

INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
MINUTES OF THE SPECIAL CLOSED MEETING OF THE BOARD OF EDUCATION
Administration Building
360 Colborne Street

May 1, 2007

I. CALL TO ORDER

The special meeting of the Board of Education was called to order at 7:05 p.m. by the Chair.

II. ROLL CALL

PRESENT: Mr. Brodrick, Ms. Street-Stewart, Ms. Carroll, Mr. Conlon, Ms. Kong-Thao, Mr. Goldstein, Superintendent Carstarphen, Dr. Henton, Mr. Lalla, General Counsel, Ms. Polsfuss, Assistant Clerk

III. APPROVAL OF THE ORDER OF THE AGENDA

The Chair stated the purpose of the special meeting was the Board vacancy.

MOTION: Mr. Brodrick moved approval of the order of the agenda; Ms. Kong-Thao seconded the motion:

The motion passed on the following roll call vote.

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

IV. NEW BUSINESS

The Chair stated the first item of business was the acceptance of the resignation from the SPPS Board of Education of Mr. Oertwig.

MOTION: Mr. Brodrick moved the Board of Education accept the resignation of Mr. Oertwig. The motion was seconded by Mr. Goldstein.

The motion passed on the following roll call vote.

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

The Chair then moved on to a discussion of how the Board would proceed in filling the vacancy on the Board. She distributed a summary of process used in 2005 as a starting

point for the discussion along the policy (201.00 Election Procedure) relative to filling the vacancy.

The process included:

- Announcement of the vacancy
- Defined process – receipt of letters of interest and resume from interested persons
- Letter of confirmation to persons interested
- Packet of information for candidates on the day following application close, including: Board Vision, Mission & Ends, Relevant Board Policies, Board Structure, the Board Meeting Schedule, the candidate interview schedule and instructions for the interviews.
- First interviews which will be televised
- Process for selection of candidates for the second interview
- Second interview, again televised, and announcement of winning candidate, other candidates notified of results
- New member seating

It was clarified that whoever was appointed to the vacancy would serve until the annual meeting in 2008 (1/8/08).

Mr. Goldstein inquired as to ruling on waiting until elections and adequacy ruling. Mr. Lalla responded that in a 1963 Attorney General's opinion stated a Board must fill a vacancy but no particular timeframe was provided.

Discussion continued around the timeline with the suggestion being made that the timeline be shortened up or simplified somewhat. Clarification was made that the candidates for the vacancy not be planning to run for the elected position due to be voted on in November, 2007.

Board members were polled as to preference: having someone identified to be seated at the June Board Meeting or move into July.

Mr. Brodrick	June
Ms. Street-Stewart	June
Ms. Carroll	June
Mr. Conlon	June
Ms. Kong-Thao	July
Mr. Goldstein	July

The consensus was to finish the process in June. The timeline was then established as:

May 2	Posting of vacancy
May 14 (Monday)	Deadline for receipt of applications
May 15	Packets mailed to candidates
May 21 (Monday)	First Interviews starting at 4:30 p.m.
May 21 (Monday)	Board selection of candidates to move on to second interviews
May 22	Letters sent to all candidates indicating results of May 21 interview rounds
May 31 (Thursday)	Final interviews starting at 5:00 p.m.
May 31	Final selection of candidate to fill vacancy
June 1	Notification to all candidates of results of May 31 process
June 1	New Board member assumes position (upon completion of acceptance forms)
June 5	First official meeting for new Board member

MOTION: Ms. Carroll moved the Board of Education accept the timeline established. Motion seconded by Ms. Kong-Thao.

The motion passed on the following roll call vote.

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

Candidates will be asked to submit a letter of interest and a resume to the Board's Assistant Clerk. A confirmation letter will be mailed upon receipt of the application materials. On May 15 all candidates will be mailed a packet of materials which will include: Board Vision, Mission & Ends, Relevant Board Policies, Board Structure, the Board Meeting Schedule, the candidate interview schedule and instructions for the interviews along with a copy of the Org Chart and Strategic Plan.

Discussion then moved to the questions for the first interview with a review of the questions used in 2005. It was recommended that question 3 be dropped and this process use only number 1 and 2. Following additional discussion the Chair indicated she would further define the questions and return them to the Board for consensus. The Board's secretary was instructed to check on the voting process used in 2005 and provide it to the Board. Ballots to be by number, not name.

Second interview questions will be worked out via e-mail between Board members. The second interview process will be confidential in that candidates cannot be present during the interviews of candidates until they have completed their interview and the questions will not be made available to the candidates ahead of time.

V. ADJOURNMENT

MOTION: Ms. Carroll moved the meeting adjourn, seconded by Ms. Kong-Thao.

The motion passed on the following roll call vote.

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

The meeting adjourned at 8:10 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, Board of Education

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