

**Rochester STEM Academy
Personnel Committee
AGENDA
Thursday, Mar. 31st, 2011
2:30p.m.-3:30p.m.
Kahler Hotel Lobby**

Members Present: Jill Leet-Otley, Mohamoud Hamud, Sarah Stodola
Members Excused: Abdulkadir Abdalla
Guest(s): Jeanne Parker, Todd Netske

<u>AGENDA ITEM/TIME</u>	<u>SUMMARY OF DISCUSSION</u>	<u>ACTION/DECISION/ COMMUNICATION</u>	<u>PERSON(S) RESPONSIBLE/DATE DUE</u>
1. School Director (5 min) -update on the search -finalize timeline	<ul style="list-style-type: none"> • Sarah updated the committee that the following • Posted school director position to National Alliance for Public Charter Schools Job Board (I am required to check back) • Posted school director position at Landit.org. Free. All Major Minnesota universities are consortium members. All students of these institutes are able to see these job postings. http://www.myconsortium.com/mcucsa/logout.aspx?clear=1 • The Minnesota Association of Charter Schools requires you to be a member to post on their site. There is no option to pay only to post to their website (~\$500). • Should we obtain membership and post positions here? Minnesota Schools Jobsite Online through Minnesota Association of School Administrators (through dec. 31--\$99 for 100 students) • Do we want a booth at the Minnesota Education Job Fair (April 11th)? --students and alumni of most Minnesota education institutes can register (~\$350) • April 15th as deadline for school director applications • May 15th as a school director Start Date 	<ul style="list-style-type: none"> • The April 15th and May 15th deadlines are not completely set in stone • We will not attend the Minnesota Education Job Fair on April 11th 	
2. Marketing/Recruitment Coordinator (15 min) -update on in person interviews with Hamud and Sarah	<ul style="list-style-type: none"> • We are still seeking more candidates for marketing/recruitment coordinator. Hamud has a strong candidate in mind who he is collecting a resume from. 	<ul style="list-style-type: none"> • Send the committee the potential marketing/recruit 	<ul style="list-style-type: none"> • Hamud, asap

<p>-determine next steps</p>		<p>ment coordinator's resume</p>	
<p>3. Community recruiters (15 min) -approval of forms (Why RSA?, Enrollment Interest Form—attached) (5 min) -update -postings</p>	<ul style="list-style-type: none"> • The committee suggested that Sarah add that the form should go to the marketing/recruitment coordinator at the bottom • After viewing the Why RSA flyer, it was suggested by Jill and Hamud that a brochure be created. • Jeanne offered to complete the brochure. 	<ul style="list-style-type: none"> • Change interest to enroll form • Create RSA brochure 	<ul style="list-style-type: none"> • Sarah by 4/6/11 • Jeanne by 4/6/11
<p>4. Website Designer (10 min) -determine next steps</p>	<ul style="list-style-type: none"> • Sarah explained the steps that she has taken in order to find the best website designer: • Sent email to Reynolds Design Studio for proposal (Rochester, MN) • Contact MLT group of Southern Minnesota (they have a Rochester office) • Contacted CWS for a quote (Rochester, MN) • She also explained that the candidate that she interviewed earlier was still a great possibility. 	<ul style="list-style-type: none"> • Continue to collect web design proposals and offer a recommendation to the committee when enough information is gathered 	<ul style="list-style-type: none"> • Sarah by next personnel committee meeting
<p>5. Discussion of School Business Management firm (10 min) -review proposals -see school business management procurement record (attached)</p>	<ul style="list-style-type: none"> • Todd Netzke from School Management Services brought his proposal to the meeting and gave a little background about his company. • Todd left the meeting. • Hamud suggested that Sarah create a clearer comparison between each of the school business management organizations to accompany a clear recommendation with rationale 	<ul style="list-style-type: none"> • Create a clear comparison table with recommendation and rationale for school business management service decision 	<ul style="list-style-type: none"> • Sarah by 4/6/11
<p>6. Other thoughts? Next Meeting? (5 min)</p>	<ul style="list-style-type: none"> • 		