

SPECIAL MEETING OF THE BOARD
Thursday, August 8, 2013 7:00 AM

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

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. Guardsmark Contract for Security Personnel
 - 4.2. ABM Janitorial Services Contract
 - 4.3. Legal Services Contracts
5. **SHARE THE SUCCESS & RECOGNITION - None**
6. **SUPERINTENDENT'S REPORT - None**
7. **INSTRUCTIONAL REPORT - None**
8. **ADMINISTRATIVE SERVICES REPORT - (15 minutes)**
 - 8.1. Financial Report - None
 - 8.2. Facilities Report
 - 8.2.1. District Service Center (DSC) Redesign Project (*Action*)
 - 8.2.2. Hennepin County Recycling Grant (*Resolution*)
 - 8.3. Human Resource Report - None
9. **BOARD BUSINESS - None**
10. **ADJOURNMENT**

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

Date: August 8, 2013

To: Sandra Lewandowski, Superintendent

From: Char Myklebust, Director on Special Assignment

RE: Security Contract for Guardsmark, Inc.

As part of the clerical service model redesign, front desk receptionist positions were eliminated throughout the District. In an effort to address contemporary security needs, Guardsmark, Inc. will provide a uniformed security officer at the front desk of six buildings in 287. In addition, the South Education Center will have an extra "roving" officer because there is no police presence at that site.

Guardsmark officers wear uniforms but do not carry weapons in school buildings, even though they are authorized to do so if an employer makes that request. Additionally, they are recognized as "official" security personnel by the Minnesota Department of Public Safety. In the case of an emergency, Guardsmark employees work with building administration to determine if there is a need to call 911 for emergency assistance. They are trained to maintain safety until police, fire, or paramedics arrive on the scene. In emergency cases where there is imminent danger of a person being physically harmed and the school behavior support team is not able to safely manage the situation, Guardsmark personnel are trained to physically intervene and do not operate as a member of the school behavior support team.

I am seeking Board approval of a contract for Guardsmark, Inc. to provide security services of seven full time security officers positioned throughout the District for the 2013-14 fiscal year. Board approval is needed because this contract is in the amount of \$319,683.00. The funds for the security officers at all sites except the DSC come from Safe Schools funds. Because the DSC is not a school building, Safe Schools dollars cannot be used. Revenue to fund the DSC Guardsmark personnel will come from the general fund.

It is important to note that we are not adding costs to member districts or tuition billing. We are using the same Guardsmark positions as last year with the cost of new guards to be offset by funds realized through the elimination of several clerical positions.

Guardsmark Uniformed Security Officers: 2013-14 School Year

1 @ DSC	\$20.95 per hour	x 49 hours per week x 52 weeks per year =	\$53,380.60
1 @ EEC	\$20.95 per hour	x 40 hours per week x 52 weeks per year =	\$43,576.00
1 @ NEC	\$20.95 per hour	x 40 hours per week x 52 weeks per year =	\$43,576.00
1 @ NWTC	\$20.95 per hour	x 40 hours per week x 52 weeks per year =	\$43,576.00
1 @ SEC	\$19.95 per hour	x 40 hours per week x 52 weeks per year =	\$41,496.00
1 @ SEC	\$24.28 per hour	x 40 hours per week x 52 weeks per year =	\$50,502.40
1 @ WEC	\$20.95 per hour	x 40 hours per week x 52 weeks per year =	\$43,576.00
7 officers		289 hours per week	\$319,683.00

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

Date: August 8, 2013

To: Sandra Lewandowski, Superintendent

From: Thomas Shultz, Director of Facilities

RE: Janitorial Contract for SEC and WEC

An RFP for Janitorial services at the South Education Center (SEC) and the West Education Center (WEC) produced many responses for this contract work. The best provider and value for the District was received from ABM, current provider of janitorial services at the NEC and the DSC. ABM will be providing such services as carpet cleaning, other floor surface scrubbing and terrazzo burnishing and other specific activities not included in other proposals. When these additional services are included in other RFPs the result is ABM is the lowest acceptable proposal, \$104,685.35.

Company	SEC	WEC	Additional Services	Monthly Total	Total Contract
ABM	\$6,050.75	\$3,466.10	\$0	\$9,516.85	\$104,685.35
Triangle inadequate	\$5,499.00	\$3,040.00	Not considered viable	due RFP	response being
Janitorial Pro.	\$6,048.25	\$2,791.15	\$4,197.50	\$13,036.90	\$143,405.90
HBM	\$5,871.95	\$3,165.61	\$2,465.16	\$11,502.72	\$126,529.92
Current Cost	\$6,857.00	\$4,379.00	\$ N/A	\$11,235.00	\$123,585.00

Combining the service for both sites under one contract will show a reduction in costs of \$18,900 over the course of the 11 month contract, August 1, 2013 to June 30, 2014.

These funds are fully budgeted in the FY14 budget year. Board approval of this contract is requested due the value of the contract being in excess of \$100,000.

