



Members Present: N. Donnay, T. Smith, C. Olson

Members Absent: S. Mueller

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

Meeting began at 2:45 pm

Review of Information Gathering for Compensation/Job Descriptions/Employment Agreements

Discussed the status of information gathering related to job descriptions, employment agreements, and compensation for positions reporting to the Board, specifically Executive Director and Executive Director of Finance & Operations.

Information Requests. Original request for information was sent to schools of similar size and organization to St. Croix Prep – Eagle Ridge, Nova Classical, Parnassus Preparatory, Hmong College Prep, and Hiawatha Academies. Substantive responses have been received from Eagle Ridge and Nova, however the other schools have been unresponsive. Requesting the data through data practices requests is being considered as the Committee believes more information is necessary.

Observations from Information Received. Preliminary observations from schools that very closely resemble St. Croix Prep show the following:

Job Description, Executive Director. The job descriptions indicate that our job description needs revision, specifically removing duties and assigning/hiring additional personnel to perform responsibilities (e.g. communications) currently assumed by our Executive Director.

Job Description, Executive Director of Finance & Operations. There are very few charter schools that have a single person performing these duties. Given the guidance our executives provide to other organizations, these areas at other organizations operate in a pre-chasm stage.

Employment Agreements. Preliminary observations from schools that very closely represent St. Croix Prep show that Standardized employment agreements (as published by Minnesota School Boards Association) are in place for executives reporting to the Board and for educational leadership positions (e.g. principals). These employment agreements show the following items that will need to be considered as this process continues:

- Multi-year agreements. The employment agreements vary between two year and five year agreements.

- Bonus/Incentive Compensation. Some of the agreements have incentive compensation.
- Benefit Enhancement. Some of the agreements provide for additional benefits (e.g. life insurance, benefit coverage, PTO buy out at their pay rate vs. substitute pay rate, etc.)

Compensation. Although limited information has been received, it can be noted that there are comparable Executive Directors that receive compensation that is less than and more than that of St. Croix Prep's Executive Director.

NEXT STEPS:

- Gather job descriptions for the Executive Director of Finance & Operations from traditional districts as this is the role that is currently being done at St. Croix Prep.
- Expand the job description search for Executive Director by requesting this information from additional charter schools.
- Data practices request relevant information from those schools most closely resembling St. Croix Prep.
- Recommend the Board approve the committee drafting an employment agreement, leaving out the key criteria (e.g. term, compensation, additional benefits, etc) to be used for the positions reporting to the Board.

Review of Succession Planning Timeline

Discussed the Succession Planning Timeline, noted that tasks currently appear to be on schedule. There was discussion of the details of the different phases of the succession plan.

Board Retreat Preparation

Discussed holding another meeting prior to the Board Retreat.

The meeting ended at 3:30 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy