

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 March 28, 2013
 - 4.2. Routine Human Resource Activities for April 11, 2013
 - 4.3. Minnesota State Arts Board – Arts Learning Grant, Metro ECSU - Assistive Technology Training Grant, Minnesota Organization on Fetal Alcohol Syndrome – 2013 Public Awareness Grant, Lowe’s Charitable & Education Foundation Grant, and Minnesota Child Care Resource & Referral Network - Think Small Center and School Age Grant
 - 4.4. Hennepin County Positive Behavioral Intervention and Support Agreement (PBIS)
 - 4.5. Minnesota State Arts Board - Arts in Education Comprehensive Arts Planning Program (CAPP)
5. **SHARE THE SUCCESS & RECOGNITION** (*Information*)
 - 5.1. Be The Change Week
6. **SUPERINTENDENT'S REPORT - (30 minutes)**
 - 6.1. Superintendent Uber Goal Update (*Information*)
 - 6.2. 2013-2014 Organizational Chart (*Action*)
7. **INSTRUCTIONAL REPORT - (30 minutes)** (*Information*)
 - 7.1. West Education Center Alternative (W-ALT)
 - 7.2. Programs at Capacity
8. **ADMINISTRATIVE SERVICES REPORT - (15 minutes)**
 - 8.1. Financial Report - None
 - 8.2. Facilities Report
 - 8.2.1. District Service Center (DSC) Redesign and Furniture Project (*Action*)
 - 8.3. Human Resource Report - None
9. **BOARD BUSINESS** (*Information*)
 - 9.1. Policy Review & Revision - None
 - 9.2. Board Reports
 - 9.2.1. Chair Report
 - 9.2.1.1. Superintendent & Board Evaluation Update
 - 9.2.1.2. Superintendent Evaluation Letter
 - 9.2.2. AMSD Report (Ann Bremer)
 - 9.2.2.1. AMSD Connections April 2013 Newsletter
 - 9.2.3. District News
 - 9.2.3.1. School Board Planning Calendar

9.2.3.2. Calendar of Events

9.2.3.3. Hennepin County Home School Graduation Ceremony - Save the
Date

9.3. Once Around the Table

10. **ADJOURNMENT**

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
March 28, 2013
MINUTES

1. CALL TO ORDER

Chair Ann Bremer called the regular meeting to order at 6:32 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

272	Eden Prairie	Carol Bomben
270	Hopkins	Laura Ronbeck
276	Minnetonka	Bob Quam
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
277	Westonka	Ann Bremer

Absent: 286/Thielsen, 273/Neville, and 284/Peterson

Guests:

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Anne Becker, Mae Hawkins, Jane Holmberg, Chad Maxa, Char Myklebust, Tom Shultz, and Wauneen Mgeni

287 Staff Members: Shawn Garvey

2. APPROVAL OF GENERAL MEETING AGENDA

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

3. OPEN FORUM FOR COMMUNITY COMMENTS - None

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from March 14, 2013 and approval of the Routine Human Resource Activities for March 28, 2013. *Motion by Ann Bremer, seconded by Michèle Kunz, to approve the Consent Agenda as presented. Motion carried.*

5. SHARE THE SUCCESS & RECOGNITIONS - None

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski presented to the Board a memo summarizing district efficiencies for the 2012-2013 school year. Notable efficiencies include reductions in staffing and transportation. The Board commended the district for the innovative ways that efficiencies are being realized and asked that the list be shared with local Boards and posted on the website as well.

Superintendent Lewandowski presented and recommended approval of the proposed FY 14 Budget Proposal. *Motion by Ann Bremer, seconded by Nancy Rowley, to approve the FY 14 Budget Proposal as presented. All in favor. Motion carried unanimously.*

Sandy recommended approval of the 2013-2014 District calendar. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the 2013-2014 District calendar as presented. All in favor. Motion carried unanimously.*

Sandy provided updates on several items related to the Hennepin County Graduation initiative. She referenced: 1) West Education Center Alternative program (W-ALT) which will open in the fall. This program, using the power of technology to personalize learning, is designed as an innovative solution to increasing the graduation rate, 2) Hennepin County's plans to host the April Hennepin County Superintendent and Commissioner meeting as well as the data portability workgroup which Commissioner Opat leads, and 3) two legislative leaders have taken particular interest in how the Hennepin County project looks at cross-systems barriers, making it unique among dropout prevention efforts. Representative Carlos Mariani, Chair of the Education Finance & Policy Committee is requesting an informational hearing.

Senator Patricia Torres Rey, the Chair of the counterpart committee in the Senate, has also indicated a possible hearing.

Sandy announced to the Board with great regret, that she accepted the resignation of Dr. Char Myklebust, Executive Director of Mental Health/Partnerships. Char has accepted a position with the Hawn Foundation in Miami at the close of the school year. Several Board members expressed their appreciation for Char's important work over the years.

7. INSTRUCTIONAL REPORT - None

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report

Mrs. Mae Hawkins, Director of Finance Services, presented the monthly financial report for February 2013. *Motion by Ann Bremer, seconded by Sherry Tyrrell, to approve the monthly financial reports as presented. All in favor. Motion carried unanimously.*

Facilities Report

Mr. Tom Shultz, Director of Facilities presented to the Board an overview on the remodeling plans for West Education Center Alternative (W-ALT).

Tom presented to the Board an overview on the remodeling plans for the District Service Center (DSC). DSC plans would modernize and improve security. There is special funding set aside for this remodel, and the Board will be asked to formally approve proposed changes at the April meeting.

Human Resources Report - CLOSED SESSION

At the recommendation of Board Chair Bremer, *a motion was made by Carol Bomben, seconded by Nancy Rowley, the school Board may hold a closed meeting for preliminary considerations of allegations against one or more of its employees, and, a discussion with its attorneys, pursuant to Minnesota statues section §13D.05, Subd.2 and 3. In addition, the school Board may hold a closed meeting to consider strategy for labor negotiations, pursuant to Minnesota statues section §13D.03. All in favor. Motion carried unanimously.* The meeting was closed to the public at 7:08 PM. *A motion was made by Ann Bremer, seconded by Dean Henke, to reopen the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 8:16 PM.

9. BOARD BUSINESS

Policy Review & Revision - None

Chair Report

Board Chair Bremer informed the Board on the rescheduled April 2 "Virtual Get on the Bus" event, and the upcoming Honors Mentor Connection Scholars' Forum.

AMSD Report - None

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:23 PM.

The next general meeting will be held on April 11, 2013, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____ Clerk _____

Date _____ Date _____

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287
SCHOOL BOARD – April 11, 2013**

LICENSED STAFF

1. New Hires:

A. Regular

•

B. Reinstatement of Licensure Waivers

•

C. Temporary

- SONJA CLEARY, EBD Instructor at North Education Center (current Education Assistant), effective March 20, 2013 through June 7, 2013.
- CARA PERSZYK, DCD Instructor at North Education Center (current Education Assistant), effective February 28, 2013 through June 7, 2013.

2. Extended Leaves of Absence:

A. Unpaid

•

3. Separations:

A. Dismissal

•

B. Resignation

- LORI E. DOZIER, Speech Language Pathologist at the District Service Center, effective June 7, 2013.

C. Retirement (Regular/Disability)

•

4. Other:

- A.** RECOMMEND the Board's approval to credit, Heather Cisneros, EBD Instructor at North Education Center, with two (2) 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.

Carrie Agre

Barbara Hagel

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- VERGINA VIRGOUS, Education Assistant at South Education Center, **refill for T. Frank**, effective March 18, 2013 Step 3 Lane 5 + BA - .875 FTE.
- PATRICK EROMOBOR, Education Assistant at South Education Center, **refill for B. McCutchan**, effective April 1, 2013 Step 8 Lane 5 +BA – .875 FTE.
- ELIZABETH ZACCARDI, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective April 1, 2013 Step 9 Lane 5 + BA – .875 FTE.

B. Temporary

- KARINA ROMERA, AVID Tutor at South Education Center, effective April 3, 2013 through June 5, 2013.

C. Substitutes

- Sandra Agbekokoami Tessa Ewert

2. Extended Leaves of Absence:

A. Unpaid

- Ruthann Ruffin, Education Assistant at North Education Center, effective April 1, 2013 through May 3, 2013.

3. Separations:

A. Dismissal

-

B. Resignation

- NANCY SHERMAN, Clerical at North Education Center, effective May 10, 2013.