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

Date: July 16, 2013

To: Sandy Lewandowski, Superintendent

From: Colleen Baumtrog, Executive Director Administrative Services

Re: Legal Services Contract 2013-2014

I am writing to request Board approval of the legal services contracts for attorney Jaynie Leung in the amount of \$105,070.00 and for attorney Sara Ruff in the amount of \$170,208.00 for the 2013-14 school year.

Board approval is needed because these contracts are in excess of \$100K. I am pleased to let you and the Board know that rates for member districts remain the same as last year at \$128/hour. As in the past, 287 invoices districts for their use of these attorneys who are under independent contract with District 287.

Thank you.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – August 8, 2013

AGENDA SECTION: ADMINISTRATIVE SERVICES REPORT

ITEM: District Service Center Redesign Project

PRESENTED BY: Tom Shultz, Director of Facilities

1. Background Information

The Mission and Strategic Plan of District 287 has changed in recent years and our work to be the “premier provider of innovative specialized services” has brought about significant changes throughout the organization. The goal of this fully district funded project is to update DSC office space so that it is consistent with contemporary security needs, restroom ADA standards and has an office environment that encourages collaboration and efficiencies.

2. Fiscal Impact/Funding Source: None

3. RECOMMENDED ACTION: Board Approval to send a letter to the Commissioner of Education seeking approval of the DSC redesign project.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

August 8, 2013

Dr. Brenda Cassellius, Commissioner
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113

Sandra Lewandowski, Superintendent
District Service Center
1820 Xenium Lane North
Plymouth, MN 55441-3708

Telephone: 763.550.7101
www.district287.org

Dear Commissioner Cassellius,

I am seeking consultation from MDE regarding a redesign project of the Intermediate District 287 District Service Center (DSC) located at 1820 Xenium Lane North, Plymouth, MN 44331, as outlined in Section 123B.71.

The Mission and Strategic Plan of District 287 has changed in recent years and our work to be the “premier provider of innovative specialized services” has brought about significant changes throughout the organization. The goal of this fully district funded project is to update DSC office space so that it is consistent with contemporary security needs, restroom ADA standards and has an office environment that encourages collaboration and efficiencies. The DSC building was built almost 50 years ago and the front entry and bathrooms are quite outdated. The building was added on to in 1985 and existing office furniture purchased at that time is also well beyond its useful lifetime.

Areas of improvement will include a safer front entry area, enlarged and ADA compliant restrooms, a more direct entry into the administration area, and modern office systems furniture for more efficient use of space. We plan to use refurbished furniture system provider to help keep costs to a minimum. An estimate of the total cost of the project is approximately \$733,000. A copy of the design is attached.

Design	\$ 42,000
Construction	\$466,000
Furniture	\$175,000
Carpet	\$ 50,000

We will not be seeking financing for this project. Funds will come from an assigned fund balance which was established by the school board. This “Assigned Property Fund” was established specifically for improvements to the District Service Center.

The 287 School Board met on August 8, 2013 and took action to approve this letter to be sent to you. We respectfully request feedback from the Department as soon as possible and no later than August 21, 2013. The School Board is scheduled to meet on August 22 and we hope to take action on the construction bid for this project at that time.

We look forward to hearing from you or your designee soon.

Best Regards,

Sandra Lewandowski,
Superintendent

Ann Bremer,
Board Chair

Greg Thielsen,
Board Treasurer

Nancy Rowley,
Board Clerk

Cc: Chris Kubesh

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

Regular Meeting – August 8, 2013

AGENDA SECTION: ADMINISTRATIVE SERVICES REPORT

ITEM: Hennepin County Recycling Grant Resolution

PRESENTED BY: Tom Shultz, Director of Facilities

1. Background Information

Intermediate District 287 desires to reduce waste and toxicity generated by its school lunch program into the environment and community.

A program to educate the students attending Intermediate District 287 about the value and importance of caring for the environment and contributing in a positive ways to the community around them.

2. Fiscal Impact/Funding Source: None

3. RECOMMENDED ACTION: The approval of the Resolution Hennepin County Recycling Grant as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

**Resolution to Approve Hennepin County
Waste Abatement Incentive Fund
Agreement and Verification of
Signatory's Authority to Enter Agreement**

Member _____ introduced the following Resolution and moved its adoption:

Resolution to Approve Hennepin County Waste Abatement Incentive Fund

WHEREAS, Intermediate District 287 desires to reduce waste and toxicity generated by its school lunch program into the environment and community; and

WHEREAS, a program to educate the students attending Intermediate District 287 about the value and importance of caring for the environment and contributing in a positive ways to the community around them; and

WHEREAS, accepting incentive funds from Hennepin County will cover a majority of the start-up costs, including equipment and supplies of the waste abatement program.

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Intermediate District 287 approves Hennepin County Waste Incentive Funds Agreement Contract Number A091696, in the amount of \$1,548.50.
2. Superintendent Sandra Lewandowski is solely authorized to enter into this incentive fund agreement on behalf of Intermediate District 287.

The motion for the adoption of the foregoing Resolution was duly seconded by _____ and upon a vote being 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.

Board Clerk Signature

August 8, 2013
Date

Board Chair Signature

August 8, 2013
Date