

**INDEPENDENT SCHOOL  
DISTRICT #624**



**SCHOOL BOARD  
WORK SESSION  
PACKET**

March 27, 2023

# MISSION STATEMENT

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

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

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

To: Members of the School Board

From: Dr. Wayne A. Kazmierczak  
Superintendent of Schools

Date: March 22, 2023

A work session of the White Bear Lake Area School Board will be held on **Monday, March 27, 2023**, at 5:30 p.m. in Room 112 at District Center, 4855 Bloom Avenue, White Bear Lake, MN.

**WORK SESSION AGENDA**

**A. PROCEDURAL ITEMS**

1. Call to Order
2. Roll Call

**B. DISCUSSION ITEMS**

1. Foundation of Success
2. FY 2023-24 Budget Adjustments
3. Update of 2023-24 and Overview of 2024-25 School Year Calendars

**C. OPERATIONAL ITEMS**

1. Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures
2. Action on FY 2023-24 Budget Adjustments
3. Action on 2023-24 and 2024-25 School Year Calendars

**D. ADJOURNMENT**

## **B. DISCUSSION ITEMS**

AGENDA ITEM: **Foundation of Success**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

CONTACT PERSON: **Dr. Alison Gillespie, Assistant Superintendent  
for Teaching and Learning**

---

**BACKGROUND:**

In the summer and fall of 2022, a group of approximately 30 community members and school district representatives gathered to examine the District's Strategic Plan. The planning team affirmed the Strategic Plans' beliefs, objectives, mission, and parameters. The group also considered the concept of strategic emergence as it developed four strategies that will be the District's focus moving forward.

1. We will create and sustain a safe, equitable and nurturing environment.
2. We will promote, encourage and support students' personal learning experiences and aspirations.
3. We will ensure our organization continuously transforms to fulfill our mission.
4. We will establish healthy and vital engagement with our entire community.

At the November 28, 2022 School Board Work Session, the action plan specific results were presented for discussion.

This evening Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning will discuss the "Foundation of Success."



# WBLAS: Foundation of Success

*March 27, 2023*

Dr. Alison Gillespie  
Mr. Bill Mahre



## Essential Question & Goal

**EQ: How will we develop a profile that defines a successful graduate from WBLAS?**

**Goal: Create a clear set of skills that defines a WBLAS graduate that will align and be used to measure our strategic plan objectives. .**

## How?

- Action Team including community members and WBLAS staff.
- Five meetings from September to November, one more in March to examine feedback
- Started with two questions:
  - What is your hope for our students' future?
  - What would you like your child to be able to do when they graduate?

## Feedback

- Engaged community, staff, and student in feedback around a draft document.
  - Principals, District Department Directors, and Superintendent
- Received feedback from over 25 different group meetings and many more individuals.

## Foundation of Success

Our objective is to ensure each student achieves their personal goals & desired career pathway. We will provide educational experiences designed to develop skills defined by the following learned attributes:

### Fundamental Learning

*Achieve essential educational outcomes through:*

- Academic Knowledge & Skills
- Career Pathways
- Global & Cultural Perspective
- Life Skills
- Personal Well-being

### Flexible & Critical Thinking

*Evaluate & understand information with an intent to reflect on new ideas/ solutions to opportunities by being:*

- Adaptable
- Analytical
- Creative
- Curious
- Resourceful

### Community Engagement

*Understand & appreciate social dynamics with an objective to improve our communities for future generations by being:*

- Authentic
- Empathetic
- Humble
- Respectful of Others
- Service Oriented

### Character

*Demonstrate integrity by being:*

- Compassionate
- Ethical
- Resilient
- Responsible
- Trustworthy

### Communication

*Build capacity to interact in meaningful ways through:*

- Conflict Resolution Tools
- Digital Literacy Capabilities
- Listening for Understanding
- Verbal and Non-Verbal Abilities
- Writing Skills

### Teamwork

*Work effectively across organizational, personal, and cultural differences to achieve common goals through:*

- Accountability
- Collaboration
- Leadership
- Mentorship
- Relationships



Rev. March 2023


## Next Steps

- Use the Foundation of Success as part of the curriculum review process
- Communicate about the “Foundation of Success” across our system
- Align feedback and assessment around the skills that are prioritized by this work.





