

In-District Contact Person(s)

1. Discuss the role of the In-District contact person.

Search Agreement

1. Approve the Search Agreement with MSBA. Motion by ___ then second by ___. Motion carried / failed.

Two Pre-Screening Priorities for the District

1. Discuss two pre-screening priorities for the District.
2. Approve the two pre-screening priorities for the District. Motion by ___ then second by ___. Motion carried / failed.

Questions

Adjournment

International Falls Superintendent Search Timeline

March 22, 2024 <i>(5:00 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria and search procedures
March 25, 2024 – April 15, 2024	MSBA posts opening on websites (MSBA, MASA, EdPost, Revelus), advertises position vacancy, receives applications, and responds to applicants’ inquiries
April 15, 2024	Application Deadline
April 16, 2024 – April TBD, 2024	MSBA reviews applications
April 17, 2024 – April TBD, 2024	Board members review applications
April 19, 2024	MSBA sends finalist recommendations based on applications and hiring criteria to the Board
<u>NOT INCLUDED IN MSBA SERVICES:</u>	
April TBD, 2024 <i>(Time TBD, Special Meeting)</i>	Board meets to determine finalists, interview questions and procedures
April TBD and TBD, 2024 <i>(Time TBD and Time TBD, Special Meetings)</i>	Board conducts first round of interviews
May TBD, 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
May 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
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



Dates with Meeting Restrictions 2023-2024

January 1, 2023	New Year's Day	No school, no meetings
January 2, 2023	New Year's Day (Monday)	No school, no meetings
January 16, 2023	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 20, 2023	Presidents' Day *	No meetings
March 14, 2023	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 29, 2023	Memorial Day	No school, no meetings
June 19, 2023	Juneteenth ^	No school, no meetings
July 4, 2023	Independence Day	No school, no meetings
August 8, 2023	Primary Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 4, 2023	Labor Day	No school, no meetings
October 9, 2023	Indigenous Peoples Day (Optional Holiday) ^^	No meetings if this is a school district holiday
November 7, 2023	Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
Friday , November 10, 2023	Veterans Day Observed (Holiday is on Saturday, November 11) *	No meetings
November 23, 2023	Thanksgiving Day	No school, no meetings
November 24, 2023	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2023	Christmas Day	No school, no meetings
January 1, 2024	New Year's Day Holiday	No school, no meetings
January 15, 2024	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 19, 2024	Presidents' Day *	No meetings
February 27, 2024	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 5, 2024	Presidential Nomination Primary	No meetings or activities 6:00 p.m. - 8:00 p.m.
March 12, 2024	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 27, 2024	Memorial Day	No school, no meetings
June 19, 2024	Juneteenth ^	No school, no meetings



* [Minnesota Statutes Section 645.44](#) list dates that are “holidays” under state law. Minnesota’s political subdivisions have the option of determining whether Indigenous Peoples Day or the Friday after Thanksgiving shall be holidays. Where it is determined that either day is not a holiday, public business may be conducted.

If the date is determined to be a school day, it must be reflected in the teacher’s contract. If Martin Luther King’s birthday, Presidents Day, Veterans Day is determined to be a school day, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, see [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*).

When the following holidays fall on a **Saturday**, the holiday is observed on the preceding **Friday**; when the following holidays fall on a **Sunday**, the holiday is observed on the following **Monday**:

New Year’s Day (January 1)
Juneteenth (June 19) [new]
Independence Day (July 4)

Veterans Day (November 11)
Christmas Day (December 25)

Juneteenth ^

On Juneteenth (June 19), “public schools may offer instruction and programs on the occasion.” For more information, see [Minnesota Statutes 10.55](#) (*Juneteenth*). The Minnesota Department of Education takes the position that school may not be offered on this holiday. MSBA continues to work with MDE to determine the “instruction and programs on the occasion” that may be offered.

On May 21, 2023, the legislature passed the State Government Finance Bill, it included the following:

Sec. 116. Laws 2023, [chapter 5, section 1](#), is amended by adding an effective date to read: **EFFECTIVE DATE.** This section is effective the day following final enactment.

Thus....**Juneteenth will be a legal holiday beginning in 2023.**

Indigenous Peoples Day ^^

The Minnesota legislature replaced Christopher Columbus Day (the second Monday in October) with Indigenous Peoples Day. All references to “Christopher Columbus Day” or “Columbus Day” are to be changed to “Indigenous Peoples Day” in Minnesota Statutes and Minnesota Rules. Thus, the conditions set forth in [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*) continue to apply on this date.



