

MSBA Executive Search Service



Melrose Area Public Schools is seeking an exceptional leader to serve as Superintendent

Melrose Area Schools is located in the heart of central Minnesota along Interstate 94. The district covers 223 square miles and serves the communities of Melrose, Freeport, New Munich, St. Rosa, Meire Grove, Greenwald, and Spring Hill and the Birch Lakes area. District Points of Pride include:

- ◆ All three schools (elementary, middle, and high school) located on one convenient campus
- ◆ Outstanding pre-school, elementary and middle school programs which prepare all students for rigorous high school courses
- ◆ District and community pride in the culturally diverse population
- ◆ Elementary school has some of the highest success rates of students testing out of English Learning programs
- ◆ 23 College in the Schools courses provide students with up to 80 college credits
- ◆ 33 Career and Technical Education courses offered to students
- ◆ Robust co-curricular activities
- ◆ Thriving Community Education programs available for all ages

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

By the Numbers

- ◆ Student enrollment: 1307
- ◆ Licensed staff members: 102
- ◆ Non-licensed staff members: 112
- ◆ Principals: 3
- ◆ Full-time Central Office staff: 3
- ◆ District buildings maintained: 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 February 17, 2025.

About the Communities

Melrose and the surrounding communities are home to many lakes and rivers, providing numerous water activities such as fishing, canoeing, boating, and swimming. Additional highlights of the area include:

- ◆ Numerous golf courses, parks, trails, ball diamonds, pickleball courts, and camping for outdoor enthusiasts of all ages
- ◆ Lake Wobegon Trail is 65 miles long, 10 feet wide, and paved end to end with further connections statewide
- ◆ Strong industrial base includes healthcare, manufacturing, business, and agri-industry
- ◆ Variety of shops and dining locations
- ◆ Growing arts community with local theater productions
- ◆ Excellent rural infrastructure
- ◆ Thriving community amateur baseball teams
- ◆ Tight-knit and welcoming communities provide the benefits of small town life alongside the convenience of big-city amenities

Search Timeline

Announce Vacancy	December 18, 2024
Application Deadline	February 17, 2025
Applicant Screening	February 18-26, 2025
Finalists Selected	February 26, 2025
First Round Interviews	March 3 & 4, 2025
Second Round Interviews	March 10, 2025
Superintendent Begins	July 1, 2025

Leadership Profile

The Melrose Area Public School Board seeks a superintendent with strong leadership skills who:

- ◆ Consistently demonstrates honesty, integrity, and ethical behavior in all interactions, while building trust throughout the district
- ◆ Possesses experience in managing budgets and ensuring financial stability, with a proven track record in developing and leading a proficient leadership team
- ◆ Maintains a high level of visibility and will be readily accessible to all, including the school board, staff, students, parents, and the wider community
- ◆ Establishes a productive relationship with the school board, presenting well-considered options and remaining informed about the impact of legislative changes on the district
- ◆ Exhibits excellent communication skills, effectively managing human relations and developing collaborative relationships with diverse groups and communities

Previous superintendent experience preferred, but not required.

Salary and Benefits

A competitive compensation and benefits package, with a starting salary range of \$140,000 - \$160,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits may include health, life, dental and long-term disability insurance; HSA, 403(b) match; and paid vacation, holidays and sick leave.

District Financial Highlights

- ◆ General Fund Revenue: \$ 18,569,462
- ◆ General Fund Expenditures: \$ 18,803,427
- ◆ Unassigned Fund Balance: \$ 3,390,057
- ◆ Total General Fund Balance: \$ 5,009,693

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.

School District Mission

Strength in Diversity, Diverse in Opportunity

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 February 17, 2025.

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

Applicants are requested to not contact school board members.

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

Deadline to apply: February 17, 2025