

## **Agenda**

1. **CALL TO ORDER** (*Action*)
2. **APPROVAL OF GENERAL MEETING AGENDA** (*Action*)
3. **OPEN FORUM** (*Information*)
4. **APPROVAL OF CONSENT AGENDA** (*Action*)
  - 4.1. General Board Meeting Minutes from February 28, 2013
  - 4.2. Routine Human Resource Activities for February 28, 2013
  - 4.3. TIES FY14 Internet Services Agreement
  - 4.4. Joint Purchasing Agreement between Intermediate District 287 and St. Paul Public Schools
5. **SHARE THE SUCCESS & RECOGNITION - (5 minutes)** (*Information*)
  - 5.1. Employee Recognition - The February "Above & Beyond" Employee (Jenn Halvorson) will be announced to the Board.
  - 5.2. School Board Recognition Week (February 18-22, 2013)
    - 5.2.1. Proclamation & Certificate
6. **SUPERINTENDENT'S REPORT - (30 minutes)** (*Information*)
  - 6.1. Strategic Plan - Year 4
  - 6.2. Legislative Update
7. **INSTRUCTIONAL REPORT - None**
8. **ADMINISTRATIVE SERVICES REPORT - (30 minutes)**
  - 8.1. Financial Report
    - 8.1.1. Approval of Routine Monthly Finance Report (*Action*)
    - 8.1.2. FY13 Budget Revision (*Action*)
    - 8.1.3. FY14 Budget Assumptions (*Action*)
  - 8.2. Facilities Report - None
  - 8.3. Human Resource Report - (30 minutes)
    - 8.3.1. Staff Reduction ULA Resolution Change for Following Year (*Resolution*)
      - 8.3.1.1. **Closed Session - Negotiations** (*Information*)
9. **BOARD BUSINESS** (*Information*)
  - 9.1. Policy Review & Revision - None
  - 9.2. Board Reports
    - 9.2.1. Chair Report
      - 9.2.1.1. Virtual Get on the Bus Event - March 5, 2013 & Local 2209/Board Breakfast - March 12, 2013
    - 9.2.2. AMSD Report (Ann Bremer)
      - 9.2.2.1. AMSD Connections February 2013 Newsletter
    - 9.2.3. District News
      - 9.2.3.1. School Board Planning Calendar
      - 9.2.3.2. February 28, 2013 Calendar

- 9.3. Once Around the Table
- 10. **ADJOURNMENT**

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**February 14, 2013**  
**MINUTES**

**1. CALL TO ORDER**

Chair Ann Bremer called the regular meeting to order at 6:30 PM at the District Service Center Boardroom. A quorum was declared with the following members in attendance:

286	Brooklyn Center	Greg Thielsen
272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
276	Minnetonka	Bob Quam
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
283	St. Louis Park	Nancy Gores
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 281/Tyrrell  
287 Administration: Sandra Lewandowski, Anne Becker, Mae Hawkins, Jane Holmberg, Dolly Lastine, Tom Shultz, and Wauneen Mgeni  
287 Staff Members: Eric Carlson and Shawn Garvey

Chair Bremer administered The Oath of Office to the attending members N. Gores, B. Quam, and G. Thielsen.

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Ann Bremer, seconded by Nancy Rowley, to approve the meeting agenda. All in favor. Motion carried unanimously.*

**3. OPEN FORUM FOR COMMUNITY COMMENTS**

Eric Carlson briefly announced to the Board on the upcoming “MOFAS Kick-Off Event”.

**4. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the annual organizational board meeting minutes from January 24, 2013 and the general meeting minutes from January 24, 2013, and District Service Center Additional Chiller. *Motion by Ann Bremer, seconded by Carol Bomben, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

**5. SHARE THE SUCCESS & RECOGNITIONS**

Chair Bremer and Vice Chair Bomben updated the Board on their attendance at the Minnesota chapter of the International Facilities Management Association (IFMA) banquet. They described the excitement as the district’s North Education Center was awarded the Best New Building for 2012. IFMA bestowed on Tom Shultz, Director of Facilities the President’s Award as the best representative of that organization.

**6. SUPERINTENDENT’S REPORT**

Superintendent Lewandowski briefly updated the Board on the February 8 meeting of the Hennepin County Commissioners and Superintendents to address the countywide goal of raising the graduation rate. She reported on the ambitious agenda and related documents intended to provide structure and background information as well as recommendations for future work. The group considered three recommendations from regional expert work groups on overcoming systems barriers to graduation as well as considered a mental health proposal from Nystrom Associates to place mental health professionals in schools at no cost to the districts. Participants also received a comprehensive interim report on efforts to achieve the goal, “Raising Graduation Rates in Hennepin County.”

Sandy reported to the Board on her annual mid-year site visits. Her message includes 1) the regional graduation work, 2) the new Area Learning Center programs for personalized learning and an early college experience, and 3) how the district is responding to student and staff safety.

Sandy briefly presented and recommended approval of the administrative organizational structure for 2013-2014. *Motion by Ann Bremer, seconded by Nancy Gores, to approve the administrative organizational structure for 2013-2014 as presented. All in favor. Motion carried unanimously.*

Sandy also alerted the Board on 1) the Office of the Legislative Auditor is conducting a comprehensive study of special education due to be published by the end of the month, 2) the Core Team for Strategic Planning will meet February 21, and 3) the March 5 "Get on the Bus" tour will highlight innovation and instructional technology.

## **7. INSTRUCTIONAL REPORT**

Mrs. Dolly Lastine, Interim Executive Director of Special Education presented to the Board a document What Board Members Should Know About the Minnesota Department of Education (MDE) Plan to Reduce Restrictive Procedures.

## **8. ADMINISTRATIVE SERVICE REPORTS**

**Financial Report - None**

**Facilities Report - None**

**Human Resources Report - None**

## **9. BOARD BUSINESS**

**Policy Review & Revision**

Mrs. Anne Becker, District 287 General Counsel/Human Resource Director, presented and recommended approval of the Data Privacy & Records Policy Bucket (DPR), and Wellness Policy. *A motion was made by Carter Peterson, seconded by Michèle Kunz, to waive the reading of the Data Privacy & Records Policy Bucket (DPR), and Wellness Policy as presented. No discussion. Motion carried unanimously.*

### **Chair Report**

Board member Kunz reported to the Board on the encouraging progress being made by the Comprehensive Arts Planning Process (CAPP) steering committee to increase arts opportunities in the district.

Board Chair Bremer recommended to the Board to share their Board Briefs with their district board members and superintendents.

Superintendent Lewandowski announced to the Board on new software called "Halogen" that will replace the old way of completing the Superintendents online evaluation.

### **AMSD Report**

Board Chair Bremer briefly updated the Board on the recent AMSD meeting.

### **Once Around the Table**

Everyone briefly gave an introduction of their self for new Board members.

## **10. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:47 PM.*

The next general meeting will be held on February 28, 2013, at 6:30 PM in the District Service Center.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

Signed: Chair \_\_\_\_\_ Clerk \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287  
SCHOOL BOARD – February 28, 2013**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- ANNE RUNCK, (current employee) Facilitator – Gateway at Brooklyn Park Campus, **new grant-funded position**, effective January 28, 2013, BA+30, Step 10 – 1.0 FTE.

**B. Reinstatement of Licensure Waivers**

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**C. Temporary**

- KAREN KETTLER, Speech Language Pathologist at Headway, effective January 2, 2013 through June 7, 2013.

**2. Extended Leaves of Absence:**

**A. Unpaid**

- MARIBETH BARRETT-GRIMSBY, School Social Worker at North Education Center, .05 FTE effective for the 2013-14 school year.
- SARAH CHRISTOPHERSON, Instructor Social Studies at North Education Center, .5 FTE effective for the 2013-14 school year.
- KRISTIN A. GUSTAFSON, School Psychologist at North Education Center, .4 FTE effective for the 2013-14 school year.
- JESSICA LARSON, School Counselor at Hennepin County Home School, .2 FTE effective for the 2013-14 school year.
- DIANE LINDE, Speech Language Pathologist, .1 FTE effective for the 2013-14 school year.
- KIMBERLY E. MACKENZIE, Program Facilitator at North Education Center, .05 FTE effective for the 2013-14 school year.
- AMY REID, Autism Instructor at South Education Center, temporary reduction to .8 FTE effective February 1, 2013.
- AMY L. TUKUA, Science Instructor at West Academy, 1.0 FTE effective for the 2013-14 school year.
- GEORGEANN H. WOBESHALL, Instructor DCD at Edgewood Education Center, .2 FTE effective for the 2013-14 school year.

3. **Separations:**

A. **Dismissal**

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B. **Resignation**

- JANAAN M. HUBBARD, DCD Instructor at South Education Center, effective June 7, 2013.

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

- PATTI J. GLUMACK, Assistive Technology Specialist at the District Service Center, effective June 7, 2013.
- MARCIA L. HOLMAN, Autism Instructor at the District Service Center, effective June 7, 2013.
- ERIC MICHELSEN, DCD Instructor at South Education Center, effective June 7, 2013.
- MINDY J. THOMPSON, DHH Instructor at The District Service Center, effective June 7, 2013.
- PATRICIA A. WISCHNEWSKI, Work Experience Coordinator – Disadvantaged at Shady Oak, effective June 7, 2013.

4. **Other:**

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**NON-LICENSED STAFF:**

1. **New Hires:**

A. **Regular**

- JASON WILLIAMS, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective January 25, 2013 Step 3 Lane 1 - .875 FTE.
- MACKENSIE MILLER, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective January 24, 2013 Step 2 Lane 3 + 30 credits – .875 FTE.
- ANDRIA JONES, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective January 22, 2013 Step 3 Lane 5 +BA – .875 FTE.

- BETH DESMARAIS, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective January 24, 2013 Step 6 Lane 5 +BA - .875 FTE.
- FELISHA MANNINO, Education Assistant at Edgewood Education Center, **refill for L. Jenkins**, effective January 28, 2013 Step 3 Lane 1 - .875 FTE.
- KEITH DAWSON, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective January 29, 2013 Step 11 Lane 5 +BA - .875 FTE.
- CHARISSE ESAW, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective January 31, 2013 Step 5 Lane 1 - .875 FTE.
- ALBERT COOKE, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective February 11, 2013 Step 11 Lane 4 +90 credits - .875 FTE.
- SHERI FRANK, (current EA) Parent Child Specialist at North Education Center, **refill for L. Gelhaye**, effective February 4, 2013 Step 11 Lane 1 – 1.0 FTE.
- TARA MELAND, Education Assistant at South Education Center, **additional position due to increased enrollment**, effective February 11, 2013 Step 9 Lane 4 +90 credits - .875 FTE.

**B. Temporary**

- ANGELA MAY, Parent Child Specialist, at South Education Center, effective February 11, 2013 through June 7, 2013.

**C. Substitutes**

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**2. Extended Leaves of Absence:**

**A. Unpaid**

- GRAYCE GROHOVSKY, Education Assistant at South Education Center, .2 FTE effective for the 2013-14 school year.
- ANNETTE SCHUMM, Education Assistant at South Education Center, .2 FTE effective for the 2013-14 school year.
- MEGHAN ANDRYSKI, Education Assistant at Northwest Tech Center, .875 FTE effective February 11, 2013.
- MARISA MEDINA, Education Assistant at North Education Center, .875 FTE effective March 6, 2013 through May 10, 2013.

**3. Separations:**

**A. Dismissal**

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**B. Resignation**

- AMANDA DUBBIN, Education Assistant at North Education Center, effective April 1, 2013.
- MICHAEL PERSYZK, Education Assistant at North Education Center, effective April 8, 2013.

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

- DONNA STRUB, Education Assistant at South Education Center, effective June 7, 2013.
- MARY TAYLOR, Education Assistant at Edgewood Education Center, effective June 7, 2013.

**4. Other:**

- A.** RECOMMEND the Board's approval to credit, Tracy Murray, Education Assistant at North Education Center, with four (4) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Jeff Jacobs  
Patti Sanner

Maureen Johnson

Garth Norberg

Jeanette Mutchler

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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Date: February 28, 2013

To: 287 School Board  
Sandra Lewandowski, Superintendent  
Colleen Baumtrog, Executive Director of Administrative Services

From: Chad Maxa, Director of Information Technology

**RE: TIES FY14 Internet Services Agreement**

Today I received our FY14 Internet Services Agreement from TIES. This agreement needs to be signed and delivered to TIES by March 1, 2013 to ensure we meet e-rate filing deadlines. The agreement is a 3-year term and totals \$126,942 annually. This expense has been planned for and will be coded to the FY14 IT operations budget.

Board approval is requested.

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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DATE: February 27, 2013

TO: Sandra Lewandowski, Superintendent

FROM: Mae L. Hawkins, Director of Finance

**RE: Recommendation for Board Acceptance Joint Purchasing Agreement between Intermediate District 287 and St. Paul Public Schools ISD 625 pursuant to the provisions of Minnesota Statute 471.59, as amended.**

Approve Joint Purchasing Agreement between Intermediate District 287 and St. Paul Public Schools ISD 625 pursuant to the provisions of Minnesota Statute 471.59, as amended. As Sprint is discontinuing their two-way service, many organizations are working with St. Paul Public Schools on a joint purchase of two-way radios.

# **PROCLAMATION**

*In recognition for the Service of Board Members  
Carol Bomben, Ann Bremer, Nancy Gores,  
Dean Henke, Michèle Kunz, Carter Peterson,  
Bob Quam, Regina Neville, Laura Ronbeck,  
Nancy Rowley, Greg Thielsen and Sherry Tyrrell  
from Intermediate District 287*

***WHEREAS**, the mission of public schools is to meet the educational needs of all children and empower them to become competent, productive contributors to a democratic society and an ever-changing world; and*

***WHEREAS**, local school board members are committed to children and believe that all children can be successful learners and that the best education is tailored to the individual needs of the child; and*

***WHEREAS**, local school board members work with parents, education professionals and other community members to create the educational vision we want for our students; and*

***WHEREAS**, local school board members are responsible for ensuring the structure that provides a solid foundation for our school system; and*

***WHEREAS**, local school board members assure the educational program is accountable to the community; and*

***WHEREAS**, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;*

***THEREFORE, I**, Sandra Lewandowski, do hereby declare my appreciation to the members of the Intermediate District 287 School Board and proclaim the week of February 18-22, 2013, as **SCHOOL BOARD RECOGNITION WEEK**. I urge all citizens to join me in recognizing the dedication and hard work of local school board members. Furthermore, I urge all citizens to work with the board to build an education system that meets the needs of both today's and tomorrow's children.*

***IN OFFICIAL RECOGNITION WHEREOF**, I hereby affix my signature this 28 day of February 2013.*



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Sandra Lewandowski, Superintendent

February 28, 2013

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Date

# Responsive. Innovative. Solutions.

**YEAR 4 STRATEGIC PLAN  
PROGRESS REPORT  
2012**



**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.



## A LETTER FROM THE SUPERINTENDENT

Over four years ago stakeholders from our member districts came together for three days to create a strategic and transformative vision for our future. At the time it was both exciting and challenging to begin planning for that vision to be realized. As we reach Year 4 and summarize our results in the following report to today's stakeholders, I believe we have much to celebrate!

- We have developed electronic tools that allow member districts to access trusted data thereby increasing our transparency.
- We have built stronger relationships with regional leaders and member district staff through our growing skills in facilitation and by following through on promises we make at all levels of our organization.
- We have learned to strategically provide professional development that allows our member districts to utilize specialized expertise in attaining successful results for their students.
- Our Innovation Report Card summarizes the transformation of our district to one that thrives on a culture of innovation and provides new solutions to regional challenges.
- We are grading ourselves internally and externally through satisfaction surveys that determine whether we are providing customers what they need and want from our district. This year's satisfaction ratings are positive and yet give us specific feedback for needed changes in the future.
- The most explicit measure of our success is the vitality declaration of our member district superintendents. We recently received a unanimous rating that we are vital to all twelve of our member districts in attaining their individual district missions.

I truly believe we are realizing the vision and transformation that our early strategic core team articulated. I hope you will join me celebrating the results in this report. I look forward to the work ahead in Year 5!

Sincerely,

Sandy Lewandowski  
Superintendent

By the time there is a “fourth annual” anything, there is both an expected pattern and anticipation it's time to break the pattern. It's time to break the pattern. This fourth annual year in review of Intermediate District 287 strategic plan progress follows the previous pattern and starts changing it. Similar to previous annual reports, we discuss accountability measures, recount activities that have helped achieve results, and reflect on lessons learned. Different from previous annual reports, we refer more often to other sources of information. That's probably as it should be: we have built up a head of steam in four years and are in full production and results mode. With a little familiar and a lot new, enjoy this quick tour through Year 4!

### 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.

### CORE VALUES

- 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.

### MEMBER DISTRICTS

BROOKLYN CENTER, EDEN PRAIRIE, EDINA, HOPKINS, MINNETONKA, ORONO, OSSEO, RICHFIELD, ROBBINSDALE, ST. LOUIS PARK, WAYZATA, AND WESTONKA.

# 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.



## Results Focus for the Year

- 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.
- 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.
- District 287 administrators pilot real time customized data tools displaying financial, human resource and student data.

## What We Accomplished

Member district customized web portals were launched in December, with information sent to each superintendent. This new feature of our website offers secure information for Superintendents and other decisionmakers to whom they grant access. The portals provide up-to-date information on how the member districts and 287 are working together, with information on current students, services, and billing. In addition, the portals have interactive features such as our *Expense Estimator*.



In the portal design phase, we previewed information and received feedback at advisory meetings of the member district business managers and special education directors. In addition, we consulted on the Students Reports section of the portals with Minnesota Automated Reporting Student System (MARSS) coordinators from Edina, Orono, and Westonka.

While it had been determined in previous years that TIES' Cognos tool could not provide the portal information for member districts, it is being used within District 287. Over the past year, we have designed a series of customized reports to standardize how our administrators can track several measures of accountability.

## What We learned

Member District business managers were encouraged by previews of the Expense Estimator for its ability to predict expenses for District 287 programs and services, which is a primary condition of their satisfaction.

As we completed the work on the portals, we were struck by the extent of the information included. There are numerous current reports for each district as well as complete annual enrollment and financial histories for previous years. It was gratifying to organize and make available the print material as well as video archives.

## What's Next

In 2013 we will provide more information to districts about their portal, how to access the information, and how to use the Expense Estimator, which we think will be especially helpful as districts determine 2013-2014 enrollment projections.

District 287 Administrators will be trained on internal Cognos dashboards and begin to use some of the standardized measures of achievement as evidence of meeting their performance goals in preparation for the changes to Principal evaluations in Minnesota beginning 2013-2014.

## Strategy 2



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

### Results Focus for the Year

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

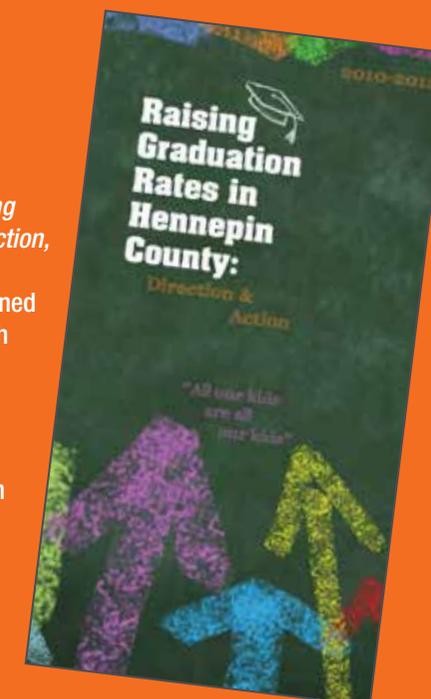
## What We Accomplished

We have continued to convene the Hennepin County Superintendents and Commissioners to work toward achieving the collective goal of dramatically reducing the Countywide dropout rate. An interim report, *Raising Graduation Rates in Hennepin County: Direction and Action*, details action taken from 2010 to 2012. In addition to several pilot programs, new programs are being designed to engage students most at risk of dropping out of high school.

We have added a significant element to our internal staff development plan. The Process Education Model (PEM) is intended to assure staff have the effective communication skills required to successfully implement the plan, improving trust and relationships. We have engaged outside consultants to train our administrators and teacher leaders and now have built internal capacity with three of our own trainers.

Added components to our district communications plan include: activating parent portals, creating web sites for each of the district education centers, and supporting the new customized portals for each member district.

Finally, the accountability for decision-making is being realized through the Conditions of Satisfaction process that engages Key Communicators from each district in the areas of finance, special education, and teaching and learning.



## What We Learned

Leadership and decision-making through the advisory committees is changing. We are now learning through discussion of common topics rather than requiring that all job-alike groups use the time for consensus decision-making. An exception to this is when the Board requests the business managers reach consensus about topics that have significant cost impact. With this shift regional efforts are flourishing. In addition to the Hennepin County graduation initiative, other examples include collaborative digital curriculum development and jointly-designed professional development.

These projects rest on the relationships among District 287 and member district staff and on the ability of the 287 staff to be professional listeners and leaders who can propose how to take ideas that come from the groups and then facilitate implementation. In a presentation to the Association of Educational Service Agencies (AESAs) at their annual conference, we offered the following “lessons learned” about the Hennepin County Regional graduation effort:

- The benefits of simultaneous pressure and support
- The benefits of having the regional vantage point allows service agencies to see the real barriers
- Collective goals still require individual action
- A strategic plan for a service agency provides ongoing authority to lead, particularly if some customers question if that’s what they requested

## What’s Next

We will continue to assess the extent to which gathering “Conditions of Satisfaction” from member districts is responsive to the strategy and is reflective of individual district needs.

Internally, we are beginning to realize the alignment of the communication, training, and decision-making elements we have put in place as a result of the strategic plan. These embedded “structures to ensure meaningful capacity” will be refined and shared in the upcoming year. One important element that will be expanded not only for its application to employees but for its application to students as well is the Process Education Model training.

# 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 needs of its students.

## Results Focus for the Year

- District 287 uses a responsive system that effectively designs, develops, and/or implements an array of innovative direct and indirect services.
- District 287 uses quality indicators to evaluate, modify, and continually improve a spectrum of cost-effective direct and indirect services.
- District 287 engages in collaborative processes both internally and externally to share expertise, practices, and solutions that promote consistent quality and value.

## What We Accomplished

In August we published our first Innovation Report Card that we intend to be an annual event. The 2011-2012 report card used indicators of innovation from the private sector to show how we've measured up in five areas: commitment to innovation, innovation output and collaboration, culture of change, market success, and innovation diffusion. In addition, it includes a statement of the district innovation principles intended to provide guidance for decision-makers to err on the side of innovation.

Much of the report card data relates to the 100 projects that were nurtured through the innovation coach system in 2011-2012 and that have met the test of helping students learn better or staff work more efficiently. These have been shared in 50 innovation-focused presentations at the state and national levels.

We also instituted an employee recognition program this year. Providing a mechanism for rewarding employees for quality innovation is a measure on the report card, and monthly recognition of an employee who is innovative, responsive, and provides solutions reinforces important values of the strategic plan.



## What We Learned

The report card indicators make us more aware of our ultimate goals and focus our efforts toward areas in need of improvement. While we are celebrating the development of last year's 100 new projects and nearly that many the previous year, we also are aware that most of those projects have not been widely diffused.

The report card also gives heightened importance to the tracking system for innovations and the rubric for assessing whether or not a new idea or program actually is an innovation. Reporting this way helps us test our assumptions about the theories of innovation we are employing.

Innovation coaches are finding there is growing awareness of the innovation process among staff: now individuals take the initiative to come to them for help implementing ideas whereas previously they might have waited for the coach to come to them. We also are learning more about the skill for nurturing innovation at the site and are seeing a maturation of the coaches in their capacity to innovate. Coaches are becoming more efficient with their increased understanding of district systems and resources and how to develop ideas.

## What's Next

The report card data point to the next phase of work. Our efforts will be to increase collaborative development with member districts and to diffuse projects both within 287 and with members. Communication through the advisory committee structure is one promising strategy as is creating a showcase with member districts who also have innovation as a major element of their strategic plans.

# Measurement of Strategic Objectives

*Measurement of progress on the strategic plan comes through measurement of the strategic objectives. This provides the overall accountability structure for the plan.*

**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.

*At the close of the 2011-2012 school year, member district key communicators in three areas, special education, teaching and learning, and finance, rated the extent to which they were satisfied on what they had identified as their conditions of satisfaction. At this time, they also were given the opportunity to keep or make changes to their set of conditions for the upcoming school year. Results were analyzed internally, recognizing a generally high level of satisfaction on communication and program components and less satisfaction on cost components. Results also were sent to the Hanover Research organization for their external analysis. Their findings indicate that results are not easily generalizable across the three areas or across items because of the opportunity to change conditions by district. They recommend an approach that would create a standard instead of suggested set of conditions for all while still providing the opportunity for each district to add unique indicators.*

**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.

*This objective is assessed by each member district Superintendent who was asked to respond either affirmatively or negatively to the statement "I declare that Intermediate District 287 services are vital to ensuring that my member district can meet the unique learning needs of our students." The request was made in an email communication in November from the District 287 Superintendent and included our third annual usage report specific to each district. All member Superintendents responded that yes, District 287 is vital to their ability to meet unique student needs.*

## Results Focus for the Year

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

## What We Accomplished

While the Conditions of Satisfaction measure global satisfaction in three areas, we have determined it's also important to collect satisfaction data from staff who interact at the program level with 287. This year the measurement team is piloting a process to collect information from member district staff attending meetings at 287. We have chosen to sample all of the meetings held within three weeks during the school year. We conducted the first of these in the week ending November 2, 2012, sending an email request to complete a short survey regarding the participant's experience.

This year we also recognized that *internal* customer satisfaction should be measured. The Administrative Services Division understands the important role they play in providing support to 287 instructional staff who in turn serve the member districts. To make sure we are maximizing our districtwide capacity to serve the members, Administrative Services engaged Hanover Research to conduct a satisfaction survey of District 287 employees in Fall 2012.

To strengthen the customer service skill set in 287 staff, we conducted front desk customer service training for front desk staff at all 287 buildings.

## What We Learned

The first test week of the external satisfaction survey included 28 meetings and received a response rate of 57%. While the intent of this pilot was primarily to test the system of surveying, we were pleased with the 3.7 overall average response rating to the five questions, on a scale where 4 indicated positive agreement with factors related to the level of customer service and clarity of outcomes. We are encouraged the system worked well and the questions appear to yield information for program and site-level improvement.

The overall results of the internal survey indicate that clients of the six departments are satisfied with the customer service currently being provided, with the level of agreement for the statement "I am pleased with the customer service I have received from the Department" being 4.29 on a 5 point scale.

The front desk customer service training provided us with feedback to identify ways to make district buildings more customer friendly from the outside and inside.

## What's Next

The next two sample weeks for the external customer satisfaction surveys will occur in February and April 2013. After data have been collected from all three weeks, we will send results to Hanover Research for their analysis. In the meantime, we will examine the preliminary results and follow up with anyone who has questions or indicates a less than positive experience.

The results of the internal survey of the Administrative Services Division indicate they are "clearly performing well" and also point to areas where the internal customer experience could be enhanced. In the coming months, Administrative Services will be reviewing these results in their Professional Learning Communities (PLCs) and taking steps to improve where indicated.

**RESPONSIVE. INNOVATIVE. SOLUTIONS.**

INTERMEDIATE DISTRICT 287

Strategic Plan Year 4 Progress Report 2012



**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.

1820 Xenium Lane  
Plymouth, MN 55441  
763.559.3535  
[www.district287.org](http://www.district287.org)

**INTERMEDIATE DISTRICT 287**  
**PLYMOUTH, MINNESOTA**  
**BOARD OF EDUCATION**

Regular Meeting – February 28, 2013

AGENDA SECTION: ADMINISTRATIVE SERVICES REPORTS

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Director of Finance

**1. Background Information**

The January Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Fund 06, Building Construction, total \$47,083,415, or 57.8% of the Original Revenue Budget of \$81,503,213. The District's monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. During FY12-13, we are receiving cash payments at 82.5% of the entitlement. That compares to 90% in FY08-09, 73% in FY09-10, 70% in FY10-11, and 64.3% in FY11-12. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Fund 06, Building Construction, total \$41,041,266, or 50.0% of the Original Expenditure Budget of \$82,045,055.

As we are in the process of updating budget information for the revised budget, the budget numbers on the Statements of Revenue/Expenditure (detailed reports) do not match the original budget numbers used in the end of January comparison reports. Revised budget numbers will be reflected on the comparison report pages after they are board approved.

DDA

Attachments

**2. Fiscal Impact/Funding Source: None**

**3. RECOMMENDED ACTION: The Board approve the Finance & Donation Report items as presented.**

Motion by: \_\_\_\_\_ Yes \_\_\_\_ Passed \_\_\_\_

Second by: \_\_\_\_\_ Yes \_\_\_\_ Failed \_\_\_\_

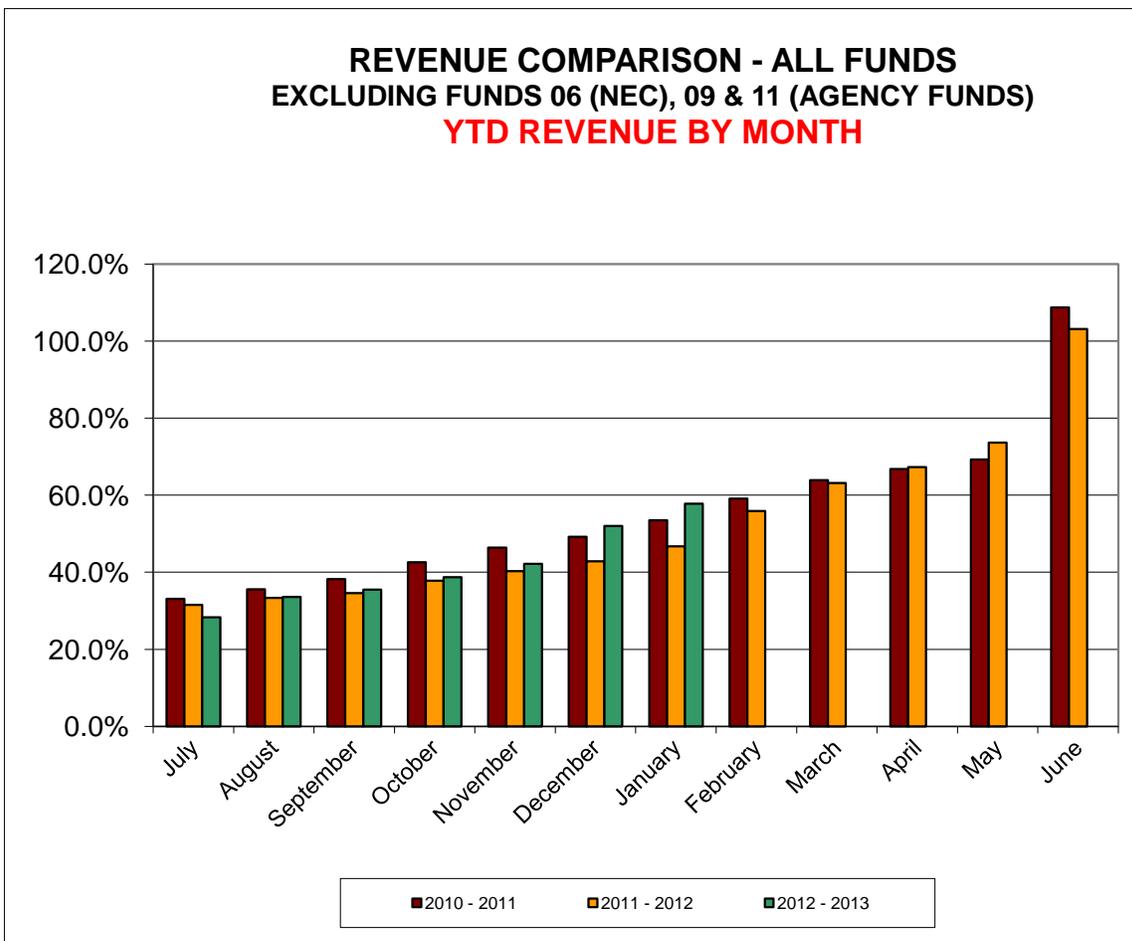
Abstentions: \_\_\_\_\_

## DISTRICT 287

### REVENUE COMPARISON

- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction FY10-11)

Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$	%	\$	%	\$	%
	Amount	of Budget	Amount	of Budget	Amount	of Budget
July	24,850,317	33.1%	25,873,696	31.5%	23,083,337	28.3%
August	1,917,864	35.6%	1,547,432	33.4%	4,277,483	33.6%
September	1,976,441	38.2%	1,014,685	34.6%	1,595,333	35.5%
October	3,267,074	42.6%	2,606,586	37.8%	2,620,908	38.7%
November	2,880,502	46.4%	2,065,709	40.3%	2,772,203	42.1%
December	2,114,810	49.2%	2,114,041	42.9%	8,060,459	52.0%
January	3,197,405	53.5%	3,139,401	46.7%	4,673,693	57.8%
February	4,262,556	59.1%	7,524,683	55.9%		
March	3,559,420	63.9%	5,978,317	63.1%		
April	2,208,715	66.8%	3,434,961	67.3%		
May	1,840,429	69.3%	5,160,949	73.6%		
June	29,664,054	108.7%	24,252,121	103.1%		
<b>TOTAL</b>	<b>81,739,588</b>	<b>108.7%</b>	<b>84,712,582</b>	<b>103.1%</b>	<b>47,083,415</b>	<b>57.8%</b>
<b>BUDGET</b>	<b>75,178,488</b>		<b>82,141,328</b>		<b>81,503,213</b>	



DIST 0287 Intermediate District 287 STATEMENT OF REVENUE  
 ACCOUNTING PERIOD 01/01/13 TO 01/31/13

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 99-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	01/01/13 01/31/13	- - - - - FISCAL YEAR 201207 RECEIVED THRU 01/31/13	- - - - - REMAINING ON 01/31/13	- - - - - PERCENT REMAINING	>
01 GENERAL FUND	18,549,637.64	17,482,477	49,467.81-	7,675,683.94	9,806,793.06	56.09 %	
02 FOOD SERVICE FUND	364,196.44	504,261	20,534.32	126,870.58	377,390.42	74.84 %	
04 COMMUNITY SERVICE FUND	236,201.05	218,405	7,481.02	68,542.89	149,862.11	68.61 %	
06 BUILDING CONSTRUCTION FUND	43,176.26	0	98,410.83	98,584.70	98,584.70-	0.00 %	
07 DEBT SERVICE FUND	5,666,623.62	5,163,238	799,861.50	1,640,895.43	3,522,342.57	68.21 %	
08 TRUST FUND	543,411.13	0	39,687.83	243,817.81	243,817.81-	0.00 %	
10 SCHOLARSHIP FUND	52,597.25	0	0.00	0.00	0.00	0.00 %	
12 ALC-ACADEMIC	9,728,396.17	9,322,543	268,832.14	5,902,181.36	3,420,361.64	36.68 %	
13 CAREER & TECH	1,701,733.42	1,822,332	0.00	1,018,423.96	803,908.04	44.11 %	
14 SPECIAL EDUCATION	47,301,531.63	46,960,457	3,474,571.31	30,160,642.05	16,799,814.95	35.77 %	
20 INTERNAL SERVICE FUND	539,254.78	0	110,528.27	234,803.07	234,803.07-	0.00 %	
41 DONATIONS	704.62	0	0.00	390.00	390.00-	0.00 %	
51 STUDENT CLUBS	28,294.67	27,200	1,664.51	11,164.17	16,035.83	58.95 %	
*** REPORT TOTALS:	84,755,758.68	81,500,913	4,772,103.92	47,181,999.96	34,318,913.04	42.10 %	

# DISTRICT 287

## EXPENDITURE COMPARISON

- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction FY10-11)

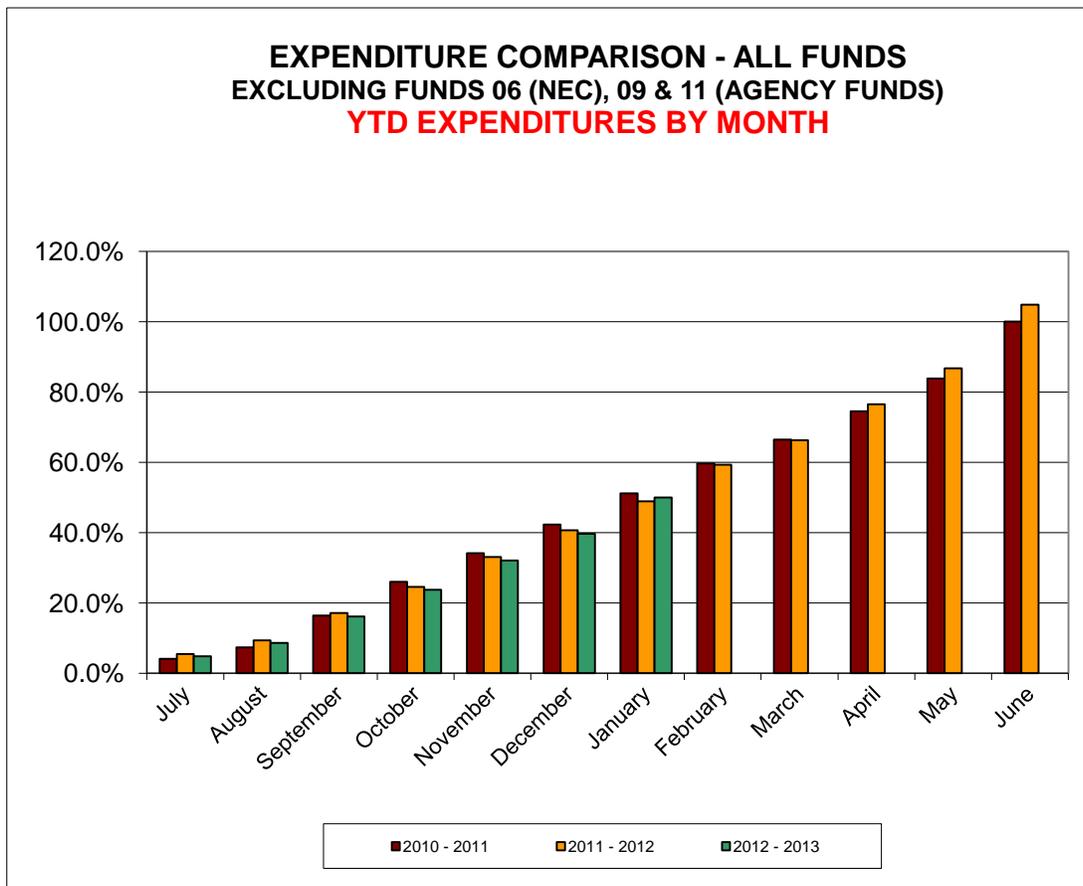
Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,997,044	4.0%	4,426,791	5.4%	3,922,779	4.8%
August	2,470,164	7.4%	3,242,009	9.4%	3,118,331	8.6%
September	6,695,052	16.4% <sup>1</sup>	6,314,818	17.1%	6,204,141	16.1%
October	7,071,964	26.0%	6,114,673	24.6%	6,207,454	23.7%
November	6,026,323	34.1%	6,924,324	33.0%	6,868,339	32.1%
December	6,049,172	42.3%	6,234,872	40.7%	6,204,082	39.6%
January	6,554,858	51.2%	6,740,058	48.9%	8,516,139	50.0%
February	6,315,161	59.7%	8,521,079	59.3%		
March	5,037,604	66.5%	5,671,596	66.3%		
April	5,900,120	74.5%	8,378,469	76.5% <sup>2</sup>		
May	6,923,777	83.8%	8,376,008	86.7% <sup>3</sup>		
June	11,979,044	100.0%	14,816,672	104.9% <sup>4</sup>		
<b>TOTAL</b>	<b>74,020,282</b>	<b>100.0%</b>	<b>85,761,367</b>	<b>104.9%</b>	<b>41,041,266</b>	<b>50.0%</b>
<b>BUDGET</b>	<b>74,008,146</b>		<b>81,786,192</b>		<b>82,045,055</b>	

<sup>1</sup> Includes \$1,132,399.50 payment for purchase of Hosterman land

<sup>2</sup> Includes \$2,139,705.64 in MDE Tuition Refunds for prior years paid back to member districts (FY09-10)

<sup>3</sup> Includes \$531,813.67 in MDE Tuition Refunds for prior years paid back to other districts (non-member access fee)

<sup>4</sup> Includes \$1,942,041.25 in MDE Tuition Refunds for prior years paid back to other districts (FY10-11)



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept  
 STATEMENT OF EXPENDITURES  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 01/01/13 TO 01/31/13

RUN: WED 022013 09:37 PAGE 1

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 99-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	< - - - - - REVISED BUDGET	01/01/13 01/31/13	- - - - - EXPENDED THRU 01/31/13	FISCAL YEAR 201207 ENCUMBERED THRU 01/31/13	- - - - - REMAINING ON 01/31/13	- - - - - PERCENT REMAINING
01 GENERAL FUND	21,995,309.30	18,599,749	1,258,160.60	10,058,369.60	1,736,084.33	6,805,295.07	36.58 %
02 FOOD SERVICE	364,196.44	504,261	32,099.26	231,645.77	147,885.45	124,729.78	24.73 %
04 COMMUNITY SERVICE FUND	215,125.60	223,005	19,292.58	118,890.08	45.00	104,069.92	46.66 %
06 BUILDING CONSTRUCTION FUND	26,403,270.70	0	190,422.86-	793,311.72	127,723.90	921,035.62-	0.00 %
07 DEBT SERVICE FUND	4,332,730.63	3,969,369	2,236,839.38	3,574,773.76		394,595.24	9.94 %
08 TRUST FUND	536,642.32	0	39,687.83	246,086.90		246,086.90-	0.00 %
10 SCHOLARSHIP FUND	7,010.18	0	3,940.23	8,868.77		8,868.77-	0.00 %
12 ALC-ACADEMIC	9,548,579.71	9,173,569	761,152.79	4,598,025.30	587,366.81	3,988,176.89	43.47 %
13 CAREER & TECH	1,966,969.13	1,876,852	116,580.42	665,244.21	13,690.46	1,197,917.33	63.82 %
14 SPECIAL EDUCATION	46,309,734.31	47,578,252	3,982,193.04	21,349,434.31	788,016.23	25,440,801.46	53.47 %
20 INTERNAL SERVICE FUND	457,010.40	0	64,732.59	181,558.02		181,558.02-	0.00 %
51 STUDENT CLUBS	28,058.97	27,200	1,460.67	8,368.85	1,413.04	17,418.11	64.03 %
*** REPORT TOTALS:	112,164,637.69	81,952,257	8,325,716.53	41,834,577.29	3,402,225.22	36,715,454.49	44.80 %

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*Partner in Education*

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DATE: **February 20, 2013**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- |   |  |
|---|--|
| 1. Claim payments for: <b>January 2013</b>  | Totaling <u><u>\$ 7,040,630.59</u></u> |
| a) Check #'s 490040 - 490306, 70011288 - 70011514<br>and Electronic Wire Transfers - #'s 2374 - 2385, 3079, 80000377 - 80000394             |  |
| 2. Payroll for: January 2013  | Totaling <u><u>\$ 2,354,845.49</u></u> |
| a) Check #'s none- no manual payroll checks in January<br>b) Direct Deposit #'s 225926 - 227832<br>and Electronic Wire Transfers - #'s 4092 |  |
| 3. Receipts for: January 2013   | Totaling <u><u>\$ 7,472,614.93</u></u> |
| a) Receipt #'s 132003 - 132210  |  |
| 4. Investments at end of month  | Totaling <u><u>\$ 7,148,243.40</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  
INVESTMENTS ON HAND  
JANUARY 31, 2013**

INV NBR	INSTITUTION	INV TYPE	RATE OF RETURN (%)	PURCHASE DATE	MATURITY DATE	AMOUNT INVESTED
3433	BANK OF INDIA CD N.Y.N.Y.BK CD	CD/COUP	0.400	09/12/12	03/13/13	249,000.00
3434	BANK HAPOALIM CD N.Y.N.Y. BK CD	CD/COUP	0.300	09/14/12	03/14/13	249,000.00
3435	1ST NIAGARA CD BUFFALO N.Y. CD	CD/COUP	0.300	09/14/12	03/14/13	249,000.00
3436	GE CAP RET BK DRAPER UT CD	CD/COUP	0.300	09/14/12	03/14/13	249,000.00
3437	MERRICK BANK CD SOUTH JORDAN UT CD	CD/COUP	0.250	09/19/12	03/19/13	249,000.00
3439	BANCO POPULAR CD HATO REY PR CD	CD/COUP	0.350	09/19/12	03/19/13	249,000.00
3440	BANK CHINA NY CD NEW YORK CITY N.Y. CD	CD/COUP	0.300	09/19/12	03/19/13	249,000.00
3441	BANK BARODA CD NEW YORK CITY N.Y.CD	CD/COUP	0.350	09/19/12	03/19/13	249,000.00
3442	WORLD FINANCIAL NTWRK BANK WILMINGTON D.E. CD	CD/COUP	0.450	09/19/12	03/19/13	200,000.00
3443	FOX CHASE BK HATBORO PA CD	CD/COUP	0.250	09/19/12	03/19/13	249,000.00
3444	ST BK OF INDIA CD CHICAGO IL CD	CD/COUP	0.400	09/20/12	03/20/13	249,000.00
3445	BBCN BK LOS ANGEL LOS ANGELES CA CD	CD/COUP	0.250	09/21/12	03/21/13	249,000.00
3446	MEDALLION BANK CD SALT LAKE CITY UT CD	CD/COUP	0.250	09/21/12	03/21/13	249,000.00
3449	GLACIER BANK CD KALISPELL MT CD	CD/COUP	0.250	09/26/12	03/26/13	249,000.00
3450	FRANKLIN BK CD PLAINS TOWNSHIP PA CD	CD/COUP	0.200	09/25/12	03/25/13	249,000.00
3452	FED SVGS BK CD OVERLAND PARK KS CD	CD/COUP	0.200	09/27/12	03/27/13	207,000.00
3454	APPLE BANK MANHASSET NY CD	CD	0.150	01/23/13	03/19/13	249,000.00
3455	TCF SIOUS FALLS SD CD	CD	0.150	01/23/13	03/25/13	249,000.00
3456	BK MAN CALI CD EL SEGUNDO CA CD	CD	0.150	01/23/13	04/30/13	249,000.00
3457	MIZRAH TEFAHOT CD LOS ANGELES CA	CD	0.200	01/23/13	04/30/13	249,000.00
3458	SOVEREIGN BANK CD WILLINGTON DE CD	CD	0.200	01/23/13	07/30/13	249,000.00
3459	CFG CMNTY BANK CD BALTIMORE MD	CD	0.300	01/29/13	05/14/13	249,000.00
3460	FIFTHTHIRD BANK CINCINNATI OH	CD	0.300	01/29/13	08/06/13	249,000.00
3461	ROCKVILLE BK VERNON ROCKVILLE CT	CD	0.200	01/29/13	08/08/13	249,000.00
						5,885,000.00
	WESTERN ASSET INST GOV					1,012,037.83
						<b>6,897,037.83</b>
**	WELLS FARGO- REMAINING SEC LOAN PROCEEDS	MM/BONDS	VARIES	NA	NA	251,205.57
<b>JANUARY 31, 2013</b>						<b>7,148,243.40</b>

# Intermediate District 287

## Cash Position Sheet- Monthly Total Net Cash- All Accounts

- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction FY10-11)

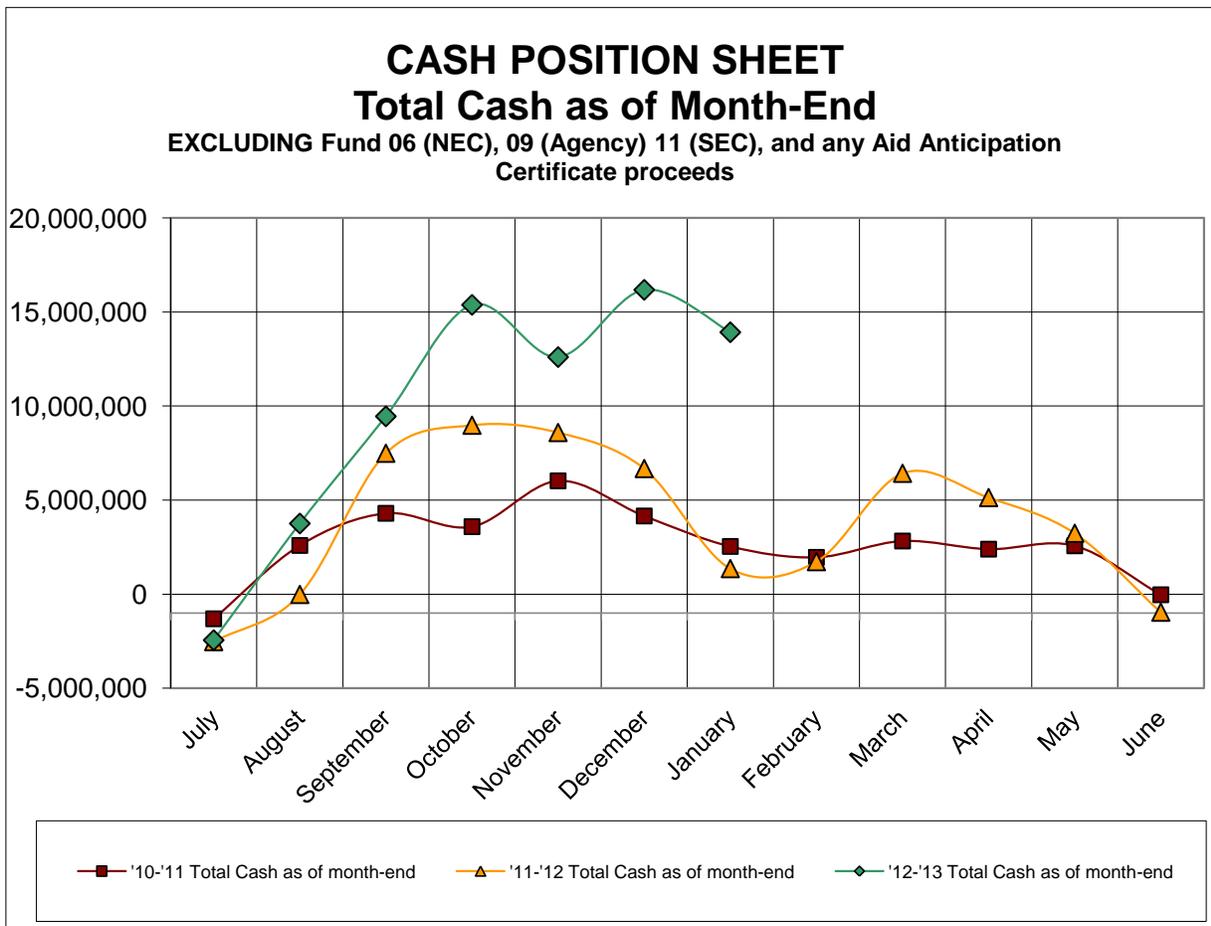
<u>Date</u>	<u>'10-'11 Total Cash as of month-end</u>		<u>'11-'12 Total Cash as of month-end</u>		<u>'12-'13 Total Cash as of month-end</u>
July	-1,311,376	<sup>1</sup>	-2,523,529	<sup>2,3</sup>	-2,447,118
August	2,589,499	<sup>1</sup>	-15,086	<sup>2,3</sup>	3,754,626
September	4,297,117		7,492,933	<sup>3</sup>	9,454,172
October	3,587,135	<sup>2</sup>	8,982,957	<sup>3</sup>	15,382,409
November	6,023,170	<sup>2</sup>	8,595,697	<sup>3</sup>	12,605,385
December	4,155,869	<sup>2</sup>	6,678,835	<sup>3</sup>	16,180,751
January	2,536,880	<sup>2</sup>	1,358,298	<sup>3</sup>	13,924,956
February	1,956,153	<sup>2</sup>	1,728,796	<sup>3</sup>	
March	2,824,310	<sup>2</sup>	6,426,638	<sup>3</sup>	
April	2,391,598	<sup>2</sup>	5,136,821	<sup>3</sup>	
May	2,569,311	<sup>2</sup>	3,240,235	<sup>3</sup>	
June	-33,370	<sup>2</sup>	-959,957	<sup>3</sup>	

<sup>1</sup> excludes Aid Anticipation Certif. proceeds of \$4,902,195.65 in Oct. 2009, paid back in Sept. 2010

<sup>2</sup> excludes Aid Anticipation Certif. proceeds of \$3,601,990.60 in Oct. 2010, paid back in Sept. 2011

<sup>3</sup> excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011, paid back in Aug. 2012

<sup>4</sup> excludes Aid Anticipation Certif. proceeds of \$9,900,000.00 in Aug. 2012



**INTERMEDIATE DISTRICT 287**  
**JANUARY 2013 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
01/03/13	HENN TECH COLLEGE	MSDLAF	973194	1,395.39	INV#70377 RENTAL & CATERING 11/30/12
	HENN TECH COLLEGE	MSDLAF	973194	37.20	INV#70378 BINDINGS PO#089645-ATTAIN
01/14/13	EDUC - STATE AID	MSDLAF	989712	911,816.45	01S360 SPEC EDUCATION FY1112
	EDUC - STATE AID	MSDLAF	989712	68,424.20	01S211 GENERAL ED AID FY1213
	EDUC - STATE AID	MSDLAF	989712	3,155,448.79	01S360 SPEC EDUCATION FY1213
	EDUC-FNS	MSDLAF	1007846	495.00	02F705 STATE BREAKFAST SEPT DEBIT - DEC12
	EDUC-FNS	MSDLAF	1007846	3,116.88	02F705 FED BREAKFAST SEPT DEBIT - DEC12
	EDUC-FNS	MSDLAF	1007846	7,384.94	02F701 FED FREE & REDUCE LUNCHES SEPT DEBIT-DEC12
	EDUC-FNS	MSDLAF	1007846	1,012.10	02F701 REG LUNCHES SEPT DEBIT - DEC12
	EDUC-FNS	MSDLAF	1007846	1,196.40	02S300 ST LUNCHES SEPT DEBIT - DEC12
	EDUC-FNS	MSDLAF	1007846	255.60	02S300 ST LUNCHES SEPT DEBIT - DEC12 NEC
	DHS	MSDLAF	1021796	41,226.67	THIRD PARTY REBATE FY11-12
	EDUC - STATE AID	MSDLAF	1021796	1,233,519.82	01S360 SPEC EDUCATION FY1112
	EDUC - STATE AID	MSDLAF	1021796	54,739.35	01S211 GENERAL ED AID FY1213

<b>MTD TOTALS</b>	<b>5,480,068.79</b>			
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**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
01/10/13	MSDLAF	US BANK	70011288 - 70011328	4,434.70	DIRECT DEPOSIT EMPLOYEE EXPENSES
01/14/13	MSDLAF	BANK CARD SERVICES	2374	216.82	MERCHANT CARD FEES DEC 12
	MSDLAF	BANK OF MONTREAL	2375	78,014.55	P-CARD DEC12
	MSDLAF	WELLS FARGO	2376	461,062.50	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	WELLS FARGO	2377	3,926.62	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	US BANK		1,178,181.40	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000377	55,848.93	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000378	305,655.03	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000379	72,026.05	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000380	44,068.09	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000381	72,611.75	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000382	20,412.95	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000383	135,523.60	FEDERAL TAXES
	MSDLAF	PERA	80000384	51,118.82	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000385	72,118.15	TEACHERS RETIREMENT ASSN
01/22/13	MSDLAF	US BANK	2378	690,773.12	US BANK TRUST N.A.
	MSDLAF	US BANK	2379	289,121.88	US BANK TRUST N.A.
01/25/13	MSDLAF	US BANK	2380	589,255.00	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	MN DEPT OF REV	2381	161.00	MN SALES TX FOR FY2012
01/28/13	MSDLAF	US BANK	70011329-70011514	20,559.78	DIRECT DEPOSIT EMPLOYEE EXPENSES
01/31/13	MSDLAF	US BANK		1,176,606.76	DIRECT DEPOSIT PAYROLL
	MSDLAF	US BANK	2382	104.06	ARP FEES VOUCHER ACCT NOV12
	MSDLAF	EBC	2383	95,151.69	EBC RETIREE BENEFITS
	MSDLAF	MSRS	2384	32,635.83	MN STATE RETIREMENT SYSTEM
	MSDLAF	CHS	2385	39,687.83	CHS FLEX PAYMENTS JAN13
	MSDLAF	EBC	80000386	55,938.93	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000387	305,634.87	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000388	71,788.69	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000389	44,373.81	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000390	72,375.18	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000391	20,412.20	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000392	135,680.09	FEDERAL TAXES
	MSDLAF	PERA	80000393	51,473.41	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000394	71,881.58	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3079	83.75	ARP FEES RECEIPT ACCT NOV12
	MSDLAF	US BANK	4092	57.33	ARP FEES PAYROLL ACCT NOV12

<b>MTD TOTALS</b>	<b>6,314,400.97</b>			
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**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2012-2013**

January 2013

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
1/21/13	GIFT CARD		\$ 25.00	3 SQUARES RESTAURANT		NWTC	ALL
1/21/13	GIFT CARD		\$ 20.00	ANGENO'S		NWTC	ALL
1/21/13	75 CLOTH TOTE BAGS		\$ 111.75	BARNES & NOBLE		NWTC	ALL
1/21/13	FAMILY FUNTASTIC BOWLING PACKAGE		\$ 59.00	BRUNSWICK ZONE		NWTC	ALL
1/21/13	TWO \$25.00 GIFT CARDS		\$ 50.00	BUCA DI BEPPO		NWTC	ALL
1/21/13	5 GALLONS OF COFFEE & SUPPLIES		\$ 50.00	CARIBOU COFFEE		NWTC	ALL
1/21/13	TWO PIZZA PACKAGES		\$ 50.00	CHUCK E CHEESE		NWTC	ALL
1/21/13	GIFT CARD		\$ 25.00	CLADDAGH IRISH PUB		NWTC	ALL
1/21/13	GIFT CARD		\$ 15.00	CUB FOODS - MAPLE GROVE		NWTC	ALL
1/21/13	GIFT CARD		\$ 25.00	CUB FOODS - PLYMOUTH		NWTC	ALL
1/21/13	TEN \$5.00 COMET CASH		\$ 50.00	ERBERT & GERBERT'S SUBS		NWTC	ALL
12/17/12	CHECK		\$ 20.00	ESPINOSA, PETE & KARI		SEC	PHASE
1/21/13	GIFT CARD		\$ 25.00	FAMOUS DAVE'S BBQ		NWTC	ALL
1/21/13	FOUR MUG CLUB MEMBERSHIPS		\$ 40.00	GRANITE CITY		NWTC	ALL
1/21/13	GIFT BASKET		\$ 50.00	GREAT HARVEST		NWTC	ALL
1/21/13	TWO \$15.00 GIFT CARDS		\$ 30.00	HENRY'S CAFÉ		NWTC	ALL
1/18/13	CHECK		\$ 300.00	INDIANA UNIV EAST ASIAN STUDIES		SHADY OAK	ALC
1/18/13	LADDER & WOMABAT CHAIRS & GAIT TRAINER		\$ 5,000.00	KONEZNY, JERYN		DSC	ITINERANT
1/24/13	GIFT BAG ASSORTMENT		\$ 55.00	LEEANN CHIN		NWTC	ALL
1/21/13	TWO \$25.00 GIFT CARDS		\$ 50.00	LOOK OUT BAR & GRILL		NWTC	ALL
1/23/13	CHECK		\$ 5,000.00	LOWE'S CHARITABLE FOUNDATION		WEC	WEST ACADEMY
1/21/13	GIFT CARD		\$ 25.00	MAD JACK'S		NWTC	ALL
1/21/13	TWO \$20.00 GIFT CARDS		\$ 40.00	MALONES BAR & GRILL		NWTC	ALL
1/23/13	GIFT CARD		\$ 15.00	MT. FUJI STEAKHOUSE & SUSHI		NWTC	ALL
1/21/13	GIFT CARD		\$ 10.00	RAINBOW - BROOKLYN PARK		NWTC	ALL
1/21/13	GIFT CARD		\$ 25.00	SAWATDEE THAI RESTAURANT		NWTC	ALL
1/21/13	GIFT BAG & ACCESSORIES		\$ 45.00	SIMONSON'S SALON & SPA		NWTC	ALL
1/17/13	TWO CASES OF SUGAR COOKIE MIX		\$ 107.64	TRADER JOES'S STORE #713		NWTC	ALL
1/21/13	GIFT CARD		\$ 20.00	WILD BILL'S SPORTS SALOON		NWTC	ALL
			\$ 10,857.64				

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MINNESOTA  
BOARD OF EDUCATION**

Regular Meeting – February 28, 2013

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

**ITEM:** Approval of FY13 Budget Revision

**PRESENTED BY:** Mae L. Hawkins, Director of Finance

**1. Background Information**

A motion is necessary to approve the Budget Revision as presented. The budget has a Beginning Fund Balance of \$15,900,813 in Total Governmental Funds, with a revised Revenue Budget of \$81,595,778, and revised Expenditure Budget of \$83,152,045. This results in a revised 6/30/13 Adjusted Fund Balance of \$14,344,546 in Total Governmental Funds.

The Total Unassigned Fund Balance in the General Fund is projected at \$6,044,010 or 7.8%.

In addition to above revisions, budget amounts for the Flex Trust Fund of \$536,643 for both revenues and expenditures and budget amounts for the Dental Self Insurance Fund of \$457,010 for both revenues and expenditures are included as part of the revised budget process.

**2. Fiscal Impact/Funding Source: Fiscal impact and funding sources are held stable.**

**3. RECOMMENDED ACTION: The Board approve the FY13 Budget Revision as presented.**

Motion by: \_\_\_\_\_ Yes \_\_\_\_ Passed \_\_\_\_

Second by: \_\_\_\_\_ Yes \_\_\_\_ Failed \_\_\_\_

Abstentions: \_\_\_\_\_

**INTERMEDIATE DISTRICT 287 REVISED BUDGET 2012-2013**

	1 BEGINNING FUND BALANCE  7/1/2012	2 FY13 PROJECTED REVENUES			3 FY13 PROJECTED EXPENDITURES			4 FY13 PROJECTED FUND BALANCE			5 Sep & Sev/MA FY 13 Budgeted  Transfer	6 FY 13 PROJECTED Adjusted FUND  BALANCE	7 Percent Fund Bal to  Total Exp
		8 ORIGINAL	9 FEB. 2013 REVISED	10 NET CHG. REVENUES	11 ORIGINAL	12 FEB. 2013 REVISED	13 NET CHG. EXPEND.	14 FUND BALANCE	15 FEB. 2013 FUND BAL	16 FEB. 2013 FD BAL CHNG			
		BUDGET	BUDGET	ORIG vs. REV	BUDGET	BUDGET	ORIG vs REV	6/30/2013	6/30/2013	BEG vs REV			
<b>GENERAL FUND UNASSIGNED</b>													
DISTRICTWIDE ADMIN / OPS	\$ 226,567	\$ 16,269,559	\$ 16,406,180	\$ 136,621	\$ 16,085,200	\$ 16,228,118	\$ 142,918	\$ 410,926	\$ 404,629	\$ 178,062	\$ (132,000)	\$ 272,629	
ALC / ACADEMIC EDUCATION	\$ 56,547	\$ 8,845,298	\$ 8,923,122	\$ 77,824	\$ 8,685,298	\$ 8,769,746	\$ 84,448	\$ 216,547	\$ 209,923	\$ 153,376	\$ (151,845)	\$ 58,078	
CAREER AND TECH	\$ 111,543	\$ 1,822,332	\$ 1,400,625	\$ (421,707)	\$ 1,836,852	\$ 1,489,223	\$ (347,629)	\$ 97,023	\$ 22,945	\$ (88,598)	\$ (40,000)	\$ (17,055)	
SPECIAL EDUCATION	\$ 5,793,303	\$ 45,922,145	\$ 46,013,144	\$ 90,999	\$ 45,550,190	\$ 45,753,089	\$ 202,899	\$ 6,165,258	\$ 6,053,358	\$ 260,055	\$ (323,000)	\$ 5,730,358	
<b>TOTAL UNASSIGNED</b>	<b>\$ 6,187,960</b>	<b>\$ 72,859,334</b>	<b>\$ 72,743,071</b>	<b>\$ (116,263)</b>	<b>\$ 72,157,540</b>	<b>\$ 72,240,176</b>	<b>\$ 82,636</b>	<b>\$ 6,889,754</b>	<b>\$ 6,690,855</b>	<b>\$ 502,895</b>	<b>\$ (646,845)</b>	<b>\$ 6,044,010</b>	<b>7.8%</b>
<b>GENERAL FUND ASSIGNED</b>													
Property Account	\$ 771,861	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 771,861	\$ 771,861	\$ -	\$ -	\$ 771,861	
Separation / Severance	\$ 4,249,794	\$ -	\$ -	\$ -	\$ 1,332,000	\$ 1,323,845	\$ (8,155)	\$ 2,917,794	\$ 2,925,949	\$ (1,323,845)	\$ 1,323,845	\$ 4,249,794	
Student Clubs	\$ 32,217	\$ 27,200	\$ 27,200	\$ -	\$ 27,200	\$ 27,200	\$ -	\$ 32,217	\$ 32,217	\$ -	\$ -	\$ 32,217	
North Education Center	\$ 1,031,720	\$ -	\$ -	\$ -	\$ 1,090,105	\$ 1,031,720	\$ (58,385)	\$ (58,385)	\$ 0	\$ (1,031,720)	\$ -	\$ 0	
Health Partners Rebate	\$ 88,049	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 28,049	\$ (60,000)	\$ -	\$ 28,049	
Transportation Vehicle Dep.	\$ 45,855	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,855	\$ -	\$ -	\$ 45,855	
MDE Tuition Appeal/MA Reserve	\$ 973,897	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 973,897	\$ -	\$ (677,000)	\$ 296,897	
<b>TOTAL ASSIGNED</b>	<b>\$ 7,193,394</b>	<b>\$ 27,200</b>	<b>\$ 27,200</b>	<b>\$ -</b>	<b>\$ 2,449,305</b>	<b>\$ 2,442,765</b>	<b>\$ (66,540)</b>	<b>\$ 3,663,488</b>	<b>\$ 4,777,829</b>	<b>\$ (2,415,565)</b>	<b>\$ 646,845</b>	<b>\$ 5,424,674</b>	
<b>GENERAL FUND RESTRICTED</b>													
for HEALTH & SAFETY	\$ 1,236	\$ 144,700	\$ 144,700	\$ -	\$ 144,700	\$ 144,700	\$ -	\$ 1,236	\$ 1,236	\$ -	\$ -	\$ 1,236	
for SAFE SCHOOLS	\$ 270,556	\$ 1,068,218	\$ 1,076,304	\$ 8,086	\$ 1,083,618	\$ 1,129,370	\$ 45,752	\$ 255,156	\$ 217,490	\$ (53,066)	\$ -	\$ 217,490	
for COMPENSATORY	\$ 193,425	\$ 1,515,557	\$ 1,515,557	\$ -	\$ 1,515,557	\$ 1,579,874	\$ 64,317	\$ 193,425	\$ 129,108	\$ (64,317)	\$ -	\$ 129,108	
<b>TOTAL RESTRICTED</b>	<b>\$ 465,217</b>	<b>\$ 2,728,475</b>	<b>\$ 2,736,561</b>	<b>\$ 8,086</b>	<b>\$ 2,743,875</b>	<b>\$ 2,853,944</b>	<b>\$ 110,069</b>	<b>\$ 449,817</b>	<b>\$ 347,834</b>	<b>\$ (117,383)</b>	<b>\$ -</b>	<b>\$ 347,834</b>	
<b>TOTAL GENERAL FUND</b>	<b>\$ 13,846,571</b>	<b>\$ 75,615,009</b>	<b>\$ 75,506,832</b>	<b>\$ (108,177)</b>	<b>\$ 77,350,720</b>	<b>\$ 77,536,885</b>	<b>\$ 126,165</b>	<b>\$ 11,003,059</b>	<b>\$ 11,816,518</b>	<b>\$ (2,030,053)</b>	<b>\$ -</b>	<b>\$ 11,816,518</b>	
<b>NONMAJOR FUNDS RESTRICTED</b>													
Food Service	\$ -	\$ 504,261	\$ 614,905	\$ 110,644	\$ 504,261	\$ 614,905	\$ 110,644	\$ -	\$ -	\$ -	\$ -	\$ -	
Community Services	\$ 21,078	\$ 220,705	\$ 212,196	\$ (8,509)	\$ 220,705	\$ 233,274	\$ 12,569	\$ 21,078	\$ 0	\$ (21,078)	\$ -	\$ 0	
Building Fund	\$ 694,705	\$ -	\$ 98,607	\$ 98,607	\$ -	\$ 793,312	\$ 793,312	\$ 694,705	\$ 0	\$ (694,705)	\$ -	\$ 0	
Debt Services	\$ 1,338,459	\$ 5,163,238	\$ 5,163,238	\$ -	\$ 3,969,369	\$ 3,973,669	\$ 4,300	\$ 2,532,328	\$ 2,528,028	\$ 1,189,569	\$ -	\$ 2,528,028	
<b>TOTAL NONMAJOR FUNDS RESTRICTED</b>	<b>\$ 2,054,243</b>	<b>\$ 5,888,204</b>	<b>\$ 6,088,946</b>	<b>\$ 200,742</b>	<b>\$ 4,694,335</b>	<b>\$ 5,615,160</b>	<b>\$ 920,825</b>	<b>\$ 3,248,112</b>	<b>\$ 2,528,029</b>	<b>\$ 473,786</b>	<b>\$ -</b>	<b>\$ 2,528,029</b>	
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 15,900,813</b>	<b>\$ 81,503,213</b>	<b>\$ 81,595,778</b>	<b>\$ 92,565</b>	<b>\$ 82,045,055</b>	<b>\$ 83,152,045</b>	<b>\$ 1,046,990</b>	<b>\$ 14,251,170</b>	<b>\$ 14,344,546</b>	<b>\$ (1,556,267)</b>	<b>\$ -</b>	<b>\$ 14,344,546</b>	

3 - 2

6 - 5

1 + 2 - 5

1 + 3 - 6

9 - 1

9 + 11 (Revised)

12 ÷ 6 (Rvsd)

**INTERMEDIATE DISTRICT 287    REVISED BUDGET    2012-2013**

<u>ORIGINAL BUDGET</u>	<u>DATE</u>	<u>NOTES</u>
RECOMMENDED BOARD APPROVAL	<u>6/28/2012</u>	<p>&gt;Based upon changes in the MDE Special Education Tuition billing system, the core fee has been reduced to \$11.50 per AMCPU.</p> <p>&gt;Projected beginning fund balances reflect numbers presented with the FY12 revised budget with the exception of Special Education and MDE tuition appeal. Fund Balances in these areas were adjusted to reflect FY12 activity and tuition appeal information.</p> <p>&gt;ALC/Academic- Projecting a balanced budget accomplished through reductions and realigning of expenditures. Enrollment will be monitored through out the year to determine if planning numbers are met.</p> <p>&gt;Special Education- The reduction in fund balance is due to an anticipated pay back of FY10-11 MA revenue projected at \$601,000</p> <p>&gt;MDE tuition appeal fund balance anticipated to be zero at the end of FY12. Fund balance was paid back to participating districts in the form of credit memos, refund checks and accrued liability for future payment once cash flow allows.</p> <p>&gt;Food Service, Fund 2- FY13 is the first budget cycle where the district will no longer receive the education jobs federal funding. We have budgeted a transfer of \$264,150 from the general fund to offset the estimated deficit in Food Service. Fund balances above reflect this transfer</p> <p>&gt;Community Services( Conference Center), Fund 4- FY13 is the first budget cycle where the district will no longer receive the education jobs federal funding. We have budgeted a transfer of \$110,689 From the general fund to offset the estimated deficit in Community Services. Fund balances above reflect this transfer</p>
APPROVED BY SCHOOL BOARD	<u>6/28/2012</u>	
<u>REVISED BUDGET</u>		
RECOMMEND BOARD APPROVAL	<u>2/28/2013</u>	<p>&gt;Beginning fund balances have been updated to reflect FY12 final numbers</p> <p>&gt;ALC area and the Career &amp; Tech fund is projecting reduced revenues from the original budget, due to a decrease in enrollment numbers from original plan.</p> <p>&gt;A portion of MDE Tuition Appeal assigned fund balance was retained at the end of FY12 in anticipation of MA Settle-up rate changes for Fy10-11. A portion of this fund balance will be used to offset the reduction of MA revenue, as noted in transfer column.</p> <p>&gt;Special Education revenue does not include any prior year revenue, if received, over what was initially estimated in prior year accruals.</p> <p>&gt;The anticipated Food Service transfer from fund one has increased in the revised budget to \$339,687 due to increased costs. Community Services estimated transfer has decreased, due to the fund balance available at the end of FY12, to \$93,196.</p>
APPROVED BY SCHOOL BOARD		

**INTERMEDIATE DISTRICT 287**  
**PLYMOUTH, MINNESOTA**  
**BOARD OF EDUCATION**

Regular Meeting – February 28, 2013

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

**ITEM:** Approval of FY14 Budget Assumptions

**PRESENTED BY:** Mae L. Hawkins, Director of Finance

**1. Background Information**

Revenue and Expenditure assumptions to be used in the development of the FY14 Budget are presented in the attached document.

**2. Fiscal Impact/Funding Source: Provides base for FY14 Budget.**

**3. RECOMMENDED ACTION: The Board approve the FY14 Budget Assumptions as presented.**

Motion by: \_\_\_\_\_ Yes \_\_\_\_ Passed \_\_\_\_

Second by: \_\_\_\_\_ Yes \_\_\_\_ Failed \_\_\_\_

Abstentions: \_\_\_\_\_

## INTERMEDIATE DISTRICT 287 BASE BUDGET ASSUMPTIONS FY14

### Revenue Assumptions

1. State of MN funding for school districts continues to be uncertain for the next two years. The FY14 budget will be developed assuming no change in state funding levels. The Governor's budget for FY14 includes a 1% increase in the general education formula. Legislative activity as it applies to both District 287 and District 287 member District funding sources will be closely monitored.
2. The FY14 budget will be built based on ADM projections for each program.

#### Special Education:

- ADM's in program areas for FY14 will hold at the same levels as FY13
- There continues to be reduction of itinerant services with related revenue decreases in the areas of Augmentative Communication Specialist and Autism Specialist. These two areas are due to member districts ability to build capacity in their district.
- We anticipate that all Care & Treatment programs will continue to hold at the same levels as FY13.

#### Teaching & Learning:

- Base ADM's in the ALC's are projected at the same level as was produced by current FY13 student count with up to 50 additional ADM added for the new Gateway ALC program at Hennepin Technical College.

- ADM's in all other Teaching and Learning categories, Career and Technical Education, Honor's Mentor Connection, World Languages, Northern Star On-Line, etc. remain similar to current year. Districts have until March 1 to submit revised planning numbers based on high school registration, and budgets in these areas will reflect the projected need.

- Special Education student support will be provided as appropriate in the ALC and Career and Technical areas with offsetting revenue flowing through the Special Education Uniform Tuition Billing system where possible.

3. District 287 will continue to work with MDE to ensure appropriate funding through the Special Education Uniform Tuition Billing System, including an appeal if necessary.
4. Other revenue will be generated from MDE through the Application for Educational Benefits (Compensatory and Lunch Aids); On-line Learning Aid; grants; from MDHHS for medical assistance claims; and through direct billings for other programs and services.
5. District 287 will continue to bill Member Districts an administrative core fee. That fee was reduced from \$25 to \$11.50 per AMCPU in FY12 and remains at \$11.50.
6. Non-member districts will be charged an access fee for all 287 programs and services they utilize. The non-member access fee was also decreased based upon the proportional share of organizational costs now covered by the MDE Special Education Uniform Tuition Billing System.

7. District 287 will utilize all ALC revenue that is available per statute.
8. Appropriate categories of levy dollars, including Safe Schools, Health & Safety and Lease Levy, will be available from member districts.
9. Revenue needed to fund future separation & severance obligations will be part of the rate structure for each program.

### **Expenditure Assumptions**

1. Expenditure budgets for FY14 will align with revenue projections based upon anticipated ADM's. In ALC and Career and Technical programs, FY13 ADM's fell short of projections. The District will identify budget reductions and utilize fund balance if necessary, to align with revenue projections based upon conservative ADM numbers. Enrollments will be closely monitored. The District will not staff to full projections at the beginning of the year.
2. Budget reductions will also be necessary in areas that are impacted by program withdrawals, i.e. Itinerant Services and ALC overhead.
3. Expenditure adjustments will be made based upon the end of grant funding.
4. Reductions will not impact the District's ability to comply with Federal and State legal mandates.
5. ALC contract revenue from Hennepin County and Minneapolis School District will be used in the ALC Plus for additional student support.
6. Levy dollars available for Safe Schools, Health & Safety and Leases will be utilized to ensure student and staff safety and to minimize impact on member districts' other general fund resources.
7. Expenditures will be aligned and prioritized so as to promote the implementation of the strategic plan and reflect changes in student population.
8. Staff salaries will be budgeted at estimated FY14 amounts based on Board approved parameters for contract negotiations. Cost containment will be sought through negotiations parameters.
9. Costs associated with benefits will be budgeted at estimated FY14 amounts based on provider estimates and Board approved assumptions regarding contract agreements.
10. The FY14 budget will include sufficient funds to cover anticipated separation and severance payments for all current retirees as well as an amount that will build funding for future obligations as per the District's actuarial information.
11. The FY14 budget will be developed in keeping with the Board policy that states that we will "endeavor to maintain an unassigned fund balance of at least 6% to 8% of the District's General Fund operating budget, excluding operating capital programs".

**INTERMEDIATE DISTRICT 287**  
**PLYMOUTH, MINNESOTA**  
**BOARD OF EDUCATION**

Regular Meeting – February 28, 2013

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

**ITEM:** Staff Reduction ULA Resolution Changes for Following Year

**PRESENTED BY:** Anne Becker, General Counsel/Human Resources Director

**1. Background Information**

The Human Resources Director requests approval of a Resolution directing the Administration to make recommendations for reductions in programs and positions.

**2. Fiscal Impact/Funding Source:**

**3. RECOMMENDED ACTION: That the Board waive the reading of the resolution and approve it as written.**

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ Yes \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions: \_\_\_\_\_

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

**RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR  
REDUCTIONS IN PROGRAMS AND POSITIONS**

**WHEREAS**, the financial condition of the District dictates that the School Board must reduce expenditures, and;

**WHEREAS**, this reduction in expenditures may include discontinuance of positions and discontinuance or curtailment of programs, and;

**WHEREAS**, a determination must be made as to which teachers' contracts and other employees' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions;

**THEREFORE, BE IT RESOLVED** by the School Board of Intermediate School District 287 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the District and reduce expenditures, and make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing Resolution was duly seconded by Member \_\_\_\_\_ and upon a vote taken thereon, the following voted in favor of the motion:

And the following voted against the motion:

Whereupon the Resolution was declared duly passed and adopted.

\_\_\_\_\_  
Clerk's Signature

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

GET ON THE BUS

&

LOCAL 2209 BREAKFAST SCHEDULE

2012-2013

## VIRTUAL GET ON THE BUS 8:30 AM

Tuesday, March 5th  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

Ann Bremer

Bob Quam

Carol Bomben

Michèle Kunz

Laura Ronbeck

Greg Thielsen

## LOCAL 2209 BREAKFAST 7:00 AM

Tuesday, March 12th  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

Ann Bremer

Regina Neville

Carol Bomben

Michèle Kunz

February 2013  
vol 10 ♦ no 5

## New technology offers low-enrollment, high-rigor courses for Anoka-Hennepin students

### AMSD Calendar

**February 22, 2013**  
**Executive/Legislative Committee Meeting,**  
7:30 a.m., TIES Building,  
St. Paul

**March 1, 2013**  
**Board of Directors Meeting,** 7:00 a.m., TIES Building, St. Paul

**March 22, 2013**  
**Executive/Legislative Committee Meeting,**  
7:30 a.m., TIES Building,  
St. Paul

**April 5, 2013**  
**Board of Directors Meeting,** 7:00 a.m., TIES Building, St. Paul

**April 9, 2013**  
**AMSD Day at the Capitol**  
Details soon!

When students interested in taking Advanced Placement (AP) German V found out their class would be available because of a new technology in the Anoka-Hennepin School District, their first thought might have been “serh gut!” (very good).

Through a partnership with Cisco Systems, the world-wide leader in networking that transforms how people connect, communicate and

collaborate, the Anoka-Hennepin School District has invested in “TelePresence Immersion” technology to link high school classrooms throughout the district. The largest school district in the state, Anoka-Hennepin has five traditional high schools located in Andover, Anoka, Blaine, Champlin Park, and Coon Rapids.

Tom Skoglund, an instructional technology facilitator, said TelePresence is audio/visual conference brought to a new level. Each mainstream high school and the Educational Service Center in Anoka have one TelePresence room. The set up features three large screens as well as screens for the teacher to share information. The six rooms have the same paint, furniture, lighting, and fixtures, giving the students and staff miles apart the illusion they are in the same classroom. The video displayed on the large screens is determined by who is speaking. A thumbnail row of video feeds at the bottom of the panels allows teachers to see students at different locations.



### AMSD's Mission

To advocate for state education policy that enables metropolitan school districts to improve student learning.



Association of  
Metropolitan School Districts

### From the Chair

With the release of Governor Dayton's budget recommendations, the legislative process for developing a state budget for the 2014-2015 biennium is in full swing. There are many positive provisions in the Governor's recommendations, including several AMSD platform priorities.

That said, most AMSD member districts will continue to face significant budget challenges in FY 2014. Under the Governor's E-12 budget recommendation, school funding would continue to lag behind inflation for the 2013-2014 school year. The picture brightens in the second year under the level of funding proposed by the Governor.

The Governor's budget is the first step in the process and now it is important that AMSD members communicate with their local legislators. It is critical that we both highlight the positive aspects of the Governor's recommendations, as well as pointing out the areas that would be troublesome. Our work has just begun.

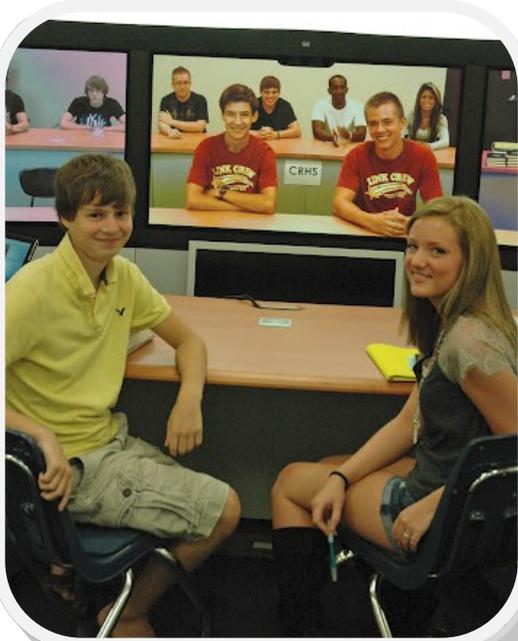
*George Kimball, school board member from White Bear Lake Public Schools, is chair of AMSD.*

*Continued on page 2*

## Anoka-Hennepin offering courses through TelePresence System

*Continued from page 1*

“This is a very life-like experience,” Skoglund said. “Through TelePresence we are offering students opportunities they might otherwise not have.”



Overall, the courses offered through TelePresence are those with low enrollment and high rigor. Without the TelePresence system, some schools would not be able to offer the courses and they would have been dropped. In addition to AP German V, courses being offered the first trimester are Honors Building Investment, Honors Advanced Speech, and AP Spanish. The system also allows Politics/Law 12 and Probability and Statistics to be “hybrid” classes, meaning students attend the TelePresence class two days a week and work independently online the other three days.

Although TelePresence is mostly used by business and higher education, Anoka-Hennepin is not the first K-12 system to adopt this technology. The first was installed by the Itasca Area Schools Collaborative in communities around Grand Rapids in northern Minnesota. In part because they are launching into a new arena, Cisco has committed about \$350,000 of the total cost of installing TelePresence in Anoka-Hennepin Schools. Identified as a strategic investment by administration, the district paid the remaining \$1.35 million through a budget fund balance reserve.

With TelePresence technology found in business and higher education, Anoka-Hennepin teachers easily have the ability to host guest speakers. Opportunities also exist for students to take virtual field trips.

In addition to students benefiting from this technology, the goal is to utilize the TelePresence rooms for staff development training and meetings (saving the district travel costs) as well as making them available for rent to the community. With this in mind, rooms were built in schools in areas that provide easy access to the public for after school hours.

Skoglund said the new system is very exciting.

“This opens all kinds of opportunities for the Anoka-Hennepin School District in the future, things we don’t even know about yet,” said Skoglund. “There are going to be a lot of opportunities to give kids a better educational experience.”

