

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: February 15, 2011

A work-study session of the White Bear Lake Area School Board will be held on Monday, February 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

5:30 p.m.

1. Call To Order

2. Roll Call

B. DISCUSSION ITEM

1. Update on School Board/Superintendent Objectives

- Goal 1a - Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA II and other measures in which demonstrate student progress and proficiency.
- Goal 3 - Ongoing Financial Stewardship on Investments and Budget Management.
- Goal 4b - Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.
- Goal 6e - Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education, and preschool programs.

*2. Negotiations Study Session

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.

**White Bear Lake Area School District #624
School Board/Superintendent Goals
2010-2011**

1. Develop Measures of Student Success and Plan for Accountability and Reporting

Goals:

- a. Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA II and other measures in which demonstrate student progress and proficiency.
- b. Review teacher and administrative appraisal protocols, and use student progress and achievement as one measure of evaluating performance.
- c. Implement the new organization of the teaching and learning office with the purpose of strengthening the links and accountability among preK-12 curriculum, assessment, and student achievement and progress.
- d. Develop protocols and organizational capacity to measure and publicly report progress and achievement in curricular areas in addition to those currently tested by MCAII (math, reading and science).
- e. Prepare a comprehensive program review of District gifted and talented programs (preK-12).

Rationale: Student success is at the heart of the School District's mission and public accountability is essential. In addition, it is the proper role of the School Board to help establish those measures of success which reflect the priorities of the White Bear Lake Area Schools.

During the 2009-10 school year, the School District achieved MCA-II test results which showed a five percentage point gain in math, a ten percentage point gain in science, with reading showing only modest gain.

NWEA MAP (Measures of Academic Progress) results showed that in grades 1-10, math improvement grew by an average of 1 year, eight months and reading grew by an average of 1 year, four months.

Other measures of student success are still being evaluated.

This year's goals are more specific than those identified in 2009-10, and represent an effort to further build a school culture that supports student success.

Each goal addresses a component of the system, especially embedding accountability, and encouraging us to look closely at setting high standards for all students, and continuing to look for opportunities that assure all students will be challenged and grow significantly each year.

Evaluation: Strategies to implement this goal will be designed to be consistent with the District AYP plan, but will go beyond the AYP plan, identifying additional measures of success. During the year, each building principal and the leaders of District-wide programs will report to the Superintendent and School Board on goals, strategies, and progress. The results of site and District student achievement will be reported by August 30, 2011. The comprehensive program review of District gifted and talented program will be a separate study.

The administration will develop a timeline and detailed plan to address each of the five goals above.

Status Update: At the October work-study session, the administration proposed a model for a Gifted and Talented program review, and began implementation immediately thereafter to begin to fulfill goal 1e. On January 24, the administration provided an update on the Gifted and Talented program review.

At the School Board meeting of November 8, the administration provided a recommendation that the School Board authorize the superintendent to complete and submit the District's AYP plan due November 11. This plan was developed consistent with goal 1a.

At the work-study session of November 22 the administration provided updates to the School Board on goals 1a and 1c. A more comprehensive update on goal 1a will be presented at the February work-study session.

2. **Complete Phase 2 of Planning for Long Range Facility Needs**

Goal: The long range facility use study is designed to develop a solution to address the needs of the District during the next five to ten years. Due to the magnitude of this project, it is being phased over a two-year period.

Building on Phase 1 of facility planning done during the 2009-10 school year, for 2010-11 we will develop a comprehensive long range facility plan encompassing all district programs, consistent with the strategic plan.

Initiatives to be explored during this phase will include:

- Exploring the need for changes in the number of District buildings; continued exploration of boundary issues and their impact on school populations; and potential changes to preK-12 grade configuration, following a more complete review of educational programming;

- Models to further develop innovative and competitive programs;
- Efficiencies in the utilization of space and facilities to aid in maintaining financial stability;
- Partnerships with other public and private entities for instructional, co-curricular, and recreational facilities; and
- Developing a transition plan which would assure a smooth transition from the current organizational model to the recommended model taking into account facility and programmatic needs.

Rationale: The White Bear Lake Area Schools are faced with demographic changes, including a shift of school-age population from the southern to the northern portion of the District, and after a decade of declining enrollment we have a relatively high ratio of building space per student compared to other school districts.

The broad nature of this study and the related timelines necessary for full implementation require a very thoughtful and methodical process, resulting in our plan for a phased study.

Evaluation: The District will develop methods and strategies of delivery that will maximize the resources that go into instructional programs, and emphasize efficiency in the number and operation of school sites.

Status Update: At the School Board work-study session of November 22, the administration provided a status report on work completed thus far including analysis of demographics, space and facility utilization, and status report on partnerships and leased space. In addition, on November 9 the District presented the opportunity for community members and school members to participate in strategic planning action teams.

Phase II initiatives are included in the strategic planning process related to Goal #5. The District will continue to discuss our planning timelines with all potential partners. We want to increase the likelihood that we can make our educational space decisions in a way and on a schedule that will enable other public or private non-profits to buy or lease space we will not need. Strategic Planning Action Team #3 is addressing this goal.

3. **Ongoing Financial Stewardship on Investments and Budget Management**

Goal: Considering the budgetary challenges resulting from uncertainty of state funding, continue to identify greater efficiencies in operations to help maintain financial stability and to continue improvements in program quality and student success.

Rationale: Over the past decade, the District has established an excellent record of financial management, as evidenced by ten consecutive years of recognition for

excellence in financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating in 2008.

However, considering the financial challenges presented by the slowly recovering economy, the state's continuing budget crisis and the district's need to renew its operating levy in 2011, it is important for the District to develop strategies to meet these challenges to help maintain financial stability.

Evaluation: The District's ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit. The audit report was presented to the Finance Committee in the fall and to the School Board and public at the regular school board meeting in December.

Status Update: At the October School Board meeting, the School Board accepted two awards for excellence in financial reporting from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

At the October and November work-study sessions, the administration has provided background information related to the option and advisability of a renewal levy referendum for 2011.

Administration presented its initial financial forecast for 2012-2016 to the School Board at its November 22, 2010 work-study session. Administration developed enrollment projections during the month of October and incorporated the latest state financial projections into the forecast assumptions.

Development of the 2011-2012 budget began shortly after January 1, 2011 with the target date for presentation at the School Board work-study session on May 22, 2011. The final budget for the 2011-2012 school year is scheduled for adoption at the regular school board meeting of June 13, 2011.

Administration will continue to work with the School Board throughout the winter and spring to update its financial forecast using the most current data available from the governor, the state legislature and federal sources.

The 2010 financial audit was presented to the Finance Advisory Committee in draft form on November 16, and presented to the School Board at the School Board meeting of December 13, 2010.

The District's Finance Committee continues to meet on a quarterly basis with our OPEB investment advisors, most recently on February 22, 2011. The committee continues to analyze the data and recommendations of the advisors and make prudent investment decisions. The committee reviewed scenarios showing how the latest financial forecast impacts the cash flow needs of the trust, and will evaluate the district's cash flow needs for the coming year.

4. **Communications and Marketing Plan for the District**

Goals:

- a. Implement the Communications and Marketing plan presented to the School Board in July, 2010.
- b. Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.

Rationale: The implementation of successful outreach initiatives is especially important in the current environment, as area school districts compete for students. A net gain in open enrollment numbers would provide the District with financial benefits.

It is important for the District to understand perspectives of White Bear Lake area community members in order to remain a trusted steward of resources. Responsible stewardship is an important component in continued community support.

A long-range vision and plan about District communications will ensure resources are appropriately utilized. Additionally, it is beneficial to have such a plan to allow for prioritization of communications and marketing projects and activities.

Evaluation: The communications and marketing plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed. The plan will be evaluated periodically to ensure it continues to be in alignment with the District's objectives.

One key evaluation piece will be whether or not a levy referendum passes, should it be scheduled, in the fall of 2011.

Status Update: An update was made at the January 24, 2011 School Board Work-Study Meet, highlighting:

- a. Related to Goal 4a, recent projects have included oversight of:
 - PreK-12 Registration materials (complementary guides for Early Childhood, Elementary, Middle School and High School)
 - District-wide "Welcome to White Bear" events
 - District website redesign (including District and individual school websites)
 - A Realtor Workshop scheduled for February 10.
- b. The Administration provided an update of Goal 4b at the January 24 Work-Study meeting.

