

**INDEPENDENT SCHOOL
DISTRICT #624**



**WORK-STUDY
AGENDA**

March 18, 2013

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: March 11, 2013

A work-study session of the White Bear Lake Area School Board will be held on **Monday, March 18, 2013** at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

WORK-STUDY AGENDA

A. PROCEDURAL ITEMS

1. Call To Order
2. Roll Call

B. DISCUSSION ITEM

1. Strategic Plan Updates 5:30 p.m.
 - a) *I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution. Update on 9-12 Counseling.*
 - b) *II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools. Update and Process for Planning for 2014-15.*
2. School Board and Superintendent Goals Updates 6:30 p.m.
 - a) Goal 2 – Review of Steps Necessary to Consider Capital Projects
Levy Renewal
 - b) Goal 2 – Update on Budget Parameters for 2013-14
3. Review Proposed Special Education Study in Conjunction with
Intermediate School District 916 7:15 p.m.
4. Negotiations Study Session 7:40 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: **Action on School Board/Superintendent Goals and Strategic Plan Priorities for 2012-13**

MEETING DATE: **March 18, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Dr. Michael Lovett, Superintendent**

Background:

Each year the School Board reviews goals for the year both from the District's Strategic Plan and other operational goals identified by the administration and School Board. Beginning with 2011-12 the largest number of goals were drawn directly from the District's Strategic Plan, with the addition of goals on finance, communications and marketing, and a small number of operational goals.

For 2012-13, the strategic priorities were drawn from recommendations of the 30 member Strategic Planning Team and provided to the School Board this past spring. The School Board reviewed both the Strategic Plan priorities and other potential School Board/Superintendent goals at their retreat on July 9, 2012, and the list of goals included with this agenda are those emerging from that School Board retreat. The goals were on the August School Board meeting and work-study session and were approved at the September 10 School Board Meeting. Progress on these goals has been again updated for the March work-study session.

Status updates are shown in bold and underlined.

Goal 1: Strategic Planning Priorities for 2012-13

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

- I.4. The District will build upon the International Baccalaureate (IB) offering already in place at Matoska by implementing the IB Middle Years Program.

The Board approved application for Middle Level IB in March, 2012.

Other Information on Strategy I

During the 2011-12 school year, the District gave priority to two sections under Strategy I as follows:

- I.1 All students will achieve grade level in reading, writing and math by grade 4 and maintain grade level proficiency throughout their tenure in White Bear Lake Schools; and*

The principals will be presenting school data at the January 28 School Board work-study session.

For the last several years, the administration has considered offering full day kindergarten at no cost to families, an important strategy to meet proficiency by grade four. At the work-study session of February 25 a proposal was presented to the School Board by the administration. **On March 11, 2013, the School Board approved all day kindergarten at no cost to families starting in 2013-14.**

I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.

Both of these objectives were addressed initially in 2011-12, and now have been embedded into the work plans of the administration and staff. The District will be reporting on both of these during the course of the year. Thus, while the objectives have not been fully achieved, the strategies are in place to achieve them and metrics developed to regularly report to the School Board.

Status: Updates on Objective 1.1 were provided at the September School Board meeting and January work-study session; Objective 1.2 at the November School Board meeting **and will be featured at the March 18 work-study session;** and Objective 1.4 at the September work-study and October School Board meeting.

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

II.6 Middle school level students will develop global understanding and competitiveness through expanded and developed International Baccalaureate programming.
(This objective is consistent with 1.4 and will be combined.)

Other Information on Strategy II

During the 2011-12 school year, two objectives were addressed as priorities,

II.1 All students will expand their global perspective through the study of world language and culture at the elementary schools; and

II.2 Secondary students will develop global understanding and competitiveness through expanded world language opportunities at the secondary level.

During 2012-13, these objectives will continue to be developed and reported to the School Board. Phase 2 of the elementary world language program will be developed and reported to the School Board.

