

St. Louis Park Public Schools
Superintendent Search - Planning Meeting Agenda
December 19, 2023 – 6:30pm

_____ Introductions

_____ Review of Process

_____ Timeline

_____ Vacancy Brochure

- Draft language
- Leadership profile
- Salary verbiage

_____ Stakeholder Input

- Qualifications survey
- Focus groups and/or Listening Sessions
- Finalist interviews

_____ Role of Current Superintendent

_____ School Board Spokesperson

_____ In-District Contact Person(s)

_____ Review Search Agreement

_____ Two Pre-Screening Priorities for the District

_____ Questions

St. Louis Park Public Schools – Superintendent Search Timeline

December 19, 2023 <i>(6:30 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, market positioning, and stakeholder involvement
December 21, 2023 – January 18, 2024	Stakeholder survey open / focus groups and/or listening sessions conducted (optional)
January 3, 2024 <i>(4:00 pm)</i>	MSBA facilitates virtual informational Q&A session
December 21, 2023 – February 7, 2024	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants' inquiries
February 5*, 6, 7 or 8, 2024 <i>(Time TBD, Special Meeting)</i>	Board meets for interview training, and to discuss stakeholder report, interview questions and procedures
February 7, 2024	Application Deadline
February 8 – TBD, 2024	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
February 9 – TBD, 2024	Board members review applications
February 20, 21, 22, 23 or 28, 2024 <i>(Time TBD, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures; MSBA reviews interview training
February 28, 29, March 1, 4, 5*, 11, 13 or 14, 2024 <i>(Time TBD and Time TBD, Special Meeting)</i>	Board conducts first round of interviews
March 4, 5*, 13, 14, 15, 18 or 19, 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
March 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
March 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



St. Louis Park Public Schools is seeking an exceptional leader to serve as **Superintendent**

St. Louis Park Public Schools is a west metro district which covers 11 square miles and serves the city of St. Louis Park, a first-ring suburb of Minneapolis. District Points of Park Pride and awards include:

- ◆ Strong community support: 70.46% of voters supported the 2022 referendum
- ◆ 26 varsity athletic teams offered at St. Louis Park High School
- ◆ 289 teachers with advanced degrees
- ◆ 49+ different languages spoken at home by district families
- ◆ Robust elementary enrichment program provides culturally relevant talent development programming 120 minutes a week to every K-5 student through STEAM programming (science, technology, education and human development, the arts, and math)
- ◆ Honors-level literacy for all students
- ◆ 4th and 5th grade band and orchestra program
- ◆ Vigorous curriculum and program design and review process
- ◆ S2021– significantly expanded enrichment programming and access for all students across all grade levels
- ◆ Aquila was named Bronze Best Elementary School in Minnesota's Best 2022
- ◆ Language and Culture Program at the elementary level includes Arabic and Ojibwe
- ◆ International Baccalaureate (IB) programming at 3 elementary schools, middle school, and the high school
- ◆ By summer of 2024, nearly all St. Louis Park Public School buildings will have solar panels to help mitigate climate change

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

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.

What keeps families in St. Louis Park Public Schools?

- ◆ **Dedicated Teachers** - Teachers go above and beyond to help students thrive
- ◆ **Sense of Community** - SLP is a small school district with a close-knit community
- ◆ **Academic Opportunities** - Wide range of academic opportunities focusing on real-world skills and ideas (examples: rigorous academics in core curriculum, college and career readiness, PSEO, IB program, advanced classes, electives, band, social justice curriculum, language programs, and Spanish immersion)
- ◆ **Diversity and Inclusion** - Strong commitment to equity and anti-racism

By the Numbers

- ◆ Student enrollment: 4,840
- ◆ Licensed staff members: 355
- ◆ Non-licensed staff members: 318
- ◆ Principals/Assistant Principals: 7/5
- ◆ Full-time Central Office staff: 13
- ◆ District buildings maintained: 8

Search Timeline

Announce Vacancy	TBD, 2023
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 St. Louis Park School Board seeks a superintendent with strong leadership skills who:

- ◆ Develops trust and is committed to promoting a positive, collaborative, and professional environment for employees, students, and families, and has demonstrated successful experience working with diverse populations and cultures across all stakeholder groups both internally and externally.
- ◆ Has knowledge of and experience with equity leadership challenges and opportunities, and has demonstrated success in addressing inequities and racism in practices, policies, programs, services, facilities, and curriculum.
- ◆ Ensures and encourages a culture that centers anti-racism, equity, inclusion, diversity, and belonging, including diversity of race, socioeconomic status, ability, language, and other measures that can impact our students' opportunities to thrive and succeed.
- ◆ Models the highest degree of moral, professional and ethical behaviors and high standards of integrity across the district and creates a safe environment for students and staff.
- ◆ Develops and directs an effective leadership team and relentlessly advocates for diversity, equity, inclusion and belonging throughout St. Louis Park Public Schools.
- ◆ Provides the constructs needed for recruiting, employing, supporting, and retaining high-quality staff, particularly Staff of Color, at all levels of the organization, with an organizational structure that is effective and efficient.
- ◆ Effectively mediates and accommodates different perspectives and is an inquisitive, engaged, approachable, and inclusive leader who possesses excellent people skills and makes student-centered decisions, all while creating positive working conditions for the adults who serve them.
- ◆ Is a visible, approachable, and highly collaborative leader who builds a strong team, solicits input from stakeholders, and supports the well-being of all employees.
- ◆ Maintains a visible and active presence in the community representing the district, engaging with stakeholders and seeking their input as appropriate.
- ◆ Is able to lead a large organization dedicated to achieving ambitious goals that will increase student achievement across all demographic groups. Holds a track record of making strategic decisions that consider both immediate needs as well as long-term goals, and of creating systems and budgets to ensure long-term success.

