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## EXECUTIVE DIRECTOR APPLICATION

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*An invitation to apply for the position of*  
*Executive Director*  
*of the*  
*Missouri United School Insurance Council*  
*Program*

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### CONTACT

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Mark Stockwell  
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**EXECUTIVE DIRECTOR OF THE MISSOURI UNITED SCHOOL INSURANCE COUNCIL  
PERSONNEL APPLICATION**

APPLICATIONS MUST BE RECEIVED BY DECEMBER 15, 2021

Please provide all information pertinent to your qualifications as a candidate. You may include other credentials or statements to help us assess your administrative skills and your potential for success in the position.

**PERSONAL INFORMATION**

NAME			EMAIL	
LAST	FIRST	MIDDLE	<input type="checkbox"/> PERSONAL	<input type="checkbox"/> BUSINESS

**ADDRESS**

STREET	CITY	STATE	ZIP CODE
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TELEPHONE:	HOME	CELL
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**EDUCATION**

UNDERGRADUATE	COLLEGE/UNIVERSITY	DEGREE/MAJOR	DATES ATTENDED
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GRADUATE	COLLEGE/UNIVERSITY	DEGREE/MAJOR	DATES ATTENDED
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**TEACHING OR EDUCATIONAL ADMINISTRATIVE EXPERIENCES**

DATES	SCHOOL DISTRICT	LOCATION	POSITIONS HELD	REASON FOR LEAVING
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**OTHER SIGNIFICANT WORK EXPERIENCES**

DATES	POSITION	ORGANIZATION	SUPERVISOR
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**REFERENCES**

LIST FIVE REFERENCES (ESPECIALLY EDUCATORS AND OTHER PROFESSIONALS WITH WHOM YOU HAVE WORKED) THAT HAVE FIRST-HAND KNOWLEDGE OF YOUR CHARACTER, PERSONALITY, SCHOLARSHIP, AND ABILITY TO HANDLE THIS ADMINISTRATIVE POSITION. THEY MAY BE CONTACTED UNLESS OTHERWISE NOTED.

NAME	POSITION	ADDRESS	TELEPHONE
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**PLEASE CAREFULLY READ AND ANSWER THE FOLLOWING:**

HAVE YOU EVER FAILED TO BE REAPPOINTED?  YES  NO IF YES, WHERE AND WHY?  
 HAVE YOU EVER BEEN CONVICTED OF A FELONY?  YES  NO IF YES, WHERE AND WHY?

I HEREBY CERTIFY THAT THE FACTS SET FORTH IN THE ABOVE EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR DISMISSAL.

X \_\_\_\_\_  
SIGNATURE OF APPLICANT DATE

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**EXECUTIVE DIRECTOR OF THE MISSOURI UNITED SCHOOL INSURANCE COUNCIL  
PERSONNEL APPLICATION**

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**QUESTIONS AND STATEMENTS**

1. BRIEFLY DESCRIBE WHY YOU ARE INTERESTED IN THIS POSITION.

2. DESCRIBE A SITUATION WHERE YOU WERE ASKED TO SOLVE A PROBLEM. WHAT DID YOU DO?

3. HOW DO YOU BUILD RELATIONSHIPS?

## THE POSITION

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The MUSIC Board of Directors is seeking an outstanding leader to serve as its Executive Director. Mark Stockwell, Executive Director of MUSIC since July 1, 2014 is retiring December 31, 2022. The MUSIC Board will employ an Executive Director-Elect who will begin on July 1, 2022. This individual will transition with Mark Stockwell into the role of Executive Director, assuming all duties in the months to follow. It is anticipated this transition will be completed by December 31, 2022 or sooner. The Executive Director will be responsible to the MUSIC Board of Directors and will work under their direction.

The successful candidate should be an individual who:

1. Builds a climate of openness and trust in which ideas, issues and differences are advanced freely, examined thoughtfully, and used collaboratively to maintain the high level of service to all MUSIC's members.
2. Has the background of complete integrity, a secure sense of self and the wisdom and courage to assess and selectively implement ongoing risk management services and techniques to the members.
3. Has fifteen years of experience in public education as a superintendent, assistant superintendent for business or a chief financial officer.
4. Possesses comprehensive knowledge of:
  - a. financial planning and budgeting
  - b. cost analysis
  - c. exchanging and obtaining information electronically
  - d. cash management
  - e. investment management
5. Has a strong desire and commitment to acquire insurance knowledge to include:
  - a. insurance laws and regulations
  - b. claims management
  - c. reinsurance
  - d. risk management
6. Is a superior communicator with refined interpersonal skills who values interaction with school administrators, insurance personnel, attorneys, legislators, auditors, and state/federal regulators.
7. Inspires and challenges member districts and takes satisfaction in their individual risk management growth and success in advancing the development of MUSIC.
8. Is an articulate advocate for public education.
9. Is willing to move or travel to the St. Louis Area at least 2-4 times per month to learn from and work with the staff of Arthur J. Gallagher Risk Management Services.

It is intended that the successful candidate will be selected prior to March 1, 2022 with a projected start date of July 1, 2022.

MUSIC's outstanding success, which is recognized throughout Missouri as well as at the national level, provides a great leadership opportunity for the chosen candidate.

## Facts & Figures

MUSIC currently has a membership of 484 public school districts, community colleges and educational organizations. This represents approximately 90% of all eligible school districts and 67% of community colleges.

The school districts and community colleges are geographically distributed throughout the State of Missouri.

There are nine Board members of which three are elected annually for three-year terms.

MUSIC's fiscal year coincides with the calendar year, although any school district may apply for membership throughout the year.

The budget for the fiscal year is approximately \$80 million.

