

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

May 7, 2013
4:30 PM

A G E N D A

I. CALL TO ORDER

A. Introductions

II. AGENDA

A. Legislative Update

1. Introduction
2. Presentation 3
3. Discussion
4. Action (No action required)

B. SSSC Monitoring: Resources & Operational Excellence VisionCard 6

1. Introduction
2. Presentation 7
3. Discussion
4. Action (Acceptance of Report)

C. Quarterly Financial Report 21

1. Introduction
2. Presentation
3. Discussion
4. Action (Acceptance of Report)

D. FY 14 Budget

1. Introduction
2. Presentation
3. Discussion
4. Action (No Action Required)

E. Standing Item: Policy Update 30

1. Review of Draft of Racial Equity In Education Policy	31
F. Work Session	
1. Board Check-In	
2. Board Budget Review	32
3. Discussion on BFAC & CEAC Status	
4. Board Public Engagement Discussion	38
III. ADJOURNMENT	

DATE: April 26, 2013

TO: Board of Education Directors
Valeria Silva, Superintendent of Schools
District Staff
Saint Paul Delegation Members

FROM: Mary Gilbert

RE: Legislative Update

K-12 Education Omnibus Bills Passed Both Bodies

The House K-12 Education bill passed 83-50 after seven hours of debate and consideration of dozens of amendments. The bill spends \$550 million over current law, dedicating \$315 million of that to increases in the general education formula of 2% each year, funding for all-day Kindergarten and Pre-Kindergarten scholarships. There is also a provision for low property value districts that either have no or low referendum per pupil.

There were attempts to put the all-day Kindergarten funding money onto the formula, paying back the shift using the reserve, changing the assessment provisions of the bill to reinstate a cut score, strike the Saint Paul and Minneapolis local bonding authority, modify rules for teacher lay-offs, and many more. Nearly all of the amendments were opposed by the authors of the various bills included in the omnibus bill and were defeated mostly along party lines. Chair Marquart argued that investing in education in order to create the world's best work force, with the goals of having kids read by 3rd grade, closing the achievement gap and getting 100% of students to graduate from school by 2027 are his goals.

The Senate passed their K-12 Education bill 35-28 after nearly 9 hours of debate and nearly 35 amendments. Sen. Brandon Petersen attacked the bill, arguing that Anoka-Hennepin is not treated fairly in per-pupil revenue, especially compared to Minneapolis and Saint Paul. He offered an amendment that would have redistributed the integration revenue among the 98 districts on an equal basis across all pupils. This would have resulted in a reduction in revenue of \$7 million dollars for Saint Paul and Minneapolis; it failed 31-35, with some support from DFL members. The next amendment stated that any new appropriation in future years must be distributed equally per pupil; that also failed but had a few DFL members supporting it.

Differences in the Senate and House bills will now be worked out in conference committee. Today the House announced their K-12 conferees before they adjourned for the weekend: Reps. Marquart, Mariani, Brynaert, Morgan, and Urdahl.

Senate Omnibus Tax Bill

The Senate Omnibus Tax Bill was passed out of the Tax Committee this week and included an amendment by Sen. Rest to restore the integration levy. The amendment still has some technical problems and must be corrected when the bill goes to the Senate floor.

The K-12 bill had a zero levy target, which is why the levy ended up in the tax bill. Article 3 of the Senate Tax Bill contains several education provisions, including language that would freeze operating referendum revenue for FY 2015. Under this provision, a school district would be prohibited from authorizing an increase to its operating referendum for FY 2015. The freeze is for FY 2015 only. A school district would be allowed to renew an expiring referendum at the same level in FY 2015.

In addition, the Senate Tax Bill would create a new component of general education revenue called Education Advancement Revenue. Education Advancement Revenue would begin in FY 2015 and would be set at \$300 per pupil. Education Advancement Revenue would be funded through an equalized levy, with the equalizing factor set at \$785,000 levied on referendum market value. At the same time, referendum revenue is reduced by \$300 per pupil for each school district - so this would not result in any new revenue for school districts with at least \$300 per pupil in referendum revenue, like Saint Paul and most metro districts.

The Education Advancement Revenue is similar to one of the recommendations adopted by the Commissioner's Education Finance Working Group. However, the Working Group also recommended that an additional \$400 per pupil of referendum revenue (\$200 for regional center school districts) be rolled into a school board-approved Location Equity Levy to recognize the higher cost of labor in metro school districts and rural regional centers. The Working Groups agreed that these two components go hand-in-hand and need to be adopted as a package, in order to meet the needs of all school districts. The Senate Tax Bill includes the Education Advance Revenue, which provides significant new revenue for many rural school districts, and not the Location Equity Levy that would lessen the reliance on voter-approved operating referenda for metro school districts and regional centers.

Education Policy Bill ([SF 978](#))

Unlike the House, the Senate is taking up a separate Education Policy Bill this morning. The bill includes the Saint Paul provisions that address Post-Secondary Enrollment Options (PSEO) and homeless transportation. There are other provisions from the Governor's policy bill. Hopefully, the Policy and Finance Bills will be considered as one for conference committee.

Dream Act (HF 875 and SF 723)

This bill, which would allow certain undocumented students who graduate from Minnesota high schools to qualify for in-state tuition and student aid, is in the Finance Committees of both bodies. Senator Pappas intends to bring the bill up on May 1 on the Senate floor to coincide with the "Dream" rally. Saint Paul Public Schools is on record supporting this bill.

HHS Bill

The House and Senate acted on their respective health and human services (HHS) bills this week, which include the school-based mental health grants, as well as other provisions to expand medical assistance (MA) for care coordination and consultation for

CTSS (Child Therapeutic Support System) practitioners. The Senate does not include the school-linked mental health grants but does include the other provisions. Both bills include the removal of absence limits for child-care provision, for our students and families who were at risk of losing their child care if they missed more than 10 days. The bill would remove the absent day limit for all child care centers, beyond the change SPPS successfully sought last year, when the limit was removed for high school child care centers only.

Pension Bill ([HF 1152](#))

An [amendment](#) to require a study of consolidation for the Duluth and Saint Paul Teacher Retirement Associations (TRAs) into the State TRA was adopted in the House Ways and Means Committee today when they took up the pension bills. The Ways and Means Committee took testimony from the Saint Paul and Duluth pension plans regarding the gaps in state contributions for the Cities of the First Class coordinated members that occurred when the funds were required to enroll all new employees in the coordinated program in the 1970s. The state failed to provide this supplemental contribution to the fund during all the years it made direct payments to the fund, and it was not included when pension contributions were rolled into the formula. This lack of state contribution over several years substantially contributes to the current deficiency in the fund.

PEIP ([HF 573](#)/[SF 446](#))

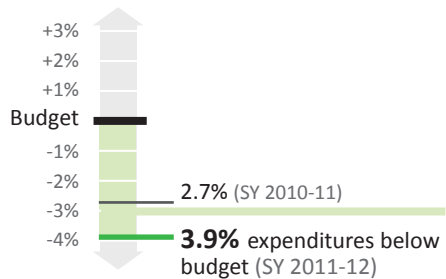
The two versions of the Education Minnesota bill to move districts into the Public Employee Insurance Program (PEIP) were referred to Ways and Means in the House and Senate Finance and have had no further action to date.

GOAL 3: Resources & Operational Excellence

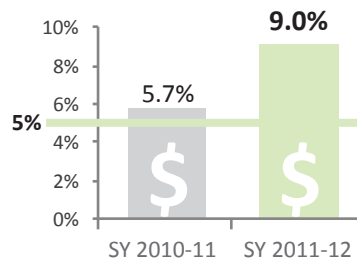
Vision Card Levels



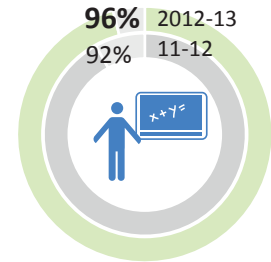
MAINTAIN 3% NET FAVORABLE VARIANCE from approved budget
VISION < 3% above budget



MAINTAIN FUND BALANCE
VISION > 5%



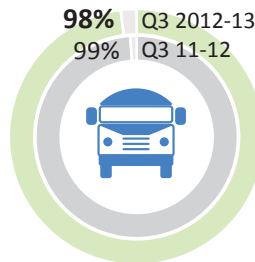
TEACHER RETENTION (Annual)
VISION > 90%



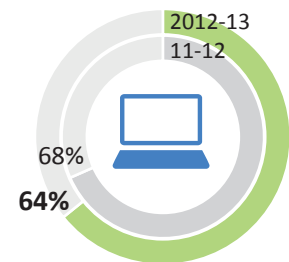
TIME & EFFORT CERTIFICATIONS FEDERAL GRANTS
VISION = 100%



BUS AT SCHOOL within 5 minutes of scheduled arrival
VISION > 97%



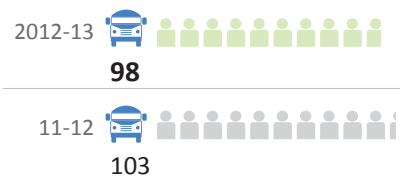
INFORMATION TECHNOLOGY RESOLUTION within 24 Hours
VISION > 70%



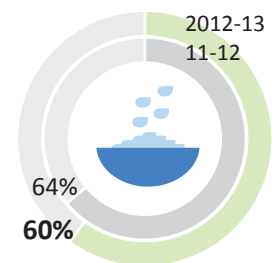
% MARKET SHARE (SPPS students divided by all school age students in St. Paul)
VISION: K-12 > 74.5%, K-6 > 76%, 7-12 > 73%



STUDENTS PER BUS, average each day across all runs
VISION > 90 students

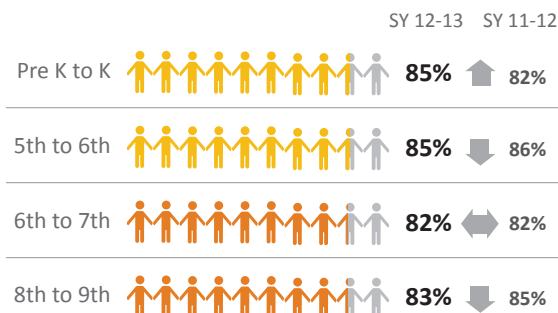


BREAKFAST PARTICIPATION
VISION > 58%

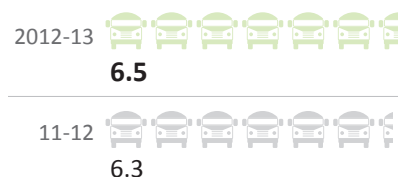


% STUDENTS STAYING IN SPPS
VISION > 88%

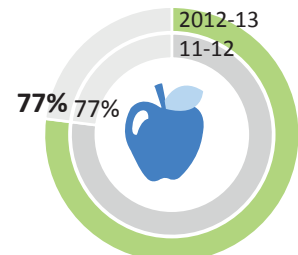
(i.e. SY 2011-12 Pre-Kindergartners enrolled in SY 2012-13 Kindergarten)



NUMBER OF RUNS per bus
VISION > 5.5 runs



LUNCH PARTICIPATION
VISION > 78%





Vision Card Presentation: Resources/Operational Excellence

Michael A. Baumann

Deputy Superintendent, Schools and Business Operations

May 7, 2013

Vision Card Levels



Intervene Concern Baseline Progress Vision



Operational Excellence

(REVISED 5/1/12)



Measure	Level 5 Vision
Proficient staff retention rate	> 90%
Bus route arrival at school within 5 minutes of schedule	> 97%
Average student per bus (all runs)	> 90%
Number of runs per bus	> 5.5
Information Technology first contact resolution	> 70%
Breakfast participation	> 58%
Lunch Participation	> 78%

Vision Card Levels

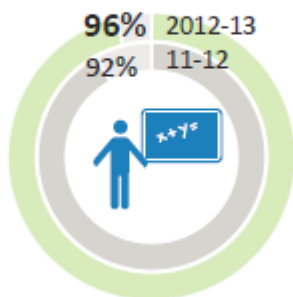


Intervene Concern Baseline Progress Vision

Teacher Retention

TEACHER RETENTION (Annual)

VISION > 90%



Vision Level

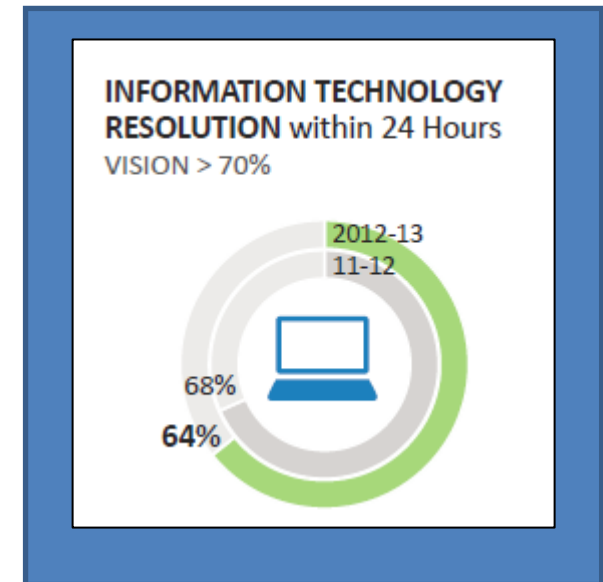
	FY11 -12		FY12-13	
Degree:	Teachers	%	Teachers	%
Bachelor's	1006	31.5%	1109	33.63%
Master's	2114	66.2%	2119	64.27%
Specialist	28	.9%	31	.9%
Doctorate	45	1.4%	38	1%
Total	3193	100%	3297	100%

Vision Card Levels



Intervene Concern Baseline Progress Vision

Item	FY12	FY13
District Supported Applications	79	87
Servers Currently in Operation	403	463
VoIP Telephones in Service	5,948	5,975
Devices on SPPS Network	38,552	71,843



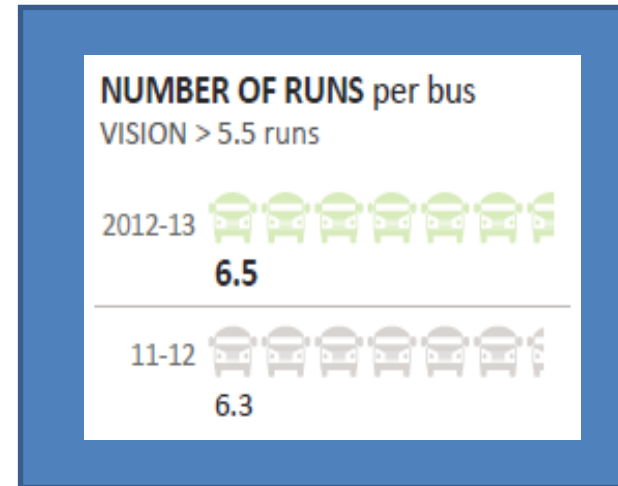
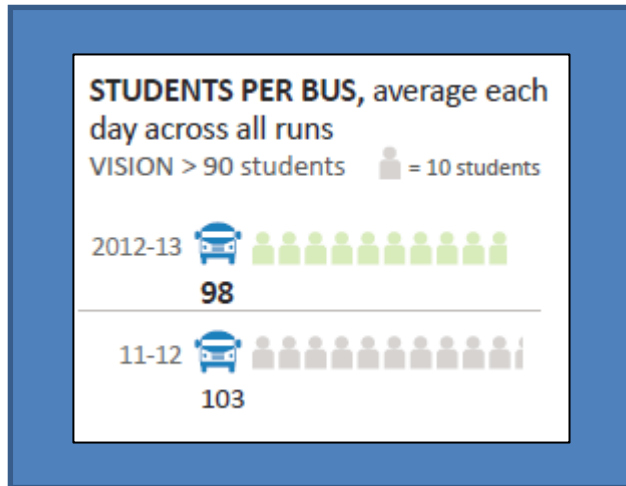
Progress Level

Vision Card Levels



Intervene Concern Baseline Progress Vision

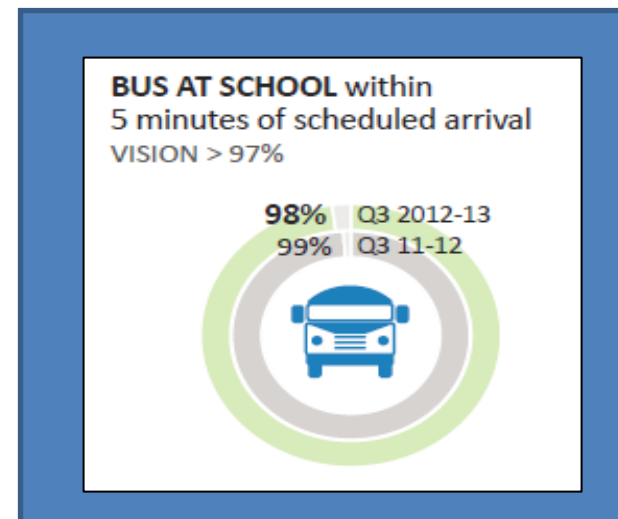
Transportation (Vision Level)



Vision Card Levels



Intervene Concern Baseline Progress Vision





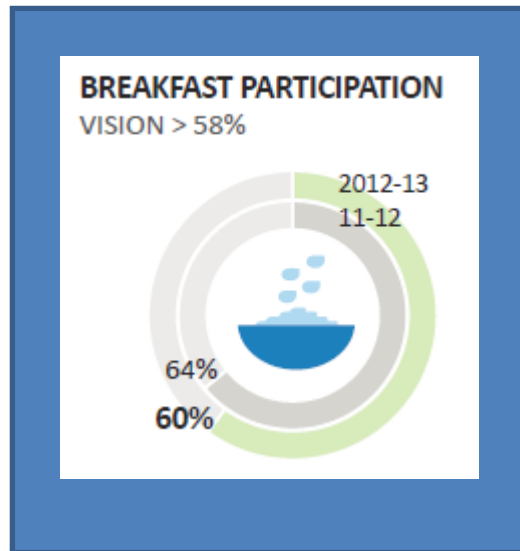
Operational Excellence

Bus Numbers

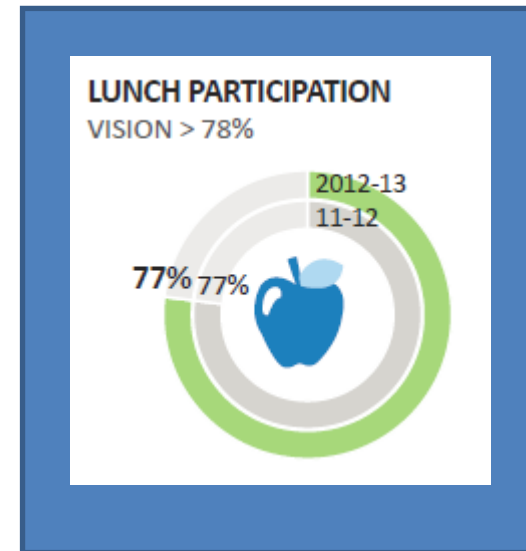


Description	FY12	FY13 - YTD
Number of students transported by school bus (daily)	35,000+	35,668
Number of student rides provided each year	12,600,000 (approximately)	13,868,000
Number of buses	348	363
VersaTrans daily mileage report	34,785 miles	39,968
Approximate miles traveled by district routes	Over 6,000,000	6,924,428
Average number of route trips per day	2,196	2,364
Average AM route trips per day	963	977
Average PM route trips per day	959	973
Average Noon route trips per day	148	179
Average EDL route trips per day	126	221

