

**INDEPENDENT SCHOOL
DISTRICT #624**



**WORK-STUDY
AGENDA**

October 26, 2009

To: Members of the School Board

From: Dr. Michael J. Lovett
Superintendent of Schools

Date: October 20, 2009

A work-study session of the White Bear Lake Area School Board will be held on **Monday, October 26, 2009**, at 5:30 p.m. in Room 201 at the District Center, 4855 Bloom Avenue, White Bear Lake, MN.

WORK-STUDY AGENDA

A. PROCEDURAL ITEMS

1. Call To Order
2. Roll Call

B. DISCUSSION ITEM

- | | |
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| 1. Update/Progress Reports on Current Operational Committees | 5:30 p.m. |
| a) Student Activities Audit | |
| b) Phase I of Long Range Planning Committee | |
| c) AYP Committee | |
| 2. New Course Proposals for School Year 2010-2011 | 6:00 p.m. |
| 3. Recommended Protocols on School Naming | 6:15 p.m. |
| 4. Update on Enrollment Projections | 6:30 p.m. |
| *5. Negotiations Study Session | 7:00 p.m. |

C. ADJOURNMENT

<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>

Agenda Item: **Update/Progress Reports on Current Operational Committees**

Meeting Date: **October 26, 2009**

Suggested Disposition: **Discussion**

Contact Persons(s): **Dr. Michael J. Lovett, Superintendent**

BACKGROUND:

Update/Progress Reports on Current Operational Committees

- a) Student Activities Audit – linked to School Board/Superintendent goal #6 for 2009-10
- b) Phase I of Long Range Planning Committee – linked to School Board/Superintendent goal #2 for 2009-10
- c) AYP Committee – linked to School Board/Superintendent goal #1 for 2009-10

RECOMMENDATION: Discussion

A. STUDENT ACTIVITIES AUDIT

GOAL

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

(Note: see attached draft)

MEMBERSHIP OF STUDY TEAM

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

SCHEDULE

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

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

A. Purpose

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

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

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

B. Strategies

The audit would include the following steps:

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

C. Specific Outcomes Expected

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

B. LONG RANGE FACILITY USE, PHASE I

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 will be phased.

The **first phase**, to be completed during the 2009-10 school year, will address necessary changes in elementary attendance lines due to the opening of the District-wide International Baccalaureate elementary magnet program in the fall of 2010. This phase of the study will also look at logical minor adjustments in elementary boundaries and organizational structure that could aid in maintaining financial stability, thereby making more resources available for instructional programs.

Beyond phase 1, future initiatives could 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, 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. For the first phase, the administration will specifically address elementary boundary line adjustments required for the opening of the International Baccalaureate elementary program.

SCHEDULE

Month	
July, 2009	
August, 2009	<ol style="list-style-type: none"> 1) Initial presentation of <i>Teamworks</i> data analysis (August 25, 2009). 2) Presentation of mission and initial timeline to School Board at 8/24/09 work-study session.
September, 2009	<ol style="list-style-type: none"> 1) Presentation to School Board of revised goals.
October, 2009	<ol style="list-style-type: none"> 1) Meet with elementary principals and Cabinet to review goals and process. 2) Committee meetings with TeamWorks to develop strategies and options. 3) Update to School Board at 10/26 work-study session.
November, 2009	<ol style="list-style-type: none"> 1) Committee to finalize options. 2) Community presentation to seek feedback on options.
December, 2009	<ol style="list-style-type: none"> 1) Preliminary report presented to School Board of recommended options on 12/14/09.
January – April, 2010	<ol style="list-style-type: none"> 1) Implementation of approved options.

C. AYP Committee – District/School Improvement Plan

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

Task forces were established based on the cell groups that did not make AYP. Each Task Force has been responsible for developing the part of the District Improvement Plan for that cell. In addition, each building provides a building specific proposal based on criteria and results that will address the district-wide areas in need of improvement. Buildings will consider the data and information as the complete building specific improvement plans are developed.

The plans will be shared and discussed with the board at the work study sessions in January and February. An end of the year report will identify the building progress for the school year.

Month	
July, 2009	<ol style="list-style-type: none"> 1) Preliminary AYP results posted. 2) Meeting with principals regarding preliminary AYP results. 3) AYP appeals window. 4) Proposed letter due at MDE for approval.
August, 2009	<ol style="list-style-type: none"> 1) Notify district of any appeals outcome if AYP appeal was submitted. 2) Final AYP results in a.m. 3) Embargoed AYP results released in p.m. 4) Districts/schools notified by MDE if moving to Stage 1. 5) MDE meeting for districts “Not Making AYP.” At least one person from the district/school team must attend. 6) AYP notification letter to parents (if required). 7) District/school AYP Data Retreat, 8:30 a.m.-3:30 p.m. at District Center, District team members (to be decided) will attend. Facilitators will take the team through a 5-step process for analyzing student data, drawing conclusions, and developing hypothesis to be used in the school improvement planning process.
September, 2009	<ol style="list-style-type: none"> 1) Analyze data 2) Do Self-Assessment Measurement 3) Analyze Self-Assessment Measurement 4) Begin developing the plan: District Math and/or Reading and for cell groups in Stage 1.
October, 2009	<ol style="list-style-type: none"> 1) Develop the Plan Retreat, 8:30-3:30 p.m., location to be determined. District team members (to be decided) will attend. Working session for team to work on developing the objectives, strategies and professional development as part of the continuous school improvement planning. 2) Sub-committees/buildings work on developing District Improvement Plan. 3) Board LEA authorized.
November, 2009	<ol style="list-style-type: none"> 1) Sub-committee/building plans submitted to District Team. 2) District/School Improvement Plan due at MDE
November, 2009 to April, 2010	<ol style="list-style-type: none"> 1) Implement plan 2) April, 2010 – MCA-II Testing.

Agenda Item: **New Course Proposals for School Year 2010-2011**

Meeting Date: **October 26, 2009**

Suggested Disposition: **Discussion**

Contact Persons(s): **Cynthia A. Moore, Director of Curriculum and Assessment**

BACKGROUND:

The following are the new course proposals and course title changes for the 2010-2011 school year.

New Courses

Department	Course Title	Term	Grade Level
Art	Photo Journalism	Semester	11-12
Instrumental Music	Percussion Ensemble	Full Year	11-12
Language Arts	eCIS	Full Year	11-12
Math	AP Calculus B/C	Full Year	11-12
Technology Ed	PLTW – Principles of Engineering	Full Year	9-12

**Title/Term/Grade
Level/Change**

Department	Title	Term	Grade Level
Business Ed	Computer Applications for Business Formerly: Powerpoint, Excel, Etc. and Desktop Publishing	Semester	9-10
World Language	American Sign Language 1 (ASL)	Full Year	11-12 to 10 -12
Technology Ed	PLTW – Introduction to Engineering Design	Semester to Full Year	9-12

RECOMMENDATION: Discussion



It is time to name our school!

Dear Families,

We are very excited to begin the process of selecting a name for our International Baccalaureate Candidacy School. Below are the time line and the special entry form. We invite students, families, classrooms, and/or staff to join us in this process!

November: We will start taking names for our new school in the following ways: Family Gathering, Saints North Roller Skating, ballots in our newsletter, and as families stop in at conferences and volunteering. Entries will continue to come in throughout the month. We will ask that you consider the following factors as you create and submit possible names:

- ✓ White Bear Lake and the surrounding communities we live in: streets, lakes, parks
- ✓ Our international focus of being a world class IB School
- ✓ Our minds to learning, hearts to compassion and hands to community service
- ✓ The history and traditions of our school and families

December 5: We will synthesize all the entries and give the possible names to the Staff and to the Parent Board meeting on Dec. 8th. They will then rank the entries and present the top choices to the school community for a vote.

Dec. 14: Ballots will be distributed in backpacks and should be returned to school by **Dec. 23rd**.

Jan. 5: We will announce the top 3 choices and present them to the School Board for their final decision at their **Jan. 11th** meeting.

Below is the entry. PLEASE CUT OFF AND SUBMIT TO OUR SCHOOL:

1. The name I/we would like for our school is

2. The reason I/we think this name is great:

3. Name of person(s) submitting this name:

Please note that copyrighted names and trademarks will not be considered.