MSBA Executive Search Service



International Falls is seeking an exceptional leader to serve as **Superintendent**

International Falls Independent School District is located in northern Minnesota on the Canadian border. The district covers 491 square miles and serves the communities of International Falls, Ranier, and Kabetogama Lake area. District Points of Bronco Pride include:

- ◆ School readiness program
- ◆ PBIS at elementary school
- ◆ Operates an Alternative Learning Center
- ◆ College in the Schools program
- ◆ Robust history of and engagement in extracurricular activities
- ◆ 1-1 technology
- ◆ Provides Industrial Technology and FACS classes and labs
- ◆ Partner in Northland Special Education Cooperative
- ◆ Competition swimming pool and separate diving pool
- ◆ Bronco Football Stadium
- ◆ Bronco Arena
- ◆ Qcomp district
- ◆ Community is very supportive of the district
- ◆ Immense support from Falls Education Foundation/Purple Pride

The school district operates its own food and transportation services.

By the Numbers

- ◆ Student enrollment: 890
- ◆ Licensed staff members: 74
- ◆ Non-licensed staff members: 80
- ◆ Principals/Asst Principals or Deans: 2/1
- ◆ Full-time Central Office staff: 2.25 FTE
- ◆ District school buildings: 2

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 Communities

International Falls is just west of Rainy Lake and Voyageurs National Park with an abundance of outdoor recreation opportunities and breathtaking displays of scenery—land and skies. Additional highlights of the area include:

- ◆ Canada within view, additional opportunities with Fort Frances
- ◆ Embrace all 4 seasons and have festivities to celebrate, including IceBox Days and a celebration with parades for Canada Day (July 1) and Independence Day (July 4)
- ◆ Packaging Corporation of America is a major employer
- ◆ Port of entry to Canada and busy rail port in Ranier
- ◆ Unique shopping, dining, and touring experiences
- ◆ Some recreation opportunities in the area are ATV riding, snowmobiling, hiking, world-class fishing, canoeing/kayaking, camping, hunting, houseboating, cross country skiing, showshoeing, ice fishing, biking, birding, and golfing

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 International Falls School Board seeks a superintendent who:

- ◆ TBD
- ◆ TBD
- ◆ TBD
- ◆ TBD
- ◆ TBD
- ◆ TBD

Previous superintendent experience is not required.

Or

Previous superintendent experience preferred, but not required.

Salary and Benefits

TBD

District Financial Highlights

◆ General Fund Revenue:	\$ 13,819,024
◆ General Fund Expenditures:	\$ 14,166,819
◆ Unassigned Fund Balance:	\$ 2,387,695
◆ Total General Fund Balance:	\$ 4,339,060

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 Lee Warne, MSBA Service Provider

School District Mission

Through intentional partnership with parents and the community, the International Falls School District will prepare every student to become a contributing citizen by developing their maximum potential within a safe and inclusive climate of mutual respect and trust.

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.

Contact Lee Warne at 507-828-2468 (lwarne@mnmsba.org) with questions.

Applicants are requested to not contact school board members.

International Falls Independent School District is an equal opportunity employer. The MSBA Executive Search Service is an equal opportunity search agency.

Deadline to apply: TBD, 2024

INTERNATIONAL FALLS SCHOOL DISTRICT 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	
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 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.

LIMITED SEARCH - \$2,500 - MSBA will:

1. 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. *
- ~~2. Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested). Results will be summarized for the School Board by MSBA.~~
- ~~3. 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. **~~
4. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
5. 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.
6. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
7. Screen the applicant pool against the School Board's established hiring criteria and leadership profile.
- ~~8. 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.~~
- ~~9. Conduct a meeting with the School Board for purposes of interview training, developing interview questions, and clarifying interview schedules. **~~
- ~~10. 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. **~~
- ~~11. Coordinate with finalists and be present during the first and second rounds of interviews. *~~
- ~~12. 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.~~
- ~~13. Facilitate Audience Input Forums with finalists in conjunction with the second round of interviews, if requested. *~~
- ~~14. Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new superintendent.~~
- ~~15. Assist in developing a transition plan for the new superintendent.~~
- ~~16. Visit the new superintendent during their first year of employment. *~~
- ~~17. 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.

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.