

**Red Wing Public Schools**  
**Superintendent Search - Planning Meeting Agenda**  
**February 20, 2024 – 6:00pm**

\_\_\_\_ Review of Process

\_\_\_\_ Timeline

\_\_\_\_ Vacancy Brochure

- Updates since the last draft was emailed

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

\_\_\_\_ School Board Spokesperson

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

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

\_\_\_\_ In-district meeting

\_\_\_\_ National advertising

- *NABSE, ALAS, NIED*

\_\_\_\_ Background checks

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

- *Describe your approach to leading and building strong relationships to ensure the diverse backgrounds of all members in our school community will be heard and included.*
- *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?*

\_\_\_\_ Questions

## Red Wing Public Schools – Superintendent Search Timeline

February 20, 2024 <i>(10:00 am, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
February 22, 2024 – March 6, 2024 <b>** This is only posting it for 2 weeks!**</b>	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
March 6, 2024	Application Deadline
March 7 - 14, 2024	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
March 8 - 14, 2024	Board members review applications
March 14, 2024 <i>(Time TBD, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
March 25, 26, 27, 28, or 29, 2024 <i>(Time TBD and Time TBD, Special Meeting)</i>	Board conducts first round of interviews
April 1, 2, 3, 4, 5, 8, or 9, 2024 <i>(Time TBD, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
April TBD, 2024 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract with lone finalist
April TBD, 2024 <i>(Time TBD, Regular or Special Meeting)</i>	Board meets to approve employment contract
July 1, 2024	New superintendent reports to work

## Red Wing Public Schools – Superintendent Search Timeline

February 20, 2024 <i>(10:00 am, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
February 22, 2024 – March 19, 2024 <b>** This is posting it for almost 4 weeks!**</b>	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
March 19, 2024	Application Deadline
March 19 - TBD, 2024	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
March 19 - TBD, 2024	Board members review applications
March 25, 26, 27, 28, or 29, 2024 <i>(Time TBD, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
April 1, 2, 3, 4, 5, 8, or 9, 2024 <i>(Time TBD and Time TBD, Special Meeting)</i>	Board conducts first round of interviews
April 8, 9, 10, 12, 15, 16, 17, or 18, 2024 <i>(Time TBD, Special Meeting)</i>	Board conducts reference checks and holds second round of interviews; Board selects lone finalist and sets negotiations process
April TBD, 2024 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract with lone finalist
April or May TBD, 2024 <i>(Time TBD, Regular or Special Meeting)</i>	Board meets to approve employment contract
July 1, 2024	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 beautiful southeastern Minnesota on the Mississippi River. 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
- ◆ School board dedicated to providing a high quality, equitable education through a strong supt./board team committed to good governance

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

### By the Numbers

- ◆ Student enrollment: 2,198
- ◆ Licensed staff members: 196
- ◆ Non-licensed staff members: 188
- ◆ Principals/Asst Principals/Admin Deans: 4/3/2
- ◆ 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, 2024.

### 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 Tribal 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
- ◆ Welch Ski Village and Red Wing Water Park
- ◆ A thriving visual and performing arts community supported by Red Wing Arts, The Anderson Center at Tower View, and the historic Sheldon Theatre of Performing Arts

### Search Timeline

Announce Vacancy	TBD, 2024
Application Deadline	TBD, 2024
Applicant Screening	TBD, 2024
First Round Interviews	TBD, 2024
Second Round Interviews	TBD, 2024
Approve Contract	TBD, 2024
Superintendent Begins	July 1, 2024

# 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 not required; a strong background in special education is preferred.



## Salary and Benefits

The current superintendent's base salary for the 2023-24 school year is \$170,000. A competitive compensation and benefits package will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute.

## 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:	\$ 36,674,406
◆ General Fund Expenditures:	\$ 37,699,440
◆ Unreserved Fund Balance:	\$ 5,242,622
◆ Total General Fund Balance:	\$ 7,471,126

## 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, 2024.

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, 2024**

## 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.