

## **Executive Committee Meeting**

Tuesday, June 4, 2024 3:15 PM

Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**

2. **Meeting Minutes Review**

3. **Board Summer Retreat - Dates and Content**

3.A. Dave Webb Homerun Leadership:  
[www.homerunleadership.com](http://www.homerunleadership.com)

4. **2024-2025 Board and Committee Meeting Schedule**

5. **Strategic Plan**

6. **Adjourn**



# Minutes of Executive Committee Meeting

## Minnesota State Academies Board

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A Executive Committee Meeting of the Minnesota State Academies Board was held Monday, January 22, 2024, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Superintendent Wilding, Oluwagbenga Ogungbe, Jamers Speier, Katie Wangberg.

### **1. Call to Order**

The meeting was called to order at 3:15 pm.

### **2. Meeting Minutes Review**

No concerns.

### **3. Virtual Town Hall**

February 5 seems to be the best date for the virtual town hall. Chair Wangberg has worked with Kim Barron on developing a similar flyer from the November town hall, and will re-use her ASL video. The meeting will be open to everyone, but the main purpose for the town hall is to give those who could not make it to the November in-person town hall. Therefore, priority will be given to those who did not have the opportunity to comment at the town hall meeting last November. We do not know yet how many people will attend. We may find someone to assist Kim Barron with notetaking.

### **4. Strategic Plan Process**

Superintendent Wilding has done some research on potential firms for the strategic planning process. However, he attended a presentation from a school who did it in-house. Firms are quite expensive, and they are busy, which means they may not be available for several months. Since the community members have expressed an interest in being more involved in decision making, doing the strategic plan in-house may offer this opportunity for participation.

Jamers Speier asked Superintendent Wilding to draft a plan on how MSA would organize and proceed with this in-house project. Chair Wangberg and Oluwagbenga Ogungbe agreed that this approach would be cost-effective, and would be a wonderful engagement opportunity for the community. Supt. Wilding will bring a draft to be considered by the full board.

Superintendent Wilding said we could also use the CEASD accreditation recommendations, along with the upcoming Cognia accreditation feedback, as well as the feedback from the last Strategic Plan cycle in determining priority areas.

Oluwagbenga shared that he just started a new position in the risk management field. He asked whether MSA could look into creating some sort of "tenure" for the

superintendent position, and make it clear on whether the superintendent is a contracted position or state employee (state administrator vs. superintendent). Superintendent Wilding will share the language for his position within the managerial plan. There is no tenure, but Superintendent Wilding is an “at-will” employee with certain expectations under the managerial plan. This needs to be clearly defined, as this question has been brought up about MSA superintendents in the past.

## **5. Adjourn**

The meeting adjourned at 3:37 pm.

## Board Meetings/Board Committee Meetings for July 2024-June 2025

*Draft for consideration*

### 1) Board retreats –

- **1 Retreat:** Week of August 5 or week of August 12 (sports camp)

### 2) Board meetings –

10 meetings

**Agenda:** Chair of the Board and Superintendent

**Minutes:** Superintendent's Executive Aide

On Wednesdays of selected months (9 a.m. to 11 a.m. or 6 p.m. to 8 p.m.)

- August (immediately following retreat)
- September 18 - 6:00 p.m.
- October 9 – 6:00 p.m.
- November 13 – 6:00 p.m.
- December 11 – 9:00 a.m.
- February 12 - 9:00 a.m.
- March 12 – 9:00 a.m.
- April 16 - 6:00 p.m.
- May 14 – 6:00 p.m. (Superintendent Evaluation)
- June 25 – 6:00 p.m. (Organizational Meeting/Election of Officers)

### 3) Site Council Meetings –

9 meetings each campus (18 meetings in total)

**Membership:** Defined in each Site Council's bylaws

**Chairs:** As elected for each Site Council

**Agenda:** Directors and Chairs of Site Councils

**Minutes:** Director's Administrative Assistant

Wednesday/Thursday of 1<sup>st</sup> full week (M-F) of each month - 2:00 to 4:00 p.m.

- Joint Site Council – September 11 (election of officers for 2024-2025)
- MSAD – October 2
- MSAB – October 3
- MSAD – November 6
- MSAB – November 7
- MSAD – December 4
- MSAB – December 5
- Joint Site Council - January 8
- MSAD – February 5
- MSAB – February 6
- MSAD – March 5
- MSAB – March 6
- MSAD – April 9
- MSAB – April 10

- MSAD – May 7 (election of officers for 2025-2026)
- MSAB – May 8 (election of officers for 2025-2026)

**4) Executive Committee Meetings –**

5 meetings (and special meetings as needed throughout the year)

**Membership:** Chair, Vice-Chair, Officer of Business Affairs, and Superintendent

**Chair:** Chair of the Board

**Agenda:** Chair of the Board and Superintendent

**Minutes:** Superintendent's Executive Aide

Selected Dates – 3:00 to 4:00 pm.

- Prior to August Retreat
  - October 8
  - January 14
  - March 18
  - June 10 (Plan for Summer Retreat, Meeting schedule, etc.)

**5) Finance Committee Meetings –**

4 meetings (and special meetings as needed throughout the year)

**Membership:** Director of Fiscal Services, Officer of Business Affairs, one board member representing Business, Administrative, or Financial Expertise, Superintendent, at least one MSA Administrator

\*Financial reports will continue to be sent for every board meeting.

**Chair:** Director of Fiscal Services

**Agenda:** Director of Fiscal Services and Officer of Business Affairs

**Minutes:** MSA Administrator's Administrative Assistant

Selected Dates – 3:00 to 4:00 pm

- September 23
- January 13
- April 7
- June 16 – (Final review of 2025-2026 budget for Board approval)

**6) Policy Committee Meetings –**

10 meetings

**Membership:** Two Board Members; Superintendent; Director of Human Resources; At least one MSA Administrator

**Chair:** Superintendent

**Agenda:** Superintendent, Director of Human Resources

**Minutes:** MSA Administrator's Administrative Assistant

Selected Dates – 3:00 to 4:00 pm

- August 26
- September 23
- October 28
- November 25
- January 27
- February 24

- March 31
- April 28
- May 19 (Annual policies and student handbook)
- June 9 (if needed)

## 7) School Operations Committee –

4-5 meetings

**Membership (4):** 2 Board Members; Director of Human Resources; Superintendent  
**Ex-Officio Members for personnel needs other than Superintendent Evaluation (5):**  
 MSAB Director; MSAD Director; MSA Director of Student Support Services.

(Two teacher representatives – one from each campus – will be invited to participate in school calendar development)

**Chair:** One of the Board Members

**Agenda:** Chair of the School Operations Committee and Superintendent

**Minutes:** Superintendent's Executive Aide

**Selected Dates – 3:15 to 4:00 pm**

- July TBD – make up from June 2024 (organizational chart and superintendent evaluation)
- December 2 – Review feedback from stakeholders re: school calendar – discuss components of draft calendar.
- January 6 – Review draft calendar and feedback from stakeholders. Recommend changes to draft & determine if additional information is needed.
- January 28 – Finalize calendar draft for board approval; review dates for end-of-year superintendent evaluation.
- June 17 (if needed) – Review changes to organizational chart, if any. Recommendations for final draft for board approval, continued work on superintendent evaluation.