

Agenda

1. **CALL TO ORDER** (Action)
2. **APPROVAL OF GENERAL MEETING AGENDA** (Action)
3. **OPEN FORUM FOR COMMUNITY COMMENTS** (Information)
4. **APPROVAL OF CONSENT AGENDA** (Action)
 - 4.1. General Board Meeting Minutes from May 8, 2014
 - 4.2. Routine Human Resource Activities for May 26, 2014
 - 4.3. Area Learning Center (ALC) Plus with Hennepin County Grant Agreement
5. **SHARE THE SUCCESS & RECOGNITION - (10 minutes)** (Information)
 - 5.1. Employee Recognition – The May “Above & Beyond” Employee
6. **INSTRUCTIONAL REPORT - (30 minutes)** (Information)
 - 6.1. Literacy Report
7. **SUPERINTENDENT'S REPORT - (10 minutes)**
 - 7.1. 2014 Legislative Session Update
 - 7.2. School Linked Mental Health Update
8. **ADMINISTRATIVE SERVICES REPORT - (30 minutes)**
 - 8.1. Financial Report (Action)
 - 8.1.1. Approval of Routine Monthly Finance Report
 - 8.1.2. Purchasing Efforts (Information)
 - 8.2. Facilities Report - None
 - 8.3. Information Technology Report -None
 - 8.4. Human Resource Report - None
9. **BOARD BUSINESS - (10 minutes)**
 - 9.1. Policy Review & Revision
 - 9.1.1. Health & Medical Policy Bucket (Action)
 - 9.1.2. Policy Review Schedule (Information)
 - 9.2. Board Reports
 - 9.2.1. Chair Report
 - 9.2.1.1. Superintendent Evaluation Update (Information)
 - 9.2.2. AMSD Report (Ann Bremer)
 - 9.2.2.1. AMSD Connections Newsletter May 2014
 - 9.2.3. District News
 - 9.2.3.1. 2014 Graduation Sign-up Schedule (Information)
 - 9.2.3.2. School Board Planning Calendar 2013-2014
 - 9.2.3.3. School Board Calendar of Events
 - 9.3. Once Around the Table
10. **ADJOURNMENT**

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
May 8, 2014
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:

286	Brooklyn Center	Jeffrey Palm
272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
276	Minnetonka	Karen Filla
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 270/Ronbeck, and 283/Gores

Guests:

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Anne Becker, Michael Cowles, Mae Hawkins, Jane Holmberg, Dolly Lastine, Chad Maxa and Wauneen Mgeni

287 Staff Members: Julie Tuorila

2. APPROVAL OF GENERAL MEETING AGENDA

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

3. OPEN FORUM FOR COMMUNITY COMMENTS

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from April 10, 2014, FinalSite Web Software & Services Contract, Grant Agreement with Hennepin county's Youth Sports, and Pupil Transportation Services Agreements. *Motion by Ann Bremer, seconded by Michèle Kunz, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

5. SHARE THE SUCCESS & RECOGNITIONS

Superintendent Lewandowski announced to the Board that Ms. Glenda Kibat, School Nurse at South Education Center, is the April 2014 "Above & Beyond" recipient.

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski introduced to the Board Mr. Bill Morris of the Morris Leatherman Company. Bill presented to the Board findings of the research his firm recently has conducted to assess stakeholder perceptions of the extent to which the district has achieved the objectives of the strategic plan. The study was a follow up to a 2009 survey also conducted by the firm. The surveyed groups included the member district superintendents, teaching and learning directors, special education directors, and business managers as well as the 287 school board members and one randomly selected school board member from each member district. Bill reported the district has made "good progress over the five-year period on key aspects of the strategic plan" and this is especially remarkable given that the 2009 perceptions were quite high. He remarked, "This is a strong report overall....Overwhelmingly, people feel as if they have a meaningful say in operations, and these are the highest levels we have seen in any organization we have studied." Morris concluded, "The five year plan overall in terms of providing guidance has been a very good map.... All key areas show improvement, regardless of how diverse the constituencies are." He suggested no short-term changes and cited only one long-term issue of which to remain cognizant: keeping member district Board members informed. Bill concluded he would rate this follow-up study as showing as one of the highest levels of improvement among those his firm has conducted and it would rank in the top 10% of overall satisfaction ratings among any found by his organization.

Sandy briefly updated the Board on the continuing commitment to the Hennepin County regional graduation work. Sandy especially encouraged districts to send district leaders to next year's professional development series titled "[A Better Way: Eliminating Exclusionary Practices and Increasing Graduation Rates for All Students.](#)"

Sandy presented a video to the Board, celebrating the theme of hope done as part of an audiovisual project by students at the West Education Center.

7. INSTRUCTIONAL REPORT - None

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report

Mrs. Mae Hawkins, Director of Finance Services, presented the monthly financial report for March 2014. *Motion by Ann Bremer, seconded by Michèle Kunz, to approve the monthly financial reports as presented. All in favor. Motion carried unanimously.*

Facilities Report

Mr. Mike Cowles, Director of Facilities shared with the Board, information about a recent OSHA visit to the District Service Center, West Education Center, and the Eden Prairie Campus of Hennepin Technical College. A final report will be available next week and a follow-up report will be made to the Board.

Information Technology Report - None

Human Resources Report - None

9. BOARD BUSINESS

Policy Review & Revision

Mrs. Anne Becker, General Counsel/Human Resource Director presented to the Board a first read the proposed Drug and Alcohol Testing for Prospective Employees policy.

Chair Report

Board Chair Bremer presented a hard copy of the Superintendents Evaluation form and timeline. Chair Bremer announced that the Superintendent Evaluation survey would open for all Board members on Friday, May 9.

AMSD Report - None

Once Around the Table - None

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:14 PM.

The next general meeting will be held on May 22, 2014, 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 – May 22, 2014**

LICENSED STAFF

1. New Hires:

A. Regular

- DONNA L. MOE, Assistant Director of Research, Evaluation and Assessment at the District Service Center, effective July 1, 2014, Grade 12 – 1.0 FTE.
- JENNIFER L. NELSON, Assistant Director of Planning & Improvement at the District Service Center, effective July 1, 2014, Grade 12 – 1.0 FTE.

B. Reinstatement of Licensure Waivers

-

C. Temporary

- ALISA ANDERSON, PEM Trainer's Training and Prep at the District Service Center, effective June 9, 2014 through August 29, 2014.
- JEREMY ANDERSON, PEM Trainer's Training and Prep at the District Service Center, effective June 9, 2014 through August 29, 2014.
- KATHLEEN CAUSTON, .4 FTE DCD Instructor at Edgewood Education Center, effective April 16, 2014 through June 9, 2014.
- CHRISTINE HUNSBURGER, Deaf/Hard of Hearing Instructor at the District Service Center, effective April 7, 2014 through April 11, 2014.
- JENNIFER JENSEN, PEM Trainer's Training and Prep at the District Service Center, effective June 9, 2014 through August 29, 2014.
- CHAR MYKLEBUST, Online Licensure Instructor for Mental Health, Accommodations and PBIS courses, effective July 1, 2013 through March 31, 2014.
- JENNIFER L. NELSON, PEM Trainer's Training and Prep at the District Service Center, effective June 1, 2014 through June 20, 2014.
- CARRIE SINK, Independent Study English Instructor at Richfield Senior High School, effective June 16, 2014 through June 30, 2014.

D. Substitutes

- Clark Orlaska

2. Extended Leaves of Absence:

A. Unpaid

- KELSEY L. GUNDERSON, EBD Instructor at West Education Center, medical leave of absence effective April 16, 2014 through June 9, 2014.

3. Separations:

A. Dismissal

B. Resignation

- KEVIN T. BARTISH, Math Instructor at Hennepin County Home School, effective July 1, 2014.
- HERBERT T. FISKE, Instructor EBD at North Education Center, effective May 2, 2014.
- JENNIFER L. KOROLEWSKI, School Psychologist at South Education Center, effective June 9, 2014.
- CHARLENE K. MYKLEBUST, Executive Director of Mental Health & Partnerships at the District Service Center, effective June 30, 2014.

C. Retirement (Regular/Disability)

- SUSAN C. LaVELLE, EBD Instructor at West Education Center, effective June 9, 2014.

4. Other:

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- DOMINIC ANYANWU, Education Assistant at Prairie Care Maple Grove, **refill for K. Mclean**, effective April 29, 2014 – Step 12 Lane 5 + BA - .875 FTE.

B. Temporary

- ANDREW MEIERDING, Education Assistant at North Education Center, effective April 14, 2014 through June 9, 2014 - .875 FTE.
- JOHANNA STURM, Education Assistant at North Education Center, effective April 7, 2014 through June 9, 2014 - .875 FTE.
- HALEY PASZKIEWICZ, Education Assistant at North Education Center, effective April 7, 2014 through June 9, 2014 - .875 FTE.
- CAITLIN DEUTSCHMAN, Education Assistant at North Education Center, effective April 7, 2014 through June 9, 2014 - .875 FTE.
- THERESA AWOBAMISE, Education Assistant at North Education Center, effective April 21, 2014 through June 6, 2014 - .875 FTE.

- STEPHANIE COLEMAN, Education Assistant at North Education Center, effective May 19, 2014 through June 6, 2014 - .875 FTE.

C. Substitutes

- Esther Nimley Roberta Martin

2. Extended Leaves of Absence:

A. Unpaid

- SARA BOULGER MALLOY, Education Assistant at West Education Center, .875 FTE effective for the 2014-15 school year.
- KIRSTIN ROCCHIO, Education Assistant at North Education Center, .875 FTE effective for the 2014-15 school year.
- ANDREW LAKE, Education Assistant at North Education Center, 1.0 FTE effective for the 2014-15 school year.
- DAWN M OLSON, Interpreter at Northwest Tech Center, .875 FTE effective for the 2014-15 school year.
- LINDA HOLMBERG, Education Assistant at North Education Center, .125 FTE effective for the 2014-15 school year.
- BRIDGET TURNER, Education Assistant at West Education Center, 1.0 FTE effective April 21, 2014 through June 9, 2014.

3. Separations:

A. Dismissal

-

B. Resignation

- SALADIN WRIGHT, Education Assistant at West Education Center, effective June 6, 2014.
- JACOB PLAUNT, Education Assistant at North Education Center, effective April 25, 2014.
- PIERCE HARRINGTON, Education Assistant at North Education Center, effective June 9, 2014.
- RAHMA ABDI, Education Assistant at Northwest Tech Center, effective June 9, 2014.

C. Retirement (Regular/Disability)

- CAROL JENSON, Human Resources Specialist, at the District Service Center, effective June 30, 2014.

D. Other

- RECOMMEND the Board's approval to credit, Marisa Medina, 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.
 - Mark Hoffer

- RECOMMEND the Board's approval to credit, Kirstin Rocchio, 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.
 - Mark Hoffer

- RECOMMEND the Board's approval to credit, Nicoleena Sutherland, 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.
 - Mark Hoffer

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: May 22, 2014

TO: Sandra Lewandowski, Superintendent

FROM: Mae L. Hawkins, Director of Finance

RE: **Recommendation for Board Acceptance of a Grant Agreement for ALC Plus with Hennepin County**

Intermediate District 287 has been awarded funding to provide educational and related services for ALC Plus students from Hennepin County. Funding for the first year has been set at not to exceed \$562,000 with amounts for future years to be determined. This agreement runs from July 1, 2014 to June 30, 2018.

Writing Every Day in Every Class



ISD 287 School Board

May 22, 2014

Presenters:

Sherry Landrud and Mary Slinde

ISD 287 Literacy Consultants

Learning Intentions

1. To understand past literacy history
2. To learn about the 2013-2014 writing initiatives
3. To learn about next steps with literacy in 2014-2015

Timeline of Literacy Focus

- **2006-2007:**

- Reading Curriculum Committee Formed and Created:
 - *Developing a Reading Program for Intermediate District 287*

- **2007-2008:**

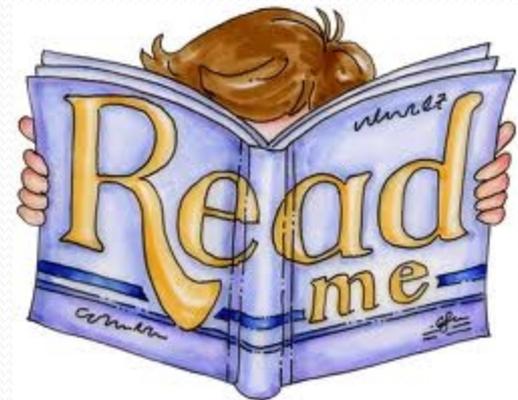
- .3 FTE of a Reading Specialist position:
 - Completed a District 287 Literacy Needs Assessment
 - Developed staff literacy training opportunities
 - Developed an implementation plan of new literacy initiatives for 2008-2009

Timeline of Literacy Focus

- **2008-2009:**
 - Added Reading Specialists at NEC, WEC, NWTC, and Edgewood
 - Issued 75 student licenses for Read 180
 - Established district-wide literacy initiatives
- **2009-2013:**
 - Added student data component of reading assessment into the PLC process
 - Added Reading Specialists to every site
 - Established the district-wide expectation that the reading protocols be implemented. Components included:
 - Evaluation of students in the fall and the spring
 - Implementation of curriculum/instruction to match student needs
 - Ongoing professional development

Timeline of Literacy Focus

- District 287 has been systematically emphasizing reading improvement for the past seven years.
- PLC goals continue to be written around reading progress as well as instructional strategies.



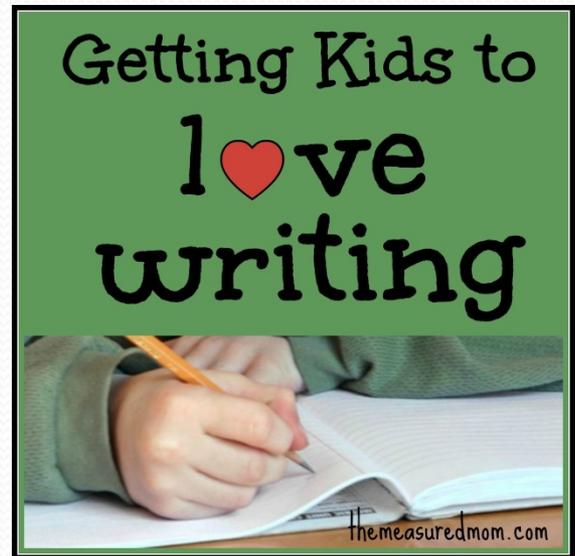
A Collaborative Opportunity for the 2013-2014 School Year...

- Reading specialists had the opportunity this school year to support classroom teachers in acquiring additional skills in expecting students to write everyday in every class.



How We Defined “Writing”

- *The knowledge and use of symbolic representation of information, ideas, and emotions through recorded language.*



2013-2014 Expectation

- Practice writing in every classroom, every day.



Why?



- Many students have not been successful in writing.
 - They will require “practice without pressure.”
 - They will require “encouragement without endless correction.”

Why?

- Critical component of Common Core State Standards include

- Reading
- **Writing**
- Listening
- Speaking



Why?

- Spring 2011 District 287 Staff Survey:
 - Teachers demonstrated a wide range of expertise in teaching writing.
 - Many teachers suggested that time and/or behavior inhibited writing practice.
 - Many teachers asked for more strategies to encourage writing.



Research

- Increasing non-fiction writing in our classrooms raises student achievement in all subject areas. (Peery, 2009)
- Writing about the material helps students learn it better and retain it longer whatever the subject. (Nelson, 2009)

Research

- “The importance of teaching all children to write cannot be overstated. Adults with disabilities need to pay bills and write grocery lists; they may wish to write emails to their families and friends. (Wehmeyer & Shogren, 2008.)



What we Know about Our District 287 Student Writers:

- Many have not had positive experiences in their former settings with writing

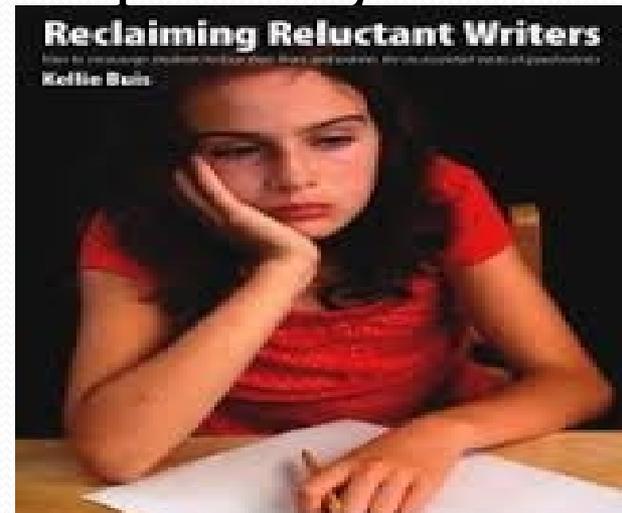


- Many have language gaps which hinder the creative process of writing



What we Know about Our District 287 Student Writers:

- Many of our older students lack “thematic maturity” when reviewing their writing products, which makes their writing look less sophisticated
- Many need explicit instruction to assist them in developing higher level thinking skills to write persuasively, and critically areas required by the Common Core State Standards



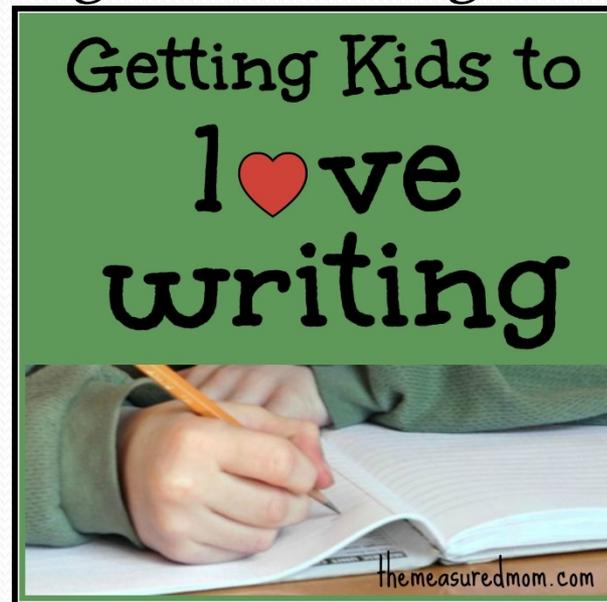
Big difference!

- Writing to learn (learn more deeply)
- Learning to write (polished product)



Writing to learn

- Short stints of writing
- Low risk, engaging writing must precede higher risk, intellectually rigorous writing.



At a Staff Curriculum Group Our Staff Practiced a Writing Prompt....

- Write a letter to your favorite pair of shoes. (2 minutes)



Staff This Year Were Asked to Get Students into...

- ***THE RHYTHM OF WRITING*** DAILY in the CONTENT AREA THEY WERE TEACHING



Staff **EMBRACED** the Request to Write Every Day in Every Class!!



Writing In Content Area Classes:

Science Topic: West Ed Center

The Sustainability of Bees

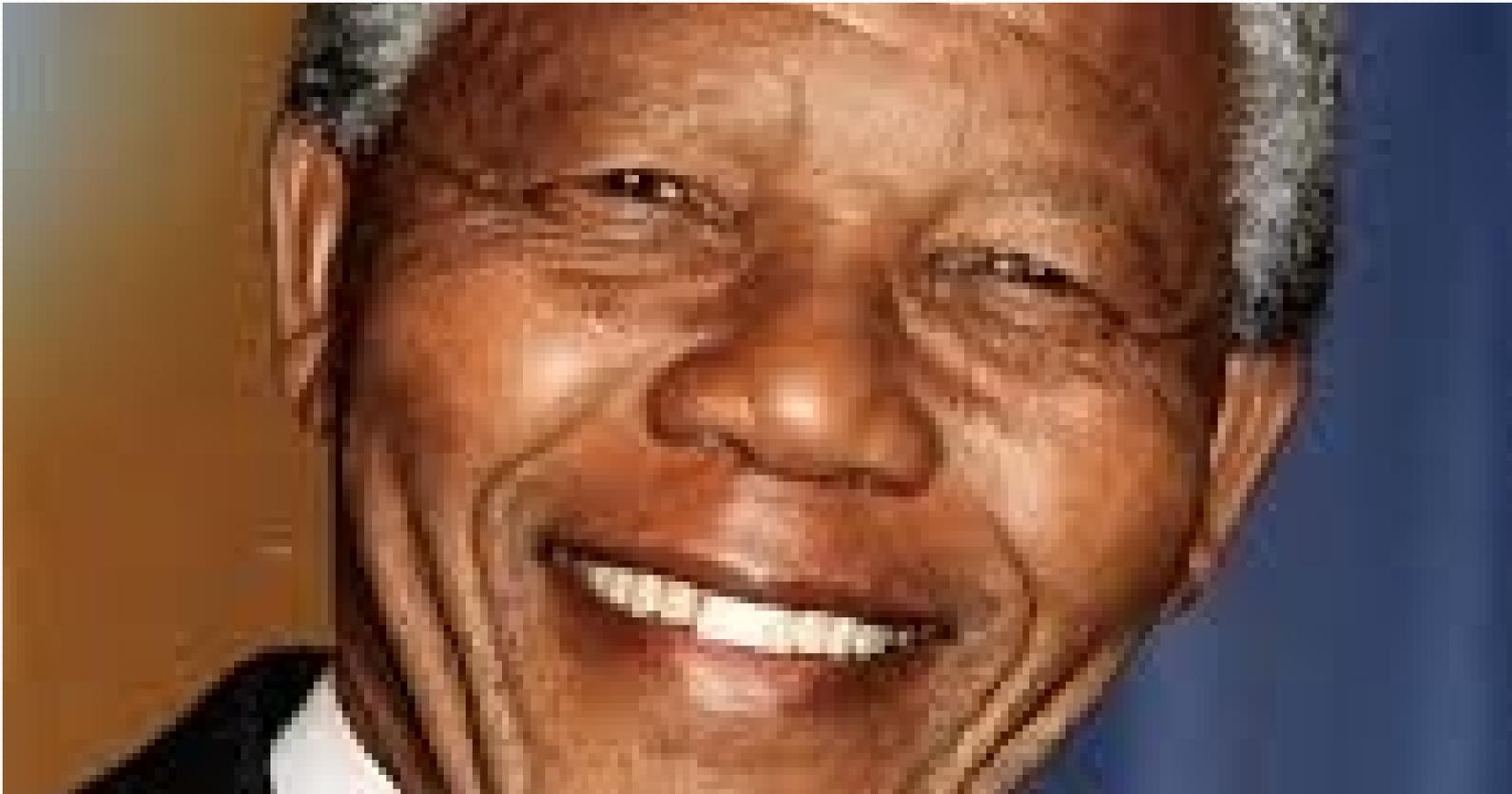
1. What are the three big ideas of this article?
2. Describe the purpose of this article.
3. Is the article “objective” or “subjective?” What do you think so?
4. What does the information mean for the world?
5. Write a paragraph about your new view of *The Sustainability of Bees*



Writing in Content Area Classes:

Social Studies

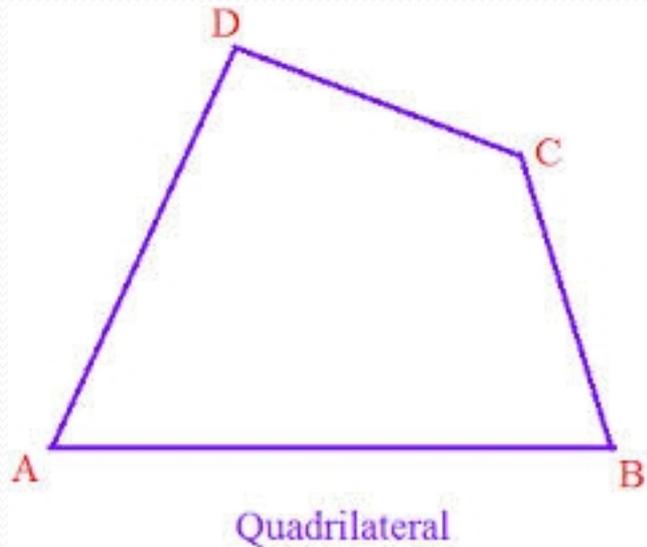
TOPIC: Nelson Mandela



Writing in Content Area Classes:

Math: Area of a Quadrilateral

- Students are asked to write out, in a short paragraph, how they would solve this problem.
- This method combines math skills and writing skills and reinforces the math process in their minds.



Writing in Content Area Classes: English/Language Arts

LET MY WORDS MOVE YOU

*To discriminate is to hate
To not accept because of our differences.
But that doesn't matter
You're taught to hate
The difference between you and them
Or what you don't understand
But in the end, it doesn't matter
Because there is a plan for each of us
So no matter what color
What race
What nation
We all breathe air
We all feel love
So don't discriminate
To discriminate is to hate*

Writing Examples from West Education Center

A Staff member, Ms. Cushing, designed the *Doghouse Digest*, the Literary and Arts Magazine of West Education Center of Intermediate District 287

- On this site you will find a variety of fiction, nonfiction, creative, informative writing, and artwork made by students in the diverse programs at West Education Center. Explore the thoughts and talents of students at WEC.

Writing with an Art in Residence/Drumming Activity: Omegeon Care and Treatment

“Being an addict is like watching all your friends eat delicious ice cream on a hot summer day but you’re lactose intolerant

Being an addict is like yelling “no” and being forced to whisper “yes.”

Being an addict is like going back in time when you were a baby but instead of depending on another human for life, you depend on a drug.”

Writing Examples from South Education Center





LET'S
GO
GREEN

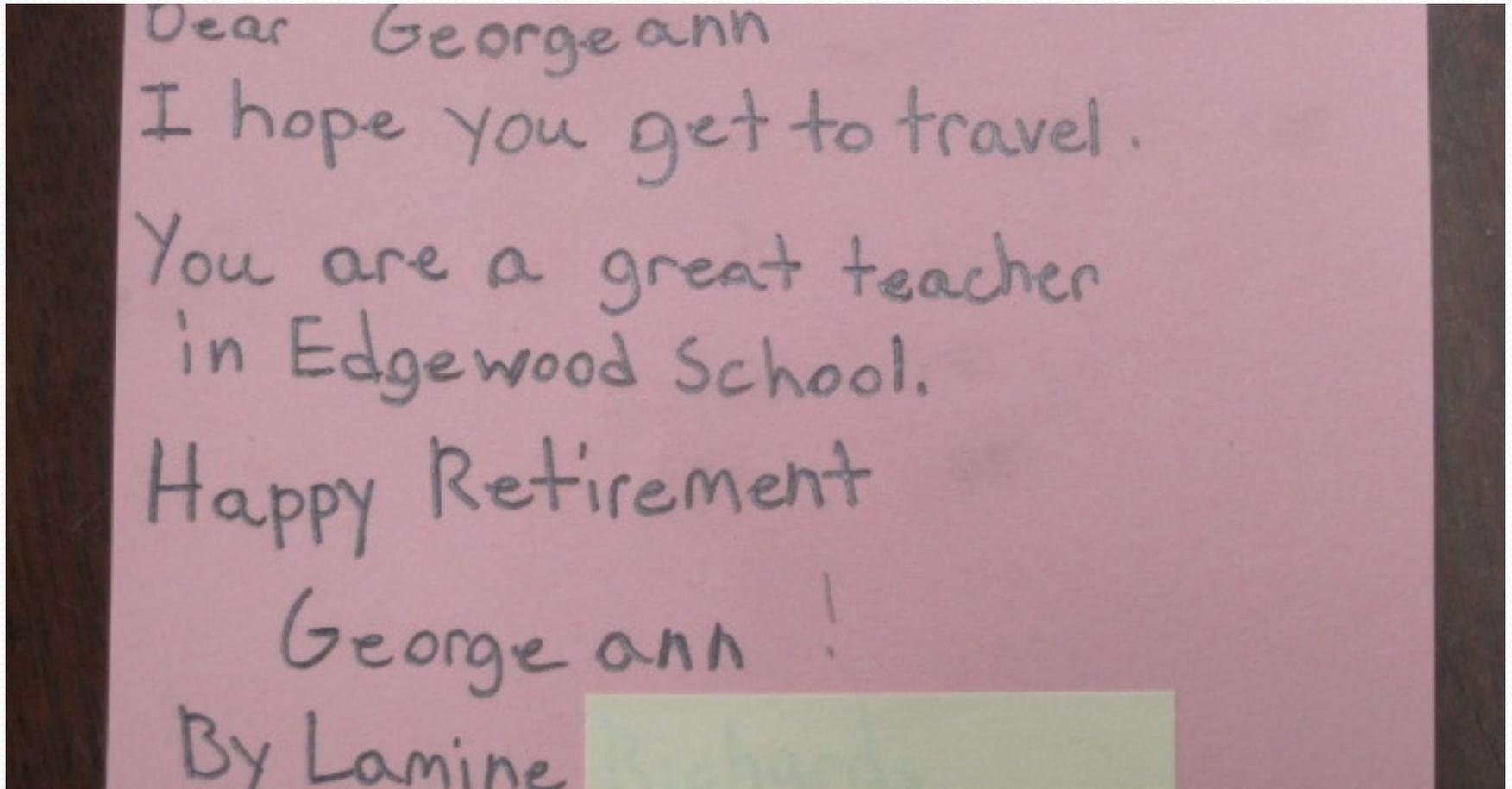
SAVE THE
WHALES

Earth Day

EARTH

EDGEWOOD PHASE TRANSITION:

Students Practiced and Learned to Write Personalized Messages and Letters...



Students learned to write entries into their personal calendars....

S May 2014

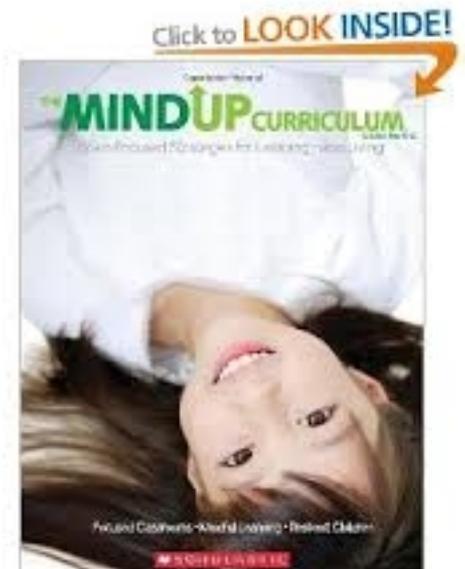
Sun	Mon	Tues	Wed	Thu	Fri	Sat
				May 1 Day.	2	3
4	5 CINCO DE MAYO NOTA	6	7	8 Late start	9	10
11 Mother's Day	12	13	14	15	16	17 Armed forces day.
18	19	20	21	22	23	24
25	26 Memorial Day No School	27	28	29	30	31

Students learned to make written entries into their bank register.

	1/31	Payroll			6.75	6.75
	2/22	treat	1.00			5.75
	1/1	payday			7.50	13.25
	1/18	payday			5.25	18.50
	12/8	payday			14.25	32.75
	1/10	payday			15.75	48.50
	1/10	School Store	1.00			47.50
	2/10	Walmart	4.00			43.50
2/10	2/10	charge			.80	42.70
	2/13	payday			6.75	51.05
	2/27	payday			6.00	57.05
	3/2	Community				53.05

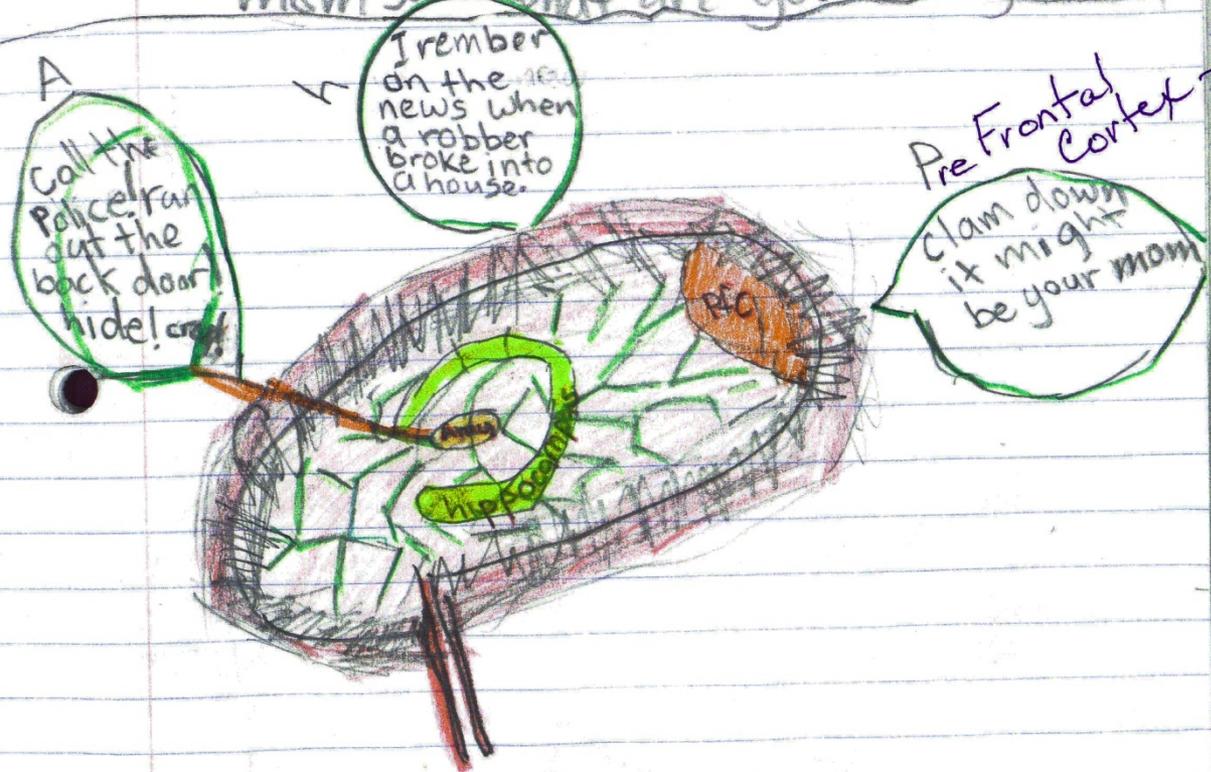
Example from NEC, Elementary EBD Program

The classroom teacher, a master in teaching writing skills, combined her teaching of Social Emotional Learning utilizing the MIND UP! Curriculum with a writing assignment. This was a 4th grader who, when she first came to NEC had not written and had refused to write anything.



September 25, 2013

my mom was trying to open up the door but it was locked I freaked out I cried, I almost called the police, I wanted to run out the back door but my mom said what are you doing.



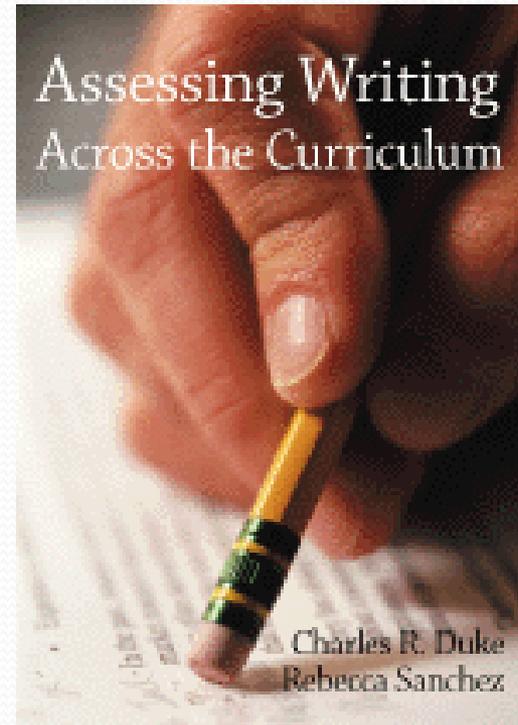
Writing Emphasis Next School Year

- Earlier this year, we talked about this year as a year of PRACTICE
- We will continue to PRACTICE during the 2014-2015 school year.

“Practice isn’t the thing you do once you’re good. It’s the thing you do that makes you good.” - Malcolm Gladwell

2014-2015 School Year

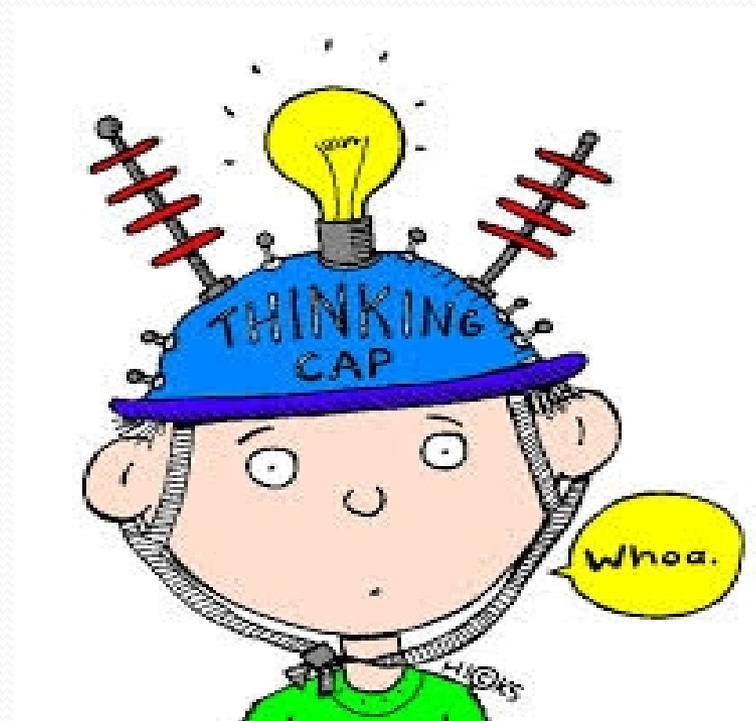
- For the 2014-2015 year, we are asking programs to devise an informal assessment tool that can be easily administered and measured at the beginning and end of the school year.



Next Year:

Our Collective Challenge

- What will a pre and post writing assessment look like in each of your programs?



The Gateway to College Program

- Their PLC goal for 2013-2014 was to increase writing proficiency in the area of vocabulary by one rubric level.
- THE 6-POINT WRITING RUBRIC (High School level) was utilized:

NOT PROFICIENT:

Beginning ----Emerging----Developing

PROFICIENT:

Capable----Experienced----Exceptional

Gateway Writing Prompt and Results

“How will/has the Gateway to College Program helped me to meet my goals now and in the future?”

- Write at least 6 sentences using your best writing and vocabulary skills
- **Results=**
 - 66% of the students who completed both the pre and post writing prompt above improved one rubric level
 - 58% of the students moved from **NOT PROFICIENT** to **PROFICIENT!**

*“Let us pick up our books and our pens;
they are the most powerful weapons.”*

Malala Yousafzai, in her keynote speech to the United Nations, 12th July 2013.”



Minnesota sensibly bolsters funding to provide expanded services for kids

Article by: Editorial Board
Star Tribune
May 15, 2014 - 7:06 PM

"Windshield time" is the term often used to describe a key barrier to kids getting or completing mental health care treatment. The energy and effort away from work responsibilities required for parents to drive children for diagnosis or therapy — appointments may stretch out over weeks or even longer — can be daunting, especially when treatment centers aren't close by.

But thanks to pragmatic leadership by state policymakers, more Minnesota families will soon have a new, convenient place where they can choose to get this crucial care. It's close to home and where kids already spend much of their day: their schools.

Building on Minnesota's long legacy of pioneering medical care in schools, state lawmakers and Gov. Mark Dayton moved last year to double state resources over the next five years for what is known as "school-linked mental health care." The state will spend about \$45 million during this time to contract with community mental health organizations to bring a provider into schools.

Services provided on-site, with parental consent, will include early intervention, therapy, and care coordination and referrals.

School-linked mental health care is not a new or an unproven concept. Since 2008, the state has spent \$4.8 million a year on in-school services like this. And since 2005, some Minneapolis public school students have been able to access care on-site, thanks to a partnership among the school district, Hennepin County and five mental health agencies.

But in 2013, a bipartisan array of state policymakers supported strengthening investment in these effective programs. Funding increased to \$7.2 million this year. It will rise to \$9.6 million a year for the following four years.

The additional grants will expand services to cover about 35,000 students of all ages across the state — up from the 18,000 previously served. The new dollars also will bring these services to another 92 school districts. Students in "more than 800 schools across 257 school districts and 87 counties" will be able to access in-school mental health care, according to the Minnesota Department of Human Services.

DHS just released the list of 36 organizations that will provide school-linked care. Among them: Amherst Wilder Foundation, Lee Carlson Center and the Washburn Center for Children.

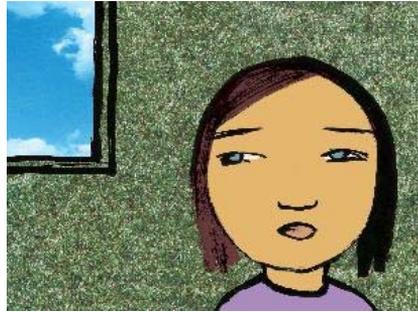
While the spotlight is on the current legislative session's frenzied last days, the announcement is a reminder that previous bipartisan collaboration will soon yield public health gains. The expanded funding is also a welcome investment in younger generations, something that needs to occur more consistently even as the graying wave of baby boomers dominates health and human services funding debates.

This is a smart place to put public dollars because there's strong evidence that these programs work. According to the University of Maryland's [Center for School Mental Health](#), studies show that programs like Minnesota's lead to increases in reading and math test scores, improved school attendance, and reduced behavioral and emotional symptoms.

Data from the Minneapolis schools program [indicate](#) that this service decreased school suspensions and office referrals and that it increased attendance. Statewide data also suggest that many kids getting care had never received mental health services previously, but that nevertheless had significant mental health needs.

School-linked mental health care "really works to get access to students and families who for a number of different reasons aren't able to access community-based care or stay engaged in care," said Mark Sander, a Hennepin County senior clinical psychologist who works jointly with the county and the Minneapolis public schools as a mental health care coordinator.

The scale of funding puts Minnesota at the forefront nationally of providing access to mental health care in schools. Kids who get the care they need can become better students. That's in everyone's interest. "This is a way of saving us money down the road," said Dr. [Ed Ehlinger](#), Minnesota's health commissioner. "The longer we keep kids in school ... the more likely they are to graduate and become taxpayers and good citizens."



Michelle Kumata • Seattle Times/MCT,

Care access

"Whether they live in the Twin Cities or Greater Minnesota, through school-linked programs we see that they get the help they need, when they need it and where it is most convenient for them and their family."

Statement from LUCINDA JESSON, Department of Human Services commissioner

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – May 22, 2014

AGENDA SECTION: ADMINISTRATIVE SERVICES REPORTS

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Director of Finance

1. Background Information

The April Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$74,046,073, or 87.5% of the Revised Revenue Budget of \$84,601,954. 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. 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 Funds 06 (NEC Construction) & 09 (Agency Funds) total \$61,044,047, or 72.0% of the Revised Expenditure Budget of \$84,760,037.

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: _____

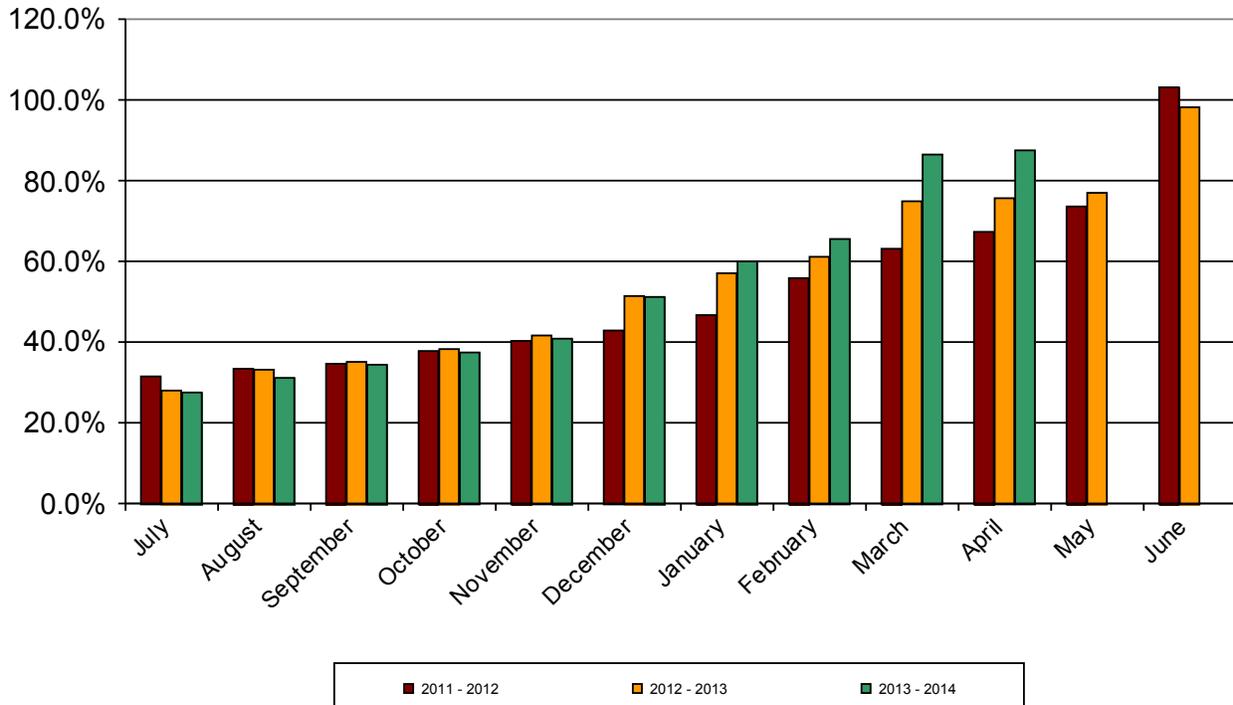
DISTRICT 287

REVENUE COMPARISON

- EXCLUDING Funds 06 (NEC Construction) and 09 (Agency)

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	25,873,696	31.5%	23,083,337	28.0%	23,266,115	27.5%
August	1,547,432	33.4%	4,277,483	33.2%	3,076,425	31.1%
September	1,014,685	34.6%	1,595,333	35.1%	2,766,649	34.4%
October	2,606,586	37.8%	2,620,908	38.3%	2,558,934	37.4%
November	2,065,709	40.3%	2,772,203	41.6%	2,904,928	40.9%
December	2,114,041	42.9%	8,060,459	51.4%	8,740,826	51.2%
January	3,139,401	46.7%	4,673,693	57.1%	7,444,596	60.0%
February	7,524,683	55.9%	3,338,082	61.1%	4,699,240	65.6%
March	5,978,317	63.1%	11,361,782	74.9%	17,705,512	86.5%
April	3,434,961	67.3%	636,685	75.7%	882,851	87.5%
May	5,160,949	73.6%	1,090,279	77.0%		
June	24,252,121	103.1%	17,481,161	98.2%		
TOTAL	84,712,582	103.1%	80,991,404	98.2%	74,046,073	87.5%
BUDGET	82,141,328		82,490,824		84,601,954	

REVENUE COMPARISON - ALL FUNDS EXCLUDING FUNDS 06 (NEC) & 09 (Agency) YTD REVENUE BY MONTH



REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report
 STATEMENT OF REVENUE
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 04/01/14 TO 04/30/14

RUN: MON 051214 08:59 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
 SUBTOTALED BY: ACCOUNT FD
 SERIES TOTALS: <None Selected>
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	04/01/14 04/30/14	FISCAL YEAR 201307 RECEIVED THRU 04/30/14	REMAINING ON 04/30/14	PERCENT REMAINING
01 GENERAL FUND	16,801,021.79	17,473,238	223,242.72	8,524,527.78	8,948,710.22	51.21 %
02 FOOD SERVICE FUND	590,029.26	655,439	39,449.60	251,381.63	404,057.37	61.64 %
04 COMMUNITY SERVICE FUND	200,356.47	170,592	7,171.04	64,163.43	106,428.57	62.38 %
06 BUILDING CONSTRUCTION FUND	98,584.95	0	0.00	0.00	0.00	0.00 %
07 DEBT SERVICE FUND	5,155,933.80	5,190,608	55,245.76	1,608,419.71	3,582,188.29	69.01 %
08 TRUST FUND	468,757.16	536,643	0.00	245,320.50	291,322.50	54.28 %
10 SCHOLARSHIP FUND	50,073.39	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	9,312,678.34	9,909,078	295,975.53	6,868,498.58	3,040,579.42	30.68 %
13 CAREER & TECH	1,452,720.05	1,385,517	396.00	1,032,655.32	352,861.68	25.46 %
14 SPECIAL EDUCATION	46,270,065.76	48,796,629	136,999.89	54,997,704.52	6,201,075.52-	12.70-%
20 INTERNAL SERVICE FUND	554,713.67	457,010	116,499.51	423,977.56	33,032.44	7.22 %
41 DONATIONS	602.84	0	0.00	30.00	30.00-	0.00 %
51 STUDENT CLUBS	35,866.27	27,200	7,870.45	29,394.20	2,194.20-	8.06-%
*** REPORT TOTALS:	80,991,403.75	84,601,954	882,850.50	74,046,073.23	10,555,880.77	12.47 %

DISTRICT 287
EXPENDITURE COMPARISON

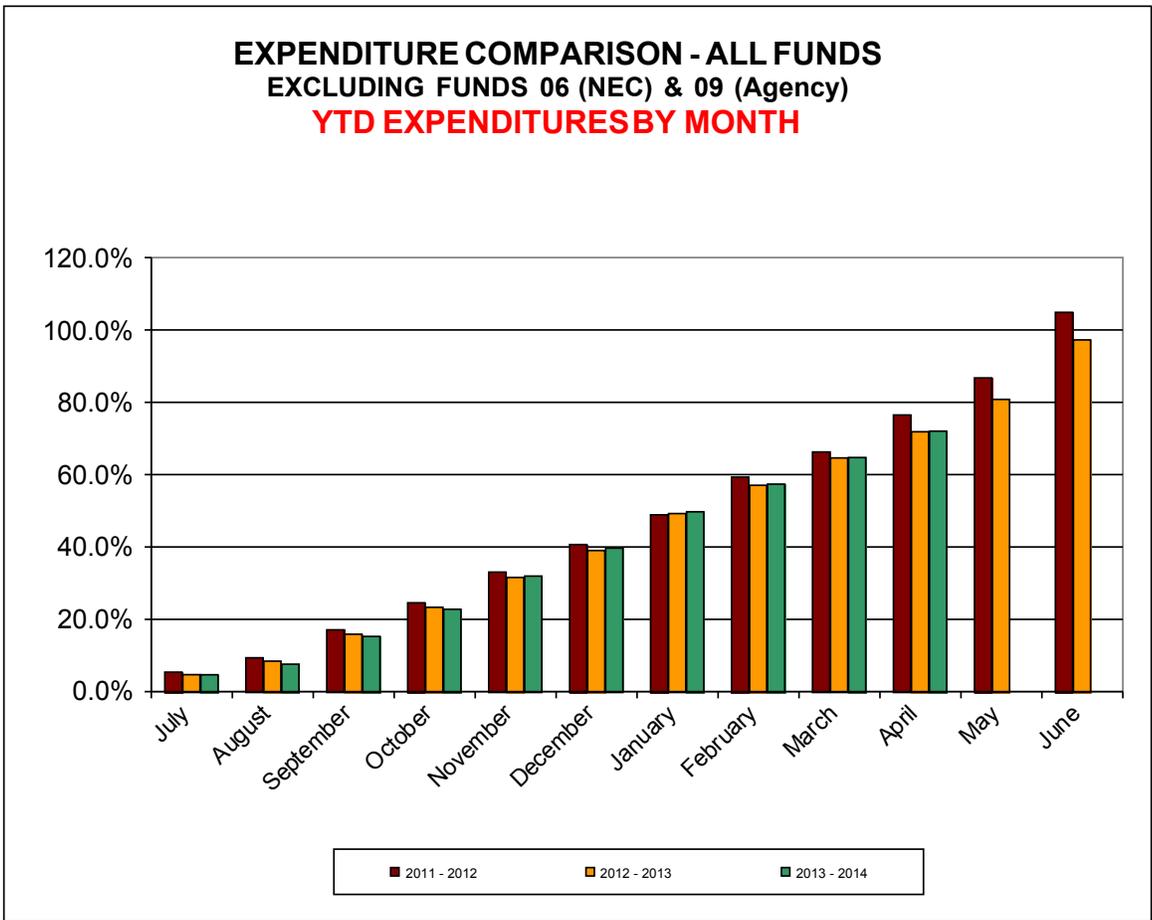
- EXCLUDING Funds 06 (NEC Construction) and 09 (Agency)

