

**INDEPENDENT SCHOOL DISTRICT NO. 625  
Saint Paul, Minnesota**

**COMMITTEE OF THE BOARD MEETING  
360 Colborne Street  
Saint Paul, MN 55102**

**August 6, 2025  
4:30 p.m.**

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Vice Chair Ward.

**2. ROLL CALL**

Board of Education: U. Ward, E. Valliant, J. Vue, C. Franco, Y. Carrillo, H. Henderson, C. Allen

Staff: Superintendent Stanley, J. Wikstrom Donoghue, S. Dahlke, S. Gray Akyea, T. Sager, K. Thao, L. Olson, A. Collins, E. Wacker, J. Danielson, K. Morris, H. Nistler, S. Schmidt de Carranza, V. Unowsky, K. Kimani, J. Turner, T. Walker, M. McHenry, D. Moser, P. Pratt-Cook, A. Kunz, B. Schmidt, C. Anderson, J. Williams, L. Bolopue, M. Sullivan

Community: K. Fitzpatrick (presenter)

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

**MOTION: Director Ward moved approval of the Order of the Agenda. The motion was seconded by Director Henderson. It passed by acclaim.**

**4. SUPERINTENDENT'S ANNOUNCEMENTS**

Superintendent Stanley provided details on the recent leadership training to discuss development and understanding around creating a strong culture and climate, including equity efforts and a decision-making model. She also noted that the previous day was National Night Out in Saint Paul, and she, as well as her team and board members, were out at events across the city to be in community and share information about the referendum.

Director Vue requested information on the location of the leadership training. It was held at Saint Paul College, which was a great space to be together. He also requested details on the leaders included in the training. There were assistant principals, principals, directors, assistant directors, senior leaders, and entry-level middle management and senior leaders to have a coherent focus on the system, and to work on the mission, vision and core values for clarity and unity.

**5. CLASSIFICATION AND COMPENSATION STUDY**

Kristen Fitzpatrick, Senior Consultant from Evergreen Solutions, presented this report. The agenda included the study goals, internal review, external review, and recommendations.

Study goals included:

- Internal Review: Review current classification and compensation system for select bargaining units to ensure internal equity
- External Review: Survey peer organizations to ensure external equity
- Recommendations: Produce recommendations to provide the District with a system that is equitable, both internally and externally, for select bargaining units

Details of the internal review were also included with more information on the assessment of current conditions, employee outreach, and job assessments.

The external review included information about market peers, market results by bargaining unit (in both figures form, as well as a bar graph) with the minimum percentage difference, midpoint percentage difference, maximum percentage difference, and survey average range spread. This is for the ranges only, not individual salaries.

Seven recommendations were also presented, and included:

- Update and modernize select classification titles
- Revise all job descriptions to include updated classification information provided in the JAT, and review job descriptions and FLSA statuses annually for accuracy to determine if the classification is assigned to the appropriate bargaining unit.
- Update the pay plans for Nutrition Services Personnel and SCSP; market adjustment does not appear to be warranted for AFSCME, Bus, Custodians, CCEA, EA, or TA.
- Slot all classifications into the plans based on external and internal equity; transition employee salaries into the proposed plans
- Continue to conduct structured job studies of positions as well as small-scale salary surveys as needed
- Conduct a comprehensive classification and compensation study every three to five years, subject to budget constraints and as market conditions are warranted.
- Review and revise, as appropriate, existing pay practice guidelines for all units within the District.

Recommendations for the proposed pay scales for SCSP and nutrition services personnel were also provided. The implementation method with the estimated total cost was also reviewed, with placing places employees on their current step in the revised salary range/plan. For example, an employee currently on step 10 would be placed on step 10 in the updated plan. This option is recommended for the SCSP, Nutrition Services, and AFSCME groups. Implementation costs by bargaining unit were also reviewed for these groups.

The full presentation can be found in the BoardBook.

#### **QUESTIONS/DISCUSSION:**

- Director Henderson requested clarification on the custodian piece as noted in the presentation. Response: The custodians in SPSS have a flat rate, and the peer districts do not have a flat rate.
- Director Franco requested information about the bis drivers included in this study. The employees represented in this study were from the organization, and in looking at the comparator groups used previously in the first job study. The analysis includes the actual compensation, including benefits,

which is typically not included in those contractor positions, and is a significant difference and included as part of bargaining. Contracted drivers are very common in larger urban districts, where there is competition of CDL drivers who may be employed by the private sector.

- Director Franco also requested additional information on the recommendation around consolidation of titles. Response: There is a clear distinction between the levels, and scope of work, including education and experience, and to ensure we are differentiating and to address the internal equity within pay ranges. Through the JAT, there was data collected for documentation on job roles and to see the differentiation. Classifications will be collapsed, but no one will be moving down, but roles will be moved up and there will be job classifications eliminated for those with a no real difference in the body of work. Director Franco noted that at some point, job descriptions were added and there was a rationale for these additions. He appreciated moving to more consistent place that is more feasibility explainable and transparent. Chief Pratt-Cook noted that the needs of organizations change over time, and there are very few roles where the job only requires to answer phones or file, but have become more complex with expectations around technology as well.
- Director Vue requested information about the SCSP group and the reasons they are so far below the market compared to our peer districts. How do we stay ahead of the competitive market for this group, so that in future years, we don't find ourselves in this situation again? Response: With positions that may be having recruiting or retaining issues, a small-scale salary schedule survey will help in looking at peer district compensation, or market shifts. Within the SCSP group, there are several levels and a wide range of job roles, which adds complications to ensure we are staying current. It has been a long time since the district did a comprehensive class and compensation study, and it's important to do every 3-5 years with a comprehensive review of all positions to ensure we are staying within the market. It's different within the public sector where negotiations are done at the table. This work will be done in two phases, including across the board and not in silos, and it's extremely important to stay up to date with the market and to ensure descriptions
- Director Allen requested information about sharing information with the public and ways to show alignment with the market. Response: For positions, the salary range is posted. Almost all of the job descriptions have been finalized and posted online, and we want to ensure employees have access to the current job description. The best way may be to link the position to the contract.

## **6. POLICY UPDATE**

### **a. Policy 502.00 – Attendance Areas: Resident Students**

Jayné Williams, Director of Student Placement Center, presented this proposed update. A Policy Purpose was added, to define the manner in which designated school attendance boundaries are determined including factors considered for buildings. Additionally, this policy provides clarity for continuity of enrollment.

The full presentation and draft of the proposed policy revisions can be found in the BoardBook.

### **QUESTIONS/DISCUSSION:**

- The Board requested information on the need for this policy to proceed to the three-reading process. Response: It was the opinion of the general counsel that the purpose statement addition would indicate a substantial change. The Policy Work Group intends to have a future discussion that may allow for formatting changes, such as a purpose statement, to not require the three-reading process.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

**b. Policy 520.00 – Technology Usage & Safety**

Mario McHenry, Executive Director of Technology Services, presented this proposed update. A Policy Purpose was added - The Technology Usage & Safety Policy (Policy 520.00) establishes proper use guidelines for the district's technology resources. Its core purpose is to ensure the effective and safe utilization of these resources by students, parents/guardians, and employees. This shared responsibility is crucial for maximizing the educational value and maintaining the integrity of the technology infrastructure. A General Statement was also added. Provisions for the removal, replacement, or disablement of SPPS hardware or software designated as obsolete, out of compliance, or dangerous was added, as well as expanded definition of unacceptable use of technology.

The full presentation and draft of the proposed policy revisions can be found in the BoardBook.

**QUESTIONS/DISCUSSION:**

- Director Ward noted clarification that the parts struck out were previously the entire policy.
- Director Valliant requested information about the access, use and safety and use as a privilege, and if this is also in regards to the iPads for students. She also requested information on an example of if a student were to lose the right to use their iPad, and how they would complete their schoolwork. Response: It is a partnership with the school, and depending on the conversation with site leadership, the next phase may be that a student could only use their device at school, not at home.
- Further details were provided on content deemed “inappropriate”, as well as personal contact information, such as student emails and how they are used.
- What is the process for a parent to review files or terminate their student's account? Response: It would be a decision with the school leadership and the parent; there is a 520 form to ask that their student does not use technology. The use of paper copies as opposed to work on an iPad or other device was also discussed, and while much of the curriculum is digital, PDFs can be made of all lessons and can be printed for those families who may not want their child to use technology or for a student who needs an accommodation.
- Director Franco requested protective measures within this policy, or another, for cyber security. Response: Our cyber insurance is renewed annually, and lists categories that must be adhered to in order to qualify with a list of controls that benefit our users, but we can think of ways to emphasize our protections that still safely protects the district. Director Franco noted that it may be helpful to reassure the protective measures in place, and recommended an amendment to this current draft policy to acknowledge that. Mr. McHenry also noted that there is a district communication about the multi-security factor and phishing emails responses to protect our students and staff, and we will continue to use those tools.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

**c. Policy 419.00 – Professional and Respectful Workplace**

Pat Pratt-Cook, Executive Chief of Human Resources, presented this proposed policy. SPPS is committed to promoting and maintaining a workplace environment where every individual is treated with civility, dignity, and respect. The District recognizes the importance of creating a culture where all employees feel safe, valued, and empowered to contribute their unique perspectives. Differences in culture, communication, and lived experience enrich our environment and must be honored in all interactions. Responsibility of all district

personnel – employees, board members, volunteers, contractors. The purpose of the policy, general statement of policy, definitions included within the policy, and reporting procedures were also reviewed.

The full presentation and draft of the proposed policy can be found in the BoardBook.

#### **QUESTIONS/DISCUSSION:**

- The Board thanked Chief Pratt-Cook for bringing this policy back, answering the questions and concerns, and knowing it has been brought before Policy Work Group a number of times, this feels comprehensive, and answers questions. They could tell a lot of work and thought went into this draft, and it is starting to shape the culture of the district. This policy came to be due to a problem that was seen, and this is a solution for another avenue. Policy 415 is very specific, and this is another avenue for folks to feel more protected. The Board thanked the team for the revisions and a policy to celebrate once approved.
- Director Vue requested information about the “responsible parties” as noted within the draft policy. There was also further discussion about the role of board members in this policy, and statutes that govern school board members. Assistant General Counsel noted that this may be a larger discussion, and will bring back information to the Board. Director Allen also noted questions about employment of school board members and compensation laws. Chief Pratt-Cook noted that board members were included in similar policies in other districts. Director Allen supported Director Vue in this discussion and alignment with 200-level Board policies. Chief Pratt-Cook noted that she will update the links to the Board policy within this proposal.
- Overall, the Board felt comfortable moving this revision to the three-reading process.

#### **7. ADJOURNMENT**

**Director Ward moved to adjourn the meeting. Director Henderson seconded the motion. It passed by acclaim.**

The meeting adjourned at 6:16 p.m.

#### **8. WORK SESSION**

The Board then conducted on work session on Board Initiated Goals Governance (B.I.G.G.) and discussion of shared expectations of communication for District Relations Goals.

The work session ended at 7:33 p.m.

For clarity and to facilitate research, these minutes reflect the order of the original Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by:

Sarah Dahlke, Assistant Clerk, St. Paul Public Schools Board of Education