**Thank You,  
Action Team  
Members!**

- Bill Mahre (Co-Facilitator)
  - Lonal Van
  - Justin Charpenter
  - Dave Lamwers
  - Darcy Rodriguez
  - Drew Maruyama
  - Angela Drange
  - Victoria Bizzotto
  - Kathleen Daniels
- 



**Questions?**



AGENDA ITEM: **FY 2023-24 Budget Adjustments**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Discussion Item**

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

---

**BACKGROUND:**

At the February 13, 2023 School Board meeting, the Board approved the revised FY2022-23 budget and previewed the projected FY 2023-24 budget. Tonight, Tim Wald and Andi Johnson will present the proposed FY 2023-24 budget adjustments that will be implemented as we plan for the 2023-24 school year.

# FY2023-24 Budget Adjustments

March 27, 2023

WHITE BEAR LAKE AREA SCHOOLS



## COMMITMENT TO TEACHING AND LEARNING

**“Minnesota's students deserve high-quality academic instruction and social-emotional supports. Our public schools must be provided with the necessary resources to meet these needs.”** Willie Jett, Minnesota Commissioner of Education

### ***Equity Commitment***

**To nurture the whole student, we disrupt systemic inequities by recognizing, honoring, and embracing all cultures with humility and respect.**

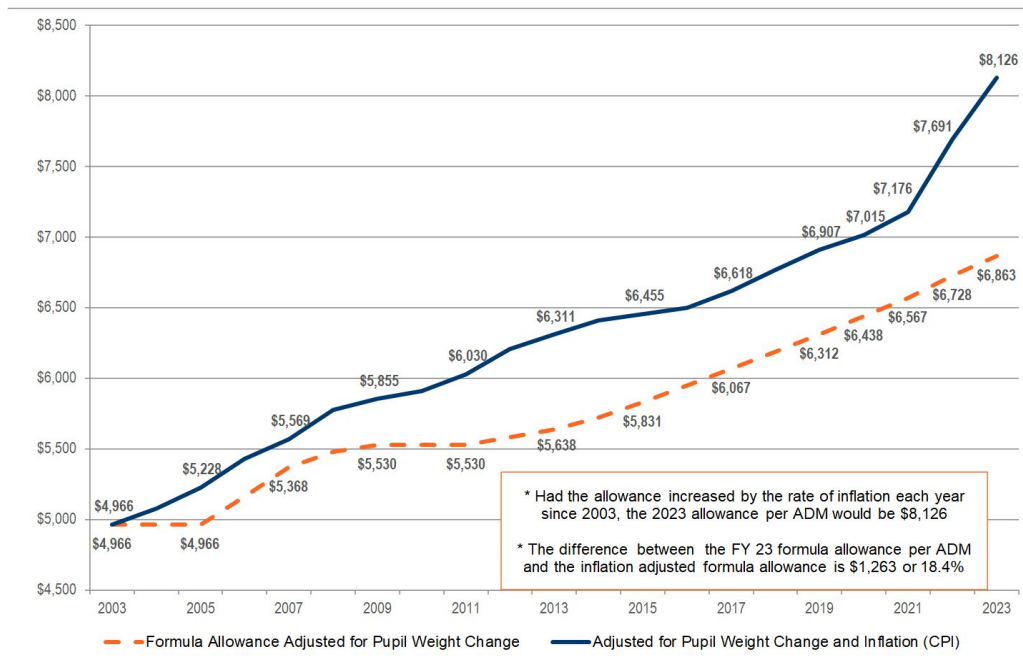
#### 4-Way Equity Decision Making Protocol

1. How does this help to provide opportunities to students who have been marginalized within the system in the past?
2. How does this help to ensure equitable access for all?
3. How does this help to eliminate barriers based on race/ethnicity, gender, disability, age, or other protected groups?
4. How does this ensure that the same rigorous standards for academic performance exist for all students?

# STATE FUNDING HAS NOT KEPT PACE WITH INFLATION

## General Education Formula Allowance, 2003-2023

Adjusted for Pupil Weight Change and Inflation (CPI)



If the formula had kept pace with inflation, WBLAS would have an additional \$10,000,000 of revenue

# FINANCE CHALLENGES FOR PUBLIC EDUCATION

## INFLATION

- Purchasing materials
- Utilities
- Fuel for transportation
- Contracted services

## HIRING CHALLENGES

- More spent on reserve teachers
- Less applicants for hourly positions, thus...
- Increased compensation beyond budgeted

## ENROLLMENT LOSS

- Leveling out after 3 yrs of declining enrollment
- Number of students qualifying for Special Education rose 8.8%
- Hopeful long term

## COVID RELIEF FUNDS TO EXPIRE

- Helped maintain class sizes and services past 3 yrs
- Supplanted some qualifying positions that will need to be returned to general fund

## FY23 BUDGET IMPACT

**\$520,000**

## FY23 BUDGET IMPACT

**\$2,510,000**

## FY23 BUDGET IMPACT

**\$1,711,000**

## TOTAL

**\$4,741,000**

# FY2023-24 & FY2024-25 PROJECTED BUDGET ASSUMPTIONS

- **Budget assumptions based on Governor Walz's budget proposal:**
  - **Formula Increases:**
    - FY2023-24 formula allowance increase of 4%
    - FY2024-25 formula allowance increase of 2%
  - **Special education cross subsidy funded at 50% = approx \$3.8M**
- ➔ **NOTE: Both houses of the legislature propose larger funding increases for schools**
- **Enrollment assumption:**
  - FY2022-23: 8,301
  - FY2023-24: 8,232
  - FY2024-25: 8,137

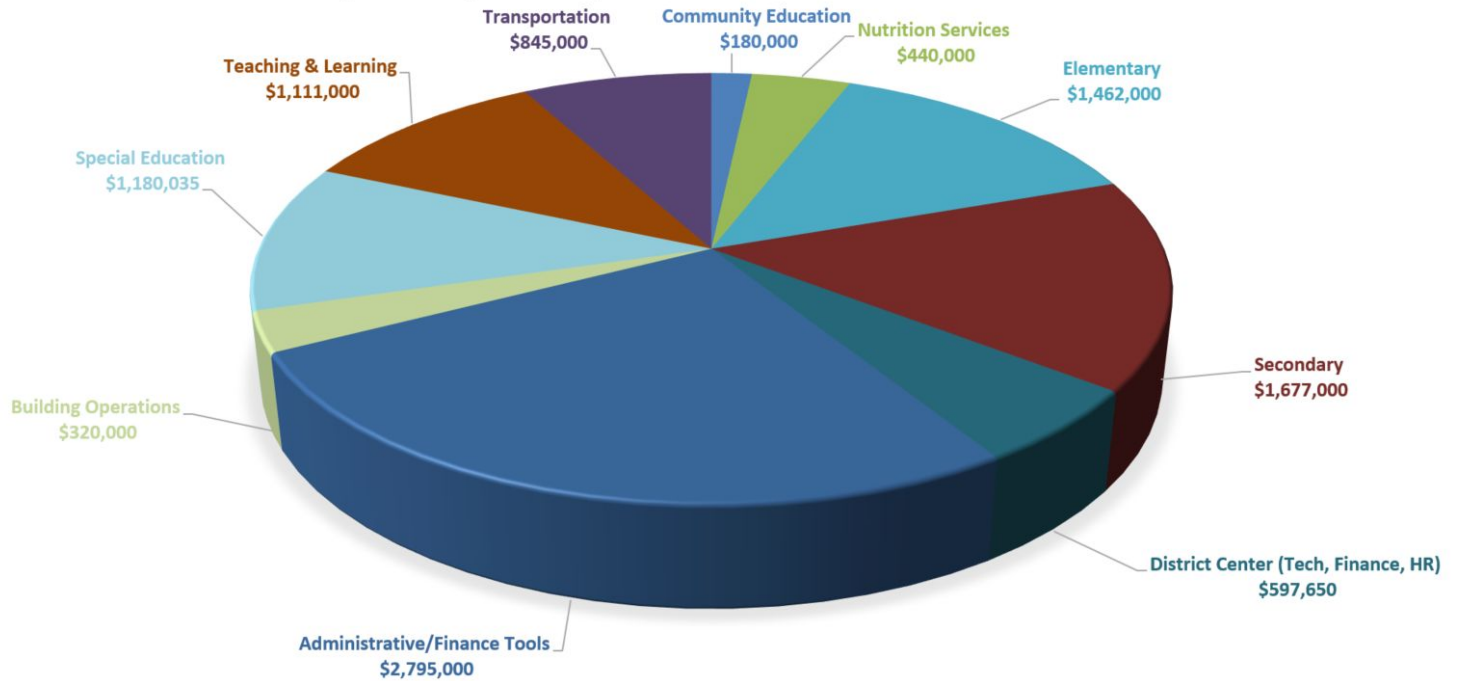
## BUDGET PROJECTION SUMMARY

General Fund	Preliminary 2022-23	Revised 2022-23	Projected 2023-24	Projected 2024-25
Revenues	\$ 127,224,430	\$ 128,993,359	\$ 135,558,709	\$ 138,113,943
Expenditures	\$ 127,975,183	\$ 134,586,131	\$ 135,633,338	\$ 137,688,419
Excess (deficiency) of revenue over expenditures before adjustments	(750,753)	(5,592,772)	(74,629)	425,524
Budget adjustments			(2,100,000)	(900,000)
<b>Net change in fund balances after adjustments</b>	<b>(750,753)</b>	<b>(5,592,772)</b>	<b>2,025,371</b>	<b>1,325,524</b>
Fund balances				
Beginning of year	14,156,063	14,156,063	8,563,291	10,588,662
Ending Fund Balance (Assigned, Restricted and Unassigned)	13,405,310	8,563,291	10,588,662	11,914,186
Ending Fund Balance (Assigned for Student Activities)	358,880	440,281	358,880	440,281
Ending Fund Balance (Restricted for Operating Capital)	2,597,143	1,359,689	723,405	44,810
Ending Fund Balance (Restricted for Capital Projects)	243,739	332,947	263,028	340,062
Ending Fund Balance (Restricted for Achievement & Integration)	611	84,219	84,219	84,219
Ending Fund Balance (Nonspendable)	62,849	50,000	50,000	50,000
<b>Ending Fund Balance (Unassigned)</b>	<b>\$ 10,142,088</b>	<b>\$ 6,296,155</b>	<b>\$ 9,109,130</b>	<b>\$ 10,954,814</b>
<b>Ending Fund Balance (Unassigned as % of expenditures)</b>	<b>7.9%</b>	<b>4.7%</b>	<b>6.8%</b>	<b>8.0%</b>

*Fund Balance Policy 714 Minimum: 8%*

# BUDGET REDUCTION HISTORY

FY19-20, FY20-21, FY21-22, FY22-23 COMBINED BUDGET REDUCTIONS



# FY2023-24 PROPOSED BUDGET ADJUSTMENTS

Program	Description	Amount
Elementary Education	Align staffing to projected enrollment; maintains FY17-18 target staffing ratio	585,000.00
Elementary Education	Discontinue MacPhail partnership; begin Orchestra in 6th grade	149,000.00
Secondary Education	Align staffing to projected enrollment; increase staffing ratio by .5 students/FTE	780,000.00
Teaching & Learning	Reorganize department; reduce instructional coaches	272,500.00
Buildings & Grounds	Shift head engineers additional 25% to long-term facility maintenance	152,000.00
All areas	10% supplies reduction	70,000.00
Utilities	Reduce electricity increase assumption from 10% to 5% based on discussion with Xcel rep	91,438.00
		2,099,938.00

# KEY TAKEAWAYS

- **Inflationary impact**
  - Increased FY2022-23 total expenses by 2.25%
    - Primarily in the areas of transportation, utilities, and substitute compensation
- **Special education enrollment increased 8.8% during FY2022-23**
- **K-12 Enrollment**
  - Budgeted conservatively, based on most recent history
  - Long-term enrollment outlook remains strong based on updated demographic study
- **Legislative session**
  - Significant investment in education likely this session, adjournment date May 22
  - Priorities:
    - Fully fund the special education cross subsidy
    - Increase the formula allowance, link to inflation

## Questions?

AGENDA ITEM: **Update of 2023-24 and Overview of 2024-25  
School Year Calendars**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Discussion Items**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent  
for Teaching and Learning**

---

**BACKGROUND:**

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Tonight Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, will present an update to the 2023-24 school year calendar to include three EC-12+ non-student days for educator professional development such as LETRS. She will also introduce the 2024-25 school year calendar for discussion.





# White Bear Lake Area Schools 2023-24 Academic Calendar

## JULY 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-22 New Teacher Orientation  
28 Convocation  
29-31 Teacher Work and Staff Development

## SEPTEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4 Labor Day  
5 First Day of School: 6 & 9  
6 First Day of School: 1-5, 7-8, and 10-12+  
7 First Day of School: K  
11 First Day of School: Early Childhood Programs

## OCTOBER 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18 Non Student Day\*  
19-20 No School - Education Minnesota Conference  
23 Non Student Day\*

## NOVEMBER 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Non Student Day\* - EC-12+ Conferences  
7 Non Student Day\*  
10 End of First Quarter  
16 EC-12+ Conferences  
22-24 No School - Thanksgiving Break

## DECEMBER 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 Non Student Day\*  
22-29 No School - Winter Break

## JANUARY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 No School - Winter Break  
2 School Resumes  
15 No School - MLK, Jr. Day  
24 End of Second Quarter / First Semester  
25-26 Non Student Days\*

## FEBRUARY 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

6 EC-5 Conferences  
9 Non Student Day\*  
15 EC-5 Conferences  
19 No School - Presidents' Day

## MARCH 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11-15 No School - Spring Break  
21 6-12+ Conferences  
26 6-12+ Conferences  
29 Non Student Day\*

## APRIL 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

5 End of Third Quarter  
22 Non Student Day\*

## MAY 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27 No School - Memorial Day

## JUNE 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Last Day of School  
7 EC-12+ Work Day  
19 Non Student Day\*

First/Last Day of School No School for Students  
 Key Date District Center Closed

\*Non Student Days - Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

Approved at the \_\_\_\_\_ School Board Meeting.



# White Bear Lake Area Schools 2024-25 Academic Calendar

## JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-20 New Teacher Orientation  
26 Convocation  
27-30 Teacher Work and Staff Development

## SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day  
3 First Day of School: 6 & 9  
4 First Day of School: 1-5, 7-8, and 10-12+  
5 First Day of School: K

## OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

17-18 No School - Education Minnesota Conference

## NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-5 Non Student Days\*  
27-29 No School - Thanksgiving Break

## DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23-31 No School - Winter Break

## JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 No School - Winter Break  
6 School Resumes  
20 No School - MLK, Jr. Day  
23-24 Non Student Days\*

## FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

17 No School - Presidents' Day

## MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10-14 No School - Spring Break

## APRIL 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

18 Non Student Day\*

## MAY 2025

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

26 No School - Memorial Day

## JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5 Last Day of School  
6 EC-12+ Work Day  
19 Non Student Day\*

First/Last Day of School  
 No School for Students  
 Key Date  
 District Center Closed

\*Non Student Days - Staff engage in curriculum work, professional learning and instructional delivery, assessment reporting, conferences and communication with parents.

Approved at the \_\_\_\_\_ School Board Meeting.

# **C. OPERATIONAL ITEMS**

AGENDA ITEM: **Action on Official Depositories for School District Funds and Authorized Bank Accounts and Signatures**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

*Be it resolved by the School Board of Independent School District #624, White Bear Lake, MN, that the following bank accounts are designated as official depositories March 27, 2023 to January 8, 2024 and that the authorized signers and those designated to electronically transfer funds shown be approved.*

<b><u>Account Name</u></b>	<b><u>Bank Name</u></b>	<b><u>Authorized Signers</u></b>
General Account	MSDLAF US Bank	*Board Chair *Board Clerk *Board Treasurer
Business Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Cafeteria Account	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Dist. Petty Cash Acct	Bremer Bank	Wayne A. Kazmierczak Timothy Wald Andrea Johnson
Central Petty Cash	Bremer Bank	Cathryn Peterson Timothy Wald Andrea Johnson

Sunrise Petty Cash	Bremer Bank	Christina Pierre Timothy Wald Andrea Johnson
North Petty Cash	Bremer Bank	Angela Nelson Dion Harriman Timothy Wald Joe Held
South Petty Cash	Bremer Bank	Donald Bosch Carrie Barth Timothy Wald

\*Facsimile signature to be used: with all three signatures required.

### **Electronic Transfers**

The following individuals are authorized to initiate electronic transfers from the above designated accounts:

Wayne A. Kazmierczak  
Timothy Wald  
Andrea Johnson  
Amanda Harris  
Stephanie Wendel  
Erica Mattice

### **RECOMMENDED ACTION:**

Approve the list of official depositories for School District funds and authorized bank accounts and signatures for 2023.

AGENDA ITEM: **Action on FY 2023-24 Budget Adjustments**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Operational Item**

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

---

**BACKGROUND:**

At the February 13, 2023 School Board meeting, the Board approved the revised FY 2022-23 budget and previewed the projected FY 2023-24 budget. As a discussion item during this meeting, the board reviewed the proposed budget adjustments.

**RECOMMENDATION:**

Approve the FY 2023-24 budget adjustments as recommended.

# FY2023-24 PROPOSED BUDGET ADJUSTMENTS

Program	Description	Amount
Elementary Education	Align staffing to projected enrollment; maintains FY17-18 target staffing ratio	585,000.00
Elementary Education	Discontinue MacPhail partnership; begin Orchestra in 6th grade	149,000.00
Secondary Education	Align staffing to projected enrollment; increase staffing ratio by .5 students/FTE	780,000.00
Teaching & Learning	Reorganize department; reduce instructional coaches	272,500.00
Buildings & Grounds	Shift head engineers additional 25% to long-term facility maintenance	152,000.00
All areas	10% supplies reduction	70,000.00
Utilities	Reduce electricity increase assumption from 10% to 5% based on discussion with Xcel rep	91,438.00
		<hr/> 2,099,938.00

AGENDA ITEM: **Action on 2023-24 and 2024-25 School Year Calendars**

MEETING DATE: **March 27, 2023**

SUGGESTED DISPOSITION: **Operational Item**

CONTACT PERSON(S): **Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning**

---

**BACKGROUND:**

Each year, district leadership works with the School Board to discuss instructional needs that can be addressed through calendar decisions. Dr. Alison Gillespie, Assistant Superintendent for Teaching and Learning, presented an update to the 2023-24 school year calendar and introduced the 2024-25 school year calendar for discussion earlier this evening.

**RECOMMENDATION:**

Approve the 2023-24 and 2024-25 School Year Calendars.