



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

Members Absent: S. Mueller, D. Melendres

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

Meeting began at 11:05 am

Reviewed Job Descriptions

Discussed the job descriptions and noted the following:

- Executive Director job description reflects the duties currently performed. This job description was updated as a part of the succession planning work but never approved by the board. The duties currently performed are not a part of the job descriptions currently gathered as a part of the committee's initial work.
- Executive Director of Finance & Operations. This job description will be obtained from more traditional districts.
- Next Step: Create a job description for the position to be hired in 2024-2025 (per timeline). Identify additional duties currently performed by the Executive Director and plan for additional hiring, delegation of these responsibilities, etc.). This may have budget impact and training of new employees.

Reviewed Job Evaluation Status

Discussed job evaluations - information is currently being gathered to perform these for the positions reporting to the Board.

Reviewed Employment Agreements

Discussed employment agreements and noted that all other schools have employment agreements for those reporting directly to the Board; and many have them for educational leadership positions.

Discussed why we don't currently have employment agreements. The current leadership has remained intact and an outside search for leadership positions has not occurred in approximately eight years. Note: When an outside hire has occurred, the School had to increase the compensation of some in leadership because of the difference in market compensation was so drastic; and in our negotiations our final offer (which was accepted) was still 25% lower than traditional markets.

Discussed why it is important to have employment agreements now. The School will need to have these in place prior to assessing the viability of internal and external candidates. The current market requires this for these positions.

Discussed items included in employee agreements. Preliminary evaluation of employee agreements from charter schools had the following items:

- The agreements were based on standard executive agreements published by the MN School Board Association.

- The agreements were multi-year, varying between two and five years.
- The agreements included items such as vacation rollover and payout, additional health benefits/coverage, PTO payout at higher rates than a substitute teacher, the ability to contract at other schools, penalties for early termination/resignation, agreed upon salary increases over multi-years, performance incentives, and expense coverage.

Next Steps: Request board implement employment agreements for positions reporting to them as a part of their review process.

The meeting ended at 11:45 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy