

**MEETING MINUTES
COMMITTEE OF THE BOARD MEETING
June 10, 2008**

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

Staff: Superintendent Carstarphen, Joe Raasch, Harold Turnquist, Joanne Friedlund, Lynn Gallandat, Christine Wroblewski, Jeremiah Ellis, Bee Lee, Michelle Walker, Michael Baumann, David Peterson, Brett Johnson, Valeria Silva, Suzanne Kelly, Nancy Stachel

Other: Theo Olson, Angela Heiderscheid, Jodi Gubbrud, Leo Smith, Dan Grundmeier, Al Oertwig, Jamie Ahrens, Sheila Williams Ride, Jennifer LeClaire, James Walsh, Doug Belden, Jody Youngers, Frank Thissen, Jackeye Whitner, D'Ann Urbaniak Lesch and Sharla Scullen.

I. CALL TO ORDER

The meeting was called to order by the Chair at 4:42 p.m.

II. AGENDA

1. SY 2008-09 Transportation Bids (including SY 07-08 summary of utilization of sick leave, turnover, recruitment and retention)

The Superintendent introduced the subject stating historically SPPS has been considered the premiere school system for choice programs in the nation. Its transportation system has been known as one of the most efficient and effective in both routes and cost given the volume of choice offered in the district. She went on to say that one of the reasons the District has been able to offer such wide choice is in part the efficiency of the bus routing system. She noted the bus system is deeply interdependent with one bus serving multiple schools through a given day and one change within a route can have cascading effect for schools down the line on that route adding complexity and cost for the system.

The Superintendent asked the Deputy Chief Operations Officer to give an overview of the transportation process for the 2008-2009 school year. He proceeded to review first,

- Route Structure
 - Placement data informs route structure
 - Route development begins when the Transportation Department receives enrollment data from Student Placement that has been reviewed and corrected for accuracy and eliminates duplications.
 - Routes are developed from the enrollment data based upon: projected enrollment, on-time magnet applications and special education placements based on IEPs.
 - The actual route structure cannot be created until projected enrollment data is received for each school and program and student needs are identified (such as special education requirements).
- How Route Structure is Built
 - Primary goals are to work within the budget and to minimize change to start times; efficient route structure minimizes costs and changes
 - Data from the Placement Center drives building of routing structure (2000 route combinations are established for the District)

- Each SPSS route vehicle performs multiple trips serving two to five schools (routes are a complex matrix of interlocking trips that transport students from different areas of St. Paul)
- School schedules are established to facilitate cost effective route combinations
- Route schedules are affected by: transportation area (attendance area plus magnet school status), the number of routes serving the school, the location of students, the ability to pair routes serving other schools into multiple combinations and Special Education student placements and locations)
- The goal is minimal start time impact
- Where possible, attempts are made to honor any specific requests from schools or programs.

The Deputy Chief Operations Officer then went on to review the criteria regarding hazardous street criteria which is taken into consideration in route development in order to maintain safety. The analysis of hazardous street criteria includes:

- What is the traffic volume on the street
- What is the accident history of the area or intersection
- What are the speed characteristics of the traffic
- How many gaps in the traffic are there and how long are they
- What is the physical layout of the intersection or street
- What percentage of traffic is turning left or right at an intersection
- What are the sight distance characteristics of the crossing
- Is there a reason a driver would likely not expect a school crossing
- Are there sidewalks or pedestrian walkways
- What is the traffic control at the intersection
- Is a school patrol necessary at the crossing
- Is the school patrol having trouble with traffic at this crossing

The Deputy Chief Operations Officer then summarized details on child care transportation stating Minnesota Statute allows for the treatment of child care programs, residence of a relative, etc. as a pupil's residence. Board policy requires that the District provide transportation to and from school for students whose residence is a mile or more from their school (Policy 707.00) and State law on equal treatment requires consistent practice across all district schools and programs.

He continued with a brief overview of the bid process. Opening date for transportation bids for SY 2008-09 was June 5, 2008. Copies of the bids were distributed to Board members.

Recruitment and retention plans for existing contractors had been given to the Board members in their meeting packet. The plan for Sunburst Transit (a new vendor) was supplied to Board members at their places. Centerline Travel, First Student, Monarch and Safe Way Bus Companies declared their recruitment and retention plans to be proprietary information provided solely for the District's information and use and which is exempt from public disclosure under the Minnesota Government Data Practices Act.

Each bus contractor provided annual turnover rates from the start of school 2007 until May 16, 2008 along with the utilization of sick leave benefit required under the Specifications for Pupil Transportation section of the contract for transportation. Turnover rates were:

- Centerline Travel – 0% (they had only 9 routes for the 07-08 school year)
- First Student – 18.1% (Snelling Terminal) and 17.5% (Oakdale Terminal)
- Monarch Bus Service – 12%
- Safe-Way Bus Company – 16%

Sick leave utilization was summarized as follows:

- Centerline Travel – chooses to apply the sick leave benefit to all drives and to pay the value of the sick leave earned on each paycheck.
- First Student – 23.8% (Snelling Terminal) and 28.1% (Oakdale Terminal)
- Monarch Bus Service – reported 100% of employees were eligible for sick leave/pay benefit. All drivers were offered the sick leave benefit but had the option of waiving the benefit for vacation pay or savings. Utilization rate among those drivers who chose the sick pay benefit was 11%.
- Safe-Way Bus Company – no drivers qualified for sick leave benefits for the 2007-08 school year.

RECOMMENDED MOTION: Ms. Carroll moved that the Committee of the Board recommends the Board of Education authorize the Superintendent (or 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.. Motion seconded by Ms. Kong-Thao.

Motion passed.

Discussion/Questions included:

- Director Hardy stated he would be voting requiring more time to review prior to the vote at the June 17 Board meeting.
- Director Hardy requested information on the District's assessment of performance of vendors and a summary of incidents. The Superintendent indicated the Board would receive the vendor's "Compliance Review" which is done annually in their Thursday mailing. She indicated, if the Board specified the specifics they required, a request would be submitted to the vendors asking them to supply the information at the next bid process. Further an "Operational Events File" is kept for each vendor and this information would be summarized and provided to Board members within the next several weeks.
- A question was raised on the cost of a change. Administration stated it depended on the specific route but an approximate figure had been established at \$322/day/bus if a route change is made.
- The issue of equity was discussed relative to making changes for one school and not others.
- The Board was asked to address and note interest areas and parameters (relative to performance) to be submitted to vendors in the next bidding process.
- Information was supplied relative to Sunburst which is a new vendor based in St. Cloud.
- Discussion/explanation of the "gas cap" was provided

2. Linwood-Monroe Comment Session

The Superintendent spoke to the Linwood-Monroe issue, indicating an opportunity would be given to a parent representative to offer a summary of their views and concerns on the change in start time. She acknowledged that the unexpected time change for Linwood is a disruption and administration is unhappy that it has occurred but it is the hope of everyone involved that with time and effort a solution can be reached. Options are being explored in order to offer some alternatives which might alleviate, to some extent, the problems the change has created. Given the timelines for the school choice system and the constraints involved the changes were communicated as quickly as was possible. She then asked the Linwood representative to present her information.

Pamela Johnson, a Linwood parent, presented the concerns relative to the start time change at Linwood. She thanked administration for the work which has been done on the issue. She noted change is only successful when it benefits the recipients of the change. The start time change at Linwood presents a problem as many parents may not be able to use bus system provided as they would then not be able to get to their place of employment on time. The change will have an economic effect on working families adding costs for before and after

school programs and, if they drive their children to school, additional gas costs. She stated Linwood has already undergone lots of changes in the past year and this start time change is bringing about more change which will impact enrollment numbers as families leave the system. She reviewed the results of a survey conducted within the school in which parents were surveyed on the start time change and the option to keep siblings on the same bus. The request to keep siblings on the same bus has been addressed within the transportation plan; however the start time is the larger issue. The lateness of the notice to families and the manner in which the information was provided was discussed. The fact of the late notification limits families' options for changes in enrollment for their students at this point. She suggested the school enrollment process be started earlier and that perhaps the time changes might be better dealt with in the high schools.

Other parents offering similar comments included:

- Angela Heiderscheid (single, out of district parent, start time affects ability to get to work on time; families which are leaving are the most involved families in the school),
- Theodore Olson (strong objection to walking students between schools due to safety issues)
- Jodi Gubbrud (Discovery Club location at Linwood and issue of walking students between schools and survey results and why was it done if it was not going to be heeded)

The Superintendent discussed the survey issue. She indicated criteria on whether a specific issue is addressed include (1) it doesn't break the law (Minnesota statute, Federal Law, NCLB); (2) it doesn't have an astronomical cost; or (3) it doesn't trigger an inequity somewhere else. Administration values information brought forward from the schools. She indicated it was frustrating because the District doesn't have enough money to make the necessary changes, because the District is so dependent upon all the routes working well and the knowledge that the change can't be accomplished without an extraordinary additional expense to the budget. Other options are being explored and over time changes might be accomplished.

The Chair reviewed the list she had compiled on issues noted regarding the Linwood start time in order for the Board to keep them in mind when they address the issue during the work session.

- The impact on before and after school opportunities
 - The economic impact on families
 - The timing impact
 - Capacity issues
 - Other options available through Discovery and the 21st Century Grant
- The ability to survey and obtain information and influence that might have on larger decisions
- Parents have worked through the transition and obviously want to participate in the programs at Linwood/Monroe
- Communication strategy improvements
- Transportation process and timeline
 - Options which might be looked at application and bid process with vendors and its impact on enrollment
- If large changes are made looking at elementary options vs high school options
- Change and its relationship to city and police department and safety issues
- Look at changing routes and choice system – start conversation early this year (8/26)

Board Work Session on Linwood-Monroe Start Time Issue

- Were there legal or practical considerations which prevented giving special attention to Linwood start time in a proactive manner? Response: A specific approach was taken in evolving the routes, as the process developed as a District-wide effort the impact on Linwood was not evident until process was completed. Additionally, it would have set

precedent if anything were done for a specific school; schools can't be treated in an inequitable way.

- Administration worked through many iterations to see if the later start time could be mitigated but it was not possible without impacting several other schools and adding a significant cost to the budget.
 - Why couldn't the change be done at the secondary level instead of elementary? High schools generally have later starts; a significant number of high school routes are short in time and work in well with middle school routes. Elementary routes due to magnet schools, etc are significantly longer than high school routes and ALC routes for elementary would have been impacted.
 - Concern expressed that this is the second major communication challenge in the last several months – what changes will be made to communicate future issues of this nature. Response: Principals are typically spokesman for schools. Administration looked back over communications relative to significant changes occurring in the past and a similar process was used in that the schools communicated with the families either through flyers, mailers or newsletters. Generally if a communication comes from schools more attention is paid to it. Now, with Connect Ed in place, messages can be handled through that system in a more efficient manner.
 - Routes are structured in a professional manner taking all aspects into consideration along with budgetary impacts
 - Administration noted it has acknowledged it has heard the concerns and efforts are being made to mitigate some of the impact at the school level.
 - The routes cannot be changed; what solutions can be found for day care, Discovery Club and crossing guard issues. The District is committed to helping to explore solutions to some of the issues raised.
 - Concern was expressed regarding communication of these changes getting to all families so they can prepare to address changes which might be needed
 - Connect Ed will be a big help in communication, the District needs to get out in front to address potential issues in future and offer support to principals in getting information out
 - Appreciation expressed for parent coming to the Board
 - The Board and administration must as leaders make the difficult decisions while being fair, diligent and thoughtful in the process
 - Comment made it is Important to hear the voices and learning to deal with adversity. Great care must be taken in seeing who is at the table and who is not being heard and ensure that everyone is heard before significant action is taken. It was acknowledged that it is impossible to satisfy everyone.
 - Don't jump to solutions before there is a clear idea of the needs of entire population.
 - It was suggested that the issue be looked at under a different construct, look at it as one school with a split campus
 - Would like to really know how big a problem this is for entire population
 - How can help be provided to families to help solve the issues
 - Community partners have been left out of the considerations – what could they offer in addressing the issues, in problem solving
 - Discussion around the responses that all Board members can share over the next week
 - Issues are still being discussed and considered and administration is still looking at ways of addressing the issues
 - Keep line of communication open and state administration exploring possibilities
 - Explore other options within community and partners
3. Report from Citywide Community Education Advisory Council
Jody Youngers, Chair of Citywide Community Education Advisory Council, introduced committee members present for the presentation: Frank Thissen, Jackeye Whitner, D'Ann Urbaniak Lesch and Sharla Scullen.

