

**INDEPENDENT SCHOOL
DISTRICT #624**



**WORK-STUDY
AGENDA**

November 28, 2011

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: November 7, 2011

A work-study session of the White Bear Lake Area School Board will be held on Monday, November 28, 2011, at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

WORK-STUDY AGENDA

A. PROCEDURAL ITEMS

1. Call To Order
2. Roll Call

B. DISCUSSION ITEM

1. Update on School Board/Superintendent Goals 5:30 p.m.
 - a) II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools.
 - b) II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.
 - c) III.4: The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.
 - d) Goal 2: Ongoing Financial Stewardship and Budget Management
 - Audit Report for 2010-11
 - Bond Refinancing
2. Negotiations Study Session* 7:30 p.m.

C. ADJOURNMENT

8:00 p.m.

*This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.

AGENDA ITEM: **Update on School Board/Superintendent Goals**

MEETING DATE: **November 28, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

BACKGROUND:

At our School board meeting in August the Board approved School Board/Superintendent Goals for 2011-12, including those embedded into the strategic plan approved by the School Board in June.

It has been our practice that at each work-study session we highlight certain goals, and provide regular updates on our progress on all goals. At this work-study session we will highlight our plans for 11.1, 11.2, 11.4, and Goal 2

- a) **II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools.**
- b) **II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.**
- c) **III.4 The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.**
- d) **Goal 2 Ongoing Financial Stewardship and Budget Management**
 - **Audit Report for 2010-11**
 - **Bond Refinancing**

**WHITE BEAR LAKE AREA SCHOOLS
STRATEGIC PLAN
ACTION PLAN STATUS REPORT**

Strategy I: We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.

Specific Result 1:

All students will achieve grade level in reading, writing and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Schools.

Action Plan Owner: David Law and Kathleen Daniels

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Response to Intervention (RTI) will be implemented in every pre-k, elementary and middle school beginning by defining WBLAS expanded and inclusive model for RTI.	Mary McGrane	Sept 2011	Sept 2012	AIMS Web application RTI Coordinators in every school Viewpoint Student Plan System	Status: Underway Results: School and District Assessment Goals
2. Establish district coordination to include implementation, timelines, and roles and responsibilities of site teams with goal of ensuring equitable programming for all sites.	Mary McGrane/	June 2011	January 2012	RTI Coordinator in every school Training Technology tools - iPads or Laptops	Status: Underway
3. Establish site teams.	Mary McGrane/	Elementary - done Sept 2011 Secondary - target December 2012	December 2012	RTI Coordinator in every school	Status: Underway
4. Provide graduated professional development to site staff (not just	Mary McGrane/	September 2011	September 2012	Training Time in schools and	Status: Underway

Draft as of 11/21/11

RTI site team) in RTI, differentiation to meet individual needs, and incorporating the multiple intelligences.					on professional development calendar for August 2012	
5. Assign intervention specialists to each RTI site.	Elementary Principals/	Spring 2012	August 2012		Status: In planning	
6. Support intervention specialists and instructors - providing staff with needed intervention resources at each RTI site.	Mary McGrane/	Fall 2011	August 2012	None	Status: Underway	
7. Evaluate components of RTI annually and make appropriate adjustments annually.	Mary McGrane/	May/June 2012	Annually	None	Status: In planning	
8. Explore and present recommendations to the Board on implementation of fully-funded, graduated day, full day K. (expectation of full-day by October)	David Law/				Status: In planning	

Strategy 1: We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.

Specific Result 2:

All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.

Action Plan Owner: David Law and Kathleen Daniels

Action Step	Assigned To/	Start	Due Date	Financial	Status and
-------------	--------------	-------	----------	-----------	------------

Draft as of 11/21/11

	Supporting Team	Date		Implications	Measurable Results
1. Provide all students in grades 6-12 with a dedicated time in homebase, for career and college exploration and for developing reading, note-taking, study and college-readiness skills.	David Law/Tim Wald, Bob Brewer, Jen Babiash, Janeen Kuemmel, Rochelle Vavricka, All secondary principals and associate principals				Status: Initial presentation to the School Board on October 24, 2011
2. Student progress will be monitored by teachers and parents with interventions put into place as needed.					
3. Leverage AVID to increase college readiness for all with special emphasis on students of poverty and minority students.	Christina Pierre, Jennifer Babiash/			Allocation of Integration Funds to cover training,	Results: student success in advanced coursework, MCA results for 9 and 10th graders,
4. Provide a college visit experience for all students by the end of grade 8 through partnership with local colleges offering campus tours and classroom experiences. (consider apprenticeships and other vocational opportunities at the post-high school level)	Bob McDowell, Noel Schmidt/ Middle School Counselors & Social Workers				
5. Increase the number of students who are taking college readiness exams through subsidizing tests and marketing the benefits. Have homebase assignments for students to promote PSA and ACT testing.	Tim Wald/ Jen Babiash, High School Counselors				
6. Develop a booklet for each student that includes goal setting (short and	David Law, Jennifer Babiash/				

Draft as of 11/21/11

long-term), milestones, and other relevant educational data. Implement teacher/counselor mentor reviews of goals coupled with discussions. Peers also review and discussion/updates of goals (students hold each other accountable).					
7. Fully implement use of Naviance through allocating time for students to access Naviance on a quarterly basis, starting in middle school.	Mary McGrane/				
8. Implement lunch time learning opportunities, at the middle and high school levels, where business professionals, scientists, artists, etc. would talk with students about their careers.	Secondary Principals/				

Strategy II: We will create and implement a plan for global experiences and relationships to further understand world connections.

Specific Result 1:

All students will expand their global perspective through the study of world language and culture at the elementary schools. (STIPULATION - within each school, one or more options will be available to study world language and culture)

Action Plan Owner: David Law and Chris Picha

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measurable Results
1. Study and review possible program format and languages for elementary	Ann Malwitz, Gretchen Harriman,	9/8/11			Status: Initial presentation to

Draft as of 11/21/11

school instruction. Program possibilities include: a) specialist instruction b) immersion program, c) school within a school d) partnership with Concordia Language Villages.	all elementary principals					the School Board on September 26, 2011. Planning underway.
2. Consider service/volunteer program support.						
3. Develop plan and timeline for implementation.	Ann Malwitz/					
4. Implement program in designated sites.	David Law/					
5. Review implementation plan.	David Law/					

Strategy II: We will create and implement a plan for global experiences and relationships to further understand world connections.

Specific Result 2:

Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.

Action Plan Owner: David Law

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Conduct a review of world language	Gretchen	9/8/11		2 sub days x 6	Status: Initial

Draft as of 11/21/11

programming at the secondary level and compare to research based programming.	Harriman/Ann Malwitz			teachers	presentation to the School Board on September 26, 2011. Planning underway.
2. Conduct a review of world language offerings at the secondary level and measure need for expansion and/or modification.	Gretchen Harriman/Ann Malwitz				
3. Make recommendation to Board, based on reviews, for expansion or modification as needed.	Gretchen Harriman/Ann Malwitz				

Strategy III: We will ensure our facilities support our district's mission and objectives.

Specific Result 4:

Square footage to accommodate student population and program activities are equitable for all buildings.

Action Plan Owner: Pete Willcoxson, Sr.

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implication	Status and Measureable Results
1. Identify classroom space throughout the district.	Phil Fisher/ Jon Anderson, Brian Leonard, Max DeRaad, John Leininger	12/1	4/1		
2. Audit classrooms to determine project processes. (i.e.: Do we shift students/ programs, redesign classrooms, remodel, and/or build to create equitable spaces?)	Phil Fisher/ Jon Anderson, Brian Leonard, Max DeRaad, John	12/1	4/1		

Draft as of 11/21/11

	Leininger, Kathleen Daniels				
3. Prioritize the implementation of each project creating equitable classroom space based on budget/time line.	Pete Willcoxon & Phil Fisher/ Jon Anderson, Brian Leonard, Max DeRaad, John Leininger	4/1	6/1		
4. Secure financing /funding for projects.	District/	to be determine d	to be determine d		
5. Bid projects.	Phil Fisher/ Appropriate building administrators	to be determine d	to be determine d		
6. Build/remodel (if needed)	Phil Fisher/	to be determine d	to be determine d		

Strategy III: We will ensure our facilities support our district's mission and objectives. (Combine with result 4 into one team and process)
Specific Result 7:
Each District facility will have appropriate acoustical levels for the site.

Action Plan Owner: Pete Willcoxon, Sr.

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Identify inadequate sites.	see result 4	see result 4	see result 4		
2. Determine the needs through analysis.	see result 4	see result 4	see result 4		

Draft as of 11/21/11

3. Prioritize sites for renovation.	see result 4	see result 4	see result 4	
4. Estimate cost and timeline for projects.	see result 4	see result 4	see result 4	
5. Secure finances.	see result 4	see result 4	see result 4	
6. Bid projects.	see result 4	see result 4	see result 4	
7. Remodel/Renovate	see result 4	see result 4	see result 4	

Strategy III: We will ensure our facilities support our district's mission and objectives.

