



Independent School District No. 834 – Stillwater Area Public Schools
Oak Park Building, 6355 Osman Avenue North, Stillwater, MN 55082
School Board Special Meeting Minutes - February 28, 2022
Closed Session - 5:00 p.m.
Special Meeting - 5:30 p.m.

- I. **Call to Order:** The meeting was called to order at 5:00 p.m.
- II. **Roll Call:** Present: Alison Sherman, chair, Katie Hockert, vice chair, Beverly Petrie, treasurer, Annie Porbeni, clerk, Pete Kelzenberg, director, Tina Riehle, director

Not present: Vivian Votava, director

Adjourn to Closed Session

The board adjourned to a closed session at 5:01 p.m. Pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), to discuss the purchase or sale of real properties. The properties are identified as: 10158 122nd St N, Hugo, MN 55038 (the former Withrow Elementary School property).

Motion by: Member Sherman to adjourn to closed session; second by: Member Hockert; Vote: 5 ayes, 0 nays, Motion carried.

Director Porbeni joined the meeting at 5:05 p.m.

Closed session adjourned to open meeting at 5:29 p.m.

Reconvened to open the meeting at 5:34 p.m.

- III. **Review Stakeholder input information**
Barb Dorn and John Ward from Minnesota School Board Association (MSBA) shared an overview on the Stakeholder Engagement Superintendent Search Survey with the school board.
- IV. **Review Superintendent Search Timeline and Process**
The board reviewed the timeline and upcoming superintendent search meetings. These meetings are open to the public.
- V. **Review and Discuss Protocol and Process for Superintendent Position Interviews**
The board reviewed relevant law pertaining to the do's and don'ts of what can and cannot be asked or discussed during interviews and deliberations.
- VI. **Develop First Round Interview Questions, Interview Schedule and Interview Procedures**
MSBA provided sample interview questions and possible first round questions. The board chose the questions for the superintendent search first round interviews.
- VII. **Discuss, Decide and Schedule the Steps Necessary for the Rest of the Hiring Process**
First round interviews will be limited to six candidates. Interviews will be open to the public and recorded. Interviews will not be live streamed. The stakeholder report will be published on the district website. The board decided that stakeholder input forums will not be a part of the second round of interviews.
- VIII. **Adjournment**
 - A. The meeting adjourned at 7:54 p.m.

Respectfully submitted, Annie Porbeni, clerk