



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

Members Absent: S. Mueller, D. Melendres

Ex-officio Members Present: J. Gutierrez,

---

Meeting began at 12:15 pm

**Job Evaluations.** The job evaluations for the Executive Director and Executive Director of Finance & Operations have been completed. Next steps include:

- Formalize the review process
- Secure an employment agreement for these positions
- Continue with succession planning
- Add review dates and potential policy through the Governance Committee
- Create an accurate job description for these positions

**Job Descriptions.** Work on accurate job descriptions for the Executive Director and Executive Director of Finance & Operations. Determine additional duties and stipends as they relate to communications, Boardbook duties, etc.

**Employment Agreements.** These are being developed and in process.

**RFI Dates and Next Steps.**

- March 31. RFI will sent to additional consultants.
- April 14. Consultant questions received.
- April 21. Written response to questions distributed.
- April 28. Final proposals received.
- May 3. Succession Planning Committee meeting to review proposals.
- May 3-12. Reference calls.
- May 16. Recommendation to Board

**Other Dates and Next Steps.**

- May 5. Review employment agreements/job descriptions
- May 26. Review employment agreements/job descriptions.

The meeting ended at 12:30 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy