

Search Committee #7 Minutes
9.9.21 at 5pm
Room 5C

Members: Lisa A, Jennifer L, Heather K, Joell P, ~~Jennifer B, Jeff E~~

1. Update from Hiring TF (Jennifer L)
 - i. Liaison reports
 - ii. Waiting for the Values Survey
 - iii. Working on Day at MSA Structure and trying to pick a date in February
2. Update from the Values Clarification TF (Heather K)
 - i. Finished survey and went out to families today
 - ii. Should also be in the announcements and on the website
 - iii. Staff needs theirs
 - iv. Emily has the one ready for advisory for students
 - v. Hopefully teachers/staff can do theirs during advisory as well
 - vi. Results due the 14th
 - vii. Meeting the 15th
 - viii. What are the most important values? Lot of discussion about how many questions to include, but we wanted to focus it on the MVV
 - ix. Lisa will go to the Values TF meeting to help coordinate the information between the two TFs.
3. Update from the Transition TF (Joell)
 - i. Will meet in October
 - ii. _____ will probably be the new teacher (Sandi volunteered, but someone wrote a comment without their name on the document.)
 - iii. Need to check in with Interim to utilize the list from the Interim Transition TF
 - iv. How to weigh the professionalism of the new Director making their own decisions and sharing the institutional knowledge and the ability for the new person to say no - Lisa will join this meeting and the Interim will be invited as well.
 - v. This TF also has a role in welcoming the new Director as well. It is not to limit access but to spread out access.
 - vi. There is a belief that because people went straight to the Interim, instead of following the schedule that the Transition TF made, it could have been more streamlined than what happened.
 - vii. We should send the schedule to the BOD to be approved and then to the public.
 - viii. How can the current director set the stage for engagement and set the expectations for access and what is needed?
 - ix. Although the transition can start earlier than the school year, any earlier days to shadow or to meet with other groups should be stipulated in the contract.

- x. How can we provide information about what each office staff is responsible for, so the new director knows right away?
 - 1. We could add the updated job descriptions with highlighted tasks.
 - xi. What role will the Executive Administrative Assistant play in the transition? Unsure if it will be a permanent position or not? Would they be a part of the TF? Maybe we should invite them? Should it be voluntary or not?
4. For the October 18 BOD Meeting (Lisa)
5. Salary Schedule
- i. Industry standard is 7% which is the current salary
 - ii. We have no system for administrative salaries.
 - iii. Other local districts: It was dependent on the position and some steps and lanes.
 - iv. There were some questions about how to ensure that the Executive Director makes more than the Assistant Directors.
 - 1. Sometimes people don't get raises because they are beyond their raise potential because of the level of work, like whether this is their first year, or their second year.
 - 2. Part of the Interim's job is to ensure that some of the processes are in place, so next year, there will be less responsibility for the assistant directors.
 - 3. The BOD may need to have a conversation with the Assistant Directors about their salaries if they don't fit the range.
 - v. How much will the salary attract or detract candidates?
 - 1. We had candidates for the interim
 - 2. We have been the best school in the state for the last 3 years.
 - vi. How does the stability of the organization play into the decision?
 - vii. What salary can we sustain?
 - viii. How to balance the idea of a small school? When we compare ourselves to the other MACS schools of 501+, we are much smaller than many of them and have a much smaller salary budget. So comparing our salaries to Nova, St. Croix Prep or Hmong Academy is not an accurate assessment. They have 1000 and 2000+ students.
 - ix. How to balance the idea of a charter school with local public schools? Most of the MSA staff does not make what regular public school staff members make. There are really only two people who make a comparable salary. So we need to keep this in mind and not be top heavy.
 - x. The BOD needs to have a range, vote on it, and then stick to it.
 - xi. The teacher schedule is year by year, do we want that or a range of 2, 4 or 5 years?
 - 1. 5 years range
 - xii. Do we want years of experience to include all educational experiences, or only administrative experience?

1. Organizational skills are super important to this job, but it would be hard to measure that. This is where there could possibly be flexibility in allowing the new hire to move up.
 2. Only administrative experience should count
 - xiii. What salary should we start with?
 1. Build it around the current salary
 - xiv. How much should each step and lane change? \$1000
 - xv. Does the Executive Director have to be the highest paid person at the school? Yes
 - xvi. Should there just be a limit of how much the BOD can offer the candidate? Yes
 - xvii. After that, should they get a COLA increase or should the BOD just determine the raise every year during the review process? They should not get a COLA raise because no other group gets a COLA raise. There could be negotiations every 2 years, just like all staff members and not just offer raises. But the point is that everyone knows what the salary will be.
 - xviii. The increase this year for the admin was 1 or 2 support staff that we could have used.
 - xix. Decision
 1. Put the current number in the middle. Put three steps on each side, each of which are \$1000. These are based on Administrative experience and degrees.
 2. This would put us in the MACs range.
 3. For the assistants... Put them on the high range because of their years of experience and their degrees.
 4. This has to be approved by the BOD and followed when the offer is given.
 5. Sometimes staff have not accepted an offer, especially at a charter school, because pay is lower than the local regular public schools.
6. Contract with PTO and Benefits
- i. The Interim Director is working on updating all contract language for the October BOD meeting, so our language will be based on that.
 - ii. Number of PTO Days?
 1. Local district administrators get 15 days, plus Federal holidays, but they can carry them over up to a certain number of days.
 2. Decision:
 - a. 20 days
 - b. No 3/4 time
 3. Side note: It might be that at MSA, that 9 month office staff get 20 days, and 12 month only get 20 days too? So that should be fixed if it is true.
 - iii. Educational Allowance

1. \$4000 a year
2. \$1000 a quarter, Staff get \$1000 a year
3. Their license is already required, so they shouldn't need too much.
But further education should help MSA

7. Budget (Lisa)

- A. \$1500 Advertising Budget
- B. \$100 Hospitality Room for Day at MSA and BOD Interview for final applicants
- C. \$350 Two days sub coverage for Chair of the Search Committee (1 day before the Day at MSA and the actual Day at MSA)
- D. One additional day of sub coverage for miscellaneous coverage in case other teachers need to work at the Day at MSA.
- E. Video stipend? Need more information

8. Next Meeting at 5pm in room 5C

- A. Lisa will coordinate for either Oct. 4th or 6th