

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

**JULY 20, 2004**

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order at 4:35 p.m. by Ms. Carter, Chair

**II. ROLL CALL**

**PRESENT:** Mr. Brodrick; Ms. Carroll; Ms. Carter; Mr. Conlon; Ms. Kong-Thao, Mr. Oertwig; Ms. Street-Stewart, Patricia Harvey, Superintendent of Schools; Ms. Nancy Cameron, Assistant General Counsel; Mrs. Higgins, Assistant Clerk

**III. APPROVAL OF THE ORDER OF THE AGENDA**

1. Order of the Consent Agenda

**MOTION:** It was moved by Ms. Carroll, seconded by Ms. Kong-Thao, that the Order of the Consent Agenda be approved.

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

Mr. Oertwig (not present for the above motion) requested item 4 on page 23 and item 7 on page 45 be removed for separate consideration.

**MOTION:** It was moved by Ms. Carroll, seconded by Mr. Brodrick, that the Order of the Consent Agenda be amended to remove items 4 and 7 for separate consideration.

The motion carried with the roll call vote as follows:

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

**MOTION:** It was moved by Ms. Carroll, seconded by Mr. Conlon that the order of the

Consent Agenda and Main Agenda be approved as amended.

The motion carried with the roll call vote as follows:

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

#### IV. APPROVAL OF THE MINUTES

1. Minutes of the Regular Meeting of the Board of Education of June 22, 2004
2. Minutes of the Special Meeting of the Board of Education of July 13, 2004

**MOTION:** It was moved by Ms. Carroll, seconded by Ms. Kong-Thao, that the minutes of the Regular Meeting of the Board of Education of June 22, 2004 and the minutes of the Special Meeting of July 13, 2004 (at places) be approved.

The motion carried with the roll call vote as follows:

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

#### V. CONSENT AGENDA

**MOTION:** It was moved by Ms. Carroll, seconded by Ms. Street-Stewart, that items 1 through 8 be approved, with items 4 and 7 removed for separate consideration.

The motion carried with the roll call vote as follows:

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

#### The Approved Consent Agenda Items Follow:

B.F. 26084      Sole Source for Replacement of Custom Roof Skylight Panels at Rondo Education Center

That the Board of Education authorize the Board of Education to approve the sole source purchase of skylight work at Rondo Education Center in the amount of \$98,020.00 from Super Sky Products, Inc.

B.F. 26085      Authorization for Change Order No. 5 to Contract for Construction of a Building Addition and Remodeling at Adams Elementary School

That the Board of Education authorize Change Order No. 5 for an add amount of \$27,193.00 to the district's contract with Graus Contracting, Inc. for construction of a building addition and remodeling at Adams Elementary School.

B.F. 26086      Authorization for Change Order No. 6 to Contract for Gymnasium Addition and Library Remodeling at Wilson Middle School

That the Board of Education authorize Change Order No. 6 for an add amount of \$7,659.00 to the district's contract with Gen-Con Construction for construction of a gymnasium addition and library remodeling at Wilson Middle School.

B.F. 26087      Bid No. A8944-W Yogurt Products

That the Board of Education authorize award of Bid No. A8944-W for furnishing and delivery of yogurt products to the Nutrition Services Department during the period of August 1, 2004 through June 30, 2005 to the lowest responsible bidder, J H Food Concepts, Inc., for \$133,960.00.

B.F. 26088      Bid No. A8949-C Science Classroom Expansion at Creative Arts School

That the Board of Education authorize award of Bid No. A8949-C for the science classroom expansion at Creative Arts School to the lowest responsible bidder, Gen-Con Construction, for \$570,500.00, the lump sum base bid plus alternates no. 1 and 2.

B.F. 26089      Amendment to Contract for Life Skills Development Center

That the Board of Education authorize the Superintendent (designee) to amend the contract with Life Skills Development Center to add an additional \$10,000 for educational services to Area Learning Center students for the 2003-04 school year.

**SEPARATE CONSIDERATION**

B.F. 26090      Bid No. A8920-C Pupil Transportation for 2004-2005 School Year

Mr. Oertwig stated that the transportation company has not honored our request of one of the pieces of the bid and he cannot support the contract without that. He will be voting No on this item.

**MOTION:**      It was moved by Ms. Carroll, seconded by Mr. Conlon, that the Board of Education authorize the Superintendent (designee) to award basic routes to the indicated low available bidders conforming to the Specifications for Bid and accept the rates for Additional Service, Hourly Rate Service, and Field Trip Service as bid with the utilization to be made based upon the availability of equipment

The motion carried with the roll call vote as follows:

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

B.F. 26091      Establishment of the Unclassified Position of Placement Coordinator for Independent School District No. 625 and Relevant Terms and Conditions of Employment

Mr. Oertwig inquired as to the amount of the anticipated savings, and asked for the rationale of this position being an unclassified position exempt from civil service, not a classified position due to its level structure in the organization. Discussion was held by Board members, Mr. Tom Coffey, Executive Director of Human Resources and Employee Relations and Jill Cacy, Assistant Director, Student Placement Center, concerning specific aspects of this position. In answer to inquiries from Mr. Oertwig and other Board members, staff responded to questions related to the School and Community Service Professionals Salary Schedule 3 – the number of levels in this schedule – the skills necessary to perform in this position and the ability of staff to apply, questions of tenure and seniority, the creation of special assignment positions in order to avoid non renewal, questions regarding union representation, and the request to describe the classification specifications in detail. Additional clarification of other specific points in regard to this proposed position were discussed.

At this point the following motions were made:

**MOTION:**      It was moved by Ms. Carroll, seconded by Ms. Street-Stewart that this discussion be concluded.

The motion carried with the roll call vote as follows:

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

**MOTION:**      It was moved by Mr. Oertwig, seconded by Mr. Brodrick, that this item be tabled until all questions have been answered.

The motion failed with the roll call vote as follows:

Mr. Conlon	-	No
Ms. Kong-Thao	-	No

Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	No
Mr. Brodrick	-	Yes
Ms. Carroll	-	No
Ms. Carter	-	No

**MOTION:** It was moved by Ms. Carroll, seconded by Ms. Street-Stewart, that the Board of Education of Independent School District No. 625 approve the establishment of the Placement Coordinator job classification effective July 20, 2004; that the Board of Education declare the position of Placement Coordinator unclassified and exempt from Civil Service; and that the pay rate be per Salary Schedule 3 of the salary schedules in the 2003-2005 School and Community Service Professionals agreement.

The motion carried with the roll call vote as follows:

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

**VI PUBLIC COMMENT (5:00 p.m.)**

None

**VII. NEW BUSINESS**

1. Aid Anticipation Certificates for 2004 - B.F. 26092

Lois Rockney, Executive Director of Business & Financial Affairs, updated the Board on the background of the necessity of borrowing \$20,000,000 in aid anticipation certificates to meet cash flow needs over the next thirteen months due to the delay in state aid payments to local school districts. She explained that the most cost effective debt service and issuance costs can be achieved through participation in the Minnesota Tax and Aid Anticipation Borrowing Program through Springsted Public Finance Advisors. This is a borrowing pool with several school districts in order to obtain a better rate.

**MOTION:** It was moved by Ms. Carroll, seconded by Mr. Oertwig, that the Board of Education approve the resolution for the sale and award of aid anticipation certificates in the amount of \$20,000,000 through participation in the Minnesota Tax and Aid Anticipation Borrowing Program.

The motion carried with the roll call vote as follows:

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

Ms. Carroll	-	Yes
Ms. Carter	-	Yes

**VIII. SUPERINTENDENT'S REPORTS**

1. Human Resources

- a. Professional Staff
- b. Teaching Assistants
- c. Educational Assistants
- d. Classified/Unclassified Service Personnel
- e. Recommendation for Principal and Assistant Principal Appointments

**MOTION:** It was moved by Ms. Carroll, seconded by Mr. Conlon, that the Superintendent's Report be approved.

Mr. Oertwig noted items on the Human Resource report and asked for clarification of the positions of Public Relations Coordinator and Fund Development Coordinator. He stated that because he voted against the item in Communications in the budget, he will be voting no tonight on the Superintendent's Reports.

The motion carried with the roll call vote as follows:

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

**IX. FUTURE MEETING SCHEDULE**

**Regular Board Meetings – 5:45 p.m.**  
**August 17, 2004**

**Committee of the Board Meetings 4:30 p.m.**  
**August 16, 2004**

**X. ADJOURNMENT**

**MOTION:** It was moved by Ms. Carroll, seconded by Ms. Kong-Thao, that the meeting be adjourned.

The motion carried and the meeting was adjourned at 5:30 p.m. with the roll call vote as follows:

Mr. Conlon	-	Yes
Ms. Kong-Thao	-	Yes

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Mr. Oertwig	-	Yes
Ms. Street-Stewart	-	Yes
Mr. Brodrick	-	Yes
Ms. Carroll	-	Yes
Ms. Carter	-	Yes

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  
Gerrie Higgins, Assistant Clerk  
Board of Education