

Hastings Area Public Schools - ISD 200
School Board Meeting Agenda

Thursday, April 3, 2025
Special Meeting of the Hastings School Board
Middle School Media Center

- I. **Call Meeting to Order**
 - a. Attendance
- II. **Pledge of Allegiance**
- III. **Motion to approve the agenda/table file**
- IV. **Items for Discussion**
 - a. Superintendent Search with MSBA
 - Discuss and decide superintendent search timeline, hiring criteria, stakeholder involvement, and procedures.
 - Discuss, decide, and schedule the steps necessary for the rest of the hiring process.
- V. **Adjournment**

**Hastings Superintendent Search
Planning Meeting Agenda
April 3, 2025 – 4:00 PM**

____ Introductions

____ Review of Process

- MN statutes
- Board ownership

____ Timeline

____ Vacancy Brochure

____ Public Input

- Q&A with MSBA, -Search preview meetings
- ~~Community and staff survey~~
- Finalist interviews

____ Review Search Agreement

- ~~____ Focus groups~~
- ____ In-district meetings
- ____ National advertising
- ____ Background checks

____ Role of Current Superintendent

____ School Board Spokesperson

____ Ground Rules/Do's & Don'ts

____ In-District Contact Person(s)

____ Confidentiality Employee

____ Two Pre-Screening Priorities for the District

____ Questions

Hastings Public Schools – Superintendent Search Timeline

April 3, 2025 <i>(4:00 pm, Special Meeting)</i>	Planning meeting – Board adopts search timeline, reviews hiring criteria, search procedures, and public involvement
April 7, 2025 – April 22, 2025	MSBA posts opening on local, regional, and national websites, advertises position vacancy, receives applications, and responds to applicant inquiries
Week of April 14, 2025 – TBD	MSBA holds Search Preview meetings with district leadership
April 16, 2025 <i>(4:00 pm – will be recorded)</i>	MSBA hosts informational Q&A session on Zoom
April 22, 2025	Application Deadline
April 23 – TBD, 2025	MSBA conducts screening, preliminary verification of references, pre-interviews of recommended applicants
April 24 – TBD, 2025	Board members review applications
April 29, May 2, 5, 6 or 8, 2025 <i>(Time TBD, Special Meeting)</i>	Board meets for interview training, and to determine finalists, interview questions and procedures
May 5, 6, 8, 9, 10, 13 or 14, 2025 <i>(Times TBD, Special Meeting)</i>	Board conducts first round of interviews
May 8, 9, 10, 13, 14, 15 or 16, 2025 <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, 2025 <i>(Time TBD, Special Meeting – if it's a committee)</i>	Board committee or designee begins negotiations of employment contract
May TBD, 2025 <i>(Time TBD, Regular Meeting)</i>	Board meets to approve employment contract
July 1, 2025	New superintendent reports to work
August 1 – December 31, 2025	New Board Team participates in MSBA's Transition Workshop

MSBA Executive Search Service



Hastings Public Schools is seeking an exceptional leader to serve as **Superintendent**

Hastings Public Schools is located just southeast of the Twin Cities metro area. The district covers over 170 square miles and serves five cities and portions of seven townships.

Our schools offer a full spectrum of educational opportunities, and we are proud of our high academic standards, quality of instruction, and reputation for outstanding educational leadership. Additional Points of Pride include:

- ◆ Incredibly dedicated, hard-working teachers, staff, and administration
- ◆ A recent \$48 million bond investment has updated our district facilities
- ◆ Above-average test scores and graduation rates
- ◆ Launching Career Pathways Programming
- ◆ Wide variety of offerings for students, both academically and extra-curricular
- ◆ Nationally-recognized music and art programs
- ◆ High extra-curricular participation by students in academics, athletics, music, arts, and clubs
- ◆ Currently revising the District Strategic Plan
- ◆ Dynamic Community Education programming
- ◆ Balanced budget and fiscally-responsible (very high fund balance)
- ◆ Established review cycle for district policies
- ◆ Strong collaboration with city and local media
- ◆ Strong and growing business partnerships
- ◆ Consistent community support and involvement in the district by parents and local businesses
- ◆ The district operates its own food service program and contracts out for transportation services.
- ◆ Dedicated to becoming a destination district for the Southeast Metro
- ◆ Experiencing positive impacts following new Literacy Curriculum implementation
- ◆ Engage annually with staff, students and parents

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, 2025.

