

**MEETING MINUTES  
COMMITTEE OF THE BOARD (COB)  
March 3, 2009**

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

Staff: Meria Carstarphen, Jeff Lalla, Michelle Walker, Suzanne Kelley, Michael Baumann, Nancy Stachel, Howie Padilla, Dan Rodriguez, Jeremiah Ellis, Hitesh Haria,

Other: Tomiko Townsley, Tom Lynden, Anibal Preston, Brandi Thomas, Doug Belden, Emily Johns, John Krenik, Kevin Driscoll, Thel Kochor, Mary Cathryn Ricker

**I. CALL TO ORDER**

The Committee of the Board Chair called the meeting to order at 7:10 p.m.

**II. AGENDA**

The purpose of the meeting was to begin to lay out the process for transitions – of leadership, time, expectations around the superintendency and St. Paul Public Schools (SPPS). Over the past two weeks work has been done with the Superintendent to prepare for the end of the school year, summer school and the start of the next school year. Additionally the District is in the middle of the budget process which must continue. Time is the most critical dimension at this point.

Expectations of the meeting were laid out which included a review of calendars of upcoming meetings and the various engagement opportunities; a review of the past two superintendent search processes and a discussion of availability.

- District Transitions

The Chair stated the Board is absolutely committed to a smooth transition. What is essential is the recognition be made that there is movement forward and that is what the Board is aiming for. The Board was instructed to think about what needs to be done to move forward. She then recognized the Superintendent.

The Superintendent indicated there would be a review of the “Projected 2008-2009 Board of Education Meeting Calendar” and the “Key Dates and Opportunities for Engagement for Spring 2009”. She indicated these two documents will be utilized extensively to ensure a seamless transition in district leadership and to remain on pace to accomplish several initiatives discussed earlier in the year. She then went on to highlight key items which are coming up:

- March 24 COB meeting: An update on recommendations for administrative budget reductions (central administrative budget) will be presented. As requested at the previous Board meeting more savings in central administration are being sought. These will be specific recommendations regarding changes to the central budget reductions. It is important to understand that because more savings/reductions are being looked for in central administration, it will mean there are possibly people in positions which, because they have “retreat rights” back into the principalship, will cause bumping down into the

principal and assist principal ranks. Full discussions have been ongoing with the Principals' Union about these details. It is a collaborative decision and there needs to be clarity about where the reductions would take place to go from \$1.4 million to a little bit higher in central administration. Key positions need to be identified where some of these bumping rights might occur and as a result bring to the Board at its April 14 meeting recommendations for approval on reductions to that particular line item. This will allow, where layoffs from central administration occur, notification in advance of Spring break to allow more time to find jobs. Also by taking a final action on the maximum reduction for central administration, the District can work closely with principals and their union to ensure that "bumping rights" are done in a way that complies with contract agreements and provides notification to principals so they know where they will be for the upcoming school year. This should cause the least disruption during all the budget changes.

A board member noted that the original request to reduce central administration budget further was the request of only one board member not a request of the Board. The question was posed if this was being brought forward as a possibility to show the impact or is it being presented as a recommendation? The Superintendent responded that when feedback is given by the Board to Administration, Administration will bring back a new recommendation incorporating the request made. The Board has every authority to accept or reject the recommendations. What is clear, in the request from staff, is that a line item decision on that reduction (to stand at \$1.4 million or somewhat greater) be made in order to address staff in a way that is most respectful given some of the other demands they have relative to finding job stability, etc.

Another question was raised asking if more information on the impact of the stimulus package would be available at the March 24 COB meeting or in April. Administration indicated they were following all legislative discussions (locally and nationally) but there is no definitive information available at this point in time. Updates will be provided to the Board as information becomes available.

- o An Assistant Treasurer must be appointed at the March 17 Board meeting to meet fiduciary responsibilities for the district.
- o May 5 COB, this is a very full and important agenda. Initial recommendations for Large-Scale System Changes (LSSC) for 2010-2011 will be brought forward. The American Indian Education Program Resolution and Administrative Response will also be presented. Additional information will be brought forward on the 2009-2010 budget along with the Quarterly Financial Report.
- o June 9 Special Board meeting on non-renewals.
- o June 9 COB will have the presentation of the SY 2009-2010 Transportation Bids and a discussion on the SY 2009-2010 budget.

The Superintendent then moved on to the LSSC and Engagement Opportunities though June, 2009. There are a number of engagement opportunities between March and June specifically relating to LSSC and the 2009-2010 budget. She noted the two forums listed: May 12 at Central (tentatively budget) and May 26 at a location to be determined (tentatively LSSC). The calendar is updated as additional information becomes available and is posted to the SPPS website for easy access by the community and staff. The Superintendent noted the Board Listening Sessions on March 26 (John A. Johnson) and May 28 (EXPO). In response to a concern expressed relative to community input on the budget, the Superintendent stated the Business Office has scheduled individual meetings with various community groups (Hmong, LCD, etc.) to discuss the budget. This provides the opportunity to have interpreters available and address concerns specific to those communities.

A board member requested an update on how the site-based community outreach sessions are coming along (those scheduled 2/12-4/10 and 5/7-6/5) – the number, where, who, what is being done.

- Overview of Previous Searches

The Committee Chair stated the Board is absolutely committed to transparency and to an intentional, thoughtful and thorough process which is crafted to fit the current situation. Items provided to the Board on the previous two search processes included:

- Superintendent Search Process Overview 2005
- Timeline for 2005 Superintendent Search
- Action Plan (7/12/05)
- SPPS Superintendent Search Overview of Tasks and Timelines & Timeline for Search Consultant (05)
- Copy of 2005 RFP for Search Firm
- Definition of Roles and Responsibilities in the Search for Superintendent (2005)
- Working Profile: Superintendent of Schools (2005)
- Staff Liaison Proposal 2005
- Role of Advisory Committee Proposal (2005)
- Public Forum Schedule, Proposed Focus Groups, Proposed Individual Interviews (2005)
- 1998 Timeline
- Community Expectations for the SPPS Superintendent (1998)
- Brief Chronology & Chart of Events (1998)

The Chair stated the Board must recognize that a lot of work was done not all on Board's own but with community participation and still, within one year, the process was completed with the hiring of a superintendent. She went on to state that in the next couple months there will need to be intense work creating the foundation for the search process and then moving it forward. She requested Board members keep their calendars open (particularly Tuesdays) so the work can proceed.

A request was made to document the 1991 search for process which resulted in the hiring of Curman Gaines. This was an internal hire and might provide some additional perspectives for the Board. The Board Secretary was instructed to research the process.

A question was raised whether the work will be done in conjunction with currently scheduled meetings or if there would need to be additional ones scheduled. The Chair responded there may be a need for additional meetings but will also be included in the currently scheduled meetings as well, the search process will be incorporated on top of the existing agendas. She asked Board members to review the historical data provided, study the engagement calendar and the planning calendar. She reiterated that time is the most critical dimension in this process. She stated the Superintendent will continue to work with the Board to establish a timeline with the Board.

### III. ADJOURNMENT

<b>MOTION:</b>	<b>Ms. Carroll moved the meeting adjourn, seconded by Mr. Brodrick.</b>
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<b>Motion passed.</b>
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The meeting adjourned at 8:08 p.m.

Respectfully submitted,  
Marilyn Polsfuss  
Assistant Clerk