

## Board Committee Meeting Minutes

Committee Name	Date	Start Time	Location
Executive Committee	2/24/2026	4:30pm	Conference Room 1

Members Present	Members Absent
Matheu W, Stacey R, Patty B, Eldred B, Myla J, Mike R, Melanie S.	N/A

### Minutes

#### 1. Search Companies

- MSBA – IQS recommended, use preexisting pool, costing \$7900 + further cost
- DSG – deeper vetting, will help with the transition, costing \$65,000
- Scion – Similar to DSG, help with transition plan, costing \$45,000

Executive team committee discussed and found MSBA to be most affordable and agree to recommended to the board to aid transition.

#### 2. Committee Cadence

- Need to plan and develop a search team
- 6-8 members ideal, no more than 10. Myla and Eldred would like to join.
- Will meet weekly after school on Tuesdays.
- Schedule must be published and sent to Julie, as well as meeting on site
- Search committee currently consists of Stacey, Patty, Mila, Eldred, Matt, and Em.

#### 3. Working Agreements

- Discussion over the process behind agreements
- Usually collaborated amongst the admin team, with Q comp information being brought in. Sometimes test scores are also looked at.
- Goal for sending out agreements is before Spring Break, however this was not the timeline followed the last year.

#### 4. Hiring

- Creating the interview panel for this process
- Currently admin are in each interview, Q-comp, and a teacher from the same grade level
- Challenge: summer staff availability

- Typically 5 or so persons per interview panel
  - Must be the same group throughout the process from beginning to end
  - Survey will be sent to inquire about summer availability amongst staff for interview panels over the summer
5. Transition Book
- 10 – 13 chapters created to gather information to aid for transition of new executive director
  - Chapters include information about personnel, processes, and process owners
  - There will be some gaps based on the amount of knowledge asked, Mr. Reeder will add in any contact information on questions he cannot answer directly
6. SPED Setup
- Deena and admin have been involved in creating outline for new SPED structure for next year
  - The structure outline will be nailed down by late spring
  - There are some thoughts to do away with a 1.0 FTE coordinator in leu of another SPED position that is part case mgmt., school psych, behavior, and some coordination.
  - All roles would report to this person; however they may not have the admin title.
7. Summer Hours
- We need office / administrative support in the office this summer
  - Teachers are 180 days, Admin (non-principal) are 210, and Principal is 225.
  - There will need to be some shifting in order to meet summer demand.
  - Discussion over adding 15 days to middle school dean contract
  - Discussion continued over any pay increase that may cost or title change
  - Discussion around pro-rating pay to increase working agreement days for middle school dean
  - Elementary school dean will let the executive committee know of their availability for working agreement changes shortly

**Action Items**

Action Item	Responsible Party	Due Date
Summer Interview Availability survey	Admin	Next few months

**Adjournment Time 6:32pm**