

Date: September 6, 2012

To: School Board

From: Dr. Malone

RE: Meeting Notes - September 10, 2012

1C. Rollie Oliver has requested to address the school board. The Comments From The Public form he completed states that he is representing the Becker American Indian Parent Committee and the District Curriculum Advisory Committee. However, the President of the American Indian Parent Committee contacted the district to inform me that Mr. Oliver is not representing them. Also, Jean Duffy, Chairperson of the District Curriculum Advisory Committee, informed me that the committee did not authorize Mr. Oliver to speak on their behalf.

2A. Superintendent's Report

- i. The fall staff development program was a success. The general session on Monday included an overview of the administrative goals for this year in support of high academic achievement for all students:
 - a. Teachers will use PLCs to determine what students should know (*ELOs*), do they know it (*common assessment/data analysis*), response if students don't know it (*intervention*), and response if students already know it (*enrichment*).
 - b. Staff will understand the Marzano Instructional Framework and embed it in classroom instruction for professional growth.
 - c. Ramp Up To Readiness: Create a culture that expects post-secondary education and training for all students.

Teachers attended a workshop to learn about the Marzano Instructional Model on Wednesday. iObs, the software in support of the Marzano Model was introduced and teachers began to write individual growth plans specific to elements one (providing clear learning goals and scales) and two (tracking student progress) of the Marzano Model.

The orientation, induction, and mentoring sessions were beneficial for new teachers and will continue throughout the year.

Building activities addressed schedules and programs specific to each site. The schedules also included time for teachers to prepare rooms and instructional materials. The Open Houses were well attended. The feedback from teachers and parents regarding assessment days at the elementary schools has been positive.

- ii. The second annual orientation for site-based team members was conducted in mid-August. An overview included the rationale for involving stakeholders in decision-making, membership configurations, statutory authority, and the decision-making matrix approved by the school board. Most SBT members were in attendance. Each SBT conducted their first meeting of the year after the general overview. The orientation session and materials are posted on each school website.
- iii. Stakeholder involvement is critical to the success of our school district. It is essential that staff members, parents, community members, and students have a voice in the operation of our schools. To that end, along with the site-based teams, the following venues will continue again this year:
- I will meet bi-monthly with Local #284 and BEA representatives to foster communication. I appreciate the cooperation of the union leadership to engage in regular discussions, maintain open communication, and resolve issues.
 - “District discussions” are conducted every Thursday morning before school. These forums, scheduled at each school on a rotating basis, provide an opportunity for staff members to communicate with the superintendent. Those in attendance determine the discussion topics.
 - The Nutrition Committee is comprised of staff members, parents, students, and a school board representative. The group meets regularly and provides input to the food service director regarding lunch menus, nutrition, and other issues relative to the food service operation.
 - The Technology Steering Committee is comprised of staff members, parents, and a school board representative. This committee advises the technology director on matters pertinent to the district technology programs.
 - The Calendar Committee provides staff members, parents, and students a voice in creating the annual academic calendar. The committee will convene again this year to develop a 2013-14 calendar recommendation.
 - The Activity Advisory Committee is comprised of coaches, parents, students, and a school board representative. This committee meets regularly to advise the activities director about policies, issues, and decisions regarding the districts’ activity programs.
 - The school boards’ strategic planning process will again invite parents, students, staff members, and community members to meetings beginning in January. These discussions provide stakeholders an opportunity to collaborate with the school board to develop goals pertaining to the future of the district.
- iv. I will be using video casts again this year for monthly superintendent updates. The monthly “super talk” is linked from the home page and the superintendent’s page on the district website. This communication provides timely information regarding school district initiatives, events, and other school-related items of interest to the public. The web address is <http://wiki.becker.k12.mn.us/groups/supertalk/>.

- v. The fall enrollment as of September 5th is shown below. The enrollment changes daily and usually stabilizes in early October. The district generates revenue based on average daily attendance (ADM). The October 1st student enrollment multiplied by 0.98 is typically a close estimate of the ADM.

	Enrollment	Sections	Avg. Class Size
K	206		20
1	210	9	23
2	180	8	23
3	210	8	26
4	234	9	26
5	224	8	28
6	215	8	27
7	239	8	30
8	232	8	29
9	236		
10	231		
11	201		
12	180		
K-2	596		
3-5	668		
6-8	686		
9-12	848		
K-12 Total	2798		

2B. Committee Reports: The committee appointed by Chairman Jurek last month to review policies relative to teacher confidentiality met on August 22nd. Mark Lumley was designated by the committee to present their report to the board (enclosed).

3. Consent Agenda

C. Leave of Absence Requests:

- I. Aaron Lund: **I recommend denying this leave of absence request** because a high school mathematics position is difficult to fill and the position being of two-years duration would reduce the applicant pool, the teacher holding a position knowing it is of two-years in duration is more likely to seek another position creating discontinuity of staffing within the high school math department, and there is no benefit to the district in granting this request.
- II. Paula Pruszinske: **I recommend approving this leave of absence request** because supply exceeds demand for 6th grade teaching candidates and the leave of absence will not impact the applicant pool, there are more 6th grade

teachers than available positions, the teacher holding a position of unknown duration is unlikely to seek another position, and the school district will benefit from Ms. Pruszinske's expertise while she serves as the district's 0.8 FTE Data Specialist.

D. I recommend accepting the following resignations:

- I. Arnold Changamire, Paraprofessional
- II. Sherry Hanson, Lead/Assistant Cook
- III. Robin Gibbons, Assistant cook
- IV. Pamela Simonson, Server
- V. Jayme McKay, Cashier
- VI. Cyndi Forsythe, ECFE Teacher
- VII. Aaron Lund, Teacher
- VIII. Julie Steinkraus, Teacher (effective September 28)
- IX. Anita Erkens-Trutwin, Teacher
- X. Paula Pruszinske, Teacher
- XI. Shanna Seguin, 0.5 FTE Teacher
- XII. Gerry Bass, Camp Opportunity
- XIII. Miranda Kramer, Payroll Coordinator

E. I recommend approving the following contracts:

- I. Co-Curricular Contracts
 - a. Alex Jurek, Robotics Coach \$2,800 (this program is self-funded)
 - b. April Greene, Asst. Girls' Swimming Coach, \$2,563 (prorated to 57 days)
 - c. Racquel Barthel, 8th Volleyball Coach, \$2,036
- II. Anthony Miller, 0.6 FTE Phy Ed Teacher, \$24,295
- III. Taylor Essen, HS Science and Math Teacher, BA, Step 1, \$36,829 (increase from .92 FTE to 1.0 FTE)
- IV. Kevin Elton, HS Math Teacher, BA, Step 4, \$40,492
- V. Melinda Pudlick, 0.5 FTE Kindergarten Teacher, BA, Step 4, \$20,246
- VI. Monica Peterson, MA+60, Step 7, 0.52 FTE (prorated to 46.5 days)
- VII. Paula Pruszinske, 0.8 FTE Data Specialist, MA, Step 15, \$57,305 (this position funded by the Integration Grant).
- VIII. Randi Reiner, IS Teacher, BA, Step 2, \$38,051
- IX. Shanna Seguin, HS SPED Teacher, MA+15, Step 15, \$65,634
- X. Keith O'Brien, 0.625 FTE, HS SPED Teacher, MA, Step 15, \$39,773 (Mr. O'Brien is 0.5 FTE teacher who agreed to work full time the first quarter).
- XI. Individual Contracts: The Individual Contract Committee (Jurek, Norgaard, Swanson) has reached tentative agreements with the Community Education Director, Transportation Director, Buildings and Grounds Director, Food Service Director, and District Office Personnel as summarized below: **I recommend approving the contracts.**

a. Community Education Director

Community Ed Director
8/1/08

	Salary*	sal inc %	TRA	FICA	50K term life	LTD	Longevity	Cell Reimbursement	Health Ins	Dental Ins	tsa	Total District Cost	Cost Inc %
2009-10	\$58,556		\$3,221	\$4,480	\$107	\$416		\$0	\$12,823	\$1,103	\$2,000	\$82,705	
2010-11	\$58,556	0.00%	\$3,221	\$4,480	\$107	\$416	\$312	\$0	\$15,290	\$1,213	\$2,000	\$85,593	3.49%
2011-12	\$59,288	1.25%	\$3,557	\$4,536	\$107	\$421	\$416	\$0	\$15,249	\$1,213	\$2,000	\$86,786	1.39%
2012-13	\$60,770	2.50%	\$3,950	\$4,649	\$214	\$431	\$416	\$600	\$15,541	\$1,213	\$2,000	\$89,784	3.45%
2013-14	\$62,289	2.50%	\$4,360	\$4,765	\$214	\$442	\$416	\$600	\$16,318	\$1,213	\$2,000	\$92,617	3.16%
		6.25%											11.50%

*2009-10 Salary includes \$2,000 performance pay. Performance pay eliminated for 2010-11 & 2011-12 (rolled into salary).
Base Year Health Insurance is 85% Family Common Plan

Notes:

- Total package cost increase per year is 2.87%
- Health insurance changed to match BEA language.
- Increase from \$50,000 to \$100,000 term life insurance beginning with 2012-13
- \$50 per month cell phone reimbursement beginning with 2012-13

b. Transportation Director

Transportation Director
8/1/08

	Salary*	sal inc %	PERA	FICA	50K term life	LTD	Longevity	Health Ins	Dental Ins	Phone Reim	tsa	Total District Cost	Cost Inc %
2009-10	\$77,174		\$5,347	\$5,950	\$107	\$548	\$624	\$16,849	\$1,163	\$600	\$3,000	\$111,361	
2010-11	\$77,174	0.00%	\$5,541	\$5,950	\$107	\$548	\$624	\$16,849	\$1,163	\$600	\$3,000	\$111,556	0.17%
2011-12	\$78,139	1.25%	\$5,709	\$6,024	\$107	\$555	\$624	\$16,849	\$1,163	\$600	\$3,000	\$112,768	1.09%
2012-13	\$80,092	2.50%	\$5,850	\$6,173	\$214	\$569	\$624	\$19,200	\$1,213	\$600	\$3,000	\$117,535	4.23%
2013-14	\$82,094	2.50%	\$5,995	\$6,326	\$214	\$583	\$728	\$19,200	\$1,213	\$600	\$3,000	\$119,953	2.06%
		6.25%											7.55%

*2009-10 Salary includes \$2,400 performance pay. Performance pay eliminated for 2010-11 (rolled into salary).

Notes:

- Retirement health care changed from requiring to be age 62 to qualify to age 58.
 - Age 62 or earlier - 3 years paid
 - Age 63- 2 years paid
 - Age 64 - 1 year paid
- Health insurance changed to defined amount of \$19,200 annually (\$1,600 per month).
- Total package cost increase per year is 1.89%
- Increase from \$50,000 to \$100,000 term life insurance beginning with 2012-13
- Longevity of additional \$0.05 per hour added after 35 years (\$0.35 per hour)

c. Food Service Director

Food Service Director
8/1/08

	Salary	Sal inc %	PERA	FICA	50K term life	LTD	Health Ins	Dental Ins	Shoes	tsa	Total District Cost	Cost Inc %
2011-12	\$45,547		\$3,131	\$3,484	\$107	\$323	\$6,684	\$0	\$200	\$3,000	\$62,477	
2012-13	\$46,697	2.52%	\$3,386	\$3,572	\$214	\$332	\$7,018	\$0	\$200	\$3,000	\$64,418	3.11%
2013-14	\$47,630	2.00%	\$3,453	\$3,644	\$214	\$338	\$7,369	\$0	\$200	\$3,000	\$65,848	2.22%
		4.52%										5.33%

Notes:

- Total package cost increase per year is 2.66%
- Health insurance is a defined annual contribution
- Increase from \$50,000 to \$100,000 term life insurance beginning with 2012-13
- One additional paid holiday added (Christmas)

d. Director of Building and Grounds

Director of Buildings and Grounds
8/1/08

	Salary	sal inc %	PERA	FICA	100K term life	LTD	Longe vity	Health Ins	Dental Ins	Phone Reim	tsa	Total District Cost	Cost Inc %
2011-12	\$75,117		\$5,476	\$5,824	\$214	\$536	\$416	\$17,940	\$1,213	\$600	\$3,000	\$110,336	
2012-13	\$76,995	2.50%	\$5,612	\$5,968	\$214	\$550	\$416	\$19,200	\$1,213	\$600	\$3,000	\$113,767	3.11%
2013-14	\$78,920	2.50%	\$5,752	\$6,115	\$214	\$563	\$416	\$19,200	\$1,213	\$600	\$3,000	\$115,993	1.96%
		5.00%											5.07%

Notes:

- Total package cost increase per year is 2.53%
- Health insurance changed to \$1,600/month

e. District Office Staff

Total District Office Staff (3.5 FTEs)
8/2/12

	Salary	sal inc %	PERA	FICA	Term life	LTD	Long- evity	Health Ins	Dental Ins	tsa	Total District Cost	Cost Inc %
2009-10	\$162,576		\$11,199	\$12,437	\$321	\$1,099	\$312	\$26,138	\$2,129	\$3,250	\$219,462	
2010-11	\$164,157	0.96%	\$11,718	\$12,558	\$321	\$1,110	\$312	\$31,104	\$2,344	\$3,750	\$227,374	3.61%
2011-12	\$171,411	4.23%	\$12,450	\$13,113	\$321	\$1,159	\$312	\$30,012	\$2,344	\$3,750	\$234,872	3.30%
2012-13	\$176,374	2.81%	\$12,810	\$13,493	\$321	\$1,193	\$312	\$31,513	\$2,344	\$3,750	\$242,109	3.08%
		8.01%										9.98%

Notes:

- Health insurance language change to 100% Single with \$750/month cap and 80% family with \$1,600/month cap.
- Change retiree health insurance to 100% single for employees hired prior to 9/1/1996.
- No district contribution to health plan for 0.5 FTE employee during term of contract.
- Total package cost increase per year is 3.33%

XII. The Administrative Negotiations Team (Jurek, Olson) has reached a tentative agreement with the Becker Administrators' Association for the 2011-12 and 2012-13 school years. I recommend approving the contract, which is summarized below:

Becker Administrator's Association	Salaries	sal inc %	TRA	FICA	Term Life Ins	LTD	Health Ins	Dental Ins	Medical Reim	Phone Reim	TSA Match	Total District Cost	Cost Inc %
2011-12	\$596,026		\$32,979	\$45,871	\$2,563	\$4,257	\$120,492	\$7,276	\$6,000	\$3,600	\$21,000	\$840,065	
2012-13	\$609,312	2.23%	\$36,775	\$46,888	\$2,563	\$4,352	\$116,280	\$7,276	\$6,000	\$3,600	\$21,000	\$854,045	1.66%
2013-14	\$625,838	2.71%	\$40,913	\$48,152	\$2,563	\$4,469	\$122,094	\$7,276	\$6,000	\$3,600	\$21,000	\$881,905	3.26%
		4.94%											4.93%
Note:													
-Total package cost increase of 2.46% per year													
-Sick leave maximum carryover changed from 100 days to 120 days (and clarify it applies to both Principals and Asst. Principals)													
-\$250 added to experience factor beginning with 2012-13													
-Retiree insurance benefit sunset provision changed from 7/1/08 to 8/1/11													
-Obsolete language removed from Car Allowance section (no cost impact)													
-Obsolete language removed from Matching Funds section (no cost impact)													

XIII. Camp Opportunity

- Allison, Cieslak, \$7.25 per hour
- Brandy Watercott, \$7.25 per hour
- Janelle Lloyd, \$9.50 per hour

XIV. Food Service

- a. Robin Gibbons, Asst. Cook, \$18.00 per hour, 3 hours/Lead Cook, \$18.46 per hour, 3.25 hours
- b. Sherry Hanson, Asst. Ala Carte, \$19.46 per hour, 6.75 hours daily
- c. Linda Brower, Cashier, \$9.53 per hour, 2.25 hours daily
- d. Heidi Wickham, Dishwasher/Server, \$9.53 per hour, 2.1 hours daily
- e. Linda Peterson, Dishwasher/Server, \$9.53 per hour, 2.75 hours daily
- f. Brenda Bialka, Dishwasher/Server, \$9.53 per hour, 2.75 hours daily
- g. Anita Pilarski, Dishwasher/Server, \$9.63 per hour, 1.5 hours daily
- h. Ann Barringer, Asst. Cook, \$13.15, per hour, 6.25 hours daily
- i. Tara Stang, Dishwasher/Server, \$9.53 per hour, 2.75 hours daily
- j. Stephanie Lutz, Dishwasher/Server, \$9.53 per hour, 2 hours 10 min daily

XV. Angela Donnay, ECFE Parent Educator, \$25.50 per hour, 5 hours per month

XVI. Anna Lashinski, PS Teacher, BA+45, Step 1, \$39,171 (pro rated to 179 days)

XVII. Jody Brings, Transportation Secretary, \$14.57 per hour, 4 hours daily

F. Policy 205 Open Meetings And Closed Meetings is a new policy recommended by the MSBA COSA (Council of School Attorneys). The policy mimics Minn. Stat. § 13D Open Meeting Law. The policy also incorporates other relative statutes and case law as noted at the end of the policy. The first reading was last month. **I recommend approving Policy 205 Open Meetings And Closed Meetings.**

G. A recommendation to revise Policy 560 Use of Multimedia In The Classroom was recently developed by a committee of stakeholders, which met on July 25th. The committee included the principals, 3 parents, 2 media specialists, a secondary language arts teacher, the superintendent, and the directors of curriculum and instructional technology. The recommended revisions are attached. A summary of the changes are as follows:

- Middle School: The entire department instead of a single teacher must approve PG movies. Then, the approval of the principal is required. Finally, parent permission is required on a form specifically describing the content of the film and its educational purpose.
- High School: The entire department instead of a single teacher must approve R movies. Then, the high school site-based team must approve the movie (2 parents, 1 community member, 2 teachers, 1 paraprofessional, principal, asst. principal, and 2 students). Next, the approval of the principal is required. Finally, parent permission is required on a form specifically describing the content of the film and its educational purpose.
- An additional section, Request For Reconsideration Of Multi-Media Resources, was added to the policy.

The first reading was last month. **I recommend approving the modifications to Policy 560 Use of Multimedia In The Classroom**

H. Policy 611 Home Schooling has been revised to add criteria for accepting credits that will apply toward BHS graduation. Credits transferred from a home school will be reviewed and equalized by the Home School Credit Review Committee. Credits of comparable rigor and content to BHS will be accepted toward graduation. The first reading of the policy was last month. Per school board discussion at the last meeting, the requirements that at least 80% of credits be earned from BHS to receive honors and that students attend BHS full-time their junior and senior year to receive honors were removed from the policy. **I recommend approving Policy 611 Home Schooling as modified.**

4. School board discussion at the August meeting suggested that the superintendent modify Policy 566 Student Extended Trips. The modification grants authority for the superintendent to approve student major trips when circumstances are such that the advisor learns that students have become eligible for a student major trip before the next regularly scheduled school board meeting will occur.

An application of the modified policy would have been this past summer when the BHS football players won the Vikings 7 on 7 passing tournament on June 24th and qualified to advance to the national tournament to be held on July 12th.

I recommend first reading of Policy 566 Student Extended Trips as modified.

5. The levy certification documents for Minnesota's public schools will be issued by MDE on Saturday September 8th. Information will be forwarded to school board members when it is available.

The first "levy run" typically contains several errors. Joe Prom will work with MDE to correct the calculations on September 10th and will review the Payable 2013 Levy at the school board meeting.

Joe and I expect the Pay 13 Levy to be comparable to the Pay 12 Levy within a few percentage points. **I recommend approving the maximum preliminary certification.**

A presentation covering the 12-13 budget and the Payable 2013 Levy will be provided by the business manager at the December 3rd meeting. The final levy amount will be approved by the board at that time.

6. The board should begin to develop strategic goals for 2013-14. The input from stakeholders is enclosed. A blank template for drafting goals is also enclosed.

The input from stakeholders should be used to develop strategic goals. The board should complete this process during the September, October, and November meetings. The goals should be adopted at the December meeting. The goals should:

- Support an exit outcome (listed on the template)
- Not exceed three (two recommended)

SMART Goals are:

S = Specific

M = Measurable

A = Attainable

R = Realistic

T = Timely

A list of potential goals or goal areas would be an excellent outcome for this agenda item.