



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

Members Absent: B. Hajlo,

Ex-officio Members Present:

Guests:

Meeting began at 8:35 am

MSBA Update:

- Amy from MSBA will send out a survey in August/September to the Board and Administration. The survey uses 26 topics and narrows down those topics to the top 6 to use to help guide the ED search criteria.
- Information gathered from our work with Rebar Leadership to the search criteria as well.
- SPC will be meeting with MSBA on October 7th to review the results of the survey

Hiring Criteria and Job Description: Discussion around the timeline included:

- Committee members reached out to charter, comparable, and neighboring schools regarding their hiring criteria and job descriptions for their executive director. Two or three matrices will be created that will compare compensation, agreements/contracts, and job description structure for comparison.
- Administration representation described that their change cycle and change response may be different in comparison to the board's change cycle/top change needs. In response Jon will meet with the administration team and request a list be made to reflect the following items: norms, "classical" items, cultural and daily norms that are critically important to the operations. The SPC will use these to help formulate interview questions.
- Practices that Jon does or supports due to being a founder and time at Prep that may get lost in the gap of new ED. Discussion included what is the best way to pass down this information to the new ED, orally or in written form.

Communication: Discussion around the timeline and website included:

- July Board announcement drafted and in BoardBook (reviewed at last meeting)
- Timeline of when the announcement should be sent out to the community. The purpose of the letter is to be informative and one-way communication to the school/stakeholders.

Compensation and Benefits:

- Committee members will review charter, comparable, and neighboring schools' executive director compensation and benefits packages. We will review their findings at the August meeting.

The meeting ended at 9:25 am

Submitted by T. Gulbransen, St. Croix Preparatory Academy