

**INDEPENDENT SCHOOL  
DISTRICT #624**



**WORK-STUDY  
MEETING PACKET**

November 27, 2017

# MISSION STATEMENT

**The mission of the White Bear Lake Area School District, a leader in innovative education and community partnerships, is to ensure our students:**

- **develop a love for learning,**
- **excel academically,**
- **are inspired to realize their dreams, and**
- **become engaged citizens with a global understanding**

**by challenging each student with a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.**

To: Members of the School Board

From: Dr. Wayne A. Kazmierczak  
Superintendent of Schools

Date: November 14, 2017

A work-study session of the White Bear Lake Area School Board will be held on **Monday, November 27, 2017**, at 5:30 p.m. in Community Room 112 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. Teachers on Call Proposal                      | 5:30 p.m. |
| 2. IB Review Progress Update                      | 5:50 p.m. |
| 3. Family Engagement and Supports for Conferences | 6:05 p.m. |
| 4. Revised FY18 Budget Overview                   | 6:35 p.m. |
| 5. School Board Committee and Liaison Assignments | 7:00 p.m. |
| 6. Negotiations Study Session*                    | 7:30 p.m. |

<b>C. ADJOURNMENT</b>	8:00 p.m.
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<p>*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.</p>
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AGENDA ITEM: **Teachers on Call Proposal**

MEETING DATE: **November 27, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

As the district continues to look for ways to improve the students and staff experiences in the classroom, we started to look more closely at the ways in which our reserves staff are being managed and the impact it has on the classroom experience.

This review revealed some areas that are not creating the best experience for staff or students. Here are some the areas of concern.

1. There's a reserve staff shortage district-wide and this is having a negative impact on the classroom experience for student and staff.
2. District staff are spending many hours looking for solutions when a teacher or paraprofessional cannot be present in the classroom. This includes the following:
  - a. Sometimes combining classes to accommodate the shortage.
  - b. Asking staff to return to the classroom after they have already scheduled and are attending a professional development session.
  - c. Reviewing the reserve staff list and calling potential substitutes to cover absences. Some individuals on the list are sometimes not interested in picking up the absence or are no longer actively working as a substitute.
  - d. Not allowing staff to attend or limiting professional development or other training sessions on days when there are traditionally high absences, which are usually Mondays and Fridays.
3. Reserve staff shortages are creating a safety issue for students and staff. Too many students in one classroom and not having the proper coverage to maintain a safe environment that is conducive to learning.
4. Creates an inability to deliver on related services. When there are specialized educational needs and a reserve staff is not available, this could result in violations of our legal obligation to meet the educational needs of students with special educational needs.
5. HR staff spending many hours having to screen, hire, and onboard newly hired substitutes.

6. Increased absences among staff who may experience burn-out from having to cover classrooms for other teachers and paraprofessionals who are absent. It becomes a vicious circle and can have a repeated and multiplying effect on all staff.
7. Asking HR to expedite the process of hiring a student teacher to be a reserve staff because there are no regular substitutes to manage a classroom absence.

### **PROPOSED SOLUTION:**

We are proposing that our needs for reserve staff to fill absences be outsourced to an agency that specializes in providing support when there are teacher and para shortages and absences. The agency we are proposing is Teachers on Call (TOC). This agency has a proven record of being able to increase the fill rate for the schools they support and reduce the burden of managing substitutes/reserve staff.

### **Advantages to WBLAS would be the following:**

1. Enjoying a higher fill rate than previously realized.
2. Not having to worry about complying with requirement of the (ACA) Affordable Care Act.
3. A reduction in payroll cost related to taxes, worker's compensation, and liability insurance, which leads to a reduction in the tax burden and other cost associated with these types of expenses.
4. A labor cost savings resulting from staff not having to spend many hours attempting to locate and place reserve staff.
5. Student benefiting from having someone properly licensed and trained in front of them and them not having to be combine with other sometimes unfamiliar students.
6. Teachers having the peace of mind that they will not be taking on more students than are ordinarily assigned to them.
7. Complying with legal requirements to delivery related services to students.
8. Not having to scramble to find a replacement on short notice, such as a morning call-ins' to report an absence, such as a sick staff or their child.
9. Cost saving related to not having to request and process background checks.
10. A transparent transition for our current subs and them having the ability to continue to work for WBLAS
11. Not having the added responsibilities of manage AESOP absences. TOC takes on all system's management and configures our system for optimal absence management.
12. WBLAS will have a much larger pool of substitutes at its disposal, resulting in more vacancies being filled.

### **COST CONSIDERATION:**

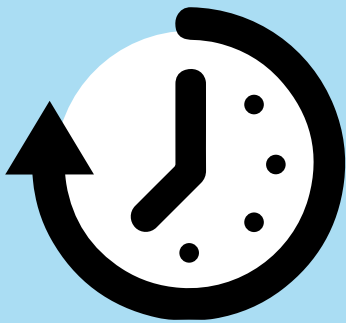
We received a proposal from TOC than included a cost savings of approximately \$31,000 per year. The District's Finance Director, Tom Wiczorek, has reviewed their proposal and determined that their proposed savings are a reasonable estimate of what might be expected. He was not able to definitively determine what the cost savings would be for the soft costs, such as time staff spends hiring, placing, managing, answering questions from subs, incoming phone calls relating to sub management, or time spent recording and tracking absences. He was able to determine the hard costs such as our substitute payroll from pay records. We see any cost savings as a plus, considering these services generally result in a cost liability and not a cost savings.



# THE SUBSTITUTE STAFFING STRUGGLE



## LIMITED WORKING HOURS



PROBLEM

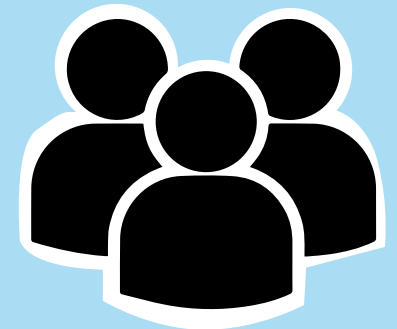
1

SOLUTION

The Affordable Care Act requires schools to track, manage and limit hours to avoid large unplanned expense.

No limits on hours worked by Teachers On Call subs and we assume all risks and costs of ACA mandates.

## NO LIMITS



## SMALL SUB POOL



PROBLEM

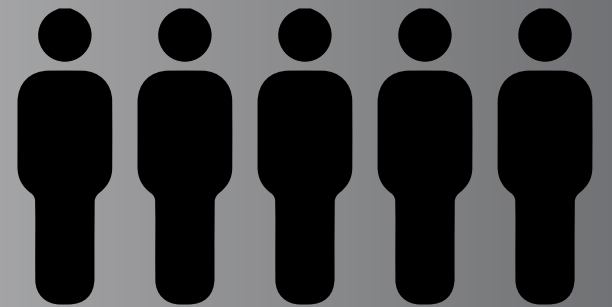
2

SOLUTION

Hiring subs is on-going struggle for overworked administrators.

Teachers On Call is a hiring expert and is constantly hiring, creating larger regional pools of subs.

## LARGE SUB POOL



## PAYROLL BURDEN



PROBLEM

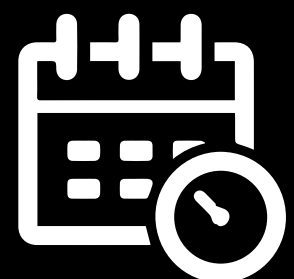
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SOLUTION

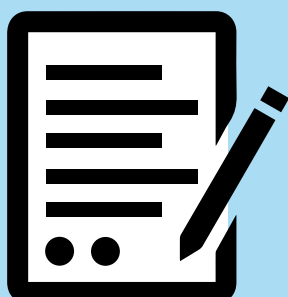
Hiring, tracking and managing ever-changing sub pool is burdensome and expensive.

Teachers On Call handles all payroll administration and costs.

## SAVE TIME NO PAYROLL



## LICENSING & BACKGROUND CHECKS



PROBLEM

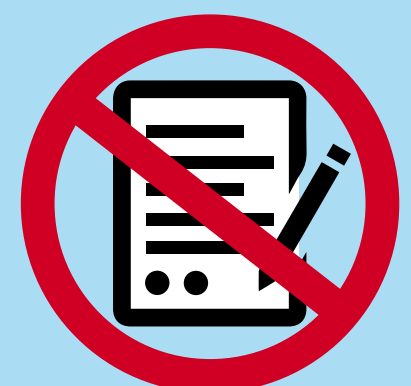
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SOLUTION

Schools have to complete considerable paperwork and contract expensive outside services.

Teachers On Call ensures up to date licensure, works to train and equip subs, and conducts annual background checks at no additional cost.

## NO MORE PAPERWORK



AGENDA ITEM: **IB Progress Review**

MEETING DATE: **November 27, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Sara Paul, Assistant Superintendent for Teaching and Learning**  
**Dr. Wayne Kazmierczak, Superintendent**

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**BACKGROUND:**

As part of the School Board and Superintendent goals and strategic planning process last year, a goal was established to evaluate the IB programs at Matoska International IB World School, Central Middle School IB World School, and Sunrise Park Middle School IB World School. Tonight Sara Paul will provide an update regarding the progress of the IB Review.

## **IB Evaluation Updates - November 2017**

As part of the School Board and Superintendent Goals and strategic planning process last year, a goal was established to evaluate the IB programs at Matoska International IB World School, Central Middle School IB World School, and Sunrise Park Middle School IB World School.

### **Overview of the Evaluation**

The purpose of the evaluation is to provide the School Board with information about the three IB schools regarding program implementation, stakeholder perceptions, and preliminary student outcome data. In addition, the School Board is interested in receiving formative feedback that can be used for program improvement. Essentially, the school board wants to know the degree to which these programs are helping us fulfill our district mission.

The IB review is being conducted by the University of Minnesota's Center for Applied Research and Educational Improvement (CAREI). Key questions informing the review this fall include:

- To what extent is the program being implemented with fidelity at each IB school?
- What are the perceptions of teachers in the IB schools?
- What are the perceptions of other stakeholders (e.g., students, families, administrators) about the program?
- To what extent have student outcomes changed as a result of implementing PYP and MYP?

The CAREI review is being conducted in two stages. The first stage of their work included a review of professional literature about IB PYP and MYP to address evaluation questions about outcomes of schools that implement IB as well as an analysis of demographic and enrollment data for each of the IB schools. A report was presented to the school board work study on March 27th, 2017. Archives from that meeting are available on the district's website.

### **Evaluation Fall and Winter Timeline**

CAREI is currently conducting stage two of the review, which seeks parent, teacher, and student perspectives about the IB programs at each of the three schools. The following is an updated timeline regarding next steps, although some adjustments may be anticipated:

*October:* CAREI administered a survey for all middle school teachers October 9th-18th. In addition, a survey was conducted for all parents and guardians October 23-November 1. This was conducted by email but if parents did not have access to email, there were paper copies available in English, Spanish, and Hmong.

*November:* CAREI is in the process of developing a student survey. Students will be surveyed at the end of the month. In addition, CAREI is hosting three teacher focus



groups - one for each school. In addition, parents will also be invited to participate in a focus group at the end of the month. Of the interested parents/guardians who reply, a representative selection of individuals will be invited to attend a focus group.

*December - January:* CAREI will prepare a report for the school board that summarizes the findings from stage two of the evaluation. This report may be presented at the January or February school board work study. We will update you when the date is finalized.

### **District Listening Sessions**

After stage one of the evaluation last school year, parents requested an additional opportunity to share their input regarding the IB program. Therefore, in addition to the CAREI survey and focus groups, the district invited all interested middle school parents and guardians to attend a district-facilitated listening sessions in late September, early October.

Additionally, some teachers requested district listening sessions. These voluntary sessions were held on November 20th at each of the three IB schools - Matoska, Sunrise, and Central.

AGENDA ITEM: Family Engagement and Supports for Conferences

MEETING DATE: November 27, 2017

SUGGESTED DISPOSITION: Discussion Item

CONTACT PERSON(S): Sara Paul, Assistant Superintendent for Teaching and Learning

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**Background:**

For the second year, White Bear Lake Area Schools has implemented an innovative opportunity for teachers, students and families to connect at the start of the school year called Welcome Back Conferences. Tonight Sara Paul will share survey data from parents and teachers regarding their Welcome Back Conference experiences.

In addition, Briana Santoscoy, Cultural Liaison, will share how system improvements were made for November conferences to respond to feedback collected this fall from Latino elementary families.

AGENDA ITEM: **Revised FY18 Budget Overview**

MEETING DATE: **November 27, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for Finance & Operations**  
**Tom Wieczorek, Director of Finance**

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**BACKGROUND:**

A revised fiscal year 2017-18 budget will be presented to the School Board for discussion at the November 27 work-study session. Additionally, projected budgets for fiscal years 2018-2019, 2019-2020, and 2020-2021 will be presented.

At the December 11, 2017 regular meeting, the School Board will be asked to approve a revised budget for fiscal year 2017-2018. A mid-year revision allows for modifications to be made that reflect changes since the preliminary budget was approved in June. Several examples that might impact a budget include actual enrollment compared to projected enrollment, unforeseen capital expenditures, revenue adjustments that more accurately reflect any legislative changes from the most recently completed legislative session, updated revenue estimates from the Minnesota Department of Education (MDE), data from the prior year's recently completed audit report, and guidance from the District's auditor.

**White Bear Lake Area Schools**  
**General, Nutritional Services, and Community Services Funds--Revenues and Expenditures Summary**  
**Revised FY18 and Projected FY19, FY20 & FY21 Budgets**

	Actual 2016	Actual 2017	Preliminary 2018	Revised 2018	Projected 2019	Projected 2020	Projected 2021
<b>1 General Fund</b>							
<b>2 Revenue</b>							
<b>3 Local sources</b>							
4 Property taxes	23,170,610	23,808,740	23,390,625	23,390,625	23,624,531	23,860,776	24,099,384
5 Investment earnings	75,992	241,938	160,000	250,000	265,000	270,000	270,000
6 Other	3,637,559	3,233,704	3,400,000	3,400,000	3,400,000	3,400,000	3,400,000
7 State sources	61,295,757	61,758,255	62,519,295	65,019,295	67,519,681	69,732,476	71,378,463
8 Special Education	9,952,820	11,926,095	12,436,918	12,436,918	12,996,579	13,581,425	14,192,590
9 Federal sources	2,544,801	2,732,657	2,808,315	2,808,315	2,808,315	2,808,315	2,808,315
10 Total revenue	\$ 100,677,539	\$ 103,701,389	\$ 104,715,153	\$ 107,305,153	\$ 110,614,106	\$ 113,652,993	\$ 116,148,752
<b>11 Expenditures</b>							
<b>12 Current</b>							
14 Administration	4,319,876	4,428,948	4,576,783	4,576,783	4,666,353	4,727,713	4,820,116
15 District support services	1,927,834	2,150,921	1,957,067	2,042,067	2,076,113	2,110,784	2,146,096
16 Elementary and secondary regular instruction	46,242,132	47,911,170	48,541,074	49,895,167	51,769,060	52,895,363	54,055,597
17 Vocational education instruction	880,860	1,534,004	929,441	929,441	947,050	965,050	983,453
18 Special education instruction	19,818,791	20,846,113	20,863,016	21,218,016	21,654,821	22,101,735	22,559,007
19 Instructional support services	8,247,943	7,901,076	7,799,475	7,874,475	7,912,451	8,041,211	8,176,706
20 Pupil support services	4,277,020	4,355,368	4,452,532	4,560,032	4,650,188	4,742,162	4,836,003
21 Transportation	6,212,524	7,270,171	6,877,658	7,627,658	7,729,435	7,778,566	7,958,243
22 Sites and buildings	8,619,133	8,382,462	8,688,529	8,688,529	8,217,153	8,342,956	8,470,991
23 Fiscal and other fixed cost programs	318,315	318,782	300,000	300,000	300,000	300,000	300,000
24 Debt service							
25 Principal	731,156	664,137	690,180	690,180	717,200	745,270	779,432
26 Interest and fiscal charges	434,999	406,164	381,000	381,000	353,900	325,780	296,547
27 Total expenditures	\$ 102,030,583	\$ 106,169,316	\$ 106,056,755	\$ 108,783,348	\$ 110,993,724	\$ 113,076,590	\$ 115,382,191
29 Excess (deficiency) of revenue over expenditures	(1,353,044)	(2,467,927)	(1,341,602)	(1,478,195)	(379,618)	576,402	766,561
<b>31 Other financing sources (uses)</b>							
36 District Reserves							
37 Assigned for Subsequent Years Budgets				1,300,000			
38 Assigned for Secondary Facilities		500,000	500,000	500,000			
39 Assigned for Construction & Capital Improvements		450,000	250,000	250,000	150,000	150,000	150,000
40 Assigned for Carryovers		610,000	350,000	560,000	550,000	550,000	550,000
41 Assigned for Strategic Priorities		250,000	50,000	50,000	50,000	20,000	20,000
42 Student Transportation Vehicles			300,000	300,000	130,000		
44 Capital lease issued							
47 Proceeds from sale of assets	26,846	2,387					
48 Prior Period Adjustment							
49 Transfer In	1,340,000						
50 Transfer to Community Service Fund							
51 Total other financing sources (uses)	\$ 1,366,846	\$ 1,812,387	\$ 1,450,000	\$ 2,960,000	\$ 880,000	\$ 720,000	\$ 720,000
<b>53 Net change in fund balances</b>	<b>13,802</b>	<b>(655,540)</b>	<b>108,398</b>	<b>1,481,805</b>	<b>500,382</b>	<b>1,296,402</b>	<b>1,486,561</b>
<b>55 Fund balances</b>							
56 Beginning of year	27,491,342	27,505,144	25,039,604	25,039,604	23,561,409	23,181,791	23,758,194
57 Ending Fund Balance (Assigned and Unassigned)	27,505,144	25,039,604	23,698,002	23,561,409	23,181,791	23,758,194	24,524,754
59 Ending Fund Balance (Assigned)	11,725,573	12,872,907	11,422,907	9,912,907	9,032,907	8,312,907	7,592,907
60 Ending Fund Balance (Unassigned)	\$ 15,779,571	\$ 12,166,697	\$ 12,275,095	\$ 13,648,502	\$ 14,148,884	\$ 15,445,287	\$ 16,931,847
<b>61 Ending Fund Balance (Unassigned as % of expenditures)</b>	<b>15.5%</b>	<b>11.5%</b>	<b>11.6%</b>	<b>12.5%</b>	<b>12.7%</b>	<b>13.7%</b>	<b>14.7%</b>
<b>63 Nutritional Services</b>							
64 Revenues	4,435,030	4,607,261	4,567,275	4,567,275	4,635,784	4,705,321	4,775,901
65 Expenditures	4,347,742	4,426,363	4,555,196	4,555,196	4,646,300	4,739,226	4,834,010
67 Excess (deficiency) of revenue over expenditures	87,288	180,898	12,079	12,079	(10,516)	(33,905)	(58,109)
68 Ending Fund Balance	\$ 320,440	\$ 501,338	\$ 513,417	\$ 513,417	\$ 502,901	\$ 468,996	\$ 410,887
69 Ending Fund Balance (as % of expenditures)	7.4%	11.3%	11.3%	11.3%	10.8%	9.9%	8.5%
<b>71 Community Services</b>							
72 Revenues	5,343,584	5,647,653	5,224,627	5,231,877	5,362,674	5,496,741	5,634,159
73 General Fund Transfer							
74 Expenditures	5,250,818	5,470,711	5,303,400	5,383,250	5,477,457	5,573,312	5,670,845
75 Excess (deficiency) of revenue over expenditures	92,766	176,942	(78,773)	(151,373)	(114,783)	(76,572)	(36,686)
77 Ending Fund Balance	\$ 1,470,731	\$ 1,647,673	\$ 1,568,900	\$ 1,496,300	\$ 1,381,517	\$ 1,304,945	\$ 1,268,259
78 Ending Fund Balance (as % of expenditures)	28.0%	30.1%	29.6%	27.8%	25.2%	23.4%	22.4%

AGENDA ITEM: **School Board Committee and Liaison Assignments**

MEETING DATE: **November 27, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Janet Newberg, Board Chair**

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**BACKGROUND:**

The White Bear Lake Area School Board determines their committee assignments annually. With the retirement of two board members in December, 2017 and two new elected Board members taking office in January, the Board would like to discuss committee and liaison assignments for January 2018 to July 2018.

Independent School District #624  
White Bear Lake Area Schools

**2016-2018  
SCHOOL BOARD COMMITTEE ASSIGNMENTS**

Committees	Chapman	Fahey	Kimball	Mullin	Newberg	Newmaster	Wilson
Association of Metropolitan School Districts (AMSD)			X				
World's Best Workforce Committee						X	
Community Services Advisory Liaison						X	
Finance Advisory Committee				X			X
Metro ECSU	X						
Policy Committee			X		X		
Special Education Parent Advisory Liaison	X			X			
White Bear Educational Foundation			X				X
American Indian Parent Committee		X					
Other District Boards							
East Metro Integration District #6067 Board		X					
N.E. Metro District 916 Board					X		
Minnesota State High School League							X

Approved at August 8, 2016 School Board Meeting.

**INDEPENDENT SCHOOL DISTRICT #624  
SCHOOL BOARD LIAISON ASSIGNMENTS  
2016-2018**

<b>School</b>	<b>Chapman</b>	<b>Fahey</b>	<b>Kimball</b>	<b>Mullin</b>	<b>Newberg</b>	<b>Newmaster</b>	<b>Wilson</b>
<b>Birch Lake</b>	<b>X</b>						
<b>Hugo/Oneka</b>							<b>X</b>
<b>Lakeaires</b>	<b>X</b>						
<b>Lincoln</b>					<b>X</b>		
<b>Matoska International</b>				<b>X</b>			
<b>Otter Lake</b>						<b>X</b>	
<b>Vadnais Heights</b>					<b>X</b>		
<b>Willow Lane</b>		<b>X</b>					
<b>Central</b>			<b>X</b>				
<b>Sunrise</b>						<b>X</b>	
<b>North Campus</b>		<b>X</b>					
<b>South Campus</b>				<b>X</b>			
<b>ECFE</b>						<b>X</b>	
<b>ALC &amp; Transition Education Center</b>				<b>X</b>			<b>X</b>

*Approved at the August 8, 2016 School Board Meeting.*

AGENDA ITEM: **Negotiations Study Session**

MEETING DATE: **November 27, 2017**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Tim Wald, Assistant Superintendent for  
Finance and Operations**  
**Mitch Cooper, Director of Human Resources**

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**BACKGROUND:**

Director of Human Resources Mitch Cooper and Assistant Superintendent for Finance and Operations Tim Wald will provide an update on the status of negotiations.

\*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.