



Members Present: R. Hajlo, A. Galati, J. Gutierrez

Members Absent:

Ex-officio Members Present:

Meeting began at 3:05 pm

Board Member Email Addresses

Discussed standardizing board member email addresses for consistency, branding and ease of fulfilling future inquiries/data requests. J. Gutierrez to communicate and coordinate.

Board Member Duties/Expectations and Committee Structure

Per the Board Description of Duties, discussed the necessity of each board member committing to work 8-10 hours on board related items (e.g. committees). This will assist with succession planning and sustainability of the organization.

Summary of Committees with Recommendations

Governance Committee

Discussed restarting the policy review work. Reviewed the chart of mandatory policies, those requiring review this year and staggered review for other policies. Discussed the need to consider migrating to standard Minnesota School Board Association verbiage in policies - the advantage is that they have been vetted/reviewed and reference current case law; the disadvantage is they are often quite lengthy and written for traditional districts. Also discussed the need to have additional members on this committee.

Succession Planning Committee

Discussed the importance of this committee and the immediate need to begin regular meetings and obtain additional members. The work of this committee would involve:

- Defining job descriptions for the Executive Director and Executive Director of Finance & Operations
- Obtaining employment agreements (related to these positions) that in place at other schools - then beginning the initial work of drafting employment agreements that are appropriate for St. Croix Prep.
- Determining if there are viable internal candidates that fit into the succession plan. If yes, is there a multi-year transition plan as there was with other succession plans in the school (e.g. MS Principal, Activities Director, etc.). If there are no viable internal candidates, determining the process and timelines for an external search.
- Determine the interview process and panel participants (e.g. board members, current leadership, faculty, etc.)

- Discussing succession planning for the board. This has already been initiated by the conversations and resolution of the board election tie.
- Evaluating proactive and crisis succession plans for other leadership positions

Finance Committee

This is the longest standing committee and has evolved in its function through annual budgeting, audits, tax preparation, three successful bond issuances, annual S&P reviews, investor calls, etc. Unless determined by the Finance Committee the Governance Committee has no reason to change any of the current processes.

Compensation Committee

This committee is an operational committee, established approximately 15 years ago. Its intent was to address faculty compensation. Due to some of the experiences and discussion this year, it is recommended that this be a board committee. This will allow the committee to expand its focus to include compensation related to the entire organization -- executive leadership, administration, faculty and all support personnel. This will flow naturally with the information which will be gathered from the Succession Planning committee.

Miscellaneous Committee Comments

Each committee should have a chair, keep minutes, and meet monthly (with the exception of the Finance Committee, unless they determine otherwise - Note: The amount of information the board currently receives from quarterly financial review, budget amendments, far exceeds that of other boards and our approach has been fully supported by our authorizer). Each committee will then submit its minutes and recommendations for discussion at the monthly board meeting. The committees are not subject to open meeting law (e.g. public notice requirements, considerations for closed meetings, etc.) as they do not have a board quorum and board authority.

Committee Member Recruitment

Each board member needs to decide which committees they would like to serve on. The board needs to decide if there is a requirement to serve on a specific number of committees or if there is a limit on the number of committees a board member may serve on. The Board Chair is an ex-officio member of each committee. The Board also needs to determine how it wants to select members (e.g. via conversation, response to questions, etc.)

Board Meeting Participation by Advisory Board Members

Discussed returning to the practice of having advisory board members more actively present and engage in the monthly board meetings. This may include monthly reports, presentations, etc. Advisory board members include the Principals and Director of Student Services. There was also mention of returning to quarterly presentations/reports from other administrative areas (e.g. facilities, activities, etc.)

Board Policy on Board Member Requests from Administrative Staff



We received input from our legal counsel on this and have established a rough draft. The Committee wants to clarify some items prior to presenting it to the board for the first reading.

The meeting ended at 4:30 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy