

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Saint Paul, Minnesota**  
**MINUTES OF THE SPECIAL BOARD OF EDUCATION MEETING**  
**April 29, 2008**

**I. CALL TO ORDER**

Immediately following the adjournment of the Special Closed Board of Education meeting the Special Meeting of the Board of Education was called to order by the Chair at 3:14 p.m. The subject of the meeting was an update on the process for non-renewal of probationary teachers.

- II. PRESENT:** Ms. Kong-Thao, Ms. Street-Stewart, Ms. Carroll, Mr. Brodrick, Mr. Conlon, Mr. Goldstein, Mr. Hardy, Superintendent Carstarphen and the Assistant Clerk.

**III. AGENDA**

The Executive Director of Human Resources and Employee Relations stated the update would include a brief review of the background and purpose, the process for the 2007-08 school year, and communications and resources.

She noted the process was a legal requirement under Minnesota Statute Section 122A.4 and applies to all first class cities (St. Paul, Minneapolis and Duluth). All teachers in these cities, during their first three years of consecutive employment, are deemed probationary and their contract may or may not be renewed during that time period. A probationary teacher is deemed to have been re-employed for the ensuing school year, unless the school board in charge gave the teacher notice in writing of the termination of such employment before July 1. If their employment is not terminated prior to July 1 of the third year of teaching they are deemed tenured.

A collaborative effort to support probationary teachers was established between SPPS and the St. Paul Federation of Teachers beginning in 1999. The goal of the program, Career in Education, is to support professional growth in teachers through quality professional development and assessment. Standards of effective teaching have been established and are communicated to all new teachers. Through the Achievement of Tenure Program new teachers are assigned a mentor, are observed and assessed at least twice yearly and are offered opportunities for professional development through foundation classes.

The timeline for 2007-08 requires that principals must complete at least two observations for each probationary teacher, review the observations with the teacher and provide assistance to any teachers experiencing difficulty by the spring of 2008. Executive Directors also observe probationary teachers experiencing difficulty. By May 1, 2008 Principals must meet with their Executive Director and review all information relevant to non-renewal recommendations. Before May 9, Principals must meet and notify probationary teachers of non-renewal in writing. By May 15, any probationary teacher whose contract will be non-renewed will have been given an opportunity to present their reaction to the Executive Director. By May 15 the Executive Director will provide the Deputy Chief Academic Officer a complete list of names of probationary teacher non-renewals with a copy to the Executive Director of Human Resources. By May 19, the Chief Academic Officer will provide a complete list of names of probationary teacher non-renewals to the Superintendent (with a copy to the Executive Director of Human Resources). On June 3, the Superintendent will submit the names of the teachers whose contracts will not be renewed to the Board of Education for formal action. The Human Resources Department will then, prior to July 1, notify the teachers of the Board's action.

Discussion areas included:

- How evaluations are conducted (A set of standards has been developed relative to teacher observations, this provides a consistent baseline for all observations. Teachers are provided a copy so they are aware of what is involved.)
- How mentors are assigned (assigned through the professional development area as part of the Achievement of Tenure Program)
- The Board asked for information on the numbers of non-renewals over the past five years and how that compares to other districts (if that information is available).
- The process was explained should a teacher challenge their non-renewal, particularly if there is a leadership issue involved

The Board expressed their appreciation for the review of the process prior to their formal action on June 3, 2008.

#### IV. **ADJOURNMENT**

**MOTION: Ms. Carroll moved, seconded by Mr. Conlon, that the meeting adjourn.**

**Motion passed unanimously.**

The meeting adjourned at 4:40 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  
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Assistant Clerk,  
St. Paul Public Schools Board of Education