Specific Result 9:

District facilities will be designed to allow for informational technology to be accessible by all ISD 624 employees, learners and families.

Action Plan Owner: David Law and Pete Willcoxon, Sr.

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Open a computer lab outside the school day for White Bear Lake students, families and staff.	Chris Hautman, Mark Garrison/ Barb Kearns, Andrea Wildman-Hilal/	9/1/11		Internet Access Cost, Affordable Computer Access, Extended Lab Access	
2. Find creative options for students to have personal access to the internet and school resources. (New Step Added)	Mark Garrison	10/5/11			Status: Underway - Comcast Internet Essentials packets were available for families at conferences

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to

pursue dreams.

Specific Result 1:

The WBLAS will identify strengths and weaknesses in the areas of innovation, confidence to pursue dreams, and passion for learning.

Action Plan Owner: David Law, Mark Garrison

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Identify elements of specific result statement that are desired to be evaluated.	Mark Garrison				
2. Determine how to measure/evaluate the identified elements (i.e., survey, curriculum review, benchmarking, etc.)					
3. Execute measurement and/or evaluation.					
4. Analyze data and determine where strengths and weaknesses exist.					
5. Disseminate findings accordingly so strengths can be celebrated and weaknesses can be addressed.					
6. Develop plans for re-evaluating strengths and weaknesses in appropriate future time.					

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 3:

Draft as of 11/21/11

Faculty will have the skills to implement collaboration, critical thinking, creativity, and communication skills within their lesson plans.

Action Plan Owner: David Law, Ann Malwitz, Gretchen Harriman

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Identify the desired skill set in the areas of collaboration, critical thinking, creativity, and communication that faculty need.					
2. Create or find training modules for each skill (collaboration, critical thinking, creativity, communication - the training modules can include web-based modules as available, and an opportunity for teachers to share "best practices".)					
3. Share information on these key areas with necessary staff.					
4. Survey or evaluate individual staff members in these key areas to identify areas of need.					
5. Select training modules needed for school staff.					
6. Schedule and implement training for staff.					

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 5:

Self-awareness/emotional intelligence curriculum will be incorporated within the curriculum review cycle.

Action Plan Owner: David Law, Kathleen Daniels, Lyle Helke

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. A framework will be developed for students in k-12 regarding self-awareness/emotional intelligence.	Lyle Helke, Amy Anderson/	8/25/11			
2. Develop or suggest a self-awareness curriculum that promotes emotional intelligence.	Lyle Helke, Amy Anderson/				
3. A benchmark will be developed for primary, upper elementary, middle school and high school.	Lyle Helke, Amy Anderson/				
4. Establish interventions for students who do not pass the benchmark.	Lyle Helke, Amy Anderson/				
5. All school district staff will receive staff development on emotional intelligence as it relates to them personally and as it relates to students.	Ann Malwitz, Lyle Helke/				

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 10:

A process will be established to facilitate the collection and implementation of innovative ideas.

Action Plan Owner: Mike Lovett, David Law, Mark Garrison, Pete Willcox Sr.

Action Step	Assigned To/	Start	Due Date	Financial	Status and
-------------	--------------	-------	----------	-----------	------------

	Supporting Team	Date		Implications	Measureable Results
1. Establish a yearly process which solicits the top problems of the District.	Pete Willcoxon, David Law/				
2. Establish a yearly process which seeks out new external innovative experts to participate in innovative knowledge sharing.	Mark Garrison/				
3. Establish an "Idea Marketplace" which posts the top District problems and facilitates knowledge sharing amongst ideas submitters and external innovative experts.	Mark Garrison/				
4. Form a catalyst team who will promote creative and out-of-the-box thinking and guide idea submitters and external innovative experts to stay focused on the top problems of the District.	Mark Garrison/				
5. Form an evaluation team who would frequently review submitted ideas, determine which ideas should be realized and assign to an appropriate implementation team.	David Law, Mark Garrison/				
6. Establish implementation guidelines which each implementation team will follow to ensure comprehensive rollout and sustainability after the rollout.	David Law, Mark Garrison/				
7. Establish a process which regularly celebrates innovative ideas submitted and any ideas realized at both building and District levels. (Examples - pitch a story to the media with an "innovation	Marisa Vette/				

in the schools" focus at least four time as year - create and provide updates in an Innovation Zone section in staff and community e-newsletters – send thank-you notes to the ideas submitters)						
--	--	--	--	--	--	--

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 12:

The district will enhance communication, interaction, and collaboration through the use of a web site.

