



St. Croix Preparatory Academy
Board Meeting Agenda
February 6, 2024

1. Call to Order
2. Open Forum
3. Board Calendar
4. Consent Agenda (Board Minutes) 2
 - A. Board Minutes
5. Agenda 4
 - A. 2024 - 2025 Board Calendar approval 4
 - B. 2024 - 2025 e-Learning Day Approval (5 days) 6
 - C. 2025 - 2026 School Calendar Approval 7
 - D. 2025 -2026 e-Learning Day Approval (5 days) 9
 - E. Succession Planning - Search Firm Discussion/Decision 10
6. Adjourn Meeting

Members Present: R. Hajlo, D. Keyes, A. Galati, R. Thorson, J. Johnson, M. Stiles, T. Gulbransen

Members Absent: N. Donnay, K. Denzer

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

1 Call to Order

R. Hajlo called the meeting to order at 6:02 PM.

2. Open Forum

- No one.

3. Board Calendar 2023-2024 - J. Gutierrez

Link: [Board Calendar 2023-2024 Updated](#)

4. Consent Agenda

- A. Board Minutes -
 - a. [December 19, 2023 Minutes](#)
 - B. Executive Director report
 - a. Link:
https://drive.google.com/file/d/10LdH2_BNZm44KpHqkx9zKHvIoUtoYw2r/view?usp=sharing
 - C. Governance Committee - No report
 - a. Policy 1st reading: Student Discipline (506) Link:
https://drive.google.com/file/d/10Dd6RslayP7UP6iLM_w6H_NhndGtN-tX/view?usp=sharing
 - b. Policy 1st reading: Literacy and Read Act (621) Link:
<https://drive.google.com/file/d/10L2atdqUxvwtVkJLo96jOGazRinSJg-mC/view?usp=sharing>
- Motion to Approve: A. Galati
 - Second: M. Stiles
 - Approved: All

5 - Agenda

- A. Gala Information - Susan Peterson
 - a. February 24, 2024

- b. Monies raised will go towards student technology labs and teacher compensation.
- B. Board Election Time Frame
- a. Board Roster Link:
<https://docs.google.com/spreadsheets/d/13SH1Z37GkYKuKEbGSXg1SAHmQ-dw5fh/edit?usp=sharing&ouid=109090201514653087722&rtpof=true&sd=true>
 - b. Link: [Board Election Update - 2023-2024](#)
- C. Board Calendar Draft - 2024-2025 and 2025-2026
- a. Link: [Calendar 24-25 and 25-26 Cover Summary](#)
 - b. Link: [Calendar 24-25 Overview](#)
 - c. Link: [Proposed Calendar 2024-2025](#)
 - d. Link: [Calendar 25-26 Overview](#)
 - e. Link: [Proposed Calendar 2025-2026](#)
- D. Plans for Hiring Communication/Marketing Director and Development Director
- a. Link: https://drive.google.com/file/d/10e1_pwsZY-nkcN9TpgltSTm5Sxgvsb5K/view?usp=sharing
- E. Succession Planning
- a. Link: [Jan. 5, 2024 Minutes](#)
 - b. Link: [Board Meeting Process](#)
 - c. Link: [Board Election Procedures](#)
 - d. Link: [Succession Plan Communication to Employees](#)
 - e. Link: [Pros and Cons of Hiring a Search Agency](#)
 - i. Board members discussed pros and cons of using a search firm.
 - f. The Executive Board has viewed the upcoming board effectiveness survey created by Scott Morrell. Look for the survey in late January.
 - g. Scott Morrell will be at the next meeting, Feb. 6.

Adjournment: - 7:34 PM

- Motion to adjourn: A. Galati
- Second: M. Stiles
- Approved: All

Respectfully Submitted by A Galati, St. Croix Preparatory Academy Board Clerk

2024-2025 School Calendar

MN Statute

120A.41 LENGTH OF SCHOOL YEAR; HOURS OF INSTRUCTION.

A school board's annual school calendar must include at least 425 hours of instruction for a kindergarten student without a disability, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. The school calendar for a prekindergarten student under section [124D.151](#), if offered by the district, must include at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the commissioner under section [124D.126](#).

Overview of St. Croix Prep Schedule and Minutes Requirements of MN Statute 120A.41

	Minutes/Day	# of days	Hours/Year	MN Statute	Hour Difference	Day Difference
Upper School (9-12)	360	170	1020.0	1020	0.0	0.00
Middle School (7-8)	360	170	1020.0	1020	0.0	0.00
Middle School (5-6)	360	170	1020.0	935	85.0	14.17
Lower School (1-4)	360	164	984	935	49.0	8.17
Lower School (K)	360	164	984	850	134.0	22.33

Days Comparison with 2023-24 and 2024-25 School Year Calendars

	2023-24	2024-25
Lower School Student Days (Yellow - Orange)	166	164
Middle & Upper School Student Days (Yellow)	172	170
Returning Staff Days (Purple + Yellow)	186	185
New Staff Days (Pink + Purple + Yellow)	191	189
No School Offices Closed (Red)	20	21
No School (Blue)	9	8
No School (Purple)	14	16
New Teacher Workshop (Pink)	5	4



July 1-5	Holiday
Aug 12-15	New Teachers Workshop
Aug 19-23	PD Day
Aug 26	First Day of School (Grades 5-12)
Aug 26-29	Prep for Success Conferences K-4
Aug 30	Teacher Non-Duty Day
Sept 2	Holiday
Sept 3	First Day of School (Grades K-4)
Sept 30	PD Day
Oct 16	PD Day
Oct 17	MN Classical Conference
Oct 18	Teacher Non-Duty Day
Oct 31	End of Quarter 1
Nov 1	PD/Grading Day
Nov 14	LS/MS/US PM Conferences
Nov 15	LS Conferences
Nov 27	PD Day
Nov 28-29	Holiday
Dec 23-Jan 3	Holiday
Jan 16	End of Quarter 2/Semester 1
Jan 17	PD/Grading Day
Jan 20	PD Day
Jan 31	LS Conferences
Feb 17	PD Day
Mar 20	End of Quarter 3
Mar 21	PD/Grading Day
Mar 24-28	Spring Break - Teacher Non-Duty
Mar 31	PD Day
April 18	Teacher Non-Duty Day
May 26	Holiday
June 3	Last Day of School/ End of Semester 2
June 4	PD/Grading Day
June 6	Graduation
June 19	Holiday
June 30	Holiday

July 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

T0/S0

August 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T9/S4

September 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T20/S19

October 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31*	

T21/S20

November 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T19/S17

December 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

T15/S15

January 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16*	17
20	21	22	23	24
27	28	29	30	31

T20/S18

February 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

T20/S19

March 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20*	21
24	25	26	27	28
31				

T16/S14

April 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

T21/S21

May 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T21/S21

June 2025				
M	T	W	Th	F
2	3*	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

T3/S2

School Day	No School Day for LS Only
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Teacher Training	
Non-Duty	No School Day/ No Students Day/ OFFICES CLOSED
PD Day	
Holiday	

Quarter 1 = 43	Quarter 2 = 41	Semester 1 = 84	Quarter 3 = 42	Quarter 4 = 44	Semester 2 = 86
5		189 New Staff Days	185 Returning Staff Days	170 MS/US Student Days	164 LS Student Days

Office of the Revisor of Statutes

2018 Minnesota Statutes

Authenticate  PDF**120A.414 E-LEARNING DAYS.**

Subdivision 1. **Days.** "E-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section [120A.41](#).

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under chapter 125A.

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

Subd. 4. **Daily notice.** On an e-learning day declared by the school, a school district or charter school must notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.

History: [1Sp2017 c. 5 art 1 s 2](#)

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2025-2026 School Calendar

MN Statute

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Middle School (7-8)	360	170	1020.0	1020	0.0	0.00
Middle School (5-6)	360	170	1020.0	935	85.0	14.17
Lower School (1-4)	360	163	978	935	43.0	7.17
Lower School (K)	360	163	978	850	128.0	21.33

Days Comparison with 2024-25 and 2025-26 School Year Calendars

	2024-25	2025-26
Lower School Student Days (Yellow - Orange)	164	163
Middle & Upper School Student Days (Yellow)	170	170
Returning Staff Days (Purple + Yellow)	185	184
New Staff Days (Pink + Purple + Yellow)	189	188
No School Offices Closed (Red)	21	20
No School (Blue)	8	8
No School (Purple)	16	15
New Teacher Workshop (Pink)	4	4



st.croixprep 2025-2026 Calendar

Draft Date: 01/11/24
Board Approved: TBD

July 1-4	Holiday
Aug 4-7	New Teachers Workshop
Aug 11-15	PD Day
Aug 18	First Day of School (Grades 5-12)
Aug 18-22	Prep for Success Conferences K-4
Aug 25	First Day of School (Grades K-4)
Aug 29	Teacher Non-Duty Day
Sept 1	Holiday
Sept 22	PD Day
Oct 15	End of Quarter 1
Oct 16	MN Classical Conference
Oct 16	PD Day
Oct 16-17	Teacher Non-Duty Day
Oct 20	Teacher Non-Duty Day
Oct 21	PD/Grading Day
Nov 6	LS/MS/US PM Conferences
Nov 7	LS Conferences
Nov 26	PD Day
Nov 27-28	Holiday
Dec 19	End of Quarter 2/Semester 1
Dec 22-Jan 1	Holiday
Jan 2	Grading Day
Jan 5	PD Day
Jan 19	PD Day
Jan 23	LS Conferences
Feb 16	PD Day
Mar 12	End of Quarter 3
Mar 13	PD/Grading Day
Mar 16-20	Spring Break - Teacher Non-Duty
April 3	Teacher Non-Duty Day
May 22	Last Day of School/ End of Semester 2
May 25	Holiday
May 26	PD/Grading Day
May 29	Graduation
June 19	Holiday
June 29-30	Holiday

July 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

T0/S0

August 2025				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

T14/S9

September 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

T21/S20

October 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15*	16	17
20	21	22	23	24
27	28	29	30	31

T21/S19

November 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

T18/S17

December 2025				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19*
22	23	24	25	26
29	30	31		

T15/S15

January 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

T20/S18

February 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

T20/S19

March 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12*	13
16	17	18	19	20
23	24	25	26	27
30	31			

T17/S16

April 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

T21/S21

May 2026				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22*
25	26	27	28	29

T17/S16

June 2026				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
24	23	24	25	26
29	30			

T0/S0

School Day	No School Day for LS Only
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Teacher Training	
Non-Duty	No School Day/ No Students Day/ OFFICES CLOSED
PD Day	
Holiday	

Quarter 1 = 40	Quarter 2 = 40	Semester 1 = 80	Quarter 3 = 46	Quarter 4 = 44	Semester 2 = 90
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History: [1Sp2017 c. 5 art. 1 s. 2](#)

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

Members Absent: K. Gutierrez

Ex-officio Members Present:

Guests:

Meeting began at 10:36 am

Succession Plan Communication to Divisions. J. Gutierrez discussed his communication to each of the divisions. His emphasis was on previously implemented succession plans, composition of the committee, work that has been completed, and the future decisions facing the board and committee. J. Gutierrez emphasized the importance of protecting the culture and the need to protect the learning environment from controversial political/societal issues.

