Superintendent Search Services are unmatched.

The following sets forth the components of the service we offer:

MTSBA'S SUPERINTENDENT SEARCH SERVICES

- Step 1 Gathering Information on Specific Needs of District and Promotion of your District and your community
- The MTSBA consultants will work with the District to develop the advertisement for the position. As part of this process, we develop a customized brochure promoting the positive attributes of your District and your community.

Step 2 Advertise the Position
MTSBA will advertise the position in the appropriate venues in-state and nationally for the length of time determined by the Board. MTSBA's application materials, which have undergone extensive legal review, will be utilized for the process.

Step 3 Collection of Applications
MTSBA will collect application materials, prepare a matrix of applicants' qualifications, and prepare application packets for the Board's screening process. MTSBA consultant will attend and guide the Board through the screening process.

Step 4 Online Survey/Focus Groups (Board Choice)
In order to solicit input from district staff, parents, students, and the community about the qualities they would like in a superintendent, MTSBA will provide the district with the following options:

Option 1--MTSBA will develop an online survey link unique to the District, which may be posted on the district website, published in the local paper, or made readily available in another manner (Option 1 is included in the full search contract).

Option 2--MTSBA consultant will facilitate focus groups in the District with various stakeholders (Option 2 is available to the district for an additional half day or full day charge, plus expenses).

Option 3- MTSBA consultant will assist the District with a combination of Option 1 and Option 2 (Option 3 is available to the district for an additional half day or full day charge, plus expenses).

Step 5 Screening of Candidates
MTSBA consultant will provide all applications to the Board for screening and will guide the Board through the screening process.

MTSBA will share the results of either the online survey or focus group sessions with the Board prior to screening.

MTSBA will provide a list of sample interview questions and assist the Board in selection or development of interview questions.

MTSBA will coordinate the interview schedule and the candidate's visits to the community in conjunction with the District contact person.

- Step 6 Post-Screening; Logistics for Interviews
 MTSBA consultant will contact finalists to secure interviews.
- MTSBA will assist finalists with travel arrangements.
- MTSBA consultant will develop a press release on the finalists selected by the Board.
- Step 7 Employment Reference Checks
 MTSBA consultant will conduct comprehensive employment reference checks on up to four (4) finalists prior to the interviews.
- Step 8 Fingerprint and Criminal Background Checks
 MTSBA will process and collect criminal background checks on finalist(s) selected by the District at the District's request. *(Note: this is an additional option fee service and the District must sign the Addendum to Superintendent Search Contract.)*
- Step 9 Interview Candidates
 MTSBA consultant will attend the candidate interviews and will guide the Board through the interview process.
- After interviews, MTSBA consultant will provide the Board with a reference summary report of the finalists' comprehensive employment reference checks.
- Step 10 Offer and Negotiation of Contract
 MTSBA consultant will contact and officially offer the position to the successful candidate, conveying all terms of the Board's motion.
- MTSBA consultant will negotiate the terms of an employment contract, in conjunction with the appointed district contact person.
- MTSBA legal staff will prepare a Superintendent contract to ensure it meets legal standards and reflects the employment terms agreed upon between the Board and the successful candidate.
- MTSBA will contact candidates not selected on behalf of the Board.
- Step 11 Getting off on the Right Foot
 MTSBA will discuss with the Board the development of a meaningful Superintendent evaluation.

MTSBA FEE SCHEDULE:

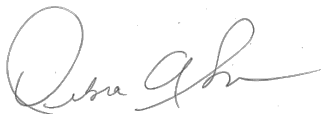
The fee for our Full Search Process is \$5,500 + expenses. Included in this fee structure are up to three (3) consultations with your District/Board by the MTSBA Consultant(s). This typically includes meeting with the Board to discuss details relating to the advertisement, participating in the screening process, and assisting the Board with the interviews of finalists.

Postage and copying fees will only be assessed when excessive. Additional consultations at the request of the District will be charged in accordance with MTSBA's fee structure at \$750 for a half day or \$1,500 for a full day. In-depth reference checks beyond the four finalists included in the contract for services are charged at \$500 per reference check.

MTSBA's Superintendent Search Process is a great value for any District. As a member benefit, we offer this service at significantly reduced rates that are designed to save trustees a significant amount of time and money (estimated to be in the \$20,000-\$30,000 range). Our Superintendent Search Services is designed to assist the Board throughout each phase of the search. This allows the Board to focus on deliberations and decisions in the selection of finalists and ultimately choosing the best candidate to lead the District.

Again, we welcome the opportunity to assist your District with its search for a successor superintendent. If you desire, I can be available during your meeting(s) to answer any questions about our processes. In the meantime, please do not hesitate to contact me if you have questions.

Sincerely,



Debra A. Silk
Associate Executive Director / General Counsel
Montana School Boards Association