



Members Present: K. Gutierrez, T. Smith, C. Olson, T. Gulbransen, P. Rosell, R. Thorson, N. Donnay, A. Sachariason, J. Gutierrez

Members Absent: B. Hajlo

Ex-officio Members Present:

Guests: Barb Dorn - MSBA; Amy Jordon -MSBA

Meeting began at 1:00 pm

Summary. The meeting was to discuss the Minnesota School Board Association's (MSBA) role in our succession plan and integration with Rebar Leadership and our team.

Leadership Profile. MSBA will develop a Leadership Profile to assist with posting and the identification of candidates for the Executive Director position. Items discussed include:

- Survey. MSBA will send out a survey to board members and operational team members to identify the top leadership qualities for the position (out of a potential 26 qualities)
- Rebar Leadership. We will communicate the work previously done by Rebar when they had stakeholder meetings last year.
- Interview Timeline. MSBA will develop a specific (dates and times) of when interviews and hiring will occur. This will allow for everyone (candidates included) to block their schedules.
- Deliverable. The Leadership Profile and related vacancy will be two pages.

Job Description & Time Usage Study. T. Smith and S. Morrell will discuss the time usage documentation to determine if there needs to be any changes to the current Executive Director job description. This will occur over the summer.

Candidates and Interview Process. The following items were noted:

- MSBA will market the open job position.
- All candidate submissions will be made available for our review.
- MSBA will make recommendations for candidates to interview. The school will decide the interview candidates.
- The School is responsible for the interview questions, reference calls, and appropriate candidate follow up.
- Legal Compliance. We will do additional instruction and reminders related to open meeting law, public/private data, etc.

Guidance from MSBA. MSBA made the following suggestions in our process:

- Heed the advice of MSBA, as they have done this dozens of times.
- Be aware of legal compliance related to public/private data and open meeting law.
- Remember this is the decision of the Board, so be cautious of including decision makers outside of the Board as this can usurp the board's authority.

- MSBA noted that subsequent to Covid, candidate pools are smaller, candidates are highly qualified, and timeframes for interviewing/hiring are typically quicker.
- Current superintendent is typically not involved in the interview process; and a founder (current Executive Director) falls in this category.

Next Steps.

- Licensure. Determine if minimum licensure would be desired/required. This balances the business/educational experience question previously discussed by the Board.
- October 2024 Meeting. This will review the process and status of deliverables. T. Smith will coordinate.
- Job Posting. This will occur in mid-October and close in early January.

The meeting ended at 2:00 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy