

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Work Session Meeting - November 28, 2016 - 4:00 PM
District Administration Building

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **ADMINISTRATIVE**
 - A. Great Expectations / CfKI *30 minutes*
Matthew Miller
Rachel Boettcher
LaDonna Hoy
 - B. Auditors *30 minutes*
 - C. OPEB Report *J. Westrum 10 minutes*
 - D. Pay 2017 Property Tax Levy - Taxpayer Impact Discussion *J. Westrum 10 minutes*
 - E. 2017-2018 Budget and Staffing Calendar *J. Westrum 10 minutes* 3
3. **TEACHING AND LEARNING**
4. **HUMAN RESOURCES**
5. **BOARD REPORTS**
6. **FINANCE AND BUSINESS**
7. **SCHOOL BOARD** 5
8. **ADJOURN**

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

MISSION

Our Core Purpose:

The mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

VISION

What We Intend to Create and Experience:

The vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student—no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment where all are valued for who they are and the contributions they make.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and engaged employees;
- Accountability by all staff for individual and collective performance;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

**INDEPENDENT SCHOOL DISTRICT 284
WAYZATA, MINNESOTA**

**BUDGET AND STAFFING PREPARATION CALENDAR
2017-2018**

School Board Approves Payable 2016 Levy	December 12, 2016
Board work session -- Discuss Revised Budget for 2016-2017	December 19, 2016
Board work session—Discuss Budget and Staffing Preparation Calendar	December 19, 2016
Board action on 2017-18 Leave Requests and Retirements	January 9, 2017
Open enrollment application deadline	January 15, 2017
Board action on mid-year budget adjustments (Special Board Meeting)	January 23, 2017
Capital committee allocation recommendations to Strategic Leadership Team	January 24, 2017
Principals and Administrators submit proposed budget changes to Business Office	February 1, 2017
Employee notification required for leave request, retirement, resignation	February 1, 2017
Board action on 2017-18 leave requests and retirements	February 13, 2017
HR sends 2017-18 Employee Status Summary (includes leaves, return-from-leaves and retirees) to sites	February 14, 2017
Preliminary enrollment projections by school distributed	February 15, 2017
Staffing allocations completed and sent to sites with the Budget materials	February 15, 2017
Update CFAC on Budget Status	February 21, 2017
Leadership Council reviews proposed allocations and budget changes	February 15, 2017
Principals inform HR of the possibility of any continuing contract staff positions being discontinued	February 17, 2017
Board Work Session—review preliminary revenues/expenditures and proposed changes	February 27, 2017
Strategic Leadership Team discussions on preliminary staffing ratios and supplies allocations	February 28, 2017
Economic Forecast released (this is used to determine state budget)	February 28, 2017
Budget materials sent to buildings	March 1, 2017
Budget materials submitted to supervisors for review (Elementary, Middle Schools, all other)	March 13, 2017
Board action on resolution discontinuing individual contracts for continuing contract staff	March 13, 2017
Principal/Supervisor to notify in writing any continuing contract staff that their position will be discontinued. Principal/Supervisor delivers resolution to continuing contract staff member (In order to exercise bumping rights, employee must request within 7 duty days of the notification.)	March 13, 2017

Budget materials submitted to supervisors for review (High School)	March 20, 2017
Budget materials submitted to Business Office (Elementary , Middle Schools, all other (High School)	March 20, 2017 March 27, 2017
All salary and benefit information submitted to Business Office	March 27, 2017
All budget information entered into Finance System	April 7, 2017
Draft of Proposed 2017-18 Preliminary Budget to Superintendent's Office	April 14, 2017
Board Work Session – Review Proposed 2017-18 Preliminary Budget	April 24, 2017
Recommendations from principals regarding probationary (including long-term reserve and one-year contracts) teachers due in HR office. Three written evaluations during this school year are required.	May 1, 2017
Board action to non-renew a probationary contract	May 8, 2017
Formal notice of non-renewal of probationary contract to teacher(s) (principal/supervisor hand delivers)	May 9, 2017
Legislative Session Constitutional Deadline (1 st Monday after 3 rd Saturday in May)	May 22, 2017
Regular Board Meeting – Approve Preliminary Budget for 2017-18	June 12, 2017
Final Board meeting for action to discontinue probationary teacher's contracts	June 12, 2017

Note: Spring Break is the week of April 3-7
Note: The Legislature meets for a funding year.

WAYZATA PUBLIC SCHOOLS

Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Regular Meeting - December 12, 2016 - 7:00 PM
Wayzata City Hall
600 Rice Street, Wayzata

AGENDA

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS**
Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:
 - A. Approval of Minutes
 - B. Finance and Business Recommendations
 1. Monthly Reports
 - C. Human Resource Recommendations
 1. Monthly Recommendations
3. **REPORTS FROM ORGANIZATIONS**
 - A. Wayzata High School Student Council Representative
4. **RECOGNITIONS**
 - A. Retiree Recognition
 - B. Employee of the Month
5. **STUDENT CURRICULUM PRESENTATION**
 - A. West Middle School - Jamie Ward, Sunset Hill
6. **SUPERINTENDENT'S REPORTS AND RECOMMENDATIONS**
 - A. Superintendent
 - B. Teaching and Learning
 - C. Finance and Business Services
 1. Monthly Financial Reports
 2. Comprehensive Annual Fiscal Report
 3. Truth in Taxation
 4. Certification of 2016 Payable 2017 Tax Levy
 - D. Human Resource Services
7. **OTHER BOARD ACTION**
8. **BOARD REPORTS**
9. **AUDIENCE OPPORTUNITY TO ADDRESS SCHOOL BOARD**
This section of the agenda provides an opportunity for those who have called and placed their names on the list and for members of the audience to address the School Board.
10. **ADJOURN**