On February 28, 2011, a more comprehensive presentation will be made pertaining to the levy.

5. **Strategic Planning**

Goal: By October, 2010, initiate a strategic planning process which will address programs, facilities, and finances with initial recommendations ready for implementation for the 2011-12 school year.

Rationale: The School District is currently in a stable financial situation, but faces:

- Continuing ramifications of the state and federal economic downturn and uncertain prospects for the next State biennial;
- Changing demographics, including the expansion in the northern portion of the School District;
- Improving student achievement, especially in 2009-10, as measured by local, state, and national tests but further opportunities to improve;
- Several key public-private partnerships, with opportunities for growth and refinement, and;
- A competitive market in which families have the opportunity to choose schools for their children.

Given these and other factors, comprehensive strategic planning will allow the District to establish priorities and align District resources with these priorities.

Evaluation: The administration will lead a strategic planning process during the 2010-11 school year, which will dovetail with the 2010-11 School Board/Superintendent goals, and will provide recommendations for the 2011-12 school year.

Status Update: The administration reviewed a detailed process and timeline for strategic planning at the August 23, 2010 School Board work-study session.

During September and October the administration provided presentations to school staff and community members regarding the strategic planning process. On October 26 and 27, a strategic planning team of thirty individuals met for a total of twenty hours to review and affirm the District's core values, and draft a mission statement, objectives, parameters, and six strategies. At the strategic planning kick-off event at South Campus on November 9, the administration presented this work to the community and through press releases, communications and information on the website invited interested citizens and employees to be involved in the action teams which meet through the end of

February. A detailed timeline for the strategic planning process was publicly presented. Presentations are continuing to parent groups and community organizations.

At the School Board work-study session on January 24, the administration provided an update on the progress of the six action teams. The District website features regular updates on action team meetings and the next stages of the process.

6. **Operational Improvements/New Strategic Areas**

Goals:

- a. Extend new protocols for recruitment, selection and support of employees to all employee groups.
- b. Develop a comprehensive performance appraisal and evaluation system for all employee groups; tie ongoing professional development to appraisal.
- c. Implement Phase I of the Technology Audit completed during January 2010.
- d. Implement the Student Activities Audit completed in December 2009.
- e. Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education, and preschool programs.
- f. Prepare a program review of the district's food service program, including reviewing the most current research and findings for child nutrition, auditing our current practices and menus, and make recommendations for improvement.
- g. Design and implement a comprehensive program for recognizing students, staff, and community.

Rationale: These represent priority areas for 2010-11.

Evaluation: In each case above, the activity will be made operational and a report made to the School Board.

Status Update:

- a. On January 24, administration provided an update on this goal; final report is anticipated at the May work-study session.
- b. Work in progress.
- c. On January 24, the District's new Instructional Technology Coordinator provided an update on progress and plans on two components of our audit follow-through: support for teachers and students to improve utilization of technology; and improving our web-based communications.
- d. At the November 22, 2010 work-study session the administration provided an update on the student activities audit, completed and presented to the School Board in December of 2009.
- e. At the September work-study session the administration proposed a model for program review of White Bear Lake Area Public Schools preschool programming, and that program review is underway with completion anticipated by Spring, 2011. A progress report will be made at the work-study session on February 28, 2011.
- f. At the November 22, 2010 work-study session the administration provided an update on initiatives already taken to improve our food service offerings, and additional steps planed. These include utilization of a \$5,000 grant, approved by the School Board at the meeting of November 8, to be used in supporting this objective in partnership with Washington County.

Progress Report on School Board/Superintendent Goals for 2010-11

Schedule for Accountability and Timeline

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
1. Develop Measures of Student Success and Plan for Accountability and Reporting				
1a. Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA-II and other measures in which demonstrate student progress and proficiency.	• Superintendent • Assistant Superintendent • Director of Special Services	• Teaching and Learning team • Building Principals • Special Services Supervisor & Coordinator	Update to School Board at November work-study session. A general update is scheduled for 2/28/22, with principals meeting with the Board on 3/28/11.	Building leaders did an initial review of data in August. In September, buildings set goals and reporting back by October. The two-year AYP plan was updated and sent to the State in November.
1b. Review teacher and administrative appraisal protocols, and use student progress and achievement as one measure of evaluating performance.	• HR Director • Assistant Superintendent	• Cabinet • Principals • Supervisors • Coordinator of Professional Development	Anticipated final reporting at the May work-study meeting.	New teacher evaluation form and protocols implemented in September.

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
1c. Implement the new organization of the teaching and learning office with the purpose of strengthening the links and accountability among preK-12 curriculum, assessment, and student achievement and progress.	Superintendent	- Assistant Superintendent - Teaching and Learning team	Report to School Board at November work-study session.	New position descriptions and responsibilities were effective July 1. The new model for professional development, curriculum improvement, evaluation assessment and instructional technology leadership is being implemented.
1d. Develop protocols and organizational capacity to measure and publicly report progress and achievement in curricular areas in addition to those currently tested by MCA-II (math, reading, and science).	- Superintendent - Communications Director - Assistant Superintendent	- Director of Special Services - Teaching and Learning team	Annual Report to the Community data presented to School Board at September work-study session.	Presentations and published communications on student progress have been made regularly. Report on Curriculum, Instruction and Student Achievement was approved by the School Board on September 13. Annual Report to Community sent out in December.
1e. Prepare a comprehensive program review of District gifted and talented programs (preK-12)	Superintendent	- Assistant Superintendent - Teaching and Learning team	Update to School Board at January work-study session.	Committee began work in November, 2010.
2. Complete Phase 2 of Planning for Long	Exec. Dir. of Business Services	- Cabinet - Building	School Board updated at	Work on this objective is being incorporated into

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
Range Facility Needs		Operations Manager	November work-study session.	Strategic Planning Action Team #3.
3. Ongoing Financial Stewardship on Investments and Budget Management.	• Superintendent • Exec. Dir. of Business Services	• Cabinet	January 24 work-study session.	Key issues being reviewed by the Finance Advisory Committee.
4. Communications and Marketing Plan for the District.				
4a. Implement the Communications and Marketing plan presented to the School Board in July, 2010.	• Communications Director	• Cabinet • Principals	Update to School Board at October and January work-study session.	Administration is working on implementation of the Communications and Marketing Plan approved July 2010.
4b. Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.	• Communications Director • Exec. Dir. of Business Services	• Cabinet	Update to School Board at November, December, and January work-study sessions.	Sub-committee of the administration and School Board began meeting in January of 2011.
5. Strategic Planning	• Superintendent	• Cabinet	Preliminary proposal discussed at August work-study session. Update and recommendation at September work-study session.	Detailed schedule for the year presented at September WS session. Initial 2-day planning session held on October 26 & 27. Currently, six action teams are meeting.

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
			Regular updates to each School Board work-study session.	
6. Operational Improvements/New Strategic Areas.				
6a. Extend new protocols for recruitment, selection and support of employees to all employee groups.	• HR Director	• Cabinet • Front-line supervisors	Update at January work-study session.	Met with front-line supervisors in August; meeting bi-monthly throughout the year to review protocols.
6b. Develop a comprehensive performance appraisal and evaluation system for all employee groups; tie ongoing professional development to appraisal.	• HR Director	• Cabinet • Principals • Supervisors • Coordinator of Professional Development	Anticipated final reporting at the May work-study meeting.	New teacher evaluation form and protocols implemented in September. Piloting new form for clerical evaluation in September. Plan to initiate evaluation process with other groups during the school year.
6c. Implement Phase I of the Technology Audit completed during January 2010.	• Superintendent • Exec. Dir. Of Business Services	• Manager of Technology • Coordinator of Instructional Technology • Teaching and Learning Team • Principals	Update at January work-study session.	Implementing components of Technology Audit; recommendations including mobile computer labs in each school. Selection of Coordinator of Instructional Technology completed. Continuing to build

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
		• Front-line Coordinators • Cabinet		technology leadership capacity within the system.
6d. Implement the Student Activities Audit completed in December 2009.	• Student Activities Director • High school principals • Assistant Superintendent • Community Services Director • HR Director • Exec. Dir. of Business Services	• Secondary Principals & Associate Principals • Community Education leadership	Report at November work-study session.	New Student Activities Director began in July. North and South Campus Auditorium Stage I renovations complete. Middle school community education opportunities expanded considerably for 2010-11 school year. Other recommendations of audit being implemented.
6e. Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education, and preschool programs.	• Director of Community Education • Director of Special Services	• Early Childhood supervisor • Special Services Coordinator • HR Director • Assistant Superintendent • Communications Director	Initial overview of program review at September work-study session; update presented to the Board on February 28, 2011.	Developed design for program review, and reviewed it with School Board and stakeholders during the month of September. Study underway.

Goal	Primary Responsibility	Supporting	Date Scheduled to Report to School Board	Status
6f. Prepare a program review of the district's food service program, including reviewing the most current research and findings for child nutrition, auditing our current practices and menus, and make recommendations for improvement.	• Exec. Dir. of Business Services	• Food Services Manager • Building principals	Initial overview of program review at November work-study session.	Developed design for program review, and reviewed it with School Board and stakeholders during the month of November.
6g. Design and implement a comprehensive program for recognizing students, staff, and community.	• Communications Director • HR Director	• Activities Director • Building Principals	To be determined.	

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

Agenda Item Goal 3 and 4b
Work-Study Session
February 28, 2011

To: School Board Members
Superintendent Lovett

From: Pete Willcoxon Sr.
Executive Director of Business Services

Subj: Background for Work Study Session

Date: February 24, 2011

Goal 3 – Ongoing financial stewardship on investments and budget management.

The first item that Goal 3 deals with the need to sell more alternative facility revenue bonds to continue our scheduled projects for this summer and next summer.

I have included, as attachments, the projects scheduled for the next five years, as well as a proposed sale of \$5.2 million in bonds.

Ehlers & Associates have prepared three documents, which are also attached, that show the proposed sale, the tax impact, and the proposed payback schedule (both in numbers and graphics).

Item two relates to ongoing discussion with the YMCA about creating a six month to pre-K program at Birch Lake Elementary School. This would bring additional revenue into the District while possibly creating an opportunity to increase the enrollment at our smallest elementary school.

We expect to have a preliminary letter of agreement for our discussion at this meeting and then develop an action item for our March 7, 2011 meeting that would direct administration to develop a lease agreement within the parameters outlined in the letter of agreement. This is the same process that we used for the Vadnais Sports Complex and the YMCA agreement for the pool.

Goal 4b – Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.

The District has contracted with Springsted to conduct the community survey. The survey questions will be developed after the District has had conversations with them. Information is attached that will be our basis for discussion during this work study session.

At our Finance Committee meeting Tuesday I gave each of the members copies of the two sample questions that Tom Deans prepared for us last fall. They will be reviewing them and this will be an agenda item for our next meeting.

Negotiations Study Session

Chris has given our legal firm copies of our contracts and she is awaiting a response with their suggestions.

We have had some discussions concerning the appropriate assistance that we may want at the bargaining table and will continue this dialogue over the next several weeks.

Ten Year Alternative Facility Plan

FY 2011	
Door Replacement	\$50,000
Flooring Replacement	\$50,000
Asbestos abatement	\$50,000
Painting	\$75,000
Engineering	\$200,000
Concrete Replacement	\$50,000
Lakeaires Asphalt Replacement	\$30,000
North cafeteria floor Replacement	\$100,000
South & North Auditorium Renovations	\$500,000
Roofing Maintenance	\$50,000
Vadnais Café Tables Replacement	\$25,000
Roofing Replacement	\$75,000
Birch Lake HVAC Replacement	\$900,000
North Restrooms Renovations	\$250,000
Sunrise Landscaping Replacement	\$25,000
Sunrise Tennis Courts Renovations	\$60,000
Normandy Sign Replacement	\$15,000
ADA Improvements	\$25,000
Seal Coating Renovations	\$50,000
Playground Renovations	\$15,000
	\$2,595,000

FY 2012	
Lincoln HVAC Replacement	\$530,000
South Auditorium Renovations	\$500,000
North Auditorium Renovations	\$500,000
District Center Tuck Pointing	\$80,000
Asbestos abatement	\$60,000
Roofing Maintenance	\$50,000
HVAC Repairs	\$50,000
Plumbing Repairs	\$50,000
Painting	\$85,000
Flooring Replacement	\$75,000
Engineering	\$150,000
Sub Total	\$2,130,000
Concrete Replacement	\$50,000
Lakeaires Playground Replacement	\$35,000
North Roofing Replacement	\$200,000
Playground Renovations	\$15,000
Seal Coating Renovations	\$100,000
Sunrise Restrooms Renovations	\$200,000
Door Replacement	\$15,000
Phase 3 Lincoln HVAC	\$600,000
Sub Total	\$1,215,000
	\$3,345,000

FY 2013	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$100,000
Painting	\$100,000
Engineering	\$200,000
Concrete Replacement	\$75,000
Lincoln Phase 4 HVAC	\$600,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$250,000
Vadnais Phase 1 HVAC	\$1,000,000
South Baseball Fence Replacement	\$35,000
Tuck Pointing	\$150,000
Central Boilers Replacement	\$350,000
North Windows Replacement	\$250,000
North Restrooms Renovations	\$50,000
South BB Pavement Replacement	\$50,000
ADA Improvements	\$25,000
Seal Coating	\$100,000
Playground Renovations	\$15,000
Birch Lake Ceiling Replacement	\$80,000
	\$0
	\$3,655,000

FY 2014	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$100,000
Painting	\$150,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Otter HVAC Renovations	\$500,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$500,000
Vadnais Phase 2 HVAC	\$750,000
Tuck Pointing	\$200,000
Lincoln Windows Replacement	\$200,000
Vadnais Pavement Replacement	\$350,000
Seal Coating	\$100,000
Ceiling Rep;acement	\$100,000
Sunrise HVAC Replacement	\$500,000
ADA Improvements	\$25,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$4,065,000

FY 2015	
Door Replacement	\$75,000
Flooring Replacement	\$100,000
Asbestos abatement	\$50,000
Painting	\$150,000
Engineering	\$300,000
Concrete Replacement	\$50,000
Sunrise HVAC Renovations	\$1,100,000
Roofing Maintenance	\$50,000
Roofing Replacement	\$500,000
Vadnais HVAC Renovations	\$750,000
Tuck Pointing	\$200,000
South HVAC Renovations'	\$500,000
Seal Coating	\$100,000
Ceiling Replacement	\$100,000
ADA Improvements	\$25,000
Playground Renovations	\$15,000
	\$0
	\$0
	\$0
	\$0
	\$4,065,000

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White Bear Lake School District No. 624

Capitalization of Proposed Building Program
February 15, 2011

Bond Issue Amount	\$5,220,000
Number of Years	10 Years
Sources of Funds	
Par Amount of Bonds	\$5,220,000
Estimated Investment Earnings*	6,244
Total Sources	\$5,226,244
Uses of Funds	
Allowance for Discount Bidding	\$57,420
Capitalized Interest	129,413
Legal and Fiscal Costs#	37,820
Net Available for Project Costs	5,001,592
Total Uses	\$5,226,244

* Estimated investment earnings are based on an average interest rate of .25%, and an average life of 6 months for investments.

Includes fees for financial advisor, bond counsel, rating agency, paying agent and county certificates.