Meal Participation



Vision Level



Progress Level

Vision Card Levels



Intervene Concern Baseline Progress Vision



Food Served YTD



Area	FY11	FY12	FY13-YTD
Student Breakfasts	3,554,727	2,966,267	2,628,653
Student Lunches	4,983,583	3,640,704	3,381,054
Afterschool Snacks	301,414	307,803	278,335
Summer Breakfasts	143,487	135,086	n/a
Summer Lunch/Supper	222,409	227,917	n/a
Summer Snacks	26,370	37,645	n/a



Resources

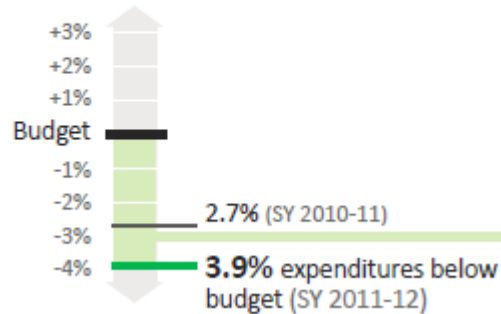
(REVISED 5/1/12)



Measure	Level 5 Vision
Maintain 3% net favorable variance from budget	< 3%
Maintain fund balance of 5%	> 5%
Time & Effort Certifications on Federal Grants: Managers up-to-date	100%
% market share (enrolled in SPPS as % of all in city)	> 74.5%
% students staying enrolled across transition grades • PreK to K • 5th to 6th grade • 6th to 7th grade • 8th to 9th grade	> 88%

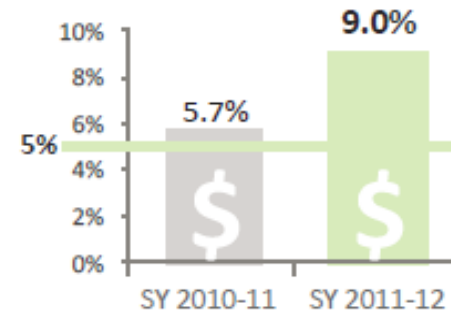
Budget

MAINTAIN 3% NET FAVORABLE VARIANCE from approved budget
VISION < 3% above budget



Progress Level

MAINTAIN FUND BALANCE
VISION > 5%

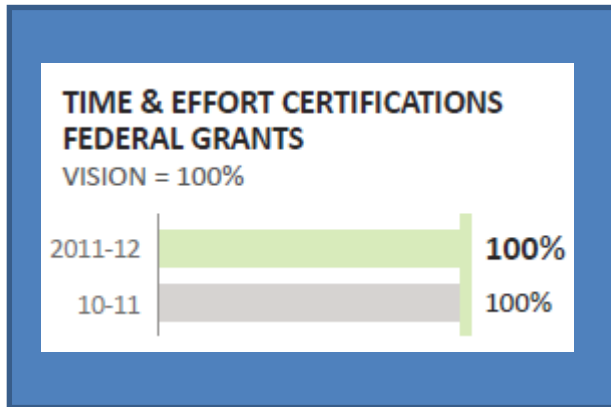


Vision Level

Vision Card Levels



Time & Effort



Vision Level

Description	FY11	FY12
Employees on Federal Grants	801	736
Supervisors of Employees on Federal Grants	186	151
Audit Findings	No findings	No findings

Vision Card Levels



Market Share

% MARKET SHARE
(SPPS students divided by all
school age students in St. Paul)

K - 12 | VISION > 74.5%

K - 6 | VISION > 76.0%

7 - 12 | VISION > 73.0%



Vision Card Levels



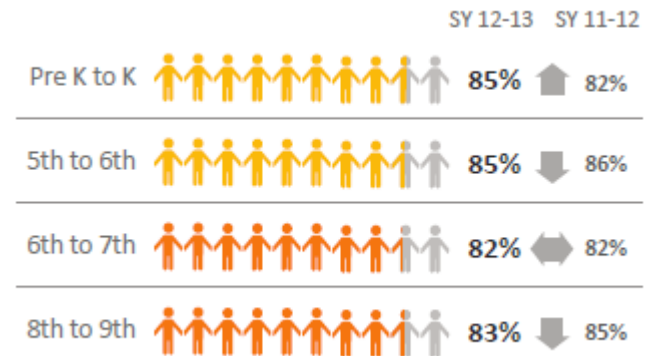
Intervene Concern Baseline Progress Vision

Retention

% STUDENTS STAYING IN SPPS

VISION > 88%

*(i.e. SY 2010-11 Pre-kindergarteners
enrolled in SY 2011-12 Kindergarten)*



Vision Card Levels



Intervene Concern Baseline Progress Vision



Questions

Vision Card Levels



Intervene Concern Baseline Progress Vision

Description of Funds

General Fund

The General Fund consists of all activities that are not accounted for in a special purpose fund. The activities include all regular and special education classroom activities, student and district support services, as well as building and grounds operations and maintenance.

General Fully Financed Fund

This Fund contains budgets related to the general fund activities with an outside funding source and specific use. An outside funding source is either a private, state or federal grant or contract for services. Most grants and contracts require specific financial reporting to ensure that funds are expended within the agreement's terms and conditions. Fully Financed Funds are in a separate budget to facilitate this reporting requirement.

Food Service Fund

The Food Service Fund must be established in a district that maintains a food service program for students. Food Services are those activities which have as their purpose the preparation and serving of regular and incidental meals, lunches and snacks in connection with school activities.

Community Service Fund

The Community Service Fund must be established in a district that provides services to residents in the areas of: Adult Basic Education, Early Childhood Family Education, School Readiness, School Age Care, Adults with Disabilities, general enrichment, youth and senior programs, recreation and other similar services.

Community Service Fully Financed Fund

The Community Service Fully Financed Fund contains budgets related to the community service activities with an outside funding source and specific use. An outside funding source is either a private, state or federal grant, or contract for services. Most grants and contracts require specific financial reporting to ensure that funds are expended within the agreement's terms and conditions. Fully Financed Funds are put in a separate budget, apart from regular district funds, to facilitate their reporting requirement.

**SAINT PAUL PUBLIC SCHOOLS
QUARTERLY FINANCIAL REPORT**

**FOR THE PERIOD ENDING
March 31, 2013**

Saint Paul Public Schools
General Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$110,000,000	\$110,000,000	0	0.0%
Revenue	483,700,000	487,100,000	3,400,000	0.7%
Expenditure	490,600,000	496,200,000	(5,600,000)	-1.1%
Fund Balance 6/30/2013	<u>\$103,100,000</u>	<u>\$100,900,000</u>	<u>\$9,000,000</u>	<u>\$0</u>

Fund Balance Details

	7/1/2012	6/30/2013	Increase (Decrease)
Nonspendable			
Inventory and Prepaid Expense	1,800,000	1,800,000	0
	<u>1,800,000</u>	<u>1,800,000</u>	<u>0</u>
Restricted			
Operating Capital	7,000,000	7,100,000	100,000
Health & Safety	0	900,000	900,000
Area Learning Center	1,200,000	1,200,000	0
Retiree Health Premium	1,900,000	1,900,000	0
OPEB Trust	2,000,000	3,000,000	1,000,000
	<u>12,100,000</u>	<u>14,100,000</u>	<u>2,000,000</u>
Committed			
Severance	2,500,000	2,500,000	0
Retiree Health Insurance	25,400,000	25,400,000	0
	<u>27,900,000</u>	<u>27,900,000</u>	<u>0</u>
Assigned			
Contractual (Encumb. + Prof. Growth)	\$6,900,000	\$6,900,000	0
Site Base	900,000	900,000	0
Next Year's Operations	6,900,000	18,200,000	11,300,000
SSSC	7,200,000	0	(7,200,000)
	<u>\$21,900,000</u>	<u>\$26,000,000</u>	<u>\$4,100,000</u>
Unassigned			
Health & Safety	(1,200,000)	0	1,200,000
Unassigned	47,500,000	31,100,000	(16,400,000)
	<u>46,300,000</u>	<u>31,100,000</u>	<u>(15,200,000)</u>
Total Fund Balance	<u><u>\$110,000,000</u></u>	<u><u>\$100,900,000</u></u>	<u><u>(\$10,300,000)</u></u>

- The unassigned fund balance is estimated to be \$31.1 million in the General Fund.
- Projected UFARS General Fund expenditures for the year are \$550.3 million.
- The unassigned fund balance as of 06/30/13 of \$31.1 million represents 5.7% of current year expenditures which is above minimum current Board policy of 5%.
- This projection assumes the use of \$18.2 million assigned fund balance in FY14

**Saint Paul Public Schools
Fully Financed General Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)**

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$200,000	\$200,000	0	0.0%
Revenue	62,600,000	54,100,000	(8,500,000)	(13.6%)
Expenditure	62,600,000	54,100,000	8,500,000	13.6%
Fund Balance 6/30/2013	\$200,000	\$200,000	\$0	0.00%

Revenue

Federal revenue will be under budget by \$7 million due to expenditures lower than budgeted for the following programs; Title I by \$5.4 million, Special Ed by \$.6 million and Titles II & III by \$1 million. State revenues will be under budget by \$.7 million due to lower expenditures than budgeted for those programs needing local support and the Cy Pres program. Tuition and private grants will be under budget by \$.8 million due to expenditures lower than budgeted for the following programs; Itinerant vision by \$.3 million, City of St. Paul grant by \$.3 and Travelers grants by \$.2 million.

Expenditures

Salary and fringe benefits will be under current budget by about \$4.2 million. Supplies and equipment will be under current budget by \$2.1 million and contracted services will be under current budget by \$2.2 million. The reasons are explained in the revenue section

Fund Balance

Fund Balance was at \$.2 million prior to this fiscal year and we foresee no change.

Saint Paul Public Schools
Food Service Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$4,900,000	\$4,900,000	\$0	0.0%
Revenue	24,900,000	25,300,000	400,000	1.6%
Expenditure	24,900,000	25,600,000	(700,000)	-2.8%
Fund Balance 6/30/2013	<u>\$4,900,000</u>	<u>\$4,600,000</u>	<u>(\$300,000)</u>	<u>-6.12%</u>

Revenue

Most of the additional revenue is from the Federal Healthy Hunger Free Kids Act served as a result of meeting the new guidelines effective in the Fall of 2012 and an increase in meal counts.

Expenditures

Increased costs due to higher consumption of fruits and vegetables as required by HHFKA in the new USDA Meal Pattern Regulations and increases in food costs.

Fund Balance

Fund balance will be reduced by \$300K due to the changes stated above.

**Saint Paul Public Schools
Community Service Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)**

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$3,300,000	\$3,300,000	0	
Revenue	20,000,000	20,500,000	500,000	2.50%
Expenditure	20,700,000	21,000,000	(300,000)	(1.45%)
Fund Balance 6/30/2013	<u>\$2,600,000</u>	<u>\$2,800,000</u>	<u>\$200,000</u>	<u>7.69%</u>

Revenue

Revenue is projected to increase by .5 million. While Federal and State revenue will be under budget by \$.1 million due to lower than projected prior year contact hours, tuition and fees revenue will be over budget by \$.6 million due to increased enrollment in Community Programs and Discovery Club resulting in a net revenue increase of .5 million

Expenditures

Expenditures are projected to be over budget by \$.3 million. This is a net increase due to projected increased non salary expense related to increased demand for and enrollment in community programs and a projected reduction in salary and fringe benefits.

Fund Balance	FY 2013	FY 2012
Year end fund balances are projected as follows:		
Restricted for Retirees Health Insurance	300,000	\$300,000
Restricted d for Community Education	1,200,000	1,800,000
Restricted for Early Childhood Family Education	500,000	400,000
Restricted for School Readiness	200,000	200,000
Restricted for Adult Basic Education	<u>600,000</u>	<u>600,000</u>
Total	\$2,800,000	\$3,300,000

**Saint Paul Public Schools
Fully Financed Community Service Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)**

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$300,000	\$300,000		
Revenue	5,700,000	5,100,000	(600,000)	(10.5%)
Expenditure	5,700,000	5,100,000	600,000	10.5%
Fund Balance 6/30/2013	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$0</u>	<u>0.0%</u>

Revenue

Federal revenues will be under budget by \$.2 million due to lower than budgeted expenditures in the 21st Century CLC grants. State revenues will be under budget by \$.1 million due to lower than budgeted expenditures for nonpublic counseling services and textbook aid. Ramsey County revenues will be under budget by \$.3 million due to lower than budgeted expenditures in the Day Care budget.

Expenditures

Supplies and equipment will be under current budget by \$.4 million and contracted services will be under current budget by \$.2 million. The reasons are explained in the revenue section above.

Fund Balance

Fund Balance was at \$.3 million prior to this fiscal year and we foresee no change. Fund balance is due to funds collected for the day cares and ABE learner activities. The fund balance is a result from lower expenditures than reimbursed revenue.

**Saint Paul Public Schools
Building Construction Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)**

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance 7/1/2012	\$48,100,000	\$48,100,000	\$0	
Revenue	26,100,000	26,100,000	0	0.0%
Expenditure	29,000,000	25,000,000	4,000,000	13.8%
Fund Balance 6/30/2013	<u>\$45,200,000</u>	<u>\$49,200,000</u>	<u>\$4,000,000</u>	<u>8.8%</u>

Revenue

No increase or decrease to revenue is projected.

Expenditures

The projected decrease to expenditures is the result of the project approval process and weather conditions we are experiencing Spring 2013.

Fund Balance

Year End Fund Balances are projected to change as follows:

	July 1, 2012	June 30, 2013	Variance
Restricted/Reserved for Alternative Bonds	18,500,000	20,500,000	2,000,000
Restricted/Reserved for Bldg Construction Capital	<u>29,600,000</u>	<u>28,700,000</u>	<u>(900,000)</u>
	48,100,000	49,200,000	1,100,000

**Saint Paul Public Schools
Debt Service Fund
Results of Operations
Budget vs. Projected as of March 31, 2013
(Rounded to Nearest \$100,000)**

	Revised Budget	Projected	Budget Variance Favorable (Unfavorable)	
			Dollar	Percent
Fund Balance Unassigned - 7/1/2012	(\$3,200,000)	(\$3,200,000)	\$0	0.0%
Revenue	43,400,000	43,900,000	500,000	1.2%
Expenditure	41,900,000	42,200,000	(300,000)	(0.7%)
Fund Balance 6/30/2013	(\$1,700,000)	(\$1,500,000)	\$200,000	(11.8%)

Revenue

Debt service fund revenue is projected to increase by \$.5 million due to a federal credit for QSCB bonds interest, 2009D and 2010C.

Expenditures

The debt service fund expenditures are the result of scheduled debt redemptions which have structured debt payments to retire principal and interest. A decrease of \$.3 million is projected for this fund.

Fund Balance

The unassigned debt service fund balance is projected to increase by \$.2 million. Original fund balance in Debt Service Fund includes \$51.8 million in restricted for bond refunding and bond payments. This amount is projected to be at \$36.6 million.



**Independent School District 625
Saint Paul Public Schools
360 Colborne Street - 5th Floor
Saint Paul, MN 55102-3299**

**Office of Accountability, Planning and Policy
Joe Munnich, Administrator
Policy, Planning, and Intergovernmental Relations**

Telephone: (651) 767-8109 Fax: (651) 290-8331 Email: joe.munnich@spps.org

MEMORANDUM

TO: Board of Directors
FROM: Joe Munnich, Policy, Planning, and Intergovernmental Relations Administrator
DATE: May 2, 2013
RE: Proposal for Racial Equity Policy

The Cabinet developed, and the policy team gave input to shape, the attached draft of the proposed Racial Equity policy, which the Committee of the Board (COB) will consider at the upcoming May 7 meeting.

The draft reflects a clear connection to the SPPS mission, including the ends of High Achievement, Meaningful Connections and Respectful Environment. It also incorporates the terminology and framework of the SPPS Racial Equity Transformation Plan, codifying our current work into a long-term institutional commitment to racial equity.

At the May 7 COB meeting, we will present the policy in the context of our district's racial equity transformation. We will also present a timeline for student, staff, family and community review to shape the policy over the coming months. We will recommend that the COB moves the policy forward for its first reading at the regular Board of Education meeting on May 21, with the review process to occur concurrently with the three required readings.

101.00 RACIAL EQUITY

I. PURPOSE

Saint Paul Public Schools (SPPS) will create respectful learning environments in which the diverse races, cultures and languages of our students are indicators of success, rather than academic disparity.

II. ELIMINATE SYSTEMIC DISPARITY

To interrupt systems that perpetuate inequities, SPPS will:

1. Transform practices that are racially predictable and disproportionate.
2. Develop the personal, professional, and organizational skills and knowledge to lead from a racial equity lens.
3. Engage, deepen, and sustain conversations with multiple racial perspectives in order to create adaptive solutions to equity issues.
4. Monitor the implementation and effectiveness of the system-wide racial equity transformation plan and report on progress.

III. ENSURE SYSTEMIC EQUITY

SPPS will create, implement and lead from a system-wide racial equity plan. This plan addresses three pillars that support racial equity: Engagement; Leadership; and Teaching and Learning.

1. Engagement

SPPS staff will deepen, transform and develop equitable practices for and with our students, their families and other community members by:

- a. Seeking out and lifting up students' perspectives in the development, feedback, and implementation of culturally responsive teaching and learning practices, curriculum, and family engagement.
- b. Engaging family and community members with staff and students, district-wide and at school and program sites.

2. Leadership

Leaders will ensure that racial equity transformation drives actions and leads to improved results by:

- a. Recruiting, employing, supporting, retaining and continuously developing a workforce of racially conscious and culturally competent administrative, instructional and support personnel.
- b. Creating and monitoring conditions for equitable business systems and operational practices.

3. Teaching and Learning

To increase the capacity of district staff to effectively teach a racially and culturally diverse and changing student population, teachers and other staff will work collaboratively to implement culturally responsive instructional practices and curriculum.

1 of 2

Budget

[illegible]

09-APR-13

Independent School Dist 625
Financial Guideline Report
Period Ending : MAR-13

2 of 2

Board of Education

Fund-Org-Prog-Fin-Obj-Cour	Budgeted FTE	Revised Budget	MTD Activity	YTD Activity	% Exp	Encumbrance	Total	%Exp Enc	Budget Balance
01-005-010-000-6401-0000		2,500.00	95.71	1,551.69	0.62		0.00	0.62	948.31
Non-inst matl									
01-005-010-000-6402-0000		0.00	7,992.00	7,992.00	0.00		0.00	0.00	-7,992.00
Portable & Attractive-Non									
01-005-010-000-6490-0000		0.00	-53.51	-10.99	0.00		0.00	0.00	10.99
Food									
01-005-010-000-6520-0000		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Bldg acq/const									
01-005-010-000-6555-0000		0.00	0.00	0.00	0.00		0.00	0.00	0.00
technology equip									
01-005-010-000-6820-0000		75,650.00	0.00	75,776.00	1.00		0.00	1.00	-126.00
Dues & membership									
01-005-010-000-6895-0000		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Fed/impub ind cost									
01-005-010-000-6999-0000		0.00	0.00	0.00	0.00		0.00	0.00	0.00
Contingency									
PROGRAM 010 Board of Education									
SubTotal :	8.00	740,694.00	93,318.96	505,514.24	0.68	112,908.05	0.83		122,271.71
Total :	8.00	740,694.00	93,318.96	505,514.24	0.68	112,908.05	0.83		122,271.71

2012-13 BOARD OF EDUCATION BUDGET (* Estimate)

ACCOUNT	NAME/ITEMS	Total	AMOUNT	EXPLANATION
6110	Admin/Supervisory	77,112.00	77,112.00	
6170	Non-Instructional Support	59,596.00	59,596.00	*per Jaber, reallocate .5 FTE from Prg 640
				Video dissemination of Board meetings (Currier/Skelly) - Will
6185	Other Salary	*	6,000.00	increase if additional meetings are aired
6191	Sev/Early Retire		0.00	
6210	FICA/Medicare	*	10,918.00	7.65% of 6110, 6170, 6185
6214	PERA	*	8,611.00	5.5% of 6110 + 7.25% of 6170 & 6185
6218	TRA		0.00	
6220	Employee Insurance	*	63,943.00	
6250	TSA/Def Comp Plan		0.00	
6280	Re-Employ Comp Insurance		0.00	
6296	Prof Growth		0.00	
6305	Fees for Services	395,958.00		
	Board Book Services (MSBA)		2,000.00	
	Board Meetings			
	Interpreters		400.00	Used at "on request" basis
	Board Retreats (1)	*	1,000.00	
	Consultants/Facilitators			
	Board Develop. Consult.	*	15,000.00	reduced by \$10K per Jean
	M. Gilbert	*	112,976.00	
	G8 Consultant	*	0.00	
	Election Contract	*	223,129.00	
	Property Tax Levy	*	21,000.00	Printing and mailing
	Board Bonding		310.00	Required by law
	Legal Ledger		12,000.00	Required by law
	Contingency		8,143.00	discretionary - will revise budget as needed
	Photographers Guild	*	0.00	
6320	Sprint/PCS	?	0.00	
6366	Travel/Conventions/Conferences	18,770.00		
	NSBA/CUBE	*	3,000.00	

MMEP			1,000.00	
MSBA	*		770.00	
CGCS	*		6,000.00	
Additional Travel			8,000.00	per Jean - add travel
6401 Non-Instructional Materials	*	2,500.00	2,500.00	
Copy Machine, Graphic Service, Supplies, etc.				
6490 Food	*	0.00	0.00	Board will reimburse District if food is purchased on Pcard.
6520 Building Construction		0.00	0.00	
6555 Tech Equipment		0.00	0.00	
6820 Dues & Memberships		75,650.00		
CGCS			34,600.00	
NSBA/CUBE			14,250.00	
AMSD			11,000.00	
MSBA			15,800.00	
Metro ECSU			0.00	
ESTIMATED TOTAL BUDGET 2012			<u>719,058.00</u>	<u>719,058.00</u>

2013-14 BOARD OF EDUCATION BUDGET (* Estimate)

ACCOUNT	NAME/ITEMS	Total	AMOUNT	EXPLANATION
6110	Admin/Supervisory	77,112.00	77,112.00	FY14 Projected salaries
6170	Non-Instructional Support	60,338.00	60,338.00	FY14 Projected salary - Marilyn
				Video dissemination of Board meetings (Currier/Skelly) - Will
6185	Other Salary	*	6,000.00	increase if additional meetings are aired
6191	Sev/Early Retire		0.00	
6210	FICA/Medicare	*	10,974.00	7.65% of 6110, 6170, 6185
6214	PERA	*	7,564.00	5.0% of 6110 + 7.25% of 6170 & 6185
6218	TRA		0.00	
6220	Employee Insurance	*	69,564.00	FY14 Projected benefits
6250	TSA/Def Comp Plan		0.00	
6280	Re-Employ Comp Insurance		0.00	
6296	Prof Growth		0.00	
6305	Fees for Services	397,077.00		
	Board Book Services (MSBA)		2,000.00	
	Board Meetings			
	Interpreters		400.00	Used at "on request" basis
	Board Retreats (1)	*	1,000.00	
	Consultants/Facilitators			
	Board Develop. Consult.	*	15,000.00	teamworks?
	M. Gilbert	*	112,976.00	NEED TO DISCUSS - CONTRACT TERMINATES ON 6/30/13
	G8 Consultant	*	0.00	
	Election Contract	*	223,129.00	
	Property Tax Levy	*	21,000.00	Printing and mailing
	Board Bonding		310.00	Required by law
	Legal Ledger		12,000.00	Required by law
	Contingency		9,262.00	discretionary
	Photographers Guild	*	0.00	
6320	Sprint/PCS	1,000.00	1,000.00	cell phones
6366	Travel/Conventions/Conferences	18,770.00		
	NSBA/CUBE	*	3,000.00	

MMEP			1,000.00	
MSBA	*		770.00	
CGCS	*		6,000.00	
Additional Travel			8,000.00	
6401 Non-Instructional Materials	*	2,500.00	2,500.00	
Copy Machine, Graphic Service, Supplies, etc.				
6490 Food	*	0.00	0.00	Board will reimburse District if food is purchased on Pcard.
6520 Building Construction		0.00	0.00	
6555 Tech Equipment		0.00	0.00	
6820 Dues & Memberships		75,468.00		
CGCS			35,500.00	
NSBA/CUBE			14,000.00	
AMSD			10,604.00	
MSBA			15,364.00	
Metro ECSU			0.00	
ESTIMATED TOTAL BUDGET FY14			<u>726,367.00</u>	<u>726,367.00</u>
FY14 ALLOCATION		726,367.00		

ITEM	PURPOSE	RECOMMENDATIONS
STAKEHOLDER ENGAGEMENT		
1) LISTENING SESSIONS	To increase public awareness of SPPS efforts and to encourage greater participation from the community particularly students and under-represented community members. To allow Board members to hear community issues, concerns, desires	• 3 Sessions/school year • Attended by minimum of two board members; no staff • Spaced over year (Fall, Winter & Spring) • Community-based & co-hosted with community organizations or SPPS partners • Located in easily accessed locations (e.g., Hubbs Center, Neighborhood House, District Council spaces, popular libraries, etc.) • Minimum staff responsibilities • Provide food & beverage (bottled water, cookies); establish small budget to accommodate this • Session notes to be taken by board members in attendance and provided to other Board members and staff as appropriate
2) E-Mails to Board members	To allow another way for the community to contact Board members (sb.members@spps.org)	• In Place
3) Website Public Comment Form	To provide another way for the community to contact Board members and provide public comment, either general or specific to board agenda/action items	• To be developed and placed (sample attached)
PUBLIC COMMENT		
1) "OPEN" PUBLIC COMMENT PERIOD	To provide the possibility for stakeholders to address "Open" (non-agenda related) topics. This would be viewed as an additional opportunity for the public to provide comment.	• Schedule for 5:30 p.m. prior to formal start of Board Meeting at 6:00 p.m. • 9, 3-minute speaking slots with 3 of those always reserved for student comment (these will not be allotted to additional speakers if no students come) • Quorum of Board members is guaranteed • Board secretary will attend, take summary notes, and provide those to Board members not in attendance; session will be audio recorded for reference purposes • Session will not be televised

2) "AGENDA-RELATED" PUBLIC COMMENT	To allow stakeholders the opportunity to provide input/insights to Board on agenda <i>action</i> items.	- Public comment invited on <i>action</i> items only - Invited following staff presentation and prior to Board discussion on <i>action</i> items – Consent Agenda items, resolutions, and other board <i>decisions</i> - Unlimited number of people, with time adjusted according to numbers (3 or 2 minutes)
OTHER CHANGES REQUIRED	Changes to current practice to implement above recommendations:	
TO COB		- Eliminate actions related to acceptance of reports - If items require a formal Board Action, COB will structure a resolution to be forwarded to the official Board meeting agenda
TO BOE		- Delete Report on COB meeting from agenda - Schedule PC times prior to Board <i>action</i> items (Consent Agenda, resolutions, other decisions*) - Restructure Agenda moving actionable items to earlier time and reports & other items later
		* Previously referred to as New and Old Business

SAINT PAUL PUBLIC SCHOOLS BOARD OF EDUCATION
PUBLIC COMMENT FORM

<Also need to provide the basics of this in our other main languages>



Public comment at Board of Education meetings is a time for Board members to hear from the public about issues of importance to you. If you are unable to attend in person you are welcome to submit your comments in writing. The board welcomes two kinds of public comments: 1) Comments on issues or topics not related to board agenda items, and 2) comments specific to board agenda items. Please use the information below to let us know which yours is, so your comments get to board members at the appropriate time.

If you prefer to email board members, you may do so at sb.members@spps.org. If you have comments or concerns about a school, program, staff member, transportation, operations, or other issue for which district administration is responsible, please click here <link to that form> to make a comment or request a response.

Name (Required): <field>

Address (Optional): <address, city, state, zip fields>

Phone Number (Required): <phone-formatted field>

E-Mail (Optional/Required if you desire a response): <field>

SUBJECT (Required): <field>

Is this related to a specific board agenda item?

☐ Yes <if yes, skip-logic to comment section 2 below>

☐ No <If no, skip-logic to comment section 1 below>

See upcoming agendas here <link to board meeting agendas that opens in a new window> or contact Board Secretary Marilyn Polsfuss (651-767-8149 or marilyn.polsfuss@spps.org) with questions.

<comment section 1>

Comments not related to a specific board agenda item will be provided to board members for the general public comment period of the next board meeting.

Comments: <comment field, essentially unlimited>

<Jump to END>

<comment section 2>

Comments on a specific board agenda item will be provided to board members at that meeting. <SAME link to board meeting agendas that opens in a new window>

If you have questions contact Marilyn Polsfuss, Board Secretary at 651-767-8149 or marilyn.polsfuss@spps.org

Date of meeting: <open field>

Agenda item: <open field>

Comments: <comment field, essentially unlimited>

<Jump to END>

Thank you very much for your comment. <probably returns to the Board webpage>

**DRAFT OF RESTRUCTURE OF
REGULAR MEETING OF THE BOARD OF EDUCATION
Start Time 6:00 p.m.
A G E N D A**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF THE ORDER OF THE AGENDA**
- IV. APPROVAL OF THE MINUTES**
 - A. Minutes of the Regular Meeting of the Board of Education <Date>
- IX. APPROVAL OF THE ORDER OF THE CONSENT AGENDA**
 - *Public Comment Period on Items on the Consent Agenda*
 - A. Gifts
 - B. Grants
 - C. Contracts
 - D. Agreements
 - E. Administrative Items
 - F. Bids
- VI. RECOGNITIONS** (Time Certain 6:30 p.m.)
- X. OLD BUSINESS ***
 - *Public Comment Period for Each Item of Old Business*
- XI. NEW BUSINESS ***
 - *Public Comment Period for Each Item of New Business*
 - A. Human Resource Transactions
- VIII. SUPERINTENDENT'S REPORT** (Reports on programs, updates, etc. not requiring Board action)
- XII. BOARD OF EDUCATION**
 - A. Information Requests & Responses
 - B. Items for Future Agendas
 - C. Board of Education Reports/Communications
- XIII. FUTURE MEETING SCHEDULE**
 - A. Board of Education Meetings (5:45 unless otherwise noted)
 - B. Committee of the Board Meetings (4:30 unless otherwise noted)
 - C. As needed, actions to schedule/cancel additional meetings
- XIV. ADJOURNMENT**

* These two items could be combined as Business Session or Action Items or other reference name to be decided