

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
January 15, 2008

I. CALL TO ORDER

In the absence of the Chair, Ms. Street-Stewart, Vice Chair called the meeting to order at 5:50 p.m.

II. ROLL CALL

PRESENT: Mr. Brodrick, Ms. Street-Stewart, Ms. Carroll, Mr. Conlon, Mr. Hardy, Mr. Goldstein, Superintendent Carstarphen, Mr. Lalla, General Counsel and Ms. Polsfuss, Assistant Clerk

ABSENT: Ms. Kong-Thao
Mr. Hardy departed the meeting at 6:15 p.m.

III. APPROVAL OF THE ORDER OF THE AGENDA

1. Order of the Consent Agenda

Three items were added to the consent agenda: Establishment of Unclassified Position of Human Resource Information Management Analyst for Independent School District No. 625 and Relevant Terms and Conditions of Employment, Establishment of Unclassified Position of Workforce Management Team Lead for Independent School District No. 625 and Relevant Terms and Conditions of Employment and Establishment of Unclassified Positions of Human Resource Service Associate 1, 2 and 3 for Independent School District No. 625 and Relevant Terms and Conditions of Employment.

2. Order of the Main Agenda

The Vice Chair noted the Recognition portion of the meeting would begin immediately upon approval of the agendas and then progress as published following finish of recognitions.

MOTION: Ms. Carroll moved approval of the Main and Consent Agendas as revised. Motion seconded by Mr. Conlon.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Hardy	Yes
Mr. Goldstein	Yes

IV. APPROVAL OF THE MINUTES

1. Minutes of the Regular Meeting of the Board of Education December 18, 2007
2. Minutes of the Annual Meeting of the Board of Education January 8, 2008
3. Minutes of the Special Meeting of the Board of Education January 10, 2008

MOTION: Ms. Carroll moved approval of the minutes of the Regular Meeting of the Board of Education December 18, 2007, the Annual Meeting of the Board of Education January 8,

2008 and the Special Meeting of the Board of Education January 10, 2008. Motion seconded by Mr. Conlon.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

V. RECOGNITION

BF 27473

Superintendent's Academic Award for School Improvement 2006-2007

School Improvement Banners were awarded in recognition of the schools which are meeting or exceeding district expectations. 36 schools achieved the award this year and three schools (Como Elementary, Four Seasons A+ and Sheridan Elementary) have achieved it for the nine years the award has been in existence.

The indicators that were used to determine which schools would receive awards for 2006-2007 were:

- MCA-II Apples to Apples (percent of students at or above peers statewide)
- MCA-II Growth (percent meeting district growth expectations)
- Percent of students absent 11 days or more
- Four-year dropout rate (for high schools only)

Results for each of the NCLB student groups (*African American, American Indian, Asian American, Caucasian, English Language Learner, Latino, Low Income, and Special Education*) were averaged to determine the overall status of each school. The schools that are recognized have the highest overall averages of these four indicators, which are a subset of the indicators in the SPPS Strategic Plan for 2006-2011.

This is the first year that the School Improvement Banners are based not only on State indicators but on indicators included in the SPPS Strategic Plan for 2006-2011, the results of which were reported in the 2007 District Annual Report.

The following schools received banners representing the Superintendent's Academic Award for School Improvement for 2006-2007:

- **Elementary**
Ames, Battle Creek Environmental Magnet, Benjamin E. Mays International Magnet, Capitol Hill Magnet, Chelsea Heights, Como Park, Crossroads Montessori, Crossroads Science, Dayton's Bluff, Eastern Heights, Expo for Excellence Magnet, Farnsworth Aerospace Magnet, Fours Seasons A+, Franklin Music Magnet, Frost Lake Magnet, Hayden Heights, Highland Park, J.J. Hill Montessori Magnet, Jackson Preparatory Magnet, John A. Johnson Achievement Plus, L'Etoile Du Nord French Immersion, Linwood A+, Horace Mann, Museum Magnet, Nokomis Montessori, North End, Riverview West Side School of Excellence, Sheridan and St. Anthony Park
- **Middle/Junior High**
Cleveland, Murray, Ramsey, and Washington Technology
- **Senior High**
Central, Como Park and Highland Park.

