

Procedure #2301
Category: MSA Board
Title: INTERVIEWS/RECOMMENDATIONS - MSA BOARD CANDIDATES
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Revision/Reauthorization Dates:
Reviewers: MSAB/MSAD Site Councils

I. PURPOSE

This procedure is to establish a clear and consistent procedure for MSAB/MSAD Site Council members to interview and recommend candidates for vacant positions on the MSA Board to the Governor’s Office.

II. OVERVIEW

According to *Minnesota Statute 125A.62, Subd.6, the site councils may make a recommendation to the governor regarding board appointments no more than 30 days after receiving the list of applicants from the governor.* This procedure clarifies the steps that the site councils need to follow in order to make this recommendation.

III. PROCEDURE

The superintendent’s executive aide will gather information from the Secretary of State’s website – candidate name, application, resume, etc. and send it to the chair of each campus’ site council.

Multiple Candidates:

If there are more than one candidate for a board vacancy, the chairs will convene to select a date/time for a joint session of both campuses’ site councils. The chairs will work with the superintendent’s office to contact candidates and establish plans for interviews, either in person or via videoconferencing. During the joint session, the chairs will ask questions (Appendix A) towards each candidate. Other site council members may ask additional follow-up questions as necessary. Follow-up questions should be for clarification only. If members wish to ask additional questions other than the questions listed in Appendix A, the questions should be added prior to the first interview and included in the interview for all candidates. At the end of each interview, the site council members must rate the candidates (Appendix B or alternative ways to document information), documenting observations and ranking of the candidates’ answers to questions. After all interviews are completed, the site councils will meet as a single group and discuss their observations, thoughts, and recommendations. After ample time has been provided for discussion, the site councils will jointly select one candidate to recommend to the governor’s office as the most qualified and viable candidate to fill a

vacancy on the MSA Board. Upon selection, the chairs will complete the recommendation (Appendix C) and return it to the superintendent's executive aide for transmission to the governor's office.

Single Candidate:

If there is only one candidate for a board vacancy, the chairs of each campus' site council will add an item to the next site council agenda to determine if the site councils want to proceed with the interview or jointly agree to proceed with recommendation without an interview. If both site councils agree to proceed without an interview, they may complete a recommendation stating that they have reviewed the candidate's resume and qualifications and have determined to recommend that candidate without an interview (Appendix D). If one of the site councils prefers to have an interview, then both site councils will follow the interview procedure outlined above. It is encouraged that the site councils establish an opportunity for first-time applicants to meet with the members, even if an interview is not necessary.

The site council members must make their recommendations by considering the qualifications/requirements for each board vacancy, the expectations for each position on the board, and ensuring that new members are able to promote academic standards based on high expectation and an assessment system to measure academic performance toward the achievement of those standards... and focus on the academies' needs as a whole and not prefer one school over the other. (MN. Statute 125.62, subd. 1) The site council members are not required to recommend a candidate (even if there's only one candidate). They may opt to abstain from any recommendations or reject a candidate and request an extension of the posting.