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

ST. LOUIS PARK PUBLIC SCHOOLS MISSION STATEMENT

St. Louis Park Public Schools sees, inspires, and empowers each learner to live their brilliance in an environment that centers student voice and experience to create racially equitable learning that energizes and enhances the spirit of our community.

About the Community

St. Louis Park's location is just minutes away from some of the Twin Cities' most attractive amenities, including the Chain of Lakes, the downtown theater district, shopping, universities and major league sporting events. Additional highlights of the city include:

- ◆ Approximately 50,000 diverse individuals call St. Louis Park home, with many neighborhood associations to build community connections and enhance the quality of life for all residents
- ◆ Numerous parks, trails, and greenspaces throughout the city
- ◆ Residential areas are diverse in their social, religious and ethnic heritage
- ◆ Year-round arts and culture activities and events such as a film festival, outdoor concerts, art fairs, museums, and public art
- ◆ Recreational opportunities for all ages include golf, fishing, lawn bowling, tennis and pickleball, skateboarding, biking, curling, cross-country skiing, sledding, snowshoeing, snowboarding, lacrosse, soccer, basketball, and more
- ◆ Numerous sport courts and fields; indoor and outdoor ice skating rinks
- ◆ The West End offers a vibrant shopping, dining and entertainment hub
- ◆ A splash pad and aquatic park feature waterslides, zero-depth entry pool, water geysers, and obstacle course for water fun
- ◆ Westwood Hills Nature Center is a 160-acre natural area with marsh, woods, and restored prairies for those seeking solace and relaxation

Salary and Benefits

TBD

District Vision Statement

St. Louis Park Public Schools – Where students are seen and valued and become their best selves as racially conscious, globally minded contributors to society.

District Financial Highlights

- ◆ General Fund Revenue: \$ 72,000,000
 - ◆ General Fund Expenditures: \$ 75,000,000*
 - ◆ Unreserved Fund Balance: \$ 6,200,000
 - ◆ Total General Fund Balance: \$ 12,100,000
- * Currently spending down operating capital and LTFM fund balances

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. 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.

Questions can be directed to MSBA's St. Louis Park Superintendent Search Team:

- Barb Dorn, bdorn@mnmsba.org or 507-508-5501
- John Ward, jward@mnmsba.org or 507-479-0935
- Craig Morris, cmorris@mnmsba.org or 612-834-0594

Applicants are requested to not contact school board members.

St. Louis Park Public Schools is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: TBD, 2024

ST. LOUIS PARK 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
2	A visionary, creative thinker	1
3	Acts with honesty and in an ethical manner with the School Board, staff, and community	6
4	Delegates authority while maintaining accountability	
5	Develops and directs an effective leadership team	5
6	Develops trust and works collaboratively with diverse groups of stakeholders	7
7	Effectively mediates and accommodates different perspectives; values teamwork	4
8	Experience in fundraising and/or grant writing	
9	Experience in implementing educational priorities	3
10	Experience in managing transition	
11	Experience in school district management practices	1
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	2
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	7
17	Knowledge of and experience with negotiations and the collective bargaining process	1
18	Knowledge of and experience with special education needs	
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	2
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	1
25	Uses curriculum and other resources to improve test scores	1
26	Visible and accessible to the School Board, staff, students, parents, and community	4
27	Works cooperatively with the School Board; provides options and recommendations	1

It is important that the next superintendent has previous experience as a superintendent: Yes 6 No 2



Vacancy brochure – salary language options

The current superintendent's base salary for the 2023-24 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	23-24		Health				
	ADMS	Salary	Vacation or PTO	Insurance	403(b) Contribution	Holidays	Sick pay
St. Louis Park	4449	\$210,904	30 days	\$7,980 single/\$21,780 family	\$7,500	12 days	12 days
Forest Lake	5866	\$190,766	25 days	100% district	3% of salary max	12 days	18 days
West St. Paul-Mendota Heights-Eagan	4990	\$207,861	30 days	100% district indiv/85% district family	2.75% of salary	11 days	18 days
Richfield	4102	\$238,000	25 days	Same as district's management team	\$ for \$ up to allowed max	12 days	13 days
Buffalo-Hanover-Montrose	5382	\$190,094	26 days	100% district	\$5,000	12 days	15 days
Cambridge Isanti	5019	\$188,657	63 days	\$7,044 single/\$17,352 family	\$9,000	11days	-
Sauk Rapids-Rice	4284	\$192,500	25 days	\$21,291	\$6,500	11days	12 days
St. Francis Area	4220	\$186,150	25 days	\$14,496	60% of Supt contribution	10 days	17 days
Monticello	4205	\$190,598	25 days	100% district	\$4,500	11days	20 days

Additional benefits provided by some districts:

- Dental / Life / Long-term disability insurance
- Personal / bereavement days
- Relocation / car / phone allowances
- VEBA/other retirement plans
- HSA / HRA / Deferred compensation plan
- Retention bonus

Superintendent Search Survey



The School Board of St. Louis Park School District 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 18, 2024, to the district office at 6300 Walker Street, St. Louis Park, MN 55416.

