

INDEPENDENT SCHOOL DISTRICT #832
STUDY SESSION – BOARD OF EDUCATION
Thursday, September 25, 2008 - 7:00 PM
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

- AGENDA -

1. A PowerPoint of the Mahtomedi Middle School Washington D.C. trip will be shown prior to the meeting. Arrive a little early to view it.
2. CALL TO ORDER 2
3. ROLL CALL OF ATTENDANCE
4. DISCUSSION/INFORMATION ITEMS
 - A. Dr. David Bennett - Discuss Questions to Address in a Study of Year-Round Programming Options for Students
 - B. Review 2008-2009 Leadership Plan 3
 - C. Discuss School Board Attendance at the National School Boards Association's (NSBA) Annual Conference - April 4-7, 2009 in San Diego, California 11
5. ADJOURNMENT



ADDENDUM TO AGENDA
BOARD OF EDUCATION
September 25, 2008

I am attending the Mid-America Superintendent Association's annual meeting in Des Moines, IA. I will not be in attendance at the study session this week. Steve and I met last Friday to plan the agenda and prepare for this meeting.

4. **DISCUSSION/INFORMATION ITEMS**

- A. **Discuss Questions to Address in a Study of Year-Round Programming Options for Students** - Dr. David Bennett agreed to conduct a study of potential year-round program options the school district may consider for students, specifically, those programs or courses that may extend the year for students engaged in the Mahtomedi Engineering Leadership Program. Dr. Bennett is interested in collecting your input about the focus of the study before he begins the process. He will conduct this study at no expense or fees to the district.
- B. **Review 2008-2009 Leadership Plan** - We continue to improve this document and will ask for your adoption at the regular school board meeting on October 9. Karen Kepple is advising on the policy changes as well as within areas of potential personnel changes. Your input and suggestions for improvement or clarity will be appreciated.
- C. **School Board Attendance at the National School Boards Association's (NSBA) Annual Conference** - We need to decide who can attend this year on behalf of the school district. There is money in the budget for school board professional development and this is an excellent conference to help us from the national view. We estimate that it will cost \$2,000 per school board member to attend this conference.

Strategic Goals for Continuous Improvement

Economic Stability – The economic health of the school district will be maintained through strategic program review and the formation of effective partnerships.

Improving Student Achievement – Student performance will increase through continuous improvement practice in the schools and school district.

Community Engagement – The public trust and confidence in the performance of the school system will increase through improved communications and meaningful participation.

The School Board and administration lead with an unwavering commitment to continuous improvement measures in all aspects of the school system. Balanced scorecards are prepared at the school and district level to address continuous improvement in the following areas: Student Learning, Professional Practices, System Performance, Satisfaction/Public Image, and Community Engagement. The additional area of Student Development is under consideration.

Annual Data Retreat – Friday, October 24, 2008, 8:00 AM - 12:00 PM District Education Center

School Board, administration and representatives from Mahtomedi Education Association will hear progress reports on school and district balanced scorecards, discuss concerns, and identify areas for improvement for 2008-2009. Scorecards and improvement strategies will be adjusted accordingly.

Current Challenges

The School Board and administration recognize that critical leadership decisions must be made this school year if the school district wants to maintain high quality programs and services for future years. Specific threats to predictable and consistent quality programs and services include:

1. A continued decline in resident student enrollment that reduces annual state and local levy revenue,

2. Predicted State of Minnesota revenue shortfalls and potential negative impact on future public school funding,
3. Potential need for additional local levy tax contributions to pay for increased operating costs,
4. Increased costs for employee salaries, health insurance and related benefits,
5. Increasing expectations for all students to meet expected levels of educational performance and the concomitant expenses for support staff to provide these individualized services,
6. Increased fixed costs in the total operation of the school district, and
7. Facility improvements or changes that require long term financial commitment of capital funds and potentially new local tax contributions from citizens.

In particular, by December 2008, key decisions must be made regarding the preferred plan to address future facility needs, agreements with area cities and athletic associations for co-funded recreation programs, partnerships for state-funded integration efforts with East Metro Integration District and/or a new partnership with neighboring school districts, expected progress for Mahtomedi Engineering Leadership Program and preliminary expenditure plans for 2009-2010. This leadership plan will address the necessary processes to assist the school board and administration in meeting the deadlines. The School Board will direct the Superintendent of Schools to organize administration, teachers and support staff as needed based on the strategic goals and decisions of the school board.

I. DEVELOP PLAN FOR FACILITY IMPROVEMENTS AND CHANGES NECESSARY FOR FUTURE SUCCESS

Optimal Programs/Services and Right Size for School Capacity/Enrollment

The school district continues to experience a decline in the number of resident students. Declining enrollment reduces revenue to the school district and, in turn, requires workforce reductions in administration, teachers and support staff. Typically, consequences of declining enrollment include increased class sizes and the loss of valued programs and services. Within

the area of financial planning for 2009-2010, spending reductions will likely increase class size, reduce staffing and reduce program choices unless we find cost efficiencies in the way we deliver instruction or services at all levels in the school district.

Projections for Kindergarten indicate similar resident enrollment for the next two years and then a sharp reduction in resident student enrollment occurs. Enrollment in the high school remains steady at 1180 students for several years and then declines. The enrollment forecast for grades K-8 indicates a more rapid decline and one that will impact staffing, class size, and specialist programs. Together, through careful planning and thoughtful dialogue, we expect to minimize the negative impact of declining enrollment to the best of our shared abilities.

This summer, administration conducted a study of high schools in Minnesota and the Midwest in an effort to compare course offerings, schedules, practices and other data. The school board and administration seek to learn various approaches to organization and instructional delivery from other high performing high schools. One reason the high school comparison study was completed is to determine if there is an optimal enrollment size for high schools. When Mahtomedi Public Schools had lower enrollment size (prior to 1990's) choice in course offerings was limited. Today, with a high school of 1180 students, a wide range of courses are offered including College in the Schools (CIS), Advanced Placement (AP), and a comprehensive high school curriculum that responds to a wide range of student interest and needs.

Questions to Study/Answer – Is there an optimal size for the school system when considering curriculum offerings, programs and services, current academic success of students, resident enrollment, student and parent expectations for Mahtomedi School District? What is the “right size” for the elementary program (K-2, 3-5, K-4 or K-5)? What is the “right size” for the middle school programs and services (6-8 or 5-8)? What is the “right size” for the high school (9-12)?

Given projected enrollment and the answer to the “right size” questions, what are the facility needs for the school district? Will a change in grade configuration at each school provide for the best or preferred school enrollment capacity at each school site? What do we learn from the JCI Reports? What does cost accounting modeling tell us? What does an approach of optimal programming tell us?

Timeline and Key Deadlines

(Schedule confirmed with Johnson Controls Solutions Team and Center for School Operations)

Tuesday	September 23	1:00 PM	Meet with district administration
Tuesday	September 30	1:00 PM	Meet with district administration
Thursday	October 2	9:30 AM	Meet with School Board Facility Committee
Tuesday	Oct 14	9:30 AM	Meet with School Board Facility Committee
Tuesday	Oct 21	6:00 PM	Meet with Citizen Group
Thursday	Oct 23	5:45 PM	Report to School Board at study session
Tuesday	Nov 11	6:00 PM	Meet with Citizen Group

II. EVALUATE CURRENT PARTNERSHIP WITH EAST METRO INTEGRATION DISTRICT

The school district is a member of East Metro Integration District (EMID). Sixteen resident students from twelve families attend magnet school programs provided by EMID at Crosswinds and Harambee. North St. Paul Maplewood Oakdale and Mounds View school districts are seeking a new partnership with Mahtomedi Schools. The school district must decide by no later than December 2008 if it chooses to leave EMID membership and give such notice to EMID by February 1, 2009. If this occurs, membership in EMID ends 18 months after notification (July 2010).

Questions to Study/Answer: What do the governance and funding structures look like in our current and future partnership opportunities? What are the needs of Mahtomedi students? How will we participate in collaborative planning to meet the outcomes, programs, services and initiatives needed to provide successful experiences for all students in Mahtomedi? How will we assess the partnerships progress, barriers, new challenges and opportunities?

Timeline and Key Deadlines

August 7	Review Data
September 11	Hear Presentations from EMID and North St. Paul Maplewood Oakdale
October 2	Meet with Parents for Q/A session regarding presentations
October 23	Present Findings to School Board

November 6	Recommendations to School Board
December 11	School Board Action on Participation
January	Notification to EMID if needed

III. QUANTIFY PARTNERSHIP AGREEMENTS WITH AREA CITIES AND ATHLETIC ASSOCIATIONS

Area cities depend on Mahtomedi Schools for the coordination of recreation activities including field use, field maintenance and improvements, utilities, supervision and custodial expenses. Mahtomedi School District seeks written agreements with area cities to ensure that city recreation activities, including those provided by community athletic associations, are within reasonable fiscal limits and constraints of the school district. While there is value to in-kind services, the costs of field maintenance, supervision, security, and coordination is a significant district commitment and it needs to be quantified and evaluated as such.

Questions to Study/Answer: What are the current costs for recreation services for each city and for the school district? What are the limitations or overages expended by each party? What are the changes that need to be made for each party to meet its obligations for programs within the confines of budget? What are the contributions of athletic associations to the city and district services? What can we learn from the data collected by the associations, cities and school district? What is the impact of open enrollment on the associations, city recreation budgets and school district budget for athletics and recreation?

Timelines and Key Deadlines:

September 12	Athletic Council meets
September 19	City and school district leaders meet
October	Data analysis
November 14	City and School district leaders meet
December 5	Athletic Council
December 11	Recommendations to School Board

January – February Begin written agreements with city leaders

February 6 City and school district leaders

IV. PRELIMINARY EXPENDITURE PLAN FOR 2009-2010

The school district reduced its expenditure budget, or spending, five of the past six years. The next reductions, if necessary, will likely reduce administration, teachers, support staff, and programs and services. Reductions always affect “the way things work” so care must be given to any changes made to the school system. How might we find efficiencies in the elementary and secondary instructional delivery system? For example, is the four period day at the high school most efficient in its use of teachers for instruction? How might we consider changes in instructional delivery at the elementary, middle and high school levels, that, when implemented, provide for cost reductions with limited negative impact on class size or major reductions in program offerings?

Questions to Study/Answer – Should the high school change from a four period day to another delivery model? Should the middle school consider an alternative to the current schedule? What potential benefits arise when schedules from Grades 6-12 are aligned for students and employees? What changes in instructional delivery are possible at the elementary level?

Timeline and Key Deadlines

Monday, September 8	2:30 PM	Meet with High School Faculty Council
Tuesday, September 9	9:30 AM	Design/Discuss administrative leadership process
Thursday, September 25	5:45 PM	High School Comparison Study - School Board
September – October		Review various schedule options and identify choices
September – December		District Calendar Committee meetings (2009-2011)
November 15		Deadline for High School Course Registration Guide
November – December		Recommend schedule change based on cost efficiencies

V. MAHTOMEDI ENGINEERING LEADERSHIP PROGRAM

Program goals for this year are the following:

- 1) Develop distributed leadership for the program throughout the district with assistance of school principals and teachers.
- 2) Align engineering curriculum E-12 through the adoption of state standards for engineering and content themes by grade or age level.
- 3) Continue the development of sustaining partnerships to the program with post-secondary institutions, businesses, industry, private agencies, and professional associations.
- 4) Complete the annual evaluation of program outcomes with external evaluator.

Mahtomedi Engineering Leadership Program is recognized as one of the lighthouse secondary science, technology, engineering and mathematics programs in Minnesota and was featured recently in the September issue of the Minnesota Monthly magazine. State standards for engineering curriculum will be required by 2011. Early adoption and implementation of our own curriculum themes and standards will place us in the forefront of high quality programs in the State of Minnesota.

VI. MAHTOMEDI QUALITY COMPENSATION PLAN WITH MAHTOMEDI EDUCATION ASSOCIATION

Mahtomedi Education Association developed a plan and received approval from Minnesota Department of Education to implement a quality compensation plan for this year.

VII. POLICY IMPLICATIONS AND NEEDS

Each year the school board and administration review policies for improvement and legal changes/revisions. When possible, policy recommendations from the Minnesota School Board Association are accepted and included in the policy for Mahtomedi Public Schools.

Mandatory Policy Review

Out-of State Travel by School Board Members

Chemical Use and Abuse

School Weapons

Student Discipline and Notice of Suspension

Bullying Prohibition

Student Sex Nondiscrimination

Pledge of Allegiance

Use of Peace Officers and Crisis Teams to Remove Students with Individual Education Plans

Policy Review and Revision– Open Enrollment

The school district must review its policy for open enrollment and consider the implications for policy when the number of interested applicants for open enrollment exceeds the number of student openings available. To date, the need for an administrative procedure that includes a lottery has not been needed. This may be needed for future years.

The school board may wish to close open enrollment at Mahtomedi High School prior to January 2009 given current and projected enrollment for 2009-2010.

Policy Review and Revision – Policy 425 – Administrator Performance Appraisal

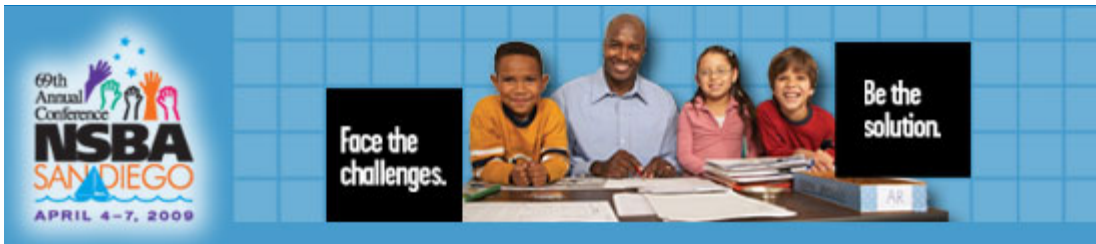
Administrators will review and improve the current policy to update professional practices. The district will benefit if the policy includes a mechanism for feedback. The administrative team will suggest a system that when adopted will provide for effective feedback from students, staff and community.

Policy Review and Revision– Transportation Services

Maslowski, Dawn

From: Barbara Moody [market@nsba.mmsend.com] on behalf of Barbara Moody [market@nsba.org]
Sent: Thursday, September 18, 2008 10:20 AM
To: Maslowski, Dawn
Subject: NSBA 2009 Annual Conference Registration Now Open

Follow Up Flag: Follow up
Flag Status: Flagged



September 18, 2008

*Housing Opens
October 16, 2008*

*Early Registration
Discounts through
December 30, 2008*

Registration for the 2009 National School Boards Association's Annual Conference is Now Open!

[Click here](#) to register online, or if you prefer to fax or mail a copy of your form, visit our website at www.nsba.org/conference to download and print the registration form.

- Conference dates: **April 4-7, 2009 in San Diego, California.**
- **Housing registration opens October 16.** Remember you must be registered for the conference before making your hotel reservations. All registrants will receive a confirmation ID# for use when reserving rooms. Register by October 8, 2008 to be sure you receive your confirmation numbers before housing opens.
- General Session speakers include Nobel Prize-winning author Toni Morrison, actress Julie Andrews, and the best-selling author of *Three Cups of Tea*, Greg Mortenson.
- Plus, hundreds of workshops that address your district's needs. Visit www.nsba.org/conference for details.
- [Click here](#) for information on this year's Early Bird Workshops.



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