MUSIC provides insurance coverages to its member only through A-rated insurance companies.

MUSIC member districts range in enrollment from 20 to 22,000.

MUSIC is audited annually and access to this audit is provided to all members.

MUSIC is formed under Chapter 537 RSMO and its Articles of Association and Bylaws are registered with the Missouri Secretary of State.

### MUSIC MEMBERSHIP DATA:

- 484 school districts, community colleges and educational organizations
- Over 100,000 employees covered
- Insures over 6,000 school buildings
- Total property values in excess of \$28 billion
- Total vehicles over 8,000

MUSIC processes approximately 5,000 claims per year

## The Board of Directors

The Board of Directors consists of nine-members elected by the membership for three year overlapping terms. Board members are geographically distributed across the state and are representative of large, medium and small school districts. In addition, one member comes from a community college.

Board members listed below provide stable and positive leadership:

Dr. Bernard DuBray (Chair)  
Fort Zumwalt School District

Dr. Phil Cook (Vice-Chair)  
Carl Junction School District

Dr. Chris Wilson (Secretary)  
Kennett #39 School District

Mr. Ron Orr (Treasurer)  
Pattonville R-III School District

Mr. Todd Galbierz (Member)  
St. Charles Community College

Dr. Jeanette Cowherd (Member)  
Park Hill School District

Dr. Tracy Bottoms (Member)  
Montgomery Co. R-II School District

Mrs. Jenny Ulrich (Member)  
Lonedell R-XIV School District

Mr. Jeff Blackford (Member)  
Nodaway-Holt R-VII School District

## THE MISSOURI UNITED SCHOOL INSURANCE COUNCIL (MUSIC) PROGRAM

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The Missouri United School Insurance Council was formed on December 31, 1985, as an all-lines property/casualty pooling arrangement, under Missouri Law Chapter 537. MUSIC started with 47 school districts and currently has a membership of 484. This includes 470 public school districts, 8 community colleges and 6 educational organizations.

MUSIC was formed in response to the insurance crisis, which especially affected school districts and municipalities in the State of Missouri during the mid-1980s. MUSIC was formed for the sole purpose of providing a risk protection package along with risk management services to school districts and community colleges.

MUSIC is a self-insured program which is designed to provide uniform property and casualty coverage under one comprehensive plan for all participating members. The organization is fully owned and governed by MUSIC members.

MUSIC provides a totally integrated risk management program to its members. It provides insurance coverage, claims management, loss prevention services, property appraisals and informational reporting systems.

MUSIC provides broader coverage, higher limits, improved claims and loss control services, all at a substantial savings to every member. These savings are retained locally for the benefit of each member's own educational programs. MUSIC is designed to remain financially solvent as a not-for-profit organization. It is not driven by the requirement of profit margins as are commercial and private insurance companies.

MUSIC currently contracts the administration of the program to Arthur J. Gallagher Risk Management Services. MUSIC claims are handled by Gallagher Bassett Services. The staffs at Arthur J. Gallagher and Gallagher Bassett are supervised by the Executive Director.

MUSIC works in concert with state insurance regulators including the Missouri Department of Insurance and the Division of Workers' Compensation.

## APPLICATION AND SELECTION PROCESS

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The MUSIC Board of Directors invites nominations and applications for the position of Executive Director-Elect of MUSIC. Qualified persons wishing to be considered for the position should access the MUSIC website: [MUSICprogam.org](http://MUSICprogam.org). The application and related information is under the Applications tab.

Any questions related to the application process should be directed to Mr. Mark Stockwell either by telephone (636-346-9949) or email ([mark.stockwell@musicprogram.org](mailto:mark.stockwell@musicprogram.org)).

The application file must be emailed to Mark Stockwell at [mark.stockwell@musicprogram.org](mailto:mark.stockwell@musicprogram.org) by December 15, 2021. The MUSIC Board will screen applications by January 21, 2022. Interviews will be scheduled during the Annual MUSIC Membership Meeting on January 27 and 28, 2022, with some interviews conducted on Saturday, February 5, 2022. The final selection will be completed by March 1, 2022. The Executive Director-Elect will begin employment on July 1, 2022.

Any applicant chosen as a finalist may be required to submit further documentation and to submit themselves to certain background checks as further described in communications with those chosen as finalists.

**All materials will be treated confidentially.** Applicants are requested not to contact members of the MUSIC Board of Directors. Each applicant will be informed of the Board's selection.

## COMPENSATION AND CONTRACT

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The MUSIC Board of Directors will offer a multi-year contract. The salary and benefits package will be competitive with similar positions in the business.

The beginning salary is \$110,000.

## PROFILE OF THE EXECUTIVE DIRECTOR

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The Executive Director is the Chief Executive Officer and is expected to be the leader of the MUSIC program and to provide professional leadership to the Board of Directors in the development of educational, fiscal and administrative strategies. The new Executive Director should know and be able to:

- ✓ articulate the MUSIC vision, mission and priorities to the Board and members.
- ✓ demonstrate financial forecasting, planning and cash flow management.
- ✓ define the major components of quality risk management.
- ✓ empower members to reach high levels of performance.
- ✓ demonstrate ethical and personal integrity.
- ✓ identify the political context of the MUSIC environment.
- ✓ develop a process for membership input for continued and systematic renewal of the program to ensure appropriate scope, sequence and content.
- ✓ describe procedures for Executive Director and Board of Directors interpersonal and working relationships.
- ✓ respect and encourage diversity among people and programs.
- ✓ analyze available risk management resources and assign them in the most cost-effective and equitable manner to enhance the MUSIC program.
- ✓ motivate and provide leadership for building consensus within the membership and Board of Directors.