She then went on with the report the Citywide Community Education Advisory Council's role is to advise on policy, process, programs and budgets that promote the value of community education and its role in academic achievement. It sees its role as connecting community to schools and schools to communities.

She stated the Council had aligned its strategic objectives to the SPPS strategic plan goals. They then went on to review the 2007-08 year under the categories of change, opportunity, reflection and courage.

- **Change** – new leadership presents the opportunity to assess program services, priorities, accountability and the effectiveness of service delivery in meeting the needs of the changing community and in advancing the goals and objectives set by the SPPS School Board. The changes being made will enhance the delivery of services, provide greater efficiency and, with the community coordinators being SPPS employees, accountability.
- **Opportunity** – changing demographics, organizational structure, financial resources and staff position vacancies provided the chance to assess the effectiveness of the current working relationship and collaborative agreement (established in 1976) between SPPS Community Education and the Saint Paul Park and Recreation departments. A retreat sponsored by the Council resulted in: Area service delivery and work within schools focus on relationship to develop a working partnership between the groups.
 - A shared vision and mission for the collaborative working relationship
 - A collaborative working model based on best practices in the cooperative delivery of community program services
 - A department organizational structure which established clear lines of responsibility and accountability
 - A partnership model that encourages cooperative planning and communication to better serve the needs of the community and
 - Community-based education and leisure services that utilize community facilities and resources in the more efficient and effective way possible.
- **Reflections** – new members were recruited based on the new partnership model which will assist the Advisory Council in better understanding the most effective means to deliver services throughout the community and which will help identify service delivery gaps; identify and reduce duplication of efforts and reach out to the diverse communities within the City and establish partnerships to better offer services and meet needs.
- **Courage** – the Advisory Council has asked its new leadership and partners to challenge the status quo through establishment of Priority Goals for 2008-09 which include:
 - Revitalization of the Volunteer Recognition event to include a broader representation of communities served and moving the event to align with the National Community Education Week.
 - Working with school district staff to develop an assessment tool to measure how effectively the community needs for life-long learning are being met
 - Continuing assessment of the efficiency and effectiveness of the collaborative working model between Community Education, Saint Paul Parks and Recreation Department and other partnering community-based agencies
 - Engaging as advocates in the legislative process in an effort to align state resources with District priorities. The Council will work with the School Board to establish a legislative platform to improve educational and economical outcomes for youth and families in St. Paul.

Thanks were extended to the Council for the report and the success of their efforts over the past year.