Action Plan Owner: Marisa Vette

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Create and maintain a District website that is easy to navigate, current, and allows for a more interactive experience (videos, photos, etc.)	Marisa Vette, Mark Garrison (others to be added)	9/14/11	12/1/11	\$40,000 to contract with outside provider to build the site. This money has been allocated as part of our district's ongoing Website maintenance.	Status: Initial presentation to the School Board on October 24, 2011.
2. Create and maintain an innovation-focused page on the district website that allows for community engagement through idea sharing and collective problem solving.					
3. Create and maintain school websites that are consistent, current, attractive and professional.					
4. Create and maintain district social media presence (e.g.: Facebook, Twitter)	Mark Garrison / Tim Wald				

Draft as of 11/21/11

5. Provide RSS feeds to keep community members updated on current district information.					
6. Provide demonstrations of the District and school websites; invite staff members, parents and community members to engage with the schools and the District through these electronic tools.	Mark Garrison	2/1/11			Status: Underway We are currently working with groups of teachers to develop grade level specific model Schoology sites.
7. Support teachers in ensuring teacher websites are consistent, current, attractive and professional.	Mark Garrison / Pete Willcoxson Jr.	9/1/11			Status: Underway See IV:12.6

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 13:

Establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.

Action Plan Owner: Mark Garrison, Ann Malwitz, Chris Picha Chris Hautman

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Research learning management systems throughout the United States and Internationally.	Mark Garrison /	12/1/10			Status: initial presentation to the School Board on October 24, 2011.
2. Choose and implement a learning management system.	Mark Garrison, Chris Hautman/	1/1/11	6/1/12		Fifty percent of staff will have a

Draft as of 11/21/11

						functional Web presence by the end of the school year.
3. Train staff to use learning management system.	Mark Garrison, Pete Willcoxon Jr./	8/1/11				Status: Ongoing
4. Investigate what staff development trainings are already available online.	Mark Garrison/					
5. Staff Development Department will establish online courses for staff.	Mark Garrison / Ann Malwitz					
6. Provide online courses for staff that supports district goals and initiatives.	Mark Garrison / Ann Malwitz					
7. Review and modify policy for student online learning.	Mark Garrison /					
8. Determine which courses will be available online.	Gretchen Harriman, Mark Garrison/					
9. Departments develop curriculum content for online classes.	Department Leaders/					
10. Determine which students are eligible to take online courses.	Secondary Guidance Department/					
11. Create enrollment procedures. 0%	Secondary Administration, Gretchen Harriman/					

Strategy IV: We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.

Specific Result 14:

A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.

Action Plan Owner: Chris Hautman, Mark Garrison

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measurable Results
0. Conduct research on affordable wireless internet access.		10/5/11			
1. Review WBL's current policies, other districts' policies and National School Board policy recommendations on mobile technology.	Mark Garrison, Chris Hautman/				
2. Develop a district safety protection plan for the use of mobile technology access.	Mark Garrison, Chris Hautman/				
3. Study the findings and make recommendations for the district policy.	Mark Garrison, Chris Hautman/				
4. Place recommendations into policy.	Mark Garrison, Chris Hautman/				
5. Present policy to School District cabinet and School Board for review.	Mark Garrison, Chris Hautman/				

Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

Specific Result 1:

The District will implement a process that will provide a consistent method to initiate and maintain community

partnerships.

Action Plan Owner: Dave Guenther

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Identify members for the partnership steering committee.					
2. Establish a standard for partnership management.					
3. Establish training and orientation protocols.					
4. Develop a template for a partnership agreement.					
5. Define roles, responsibilities, and goals of all parties involved in the partnership.					
6. Develop partnership budgets.					
7. Inform key populations about the partnership program.					
8. Recruit potential partners.					

Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

Specific Result 2:

A comprehensive needs assessment will be developed and administered at every WBL school in order to provide direction to future partnerships.

Draft as of 11/21/11

Action Plan Owner: Dave Guenther

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Determine the resources available to develop the tool to conduct a needs assessment.					
2. Conduct the needs assessment at every school.					
3. Identify matches between areas of need and potential partners.					
4. Prioritize the identified needs. 0%					

Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

Specific Result 3:

Create a process which aligns a partner with a compelling need or promising vision.

Action Plan Owner: Dave Guenther

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Develop criteria which define an effective partnership.					
2. Create an application and selection process for potential partners.					
3. Identify matches between areas of					

need and potential partners.						
------------------------------	--	--	--	--	--	--

Strategy V: We will build a network of partnerships to provide personal and educational growth and service opportunities for students.

Specific Result 5: Communicate information related to partnerships using a variety of resources.

Action Plan Owner: Dave Guenther and Marisa Vette

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Identify effective methods of communication based on the audience.					
2. Promote the partnership program.					
3. Celebrate existing partnerships through various means of recognition.					

Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

Specific Result 1:

The District will adopt a comprehensive bullying prevention, intervention and support program for students and staff that promotes a safe, civil and inclusive climate and is implemented in each building, program and service.

Action Plan Owner: David Law and Kathleen Daniels

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
-------------	---------------------------------	---------------	----------	---------------------------	--------------------------------------

Draft as of 11/21/11

1. Collect and analyze available data on bullying and related incidents to establish a baseline for post evaluation.	Lyle Helke/ Principals	8/1/11	Annually in August	None - this is done as part of the Safe Schools Healthy Students grant and also the Minnesota Student Survey.	Status: Underway Results: Grade Level data on student perceptions of bullying. Annual goals for improving the student perception of school safety in terms of bullying.
2. Conduct needs assessments in the areas of bullying prevention programs and professional development training related to bullying prevention and review and update policy and procedures if needed.	Lyle Helke, David Law, Amy Anderson/ Principals	9/6/11	11/30/11		Status: Underway Results: Detailed information about what schools at each level are currently doing with both curriculum and staff development.
3. Examine best practices related to bullying prevention.	Lyle Helke/	9/6/11	4/1/12	Curricular and Staff Development Costs	Status: Planning A single K-12 scope and sequence for bullying prevention curriculum will be in place and ready to implement in 2012.
4. Compare current practices with best practices.	Lyle Helke/ Psychologists/ Principals	12/1/11	4/1/11	No cost. This will be part of the review.	Status: Planning a single K-12 scope and sequence for bullying prevention curriculum will be in place and ready to implement in 2012.

Draft as of 11/21/11

5. Make recommendations for change, adoption and alignment of program for PreK-12+ if warranted.	Lyle Helke, David Law/ Amy Anderson				
6. Annually evaluate effectiveness of program using school climate survey and data collection, including feedback from parents/guardians.	Lyle Helke/ Amy Anderson				

Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

**Specific Result 2:
The District will increase the number of faculty and staff from culturally diverse communities to more closely reflect the diversity of the student population.**

Action Plan Owner: David Law and Chris Picha

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results
1. Review and analyze current staff and student demographics.	Chris Picha/	11/1/11	1/3/12		Status: Results of 11/12 student data available; results of staff data available 1/3/12; comparison of data available 1/3/12
2. Review current recruitment practices.	Chris Picha/	9/6/11			Ongoing

Draft as of 11/21/11

3. Communicate with and recruit from local metropolitan school districts that have large numbers of layoffs to recruit diverse staff members.	Chris Picha/					
4. Access and examine best practices for staff recruitment and retention programs through EMID and like mentoring programs.	Chris Picha, David Law/					
5. Expand recruitment areas/events to include large diverse colleges, cities, local cultural events, and international job fairs.	Chris Picha/ Kathleen Daniels					
6. Measure staff/student demographics annually to track changes.	Chris Picha/					Ongoing

Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

Specific Result 5:

We will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members and parents.

Action Plan Owner: David Law and Kathleen Daniels

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable
-------------	---------------------------------	---------------	----------	---------------------------	---------------------------

Draft as of 11/21/11

							Results
1. We will collect district-wide information on building climate programs, available resources and activities, and programs that are currently being used and positively impacted school-wide climate.	Amy Anderson, Jennifer Babiash/						
2. We will organize this collection of resources and activities and make them available to all staff and buildings district-wide to be used to enhance the school's climate and build connections.	David Law, Jennifer Babiash/						
3. Each level, PreK-12+, will adopt a climate program of their choosing (i.e. PBIS, Responsive Classroom).	Amy Anderson, Lyle Helke, David Law/						
4. Each building will provide opportunities for students, families and staff to exchange ideas and opinions in a respectful environment.	Building Principals/						
5. Periodically assess effectiveness.	Amy Anderson/						

Strategy VI: We will foster connections with and among students and staff members to ensure all feel valued, supported and understood; and we will establish an environment that cultivates understanding and respect for differences among people.

Specific Result 6:

We will review and assess the current plan related to cultural competency.

