

Interim Transition TF Meeting #1  
May 12, 21 4:30 pm

Members: Sandi Overson, Jeff Eng and Joell Pundsack

1. Arrange a Chair and Notetaker
2. Compile a list of all the tasks that will need to be completed and a timeline or approximate dates
3. Determine the rest of your meetings, the current goal is to hire the Director the week of June 7 or June 14, although I will know more after the May 17 BOD meeting.
4. I have created a google folder and will share that with all of you so that you can compile all of the documents in one place. Joell, if you have already done this, please let me know and continue to use your folder.
  - a. Obviously as you add documents to the folder, please determine some sort of an organizing system.
  - b. Also, as you create this, think about how it will eventually be transitioned to the permanent Director next spring as well.
  - c. Please consider what confidential documents might have to be shared in the folder and how to deal with that within your group.
  - d. And it may be that the co-Interim Directors have confidential information, like the personnel files, that will need to be transferred to the Interim. So you may have to come up with a list of those documents, and a schedule of how and when they will be transferred to the Interim.
5. After the May 17th BOD meeting, I will have a better idea of what priorities the BOD will have for the Interim, and you will have to collect the documents that address those priorities as well.
6. You should begin to discuss what those first few days at MSA will look like. Who will be there to meet the Interim on the first day and what does their schedule look like for the first couple of days or weeks?
7. Other?

This is a list of possible tasks that I have come up with, please feel free to add or modify these. I know that Joell has a list as well, that I have already shared with you.

Transition TF

Work with Justin for digital document retention

Keys

Planning for reopening next year

Video/surveillance

List of Staff/Consultants and their jobs/skills to go to for help with questions

List of Department Chairs

BOD Introductions

Work with/meet with Assistant Directors

Gather necessary documents for any projects that the Interim is assigned by the BOD

Calendars for BOD, Academics and other Committees

List of all Committees/Task Forces

Access to MDE and other reports

Strategic Plan

Authorizer

Plan first day(s) of their jobs

Explanation of the website and where to find handbooks and other documents there.

What do they need to sign for employment? Such as contract, retirement, benefits?

What do they need to sign for legal reasons as the School Director? Such as bonds, bank account, credit cards, lawyer...