White Bear Lake School District No. 624

Analysis of Tax Impact for Potential Bond Issue

February 15, 2011

Amount	\$5,220,000
Est. Tax Capacity Rate Payable in 2012*	
Without Proposed Bonds	17.93%
With Proposed Bonds	18.29%
Increase in Tax Rate	0.36%

Type of Property	Taxable Market Value	
Residential Homestead	\$100,000	\$4
	125,000	5
	150,000	5
	175,000	6
	200,000	7
	250,000	9
	300,000	11
	350,000	13
	400,000	14
	450,000	16
Commercial/ Industrial +	500,000	18
	\$100,000	\$3
	200,000	7
	400,000	16
	600,000	25
	800,000	34
Apartments	1,000,000	43
	\$250,000	\$7
	500,000	14
	1,000,000	28
	2,000,000	56

* The figures in the table are based on school district taxes for debt service levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the financing for many property owners.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

White Bear Lake School District No. 624

Analysis of Possible Structure for Capital and Debt Levies

\$5,220,000 Building Program

10 Years

Wrap Around

February 15, 2011

Principal Amount: \$5,220,000
Dated Date: 7/1/2011
Avg. Interest Rate: 4.25%

Levy Pay. Year	Fiscal Year	Tax Capacity Value* (\$000s)	Existing Commitments						Proposed New Debt				Combined Totals				
			Initial Debt/Levy**	State Debt Aid	Est. Debt Excess+	OPEB Bonds	Net Levy	Tax Rate	Principal	Interest	Initial Debt Levy**	Initial Debt Levy**	State Debt Aid	OPEB Bonds	Net Levy	Tax Rate	
2010	2011	69,376	-4.7%	8,877,327	-	(506,498)	2,295,090	10,665,919	15.37	-	-	129,413	+	8,370,829	2,295,090	10,665,919	15.37
2011	2012	64,776	-6.6%	9,249,881	-	(432,507)	2,351,199	11,168,573	17.24	-	-	221,850	-	8,817,373	2,351,199	11,168,573	17.24
2012	2013	64,776	0.0%	9,520,363	-	(340,844)	2,435,501	11,615,020	17.93	-	-	221,850	232,943	9,412,461	2,435,501	11,687,963	18.29
2013	2014	64,776	0.0%	9,645,556	-	(380,815)	2,661,842	11,926,383	18.41	-	-	221,850	232,943	9,497,684	2,661,842	12,159,526	18.77
2014	2015	64,776	0.0%	6,897,338	-	(385,822)	5,631,754	12,143,270	18.75	-	-	221,850	232,943	6,744,459	5,631,754	12,376,212	19.11
2015	2016	64,776	0.0%	7,100,382	-	(275,894)	5,808,784	12,633,272	19.50	-	-	221,850	232,943	7,057,431	5,808,784	12,866,215	19.86
2016	2017	64,776	0.0%	7,102,502	-	(284,015)	6,182,046	13,000,532	20.07	-	-	221,850	232,943	7,051,429	6,182,046	13,233,475	20.43
2017	2018	64,776	0.0%	7,172,799	-	(284,100)	6,514,489	13,403,188	20.69	-	-	221,850	232,943	7,121,642	6,514,489	13,636,131	21.05
2018	2019	64,776	0.0%	7,207,859	-	(286,912)	6,901,164	13,821,912	21.34	-	-	221,850	232,943	7,153,690	6,901,164	14,054,854	21.70
2019	2020	64,776	0.0%	3,673,149	-	(288,306)	10,109,663	13,494,506	20.83	-	-	221,850	232,943	3,617,786	10,109,663	13,727,448	21.19
2020	2021	64,776	0.0%	4,238,679	-	(146,926)	9,602,775	13,694,528	21.14	-	-	221,850	232,943	4,324,696	9,602,775	13,927,471	21.50
2021	2022	64,776	0.0%	4,492,989	-	(169,547)	-	4,323,442	6.67	5,220,000	-	221,850	5,713,943	10,037,385	-	10,037,385	13.50
2022	2023	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2023	2024	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2024	2025	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2025	2026	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2026	2027	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2027	2028	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2028	2029	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2029	2030	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2030	2031	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2031	2032	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2032	2033	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2033	2034	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2034	2035	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2035	2036	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2036	2037	64,776	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals				85,178,626	-	(3,782,186)	60,494,306	141,890,746		5,220,000	2,347,913	7,810,425		89,206,865	60,494,306	149,701,171	

* Tax capacity estimates are based on estimated percentage increases shown above.

** Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.

+ The debt excess levy reductions for taxes payable in 2010 and 2011 are based on actual fund balances and levy amounts. For taxes payable in 2011 and later years, debt excess is estimated at 4 percent of the prior year's debt levy.

++ The district would not qualify to make a tax levy for payments on the new bond issue due during fiscal year 2012. Those payments, estimated at \$129,413, would have to be made from funds on hand and bond proceeds.

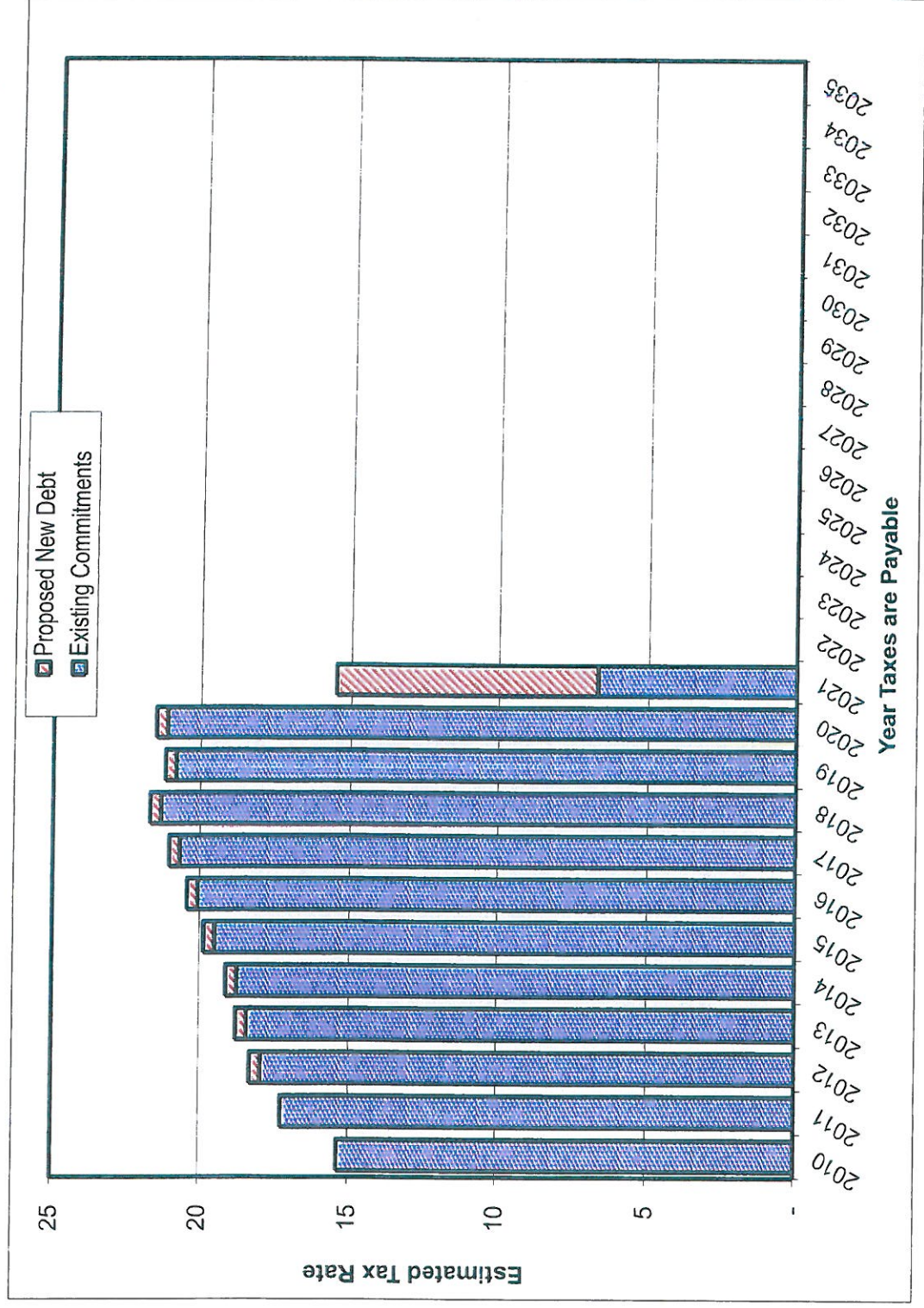
PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

White Bear Lake School District No. 624

Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$5,220,000 Building Program
10 Years
Wrap Around