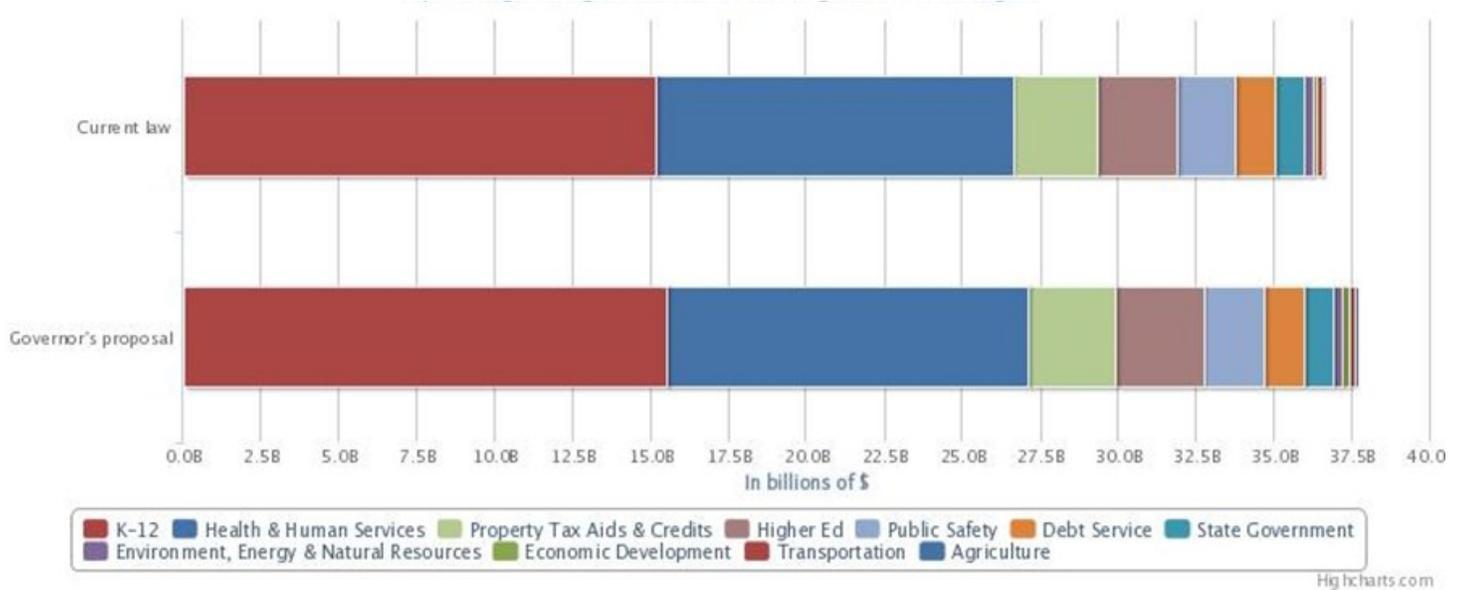


*This month’s member spotlight was submitted by Ellen Perault, Communication Specialist, Anoka-Hennepin School District.*

## Governor Proposes Increase in Education Funding: School Districts Will Continue to Face Budget Challenges

Governor Mark Dayton unveiled his FY 2014-15 budget proposal on January 22. The proposed budget would increase state revenues by over \$2 billion in order to address the projected \$1.1 billion state budget deficit, as well as make about \$1 billion in new investments. The chart below outlines the spending increases proposed by the Governor.

**Figure 1: Spending Changes in the 2014-2015 Governor’s Budget**



Source: MinnPost

The Governor’s E-12 budget proposal includes \$344.2 million in new spending. The proposal brings to life many of the initiatives the Governor highlighted in his *7 Point Plan for Education* when he took office in 2011. In addition, the Governor included a number of the recommendations from the Education Finance Working Group.

◆ **\$125 million for special education and \$1.8 million for paperwork reduction**

*Reduces average cross subsidy by \$180 per student, from \$645 to \$465. This recommendation includes a 13% increase and replaces the current special education regular and excess cost formula with a new formula beginning in FY 2015. The Department of Education will develop model Individuals with Disabilities Education Act (IDEA) paperwork that would be available free of charge to schools. This model would be provided through an online system created and maintained by the MDE. It is estimated that streamlining and simplifying paper work requirements will provide cost-savings for local districts of approximately \$1.5 million.*

◆ **\$40 million for all-day kindergarten**

*Optional All-day Kindergarten (\$40.2 million in FY 2015). The Governor recommends an increase of 0.15 (0.55 to 0.70) in the pupil weighting for all-day kindergartners beginning FY 2015. Increases basic revenue by \$855 and other revenue by an average of \$53 for students in all-day Kindergarten, for a total of \$908 per student.*

*Continued on page 4*

# Sunset of integration levy would reduce integration funding by 30%

*Continued from page 3*

### ◆ **\$44 million in early childhood education scholarships**

*Up to 11,000 new scholarships, linked to high quality providers. \$22 million in FY 2014 and \$22 million in FY 2015.*

### ◆ **Continuation of Integration Funding**

*Accepts the Education Finance Working Group recommendation on integration that would provide funding based on the number of students of color with a hold harmless to guarantee districts at least 90% of their FY 2013 revenue in FY 2014. Integration aid reduced by \$2.96 million in FY 2014 and by \$2.8 million in FY 2015. The integration levy, which provides 30% of integration revenue for school districts, sunsets in FY 2015.*

Other significant proposals included in the budget proposal:

- ◆ \$52 per pupil formula increase (1%) in FY 2014
- ◆ \$10 million for teacher evaluation for school districts not participating in Q Comp
- ◆ \$8.9 million for English Language Learning
- ◆ \$4.5 million for Regional Centers of Excellence
- ◆ \$1 million for school bullying prevention
- ◆ The budget proposes to repay the education shifts in the next biennium—\$481 million in FY 2016 and \$771 million in FY 2017

While the Governor's budget provides new funding and includes some key AMSD priorities, many school districts would continue to face significant budget challenges --especially in the first year of the biennium. Superintendent Dennis Carlson, Anoka-Hennepin School District, testified in the Senate Education Finance Committee about the challenges the Anoka-Hennepin School District would face in FY 2014 under the Governor's proposal:

*“What the state spends in education and what individual school districts get are two different things. For FY 2014, we get \$2 million; we need \$14 million in new money each year just for inflation. We spend \$1 million for the TRA increase and spend \$500,000 on anti-bullying efforts. It's not so great in the first year—a \$12 million dollar deficit. I have two choices: I can cut 200 teachers or we can have a hard freeze for our 13 bargaining units. How can we work this out and make this year a good year for all the students in Minnesota?”*

In the coming weeks the House and Senate will dissect the Governor's budget proposal and then begin the process of assembling their respective budgets. AMSD members will be working with the Governor and legislators in hopes of developing an education budget that will meet the needs of Minnesota's students. A full summary and materials about the Governor's budget are available here: <http://www.amsd.org/14-15govbudget>

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**AMSD Members:** Anoka-Hennepin School District, Bloomington Public Schools, Brooklyn Center Community Schools, Burnsville-Eagan-Savage, Columbia Heights Public Schools, East Metro Integration District, Eastern Carver County Schools, Eden Prairie Schools, Edina Public Schools, Elk River Area School District, Farmington Area Public Schools, Fridley Public Schools, Hopkins Public Schools, Intermediate School District 287, Intermediate School District 917 (Associate Member), Inver Grove Heights Community Schools, Lakeville Area Public Schools, Mahtomedi Public Schools, Minneapolis Public Schools, Minnetonka Public Schools, Mounds View Public Schools, North St. Paul/Maplewood/Oakdale School District, Northeast Metro Intermediate School District 916 (Associate Member), Northwest Suburban Integration District (Associate Member), Orono Schools, Osseo Area Schools, Richfield Public Schools, Robbinsdale Area Schools, Rosemount-Apple Valley-Eagan Public Schools, Roseville Area Schools, Shakopee Public Schools, South St. Paul Public Schools, South Washington County Schools, Spring Lake Park Schools, St. Anthony/New Brighton Independent School District, St. Cloud Area Schools, St. Louis Park Public Schools, St. Paul Public Schools, Stillwater Area Public Schools, TIES (Associate Member), Wayzata Public Schools, West Metro Education Program, West St. Paul-Mendota Heights-Eagan Area Schools and White Bear Lake Area Schools.

# School Board Planning Calendar January 2013 – December 2013

1 <sup>st</sup> Meeting of the Month	2 <sup>nd</sup> Meeting of the Month
<b>START TIME 6:30 PM</b>	
<b>JANUARY 10, 2013</b> <i>No Meeting</i>	
<b>JANUARY 24, 2013</b> <i>Organizational Meeting</i>	
Election of Board Officers Oath of Office Financial Report December FY12 Audit What Board Members Should Know About Special Education Monitoring	Legislative Platform Restrictive Procedure Plan & Minnesota Department of Education Report from Stakeholders Uber Goal #2
<b>FEBRUARY 14, 2013</b> Communication with Local Boards Hennepin County Graduation Update Mentor Connection Superintendent Mid-Year Evaluation Procedure Work Session on Process Education Model (PEM)	<b>FEBRUARY 28, 2013</b> Financial Report February FY14 Budget Assumption & 2209 Parameters FY12 Budget Revision & FY13 Budget Assumptions Program Withdrawal Report Staff Reduction ULA Resolution Changes for following Year Strategic Plan – Year 4 Uber Goal #1
<b>MARCH 14, 2013</b> Work Session: ➤ Process Communication Model (PCM) Training for Board Members	<b>MARCH 28, 2013</b> Financial Report February FY14 Budget Reduction Realignment Proposal Program Reduction Resolution Proposed District 287 School Calendar 2013-2014 Reduction ULA for tenured staff ( <i>provide names</i> ) Summary Status Report on Board Policy & Procedure
<b>APRIL 25, 2013</b> <i>(Only one Board meeting this month!)</i>	
Financial Report March	Superintendent & Board Evaluation Update
<b>MAY 9, 2013</b> Administrative Service PLC Career Tech Presentation on Innovation & Technology Strategic Plan Report	<b>MAY 23, 2013</b> Financial Report April Non-Renewals/Layoffs Staff Reduction ULA Resolution Spotlight DVD Presentation Probationary Licensed, and Non-Licensed
<b>JUNE 13, 2013</b> PLC Data Report & Video Superintendents Evaluation Update Administrative/Unaffiliated Parameters - (Closed Session)	<b>JUNE 27, 2013</b> 2013-2014 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff Facilities Management Update - Energy Audit Superintendent & School Board Evaluation to plan for Board Retreat outcomes

**INFORMATIONAL ITEMS TO REMEMBER:**

\*\* Board role in setting/supporting goals  
Board TLC

Community use of Facilities Bucket

# School Board Planning Calendar January 2013 – December 2013

<b>1<sup>st</sup> Meeting of the Month</b>	<b>2<sup>nd</sup> Meeting of the Month</b>
<b>AUGUST 22, 2013</b> <i>(Only one Board meeting this month!)</i> <b>(Meeting held at NEC Site)</b>	
Approval of Cash Flow Borrowing Resolution District Operations Financial Report July	Legislative Session Review & Implications Report on Crisis Planning (Michelle Axell – 10 minutes) What Board Members Should Know About Our 2013-2014 Start-Up” (Colleen, Dolly, Char, and Jane)
<b>SEPTEMBER 12, 2013</b> Superintendent Goals	<b>SEPTEMBER 26, 2013</b> Financial Report August PLC’s Results/Goals Report on Crisis Planning
<b>OCTOBER 10, 2013</b>	
	<b>OCTOBER 24, 2013</b> Financial Report September Strategic Plan Update
<b>NOVEMBER 14, 2013</b> <i>(Only one Board meeting this month!)</i>	
Facilities Management Update Financial Report October	Food Service Resolution OPEB Reporting & Funding
<b>DECEMBER 12, 2013</b> <i>(Only one Board meeting this month!)</i>	
Financial Report November	Prior Year Audit Review

**INFORMATIONAL ITEMS TO REMEMBER:**

**\*\* Board role in setting/supporting goals  
Board TLC**

**Community use of Facilities Bucket**

**INTERMEDIATE DISTRICT 287**  
**February 28, 2013**  
**SCHOOL BOARD CALENDAR**

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February 2013

28	Thursday	General Board Meeting	6:30PM	Board Rm
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March 2013

12	Tuesday	Local 2209/Board Breakfast	7:00AM	DSC
14	Thursday	General Board Meeting	6:30PM	Board Rm
19	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm

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April 2013

11	Thursday	General Board Meeting	6:30PM	Board Rm
11	Thursday	Epsilon Family Night	TBD	Epsilon
16	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
18	Thursday	North Educ. Center 6 <sup>th</sup> Annual Parent & Caregiver Appreciation Night	6:30PM	Board Rm
20	Saturday	State DI Tournament (Award Ceremony @ 5:00 PM)	8:00AM	Champlin Park SH
29	Monday	Honors Mentor Connection Scholars Forum	6:00PM	DSC – 3 <sup>rd</sup> Floor

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May 2013

09	Thursday	General Board Meeting	6:30PM	Board Rm
21	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
23	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	High School Spring Award Ceremony Hennepin Technical College – Eden Prairie Campus	10:10AM & 12:20 PM	EP Campus
31	Friday	Shady Oak's Graduation (Includes Prairie Center Academy (PCA) and city West Academy)	10:00AM	EP Comm. Ctr.

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June 2013

06	Thursday	Epsilon Graduation	TBD	Epsilon
13	Thursday	General Board Meeting	6:30PM	Board Rm
18	Tuesday	Board Facilities Committee Meeting	8:30AM	Board Rm
27	Thursday	General Board Meeting	6:30PM	Board Rm

◆ General Board Meeting – Date Change

◆ New Event