

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: January 17, 2011

A work-study session of the White Bear Lake Area School Board will be held on Monday, January 24, 2011, 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** 5:30 p.m.
1. Call To Order
 2. Roll Call
- B. DISCUSSION ITEM**
1. Review of Preliminary Calendars for 2011-12 and 2012-13 5:32 p.m.
 2. Update on School Board/Superintendent Objectives 5:45 p.m.
 - Goal 1a – Prepare a comprehensive program review of District gifted and Talented programs (preK-12).
 - Goal 6c – Implement Phase I of the Technology Audit completed during January of 2010.
 - Goal 3 - Ongoing Financial Stewardship and Investments and Budget Management and
 - Goal 4b - Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.
 - Goal 6a – Extend new protocols for recruitment, selection and support of employees to all employee groups.
 3. Update on Strategic Planning 6:45 p.m.
 - *4. Negotiations Study Session 7:15 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: **Review of Preliminary Calendars for 2011-12 and 2012-13**

MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

Background:

Chris Picha will provide preliminary calendars for 2011-12 and 2012-13 for your review.

Recommendation: To review the calendars and provide suggestions or feedback to the administration, with the calendars placed on the February 14, 2011 School Board meeting agenda or subsequent meeting as an operational item for action.

WHITE BEAR LAKE AREA SCHOOL DISTRICT
2012-2013 Staff Calendar

DRAFT 3 CP 1.13.11

JULY, 2012

M	T	W	TH	F
	1	2	3	4
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST, 2012

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22 New Teachers	23 New Teachers	24
27 Prof Dev	28 Prof Dev	29 Tchr Prep	30 Convocation n/P D	31 Tchr Prep

2 Prof Dev 2 Tchr Prep

OCTOBER, 2012

M	T	W	TH	F
1	2	3	4	5
8	9	10	11 Pre K-12 Conf evening (3 hrs)	12 No School Pre K-12 Conf (8 hrs)
15 Pre K-5 Conf evening (3 hrs)	16 6-12 Conf evening (3 hrs)	17	18 No School State Tchr Prof Mtgs	19 No School State Tchr Prof Mtgs
22	23	24	25	26
29	30	31		

20 Student Contact

2 Conf Days

73 Student Days

2.5 Staff Development Days

SEPTEMBER, 2012

M	T	W	TH	F
3 Holiday (Labor Day)	4 1st Day of School Gr 1-12 K / K+ Orien	5 K / K+ Orientation	6 1st Day of School K/K+	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

19 Student Contact 1 Holiday

DECEMBER, 2012

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 No School Winter Break PreK-12	25	26	27	28

15 Student Contact

2 Conference Days

3 Holidays

WHITE BEAR LAKE AREA SCHOOL DISTRICT
2012-2013 Staff Calendar

DRAFT 3 CP 1.13.11

JANUARY, 2013

M	T	W	TH	F
31 No School Floating Holiday	1 No School Holiday (New Year's Day)	2 School Resumes	3	4
7	8	9	10	11
14	15	16	17 End of Qtr (40 days)	18 No School Tchr Prep
21 No School MLK Jr Day Prof Dev	22	23	24	25
28	29	30	31	

20 Student Contact 1 Prof Development 1 Tchr Prep 2 Holidays

APRIL, 2013

M	T	W	TH	F
1 No School Spring Break	2	3	4	5 End of Qtr (45 days)
8 No School Prof Dev Tchr Prep	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

20 Student Contact .5 Prof Development .5 Tchr Prep

99 Student Days

1.5 Staff Development Days

FEBRUARY, 2013

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18 No School Holiday (President's Day)	19	20	21	22
25	26	27	28 No School Tchr Prep (8 hrs)/(Conf 3 hrs eve	

18 Student Contact 1 Tchr Prep 1 Holiday .5 Conference Days

MAY, 2013

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 No School Holiday (Memorial Day)	28	29	30	31

22 Student Contact 1 Holiday

3.5 Teacher Prep Days

2 Conference Days

MARCH, 2013

M	T	W	TH	F
				1 No School Conferences (AM & PM (8 hrs)
4 Confereing (3 hrs)??	5 Confereing (3 hrs)??	6	7	8
11	12	13	14	15
18	19	20	21	22
25 No School Spring Break	26	27	28 →	29 No School Holiday (Good Friday)

15 Student Contact 1.5 Conference Days 1 Holiday

JUNE, 2013

M	T	W	TH	F
3	4	5	6 Last day of School for Students End of Qtr (42 days)	7 No School Teacher Prep/Grad uation
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

4 Student Contact 1 Tchr Prep

5 Holidays

WHITE BEAR LAKE AREA SCHOOL DISTRICT
2011-2012 Staff Calendar

DRAFT 5 CP 1.13.11

JULY, 2011

M	T	W	TH	F
				1
4	5	5	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUGUST, 2011

M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24 New Teachers	25 New Teachers	26
29 Prof Dev	30 Prof Dev	31 Tchr Prep		

SEPTEMBER, 2011

M	T	W	TH	F
			1 Convocation nlp D	2
5 Holiday (Labor Day)	6 1st Day of School Gr 1-12 K/K+Orient	7 K/K+ Orientation	8 Tchr Prep	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER, 2011

M	T	W	TH	F
3	4	5	6	7
10	11	12	13 Pre K-12 Conf evening (3 hrs)	14 No School Pre K-12 Conf (8 hrs)
17 Pre K-5 Conf evening (3 hrs)	18 6-12 Conf evening (3 hrs)	19 No School State Tchr Prof Mtgs	20 No School State Tchr Prof Mtgs	21 No School State Tchr Prof Mtgs
24	25	26	27	28
31				

18 Student Contact

2 Conference Days

72 Student Days

2.5 Staff Development Days

1.5 Prof Dev

1.5 Tchr Prep

NOVEMBER, 2011

M	T	W	TH	F
	1	2	3	4
7	8	9	10 End of Qtr (45 days)	11 No School Prof Dev
14	15	16	17	18
21	22	23	24 No School Holiday (Thanksgiving)	25 No School Holiday (Thanksgiving)
28	29	30		

19 Student Contact

.5 Prof Dev

.5 Tchr Prep

2 Holidays

2.5 Teacher Prep Days

2 Conference Days

19 Student Contact

1 Holiday

.5 Prof Dev

.5 Tchr Prep

DECEMBER, 2011

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23 No School Floating Holiday
26 No School Winter Break PreK-12	27	28	29	30

16 Student Contact

1 Holiday

4 Holidays

WHITE BEAR LAKE AREA SCHOOL DISTRICT
2011-2012 Staff Calendar

DRAFT 5 CP 1.13.11

JANUARY, 2012

M	T	W	TH	F
2 Holiday (New Year's Day)	3 School Resumes	4	5	6
9	10	11	12	13
16 No School MLK Jr Day Prof Dev	17	18	19	20 End of Qtr (40 days)
23 No School Tchr Prep	24	25	26	27
30	31			

19 Student Contact 1 Prof Dev 1 Tchr Prep 1 Holiday

APRIL, 2012

M	T	W	TH	F
2	3	4	5 End of Qtr (45 days)	6 No School Holiday (Good Friday)
9 No School Prof Dev Tchr Prep	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

19 Student Contact .5 Prof Dev .5 Tchr Prep 1 Holiday

FEBRUARY, 2012

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20 No School Holiday (Presidents' Day)	21	22	23	24
27	28	29		

20 Student Contact 1 Holiday

MAY, 2012

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 No School Holiday (Memorial Day)	29	30	31	

22 Student Contact 1 Holiday

MARCH, 2012

M	T	W	TH	F
			1 No School Tchr Prep (8 hrs) Conf 3 hrs eve	2 No School Conferences AM & PM (8 hrs)
5 Conf evening (3 hrs)??	6 Conf evening (3 hrs)??	7	8	9
12	13	14	15	16
19	20	21	22	23
Spring Break				
26	27	28	29	30

15 Student Contact 2 Conf Days 1 Tchr Prep

JUNE, 2012

M	T	W	TH	F
				1
4	5	6	7 Last day of School for Students End of Qtr (42 days)	8 No School Teacher Prep/Grad uation
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

5 Student Contact 1 Tchr Prep

100 Student Days

1.5 Staff Development Days

3.5 Teacher Prep Days

2 Conference Days

4 Holidays

AGENDA ITEM: **Update on School Board/Superintendent Objectives**

MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Dr. Michael Lovett, Superintendent**

Background:

The superintendent will provide an update on the School Board/Superintendent Objectives.

**White Bear Lake Area School District #624
School Board/Superintendent Goals
2010-2011**

1. Develop Measures of Student Success and Plan for Accountability and Reporting

Goals:

- a. Establish clear district and site goals for student growth using Measures of Academic Progress (MAP), MCA II and other measures in which demonstrate student progress and proficiency.
- b. Review teacher and administrative appraisal protocols, and use student progress and achievement as one measure of evaluating performance.
- c. Implement the new organization of the teaching and learning office with the purpose of strengthening the links and accountability among preK-12 curriculum, assessment, and student achievement and progress.
- d. Develop protocols and organizational capacity to measure and publicly report progress and achievement in curricular areas in addition to those currently tested by MCAII (math, reading and science).
- e. Prepare a comprehensive program review of District gifted and talented programs (preK-12).

Rationale: Student success is at the heart of the School District's mission and public accountability is essential. In addition, it is the proper role of the School Board to help establish those measures of success which reflect the priorities of the White Bear Lake Area Schools.

During the 2009-10 school year, the School District achieved MCA-II test results which showed a five percentage point gain in math, a ten percentage point gain in science, with reading showing only modest gain.

NWEA MAP (Measures of Academic Progress) results showed that in grades 1-10, math improvement grew by an average of 1 year, eight months and reading grew by an average of 1 year, four months.

Other measures of student success are still being evaluated.

This year's goals are more specific than those identified in 2009-10, and represent an effort to further build a school culture that supports student success.

Each goal addresses a component of the system, especially embedding accountability, and encouraging us to look closely at setting high standards for all students, and continuing to look for opportunities that assure all students will be challenged and grow significantly each year.

Evaluation: Strategies to implement this goal will be designed to be consistent with the District AYP plan, but will go beyond the AYP plan, identifying additional measures of success. During the year, each building principal and the leaders of District-wide programs will report to the Superintendent and School Board on goals, strategies, and progress. The results of site and District student achievement will be reported by August 30, 2011. The comprehensive program review of District gifted and talented program will be a separate study.

The administration will develop a timeline and detailed plan to address each of the five goals above.

Status Update: At the October work-study session, the administration proposed a model for a Gifted and Talented program review, and began implementation immediately thereafter to begin to fulfill goal 1e. On January 24, the administration will provide an update on the Gifted and Talented program review.

At the School Board meeting of November 8, the administration provided a recommendation that the School Board authorize the superintendent to complete and submit the District's AYP plan due November 11. This plan was developed consistent with goal 1a.

At the work-study session of November 22 the administration provided updates to the School Board on goals 1a and 1c.

2. **Complete Phase 2 of Planning for Long Range Facility Needs**

Goal: The long range facility use study is designed to develop a solution to address the needs of the District during the next five to ten years. Due to the magnitude of this project, it is being phased over a two-year period.

Building on Phase 1 of facility planning done during the 2009-10 school year, for 2010-11 we will develop a comprehensive long range facility plan encompassing all district programs, consistent with the strategic plan.

Initiatives to be explored during this phase will include:

- Exploring the need for changes in the number of District buildings; continued exploration of boundary issues and their impact on school populations; and potential changes to preK-12 grade configuration, following a more complete review of educational programming;
- Models to further develop innovative and competitive programs;

- Efficiencies in the utilization of space and facilities to aid in maintaining financial stability;
- Partnerships with other public and private entities for instructional, co-curricular, and recreational facilities; and
- Developing 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.

Rationale: The White Bear Lake Area Schools are faced with demographic changes, including a shift of school-age population from the southern to the northern portion of the District, and after a decade of declining enrollment we have a relatively high ratio of building space per student compared to other school districts.

The broad nature of this study and the related timelines necessary for full implementation require a very thoughtful and methodical process, resulting in our plan for a phased study.

Evaluation: The District will develop methods and strategies of delivery that will maximize the resources that go into instructional programs, and emphasize efficiency in the number and operation of school sites.

Status Update: At the School Board work-study session of November 22, the administration provided a status report on work completed thus far including analysis of demographics, space and facility utilization, and status report on partnerships and leased space. In addition, on November 9 the District presented the opportunity for community members and school members to participate in strategic planning action teams.

Phase II initiatives are included in the strategic planning process related to Goal #5. The District will continue to discuss our planning timelines with all potential partners. We want to increase the likelihood that we can make our educational space decisions in a way and on a schedule that will enable other public or private non-profits to buy or lease space we will not need. Strategic Planning Action Team #3 is addressing this goal.

3. **Ongoing Financial Stewardship on Investments and Budget Management**

Goal: Considering the budgetary challenges resulting from uncertainty of state funding, continue to identify greater efficiencies in operations to help maintain financial stability and to 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 ten consecutive years of recognition for

excellence in financial reporting by both ASBO and GFOA, and also achieving an AA Bond Rating in 2008.

However, considering the financial challenges presented by the slowly recovering economy, the state's continuing budget crisis and the district's need to renew its operating levy in 2011, it is important for the District to develop strategies to meet these challenges to help maintain financial stability.

Evaluation: The District's ongoing financial stewardship on investments and budget management will be reviewed annually as part of the financial audit. The audit report was presented to the Finance Committee in the fall and to the School Board and public at the regular school board meeting in December.

Status Update: At the October School Board meeting, the School Board accepted two awards for excellence in financial reporting from both the Association of School Business Officials (ASBO) and the Government Finance Officers Association (GFOA).

At the October and November work-study sessions, the administration has provided background information related to the option and advisability of a renewal levy referendum for 2011.

Administration presented its initial financial forecast for 2012-2016 to the School Board at its November 22, 2010 work-study session. Administration developed enrollment projections during the month of October and incorporated the latest state financial projections into the forecast assumptions.

Development of the 2011-2012 budget began shortly after January 1, 2011 with the target date for presentation at the School Board work-study session on May 22, 2011. The final budget for the 2011-2012 school year is scheduled for adoption at the regular school board meeting of June 13, 2011.

Administration will continue to work with the School Board throughout the winter and spring to update its financial forecast using the most current data available from the governor, the state legislature and federal sources.

The 2010 financial audit was presented to the Finance Advisory Committee in draft form on November 16, and presented to the School Board at the School Board meeting of December 13, 2010.

The District's Finance Committee continues to meet on a quarterly basis with our OPEB investment advisors, most recently on January 18, 2011. The committee continues to analyze the data and recommendations of the advisors and make prudent investment decisions. For its next quarterly meeting the committee will be presented with some scenarios showing how the latest financial forecast impacts the cash flow needs of the trust, and will evaluate the district's cash flow needs for the coming year.

4. **Communications and Marketing Plan for the District**

Goals:

- a. Implement the Communications and Marketing plan presented to the School Board in July, 2010.
- b. Develop strategies which would permit the district and community to be prepared for a referendum levy campaign should one be scheduled for the fall of 2011.

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

Evaluation: The communications and marketing plan will serve as a base against which current and future communications and marketing projects and ideas will be analyzed. The plan will be evaluated periodically to ensure it continues to be in alignment with the District's objectives.

One key evaluation piece will be whether or not a levy referendum passes, should it be scheduled, in the fall of 2011.

Status Update: An update will be made at the January 24, 2011 School Board Work-Study Meet, highlighting:

- a. Related to Goal 4a, recent projects have included oversight of:
 - PreK-12 Registration materials (complementary guides for Early Childhood, Elementary, Middle School and High School)
 - District-wide "Welcome to White Bear" events
 - District website redesign (including District and individual school websites)
 - A Realtor Workshop scheduled for February 10.
- b. The Administration will provide an update of Goal 4b at the January 24 Work-Study meeting.

5. **Strategic Planning**

Goal: By October, 2010, initiate a strategic planning process which will address programs, facilities, and finances with initial recommendations ready for implementation for the 2011-12 school year.

Rationale: The School District is currently in a stable financial situation, but faces:

- Continuing ramifications of the state and federal economic downturn and uncertain prospects for the next State biennial;
- Changing demographics, including the expansion in the northern portion of the School District;
- Improving student achievement, especially in 2009-10, as measured by local, state, and national tests but further opportunities to improve;
- Several key public-private partnerships, with opportunities for growth and refinement, and;
- A competitive market in which families have the opportunity to choose schools for their children.

Given these and other factors, comprehensive strategic planning will allow the District to establish priorities and align District resources with these priorities.

Evaluation: The administration will lead a strategic planning process during the 2010-11 school year, which will dovetail with the 2010-11 School Board/Superintendent goals, and will provide recommendations for the 2011-12 school year.

Status Update: The administration reviewed a detailed process and timeline for strategic planning at the August 23, 2010 School Board work-study session.

During September and October the administration provided presentations to school staff and community members regarding the strategic planning process. On October 26 and 27, a strategic planning team of thirty individuals met for a total of twenty hours to review and affirm the District's core values, and draft a mission statement, objectives, parameters, and six strategies. At the strategic planning kick-off event at South Campus on November 9, the administration presented this work to the community and through press releases, communications and information on the website has invited interested citizens and employees to be involved in the action teams which will meet through the end of February. A detailed timeline for the strategic planning process was

publicly presented. Presentations are continuing to parent groups and community organizations.

At the School Board work-study session on January 24, the administration will provide an update on the progress of the six action teams. The District website features regular updates on action team meetings and the next stages of the process.

6. **Operational Improvements/New Strategic Areas**

Goals:

- a. Extend new protocols for recruitment, selection and support of employees to all employee groups.
- b. Develop a comprehensive performance appraisal and evaluation system for all employee groups; tie ongoing professional development to appraisal.
- c. Implement Phase I of the Technology Audit completed during January 2010.
- d. Implement the Student Activities Audit completed in December 2009.
- e. Design and implement a program review of White Bear Lake Area Schools preschool programming, including early childhood and family education, special education, and preschool programs.
- f. Prepare a program review of the district's food service program, including reviewing the most current research and findings for child nutrition, auditing our current practices and menus, and make recommendations for improvement.
- g. Design and implement a comprehensive program for recognizing students, staff, and community.

Rationale: These represent priority areas for 2010-11.

Evaluation: In each case above, the activity will be made operational and a report made to the School Board.

Status Update:

- a. On January 24, administration provided an update on this goal; final report is anticipated at the May work-study session.
- b. Work in progress.
- c. On January 24, the District's new Instructional Technology Coordinator provided an update on progress and plans on two components of our audit follow-through: support for teachers and students to improve utilization of technology; and improving our web-based communications.
- d. At the November 22, 2010 work-study session the administration provided an update on the student activities audit, completed and presented to the School Board in December of 2009.
- e. At the September work-study session the administration proposed a model for program review of White Bear Lake Area Public Schools preschool programming, and that program review is underway with completion anticipated by Spring, 2011.
- f. At the November 22, 2010 work-study session the administration provided an update on initiatives already taken to improve our food service offerings, and additional steps planned. These include utilization of a \$5,000 grant, approved by the School Board at the meeting of November 8, to be used in supporting this objective in partnership with Washington County.

AGENDA ITEM: **Goal 1a – Prepare a Comprehensive Program Review of District Gifted and Talented Programs (preK-12)**

MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Ann Malwitz, Professional Learning and Development**
David Law, Assistant Superintendent

Purpose:

In the fall of 2010, the White Bear Lake Area Schools embarked on a Continuous Improvement Process for its Gifted and Talented Program. The last program review of the White Bear Lake Gifted and Talented Program took place ten years ago so the School Board and Superintendent identified the comprehensive program review as a strategic goal for the 2010-2011 school year. The purpose of this review is to develop a program framework identifying beliefs, mission and essential program components; examine the current service delivery model; identify current issues and best practices in gifted education; and make program recommendations for improvement.

Process:

A core planning team initiated the process and met several times in the fall to review the current program, identify appropriate resources, outline purpose/outcomes and plan the work of the larger committee. This group included REACH teachers Kate Whelan, Diane Nikkels and Anne Schwalbe; Middle School Principal, Noel Schmidt; Elementary Principal, Cary Krusemark; Ann Malwitz, Professional Learning and Development Coordinator; and David Law, Assistant Superintendent.

Committee Work:

Review and Study:

The Gifted and Talented Review Committee, consisting of a cross-section of key stakeholders, classroom teachers, principals, parents, community members, REACH teachers and district administrators, met for the first time on December 9, 2011. The committee reviewed the updated National Standards for Gifted Education (2010),

published by the National Association for Gifted Children, learned about the current REACH Program, and reviewed articles on a variety of topics related to best practice in gifted education.

At their second meeting on January 17, 2011, committee members identified essential questions for further study in the key focus areas of student identification, program structure, parent involvement, communication/marketing and measures of student learning. Committee members also reviewed survey questions that will be presented to classroom teachers, parents and students to obtain information that will illuminate program strengths and challenges and assist with future planning and program improvement. All participants received the book, "Best Practices in Gifted Education," published by the National Association for Gifted Children and have been assigned selected chapters to read prior to the next meeting.

Areas of Focus:

Using the 2010 PreK-12 Gifted Education Programming Standards that were developed by the National Association of Gifted Children, the following areas have been identified for review: Measures of Student Learning, Student Identification, Program Structure, Parent Involvement, and Marketing and Communication. Study groups are currently conducting research in each of the areas and will be prepared to report their findings at the next committee meeting on February 28, 2011.

Professional Development:

Several committee members attended the Minnesota Educators of the Gifted and Talented Fall Conference on September 30, 2010.

Several committee members plan to attend the Minnesota Educators of the Gifted and Talented Winter Conference, February 6-8, 2011, featuring Joseph S. Renzulli, Professor of Educational Psychology at the University of Connecticut and Director of the National Research Center on the Gifted and Talented.

AGENDA ITEM: **Goal 6c – Implement Phase I of the Technology Audit
Completed During January of 2010**

MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Mark Garrison, Instructional Technology Coordinator
David Law, Assistant Superintendent**

Background:

Mark Garrison, Instructional Technology Coordinator, will provide information he collected during November and December of 2010 regarding current technology use by principals, parents, staff, and teachers.

Instructional Technology Update – January 2011

In November and December, I met with principals, parents, staff and teachers and identified five themes regarding current technology use.

1. Communication and Collaboration

How can technology help us to better communicate with families and collaborate with colleagues?

2. Staff Development

How can we provide teachers with the staff development they need to best support innovative instruction?

3. Many Sites Work on Their Own to Solve the Same Problems

How can we use technology to make our work more efficient so that teachers are not reinventing the wheel at each site?

4. Maximizing Existing Technology Resources

How can we increase the use of the existing technology and the quality of its implementation?

5. Use of Emerging Technologies

What are the best emerging and existing technologies? How can we harness their power in the classroom?

Using these five themes, I surveyed teachers in order to gather more information and give everyone the opportunity to give their perspective.

1. Over 50% of Teachers Completed the 35-Question Survey.

- <http://bit.ly/ElementarySurveyResults>
- <http://bit.ly/SecondarySurveyResults>

2. Highlights:

- 70% of teachers report that technology is a part of most or all of their lessons or that it has transformed how they teach.
- 68% of teachers report that they have a SMART Board in their classroom.
 - The SMART Board numbers vary from 22% to 90+% depending on the school.
- Teachers are most eager for help with: SMART Notebook, New Ideas, Office 10 and Clickers.
- 30% of teachers report that they maintain a website.
- E-mail is the dominant tool for collaboration between colleagues.

I used my observations, the survey, and the Technology Audit to form my action plans.

Main Tasks of the Next 3-6 Months:

1. Teacher Web Presence (LMS)

- The need for a Learning Management System was identified in last year's technology audit, the survey and my conversations with principals, parents and staff.
- Current teacher use of websites is limited, lacking in continuity and cumbersome to navigate.
- A LMS expands the walls of the classroom to allow for collaboration, and any-time learning.
- A LMS is an ideal way to promote and increase technology integration.
 - Teachers who maintain a daily web presence are digitizing their curriculum, which is one important part of integrating technology into daily instruction.
- Schoology is the best LMS system for many reasons.
 - It is interactive, intuitive, well designed, customized for each individual user, well supported, continually improving and free.

2. District Web Site

- Work with District team and BLE to implement a 7-step selections process.
 - Collection of desired features for new system
 - Analysis of current cost for both website and fee management
 - Coming to agreement on specifications for new website or websites
 - RFP development and implementation
 - Decision making process (rubrics, demos, reference checks)
 - Award contract and set up service level agreement
 - Ongoing monitoring and support

3. Staff Development

- Present at building staff meetings.
 - Follow-up with ½ - 1 day of designated time at each building.
- Offer tailored staff development starting in the areas of SMART Notebook, New Ideas, Clickers, Office 10 and Skyward.
- Write a *Bear Essentials* column offering technology tips.

4. Collaboration

- Attend building *Technology Committee* meetings.
- Form an *Instructional Technology Advisory Committee*.
- Create a *Schoology User Group* to collaborate about best practices in Schoology.

5. Curriculum Planning

- Integrate technology into curriculum with the several groups including:
 - Online Health and PE, REACH, Science, 5th Grade IB and Elementary PE's iPad implementation.
- Collaborate with the following groups to write E-12 Technology Standards.
 - Classroom Teachers
 - Media Specialists
 - Secondary Business Education Department

6. Policy

- Collaborate to rewrite the Acceptable Use Policy.

Long Term Plans (6 – 18 months):

1. District-Wide Web Presence

- Best practice use of new WBLAS Website
- District-Wide use of LMS

2. Curriculum Writing

3. Plan and Implement Summer Technology Training

4. Complete and Implement E-12 Technology Standards

5. Improve and Expand use of Student and Staff Collaborative Tools:

- Portal
- Google Apps
- Schoology

6. Develop a Plan to Ensure Technology Access for all Students

7. Collaborate to Rewrite the District Technology Vision

AGENDA ITEM: **Goal 3 – Ongoing Financial Stewardship and Investments and Budget Management, and Goal 4b – Develop Strategies Which Would Permit The District And Community To Be Prepared For A Referendum Levy Campaign Should One Be Scheduled For The Fall Of 2011**

MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Pete Willcoxon, Executive Director of Business Services**
Marisa Vette, Director of Communications and
Community Relations

Background:

We will review the attached General Planning Calendar.

White Bear Lake Area Public Schools
Preliminary General Planning Calendar
November 2011 Operating Referendum

Date	Planning Activity	Comment
January 2011	Contract for and begin development of questionnaire for baseline survey testing feasibility for November 2011 operating referendum scenarios	Test qualitative indicators, receptivity to operating referenda, message effectiveness and tax tolerance. Review options for segmentation coding (standard, expanded or PRIZM)
February 2011	Finalize questionnaire and collect data	Random sample should be drawn from annotated voter file. At a minimum this should include parents, community education participants and past supporters. Other options could include preschool data if available and employee data.
February/March 2011	Production of new Count Book	Count Book can be produced after Springsted has obtained the new voter file from the Secretary of State including the November 2010 election. Count Book will allow district to interpret survey data as a function of the size of each demographic group reported. Provided in both electronic and paper form.
February/March 2011	Review survey results	
March 2011	Develop communication and engagement plan	Development of broad goals, key messages, strategies for engagement, key stakeholder groups, media and schedule
March/April 2011	Implement community engagement and communication plan	
March/April 2011	Begin the process of identifying and recruiting volunteer leaders for campaign	Identify ideal task performers paying attention to demographics (i.e., age, gender, parent status, geography)
March/April 2011	Administrative and school board review of options for ballot content and structure, budget reduction/addition scenarios, tax impact	
April/May 2011	Finalize composition of campaign committee and hold initial organizational/training workshop	

Date	Planning Activity	Comment
Four Weeks Before Final School Board Action	Design and administers short tracking survey (8-12 questions)	Updated test of support and tax tolerance before final decision
Four Weeks After Tracking Survey Results	Final decision by school board related to ballot content, structure and tax impact	<p>Note 1: the 2010 legislature made changes related to the deadline for school board action on the referendum. Deadline could be different based on a number of circumstances, including whether or not school board members will be elected in November 2011. Check with legal counsel to confirm the correct deadline before scheduling tracking survey.</p> <p>Note 2: If WBL is not prepared to commit to a short tracking survey at the front end of planning, the baseline feasibility survey should be delayed until April or May to shorten the time between data collection and decision-making and Election Day</p>
May/June 2011	Final campaign plan developed and launched	
November 2011	Election Day	

AGENDA ITEM: **Goal 6a – Extend New Protocols For Recruitment,
Selection, And Support Of Employees To All Employee
Groups**


MEETING DATE: **January 24, 2011**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON(S): **Chris Picha, Director of Human Resources**

Background:

Chris Picha will provide a brief update on the recruitment, selection and support of employees.



School Calendar Process

White Bear Lake Area Schools
Work Study Presentation – Goal 6a
January 24, 2011

White Bear Lake Area Schools

Position Descriptions

- Created new Job descriptions
- ADA requirements
- Facilitate Comp Worth Report
- Performance Expectations – essential functions of the job

White Bear Lake Area Schools

Vacancy through Acceptance

- Vacancy
 - Personnel Requisition
 - Generate posting on website – Applitrack system
 - Proper posting period
 - All internal and external applicants apply on-line
- Recruitment
- Screening
 - Internal process
 - External process

White Bear Lake Area Schools

Vacancy through Acceptance

- Screening (cont)
 - Job Fit or something similar– looking at for classified staff (research-based, assessments are administered to your applicants online during the application process)
 - Review of Credentials
 - Preliminary Reference Checks
 - Skills Testing if needed
 - Pre-employment physical (looking at)
- Interviewing
 - Interview Team (role, EEO guidelines)
 - Interview format and questions (behavior based)
 - Recommendation form

Vacancy through Acceptance

- Reference Checks
- Recommendation to HR
- Offer of Employment
 - Background check
- Recommendation for Employment
- Notification to Applicant Pool of Hiring Decision

White Bear Lake Area Schools

Supports for New Employees

- Extended Day Supports – regular staff and substitutes
 - Orientation (expectations, handbook, checkpoints, checklist)
 - In-service training throughout year
- Paraprofessionals
 - Orientation in Fall; 1:1 if starts later in year
 - Transition with outgoing employee if possible
 - In-service training throughout year
- Bus Drivers Aides
 - Classroom and behind the wheel training for drivers– 1 week working with experience driver
 - Classroom and ride-alongs for bus aides\
 - In-service training throughout year

White Bear Lake Area Schools

Supports for New Employees (cont)

- Food Service
 - Orientation in Fall; 1:1 if starts later in year
 - In-service training throughout year
- Custodians
 - Orientation
 - Transition with former employee if possible (1 week)
 - In-service training throughout year
- Clerical
 - Orientation
 - Transition with former employee if possible (2-3 days)
 - In-service training throughout year

POSITION NOTIFICATION
WHITE BEAR LAKE AREA SCHOOLS
Personnel Requisition – For ALL Positions

Please complete all entries and be as descriptive as possible in describing job duties, education and experience sections. Forward to Director of Human Resources for Signatures & Status of Request.

Job Title: _____

Reason for Request: (Why does this position exist or why needed) _____

Salary Per (Year): _____

Hours Per Day: _____

Days Per Week: _____

Days per Year: _____

Department: _____

Location: _____

Date Needed: _____

IS THIS POSITION (Please Check ONE Box):

➤ Addition (budgeted) ☐

➤ Addition (non-budgeted) ☐

➤ Replacement ☐ Replaces: _____

Please Check Appropriate Box(es):

➤ Does this need to be posted? Yes ☐ No ☐

➤ Does advertising need to occur? Yes ☐ No ☐

➤ Has position been filled? Yes ☐ No ☐ If yes, by whom? _____

Account Number: _____

(MUST BE FILLED IN BY PERSON MAKING REQUEST, OR REQUEST WILL BE DENIED)

Approval by Business Services Office Yes ☐ No ☐

Initialed by Peter Willcoxon, Sr.: _____

Job Duties:

Education Required: _____

Experience Desired and /or Special Requirements: List Specific skills or knowledge unique to this position.
Include any licenses/certifications required.

THE FOLLOWING SIGNATURES ARE REQUIRED FOR APPROVAL:

Requested By: _____

Date: _____

Building Admin: _____

Date: _____

Business Services: _____

Date: _____

Human Resources: _____

Date: _____

*****STATUS OF REQUEST*****

☐ Approved

☐ Denied

☐ Other

☐ Posted

☐ Advertised

☐ On Hold

(forms/personnel-requisition)

**HR UNIVERSITY
BASIC HR PROCEDURES AND SYSTEMS**

**White Bear Lake Area Schools
Director of Human Resources
Interviews
January, 2010**

Welcome to White Bear Lake Area Schools and congratulations on your interview!

We are very excited that you have accepted our invitation to interview for the position. The intent of our interview process is to provide the candidate an opportunity to meet with building leads, department leads, community members, parents et al. Please note that the process will include a tour of our facilities,
Please note the times on the following itinerary:

**9:15AM - 10:15AM - Interview
10:15AM - 10:45AM - Tour**

An interview team will ask 15-20 questions. In order to have the interview operate smoothly, we ask that you observe the following guidelines. The process will be facilitated.

- Because application information is private data, please keep names of other applicants (if you meet them) confidential.
- Be as brief and concise as possible.
- If not already submitted, please bring your recent letters of recommendation.
- Be sure references are listed and know that they will be called.

HR UNIVERSITY BASIC HR PROCEDURES AND SYSTEMS

HIRING PROCESS GUIDELINES AND LEGAL REQUIREMENTS

1. Leader of interview team, lay out expectations of position, qualifications of candidate you are looking for, communicate that committee will be looking at the strengths of all candidates, NOT making the decision.
2. Interview team members must attend all interviews.
3. All candidates must be asked the same interview questions.
4. **Confidentiality is absolutely required!** Do not talk about the process, questions, candidates or recommendations with anyone outside of the interview team. Information about candidates including their name, school, position, etc. is not public until they have interviewed with us and are considered a finalist.
5. All applicant files and information must remain in the HR office area. Do not take anything with you including questions, rating forms, resumes, comment sheets, etc. All of this information is collected and stored in HR for security and confidentiality purposes.
6. Be careful of any notes/comments you make because all candidates who interview with us can see this information. (Don't write or say anything that may be viewed as discriminatory like, "Looks unhealthy," "Appears Old," etc.)
7. Be aware of your biases - Do you know some of the candidates personally? Make sure you can be objective and that you don't favor or eliminate someone based on biases. Conflicts of interest are to be avoided.
8. Do not ask inappropriate follow-up questions. Keep all questions or inquiries job based and relevant to the position.
9. Official reference calls are restricted to only those names provided by the applicant unless they sign an authorization form giving us permission to call people not listed on their reference sheet.



INTERVIEW RATING SHEET
JOB XXXXX
January 24, 2011

Name of Candidate: _____

Name of Interviewer: _____

- 1.) What are the strengths of the candidate?

- 2.) What are the weaknesses or limitations of the candidate?

- 3.) What other observations or comments would you have about the candidate's suitability for this position?

-
1. Strongly consider for the position _____
 2. Consider for the position _____
 3. Do not consider for the position _____

**HR UNIVERSITY
BASIC HR PROCEDURES AND SYSTEMS**

RECOMMENDATION FOR EMPLOYMENT FORM

FOR NON-LICENCED POSITIONS

To be used in conjunction with Non-Licensed Hiring Protocol

POSITION INFORMATION

Position Title:	
Date Posted:	
Building:	
Principal/Supervisor:	

RECOMMENDATION INFORMATION

What is the name of the candidate you are recommending?	
When did you interview for this candidate?	
Which two supervisory references did you contact regarding this candidate asking questions from the district's reference check form(s)?	
Who completed the interview using behavior based questions?	
If the candidate is approved for hire, when do you want this person to start?	

If you have any other comments about this candidate, please include that in the following space:

This form must e-mailed to Chris Picha at ckpich@wbl.whitebear.k12.mn.us before the official offer can be extended.

Candidate Name _____ Date _____

Location: _____ Interviewer _____ Interview Time _____

Skills Fit:**Fit****Not Fit**

After the interview, assign a rating for the candidate's qualifications for each of the competencies and technical KSA's. When evaluating a candidate's responses to the core competency questions. Check the appropriate box to indicate the candidate's fit. A candidate may receive a rating of "Does Not Meet" on any individual competency or KSA, except Diversity and Safety and still receive an overall rating of "Fit" for this element;

Competency Rating Scale

Oral Communication	1 2 3 4 5	Subject Knowledge	1 2 3 4 5	Leadership	1 2 3 4 5
Setting & Achieving Goals	1 2 3 4 5	Problem Solving	1 2 3 4 5	Interpersonal Skills	1 2 3 4 5
Customer Contact	1 2 3 4 5	Contin Proc. Improvement	1 2 3 4 5	Organizational Skills	1 2 3 4 5

OVERALL RATING:**Job/Growth Fit:****Fit****Not Fit**

Review the Job/Growth Criteria below. For a candidate to receive a "fit" rating he/she must meet this entire criterion.

TRAITS

Flexible – Adapts to change
Friendly – Outgoing, warm
Team Player–Promotes teamwork
Verbal Skills – Explains clearly
Purpose – Student Growth
Tact–Mannerly and diplomatic
Candid – Discusses problems
Persistence – Tenacious, persevering
Focus on facts –Emphasizes basics

THINKING TECHNIQUES

Organized Thinking – Logical
Detail-focused –Identifies specifics
Whole picture–global view

MOTIVATIONS

Achievement–Sets & achieves goals.
 Handles obstacles well.
Desire to Improve People and Productivity–Creative & Innovative.
 Takes Charge.
Relationships – student, parent and community relationships

Culture Fit/Characteristics:**Fit****Not Fit**

Review the Culture Fit Criteria below. Check the appropriate box to indicate the candidate's fit. A candidate must receive a rating of "Meets" for all criteria to receive an overall rating of "Fit" for this element.

COMMITTED:

Takes pride in working at White Bear Lake Area Schools.
 Considers loyalty a two way street.
 Views the customer's problems as their own.

RESPONSIVE:

Understands that change is a business imperative.
 Continually learns and improves. Anticipates customer needs; responds quickly and appropriately.

RESOURCEFUL:

Develops creative solutions.
 Looks beyond the obvious.
 Uses existing resources to their full capacity.

COLLABORATIVE:

Creates Team environment.
 Acknowledges the contributions of others.
 Has a sense of humor and keeps things in perspective.

I understand I am bound by data privacy requirements and agree to maintain confidentiality about information shared in this interview process. This means:

- I will not talk outside this room about anything that was said in the interview process by either candidate or team member.
- I will not disclose any information about any of the candidates vying for this position.

******* REQUIRED *******

☐ Would Consider ☐ Do Not Consider Please provide your reasons for designating this candidate for consideration or not.

Interviewer's Signature _____ Date _____

Key Background Review – Experience

Interview Ratings Guide: The candidate shows this behavior to a level which:

1	2	3	4	5
Does Not Meet <i>Does not meet the expectation of a new employee in this job</i>	Meets some expectation of a new employee in this job	Meets <i>Meets the expectation of a new employee in this job</i>	Exceeds some expectation of a new employee in this job	Exceeds <i>Exceeds all expectation of a new employee in this job</i>

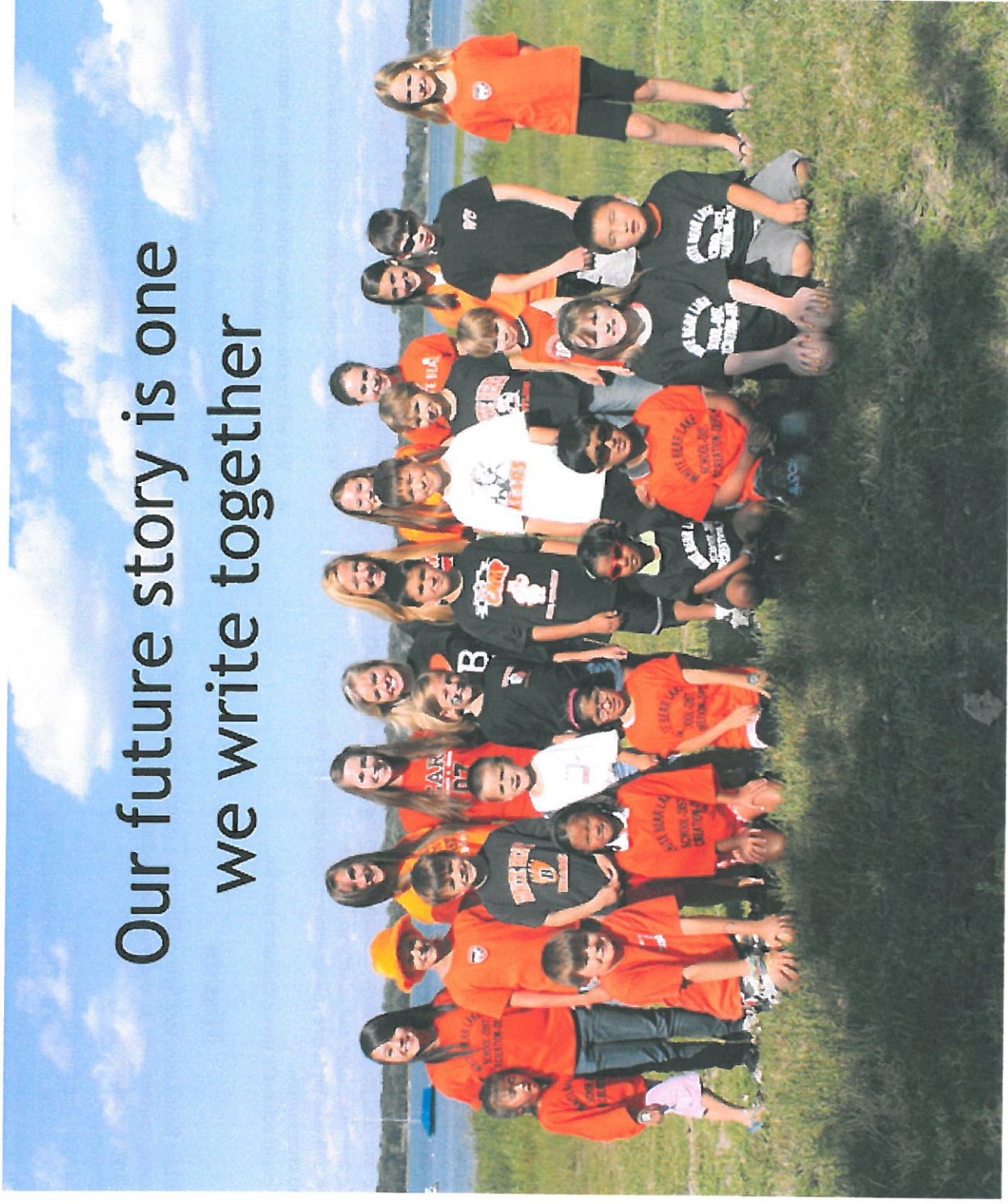
1	Please give us a brief overview of your previous positions “job duties” and how they have prepared you for this position.	1 2 3 4 5
2	What interests you about this position?	1 2 3 4 5
3	What is your definition of confidentiality? What process do you go through to determine what to keep confidential?	1 2 3 4 5
4	Tell us about the last goal you set for yourself. What were the challenges you faced? Did you meet that goal? How did you measure that goal?	1 2 3 4 5
5	Describe for us your computer background and training; giving examples of current software knowledge and keyboarding experience. Give us an example of how you have used these skills.	1 2 3 4 5

AGENDA ITEM: **Update on Strategic Planning**
MEETING DATE: **January 24, 2011**
SUGGESTED DISPOSITION: **Discussion Item**
CONTACT PERSON(S): **Marisa Vette, Director of Communications and
Community Relations**

Background:

Marisa Vette, Director of Communications and Community Relations will provide an update on Strategic Planning.

Our future story is one
we write together



Core Values

- Compassion
 - We will understand the circumstances and viewpoints of others.
 - We will develop the capacity to forgive others and ourselves.
 - We will celebrate the contributions of others.
 - We will promote a peaceful, caring and safe community.
- Integrity
 - We will stand up for what we believe.
 - We will be honest with ourselves and others.
 - We will demonstrate fairness in our judgments and actions.
 - We will fulfill commitments and promises.
- Respect
 - We will believe in the inherent dignity of all people.
 - We will celebrate individuality.
 - We will value and appreciate diversity.
 - We will honor self and others through words and actions.
- Responsibility
 - We will take ownership of our behavior as individuals.
 - We will have the courage to think and act independently.
 - We will demonstrate problem solving and decision-making skills.
 - We will be reliable and trustworthy.
- Service
 - We will find positive ways to contribute to the broader community.
 - We will share time and talents with others.
 - We will take an active role in service opportunities in the school and community.
 - We will celebrate involvement in service.

Mission

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 within a dynamic, respectful and inclusive environment that nurtures the unique talents and abilities of every student.

Objectives

- All students love to learn.
- All students excel academically.
- All students feel valued.
- All students are interculturally competent.
- All students are involved in the community.
- All students understand and respect differences.
- All students are confident and prepared to pursue their goals and dreams.

Parameters

- We will always treat our students, staff, families and community members with fairness, impartiality, dignity and respect.
- We are committed to the success of every student
- We expect excellence from every staff member

Strategies

1. We will develop a comprehensive understanding of our students' needs and interests to ensure students are challenged and excelling academically.
2. We will create and implement a plan for global experiences and relationships to further understand world connections.
3. We will ensure our facilities support our district's mission and objectives.
4. We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.
5. We will build a network of partnerships to provide personal and educational growth and service opportunities for students.
6. 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.

Action Teams:

1. We will develop a comprehensive understanding of our students' needs and interests to **ensure students are challenged and excelling academically**.
 - *Co-Chairs: Noel Schmidt and Mike Fleming*
2. We will create and implement a plan for **global experiences and relationships to further understand world connections**.
 - *Co-Chairs: Tim Wald and Greg Bariz*

3. We will ensure our **facilities** support our district's mission and objectives.

- *Co-Chairs: Pete Willcoxon, Sr. and Rolf Parsons*

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

- *Chairs: Dan Schmidt and John Johnston*

5. We will build a network of **partnerships** to provide personal and educational growth and service opportunities for students.

- *Chairs: Terry Dahlem and Heidi Brophy*

6. 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.

- *Co-Chairs: Kathleen Daniels and Jenny Nadeau*

Strategic Planning Process Timeline

Spring 2010 – Oct. 2010	Preparation
Oct. 26 & 27, 2010	Initial Planning Session
Nov. 2010 – Feb. 2011	Active involvement of school and community
March 8 & 9, 2011	Second Planning Session
March and April 2011	Review Recommendations with School Board
May 2011	Recommend to School Board action steps for 2011-12
Summer of 2011	Begin Implementation

Strategic Planning Committee Members:

Sima Bazooaband - Student
 Jordan Beckers - Student
 Don Bosch - Principal
 Kim Chapman - School Board
 Shane Cody - Teacher
 Tiffany Dittrich- Teacher
 Mike Ericson - Local government representative
 Mike Fish - Parent
 Gail Gendler - Community
 Dave Guenther - Cabinet
 Graciela Hammeken - Cultural Liaison
 Dona Kass - Teacher
 Deb Kelly - Food Service
 George Kimball - School Board
 David Law - Cabinet
 Michael Lovett - Superintendent
 John Ottaviani - Parent
 Rolf Parsons - Community
 Julie Perreira - Parent
 Chris Picha - Cabinet
 David Potts - Parent
 Becky Sass - Parent
 City Scherman - Health Assistant
 Cathy Solomon - Parent
 Sara Svir - Principal
 Ursula Thomas - Clerical
 Cha Vang - Teacher
 Marisa Vette - Cabinet
 Keith Warner - Community
 Brianna Wittek - Student

Steps to Plan Development	Strategy #1 We will develop a comprehensive understanding of our student's needs and interests to ensure students are challenged and excelling academically.	Strategy #2 We will create and implement a plan for global experiences and relationships to further understand world connections.	Strategy #3 We will ensure our facilities support our district's mission and objectives.	Strategy #4 We will create a district-wide culture that inspires innovation, a passion for learning, and confidence to pursue dreams.	Strategy #5 We will build a network of partnerships to provide personal and educational growth and service opportunities for students.	Strategy #6 We will foster connections with 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.
Strategy Analysis	Complete (Nov. 23)	Complete (Nov. 30, Dec. 14)	Complete (Dec. 14)	Complete (Nov. 29)	Complete (Nov. 29)	Complete (Nov. 29)
Information Gathering	Complete (Dec. 7 - Jan. 11)	Complete (Jan. 11 - Jan. 19)	Complete (Jan. 11 - Jan. 18)	Complete (Dec. 6 - Jan. 6)	Complete (Dec. 6 & Jan. 10)	Complete (Dec. 14 - Jan. 11)
Writing Action Plans	Jan. 11 - Jan. 25	Jan. 25 - Feb. 9	Jan. 18 - Feb. 1	Jan. 10 - Jan. 31	Start Jan. 10, Work Jan. 25	Beginning Jan. 18
Evaluation Cost-Benefit	Feb. 1 - Feb. 8	Feb. 15	Feb. 1 - Feb. 22	Feb. 7	Start Jan. 31 Feb. 7	Jan. 31 Feb. 9
Action Plan Completion	March 1	Feb. 23	March 1	Feb. 17	Feb. 14 Feb. 21	Feb. 22
Presentation of Action Plan	March 8	March 8	March 8	March 8	March	March 8

WHITE BEAR LAKE AREA SCHOOLS STRATEGIC PLANNING PROCESS UPDATE

Last Name	First	AT#	S/C	Sign-Up
Andres	Mike	1	C	Kick-off
Andres	Kara	1	C	Kick-off
Barth	Carrie	1	S	Leadership
Benson	Madelyne	1	S	Leadership
Berwald	Stephanie	1	C	email
Cruz	Jodi	1		
DeRaad	Max	1	S	Leadership
Fleming	Mike	1	C	Lovett
Grann	Jeff	1	C	email
Gullick	Dan	1	S	email
Haag	Faith	1	C	PTO
Johnson	Holly	1	C	email
Kusche	Kristin	1	S	email
Law	David	1	S	Leadership
McMahon	Margie	1	S	Leadership
Otto	Mark	1	C	email
Otto	Shanon	1	C	email
Petersen	Jim	1	C	email
Petty	Doug	1	C	email
Pierre	Christina	1	S	Leadership
Schack	Becky	1	C	
Schmidt	Noel	1	S	Lovett
Volker	Karen	1	C	PTO
Last Name	First	AT#	S/C	Sign-Up
Anderson	Odell	2	S	email
Barkve	Kelly	2	S	Kick-off
Bartz	Greg	2	C	Lovett
Carlson	Sally	2	C	PTO
Cohen	Sarah	2	S	email
Dahle	Mary	2	S	Kick-off
Danus	Claudio	2	C	email
Green	Cari	2	C	Kick-off
Hall	Patty	2	C	email
Leininger	John	2	S	Leadership
Martinson	Kara	4	S	email
Picha	Chris	2	S	Leadership
Potts	Connie	2	C	email
Raeburn	Cami	2	C	PLF
Rivard	Rick	2	C	email
Treiber	Fred	2	C	email
Wald	Tim	2	S	Lovett
Wall	Jennifer	2	C	email
Xiong	Xue Lee	2	S	Leadership

Last Name	First	AT#	S/C	Sign-Up
Anderson	Jon	3	S	Leadership
Brewer	Bob	3	S	Leadership
Fisher	Phil	3	S	Leadership
Guenther	Dave	3	S	Leadership
Harriman	Dion	3	S	Leadership
Kearn	Barbara	3	S	Leadership
Kowitz	Mary	3	S	Leadership
Leonard	Brian	3	S	Leadership
Manni	Scott	3	S	Kick-off
McDowell	Bob	3	S	Leadership
McKenzie	Michael	3	S	email
Mielke	Sue	3	S	email
Miland	Tracy	3	C	Kick-off
Misgen	Mark	3	S	email
Parsons	Rolf	3	C	Lovett
Sanders	Lisa	3	C	email
Schaub	Jeff	3	C	email
Scott	Tom	3	C	email
Shevik	Denny	3	C	phone
Suoja	Wendy	3	S	email
Vernon	Amanda	3	S	email
Whalen	Tim	3	S	email
Willcoxson Sr	Pete	3	S	Lovett
Wrona	Mike	3	C	email
Last Name	Name	AT#	S/C	Sign-Up
Anderson	Shannon	4	S	email
Berlin	Kathy	4	C	Kick-off
Dobier	Darren	4	C	email
Dobier	Oie	4	C	email
Downs	Sandy	4	C	email
Garrison	Mark	4	S	Leadership
Hebaus	Janis	4	C	PTO
Jilek	Julia	4	S	Kick-off
Johnston	John	4	C	PTO
Larsen	Emily	4	S	Kick-off
Maruyama	Drew	4	C	email
Mengel	Mary	4	C/S	email
Northwood	Keith	4	C	email
Modert	Becky	4	S	handout
Mullaly	Ted	4	C	email
Nistler	LuAnne	4	S	email
Oklobzija	Jody	4	S	email
Pontious	Dan	4	S	Lovett
Schmidt	Dan	4	S	Lovett
Seibel	Marge	4	C	Kick-off

Smith	Howie	4	C	email
Vette	Marisa	4	S	Leadership
Wildman Hilal	Andrea	4	S	Leadership
Last Name	First	AT#	S/C	Sign-Up
Brophy	Heidi	5	C	Lovett
Dahlem	Terry	5	S	Lovett
Fish	Mike	5	C	email
Green	Barb	5	S	Leadership
Gilbertson	Misty	5	C	email/Dahlem
Guenther	Dave	5	S	Leadership
Healy	Jason	5	S	Leadership
Keen	Scott	5	S	email
Kennedy	Steve	5	C	email
Lecher	Pauline	5	C	email
Rockford	Jeremy	5	S	email
Sorenson	CJ	5	S	email
Tarsa	Carol	5	S	Leadership
Last Name	First	AT#	S/C	Sign-Up
Amon	Lynn	6	C	Kick-off
Babiash	Jen	6	S	Leadership
Bowermaster	Traci	6	S	Kick-off
Chakolis	Richard	6	S	Leadership
Daniels	Kathleen	6	S	Lovett
Dayland	Chandra	6		Turner, R.
Desmet	Kelly	6	S	Kick-off
Dymit	Marie	6	S	email
Farinella	Camille	6	S	email
Galloway	Ken	6	C	email, Jenny
Gildner	Paula	6	C	Kick-off
Giovenco	Cheri	6	C	enauk
Helke	Lyle	6	S	Leadership
Ingens	Linda	6	C	Kick-off
Kerrigan-Krodel	Judith	6	C	Kick-off
Law	David	6	S	Leadership
McCarthy	June	6	C	Kick-off
Nadeau	Jenny	6	C	Lovett
Nelson	Carol	6	C	Kick-off
Schoonover	Kim	6	C	email
Self	Sue	6	C	Kick-off
Sieleni	Leslie	6	C	email
Wendorf	Libby	6	C	PLF
Wilcox	Liz	6	C	Daniels