



Members Present: S. Mueller, N. Donnay,

Members Absent:

Ex-officio Members Present: R. Hajlo, K. Gutierrez, J. Gutierrez

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Meeting began at 4:35 pm

Board Member Officer Discussion:

Discussed Board officer roles and how they relate to Board succession planning. Treasurer, Secretary, and Board Clerk roles are currently vacant. The committee would like to recommend Kelly Gutierrez, who is on the finance committee, to be the Board treasurer. After comparing the current Secretary and Board Clerk responsibilities, we recommend Jon Gutierrez to work as the secretary as he is organizing Board documents in order to smoothly transition this role to a Board member in the near future. We would like to ask a Board member if they would be interested in taking on the Board Clerk responsibilities. Angie Galati has expressed some interest.

Succession Planning Committee Membership Discussion:

As a committee, we decided that additional members were needed in order to accomplish our goals of strategically and successfully transitioning key leadership positions. We are recommending the addition of Terri Smith, Chad Olson, and Peggy Rosell to the committee.

- Terri Smith, Human Resources Director, will support the team with researching job descriptions from (Executive Director, CFO/COO, Principals) and employment agreements (Executive Director, CFO/COO, Principals) from the schools that we typically benchmark ourselves with (Eagle Ridge, Nova, Parnassus, Hiawatha Academies, Hmong College Prep, etc.).
- Chad Olson, Technology Director, will support the committee by helping communicate information by creating presentation documents (timelines, structure, etc.).
- Peggy Rosell, Student Services Director, will work with us as an administrative representative as she is a key member of the current leadership team.

Project Timeline:

As a part of the process, the following items will need to be completed: job description and employment agreement gathering, Board approved job descriptions and employment agreements, searching for internal/external candidates, assessment/evaluation of candidates, transition plan, etc. Jon G. will create plan with these items and a general timeline.

The meeting ended at 5:40 pm

Submitted by N. Donnay, St. Croix Preparatory Academy