

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

**June 13, 2006**

**I. CALL TO ORDER**

The meeting was called to order at 4:38 p.m. by the Chair, Ms. Street-Stewart.

**II. ROLL CALL**

**PRESENT:** Mr. Conlon, Ms. Kong-Thao, Mr. Brodrick, Ms. Street-Stewart, Mr. Kanavati, Interim Superintendent, Mr. Lalla, General Counsel and Ms. Polsfuss, Assistant Clerk.

Mr. Goldstein joined the meeting at 4:41.

Ms. Carroll joined the meeting at 4:46.

Mr. Oertwig joined the meeting at 4:47.

**III. ORDER OF THE AGENDA**

Ms. Street-Stewart noted the purpose of this meeting was to take action on the probationary nonrenewals as presented by Human Resources (HR).

**IV New Business**

**1. Probationary Non-Renewals**

Teresa Rogers, Executive Director, Human Resources and Employee Relations, was asked to give a brief overview of the process for non renewal of probationary teachers. Ms. Rogers stated, under the Tenure Act, St. Paul Public Schools (SPPS) may non-renew the contract of any probationary teacher for any reason during the three year probationary period. She noted the decision-making process begins in April when HR sends out a reminder memo to principals, area superintendents and program managers asking for their help in looking at the performance of any probationary teachers that are in their areas. If there are performance issues they are to provide the teacher with notification (by May 15), meet with them and give them an opportunity to meet with their area superintendent should they want to. It is then up to the area superintendents to recommend a list of names for non-renewal which is subsequently approved by the superintendent and brought to the Board for final action and written notification of non-renewal to the non-renewed teachers. It is critical that this process be completed prior to July 1 of a given year as third year probationary teachers then become tenured and fall under the Tenure Act.

The first step is looking at the performance of the employee to ascertain if there are performance issues. The second consideration is other reasons for non-renewal which include: not a good fit, licensing issues (NCLB has forced the District to look at licensing very carefully so the number non-renewed for this reason has dropped substantially). The other consideration is due to budgetary issues.

Ms. Rogers noted HR met with each area superintendent at their area meetings with principals to discuss the process and the importance of not renewing any teachers who are not good fits or have performance issues and to identify within the budget process any known vacancies they will have. This is important so HR has a clear picture of not only the budget reductions but the number of openings the District will expect to have so they can plan for fall staffing. She reiterated that HR has worked very closely with the area superintendents and the Business Office to keep on top of the budgetary reductions necessary and that reductions, for reasons other than performance, were made by seniority

within licensure. She noted they had also worked closely with the Federation of Teachers through this process.

Ms. Rogers stated the list before the Board at this meeting is a partial list for action; the remaining non-renewals will be brought to the Board at its meeting on June 22. There will be a total of 47 non-renewals out of a total of 615 probationary teachers within the District.

The Chair then opened the meeting to discussion and questions which included:

- Numbers non-renewed by seniority
- Diversity issues
- Licensure issues
- Legal ramifications related to non-renewal
- A more in-depth discussion on the process available to probationary teachers for review, guidance, assistance in resolving performance issues, etc.
- The potential for non-renewed teachers to be rehired in future
- Options available for probationary teachers to move from one location to another

**MOTION: Mr. Conlon moved the Board of Education approve the list of non-renewals as recommended by Human Resources. Seconded by Mr. Brodrick.**

The motion was approved with the following roll call vote:

Mr. Conlon	Yes
Ms. Kong-Thao	Yes
Mr. Goldstein	No
Mr. Oertwig	Yes
Mr. Brodrick	Yes
Ms. Street-Stewart	Yes
Ms. Carroll	Yes

The Board requested HR look for patterns in certain schools, areas, disciplines for uncharacteristically high or low non-renewal activity and look at voluntary resignations within the probationary teacher population for any trends which might come to light. The Chair instructed HR to come back to the Board with this information as well as a basic primer on hiring and review processes for both tenured and probationary teachers within the District. This report to be provided to the Board in Fall, 2006.

The Board also recommended the review process for teachers be incorporated into the principal's evaluation process.

## V. ADJOURNMENT

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

The motion was approved with the following roll call vote:

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

The meeting was adjourned at 5:30 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