

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

**July 12, 2016**  
**4:30 PM**

**A G E N D A**

**I. CALL TO ORDER**

**II. ROLL CALL**

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

**IV. NEW BUSINESS**

- |  |    |
|--|----|
| A. Exploration of Public Engagement Process to Provide Board with Input on Hiring of Superintendent. | 2  |
| B. Acceptance of Resignation of Director Jean O'Connell  | 5  |
| C. Process for Filling Board of Education Vacancy  | 6  |
| D. Resolution Calling for a Special Election   | 13 |
| E. Action to Schedule Special Closed Board of Education Meeting (Update on Litigation)               | 14 |

**V. ADJOURNMENT**

# St Paul Public Schools Collaborative Public Engagement Process

## Draft Proposal

*Note: This proposal will be refined based on assessment meetings with all stakeholder groups. Following the assessment, all stakeholder groups will reach agreement on a final project plan.*

### Purpose

Over the past year St. Paul Public Schools (SPPS) have experienced a number of challenges including several violent attacks, tense labor-management relations, significant turn over on the school board and the recent departure of the superintendent.

The Minnesota State Office for Collaboration (OCDR) and the Dispute Resolution Institute at Mitchell Hamline School of Law (DRI) propose to partner with the SPPS District, St. Paul Federation of Teachers, parent groups, student groups, community groups and other stakeholders in a project to use dialogue and community engagement to build stakeholders' capacity to address ongoing challenges around school climate, school safety, equity, school discipline and other issues identified by the stakeholders. The goal of the project is not to solve a particular issue, but rather to improve relationships and expand the stakeholders' capacity to continually engage with each other to make progress on these complex issues.

### Project Description

OCDR and DRI propose a two-phase process. **Phase I** would be to work with stakeholders including the district, the unions, the PTA, community groups, neighborhood associations, student government and others to collaboratively design and implement a stakeholder engagement process that would provide the district with input on the hiring of the new superintendent. The goal of this effort would be, not only to facilitate a smooth and successful process for hiring the new superintendent, but to expand the stakeholders' capacity to collaboratively address the ongoing challenges of school climate, school safety, equity, and discipline by building relationships, improving communication, increasing collaboration and more. **Phase II** would be to assist the stakeholders in collaboratively addressing these issues.

The first step in the process – the assessment - is to identify and meet with all stakeholder groups. The purpose of these meetings is to assess whether stakeholders would like to engage in this process; whether it makes sense to proceed based on factors such as external deadlines, level of interest, available alternatives, etc; and a to create a final project proposal which details participants, timelines, deliverables, etc.

If the initial assessment leads to the mutual conclusion that the project should proceed, stakeholders will work with OCDR and DRI to collaboratively design an engagement process. Upon conclusion of Phase I, stakeholders and OCDR/DRI will determine whether or not to proceed with Phase II based upon interest, resources, availability of alternatives, etc. Should they elect to continue the project, they would again work with OCDR and DRI to collaboratively design an engagement process to address the broader issues.

Key elements of this project include:

- Design, implementation, and management of the project are collaborative with all stakeholders having an equal voice.
- Decisions are made by consensus (not majority rules).
- The project will build upon and support the existing extensive community engagement and problem solving resources in the SPPS community.
- The process is iterative.

### **Proposed Timeline**

- July-August 2016: Phase I assessment
- September 2016: Phase I process design
- October 2016 – January 2017: Phase I engagement process
- February 2017: Submit input to district
- March 2017: Phase II assessment
- April 2017: Phase II process design
- May – December 2017: Phase II engagement process

### **Background**

This project would be funded by an American Arbitration Association grant that was jointly awarded to OCDR and DRI.

#### Office for Collaboration and Dispute Resolution

Founded in 1985, the mission of OCDR is to serve as a statewide catalyst to advance the sustainable resolution of matters of public interest, the broad use of community mediation throughout Minnesota, and effective collaboration and dispute resolution in state and local government. Housed at the Minnesota Bureau of Mediation Services, OCDR provides issue assessment, process design, convening, consensus building, facilitation, mediation, technical assistance, and training services to government officials and other Minnesota leaders. OCDR has assisted stakeholders in resolving a wide variety of public issues including contentious changes to child custody statutes, conflict over the redesign of the state colleges system, disputes between state departments, disputes among city council members, and much more.

### Dispute Resolution Institute, Mitchell Hamline School of Law

The Mitchell Hamline School of Law Dispute Resolution Institute, currently under the direction of Sharon Press, was created in 1991 and has ranked in the top five law school ADR programs for 16 years – every year since the U.S. News and World Report began ranking this area of concentration. In its earliest years, DRI established its community roots by partnering with the Minnesota Supreme Court in its task of educating lawyers and judges about ADR, mostly through trainings and materials development; and providing critical infrastructure support to the court to implement and evaluate the dictates of a new court rule requiring ADR. DRI has consistently been involved in ADR scholarship, training, and teaching – at home and abroad – offering a range of expert-led domestic and international programs including: Symposia (most recently on *An Intentional Conversation on Public Engagement and Decision-Making: Moving from Dysfunction and Polarization to Dialogue and Understanding*); certificate programs; January Term and Summer Institutes (bringing to campus faculty from across the United States and around the world); International programs; trainings; and a broad range of other ongoing community service initiatives. Finally, MHS� is a law school well known for its emphasis on the problem-solving role of lawyers and the connections between this role and ADR; its experiential curriculum (including robust clinics and externships); and its service to the community.

June 28, 2016

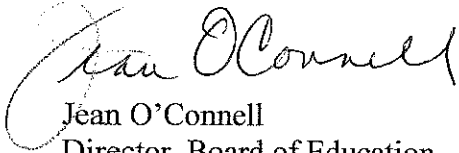
Chair Jon Schumacher  
St. Paul Board of Education  
360 Colborne St.  
St. Paul, MN 55102

Dear Jon,

This is my official written resignation from the St. Paul Board of Education, effective June 30, 2016.

I wish you and the rest of the Board only the best in your continued work to provide the best public education to all of the children in St. Paul. I hope that the Board will take its responsibilities of governance vs. management seriously and take time to learn and grow as a Board.

Sincerely,



Jean O'Connell  
Director, Board of Education  
Term expires Dec. 31, 2017

cc:

John Brodrick  
Zuki Ellis  
Steve Marchese  
Mary Vanderwert  
Chue Vue  
Valeria Silva  
Laurin Cathey

**SUBJECT: 2016 BOARD VACANCY PROCESS  
RECOMMENDATIONS—ONE INTERVIEW PROCESS**

This is the more detailed version of the process used to fill the Board vacancy in 2007 and 2010. The dates have been updated.

**Posting:** See copy of proposed posting (attached).

**Packet for applicants:** On the day applications are due (Noon, July 27, 2016 OR July 21, 2016) candidates are emailed/mailed the following information and asked to make a 6-minute presentation at the special Board meeting (August 2) in response to the questions listed.

- Selection process and schedule (including notice that interviews will take place at special, televised meetings of the Board of Education)
- Date (August 2) and time (in 10-minute blocks) for presentations to the Board
- Board mission and ends
- Terms of employment (job description, compensation and benefits, etc.)
- Board structure (SB/COB, officers)
- Meeting schedule (to date) and attendance expectations
- Affirmative action statement
- Notice that special accommodations will be made upon request
- Questions to which applicants will respond in a 6-minute presentation:
  1. Why do you want to serve on the Board for this short appointment?
  2. What relevant experience would you bring to the Board? Please be specific about what your unique contribution/perspective would be.

**Interview process:**

- Interviews will occur at a special, televised Board meeting ((August 2)).
- Staff will provide copies of applicants' Letters of Interest and Resumes to Board members as soon as possible after the closing date for review prior to the special Board meeting.
- Each board member may select up to two (2) applicants to be interviewed by the Board and will communicate their choice to the Assistant Clerk at least two business days before the interview date.
- Staff will notify applicants of the date and time for their interview.
- Staff will provide the Board with the list of applicants in order of their presentation.
- Applicants will be scheduled at 10-minute intervals and asked to make a 6-minute presentation in response to the questions listed above. There will be no follow-up questions or dialogue. The Chair will determine if simple clarifying questions may or may not be asked (for example, "Did you say you served on the 'Charter Commission' or the 'Planning Commission'?").
- Board members will be provided with an evaluation form for each applicant that lists the questions, a 1-5 rating scale for each question, and space for comments.

**Final decision-making process:** This will occur at the Board meeting on August 2 and follow the procedure outlined in Board policy 202.02, as follows: Nominations will be opened by the chair and made by Board members. Each Board member may nominate one person. Nominations are then closed and written ballots cast. Election requires 4 votes; if no candidate receives 4 votes, nominations will be reopened and the process continues until the position is filled.

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**Candidate notification:**

- The winning candidate is announced at the meeting (August 2) and all candidates will be notified of the outcome.
- The candidate/appointee will assume office 30-days later, unless a valid petition to reject the appointee is filed with the school district clerk, and the appointee will hold office until a successor is elected and qualified in the November special election.
- If a valid petition is filed to reject the appointee, the Board will appoint a candidate from the remaining candidates left after the second round of interviews.

DRAFT

**SUBJECT: 2016 BOARD VACANCY PROCESS  
RECOMMENDATIONS—TWO INTERVIEW PROCESS**

This is the more detailed version of the process used to fill the Board vacancy in 2007 and 2010. The dates have been updated.

**Posting:** See copy of proposed posting (attached).

**Packet for applicants:** On the day applications are due (Noon, July 27, 2016 OR July 21, 2016) candidates are emailed/mailed the following information and asked to make a 6-minute presentation at the special Board meeting (August 2) in response to the questions listed.

- Selection process and schedule (including notice that interviews will take place at special, televised meetings of the Board of Education)
- Date (August 2) and time (in 10-minute blocks) for presentations to the Board
- Board mission and ends
- Terms of employment (job description, compensation and benefits, etc.)
- Board structure (SB/COB, officers)
- Meeting schedule (to date) and attendance expectations
- Affirmative action statement
- Notice that special accommodations will be made upon request
- Questions to which applicants will respond in a 6-minute presentation:
  1. Why do you want to serve on the Board for this short appointment?
  2. What relevant experience would you bring to the Board? Please be specific about what your unique contribution/perspective would be.

**First interview process:**

- Interviews will occur at a special, televised Board meeting ((August 2)).
- Staff will provide copies of applicants' Letters of Interest and Resumes to Board members as soon as possible after the closing date for review prior to the special Board meeting.
- Staff will provide the Board with the list of applicants in order of their presentation.
- Applicants will be scheduled at 10-minute intervals and asked to make a 6-minute presentation in response to the questions listed above. There will be no follow-up questions or dialogue. The Chair will determine if simple clarifying questions may or may not be asked (for example, "Did you say you served on the 'Charter Commission' or the 'Planning Commission'?").
- Board members will be provided with an evaluation form for each applicant that lists the questions, a 1-5 rating scale for each question, and space for comments.

**Selecting applicants for second interview:**

- This will occur at a special, televised Board meeting (August 2).
- Each Board member chooses, by written ballot, up to 3-2 candidates for the final interview; any candidate listed by at least two Board members will be invited for a second interview.
- Candidates will be notified immediately of the date and time of their second interview at a special televised Board meeting (August 9).

**Second interview process:**

- This will occur at a special, televised Board meeting (August 9).
- Candidates will be interviewed individually. Each candidate will be asked the same questions, posed to them for the first time when they come before the Board. As these are individual interviews using questions for which the candidates have not prepared in

advance, candidates will wait their turn in a separate room so they cannot hear others' responses prior to their own interview.

- Candidates will have four minutes each to answer the two questions to be asked of them.
- There will be no follow-up questions or dialogue. The Chair will determine if questions of simple clarification may be asked.

**Final decision-making process:** This will follow the procedure outlined in Board policy 202.02, as follows: Nominations will be opened by the chair and made by Board members. Each Board member may nominate one person. Nominations are then closed and written ballots cast. Election requires 4 votes; if no candidate receives 4 votes, nominations will be reopened and the process continues until the position is filled.

**Candidate notification:**

- The winning candidate is announced at that meeting (August 9) and all candidates will be notified of the outcome.
- The candidate/appointee will assume office 30-days later, unless a valid petition to reject the appointee is filed with the school district clerk, and the appointee will hold office until a successor is elected and qualified in the November special election.
- If a valid petition is filed to reject the appointee, the Board will appoint a candidate from the remaining candidates left after the second round of interviews.

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## St Paul Public Schools (ISD No. 625)

### NOTICE OF BOARD OF EDUCATION VACANCY

With the resignation of Board Member Jean O'Connell, a vacancy now exists on the St. Paul Public Schools Board of Education.

The SPPS Board of Education invites St. Paul residents interested in serving on the School Board to submit a Letter of Interest and a Resume. Interested parties should have a knowledge of St. Paul Public Schools and/or governance. The Board of Education encourages all persons representative of the diversity of the community to apply, and especially invites applicants of underrepresented groups. The term of office for this interim appointment will end upon the certification of the special election results in November 2016.

Qualified applicants will be expected to participate in a public interview to be conducted by the Board at a special meeting on **August 2, 2016** which will be convened for that purpose.

Please e-mail or mail a Letter of Interest and Resume, including day and evening phone numbers, and an e-mail or fax number to: Marilyn Polsfuss, Assistant Board Clerk, St. Paul Public Schools, 360 Colborne Street, St. Paul MN 55102 or [marilyn.polsfuss@spps.org](mailto:marilyn.polsfuss@spps.org).

This information must be received no later than **Noon, Wednesday, July 27, 2016 OR Thursday, July 21, 2016**. All applicants will be notified immediately of the review schedule and procedures, which will occur later in July.



*Saint Paul Public Schools is an equal opportunity employer and supports workforce diversity.*

**2016**

**TIME LINE FOR FILLING VACANCY ON SAINT PAUL PUBLIC SCHOOLS**

**BOARD OF EDUCATION**

**(WITH TWO INTERVIEWS)**

DATE	ACTION
7/12/16	Special Board Meeting <ul style="list-style-type: none"><li>• Acceptance of Resignation from Director O'Connell</li><li>• Adopt Plan for Application and Interview Process for Candidates for Vacancy</li><li>• Resolution Calling for Special Election to Fill Vacancy in November 2016</li></ul>
7/13/16	<ul style="list-style-type: none"><li>• Posting for Vacancy Made</li><li>• Provide Copy of Resolution Calling for Special Election to Ramsey County Elections</li></ul>
7/21/16 OR 7/27/16	Applications Process Closes at noon
7/ /16	Letter or email goes to all applicants
8/2/16	First interviews at regular or special meeting; followed by selection of those to be invited to second interview
8/9/16	Second interviews at regular or special meeting; followed by selection of individual to fill Board vacancy
8/2/16 to 8/16/16	Candidacy Filing Period for Special Election
9/8/16	Interim Director seated, 30 days after selection in 8/16, assuming no valid petition challenging appointment
11/8/16	Special Election
After canvass of votes	Elected Board member seated

**INDEPENDENT SCHOOL DISTRICT NO. 625**

**BOARD OF EDUCATION  
SAINT PAUL PUBLIC SCHOOLS  
RESOLUTION**



Board File No. \_\_\_\_\_

Date \_\_\_\_\_

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**RESOLUTION CALLING SPECIAL ELECTION  
TO FILL VACANT SCHOOL BOARD OFFICE**

WHEREAS, the office of School Board Member became vacant effective June 30, 2016 with the resignation of Jean O'Connell; and

WHEREAS, the vacancy occurred more than 90 days prior to the Tuesday following the first Monday in November of 2016; and

WHEREAS, the current term of that office is in its third year and said term will expire on the first Monday in January 2018, i.e., January 1, 2018; and

WHEREAS, Minn. Stat. § 123B.09, subd. 5b (2016) and Section 2.05 (B) of the Saint Paul City Charter require that a special election be held in conjunction with the state general election to fill the vacancy for the unexpired term;

NOW, THEREFORE, BE IT RESOLVED, that the School Board does hereby authorize and call a special election of the School District, to be held in conjunction with the state general election on November 8, 2016; and be it further

RESOLVED, that candidates to fill this vacancy must file affidavits of candidacy with the Ramsey County Elections Office during the period beginning on August 2, 2016 and ending on August 16, 2016; and be it further

RESOLVED, that the Ramsey County Elections Office is hereby authorized to make all necessary preparations and give the required notices to conduct the special election.

Adopted \_\_\_\_\_

\_\_\_\_\_  
CHAIR Board of Education

\_\_\_\_\_  
CLERK Board of Education

**INDEPENDENT SCHOOL DISTRICT NO. 625  
SAINT PAUL PUBLIC SCHOOLS**

**ACTION**

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The Board of Education moves to schedule the following Special (Closed) Board of Education meeting for Tuesday, August 9, 2016 for the purposed of a discussion on pending litigation.