C. Retirement (Regular/Disability)

-

4. Other:

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

Julie Murray

- B.** RECOMMEND the Board's approval to credit, RuthAnn Ruffin, Education Assistant at North Education Center, with nine (9) 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.

Carrie Agre
Mark Hoffer
Robin Thomas

Jodi Eggenberger
Jay Melchior
Ruth Wilson

Barb Hagel
Jody Southerling
Terry Haggar

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: April 11, 2013

TO: Sandra Lewandowski, Superintendent

FROM: Mae L. Hawkins, Director of Finance

RE: Recommendation for Board Acceptance of the Minnesota State Arts Board - Arts Learning Grant, Metro ECSU - Assistive Technology Training Grant, Minnesota Organization on Fetal Alcohol Syndrome – 2013 Public Awareness Grant, Lowe’s Charitable & Education Foundation Grant, and Minnesota Child Care Resource & Referral Network- Think Small Center and School Age Grant.

1. Intermediate District 287 has been awarded \$22,939.00 from the Minnesota State Arts Board for the Arts Learning Grant for the Emotional Expression and connection through Clowning project. Performance Artist Perrin Boyd will provide a series of performance art residencies with North Education Center students who have significant emotional-behavioral disabilities. This grant will run from March 4, 2013 – February 28, 2014.
2. Intermediate District 287 has been awarded \$1,600.00 for FY13 from Metro ECSU for the Assistive Technology Training Grant. District 287 provides innovative specialized services to ensure that we meet the unique needs of our student. Through attending the variety of sessions at Charting the C’s April 21st – April 23rd, 2013, teachers of Physical/Health Disabilities and Traumatic Brain Injury will gather information to be used to improve the quality of instruction and consultation services to our districts.
3. Intermediate District 287 has been awarded \$1,153.00 for FY13 from The Minnesota Organization on Fetal Alcohol Syndrome (MOFAS) for Public Awareness to the North Education Center. The North Education Center will host the “NEC Wellness Day” for staff, students and parents. The emphasis of the day will be about education women on the dangers of drinking during pregnancy.
4. Intermediate District 287 has been awarded \$5,000.00 for FY13-14 from the Lowe’s Charitable & Education Foundation for the Lowe’s Toolbox for Education Grant. The West Education Center will use these funds to create and maintain an organic-vegetable garden that will provide produce for the culinary art classes and the school lunch program.
5. Intermediate District 287 has been awarded a not-to-exceed amount of \$8,269.00 for FY13 from Minnesota Child Care Resource and Referral Network for the Think Small Center & School Age Grant. The South Education Early Learning Center received \$3,520.00 and the North Education Early Learning Center received \$4,749.00. These dollars will be used to purchase new cribs for both locations, and for the professional development for staff at each site.

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INTER-OFFICE MEMORANDUM

DATE: April 11, 2013

TO: Sandra Lewandowski, Superintendent

FROM: Mae L. Hawkins, Director of Finance

RE: Recommendation for Board Acceptance of Hennepin County Positive Behavioral Intervention and Support Agreement (PBIS).

Intermediate District 287 has been awarded a not-to-exceed amount of \$1,300.00 for the Positive Behavioral Intervention and Support (PBIS) at the West Education Center. This agreement runs from 1/1/2013 – 6/30/2013. During this time WEC will host two school wide events for students and their families to increase school engagement and connectedness. They will track and analyze student social, motivational, and academic skills using the Social Skills Improvement System database.

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INTER-OFFICE MEMORANDUM

DATE: April 11, 2013

TO: Sandra Lewandowski, Superintendent

FROM: Mae Hawkins, Director of Finance

RE: Recommendation for Board Acceptance of the Minnesota State Arts Board - Arts in Education Comprehensive Arts Planning Program (CAPP).

Intermediate District 287- Prairie Center Academy has been awarded a Comprehensive Arts Planning Program (CAPP) grant from April 1, 2013 – August 30, 2013. The CAPP program has been an important force in improving arts education in Minnesota since 1983. Since that time, CAPP has been providing assistance to selected school districts statewide as they plan and implement comprehensive school arts programs. This \$3,000.00 award will support our ability to systematically plan for arts education of our very diverse student population.