Recap of the January Board Meeting. Discussed conversation at the last board meeting and how to prepare for the search firm discussion and decision at the February 6 board meeting. Discussed HR, Rebar, Succession Planning Committee, and Minnesota School Board Association (MSBA) – their potential involvement, specific tasks, potential costs, capacity, advantages of each, etc. C. Olson, through the contributions of others, will create a matrix noting these items and the potential of proposing hybrid solutions (e.g. combination of HR, MSBA, and Rebar).

Specific Comment Related to a Search Firm. This would likely require the issuance of an RFI, identification of recipients, hosting questions, evaluating responses, establishing a rubric for the evaluation and timeframe for board approval. This would add at least three (3) months to the process.

Request Meeting with Alison Sherman, Board Chair ISD 834. Alison works at St. Croix Prep, so we will set up a meeting for discussion, feedback on our process, etc. Stillwater has recently gone through a superintendent selection process.

Board Evaluation from Rebar Leadership. This will be sent to the board members sometime during the week of January 29.

Change Management Training. Discussed this, noting that the training may be most appropriate for the board and school leadership. It is unsure whether this would be necessary or beneficial to faculty, educational assistants, etc. We will discuss this with Rebar Leadership. J. Gutierrez to connect with Rebar Leadership.

MSBA Workshop (\$1,300). There was discussion as to whether this was a good investment for our board. N. Donnay will send the Sartell video link to board members, along with appropriate questions – then the board can determine whether additional information would be obtained through hosting the workshop.

Committee Membership. Discussed having principals/directors on the committee as they would have insight into how the process and potential candidates would be perceived by the educational leadership. T. Smith will a note asking for participation of those who are not interested in applying for the Executive Director position.

Future Feedback from Authorizer and Legal Counsel. Future feedback from the authorizer (Friends of Education) and legal counsel may provide insight into additional characteristics of a future leader. We will schedule this in the future.

Miscellaneous. Determined the need for the Board to improve on the 360 review process for the Executive Director. This will assist with the on-boarding and success of a new school leader.

Next Committee Meeting. The next committee meeting will be Thursday, February 1 at 9:30 am.

The meeting ended at 11:40 am

Submitted by J. Gutierrez, St. Croix Preparatory Academy

Succession Planning Committee Board Summary February 6, 2024

The Succession Planning Committee (SCP) members include:

- Terri Smith (Human Resources Director and Committee Chair), Nicole Donnay (Teacher Board Member and Vice Chair), Rita Thorson (Teacher Board Member), Terri Gulbransen (Parent Board Member), Jon Gutierrez (Executive Director), Kelly Gutierrez (Executive Director of Finance and Operations), Chad Olson (Technology Director), and Peggy Rosell (Student Support Services Director). We anticipate adding a principal administrative member as well.

Description of work completed:

- At the January 16, 2024 board meeting, engaging a search firm and the allocation of duties related to the Executive Director Search was discussed. To support the board with Executive Director (ED) Search, the SPC has developed an “*Executive Director Search Process – Task and Duties*” matrix (attached) to outline the process along with recommendations for ownership of the steps outlined. Please note: This is a working document and will continue to be updated as the process evolves.

As the matrix was developed, the SPC has developed the following recommendations:

- Regarding engaging a search firm, the SPC does not recommend this avenue currently. The primary reason being that the ROI does not support this option. However, we do recommend engaging with MN School Board Association (MSBA) for the highlighted items detailed on the matrix for a max expenditure of \$2,500.
- Transition SPC members to the ED Interview Committee (IC) through the first interview phase. This transition will ensure process continuity and create process efficiencies. The current SPC composition provides representation of community, teacher and parent board members, as well as school administrative members. In addition, all board members will be part of the second interview phase. The SPC believes this continuity will presents a stronger process to ED candidates.
- Regarding the allocation of duties, we recommend utilizing a hybrid approach of engaging with MSBA with the SPC taking ownership of most of the tasks/duties as highlighted on the matrix. We do not see a need at this time to expand the scope of work for Rebar.

