

**Red Wing Public Schools**  
**Superintendent Search - Planning Meeting Agenda**  
**January 3, 2023 – 6:00 pm**

\_\_\_\_\_ Introductions

\_\_\_\_\_ Review of Process

\_\_\_\_\_ Timeline

\_\_\_\_\_ Vacancy Brochure

- Draft language
- Hiring criteria
- Salary verbiage

\_\_\_\_\_ Stakeholder Input

- Qualifications survey
- Focus groups
- Finalist interviews

\_\_\_\_\_ Role of Current Superintendent

\_\_\_\_\_ School Board Spokesperson

\_\_\_\_\_ In-District Contact Person(s)

\_\_\_\_\_ Search Agreement: additional services (yes/no)

- \_\_\_\_\_ In-district meetings
- \_\_\_\_\_ National advertising
- \_\_\_\_\_ Background checks

\_\_\_\_\_ Two Pre-Screening Priorities for the District

\_\_\_\_\_ Questions

## Red Wing Public Schools – Superintendent Search Timeline

January 3, 2023 <i>(6:00 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
January 5, 2023 – January 26, 2023	Stakeholder online survey open
January 16, 2023 <i>(4:00 pm)</i>	MSBA facilitates virtual informational Q&A session
January 9, 2023 – February 26, 2023	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
February 21, 22, 23, 27, 28 or Mar 1, 2023 <i>(Time TBD, Special Meeting)</i>	Board meets for interview training, and to discuss stakeholder report, interview questions and procedures
February 26, 2023	Application Deadline
February 27 – TBD, 2023	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
February 28 – TBD, 2023	Board members review applications
March 13, 15, or 16, 2023 <i>(Time TBD, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
March 15, 16, 17, 20, 21 or 22, 2023 <i>(Times TBD, Special Meeting)</i>	Board conducts first round of interviews
March 20, 21, 22, 23, 24, 27 or 28, 2023 <i>(Time TBD, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
March TBD, 2023 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract with lone finalist
March or April TBD, 2023 <i>(Time TBD, Regular or Special Meeting)</i>	Board meets to approve employment contract
July 1, 2023	New Superintendent reports to work

# MSBA Executive Search Service



## Red Wing Public Schools is seeking an exceptional leader to serve as **Superintendent**

Red Wing Public Schools is located in southwest Minnesota at the intersection of Interstates 90 and 35. The district covers 165 square miles and serves the communities of Red Wing, Belvidere, Featherstone, Florence, Hay Creek, Vasa, Wacouta and Welch Townships. District Points of Pride and awards include:

- ♦ Strong community support as evidenced by passage of three referendums in the last eight years: 2016, 2018, 2022
- ♦ Robust student activities department
- ♦ Dakota included in World Language curriculum
- ♦ Green energy is central to long-term plan
  - ♦ Campus solar garden
  - ♦ All EnergyStar rated district buildings
- ♦ Multiple student support groups to hear and lift up voices of all students
- ♦ Values arts and industrial arts education, with dedicated gallery space in the buildings and state-of-the-art equipment
- ♦ Winger Flight Path program with career exploration activities and senior internship opportunities through local companies
- ♦ Comprehensive programming for all ages and abilities through district Community Ed & Rec
- ♦ Founded what is now Minnesota State College Southeast, and beginning in 2023, RWPS students may participate in a tuition-free education and support program

The school district runs its own food service and contracts out for transportation services.

### By the Numbers

- ♦ Student enrollment: 2,295
- ♦ Licensed staff members: 196
- ♦ Non-licensed staff members: 188
- ♦ Principals/Assoc Principals/Admin Deans: 4/3/3
- ♦ Full-time Central Office staff: 10
- ♦ District buildings maintained: 7

### 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 TBD, 2023

### About the Community

Red Wing is a charming, economically diverse Mississippi River town. In addition to the Victorian business and civic district, it is rich in marinas, bluffs, trails and parks. These amenities delight residents and visitors alike, including thousands of people who arrive via paddlewheelers and cruise boats. Additional highlights of the area include:

- ♦ Rich heritage rooted in the Prairie Island Mdewakanton Dakota community:
  - ♦ Buffalo Project and Native Gardens
  - ♦ Powwow Grounds and Winter Camp
  - ♦ Treasure Island Resort & Casino
  - ♦ Outdoor amphitheater & golf course
- ♦ Listed as #23 out of 109 historic destinations in the world by National Geographic
- ♦ Goodhue County seat
- ♦ Home to the internationally known Red Wing Shoe Company, its museum and the world's largest leather boot
- ♦ US Ski Jumping Hall of Fame
- ♦ Red Wing Waterpark
- ♦ Thriving visual and performing arts area with weekly events to feed the souls of the diverse populations and cultures who call Red Wing home.

### Search Timeline

Announce Vacancy	TBD, 2023
Application Deadline	TBD, 2023
Applicant Screening	TBD, 2023
First Round Interviews	TBD, 2023
Second Round Interviews	TBD, 2023
Approve Contract	TBD, 2023
Superintendent Begins	July 1, 2023

# Leadership Profile

The Red Wing Public School Board seeks a superintendent who leads with a philosophy of putting the needs of RWPS students first. Other qualifications include a leader who:

- ♦ Has proven abilities in human relations and communications (speaking, listening, and writing) across all stakeholder groups
- ♦ Is visible and accessible to staff, students, parents, school board, and both public and private entities and organizations
- ♦ Develops trust and works collaboratively throughout the district and community
- ♦ Works successfully in a diverse environment, and has experience with equity leadership challenges and opportunities
- ♦ Is able to meet the needs of special education scholars such that they lead rich, active lives
- ♦ Develops, directs, and grows a high-quality executive leadership team
- ♦ Is a visionary, creative leader who acts with honesty and integrity in all situations

Previous superintendent experience preferred, but not required. (TBD)

*Red Wing Public Schools strives to provide an innovative and meaningful educational experience that fosters curiosity; pursues and applies best practice; embraces diversity by respectfully engaging all students, families, and staff; connects and partners with our community.*

## Salary and Benefits

TBD

## School District Mission

*To educate and inspire all students as they realize their full potential and become respectful, responsible, and productive citizens.*

## District Financial Highlights

- ♦ General Fund Revenue: \$ 37,695,664
- ♦ General Fund Expenditures: \$ 38,139,622
- ♦ Unreserved Fund Balance: \$ 5,757,845
- ♦ Total General Fund Balance: \$ 8,051,951

## Screening Team

A team from the Minnesota School Boards Association's Executive Search Service (MSBA) has been selected to assist the School Board in securing and screening applicants. The search team will be led by Barb Dorn, MSBA Director of Leadership Development and Executive Search.

## Deadline and Selection

MSBA's Executive Search Service uses an online application process. Applicants begin the application process at [mnmsba.myrevelus.com](https://mnmsba.myrevelus.com). To be considered for this position, an applicant's completed file must be received by MSBA prior to 11:59 p.m. on TBD, 2023.

Contact Barb Dorn at 507-508-5501 ([bdorn@mnmsba.org](mailto:bdorn@mnmsba.org)) with questions.

Applicants are requested to not contact school board members.

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

**Deadline to apply: TBD, 2023**

## XYZ PUBLIC SCHOOLS: SUPERINTENDENT QUALIFICATIONS

INSTRUCTIONS: Read the list provided below. Choose the **SIX** items you feel are the most important traits or skills the next Superintendent must possess.

1	A "people person" with proven abilities in human relations and communications	
2	A visionary, creative thinker	
3	Acts with honesty and in an ethical manner with the School Board, staff, and community	
4	Delegates authority while maintaining accountability	
5	Develops and directs an effective leadership team	
6	Develops trust and works collaboratively with diverse groups of stakeholders	
7	Effectively mediates and accommodates different perspectives; values teamwork	
8	Experience in fundraising and/or grant writing	
9	Experience in implementing educational priorities	
10	Experience in managing transition	
11	Experience in school district management practices	
12	Experience in school finance	
13	Familiar with state and federal education laws	
14	Follows the School Board's chosen educational philosophy which reflects the community's values	
15	Keeps up on changes in legislation and helps the School District engage the legislative process	
16	Knowledge of and experience with equity leadership challenges and opportunities	
17	Knowledge of and experience with negotiations and the collective bargaining process	
18	Knowledge of and experience with special education needs and/or a diverse student body	
19	Knowledge of technology and web-based education curricula	
20	Maintains a good working relationship with the media	
21	Possesses a strong academic background with experience in curriculum	
22	Promotes business and community involvement in schools	
23	Provides written, understandable administrative procedures that implement School Board policy	
24	Understands the effects of poverty on student learning and achievement	
25	Uses curriculum and other resources to improve test scores	
26	Visible and accessible to the School Board, staff, students, parents, and community	
27	Works cooperatively with the School Board; provides options and recommendations	