Action Plan Owner: David Law

Action Step	Assigned To/ Supporting Team	Start Date	Due Date	Financial Implications	Status and Measureable Results

Draft as of 11/21/11

1. We will review and assess the current plan related to cultural competency.	Jennifer Babiash, Graciela Hammeken/	8/2011			
2. We will identify gaps in the program.	Jennifer Babiash, Graciela Hammeken/	10/2011			
3. We will expand and promote the WBL equity and integration plan and increase staff as needed as part of any expansion.	Jennifer Babiash, Graciela Hammeken/	10/2011			
4. We will review the data and plan annually to update procedures and actions for continuous improvement when necessary.	Jennifer Babiash, Graciela Hammeken/				

Prepared by David Guenther
Director of Community Services and Recreation
Updated 11-16-11

White Bear Lake Area Schools and Community Recreational/Athletic Facility Field Use and Needs Analysis

Background:

This document summarizes the updates of the 1998 athletic facility needs analysis prepared by Ingraham & Associates, a Park and Recreation Planning firm for the White Bear Area Athletic Association, White Bear Lake Area School District, Cities of White Bear Lake, White Bear Township, Vadnais Heights, Hugo, North Oaks, Gem Lake, Lino Lakes, and Birchwood Village. The analysis was performed to determine the adequacy of the athletic facilities within the White Bear Lake Area School District and what actions were needed if inadequacies existed. Major updates to this analysis were completed and shared with the School Board in 2008 and 2010.

Major Needs:

While many athletic facilities within the District area are adequate to meet existing and future demand, the following additions and improvements were identified in the study to impact existing and projected shortfalls:

- **Gym Space**

Status of Additional Gym Space:

The report indicated a need for 2-3 additional gymnasiums. Since 1998, the only additional gym space added was at Oneka Elementary. Oneka Elementary has 2 full size (regulation basketball court) wood floor gymnasiums. These were added in the fall of 2007. One gym was built with the cooperation of the City of Hugo and the City has some scheduling priority as a result of their donation.

Opportunities for Improvement:

Additional gym space is still needed at South Campus to accommodate the High School Varsity/J.V. programs and adapted athletics. Also, additional space is needed throughout the district to support Community Services programs and community based programs.

- **Dedicated Soccer Fields**

Status of Additional Soccer Fields:

The report indicated an existing need for 3-4 large dedicated soccer fields and 4-5 small dedicated soccer fields. The forecast need was for 6-8 large dedicated fields.

Many improvements have been made throughout the District in this area. The WBL School District has improved the quality of the fields at the all secondary schools. Fields have been added by the City of WBL, Hugo, White Bear Township and Vadnais Heights. Nine large fields have been added and two small fields have been added.

The addition of boys and girls lacrosse as a community and high school sport has created an issue in the spring and summer for field use. There is an interest from the Lacrosse Club of having a dedicated Lacrosse complex somewhere in the District.

During the spring of 2011 varsity season, girls team's used the ALC (Golfview) for practices and the boys teams practiced at South Campus and Louricas. Both boys and girls varsity games were played at Price Field with one game each on the Stadium Field. The lacrosse teams have a great interest in playing games at the Stadium.

The South Campus Stadium field use from both school and community is an issue. Varsity football, varsity boys and girls soccer and one game each for boys and girls lacrosse are played at the Stadium field. No lower level teams or sports are using the field. Community use of the field is at a minimum. Currently, only the Relay for Life and Special Olympics are community programs that use the track and field areas. Community Services has received many requests to utilize the Stadium. The White Bear Football Association and White Bear Soccer Club have requested usage for years for many of their events. More recently, the WBL Lacrosse Association has also shown interest in using the Stadium.

Opportunities for Improvement:

A solution that many districts have considered is the use of artificial turf. White Bear Lake School District officials considered this solution in 2009 but differed the matter to consider higher priority needs.

- **Baseball/Softball Fields**

Status of Ball Fields:

The study in 1998 indicated that there was a forecast shortage of 24 medium (75' bases) and 15 regulation (90' bases) ball fields in the district. Since then, the School District has improved the condition of the ball fields at all the school sites. The School District also added small fields at Otter Lake and Oneka. White Bear Township added four large fields, two of which are lighted, and the City of Hugo added one small field. The additions total four large and three small fields.

While the additional fields don't add up to the projected need, we have seen a shift in participation from baseball and softball to lacrosse.

Opportunities for Improvement:

When last reviewed in 2010, access and signage to the varsity baseball field at South needed attention. This was completed in the spring of 2011.

- **Indoor Hockey/Ice Skating Space**

Status of Indoor Hockey:

The study indicated the existing need for one additional indoor ice surface and forecast the need for another surface. This was due mainly to the increase in girls playing hockey.

In November of 2010, a new sports center opened in Vadnais Heights. The complex consists of two sheets of ice and a dome area for turf activities.

This facility hosts boys and girls White Bear Lake High School Varsity and J.V. teams for practices and games. It also serves several White Bear Lake Area Athletic Associations for in/off season practices and games.

Opportunities for Improvement:

Maintain the partnership with Vadnais Heights and continue to make improvements within current budget.

- **Aquatics Facility**

Status of Aquatic Facility:

The study indicated that the White Bear Lake School District is the only district of its size in the area that does not provide an aquatic facility for public programs. The existing need was for 2 pools and the forecast need was for 3.

In 2010, a cooperative project with the YMCA, WBL Area School District, City of WBL and WB Township created an upgraded pool and community center facility. This renovated facility serves as the

“home pool” for the boys and girls WBL High School Swim and Dive Teams, allows the District to offer a water safety program for Elementary age students and serves as a community pool as well.

It includes a competitive pool area, diving area, 25 yard lap/recreational pool and zero depth entry kids pool.

Opportunities for Improvement:

Maintain the partnership with the YMCA and continue to make improvements within the current budget.

• **A Sport Tournament Facility is Needed**
(described as 8-12 fields for soccer, softball, baseball and football)

Status of Tournament Facility:

The study described a sport tournament facility as an area that would accommodate 8-12 fields for a particular sport. The five soccer fields at Hanifl Park in Hugo is the only addition that could be considered a “tournament facility” by this definition. Since Hugo is served by four different school districts, equitable use of the fields is allocated to each district.

The Baseball and Softball Associations have hosted tournaments using fields at several sites. The Soccer Club has hosted tournaments at Polar Lakes Park.

Community Services and the school programs do not have a need for a tournament facility. Most of the demand for this type of a facility comes from athletic associations.

Opportunities for Improvement:

This need will continue to challenge our community. As we are almost “built out” in most of our municipalities, the space required for this type of facility will be difficult to find. Perhaps Hugo will be able to add something of this magnitude?

Notes:

1. Initial study entitled Athletic Facility Needs Analysis; presented to White Bear Lake Area School Board October, 1998.
2. Updated October 2008; presented to White Bear Lake Area School Board October 27, 2008.
3. Updated April 2010, presented to the White Bear Lake Area School Board April 26, 2010.
4. Updated February 2011.
5. Updated November 16, 2011, presented to the White Bear Lake School Board Nov. 28, 2011.

Possible schedule for Matoska 2012-13

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Cafeteria	New Gym	Cafeteria	New Gym	Cafeteria	New Gym	Cafeteria	New Gym	Cafeteria	New Gym
4:00	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day
4:30	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day
5:00	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day
5:30	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day	Ext. Day	Youth Enrich.	Ext. Day	Ext. Day
6:00	Scouts	Vball Assoc	Youth Enrich	BB Assoc	Rec BB	Sr. High	Scouts	BB Assoc	Rec BB	Vball Assoc
6:30	Scouts	Vball Assoc	Youth Enrich	BB Assoc	Rec BB	Rec BB	Scouts	BB Assoc	Rec BB	Vball Assoc
7:00	Scouts	Vball Assoc	Youth Enrich	BB Assoc	Rec BB	Sr. High	Scouts	BB Assoc	Rec BB	Vball Assoc
7:30	Scouts	Vball Assoc	Youth Enrich	BB Assoc	Rec BB	Rec BB	Scouts	BB Assoc	Rec BB	Vball Assoc
8:00	Rec BB	Vball Assoc	Rec BB	BB Assoc	Rec BB	Sr. High	Rec BB	BB Assoc	Rec BB	Vball Assoc
8:30	Rec BB	Vball Assoc	Rec BB	BB Assoc	Rec BB	Rec BB	Rec BB	BB Assoc	Rec BB	Vball Assoc
9:00	Rec BB	Vball Assoc	Rec BB	BB Assoc	Rec BB	Sr. High	Rec BB	BB Assoc	Rec BB	Vball Assoc

Practice time limits: We limit the Traveling basketball and volleyball tams to 2, 1.5 hr. practices per week.
We limit the Rec. teams to 2, 1 hr. practices per week.

The new space would allow us to take about 65 kids in Ext. Day. We currently serve a maximum of 45.