Discussion/questions posed included:

- A request for clarification of where Community Education falls within the budget
- A request for additional information be supplied to the Board on the changes being made within the Council – the response was that the change focused specifically on the relationship between Community Ed and Parks and Recreation and how services are being

delivered and working within the community to deliver services (a structural/internal change) and the Council now posed to reach communities not reached before

- A request that additional information on the changes made be added to the report and a copy supplied to the Board.
- Partnerships and nature of the way business was done is changing. What is the level of monetary commitment from partners relative to delivery of services? Response: some contributions are not measurable in terms of dollars; City of St. Paul Parks and Rec employees will be paid for by the City; facilities/services are being shared in order to maximize usage of staff, facilities and expertise.
- Will there continue to be an exchange of rentals and fees among partners? Usage will be through the permit system for the most part, though some fees are involved in some cases.

The Council Chair reported on their legislative platform which involved the Adult Basic Education formulas and use patterns that affect Community Ed in a delayed sense. She stated the organization has to be very reactive relative to the legislative funding process. The other area is funding for special needs adults.

RECOMMENDED MOTION: Mr. Conlon moved that the Committee of the Board recommend that the Board of Education accept the report provided by the Citywide Community Education Advisory Council. Motion seconded by Mr. Brodrick.

Motion Passed.

4. Framework for the Superintendent's Evaluation Instrument for 2008

The Superintendent indicated the materials under consideration are for two evaluation periods: for calendar year 2008 her request is that the Board confirm that same framework will be utilized in the evaluation with the time line presented in the draft timeline. For calendar year 2009, she hoped to finalize the framework prior to July 1, 2008 so that it would also inform the evaluation of the senior leadership team and Superintendency members for the upcoming school year.

For inclusion in 2009 the Superintendent presented the SPPS Senior Leadership Team Effectiveness Charter which resulted from their team building efforts and leadership training in order to increase individual and collective capacities to guide the implementation of the SPPS mission, vision and strategic plan. It is hoped this will be incorporated into the evaluation protocols to further support its implementation.

RECOMMENDED MOTION: Ms. Kong-Thao moved that the Committee of the Board recommend the Board of Education approve the Superintendent Evaluation Framework and Timeline for 2008 as presented.

Motion passed.

5. Final Policy Review

Thanks were extended to everyone involved in bringing the SPPS Policy Manual to completion.

Staff was asked to provide a short version of process utilized in the review/revision of the Policy Manual for presentation at the June 17 Board meeting.

Additionally, staff was asked to provide information on how the Manual will get to the schools, who will receive it and where it will be available. It was stated the previous Policy Manual should be preserved both for reference and historical reasons. Board and staff also need to look at the process for future revisions, additions, changes and how these will be relayed to stakeholders. Compliments were extended for having the new manual on-line already.

The Superintendent recommended that Policy Review become a standing agenda item for all COB agendas. Additionally the Board should schedule a review process for sections and future additions/changes. Sub-topics under the Policy Review topics should include: Review, New, Procedures, and Resolutions.

RECOMMENDED MOTION: Mr. Conlon moved that the Committee of the Board recommend that the Board of Education close revisions. Motion seconded by Ms. Carroll.

Motion passed.

6. SY 2008-2009 SPPS Budget

In the absence of the Chief Financial Officer, the Controller presented the Board with two documents which summarized the input administration received relative to the 2008-09 proposed budget from the May 15 Budget Input Forum and the results of the budget survey completed by staff, parents and community members between May 21 and May 30, 2008.

He then moved on to present administration's recommendation for the inclusion of the \$2.3 million of additional revenue provided by the legislature which was not included in the original budget. The recommendation builds from the contingency plan that was provided in the proposed budget document and expands to encompass the entire additional revenue expected to be received due to legislative action. The recommendation is detailed on Schedule D (attached).

The \$2.3 million has been allocated within the General Fund as follows:

• Provide content coaches at schools per ERS study	\$1,400,000
• Set aside for program changes in 2009-10	500,000
• Provide leadership professional development for sitting principals ad other administrators	50,000
• Support for initial work to further define the Ideal Day as proposed in the Teacher Contract	50,000
• Behavior management implementation in schools	100,000
• Leadership transition funding for schools and departments	<u>200,000</u>
	<u>\$2,300,000</u>

These items are initiatives or strategies that the district will use to achieve the goals of the Strategic Plan and all go to directly servicing schools.

