

**INDEPENDENT SCHOOL DISTRICT NO. 625**  
**Saint Paul, Minnesota**  
**SPECIAL MEETING OF THE BOARD OF EDUCATION**  
**Available via Live Stream on [www.spps.org/boe](http://www.spps.org/boe)**

**August 31, 2020**  
**6:00 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. Request to Establish the Classified Position of Contract Manager 2
  - B. Washington Technology Magnet School 5/10 Programming 3
- V. ADJOURNMENT**

**INDEPENDENT SCHOOL DISTRICT NO. 625  
BOARD OF EDUCATION  
SAINT PAUL PUBLIC SCHOOLS**

**DATE:** August 31, 2020

**TOPIC:** Request to Establish the Classified Position of Contract Manager

**A. PERTINENT FACTS:**

1. With the increase in our contracts and given the district needs due to the pandemic, an addition of a critical staff position will be needed by the Purchasing Department to accomplish the District's procurement needs. Currently, the Purchasing Department has a need for a position responsible for develop, negotiate, implement and manage the solicitation, administration and compliance of contracts for various district departments. The position will further be responsible for reviewing contract performance and direct corrective action when appropriate; and to develop evaluation criteria and scoring systems to assess and rank solicitations. Further, this position will support the Purchasing Manager in his/her absence to monitor and enforce District procurement policy.
2. The Human Resource Department performed a job description review to determine the proper job title and bargaining unit for this work. The recommendation from that study is to create a new job title, Contract Manager. This title would be within the unit jurisdiction of the Saint Paul Supervisors' Organization unit. The appropriate pay rate for this position would be equivalent to Grade 20 within this Agreement. This salary range will remain in place for this title until such time as a successor agreement is reached to the 2018-2019 labor agreement for this unit. The benefits associated with this position will be as provided for other positions within this unit. This position is recommended to be a classified position.
3. The funds for this position are available in the Purchasing Department budget.
4. The Purchasing Department anticipates posting this position and hiring one employee in this job title.
5. This recommendation has been reviewed by Joe Gothard, Superintendent; Cedrick Baker, Chief of Staff; Marie Schrul, Chief Financial Officer; Jamie Atkins, Purchasing Manager and Kenyatta McCarty, Executive Director, Human Resources.

**B. RECOMMENDATION:**

That the Board of Education of Independent School District No. 625 approve the establishment of the Commissioning Coordinator job classification effective August 31, 2020; that the Board of Education declare the position of Contract Manager as classified; and that the pay rate be Grade 20 of the Saint Paul Supervisors' Organization standard ranges.

**INDEPENDENT SCHOOL DISTRICT NO. 625  
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**DATE:** August 31, 2020

**TOPIC:** Washington Technology Magnet School 5/10 Programming

**A. PERTINENT FACTS:**

1. Washington Technology Magnet School provides a robust alternative learning programming for students in grades 6-12. Due to guidance provided by the Minnesota Department of Education, Saint Paul Public Schools is not able to generate the necessary Alternative Learning Center funding through Extended Day for Learning programming while in the Distance Learning scenario.
2. The 5/10 model at Washington Technology Magnet School directly supports the long-term student outcomes of SPPS achieves.
3. To maintain the structure and integrity of the 5/10 program where students receive extended day programming CARES Act (ESSER) funding will be utilized.
4. The purchase is over \$175,000 and board approval is required. Anticipated expenditure for this agreement is up to \$484,000.
5. This item is submitted by: Hans Ott, Executive Director, Office of Digital and Alternative Education; Andrew Collins, Assistant Superintendent, Marie Schrul, Chief Financial Officer, and Jackie Turner, Chief Operations Officer.

**B. RECOMMENDATION:**

That the Board of Education authorizes the Superintendent (designee) allocate up to \$484,000 of CARES Act (ESSER) funding to continue the 5/10 program at Washington Technology Magnet School during the 2020-2021 school year.