It is important that the next superintendent has previous experience as a superintendent:    Yes\_\_\_ No\_\_\_



## **Vacancy brochure – salary language options**

*The current superintendent's base salary for the 2022-23 school year is \$XXX,XXX. A competitive compensation and benefits package will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.*

*A competitive compensation and benefits package, with a minimum salary of \$XXX,XXX, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.*

*A competitive compensation and benefits package, with a salary range of \$XXX,XXX-\$XXX,XXX, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.*

*A competitive compensation and benefits package will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.*

District Name	22-23 ADMS	Salary	Vacation or PTO	Health Insurance	403(b) Contribution	Holidays	Sick pay
ALBERT LEA	3,490	\$ 181,500	25 days	100%	\$5,000.00	11 days	18 days
AUSTIN	5,055	\$ 169,000	25 days	100% high deduct/93% single/87% family	\$6,000.00	11 days	12 days
BYRON	2,220	\$ 154,500	25 days	\$2,000 per month	\$6,250.00	10 days	15 days
FARIBAULT	3,434	\$ 172,554	25 days	100% + \$2,400 into a VEBA	\$3,500.00	13 days	20 days
HASTINGS	4,314	\$ 180,000	30 days	\$26,346	\$4,500 tax sheltered annuity	14 days	15 days
HUTCHINSON	2,789	\$ 175,000	25 days	100%	\$5,400 tax sheltered annuity	10 days	20 days
NORTHFIELD	4,019	\$ 181,200	25 days	Tied to teachers' contract	\$12,800.00	10 days	13 days
OWATONNA	4,882	\$ 186,620	24 days	single \$740/ family \$1,705	\$8,000.00	11 days	15 days
ROCORI	2,217	\$ 145,700	25 days	full family	\$4,000.00	11 days	13 days
WINONA	2,638	\$ 157,000	25 days	100% single/70% family	\$2,000.00	11 days	15 days
ZUMBROTA-MAZEPPA	1,234	\$ 160,000	25 days	100%	\$8,000.00	0	18 days
Cannon Falls	1160	\$ 134,000	Additional benefits provided by some districts:				
Goodhue	706	\$ 130,560					
Lake City	1217	\$ 129,500					
Items listed in red are from FY22.			<ul style="list-style-type: none"> <li>Dental / Life / Long-term disability insurance</li> <li>Personal / bereavement days</li> <li>Relocation / car / phone allowances</li> <li>VEBA/other retirement plans</li> <li>HSA / HRA / Deferred compensation plan</li> <li>Retention bonus</li> </ul>				



# Superintendent Search Survey

The School Board of Red Wing Public Schools is conducting a search for its next superintendent, and stakeholder input is now being requested. The Minnesota School Boards Association (MSBA) has been contracted to assist with the search and will summarize stakeholder comments for presentation to the School Board (all responses to the survey will remain anonymous). Information from this survey will provide valuable input for the Board to consider as they move forward in selecting the next superintendent. Please complete and return this survey by January 26, 2023, to the district office at 2451 Eagle Ridge Drive, Red Wing, MN 55066. Thank you for your participation!

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Please select the title or role that best reflects the underlying basis or foundation for your responses. Use only one response.

<input type="checkbox"/>	Business Owner/Agriculture
<input type="checkbox"/>	Community Member
<input type="checkbox"/>	Parent/Guardian
<input type="checkbox"/>	Staff Member
<input type="checkbox"/>	Student
<input type="checkbox"/>	Other (please specify)

Read the list provided below. From this list, **choose the top six areas of expertise** you believe the next superintendent must possess. Leave the remaining choices blank.

<input type="checkbox"/>	Budget and Finance
<input type="checkbox"/>	Business Partnerships
<input type="checkbox"/>	Collaborative Leadership
<input type="checkbox"/>	Contract Administration and Negotiations
<input type="checkbox"/>	Cultural Competence
<input type="checkbox"/>	Curriculum Development/Evaluation
<input type="checkbox"/>	Declining/Increasing Enrollment
<input type="checkbox"/>	Diversity, Equity and Inclusion
<input type="checkbox"/>	Fundraising/Grant Writing
<input type="checkbox"/>	Oversight Special Education
<input type="checkbox"/>	Personnel Management
<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	School Facility Oversight
<input type="checkbox"/>	School Reform (i.e., strategic planning, etc.)
<input type="checkbox"/>	Student Testing Results and Achievement
<input type="checkbox"/>	Support Services
<input type="checkbox"/>	Technology



Read the list provided below. From this list, **choose the top six most important traits or skills** the next superintendent must possess. Leave the remaining choices blank.

	A "people person" with proven abilities in human relations and communications
	A visionary, creative thinker
	Acts with honesty and in an ethical manner with the School Board, staff, and community
	Delegates authority while maintaining accountability
	Develops and directs an effective leadership team
	Develops trust and works collaboratively with diverse groups of stakeholders
	Effectively mediates and accommodates different perspectives; values teamwork
	Experience in fundraising and/or grant writing
	Experience in implementing educational priorities
	Experience in managing transition
	Experience in school district management practices
	Experience in school finance
	Familiar with state and federal education laws
	Follows the School Board's chosen educational philosophy which reflects the community's values
	Keeps up on changes in legislation and helps the School District engage the legislative process
	Knowledge of and experience with equity leadership challenges and opportunities
	Knowledge of and experience with negotiations and the collective bargaining process
	Knowledge of and experience with special ed needs and/or a diverse student body
	Knowledge of technology and web-based education curricula
	Maintains a good working relationship with the media
	Possesses a strong academic background with experience in curriculum
	Promotes business and community involvement in schools
	Provides written, understandable administrative procedures that implement School Board policy
	Understands the effects of poverty on student learning and achievement
	Uses curriculum and other resources to improve test scores
	Visible and accessible to the School Board, staff, students, parents, and community
	Works cooperatively with the School Board; provides options and recommendations

It is important that the next superintendent have previous experience as a superintendent:

Yes \_\_\_\_\_ No \_\_\_\_\_

Read the list provided below. From this list, **choose the top six personal characteristics** you believe the next superintendent must have. Leave the remaining choices blank.

	Confident
	Consistent
	Creative
	Effective Communicator
	Empathetic
	Enthusiastic
	Flexible
	Honest and Ethical
	Inclusive
	Influential
	Intellectual
	Personable
	Problem Solver
	Resourceful
	Sense of Humor
	Tenacious
	Transparent

**Please read and respond to the following questions:**

1. What are some of the good things taking place in Red Wing Public Schools today?

2. What challenges do you see ahead for the District over the next five years?

3. What does the new superintendent need to know about the history of the school district and community to be successful?

Please limit any additional comments to the space provided below:



*Please call Barb at 507-508-5501 if you have any questions regarding this survey. Thank you!*



## Encuesta de búsqueda del superintendente

La Junta Escolar de las Escuelas Públicas de Dawson-Boyd está realizando una búsqueda de su próximo superintendente y ahora se solicita la opinión de las partes interesadas. La Asociación de Juntas Escolares de Minnesota (MSBA) ha sido contratada para ayudar con la búsqueda y resumirá los comentarios de las partes interesadas para presentarlos a la Junta Escolar (todas las respuestas a la encuesta permanecerán anónimas). La información de esta encuesta proporcionará información valiosa para que la Junta la considere a medida que avanza en la selección del próximo superintendente. Complete y devuelva esta encuesta antes de 26 de enero de 2023 a la oficina del distrito en 2451 Eagle Ridge Drive, Red Wing, MN 55066 . ¡Gracias por su participación!

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Seleccione el título o función que mejor refleje la base o fundamento subyacente de sus respuestas. Utilice solo una respuesta.

<input type="checkbox"/>	Propietario de Negocio/Agricultura
<input type="checkbox"/>	Miembro de la comunidad
<input type="checkbox"/>	Padre/ Guardián
<input type="checkbox"/>	Miembro del personal
<input type="checkbox"/>	Estudiante
<input type="checkbox"/>	Otro (especifíquese)

Lea la lista que se proporciona a continuación. De esta lista, **elija** las seis **áreas principales de experiencia** que cree que debe poseer el próximo superintendente. Deje las opciones restantes en blanco.

<input type="checkbox"/>	Presupuesto y Finanzas
<input type="checkbox"/>	Asociaciones comerciales
<input type="checkbox"/>	Liderazgo colaborativo
<input type="checkbox"/>	Administración y negociaciones de contratos
<input type="checkbox"/>	Competencia cultural
<input type="checkbox"/>	Desarrollo curricular / Evaluación
<input type="checkbox"/>	Disminución / aumento de la inscripción
<input type="checkbox"/>	Diversidad, Equidad e Inclusión
<input type="checkbox"/>	Recaudación de fondos / Escritura de concesión
<input type="checkbox"/>	Supervisión Educación especial
<input type="checkbox"/>	Gestión de personal
<input type="checkbox"/>	Relaciones públicas
<input type="checkbox"/>	Supervisión de las instalaciones escolares
<input type="checkbox"/>	Reforma escolar (es decir, planificación estratégica, etc.)
<input type="checkbox"/>	Resultados y logros de las pruebas de los estudiantes
<input type="checkbox"/>	Servicios de apoyo
<input type="checkbox"/>	Tecnología

Lea la lista que se proporciona a continuación. De esta lista, **elija los seis rasgos o habilidades más importantes** que debe poseer el próximo superintendente. Deje las opciones restantes en blanco.

	Una "persona del pueblo" con habilidades probadas en las relaciones humanas y las comunicaciones
	Un pensador visionario y creativo
	Actúa con honestidad y de manera ética con la Junta Escolar, el personal y la comunidad
	Delega autoridad sin dejar de rendir cuentas
	Desarrolla y dirige un equipo de liderazgo eficaz
	Desarrolla la confianza y trabaja en colaboración con diversos grupos de partes interesadas
	Media eficazmente y se adapta a diferentes perspectivas; valora el trabajo en equipo
	Experiencia en recaudación de fondos y / o redacción de subvenciones
	Experiencia en la implementación de prioridades educativas
	Experiencia en la gestión de la transición
	Experiencia en prácticas de gestión del distrito escolar
	Experiencia en finanzas escolares
	Familiarizado con las leyes educativas estatales y federales
	Sigue la filosofía educativa elegida por la Junta Escolar que refleja los valores de la comunidad
	15Se mantiene al día con los cambios en la legislación y ayuda al Distrito Escolar a participar en el proceso legislativo
	Conocimiento y experiencia con los desafíos y oportunidades de liderazgo de equidad
	Conocimiento y experiencia en las negociaciones y el proceso de negociación colectiva
	Conocimiento y experiencia con necesidades especiales de educación y/ o un cuerpo estudiantil diverso
	Conocimiento de la tecnología y los planes de estudios educativos basados en la web
	Mantiene una buena relación de trabajo con los medios
	Posee una sólida formación académica con experiencia en el plan de estudios
	Promueve la participación empresarial y comunitaria en las escuelas
	Proporciona procedimientos administrativos escritos y comprensibles que implementan la política de la Junta Escolar
	Comprende los efectos de la pobreza en el aprendizaje y el rendimiento de los estudiantes
	Utiliza el plan de estudios y otros recursos para mejorar los puntajes de las pruebas
	Visible y accesible para la Junta Escolar, el personal, los estudiantes, los padres y la comunidad
	Trabaja en cooperación con la Junta Escolar; proporciona opciones y recomendaciones

**Es importante que el próximo superintendente tenga experiencia previa como superintendente:**

**Sí** \_\_\_\_\_ **No** \_\_\_\_\_

Lea la lista que se proporciona a continuación. De esta lista, **elijá** las seis **características personales principales** que cree que debe tener el próximo superintendente. Deje las opciones restantes en blanco.

	Confiado
	Consistente
	Creativo
	Comunicador eficaz
	Empático
	Entusiasta
	Flexible
	Honesto y ético
	Inclusivo
	Influyente
	Intelectual
	De buen ver
	Solucionador de problemas
	Ingenioso
	Sentido del humor
	Tenaz
	Transparente

**Por favor, lea y responda las siguientes preguntas:**

1. ¿Cuáles son algunas de las cosas buenas que están sucediendo hoy en las Escuelas Públicas de Red Wing?

2. ¿Qué desafíos ve para el Distrito en los próximos cinco años?

3. ¿Qué necesita saber el nuevo superintendente sobre la historia del distrito escolar y la comunidades para tener éxito?

Por favor, limite cualquier comentario adicional al espacio que se proporciona a continuación:

*Llame a Barb al 507-508-5501 si tiene alguna pregunta sobre esta encuesta. ¡Gracias!*

# STAKEHOLDER INPUT

## Stakeholder Input

Several stakeholder involvement-related opportunities are included in the search package. These opportunities include:

- an online **survey**, open to all staff, parents, students, community members, and district stakeholders
  - ◇ This survey will include gathering quantitative information regarding stakeholder priorities for candidate background, skill set, experience, and personal characteristics.
  - ◇ It will also include gathering qualitative information through several open-ended questions regarding the opportunities and challenges facing Red Wing Public Schools, and what type of individual could most effectively lead the District.
  - ◇ This survey will be offered in multiple languages per the District's request, as well as hard copies to ensure access for those unable or uninterested in taking the survey electronically.
- an **informational Q&A session** for staff and community members regarding the superintendent search process. This session is hosted virtually by MSBA, and is recorded to ensure all district stakeholders have access to accurate information regarding search processes and expectations. The recording will then be made available on the District website throughout the duration of the search. Launched at the beginning of last year's search season, these **Q&A with MSBA** sessions have proven to be one of the most effective tools a district can utilize to increase both the credibility and transparency of their search. Through leveraging the power of sharing information, these unique and proprietary Q&A sessions have solidified MSBA's reputation as a provider of clear, accessible, and stakeholder-inclusive superintendent search services.
- possible **Focus Groups** or **Listening Sessions** conducted across stakeholder constituencies. These traditional methodologies of collecting stakeholder feedback have become less common in MSBA-led searches over the past two years, due to important lessons from the pandemic regarding the value of 24/7 stakeholder access to the survey as the initial (and potentially sole) early feedback opportunity. The availability and anonymity of this survey offers a contrast to the challenges of traditional focus groups or listening sessions, where inequities can result from stakeholder access (or lack thereof) to participate. That being said, these sessions can also provide a valuable opportunity for districts to host conversations with groups across the community who may benefit from personal outreach regarding the search as well.
- finally, stakeholder **Input Forums** with finalists may be offered in conjunction with the second round of interviews. Several options regarding the structure of Input Forums will be provided to the Board for consideration, along with a review of the opportunities and pitfalls tied to involving stakeholders in the interview process. If selected as an option, MSBA will also train Input Forum participants to ensure adherence to all legal requirements involved in the superintendent search process.

Without question, stakeholder input throughout the superintendent search process is critical to its success. The key component is always "expectation management," and all options should be carefully considered by the School Board before initiating a search. MSBA will guide this conversation at the planning meeting to ensure the best possible decision is made regarding stakeholder input for RWPS's superintendent search process.





# SUMMARY OF SEARCH SERVICES

The proposed search for Red Wing Public Schools includes the services outlined below.

