



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

Members Absent: B. Hajlo

Ex-officio Members Present:

Guests: [Scott Morrell](#)- Rebar Leadership (08/28/2024)

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Meeting began at 8:05 am on both dates

### **Rebar Leadership Time Study (08/24/2024 ONLY)**

- On August 28, 2024 Scott from Rebar met virtually with the SPC and reviewed the results of the time study completed by Jon.
- Results of the time study are being used to guide the job description writing process to help identify the essential qualifications, skills and experiences.
- Time Study graph created by Chad attached.
- Scott offered additional training to the board and leadership team on communication during change. Nicole sent out a Doodle survey of dates to do this training.

### **MSBA Update:**

- Amy from MSBA sent out a survey 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
- No new updates from the August meeting, waiting on results from the survey.

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

- Work on the draft job description continues by a sub-group and will be presented in October at the retreat.

### **Interview Process:** Discussion around Interview timeline and process included:

- Retreat activity discussed where members of the board and leadership will provide feedback on potential interview questions, large group and small group activities. Retreat agenda ideas to be discussed by Exec. Committee.
- Pre-reading activities for retreat to be presented to the Exec. Committee.
- Board roles in answering questions from candidates. More work to come on potentially assigning topics of questions to specific board members to be responsible for answering at final interviews (e.g. strategic planning, finances, classical education, etc.).
- For further discussion: Materials to give candidates when invited to interviews and mock interviews for board preparation.

### **Communication:** Discussion around the timeline and website included:

- No new updates

**Compensation and Benefits:**

- A smaller sub-group of Kelly G, Rita T, and Chad O, will continue to analyze the data further to identify a compensation range to be included in the job posting as well as outlining a draft agreement structure to be presented to the board in October.

Both meetings ended around 9:10 am

Submitted by T. Gulbransen, St. Croix Preparatory Academy