

Special Meeting

Board of Education

Independent School District #690

Monday, June 24, 2013

7:00 a.m.

District Office Boardroom

Proposed Agenda

1. Call Meeting to Order
2. Approve Agenda
3. Elementary Principal Hire With Approval of Moving Expense Allowance
4. Adjourn

Special Meeting Recommendation

Elementary Principal Hire With Approval of Moving Expense Allowance

The interview team consisted of:

Heidi Schaum-Grade 2

Julie Wilmer-Grades 5 & 6

Katrina Reeves-High School Science

Darby Zentner-Board Member

Justin Partee-Board Member

Craig Oftedahl-Superintendent

Six candidates were interviewed during the interview process. The first interview was Friday, June 14, at 4:30 p.m. Monday, June 17, saw two more candidates interviewed. One was done via conference call. Three interviews were conducted on Tuesday, June 18. All five interviews that came to the building were given a tour of the building at the conclusion of the interview.

Following the last interview, the interview team met to discuss the candidates. The team felt very strongly that one candidate had separated themselves from the pack. Because this individual had interviewed in other communities and would be continuing to interview, the interview team decided to contact the candidate and offer the position of Elementary Principal. Brenda Jordan was the candidate selected by the team to lead the elementary school. She was offered step 2 of the Principal's Agreement with a moving/relocation expense. Through negotiations, the team moved from step 2 to step 3 of the Principal's Agreement. The moving expense was also part of the offer. Ms. Jordan has accepted the offer. Included is the acceptance letter.

Independent School District No. 690

510 Cedar Avenue NW
Warroad, MN 56763
Phone: (218) 386-1472
Fax: (218) 386-1909

Craig Oftedal, Superintendent, 386-6066
Brad Nash, High School Principal, 386-6060
Nick Smieja, Elementary Principal, Spec Ed Director, 386-6085
Emily Turner Parsley, Business Manager, 386-6097
Steve Bengtson, Activities/Community Ed Director, 386-6005

Justin Partee, Chairperson
Robert Johnson, Vice-Chairperson
Brian McFarlane, Treasurer
Amy Friesner, Director
Keirsten Eklie, Director
Darby Zentner, Director
Janet Olson, Clerk

June 20, 2013

Dear Ms. Jordan,

Thank you for your response to our proposal to employ you as Elementary Principal for Warroad Public Schools. I am happy to inform you that the committee will be recommending the following proposal to our School Board Monday morning:

Recommendation to hire Brenda Jordan as Elementary Principal with the following provisions:

1. Acceptance of the Principal Association Agreement 2011-2013.
2. Year 1: Moving expenses of up to \$5000 (upon receipt of invoices).
Beginning salary is to be Step 3 on the Principal's agreement of \$84,449.
3. Year 2: Step 4 \$90,079.
4. Year 3: Step 5 \$94,273.

If this is agreeable to you, please sign below and return to me by fax or scanned e-mail.

The parties have hereunto executed this agreement as set forth below:

By: 
Brenda Jordan

By: _____
School Board Chair

By: _____
School Board Clerk

Dated this 20 day of June, 2013

Dated this ___ day of _____, 2013

Sincerely,


Craig Oftedal
Superintendent