

**Management Leadership Team
Job Responsibilities**

Tom Tapper- Managing Director

Tom Tapper Ed. D. has more than forty (40) years of experience in and around public education. He began his career as a classroom teacher and has held building level leadership positions as a school assistant principal and principal and district office positions as a director of finance, human resources, and school superintendent. His related experiences include facilitating and guiding private sector, businesses, church organization and schools through strategic planning processes. He has also served as a 'senior examiner' for the National Malcolm Baldrige Quality Award Program. Tapper currently holds a position as Senior Educational Planner for a leading architectural planning firm as well as working as a consultant/advisor for schools in the development of their strategic plans.

IQS responsibilities for the Managing Director Tapper:

1. Serve as the Managing Director of StrategicTREC on behalf of IQS and the leader of the Management Leadership Team
2. In concert with the IQS Board, lead the development of the IQS planning and goal setting process
3. Serve as the Team Leader for up to seven (7) charter schools in the IQS portfolio and assure the appropriate implementation of the IQS oversight process
4. Work with the IQS Board chair to develop the monthly board meeting agendas
5. In concert with fellow MLT members, develop the annual oversight plan for charter schools in IQS's portfolio
6. Prepare the annual report for the IQS Board as required by the MDE
7. Provide the direction for new school application review and board authorizing approval, affidavit filing, contract development and oversight team lead through the schools' planning year for the new schools assigned.

Stephen O'Connor- Director

Stephen O'Connor Ed. D. has more than thirty-five (35) years of experience in public education. He began his career as a classroom teacher and has held leadership positions as director of curriculum and instruction, and instructional technology. His related experiences include facilitating and guiding school districts in the implementation of instructional technology. Stephen has extensive experience in planning for, and organization of, professional development for school districts across Minnesota. He has also served as an 'examiner' for the National Malcolm Baldrige Quality Award Program. O'Connor currently holds a position as Professor of Educational Leadership at Concordia University.

IQS responsibilities for the Director O'Connor:

1. Serve as a 'Director' of StrategicTREC on behalf of IQS
2. Oversee the planning of annual conference(s) for educational leaders and innovators
3. Serve as the liaison on behalf of IQS with MACSA as well as other professional organizations
4. **Oversee the timely submittal of all reports required by the MDE on behalf of IQS**

5. Serve as the Team Leader for up to ten (10) charter schools in the IQS portfolio and assure the appropriate implementation of the IQS oversight process
6. Lead the contract renewal process for schools as assigned
7. Share in the planning and leading of the IQS school director's meetings
8. Annually review the student performance of IQS authorized schools for the IQS annual report to schools

Milo Cutter- Director

Milo Cutter Ed. S. has more than twenty-five (25) years of experience in public education. In addition, Milo has extensive experience in the private sector. She began her career in education as a classroom teacher; including experience in an international setting. Cutter has held the leadership position as the director of the St. Paul City Academy. Her related experiences include serving as an adjunct professor at the College of St. Catherine, St. Paul, and as a member of the CIS Faculty at the University of Minnesota. Milo has served on, and chaired, school and district accreditation teams for AdvancEd (formerly NCAS). In addition, she has extensive experience as a grant writer.

IQS responsibilities for the Director Cutter:

1. Serve as a 'Director' of StrategicTREC on behalf of IQS
2. Oversee the planning of annual conferences for educational leaders and innovators
3. Serve as the IQS liaison with the MDE on matters related to her area of expertise
4. Serve as the treasurer for all StrategicTREC financial matters
5. Serve as the Team Leader for up to ten (10) charter schools in the IQS portfolio and assure the appropriate implementation of the IQS oversight process
6. Lead the contract renewal process for schools as assigned
7. Share in the planning and leading of the IQS school director's meetings
8. Annually review the student performance of IQS authorized schools for the IQS annual report to schools