

**MEETING MINUTES
COMMITTEE OF THE BOARD
FEBRUARY 26, 2008**

PRESENT: Board of Education: Elona Street-Stewart, Kazoua Kong-Thao, John Brodrick, Tom Conlon
Keith Hardy joined the meeting at 5:06 p.m.

Absent: Anne Carroll
Tom Goldstein

Staff: Superintendent Carstarphen, Suzanne Kelly, Lois Rockney, Christine Wroblewski, Michelle Walker, Valeria Silva, Hitesh Haria, Joe Raasch, Cecilia Dodge, Armando Carmacho, Jeremiah Ellis

Other: Jim Walsh

I. CALL TO ORDER

The committee chair, Ms. Street-Stewart, called the meeting to order at 4:41 p.m.

II. AGENDA

The agenda content was reviewed as follows; no new items were added to it.

- Preview of 2008-2009 Summer School Plans
- Policy Review
- Work Session
- Announcements and Reminders

1. Preview of 2008-2009 Summer School Plans

The Superintendent presented a brief overview of how Operations is approaching planning for summer school 2008-2009. She indicated no action would be required at this time. The major recommendation is a reduction in the number of summer school sites from 58 to 46. This would result in the following benefits:

- Freeing under-utilized resources from summer school will positively impact the budget for the following school year
- Opening fewer buildings will result in a reduction of utility (energy), personnel and administrative costs
- A more efficient utilization of custodial staff from closed sites to help with cleaning and program changes during the summer
- Transportation will be more efficient with fewer sites, this will impact the budget
- There are three weeks of summer school prior to the new fiscal year which will impact the budget
- There will be better access at closed sites for construction (major and minor) and for cleaning

The Superintendent indicated this was a pilot approach and is being used as a test for future work plans. Specific plans and recommendations for action will be brought to the Board at its April meeting.

A question was raised if administration had looked at a previous study done which indicated having all sites open provided for continuity for the students in that they would be attending at a

building they are familiar with and working with a teacher they know. It was noted there was probably some increase in cost but the Board was led to understand it was worth it. The Superintendent responded that administration was not familiar with this study but instructed the Chief of Operations to review it. The Chief Business Officer was asked to check into whether summer school teachers were assigned to locations where they normally taught during regular school session. She further responded that the way to impact student learning was to have the best teachers teaching at summer school. And that site may have an access impact but current plans really fall in the area of budget and operations and looking at ways to save money. Additionally she noted that the number of children attending summer school is too many for the size of the district.

It was also noted that summer school transportation contracts would be coming up for approval in the near future.

2. Policy

- **516.00 Students – Medications/Medical Procedures**

MOTION: Ms. Kong-Thao moved approval of Policy 516.00 Students – Medications/Medical Procedures pending adoption. Motion seconded by Mr. Conlon.

Motion passed.

Discussion was held on the process for final adoption of the policy manual.

MOTION: Ms. Kong-Thao moved, seconded by Mr. Conlon, that the finalized Policy Manual be approved through the use of the three reading process.

Motion passed.

3. Work Session

- **Professional Development Guidelines for Board Members**

The chair noted priority areas for professional development included the cultural competency, anti-racism training outlined in the Superintendent's report at the last Board of Education meeting. She reiterated that the Board should be incorporated into that training as it moves forward.

Other areas mentioned relative to Board development included:

- Board governance
- Parliamentary procedures
- Strategic Planning
- Time management and focus on major issues and identifying them
- Relationship building within the board unit

It was noted that means of financing board development should be explored (fund raising, cost sharing, grants) and that Fund Development might provide assistance in this. The chair recommended that somehow a budget needs to be built to cover this area within the board's budget so that planning could be done annually with the knowledge that funds would be available.

It was proposed a contact with the Broad Institute for board training be initiated. The chair indicated that for this year it was considered important that development for the Board be for all board members as a group. Other possible sources of training were also discussed.

Board members were asked to be flexible in meeting date requirements which might be brought forward, particularly if there was only one option available. Board members were

also asked to share information they might receive on development opportunities will all members.

- **Graduation Scheduling**

The graduation schedule was passed around so board members could select which graduations they would be at and it was then to be forwarded to the two absent members for their input.

4. Announcements and Reminders

- Board members were reminded to use the supt.carstarphen@spps.org account when submitting requests for information. This account triggers prompt action on requests. The other superintendent account is for the Superintendent's personal use and she is the only one with access to it so requests might be missed if she is out of the office or in meetings.
- Board members were also reminded to read their Thursday Board Packets promptly and if they have questions, need clarification or want additional information to submit those requests as soon as possible but no later than the following Monday morning to allow time for staff to address the item.
- District Councils – the list is to be submitted to Board members once more so any open slots can be filled. Board members serve as “contacts” for the councils they have committed to. The secretary for the board will send letter introducing each contact to each council and each board member can then follow up personally.
- Dates for Board of Education and Committee of the Board meeting for the remainder of 2008 were distributed and will be acted upon at the March Board meeting.

III. ADJOURNMENT

MOTION:	Mr. Conlon moved the meeting adjourn; motion seconded by Mr. Kong-Thao.
----------------	--

Motion passed.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,
Marilyn Polsfuss
Secretary to the Board