

Procedure #2301
Category: MSA Board
Title: INTERVIEWS/RECOMMENDATIONS - MSA BOARD CANDIDATES
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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.

**Although the site councils are tasked with recommending candidates to the governor’s office, the governor is ultimately responsible for the final selection and appointment of candidates to the board and may or may not take the site council’s recommendations into consideration.*

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.* Although we no longer receive a list of applicants from the governor or follow any deadlines for recommendations, this procedure clarifies the steps that the site councils need to follow to make this recommendation.

III. PROCEDURE

All candidates must submit their application for board positions through the Secretary of State’s website. When applications are posted, notifications are sent to the governor’s office and the Superintendent’s Executive Aide. After a twenty-one (21) day posting, the superintendent’s executive aide will examine application materials to ensure that candidates meet minimum requirements for the position. After the 21-day period, the superintendent’s executive aide will redact any personally identifying information from the application materials (e.g., home addresses, email addresses, phone numbers) before forwarding them to the members of each campus’ site council.

Multiple Candidates:

- A. If there is 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 (usually the first site council meeting in January). The chairs will work with the superintendent’s office to contact candidates and establish plans for interviews, either in person or via videoconferencing. Chairs are responsible for developing questions (5 questions at the most) with input from site council members. The same questions must be asked of all candidates.
- B. During the joint session, the superintendent will ask questions towards each candidate. Other site council members may ask additional follow-up questions as necessary. Follow-up questions should be for clarification only.

- C. After all interviews are completed, both site councils will meet jointly 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.
- D. Upon selection, the chairs will communicate the site councils' recommendation to the superintendent's executive aide for transmission to the governor's office.

Single Candidate:

- A. 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.
- B. 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. If one of the site councils prefers to have an interview, then both site councils will follow the interview procedure outlined above.
- C. 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 is only one candidate). They may opt to abstain from any recommendations or reject a candidate and request an extension of the posting.