ACTIONS REQUESTED:

- Agree with recommendations for search process.
- Agree with SPC transition to ED Interview Committee.
- Allocate \$10,000 in FY25 for ED Search (\$2,500 max to engage MSBA, \$7,500 as a contingency).



Search Firm	MSBA	MSBA	REBAR	SPC	IC	Board
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Approximate: **\$50,000 - \$100,000** **\$2,500** **\$9,900**

FY 25 RECOMMENDATION:		\$2,500 max		\$7500		
Planning						
ED Position Study				Commission a committee to study the executive director position. ✓	Time study in progress ✓	
Search Timeline	Maybe	Conduct an initial planning meeting with the Board of Directors to establish the search timeline,	Conduct an initial planning meeting with the Board of Directors to establish the search timeline,	Identify timelines for search. ✓	Identify timelines for search. ✓	
Determine Hiring Criteria		Discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.	Discuss hiring criteria and stakeholder involvement, identify the district's position in the marketplace, determine advertising venues, and finalize all processes and procedures for conducting the search.			
Stakeholder Input			Collect stakeholder input through an online qualifications and quantitative data survey (in multiple languages, if requested). Results will be summarized for the Board of Directors by MSBA.	October Retreat, Staff and Parent Focus Groups ✓	October Retreat, Staff and Parent Focus Groups ✓	
Online Q&A for Staff/Community			Host an online informational Q&A with MSBA session for staff and community members regarding the Executive Director search process, and provide the recording for placement on the District's website.		Ongoing throughout the process	
Communicate Process to Stakeholders					Ongoing throughout the process	
Posting						
Candidate Submission Materials	Yes			Identify candidate submission materials (resume, leadership philosophy statement, prescribed Q: A, etc.)	Identify candidate submission materials (resume, leadership philosophy statement, prescribed Q: A, etc.)	
Vacancy Announcement	Yes	Develop a two-sided color vacancy announcement and post on both statewide and national job sites.	Develop a two-sided color vacancy announcement and post on both statewide and national job sites.		Develop a two-sided color vacancy announcement and post on both statewide and national job sites.	
Posting	Yes	Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.	Directly contact Superintendents, Assistant Superintendents, Service Cooperative Directors, Charter School Directors, Principals, Assistant Principals, and Cabinet members across the state to inform them of the vacancy and application procedures. Also post in Revelus through the national NASS network.		HR (Get list)	
Applications Procedures/Workflow	Yes	Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.	Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.		HR/SPC - Develop all application procedures, handle applicants' calls and correspondence, collect and review applicants' files, and receive applicants' credentials.	
Pre-Interview						
Screen Candidates	Yes	Screen the applicant pool against the Board of Directors's hiring criteria and leadership profile.	Screen the applicant pool against the Board of Directors's hiring criteria and leadership profile.	Screen candidates in applicant pool. Sift through resumes and candidate profile materials received. Decide who to keep and who to exclude in the process	Screen candidates in applicant pool. Sift through resumes and candidate profile materials received. Decide who to keep and who to exclude in the process	
Verify Candidate References	Yes		Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the Board of Directors's hiring criteria as determined by MSBA's screening team.		Conduct preliminary verification of references and pre-interviews and vetting of applicants who best meet the Board of Directors's hiring criteria as determined by SPC	
Board Training			Conduct a meeting with the Board of Directors for purposes of interview training,		View Sartell Training ✓	
Interview Questions/Schedule			Developing interview questions, and clarifying interview schedules. **		SPC in coordination with Administration, developing interview questions, and clarifying interview schedules. **	
Board - Present Finalists for Interviews	Make Recommendation		Conduct a meeting with the Board of Directors for purposes of presenting candidate recommendations so the Board of Directors can select finalists for interviews, and clarifying remaining steps of the search process. **		SPC - Conduct a meeting with the Board of Directors for purposes of presenting candidate recommendations so the Board of Directors can select finalists for interviews, and clarifying remaining steps of the search process. **	