Status: An update on Objective II.6 was provided at the September work-study session and October School Board meeting. **Since the fall, our IB coordinator and a middle school principal have made presentations to parent groups at each middle school and each of our eight elementary**

schools. New program materials, including a brochure, have been published and made available to parents and the community.

Updates on Objective II.1 were provided at the August work-study session, with preliminary recommendations presented in November and Board action in December. A presentation on Phase III of the elementary world language program will be made at the March 11 work-study session.

School Board approval of phase 2 of the elementary world language program was received in December, 2012.

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

- III. 1. The District will ensure that inside and outside large group spaces are comparable to conference schools.

A process is currently under development with a report scheduled to be delivered to the School Board later this school year.

The District, in partnership with its municipalities and various athletics associations has begun a review process for this space issues across the District.

- III. 2. At an additional three elementary schools, the District will provide a gym with a performing arts area separate from the cafeteria.

Administration has submitted information for the Lakeaires and Willow Lane projects to the MDE for review and comment and is awaiting their response. Bids for the Matoska project were approved by the School Board in February, 2013.

- III. 4. The District will ensure that square footage to accommodate student population and program activities are equitable for all buildings.

A small committee has begun looking at options to help address this issue.

- III. 6. Each district facility will have an HVAC system that provides optimum air quality throughout the district.

By the end of the 2013 construction season all elementary buildings with the exception of Otter Lake will have HVAC system upgrades that include air conditioning. Otter Lake Elementary has an estimated cost of \$1.3 million to upgrade to air conditioning; this cost is not currently budgeted.

Secondary buildings have certain areas that are air conditioned; however, the cost associated with having the remaining parts of the buildings air conditioned will require major funding; this is not part of our current budget.

- III. 8. The District will ensure that all schools provide secure entrances.

All secondary schools have either a secure entrance design or have attendants who monitor the main door throughout the student day. Three elementary schools,

Matoska, Willow Lane and Lakeaires, will have this addressed during their construction projects during the summer of 2013.

Administration has submitted information for the Lakeaires and Willow Lane projects to the MDE for review and comment and is awaiting their response. **Matoska bids were approved by the School Board in February, 2013. Both the Lakeaires and Willow projects can be divided into two phases if we do not hear back from the State in sufficient time to complete full projects this summer. The secure entrance work will be in phase I.**

III.10. The District will ensure that elementary class sizes are balanced across the district.

A small committee has begun looking at options to help address this issue.

III.11. Secondary facilities will be evaluated and recommendations will be made that improve programs and reduce transitions, including a cost benefit analysis of a single campus high school.

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

IV.11. Every classroom will have equitable access to a core set of effective, innovative, and well supported technology.

IV.13. The District will establish a learning management system to support the development and management of online coursework to allow web-based learning for staff and students.

Schoology use is progressing right on track with the Strategic Plan. Approximately 50% of our staff members are currently using Schoology. Many teachers attended elective Schoology courses this summer and during workshop week that provided the necessary tools to improve digital presence on Schoology as well as the pedagogical best practices to improve student engagement and achievement and to promote greater collaboration among colleagues.

Schoology will remain a focus this year as we work toward getting every teacher in the district online through 1-1 Instructional Technology Coach sessions, professional development, and a special Schoology course for teachers that will model online/hybrid learning while teaching staff how to create a robust Schoology presence.

As Schoology use grows, we are seeing more online collaboration among colleagues. The newly developed Public Resources coupled with new features that increase teacher efficiency and student interactivity will continue to make Schoology even more valuable as we fulfill our mission of being a leader in innovative education.

- IV.14. A policy will be developed and presented for board approval that leverages students' access to mobile technology and use of that technology in the classroom.
- IV.15. Instructional technology will be available for use by students beyond the traditional school day/year.

Status: A technology report will be made at the November work-study session. We will report to the School Board on the Technology Audit at the January, 2013 work-study session. At the March School Board meeting the Board approved an internal restructuring to appoint a director of technology to oversee the implementation of the audit.

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

- V. 1. The District will implement a process that will provide a consistent method to initiate and maintain community partnerships.
- V. 2. A comprehensive needs assessment will be developed and administered at every WBL school in order to provide direction to future partnerships.
- V. 3. The District will create a process which aligns a partner with a compelling need or promising vision.
- V. 5. The District will communicate information related to partnerships using a variety of resources.

Status: A presentation of preliminary district protocols and policies was presented at the October work-study session.

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

- VI. 3. During curriculum review cycles in all areas, the District will identify best practices that promote and enhance multi-cultural understanding.
- VI. 5. The District will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members, and parents.

Other Information on Strategy VI

During the 2011-12 school year, four objectives were addressed as priorities,

- VI. 1. *The District will adopt a comprehensive bullying prevention, intervention and support program for students and staff that promotes a safe, civil and inclusive climate and is implemented in each building, program and service.*

Status: A presentation was made during the Board work study session on September 23, 2012 on the recommendation from the committee on the proposed Bullying Prevention curriculums. The School Board acted on curriculum adoption during the October 8, 2012 School Board meeting. The curriculum has been purchased and is being implemented during the 2012-13 school year.

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

VI. 5. *We will provide programming that will continue to create an environment of understanding similarities and differences among students, staff, administration, community members and parents.*

VI.6. *We will review and assess the current plan related to cultural competency.*

During 2012-13, these objectives will continue to be developed and reported to the School Board.

Goal 2: Ongoing Financial Stewardship and Budget Management

Considering the budgetary challenges resulting from recent legislative sessions, and a long period of little increase in state funding, continue to identify greater efficiencies in operations that will help maintain financial stability and 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 twelve consecutive years of recognition for excellence in financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating initially in 2008, and then confirmed in 2011 and 2012.

Further, in December 2011 through April 2012 the District has restructured debt to allow for more level tax levies over the next several years. Also, the passage of the November 2011 renewal levy by a margin of 73% to 27% gives the School District a measure of financial stability.

Evaluation: Ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit. The audit report is presented to the Finance Committee in the fall and to the School Board and public at the regular School Board meeting in December.

Status: The School Board certified the 2012 Payable 2013 property tax levy at its December 10, 2012 meeting. The School Board will begin discussion on the 2013-2014 budget at its work-study session on January 28, 2013.

At the work-study session of February 25, 2013, the preliminary review of the budget for

2013-14 was presented to the School Board. Further, the administration has reviewed the timeline for the Capital Projects Levy. Both of these topics will be reviewed at the March 18 work-study session.

Goal 3: Continue Implementation of the Communications and Marketing Plan for the District

Implement Phase III of the Communications and Marketing plan presented to the School Board in July, 2010. During the 2012-13 academic year, we will continue ongoing initiatives in the areas of: actively recruiting school shoppers, getting them young and keeping them connected, accentuating the positives, and influencing the influencers. We will focus more attention than we have previously on using data to help inform decision-making.

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 ensures resources are appropriately utilized. Additionally, it is beneficial to have such a plan to allow for prioritization of communications and marketing projects and activities.

The 2011-12 school year included major communications pertaining to the levy referendum renewal, which passed in November of 2011, and the launch of a new web page at the beginning of June, 2012.

Evaluation: The Communications Office will continue to monitor Communications and Marketing initiatives to ensure they are effective, using data such as the following to monitor progress and drive decisions:

- Enrollment
 - K-12 enrollment increases
 - Student retention from grade to grade
 - Increase in preschool enrollment
 - Increase in preschool retention into Kindergarten
- Market share
 - Increase in percent of market share
 - Decrease in open enrollment out numbers
 - Shift in ratio of open enrollment out to open enrollment in reflecting less loss or a net gain
- Community support and pride
 - Monitor tone and type of articles in White Bear Press
 - Conduct periodic surveys measuring aspects of community support, pride and recognition of “Did you know” tidbits

- Passage of future referendums

Goal 4: Development of a School District Vision

Development of a shared School District Vision will chart a course that will drive the district forward, defining the “who” we wish to become and the impacts we wish to have on our students, our community and the world.

Rationale: During the spring of 2011 the School Board formally accepted and approved a new District Mission and accepted the Strategic Plan recommendations for the 2011-12 school year.

Over the course of the last year, the Board members and administration considered the importance of having a longer range vision which describes in more detail how we will shape our future.

Goal 5: Operational Improvements

a. Recognition Program

Building on the work that has been done over the past two years, during the 2012-13 school year, establish a comprehensive recognition program and plan pertaining to students, staff, and community.

Last fall, we enhanced our new teacher induction luncheon to make it a more formal affair and a warm welcome to WBLAS. We plan to make similar changes for this spring's staff retirement dinner. We are preparing an inventory of existing recognition efforts at the site and district level, and will develop a plan to provide a more comprehensive, consistent and district-wide approach to recognition for staff, students and community members that builds on meaningful programs already underway and enables sites to learn from each other. This plan will be phased in, beginning in the 2013-14 school year.

During January and February, administration began a formal recognition committee with representatives from several stakeholder groups. A Board member is included on this committee. We anticipate that the recognition program will be presented to the Board this spring.

b. Complete Work of the Gifted and Talented Program Review, with staged implementation beginning for the 2013-14 school year.

Status: An update was made to the School Board at the August work-study session, and preliminary recommendations to the School Board at the November work-study session.

The School Board approved the new gifted and Talented Program recommendations at the January 14, 2013 School Board meeting.

c. Develop Plans for a String Orchestra Program with the first phase programming beginning in the 2013-14 School Year.

Status: An overview was presented at the September work-study session; an update on progress at the October work-study session, and preliminary recommendations at the School Board work-study session in November.

The School Board reviewed further recommendations on Orchestra at a work-study session on January 7, 2013, and at the School Board meeting of January 14, 2013, the administration and members of the Review Committee presented plans to defer recommendations until no later than November, 2013, and outlined additional steps following up from the work-study session.

AGENDA ITEM: **Update and Process for Planning for 2014-15**

MEETING DATE: **March 18, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Tim Wald, Principal, South Campus**
Don Bosch, Principal, North Campus
David Law, Assistant Superintendent
Dr. Michael Lovett, Superintendent

Background:

Strategic Plan: I.2 All students will have an ongoing plan for post-secondary readiness that will be monitored from grades 6 through 12 and all students will have the academic skills to be successful in a post-secondary institution.

Tim Wald and one member of the counseling staff from each grade 9-12 will provide an update on the new guidance counseling model, how the system is working this year, and how counselors will transition to next year.

AGENDA ITEM: Elementary World Language Review

MEETING DATE: March 18, 2013

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Ann Malwitz, Professional Learning and Development
Coordinator
David Law, Assistant Superintendent
Dr. Lovett, Superintendent

Background:

During the 2011-2012 school year the Board approved recommendations of an Elementary World Language Program Review to add world language for all district elementary students. Spanish is being offered at five schools and Chinese at two schools to fourth and fifth grade students starting in the 2012-2013 school year (Matoska continues to offer Spanish K-5). Language and cultural exploratory experiences such as the Concordia Language Village experience are offered to students in kindergarten through third grade.

Phase two of the recommendations, approved by the School Board in December, expands world languages to kindergarten through grade three beginning with the 2013-2014 school year. Phase three considers the potential of adding one or more language immersion programs in the future. The review is an initiative that stems from the Strategic Plan, which call for *“all students will expand their global perspective through the study of world language and culture at the elementary schools.”*

Ann Malwitz will provide an overview of the planning process for the possible implementation of an immersion program beginning in the 2014-2015 school year.

Implementation Plan for Elementary Immersion Program

Phase Two Planning Goal for 2013-2014:

During the second half of the year we will outline steps to be taken between this spring and next year to identify:

- Type of program
- Target language or language
- Location(s)
- Model and specific implementation plan for starting an immersion program in the district Fall of 2014.

Planning Process Components:	Activity:	Timeline:	Participants:
Information Gathering and Development of Process Structure	- Identify process components for the development of an immersion program - Identify exemplary programming components for immersion - Identify current immersion programs around the metro area - Meet with immersion program directors and building administrators - Meet with immersion program experts (CARLA, U of M, Tara Fortune, Diane Tedick and colleagues) - Identify implementation process components and considerations. - Develop task force committee structure - Develop strategy for recruiting committee members	April - May, 2013	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps. - Committee of Parents, Staff, and Community Members
Principal Education	- Build background knowledge on immersion programming - Deepen understanding of implantation process for effective immersion programming. - Meet with building administrators from immersion sites in other districts (i.e. Spring Lake Park, Roseville, Hopkins,) - Presentation by CARLA, U of M immersion consultants (i.e. Tara Fortune, Diane Tedick) - Attend CARLA Fall Immersion Conference (Fall 2013)	April - May, 2013	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps.
Immersion Task Force	- Study best practice research - Study essential program components - Create parent survey - Conduct site visits - Determine district program components	May, 2013	- Ann Malwitz - David Law - Elementary Principals - Early Childhood Program Supervisors - Elementary and Secondary World Language Reps. - Committee of Parents, Staff, and Community Members
Update to School Board at Work Study Session	Provide overview of preliminary immersion program components	August, 2013	- Ann Malwitz - David Law - Elementary and Secondary World Language Reps.

Parent Survey	• Create survey to identify parent preferences for program type, language(s) and location for District 624 Immersion Program • Target families with early childhood and primary level students	• September, 2013	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Supervisors • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Determine Program Structure	• Determine program structure - Type of program - Language(s) - Location(s) - Admissions process	• October, 2013	• Ann Malwitz • David Law • Early Childhood Program Supervisors • Elementary Principals • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Update to School Board at Work Study Session	• Provide overview of preliminary immersion program components	• October, 2013	• Ann Malwitz • David Law • Elementary and Secondary World Language Reps.
Formal Presentation of Program	• Elementary Principals • PTA Parent Group • Community Curriculum Advisory Committee • Work Study Session with School Board • Formal Presentation to School Board	• November - December, 2013	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Program Supervisors • Marisa Vette • Elementary and Secondary World Language Reps. • Committee of Parents, Staff, and Community Members
Information Sessions for Families <i>(If approved by School Board)</i>	• Communicate program structure to community and families	• January, 2014	• Ann Malwitz • David Law • Elementary Principals • Early Childhood Program Supervisors • Elementary and Secondary World Language Reps. • Marisa Vette

AGENDA ITEM: **Goal 2 – Review of Steps Necessary to Consider Capital Projects Levy Renewal**

MEETING DATE: **March 18, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Pete Willcoxon, Sr., Executive Director of Business Services**
Dave Guenther, Director of Community Services & Recreation

Background:

At last month's work study session this topic was raised, due to the fact that that authority given to the school district by the community in 2003 had expired.

The levy has raised \$600,000 to over \$900,000 annually over the past ten years and has provided a much needed revenue stream to address district needs in the areas of technology, large musical instruments and textbooks.

A decision will need to be made over the next few months as to how the School Board will want administration to proceed. Primarily the decision would be whether to seek a renewal or possible increase in this much needed revenue.

Timelines and processes will need to be developed.

AGENDA ITEM: **Goal 2 – Update on Budget Parameters for 2013-14**

MEETING DATE: **March 18, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Pete Willcoxon, Sr., Executive Director
of Business Services**

Background:

As the District moves toward adoption of its 2013-2014 budget at the June 10th school board meeting, an update of the current budget parameters will be discussed with the School Board.

With the Governor and Legislature are still moving toward adoption of the state's 2013-2015 budget we should see this item on our work study sessions through May.

AGENDA ITEM: **Review of Proposed Special Education Study in
Conjunction with Intermediate School District 916**

MEETING DATE: **March 18, 2013**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Kathleen Daniels, Director of Special Services
Dr. Michael Lovett, Superintendent**

Background:

Kathleen Daniels and Dr. Lovett will present information on the District Management Council Special Education Study.