White Bear Lake Area Public Schools
Office of the Executive Director of Business Services
4855 Bloom Avenue
White Bear Lake, Minnesota 55110
(651) 407-7515

**To: Superintendent Lovett
School Board Members**

**From: Pete Willcoxon Sr.
Executive Director of Business Services**

Sub: November 28, 2011 Work Study Session

Date: November 18, 2011

Agenda items for the next work study session will include an update on our audit results, a review of our bond refunding process and discussion surrounding the need for additional classrooms and a gymnasium at Matoska.

Audit Update

The Finance Committee will be convening on Wednesday November 30 to receive the audit report from MMKR, our auditors. Jim Eichten will be presenting the financials, the management report and other supplemental reports.

The financial results of the audit are positive. General Fund revenues were 1.85% above projections. General fund expenditures were 1.36% below projections. This results in a year end unassigned fund balance of \$13.58 million, which is \$2.2 million better than projected in the 2010-2011 adopted budget.

The expenditure savings result from about \$500,000 in capital fund expenditures that will move into the 2011-2012 budget. Also, the transportation fund expenditures were slightly over \$500,000 under budget. Contracted services and repairs & maintenance were the biggest contributors to the savings.

The Food Service fund was projected to use about \$100,000 of its fund balance. Expenditures came in almost \$70,000 higher than expected while revenue came in almost \$20,000 higher. This resulted in a fund balance reduction of almost \$50,000 more than anticipated.

The Community Service fund dropped about \$260,000. This is almost \$160,000 more than anticipated. While revenues exceeded budget by more than \$50,000, expenditures exceeded budget by almost \$200,000. The largest factor contributing to this is the K+ program. We have seen growth in our kindergarten enrollment because of the class sizes that we are maintaining. However, the fees associated with the program are not sufficient to make it cost neutral. There will need to be subsidies from the General Fund to offset these costs starting this current school year. Also the increased student estimates for 0-5 age students that were implemented with the 2011-2012 school year (to be more consistent

with the birth rates that are shown in our enrollment projection model), will also help to alleviate some of this problem as we move forward.

The management letter contains five issues that will require our attention.

Three of the issues relate to findings surrounding a grant that just completed its second and final year. I have asked Jim a couple of questions about these and I will fill you in on his responses at the meeting.

We were again cited for some invoices (4/60) that were not paid within the required 35 days. This continues to be a challenge.

Finally we were cited, for the first time, because our petty cash checks are lacking a required disclaimer. This will be corrected as we move forward.

Bond Refunding

Phase 1 of the process will be to sell refunding bonds prior to year end that will combine refunding 1), refunding 2), and refunding 3) on the attached spreadsheet. If the bonds are sold prior to year end, and since the total amount is under \$10 million, they are "bank qualified" and this will save us about .25% on interest costs. The sale is set for December 6th with Board ratification scheduled for our December 12th meeting.

The remaining major building bond issue (2003 bonds) will be included, along with the sale of about \$8.5 million in alternative facility bonds, in another sale sometime the first quarter of next year. I am currently working with Ehlers on the possible structuring of the principal and interest schedules.

Strategic Plan Item III

We have, as part of Strategy III, been examining the space inequities that exist in our elementary schools. Matoska, Willow Lane, and Lakeaires have a shared space for their food service and PE needs. This causes a significant amount of down time for the PE program at these schools. We have focused on Matoska this year because of additional space needs for classrooms that currently exist and will be increasing next year.

We have been meeting and have had two architectural firms, on a pro bono basis, create conceptual plans to meet these needs. We have reviewed them and will be presenting the options, as well as the financing needs and options at this session.

A lease levy agreement would be the financing mechanism that we would use to fund this project. We are working with Wells Fargo, with whom we currently have an expiring lease levy agreement for the addition to Birch Lake Elementary. We also have a lease levy agreement for the media addition at Matoska that we put up in 2005. This has a balance outstanding of about \$285,000.

We would look to develop a proposal for your consideration that could roll the outstanding balance and the costs associated with the new project at Matoska into one lease levy agreement. We would try to develop a repayment schedule that has a minimal tax impact associated with it.

AGENDA ITEM: Negotiations Study Session

MEETING DATE: November 28, 2011

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Chris Picha, Director of Human Resources
Pete Willcoxon, Sr., Executive Director of Business Services

BACKGROUND:

Chris Picha will lead the discussion and provide an update on collective bargaining.

This portion of the meeting may be closed to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to Minnesota Statutes 179.A.01 to 179.A.25.