



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](mailto: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