Questions/Comments:

- Are other options available beside content coaches for schools meeting AYP? Administration noted content coaches (these are teachers offering job embedded support to teachers in real time and are necessary support to working toward closing the achievement gap) and as such not negotiable.
- Recognition that board should address comprehensive, big picture items, think strategically and be careful in considering single issue items and the impact these have on the equity issue
- Discussion on a perceived need to establish expectations/standards of site councils to engage them in the budgeting process/survey process/input process/participation
- Questions on outreach to solicit feedback on the survey
- Question regarding the survey results comment addressing the issues of African-American student achievement; transportation and choice; programs that aren't working; drawing families into district and the structure of public schools. The Chair noted this was a confluence of public recognition of areas needing to be addressed which reinforce the work which is reflected in the Strategic Plan and which are being addressed.
- The need for monies set aside for changes in 09-10

- A request for additional information on how the District is educating students in the technological research processes and what the District is doing to promote health and fitness in students.
- Discussion on the need for a comprehensive plan for behavior management in the classroom in order to provide consistency across the district
- Priorities the Board has around issues of its own assessment, its leadership development and how it will best address issues happening within the district.

Director Goldstein called the question.

RECOMMENDED MOTION: Mr. Brodrick moved that the Committee of the Board recommended the Board of Education approve the 2008-2009 Budget for Saint Paul Public Schools as detailed in the Schedule D (attached). Motion seconded by Ms. Carroll.

Motion passed. Six in favor; Mr. Hardy abstained.

A request, for Thursday packet, on clarification on how budget information will be coming forward to the Board and what level of detail will be brought to the Board.

The Controller was thanked for his presentation.

7. Work Session

- **Board Development Matrix**

The Board was presented with an updated Board Governance and Development Consulting and Resources Matrix.

A quick review was done of the items which had been added to the matrix.

The Superintendent recommended the Board review and discuss the matrix to get a sense of its content and prioritize the items within it. It would be beneficial to establish what the Board considers key in what it wants to get done over the short term and what it feels would be beneficial for its long-term development.

The Superintendent discussed the Panasonic Foundation which had just been added recently. She noted it involved the shaping of a partnership with multiple years involvement. The foundation's executive director would be in town for a visit in the near future.

The Chair noted a process needs to be developed in which each Board member shares their perspective on what is important for comprehensive board development, (cultural competency, trust, policy short list, long-term development). She indicated this could be done either through a work session or the scheduling of a retreat in order to develop the big picture and become more topic specific.

The item was moved to the COB meeting of 6/24 for discussion.

- **Proposed Reappointment to the Civil Service Commission**

The City of St. Paul notified the SPPS Board of Education that they were proposing to reappoint Commissioner Bill Carter to the Civil Service Commission for another term. His term will expire on June 13, 2008. They requested a response from the Board at their earliest convenience in order to expedite the reappointment.

RECOMMENDED MOTION: Ms. Carroll moved, seconded by Mr. Goldstein, that the Committee of the Board recommend the Board of Education approve the appointment of William Carter III to the Civil Service Commission for a term running from 6/14/2008 – 6/13/2014.

Motion passed.

Mr. Hardy departed the meeting at 11:01 p.m.

- **Board Meals**

Board secretary was instructed to explore finding sources for more healthy choices, provide menus of choices which are cost effective and nutritionally balanced. Additionally the issue of food storage and portion sizes needs to be addressed.

III. ADJOURNMENT

MOTION: Motion was made and approved to adjourn the meeting.

The meeting adjourned at 11:18 p.m.

Respectfully submitted,
Marilyn Polsfuss
Assistant Clerk