



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

RFI Status. Jon Gutierrez is having an additional conversation with Prouty Project on the succession planning response. The initial conversation was done by Bob Hajlo, Nicole Donnay, and Jon Gutierrez. A response is expected by April 28.

Committee Membership. Discussed committee membership in light of elections and membership transition. Shane Mueller's last meeting is in May; Bob Hajlo will transition to a community member on June 11. Drew Melendres is not running for reelection. The Succession Planning committee will need to recruit additional members.

Evaluations of Executive Director and Executive Director of Finance & Operations. These have been completed and will be incorporated into a more consistent process and schedule.

Employment Agreements. These are being developed and in process. Comments and observations are:

- Vacation, Sick, and Personal Days. These are separate categories within St. Croix Prep's paid time off offering. The employment agreement needs to be adjusted to reflect that.
- Options for payout of vacation, sick, and personal days need to reflect the current daily rate based on the salary of the position (as opposed to the rate of a substitute teacher).
- Cell Phone Reimbursement. Language needs to be added to include this.
- Professional Development. Language and dollar amounts need to be included in this.
- Eliminate this clause "During the term of this Agreement, the Executive Director/Executive Director of Finance & Operations must not enter into another employment contract or an independent contract with another entity, or write a grant for another entity, without prior written approval of the Academy's Board."

Job Descriptions. These will be worked on by Kelly, Jon, and Terri for the May board meeting.

Stipends. Stipend recommendations will occur for this year's work performed that is outside of the job descriptions related to Executive Director and Executive Director of Finance & Operations. These duties will be delegated to other employees, absorbed by future hiring, or remain responsibilities that will be paid via a stipend.

The meeting ended at 12:55 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy