

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: August 19, 2009

A work-study session of the White Bear Lake Area School Board will be held on Monday, August 24, 2009, 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

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|---|-----------|
| 1. Superintendent/School Board Goals for 2009-10 | 5:30 p.m. |
| 2. Review of Strategic Committees for 2009-10 | 6:00 p.m. |
| 3. Anticipated Enrollment and Class Sizes for 2009-10 | 6:30 p.m. |
| *4. Negotiations Study Session | 6:45 p.m. |

C. ADJOURNMENT	7:30 p.m.
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*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: **Superintendent/School Board Goals for 2009-10**

MEETING DATE: **August 24, 2009**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**
Gregg Larson, School Board Chair

BACKGROUND:

The following are broad categories which are intended to be guidelines for discussions at our work-study session on Monday night. Based on the discussion, in follow-up we may wish to develop more specific, measureable goals.

Categories

1. Develop **Measures of Student Success** and a Plan for Accountability and Reporting.
 - This topic was discussed in detail at a work-study session in the winter of 2009.
 - Note Strategic Committee #4.
2. Plan for **Long Range Facility** needs.
 - Note Strategic Committee #1
3. Consider Strategies to Assure **Financial Stewardship** on Investments and Budget Management.
4. Develop a **Communications and Marketing Plan** for the District.
5. Initiate a **Strategic Planning** Process for the District.
6. Specify Priority **Operational Improvements**.
 - Note priorities from the 2008-09 programmatic improvement list.
 - Note Strategic Committees #2, 3, and 5.

**White Bear Lake Area Public Schools
Preliminary Design and Schedule for 2009-10 Strategic Committees**

A. LONG RANGE FACILITY USE

MISSION

Study and recommend a five- to ten-year plan for best utilization of School District facilities, considering:

1. Models to further develop innovative and competitive programs;
2. Efficiencies in the utilization of space and facilities to aid in maintaining financial sustainability;
3. Partnerships with other public and private entities;
4. Exploring the need for changes in the number of buildings, changes in boundary lines, and potential changes in pre K-12 grade configuration; and
5. 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.

MEMBERSHIP OF STUDY TEAM

Independent Facilitator

Cabinet

Principals who had participated on the Facility Planning Committee during 2005-07

As needed, staff from

- Building Operation; and
- Transportation

PRELIMINARY SCHEDULE

Month	
July, 2009	
August, 2009	1) Initial presentation of <i>Teamworks</i> data analysis (August 25, 2009). 2) Presentation of mission and initial timeline to School Board at 8/24/09 work-study session.
September, 2009	1) Formation of study team and development of timelines.
October, 2009	1) Progress update at 10/26 School Board work-study session.
November, 2009	1) Presentation of preliminary findings and recommendations at 11/23 School Board work-study session.
December, 2009	1) Presentation of report at 12/14/09 School Board meeting.
January – June, 2010	1) Following public input and discussion, School Board action on recommendations, with administrative follow-through thereafter.

White Bear Lake Area Public Schools Preliminary Design and Schedule for 2009-10 Strategic Committees

B. ELEMENTARY PROGRAM ENRICHMENT AND OPTIONS

MISSION

In addition to examining long-range facility use, which could influence the number of schools, grade configuration, and boundary lines, the District proposes to study long-range options for enriching and improving our K-5 elementary programs. In order to assure ongoing improvement, we purpose examining options for enriching and improving the K-5 elementary program which could include, but not be limited to:

1. Expanding sites for the International Baccalaureate Program in addition to that planned at the Parkview/Centerpoint school site;
2. Consider options for world language at the elementary level, including immersion programs and FLES (Foreign Language in each Elementary School), and residency programs;
3. Capitalizing on our partnerships with MacPhail School of Music, Tamarack Nature Center, and White Bear Center for the Arts, the possibility of including greater integration of these programs into the elementary program; and considering magnet or choice schools;
4. Considering other special curricular focus areas such as STEM (Science, Technology, Engineering and Mathematics); and
5. Consider other models of instructional delivery, including year-around school (or “balanced calendar”), and extended school days.

This committee would identify priority programmatic improvements for 2010-11, and recommend further in-depth study for improvements that could be phased in beginning in 2011-12.

MEMBERSHIP OF STUDY TEAM

To be determined.

PRELIMINARY SCHEDULE

Month	
July, 2009	
August, 2009	1) Presentation of mission and initial timeline to School Board at 8/24/09 work-study.
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White Bear Lake Area Public Schools
Preliminary Design and Schedule for 2009-10 Strategic Committees

C. STUDENT ACTIVITIES AUDIT

MISSION

Study and review our current model for providing leadership and coordination to secondary student activities, grades 6-12, including athletics, fine arts, and other co-curricular activities and enrichment, and make recommendations for 2010-11 which will direct our leadership and coordination consistent with direction of School Board policy.

(Note: see attached draft)

MEMBERSHIP OF STUDY TEAM

Director of Schools
High School and Middle School Principals
Director of Community Service

PRELIMINARY SCHEDULE

Month	
July, 2009	1) Initial meeting of the committee.
August, 2009	1) Development of detailed work plan. 2) Review work plan with the School Board at the work-study session on 8/24/09.
September, 2009	
October, 2009	1) Progress update at 10/26/09 School Board work-study session.
November, 2009	1) Presentation of preliminary findings and recommendations at 11/23/09 School Board work-study session.
December, 2009	1) Presentation of report at 12/14/09 School Board meeting.
January – June, 2010	

**AUDIT OF SECONDARY STUDENT ACTIVITIES SERVING WHITE BEAR
LAKE AREA SCHOOLS MIDDLE SCHOOL AND HIGH SCHOOL
STUDENTS IN GRADES 6-12**

(Working Draft #2 – 8/20/09)

A. Purpose

The purpose of this audit is to examine the status of the White Bear Lake Area Schools student activity program at the middle school and high school, including those programs which are run directly as the school programs, those run through Community Education, and other partnerships which the School District or Community Education has with other community associations.

The scope of this audit will include both athletic programs and enrichment activities. Enrichment activities will include music, art, and drama; other academic related activities such as debate and mock trial; and other clubs or groups that are organized by or for students and fall under the auspices of the School District.

The intent of this audit is to take an inventory of those athletic and other activities which would fall into the categories of curricular, co-curricular, and enrichment activities.

B. Strategies

The audit would include the following steps:

1. Make an initial inventory of programs currently offered by or through the School District;
2. Identify the source of funding for these programs and offerings;
3. Describe the current direct or indirect supervision or leadership for each program;
4. Examine best practice models for co-curricular leadership through study of applicable journals and writings, and a survey of the practices of other area school districts including the Suburban East Conference;
5. Identify those current policies and written protocols which give the School District administration and staff guidance in student activities and identify any major gaps or areas in need of revision or updating; and
6. Identify options for addressing the issues of overall coordination of leadership of secondary student activities, models for the administrative coordination, and

evaluate each of these potential models, including issues of finance, program quality, and efficiency.

C. Specific Outcomes Expected

1. Identify issues of policy or administrative procedures that should be addressed during the 2009-10 school year, and those issues that should be addressed in the 2010-11 year or subsequently;
2. Identify any compelling oversight or coordination issues that should be addressed in the 2009-10 school year, such as student safety, student access, or program quality;
3. Recommend for the 2010-11 year and beyond a model for co-curricular leadership at the secondary level; and
4. Recommend a transition plan.

**White Bear Lake Area Public Schools
Preliminary Design and Schedule for 2009-10 Strategic Committees**

D. TECHNOLOGY AUDIT

PRELIMINARY DRAFT OF MISSION

Identify resources or individuals to perform an external audit of the District's use of technology for instructional and administrative support, identify current strengths and limitations, and recommend improvements.

MEMBERSHIP OF STUDY TEAM

PRELIMINARY SCHEDULE

Month	
July	
August	
September	
October	Develop a RFP for the request of an audit.
November	
December	
January	Tentative timeline for audit to begin.
February	
March	
April	Tentative timeline for audit report.
May	
June	

White Bear Lake Area Public Schools Preliminary Design and Schedule for 2009-10 Strategic Committees

E. DISTRICT/SCHOOL IMPROVEMENT PLAN

MISSION

The Minnesota Department of Education requires all districts identified as “*Not Making Adequate Yearly Progress (AYP)*” for two or more consecutive years to submit a plan for improvement. The focus of the committee will be to develop a plan that aligns with the district goals to address the areas identified as “*Not Making Adequate Yearly Progress.*” Meetings will begin in July with final submission on November 10.

Task forces will be established based on the cell groups that do not make AYP. The Task Force will be responsible for developing the part of the District Improvement Plan for that cell.

Each building will provide a building specific proposal based on criteria and results that will address the district-wide areas in need of improvement.

MEMBERSHIP OF STUDY TEAM

Cynthia Moore, District Facilitation
Madelyne Benson, District Facilitation
Jill Thelen, Ethnicity Task Force
Kathleen Daniels, Special Education Task Force
ELL Liaison, ELL Task Force
Barb Kearn, Free Reduced Lunch Task Force
Sara Svir, Free Reduced Lunch Task Force
Tim Wald, High School Liaison

Noel Schmidt, Middle School
David Law, Middle School
Dan Schmidt, Elementary School
Ann Malwitz, Math Committee
Gretchen Harriman, Reading Committee
Marisa Vette, Communications Coordinator
Parent Representative, Title I, Special Education

PRELIMINARY SCHEDULE

Month	
July, 2009	<ol style="list-style-type: none">1) Preliminary AYP results posted.2) Meeting with principals regarding preliminary AYP results.3) AYP Appeals window.4) Proposed letter due at MDE for approval.
August, 2009	<ol style="list-style-type: none">1) Notify districts of any appeals outcome if AYP appeal was submitted.2) Final AYP results in a.m.3) Embargoed AYP results released in p.m.4) Districts/schools notified by MDE if moving to Stage 1.5) MDE meeting for districts “Not Making AYP.” At least one person from the district/school team must attend.6) AYP notification letter to parents (if required)7) District/School AYP Data Retreat, 8:30 a.m. – 3:30 p.m. at District Center, District team members (to be decided) will attend. Facilitators will take the team through a 5-step process for analyzing student data, drawing conclusions, and developing hypothesis to be used in the school improvement planning process.
September, 2009	<ol style="list-style-type: none">1) Analyze Data2) Do Self-Assessment Measurement3) Analyze Self-Assessment Measurement4) Begin developing the plan: District Math and/or Reading and for cell groups in Stage 1.

October, 2009	<ol style="list-style-type: none">1) Develop the Plan Retreat, 8:30 a.m. – 3:30 p.m., location to be determined. District team members (to be decided) will attend. Working session for team to work on developing the objectives, strategies and professional development as part of the continuous school improvement planning.2) Sub-Committees/buildings work on developing District Improvement Plan.
November, 2009	<ol style="list-style-type: none">1) Sub-committee/Building plans submitted to District Team2) District/School Improvement Plan due at MDE
November, 2009 to April, 2010	<ol style="list-style-type: none">1) Implement plan2) April 2010 – MCA-II Testing.