



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

Members Absent:

Ex-officio Members Present: B. Hajlo

Guests:

Meeting began at 8:00 am on all dates

MSBA Update:

- Vacancy Brochure feedback from the retreat was completed and brought back to the SPC for editing multiple times.
- 2 Leadership Criteria bullet points were added to the vacancy brochure. Feedback was requested and edits were made.
- Finalized copy will be sent to the board for approval in November.

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

- Job description was presented in October at retreat, feedback offered by leadership and board members.
- Finalized job description will be sent to board for approval in November..

Interview Process: Discussion around Interview timeline and process included:

- Discussion around some follow-up questions that came out of retreat and conversation with MSBA were discussed and answers were prepared. Specifically, Kelly and Jon provided feedback from leadership groups that they felt confused about their role in how their feedback would be represented in the ED interview/selection process. Solution: Bob H. and Terri G. met with all school leadership on October 22, 2024 to discuss concerns further and planned for specific ways leadership would feel more comfortable and heard and participatory during the process.
- SPC wrote 2 application questions, requested feedback, made edits and will be submitted to the board in November.
- Dates for the interview process were discussed. Final dates will be presented to the board in November for approval.

Communication: Discussion around the timeline and website included:

- Timeline was updated multiple times and will be included in the board packet for review in November.

Compensation and Benefits:

- At the November 6, 2024 meeting the salary range was discussed and proposed to be higher by \$10,000.00 moving the range from \$160,000 - \$190,000 to \$160,000 - \$200,000. Reasons for the increase will be identified at the November board meeting.

All meetings ended around 9:10 am

Action Items for the School Board: NEEDS Approval

Item 1: Additional Board Meeting Dates for Interview Process:

- February 4 – Board selects candidates for Round 1 interviews (candidate names become public at this point).
- February 11 & 12 OR February 15 – Board conducts Round 1 interviews and determines who will continue with interview process to Round 2.
- February 18 – Q&A “Meet the Candidate” Community Session(s) with Round 2 candidates led by a moderator to be named with questions submitted and screened in advance. Candidates will be invited to tour the school earlier in the day with a break before their Q&A “Meet the Candidate” Community Session.
- February 19 – Board conducts Round 2 interviews and names final candidate to begin negotiations.
- February 25 – Board approves ED contract.

Item 2: Vacancy Brochure

Attachment included

Compensation Range & Benefits Verbiage Included on Vacancy Brochure

A competitive compensation and benefits package, with a salary range of \$160,000-\$200,000, will be negotiated commensurate with experience and qualifications. Contract length is negotiable as provided in Minnesota statute. Additional benefits available may include Medical / Dental / Vision / Life / Long-term disability insurance / AD&D coverage; Personal / Sick/ Vacation / Bereavement days; Phone allowance; PERA or TRA retirement plans.

Dates Included on Vacancy Brochure

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|---|-----------------------|
| Announce Vacancy | November 25, 2024 |
| Application Deadline | January 20, 2025 |
| Applicant Screening | Jan 22-Feb 4, 2025 |
| First Round Interviews | Feb 18/19 or 22, 2025 |
| Q&A “Meet the Candidate” Community Sessions | February 18, 2025 |
| Second Round Interviews | February 19, 2025 |
| Approve Contract | February 25, 2025 |
| Executive Director Begins Employment | July 1, 2025 |

Item 3: Application Questions

1. Describe your educational philosophy and how it has evolved over time. Include any classical education experiences and how these experiences relate to your educational philosophy.

2. Describe your leadership style. Share an instance where you had to adapt your leadership style. Provide an example and explain the impact this had on your team. What did you learn from this experience?

Item 4: Job Description

Attachment included

Informational Items Only – DO NOT REQUIRE Board Approval:

Updated ED Search Process Working Doc

Attachment Included

Confidentiality Agreement

Attachments Included

Application Process and Requirements from Candidates

Attachment Included

Submitted by T. Gulbransen, St. Croix Preparatory Academy