MOTION: Ms. Carroll moved, seconded by Mr. Conlon, that the Board of Education authorize the Superintendent (designee) to present the fore-mentioned schools a banner representing the Superintendent's Academic Award for School Improvement for the 2006-2007 school year in recognition of their high performance and achievement.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

VI. COMMITTEE REPORTS - None

VII. PUBLIC COMMENT

1. Mary Reis

Extended her thanks to the Superintendent for the good things happening in District, the Board for the excellent result of the superintendent search process, Keith Hardy for running and the St. Paul community for electing him. She stated the achievement gap is an issue for all of the community to solve but it is helped when it becomes a goal established at the top. And finally thanks for the District's commitment to hire a diverse staff.

VIII. SUPERINTENDENT'S REPORT

The Superintendent listed the items she would be covering in her report which are aligned with Strategy C, Implementation of the Project for Academic Excellence System-Wide and Strategy H, Recruit, Hire, Retain and Promote Diverse Staff from the Strategic Plan. She then proceeded to discuss each area as noted below.

1. Accountability Framework

The Superintendent noted the completed accountability framework would be presented at a future Board meeting. It is the District's network of supports, interventions and incentives which will assist schools and programs in ensuring high achievement standards for all students. The Office of Accountability has done a tremendous amount of planning with internal and external input to build a framework which starts with NCLB requirements but is much more comprehensive and meets the needs and expectations of St. Paul Public Schools. It is in its final development stage and will be fully implemented beginning in the 2008-09 school year. Pieces of the framework are being implemented this year with schools in corrective action. Thanks were extended to Tom Watkins and his staff, Luz Maria Serrano and Michelle Walker for their efforts in development of the framework.

2. Update on Programming Changes

- **Humboldt Junior and Senior High**

These schools are working collaboratively to support the Humboldt Junior High Program. On January 3 the Executive Directors of Middle Grade Education and High School Education met with the principals to begin the planning process for Environmental Studies, Career and Technical Institute. Key members for the planning committee were identified; representation on the committee will be sought from staff, students, community, business and educational partnerships. The work will focus on changes to curriculum and instruction, site needs, partnership needs and development of a seamless 7-12 articulation in all areas.

- **Farnsworth and Cleveland**

The programs will be supported by the current principals who will share responsibility for transitioning the pre-K – 8 program. They will act in collaboration as co-principals to ensure a successful transition and to launch any implementation of the new design that may be required this school year. Next steps are being planned to bring students, parents and the community together to support the expansion.

- **Homecroft**

A meeting was held on January 7 at which the reasons for the proposed change were again outlined. In a facilitator directed conversation the community was able to ask

questions and offer initial suggestions for next steps. Following this, volunteers were sought to form a representative advisory team to the Superintendent to develop program recommendations to be brought to the Superintendent. Continuing efforts are taking place to be sure the group is reflective of the diversity of the existing school and contains representation from all stakeholder groups.

- **Monroe and Linwood**

A joint site council meeting of the Monroe and Linwood site councils has been held and action taken to form a joint site council and to confirm a grade configuration split of K-3 for Linwood and grades 4-8 for Monroe pending review of further data. Open houses will be held at both sites and a joint PTA meeting will be held at Linwood for both parents and staff to provide input into the planning process and to create a transition team to assist the joint site council in its work.

- **North End**

Meetings have been held with the Office of Fund Development and SPPS staff to identify current programs, program components, current funding resources and to identify additional areas of need for North End. There are a number of partners involved in creating a university academy supporting gender-based academies in a community school model for North End Elementary. Work is underway with school stakeholders to articulate a vision for the program. Partnerships are being formed with several organizations to move the plans forward. A recruitment campaign is also being developed for the North End neighborhood.

3. Parent Information Fair/Upcoming School Selection Season

The Superintendent announced the Parent Information Fair on February 2 from 9:30 a.m. – 2:00 p.m. at the RiverCentre Roy Wilkens Arena. Parents were encouraged to attend to learn about educational opportunities for their students. She noted shuttles were available from 360 Colborne and Sears on Rice Street. *School Selection Guides* are being sent to the homes of all SPPS students and prospective students (homes with three and four year-olds). SPPS is in the process of increasing outreach in enrollment efforts in order to improve enrollment and recruiting efforts before the application deadlines and before the 08-09 school year. Outreach has been increased in a number of areas including service and community agencies working with families so they can provide enrollment support (Head Start, childcare centers, Ramsey County Human Services, the City of St. Paul and Project and Pride for Living).

4. Teacher and Education Assistant Contracts

Ensuring that teachers and non-instructional staff are well supported is critical to the success of the students and the experience of families. To that end the District has identified recruiting, hiring, promoting and retaining staff as a critical strategy. For the teaching staff the District must ensure they have professional development and the time they need to implement the Project for Academic Excellence. With approval of the new teacher's contract the District has taken a step toward accomplishing these goals. The contract lays a strong foundation for the work of providing job embedded professional development and the balance needed between time with students and time to plan and improve practice. Thanks were extended to the St. Paul Federation of Teachers and the District's negotiations team.

Specific highlights of the contracts for the teachers and educational assistants was provided by the Executive Director of Human Resources and Employee Relations. She noted both contracts were in line with the planned budget and with other settlements within the local market and should allow the District to attract and retain a diverse staff as required by the Strategic Plan. She noted the information on the contracts was also being shared with administrators across the District to ensure a common understanding of contract changes and their implementation.

5. Human Resource Department Transformation Update

Administration asked for approval of administrative items submitted in an earlier mailing. These were previously budgeted or offset by the elimination of other expenses and, as such, are within the department's current budget parameters and are budget neutral.

The current phase of the transformation is focused on: posting new vacancies; recruitment; hiring; reviewing the current jobs; drafting generic job descriptions; job evaluation and classification and beginning process redesign. The new hires submitted will enable the department to provide a stronger focus on recruitment of diverse staff and lead HR information integration, data analysis and reporting efforts.

It has been decided to create two rather than three Workforce Management (WFM) Team Lead positions. This will strengthen the support for each team, improve cross functional communication between the teams (fewer silos), and provide more consistency for the work. The WFM Team Lead position is new and will be posted internally upon approval. Review of the Development and Performance Management function is still in process and will be part of the next phase of the transformation (February-March).

- **Workforce Management Function**

With regard to the workforce management function, the WFM Team Lead is new and will be part of the Saint Paul Supervisors' Organization bargaining unit. Also new, are three jobs which support the WFM teams; they are titled Human Resource (HR) Service Associate 1, 2, and 3. The HR Service Associate positions provide customer service support for stakeholders and provide direct support to the WFM Specialists and the team. These new jobs are recommended for placement into the Minnesota School Employees Association (MSEA) bargaining unit as unclassified positions.

The WFM Specialists positions are title changes (not new jobs), and will remain in the Professional Employees Association (PEA) bargaining unit at the same grades as previously assigned. Similarly, the Workforce Design Specialist is also a change in title (formerly HR Specialist) and remains in the PEA unit.

- **Total Rewards and Information Management Function**

Job analysis for the Total Rewards and Information Management function included the review of two positions. The HR Information Management Analyst is a new position which realigns current staff and does not result in a grade or bargaining unit change. This position is recommended for placement in the Professional Employees Association (PEA). The HR Information Management Associate position is a new job title; the job (benefits technician) has not changed and would remain in the CCEA unit.

6. Human Resource Transactions

The Superintendent indicated administration was looking for approval of the human resource transactions entered into the system between November 21 and December 16, 2007. She announced the appointment of Theresa Nistler as Assistant Director, Total Rewards and Information Management; Aaron Curti as HR Information Management Systems Specialist and Maly Yang as Recruitment and Diversity Specialist.

MOTION: **Ms. Carroll moved, seconded by Mr. Brodrick, that the Board of Education approve the human resource transactions entered into the system between November 21 and December 16, 2007.**

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes

Mr. Goldstein Yes

IX. CONSENT AGENDA

MOTION: **Ms. Carroll moved, seconded by Mr. Conlon, that the Board of Education approval all Consent Agenda Items as published.**

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

The following Consent Agenda Items were approved.

1. Gifts

BF 27458 Gift Acceptance from Capitol Hill Magnet School Parent Teacher Organization

That the Saint Paul Public Schools Board of Education authorize the Superintendent (designee) to allow Capitol Hill Magnet School to accept a monetary gift of \$33,311.00 from the Capitol Hill Magnet School Parent Teacher Organization. The total amount will be deposited in Intraschool Fund 19-494-000-0000-5096-0000.

BF 27459 Acceptance of Scholarship from the Kopp Family Foundation in Partnership with KOPP Investment Advisors (Arlington)

That the Board of Education authorize the Superintendent (designee) to allow Arlington Senior High School to accept a gift of \$6,000 from The Kopp Family Foundation in partnership with Kopp Investment Advisors. The \$6,000 will be deposited in Intra-school Fund: 19-240-291-000-5096-0000.

BF 27460 Acceptance of Scholarship from the Kopp Family Foundation in Partnership with KOPP Investment Advisors (Johnson)

That the Board of Education authorize the Superintendent (designee) to allow Johnson Senior High School to accept a grant from The Kopp Family Foundation in partnership with Kopp Investment Advisors. The grant of \$5,000 will be deposited in Intra-school Fund.

BF 27461 Acceptance of Donation from the Shakopee Mdewakanton (Sioux) Dakota Community

That the Board of Education authorize the Superintendent (designee) to accept the donation of \$30,000 from the Shakopee Mdewakanton Sioux (Dakota) Community and authorize the Superintendent (designee) to sign the Donation Recipient Agreement and use the donation as specified. That a letter of appreciation be sent to the Shakopee Mdewakanton Sioux (Dakota) Community and that these funds be placed in the Indian Education Program budget for Indian Education Student Celebration and Incentives, budget number 29-005-790-000-5096-2050.

2. Agreements

BF 27462 Request for Permission to Participate in a Dietetic Intern Agreement with Fairview-University Medical Center

That the Board of Education authorize the Superintendent (designee) to execute an agreement to participate in a Dietetic Intern Program with Fairview-University Medical Center, for the period of October 1, 2007 through June 30, 2009.

Bf 27463 Authorization for Agreement with State of Minnesota for Monitoring Equipment Site Lease at Harding Senior High School

That the Board of Education authorize execution by the Chair and Clerk of a "Monitoring Equipment Site Lease" with the State of Minnesota, Department of Administration, for purposes of maintaining and operating a pollution control monitoring site for the Minnesota Pollution Control Agency at Harding Senior High School for the term January 1, 2008 through December 31, 2012.

3. Administrative Items

BF 27464 Recommendation for Exclusion of Students in Noncompliance with Minnesota Statute 123.70 Health Standards: Immunizations

That the Board of Education excludes the named students from school effective January 24, 2008, should they not comply with Minnesota State Health Standards for Immunizations on or before this date.

BF 27465 Minnesota School Board's Insurance Trust Property and Liability Plan Annual Renewal

That the Board of Education approve the contract renewal for 2/1/08 through 2/1/09 for property and liability insurance coverage with the Minnesota School Board's Insurance Trust, administered through Berkley Risk Administrators Co., LLC, at the proposed premium of \$1,115,840, an increase of .35%.

BF 27466 Monthly Operating Authority

That the Board of Education approve and ratify the following checks and wire transfers for the period December 1, 2007 – December 31, 2007:

- (a) General Account 422318-424179 \$44,898,942.14
3011435-3011536
- (b) Debt Service -0- 1,379,470.00
- (c) Construction -0- 2,342,847.26
\$48,621,259.40

Included in the above disbursements are payrolls in the amount of \$17,623,746.41 and overtime of \$151,340.55.

(d) Collateral Changes None

That the Board of Education further authorize payment of property certified cash disbursements including payrolls, overtime schedules, compensation claims and claims under the Workers' Compensation Law falling within the period ending April 15, 2008.

BF 27467 Request Permission to Submit School Improvement Plans for Schools Identified in Need of Improvement Under No Child Left Behind

That the Board of Education authorizes the Superintendent (designee) to submit the required School Improvement Plans to the Minnesota Department of Education.

4. Bids

BF 27468 RFP No. A9197-M Office and Classroom Supplies

That the Board of Education authorize award of RFP No. A9197-M for a District-wide contract to provide office and classroom supplies for an approximate 18 month period starting February 1, 2008 to the most responsive proposer, Office Depot, at an estimated annual cost of \$320,369.00.

BF 27469 Bid No. A9201-M Telecommunications and Related Systems Maintenance and Repair Services

That the Board of Education authorize award of Bid No. A9201-M for telecommunications and related systems maintenance and repair services for Independent School District No.

625 for a one year period beginning July 1, 2008 through June 30, 2009 to the lowest conforming bidder, Black Box Network Services for \$297,500.00.

5. Items Added to Consent Agenda

BF 27470 Establishment of Unclassified Position of Human Resource Information Management Analyst for Independent School District No. 625 and Relevant Terms and Conditions of Employment

That the Board of Education of Independent School District No. 625 approve the establishment of the Human Resource Information Management Analyst classification effective January 15, 2008; that the Board of Education declare this position as unclassified; and that the pay rate be Grade 16 of the Professional Employees Association standard ranges.

BF 27471 Establishment of Unclassified Position of Workforce Management Team Lead for Independent School District No. 625 and Relevant Terms and Conditions of Employment

That the Board of Education of Independent School District No. 625 approve the establishment of the Workforce Management Team Lead classification effective January 15, 2008; that the Board of Education declare this position as unclassified and exempt from Civil Service; and that the pay rate be Grade 20 of the Saint Paul Supervisors Organization standard ranges.

BF 27472 Establishment of Unclassified Positions of Human Resource Service Associate 1, 2 and 3 for Independent School District No. 625 and Relevant Terms and Conditions of Employment

That the Board of Education of Independent School District No. 625 approve the establishment of the Human Resource Service Associate 1, 2 and 3 job classifications effective January 15, 2008; that the Board of Education declare these positions as unclassified; and that the pay rate be Grade 22, 27 and 31 respectively of the Minnesota School Employees Association standard ranges.

X. OLD BUSINESS

XI. NEW BUSINESS

1. Project Labor Agreements (PLAs)

- PLAs Recommended
 - Battle Creek Middle School Science Lab Remodel
 - Johnson High School FACS Kitchen Remodel
 - North End Elementary School Access Ramp Replacement

- PLAs Not Recommended
 - Central High School Media Center Remodel and TV Studio Upgrade
 - Harding High School Career Center Remodel
 - Murray Junior High School Science Lab Remodel and Physical Education Facilities
 - Webster Magnet Office Remodel

MOTION: **Ms. Carroll moved that the Board of Education approve the use of PLAS on the following projects:**

BF 27474 **Battle Creek Middle School Science Lab Remodel,**
BF 27475 **Johnson High School FACS Kitchen Remodel,**
BF 27476 **North End Elementary School Access Ramp Replacement**

and that the Board accept Administration's recommendation that no PLAs be used on the Central High School Media Center Remodel and TV Studio Upgrade, the Murray Junior High School Science Lab Remodel and Physical Education Facilities and the Webster Magnet Office Remodel. Motion seconded by Mr. Goldstein.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

MOTION: Mr. Conlon moved that no PLA be used on the Harding High School Career Center Remodel. Ms. Carroll seconded the motion for purposes of discussion.

Concern was expressed that the career center remodel was comparable to other major projects as it involved multiple trades and the need for completion in timely fashion. A description of the work to be done was provided by staff who noted the project was scheduled for completion over the summer and if there should be a work stoppage there is adequate space within the facility to accommodate the needs of the students at the start of school.

RESTATEMENT OF MOTION:

Mr. Conlon moved that no PLA be used on the Harding High School Career Center Remodel per administration's recommendation. Ms. Carroll seconded the motion for purposes of discussion.

Following discussion the motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

2. Civil Service Commission Appointment

MOTION: Ms. Carroll moved that the Board of Education approve the appointment of Steve Boland to the Civil Service Commission as recommended. Motion seconded by Mr. Brodrick.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

XII. BOARD OF EDUCATION

1. Information Requests and Responses - None
2. Items for Future Agendas

MOTION: Mr. Brodrick moved the Board of Education refer to the Committee of the Board discussion on CBFAC, their meeting schedule and their charge. Seconded by Ms. Carroll.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

3. Board of Education Reports/Communications - None

XIII. FUTURE MEETINGS SCHEDULE

1. Board of Education Meetings
(5:45 unless otherwise noted)
 - February 19
 - March 18
 - April 15
 - May 20
 - June 17

2. Committee of the Board Meetings
(4:30 unless otherwise noted)
 - January 22, 2008
 - February 12
 - February 26
 - March 25
 - April 29
 - May 6
 - May 27
 - June 10
 - June 24

XIV. ADJOURNMENT

MOTION: Mr. Brodrick moved, seconded by Mr. Conlon, the meeting adjourn.

Motion passed with following roll call:

Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes
Mr. Conlon	Yes
Mr. Goldstein	Yes

The meeting adjourned at 7:16 p.m.

For clarity and to facilitate research, these minutes reflect the order of the Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by
Marilyn Polsfuss
Assistant Clerk,
St. Paul Public Schools Board of Education