



Members Present: S. Mueller, N. Donnay,

Members Absent:

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

Meeting began at 4:25 pm

Review of Succession Planning Timeline

Discussed the current succession timeline and made the following conclusions. This committee has different phases of its operations (at least two) with the first phase focusing on gathering information related to employment agreements and Executive Director job descriptions. The second phase of the committee's work will focus on the means of identifying and evaluating potential Executive Director candidates. This will involve changing committee membership, evaluating stakeholder involvement, and identifying steps in the process (by the committee and the Board).

Governance Committee Proposed Policy on Committee Functions:

Discussed the draft of the policy on Committees drafted by the Governance Committee. Based on this, and on the Phase 1 focus of the committee, the Succession Planning Committee:

- Appointed Nicole Donnay as Chair of the committee
- Appointed Jon Gutierrez as Clerk of the committee
- Recommends the board approve the following members to the committee:
 - Drew Melendres, based on his interest and his involvement on the Executive Committee
 - Terri Smith, based on the work/feedback necessary to accomplish the objectives of Phase 1 of this committee's work.
 - Chad Olson, based on the work/feedback necessary to accomplish the objectives of Phase 1 of this committee's work

Status of the Succession Planning Timeline

Discussed the Succession Planning timeline and noted the following:

- Moved the identification and evaluation of internal candidates to align with the Board approving a job description for the Executive Director.
- Job Descriptions. This information is still being gathered.
- Employment Agreements. This information is still being gathered, but preliminary observation on how these differ from the current situation at St. Croix Prep are:
 - Offer letters vs. employment agreements. Other schools have multi-year employment agreements with the Executive Director, versus an annual employment-at-will offer letter.
 - Many of the employment agreements have benefits that differ from other employees and bonus structures.

Board Retreat Agenda:

Discussed retreat agenda items and noted the following recommendations:

- Board Succession
- Requirements of board officers for board succession
- Open Meeting Law training, since this impacts board committee operations
- Goals for the next five (5) years - strategic planning
- Discussion of school culture
- Succession planning related to Executive Director
- Streamlining board/committee operations to be more mainstream market

The meeting ended at 5:25 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy