

Lakeview Community Schools
District Excellence Planning Team Meeting
November 17, 2009
Tamarack District Library
8:30 a.m. – 2:30 p.m.

MINUTES

Members Present:

Dixie Pope, Sara Shriver, Ron Pincumbe, Nick Herblet, Brenda Thompson, Katharine Andersen, Chris Smith, Bailey Colon-Waite, Kyle Hamlin, Holly Poll, Tanya Ringlever, Leslie Bauman-Leach, Kathy Custer, Carmen Brow, Verna Carr, Tim Erspamer, Sarah Hicks, Scot Donley, Kathy Nerychel, Brad Hoekstra, Kris Lindsey, Sherry Mountney, Connie Hammis, Gary Jensen, Jill Dagley, Kelly Nielsen, Kim Tanis, Diane Zehnder, Julie Smith

Welcome and Introductions: Sara Shriver

Change in Agenda: Omit MiPHY Results because we don't yet have them and insert Teacher Certification/Highly Qualified and Student 504 plans instead.

Teacher Certification/Highly Qualified Information: Dr. Pope and Sara Shriver attended an update meeting in Lansing on November 16, 2009. Information that was shared at District Excellence for the team to go back and share at the building levels included:

1. Secondary teachers must have 3 credit hours and elementary teachers must have 6 hours of Reading or Reading Methods coursework to get their Professional Certificate.
2. As of July 1, 2009, all teachers advancing from a Provisional to a Professional Certificate must have 3 credit hours of a Diagnostic Reading course.
3. The middle school certification is a grey area; these staff must be teaching 51% of their day in the area they are certified and highly qualified in self-contained classrooms.
4. Renewals should be applied for after January 1, of any given year that a certificate expires.
5. If a teaching certificate expires before the new certification requirements are met, the teacher will:
 - a. Lose their tenure, and
 - b. Lose their seniority, therefore,
 - c. Lose their job
6. Teachers must have the endorsement and take the MTTC exams to be certified and highly qualified. HQ does not equal Certification.
7. Teachers can email the Department of Education to "nullify" any of the endorsements on their certificate. If a teacher requests a nullification of an endorsement, the endorsement may not ever be added back on the teaching certificate. A teacher, who wished to nullify an endorsement, may not have taught that endorsement in the last 12 years. Once an endorsement is nullified by MDE, the superintendent will receive a letter. It's on the honor system that schools and teachers verify that the teacher has not taught in that endorsement area in the past 12 years.
8. For grades 7-8 certifications, the certification does not extend to 6th grade. For highly qualified instances, teachers who are certified to teach in grades 6-12, endorsements for grades 7-12 were extended to 6th grade.
9. Day to Day substitute permits can be issued if:
 - a. The teacher works in the district full time
 - b. The teacher teaches only up to 2 hours a day

- c. The teacher does not exceed 90 days a year on the school calendar
These teachers do not have to be certified, highly qualified, and advertising for the position being filled with a day to day substitute does not need to be done.
10. Administration Certification is voluntary at this time.
11. There are options for staff to become highly qualified.
 - a. Take the MTTC exams for the areas they are certified to teach
 - b. HOUSSE Portfolio options
 - c. Go back to school
12. Special Education teachers with a Masters degree in Special Education are considered highly qualified if they have 18 semester hours in any core subject area in their transcripts, and they can go as far back as they have records. Documentation is required at the district level and only shared when audited.
13. State Board Continuing Education Units (SBCEUs) are given for seat time at MDE approved events. SBCEUs can be used to help staff earn credits for their continuing certification. SBCEUs are given for each hour of seat time: 1 hour is = to .1 SBCEU. In order to equal 1 college credit, staff have to have 1.0 (10 hours) of seat time. Staff receiving SBCEUs must bring in their original SBCEU certificates or transcripts to Central Office to place in their personnel files for updating certifications. Teachers will be responsible to send the state their documentation of acquired SBCEUs when requesting continuing certification.
14. Podcast of this information can be found at the MDE website: www.michigan.gov/mde

Student 504 Plans

Dr. Pope shared with the team that we need to be more proactive in planning, implementing and evaluating 504 plans for students, as well as communicating each 504 plan with the next building level through the transitioning process. She has received information that suggests that we are not yet doing a great job of notifying teachers of current 504 plans and therefore, the plans are not being followed at the implementation and evaluation level. As a district we will be working on a plan that addresses these concerns especially a transition plan to share the information between buildings consistently.

Consolidation of Services Plan

Dr. Pope share with the team that in order to help meet the State's first round of budget reductions given to us for the 2009-2010 school year, the \$165 per pupil reduction, the district will be requesting to use the unallocated categorical funds for preschool and at-risk. In order to do this, the district has to complete a consolidation plan demonstrating how we currently and plan to in the future, consolidate services to maximize funds and in turn student learning. Dr. Pope shared a list of current and future ideas for consolidation of services, and then the team was divided up into four teams led by the building level administrators. Each team reviewed and added other ideas. Dr. Pope will take the draft plan to the ISD for input, and if necessary, she will solicit team members from DEPT to attend with her. Jack Jeppesen and Ed Jonaitis are the board member representing Lakeview with Dr. Pope at the ISD level. Dr. Pope will provide each building team with a draft to share at their building levels to gather input from all staff prior to sharing at the ISD. The final Consolidation Plan is due to the State no later than February 1, 2010. The Board of Education will have to pass a Resolution allowing us to move forward with the Consolidation Plan, and Dr. Pope is planning to do this at the December 14 board meeting.

State Aid Report

Dr. Pope shared information that she received in an email regarding the inaccuracy of the November State Aid Report. The blended student count numbers are incorrect across the state as well as the state using incorrect calculations for each funding item.

Along with the inaccurate State Aid Report, all schools are awaiting direction as to whether or not we will have to make the additional \$127 per pupil reduction for the 2009-2010 year as well. In being proactive, the district made the third round of reductions to fill this financial deficit.

After the LESPA bumping process, Dr. Pope will do budget revisions. Once all staff is in place, she will revise the budget to reflect the changes in salaries and benefits. She is hoping to have the budget revisions done by the first of the year. At that time, the Board of Education will determine if more reductions are necessary.

For the 2010-2011 school year, the information that has been shared with schools is that there will be a \$400-\$800 per pupil reduction. In being proactive, Dr. Pope is using a middle of the road figure of \$600 per pupil reduction for next year. This will mean between 1.2 - 1.5 million dollars worth of cuts at Lakeview for the 2010-2011 school year. This does not include the last few years and current dipping into fund balance, therefore, this may mean more district reductions. In doing so, she presented three scenarios to the team to discuss, ask questions, and also come up with other scenarios. The team was divided up into four teams again. Dr. Pope gave them four parameters to abide by when discussing the scenarios:

- a. Keep Kids First Philosophy
- b. Follow State and Federal Compliance Mandates
- c. Be fiscally responsible to tax payers
- d. Sensitivity for Staff

The teams reported the pros and cons of each scenario and also any additional scenarios they came up with in their groups. Dr. Pope wrote each idea on chart paper and indicated when an idea was shared more than once. In the end, each team agreed that closing a building was going to be necessary; therefore, option #2 will be taken off the table when making recommendations to the Board of Education. The options were as follows:

Scenario 1

K-3 @ BSE, Close LES, 4-7 MS, 8-12 HS

Scenario 2

K-1 @ BSE w/Central Office, Little People Land, 8 Cap
2-5 LES
6-8 MS
9-12 HS

Scenario 3

Close BSE- but house Central Office, Little People Land, 8 Cap
K-4 LES
5-8 MS
9-12 HS

Scenario 4 (added through building level discussions)

Close BSE, house Central Office in another building and no Little People Land or 8 Cap
K-4 LES
5-8 MS
9-12 HS

If a building closes, these would be some APPROXIMATE savings absorbed:

- 40,000-60,000 Utilities
- 35,000 GRBS- Snow Plowing, 1 Crossing Guard
- 40,000 Secretary
- 100,000 Admin
- 180,000 3 special ed teachers
- 75,000 1.5 kdg, but going back to all day alternate day sections of K
- 60,000 1 Counselor
- 30,000 .5 Social Worker
- 60,000 Computer Teacher
- 60,000 5th grade teacher
- 300,000 one way transportation for students
 - \$980,000-\$1,000,000

Dr. Pope will take all recommendations back to the ad team to finalize the scenarios and then let building teams share with staff again. Dr. Pope is planning public forums to solicit community input as well starting in January.

Ed YES Reporting and Professional Development Updates

Each building team had time to begin the process of their Ed YES Reporting. Unfortunately, the State's website was not yet ready to begin inputting new data; therefore, the school teams were only able to begin the discussions of each of the indicators. Dr. Pope has requested that each building team submit their Ed YES report to her no later than January 15, 2010. She will be reviewing each report, making comments, and submitting to MDE prior to the February deadline.

Sara Shriver met with each building to update their PD plans for amendments in MEGS in December. After speaking with each K-5 building team, initial considerations for expending the remainder of the Title I C/O, the consensus was to NOT spend the funds this year, as we will need them to maintain programs next year. After speaking with the K-12 building teams, there needs to be more discussion on spending the remainder of the Title II, Part A funds or carrying them over to support the Title I programs as they were originally. The ad team will discuss this further.

Meeting adjourned: 2:30 p.m.

Respectfully Submitted by Sara Shriver

District Excellence is a process in which district level priorities are discussed and recommendations, when necessary, are made to the Board of Education after all stakeholders have had the opportunity to provide input. District Excellence is not a closed meeting and all staff, students, and community members are invited to attend or share input via building level school improvement teams. Please check the website at www.lakeviewschools.net for future meeting dates and times. District Excellence is held at the Tamarack District Library in partnership with Lakeview Community Schools.