Thank you for your participation!

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/District Partner
<input type="checkbox"/>	Community Member
<input type="checkbox"/>	Parent/Guardian/Caregiver
<input type="checkbox"/>	Staff Member
<input type="checkbox"/>	Student
<input type="checkbox"/>	Other (please specify)

How would you identify your race. Select all that apply.

<input type="checkbox"/>	African, Somali, Somali American
<input type="checkbox"/>	American Indian/Alaskan Native
<input type="checkbox"/>	Asian, Asian American, Hmong, Indian
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Hispanic, Latinx, Caribbean, Latino-American
<input type="checkbox"/>	Native, Hawaiian, Pacific Islander
<input type="checkbox"/>	Middle Eastern, Arab, Arab-American
<input type="checkbox"/>	White, Caucasian, European or European-American
<input type="checkbox"/>	Other
<input type="checkbox"/>	I prefer not to disclose

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.

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

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

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 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

Please read and respond to the following questions:

1. What are some of the good things taking place in St. Louis Park Schools today?

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

DRAFT

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

4. Please provide any additional comments below:

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

STAKEHOLDER INPUT

Stakeholder Input

Several stakeholder involvement-related opportunities are included in the search package, including:

- 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 St. Louis Park 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 two years ago, these proprietary **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, and to limit toxic misinformation. Through leveraging the power of sharing information, these unique Q&A sessions have solidified MSBA's reputation as a provider of clear, accessible, and stakeholder-inclusive superintendent search services.
- 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.

A la carte Option

Another option for the school board to consider in gathering stakeholder input early in the process is through holding **Focus Groups** and/or **Listening Sessions** across multiple stakeholder constituencies. These group sessions are a traditional methodology still utilized by some search firms as their primary source of stakeholder input; however, these sessions must be carefully designed and implemented. MSBA will conduct them if requested, in addition to the services outlined above. The board should also consider the value of 24/7 stakeholder access to the survey as the initial (and sole) early feedback opportunity— the availability and anonymity of the survey may contrast significantly with the tendency of group sessions to amplify some voices over others, and the inequities which can result from stakeholder access (or lack thereof) to participate. The decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation at the planning meeting to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

NOTE: If requested, MSBA's a la carte fee to conduct group sessions is \$1,395 per day or \$300 per group.



ESTIMATED FEE FOR SERVICE

The estimated fee range for a St. Louis Park Public Schools superintendent search is **\$18,900 - \$25,900**. This includes the MSBA search team's time and all expenses, in-person attendance at all search-related activities, and advertising the position on statewide as well as national jobs boards (Revelus, AASA, NABSE, ALAS, EdWeek, and NIEA). This range also includes in-depth background checks of all semi-finalists and finalists, comprised of national criminal background checks as well as verification of employment, educational credentials, and professional licensure.

All of the above services are included for **\$18,900**. Any additional costs are due to the la carte option of including Focus Groups and/or Listening Sessions (held concurrently with the stakeholder survey) for \$1,395 per day or \$300 per group. These options would be added to the search process solely at the discretion of the school board and discussed in greater detail with the board as a part of determining the most inclusive stakeholder involvement possible. MSBA offers these group sessions as optional only because they can result in inequities due to some stakeholder's lack of access to participate. Thus the decision of why and how to conduct group sessions must be carefully considered by the school board before initiating a search, and MSBA will guide this conversation to ensure the best possible and most equitable decision is made regarding stakeholder input for your district's superintendent search process.

MSBA does not charge for consultant travel, attendance at interviews, transition services, initial or ongoing support of the new board team, or the Transition Workshop.

In addition, MSBA's "Hiring the Right Superintendent" is included in our full search services at no additional charge to the district. It is not required, however, and is offered only if the board would like to participate in this workshop prior to launching the search.

Any school board member stipends or expenses associated with finalists' interviews (i.e. travel and lodging for candidates) are not included in this fee range.

The level of services and fee included in this proposal are negotiable based on the school board's needs.

Satisfaction Guarantee

MSBA conducts all our superintendent searches 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.

NOTE: this guarantee is contingent upon the district's participation in MSBA's Transition Workshop offered as part of our search package (this workshop must be held within six months after the new superintendent begins work in the school district). MSBA believes clarifying expectations for a new superintendent is crucial to their success, and therefore the Transition Workshop must be held in order to receive this search guarantee.



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.