



Members Present: J. Gutierrez, C. Olson, Rita Thorson, K. Gutierrez, N. Donnay, T. Smith

Members Absent:

Ex-officio Members Present:

Guests: Scott Morrell, Rebar Leadership

Meeting began at 10:30 am

Purpose of the meeting was meeting with Rebar Leadership to discuss the next steps in the Succession Planning Statement of Work and to discuss the plan for the Board Retreat in October. Items discussed include:

Focus Groups. Discussed the advantages/disadvantages of focus groups, the number of groups, size of groups, stakeholders to include, etc. Decided to move forward with the following focus groups (6-8 in each group):

- Lower School Faculty
- Middle School Faculty
- Upper School Faculty
- Parents – Group 1 -this group will include the newly added board members – Terri Gulbransen and Jeff Johnson
- Parents – Group 2

The parent focus groups will take place on September 19 from 4:30 to 6:00 pm and 6:30 to 8:00 pm. The faculty focus groups will take place on September 20 throughout the day with subs covering appropriate classes.

N. Donnay will coordinate with Principals to get faculty member attendance; Scott will follow up with more detailed communication to them. Parent focus group members will be a collaborative effort by Succession Committee members and Principals.

Time Usage Study. This evaluation will occur after the accumulation of 365 days of data.

Retreat Planning. Discussed that the retreat and determined the following items:

- Agenda. The succession planning portion of the agenda will include initial feedback on individual interviews, updated timelines, focus group information, small group interaction to interpret the data, and future action plans.
- Attendees. Attendees will include all those who conducted interviews with Scott. Given this, N. Donnay will extend invitations to those not currently invited. In addition, an initial interview/invitation will include Marianne Thole, Food Service Director.
- Pre-Retreat Discussion. On September 28 at 10:30 the Succession Planning Committee will meet with Scott to preview board retreat information.

- Retreat Equipment/Needs. Discussed requirements (e.g. projector, cables, print-outs, etc)

The meeting ended at 11:20 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy