

**MEETING MINUTES
COMMITTEE OF THE BOARD MEETING
September 11, 2012**

PRESENT: Board of Education: Jean O'Connell, John Brodrick, Elona Street-Stewart, Mary Doran, Anne Carroll, Louise Seeba. Director Hardy joined the meeting at 5:34 p.m.

Staff: Superintendent Silva, Tyrize Cox, Michelle Walker, Ivar Nelson, Toya Stewart-Downey, Kathy Brown, Tim Caskey, Joe Munnich, Matt Mohs, Willie Jett, Steve Unowsky, Jaber Alsiddiqui, Julie Schultz-Brown, Andrew Collins, Marie Schrul, Marsha Baisch, Mary Gilbert, Darlene Fry, Jackie Allen, Michael Baumann, Efe Agbamum, Michelle Bierman, Christine Osorio

Other: Mila Koumpalova, Tony Longtree, Chris Farmer-Lies, Anne Jay

I. CALL TO ORDER

The meeting was called to order at 4:34 p.m.

II. AGENDA

A. Final 2011-2012 Budget Revisions (4:35 p.m.)

The Chief Budget Analyst provided information on the FY 12 final budget revisions in the fully financed funds. The changes reflect the latest changes in revenue and expenditure for both General and Community Service Funds. The changes in the General Fund Fully Financed are an increase of \$2,761,759 and represents \$1.9 million in new grants and \$.9 million in revisions to current grants. The Community Service Fund Fully Financed Fund is an increase of \$497,501. The changes reflect \$.3 million in new grants and \$.2 million in revisions to current grants. Final revisions occurred only in these two funds. The adopted revenue budget was \$616,799,328. Revisions were made in the fall and winter and the final revised budget being brought forward for approval is \$652,480,798.

The same fund changes were reflected in expenditures. Adopted budget for expenditures was \$636,282,683. Revisions were made in the fall and winter and the final revised budget being brought forward for approval is \$678,504,654.

QUESTIONS/DISCUSSION:

- Expenditures are numbers correct (on original PowerPoint). Response: No, the expenditure previous revision figure should be 38,962,711 and the Winter Revisions should be \$3,259,260 making the total revised expenditures \$678,504,654.
- Why are there revisions done on a quarterly basis? Response: Fall revisions are usually the largest revisions made during the year. The revisions recognize changes from the State, carryovers and encumbrances. Fully financed funds have grants coming in throughout the year so changes are made through the year as well. Any time a change is made to the bottom line it must be approved by the Board.

MOTION: Ms. O'Connell moved the Committee of the Board recommend the Board of Education approve the revised 2011-12 budget as presented. Motion seconded by Ms. Carroll

Motion passed.

B. Initial Discussion of 2012 Payable 2013 Property Tax Levy

Levies for St. Paul residents include those for Ramsey County, the City of St. Paul, the SPPS School District (both voters approved and state authorized which covers the General Fund, Community Education and Debt Service), Metropolitan Special Taxing Districts and other special taxing districts.

Planning assumptions show all figures reported were based on Administration's best estimates as MDE continues to make adjustments to the SPPS numbers. Administration anticipates minimal change from its estimates and final numbers are expected for the September board meeting.

Administration's recommendation is for the Board to limit the Pay13 levy to no more than the voter approved referendum increase or "hold the line." As a reference, the Pay 12 certified levy figure was \$126,072,575. The Pay 13 figures must be calculated beginning with a number that does not reflect a referendum (\$102,556,206). Adding in the referendum figure being requested of the voters and with a reduction to the general fund and debt service levy the recommended Pay 13 levy figure is \$133,531,520 or an increase of 5.9% over the Pay 12 amount. This is assuming the voter approved levy passes.

QUESTIONS/DISCUSSION:

- Why the difference between \$39 million of the levy request and \$34 million shown? Response: The State equalization factors come into play.
- What is the State equalization factor? Response: It is part of a formula set in statute to adjust in differences in property law between districts. The figure varies over time depending on what the State appropriates.
- The money the State equalizes is not billed to property tax payers, correct? Response: The State aid portion is part of what goes to charter schools.
- Equalization will help, SPPS is asking for a \$9 million; increase on this referendum. The equalization makes this a \$7.5 million increase for local taxpayers.

MOTION: Ms Carroll moved the Committee of the Board recommend the Board of Education approve the proposed Pay 13 levy as authorized by MDE and approve the final levy to no more than the referendum increase and that they set the taxation hearing for Tuesday, December 4, 2012 at 6:00 p.m.

Motion passed

C. Year End Strong Schools Strong Communities Review

J Allen provided an update to the board on the progress of the SSSC strategic plan over the past year. The report was structured in three phases:

- Planning/Project Management
- Implementation/actions taken
- Tracking/reporting and updates.

For the SSSC Project management, an implementation project plan has been developed to manage the major changes that will occur for the 2013-14 school year. The plan is separated into five categories:

- School Choice/Transportation – Community School zones have been determined and a new school choice system will be launched.
- School Programs – Building transitions will occur and articulations, pathways and school-specific programs will be confirmed.
- Aligned learning – Frameworks have been developed and progress on implementation and professional development are being monitored.
- Infrastructure & support – Work is underway in this area on accountability, partnerships and budget/finance

- Middle Grade Transition – teacher certification, recruitment and placement is underway; the Parkway program is under development and the building is being transitioned. Development is underway on curriculum and practices.

The SSSC has increased community focus. High schools and grades 6-12 schools have transitioned to area-based community schools. There has been an increase in community outreach in the areas of back to school, enrollment canvassing and the scheduling of SSSC community meetings.

School allocations increased with \$18.9 more allocated to the schools and class size targets for 2012-13 school allocation projections having been met.

In the area of aligned learning, all indicators have been met in content areas, at all grades. 100% of the most recent standards have been prioritized and “unpacked.” 100% of sequencing guides have been established and aligned to standards. 100% of annual instructional rubrics have been aligned with achievement data.

Performance management has had more observations, evaluations and performance reviews conducted than in recent years past. Approximately 8,000 classroom observations were done, 50 principal evaluations and 943 performance reviews for district administrative personnel.

District Action Teams (DATs) provided input on the SSSC plan. Nine DATs were formed in June 2011 and they presented their recommendations in December 2011. The District responded to recommendations in January 2012 and is currently tracking the implementation of those recommendations.

SSSC progress is tracked through the use of eight VisionCards. One cycle has been completed and the schedule has been set for year two VisionCard presentations.

Updates to the SSSC plan are being reviewed as some details of the plan have changed.

- Regional IB has changed from Parkway to Hazel Park
- 2011 – 12 6th and 9th graders were grandfathered for school choice and transportation eligibility.
- Como Park High School has been made an option for Area C Language Academy students for the 2012-13 school year.
- The plan to limit citywide transportation at five elementary schools for 2012-13 was not implemented
- Obama will not expand to middle grades
- The extended day for Achievement Plus schools was not continued in 2012-13.

The District will be preparing for major elements of the SSSC plan that go into effect in the 2013-14 school year.

- Elementary schools will transition to grade K-5
- Middle schools will transition to grades 6-8
- Community elementary schools will transition to Area focus.

QUESTIONS/DISCUSSION

- When was the decision made to make Como the Area C language academy? Response: It was made over the summer after looking at numbers to increase enrollment at the school. Families in Level I and II and new ELL families feel welcome at Como.
- Will Parkway become an IB middle school for that area? Response: The plan was Parkway would be an IB middle school. With the requirements of the program, the decision was made to move it to Hazel Park Middle School. This will be revisited over the next two years.
- If Hazel Park is doing middle school, will it also do K-5? Response: K-5 is covered at Benjamin Mays. This will also be reviewed in the future.

- It was noted SPPS currently has one-half of its high schools with IB and one-half with AP programs.
- Kudos were extended for the high number of observations. Will the requirement to review teachers be a hardship? How will that ramp up? The 900+ performance reviews were not teachers or principals; these were people within administration and the business office and in some cases people on probation that had multiple evaluations. Teacher under the new law will be reviewed every three years; reviews are done on a regular basis.
- Did all the planning and organization in the community benefit those who are returning to school this fall? Was there an uninterrupted process of finishing the old year and moving into the new? Response: Yes, except for the busing situation, this was the best start in the last three years. High schools were orderly, having them open once a week through summer for enrollment has been a great improvement. There is greater demand for Kindergartens.

MOTION: Ms. O'Connell moved the Committee of the Board recommend the Board of Education accept the Year End Strong Schools Strong Communities Report as presented. Ms. Carroll seconded the motion.

Motion passed.

D. Administrative Response to Latino Consent Decree (LCD)

Administration provided its response to the LCD annual report to improve learning outcomes of students and strengthen relationships with parents.

The response was broken out into three broad categories with a response to each point in the initial recommendation:

- Student Identification, Assessment and Placement (Recommendations 1.0-1.2)
 - o 1.0 – The ELL Department will send a LCD notification of services letter to families.
 - o 1.1 – All LCD teachers and EAs received a list of LCD students so they can answer questions as they arise.
 - o 1.2 – Schools have been provided the LCD staff contact list. The list was also given to the Office of Family Engagement and Community Partnerships for distribution to families.
- Instructional Program and Support (Recommendations 2.1-6.4)
 - o 2.1 – Ongoing meetings between school administration and parents rather than the EAs because school/district administration make decisions that affect all students. The ELL Department has worked collaboratively with the OFECP to establish three dates for such meetings to take place. The first meeting occurred on August 29. HR participated in the meeting and will continue to be available as necessary.
 - o 3.0 – 75% of schools either provide interpreters at core curriculum events or held Spanish specific events. 25% of schools report offering no Spanish specific sessions for curriculum events. Schools, when possible, will continue to offer Spanish language specific sessions and ELL will continue to work with schools on this.
 - o 4.1 – High school and middle school assistant superintendents will have discussions with principals around providing interpreters for academic registration nights and events in accordance with the LCD stipulation.
 - o 4.2 – OCCR is developing new materials in Spanish to be shared with families about AVID, IB and AP courses. ELL will partner with the high school and middle school assistant superintendents and the OFECP to disseminate the information to families through district Latino parent events
 - o 4.3 – In 2011-12 ELL trained over 200 staff including K-12 principals, K-12 counselors, teachers, bilingual EAs and other staff. In 2012, LCD teachers and all bilingual EAs were trained. In 2012, LCD teachers and all bilingual EAs were trained with the intent to train all k-12 counselors in October. The list of LCD staff and students will be shared at this meeting.

- o 4.4 – Talent Development and Accelerated Services staff are working on ways to guide and support students in advanced courses. There will also be guidance through the use printed translated documents, innovated support programs such as the Technology Scholars currently in place at Harding High School. The goal is also to review LCD students MAP scores to recommend advanced courses accordingly.
- o 4.5 – The Thinking College Early Fair was an initiative of the Progressive Baptist Church with the intent to expose African American students and their families to historically black colleges and universities. SPPS can ask to have Spanish-speaking representatives in attendance but cannot guarantee it. SPPS has provided Spanish interpreters at this event with 29 Latino families in attendance.
- o 5.1 – 61% of schools have reported holding at least one Latino specific cultural event and/or multicultural event that included Latino culture. ELL will continue to bring this recommendation to the attention of school principals.
- o 5.2 – ELL and OFECP planned, announced and invited guest speakers and scheduled Latino leaders in the community assemblies in six schools for students in grades 4-12. In total, nine sessions were held and over 350 students benefitted from hearing the guest speakers. In the upcoming school year, ELL will again collaborate with OFECP to organize such events.
- o 5.3 – CIPD met with the LCD Parent Advisory Committee and the meeting resulted in the establishment of the Latino Culture and History Curriculum Committee to bring parent, staff, student and community together to plan and create curriculum and events that deepen the inclusion of SPPS Latino Culture and History. The Committee has suggested holding an open house at the MRC for Hispanic Heritage Month. This will be held on October 5 at Washington Technology.
- o 5.4 – The district currently supports Spanish immersion courses that embed Latino culture and history. There are currently three elementary schools with Spanish immersion programs: Adams, Wellstone and Riverview. At the secondary level, Spanish immersion is offered at Highland Park Middle and Highland Park Senior High. Both schools provide IB programs, with the Senior High offering History of the Americas course which provides an in depth analysis of the Latino contribution to the Americas. The Committee also reviewed learning trunks. The next step is to create additional social studies lessons that embed Latino Culture and History for the revised social studies standards. The committee will track the use of the current curriculum including the Mesoamerican project taught in 9th grade World History.
- o 6.1 – Flyers have been created containing information on Everyday Math Curriculum and the Mexican textbook giveaway campaign. Staff at each school sites will be expected to distribute the flyers during conferences and other school events.
- o 6.3 – OFECP will monitor the use of these materials and ELL will assist in communicating with schools.
- o 6.4 – New learning resources will be communicated to schools by the ELL Department. OFECP will communicate this information at LPAC meetings.
- Parental Involvement (Recommendations 7.1-8.2)
 - o 7.1-7.3 – The HR Executive Director met with the LPAC. The following was agreed upon: A HR consultant will serve as liaison between the SPPS HR Department and the LCD Parent Advisory Committee.
 - o 8.0-8.1 – The OFECP is leading several efforts that relate to recommendations made in the 2011-12 LCD Annual Report including the support and collaboration in three main areas but not limited to: Leadership, Community and Parent Education. Efforts include the Wilder Foundation, the Mexican Consulate, LCD PAC, SPPS LCD Bilingual Parent meetings, the SPPS Parent Academy, the Mexican Consulate and SPPS Plaza Comunitaria Adult Learning Program.
 - o 8.2 – SPPS is interested in continuing the work with Dr. Garcia however her current project has ended and she secures her own funding.

There was an extensive question and answer sessions between Board members, staff and the LCD Parent Advisory Committee.

MOTION: Ms. O'Connell moved the Committee of the Board recommend the Board of Education approved the administrative response to the Latino Consent Decree with thanks. Ms. Carroll seconded the motion.

Motion passed.

E. Standing Item: Policy Update

1. **Policy 414.00 - Tobacco-Free Environment**

The Administrator for Policy, Planning & Intergovernmental Relations provided an overview of the changes made to the policy.

QUESTIONS/DISCUSSION

- It was noted the purpose statement extends to owned, leased and contracted. It also needs to include events and activates sponsored by SPPS.
- Need to get at the other piece of those who are not manufactures but sell tobacco
- Need to add reference to Advertising in the Schools policy.

MOTION: Ms. O'Connell moved the Committee of the Board recommend the Board of Education move Policy 414.00 – Tobacco-Free Environment forward to the September Board meeting for its first reading with the additional edits discussed. The motion was seconded by Ms. Carroll.

Motion Passed.

F. Standing Item: Referendum Update

A review of events being attended by the Board, Superintendent and Committee members was provided. The timing of notices was discussed. Board members expressed a desire to see the items before they go out.

G. Work Session

1. **Additional Board Meeting Dates**

The following dates for future Board and COB meetings were recommended to the Board for approval.

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| • March 5 | COB Meeting |
| • March 19 | Board of Education Meeting (Ex Team) |
| • April 2 | COB Meeting |
| • April 16 | Board of Education Meeting (Ex Team) |
| • May 7 | COB Meeting |
| • May 21 | Board of Education Meeting (Ex Team) |
| • June 4 | Special Board of Education Meeting (Non-Renewals) – 4:00 p.m. |
| • June 11 | COB Meeting |
| • June 18 | Board of Education Meeting (Ex Team) |
| • July 16 | COB Meeting |
| • July 16 | Board of Education Meeting (Ex Team) |
| • July 30 | COB Meeting - NAITONAL NIGHT OUT.1 st Tuesday |
| • August 20 | Board of Education Meeting (Ex Team) |
| • September 10 | COB Meeting |
| • September 17 | Board of Education Meeting (Ex Team) |
| • October 1 | COB Meeting |
| • October 15 | Board of Education Meeting (Ex Team) |
| • October 29 | COB Meeting |
| • | |
| • November 12 | SPECIAL Board of Education Meeting (Canvass Votes) – 4:00 p.m. |

- November 19 Board of Education Meeting (Ex Team)
- December 3 COB Meeting
- December 17 Board of Education Meeting (Ex Team)

MOTION: Ms. Seeba moved the Committee of the Board recommend the Board of Education approved the recommended dates for future Board and COB meetings. Mr. Hardy seconded the motion.

Motion passed

2. **Board Check In**

This was a review of Board members processes with each member providing input on their views of how it is working.

The Board Secretary was instructed to make this a standing item on the COB agendas.

3. **Individual Board Development Plans**

Reviewed various upcoming conferences and discussed plans on who should attend.

III. ADJOURNMENT

MOTION: Ms. Doran moved the meeting adjourn, seconded by Ms. Seeba.

Motion Passed 8:36 p.m.

The meeting adjourned at 8:36 p.m.

Respectfully submitted,
Marilyn Polsfuss
Assistant Clerk