

**INDEPENDENT SCHOOL
DISTRICT #624**



**SCHOOL BOARD
WORK SESSION
MEETING PACKET**

March 22, 2021

MISSION STATEMENT

The mission of the White Bear Lake Area School District, the community at the forefront of educational excellence, honoring our legacy and courageously building the future, is to ensure each student realizes their unique talents and abilities, and makes meaningful contributions with local and global impact through a vital system distinguished by:

- *Students who design and create their own future*
- *A culture that respects diverse people and ideas*
- *Safe, nurturing and inspiring environments*
- *Exceptional staff and families committed to student success*
- *Abundant and engaged community partners*

**INDEPENDENT SCHOOL DISTRICT NO. 624
WHITE BEAR LAKE, MN 55110**

To: Members of the School Board

From: Dr. Wayne A. Kazmierczak,
Superintendent of Schools

Date: March 17, 2021

A work session of the White Bear Lake Area School Board will be held on **Monday, March 22, 2021**, at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN. Under Minnesota Statute 13D.021 this meeting may be held via electronic conferencing if necessary. While this meeting is open to the public it does not allow for public comment.

WORK SESSION AGENDA

A. PROCEDURAL ITEMS

1. Call to Order
2. Roll Call

B. DISCUSSION ITEMS

- | | |
|--|---------|
| 1. Overview of School Boundary Adjustment Process | 5:35 pm |
| 2. School Start and Dismissal Time Adjustments for 2021-2022 | 6:05 pm |
| 3. Elementary Distance Learning Academy Application | 6:35 pm |
| 4. FY22 Budget Adjustments | 6:55 pm |
| 5. First Reading of School Board Policy 714: Fund Balances | 7:05 pm |

C. OPERATIONAL ITEMS

- | | |
|---|---------|
| 1. Approval of Elementary Distance Learning Academy Application | 7:15 pm |
| 2. Action on FY22 Budget Adjustments | 7:20 pm |

D. ADJOURNMENT

Times listed for each discussion item are estimated start times.

B. DISCUSSION ITEMS

AGENDA ITEM: **Overview of School Boundary Adjustment Process**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of Finance and Operations**

BACKGROUND:

Enrollment projections included in the 2019 referendum and subsequent capacity additions call for us to study and recommend adjustments to attendance boundaries for all elementary and middle schools.

We are working with Teamworks Int'l to assist in the study and develop recommendations for new boundaries to go into effect during the 2022-2023 school year. Dennis Cheesebrow and Ray Queener from Teamworks International will be at the meeting to share the process for completing this work.



White Bear Lake
Area Schools

isd624

School Attendance Area Design Process

Board Work Session
March 22, 2021



- School Analytics Services
- Process Design
- Process Facilitation
- Decision Making Support

Project Elements

- School Analytics Services

- Update from the 2017 Enrollment and Facilities Study
- Additional online services for Office of Superintendent
- Service will be the basis of enrollment area modeling and options
- Process will inform and influence enrollment area options design

- Process Data Variables

(Unique Variables Underlying Design)

- Guiding Change FrameWork and Document

(Process Why, What, Not How)

- Decision Making FrameWork

(Process Roles, Relationships, Sequence)

- Process Timeline

- April – August: Design Team research and development of Options for public process
- October – November: Input Teams / public engagement and refinement of Options
- November – December: Choice Makers review and finalization of Attendance Areas

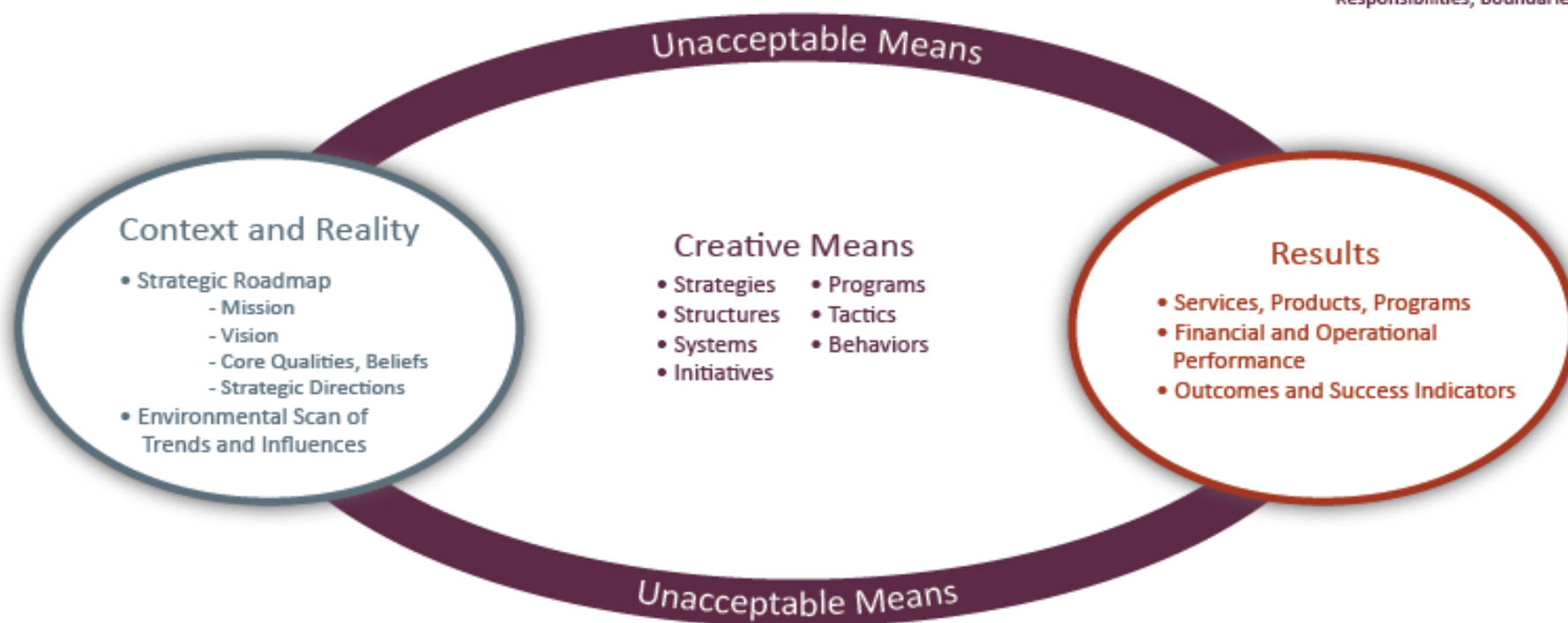
Process Data Variables

- School Ideal and Maximum Capacities
based on educational program, policy, and practices
- Enrollment Recovery for 2021-22 and beyond
- Distance Learning Academy Ideal and Maximum Capacities
- Market Share Targets and Strategies
- Housing Development and Generational Change Areas
- Open Enrollment Targets and Strategies

Part of the FrameWorks Series

Used For:

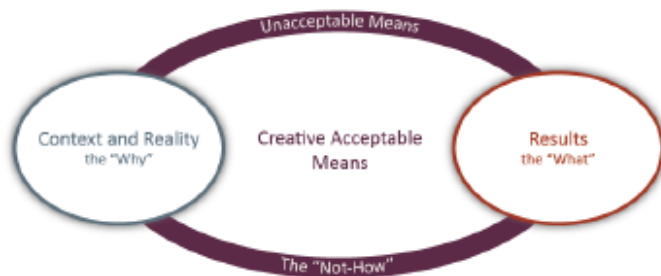
- Governance and Operational Leadership
- Establishing Boundaries for Creative Work
 - Clarity of Roles, Responsibilities, Boundaries



White Bear Lake Area Schools

Guiding Change Document for the 2021 Attendance Area Development

December, 2020



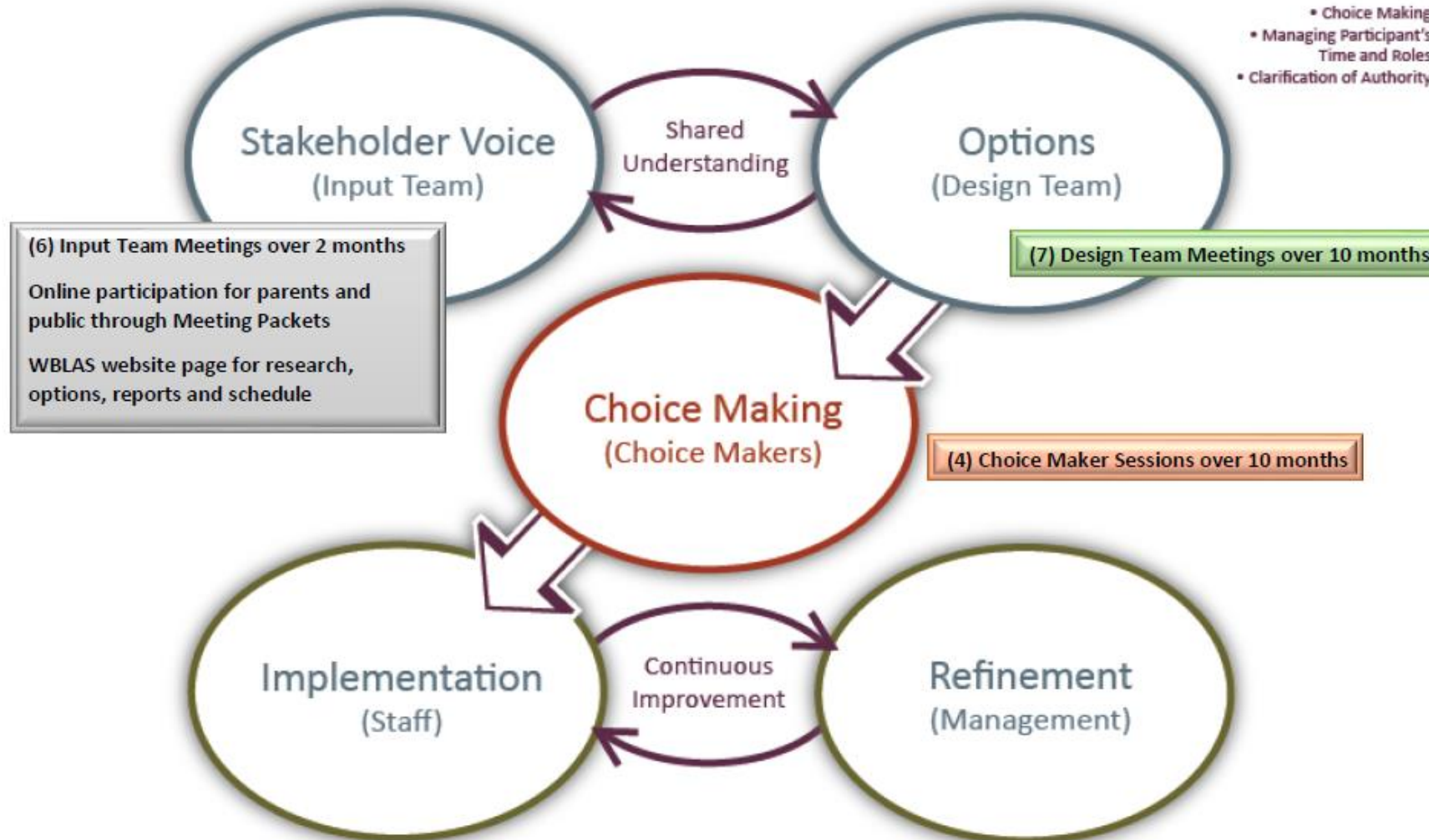
The Why <i>Our Current Reality</i>	The Not How <i>Our Unacceptable Means of achieving the Results</i>	The What <i>Our Desired Results from Any Option</i>
• Ongoing and projected growth in WBLAS • New/expanded school facilities being developed • One ES in south portion is isolated for student populations (race / socio economic) • Central Middle School is over capacity and projected to grow in enrollment • Sunrise Park is relocating to South Campus and will have capacity for enrollment growth • Variable market share across the district and a desire to increase our market share • Lincoln and Willow ES attendance areas are not optimized for transportation and impact Birch ES • Matoska IB ES has district-wide attendance area, but near resident students are in other ES attendance areas • •	1. Knowingly violate law, policy, or agreement 2. To have special and self-interests drive attendance area design over district interests 3. Conjecture or personal impact statements to drive design and decisions 4. Refusal to use data and research in development of options 5. 6. 7.	A. ES attendance areas that seek to maximize student walk zone options B. To best manage the facilities transitions during development C. To achieve 75% minimum market share - district D. To achieve a balance between open enrollment out and into the district within 5 years E. Matoska IB ES will have a district-wide and local attendance area F. ES designed to operate with a reasonable balance of projected enrollment, facilities utilization, student populations, and stability over 5 years G. Alignment with WBLAS Equity Commitment Statement H. Work within WBLAS planning, budget projections, and binding Agreements

