

MSBA Executive Search Service



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

Houston Public Schools is located in the beautiful bluff country of southeastern Minnesota. The District includes a local school site in Houston, as well as a school for online learning managed by Stride (previously K12). Points of Pride and District statistics for both include:

Local School Site

- ◆ Houston Elementary School's 2020 National Blue Ribbon School designation for closing achievement gaps. Prior to this, it received both Reward and Celebration statuses.
- ◆ Houston High School was ranked 46th of all Minnesota high schools in 2020's US News and World Report rankings. It has been a top-rated high school every year since 2008.
- ◆ Both Elementary and HS are PBIS schools.
- ◆ Summit Learning Center provides alternative learning opportunities to area students.
- ◆ All district buildings were recently rehabbed, leading to few future maintenance concerns.
- ◆ Talented, stable staff with low turnover.
- ◆ Student enrollment: 450 Pre-K through 12
- ◆ Licensed staff members: 47
- ◆ Non-licensed staff members: 45
- ◆ Principals/Assistant Principals/Deans: 2
- ◆ District buildings maintained: 3

The school district operates its own transportation service, and contracts with local companies for its food service program.

Local Financial Highlights

- ◆ General Fund Revenue: \$ 7,536,916
- ◆ General Fund Expenditures: \$ 7,348,204
- ◆ Unreserved Fund Balance: \$ 1,321,893
- ◆ Total General Fund Balance: \$ 2,293,820

Minnesota Virtual Academy (MNVA)

- ◆ First online program in the state of Minnesota.
- ◆ The High School offers CTE courses through Stride's Career Prep Program, an innovation program with industry partners.
- ◆ Student enrollment: approx. 2,507 K-12
- ◆ Licensed staff members: 124
- ◆ Non-licensed staff members: 2
- ◆ Principals/Assistant Principals/Deans: 5
- ◆ Houston Superintendent serves as MNVA's Head of Schools.

MNVA Financial Highlights

- ◆ General Fund Revenue \$ 24,110,111
 - ◆ General Fund Expenditures \$ 23,146,808
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About the Community

Houston is very supportive of its schools, with the Hurricane Foundation and Legion Club as consistent financial supporters. Houston also boasts small-town quality of life with the high-speed connectivity of a city. Additional features of our area include:

- ◆ Lush outdoor activities, including camping, fishing, hunting, kayaking, canoeing and tubing
- ◆ The Root River Bike Trail starts at Houston's Trailhead Park, which hosts a natural playing area, Nature Center, and shower facilities
- ◆ Each May the community holds a much-anticipated canoe, bike and run Triathlon
- ◆ The International Owl Center will soon make its home in Houston. Each March the community hosts Owl Fest, which brings people from across the globe to Houston. The school is at the center of the weekend's activities and helps host the hundreds of people in attendance.

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 March 31, 2021

Leadership Profile

The Houston School Board seeks a superintendent who:

- ◆ Acts with honesty and in an ethical manner with the School Board, staff, and community
- ◆ Delegates authority while maintaining accountability
- ◆ Works cooperatively with the School Board; provides options and recommendations
- ◆ Develops trust and works collaboratively with diverse groups of stakeholders
- ◆ Is a “people person” with proven abilities in human relations and communications
- ◆ Develops and directs an effective leadership team
- ◆ Has knowledge or experience with special education needs and/or a diverse student body
- ◆ Possesses knowledge or experience in online education (not only distance learning)

Previous superintendent experience is preferred, but not required.

School District Mission

*To Discover, Develop and Achieve
the Potential Within All Learners.*

Salary and Benefits

The current superintendent’s base salary for the 2020-2021 school year is \$122,623.

The final salary will be negotiated commensurate with experience and qualifications. The contract length is negotiable as provided in Minnesota statute.

Search Timeline

Announce Vacancy	February 26, 2021
Application Deadline	March 31, 2021
Applicant Screening	April 1-8, 2021
First Round Interviews	April 12 & 13, 2021
Second Round Interviews	April 15, 2021
Approve Contract	April TBD, 2021
Superintendent Begins	July 1, 2021

Screening Team

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

Deadline and Selection

MSBA’s Executive Search Service uses an online application process. Applicants begin the application process at mnmsba.myrevelus.com. Applicants will need to establish a username and password to log on. To be considered for this position, an applicant’s completed file must be received by MSBA prior to 11:59 p.m. on March 31, 2021, and must include the completed online application and the following uploaded documents:

- ◆ Cover letter indicating a desire to be a candidate for the Houston Public Schools Superintendent.
- ◆ Legal proof or other evidence (i.e., certificate/license) showing the candidate’s qualification to be a superintendent in the state of Minnesota.
- ◆ Set of up-to-date credentials, including a resume, three to five letters of recommendation, and a copy of the candidate’s transcript(s).
- ◆ Upon hire, official transcripts must be submitted to the school district.

Contact Barb Dorn at 507-508-5501 (bdorn@mnmsba.org) or Dave Thompson at 507-250-5505 (dthompson@mnmsba.org) with questions. Please mark any correspondence and/or envelopes “Houston Public Schools Superintendent Search.”

Applicants are requested not to contact school board members.

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

Deadline to apply: March 31, 2021