Date Prepared: February 15, 2011



Campaign Task	Start Date	Finish Date	Primary Responsibility	Comment
February 2011				
Review district's data privacy policies	02/07/11	02/18/11	Administration	To ensure that data is available for survey and canvassing
March 2011				
Contact municipalities within district about their future bonding plans	03/18/11	04/06/11	Administration	To avoid conflict with major city & county projects & to discuss infrastructure needs
Review legal expenditures of school board and volunteer committee	03/18/11	04/06/11	Administration	MSBA Guidelines at http://www.mnpsba.org/PublicationShow.cfm?PublicationsID=2217
Review options and restrictions if election held on general election date	03/18/11	03/25/11	Administration	MS205A.05, subd. 1 - confirm election on plans of other municipalities if not held on general election
Submit proposal, voter file and scientific random-sample survey	03/18/11	03/25/11	Administration	Available through Springsted Incorporated
Review referendum research and recent experiences of other school districts	03/18/11	05/15/11	Administration	
Complete demographic and enrollment studies	03/18/11	06/09/11	Administration	
Develop campaign plan and a schedule	03/18/11	06/09/11	Administration	
Approve contract for scientific survey	03/26/11	04/20/11	School Board	
April 2011				
Discuss timing and pace of negotiations with unions	04/07/11	05/04/11	Administration	Avoid controversy during election season if possible
Calculate maximum referendum limit and tax impact	04/12/11	04/17/11	Financial Advisor	Springsted - MS 126C 17 subd. 1 - 5
Develop draft of survey questionnaire	04/21/11	05/06/11	Survey Consultant	Work with polling consultant and school board
Order past voter history from Secretary of State's office	04/21/11	04/28/11	Administration	651-215-1440 or www.sos.state.mn.us/docs/voting/strat/strequest.pdf - see note
May 2011				
Analyze past voting patterns within the district	05/05/11	05/05/11	Administration	Post-election analysis available through Springsted Incorporated
Submit nominations for leaders and volunteers	05/05/11	06/15/11	Administration	
Approve scientific survey questionnaire	05/07/11	05/07/11	Administration	
Pilot and conduct scientific survey	05/08/11	05/15/11	Survey Consultant	Work with polling consultant on timing
Evaluate results of scientific survey	05/16/11	06/05/11	Administration	
Identify and submit steering committee leaders	05/16/11	06/05/11	Administration	
June 2011				
Work sessions to determine components of proposal	06/07/11	06/28/11	School Board	Align purpose and tax impact with survey recommendations
Review campaign plan with school board	06/07/11	06/21/11	Administration	
Request to MDE to conduct election on alternate date (SOD)	06/23/11	07/02/11	Administration	MS126C.17 subd. 11 - minimum of 20 days before election & MS 205A.05
Prepare final proposal, date and ballot structure	06/29/11	07/07/11	Administration	Election must be in November unless SOD or mail ballot
July 2011				
Determine campaign committee budget	07/08/11	07/12/11	Steering Committee	
Determine need for communication consultation for district	07/08/11	07/15/11	Administration	
Determine logical consequences of election	07/08/11	07/15/11	School Board	
Open checking account	07/08/11	07/12/11	Steering Committee	MS 04.01, subd. 9 defines legal expenditures of campaign committee
Review voting precincts with legal counsel	07/08/11	06/28/11	Administration	
Identify and submit committee co-chairs for six campaign committees	07/08/11	07/22/11	Steering Committee	
Prepare comparative financial data with other school districts	07/08/11	06/28/11	Administration	Springsted partners with School Finances.com to provide charts and graphs
Review ballot requirements and preparation guidelines with legal counsel	07/08/11	06/28/11	Administration	MS204B.36 subd. 3, MR 8250.0397, MR 8250.1810, Subp. 10
Develop comprehensive communication plan for district	07/08/11	08/05/11	Administration	Check with legal counsel on disclaimer requirements - see comment field
Review data needs with IT supervisor	07/08/11	06/28/11	Administration	Related to mailing labels for campaign committee
Develop campaign fundraising plan and solicitation letter	07/09/11	07/14/11	Finance	Legal expenditures detailed in MS211B.12
Determine need for communication consultation for campaign committee	07/14/11	07/15/11	Steering Committee	Check with legal counsel on disclaimer requirements - see comment field
Develop comprehensive communication plan for campaign	07/15/11	08/05/11	Steering Committee	MS 211B.12 details legal contributions and reporting
Mail fundraising solicitation	07/19/11	07/23/11	Finance	Proposal, tax impact, rationale, test data, financial data, class sizes, etc.
Prepare "factbook" for volunteers	07/24/11	06/07/11	Administration	Springsted's demographic mapping tool
Consider using demographic mapping for campaign	07/24/11	06/07/11	Steering Committee	
Determine "best" vote targets and concentrate canvassing groups	07/24/11	08/07/11	Administration	Develop targets from countbook - about \$1-2 per completed call to contract with paid phone bank
Evaluate canvassing options	07/24/11	08/11/11	Steering Committee	Campaign can manage its own data electronically or purchase or lease campaign software
Determine data management system for canvassing	07/24/11	08/11/11	Steering Committee	
Finalize and request county verification of tax impact calculations	07/24/11	08/07/11	Financial Advisor	
Plan and design committee's web site	07/24/11	07/15/11	Communication	Springsted offers a web-based tax calculator with link to district's website
August 2011				
Board designation of polling places	08/10/11	08/10/11	School Board	MS204B.16 subd. 3 - minimum 90 days before election
Deadline to accept resolution for "mail-in" ballot	08/10/11	08/24/11	School Board	MS204B.46 and MR 8210.3030 - 90 day notice requirement before first mail ballot election
Implement district communication plan	08/10/11	11/07/11	Administration	
Legal Counsel review of draft election resolutions and preliminary ballot	08/10/11	08/13/11	Administration	
Review campaign plan with steering committee	08/17/11	08/23/11	Administration	
Implement communication plan for campaign committee	08/17/11	11/07/11	Communication	
Review campaign restrictions with administrators/volunteer committee	08/18/11	09/05/11	Administration	Use of buildings, equipment, employee mailboxes, distribution of campaign literature or grounds
Board representatives selected for campaign committees	08/18/11	08/22/11	School Board	Ex officio liaison role
Identify data needs for labels for campaign mailings	08/18/11	08/25/11	Communication	Consistent with district policies on data privacy
Contact city attorney about placement of lawn signs	08/18/11	09/05/11	Administration	To see if there are any local ordinances

Campaign Task	Start Date	Finish Date	Primary Responsibility	Comment
Prepare sample letters to the editor	08/18/11	09/05/11	Communication	
Develop copy for school district newsletter/newspaper	08/18/11	09/02/11	Administration	
Secure taxpayer mailing labels from county	08/18/11	09/02/11	Administration	
Verify accuracy of county mailing labels	08/22/11	08/21/11	Administration	Use of county labels optional for bond unless combined precincts used - MS205A 11 subd. 2a
Last day to cancel special election and notify county auditor	08/26/11	08/26/11	School Board	Check to make sure sorting eliminated duplicates
Last day to accept resolution calling for election	08/26/11	08/26/11	School Board	MS 205A.07, subd. 3a - see comment if election held in conjunction w/ primary or special election
Notify Ct. Auditor & Comm. of Education of election & ballot question	08/26/11	08/26/11	Administration	MS 205A.05, subd. 3 and 205A.07, subd. 3 and 3a
Prepare school district news release for local newspaper	08/26/11	08/26/11	Administration	See imbedded information on notice requirements for county auditor and MIDE
Meet with editor of local newspaper(s)	08/27/11	09/03/11	Administration	With school board and Steering Committee representatives - check editor for policies on letters
Plan and conduct meetings with community VIPs	08/27/11	09/28/11	Administration	In conjunction with School Board and or Steering Committee
Plan and develop school district informational brochure	08/28/11	09/17/11	Superintendent	See disclaimer requirements
Prepare campaign committee news release	08/28/11	08/30/11	Steering Committee	
Consider web-based e-mail distribution of campaign literature	08/30/11	09/06/11	Steering Committee	
September 2011				
Submit school district news release to paper(s)	09/07/11	09/09/11	Administration	
Write and mail letter to parents covering key issues	09/07/11	09/14/11	Administration	"Welcome Back" letter - review by legal counsel
Submit electronic voting certification to Secretary of State	09/09/11	09/09/11	Administration	MS206.82, subd. 2 - min. 60 days b/f 1st case of electronic voting - 51 notification if plan changes
Design and/or symbolic signs of support (law signs, wind socks, etc.)	09/09/11	09/23/11	Communication	MS211B.11, subd. 1 - no signs w/ 100' ft. of polling place on election day
Submit individuals to write sign letters to the editor	09/09/11	09/23/11	Steering Committee	
Plan and organize coffee parties	09/09/11	09/23/11	Outreach	Or other small group face-to-face activities
Identify key groups for outreach or presentations	09/09/11	09/16/11	Outreach	
Submit additional volunteers for committees as needed	09/09/11	09/23/11	Steering Committee	
Plan and conduct short teaching survey	09/09/11	09/23/11	Survey Consultant	Check with legal counsel if campaign committee is not paying for survey
Develop college absentee voter list	09/09/11	09/23/11	Outreach	
Plan and conduct election "kick off" day	09/09/11	09/23/11	Steering Committee	
Determine target of "yes" voters to identify	09/09/11	09/23/11	Administration	130% of 50% of expected turnout
Develop parent e-mail directory	09/09/11	09/23/11	Steering Committee	
Order list of available judges from county	09/09/11	09/23/11	Communication	For periodic updates and GOTV efforts
Mail and door-to-door registration and absentee ballot time with parents	09/09/11	09/23/11	Administration	Only if school district running election - check on required number of judges
Contact local unions with request for assistance	09/12/11	10/24/11	Outreach	Cons. der. using mapping software if available
Identify CDE contacts	09/12/11	09/20/11	Steering Committee	Education MN 651-292-8889 SEU Local 284 (551-256-9101)
Submit steering committee news release to paper(s)	09/16/11	09/21/11	Steering Committee	63 days before Election Day if special election not held on primary or general election day
Deadline to notify County Auditor of special election	09/16/11	09/16/11	Administration	Superintendent coordinates
Conduct large and small group meetings with staff	09/16/11	09/23/11	Outreach	MS211A.02 - file with 14 days of collecting or spending > \$750
File initial campaign finance report to school board clerk	09/16/11	09/27/11	Finance	Minimum of 8 coordinators
Solicit canvassing coordinators	09/19/11	09/26/11	Canvassing	Superintendent coordinates
Meet with union stewards	09/19/11	09/26/11	Outreach	If pieces are to be mailed bulk rather than first class
Arrange for bulk mailing permit for committee	09/19/11	09/26/11	Steering Committee	49 day notice is election not held on primary or general election day
Deadline to notify Commissioner of Education of special election	09/20/11	09/20/11	Administration	2 board members per night
Solicit board members for canvass signs	09/20/11	09/25/11	School Board	
Solicitation of canvassing printers	09/20/11	09/25/11	Canvassing	
Conduct meetings with high school students	09/20/11	10/04/11	Outreach	Original script and script for follow-up to undecided voters
Complete draft of canvassing phone scripts	09/20/11	10/04/11	Administration	
Order mailing labels for pressroom mailing	09/20/11	10/04/11	Administration	Consider Virtual Town Hall Meeting to supplement other engagement efforts
Plan and prepare for public meetings	09/20/11	09/26/11	Outreach	http://www.dhs.state.mn.us/Licensing/Programs/Lessons/default.cfm
Identify day, date providers for outreach	09/20/11	09/26/11	Outreach	Outreach can help
Solicit names for endorsement advertisement	09/20/11	10/24/11	Communication	2-3 letters per week
Submit letters to the editor	09/20/11	10/31/11	Communication	
Secure and conduct group presentations	09/20/11	11/03/11	Outreach	Include 1 volunteer, 1 school administrator and 1 school board member
Conduct coffee parties	09/20/11	11/07/11	Outreach	MS126C.17, subd. 9b - notice required for operating levy
Approve school district election procedure and notice	09/21/11	09/25/11	School Board	
Implement tracking strategies	09/23/11	11/07/11	Steering Committee	
Prepare all absentee ballot materials	09/23/11	09/23/11	Administration	MS204B.35, subd. 4 - see imbedded information different requirement regular and other elections
Deadline to cancel election and notify MIDE and County Auditor	09/23/11	09/23/11	Administration	46 days if election not held on primary or general election day
Arrange for electronic voting equipment	09/27/11	09/27/11	Administration	MS 205A.12 & 206.58 - Board resolution - voting equipment instructions available 5 weeks b/f
Organize lists for canvassing teams	09/28/11	10/09/11	Steering Committee	
Complete drafts of "undecided" and "yes" mailings for canvassing	09/28/11	09/30/11	Communication	Targeted based on issues or demographics
Submit school district election procedure and notice to legal counsel	09/28/11	09/30/11	Administration	
Print ballots and other election materials	09/29/11	09/30/11	Administration	
Mail absentee ballots to college students	09/30/11	10/05/11	Outreach	MS204D.04

Campaign Task	Start Date	Finish Date	Primary Responsibility	Comment
Finalize canvassing schedule and training	09/30/11	10/04/11	Canvassing	
Conduct training of canvassing coordinators	09/30/11	10/06/11	Steering Committee	Superintendent coordinates
Letter from education association to teachers living within school district	09/30/11	10/07/11	Communication	Local teacher president contacts Ed. Assn for mailing labels .651.292.4869.
Prepare script for GOTV calls	09/30/11	10/06/11	Steering Committee	
Develop script for teacher calls	09/30/11	10/06/11	Administration	
Print school district election brochure and notice	09/30/11	10/04/11	Administration	MS 26C.17 subd. 9b
Arrange files for canvassing	09/30/11	09/30/11	Canvassing	Central site with minimum of 10 cell phones - 8 callers and 2 extra for 7s
Develop GOTV plan	09/30/11	10/10/11	Steering Committee	Comprehensive plan based on canvassing
October 2011				
Adopt rules for use of electronic voting machines	10/07/11	10/07/11	School Board	MS206.58 - at least 30 days before election
Notify Secretary of State on electronic voting	10/07/11	10/07/11	Administration	Minimum of 30 days before election - MS 206A.12 subd. 5b and MS206.59
Notify County Auditor of voting precincts	10/07/11	10/07/11	Administration	MS206A.11 subd. 3 - 30 day notice requirement
Check accuracy and location of questions on official ballot	10/07/11	10/07/11	Administration	If one or more questions are on back of ballot notify supporters during canvassing
Mail election on notice to legal newspaper	10/08/11	10/15/11	Administration	MS206A.07 & MS646.13 - publication October 25 and November 1
Submit notice of testing electrical scan equipment	10/08/11	10/22/11	Administration	MS206.83 & MR 8220.1550
Complete district canvass	10/08/11	11/03/11	Canvassing	Survey Thursday from 6:30-9:00 p.m.
Follow-up phone solicitation for fundraising	10/08/11	10/15/11	Finance	
Provide list of "yes" and "undecided" names to Communication	10/08/11	10/08/11	Canvassing	Verify committee disclaimer requirement for print and radio - MS211B.05 and 211B.04
Mail pre-school letter	10/09/11	10/16/11	Communication	MS 26C.17, subd. 9b - minimum of 15 days - no more than 30 days before election
Mail pre-legal notice	10/09/11	10/24/11	Administration	
Mail "yes" and "undecided" communications	10/10/11	11/03/11	Communication	
Mail absentee ballot application to unregistered parents	10/10/11	10/27/11	Outreach	
Contact legal newspaper and verify receipt of notice for publication	10/10/11	10/18/11	Administration	For publication October 25 and November 1
Prepare calling lists for teachers	10/10/11	10/11/11	Administration	
Conduct public meetings	10/10/11	11/07/11	School Board	
Design and print "remember to vote" door hangers	10/12/11	10/18/11	Communication	
Work with student council to identify and recruit 18 year-old students	10/13/11	10/13/11	Administration	
Notice to voters of change in polling place location	10/14/11	10/14/11	School Board	Minimum of 25 days before election - MS204B.16 subd. 1a
Appoint election judges	10/14/11	10/14/11	School Board	MS204B.21 subd. 2 - minimum of 25 days before election
Plan mock election	10/14/11	10/14/11	Superintendent	
Last day to pre-register for election	10/18/11	10/18/11	School Board	No later than 21 days before election
Consider use of automated endorsement call and/or automated GOTV	10/18/11	10/25/11	Steering Committee	MS 325E.26-30 - cost is about \$10-12 per completed call. Can be done in 2-3 hours
Mail notice of mail election to registered voters	10/19/11	10/19/11	Administration	MS 26C.17, subd. 11 - minimum of 20 days before election
Mail ballots to registered voters for mail election	10/19/11	10/23/11	Administration	MS204B.46 - between 14-20 days before election
Prepare "counter punch" flyer	10/19/11	10/26/11	Communication	
Deadline to provide election notice to Commissioner of IDE County Auditor	10/24/11	10/24/11	Administration	Minimum 15 days before election - MS 26C.17 subd. 9e
Mail notice of combined precincts for non-uniform election dates	10/25/11	10/25/11	Administration	MS206A.11 subd. 2a - no later than 14 days before the election
Test electronic voting equipment	10/25/11	10/25/11	Administration	MS206.83 and MR Rule 8220.1550 - within 14 days of the election
Develop and drop flyers at apartment complexes	10/25/11	10/25/11	Outreach	Phone number to call for transportation or child care
Recruit GOTV callers	10/25/11	10/25/11	GOTV	Each caller needs 6-8 callers
Approve "counter punch" flyer	10/26/11	11/03/11	Communication	
Conduct teacher calls	10/26/11	11/03/11	Administration	
Finalize plans for GOTV calls	10/26/11	10/31/11	GOTV	
Orientation meeting for judges	10/26/11	11/03/11	Administration	
Deadline to post election notice	10/28/11	10/28/11	Administration	MS206A.07, subd. 1 - 10 day posted notice required
Recall unrecorded voters	10/28/11	11/06/11	Canvassing	Start with parents and most frequent voters
File second campaign finance report	10/31/11	10/31/11	Finance	MS 211A.02
Print and distribute "counter punch" flyer	10/31/11	11/07/11	Communication	Mail by 11:15 or by hand 11:15 and 11:17 - parents "yes" and "undecideds" if needed
Implement GOTV plan	10/31/11	11/08/11	GOTV	
November 2011				
Provide list of probable "yes" voters to GOTV Committee	11/03/11	11/03/11	Canvassing	Divide equal parts depending on number of callers
Notify staff and campaign committee on prohibitions at polling place	11/03/11	11/08/11	Administration	No signs or "vote yes" clothing or buttons inside polling place
Deadline to post sample ballot in administrative offices	11/04/11	11/04/11	Administration	MS206A.07, subd. 2 - minimum of 4 days before election
Last day to apply for absentee ballot	11/07/11	11/07/11	Administration	Last day before election
Deadline to cancel election because of inclement weather	11/07/11	11/07/11	School Board	MS206A.055 - 6:00 p.m. deadline - check statute if in conjunction with other jurisdiction
Post sample ballot at each polling place	11/08/11	09/08/13	Administration	MS206A.07, subd. 2
Store election results not given to county auditor	11/08/11	11/08/11	Administration	MS204B.40 - can be destroyed 22 months after election date or final determination if contested
Supervise election	11/08/11	11/08/11	School Board	
Remove 18 year-old high school students	11/08/11	11/08/11	inreach	
Provide transportation and child-care as needed	11/08/11	11/08/11	GOTV	
Conduct "mock" election	11/08/11	11/08/11	Administration	MS211B.11, subd. 1 & 3 - providing solicitation of votes

Campaign Task	Start Date	Finish Date	Primary Responsibility	Comment
Notify county auditor of election results	11/09/11	11/09/11	Administration	
Thank you letters to staff and volunteers	11/09/11	11/09/11	Steering Committee	
Thank you news release to local papers	11/09/11	11/09/11	Steering Committee	
Submit documents to legal counsel as requested	11/09/11	11/09/11	Administration	
Return polling rosters and voter registration cards to county auditor	11/10/11	11/10/11	Administration	MS204C.27 - within 48 hours after voting ends
Campaign election	11/11/11	11/15/11	School Board	MS205A 10, subd. 3
Last day to request recount	11/18/11	11/25/11	School Board	MS209.021, subd. 1 & MS204C.36, subd. 3&5 - within 7 days after canvassing
Deadline to notify Commissioner of Education of results	11/25/11	12/02/11	Administration	MS126C.17, succ. 9e - within 15 days of an election is certified
December 2011				
Prepare and submit final campaign finance report	12/08/11	12/08/11	Finance	MS211A.02 - within 30 days after election

1. **If you have cut the budget during the last three to five years, what cuts have you made to date?**
 - a. Overall size of the cuts
 - b. Programs most severely impacted
 - c. Number of teaching positions lost
 - d. Total positions lost
 - e. Impact on access to libraries
 - f. Impact on access to computers
 - g. Impact on the ability of the district to maintain computers, tech and software
 - h. Impact on the budget for classroom supplies
 - i. Impact on reading, math or other specialist positions
 - j. Specific programs reduced or eliminated
 - k. What is the time frame on these cuts (i.e. one year, two years, etc)?
 - l. How has the local press covered these cuts (if they have covered them at all)?

2. What parts of your program are currently funded by operating levy dollars?

- a. Class size
- b. Computers and classroom technology
- c. Library hours and or programs
- d. Reading and math specialists
- e. Art/ music/ performing arts
- f. AP/ honors/ electives at the MS and/or HS level
- g. Vocational ed
- h. Community recreation programs

3. If the levy is increased, how will you spend these additional dollars?

- a. Will funds continue to be used in the same ways they have in the past?
- b. Will cuts be restored?
 - i. If yes, what will be restored?
 - ii. If a cut will not be restored, is there a rationale for not using levy funds in this way?
- c. Will any new programs be created?

- d. Will any specific programs be strengthened or expanded?

4. What are the consequences of not increasing the levy?

- a. Size of potential future cuts?
- b. Number of teaching positions that will be lost?
- c. Number of non-teaching positions that will be lost?
- d. Impact on libraries
- e. Impact on access to computers and tech
- f. Impact on the ability of the district to maintain computers, tech and software
- g. Impact on the budget for classroom supplies
- h. Impact on reading, math or other specialist positions
- i. Specific programs reduced or eliminated
- j. Impact on specific programs that may be lost or eliminated

5. What will the cost of the levy increase be for the average property owner in the district?

- a. What is the average assessed value of a home in the district?
- b. Is assessed value relatively uniform in all parts of the district?

A Request for Planning Data

In order to analyze the characteristics of the parent population in your district, we need to obtain an electronic file containing basic information about the parents and/or guardians consistent with the definition of directory data in the district's data privacy policy. In most cases, we receive the information below unless any fields are not designated as directory. We need an ASCII, Access, or Excel file with the following information:

Parent/Guardian first names(s) and last name¹
Address
City
State
ZIP
Phone number (with area code if the District covers more than one)
Grade level of child(ren)
School child(ren) attending

The electronic data may be emailed or sent on a CD, floppy disk or a ZIP disk. Regardless of how the data is stored, make sure you also send:

An explanation of the file layout
Any special coding used to designate individual schools or grades

To avoid confusion as this data is prepared for us, please do not hesitate to suggest that the District computer person call us at 1-800-827-1466 with any questions concerning this request.

Once data is ready, it can be E-Mailed to: bradsenden@comcast.net

or mailed to:

Brad Senden
Center for Community Opinion
231 Market Pl., #235
San Ramon CA 94583

¹This information can be in one field or in separate fields. Do not worry about duplicates.

MARISA VETTE
Communications Coordinator

4855 Bloom Avenue
White Bear Lake, MN 55110-2731
(651) 407-7695 • Fax (651) 407-7566

To: Dr. Lovett and School Board Members

From: Marisa Vette, Director of Communications and Community Relations

Subject: Data Practices Policy

Date: February 25, 2011

We have been working closely with Don Lifo, from Springsted, and Brad Senden regarding options we have available for the distribution of possible levy campaign information to community members and specifically to District parents. We will present and discuss a few possible options to the Board on Monday evening.

*The White Bear Lake Area School District leading...
minds to learning,
hearts to compassion,
lives to community service.*

Memo To: Dr. Lovett and School Board Members
From: Dave Guenther, Director of Community Services and Recreation
Subject: Primary Election General Information
Date: February 24, 2011

Over the past several years there have been election law changes that have caused school district officials to evaluate how they operate elections.

1987 – School district elections were brought under the state election law. School boards were given the option to adopt a primary by resolution.

2003 – School districts were required to conduct a primary if more than twice the number of candidates filed than there were offices to be elected, beginning in 2004.

2008 – The requirement for a mandatory school district primary was repealed; primaries are now optional, as they were before 2004.

2009 - The latest change has moved the primary election from September to August.

On May 11, 2009, the White Bear Lake Area School Board passed a resolution to “opt in” to the primary election system. This resolution remains in effect until the Board passes a resolution to “opt out” of the primary election system. A primary election is “triggered” when more than twice as many candidates file for election as there are seats available.

If there is not interest in changing our primary election status, the Board does not need to take any action.

If the Board wishes to “opt out” of the primary, I suggest the Board have the “opt out” resolution on the March 7 Board meeting to separate the primary resolution from the resolution to establish filing dates, which needs to be on the April agenda.

The process to establish the filing dates for the election is the same whether you have a primary election or not.

I have included some of the election deadlines for both scenarios:

2011 Election Dates to Consider*

Dates	With a Primary	Without a Primary	Dates
	No Board action needed.	Pass resolution to "opt out" of the primary election system	March 7, 2011 School Board meeting Board Action needed
April 11, 2011 School Board Meeting Board action needed	Resolution to establish filing dates for school board election	Resolution to establish filing dates for school board election	June 13, 2011 School Board meeting Board action needed
April 20 & 27, 2011 – Dave G.	Publish notice of filing dates in White Bear Press	Publish notice of filing dates in White Bear Press	July 13 & 20, 2011 – Dave G.
May 6, 2011 – Dave G.	Post notice of filing dates in District Center	Post notice of filing dates in District Center	July 29, 2011
May 9, 2011 School Board Meeting Board Action needed	Must pass a resolution to change a polling location in Vadnais Hts.	Must pass a resolution to change a polling location in Vadnais Hts.	May 9, 2011 School Board Meeting Board Action needed
May 17 – 31, 2011	File for School Board in Community Services Office	File for School Board in Community Services Office	August 9 – 23, 2011
August 9, 2011	Primary Election Day (Only if 7 or more candidates file)		
November 8, 2011	General Election Day	General Election Day	November 8, 2011

* Does not include all election related dates.

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**Tentative Timeline for
School Board Agendas**

**Items Pertaining to Potential
Referendum Renewal Levy
Fall of 2011**

February – May, 2011

Meeting Schedule

February 28, 2011

- Preliminary discussion on alternative facilities levy.
- Continue discussion on data practice policy.
- Continue discussion on primary election option.

March 7, 2011

March 28, 2011

- Update on progress of community survey.

April 14, 2011

- If needed, placeholder for first reading of changes in data practices policy.
- Resolution on timeline for School Board candidates.

April 28, 2011

- Review results of community survey.

May 9, 2011

- If needed, placeholder for action on alternative facility levy.

May 23, 2011

Update on Early Childhood Review

2-28-11

RATIONALE

The White Bear Lake Area School District is committed to offering a wide range of highest quality early childhood and family education programs. Beginning in the fall of 2010, we have been engaged in a comprehensive review of the Early Childhood Program as part of the School Board/Superintendent annual goal (6e). The pre-school programs available to the community have increased dramatically over the past several years and our district programs must remain competitive, accessible, and vibrant to draw families into our schools. Reviewing our present Early Childhood programming will ensure that we will continue to offer excellent programming to our youngest learners and their families.

STEPS

1. Focus groups were held to **listen** to our families, support staff, service providers, and teachers.
 - Parent Group
 - Staff Group at Hugo
 - Two Staff Groups at Normandy
2. Interviews, observations, and contacts were made to **gather and analyze** information from surrounding public and private early childhood programs and pre-schools.

Public

- Roseville
- Mounds View
- North St. Paul/Maplewood/ Oakdale
- Stillwater
- Mahtomedi
- Forest Lake

Private

- St. Andrews
- St. Mary of the Lake
- Kids Under Construction
- Lake Area Discovery
- South Shore Trinity
- YMCA

- W.B.L. Montessori
- St Pius
- First Discoveries
- Garden of Hope

3. Program components **currently being compared:**

- Ages Served
- Staffing Ratios
- Tuition Rates
- Time/Day Options
- Childcare Availability
- Curriculum
- Staffing Costs
- Marketing
- Transportation

4. **Preliminary conclusions** identified four critical areas that needed to be addressed immediately. The following changes have been initiated:

1. The WBLAS Early Childhood website updated.
2. A new catalog was created and published.
3. Two program re-designs will be implemented in the fall of 2011. Class length will increase from two hours and fifteen minutes to two hours and thirty minutes per session. The school year will be extended two weeks longer. This change aligns more closely with the district calendar.
4. The Early Childhood staff has been attending monthly kindergarten meetings throughout this school year by readjusting schedules to allow staff to attend. Critical communication is taking place between these programs.

5. There are several **issues still under review** and we will make further recommendations as the review is completed. These areas include:

- Expanding Transportation for families with need
- Reviewing need for before and after class childcare
- Complete Fee Comparison
- Saturday Program Options
- Leadership Model
- Review curriculum and make sure it feeds into district curriculum in elementary programs
- Possible expansion of sites(co-location in elementary building)
- Review clerical support model.
- Additional marketing initiatives

*****We expect the entire review to be completed and presented in July 2011*****



Early Childhood Review-Update

Dave Guenther -Director of Community Services

Kathleen Daniels-Director of Special Services

Rationale

- Review is part of the School Board / Superintendent Goal (6e)
- District commitment to offer a wide range of competitive, high quality programming for Early Childhood Education.
- District needs to ensure that programs are accessible, using best practices, and are affordable to continue to attract families to our schools.
- Community pre-school programs have increased dramatically.

Review

Step One -Focus Groups

- Parent Group at Normandy (PAC)
 1. How did you hear about WBLAS Early Childhood?
 2. Why do you feel the EC programs have had a positive impact on our youngest learners?
 3. Name two-three areas in which we need improvement or change.
 4. What suggestions do you have related to changes/improvements.
- Staff Groups at Hugo and Normandy
 1. What are the greatest strengths that our EC programs offer the community?
 2. What are 2-4 areas that you believe we need to focus on in the next 2 years to improve our programs?
 3. What suggestions do you have to move the program forward related to the above areas of focus?
 4. What suggestions do you have related to the program design and organization that could improve the program.

Step Two
Gather and Analyze Information from Surrounding Public School Districts

- Roseville
- Mounds View
- North St. Paul/Maplewood/Oakdale
- Stillwater
- Mahtomedi
- Forest Lake
- South Washington Co.
- Osseo



Step Two continued...
Private Pre-schools Were Reviewed

- St. Andrews
- St. Mary of the Lake
- Kids Under Construction
- Lake Area Discovery
- South Shore Trinity
- YMCA
- W.B.L. Montessori
- St. Pius
- First Discoveries
- Garden of Hope




Step Three
The Following Information Was Gathered and Compared

- Ages Served
- Staffing Ratios
- Tuition Rates
- Time/Day Options
- Childcare Availability
- Curriculum
- Staffing Costs
- Marketing
- Transportation
- Inclusion Models




Step Four Identified Gaps to Attend to Immediately

- The WBLAS Early Childhood website updated
- New catalog was created.
- Classes were lengthened and two weeks were added to the schedule for the upcoming school year. Better alignment with the school calendar.
- Kindergarten staff and EC staff have met regularly with increased communication.

Step Five Other Areas Under Review for Possible Future Recommendations

- Expanding transportation for families in need.
- Need for before and after class childcare.
- Fee comparison with public and private.
- Saturday program options.
- Leadership Model (most districts have separate leads/supervisors for EC and ECSE).
- Curriculum alignment.
- Site expansion to elementary buildings.
- Review clerical support for year round needs.
- Additional marketing strategies.

QUESTIONS???????