From: [Sandra L. Lewandowski](#)
To: [Wauneen B. Denson-Mgeni](#)
Subject: BE THE CHANGE
Date: Tuesday, March 05, 2013 11:37:39 AM

Dear Building Principals,

The week of April 8th is dedicated to the district-wide bullying prevention/awareness initiative. It is being called "[BE THE CHANGE](#)". The District Planning Committee as well as internal building groups have been working hard to make this week successful. A short video promo that I did with Adam Arnold, director/psychotherapist of Blank Slate Theatre has been created to promote the week in your building.

I am requesting that the video be shown at a staff meeting in your building as soon as you are able to fit it into a staff meeting.

Thanks in advance for your support and enthusiasm in promoting this big event!

Sandy

Sandra Lewandowski, Ed.S.
Superintendent
Intermediate District 287
District Service Center
1820 Xenium Lane North
Plymouth, MN 55441-3708
Tel: 763.550.7100
Fax: 763.550.7299
slewandowski@district287.org

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Monday, April 8, 2013

	Performance/ Discussion		Art 1	Art 2	Role Play 2 Katia
8:00	Blank Slate arrives for set up				
9:30					
10:00	NECA		NEC – CIP	NEC – CIP	
10:30	Contact Paul Sterlacci		(two 45 min sessions)	(two 45 min sessions)	
11:00	Lunch		Contact Kate Wessel	Contact Kate Wessel	NEC-OPTIONS/INVEST
11:30	Lunch		Lunch	Lunch	(two 45 min sessions)
12:00	NECA/Discussion	PCA	Lunch	Lunch	Maribeth Grimsby
12:30	Kristin Solberg	Alexia Poppy	NEC/Elementary	NEC/Elementary	Lunch
1:00			(two 45 min sessions)	(two 45 min sessions)	NEC – CIP
1:30			Contact Heather Miron	Contact Heather Miron	Contact Kate Wessel

Tuesday, April 9, 2013

	Performance/ Discussion		Art 1	Art 2	Role Play 2 Katia
8:00	Blank Slate arrives for set up				
9:30					
10:00	SECA		SEC/Phase Intersect	SEC/Phase Intersect/CIP	
10:30	Contact Linda Oberg		(two 45 min sessions)	(two 45 min sessions)	
11:00	Lunch		Contact Therese Feldmeier	Contact Therese Feldmeier	SEC/FOCUS
11:30	Lunch		Lunch	Lunch	Contact Amy Koch
12:00	SECA/Discussion		Lunch	Lunch	Lunch
12:30	Contact Linda Oberg		SEC-SUN	SEC/Phase Intersect/SUN	SEC/Phase Intersect
1:00			(two 45 min sessions)	(two 45 min sessions)	(two 45 min sessions)
1:30			Contact Therese Feldmeier	Contact Therese Feldmeier	Contact Therese Feldmeier

Wednesday, April 10, 2013

	Art 1	Art 2	Role Play 1 Adam	Role Play 2 Katia
9:30				
10:00	PCA	Edgewood	Edgewood	
10:30	(two 45 min sessions)	(two 45 min sessions)	(two 45 min sessions)	
11:00	Contact Alexia Poppy	Contact Doris Moylan	Contact Doris Moylan	NEC/Elementary
11:30	Lunch	Lunch	Lunch	Contact Heather Miron
12:00	PCA	Lunch	Edgewood	Lunch
12:30	(two 45 min sessions)	Edgewood	Contact Doris Moylan	NEC/Elementary
1:00	Contact Alexia Poppy	(two 45 min sessions)		(two 45 min sessions)
1:30		Contact Doris Moylan		Contact Heather Miron

Thursday, April 11, 2013

	Art 1	Art 2	Role Play 1 Adam	Role Play 2 Katia
8:00			NWTC/1 st Floor Contact Jane Freeman	
8:30				
9:00				
9:30			Travel	
10:00	NEC - CIP	NEC – CIP	SEC-Vector Invest	
10:30	Contact Kate Wessel	(two 45 min sessions) Contact Kate Wessel	(two 45 min sessions)	
11:00	Lunch		Contact Amy Koch	
11:30	Lunch		Lunch	
12:00	NEC - SUN	Lunch	SEC-Vector Invest	12:15 NWTC/1 st Flr Contact Jane Freeman
12:30	(four 30 min sessions)	Lunch	Contact Amy Koch	
1:00	Contact Lyla Peterson	NEC-OPTIONS/INVEST		
1:30		Contact Maribeth Grimsby		