About the Community

Hastings is nestled on the banks of the beautiful Mississippi River in east central Minnesota. From our scenic riverside boardwalk to the rolling hills of farm fields, Hastings has something for everyone. Community highlights include:

- ◆ Abundant parks, hiking trails, water access, and sports fields provides a variety of outdoor recreational opportunities such as boating and fishing, canoeing, kayaking, golfing, birding, and cycling
- ◆ Vibrant arts, industry, healthcare, agriculture, retail, and non-profit sectors
- ◆ A variety of local events for residents and visitors alike include festivals, concerts, car shows, and makers markets
- ◆ Hastings hosts the Dakota County seat
- ◆ Recent investments in new housing provide additional opportunity for residents
- ◆ Located just minutes from the Twin Cities metropolitan area

Search Timeline

Announce Vacancy	TBD, 2025
Application Deadline	TBD, 2025
Applicant Screening	TBD-TBD, 2025
Announce Finalists	TBD, 2025
First Round Interviews	TBD, 2025
Second Round Interviews	TBD, 2025
Superintendent Begins	July 1, 2025

Leadership Profile

The Hastings Public School Board seeks a superintendent who leads with a philosophy of putting the needs of students first. Other qualifications include someone who:

- ◆ Upholds the highest standards of honesty and ethical conduct in every professional undertaking, while embodying the district's educational philosophy which reflects the community's values.
- ◆ Shows exceptional communication skills, ensures transparency, and excels in building and maintaining strong human relationships, while remaining consistently visible and accessible to the School Board, staff, students, parents, and the broader community.
- ◆ Advances a visionary and creative approach to foster innovation, while effectively implementing educational priorities and strategic plans.
- ◆ Develops and empowers a highly effective leadership team and delegates responsibilities effectively, ensuring accountability and oversight for all outcomes.
- ◆ Utilizes a robust academic background and curriculum proficiency to drive improvements in student performance and testing metrics.
- ◆ Works cooperatively with the School Board to provide data-driven options and well thought-out recommendations.

Previous superintendent experience preferred.

District Mission

We Care. We Empower. We Achieve.
Students are the heart of all we do.

Salary and Benefits

TBD

(Salary range required due to new legislation.)

District Financial Highlights

- ◆ General Fund Revenue: \$ 68,517,899
- ◆ General Fund Expenditures: \$ 68,837,985
- ◆ Unassigned Fund Balance: \$ 18,029,882
- ◆ Total General Fund Balance: \$ 32,202,498

By the Numbers

- ◆ Student enrollment: 3,877
- ◆ Licensed staff members: 303
- ◆ Non-licensed staff members: 465
- ◆ Principals/Assistant Principals: 5/5
- ◆ Direct Reports to the Superintendent: 7
- ◆ District buildings maintained: 6

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, 2025.

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

Applicants are requested to not contact school board members.

Hastings Public Schools is an equal opportunity employer. MSBA's Executive Search Service is an equal opportunity search agency.

Deadline to apply: TBD, 2025

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

Is it important that the next superintendent has previous experience as a superintendent? Yes 4 No 1



Vacancy brochure – compensation language

*A competitive compensation and benefits package, with a starting salary range of \$XXX,XXX-\$XXX,XXX, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include (*List benefits such as: Health / Dental / Life / Long-term disability insurance; Personal / bereavement days; Relocation / car / phone allowances; VEBA/other retirement plans; HSA / HRA / Deferred compensation plan; Retention bonus*).

**Beginning January 1st, 2025, this will be the required verbiage per state statute, and benefits must also be included:*

Chapter 110, SF 3852 -- Article 7 Sec. 2. [181.173] SALARY RANGES REQUIRED IN JOB POSTINGS.

Subdivision 1. Definitions. (a) For the purposes of this section, the following terms have the meanings given.

(b) "Employer" means a person or entity that employs 30 or more employees at one or more sites in Minnesota and includes an individual, corporation, partnership, association, nonprofit organization, group of persons, state, county, town, city, school district, or other governmental subdivision.

(c) "Posting" means any solicitation intended to recruit job applicants for a specific available position, including recruitment done directly by an employer or indirectly through a third party, and includes any postings made electronically or via printed hard copy, that includes qualifications for desired applicants.

(d) "Salary range" means the minimum and maximum annual salary or hourly range of compensation, based on the employer's good faith estimate, for a job opportunity of the employer at the time of the posting of an advertisement for such opportunity.

Subd. 2. Salary ranges in job postings required. (a) An employer must disclose in each posting for each job opening with the employer the starting salary range, and a general description of all of the benefits and other compensation, including but not limited to any health or retirement benefits, to be offered to a hired job applicant.

(b) An employer that does not plan to offer a salary range for a position must list a fixed pay rate. A salary range may not be open ended.

EFFECTIVE DATE. This section is effective January 1, 2025.