## The MSBA Search Team will:

- Conduct an initial planning meeting with the School Board to establish the search timeline, discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. \*
- Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested), as well as focus groups and/or listening sessions, if requested.
- Host an online informational **Q&A with MSBA** session for staff and community members regarding the superintendent search process, and provide the recording for placement on the District's website. \*\*
- Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
- Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet Members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.
- Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
- Screen the applicant pool against the School Board's established hiring criteria and leadership profile.
- Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the School Board's hiring criteria as determined by MSBA's screening team.
- Conduct a meeting with the School Board for purposes of interview training, developing interview questions, clarifying interview schedules. \*\*
- Conduct a meeting with the School Board for purposes of presenting candidate recommendations so the School Board can select finalists for interviews, and clarifying remaining steps of the search process. \*\*
- Coordinate with finalists and be present during the first and second rounds of interviews. \*
- Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
- Facilitate Audience Input Forums in conjunction with the second round of interviews, if requested. \*
- Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new superintendent
- Assist in developing a transition plan for the new superintendent.
- Visit the new superintendent during their first year of employment. \*
- Facilitate a post-hiring workshop to develop goals and/or expectations for the School Board and superintendent after the new superintendent begins work in the school district. \*\*

\* Designates in-district meetings, if possible.

\*\* Designates virtual meetings. However, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting.



## ESTIMATED FEE FOR SERVICE

The estimated professional fee for this search proposal shall not exceed **\$13,900**, which includes the search team's time and all expenses. Additional fees the school district may incur above the professional fee include advertising beyond the venues noted on Page 3 (see below), school board member stipends, expenses associated with finalists' interviews, and School Board members' site visits (if needed). The level of services and fee included in this proposal are negotiable based on the School Board's needs.

### **NOTE: Hiring the Right Superintendent workshop**

As discussed with RWPS School Board on December 5, 2022, MSBA will also present MSBA's superintendent search workshop as a kickoff to the process. There will be **no additional charge for this workshop** (value is \$1,395). Information regarding workshop content is included on the following page.

## ADDITIONAL FEES: A LA CARTE OPTIONS

**NATIONAL ADVERTISING SITES:** As referenced on Page 3, additional advertising is available on the following sites at no additional mark-up:

- American Association of School Administrators (AASA) - 30 days @ \$559; 60 days \$799
- National Alliance of Black School Educators (NABSE) - 30 days @ \$250
- Association of Latino Administrators and Superintendents (ALAS) - 6 weeks @ \$250
- National Indian Education Association (NIED) - 8 weeks @ \$80
- Top School Jobs (EdWeek) - 30 days @ \$495
- Other sites as requested by the School Board

**BACKGROUND CHECKS:** Criminal background checks, as well as verification of employment, educational credentials, and professional licensure are also available for final candidates at a cost of \$395 per person.

### Satisfaction Guarantee

MSBA will conduct the Red Wing Public Schools' superintendent search from a strong school board perspective, and with impartiality and professionalism while focusing on the School Board's identified hiring criteria. If, at any time during the first year of the new superintendent's contract the School Board releases the superintendent, MSBA will conduct a second superintendent search for no additional fee. However, the School Board would be responsible for new direct expenses, if any, incurred by MSBA for the second search.



## **Two screening priorities (Sample application questions)**

1. Please describe your approach to **building strong relationships** with multiple stakeholder groups within both the school district and communities.
2. Please describe what you feel are the necessary components of a successful **referendum campaign**, and why these components are integral to that success.
3. Share your experience or philosophy about **managing school facilities**.
4. How would you handle the challenges of **open enrollment**?
5. Describe your knowledge and experience relating to **school district finances** and responsibilities.
6. Elaborate on your approach to **building a successful administrative team** and the tools you employ to engage the team and the school district community?
7. How has the **pandemic** affected your understanding of K-12 public education and its effect on student achievement?
8. What are the roles of School Board members and the Superintendent in the **strategic planning** process, and what has been your experience in creating and implementing strategic plans?
9. How will you lead to ensure the **diverse backgrounds** of all members in our school community will be heard and included?
10. How would you summarize your vision for the **future of education**, and how would you define the role of a superintendent in today's ever-changing educational systems?
11. Share how you have enhanced **curriculum** in the district you are working in, and how you have developed or implemented innovative programs.
12. Share an **initiative that you are most proud of** leading or being a part of within your district. Explain what your role was, and what the impact was on students.