Friday, April 12, 2013

	Art 1	Art 2	Role Play 1 Adam	Role Play 2 Katia
9:30				
10:00	WEC	NEC – Strive Middle		
10:30	(two 45 min sessions)	Contact Lyla Peterson	NEC-OPTIONS/INVEST	
11:00	Contact Sherry Weise	Lunch	Contact Maribeth Grimsby	WEC
11:30	Lunch	Lunch	Lunch	Contact Sherry Weise
12:00	Lunch	NEC-OPTIONS/INVEST	NEC – Strive	Lunch
12:30	WEC	Contact Maribeth Grimsby	Contact Lyla Peterson	WEC
1:00	(two 45 min sessions)			(two 45 min sessions)
1:30	Contact Sherry Weise			Contact Sherry Weise

<p>Edgewood Education Center 6601 Xylon Avenue North Brooklyn Park, MN 55428 763-533-3821 Doris Moylan 763-550-7373</p>	<p>Northwest Tech Center (NWTC) 7008 Northland Drive Brooklyn Park, MN 55428 763-536-0872 Jane Freeman 763-205-7653</p>	<p>South Education Center (SEC) 7450 Penn Avenue South Richfield, MN 55423 612-355-5800 Therese Feldmeier 612-355-5939 Amy Koch 612-355-5916 Linda Oberg 612-355-5829</p>
<p>North Education Center (NEC) 5530 Zealand Avenue North New Hope, MN 55428 763-550-3100 Maribeth Grimsby 763-550-3148 Heather Miron 763-550-3160 Lyla Peterson 763-550-3159 Kristin Solberg 763-550-3107 Paul Sterlacci 763-550-7380 Kate Wessel 763-550-3140</p>	<p>Prairie Center Alternative (PCA) 6754 Shady Oak Road Eden Prairie, MN 55344 952-374-5760 Alexia Poppy 952-374-5786</p>	<p>West Education Center (WEC) 11140 Bren Road West Minnetonka, MN 55343 952-653-1655 Sherry Weise 952-653-1658</p>

Intermediate District 287

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INTER-OFFICE MEMORANDUM

Date: April 11, 2013

To: Intermediate District 287 School Board

From: Sandra Lewandowski, Superintendent

Re: School Board Update Regarding Superintendent Innovative Workforce Goal

Uber Goal

Create systems, practices and cultures that facilitate the recruitment and retention of a high performing, accountable, and innovative workforce for the future.

Goal Area # 5: Results Only Work Environment (ROWE) at District 287

The Pilot

ROWE is a management strategy where employees are evaluated on performance, not presence or time at work. The focus is on results, meaning whether the work is getting done, not when or where the work is happening.

We have begun to pilot ROWE at 287 because we believe that it is a type of disruptive innovation that will result in improved performance of our staff and that the emphasis on results, rather than time, is critical to the recruitment and retention of a high performing, accountable and innovative workforce for the future!

A small ROWE pilot was initiated in the 2011-12 school year with our Career & Technical program staff at Hennepin Technical College, both the Brooklyn Park and Eden Prairie Campuses. The pilot began with 13 staff including 10 licensed, two clerical, and one administrative. The promising results from this effort were included in the Superintendent's goal report for 2011-12. Building on this success, the district determined that a second-level pilot to include some staff from each division would provide the best proof of concept. This second pilot began in the 2012-13 school year and includes 110 staff representing a wide array of positions from all employee groups in each Division.

What we are Learning

The majority of staff in ROWE report reduced stress, increased productivity and a growing sense of pride in their work. With few exceptions, staff involved in the ROWE pilot have embraced it, and report that it has had a positive impact on their ability to balance their work and their family lives.

We are noticing a shift in accountability as more and more staff are now "owning" their work and taking responsibility for getting it done, regardless of what the clock says. As they begin to manage their lives in new ways, work is taking place in different locations and at different times than the usual 8-4 workday. We are beginning to see efficiencies with reduced travel time to sites that are unnecessary for

work to be accomplished. We are able to scale back the DSC redesign project from a whole building project to a first floor project in large part because the office space needs of the Itinerant staff on 2nd floor of the DSC is greatly reduced due to ROWE. We estimate a cost savings of \$300k -\$400k as a result of not including the 2nd floor in the DSC Redesign project.

An example of staff beginning to “own” their work took place on the “snow day” last month. Many staff came to work the following day saying in one way or another, “That wasn’t a snow day, it was a very productive work day” and then gave examples of the 287 work accomplished.

We are also seeing some challenges that can be expected when such a large culture change is underway. First, there is tension that comes along with some staff being “in ROWE” and others not. There is a sense of unfairness, especially by those who are not yet participating. This inequity will need to be addressed as we move forward. A second challenge relates to consistently clarifying what good results look like and how they can be measured for each individual employee. The third area we will address is the cost and definition of paid leave time. We are monitoring the use of paid leave time for employees in the pilot as they use less vacation and sick leave than they did prior to ROWE.

Next Steps

Last week we met with the Culture Rx trainers and they offered ideas about all three of these areas that can be developed to resolve challenges. We look forward to taking these next steps in order to realize the full positive potential of this innovative disruption.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – April 11, 2013

AGENDA SECTION: SUPERINTENDENT’S REPORT

ITEM: Revised 2013-2014 District 287 Organizational Chart

PRESENTED BY: Superintendent Lewandowski

1. Background Information

Approval of the revised 2013-2014 District 287 Organizational Chart.

2. Fiscal Impact/Funding Source:

3. RECOMMENDED ACTION: The Board approves the revised motion regarding Intermediate District 287 2013-2014 Organizational Chart.

Motion by: _____ Yes ____ Passed ____

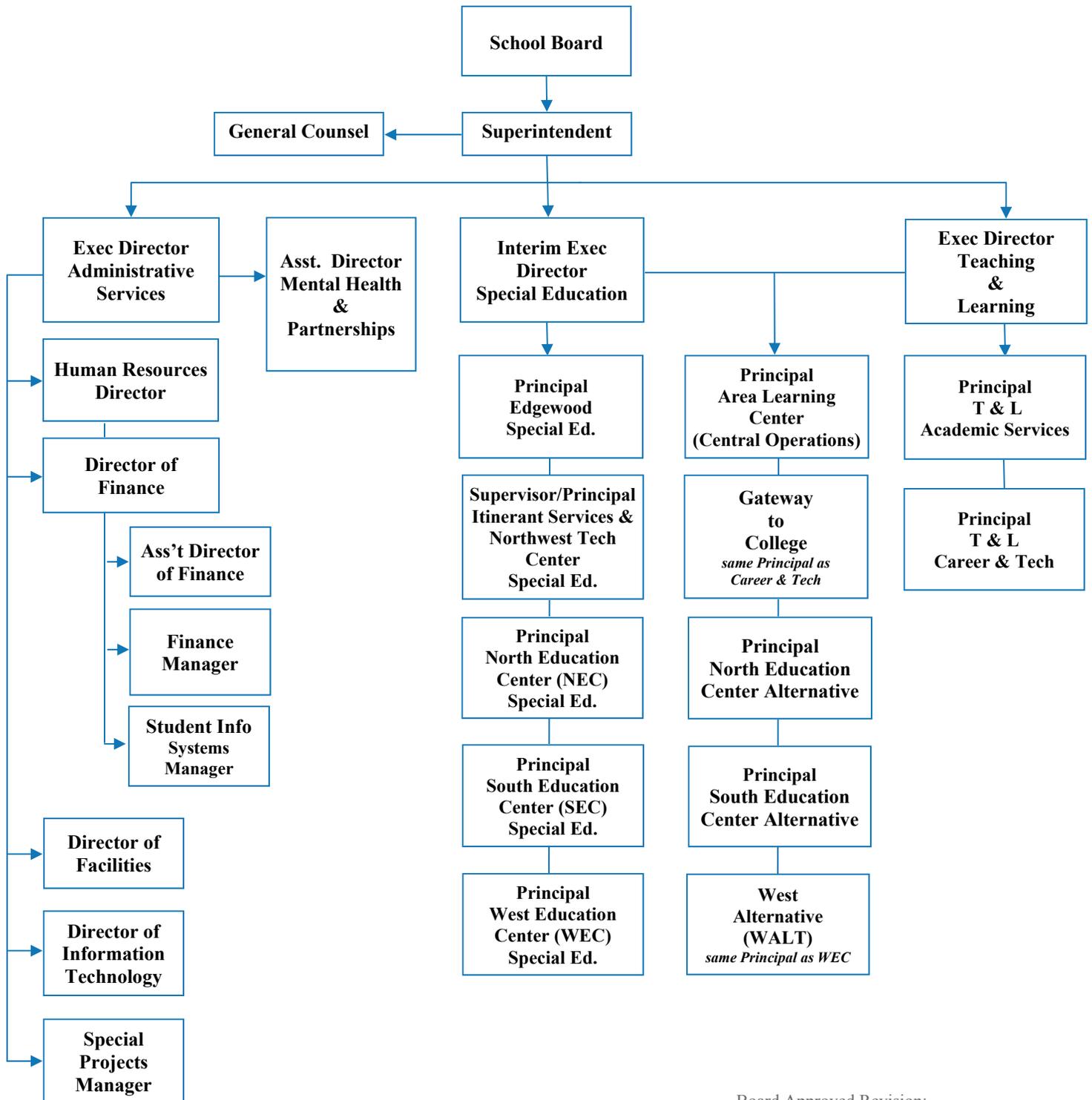
Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

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Organizational Chart 2013—2014



Board Approved Revision:

Board Approved: February 14, 2013

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

Regular Meeting – April 11, 2013

AGENDA SECTION: Administrative Services / Facilities Report

ITEM: DSC Redesign

PRESENTED BY: Thomas Shultz

1. Background Information

Concept drawings for the DSC remodel of 1st floor office space, entry and front restroom spaces (including replacement furniture) were presented and discussed at the March 19, 2013 Board Facilities Committee meeting. The Committee recommended that this project be brought to the full Board for approval. Funding for this project will come from the General Fund Property Account which has a fund balance of \$708,706. It is noted that these funds can only be used for capital projects at the DSC and requires School Board approval.

2. Fiscal Impact/Funding Source: General Fund Property Account

3. RECOMMENDED ACTION: Board Approval to access the General Fund Property account to fund DSC redesign.

Motion by: _____ Yes ___ Passed ___

Second by: _____ Yes ___ Failed ___

Abstentions: _____

District 287 Conference Center

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.

Dear Intermediate 287 Member,

As an Intermediate 287 partner, we are proud to offer the use of the 287 Conference Center to your district at no charge. The Conference Center is one example of our array of services that are designed to promote collaboration, consistent quality and value.

The 287 Conference Center is well suited for individual member districts to share expertise, discuss best practice, and develop solutions in an educational environment. We invite you to consider the 287 Conference Center as one of your resources for meeting space, whether for an informal small retreat in a executive board room setting or for an audience of up to 120 guests in theater style seating arrangement. We offer a dedicated venue with customized space for your professional meeting room needs with state-of-art audio visual equipment to help make your training leave an impact with your audience.

As the school year comes to a close, it's not too late to begin planning your future staff development and district planning meetings. Let us handle the meeting details, so that you may focus on your meeting success. Please visit www.287Conference.org for detailed directions and map, room specifications and seating configurations, with assigned amenities for each room. You'll find the 287 Conference Center conveniently located with ample parking. Please feel free to contact me at 763.550.7208 with questions or scheduling.

We look forward to being a premier provider of innovative specialized services for our member districts!

Respectfully,



Kim Green
District 287 Conference Center Coordinator
1820 Xenium Ln. N.
Plymouth, MN 55441
763.550.7208
kbgreen@district287.org

April 11, 2013

RE: 2012-2013 Superintendent Evaluation Process

Dear Board Members,

We are approaching this year's opportunity to evaluate the Superintendent, please note the upcoming important dates.

Superintendent Evaluation Procedure for 2012-2013	
May 9 Board Meeting	<ul style="list-style-type: none">• Sandy will provide the board with a written progress report, which will be, included in the May 3 BoardBook upload. (This information is very helpful as you complete the evaluation form.)• A hard copy of the evaluation form will be provided to each board member.
May 10-20	<ul style="list-style-type: none">• Individual board members will fill out the online superintendent evaluation form using SurveyMonkey. Each question will have a comment area for: 1) Commendations and 2) Opportunities for Action
May 20-22	<ul style="list-style-type: none">• The Board Chair will compile the individual assessments into a composite appraisal with no names attached.
May 23 Board Meeting	<ul style="list-style-type: none">• The composite appraisal, including graphs, will be given to each board member and the superintendent.
TBD Meeting w/Superintendent	<ul style="list-style-type: none">• The Board Chair will meet with the superintendent to discuss the Board's assessment, commendations and opportunities for action in 2013-2014. The Board Chair may elect to have additional Board officers in the evaluation meeting.
June 27 Board Meeting	<ul style="list-style-type: none">• The Board Chair will provide a summary of the superintendent evaluation meeting.

Thanks for everyone's help in this important role of the board!

Ann Bremer
Board Chair
952-472-9062
ajbremer@district287.org

School Board Planning Calendar January 2013 – December 2013

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
JANUARY 10, 2013 <i>No Meeting</i>	
JANUARY 24, 2013 <i>Organizational Meeting</i>	
Election of Board Officers Oath of Office Financial Report December FY12 Audit	Legislative Platform Restrictive Procedure Plan & Minnesota Department of Education Report from Stakeholders Uber Goal #2
What Board Members Should Know About Special Education Monitoring	
FEBRUARY 14, 2013 Communication with Local Boards Hennepin County Graduation Update Mentor Connection Superintendent Mid-Year Evaluation Procedure Work Session on Process Education Model (PEM)	FEBRUARY 28, 2013 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
MARCH 14, 2013 Work Session: ➤ Process Communication Model (PCM) Training for Board Members	MARCH 28, 2013 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
APRIL 11, 2013 <i>(Only one Board meeting this month!)</i> Superintendent & Board Evaluation Update	
MAY 9, 2013 Administrative Service PLC Career Tech Financial Report March Presentation on Innovation & Technology Strategic Plan Report	MAY 23, 2013 Financial Report April Non-Renewals/Layoffs Staff Reduction ULA Resolution Spotlight DVD Presentation Probationary Licensed, and Non-Licensed
JUNE 13, 2013 PLC Data Report & Video Superintendents Evaluation Update Administrative/Unaffiliated Parameters - (Closed Session)	JUNE 27, 2013 Facilities Management Update - Energy Audit Superintendent & School Board Evaluation to plan for Board Retreat outcomes
2013-2014 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff	

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

1st Meeting of the Month	2nd Meeting of the Month
AUGUST 22, 2013 <i>(Only one Board meeting this month!)</i> (Meeting held at NEC Site)	
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)
SEPTEMBER 12, 2013 Superintendent Goals	SEPTEMBER 26, 2013 Financial Report August PLC’s Results/Goals Report on Crisis Planning
OCTOBER 10, 2013	
	OCTOBER 24, 2013 Financial Report September Strategic Plan Update
NOVEMBER 14, 2013 <i>(Only one Board meeting this month!)</i>	
Facilities Management Update Financial Report October	Food Service Resolution OPEB Reporting & Funding
DECEMBER 12, 2013 <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
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Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
April 11, 2013
SCHOOL BOARD CALENDAR

April 2013

02	Tuesday	Virtual Get on the Bus	8:30AM	DSC – Room 316
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 th Annual Parent & Caregiver Appreciation Night	6:30PM	Board Rm
20	Saturday	State DI Tournament (Award Ceremony @ 5:00 PM)	8:00AM	Champlin Park SH
24	Wednesday	Honors Mentor Connection Scholars Forum	6:00PM	DSC – 3 rd Floor

May 2013

09	Thursday	Retirement Celebration	4:30PM	DSC – Rm 318
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.

June 2013

05	Wednesday	Venture/Invest High School Graduation	9:00AM	Northwest Tech Ctr.
05	Wednesday	VECTOR North Graduation	12:30PM	Henn Cty Home Sch
06	Thursday	Epsilon Graduation	1:30PM	Henn Cty Home Sch
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

SAVE THE DATE!

for

Hennepin County Home School's Graduation Ceremony!



*In honor of the residents who will be receiving their
Diplomas or GEDs*

DATE: *Thursday, June 6, 2013*
TIME: *1:30 PM*
PLACE: *County Home School Gymnasium*

**INTERMEDIATE DISTRICT 287
EPSILON PROGRAM**

**Hennepin County Home School
14300 County Highway 62
Minnetonka, MN 55345**

**The identity of the residents in this program is confidential information.
Please do not jeopardize their right to privacy. Thank you.**