



MINNETONKA
PUBLIC SCHOOLS

School Board Vacancy Appointment Process 2021

Process to Use to Fill the Vacancy Created by Ms. Ritchie's Resignation



- **State Law:** State law (MN Statute 123B.09, sub 5b) dictates that a vacancy in a school board must be filled by board appointment. Due to the timing of the resignation, the appointment shall begin thirty days after a resolution to make the appointment is passed by the Board and shall continue until an election is held in November, 2022.
- **Minnetonka History:** Board Leadership has determined that we leverage the open application and interview process, followed for every school board vacancy since 1971. This process was most recently used in 2012.

Qualifications



Leverage required criteria established for 2012 appointment:

- Advocate and Supporter of Public Education and the Minnetonka School District Vision and Mission
- Consensus Builder
- Strategic Thinker
- Steward of Resources
- Proven Commitment to the District and Demonstrated School Leadership in Minnetonka

Also consider recommended criteria used in 2012:

- Experience in Board work
- Experience in fiscal management
- Understanding of current public education issues in Minnesota (before Legislature and the Board)
- Proven track record of getting the job done – does what they say they are going to do
- Understanding of current brain research and differentiation

Timeline



Announcement of process and timeline	August 16
Receipt of resumes, letters of intent, and references from applicants	August 17 – September 7
Deadline for submission of applications	September 7, 5:00 p.m.
Board members individual review of applications	September 8-12
Board decides number of interviews and reference checks to conduct, Board sub-committee assigned to develop interview and reference questions	September 9, 7:30am (Special Meeting)
Invitation for interviews	September 13, 7:30am (Special Meeting/
Conduct Interviews (additional days added if needed)	September 20-21
Selection of finalists	September 23 (Special Meeting/Study Session)
Review of references	September 24-27
Selection of new board member	September 27, 7:30am (Special Meeting)
Installment of new board member	October 28 (Special Meeting/Study Session)

Next Steps



How to Apply:

- Interested applicants need to submit a letter, resume, and three references
- Materials can be submitted electronically to Board Vice Chair Mark Ambrosen – mark.ambrosen@minnetonkaschools.org or in person at the District Service Center, 5621 County Rd 101, Minnetonka, MN 55345
- Deadline September 7, 5:00pm

September 9 Special Meeting, 7:30am

- Finalize Process for interviews
 - Number of applicants to be interviewed
 - Sub-committee appointed to determine questions for interviews and reference checks
- Process for references
 - Determine if reference check needed for only finalists or all applicants interviewed

September 17 Special Meeting, 7:30am

- Invitation for interviews