

Regular
Thursday, October 23, 2008 7:00 PM

Boardroom / Teleconference
1820 Xenium Ln N
Minneapolis, MN 55441-3790

Agenda

1. Call to Order
2. Hearings of Individuals, Delegations & Presentations of Petitions from the Public
3. Approval of General Meeting Agenda
4. Approval of Consent Agenda
5. Superintendent's Report
 - 5.1. Strategic Plan
6. Reports from Board Chair & Committees
 - 6.1. Report - Board Chair
 - 6.2. Report - Special Education Committee
 - 6.3. Report - Ad Hoc Transition Committee
 - 6.4. Report - Teaching & Learning Committee
 - 6.5. Report - Facilities Committee
 - 6.6. Report - Finance Committee
 - 6.7. Report - Human Resources Committee
7. Organization Representative Reports
8. Updates from District Representatives
9. Other Information
 - 9.1. Miscellaneous Items of Interest
10. Adjournment

1. **CALL TO ORDER**.....A

2. **HEARINGS OF INDIVIDUALS, DELEGATIONS &**.....I
PRESENTATIONS OF PETITIONS FROM THE PUBLIC

3. **APPROVAL OF GENERAL MEETING AGENDA**A

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: APPROVAL OF GENERAL MEETING AGENDA

Item: 3.

Presented by: Superintendent Lewandowski

The general meeting agenda is presented for full Board Approval.

Recommended Action: The Board approve the agenda as presented.

Motion by:

Second by:

Vote: Passed _____ Failed _____

**INTERMEDIATE DISTRICT 287
GENERAL MEETING OF THE BOARD
THURSDAY, October 23, 2008
7:00PM @ DSC
AGENDA**

| | | <u>Action</u> | <u>Roll Call</u> | <u>Information</u> |
|----|--|---------------|------------------|--------------------|
| 1. | CALL TO ORDER | A | | |
| 2. | HEARINGS OF INDIVIDUALS, DELEGATIONS & PRESENTATIONS OF PETITIONS FROM THE PUBLIC | | | I |
| 3. | APPROVAL OF GENERAL MEETING AGENDA | A | | |
| 4. | APPROVAL OF CONSENT AGENDA | | | |
| | A. General Board Minutes for September 2008 | C | | |
| | B. SEC Change Orders | C | | |
| | C. Monthly Financial Report | C | | |
| | D. Intent for Committees to Review Board Policies | C | | |
| | E. Hopkins/287 Interagency Agreement for Epsilon & Omegon | C | | |
| | F. Routine Personnel Activities..... | C | | |
| 5. | SUPERINTENDENT'S REPORT | | | |
| | A. Special Reports & Recognitions | | | |
| | 1. Superintendent's Monthly Report | | | |
| | a. Recognition of Deb Williamson | | | I |
| | b. Adoption of New Strategic Plan | A | | |
| | c. Update from Superintendent | | | I |
| | d. Hosterman All-Staff Video Clip | | | I |
| 6. | REPORTS FROM BOARD CHAIR & COMMITTEES | | | |
| | A. Chair Report | | | |
| | 1. Nominating Committee..... | | | I |
| | B. Reports from Standing Board Committees | | | |
| | 1. Special Education | | | |
| | a. Minutes from October 13th Committee Meeting..... | | | I |
| | 2. Ad Hoc Transition Committee Report..... | | | I |
| | a. Minutes of October 7 th Meeting..... | | | I |
| | b. Transition Monitoring Tool | | | I |
| | c. Minutes of October 14 th Meeting..... | | | I |
| | d. Board Committee Work for Board Meeting Topics | | | I |
| | e. Transition Force Charge Statement | | | I |
| | f. Member District Board Compensation Survey..... | | | I |
| | g. Paperless Quote for Laptop Computers | | | I |
| | h. New Layout Diagram for Board Room | | | I |
| | i. Board Transition Task Force Transition | A | | |
| | Recommendation | | | |

| | | |
|----|--------------------------|--|
| 3. | Teaching & Learning | |
| | a. | Board Policies – Second Read & Approval.....A |
| 4. | Administrative Services | |
| | a. | Facilities |
| | i. | Minutes from October 21 st Committee Meeting..... I |
| | ii. | Approval of Lincoln Hills Asbestos Abatement..... A |
| | b. | Finance |
| | i. | No Report – The Committee did not meet. |
| | c. | Human Resources |
| | i. | October 14th Meeting Agenda..... I |
| | ii. | Board Policies – First Read..... I |
| | iii. | Analysis of Salary Schedule Placement..... I |
| | iv. | 08-09 Salary Schedules..... I |
| | v. | Demographic Make-up Chart I |
| | C. | Organization Representative Reports |
| | D. | Updates from District Representatives |
| 7. | OTHER INFORMATION | |
| | A. | October Calendar I |
| | B. | Miscellaneous Items of Interest I |
| | 1. | AMSD Legislative Platform 2009 I |
| | 2. | Edgewood Open House Invitation I |
| 8. | ADJOURNMENT |A |

INTERMEDIATE DISTRICT 287
PLYMOUTH, MN
BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: APPROVAL OF CONSENT AGENDA

Item: 4

Presented by: Various Committees

- A. General Meeting Minutes from September 2008
- B. SEC Change Orders PR-35; PR-36a; CCD-86; CCD-88; FCA-167; FCA-168; FCA-179; FCA-223; FCA-225; FCA-243; FCA-245; FCA-254; FCA-257; FCA-259; FCA-262/270; FCA-278, and FCA-281a for a net total of \$40,011.14
- C. Monthly Financial Report
 - a. Budget Report
 - b. Revenue Summary & Comparison
 - c. Expenditure Summary & Comparison
 - d. Cash Report
 - e. Cash Position Sheet
 - f. Wire Activity Report
- D. Intent for Committees to Review Board Policies
 - a. Board Officers & Operations – seven BOO polices related to District Administration & Organization – Ad Hoc Transition Committee
 - b. Board Officers & Operations – eleven BOO polices related to Students Rights & Responsibilities – Special Education Committee
 - c. Board Officers & Operations – twenty BOO policies related to Employee Rights & Responsibilities – Human Resources Committee
- E. Hopkins/287 Interagency Agreement for Epsilon & Omegon
- F. Personnel Activity Report for August 2008

Recommended Action: The Board approve the Consent Agenda items as presented.

Motion by:

Second by:

Vote: Passed _____ Failed _____

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
September 25, 2008
MINUTES

I. CALL TO ORDER

Chair Michele Kunz called the regular board meeting to order at 7:04PM in the District Service Center Board room. A quorum was declared with the following members in attendance:

| | |
|---------------------|---------------------------------|
| 270 Hopkins | Sally Johnson |
| 271 Bloomington | Arlene Bush & Tim Culver |
| 272 Eden Prairie | Barbara Gabbert |
| 273 Edina | Maureen Andre-Knudsen |
| 276 Minnetonka | Charlie Hurd |
| 277 Westonka | Ann Bremer |
| 278 Orono | Marvin Johnson & Michele Kunz |
| 279 Osseo | No representation |
| 280 Richfield | Nancy Rowley & Pam Kriesel-Koll |
| 281 Robbinsdale | Linda Johnson & Helen Bassett |
| 283 St. Louis Park | Ken Daniels & Pam Rykken |
| 284 Wayzata | Carter Peterson |
| 286 Brooklyn Center | Cheryl Jechorek & Greg Thielsen |

Absent: 272/Eian; 276/Draayer; 279/Antolak & Henke; 284/Gleason; and 277/Johns.

Guests:

287 Guests: Keith Simonet, Bruce Mulder

287 Staff: Sandy Lewandowski, Jane Holmberg, Laura Keller-Gautsch, Lee Palmer, Tom Shultz & Sharon Arends

II. OATH OF OFFICE

Superintendent Lewandowski administered the oath of office to Helen Bassett and Barbara Gabbert.

III. HEARINGS OF INDIVIDUALS, DELEGATIONS & PRESENTATIONS OF PETITIONS FROM THE PUBLIC

IV. APPROVAL OF GENERAL MEETING AGENDA

The amended general meeting agenda was presented for approval. *Motion by Marvin Johnson, seconded by Barbara Gabbert, to approve the amended meeting agenda. All in favor. Motion carried.* The agenda had been amended to include information on the Superintendent of the Year nomination. Also, Linda Johnson was appointed temporary clerk for the evening as Peyton Robb was not in attendance.

V. ADOPTION OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from August 2008; SEC Change Orders FCA-269 for a net total of \$7,679.54; approval of the August monthly financial report; approval of a grant with Target for a Youth Expressions Project; and approval of the Personnel Activity Report for September 2008 which contained routine matters. *A motion was made by Ken Daniels, seconded by Greg Thielsen, to approve the consent agenda as presented. All in favor. Motion carried.*

VI SUPERINTENDENT'S & CHAIR REPORT

Special Reports and Recognitions:

Executive Director of Special Education Laura Keller-Gautsch updated the Board on the initiatives that are in process to improve the safety and security of our facilities for students and staff. She stated the start of the school year had been a safe one. She thanked the Board for their support, stating their support had been crucial in the success of the district's safety programs. Fifty percent of the Special Education programs and many ALC groups moved to different facilities over the summer. These moves were well thought out and students' needs

were always the priority. Many facilities now have added security card access, enhanced cameras and computer monitoring systems, metal detector wands (which Laura demonstrated), and enhanced exterior security cameras to monitor the building and parking lots. The legislature has implemented new guidelines for Type III van drivers and administrators worked diligently to ensure all involved staff met the criteria before the beginning of school. 350 staff were trained in mandatory training, and participated in drug testing, drivers license scrutiny, and extensive background checks. Connect Ed has been selected as our mass notification system. Training of key staff has begun. School Resource Officers have been added to many sites as well as other key staff. Crisis plans have been reviewed and are in place in every classroom and offices in all sites, including the service center. Part of this plan includes the determination of emergency evacuation sites and these are all in place. Laura noted that many local businesses offered to serve as evacuation sites and stated this was a great example of community support for our sites. She ended by saying that the Hennepin County Home School is being studied to determine the validity of long term vs. short term stays for the students. The task force feels 12-18 month stays at Epsilon are too long in length. Laura stated the district is working with Hopkins on these discussion points. Superintendent Lewandowski added that Senator Hann continues to be a strong supporter of 287 and the Epsilon program. He plans to move forward to legislate in our favor. The County's budget cut decrease would be effective January 1, 2009 if approved.

Superintendent Lewandowski addressed the Board and brought forth three goals: 1) Lead the district in full Board approval of the draft strategic plan and begin initial implementation phase; 2) provide guidance and leadership in full approval of the new Memorandum of Agreement by member districts and ensure a successful transition to a thirteen member school board in January 2009; and 3) provide an administrative facility recommendation for the North area by June 2009. *A motion was made by Marvin Johnson and seconded by Ken Daniels, to approve the Superintendent's goals. Motion carried unanimously.* She added that all thirteen member districts had ratified the Memorandum of Agreement and a process was in place to secure all signatures on one document. She also stated that Jane Holmberg and the MSTC group had a very successful kickoff of their new initiative where over 600 teachers attended. Finally, the superintendent ended her presentation by sharing three video clips from the recent All Staff Kick-off which were thoroughly enjoyed by the attending board members.

VII. REPORTS FROM BOARD CHAIR AND COMMITTEES

Chair Report:

Chair Kunz stated the endeavor to nominate Superintendent Lewandowski for Superintendent of the Year was well underway and thanked Nancy Rowley and Don Draayer for their efforts in this project. A recommendation letter had been drafted to be signed by the officers of the Board for which Chair Kunz sought approval. *A motion was made by Marvin Johnson, seconded by Ken Daniels to approve the recommendation letter as amended. The motion passed unanimously.* Superintendent Lewandowski thanked the Board for their support stating their support was both humbling and rewarding.

The 287 Licensure Committee is seeking a community volunteer to serve on their committee. Phyllis O'Malley has volunteered on this committee for many years and has recently stepped down. Please contact Michèle or Sharon if you are interested in serving on this committee.

Facilities:

Linda Johnson reported for the committee had discussed the long term facilities plan for the northern area. The district is working with Robbinsdale to explore the possibilities regarding the Hosterman site. Tom Shultz stated the irrigation at SEC has been installed, curbs are in and the asphalt was to be laid on the 29th.

Finance: Greg Thielsen stated the committee determined a schedule of meetings for the balance of the year. He also stated the district is financially on track.

Human Resources: The month's agenda was shared with the members. Online staff training modules have been updated. All staff are required to complete these trainings on an annual basis.

Special Education: Student achievement will be discussed at the October meeting. MCA test results will be reported to their home districts. The Edgewood facility is off to a good start. WCCO has made an all-state data request regarding the use of seclusion and time-out rooms. Much time has been spent on gathering this information. *A motion was made by Nancy Rowley, seconded by Marvin Johnson, to empower the superintendent to develop a MSBA resolution and work with other districts to develop a cost analysis for data received from other communities. Motion carried unanimously.* Three BOO policies were sent back to Anne

Becker for second revisions based on discussion at the Special Ed meeting and will be brought to the Board for a first read in October.

Teaching & Learning: Ken Daniels reported that WCCO had visited NVEC on the first day of school and published a very positive news report on the school and their success. The committee felt the report was favorable and accurate regarding the district’s teen parent programs. BOO Policies 100, 200 and 320 were presented for a first read in the approval process. Mr. Daniels reported the ALC’s are showing an increase of 20-30 students at each site; CTE programs are significantly down from previous years; and participation in the Honors Mentor Program are down slightly from last year. The Strategic Core Team will be meeting for two days to finalize work on the strategic plan. The plan will be brought to the member district superintendents at an all day workshop in November.

Ad Hoc Transition Committee: The Committee met twice in September to continue discussions related to the transition. Minutes from both meetings were shared with the Board. *Motion by Linda Johnson, seconded by Arlene Bush, to approve the Board Structure and Decision Making Policy as written. Motion carried unanimously.* Ms. Johnson stated the group approved the use of BoardBook as a means of distributing the Board’s documents. *Motion by Linda Johnson, seconded by Carter Peterson, to approve the purchase of the MSBA BoardBook software for use in compiling board agendas and as a repository for archiving Board documents. Motion carried unanimously.* If the timeline permits, this software will be implemented for the October meeting. Ms Johnson also noted that member district representatives from Eden Prairie, Richfield, Wayzata, Orono, Brooklyn Center, and Robbinsdale will serve one year terms for 2009. Remaining district representatives will serve a term from 2009-2010. Current Board committees will be asked to look at past agendas to determine what agenda items should be brought to the Board for discussion/action. Recommendations for the balance of the transition process will be shared at the October meeting.

VIII. OTHER INFORMATION

AMSD-Pat Gleason held her first meeting as chairperson. Various legislators were recognized for their work with education. Ann Bremer announced that Shirley Hills Elementary School had been chosen as a Blue Ribbon School. Orono has a new football field and track and will be initiated at their Homecoming celebration next week. A candidate’s forum will be held on October 13th in Orono (7PM in the Middle School Auditorium). Various political candidates have been invited to attend.

IX. ADJOURNMENT OF MEETING

Motion by Ken Daniels, seconded by Maureen Andre-Knudsen, to adjourn the meeting. Meeting adjourned at 8:25PM.

The next general meeting will be held on October 23rd at 7:00PM in the DSC Board Room.

Submitted by Sharon Arends
Exec Secretary to the Superintendent & Board

Signed: Chair _____

Clerk _____

Date _____

Date _____

INTERMEDIATE DISTRICT 287

INTER-OFFICE MEMORANDUM

TO: Sharon Arends
FROM: Thomas Shultz, Facilities Administrator
DATE: October 21, 2008
SUBJECT: **Consent Agenda** – SEC Change Orders for October 23, 2008 Board Meeting

SEC Change Orders

The Facilities Committee meeting recommends approval of the following change order totaling \$40,011.14. It is presented below for formal Board approval as a Consent Agenda item.

| | |
|---------|--|
| PR-35 | Add kickplates, mopstrips, etc ADD – \$5,074.00 |
| PR-36a | Upgrade Split System for A-232 ADD – \$550.00 |
| CCD-86 | Add egress sidewalk north of café ADD – \$2,070.00 |
| CCD-88 | Add monitoring and back-up cooling for coolers/freezer ADD – \$12,065.00 |
| FCA-167 | Add sensors and aux. relays ADD – \$1,580.35 |
| FCA-168 | Additional wiring to C1 fixtures ADD – \$783.97 |
| FCA-179 | Qwest grounding ADD – \$305.19 |
| FCA-223 | Add horn/strobe in Media Center ADD – \$590.26 |
| FCA-225 | Egress lighting changes ADD – \$2,208.71 |
| FCA-243 | Exit wire guards C-141 ADD - \$614.92 |
| FCA-245 | Fire alarm changes ADD – \$3,925.25 |
| FCA-254 | Power for tech room equipment ADD – \$1,033.51 |

| | |
|-------------------|---|
| FCA-257 | Tank removal, Xcel disconnect, fence ADD – \$4,880.19 |
| FCA-259 | Added data ADD – \$709.65 |
| FCA-262/270 | Add outlets ADD – \$2,401.13 |
| FCA-278 | Add gas to convection oven ADD – \$983.01 |
| FCA-281a | Change closer on kitchen door ADD – \$236.00 |
| Net total: | \$40,011.14 |

October 21, 2008

Mr. Thomas Shultz
Facilities Administrator
Intermediate District 287

Re: South Education Center
Change Document Narrative

Dear Mr. Shultz:

The October 7, 2008 Project Detail Report includes eighteen (18) changes to the project. The following is a short narrative explaining the origin and reason for each change that needs Facility Committee and Full Board Approval:

Facility Committee Action (between \$10,000 and \$25,000)

1. (D) CCD 88: Add monitoring and back-up cooling for coolers/freezers - ADD \$12,065.00

Currently the cooler/freezer condensing unit in the kitchen is fed off of the geothermal water loop. If the geothermal pumps fail or get turned off, the cooler/freezer also shuts down. This CCD adds a monitoring/alarm station and back-up piping to the condenser from the domestic water pipe system. This summer there was a power interruption to both geothermal pumps and the cooler/freezer shut down.

Full Board Action (over \$25,000)

2. (UC) FCA 249: Remediate hazardous materials found at Lincoln Hills – ADD \$42,426.67

During demolition of Lincoln Hills several areas of unforeseen asbestos were found in the building's foundations. This cost is for proper removal and disposal of the hazardous waste found. Including these costs, the project's Hazardous Material Abatement remains \$78,000 under budget.

Upon approval through the Levels of Authority, Parsons will issue Change Order(s) for the above noted work.

Sincerely,

Christine Hermes

Christine Hermes
Project Manager

cc: Mark Thiede, TSP, Inc.
Fran Legler, ID 287

INTERMEDIATE DISTRICT 287

Partner in Education

DATE: October 16, 2008
TO: Members of the School Board
FROM: Janet A. Johnson, Director of Finance
RE: Budget Report for the Month Ending **September 30, 2008**
(Excluding S.E.C.)

The **September** Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds (excluding the SEC building project) totals \$28,606,510, or 41.1% of the revenue Original budget of \$69,528,196. Year-to-date expenditures, plus encumbrances in all funds (excluding the SEC building project), total \$11,017,523 or 16.2% of the expenditure Original Budget of \$68,203,471.

The reports show actual amounts (Revenue on one sheet and Expenditures on the other), and their percentage of budget. Additional detail is available on request.

The "PRIOR YEAR ACTUAL" column on these reports reflect preliminary figures for June 30, 2008. These figures will change as we complete fiscal year-end activities and go through the audit process.

DDA:tw/

Attachments.

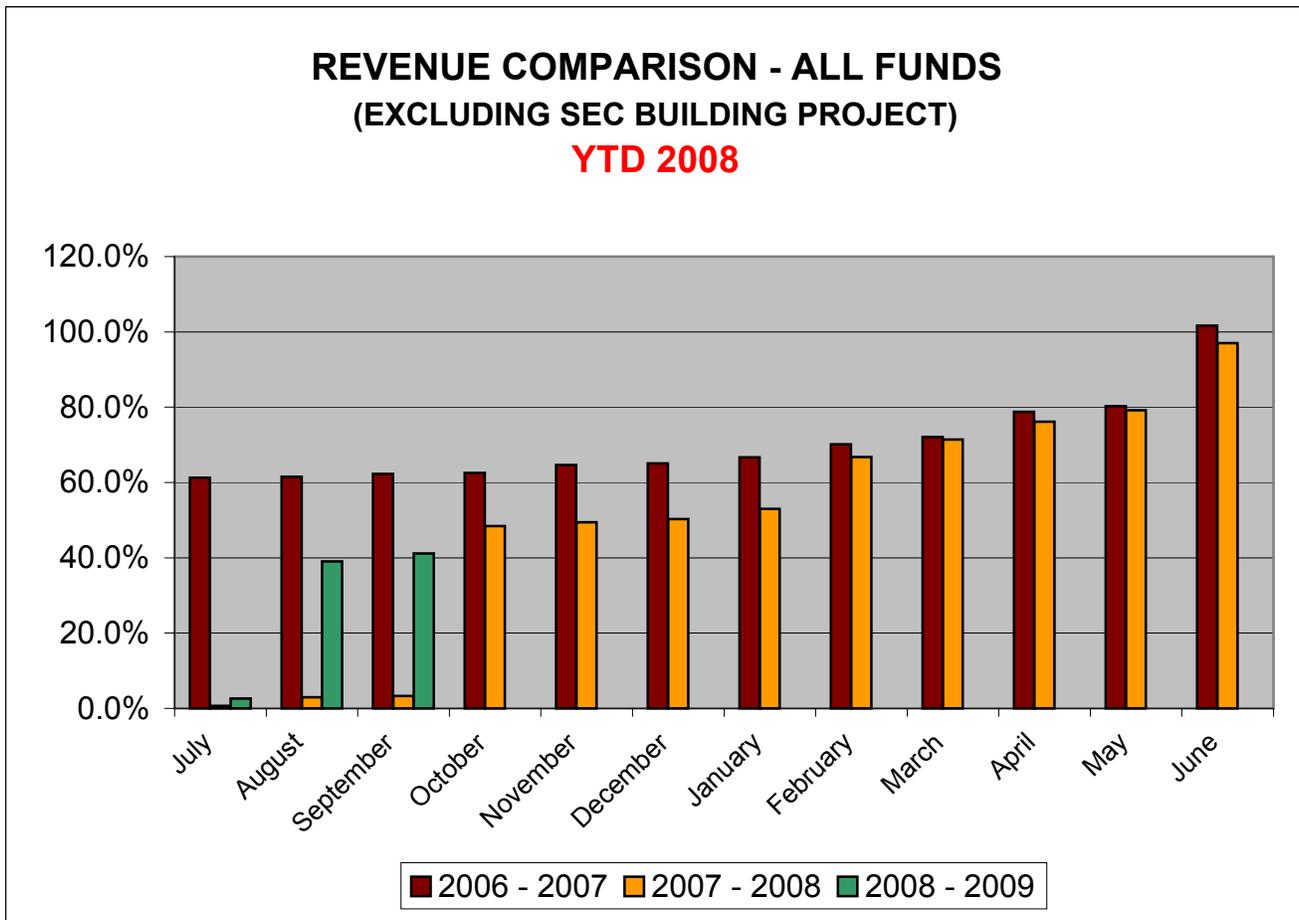
ACCT STATUS: All Account Statures ACCOUNT RANGES: 01 TO 51-999
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11
 SORTED BY: ACCOUNT FD
 SUBTOTALED BY: ACCOUNT FD
 SERIES TOTALS: <None Selected>
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| FD | PRIOR YEAR ACTUAL | REVISIED BUDGET | 09/01/08 09/30/08 | FISCAL YEAR 200807 RECEIVED THRU 09/30/08 | REMAINING ON 09/30/08 | PERCENT REMAINING |
|----------------------------|-------------------|-----------------|----------------------|---|--------------------------|----------------------|
| 01 GENERAL FUND | 58,889,561.23 | 19,497,957 | 571,188.67- | 13,408,847.48 | 6,089,109.52 | 31.22 % |
| 02 FOOD SERVICE FUND | 93,133.26 | 133,453 | 397.85 | 397.85 | 133,055.15 | 99.70 % |
| 04 COMMUNITY SERVICE FUND | 235,167.53 | 297,606 | 5,347.95 | 14,894.21 | 282,711.79 | 94.99 % |
| 09 AGENCY FUND - FLEX FUND | 328,559.98 | 0 | 17,755.81 | 27,564.62 | 27,564.62- | 0.00 % |
| 10 BREN ROAD | 6,724.15 | 0 | 0.00 | 0.00 | 0.00 | 0.00 % |
| 12 S.E.C. LAND PURCHASE | 0.00 | 7,277,722 | 3,902.02 | 2,854,783.86 | 4,422,938.14 | 60.77 % |
| 13 CAREER & TECH | 0.00 | 2,259,262 | 0.00 | 1,057,587.00 | 1,201,675.00 | 53.18 % |
| 14 SPECIAL EDUCATION | 0.00 | 40,033,396 | 2,032,031.87 | 11,240,736.08 | 28,792,659.92 | 71.92 % |
| 30 KEYSTONE ITD | 609,870.43 | 0 | 0.00 | 0.00 | 0.00 | 0.00 % |
| 51 STUDENT CLUBS | 35,430.47 | 28,800 | 327.29 | 1,699.25 | 27,100.75 | 94.09 % |
| *** REPORT TOTALS: | 60,198,447.05 | 69,528,196 | 1,488,574.12 | 28,606,510.35 | 40,921,685.65 | 58.85 % |

DISTRICT 287

REVENUE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

| Month | 2006 - 2007 | | 2007 - 2008 | | 2008 - 2009 | |
|---------------|-------------------|---------------|-------------------|--------------|-------------------|--------------|
| | \$ Amount | % of Budget | \$ Amount | % of Budget | \$ Amount | % of Budget |
| July | 36,053,298 | 61.3% | 400,609 | 0.6% | 1,848,739 | 2.7% |
| August | 166,955 | 61.5% | 1,432,190 | 3.0% | 25,269,197 | 39.0% |
| September | 434,240 | 62.3% | 235,664 | 3.3% | 1,488,574 | 41.1% |
| October | 122,538 | 62.5% | 27,973,935 | 48.4% | | |
| November | 1,272,509 | 64.7% | 612,106 | 49.4% | | |
| December | 256,506 | 65.1% | 542,422 | 50.3% | | |
| January | 929,632 | 66.7% | 1,662,562 | 52.9% | | |
| February | 2,055,936 | 70.2% | 8,585,201 | 66.8% | | |
| March | 1,115,190 | 72.1% | 2,880,213 | 71.4% | | |
| April | 3,918,482 | 78.7% | 2,946,944 | 76.2% | | |
| May | 907,577 | 80.3% | 1,848,504 | 79.1% | | |
| June | 12,572,267 | 101.6% | 11,078,097 | 97.0% | | |
| TOTAL | 59,803,254 | 101.6% | 60,198,447 | 97.0% | 28,606,510 | 41.1% |
| BUDGET | 58,848,404 | | 62,060,730 | | 69,528,196 | |



ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11
 SORTED BY: ACCOUNT FD
 SUBTOTALLED BY: ACCOUNT FD
 SERIES TOTALS: <None Selected>
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| FD | PRIOR YEAR ACTUAL | REVISD BUDGET | 09/01/08 09/30/08 | FISCAL YEAR 200807 EXPENDED THRU 09/30/08 | ENCUMBERED THRU 09/30/08 | REMAINING ON 09/30/08 | PERCENT REMAINING |
|----------------------------|-------------------|---------------|-------------------|---|--------------------------|-----------------------|-------------------|
| 01 GENERAL FUND | 58,424,051.02 | 18,754,834 | 1,123,911.17 | 4,432,892.89 | 1,566,742.00 | 12,755,199.11 | 68.01 % |
| 02 FOOD SERVICE | 228,632.61 | 133,453 | 15,046.13 | 26,467.29 | 107,799.34 | 813.63- | 0.60-% |
| 04 COMMUNITY SERVICE FUND | 228,897.06 | 297,067 | 26,316.66 | 107,669.38 | 37,267.46 | 152,130.16 | 51.21 % |
| 09 AGENCY FUND - FLEX FUND | 314,555.18 | 0 | 17,755.81 | 27,564.62 | | 27,564.62- | 0.00 % |
| 10 BREN ROAD EDUC. CENTER | 2,889.39 | 0 | 0.00 | 0.00 | 900.00 | 900.00- | 0.00 % |
| 12 ALC-ACADEMIC | 314.04 | 7,273,084 | 585,178.67 | 1,110,304.55 | 41,431.00 | 6,121,348.45 | 84.16 % |
| 13 CAREER & TECH | 0.00 | 1,977,385 | 122,469.52 | 198,866.69 | 50,204.38 | 1,728,313.93 | 87.40 % |
| 14 SPECIAL EDUCATION | 3,539.16 | 39,738,848 | 3,415,508.21 | 4,960,283.03 | 455,013.40 | 34,323,551.57 | 86.37 % |
| 30 KEYSTONE IDT | 600,000.00 | 0 | 150,000.00 | 150,000.00 | 450,000.00 | 600,000.00- | 0.00 % |
| 51 STUDENT CLUBS | 34,589.81 | 28,800 | 1,109.13 | 3,474.13 | 16.06 | 25,309.81 | 87.88 % |
| *** REPORT TOTALS: | 59,837,468.27 | 68,203,471 | 5,457,295.30 | 11,017,522.58 | 2,709,373.64 | 54,476,574.78 | 79.87 % |

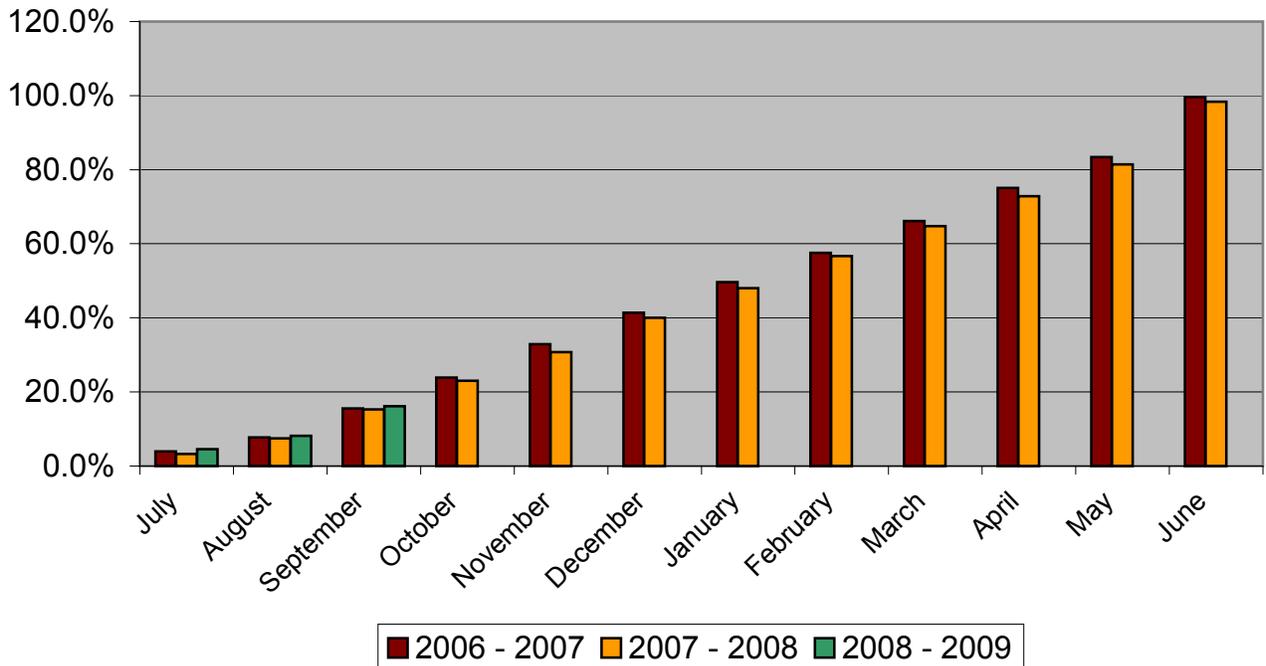
DISTRICT 287

EXPENDITURE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

| Month | 2006 - 2007 | | 2007 - 2008 | | 2008 - 2009 | |
|---------------|-------------------|----------------|-------------------|----------------|-------------------|----------------|
| | \$ Amount | % of Budget | \$ Amount | % of Budget | \$ Amount | % of Budget |
| July | 2,275,248 | 4.0% | 2,008,388 | 3.3% | 3,131,464 | 4.6% |
| August | 2,129,176 | 7.7% | 2,561,280 | 7.5% | 2,428,763 | 8.2% |
| September | 4,455,381 | 15.6% | 4,716,139 | 15.3% | 5,457,295 | 16.2% |
| October | 4,765,384 | 23.9% | 4,726,362 | 23.0% | | |
| November | 5,122,767 | 32.9% | 4,673,596 | 30.7% | | |
| December | 4,825,433 | 41.4% | 5,674,687 | 40.1% | | |
| January | 4,712,584 | 49.7% | 4,836,357 | 48.0% | | |
| February | 4,480,095 | 57.5% | 5,284,415 | 56.7% | | |
| March | 4,893,164 | 66.1% | 4,912,859 | 64.8% | | |
| April | 5,084,420 | 75.0% | 4,917,092 | 72.9% | | |
| May | 4,755,608 | 83.4% | 5,233,528 | 81.5% | | |
| June | 9,279,418 | 99.7% | 10,292,766 | 98.4% | | |
| TOTAL | 56,778,676 | 99.7% | 59,837,468 | 98.4% | 11,017,523 | 16.2% |
| BUDGET | 56,966,196 | | 60,816,267 | | 68,203,471 | |

EXPENDITURE COMPARISON - ALL FUNDS (EXCLUDING SEC BUILDING PROJECT)

YTD 2008



INTERMEDIATE DISTRICT 287

Partner in Education

DATE: **October 2, 2008**

TO: Members of the School Board

FROM: Janet A. Johnson, Director of Finance

RE: **Cash Report - September** Claims, Payroll, Receipts, Investments and Cash Position

A. Recommendation: Request the Board approve payment of the items listed below:

- | | |
|--|--|
| 1. Claim payments for: September 2008 | Totaling <u><u>\$ 3,518,968.55</u></u> |
| a) Check #'s 468893 - 469308, 70002909 - 70002983 and Electronic Wire Transfers out - #'s 1946 - 1953 | |
| 2. Payroll for: September 2008 | Totaling <u><u>\$ 2,029,613.35</u></u> |
| a) Check #'s 674670 - 674697 | |
| b) Direct Deposit #'s 137820 - 139409 | |
| 3. Receipts for: September 2008 | Totaling <u><u>\$ 4,007,611.69</u></u> |
| a) Receipt #'s 123218 - 123351 and Electronic Wire Transfers in - #'s n/a - n/a | |
| 4. Investments at end of month | Totaling <u><u>\$ -</u></u> |

Expenditures, wire transfers, payroll, claims receipts and investments have been prepared under the direction of Dave Anderson and is presented for approval by the School Board. Dave and I would be glad to answer any questions.

INTERMEDIATE DISTRICT 287

SEPT 2008 ACTIVITY

WIRE TRANSFERS IN:

| DATE | AGENCY | TO | EF# | AMOUNT | DESCRIPTION |
|-----------|-----------------|--------|---------|--------------|--|
| 9/3/2008 | H55 DHS-MMIS | MSDLAF | 3551933 | 123,969.49 | THIRD PARTY MA IEP SERVICES FED FY08 |
| 9/3/2008 | H55 DHS-MMIS | MSDLAF | 3551933 | 786.55 | THIRD PARTY MCREMA IEP SERVICES FED FY08 |
| 9/12/2008 | EDUCATION AID | MSDLAF | 3569803 | 2,027,791.68 | 01S360 SPEC EDUC AUG 09 |
| 9/12/2008 | EDUC-SPECIAL ED | MSDLAF | 3569803 | 738.90 | 01F420 SPED SUPPL 3-5 08 84173 |
| 9/12/2008 | EDUC-SPECIAL ED | MSDLAF | 3569803 | 8,425.78 | 01F422 SPED ED 0-2 08 84181 |
| 9/29/2008 | EDUCATION AID | MSDLAF | 3592693 | 2,357.90 | 01S211 ONLINE LEARN 08 |

| | |
|-------------------|----------------------------|
| MTD TOTALS | <u>2,164,070.30</u> |
|-------------------|----------------------------|

WIRE TRANSFERS OUT:

| DATE | FROM | AGENCY | EF# | AMOUNT | DESCRIPTION |
|-----------|--------|-----------------------|------|--------------|---|
| 9/9/2008 | MSDLAF | US BANK | WIRE | 3,408.12 | DIRECT DEPOSIT EXPENSE CKS (SEPT08) |
| 9/9/2008 | MSDLAF | US BANK | WIRE | 38.26 | DIRECT DEPOSIT EXPENSE CKS (SEPT08) |
| 9/15/2008 | MSDLAF | US BANK | 1946 | 63,987.27 | STATE WITHOLDING TAXES |
| | MSDLAF | US BANK | 1947 | 391,467.16 | FEDERAL TAXES |
| | MSDLAF | EDUCATORS BENEFITS CO | 1948 | 74,546.51 | EMPLOYEE & EMPLOYER 403B |
| | MSDLAF | US BANK | WIRE | 986,887.61 | DIRECT DEPOSIT PAYROLL 9/15/08 |
| 9/26/2008 | MSDLAF | US BANK | WIRE | 6,876.57 | DIRECT DEPOSIT EXPENSE CKS(09/26/08) |
| 9/30/2008 | MSDLAF | US BANK | 1949 | 203.18 | US BANK ARP CHGS VOUCHER ACCT JUN-JUL08 |
| | MSDLAF | CORPORATE HEALTH | 1950 | 11,821.31 | CHS JUNE 08 MEDICAL & DAYCARE |
| | MSDLAF | CORPORATE HEALTH | 1950 | 17,755.81 | CHS SEPT 08 MEDICAL & DAYCARE |
| | MSDLAF | US BANK | WIRE | 1,011,409.46 | DIRECT DEPOSIT PAYROLL 9/30/08 |
| | MSDLAF | MN DEPT OF REVENUE | 1951 | 65,215.91 | STATE WITHOLDING TAXES |
| | MSDLAF | US BANK | 1952 | 401,741.79 | FEDERAL TAXES |
| | MSDLAF | EDUCATORS BENEFITS CO | 1953 | 72,482.16 | EMPLOYEE & EMPLOYER 403B |
| | MSDLAF | US BANK | 4041 | 223.86 | US BANK ARP CHGS PAYROLL ACCT JUN-JUL08 |

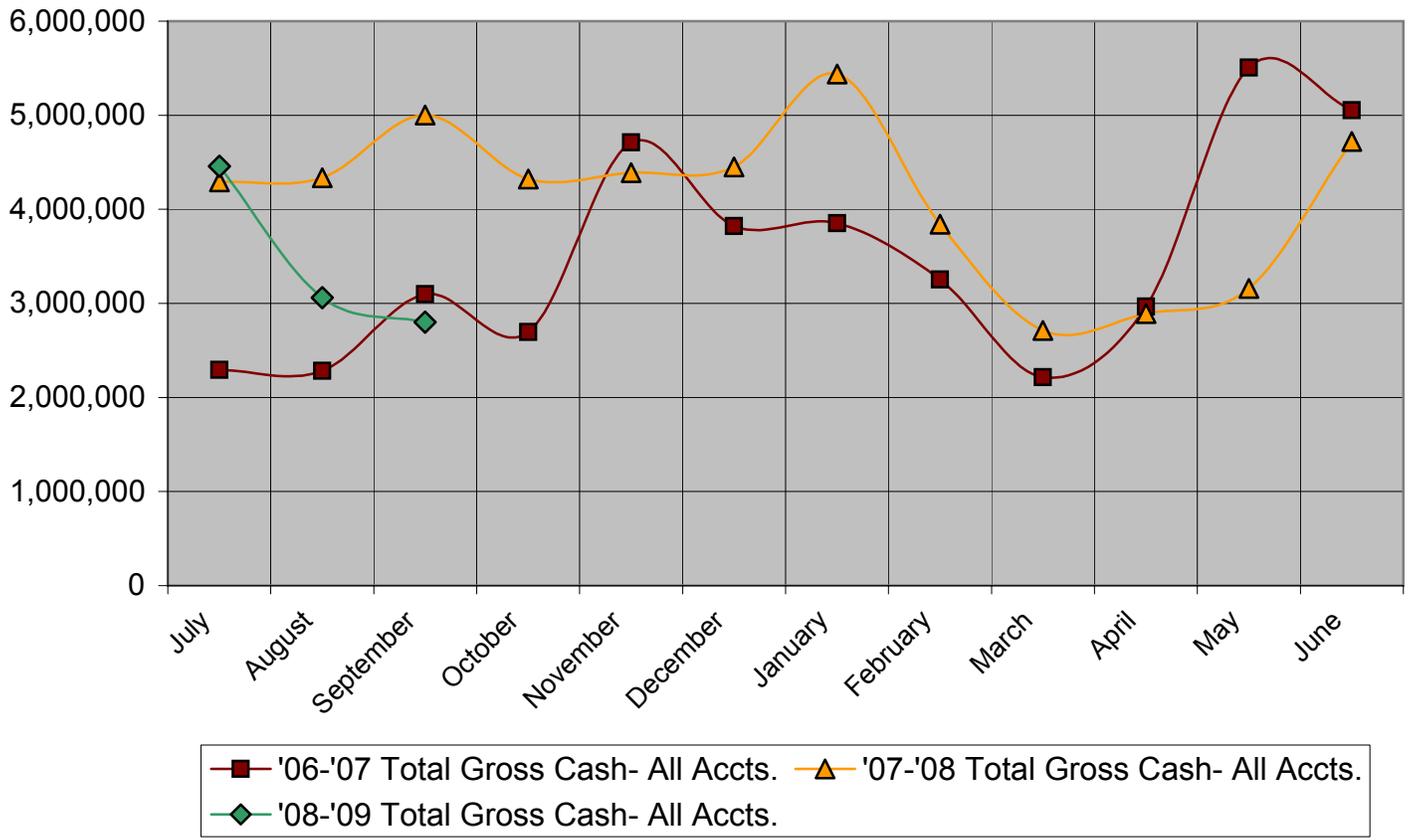
| | |
|-------------------|----------------------------|
| MTD TOTALS | <u>3,108,064.98</u> |
|-------------------|----------------------------|

Intermediate District 287

Cash Position Sheet- Monthly Total Gross Cash- All Accounts:

| <u>Date</u> | <u>'06-'07 Total Gross Cash- All Accts.</u> | <u>'07-'08 Total Gross Cash- All Accts.</u> | <u>'08-'09 Total Gross Cash- All Accts.</u> |
|-------------|---|---|---|
| July | 2,291,747 | 4,290,870 | 4,457,312 |
| August | 2,281,678 | 4,335,576 | 3,059,192 |
| September | 3,097,297 | 5,001,385 | 2,800,788 |
| October | 2,695,566 | 4,321,962 | |
| November | 4,711,051 | 4,389,645 | |
| December | 3,821,438 | 4,452,190 | |
| January | 3,853,218 | 5,439,985 | |
| February | 3,254,020 | 3,843,416 | |
| March | 2,214,232 | 2,711,729 | |
| April | 2,964,609 | 2,892,039 | |
| May | 5,507,268 | 3,159,523 | |
| June | 5,053,949 | 4,722,065 | |

CASH POSITION SHEET- Total Gross Cash Monthly Averages - YTD



MEMORANDUM

Date: October 15, 2008

To: Sharon Arends

From: SIT Committee

Re: Board Policy Review

The SIT Committee has determined they wish the individual Board Committees to continue their efforts in updating and revising the current Board policies. The assignments are as follows:

- Board Officers & Operations – seven BOO policies related to District Administration and Organization will be reviewed by the Ad Hoc Transition Committee
- Board Officers & Operations – eleven BOO policies related to Students Rights & Responsibilities will be reviewed by the Special Education Committee
- Board Officers & Operations - twenty BOO policies related to Employee Rights & Responsibilities will be reviewed by the Human Resources Committee

Thank you.

Independent School District 270 Purchase of Service Agreement

This Purchase of Service Agreement (“Agreement”) is made and entered into by and between the Hopkins Public Schools, Independent School District 270 (hereinafter referred to as ISD 270), 1001 Highway 7, Hopkins, Minnesota 55305 and Intermediate District 287 (hereinafter referred to as INT 287), 1820 Xenium Lane North, Plymouth, Minnesota 55441. This Agreement is entered into pursuant to Minnesota Statute § 125A.11, Subd. 3.

Purpose The purpose of this Agreement is to create an agreement between ISD 270 and INT 287 for the purchase of educational services at two residential treatment programs, the Epsilon Education Program at the Hennepin County Home School and the Omegon Education Program at the Omegon Residential Treatment Center (“Programs”).

Definitions The words used in this Agreement are intended to have their ordinary meaning except for terms that are defined by state or federal education law which shall have the meaning ascribed to the term in the law.

Whereas, ISD 270 is required by state law; (Minnesota Statute § 125A.515, Subd. 3, Minnesota R. 3525.0800, Subd. 7B (1)), to provide educational services to students who are placed in a care and treatment facility located within the boundaries of ISD 270;

Whereas, students are placed in the Programs by the Hennepin County Court; or other entities and are not placed in the Programs by ISD 270 or the student’s resident district;

Whereas, the Programs are geographically located within the boundaries of ISD 270;

Whereas, INT 287, is an intermediate district with powers and duties as enumerated in Minnesota Statute §136D.73;

Whereas, ISD 270 is a participating district in INT 287 as defined by Minnesota Statute §136D.21;

Whereas, INT 287 is authorized to provide special education and other educational programs pursuant to Minnesota Statute §136D.73 Subd. 2(b) at the request of a participating district;

Whereas, ISD 270 has requested that INT 287 provide all educational services as required by state and federal law to the students enrolled in the Programs; and

Whereas, INT 287 has agreed to provide all educational services, except for the management of Title I programs as described herein, as required by state and federal law on behalf of ISD 270 to the students enrolled in the Programs;

Now, therefore, in consideration of the mutual agreements contained here, the Parties agree as follows:

Services to be purchased INT 287 shall provide all educational services required by state and federal law to students who have been placed in the Programs. Such educational services and programs shall comply with all state and federal laws governing educational services to be provided within residential facilities including but not limited to the requirements of the Minnesota Administrative Rules, (Chapter 3525, Children with a Disability), Minnesota Statutes (including Minnesota Statute Chapter 125A.) and federal law including but not limited to 29 U.S.C. §7949(g) (Section 504 of the Rehabilitation Act of 1972); 20 U.S.C. § 1401 (IDEA); and 20 U.S.C.1232(g), the Family Education Rights and Privacy Act (FERPA). Such educational services include the day to day implementation of the Title I neglect and delinquency funds but do not include the management of those funds. ISD 270 shall retain the responsibility for the Title I programs and shall delegate the day to day implementation of the programs to INT 287.

INT 287 agrees to provide to all students placed in the Programs, all education services including special education services to those who qualify, on behalf of ISD 270 and to do so in accord with all state and federal laws. (See Minnesota Statute § 125A.5 15, Subd.3 (a); Subd. 7) Education services must be provided to students within three business days after they enter the Program. (Minnesota Statute §125A.515 Subd. 4)

INT 287 agrees to notify the student's resident district before a student's Individualized Education Plan (IEP) is developed and to provide the district of residence an opportunity to participate in the development of the IEP pursuant to Minnesota Statute §125A.05(c).

INT 287 agrees to notify the student's district of residence within one business day of the student's placement in the Program of the student's attendance in the Program and to request that the student's transcript, IEP and last evaluation report or assessment summary be provided to it. (Minnesota Statute §125A. 515 Subd. 5(a)). ISD 287 agrees to conduct an IEP meeting to discuss continuing or modifying special education services if the student had an IEP in the resident district and agrees to provide notice of the meeting to the agency placing the student, the resident district, education staff at the Program and the residential facility, parents or guardians and student when appropriate. (Minnesota Statute § 1 25A.515 Subd. (b)).

INT 287 agrees to screen any student not previously identified as qualified for special education services including a review of the student's education records. (Minnesota Statute §125A.515 Subd. 5(c); Minnesota. Statute §125A.52 Subd. 1.)

INT 287 agrees to provide a written exit report for any student placed in the Programs for more than 15 business days as required by Minnesota Statute 125A.515 Subd. 6.

INT 287 shall be responsible for contracting with Hennepin County Department of Corrections ("the County") for necessary classroom and office space, furnishings and supplies along with necessary maintenance and repair.

INT 287 shall be responsible for contracting with the County to ensure that during school hours there is a coordinated and agreed upon system of student management and a system

for determining whether alternative education programming should be developed for any student whose behavior may warrant it.

MDE Tuition Billing INT 287 through MDE shall apply for all applicable federal and state education monies as allowable under state statute and shall be responsible for the billing of all reimbursement for all students enrolled in the Programs. Failure to bill for the allowable payment or reimbursement shall be considered a breach of this Agreement. INT 287 will comply with any data reporting required by the Minnesota Department of Education in order to obtain state or federal funds and/or reimbursement from resident districts.

Effective Date and Termination Date This Agreement shall be in force and effect from July 1, 2007 or upon the complete execution of the Agreement by both parties and shall remain in effect through June 30, 2010. Either party may terminate the Agreement upon 90 days written notice with or without cause.

Personnel INT 287 will be solely responsible for the hiring, training, supervision and discipline of any of its employees that it uses in performance of this Agreement. INT 287 will be solely responsible for training and supervising any volunteers that it uses in performance of this Agreement.

The rights and obligations of any ISD 270 employees hired as part of an exchange/loan agreement with INT 287 shall be governed by the Employee Exchange/Loan Guide. ISD 270 employee performance evaluations including Title I employees shall be conducted by ISD 270 Master Teachers or ISD 270 Administrator consultation with the INT 287 Program Supervisor. INT 287 will timely notify ISD 270's Director of Administrative Services and Director of Special Services when INT 287 becomes aware of any serious performance issues or rule violations that could constitute cause for discipline of ISD 270 employees hired as part of an exchange/loan agreement. ISD 270, in turn, will be responsible for investigating any serious performance issues or allegations of misconduct in a fair, impartial and timely manner. The costs of such investigations shall be borne by ISD 270 and all proposed corrective action will be made in consultation with INT 287's Director of Human Resources and Program Supervisor. If the parties can not agree on the corrective action, if any, to be taken; ISD 270's decision will be final. However, ISD 270 acknowledges and understands that the lack of such agreement may result in the non-renewal of the employee's exchange/loan agreement for the next following school year. Nothing in this agreement changes ISD 270's obligations under its collective bargaining agreement or current law.

INT 287 will provide copies of any written work direction that are given the ISD 270 employees.

INT 287 will indemnify and hold ISD 270 harmless for any liability caused by the performance of independent contractors it hires in performance of this Agreement. INT 287 agrees to comply with all applicable state and federal employment laws in the same manner that ISD 270 would be required to comply with such state and federal employment laws. No employee, independent contractor, or volunteer of INT 287 shall

have any claim to any benefits or compensation with ISD 270 including, but not limited to, tenure, health insurance, workers' compensation or any other term and condition or privilege of employment as provided in any labor contract between ISD 270 and its employees.

In demnification Each party shall be responsible for its own acts and omissions and shall not be responsible for the acts or omissions of the other party. The liability of the parties shall be governed by Minnesota Statutes Chapter 466 and Minnesota Statute §471.59 Subd. 1(a) and other governing law.

Audit of Books and Records The parties agree the State Auditor, or any of either party's duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent and involve transactions relating to this contract. Such materials shall be maintained and such access and rights shall be in force and effect during the period of the Agreement and for six years after its termination or cancellation.

Data Practices, FERPA and HIPAA The parties agree that all data collected, created, received, maintained, or disseminated in the performance of this Agreement is governed by the Minnesota Government Data Practices Act (MGDPA), Minnesota Statute 13.01 et. seq, the Family Education Rights and Privacy Act (FERPA) and each party agrees to abide by the provisions of the MGDPA and FERPA. Some data may also be governed by the Health Insurance Portability and Accountability Act (HIPAA) and each party agrees to abide by its requirements if applicable to it.

Reporting Maltreatment of Minors Both parties agree to comply with the provisions of the Maltreatment of Minors Reporting Act, Minnesota Statute 626.556, and all applicable Minnesota Rules as promulgated by the Minnesota Department of Human Services and the Minnesota Department of Education implementing such Act.

Assignment Neither party may assign this Agreement to any other party without the express written consent of the Board of Education for each party. This provision does not limit INT 287's ability to utilize independent contractors to meet its obligations under this Agreement.

Requests for Due Process Hearing A parent or a district is entitled to a due process hearing conducted by the state when a dispute arises over the identification, evaluation, educational placement, manifestation determination, interim educational placement or the provision of a free appropriate public education to a child with disabilities. (See Minnesota Statute §125A.091 Subd. 12). INT 287 agrees to notify ISD 270 within one business day of any request for due process hearing.

INT 287 further agrees to not request a due process hearing unless both the resident district and ISD 270 agree in writing before such a request is made.

INT 287 further agrees to act in good faith and to cooperate with the resident district if a due process hearing is requested.

INT 287 will make its staff available as witnesses to prepare for and testify at any hearing, will produce all educational records and other relevant documents, and will make an administrator available as a resource during the course of the hearing.

INT 287 will provide its own attorney(s) at its discretion and be responsible for its own attorneys' fees.

Complaints Should a complaint be brought with the Minnesota Department of Education or any other state or federal agency, INT 287 shall notify ISD 270 and the resident district within one business day and answer the complaint on behalf of ISD 270. ISD 270 agrees to cooperate in that effort. Should compensatory education be awarded or any other damages, loss, or expenses as allowable under state or federal law in effect now or in the future, INT 287 agrees to provide those services and submit a bill to the appropriate governmental agency, in accordance with state law.

Minnesota Law/Severability The laws of the State of Minnesota shall govern the validity and construction of this Agreement and the legal relations between the parties. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

There are no further substantive provisions to this Agreement. The signatures of the parties' authorized representatives appear on the following pages.

INTERMEDIATE DISTRICT 287

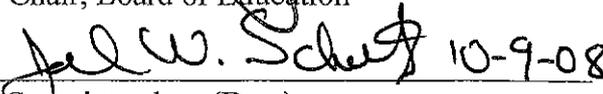
INDEPENDENT SCHOOL DISTRICT 270

Chair, Board of Education



Chair, Board of Education

Superintendent (Date)



Superintendent (Date)

Chair, Board of Education (Date)

10-02-08

Chair, Board of Education (Date)

**HUMAN RESOURCES DIRECTOR'S REPORT FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD
HUMAN RESOURCES COMMITTEE – OCTOBER 2008**

LICENSED STAFF

1. New Hires:

A. Regular

- JENNIFER C. DANFORTH, School Counselor at Bren Road Education Center, **additional position due to increased enrollment**, effective August 21, 2008 MA+15, Step 10.
- DANIEL P. FERRIS, Instructor English at X-Track @ Edgewood Education Center, **additional position due to increased enrollment**, effective September 3, 2008 BA+15, Step 10.
- JOHN C. FISHBAUGHER, Instructor DD at SUN @ South Education Center, **additional position due to increased enrollment**, effective August 21, 2008 BA+45, Step 2.
- SHANNON GALLAGHER, Occupational Therapist at the District Service Center, **additional position due to increased enrollment**, effective August 25, 2008 MA, Step 5.
- JACOBS, W. HAMMOND, Instructor EBD at Bren Road Education Center, **refill for L. Villaume**, effective August 21, 2008 BA+45, Step 1.
- JIMMIE L. HEAGS, School Counselor at Explore Middle @ Edgewood Education Center, **additional position due to increased enrollment**, effective August 21, 2008 BA+45, Step 10.
- JENNIFER M. JOHNSON, Speech and Language Pathologist at the District Service Center, **refill for S. Sutliff**, effective August 21, 2008 MA, Step 9.
- WESLEY G. LARSON, School Psychologist at South Education Center, **additional position due to increased enrollment**, effective August 21, 2008 MA+45, Step 2.
- JOHN J. LEWIS, Instructor DCD at Hosterman Education Center, **additional position due to increased enrollment**, effective August 21, 2008 BA, Step 6.
- CATHERINE A. MacLAUGHLIN, Instructor EBD at Hosterman Education Center, **refill for C. Danielson**, effective August 21, 2008 MA, Step 9.
- ANGELA D. OSTBYE, Instructor Physical/Health Disabilities at the District Service Center, **additional position due to increased enrollment**, effective August 21, 2008 BA+45, Step 3.
- JUDY L. PETERSEN, Instructor EBD at Explore Middle at Edgewood Education Center, **additional position due to increased enrollment**, effective August 21, 2008 BA+45, Step 10.
- JASON E. REESE, Instructor Social Studies at City West Academy, **refill for T. Voels**, effective September 2, 2008 BA+45, Step 2.

- JENNIFER L. SPESSARD, School Psychologist at Edgewood Education Center, **additional position due to increased enrollment**, effective October 6, 2008 MA+60, Step 2.
- MINDY THOMPSON-SIPE, Instructor D/HH at the District Service Center, **refill for N. Penk**, effective August 21, 2008 BA+45, Step 8.

B. Reinstatement of Licensure Waivers

- ANDREA FAEH, Instructor EBD at SUN @ Hosterman Education Center, effective August 25, 2008.
- CONSTANCE M. HALL, Instructor Vocational Medical Careers, effective August 25, 2008.
- JUSTIN ORE, Instructor DCD at SAFE @ Hosterman Education Center, effective August 25, 2008.

C. Reinstatement from ULA

- BARBARA WINCHELL, Instructor D/HH at the District Service Center, effective August 25, 2008.

D. Temporary

- ROBERT R. ANDRESEN, Online English Instructor effective September 15, 2008 through January 30, 2009.
- RIED BOLTMANN, Independent Study Physical Education Instructor at Edina High School effective September 29, 2008 through June 30, 2009.
- APRIL M. BRYNTESON, Independent Study Social Studies Instructor at Cooper High School effective September 16, 2008 through June 30, 2009.
- JENNIFER L. BUDENSKI BEHNKE, Online English Instructor effective September 15, 2008 through January 30, 2009.
- KATHY CARRUTH, Work Experience Coordinator at the District Service Center effective September 4, 2008 through June 30, 2009.
- KATHRYN FULLMER, Independent English Instructor effective June 9, 2008 through June 30, 2009.*
- JENNIFER HEIMLICH, Online World Studies Instructor effective September 15, 2008 through January 30, 2009.
- WILLIAM J. HICKS, Independent Study Coordinator at Edina High School effective September 29, 2008 through June 30, 2009.
- KARAH L. HOLLE, Online English Instructor effective September 15, 2008 through January 30, 2009.
- JANE KLEINMAN, Online Health Instructor effective July 1, 2008 through August 31, 2008.*

- JULIE LENTZ, Online Social Studies Instructor effective September 15, 2008 through January 30, 2009.
- DONNA J. McCARTHY, Online Social Studies Instructor effective September 15, 2008 through January 30, 2009.
- ELIZABETH E. MILLER, Independent Study Coordinator at Robbinsdale Cooper High School effective September 2, 2008 through June 30, 2009.
- DONALD O. MYHRE, Online Business Instructor effective September 15, 2008 through January 30, 2009.
- KJERSTI A. OLSON, Independent Study Social Studies Instructor at Edina High School effective September 29, 2008 through June 30, 2009.
- STEPHANIE J. OWEN, Online Spanish Instructor effective September 15, 2008 through January 30, 2009.
- ALYSON PURDY, Online Biology Instructor, effective September 15, 2008 through January 30, 2009.
- ALLISON RICHTER, Online Math Instructor effective September 15, 2008 through January 30, 2009.
- JENNIFER TUURI SAYBOLT, Independent Study English Instructor effective July 1, 2008 through June 30, 2009.*
- JENNIFER TUURI SAYBOLT, Online English Instructor effective September 15, 2008 through January 30, 2009.
- LARRY SIMENSON, Instructor Food Service Assistant effective August 28, 2008 through January 23, 2009.
- MAUREEN K. SLAVIN, Independent Study English Instructor effective September 29, 2008 through June 30, 2009.
- KRISTINE M. TUMA, Occupational Therapist effective August 25, 2008 through June 15, 2009.
- MICHAEL D. WROBLEWSKI, Online Social Studies Instructor effective September 15, 2008 through January 30, 2009.
- JANE C. YANDA, Independent Study English Instructor at Edina High School effective September 29, 2008 through June 30, 2009.

E. Substitutes

- ALISA ANDERSON, Building-wide substitute at Hosterman Education Center effective August 25, 2008.
- JOHN STALLMAN, Building-wide substitute at Hosterman Education Center effective August 25, 2008.

2. **Extended Leaves of Absence:**

A. **Unpaid**

- TRAVIS VOELS, Instructor Social Studies at South Education Center, military leave effective August 11, 2008 through November 3, 2008.

3. **Separations:**

A. **Dismissal**

•

B. **Resignation**

•

C. **Retirement (Regular/Disability)**

•

4. **Other:**

A.

* Indicates delay due to background check

** Indicates delay due to approval of Community Expert Request.

NON-LICENSED STAFF:

1. **New Hires:**

A. **Regular**

- LINDA DANIEL, Clerical at the District Service Center, **refill for N. Thompson**, effective August 18, 2008 Step 2 Grade III - 12 month 1.0 FTE.
- KAREN COLE, Education Assistant at FOCUS South Education Center, **additional position due to increased enrollment**, effective September 15, 2008 Step 9 Lane 5 +BA - .875 FTE.
- KELSEY KIEFER, Education Assistant at Explore Bren Road Education Center, **additional position due to increased enrollment**, effective August 25, 2008 Step 4 Lane 5 +BA - .875 FTE.
- NINA FRANCESHELLI, Interpreter at the District Service Center, **additional position due to increased enrollment**, effective August 25, 2008 Step 1 Lane 3 +AA Certification - .875 FTE.
- GRETCHEN GUBBINS, Assistant Cook at Bren Road Education Center, **additional position due to increased enrollment**, effective August 27, 2008 – 10 month .5 FTE.

- KARIN GUSTAFSON, Education Assistant at SUN South Education Center, **additional position due to increased enrollment**, effective August 25, 2008 Step 4 Lane 5 +BA - .875 FTE.
- BILLIE ROSS, Education Assistant at Explore Middle Edgewood Education Center, **additional position due to increased enrollment**, effective August 25, 2008 Step 11 Lane 1 - .875 FTE.
- SCOTT WRIGHT, Education Assistant at VECTOR North Low Incidence, **additional position due to increased enrollment**, effective August 25, 2008 Step 9 Lane 5 +BA - .875 FTE.
- WILLIAM SCHWARTZ, Education Assistant at SUN Richfield Education Center, **additional position due to increased enrollment**, effective August 25, 2008 Step 8 Lane 4 +90 credits - .875 FTE.
- JEWELLYNN SHAHID, Education Assistant at Explore Bren Road Education Center, **refill for J. Tillman (transfer)**, effective August 25, 2008 Step 11 Lane 4 +90 credits - .875 FTE.
- KIRSTIN HOKKANEN, Education Assistant at SUN Hosterman, **refill for D. Willkom**, effective August 25, 2008 Step 4 Lane 5 +BA - .875 FTE.
- BRADLEY DAHEDL, Education Assistant at FOCUS South Education Center, **additional position due to increased enrollment**, effective October 6, 2008 Step 1 Lane 5 +BA - .875 FTE.
- ANGELA WAROSH, Clerical at the District Service Center, **refill for R. Mitchell (transfer)**, effective October 13, 2008 Step 2 Grade III – 12 month 1.0 FTE.
- JAN BOYER, Education Assistant at SAFE Hosterman, **refill for M. Ellingboe**, effective August 25, 2008 Step 8 Lane 5 +BA - .875 FTE.
- JAMIE WHIPPERMAN, Education Assistant at SAFE Hosterman, **additional position due to increased enrollment**, effective August 28, 2008 Step 1 Lane 4 +90 credits - .875 FTE.
- MEGAN ANDRYSKI, Interpreter at Various Sites, **additional position due to increased enrollment**, effective August 25, 2008 Step 1 Lane 3 +AA Certification - .875 FTE.
- KATIE BONNEVILLE, Interpreter at Various Sites, **refill for J. Mann-Porvaznik**, effective August 25, 2008 Step 2 Lane 5 +BA - .875 FTE.

B. Temporary

- PATRICK MCCUTCHAN, Building and Grounds Assistant at South Education Center, effective August 18, 2008 through September 19, 2008.

C. Substitutes

- Brian Boldt

D. Summer School

- Emma Spath

2. Extended Leaves of Absence:

A. Unpaid

- MITCHELL COOPER, Recruitment and Diversity Specialist at the District Service Center, military leave effective October 6, 2008 through June 30, 2009.
- COREY DAVIS, Education Assistant at Hosterman Education Center, military leave effective for the 2008/09 school year.

3. Separations:

A. Dismissal

- VERDELL SHEETS, Education Assistant at Bren Road Education Center, effective October 13, 2008.
- TYRELL SMITH, Education Assistant at Bren Road Education Center, effective October 13, 2008.

B. Resignation

- PAUL CAUSTON, Education Assistant at SUN Transition, effective July 31, 2008.

C. Retirement (Regular/Disability)

-

4. Other:

- Payroll Specialist position, currently filled by Tammy Field, moved from the School Service Employees Local 284 Bargaining Unit to the Unaffiliated group effective August 5, 2008.
- The following positions moved from the Unaffiliated group to the School Service Employees Local 284 Bargaining Unit effective August 5, 2008.
 - Facilities Maintenance and Delivery Clerk, currently filled by Patrick Nelson
 - Facilities Maintenance Worker, currently filled by Blaine McCutchan and Paul Larson
 - Skilled Facilities Worker, currently filled by James Kempen
 - Office Manager, currently filled by Kathleen Albrecht
 - Web and Graphic Design Specialist, currently filled by Amy Kuklock
 - Human Resources Benefits Technician, currently filled by Julie Nelson

*Indicates delay due to background check

5. SUPERINTENDENT’S REPORT

A. Special Reports and Recognition

1. Superintendents Report

- a. Staff Recognition I

Deb Williamson, Program Facilitator for Intermediate District 287 and a TBI (traumatic brain injury) consultant for the state of Minnesota, has been awarded the Elinor D. Hands Award, by the Brain Injury Association of Minnesota. Deb received the prestigious award for her work as a teacher and an advocate for those with physical and other health disabilities (PHD).

- b. Strategic Plan Recommendation for ApprovalA

Jane Holmberg will present the Core Team’s final recommendation for the new Strategic plan and will ask for Board approval of this document.

- c. Video Clips from All Staff Kick-Off..... I
The Hosterman staff video clip will be shown.

6. REPORTS FROM BOARD CHAIR & COMMITTEES

A. Board Chair Report

1. Nominating Committee

As indicated in the Chair’s recent email to all Board members, I discussion will be heard on the plan to begin work with a nominating Committee to present a slate of officers for the calendar year 2009.

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: SUPERINTENDENT’S REPORT

Item: 5.A.1.b.

Presented by: Superintendent Lewandowski

Full Board approval is sought for adoption of the new Strategic Plan as presented in written documentation given to the Board on October 23, 2008.

Recommended Action: The Board adopt the new Strategic Plan as presented.

Motion by:

Second by:

Vote: Passed _____ Failed _____

Strategic Planning

A Shared Vision for Our Future



Intermediate District 287

Plan Presented to
School Board,
October 2008



Overview

Strategy One

Strategy Two

Strategy Three

Measurement

Miscellaneous
(Back Pocket)

Plan Presented
to
School Board,
October 2008



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October 2008

OVERVIEW

Core Values

We believe that:

- All people have intrinsic value.
- All people have the capacity to contribute to society.
- When people with varying perspectives collaborate, the impossible becomes possible.
- Learning unlocks human potential.
- Integrity is essential for sustaining effective relationships.
- Respect for all people and the diversity of ideas enriches the individual and strengthens society.
- Responsiveness and innovation are key to thriving in a changing world.
- People perform best when they are engaged, connected and supported.

Mission

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Strategic Objectives

By 2013, each member district will:

- Declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287.
- Declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.

Strategies

We will:

1. Design and implement communication systems to include accurate and trusted data that guide individual and collective decision making and clarify perceptions.
2. Develop streamlined and transparent communication and decision making systems to build trust and relationships to achieve our strategic objectives.
3. Design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students.

Intermediate District 287 gratefully acknowledges the following individuals for their participation in drafting this strategic plan:

- Maureen Bartolotta, Bloomington School Board
- Colleen Baumtrog, 287 Executive Director of Administrative Services
- Jan Bootsma, Minnetonka Executive Director of Student Support Services
- Ann Bremer, 287 and Westonka School Boards
- Barbara Devlin, Superintendent of Richfield Schools
- Gretchen Durkot, Eden Prairie Director of Student Support Services
- Pat Geraghty, Bloomington Director of Student Services
- Kim Green, Osseo School Board
- James Hill, Principal of Osseo ALC
- Jane Holmberg, 287 Executive Director of Teaching and Learning
- Gwen Jackson, Edina Director of Administrative Planning and Services
- Linda Johnson, 287 School Board Vice-Chair and Robbinsdale School Board
- Sally Johnson, 287 School Board (representing Hopkins)
- Laura Keller Gautsch, 287 Executive Director of Special Education
- Michèle Kunz, 287 School Board Chair and Orono School Board
- Sandra Lewandowski, Superintendent of Intermediate District 287
- Cathy Maes, Minnetonka School Board
- Mary Pat Mesler, Westonka Director of Special Education
- Char Myklebust, 287 Director of Social Emotional Learning
- Carter Peterson, 287 and Wayzata School Boards
- Tami Reynolds, St. Louis Park Director of Student Special Services
- Peyton Robb, 287 and Edina School Boards
- Nancy Rowley, 287 School Board (representing Richfield)
- Aaron Ruhland, Orono Director of Learning and Accountability
- Pam Rykken, 287 and St. Louis Park School Boards
- Diane Schimelpfenig, Hopkins Director of Teaching and Learning
- Jane Sigford, Wayzata Executive Director of Curriculum and Instruction;
and
- Gayle Walkowiak, Assistant Superintendent of Robbinsdale Schools

StarTribune.com MINNEAPOLIS ST. PAUL, MINNESOTA
Draft Core Beliefs referred to in Press!

District 287 By Tanya Welsch, Star Tribune Sales and Marketing July 17, 2008

What happens when you combine school staff members, their own dogs and a classroom of kids? Something pretty wonderful.

Canine-Assisted Intervention Program

School district 287 is an innovative education partner to 13 Hennepin County public school districts in the west metro area. These member districts and other education professionals have partnered with District 287 to customize unique services for their students - which now includes wagging tails and wet noses.

Minnesota Linking Individuals, Nature and Critters (MN LINC) designed the Canine-Assisted Intervention Program, a pilot whereby district 287 teachers, various staff members and their pet dogs receive training to help students accomplish various social, academic and personal goals. MN LINC is a therapeutic, non-profit organization that uses the restorative and healing power of animals to help troubled individuals. (www.mnlinc.org)

The Canine-Assisted Intervention Program has helped school staff develop rapport with students who have challenging behaviors. Many educators have reported the overall energy of the classroom is less chaotic and more functional. As described by canine handler, Susan Peterson, "one of the students who enjoys holding Laddie in his lap during class said, 'Susan, I adore her!' and (he) had the most gentle smile and light in his eyes."

Training for staff and canine

In the program, the dog and owner work together as a team to augment student learning. The handler is taught to read a dog's calming signals through the work of Turid Rugaas, a leading expert in dog training and behavior. Calming signals such as yawning, looking away, blinking or squinting eyes and sniffing the ground are signals that dogs give to denote stress and defuse a situation. The staff learns to recognize these behaviors to minimize stressful situations with students and anticipate when their dogs need breaks.

At the conclusion of training, staff members and their dogs complete the Pet Partners evaluation administered by the Delta Society. The Delta Society provides training, standards of practice and testing for people who want to provide animal-assisted activities or therapy. The Pet Partners exam tests the skills of the handler-animal team with a series of twenty-two exercises that increase in difficulty. Upon passing, the team works on a two-month trial basis.

To date, over 20 teams have successfully completed the training program and there are currently seven actively working teams in district 287.

Relating to JoJo

A student's mother recently called the school social worker, Kay Neznik, to express how much her son enjoyed working with Kay and her dog JoJo. A terrier cross, JoJo, is best described as exhibiting behaviors consistent with the human traits of attention-deficit disorder. The mother said her son identified with the need to give JoJo one direction at a time, and according to Kay, "he got quite a kick out of this moment, especially since he struggles with attention problems, too."

Reaching out, feet first

A student in an autism-spectrum classroom who is easily overwhelmed by tactile interactions and does not interpret social cues accurately benefits from the program as well. The teacher instructed her dog Xena to slowly approach the student and lay down flat. The dog instinctively looked away from the student, relaxed her body and lay perfectly still. Even though the student was interested in Xena, he didn't want to pet the dog because she was shedding. The teacher and the student discussed alternative ways to pet dogs and the student decided to try using his feet. Throughout this experience, Xena remained calm and provided an opportunity for this student to have a social interaction that was tolerable to him and successful.

One of District 287's core beliefs is that "people perform best when they are engaged, connected and supported." On a daily basis, District 287 and MN LINC demonstrate the value of providing innovative, specialized education services because when one living being can support and transform another, all species are healed and are better for the effort.

Tanya Welsch is a licensed social worker and co-founder of the nonprofit MN LINC.

www.mnlinc.org.



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October 2008

STRATEGY ONE

Strategy 1: We will design and implement communication systems to include accurate and trusted data that guide individual and collective decision making and clarify perceptions.

September 15, 2008

Dear Members of the Core Team:

The essence of strategy one is about using good data to guide decision making.

To tackle this, our team examined successful organizations' approaches – school districts, nonprofits, and Fortune 500 companies right in our own backyard, including 3M, General Mills and Target.

Some best practices emerged:

- It's essential to streamline or "thin slice" data. Successful organizations take lots of data and condense them to answer simple questions, such as "*What did we hear?*" "*What are we doing right?*" And "*What can we improve?*"
- In general, people make snap judgments that may or may not be based in data; these perceptions can best be influenced by "thin sliced" data.

As the new strategic plan moves District 287 away from "one size fits all" and toward a more customized approach for member districts, we aimed to build this new paradigm into our action plan.

The result: **District 287 provides real time customized visual data tools that member districts use for making informed decisions.**

Achieving this end result will be a multi-year process that begins with identifying each district's data needs and answers these questions:

- What data exist?
- How do we collect, measure and report it?
- Do we agree on those methods?

Secondly, districts will make their own choices – *what data are important to you for making decisions?* Finally, District 287 will identify web-based tools that can accomplish this.

The linchpin of the process is two-way, ongoing and transparent communication that will occur at every step to build a tool that works for member districts.

We believe that our Action Plan is achievable and doable. Companies are currently using web-based data-dashboards to examine multiple indicators of progress. Our own cost-benefit analysis confirmed that the only direct costs would be vendor-related (of the tool) and 1.5 FTE staff positions.

We look forward to your review and reactions.

Sincerely

Action Team 1:

Marilynn Cook, Lea Dahl, Sandra Gaulke, Darla Jackson, Amy Johncox, Cheri Reese and Judi Marie Ringe

Intermediate District 287 Strategic Plan Proposed Results

Strategy 1:

We will design and implement communication systems to include accurate and trusted data that guide individual and collective decision making and clarify perceptions.

List of Results:

- 1. District 287 and member districts participate in the development, selection and annual review of data elements critical to making decisions and clarifying perceptions about 287 programs and services and agreed upon ways to collect and measure those elements.*
- 2. Optimal web based and/or other tools have been selected and launched that visually present real time customized data for each district in order for them to make decisions.*
- 3. District 287 and a representative sample of at least three member districts have piloted and provided feedback on the usability of real time customized visual data tools.*
- 4. District 287 provides real time customized visual data tools that member districts use for making informed decisions.*



Plan Presented to
School Board,
October 2008

STRATEGY TWO

Strategy 2: We will develop streamlined and transparent communication and decision-making to build trust and relationships to achieve our strategic objectives.

September 15, 2008

Dear Members of the Core Team:

We feel that your draft Mission Statement is bold and forward-looking with its focus on innovation so that the unique learning needs of each districts' students can be met. We have been challenged to think outside the box on what we feel is an essential, basic and complex Strategy 2. New approaches to communication and decision-making will build mutual trust and relationships. The work ahead of us will define a new way to work together.

We feel greatly honored to be entrusted with this charge and have worked seriously, diligently and with great passion to rise to the occasion for you. It has not been easy work. The issues of communicating and making decisions are complex and by nature intertwined so we struggled to clarify and specify concrete steps to meet these goals. Our research was extensive. We ask you to view our results as a paradigm shift to support the essence of this Strategy which goes to the heart of how we co-exist and do business together. We outline a plan of how to work together toward more individualized service for you, engaging in open and transparent two-way communication, making wise decisions with all the right people at the table, while using all of our collective time, energy and resources more efficiently and more responsively. What could be more important? We feel that once these changes are implemented, trust will follow.

We appreciate and thank you for adopting the Strategic Planning process we are using and give great credit also to our partners from Transformation Systems, Ltd., Steve Barone and Teresa Arpin. Everyone has commented that this is the best strategic planning process they've ever experienced. It has been thoughtful, powerful, inclusive of many stakeholders and wisely engages the talents of people from top administrative levels to teaching and support people within District 287.

We respectfully submit to you the results of our work together.

Sincerely,

Action Team 2:

Michelle Axell, Maribeth Barrett-Grimsby, Bob Bathke, Mitch Cooper, Paul Eastwold,
Diane Gerads-Schmidt, Rose Hobson, Linda Rees, Amy Sward and Jean Wiley

Intermediate District 287 Strategic Plan Proposed Results

Strategy 2:

We will develop streamlined and transparent communication and decision making systems to build trust and relationships to achieve our strategic objectives.

List of Results:

- 1. A system is in place for member districts and 287 to engage in professional learning, information sharing, collaboration, identification of needs, and problem solving.*
- 2. A clear, concise system of communication is established and understood by District 287, member districts, and their families.*
- 3. A clear, concise system of decision-making is established, understood, and used to meet the unique needs of individual districts.*
- 4. An array of communication and meeting-facilitation skills that develop and foster trusting relationships will be used among members and District 287.*
- 5. The decision-making system provides an accountability structure to build trust and relationships to achieve our strategic objectives.*



Plan Presented to
School Board,
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STRATEGY THREE

Strategy # 3: We will design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students.

September 15, 2008

Dear Members of the Core Team:

In a changing world, an organization's ability to innovate is a measure of the organization's ability to serve. Nowhere is this more evident in the field of education. Creativity and innovation in responding to the evolving needs of today's students plays an ever increasing and critical role in our educational system's effectiveness in building citizens who can flourish in society.

You, the Core Team, gave us the task of creating a set of results so that Intermediate District 287 can design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students. We have approached this task from the perspective not of prescribing specific programs, but from the perspective of creating a flexible, durable, and responsive system that fosters innovation.

Frankly, this task was more arduous than any of us anticipated. Our wide-ranging investigation in the nature of innovation led us to varied sources such as Minnesota Department of Education, 3M Corporation, and the Utah Department of Transportation. In time, our team came to the clear conclusion that it is impossible to build a system of innovation in an organization without devoting resources to building an organizational culture that fosters innovation.

To this end, our set of six results and their corresponding action steps are divided into two distinct components. The first four results focus on creating a system to increase innovation in our district and member districts. They can be summed up in four words: collection, development, quality, and sharing. In short, this system will collect ideas and identify needs, develop creative programs in response to these needs and ideas, examine the quality inherent in all our programs, and share these programs efficiently across districts. The next two results focus on creating a climate of innovation in our district and with our member districts. These results can be summed up in two words: awareness and culture. They focus first on building staff awareness of District 287's new set of core values, and second, intentionally building an organizational culture conducive to innovation.

We are humbly hopeful that our work has been of benefit to the district. We all feel that the process has been a learning experience, and we greatly look forward to seeing this work transformed into reality.

Sincerely,

Action Team 3:

John Awsumb, Mitzi Curtis, Joyce Eckes, John Fry, Jan Joslin, Dolly Lastine, Bruce Mulder, Pam O'Connell, Mike Smart, Renee Soule-Chapman, and Carol Welton

Intermediate District 287 Strategic Plan Proposed Results

Strategy 3:

We will design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students.

List of Results:

- 1. District 287 has an established mechanism that responds to internal and external needs and ideas and generates innovative solutions.*
- 2. District 287 uses a responsive system that effectively designs, develops, and/or implements an array of innovative direct and indirect services.*
- 3. District 287 uses quality indicators to evaluate, modify, and continually improve a spectrum of cost-effective direct and indirect services.*
- 4. District 287 engages in collaborative processes both internally and externally to share expertise, practices, and solutions that promote consistent quality and value.*
- 5. District 287 has a thriving, collaborative culture that embraces shared core values and is committed to achieving our mission.*
- 6. District 287 has a thriving, collaborative culture that embraces risk-taking, fosters innovation and flexibility, celebrates success, and encourages fun.*



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MEASUREMENT

Strategic Objective 1: By 2013, each member district will declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287.

Strategic Objective 2: By 2013, each member district will declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.

September 15, 2008

Dear Members of the Core Team:

As we have done our work, the measurement team has appreciated the extent to which all aspects of the plan support one another to achieve a genuine paradigm shift in the mission. This shift recognizes (1) the individuality of member districts and (2) the necessity to understand each district as the customer. Certainly these elements are reinforced by the objectives, the attainment of which we propose to measure.

While the paradigm shift being evident in all of the plan's elements creates coherence, it also creates the initial impression of complexity. The measurement activities are intertwined with action plans related to strategy results, and therefore some of the plans we offer here overlap with specific steps proposed to achieve the strategies.

Capitalizing on this deliberate entanglement, we are confident the measures we propose will accurately assess each of the objectives. The customer-provider relationship envisioned in the mission statement is realized in the process of gathering information from each district. It will be through these conversations that districts will have the opportunity to declare their satisfaction with District 287 services. Furthermore, these conversations will provide a mechanism for continuous improvement of both the relationship and the services on which we collaborate.

Sincerely,

Measurement Team:

Kim Helgeson, Rob Kieffer, Sharon Landrud, Judi Marie Ringe, Annie Staby, Ellen Teelucksingh, and Jon Voss

**Intermediate District 287
Strategic Plan Measurement Summary
Conceptual Framework
February 2008**

Intermediate District 287's Core Team developed core values, a mission statement and two strategic objectives as part of their strategic planning process. The mission statement is:

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Two distinctions in our draft mission inform the Measurement Team's thinking. The first is a focus on serving "each member district" with attention to their needs individually. The second is the focus on meeting the "unique learning needs" of each district's students. This suggests a new kind of relationship between District 287 and each district.

The strategic objectives are measurable reflections of the mission and are the focus of these measurement processes. The strategic objectives are:

By 2013, each member district will:

- ⇒ *Declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287.*
- ⇒ *Declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.*

A Measurement Team was convened for the purpose of developing the tools and procedures for measuring District 287's progress on these two objectives. The team began its work by meeting with individuals from the Core Team to understand more deeply the meaning of the objectives and the specific language used. The Measurement Team then approached each objective individually, developing important distinctions about how it would be measured and the tools and processes that would be used. Those descriptions follow.

By 2013, each member district will declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287.

In conversation with members of the Core Team, "value" and "effectiveness" were identified as key terms. The criteria for these terms may vary from district to district. Therefore, District 287 will work individually with each member district to define "value" and "effectiveness" for services used by that district.

This process requires that conversations about desired services will elicit from the district their *conditions of satisfaction*. Conditions of satisfaction are the means by

which an individual member district (*the customer*) will assess a District 287 (*the provider*) service as having value and being effective.

Establishing conditions of satisfaction will require a *customer-provider conversation* between the appropriate representatives of District 287 and the member district. This conversation would involve the District 287 staff person with the authority to make commitments relative to service delivery in the specific area being discussed. It would also require that the district representative have the authority to articulate the district's conditions of satisfaction clearly before there is agreement to provide a service.

This exchange will require mutual responsibility and accountability. This tailored approach to providing services would create agreement between the member district and District 287. The agreement would serve as the basis for assessing the value and effectiveness of what District 287 provides.

We recognize several implications of this structure:

- ⇒ The member district has the authority to define their own criteria for value and effectiveness;
- ⇒ These criteria may vary from district to district;
- ⇒ A member district's criteria may differ from District 287's criteria;
- ⇒ The member district is the customer and District 287 is the provider;
- ⇒ District 287's priority, as the provider, will be to meet each district's criteria of value and effectiveness.

Each conversation will:

- ⇒ Provide an opportunity to educate each other about explicit needs and relevant service options;
- ⇒ Require a balanced approach to meeting customers' needs;
- ⇒ Include the possibility of District 287:
 - Negotiating the terms of a service so the conditions of satisfaction can be met or;
 - Declining to provide a service if the conditions of satisfaction cannot be met.

Method of Evaluation

Formative and *summative* evaluation data will be collected. District 287 staff will analyze formative information on the established conditions of satisfaction at least once during the implementation of the service. This will allow adjustments in the service to better serve the member district. The final or summative data will be gathered either in the spring of the year or at the conclusion of the service. These data will constitute the member district's declaration that services are valued and effective. The summative data will be gathered formally, aggregated and analyzed for annual reporting on this strategic objective. These data will be used by District 287 to drive continuous program improvement.

Some District 287 programs do not cleanly fit the customer/provider relationship described above. There will be some variation on this structure for District 287's choice programs in which students are able to enroll directly without member district approval. Conversations with member districts will still occur but instead focus on the design of

services. The conversation to develop the criteria for value and effectiveness will, when appropriate, involve the student, parent or guardian who has chosen a District 287 program.

By 2013, each member district will declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.

The conversation with members of the Core Team about this strategic objective also required us to clarify a key term. "Vital" was described as referring to services that are essential and central to the mission of member districts.

Method of Evaluation

A summary report for each district will describe the services used in the year prior and the district's level of use (number of participants, frequency of service, etc.), cost of the service and other descriptive elements. That summary report would be used to gather summative data from the Superintendent and his/her immediate leadership team that, taken together, assess the vital nature of District 287 services. The following questions are examples:

- ⇒ Do you provide this service for some of your students?
- ⇒ Do you use other entities to provide this service?
- ⇒ Does this service respond to needs that are central to your district?
- ⇒ Do you anticipate utilizing this service in the next school year?

Input regarding needed improvement and/or kudos would also be elicited as a part of this process. These data will be used to assess whether each service is assessed as vital to member districts and whether District 287 overall is vital to the success of member districts.

Further delineation of specific activities to implement these measurement activities may occur as the result of the action teams' work. We will provide further definition, as needed, later in our process.

Intermediate District 287 Strategic Plan Proposed Results

Measurement:

Strategic Objective 1:

By 2013, each member district will declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287.

Strategic Objective 2:

By 2013, each member district will declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.

List of Results:

- 1. All District 287 and key member district staff understand the mission and process for assessing the strategic objectives.*
- 2. Dynamic and flexible measurement tools essential for assessing the strategic objectives are being used by District 287 and each member district.*
- 3. A system is in place to make collaborative decisions based on aggregate data measuring satisfaction.*



Plan Presented to
School Board,
October 2008

MISCELLANEOUS
(Back Pocket)

Intermediate District 287
SUPERINTENDENTS' ADVISORY COUNCIL
MEETING MINUTES

Members Present: Les Fujitake/Bloomington; Keith Lester/Brooklyn Center; Melissa Krull/Eden Prairie;
 Ric Dressen/Edina; John Schultz/Hopkins; Dennis Peterson/Minnetonka; Karen Orcutt/Orono;
 Susan Hintz/Osseo; Barbara Devlin/Richfield; Stan Mack/Robbinsdale; Debra Bowers/St. Louis Park; Bob Ostlund/Wayzata; and Kevin Borg/Westonka.

Members Absent: None

287 Staff Present: Sandy Lewandowski, Jane Holmberg, Laura Keller-Gautsch, Mike Smart, Linda Rees,
 Keith Simonet & Sharon Arends

Guests: Teresa Arpin of Transformation Systems; Linda Johnson, Tami Reynolds, Gayle Walkowiak,
 Cheri Reese, James Hill, Aaron Ruhland, & Gretchen Durkot

Date & Location: May 30, 2008 & District 287 South Education Center

Recorder: Sharon Arends

| Agenda Item | Summary of Discussion | Follow-Up | Board Action |
|---------------------------------------|---|-----------|--------------|
| Welcome & Meeting Overview | <p>Superintendent Lewandowski welcomed the member district superintendents to the newest 287 facility (South Education Center). She gave a brief overview of the building, stressing how the design and layout will meet the various needs of our unique students. She also announced a collaborative agreement with Best Buy and Hennepin County to work with 287 in setting up a lab focused on career and technical education certification at the facility.</p> <p>Superintendent Devlin also addressed the attendees regarding Richfield's involvement in the building process, stating that the Richfield district would be using a portion of the facility for their special education programs.</p> | | |
| Strategic Plan | <p>Teresa Arpin of Transformation Systems addressed the superintendent body, giving an overview of 287's currently drafted strategic plan. She began by stating the collective group is creating the future for 287 and then gave a brief history of the Core meetings and subsequent meetings of the Measurement and Action Teams. Based on input from these groups, the Core Team will meet for a third and final time in September to develop the final plan which will be presented to the 287 Board for approval. Arpin pointed out how the draft mission statement now reads "The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students." The strategic plan is based on core values, the new mission, and 287 being a premier provider (not most expensive) to meet each member districts unique needs.</p> <p>Arpin introduced members of the Core Team who were invited to attend the first part of the meeting as a resource to the superintendents' learning about the plan. The introductory comments by these members confirmed the plan was drafted through a consensus process and there is excitement about the potential for transformation through this direction.</p> | | |

| | | | |
|--|---|--|--|
| | <p>The attendees—superintendents and core team members—were placed in groups for a “café” conversation asking for responses on two questions:</p> <ol style="list-style-type: none">1) which core value resonates the most for you and2) what does the mission of 287 now make possible for your school district? <p>Responses were shared that identified (1) “integrity” being essential to be collaborative; (2) the need to clarify before implementing the plan if 287 & member district group is a collaborative, consortium or cooperative; (3) how the plan allows for strong individual relationships between districts to be built; (4) the hope that 287 can facilitate between other collaboratives on behalf of the member districts; and (5) the plan allows comparison of working and time agreements.</p> <p>Representatives from each of the three Action Teams reviewed the three associated strategies of the plan:</p> <ol style="list-style-type: none">1) Design and implement communication systems to include accurate and trusted data that guide individual and collective decision making and clarify perceptions;2) Develop streamlined and transparent communication and decision making systems to build trust and relationships to achieve our strategic objectives; and3) Design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students. <p>The superintendents also were given a list of result statements for each of the three strategies. These results represent a year’s worth of work and are stated as an end product. The ensuing discussion clarified that action steps and cost-benefit analyses have been created for each result. These will be presented as recommendations to the Core Team.</p> <p>Notable points from the presentation and discussion included:</p> <ul style="list-style-type: none">▪ A move is in process to “de-clunk” the advisory model, beginning with a consolidation of the committee process.▪ The concept of direct individual and group conversations will allow for a more customized, nimble approach to individual projects.▪ Baseline data will be collected early in the process, noting that Strategy 1 builds the foundation for Strategies 2 & 3. <p>At this point the Superintendents also expressed:</p> <ul style="list-style-type: none">▪ Affirmation of understanding how elements of the plan inter-relate, and▪ Affirmation that elements of the plan capture the current needs of member districts and have the power to transform the relationship and improve service.▪ The need for common talking points for member district superintendents to use when advising their boards of this new initiative. Superintendent Lewandowski pledged this development and will be available to meet with individual boards if requested. <p>Also discussed was that while fiscal structures are not explicitly part of this plan, there is a possibility the new strategic plan will cause members to review the fiscal structure.</p> | | |
|--|---|--|--|

| | | | |
|--|--|--|--|
| | <p>After guests from the strategic plan teams were excused, Arpin led a discussion where the attending superintendents shared insights and possible guidelines on how to implement the new strategic plan. Among the points were:</p> <ul style="list-style-type: none"> ▪ Importance of alignment of the leadership and finance structures with the new plan ▪ Need to be aware of changing state funding challenges ▪ Need to determine common systems for superintendents so they can support 287 ▪ The TIES model of operation as both a business and public service provider might be one to research ▪ The importance of cross district collaboration in the advisory structure ▪ The implications of superintendents now appearing to be wearing the customer hat as opposed to the governance hat <p>Other ideas were shared, all of which were noted and will be taken into consideration during the plan's implementation. Sandy ended this agenda portion by thanking the staff at Transformation Systems for their excellent facilitation.</p> | | |
| <p>Memorandum of Agreement & Bylaws</p> | <p>Superintendent Lewandowski announced to the attendees the 287 Board had approved for a first read a transition to move from a twenty-six member board to a thirteen member board, effective January 1, 2009. The 287 board decided to change their operational year to follow the calendar year, with the organizational meeting set for January 2009. At the same time, the Board also approved for a first read an updated draft of the 40 year old Memorandum of Agreement. Drafts of both documents were shared with the superintendents. It will be the member district's decision to determine whether to have a current sitting board member, a recent board member or invested community member represent them on the 287 board. Sandy will be contacting the member districts, asking for their approval to extend all current board member terms to December 31, 2008. Member districts will be asked in November 2008 to appoint a representative for the calendar year 2009. Sandy will advise the superintendents of the second read/approval outcome from the 287 June board meeting.</p> | | |
| <p>Attachments</p> | <p>Various attachments were included for information: Sandy Lewandowski's PowerPoint Handout; 287 Superintendent's Update; Strategic Plan Proposed Results; Strategic Plan Planning for Transformation; FAQ's regarding Memorandum of Agreement; Bylaws Draft for 13 Board Members; Draft Memorandum of Agreement; MoA & Bylaws Proposed Timeline; Region 11 Math & Science Teacher Center Award; and Legal Billing Summary for FY07</p> | | |
| <p>Meeting Adjourned @ 11:35AM.</p> | | | |

5. SUPERINTENDENT’S REPORT

A. Special Reports and Recognition

1. Superintendents Report

- a. Staff Recognition I

Deb Williamson, Program Facilitator for Intermediate District 287 and a TBI (traumatic brain injury) consultant for the state of Minnesota, has been awarded the Elinor D. Hands Award, by the Brain Injury Association of Minnesota. Deb received the prestigious award for her work as a teacher and an advocate for those with physical and other health disabilities (PHD).

- b. Strategic Plan Recommendation for ApprovalA

Jane Holmberg will present the Core Team’s final recommendation for the new Strategic plan and will ask for Board approval of this document.

- c. Video Clips from All Staff Kick-Off..... I
The Hosterman staff video clip will be shown.

6. REPORTS FROM BOARD CHAIR & COMMITTEES

A. Board Chair Report

1. Nominating Committee

As indicated in the Chair’s recent email to all Board members, I discussion will be heard on the plan to begin work with a nominating Committee to present a slate of officers for the calendar year 2009.

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Committees

1. Special Education

- a. Minutes from the October Committee Meeting..... I

Minutes from the October 13th meeting are shared for your information.

**Intermediate District 287
SPECIAL EDUCATION BOARD COMMITTEE
ACTION MINUTES**

Members Present: Linda Johnson (Chair), Maureen Andre Knudsen, Steve Antolak, Don Draayer, Barbara Gabbert, Michele Kunz, Marvin Johnson

Members Absent: Ann Bremer, Jan Eian, Sally Johnson

Staff Present: Laura Keller-Gautsch, Supt. Sandy Lewandowski

Guests Present: Anne Becker

Date: October 13, 2008

Recorder: Tabitha Johnson

| Agenda Item | Summary of Discussion | Staff/Member Follow-Up | Board Action |
|---|--|--|--|
| Welcome and Introductions | <ul style="list-style-type: none"> Meeting called to order at 1:01 p.m. Linda Johnson and Laura Keller-Gautsch introduced Barb Lake, Asst. Dir. of Special Education for Intermediate District 287 | | NONE |
| BOO Policies Board Superintendent Relations, Conflict of Interest, and Public Participation at Board Meetings | <p>Board Superintendent Relations</p> <ul style="list-style-type: none"> The committee discussed updated wording in item IIE regarding primary point of connection. The committee discussed making the distinction of directives more clear in item IIE. The addition of <u>and goals</u> was noted in item IIIA. 2 The Board discussed the need for written procedure on the Superintendent job performance monitoring system. Sandy offered to write a Board procedure on what that should look like and incorporate the 3 areas of job performance monitoring, plans for improvement, and district goals using the procedure based on MSBA's policy series as a guide. The committee agreed that this policy will not move forward until a procedure has been drafted. Anne Becker noted all suggested changes. Anne will send an updated Board Superintendent Relations Policy to Laura and Sandy for review. <p>Conflict of Interest</p> <ul style="list-style-type: none"> The Board re-reviewed the Conflict of Interest Policy and noted the change in item IIIC., which omitted the word Board and replaced it with District. Board discussion topic of 4th degree within civil law. The committee agreed that the 4th degree is not meant to be prohibitive. <p>Public Participation at Board Meetings</p> <ul style="list-style-type: none"> The committee reviewed this policy and made a motion. Please see Board Action | <p>Supt. Sandy Lewandowski will draft a procedure in concert with Item IIIB.1,2,3 of Board Superintendent Relations Policy</p> <p>Laura Keller-Gautsch and Supt. Sandy Lewandowski will review revised changes and forward to the Special Education Board Committee.</p> | <p>Motion to Move the Policy Conflict of Interest to full Board for first read by Don Draayer Seconded by Barbara Gabbert</p> <p>Motion to move the Policy Public Participation in Meetings from policy to a procedure Moved by Steve Antolak Seconded by Marvin Johnson</p> |

| Agenda Item | Summary of Discussion | Staff/Member Follow-Up | Board Action |
|---|--|---|--|
| Memo of understanding (Hopkins and 287) | <ul style="list-style-type: none"> Laura Keller Gautsch and Lee Palmer worked with District 270 to revise the language for this MOU as needed. The agreement was updated to address staffing issues that surfaced during the 2007-2008 school year. This MOU was reviewed by the Hopkins School Board the week of Oct. 6th and a signed copy was forwarded to 287 on Oct. 10th. | | Motion to move to Board Consent agenda by Don Draayer Seconded by Steve Antolak |
| Annual Board Topics | <ul style="list-style-type: none"> Linda Johnson and Laura Keller Gautsch presented Special education Board Committee agenda topics which spanned the past 3 years and could be considered for the new Board structure The committee agreed to review the following topics as they correspond with yearly educational legislation, student enrollment, and student testing. <p>SEPTEMBER: Crisis Management - Policy # SP200 OCTOBER: Student Achievement and Measurement of Progress - Policy #CI120 (Adoption of a Standards-Based System for Curriculum, Instruction and Assessment) AND Policy #CI380 (Systems Accountability) NOVEMBER: Legislative initiatives and white paper review – BOO #340(Policy Development) FEBRUARY: Review of Program Changes - Policy #CI300 (Instructional Systems) MARCH: Compliance Review -Special Education Division's response to Due Process requirements - Policy #CI360 (Special Education) JULY: Legislative session review and the implications for District operations – BOO#340 (Policy Development)</p> | Laura and Sandy will compile these topics and present to the committee. | NONE |
| Enrollment Update | <ul style="list-style-type: none"> Laura reviewed current enrollment and identified the programs where numbers continue to be less than anticipated. | | NONE |
| Meeting Adjourned: p.m.: 2:37 p.m. | | | |

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: REPORTS FROM BOARD CHAIR & COMMITTEES

Item: 6.B.2.e.

Presented by: Ad Hoc Transition Committee

The Ad Hoc Transition Committee recommends full approval of the Transition Task Force Recommendation document as presented.

Recommended Action: The Board approve the Ad Hoc Transition Task Force recommendations for Board transition as presented.

Motion by:

Second by:

Vote: Passed _____ Failed _____

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Board Committees

2. Ad Hoc Transition Committee

Committee Chair Johnson will share the outcomes of the October meetings. The following documents are shared for information.

- a. Ad Hoc Committee October 7th Meeting Minutes..... I
Minutes from the October 7th meeting are shared.
- b. Transition Monitoring Tool I
An updated graph and chart which depicts the progress of the Memo of Understanding in the member districts is presented for information.
- c. Ad Hoc Committee October 14th Meeting Minutes..... I
Minutes from the October 14th meeting are shared.
- d. Board Committee Work for Board Meeting Topics I
The attached document is a proposed monthly topic guideline which will be followed by the new Board.
- e. Transition Task Force Charge Statement..... I
This document is shared as a point of information.
- f. Member District Board Compensation I
Board compensation information from all member districts has been received and is shared here.
- g. Quote for Laptop Computers I
This document calls out the various charges to supply a laptop for each active board member.
- h. New Layout for Board Room I
This diagram document is shared for your information.
- i. Board Transition Task Force Transition A
Recommendation

The Transition Task Force has met five times this fall to address the 15 items on the Board Transition Charge Statement. A compilation of recommendations is attached. The Transition Task Force Committee asks the Board to vote in total on all recommendations in the document.

BOARD TRANSITION TASK FORCE
ACTION MINUTES
October 7, 2008

Members Present: Arlene Bush, Cheryl Jechorek, John Johns, Linda Johnson, Pam Kriesel-Koll, Barb Gabbert, Michele Kunz
Members Absent: Ann Bremer
Staff Present: Colleen Baumtrog and Sandra Lewandowski
Guests:
Date: October 7, 2008 3:15 – 5:00 P.M.
Recorder: Colleen Baumtrog

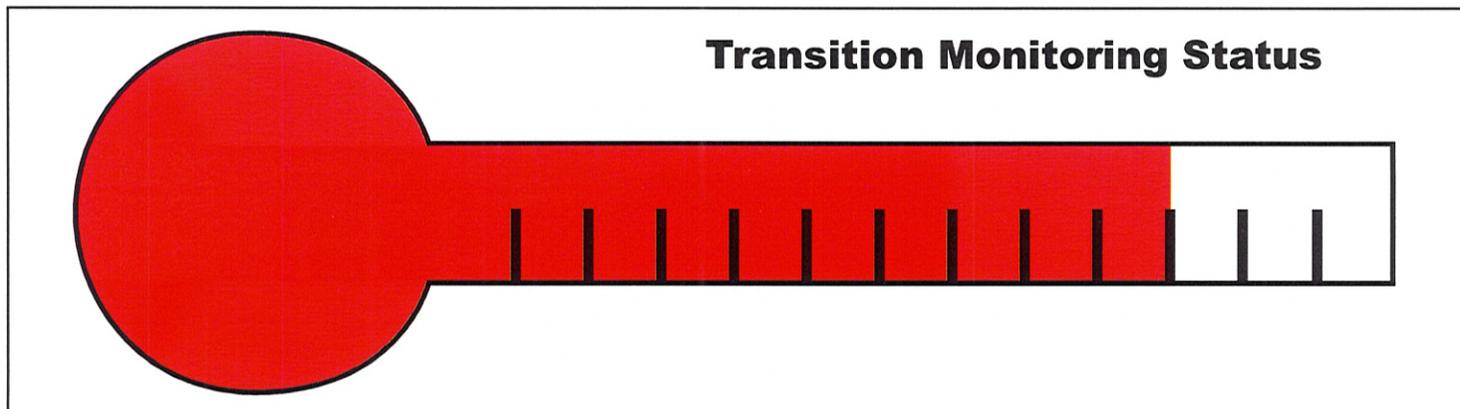
| Agenda Item | Summary of Discussion | Full Board Action | Staff Follow Up |
|---------------------------------|--|-------------------|--|
| 1. Transition Monitoring | <ul style="list-style-type: none"> • Review the Transition Monitoring Tool <p>Task Force Members reviewed this tool. The members indicated that Robbinsdale and Brooklyn Center Board member terms have been extended through December 2008. Eden Prairie, Osseo and Westonka have not yet had their 287 representatives terms extended.</p> | | Sharon will add Robbinsdale and Brooklyn Center as having completed term extensions. Sharon will also follow up with the three districts that have not yet extended the terms of their 287 Board reps. |
| 2. New Board Agenda | <ul style="list-style-type: none"> • Review & Revise Draft of New Board Agenda Format <p>Task Force members recommend that the Treasurer’s Report on the draft New Agenda be replaced with “Monthly Financial Reports” and be placed in the Administrative Services Reports, rather than on the Consent Agenda.</p> <p>It is recommended that the Treasurer will review the monthly financial reports each month and discuss the monthly report prior to each Board meeting. In addition, it is recommended that the Treasurer meet with the auditor prior to the final audit report each year. The Finance Director would provide a brief report to the Board each month and the Treasurer would recommend Board action (make the motion) regarding the finance reports each month.</p> <p>Board members recommend continuing to discuss topics as needed during Board meetings and not following Roberts Rules of Order at all times. Roberts Rules will be followed when motions are proposed and action is taken.</p> <p>The Task Force discussed the idea of having a Board liaison or contact for key departments or areas. They decided NOT to have this, expect for the Treasurer, at this time.</p> | X | |

| | | | |
|---|---|--|---|
| | <p>Recommended New Board Agenda Format</p> <ol style="list-style-type: none"> 1. Call to Order 2. Approval of Agenda 3. Open Forum 4. Approval of Consent Agenda 5. Superintendents Report (includes “Share the Success” & Recognitions) 6. Instructional Reports 7. Administrative Services Reports (includes Monthly Financial Report) 8. Board Business (includes Chair Report, policy review/revision, reports from organizational representatives district news, and once around the table) 9. Adjourn <p>The Task Force recommended that we eliminate the “pink sheet” as a separate piece of paper for action items.</p> | | |
| <p>3. Annual Topics for Board Meetings</p> | <ul style="list-style-type: none"> • Review & Recommend Board Committees Discuss and Edit the “Annual Topics for Board Meetings” Document <p>The Task Force briefly reviewed this document. Suggestions to modify the document include: begin in January rather than June, develop a cycle of Board Policy review/revision. This would fall under Board Business and add superintendent’s performance review in each June.</p> | | |
| <p>4. Board Room Layout</p> | <ul style="list-style-type: none"> • Board Room Layout <p>The Board room was rearranged for a possible layout for the 13-member Board. The Task Force discussed the layout and requested an alternative layout be done for their meeting next week.</p> | | <p>287 staff will rearrange the Board room for the 10-14 meeting.</p> |
| <p>5. Communication Responsibilities</p> | <ul style="list-style-type: none"> • Discuss Communication Responsibilities <p>287 Board members were provided a power point designed for local Board communications about the MOA when this was in the ratification process.</p> <p>The Task Force recommends that this topic become part of the annual organizational meetings and that some type of correspondence be provided to local Boards quarterly. At least once a year this should be an in-person report to the Board and the other three times could be an email or some other kind of correspondence to the superintendent and Board about 287 Board work.</p> | | |
| <p>6. Task Force Recommendations</p> | <ul style="list-style-type: none"> • Confirm Task Force Recommendations <p>The Task Force discussed the first draft of a summary document. Edits to this document should go to Linda and Colleen. The Board Agenda format will be a recommendation for this Task Force, and not require Board approval.</p> | | |

| | | | |
|---|--|--|--|
| 7. Transition Celebration | <ul style="list-style-type: none"> • Discuss Transition Celebration <p>The Task Force discussed several ideas including a dinner at a restaurant, having HTC culinary students prepare a meal or hors d'oeuvres. The group is recommending that hors d'oeuvre be served from 6:00 to 7:00 on December 18th. Board members request a list of Board members who will not be returning to the 287 Board.</p> | | |
| 8. Orientation of New Board Members & January Training | <ul style="list-style-type: none"> • Discuss Orientation of New Board Members & January Board Training for Entire Board <p>This was not discussed today.</p> | | |
| Future Topics: <ul style="list-style-type: none"> ➤ Task Force Recommendations to Full Board ➤ Revision of Boardroom Layout ➤ Orientation of new Board Members (December) & January Training of the new 13-member Board | | | |
| <p>Meeting Adjourned: 5:00P.M.</p> <p>Next meeting will be Tuesday October 14 3:15 – 4:30</p> | | | |

District 287 Board Transition Task Force Transition Monitoring

| | Board Term Extension July-August | MOA on Board Agenda July-August | MOA Resolution on Agenda by October 31 | Signed MOA Resolution to 287 October 31 | Board Chair and Board Clerk Signatures on Original MOA November 30 | 287 Board Representative Determined November 30 | Publish MOA Resolution in Local Newspaper November 30 |
|------------------------|---|--|---|--|---|--|--|
| Bloomington | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Brooklyn Center | ✓ | ✓ | ✓ | ✓ | | | |
| Eden Prairie | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Edina | ✓ | ✓ | ✓ | ✓ | | | |
| Hopkins | ✓ | ✓ | ✓ | ✓ | | ✓ | |
| Minnetonka | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Orono | ✓ | ✓ | ✓ | ✓ | | | |
| Osseo | ✓ | ✓ | ✓ | ✓ | | | |
| Richfield | ✓ | ✓ | ✓ | ✓ | | | |
| Robbinsdale | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| St. Louis Park | ✓ | ✓ | ✓ | ✓ | ✓ | | |
| Wayzata | ✓ | ✓ | ✓ | ✓ | | | |
| Westonka | ✓ | ✓ | ✓ | ✓ | | ✓ | |



BOARD TRANSITION TASK FORCE
ACTION MINUTES
October 14, 2008

Members Present: Arlene Bush, Cheryl Jechorek, Linda Johnson, Pam Kriesel-Koll, Barb Gabbert, Michele Kunz
Members Absent: Ann Bremer and John Johns
Staff Present: Colleen Baumtrog and Sandra Lewandowski
Guests:
Date: October 14, 2008 3:15 – 4:30 P.M.
Recorder: Colleen Baumtrog

| Agenda Item | Summary of Discussion | Full Board Action | Staff Follow Up |
|--|--|-------------------|---|
| 1. Transition Monitoring | <ul style="list-style-type: none"> • Review the Transition Monitoring Tool <p>Task Force Members reviewed this tool. All 13 districts have completed items #1-4. Four districts have signed off on the original MOA document and five districts have appointed their 287 representative to the new 13-member 287 Board.</p> | | |
| 2. Board Room Layout | <ul style="list-style-type: none"> • Discuss & Recommend Board Room Furniture Arrangement <p>The Board room furniture was arranged in a slightly different way than last week as requested by the Task Force. The group studied three room layout options. The preferred arrangement at this time is the Option A on the TSP drawings, but with a wider base or front and slightly wider “U” than is shown on the current drawing. The Task Force does not want a second screen or projector or the tables cut down until after they try out a new table arrangement in January 2009. The administration and the audience areas should be changed on the Option A drawing to reflect the current Board room layout.</p> | | Tom Shultz will direct TSP to make the new “Option A” drawing. |
| 3. Task Force Recommendations to Full Board | <ul style="list-style-type: none"> • Review & Recommendations to Full Board <p>The Task Force discussed whether 287 should order 13 computers or a smaller number for Board members who already have a laptop and might not want another one. The group agreed that all 13 laptops will be ordered. If someone does not want to take a computer home, the computer will be available at the Board table for their use during the Board meeting.</p> <p>The Task Force recommends that all of the items listed on the “Recommendations” document be brought to the Board in October for approval. If Board members are unable to agree to the full slate of recommendations, the Task Force will meet in November to discuss and resolve the issue or question.</p> | | Colleen will work with Sharon on the list of Board meeting dates. |

| | | | |
|--|---|--|--|
| | <p>The Task Force recommends that there be one meeting January due to the Holiday Season and meet on January 22, 2009. Administration will develop a list of Board meeting dates from January through December 2009 and add them to the Recommendations document.</p> | | |
| <p>4. Orientation of New Board Members & January Training & the DAO Policy bucket</p> | <ul style="list-style-type: none"> • Discuss Orientation of New Board Members & January Board Training for Entire Board <p>Task Force members reviewed the agenda from the most recent Board member orientation meeting and recommend deleting the 2006-07 Innovation and Accountability Report and the Board Advisory Committees & Communication Structure items from the agenda. They recommend adding technology training and conflict of interest to the agenda for new Board members.</p> <p>The Task Force reviewed and discussed a draft document of Possible Training Topics for the January 2009 Board meeting. They recommend that this list be used as training and/or work sessions for the entire 2009 calendar year. The January Board meeting topics should be “287 – 101” or topics related to the first several bullets on the handout. Topics for January could include the following; MOA, Bylaws, policies, policy/governance model, list of annual topics, structure of Board meetings and how the Board will do its work, ethics, what “hat” to wear at 287 Board meetings, and the new strategic plan.</p> | | |
| <p>Future Topics:</p> <ul style="list-style-type: none"> ➤ District Administration & Organization, DAO bucket ➤ Task Force Recommendations Document – if needed | | | |
| <p>Meeting Adjourned: 4:30P.M.</p> <p>Next meeting will be Tuesday November 11, 2008</p> | <p>3:15 – 4:30</p> | | |

Intermediate District 287
Board Committee Work for Board Meeting Annual Topics
3rd Draft October 16, 2008

Administrative Services and Special Education Topics

| Proposed Board Agenda Topic | Board Policy, Goal or Legal Requirement that Rises to the Level Requiring Monitoring by the Board | Board Monitoring Tool (Developed or Not Yet Developed) |
|---|---|--|
| January <ul style="list-style-type: none"> • Current Year Budget Revision • Next Year Budget Assumptions • Program Withdrawal Notice Report | <ul style="list-style-type: none"> • FPO120 - Establishment, Adoption & Modification of District Budget • FPO120 - Establishment, Adoption & Modification of District Budget • FPO 200 Goals – Financial Planning & Operations | <ul style="list-style-type: none"> • Developed • Developed • Developed |
| February <ul style="list-style-type: none"> • Monthly Finance Report • Staff Reduction Resolution • Review of Program Changes • Contract Negotiations Parameters | <ul style="list-style-type: none"> • FPO100 Goals - Finance • Legal Requirement • CI 300 – Instructional Systems • ER&R – 4140 Compensation | <ul style="list-style-type: none"> • Developed • Developed • Not Yet Developed • Developed |
| March <ul style="list-style-type: none"> • Monthly Finance Report • Proposed Tenured Permanent Staff Reductions for Unrequested Leaves of Absence (ULAs) • Special Education Division Due Process Compliance Review | <ul style="list-style-type: none"> • FPO100 Goals - Finance • Legal Requirement • CI 6141 – Special Education | <ul style="list-style-type: none"> • Developed • Developed • Not Yet Developed |

| | | |
|--|--|--|
| <p>April</p> <ul style="list-style-type: none"> • Monthly Finance Reports • Current Year Budget Revision -if needed • Routine Facilities Update • Next Year District Calendar | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FPO120 - Establishment, Adoption & Modification of District Budget • FUP100 Goals – Facilities Use & Planning • Legal Requirement | <ul style="list-style-type: none"> • Developed • Developed • Not Yet Developed • Developed |
| <p>May</p> <ul style="list-style-type: none"> • Monthly Finance Reports • Audit Open Items & Requirement Changes • Capital Improvement Projects • Non-Renewal of Non-Tenured Licensed Staff, Non-Licensed Probationary Employees, and License Waivers | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FPO 200 Goals – Financial Planning & Operations • FUP120 District Buildings & Grounds • Legal Requirement | <ul style="list-style-type: none"> • Developed • Not Yet Developed • Not Yet Developed • Developed |
| <p>June</p> <ul style="list-style-type: none"> • Monthly Finance Reports • New Year Original Budget • Summer Facilities Projects • Final ULA Resolution for Licensed Staff • Contract Settlement Agreements for Local 2209 • Employment Guides for Unaffiliated and Administrators • Superintendent’s Evaluation | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FPO120 - Establishment, Adoption & Modification of District Budget • FUP100 Goals – Facilities Use & Planning • Legal Requirement • Legal Requirement • Legal Requirement • DAO 2110 – Superintendent Description | <ul style="list-style-type: none"> • Developed • Developed • Not Yet Developed • Developed • Developed • Developed • Developed • |

| | | |
|--|--|---|
| July <ul style="list-style-type: none"> • Monthly Finance Report • Legislative Session Review & Implications for District Operations | <ul style="list-style-type: none"> • FPO100 Goals – Finance • BOO 340 – Policy Development, Adoption & Implementation | <ul style="list-style-type: none"> • Developed • Not Yet Developed |
| August <ul style="list-style-type: none"> • Monthly Finance Report | <ul style="list-style-type: none"> • FPO100 Goals - Finance | <ul style="list-style-type: none"> • Developed |
| September <ul style="list-style-type: none"> • Monthly Finance Report • Summer Facilities Activities • Crisis Management Update | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FUP100 Goals – Facilities Use & Planning • SP 200 – Safety Planning | <ul style="list-style-type: none"> • Developed • Not Yet Developed • Not Yet Developed |
| October <ul style="list-style-type: none"> • Monthly Finance Report • Routine Facilities Updates • Prior Year Agenda Review • Student Achievement & Measurement of Progress | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FUP100 Goals – Facilities Use & Planning • BOO - 8300 Methods of Operation (Policy under revision fall 2008) • CI 120 – Adoption of a Standards-Based System for Curriculum, Instruction & Assessment and • CI 380 – Systems Accountability | <ul style="list-style-type: none"> • Developed • Not Yet Developed • In Process • Not Yet Developed |
| November <ul style="list-style-type: none"> • Monthly Finance Reports • Prior Year Unaudited Fund Balance • OPEB Reporting & Funding • Legislative Initiatives & White Paper Review | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FPO140 Fund Balance • FPO 200 Goals – Financial Planning & Operations • BOO 340 – Policy Development, Adoption & Implementation | <ul style="list-style-type: none"> • Developed • Developed • Not Yet Developed • Developed |
| December <ul style="list-style-type: none"> • Monthly Finance Report • Prior Year Audit Review | <ul style="list-style-type: none"> • FPO100 Goals - Finance • FUP100 Goals – Facilities Use & Planning | <ul style="list-style-type: none"> • Developed • Developed |

| | | |
|---|---|---|
| <ul style="list-style-type: none"> • Facilities Projects Status Report • Energy Audit Report • Strategic Plan Update | <ul style="list-style-type: none"> • FUP100 Goals – Facilities Use & Planning • BOO - 8341 Role and Function of the Board Meeting | <ul style="list-style-type: none"> • Not Yet Developed • Not Yet Developed • Not Yet Developed |
|---|---|---|

Possible Topics for Board trainings or work sessions are listed below.

1. A discussion of the hierarchy of documents that govern the Board and the District and the purpose of each type of document - MOA, bylaws, policies and procedures.
2. A reminder concerning the proper role of the Board in District operations. This could be coupled with a description of the policy governance model and how it informs the Board's work and the Monthly Topics document developed by the Transition Task Force.
3. A review of the Code of Ethics for Board members, with special emphasis on conflict of interest and the issue of what "hat" a Board member should be wearing when discussing and deciding issues related to 287.
4. A discussion of the outcome of the strategic planning process and the "new" mission of the District.
5. An explanation of how Board meetings will be structured and how the smaller Board will do its work.
6. A primer on the Open Meeting Law and data privacy issues as they commonly arise in Board meetings.
7. An update on the comprehensive policy and procedure review and revision process so that Board members are clear on all of the work that has been accomplished and what remains to be done.
8. A description of how the work that the Board has done in regard to strategic planning, policy review and revision, and the District has done in terms of training modules, electronic data storage and data retention, etc., could be of use to their member districts (essentially marketing some of our "products" in the hopes of generating revenue for 287 while providing high quality, low cost, cutting edge models to member districts).
9. A handout of "risk management tips" for Board members covering the most common legal quandaries in which Boards and their members find themselves and how to avoid them.
10. A discussion of the District's Affirmative Action Plan and activities and data to support it.

287 Board Ad Hoc Transition Task Force
Charge Statement
Revised August 28, 2008

Purpose

A 287 Board Ad Hoc Transition Task Force is needed to ensure a smooth transition from a 26 member board to a 13 member board that will implement a new Strategic Plan, a new Memorandum of Agreement, and a new set of Bylaws.

Membership

287 Board members will inform the Board Chair of their interest in serving on the Task Force between June 26 and July 10. The Board Chair will select 4-8 Task Force members from the pool of Board members who indicated an interest by July 24 and inform the Board of the Task Force membership at the July Board meeting.

Outcomes

The Task Force will discuss and recommend to the Board actions to be taken on the following topics;

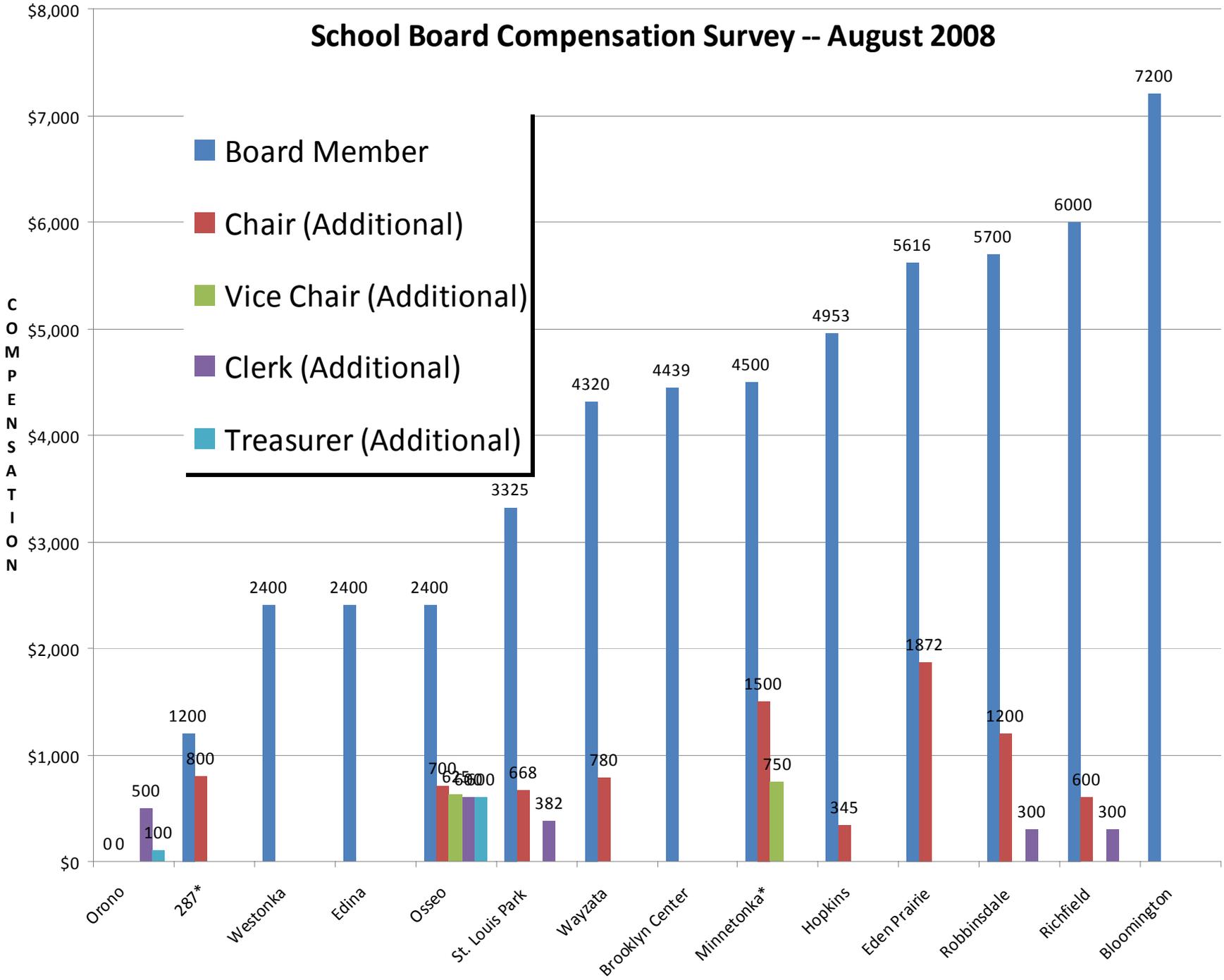
1. Board committee structure and decision making process
2. Communication responsibilities to local districts
3. Monitor member district actions such as
 - a. ratifying the MOA by 10/31,
 - b. assigning a representative by November 30, and
 - c. publishing the resolution in the district's designated newspaper by November 30,
 - d. other
4. What to do if 13 member districts do not ratify the MOA
5. Transition celebration
6. Board Evaluation Resolution
7. Orientation of new Board members
8. Concerns that came up during 13 vs 26 Board discussions
9. Board compensation
10. Staggered terms for Board members – e.g. extend six Board members until December 2009
11. Time and days of Board meetings
12. Board Agenda Format
13. Guidelines for work session topics
14. Board Packets – paperless readiness
15. Revision of Board Room layout

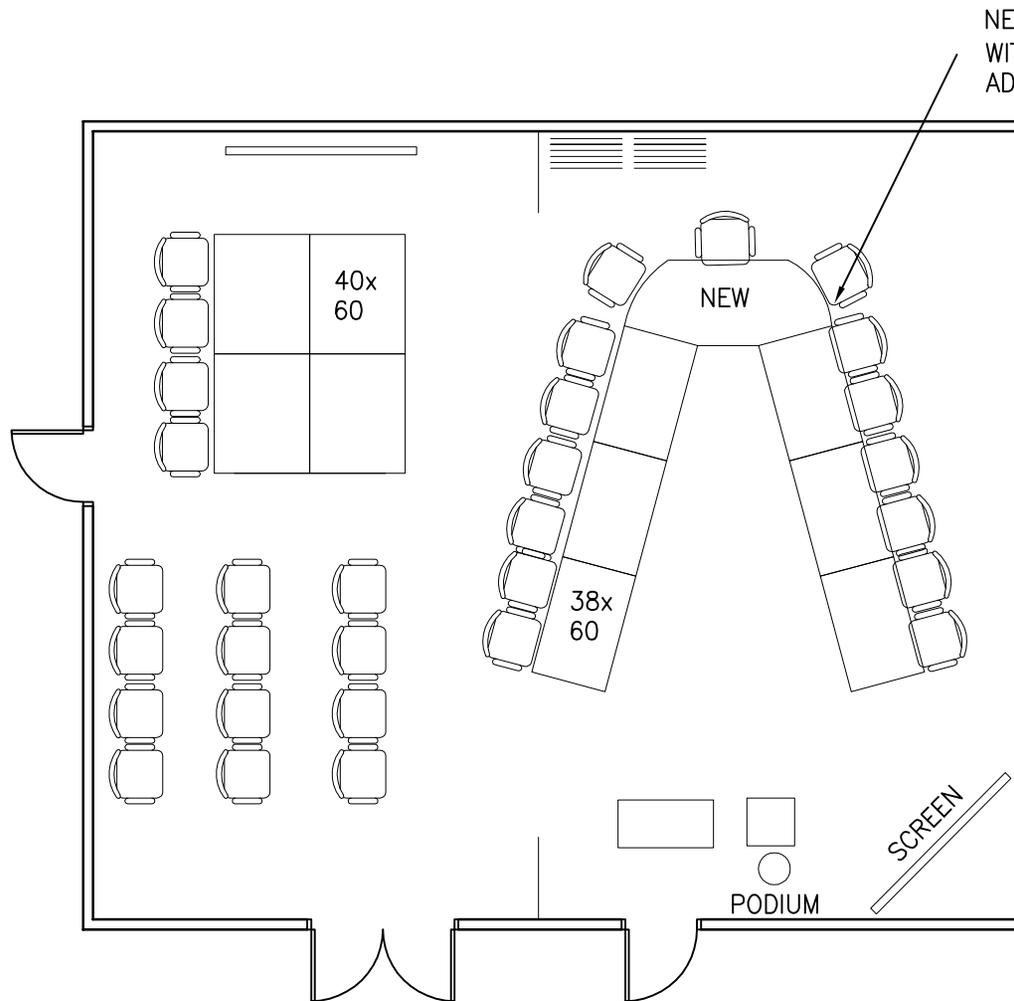
Timeline

The Task Force will convene between July 24, 2008 and January 30, 2009.

August 28, 2008 – Motion by Steven Antolak, seconded by Linda Johnson, to ratify the revision of the Task Force Charge Statement. Motion carried unanimously.

School Board Compensation Survey -- August 2008





OPTION A:

PRO'S:

USES ALL EXISTING FURNITURE

BOARD MEMBERS ARE IN A MORE INTIMATE CONFIG.

(1) SCREEN IS EXISTING.

CON'S:

SOME BOARD MEMBERS HAVE THEIR BACK TO THE GUESTS

BOTH SIDES OF THE ROOM ARE NOT USABLE WITH THE PARTITION WALL CLOSED.

**Board Transition Task Force Recommendations
Summary Document 10-15-08**

| Task Force Charge Statement | Task Force Outcome or Recommendation | Benefits & Cost of Recommendation |
|--|---|--|
| 1. Board Committee Structure and Decision Making Process | Approve the new Board Officers & Operations Policy Board Approved : 9/25/08 | Policy will exist to guide effective & efficient meeting and decision making. No new costs are involved. |
| 2. Communication responsibilities to local districts | The Task Force recommends that this topic become part of the annual organizational Board meetings and that some type of correspondence be provided to local Boards quarterly. At least once a year this should be an in person report to the Board and the other three times could be an email or some other kind of correspondence to the superintendent and Board about 287 Board work. | Member district boards will be kept informed about District 287 activities. No new costs are involved |
| 3. Monitor member district actions related to the MOA ratification process | A monitoring tool was developed to track the seven steps that are needed to complete the MOA ratification process. This is shared at every 287 Board meeting. | Board members can readily see each districts status with regard to the seven steps. No new costs are involved. |
| 4. What to do if 13 member districts do not ratify the MOA | All 13 districts ratified the MOA as of September 23, 2008. No recommendations were needed. | No new costs are involved. |
| 5. Transition celebration | Celebration on December 18 th from 6:00 to 7:00 recognizing Board members who will not be returning to the 287 Board. Hors d'oeuvres will be served. | Costs TBD |
| 6. Board evaluation | This was included in the Board Structure and Decision Making Policy that was Board approved on 9-25-08. | The Board will have a policy that states that it will evaluate its governance and operations annually to determine whether its structure and decision-making |

| | | |
|--|--|---|
| | | <p>processes are conducive to sound decisions. The board evaluation could range from an informal discussion at the board table to a formal questionnaire.</p> <p>No new costs involved.</p> |
| <p>7. Orientation of new Board members</p> | <p>Agenda topics for an orientation of new Board members will include the following:</p> <p>I. Overview of 287</p> <ul style="list-style-type: none"> • Brief History, Map, Timeline, Bylaws • Strategic Plan • Comparison between 287 & local boards • Board Member Directory, Calendar, Meeting Dates, & Acronyms <p>II. Teaching and Learning Division - Overview</p> <p>III. Special Education Division - Overview</p> <p>IV. Administrative Services Division – Overview</p> <ul style="list-style-type: none"> • Employee Groups Data • Fiscal Structure • Revenue & Expenditures <p>V. Questions and Answers</p> | <p>New Board members will have an orientation to 287 prior to their first Board meeting that will include an overview of the District and a Q&A time.</p> <p>No new costs involved.</p> |
| <p>8. Concerns that came up during the 13 v 26 Board discussions</p> | <p>The Task Force is addressing the concerns that came up during Board discussions regarding the MOA and Bylaws. Main issues of concern were the cost of the transition, issues related to Board member attendance, and the loss of experienced Board members.</p> | <p>The outcomes and recommendations addressed in this document reflect the 15 items on the Task Force Charge Statement and the concerns that came up during Board discussions last year about changing from a 26 member Board to a 13 member Board.</p> |

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| <p>9. Board Compensation</p> | <p>The Task Force recommends that Board members compensation be \$275/month or \$3,300/year.</p> <p>The Task Force recommends that the Board Chair receive an additional \$83.33/month or \$1000/year.</p> | <p>Task Force sought to increase Board compensation to bring it closer to the mid-range of member districts. See attached graph of all 14 districts, including 287, Board member compensation.</p> <p>Board member compensation currently is \$1200 per year plus \$50 per committee meeting. If a Board member attends two committee meetings per month, they would earn \$2400/year. The Board Chair currently receives an additional \$67/month or \$800/year. With the current compensation if all 26 members attended two meetings per year the cost would have been \$63,200/year including \$800 for the Chair</p> <p>With the new compensation 13 members receive 3,300 per year and the Chair receives an additional \$1000, the cost would be \$43,900. Given the scenario described, the <i>cost savings would be \$19,300 per year.</i></p> |
| <p>10. Staggered Terms for Board Members</p> | <p>The Task Force recommends that six districts whose representative will serve a one year term from January – December 2009 be Eden Prairie, Richfield, Wayzata, Orono, Brooklyn Center, and Robbinsdale. The appointments of these six districts will move forward as two year terms beginning in January 2010.</p> <p>Additionally, the seven districts whose representatives will serve two year terms from January 2009 to December 2010 be Bloomington, Edina, Hopkins, Minnetonka, Osseo, St. Louis Park, and Westonka.</p> | <p>The language in the new Memorandum of Agreement was utilized, lots were drawn and a recommendation is provided as to which districts will serve one vs. two year terms.</p> <p>No new costs are involved.</p> |

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|--|---|--|---------|------------------|-----------|---------------|-------------------|--------------|----------------|-------------|------------------|--------------|-------------|---|
| <p>11. Time and Days of Board Meetings</p> | <p>The Task Force recommends that the Board meet on the 2nd and 4th Thursday of each month and that the meetings begin at 6:30 in the Board room. The schedule for Board meeting is listed below.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">January 22</td> <td style="width: 50%;">July 27</td> </tr> <tr> <td>February 12 & 26</td> <td>August 27</td> </tr> <tr> <td>March 12 & 26</td> <td>September 10 & 24</td> </tr> <tr> <td>April 9 & 23</td> <td>October 8 & 22</td> </tr> <tr> <td>May 14 & 28</td> <td>November 12 & 26</td> </tr> <tr> <td>June 11 & 25</td> <td>December 10</td> </tr> </table> | January 22 | July 27 | February 12 & 26 | August 27 | March 12 & 26 | September 10 & 24 | April 9 & 23 | October 8 & 22 | May 14 & 28 | November 12 & 26 | June 11 & 25 | December 10 | <p>Given that there will be no standing committee meetings, having two Board meetings will be needed. A monthly calendar of all 13 member district Board meetings was reviewed and the 2nd and 4th Thursdays were not typically used. Given the Holiday season, there will be only one Board meeting in January 2009.</p> <p>No new costs are involved.</p> |
| January 22 | July 27 | | | | | | | | | | | | | |
| February 12 & 26 | August 27 | | | | | | | | | | | | | |
| March 12 & 26 | September 10 & 24 | | | | | | | | | | | | | |
| April 9 & 23 | October 8 & 22 | | | | | | | | | | | | | |
| May 14 & 28 | November 12 & 26 | | | | | | | | | | | | | |
| June 11 & 25 | December 10 | | | | | | | | | | | | | |
| <p>12. Board Agenda Format</p> | <p>Recommended New Board Agenda Format</p> <ol style="list-style-type: none"> 1. Call to Order 2. Approval of Agenda 3. Open Forum 4. Approval of Consent Agenda 5. Superintendents Report (includes “Share the Success” & Recognitions) 6. Instructional Reports 7. Administrative Services Reports (includes Monthly Financial Report) 8. Board Business (includes Chair Report, policy review/revision, reports from organizational representatives and district news, once around the table) 9. Adjourn <p>In addition, Task Force members recommend the following;</p> <ol style="list-style-type: none"> 1. The Treasurer reviews/discusses the financial reports with the Finance Director each month prior to the Board meeting. In addition, it is recommended that the Treasurer meet with the auditor prior to the final audit report each year. The Finance Director would provide a brief report to the Board each month and the Treasurer would recommend Board action (make the motion) regarding the finance reports each month. | <p>The Board Agenda format that is recommended is highly flexible. It allows for in-depth discussion and decision making as needed twice each month.</p> <p>No new costs are involved.</p> | | | | | | | | | | | | |

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| | <p>2. In-depth discussions and problem solving will be open discussions not following Roberts Rules of Order. Roberts Rules will be followed when motions are proposed and action is taken.</p> <p>3. NOT to have Board liaisons or contacts to administration, except for the Treasurer.</p> | |
| <p>13. Guidelines for Work Session Topics</p> | <p>The Task Force recommends that Board meetings should use one agenda format. If lengthy or in-depth discussion is needed, the agenda will be written to allow for it.</p> | <p>This plan allows for consistency with a common Board agenda format, while allowing for flexibility when in-depth discussion is needed.</p> <p>No new costs are involved.</p> |
| <p>14. Board Packets – Paperless Readiness</p> | <p>Documents for Board packets will be stored and accessed utilizing Board Book. Board packets will be paperless, except for a paper copy of the agenda summary at the Board table. Board Approved: 9-25-08</p> <p>2. 287 Board members will receive a 287 laptop computer and a 287 email account to use while on the 287 Board.</p> | <p>1. Board Book is being used successfully by several districts. It is believed that it is an easier software package to use than Share Point, particularly when the Board desires a paperless packet. Board Book allows for easier transition back and forth through the packet.</p> <p>The annual cost for Board Book is \$2,000.</p> <p>2. A number of Board members have experienced difficulty accessing Share Point on their home computers. Given the desire to have a paperless Board packet, Board members need a computer to reliably access Board documents both at home and at the Board table.</p> |

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| | | <p>The startup cost for 13 laptop computers is \$17,357 or \$1335 per Board member. This includes the laptop, licensure, 287 email account and anticipated support & training costs.</p> |
| <p>15. Revision of Board Room Layout</p> | <p>The January 22nd Board meeting will have the furniture arranged according to the “Option A” layout on the TSP drawing with several modifications. This layout will have the tables arranged in a “U” facing the south wall of the Board room. The tables will not be cut down until a “trial run” of the new table arrangement is done at the January 2009 meeting and it is found to be acceptable</p> | <p>The Board room redesign will accommodate a smaller, 13-member Board. Board members will all be able to see the screen.</p> <p>Costs will be determined after the furniture arrangement is finalized.</p> |

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: REPORTS FROM BOARD CHAIR & COMMITTEES

Item: 6.B.3.a

Presented by: Teaching & Learning Board Committee

The Board Officers and Operations Policies BOO100 (Goals), BOO200 (Compensation), and BOO320 (Out of State Travel) are presented for a second read and approval. A motion is necessary to approve these policies as presented.

Recommended Action: The Board approve the policies as presented.

Motion by:

Second by:

Vote: Passed _____ Failed _____

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Committees

3. Teaching & Learning

a. Board Policies Presented for Approval.....A

Board Policies BOO100 (Goals), BOO200 (Compensation), and BOO320 (Out of State Travel) have been reviewed by the Teaching & Learning Board Committee and are brought forth for a second read and approval.

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Board Officers and Operations Policies

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for internal Board workings and Board member roles and responsibilities:

The Mission

Board Meeting Preparation

Board Member Development

Compensation

Members

Membership in Associations

Methods of Operation

Out of State Travel by School Board Members

Role and Function of the Board Meeting

Suspension of Bylaws

Of the policies listed above only the Out of State Travel by Board Members is mandatory. Several of the policies listed above are now unnecessary in light of the revised Board Bylaws adopted by the Board on June 26, 2008. These policies are: Role and Function of the Board Meeting; Methods of Operation, and Suspension of Bylaws.

In preparation for revising the current Board Officers and Operations policies and drafting new ones, I reviewed the following: Minnesota Statutes; Minnesota School Board Association model policies; Robert's Rules of Order; Intermediate District 287 policies and procedures, and the policies of 287's member districts.

The issues of Board governance and Board member expectations have been divided into policies that fall into two categories. The first category contains policies that govern the internal workings of the Board and the conduct of Board members: Goals; Out-of-State Travel; and Compensation. The second category consists of those policies concerning the Board's relationships with persons or entities outside the Board, such as Public Hearings.

The three draft policies attached are those in the first category concerning the internal workings of the Board and the roles and responsibilities of the Board members. The first policy is the Goals policy. That policy is a combination of the current Mission, Board Member Development, and Methods of Operation policies, and reflects the Board priorities as articulated through the strategic planning process.

The Goals Policy replaces the current policy entitled The Mission which reads in full: “The mission of Intermediate District 287, as a proactive partner with member school districts, is to creatively meet the diverse and changing needs of those districts and their learners through cooperatively-delivered, high-quality, cost-effective services.” In light of the Board’s endorsement of a new Memorandum of Agreement, its adoption of new Bylaws and the results of the strategic planning process, the Goals policy has been revised and expanded to reflect more specifically the Board’s new and improved vision for Intermediate District 287.

The second policy governs the compensation of Board members. The substance of the policy has not changed from the current version to the proposed draft but it has been reworded in an attempt to provide greater clarity in fewer words. In addition, a purpose statement has been added and the format was changed to conform to the new format for Board policies.

The third policy is the only mandated policy in this bucket: Out-of-State Travel. The current policy was first adopted in January of 2006 and was adapted from MSBA Model Policy 214. Minnesota Statutes section 471.661 required districts (along with most other political subdivisions) to develop this policy by January 1, 2006. The law required that the policy specify the following: (1) when travel outside the state is appropriate; (2) applicable expense limits; and (3) procedures for approval of the travel. The MSBA model policy, and the current District policy adapted from it, contain a description of (1) when travel outside the state is appropriate (see III. Appropriate Travel), but do not specify (2) applicable expense limits or (3) procedures for approval of travel. Instead, the Superintendent is directed to establish directives and guidelines, including the reimbursement rate schedule and those expenses requiring advance approval.

I was not able to find any administrative procedures for the Out-of-State Travel policy. There is a procedure entitled “Travel” (3055) that provides that information in relation to staff travel. I recommend that similar procedures be developed for Board members’ out-of-state travel in order to bring the District fully into compliance with Minn. Stat. § 471.661.

DRAFT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Goals

BOARD APPROVED:

REVISION DATE:

BOO(100) Goals

I. PURPOSE

The purpose of this policy is to articulate the priorities and aspirations of the Board for its members, meetings, and methods of operation and for its governance of the District.

II. GENERAL STATEMENT OF POLICY

- A. The mission of Intermediate District 287 is to creatively meet the unique and changing needs of students and member districts participating in its programs by being the premier provider of high-quality and low cost services.
- B. In order to achieve this mission, the Board has developed the following goals for its governance of the District:
 - 1. To provide leadership that will guide and support the administration's implementation of Board goals and objectives for the District.
 - 2. To ensure regular and open communication among the Board and the member districts, students, families, and communities served by District programs and services.
 - 3. To develop and utilize sound fiscal management strategies to maximize resources and ensure the dedication of those resources to programs and services that are of most benefit to students and member districts.
 - 4. To improve upon the effectiveness of Board operations by providing the opportunity, support for, and encouragement of the continuing education, training, and professional development of Board members.
 - 5. To constructively engage District staff and administration, member districts, outside entities and organizations and the public in discussions about the District's current and future programs and services.
 - 6. To engage in regular self-evaluation of Board meetings and operations to determine their efficiency and to judge the quality and timeliness of Board decision-making.
 - 7. To foster partnerships that support student success.

DRAFT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Compensation

BOARD APPROVED:

REVISION DATE:

BOO(200) Compensation

I. PURPOSE

The purpose of this policy is to ensure the appropriate and fair compensation of all District 287 board members.

II. GENERAL STATEMENT OF POLICY

Because of the nature of the services and time they provide, Board Members are entitled to fair compensation for their services. The Board will determine that compensation each year at its organizational meeting. The amount of compensation paid to an Intermediate District 287 Board member shall not be less than the smallest amount nor more than the largest amount that is paid to an individual school board member by any of the member districts.

DRAFT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Out-of-State Travel

BOARD APPROVED:

REVISION DATE:

BOO(320) Out-of-State Travel

I. PURPOSE

The purpose of this policy is to regulate out-of-state travel by Board members as required by law.

II. GENERAL STATEMENT OF POLICY

Board members have an obligation to be: informed about the proper duties and functions of an Intermediate District Board member and familiar with issues that may affect the District and its member districts; and to acquire: a basic understanding of school finance and budgeting, and sufficient knowledge to comply with federal, state and local laws, rules, regulations and District policies that relate to their role as Board members. Occasionally, it may be appropriate for Board members to travel out-of-state to fulfill their obligations.

III. APPROPRIATE TRAVEL

- A. Travel outside the state is appropriate when the board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to regional or national meetings of the National School Boards Association (NSBA) and/or the Association for Educational Services Agencies (AESA) are *is* presumed to fulfill this purpose.
- B. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the District should be pre-approved by the Board.

IV. REIMBURSEMENT OF EXPENSES

- A. Expenses eligible for reimbursement may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, Board-related phone calls, and other reasonable and necessary District-related expenses.
- B. Reimbursement is governed by the schedule of reimbursement rates and the procedures concerning reimbursement requests and approvals developed by the Superintendent. This policy must be reviewed annually by the Board and any subsequent changes must be approved by a recorded vote.

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Regular Meeting – October 23, 2008

Agenda Section: REPORTS FROM BOARD CHAIR & COMMITTEES

Item: 6.B.4.a.ii

Presented by:

1. Motion Recommending Approval of FCA-249 related to the asbestos abatement at Lincoln Hills

- The Facilities Committee recommends approval of.....A

FCA-249 for the abatement of unforeseen asbestos found in the building's foundations during the demolition of Lincoln Hills. Including these costs, the project's Hazardous Material Abatement remains \$78,000 under budget.

Total \$42,426.67

Recommended Action: The Board approve FCA-249 for the abatement of unforeseen asbestos found in the foundations of Lincoln Hills for the amount of \$42,426.67

Motion by:

Second by:

Vote: Passed ____ Failed ____

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Committees

4. Administrative Services

a. Facilities

- i. Facilities Committee Minutes I
Minutes from the October 21 meeting are shared.

- ii. Approval of Lincoln Hills Asbestos Abatement A

Additional asbestos was found in the foundation of the Lincoln Hills site and must be removed which incurs an additional cost of \$42,426.27. the abatement project still remains under the projected budget.

FACILITIES BOARD COMMITTEE ACTION MINUTES

Members Present: Arlene Bush, John Johns, Linda Johnson, Marvin Johnson, and Peyton Robb
Members Absent: Michèle Kunz
Staff Present: Sandy Lewandowski, Tom Shultz
Guests: Christy Hermes, PARSONS, Mark Thiede, TSP
Date: October 21, 2008 2:00 – 4:00 P.M.
Recorder: Fran Legler

| Agenda Item | Summary of Discussion | Staff/Member Follow-Up | Board Action |
|---|--|------------------------|------------------------|
| Governance | <p>Board Committee Work for Board Agenda Topics – A sample template was distributed noting Administrative Services topics. Relating to the Facilities Committee, the following points were discussed:</p> <ul style="list-style-type: none"> ▪ The Facilities Management Plan can be used as a guide. ▪ If it is decided to proceed with a new building for the North end programs, an ad hoc committee could be set up. ▪ Written reports to the Board may be all that is necessary. | | |
| Policy Review | | | |
| Operations 1. SEC Monthly Update | <p>Christy Hermes, Parsons, presented the Project Detail report through September, and shared that the contingency has gone up due to bids coming in lower than originally expected. The following points were also noted:</p> <ul style="list-style-type: none"> ▪ FF&E – We remain under estimate. The cost of copiers decreased by approximately 40%; the purchase of one was eliminated entirely. ▪ St. Richard’s Church restriping has been completed to thank them for allowing us to park during construction. ▪ Substantial completion of 2nd floor space is expected by December 3. ▪ TSP is applying for an award for unique design through the ACEC (American Council of Engineering Companies). We are also applying for an architectural award from AASA (American Association of School Administrators). ▪ Sandy L reported that we did not receive the grant for library materials, but we could use FF&E funds to purchase books and periodicals. <p>A motion to approve the use of \$10,000 of FF&E funds for the purchase of books and periodicals was made by John Johns and seconded by Marv Johnson, and will be included on the consent agenda at the full Board meeting October 23, 2008.</p> <p>The following 18 Change Orders were presented on the Project Detail Report dated October 7, 2008: PR-35 – \$5,074.00 ADD; PR-36a – ADD \$550.00; CCD-86 – ADD \$2,070.00; CCD-88 – ADD \$12,065.00; FCA-167 – ADD \$1,580.35; FCA-168 – ADD \$783.97; FCA-179 – ADD \$305.19; FCA-223 – ADD \$590.26; FCA-225 –</p> | | X (consent) |

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| <p>3. Strategic Facilities Plan</p> <p>4. Long Term Facilities Plan</p> | <p>ADD \$2,208.71; FCA-243 – ADD \$614.92; FCA-245 – ADD \$3,925.25; FCA-249 – ADD \$42,426.67 FCA-254 – ADD \$1,033.51; FCA-257 – ADD \$4,880.19; FCA-259 – ADD \$709.65; FCA-262/270 – ADD \$2,401.13; FCA-278 – ADD \$983.01; FCA-281a – ADD \$236.00</p> <p>Net Total: \$82,437.81</p> <p>As these change orders were less than \$10,000 a motion to approve was not necessary. However, per the S.E.C. Construction Project Levels of Authority, the change orders will, be included on the consent agenda at the full Board meeting October 23, 2008.</p> <p>Total costs approved with Tom Shultz’ authority prior to this meeting - \$27,946.14.</p> <p>Only one change order was in excess of \$10,000 (CCD-88) for \$12,065. This was to add a monitoring/alarm station and back-up piping to the condenser from the domestic water pipe system. As the cooler condensing unit in the kitchen is fed off of the geothermal water loop, this summer when there was a power interruption to both geothermal pumps, the cooler/freezer shut down. After discussing several options, it was decided not to include on the Consent Agenda for this month’s full Board meeting. Christie will get more information, and Tom S will e-mail the Committee. As the full Board meets tomorrow, this item may need to wait until the November Board meeting for inclusion on the Consent Agenda</p> <p>There was one change order in excess of \$25,000 (FCA-249 for \$42,426.67) to remediate unforeseen asbestos found in the foundation of Lincoln Hills during demolition. A motion to approve was made by Linda Johnson and seconded by Arlene Bush, and will be recommended to the full Board as a separate motion.</p> <p>Tom S reported that the DSC lighting project is completed on the first and 2nd floors with the exception of the Board Room and warehouse. The 3rd floor still needs to be re-lamped. The roofing of the last section of the DSC has also been completed.</p> <p><u>North Area Facilities Plan Update</u> The following points were brought up during the discussion of the plans for the North Area programs:</p> <ul style="list-style-type: none"> ▪ One idea is a new facility that would relocate the Hosterman, North Vista and middle school populations (approximately 120,000 sq. ft.) Inflation would add approximately 10% to current cost estimates. ▪ In a conversation with Springsted (financial advisors), it was stated to Sandy L that given the current state of the economy, there is still money out there and interest rates are still low. ▪ Another option to explore is the concept of merging the Transitional programs with Osseo at the Edgewood facility when our lease expires at NW Tech Center (2012). ▪ Tom S and Sandy L both shared that the Edgewood facility is a much better facility for our needs than originally thought, i.e. new windows, classrooms have unit heaters and A/C, green | | <p>X (consent)</p> <p>X (action)</p> |
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| <p>5. Future Meetings (2:00 – 4:00 PM unless otherwise noted)</p> | <p>space that we didn't have before is very calming. A full appraisal was completed this summer (as opposed to a broker's opinion) with a building and land value of \$5,375,000</p> <ul style="list-style-type: none">• November 11, 2008 (DSC Board Room)• December 9, 2008 (DSC Board Room) | | |
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October 21, 2008

Mr. Thomas Shultz
Facilities Administrator
Intermediate District 287

Re: South Education Center
Change Document Narrative

Dear Mr. Shultz:

The October 7, 2008 Project Detail Report includes eighteen (18) changes to the project. The following is a short narrative explaining the origin and reason for each change that needs Facility Committee and Full Board Approval:

Facility Committee Action (between \$10,000 and \$25,000)

1. (D) CCD 88: Add monitoring and back-up cooling for coolers/freezers - ADD \$12,065.00

Currently the cooler/freezer condensing unit in the kitchen is fed off of the geothermal water loop. If the geothermal pumps fail or get turned off, the cooler/freezer also shuts down. This CCD adds a monitoring/alarm station and back-up piping to the condenser from the domestic water pipe system. This summer there was a power interruption to both geothermal pumps and the cooler/freezer shut down.

Full Board Action (over \$25,000)

2. (UC) FCA 249: Remediate hazardous materials found at Lincoln Hills – ADD \$42,426.67

During demolition of Lincoln Hills several areas of unforeseen asbestos were found in the building's foundations. This cost is for proper removal and disposal of the hazardous waste found. Including these costs, the project's Hazardous Material Abatement remains \$78,000 under budget.

Upon approval through the Levels of Authority, Parsons will issue Change Order(s) for the above noted work.

Sincerely,

Christine Hermes

Christine Hermes
Project Manager

cc: Mark Thiede, TSP, Inc.
Fran Legler, ID 287

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Committees

4. Administrative Services

b. Finance

Committee did not meet.

6. REPORTS FROM BOARD CHAIR & COMMITTEES

B. Reports from Standing Committees

1. Administrative Services

c. Human Resources

i. October 14th Meeting Agenda..... I

ii. Board Policy first read. I

Board policies regarding Nondiscrimination and Equal Opportunity have been reviewed by the Human Resources Board Committee and Policies NEO-100 (Goals) and NEO-120 (Equal Opportunity are presented for a first read in the approval process.

iii. Analysis of Salary Schedule Placement..... I

This document was shared at the last Committee meeting and is placed here for your information.

iv. 2008-09 Salary Schedules..... I

This document contains salary information for The current fiscal year.

v. Demographic Chart of 287 Employees..... I

This document was part of the information shared at the last Committee meeting and contains demographic info on the current staff of 287.

Human Resources Committee
Tuesday, October 14, 2008
4:30 P.M.
Boardroom

| Agenda Items | Committee Action | Full Board Action | Information |
|--|-------------------------|--------------------------|--------------------|
| <u>Governance</u> | | | |
| 1. School Board Monthly Agenda Topics | X | X | |
| <u>Policy Review</u> | | | |
| 1. Nondiscrimination and Equal Opportunity Policies – Ann Becker | X | X | |
| <u>Operations</u> | | | |
| 1. Human Resources Director’s Report | X | X | |
| 2. Analysis of Local 2209 Employee’s Salary Schedule Placement and Demographics | | | X |
| 3. Program Supervisor and Intern Study Update | | | X |

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Nondiscrimination and Equal Opportunity Policies

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for nondiscrimination and equal opportunity for employees and students in the District:

Equal Educational Opportunities

Nondiscrimination - Equal Opportunity

Title IX (Sex Equity)

Title IX Grievance

These four policies were contained in the staff and student policy sections under the old system. In preparation for revising and relocating these policies, I reviewed the following sources of requirements and information concerning policies on nondiscrimination and equal opportunities: Minnesota Statutes, federal law, Intermediate District 287 policies and procedures, MSBA model policies, Minneapolis and St. Paul District policies, and the policies of 287's member districts.

The following policies dealing with nondiscrimination are listed as mandatory by the MSBA: Equal Educational Opportunities, Student Sex Nondiscrimination (Title IX), Disability Nondiscrimination, and Equal Employment Opportunity. The policy concerning Consensual Relations should be a procedure. My interpretation of state and federal laws and regulations is different from the MSBA's. I do not believe that the District necessarily has to have a separate policy on each of these topics, but rather that the District needs to articulate its prohibition against unlawful discrimination of any kind and ensure that all of its policies are in keeping with that prohibition. If the District follows the MSBA model, there may be an unintended message that student sex nondiscrimination and disability nondiscrimination are a higher priority than nondiscrimination based on other protected classes or statuses.

In keeping with the Board's preference for fewer policies that state the Board's vision succinctly and avoid repetition, I recommend that all of the above policies, as well as those characterized as mandatory by the MSBA, be incorporated into one. The one policy, entitled Equal Opportunity, would include cross-references to all of the federal and state laws prohibiting discrimination to make it clear that the one policy addressing all forms of unlawful discrimination. As in all of the other policy buckets, I have also drafted a Goals policy that articulates the Board's overall vision for nondiscrimination and equal opportunity in the District.

The only current policy that has not been incorporated into the Goals or the Equal Opportunity policies is the existing Title IX Grievance policy. As this is a procedural document concerning how to file a grievance, I recommend removing this from the policy section and including it in the administrative procedures instead. The District could instead draft general grievance procedures that are applicable to any discrimination complaint. Such general grievance procedures (one for students and one for employees) would include a step-by-step guide to filing a complaint or grievance on the basis of any kind of discrimination.

Following the recommendations of the Rainbow Families School Policy Report entitled “How Well Are Twin Cities Schools Protecting Lesbian, Gay, Bisexual and Transgender Students, Staff and Families?,” I have made two changes to current District policies prohibiting discrimination. The first is that the policy drafts include specific reference to “gender identity/expression” in addition to sexual orientation. Gender/identity expression is included in the Minnesota Human Rights Act definition of sexual orientation but this is not widely known. Including the term in the list of protected characteristics or statuses puts people on notice of the District’s prohibition against discrimination based on such expression. The second is that the new language also uses the phrase “actual or perceived” in order to include discrimination that may be based on false assumptions about a person’s sexual orientation. Because much of the harassment and other discrimination concerning sexual orientation results from assumptions rather than facts, I think it is important for the District to ban discrimination on this basis whether or not the person discriminated against is actually a member of the protected class.

DRAFT POLICY

POLICY SERIES: Nondiscrimination & Equal Opportunity

SUBJECT: Goals

BOARD APPROVED:

REVISION DATE:

NEO(100) Goals

I. PURPOSE

The purpose of this policy is to articulate and emphasize the Board's commitment to equal educational and employment opportunities for all students, employees, and applicants and the Board's condemnation of unlawful discrimination in any form.

II. GENERAL STATEMENT OF POLICY

The District prohibits unlawful discrimination based upon any and all of the following: actual or perceived race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, gender identity/expression, age, status with regard to public assistance, and membership or activity in a local commission.

III. DESIRED OUTCOMES

The District seeks to achieve the following outcomes as a result of its commitment to nondiscrimination and equal opportunity:

- A. The elimination of discrimination and harassment of students and employees on the basis of the aforementioned characteristics and/or statuses.
- B. A welcoming, encouraging, and respectful learning environment for a diverse student population in which every student is provided with an equal opportunity for success.
- C. Employment and retention of administrative, instructional, and support personnel who are racially, sexually, culturally, religiously and ability diverse and/or those who by virtue of their birth, upbringing, or life experiences will enrich the learning and working environments.
- D. A welcoming and respectful working environment for diverse employees providing different experiences and perspectives in which all employees are provided with an equal opportunity for advancement and success.

DRAFT POLICY

POLICY SERIES: Nondiscrimination & Equal Opportunity

SUBJECT: Equal Opportunity

BOARD APPROVED:

REVISION DATE:

NEO(120) Equal Opportunity

I. PURPOSE

The purpose of this policy is to provide equal educational and employment opportunities to all District students, employees, and applicants.

II. GENERAL STATEMENT OF POLICY

It is the District's policy to provide equal educational and employment opportunities to all students, employees and applicants for employment. The District shall not unlawfully discriminate in its educational and employment decisions on the basis of actual or perceived race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, gender identity/expression, age, status with regard to public assistance, and membership or activity in a local commission.

III. APPLICATION

- A. This policy applies to all areas of District educational programs and services including academics, coursework, activities, facilities, and other rights and privileges of enrollment.
- B. This policy applies to all areas of District employment including hiring, tenure, compensation, terms, upgrading, conditions, facilities, and privileges of employment.
- C. It is the responsibility of every District employee to know and comply with this policy. Violators of this policy shall be subject to discipline consistent with District policies and procedures, collective bargaining agreements, and state and federal law.

DATE: October 1, 2008

TO: HR Board Committee

FROM: W. Lee Palmer
Director of Human Resources

RE: Analysis of Intermediate District 287 Local 2209 Employees' Salary
Schedule Placement and Demographics

As per the request of Don Draayer, Human Resources Board Committee member, Human Resources has conducted an analysis of all District 287 Local 2209 Teachers and other licensed staff and all Education Assistants in terms of their salary schedule placement and demographics.

To summarize, of the 333 licensed staff employed by the District, 177 or 53.5% are on Step 10, or the final step, of the Teacher's Pay Plan. The remaining 156 or 46.5% are fairly evenly distributed in Steps 1 through Step 9 of the salary schedule. (See Salary Schedule A)

With regard to lanes, Lane 5 (Masters) has 78 employees or 23.5% of the total number of licensed staff, followed by Lane 4 (BA+30 Sem. or BA+45 Qtr.) with 69 employees or 20.8% of all licensed staff. Lane 9 (MA+40) with 66 employees or 19.9% of the total number and percentage of instructors follows closely thereafter. The remaining 120 employees or 25.8% of all licensed staff are distributed fairly evenly among the remaining seven lanes.

Overall, there is a good distribution of licensed staff across the various lanes and steps. As one would anticipate, given the complexity and diversity of our student population, District 287 typically hires and retains more seasoned and highly educated staff. Other than the relatively high percentage of employees in Lanes 4, 5 and 9 and higher percentage of employees in Step 10, the data indicates a wide distribution of staff throughout all other lanes and steps. Additionally, the District has a relatively low turnover rate at the Teacher level and therefore, a more senior staff.

As relates to Vocational Instructors, it is noted that no employees have been hired into the Vocational Instructor Schedule since June 15, 2002. Of the Vocational Instructors hired prior to that date, 12 of the 13 are at the maximum step. All employees hired after June 15, 2002 have been assigned to the Instructor Schedule. (See Salary Schedule B)

With regard to Education Assistants, of the 264 total number of Para-educators serving the District, 138 or 52.3% are in Lane 4 and 87 or 32.9% are in Lane 5 [the highest lane for Education Assistants]. This represents approximately 85% of the total number of Education Assistants. This seems logical as the current job description requires a minimum of an Associates Degree or successfully completion of the Para Pro Test. The remaining 15% are assigned to Lanes 1 through Lane 3. These employees tend to be the ones hired more than three years ago; prior to the job descriptions being re-written and the current standards implemented. In terms of the step distribution, 95 or 36% of Education Assistants are in Step 11 [the highest Step] followed by 12.5% in Step 10. The remaining 136 employees or 52.5% are fairly evenly distributed amongst Steps 1 through Step 9. Once again, this represents a reasonable distribution given the experience and

training requirements of the position and the types of students served by the District. (See Salary Schedule 4)

In summary, approximately 53.5% of all licensed are at the highest Step of the pay plan. Less than one percent of staff are in the highest lane. With regard to Education Assistants, only 36% are in the highest Step and approximately 32% are in the highest Lane. The majority of staff are in Lane 4. i.e. 138 or 52.3%; and less than half of the employees in Lane 4 are at the maximum step.

A review of the demographic data (See Demographic Make-Up Chart) indicates that as of September 29, 2008, the District employed 730 individuals. The average age of employees in the District is 45.4 years. This figure is indicative of a more senior or veteran staff. As one may expect, the highest average age is amongst Executive Directors and Directors, 54 and 58 years respectively. The youngest average age is amongst Psychologists and Counselors, 31 and 32 respectively. The average age of instructors is 46 and the average age of paraprofessionals is 43. Teachers [this does not include other licensed staff such as Psychologists] comprise our largest group with 245 employees followed by Paraprofessionals [Education Assistants] with 238 employees.

With regard to overall representation, Whites comprise the largest group with 665 employees or 91%. Blacks comprise the next largest group with 45 employees or a little over 6% of the work force. Asians represent 2% or 15 employees of the work force. Hispanics comprise approximately .6% of the work force or 4 employees. One American Indian is represented in the work force.

Of the 730 employees, 572 or 78% of the total staff are females and 158 or 22% are males. Overall, in terms of representation, the District over utilizes females and underutilizes males. Blacks and Hispanics are under represented in the work force. Within the last three years, however, the District has made significant strides in addressing this area. For the first time last year, a Black female was appointed as an Administrator. This year, for the first time, we hire a Black male as an Administrative Intern. In addition, two of the top secretarial/clerical positions in the District, including the Superintendent's Executive Secretary, are now held by Black females, and a Black male has been hired as a School Counselor at our Edgewood program.

In addition, more males have been hired to fill vacancies within the Administrative Services Division. These include the Director of Human Resources, Facilities Administrator, IT Manager and the Fiscal Services Supervisor. Two years ago, the District hired a Black male as the Recruitment and Diversity Specialist, and two White males have been appointed as Administrative Interns with the District.

Additional demographic information can be obtained by reviewing the demographic makeup chart that is attached for your perusal.

In conclusion, over the last three plus years, the District has made a concerted effort to hire and retain a highly qualified and diverse work force. We have made significant strides in addressing the under utilization of protected group members. We have been successful in hiring and retaining seasoned and veteran staff while at the same time infusing the organization with highly motivated, less experienced, upwardly mobile staff. The District is well positioned to continue to increase its representation of minorities and other protected group members and is committed to doing so.

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| 2.1% |
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| 5.4% |
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| 5.1% |
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| 5.1% |
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| 5.7% |
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| 7.3% |
| |
| 3.9% |
| |
| 5.1% |
| |
| 6.9% |
| |
| 53.5% |
| 100.3% |
| |
| |

Demographic Make-Up of Intermediate District 287 As of 9/29/08

| Job Category | # of Emp | Avg. Age | Race Demographics | | | | | | | | | | | | Total Female | % Female | Total Male | % Male |
|---------------------|------------|----------|-------------------|------|-----------|------|------------|-----|-----------|------|----------|------|----------|----------|--------------|----------|------------|--------|
| | | | H | | B | | W | | A | | AI | | NH | 2> | | | | |
| | | | # | % | # | % | # | % | # | % | # | % | 0 | 0 | | | | |
| Instructors | 245 | 46 | 1 | .004 | 2 | .008 | 235 | .94 | 7 | .028 | 0 | 0 | 0 | 0 | 178 | 71 | 72 | 29 |
| Speech Pathologist | 13 | 52 | 0 | 0 | 0 | 0 | 13 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 12 | 92 | 1 | 8 |
| Counselors | 5 | 32 | 0 | 0 | 1 | .20 | 4 | .80 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 80 | 1 | 20 |
| School Nurse | 2 | 43 | 0 | 0 | 0 | 0 | 2 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 100 | 0 | 0 |
| Social Workers | 20 | 48 | 0 | 0 | 0 | 0 | 19 | .95 | 1 | .05 | 0 | 0 | 0 | 0 | 15 | 75 | 5 | 25 |
| Psychologists | 8 | 31 | 0 | 0 | 1 | .13 | 7 | .87 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 63 | 3 | 37 |
| Supervisors | 13 | 50 | 0 | 0 | 0 | 0 | 12 | .92 | 1 | .08 | 0 | 0 | 0 | 0 | 9 | 69 | 4 | 31 |
| Program Fac. | 26 | 51 | 0 | 0 | 0 | 0 | 26 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 22 | 85 | 4 | 15 |
| Parent Child Spec. | 14 | 41 | 0 | 0 | 1 | .07 | 12 | .86 | 1 | .07 | 0 | 0 | 0 | 0 | 14 | 100 | 0 | 0 |
| Clerical | 55 | 51 | 1 | .02 | 2 | .04 | 51 | .91 | 1 | .02 | 0 | 0 | 0 | 0 | 56 | 100 | 0 | 0 |
| Interpreters | 34 | 39 | 0 | 0 | 0 | 0 | 34 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 31 | 91 | 3 | 9 |
| ParaProfessionals | 238 | 43 | 2 | .008 | 35 | .14 | 196 | .76 | 4 | 0 | 1 | .004 | 0 | 0 | 186 | 72 | 72 | 28 |
| Physical Therapists | 21 | 49 | 0 | 0 | 0 | 0 | 21 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 90 | 2 | 10 |
| Custodian | 5 | 43 | 0 | 0 | 0 | 0 | 5 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 100 |
| Technicians | 9 | 40 | 0 | 0 | 1 | .11 | 8 | .89 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 56 | 4 | 44 |
| Directors | 2 | 58 | 0 | 0 | 0 | 0 | 2 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 50 | 1 | 50 |
| Executive Directors | 3 | 54 | 0 | 0 | 0 | 0 | 3 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 100 | 0 | 0 |
| Cooks | 4 | 50 | 0 | 0 | 0 | 0 | 4 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 50 | 2 | 50 |
| Audiologists | 4 | 49 | 0 | 0 | 0 | 0 | 4 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 100 | 0 | 0 |
| Facilities Manager | 1 | | 0 | 0 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 100 |
| Administrative Inte | 6 | 38 | 0 | 0 | 1 | .17 | 5 | .83 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 50 | 3 | .50 |
| Superintendent | 1 | | 0 | 0 | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 100 | 0 | 0 |
| Recruit & Div Spec | 1 | | 0 | 0 | 1 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 1 | 100 |
| Totals: | 730 | | 4 | | 45 | | 665 | | 15 | | 1 | | 0 | 0 | | | | |

H= Hispanic or Latino
B= Black or African American
W=White

A = Asian
AI =American Indian or Alaskan Native
NH=Native Hawaiian or Pacific Islander

2> = Two or More Races

| | |
|---|----------|
| C. Organization Representative Reports | I |
| D. Updates from District Representatives | I |
| 7. OTHER INFORMATION | |
| A. October 2008 Calendar | I |
| B. Miscellaneous Items of Interest | I |
| 1. AMDS Legislative Platform 2009 | |
| 2. Edgewood Open House Invitation | |
| 8. ADJOURNMENT | A |
| A motion is necessary to adjourn the general meeting. | |

**INTERMEDIATE DISTRICT 287
2008-2009 SCHOOL BOARD CALENDAR**

October

| | | | | |
|--------------|----------------------|---|-------------------|---------------------|
| 7 | Tuesday | Ad Hoc Transition Meeting (Chair L Johnson, Bremer, Bush, Gabbert, Jechorek, Johns, Kriesel-Koll) | 3:15PM | Board Rm |
| 8 | Wednesday | Finance Board Committee - <i>canceled</i> (Chair Thielsen, Andre-Knudsen, Bassett, Bush, Henke, M Johnson & Hurd) | 3:30PM | Room 201 |
| 13 | Monday | Special Education Board Committee (Chair L Johnson, Andre-Knudsen, Antolak, Bremer, Draayer, Eian, Gabbert, M Johnson & S Johnson) | 1:00PM | Room 201 |
| 14 | Tuesday | Ad Hoc Transition Meeting (Chair L Johnson, Bremer, Bush, Gabbert, Jechorek, Johns, Kriesel-Koll) | 3:15PM | Board Rm |
| 14 | Tuesday | Human Resources Board Committee (Chair Culver, Culver, Daniels, Kriesel-Koll, Gabbert, Robb & Rykken) | 4:30PM | Board Rm |
| 21 | Tuesday | Facilities Board Committee (Chair Robb, Bush, Johns, L Johnson, & M Johnson) | 2:00PM | Board Rm |
| 23 | Thursday | Board Officers Meeting (Chair Kunz, L Johnson, Thielsen, Robb & Daniels) | 5:30PM | Supt Office |
| 23 | Thursday | General Board Meeting | 7:00PM | Board Rm |

November

| | | | | |
|----|-----------|---|--------|-----------------|
| 5 | Wednesday | Teaching & Learning Board Committee (Chair Peterson, Culver, Daniels, Hurd, Jechorek, Rowley, Rykken) | 6:30PM | Board Rm |
| 11 | Tuesday | Facilities Board Committee (Chair Robb, Bush, Johns, L Johnson, & M Johnson) | 2:00PM | Board Rm |
| 11 | Tuesday | Ad Hoc Transition Meeting – <i>will meet if necessary</i> (Chair L Johnson, Bremer, Bush, Gabbert, Jechorek, Johns, Kriesel-Koll) | 3:15PM | Board Rm |
| 11 | Tuesday | Human Resources Board Committee (Chair Culver, Culver, Daniels, Kriesel-Koll, Gabbert, Robb & Rykken) | 4:30PM | Board Rm |
| 12 | Wednesday | Finance Board Committee (Chair Thielsen, Andre-Knudsen, Bassett, Bush, Henke, M Johnson & Hurd) | 3:30PM | Room 201 |
| 17 | Monday | Special Education Board Committee (Chair L Johnson, Andre-Knudsen, Antolak, Bremer, Draayer, Eian, Gabbert, M Johnson & S Johnson) | 1:00PM | Edgewood |
| 20 | Thursday | Board Officers Meeting (Chair Kunz, L Johnson, Thielsen, Robb & Daniels) | 5:30PM | Supt Office |
| 20 | Thursday | General Board Meeting | 7:00PM | Board Rm |

December

| | | | | |
|----|-----------|---|--------|-------------|
| 3 | Wednesday | Teaching & Learning Board Committee (<i>tentative</i>) (Chair Peterson, Culver, Daniels, Hurd, Jechorek, Rowley, Rykken) | 6:30PM | Board Rm |
| 9 | Tuesday | Facilities Board Committee (Chair Robb, Bush, Johns, L Johnson, & M Johnson) | 2:00PM | Board Rm |
| 9 | Tuesday | Human Resources Board Committee (Chair Culver, Culver, Daniels, Kriesel-Koll, Gabbert, Robb & Rykken) | 4:30PM | Board Rm |
| 10 | Wednesday | Finance Board Committee (Chair Thielsen, Andre-Knudsen, Bassett, Bush, Henke, M Johnson & Hurd) | 3:30PM | Room 201 |
| 15 | Monday | Special Education Board Committee (Chair L Johnson, Andre-Knudsen, Antolak, Bremer, Draayer, Eian, Gabbert, M Johnson & S Johnson) | 1:00PM | Room 201 |
| 18 | Thursday | Board Officers Meeting (Chair Kunz, L Johnson, Thielsen, Robb & Daniels) | 5:30PM | Supt Office |
| 18 | Thursday | General Board Meeting | 7:00PM | Board Rm |

January 2009

| | | | | |
|----|----------|---|--------|-------------|
| 22 | Thursday | Board Officers Meeting (Chair Kunz, L Johnson, Thielsen, Robb & Daniels) | 5:30PM | Supt Office |
| 22 | Thursday | General Board Meeting | 7:00PM | Board Rm |

OTHER ACTIVITIES

| | | | | |
|---------------|---------------|--|----------------------|-----------------------------------|
| Oct 21 | Tuesday | <i>Phase No, X-Track & Explore Middle Open House</i> | <i>6:30PM</i> | Edgewood |
| Jan 21 | Wednesday | South Education Center Alternative Graduation | 5:00PM | SEC Gym |
| Apr 29 | Wednesday | Mentor Connection Open House | tbd | tbd |
| May 29 | Friday | <i>Ridgedale Alternative Program Graduation</i> | <i>9:00AM</i> | <i>Eliot Community Ctr</i> |
| June 1 | Monday | North VISTA Graduation | 7:00PM | NVEC |
| June 4 | Thursday | City West Academy Graduation | 10:00AM | Shady Oak |
| June 4 | Thursday | South Education Center Alternative Graduation | 5:00PM | SEC Gym |
| June 5 | Friday | Prairie Center Alternative Graduation | 10:00AM | EP Community Ctr |
| June 5 | Friday | VECTOR/InVEST South Graduation | 12:30PM | SEC |
| June 9 | Tuesday | Phase North Graduation | tbd | tbd |

Association of Metropolitan School Districts (AMSD) 2009 Legislative Platform

Minnesota was once considered a national leader in innovation and commitment to public education. We pioneered best practices in the classroom and consistently led the nation in instructional quality, student achievement and per pupil spending. Fortune 500 companies located here because of our educated workforce. Minnesotans recognized the importance of the investment in public education and strived to ensure all students would have access to similar opportunities no matter where they lived – rural, urban or suburban. Legislative leaders and the governor worked in partnership to ensure that all school districts had adequate, equitable and reliable funding in order to provide the uniform, thorough and efficient system of public schools that is mandated in our State Constitution.

Not long ago, Minnesotans demanded a school system that would provide our children a world-class education and we did it with purpose and vision. We were the brainpower state. Over the last few decades, however, that vision and commitment have vanished. Our system of funding public education is broken and our commitment to invest in our future has diminished. Rapidly rising expectations for our schools have not been accompanied with adequate and reliable funding. Instead, we have a patchwork system of funding that relies on local operating referenda passing in highly politicized elections.

Minnesota is at a crossroads. Federal and state policymakers have established unprecedented expectations for our public schools -- graduating and preparing every student to enter post secondary education. This is a goal we must strive to reach to ensure we have the highly educated workforce we need to compete in the global economy. However, attaining this unprecedented goal will require significant resources not currently provided by the state. It will also require that state policy makers and educators do things differently and think creatively with the bold leadership that was previously a Minnesota hallmark.

The AMSD Board of Directors has identified four key elements that must be addressed if Minnesota is to reclaim our place as a national leader in education and achieve our goal of preparing every student to participate in post secondary education.

1. Enact a New Minnesota Miracle

The *New Minnesota Miracle* proposal which was introduced during the 2008 session provides a framework for developing a new funding system. This proposal, developed by a bi-partisan legislative task force, includes recommendations developed by the Governor's Education Funding Reform Task Force and P.S. Minnesota. The *New Minnesota Miracle* proposal simplifies the current funding system and identifies the resources necessary to allow school districts to meet requirements established under the No Child Left Behind law.

Importantly, the proposal:

- Sets the basic per pupil formula at a level that allows schools to provide the programming students need to meet state and federal performance expectations
- Funds the state share of special education costs

- Recognizes that students living in poverty and English Language Learners need additional resources to reach mandated proficiency levels
- Recognizes that different school districts face different cost pressures based on their geographic location and their student and staff demographics
- Grants locally-elected school boards levy authority so they can maintain safe and secure school facilities

2. Enhance Teacher Quality

An issue not adequately addressed in the *New Minnesota Miracle* proposal is the need to establish policies that will allow Minnesota to attract and retain high-quality teachers. The quality of the teacher in the classroom has an enormous impact on student achievement. Minnesota is already facing teacher shortages in certain licensed areas and shortages are expected to grow. The Governor and Legislature should:

- Maintain and enhance the Q Comp program by linking the per pupil allotment to the basic formula to recognize inflationary cost pressures. In addition, the Q Comp funding formula should be modified for Intermediate School Districts so they are able to participate
- Ensure that all school districts have comprehensive teacher induction and mentoring programs and that all teachers are trained to effectively use data to increase student achievement
- Establish more rigorous requirements for admission into teacher preparation programs and review teacher preparation and licensure programs to ensure that each program meets rigorous accreditation standards
- Require training for all educators in the area of cultural competence

3. Intensify Efforts to Help Targeted Students Succeed

Students of color and students living in poverty make up a disproportionate share of the students not making adequate yearly progress on the state's assessments. The Governor and Legislature must provide the resources and policies necessary to give these students a chance to succeed. The state should:

- Provide high-quality education experiences for all Minnesota children from birth to age five so they are prepared to enter kindergarten
- Require students not making adequate yearly progress on the state assessments to attend summer school
- Provide funding to add five additional student contact days to the school calendar
- Allow locally-elected school boards to determine their school calendar including the starting date of the school year

4. Create a State Center for Educational Leadership and Research

Too often, education policy discussions get caught up in partisan debate in the legislative process. In addition, budget cuts over the years have left the Department of Education unable to offer much needed services and information to school district staff.

To fill this void, the Governor and Legislature should establish a non-partisan, independent State Center for Educational Leadership and Research. The Center should be charged with developing and providing professional development for educational leaders, conducting research on emerging education issues and serving as a clearing house to share best practices information. The Center for Educational Leadership and Research could serve the dual roles described below.

An Educational Think Tank and Clearinghouse

- Conduct research and make recommendations for enhancing the state's accountability system, including developing a growth model to more accurately track individual student and school progress.
- Research and develop recommendations on critical emerging issues such as the development of a statewide K-12 online academy. Develop standards and protocol to ensure uniformity and high-quality online curriculum and instruction.
- Build a data repository that includes information about student performance from early childhood through higher education to help make informed decisions about best practices to increase student achievement.

Developing and Delivering Professional Development for School Leaders

- Collaborate with post-secondary institutions and existing K-12 structures to create leadership development programs that strengthen the capacity of school leaders to provide all students with the knowledge and skills they need for success in post secondary education and the workplace.
- Review administrator licensure programs to ensure that each program meets rigorous accreditation standards and that school leaders are learning the skills they need to help all students meet state and federal performance expectations.



Intermediate District 287

PHASE North Program
EXPLORE Middle Program
X-Track Program
STRIVE Program

Edgewood Education Center

6601 Xylon Avenue North
Brooklyn Park, MN 55428
Phone Number (763) 533-3821

Open House

Tuesday October 21, 2008
6:30 - 8:00 pm

Visit with students, staff and our support staff
Visit our classrooms & learn more about our program(s)
Meet other students & families
Enjoy refreshments
Hope to see you there!

Current Students, Former Students, Family and Friends, Group Home Staff,
Future Students, Board Members, Social Workers, District Reps, Directors,
Guardians, Teachers, Superintendents

Anyone interested in learning more about us!



**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Board Meeting – October 23, 2008

Agenda Section: ADJOURNMENT

Item: 8.A

Presented by: Board Chair

Recommended Action: Board Chair calls meeting adjourned @ _____ PM