



Members Present: J. Gutierrez, R. Thorson, K. Gutierrez, N. Donnay, T. Smith

Members Absent: C. Olson

Ex-officio Members Present:

Guests:

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Meeting began at 11:05 am

**Board Information Prior to Board Packet:** Discussed clarification items from board meeting (e.g. retirement dates, search firm estimated costs, budget impact, etc.). In addition, Rebar Leadership sent some preliminary on criteria related to search firm consideration. Finally, Sartell school district is going through a superintendent evaluation, with assistance from Minnesota School Board Association (MSBA). This information will also be communicated to the board on January 5.

**MSBA Workshop (cost of \$1,300) – for information and potential consideration:** The workshop topics include:

- Whether to use a consultant
- How to work with a consultant
- Setting a timeline
- Developing qualifications and selection criteria
- Involving stakeholders and the media
- Dealing with internal candidates
- Legal pitfalls
- Interviewing Do's and Don'ts
- Deliberating in public
- Q & A regarding superintendent search options and best practices

**Committee Composition:** Discussed adding additional board member (parent) to the committee. Due to her school experience in personnel searches, decided to ask T. Gulbransen if she would be willing to serve on this committee. N. Donnay will ask her.

**Committee Board Chair.** Based on the next items in the succession plan, decided to have Terri Smith chair this committee. Her HR expertise will be invaluable in this process.

**Succession Planning Communication to Employees:** J. Gutierrez will attend the next division meetings (Lower School, Middle School, and Upper School) to communicate the status of the succession plan. Items to communicate will be: succession planning minutes on the website, board engagement of Rebar Leadership, updated timelines, board effectiveness survey, search firm evaluation, and change transition training).



**Board Duties and Processes.** At the January board meeting, informational documents on details related to a board meeting and board elections will be shared. This illustrates all of the items that need to be reallocated to the board? Another individual?

The meeting ended at 12:00 pm

Submitted by J. Gutierrez, St. Croix Preparatory Academy