

MSBA Executive Search Service



Ortonville Public Schools is seeking an exceptional leader to serve as **Superintendent**

Ortonville Public Schools is located in rural Big Stone County in west central Minnesota. The school district serves the cities of Ortonville, Bellingham, and Odessa, and grades 9-12 students from Big Stone City, South Dakota.

The school district is proud of its academic programming and range of academic and co-curricular opportunities for its students, including:

- ◆ Drama and arts programming,
- ◆ Supportive learning environment with small class sizes, and
- ◆ Effective use of technology to provide learning opportunities for students.

The school district operates its own food service and transportation programs.

By the Numbers

- ◆ Student Enrollment: 490
- ◆ Licensed Staff Members: 49
- ◆ Non-licensed Staff Members: 54
- ◆ Principals: 2
- ◆ District Office: Full-time Superintendent, Superintendent's Administrative Assistant, and Business Manager
- ◆ School Buildings: 1
- ◆ Graduation rate: 97% (2018)
- ◆ A 6-member school board is elected to serve 4-year terms

Application Deadline

To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on January 27, 2020.

About the Community

Ortonville Public Schools is located in the City of Ortonville. Ortonville is located at the southern tip of Big Stone Lake, along the border with South Dakota. The close-knit, small, rural community is known for its range of outdoor activities, including hunting, fishing, and snowmobiling, among others. The school area's economy is fueled by farming and other agriculture-based businesses. Community features include:

- ◆ Big Stone Lake State Park located nearby,
- ◆ Strong parent and community support of the school district, and
- ◆ Active arts community.

Search Timeline

Announce Vacancy	November 26, 2019
Application Deadline	January 27, 2020
Applicant Screening	February 3, 2020
First Round Interviews	February 6-7, 2020
Second Round Interviews	February 12, 2020
Approve Contract	February 19, 2020
Superintendent Begins	July 1, 2020

Ensuring the future by creating lifelong learners

Leadership Profile

The Ortonville School Board seeks a community-oriented candidate with proven leadership skills and abilities — a “go-getter” with a track record of visibility in the school and community — an effective collaborator who can get things done. The school board is committed to finding a candidate who:

- ◆ Works cooperatively with the school board and provides options and recommendations for consideration,
- ◆ Has a thorough knowledge of and successful experience in school finance,
- ◆ Acts with honesty and in an ethical manner in dealings with the school board, staff, and community,
- ◆ Is a “people person” with proven abilities in human relations and communications,
- ◆ Has the ability to direct and develop an effective leadership team, and delegate authority while maintaining accountability, and
- ◆ Has a thorough knowledge of and successful experience in school district management and educational leadership.

Salary and Benefits

The current superintendent’s base salary for the 2019-2020 school year is \$125,000. The final salary will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

District Financial Highlights

- ◆ General Fund Revenue: \$6,974,906
- ◆ General Fund Expenditures: \$6,906,743
- ◆ Unreserved Fund Balance: \$1,389,141
- ◆ Total General Fund Balance: \$1,518,190

Screening Team

A team from the Minnesota School Boards Association’s Executive Search Service has been selected to assist the school board in securing and screening applicants. The team will be facilitated by Sandy Gundlach, Director of School Board Services, and Gary Lee, Deputy Executive Director.

Deadline and Selection

MSBA’s Executive Search Service uses an online application process. Applicants begin the application process at www.applitrack.com/msba/onlineapp. Applicants will need to establish a username and password to log on. To be considered for this position, an applicant’s completed file must be received by MSBA prior to 11:59 p.m. on January 27, 2020, and must include the completed online application and the following uploaded documents:

- ◆ Cover letter indicating a desire to be a candidate for the Ortonville Public Schools Superintendent
- ◆ Legal proof or other evidence (i.e. certificate/license) showing the candidate’s qualification to be a superintendent in the state of Minnesota
- ◆ Set of up-to-date credentials, including a resume, at least three letters of recommendation, and a copy of the candidate’s official transcript(s)
- ◆ Upon hire, originals must be submitted to the district.

Contact Sandy Gundlach at 507-469-9728 (sgundlach@mnmsba.org) or Gary Lee at 507-779-8117 (glee@mnmsba.org) with any questions. Please mark any correspondence and/or envelopes “Ortonville Superintendent Search.”

Applicants are requested to not contact school board members unless called for an interview.

Ortonville Public Schools is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: January 27, 2020