Decision Making

Part of the FrameWorks Series

Used For:

- Choice Making
- Managing Participant's Time and Roles
- Clarification of Authority



2020-2021 Elementary (K-5) Market Share Percent

Market Share %

- <= 35%
- 35.1% - 50%
- 50.1% - 75%
- 75.1% - 90%
- > 90%

Legend:

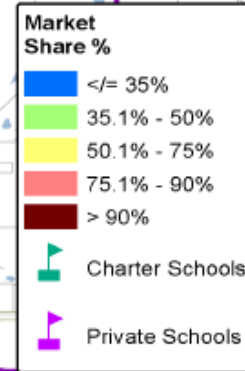
- Charter Schools
- Private Schools

Districts and Schools:

- Centennial District
- Forest Lake District
- Stillwater District
- Mahtomedi District
- Roseville District
- North St. Paul-Maplewood District
- Mounds View District
- Lincoln
- Otter Lake
- Birch Lake
- Lakeaires
- Vadnaia Heights
- Willow Lane
- Hugo & Oneka

Specific Schools:

- Oak Hill Montessori
- Prassati Catholic Academy
- St. Jude Of The Lake
- St. Odilia
- Lionsgate Academy
- AFSA High
- AFSA Middle
- WBL Montessori
- Gentry Academy
- Magnuson Christian
- Liberty Classical Academy
- Garden of Hope Montessori
- Level Up Academy



Discussion and Feedback

- Guiding Change document DRAFT
- Decision Making Process DRAFT
 - Teams, Roles, and Relationships
 - Timing and Sequence
- Variables impacting design
- Other Questions and Feedback



White Bear Lake
Area Schools

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School Attendance Area Design Process

Board Work Session
March 22, 2021



- Dennis Cheesebrow
- Dr. Ray Queener
- Christine Wroblewski
- Dr. Sheri Allen
- Dr. Dan Hoverman

AGENDA ITEM: **School Start Time Adjustments for 2021-2022**
MEETING DATE: **March 22, 2021**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Dr. Wayne Kazmierczak, Superintendent**

BACKGROUND:

Dr. Kazmierczak will present a proposal related to school start and dismissal times to be implemented in the fall of the 2021-2022 school year.

AGENDA ITEM: **Distance Learning Academy Application**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

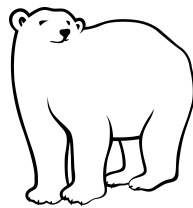
CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent
for Teaching and Learning;**
**Jennifer Babiash, Director of Curriculum and
Instruction**

BACKGROUND:

Jennifer Babiash, Director of Curriculum and Instruction, will present the White Bear Lake Area Schools application to become a K-5 online learning provider for the 2021-2022 school year.

Distance Learning Academy

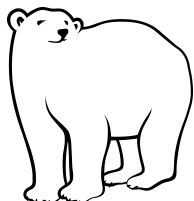
White Bear Lake Area Schools



Why choose the Distance Learning Academy?

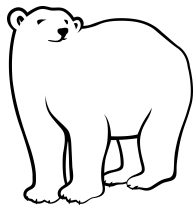
Students will:

- cultivate a culture of curiosity;
- lead their own learning;
- engage in collaborative learning that is innovative and personalized based on academic needs, interests, and talents; and
- learn in a project-based learning environment.



How does the DLA align with our strategic plan?

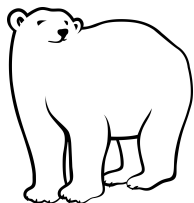
- We will ensure that each student is the primary agent in their learning.
- We will provide expanding access to a broad range of opportunities for all students.
- We will foster community engagement and partnerships.
- We will build organizational capacity.
- We will embrace all cultures with humility and respect.
- We will ensure learning environments enhance students' educational experience.
- We will engage families as partners in the education of their children.
- We will ensure the social and emotional growth of each student.
- We will imagine new concepts in learning and teaching at White Bear Area High School.



What does MDE approval look like?

In order to be an approved MN online provider we must:

- Follow School Board policies.
- Adhere to data practices and student data privacy.
- Comply with all other federal, state, and local public school program policies.
- Provide fair access to public education for students with IEPs and follow due process requirements.
- Align to “meet or exceed state academic standards” for Language Arts, Mathematics, Science and Social Studies.

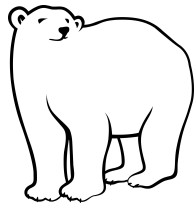


What does learning look like in the DLA?

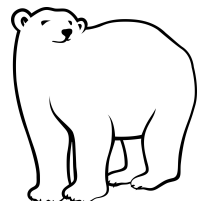
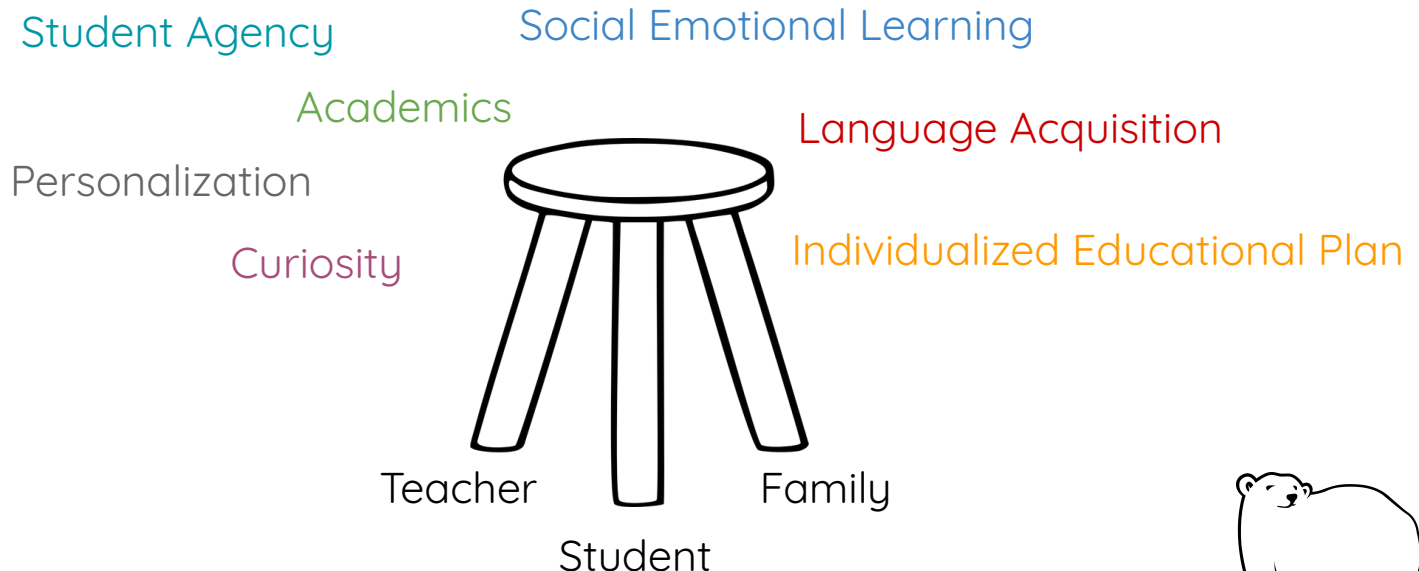
Current Schedule:

- Students online from 9:00 to 2:40 with staff
- SEL, Literacy, Math, Writing, Interdisciplinary Science and Social Studies
- Use of synchronous and asynchronous
- Whole group, small group and one-to-one instruction
- Specialists three times per week (2 synchronous and 1 asynchronous)
- Intervention, EL and Special Education support throughout the day

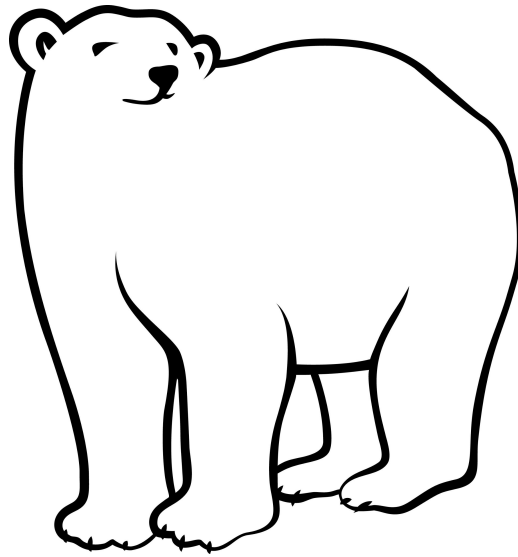
Grade	Synchronous Instruction
K-1	60 minutes per day for each child
2-3	90 minutes per day for each child
4-5	120 minutes per day for each child



What does support look like in the DLA?



What questions might you have?



AGENDA ITEM: **FY22 Budget Adjustments**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for
Finance and Operations;
Andi Johnson, Director of Finance**

BACKGROUND:

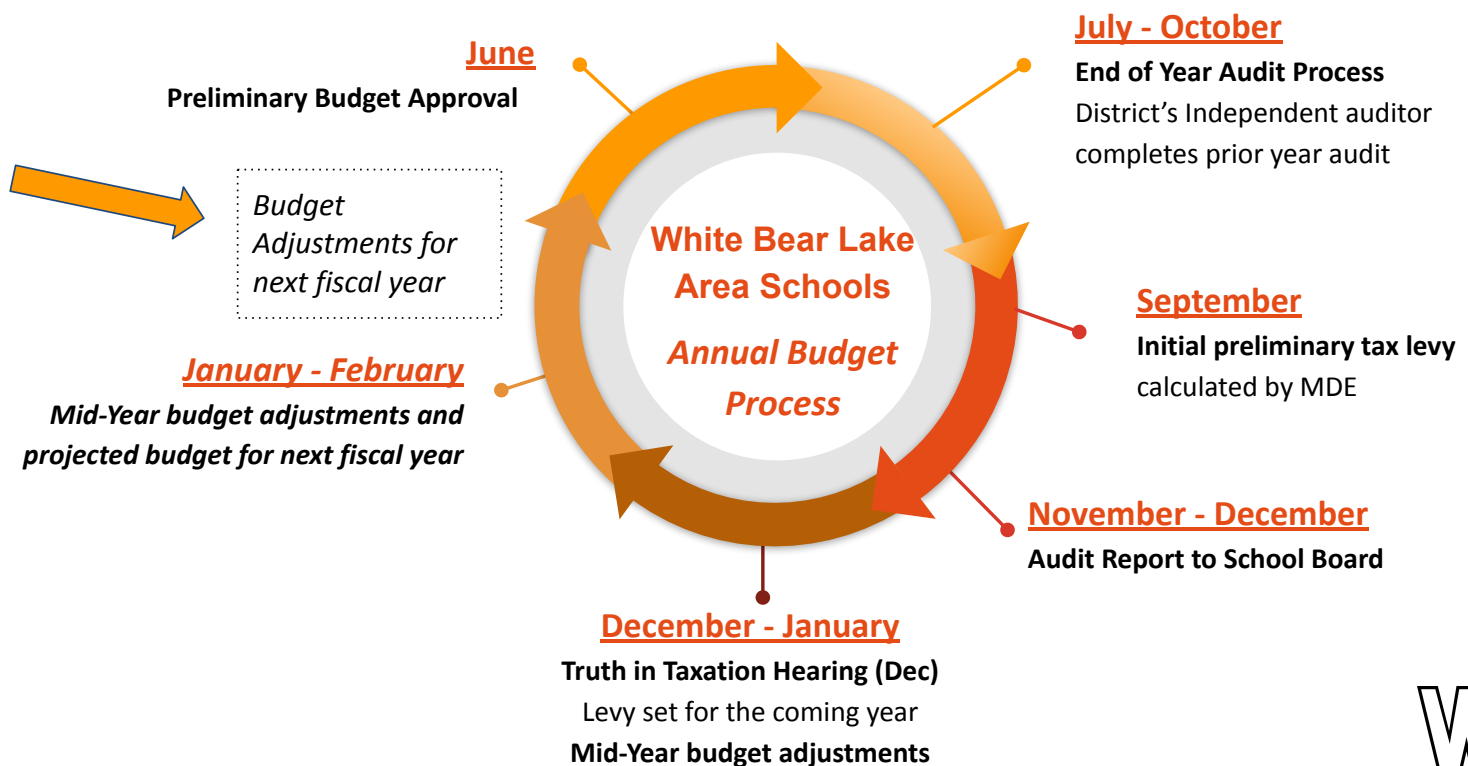
At the February 8, 2021 School Board meeting, the Board approved the revised FY 2020-21 budget and previewed the preliminary FY 2021-22 budget. At the February 22, 2021 work session we reviewed the guiding principles and timeline for making adjustments to expenditure and at the March 1, 2021 board meeting we reviewed the proposed adjustments.

Tim Wald and Andi Johnson will present the proposed FY 2021-22 budget adjustments that will be implemented as we plan for the 2021-22 school year.

FY21-22 Budget Adjustment Proposals

March 22, 2021
School Board Meeting

WHITE BEAR LAKE AREA SCHOOLS



Budget Adjustment Guiding Principles

- Our highest priority will be to minimize the impact on the classroom.
- We will remain committed to our Equity Commitment.
- Adjustments will be sustainable.
- Attrition (retirements, resignations, etc.) will factor into the reduction of expenditures.
- Staff across the District are encouraged to share ideas of how to decrease spending and increase revenue.
- A budget adjustment committee made up of district and building administrators will review proposals and make adjustment recommendations.

Proposed FY21-22 Budget Adjustments

Description	Estimated Adjustment
Revenue increases (special education & third party billing)	775,000
Staffing adjustments based on projected enrollment and department review (instructional staff & district center staff)	1,492,035
Supply budget reductions	120,000
Software, technology equipment and contracted service reductions	137,650
Staffing shift from general fund unassigned to general fund restricted sources	760,000
Total proposed adjustments	3,284,685

The presentation on March 1, 2021 included two proposals that will not be acted on today:

- *\$600,000 savings related to the school start and dismissal time adjustments presented earlier at this meeting. The School Board will consider taking action on this on April 12, 2021.*
- *\$380,000 savings related to a teacher retirement incentive has been removed.*

Next Steps

- January 27-February 12 - Budget presentations at staff meetings
- Principal/Supervisor meetings with building/departments leadership
- February 8 - School Board Approved FY2020-2021 Revised Budget
- February 18 - Principal/Supervisor submits budget adjustment feedback
- February 22-23 - Budget Recommendation Work Team and Cabinet review
- February 24 - Executive Finance Committee review
- March 1 - Preliminary budget adjustment proposals presented to school board
- ***March 22 - Budget adjustments approved by school board***

AGENDA ITEM: **Policy 714, Fund Balances**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent of
Finance and Operations**

BACKGROUND:

School Board Policy 714, Fund Balances, was reviewed by the School Board Policy Committee and Cabinet, and is being recommended for a first reading. The changes to this policy are in sections III, V, VIII, and IX.

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to respond to unforeseen budget expenditures and revenue shortfalls.

RECOMMENDED ACTION:

To review the policy and provide suggestions or feedback to the administration, with the policy placed on the April 12, 2021 School Board meeting agenda or a subsequent meeting for action.

714 FUND BALANCES

I. PURPOSE

The purpose of this policy is to ensure the financial stability of the White Bear Lake Area Schools, to provide a sound basis to justify a strong financial rating, and to provide a reserve enabling the school district to ~~deal with~~ respond to unforeseen budget expenditures and revenue shortfalls.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. “Assigned” fund balance amounts are ~~comprised~~ composed of unrestricted funds constrained by the school district’s intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district’s intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. “Committed” fund balance amounts are ~~comprised~~ composed of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the School Board and that remain binding unless removed by the School Board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. “Enabling legislation” means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. “Fund balance” means the arithmetic difference between the assets and liabilities reported in a school district fund.

- E. “Nonspendable” fund balance amounts are ~~comprised~~ composed of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. “Restricted” fund balance amounts are ~~comprised~~ composed of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. “Unassigned” fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.
- H. “Unrestricted” fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned General Fund balance of ~~12.5~~ 8 percent ~~and 16.7 percent of the annual budget~~, which equates to ~~a range of 1.5 to 2 months~~ of operating expenses. This policy shall also apply to the administration of the Food Service Operating Fund and the Community Education Fund with proper consideration and adjustment to conform with reserve limits established by statute.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the School Board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the Board.

VIII. ASSIGNING FUND BALANCE

The School Board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The Board also delegates the power to assign fund balances to the following: Superintendent and ~~chief financial officer~~ Assistant Superintendent for Finance and Operations. ~~Assignments so made shall be reported to the School Board on a monthly basis, either separately or as part of ongoing reporting by the assigning party if other than the School Board.~~

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

~~IX. REVIEW~~

~~The School Board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.~~

Legal References: Statement No. 54 of the Governmental Accounting Standards Board

Cross References: MSBA Service Manual, Chapter 7, Education Funding

C. OPERATIONAL ITEMS

AGENDA ITEM: **Approval of Elementary Distance Learning Academy Application**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning;**
Jennifer Babiash, Director of Curriculum and Instruction

BACKGROUND:

Earlier this evening Jennifer Babiash, Director of Curriculum and Instruction, presented the White Bear Lake Area Schools application to become a K-5 online learning provider for the 2021-2022 school year.

RECOMMENDATION:

Approve the Elementary Distance Learning Academy application as recommended.

AGENDA ITEM: **Action on FY22 Budget Adjustments**

MEETING DATE: **March 22, 2021**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for**
Finance and Operations;
Andi Johnson, Director of Finance

BACKGROUND:

At the February 8, 2021 School Board meeting, the Board approved the revised FY 2020-21 budget and previewed the preliminary FY 2021-22 budget. At the February 22, 2021 work session we reviewed the guiding principles and timeline for making adjustments to expenditure and at the March 1, 2021 board meeting we reviewed the proposed adjustments.

As a discussion item during this meeting, the board reviewed the proposed budget adjustments again.

RECOMMENDATION:

Approve the FY 2021-2022 budget adjustments as recommended.