

REQUEST FOR PROPOSALS

Superintendent Search Services

Independent School District 282 | St. Anthony-New Brighton, Minnesota

ISSUED August 21, 2026	PROPOSALS DUE September 18, 2026 4:00 p.m. (Central)	SUPERINTENDENT START July 1, 2027
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1. The Opportunity

Purpose

The St. Anthony-New Brighton School Board invites proposals from qualified superintendent search consultants. Under the Board's direction, the selected consultant will assist with candidate identification, recruitment, screening, interviews, due diligence, and selection. The superintendent is expected to begin July 1, 2027.

Who We Are

Located six miles northeast of downtown Minneapolis, St. Anthony-New Brighton School District (ISD 282) serves approximately 1,900 students across three closely connected schools: Wilshire Park Elementary School, St. Anthony Middle School and St. Anthony Village High School.

Our size does not limit opportunity. Students benefit from rigorous academics, Advanced Placement courses, vibrant arts, competitive athletics, and comprehensive support for all learners. The district serves both resident and open-enrolled students.

Existing Community Input

In August and October 2026, the district will facilitate community visioning engagements as part of the Board's goal to enhance community engagement. The district will provide the selected firm with available data, findings, and relevant stakeholder input. The firm

should explain how it will use that information and recommend any additional search-specific engagement needed to inform the Board's leadership profile and selection process.

2. Scope of Services

Proposals should describe a complete, Board-guided search process. The items below identify the outcomes SANB expects; firms may recommend refinements based on their experience.

Discovery and search planning. Establish a clear work plan, decision points, roles, and timeline in partnership with the Board. Review relevant district information and learn the context, aspirations, and priorities that should shape the search.

Community engagement. Describe the stakeholder-engagement approach you recommend for SANB, including how district-provided findings and any additional search-specific input would inform the leadership profile presented to the Board.

Leadership profile and recruitment strategy. Translate community and Board input into a compelling leadership profile and a focused recruitment plan that reflects SANB's identity, strengths, opportunities, and expectations for leadership.

Candidate outreach and recruitment. Conduct proactive, high-quality outreach through local, regional, and national networks as appropriate. Explain how the firm will attract candidates who may not be reached through posting alone.

Screening and due diligence. Develop and apply a consistent screening process; present the Board with a well-qualified pool; and describe the firm's approach to references, background review, and other appropriate due diligence.

Interview and selection support. Prepare the Board for effective interviews, recommend selection tools and protocols, facilitate candidate interviews and deliberations, and support the Board through final selection and appointment.

Communication and project management. Maintain regular communication with the Board and its designated district contact, anticipate risks, protect candidate confidentiality as required, and keep the search on schedule.

Expected Deliverables

- A detailed search plan and calendar aligned with the July 1, 2027 start date.
- A community engagement plan and summary of input for Board consideration.
- A superintendent leadership profile and recruitment materials that accurately describe the district and position.
- A recruitment, screening, and candidate-presentation process designed for fairness, quality, and Board confidence.
- Interview protocols, evaluation tools, and facilitation for the Board's selection process.

- Regular progress updates and a final record of agreed-upon search activities.

3. Proposal Requirements

Make your proposal easy to evaluate. Concise, specific responses are encouraged, and firms should distinguish included services from optional services.

1. **Firm overview and relevant experience.** Describe the firm, its approach to public education executive searches and its record with superintendent searches, particularly in districts or communities comparable to SANB.
2. **Understanding of SANB.** Share your understanding of this opportunity, the strengths you would elevate in recruitment, and the search challenges or opportunities you anticipate.
3. **Community engagement.** Describe strategies used successfully with previous clients to secure broad, meaningful participation, especially among students and voices that are often underrepresented. Also explain how you will incorporate findings from the district's recent and upcoming engagements into the search process, including the firm's search-related engagement activities, informing the development of the leadership profile, and connection with recruitment strategies.
4. **Recruitment strategy.** Explain how you will identify, reach and persuade high-quality candidates, including candidates who may not be actively seeking a new role.
5. **Methodology and timeline.** Provide the proposed step-by-step process, major decision points, and approximate timeline. Explain how Board members will be informed, prepared, and involved throughout the search and selection process.
6. **Assigned personnel.** Identify the individuals who will lead and support the SANB search. Include each person's role, relevant qualifications, and availability.
7. **References.** Provide at least five recent client references (within the last three years). For each, include the contact person's name, organization, telephone number, and email address.
8. **Fees and expenses.** Provide a firm price for the complete search, including travel and incidentals. Itemize optional components and every expense that would be SANB's responsibility. Clearly state any assumptions or conditions affecting price.

Evaluation Criteria

Written-proposal scores will be used to identify firms invited to present to the Board. The Board may consider the written proposal, presentation, responses to Board questions, references, cost, and overall value when making its final selection. The lowest-cost proposal will not necessarily be selected.

The Board will evaluate proposals based on the following rubric:

Written proposal criterion	Points
Firm overview and relevant superintendent-search experience	15
Understanding of SANB and the search	10
Community and stakeholder engagement approach	10
Candidate recruitment, screening, and due diligence	20
Methodology, timeline, Board roles, and communication	20
Qualifications and availability of assigned personnel	10
Quality and relevance of references	5
Fees, transparency, and overall value	10
Total Points Possible	100

4. RFP Schedule

The Board intends to follow the schedule below. SANB may adjust the schedule if needed and will communicate material changes to participating firms.

Date	Milestone
Aug. 21, 2026	RFP posted on the district website and distributed to regional search firms by email.
Sept. 18, 2026 4:00 p.m. (Central)	Proposals due. Electronic, mail, and courier submissions must be received by this deadline.
Sept. 22, 2026	Board reviews proposals during its work session.
Sept. 23, 2026	Firms selected to present are notified.
Oct. 6, 2026 6:30 p.m.	Firm presentations during the regular Board of Education business meeting at the Community Services Building, 3301 Silver Lake Rd., St. Anthony, MN 55418.
Oct. 20, 2026	Board plans to review proposals and select the superintendent search consultant. Firms will be notified after a decision is made.

Presentation availability

Firms selected should reserve October 6, 2026, at 6:30 p.m. to present to the School Board. SANB does not anticipate offering alternate presentation dates. All proposal preparation and presentation costs, including travel and staff time, are the responsibility of the proposing firm.

5. How to Submit

Firms may submit electronically or by mail/courier. Either method is acceptable; duplicate submissions are not required.

OPTION 1 | ELECTRONIC

Email one complete PDF proposal to:

lhauptcoleman@isd282.org

Subject line: Superintendent Search RFP
[Firm Name]

OPTION 2 | MAIL OR COURIER

Send one complete proposal in a reproducible format to:

Laura Haupt-Coleman

St. Anthony-New Brighton School District
3303 33rd Ave NE
St. Anthony, MN 55418

DEADLINE Proposals must be received by 4:00 p.m. Central on September 18, 2026, regardless of submission method. A mailed proposal must be received, and not merely postmarked, by the deadline.

Submission format

Submit a complete, reproducible proposal that addresses every requirement in Section 3. Clearly label optional services and identify all fees or expenses that would be billed to SANB.

Conditions of the RFP

- All costs of preparing and presenting a proposal, including travel and presentation time, are the responsibility of the proposing firm.
- The Board reserves the right to reject any or all proposals.
- The Board may consider proposal quality, references, presentations, cost, and overall value when making its selection.

Insurance requirements

The selected consultant must provide evidence of commercial general liability and automobile liability insurance, with each policy carrying a minimum limit of \$1,000,000 per occurrence and naming SANB as an additional insured. Evidence of workers' compensation insurance will also be required.