

INDEPENDENT SCHOOL DISTRICT NO. 283

December 19, 2023, at 6:30 PM

Special Board Meeting

Superintendent Search: Planning Meeting with Minnesota School Boards Association (MSBA)

MINUTES

The special meeting of the School Board of Independent School District No. 283 of St. Louis Park, Hennepin County, Minnesota, convened at 6:55 p.m. on Tuesday, December 19, 2023, in the Central Community Center - District Office, 6300 Walker Street, Room 21, St. Louis Park, MN 55416. Present: Anne Casey, Colin Cox, Virginia Mancini, Sarah Davis, Abdihakim Ibrahim. Heather Wilsey and Ken Morrison were absent. Also present were Barb Dorn and John Ward from Minnesota Schools Boards Association (MSBA) and members of the Cabinet.

CALL TO ORDER

Board Chair Anne Casey called the special meeting to order at 6:53 p.m. at the Central Community Center - District Office.

APPROVAL OF AGENDA

The special board meeting agenda was presented for approval. *Motion by Mancini, seconded by Cox, to approve the meeting agenda. All in favor. Motion carried unanimously.*

DISCUSSION ITEMS

Barb Dorn and John Ward from MSBA presented the Superintendent Search: Planning Meeting with Minnesota School Boards Association (MSBA).

Barb Dorn, MSBA, opened with a reminder that all meetings regarding the superintendent search are subject to the open meeting law and that the search process is owned by the School Board and MSBA serves as support to the School Board. The MSBA team reviewed all elements of the superintendent search including the search timeline (survey, application, applicant review, candidate selection and interview); dates for special School Board meetings dedicated to the superintendent search process; and employment contract development, review, and approval.

The School Board discussed the development of the employment contract using a School Board subcommittee and the negotiation of the employment contract using one designee from the School Board. In addition, the School Board discussed the vacancy brochure including draft language regarding school district highlights, leadership profile, community highlights, superintendent qualifications and salary language.

MSBA will meet with members of the cabinet and leadership of bargaining units to share information, to answer questions about the search process, and to encourage people to complete the superintendent search survey.

The School Board discussed the Superintendent Search Qualification Survey including the title or role and race and ethnicity identification of survey participants. The School Board also discussed the types of questions included in the survey and the languages used for the survey (English, Somali, Spanish).

Stakeholder input - the idea of focus groups and/or listening sessions; these are not part of MSBA's base fee (optional, as every district is different). One thing learned from the pandemic when people couldn't go to focus groups, the transparency and response rate of online surveys went up. Instead of focus groups is to have multilingual survey groups. Go into communities that speak spanish and somali, through the cultural liaisons, to explain the role of the superintendent and also help people fill out the survey whether in spanish, somali or english. Concern expressed about reaching people in the community with disabilities. Engaging students and educating them about the superintendent search and encouraging them to complete the survey. One suggestion was creating a short video to show to groups of students. MSBA does have a fee to conduct group sessions, which is \$1,395 per day or \$300 per group.

The School Board identified the role of the current interim superintendent as a supportive ambassador to people who reach out about the position. The School Board spokesperson will be the School Board chair. Key in-district contacts include the communications team, the director of human resources, and the executive assistant to the superintendent.

The School Board discussed the idea of focus groups, listening sessions and multilingual stakeholder outreach for the purpose of survey completion. The School Board provided direction on multilingual stakeholder outreach and student engagement. Based on this direction, MSBA will revise their contract. The District will be invoiced after the search is completed and a signed contract with a superintendent is in place. Lastly, the School Board discussion priority screening questions for the district application.

ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 9:20 p.m.

Submitted by
Barb Mumm,
Temporary Executive Assistant to the Board

Signed: Chair _____ Vice Chair _____

Date _____ Date _____