Search Firm	MSBA	MSBA	Rebar	SPC	IC	Board
Approximate: \$50,000 - \$100,000	\$2,500	\$9,900				

FY 25 RECCOMENDATION:

\$2,500 max

\$7500

1st Interview (IC - closed)						
1st Interview Invitation			Coordinate with finalists and be present during the first and second rounds of interviews. *	Invite candidates for first round interview.		Invite candidates for first round interview.
1st Interview Set-up				Set up interviews (virtual/ onsite).		Set up interviews (virtual/ onsite).
1st Interview Logistics				Act on all first-round interview logistics. Dates, times, transportation needs, meals, interview reserved rooms, interview SCPA participants, interview questions, recording interviews.		Act on all first-round interview logistics. Dates, times, transportation needs, meals, interview reserved rooms, interview SCPA participants, interview questions, recording interviews.
1st INTERVIEW			Coordinate with finalists and be present during the first and second rounds of interviews. *			
1st Interview Candidate Follow-up				Follow up with each candidate on their experience and further questions or concerns.		Follow up with each candidate on their experience and further questions or concerns.
1st Interview stakeholders Follow-up				Follow up with SCPA stakeholders on their experience with the candidates that interviewed, and further questions or concerns about each candidate.		Follow up with SCPA stakeholders on their experience with the candidates that interviewed, and further questions or concerns about each candidate.
Background Screening				Facilitate background screening. (Out-source to screening agency such as Orange Tree Employment Screening or similar competent agency.)		Facilitate background screening by "Trusted Employees" screening company
1st Round Comparison Matrix				Design matrix for comparing first round candidates' interviews.		Design matrix for comparing first round candidates' interviews.
Narrow Pool				Narrow pool for second round interviews.		Narrow pool for second round interviews.
Recommendation to Board						Interview Committee
2nd Interview with Board - Open Meeting						
Finalist Press Release			Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.			Prepare a communications piece for the district to send to the media, school district staff, and community that includes the names of the finalists who will be interviewed.
"Meet the Candidates" Public Gathering			Facilitate Audience Input Forums with finalists in conjunction with the second round of interviews, if requested. *	Conduct open forum teachers, parents, alum.		Conduct "Town Hall" forum with teachers, parents, alum.
2nd Interview				Schedule and conduct second round interviews.		Schedule and conduct second round interviews.
Gather Open Forum Feedback				Gather open forum feedback.		Gather open forum feedback.
Hiring						
Recommendation to Board				Succession Committee makes recommendation to Board.		Interview Committee makes recommendation to Board.
Board - Decide Finalist				Board discusses, debates, and decides on finalist.		Board discusses, debates, and decides on finalist.
Offer Letter				Offer letter is made to finalist.		Offer letter is made to finalist.
Negotiations				Finalist negotiations.		Finalist negotiations.
Acceptance				Candidate acceptance.		Candidate acceptance.
Communication of New ED			Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new Executive Director.			Prepare a communications piece for the district to send to the media, school district staff, and community introducing the new Executive Director.
Post-Hiring						
Develop Transition Plan for ED			Assist in developing a transition plan for the new Executive Director.		Assist in developing a transition plan for the new Executive Director. - TBD	
Visitation of new ED			Visit the new Executive Director during their first year of employment. (in-district meetings, if possible.)		Visit the new Executive Director during their first year of employment. (in-district meetings, if possible.)	
Board Training - Goals for ED			Facilitate a post-hiring workshop to develop goals and/or expectations for the Board of Directors and Executive Director after the new Executive Director begins work in the school district. (virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting)		Facilitate a post-hiring workshop to develop goals and/or expectations for the Board of Directors and Executive Director after the new Executive Director begins work in the school district. (virtual meetings; however, at the Board's request in-district meetings may be substituted for an additional \$300 per meeting)	