

**MEETING MINUTES
COMMITTEE OF THE BOARD (COB)
February 12, 2008**

PRESENT: Board of Education: John Brodrick, Kazoua Kong-Thao, Elona Street-Stewart, Tom Conlon, Tom Goldstein, Anne Carroll, Keith Hardy

Mr. Conlon departed the meeting at 6:35 p.m.
Mr. Goldstein departed the meeting at 7:35 p.m.

Staff: Hitesh Haria, Lois Rockney, Suzanne Kelly, Steve Schellenberg, Kate Wilcox-Harris, Michelle Walker, Dan Rodriguez, Jeremiah Ellis, Jaber Alsiddiqui, Valeria Silva, Nancy Stachel, Michael Baumann, Howie Podilla, Harold Turnquist and Nancy Cameron

Other: Jim Walsh

I. CALL TO ORDER

The meeting was called to order by the Vice Chair at 4:41 p.m.

II. AGENDA

The agenda was reviewed and approved with the following items:

- District Calendar 2008-2009 School Year
- Policy
- Second Budget Revision for the 2007-2008 Budget
- Quarterly Financial Report
- 2008-09 Budget Projection
- 2008-09 Budget Priorities and Guidelines
- Work Session: Assignment to Outside Committees and Meeting Time Management

1. District Calendar 2008-2009 School Year

The School Calendar Task Force has met to develop a strong instructional calendar for the 2008-2009 school year. This work included looking closely at the calendars of surrounding districts as well as calendars from districts across the country.

The School Calendar Task Force was composed of district staff, union representatives, principals and parents. Prior to beginning its work, the task force created guiding principles to frame their work. Approximately 30 people served on the committee. In addition to meeting numerous times during the spring of the 2006-2007 school year, the task force met three times during the 2007-2008 school year and, having completed work on the 07-08 calendar will continue to meet to work on future calendars (08-09, 09-10).

The proposed calendar submitted by the task force was developed in accordance with Board policy and the Saint Paul Public Schools Strategic Plan for Continued Excellence. SPPS administration met and conferred with the Saint Paul Federation of Teachers on Tuesday, February 12. The Federation's Executive Team was in agreement with the recommendations and offered full support.

Points of particular interest on the proposed 2008-2009 calendar included:

- First day of school grades 1-12 will be September 2, 2008 (this was the major issue in forming the calendar because of the Republican National Convention overlap of three days; the other major issue was how testing was impacted with various start options)
- First day of school for kindergarten will be September 8, 2008.

- Winter break has returned to two weeks (December 22, 2008 through January 2, 2009)
- The last day of classes for students is June 9, 2009
- Early release dates were preferred to late start dates
- High schools will all move into a quarter system for uniformity
- Summer school begins June 22 – this allows for initial cleaning before summer school start
- Fall parent teacher conferences were moved up to allow for earlier intervention if issues need to be addressed.

The committee also offered ideas relative to opening week; a task force has been formed to address opening week issues and to look at implementation of the committee's recommendations.

The question was raised as to why there was only the 2008-09 calendar as the Board had specifically requested a multiple year process. Administration responded that the 2008-09 calendar presented a particular problem with the Republican National Convention occurring in St. Paul during opening week. Once this was addressed and recommendations brought to the Board the committee will continue with its work on the next years out. Other issues which the committee needs to consider for future calendars include getting more time on task, more professional development days and how the "ideal day" will affect calendar. Consideration will be given to maintaining transparency in calendar development process and getting additional student and parent input on a consistent basis. The typical classroom teacher's voice needs to be included into the committee as it continues.

Administration indicated they would be continuing to meet with Deputy Chief Bostrom and his staff as convention plans develop particularly relative to transportation issues.

The COB requested a discussion on academic changes related to the calendar. (I.e. change to quarter system in high schools, etc.) be put onto a future COB agenda.

MOTION: Mr. Conlon moved, seconded by Ms. Carroll, that the Committee of the Board recommends that the Board of Education adopt the 2008-2009 School Calendar as presented.

Motion passed.

2. Policy

The following policies were reviewed, the action taken as noted, all policies which were sent back for further work will be brought to the Board meeting on February 19.

FOR REPEAL	NEW POLICY NO.	POLICY TITLE	RECOMMENDED ACTION
	213.00	Board of Education Professional Development	Approved
612.00	615.00	Family Involvement	Approved
714.00	707.05	Transportation: Type III School Buses	Returned to Operations then to BOE 2-19 for approval
	710.00	Transportation: Field, Athletic, Community Education Trips	Returned to Operations then to BOE 2-19 for approval
812.00	812.02	Release of Students from School	Approved as revised
	814.00	Visitors to Schools	Approved as revised
	902.00	Community Use of Buildings and Grounds	Approved as revised

MOTION: Mr. Hardy moved, seconded by Mr. Conlon, that the Committee of the Board recommends that the Board of Education approve the above policies, pending adoption (revisions to 707.05 and 710.00 will be brought before the Board for review/approval at the 2/19 Board meeting).

Motion Passed.

A request was made that discussion on the proposed manner for approval of policies be brought to the February 26 COB meeting.

3. Second Budget Revision for the 2007-2008 Budget

Administration recommended an \$8.4 million increase in revenue and a \$7.2 million increase in expenditures for the second budget revision for the budget for fiscal year ending June 30, 2008.

Revenue adjustments included a \$5.9 million reduction in special education due to changes in accounting procedures (this change is also reflected in expenditures for the same reason). A \$1.5 million increase is proposed for federal E-rate revenue due to a project that was approved for funding too late to be included in the adopted budget; and a \$11.9 million increase in fully financed budgets to reflect the grants that have been awarded to the district since the fall budget revision.

In adjustments to expenditures the following changes were recommended. Enrollment was down again in the December count and school budgets have been reduced by \$793,508 for this enrollment decline (largest loss in secondary grades other losses were across the board this reflects continued decline in student numbers within the City of St. Paul in all educational entities). As noted above, the change in accounting procedures is the reason for the \$3.9 million reduction in special education expenditures and fully financed expenditures will increase by \$11.9 million to reflect the expenditures of grants that were received and recorded as revenue increases.

There was discussion on tracking where and why students leave the district and a request was made that a more detailed tracking of this be done.

MOTION: Mr. Hardy moved, seconded by Mr. Conlon, that the Committee of the Board recommend that the Board of Education approve the revisions to the budget for fiscal year 2007-08 as detailed in Exhibit A (attached).

Motion passed.

4. Quarterly Financial Report

The Quarterly Financial Report for the district for the period ending December 31, 2007 was presented. It reflected administration's projection of the district's financial position for the year ending June 30, 2008, taking into consideration all financial transactions that had occurred to date and projected out to year end.

The non-general funds show minor fluctuations of revenue and expenditures, but no major change in financial position is anticipated. The General Fund projects that the revenue for the year will be down \$3.6 million from the revised budget but that will be offset by a \$7.3 million under expenditure of funds. The revenue decline reflects the ups and downs in various revenue areas, most of them driven by the decline in enrollment. The expenditure decline is ups and downs in various budgets, the largest being about a \$2.5 million under expenditure in salaries and benefits. The undesignated unreserved fund balance at June 30, 2008 is projected to be \$27.5 million or 5.2% of the current year expenditures. This is well within the Board guideline of 5%.

MOTION: Mr. Conlon moved, seconded by Mr. Brodrick, that the Committee of the Board recommends that the Board of Education accept the quarterly financial report.

Motion passed.

5. Report on the 2008-09 Projected Budget

Administration has reviewed and analyzed the financial issues facing the district and projected the revenue and expenditures for the year ending June 30, 2009. Using the 1% revenue increase currently in law and inflating current year expenditures, the district is projecting a \$10 million deficit for the 2008-09 school year. This deficit represents approximately \$3 million that is related to the small increase in the general education formula allowance and the other \$7 million is related to the projected enrollment decrease of approximately 1,500 students. This will be addressed as the budgeting process proceeds as reductions are found within the process.

No action was required on the report of the issues facing the district for FY ending June 30, 2009, the report was provided as information only.

6. 2008-09 Budget Priorities & Guidelines

Administration reviewed the Budget Guidelines which were adopted by the Board for the 2007-08 budget cycle, these were updated for dates and numbers where appropriate and administration recommended their adoption for the 2008-09 budget cycle as revised.

The Guidelines were reviewed and discussed with questions posed to administration answered. It was the consensus of the discussion that strategies need to be developed to address government on the funding crisis education is facing.

MOTION: Ms. Carroll moved, seconded by Ms. Kong-Thao, that the Committee of the Board recommends that the Board of Education approve the Budget Guidelines for 2008-09 as presented (copy attached).

Motion passed.

7. Work Session

• **Board Representation on Outside Committees**

The Board Chair reviewed the list and the assignments made to the various outside committees. The Assistant Clerk was instructed to inform the various entities of the name of their Board representative. A list of the St. Paul District Councils was circulated and Board members indicated which Council they would work with.

• **Board Meeting Time Management**

Discussion was held regarding the establishment of a time certain for the ending of COB meetings. The consensus was that this was not feasible but the Board would keep in mind individual needs relative to meeting times and work within those constraints. It was also agreed that a review of time management would be made quarterly to see how the process is working and where it might be improved.

III. **ADJOURNMENT**

MOTION: Ms. Kong-Thao moved the meeting adjourn. Ms. Carroll seconded the motion. The motion passed.

The meeting adjourned at 8:18 p.m.

Respectfully submitted,
Marilyn Polsfuss, Assistant Clerk, SPPS Board of Education