FULL SEARCH - ~~\$13,900~~ \$12,400 - MSBA will:

1. Conduct an initial planning meeting with the school board to establish the search timeline, discuss hiring criteria and public involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search. *
2. ~~Collect public input through an online qualifications and quantitative data survey (in multiple languages as requested by the district). Results will be summarized for the school board by MSBA.~~
3. Hold Search Preview meetings with district leadership to share information and answer their questions.
4. Host an online informational proprietary **Q&A with MSBA** session regarding the superintendent search process, and provide the recording for placement on the district's website. **
5. Develop a two-sided color vacancy announcement and post on both statewide and national job sites.
6. Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Principals, Assistant Principals, and Cabinet Members across the state to advertise the vacancy and share how to apply.
7. Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.
8. Screen the applicant pool against the school board's established hiring criteria and leadership profile.
9. Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the school board's hiring criteria and leadership profile as determined by MSBA's screening team.
10. Conduct a meeting with the school board for purposes of interview training, reviewing the public input report, developing interview questions, and clarifying interview schedules. ** **Combine Meetings 10 & 11**
11. 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. **
12. Coordinate with finalists and be present during the first and second rounds of interviews. *
13. Prepare a news release for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
14. Facilitate public involvement in the second round of interviews, if requested. *
15. Prepare a news release for the district to send to the media, school district staff, and community introducing the new superintendent.
16. Assist in developing a transition plan for the new superintendent, if requested.
17. Visit the new superintendent during their first year of employment. *
18. Facilitate a Transition Workshop to develop goals and/or expectations for the school board and superintendent within six months after the new superintendent begins work in the school district. * *

* Designates in-district meetings, if possible.

** Designates virtual meetings.

ESTIMATED FEE FOR SERVICE

The estimated professional fee for this search shall not exceed **\$13,900**, which includes the search team's time and all expenses. In addition, MSBA does not charge for consultant travel or any initial or ongoing support of the new board team. If requested, MSBA's "Hiring the Right Superintendent" workshop is also included at no charge.

Additional fees the school district may incur above the professional fee include optional focus groups and/or listening sessions, national advertising or background checks (see below), and expenses associated with finalists' interviews. The services included in MSBA's services are negotiable based on the school board's needs.

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 @ \$849; diversity boost for \$149
- National Alliance of Black School Educators (NABSE) - 30 days @ \$330; featured job boost for \$125
- Association of Latino Administrators and Superintendents (ALAS) - 6 weeks @ \$250
- Top School Jobs (EdWeek) - 60 days @ \$895
- National Indian Education Association (NIEA) - 8 weeks @ \$80
- National Association of Special Education Teachers (NASSET) - 3 weeks @ \$275; 6 weeks @ \$360
- 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 conducts all superintendent searches from a strong school board perspective, and with impartiality and professionalism while focusing on the board's identified hiring criteria and leadership profile. If, at any time during the first year of the new superintendent's contract the 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 dependent upon two contingencies. One, participation in the Transition Workshop, which must be held within six months after the new superintendent begins work in the district. And two, that the candidate hired as superintendent was included in MSBA's recommended slate of finalists. Having seen all applications the board may choose to interview candidates not recommended by MSBA; however, this search guarantee only applies if the new superintendent was a part of MSBA's original list of recommended finalists.



Two screening priorities (Sample application questions)

1. What is your **vision** for the future of education? How would you align your vision with the district's mission, goals, and strategic plan?
2. What are some strategies or initiatives that you have implemented or supported to promote **collaboration, trust, and respect** with staff, students, families, and community partners in your previous or current roles?
3. How do you **communicate** effectively and transparently with diverse audiences, both internally and externally, and how do you handle sensitive or controversial issues or messages?
4. How do you **manage district resources** (human, financial, physical, and technological)? How do you ensure accountability, efficiency, and equity in the allocation and utilization of resources?
5. How do you demonstrate **ethical leadership** and professional conduct as a school superintendent?
6. How do you model and uphold the **district's values and policies**?
7. Describe your knowledge and experience relating to **school district finances** and responsibilities.
8. 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.
9. How do you assess the **effectiveness of your leadership style** and communication skills, and what steps do you take to improve them?
10. How do you approach the **evaluation and professional development** of teachers and administrators, and what criteria do you use to measure their performance and growth?
11. How do you use data and evidence to inform your **decision-making** and **problem-solving** processes, and how do you communicate your rationale and outcomes to the relevant parties?
12. How do you address the **academic, social, and emotional needs** of all students, especially those who are at-risk, have special needs, or are gifted and talented?
13. How do you promote **equity, diversity, and inclusion** in your district, and what strategies do you use to address any gaps or disparities in achievement, opportunity, or access?
14. How do you balance **competing priorities** and demands, and how do you manage your time and resources efficiently and ethically?
15. How do you cope with stress and maintain your well-being and **resilience** as a leader?