

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: April 21, 2010

A work-study session of the White Bear Lake Area School Board will be held on **Monday, April 26, 2010** 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 ITEMS

1. Update on School Board/Superintendent Goal 6
 - A. Technology Audit 5:30 p.m.
 - B. Student Activities Audit 6:10 p.m.
2. Budget Management and Efficiency Measures for 2010-11 6:40 p.m.
3. Legislative Update 7:10 p.m.
- *4. Negotiations Study Session 7:20 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: School Board/Superintendent Goal 6 –
Update on Technology Audit

MEETING DATE: April 26, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Michael J. Lovett, Superintendent

BACKGROUND:

On January 20 and 21 two members of the BLE group made a site visit to perform an on-site technology audit. The purpose of the technology audit was to work with the school district to develop a customized technology plan that addresses the District's specific instructional goals, budget, and technology infrastructure.

The two-day audit included site visits with administrators, teachers, central office staff and board members to identify how technology is currently being used to support instruction management.

At the end of the visit, the BLE group presented a series of PowerPoint slides to the cabinet and recommended a detailed plan to guide a strategic follow-up. The specific plan provided to the school district is for a four-year period, providing a preliminary mapping out of budgets, instructional applications and implementation processes.

As part of the follow-up plan, the school administration will provide an initial presentation to the School Board this evening and will be following up with a detailed presentation to our administrative team.

AGENDA ITEM: School Board/Superintendent Goal 6 –
Update on Student Activities Audit

MEETING DATE: April 26, 2010

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Michael J. Lovett, Superintendent

BACKGROUND:

In December the school administration provided a detailed Student Activities Audit to the School Board. Prior to the final report at the December, 2009 School Board meeting, district administration had preliminary discussions with the Board and then provided updates in October and November. Work on the audit was lead by cabinet members Dr. Jill Thelen, Director of Schools; David Guenther, Director of Community Services and Recreation; and high school principals Tim Wald from South Campus and Don Bosch from North Campus. The report provided recommendations in three areas as follows:

1) Leadership

In follow-up to the audit, in March the School Board acted on the administrative recommendation to eliminate the position of the current athletic director position. The district administration, as a follow-up to this recommendation has posted the position of student activities director (associate principal for student activities). As part of the plan, the district is not filling a position of assistant principal for student activities open as a result of a retirement. Thus, we will be able to follow-through on the recommendation to have a full-time students activities director but at a lower overall costs.

2) Facilities

At this evening's work-study session the administration will provide a report on potential upgrades to the North and South campus theaters. Upgrading these facilities was one of the recommendations of the audit.

In addition, we will provide an update on community athletic and recreation facilities in the form of a 2010 update document that Mr. Guenther and community education services team last updated in 2008.

3) Budget

For the most part, the administration plan to assign the task of analyzing student activities budgets to the student activities director, once this position is filled. However, there may be some compelling situations yet this year where we recommend minor changes in budgets or in how a program is funded.

AGENDA ITEM: **Budget Management and Efficiency Measures for 2010-11**

MEETING DATE: **April 26, 2010**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Michael J. Lovett, Superintendent**
Pete Willcoxon, Sr., Executive Director of Business Services

BACKGROUND:

Currently the White Bear Lake Area Public School District is in solid short-term financial condition, especially compared to other Minnesota school districts. However, a realistic appraisal of future state and federal prospects for funding gives us caution about the stability of future funding.

Overall, approximately 80% of our funding is determined by state and federal funding and approximately 20% of our funding is reliant on the locally approved referendum.

During the 2008-09 and 2009-10 school years the district has made significant improvements in educational programs, creatively using partnerships within our community and focused reallocation of existing resources. These improvements have included additional resources invested in improving class size, especially at the elementary level.

Student achievement and progress during 2008-09 and 2009-10 have been significant and we believe it is critical to manage our resources in a way that will allow us to sustain these improvements and continue to build on programmatic improvements.

Therefore, the District is examining strategies that will allow us to:

- a. Sustain and continue instructional improvements;
- b. Continue to be sensitive to our local tax levy and stewardship of resources;
- c. Assure short and long term financial stability; and
- d. Continue to strengthen our position as an employer and district of choice.

GOALS FOR BUDGET MANAGEMENT – 2010-11 and 2011-12

Goal 1

Analyze our overall administrative and support costs to:

- a. Recognize the reality of difficult economic times should major budget reductions be necessary; and
- b. Allow reallocation of funds to allow us to sustain instructional improvements.

Goal 2

Identify strategies to continue to improve the quality and productivity of our administrative and support functions.

- a. Make use of appropriate technologies for completing necessary administrative functions more efficiently.
- b. Clarify job responsibilities and provide training to maximize work effectiveness for all employees.
- c. Benchmark the level and organization of staffing for our administrative and support functions with other districts and examine best practices.
- d. Develop an employee recognition program.

Goal 3

In conjunction with Phase 2 of our long-range facility plan, develop a plan to reduce district and building operational costs per pupil, including:

- a. Improving efficiency in the use of energy;
- b. “Right sizing” our number of facilities and allocation of square feet per student to assure adequate space for programming and efficient use of space.
- c. Continuing to seek partnerships that will allow the district to operate efficiently, generate revenue from space not needed in the short term, and create extended opportunities for students.

Attachment: Timeline for decisions

Budget Management for 2010-11 and 2011-12 Timeline

Step	Group	Date
1. Analyze 2009-10 staffing budget.	Cabinet	February and March, 2010
2. Review preliminary goals for budget management with the School Board.	School Board	April 26, 2010
3. Review preliminary goals for budget management with principals.	Principals	April 28, 2010
4. Identify strategies to address budget management goals for 2010-11.	Cabinet, principals	May, 2010
5. Review list of potential recommendations for 2010-11 with School Board.	School Board	May 24, 2010
6. Recommendations for 2010-11 to the School Board.	School Board	June 14, 2010

AGENDA ITEM: **Legislative Update**
MEETING DATE: **April 26, 2010**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Michael J. Lovett, Superintendent**

BACKGROUND:

The administration will provide a brief update on the status of important issues at the Legislature, and the financial ramifications of current Legislative deliberations. Board members and members of the administrative team will also report on the April 22 Parent Leaders Forum visit to the Capitol.