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	4,426,791	5.4%	3,922,779	4.7%	3,962,038	4.7%
August	3,242,009	9.4%	3,118,331	8.4%	2,486,804	7.6%
September	6,314,818	17.1%	6,204,141	15.9%	6,489,103	15.3%
October	6,114,673	24.6%	6,207,454	23.3%	6,365,911	22.8%
November	6,924,324	33.0%	6,868,339	31.6%	7,781,071	32.0%
December	6,234,872	40.7%	6,204,082	39.0%	6,551,462	39.7%
January	6,740,058	48.9%	8,516,139	49.2%	8,521,477	49.7%
February	8,521,079	59.3%	6,519,986	57.1%	6,477,527	57.4%
March	5,671,596	66.3%	6,287,977	64.6%	6,241,384	64.7%
April	8,378,469	76.5% ¹	6,049,508	71.9%	6,167,270	72.0%
May	8,376,008	86.7% ²	7,446,228	80.8%		
June	14,816,672	104.9% ³	13,711,182	97.2%		
TOTAL	85,761,367	104.9%	81,056,146	97.2%	61,044,047	72.0%
BUDGET	81,786,192		83,352,386		84,760,037	

¹ Includes \$2,139,705.64 in MDE Tuition Refunds for prior years paid back to member districts (FY09-10)

² Includes \$531,813.67 in MDE Tuition Refunds for prior years paid back to other districts (non-member access fee)

³ 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 04/01/14 TO 04/30/14

RUN: MON 051214 08:59 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	04/01/14 04/30/14	EXPENDED THRU 04/30/14	FISCAL YEAR 201307 ENCUMBERED THRU 04/30/14	REMAINING ON 04/30/14	PERCENT REMAINING
01 GENERAL FUND	17,320,565.99	18,608,426	1,050,589.92	13,228,503.23	1,323,970.14	4,055,952.63	21.79 %
02 FOOD SERVICE	590,029.26	655,439	56,382.59	490,344.85	77,276.05	87,818.10	13.39 %
04 COMMUNITY SERVICE FUND	221,434.69	170,592	16,730.16	142,996.15	6,640.95	20,954.90	12.28 %
06 BUILDING CONSTRUCTION FUND	793,289.99	0	0.00	0.00		0.00	0.00 %
07 DEBT SERVICE FUND	3,973,668.76	3,965,332	0.00	3,964,231.26		1,100.74	0.02 %
08 TRUST FUND	472,715.78	536,643	0.00	217,150.75		319,492.25	59.53 %
10 SCHOLARSHIP FUND	8,868.77	20,000	0.00	20,669.14		669.14-	3.34-%
12 ALC-ACADEMIC	9,607,902.35	10,435,786	761,722.37	7,134,363.91	349,111.02	2,952,311.07	28.29 %
13 CAREER & TECH	1,493,258.60	1,390,477	93,546.47	950,327.44	4,008.34	436,141.22	31.36 %
14 SPECIAL EDUCATION	46,082,516.10	48,492,632	4,096,229.83	34,558,112.04	517,686.00	13,416,833.96	27.66 %
20 INTERNAL SERVICE FUND	462,733.42	457,010	87,936.04	317,534.41		139,475.59	30.51 %
51 STUDENT CLUBS	29,162.35	27,700	4,132.85	19,814.22	813.04	7,072.74	25.53 %
*** REPORT TOTALS:	81,056,146.06	84,760,037	6,167,270.23	61,044,047.40	2,279,505.54	21,436,484.06	25.29 %

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

MEMORANDUM

DATE: **May 12, 2014**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- | | | |
|--|-------------|----------------------|
| 1. Claim payments for: April 2014 | Totaling \$ | <u>3,479,692.24</u> |
| a) <i>Check #'s</i> 493909 - 494157
<i>and Wire Transfers - #'s</i> 2486 - 2490, 3096, 70014162 - 70014339, 80000672 - 80000693
<i>and P-Card Purchases - #'s</i> 90000230- 90000244 | | |
| 2. Payroll for: April 2014 | Totaling \$ | <u>2,422,357.87</u> |
| a) <i>Check #'s</i> 675589
b) <i>Direct Deposit #'s</i> 254583 - 256575
<i>and Wire Transfers - #'s</i> 4108 | | |
| 3. Receipts for: April 2014 | Totaling \$ | <u>1,723,353.74</u> |
| a) <i>Receipt #'s</i> 134836 - 135004 | | |
| 4. Investments at end of month | Totaling \$ | <u>19,506,520.14</u> |

Claims/Expenditures, wire transfers, P-Card purchases, payroll, 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
APRIL 2014

INV	INSTITUTION	INV	RATE OF	PURCHASE	MATURITY	AMOUNT
NBR		TYPE	RETURN (%)	DATE	DATE	INVESTED
	PMA- MNTRUST INVESTMENT SHARES PORTFOLIO					-
	PMA- MNTRUST SAVINGS DEPOSIT ACCOUNT	SDA	0.040	03/31/14	04/30/14	19,506,520.14
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					19,506,520.14
	INVESTMENTS ON OUR BOOK AT END OF MONTH					19,506,520.14
	INTEREST NOT RECORDED BY MONTH-END					0.00
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					19,506,520.14

DONATIONS
INTERMEDIATE DISTRICT 287
2013-2014

April 2014							
DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
4/15/14	CHECK		\$ 50.00	BROSTOM, IRVING & NATALIE		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 100.00	CHAPMAN, ROBERT & SARA		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 70.00	COLLIGAN, ERIN		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 50.00	CRYSTAL VISION CLINIC		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 50.00	HERMANN, PHILIP & SHERIE		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 69.78	LIFETOUCH NATIONAL SCHOOL STUDIOS		NECA	STUDENT CLUB
4/11/14	CHECK		\$ 20.00	MOLDENHAUER, FLORENDY		EDGEWOOD	FOCUS
4/15/14	CHECK		\$ 500.00	OSSEO LIONS CLUB		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 100.00	P & F MARCHINING		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 100.00	RINGE, MITCHELL & JUDI		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 100.00	SCHOOLMAN, RICHARD & BETH		EDGEWOOD	STUDENT EVENTS
4/15/14	CHECK		\$ 100.00	SOLSTAD, ROBERT & LORRAINE		EDGEWOOD	STUDENT EVENTS
4/29/14	HONDA HS 35 SNOWBLOWER		\$ 200.00	STEINHAGEN, AMY		HTC/EP	OUTDOOR POWER CLASS
4/11/14	CHECK		\$ 50.00	STROM, ANN		EDGEWOOD	PHASE
			\$ 1,559.78				

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

TO: Sandra Lewandowski, Superintendent

FROM: Mae Hawkins, Director of Finance
Pat Harris, Purchasing Manager

DATE: May 22, 2014

Re: **What the Board Needs To Know About Purchasing**

Overview:

In 2013-2014 Purchasing staff wrote new Purchasing Procedures, Purchasing Practices and Procurement Card (P-Card) Practices that were approved by the Superintendent and Cabinet. Prior to this, the district embarked on a P-Card program which significantly impacted long standing district purchasing processes; and the position of Purchasing Manager was reevaluated to include a shared employee contract to Northeast Metro 916 as their Purchasing Specialist. The primary responsibility of the contracted work is to bid Joint Purchasing contracts for key commodity products. The contracts are collaboratively shared with 916 member districts and other government entities who have signed Joint Purchasing Agreements with 916, including District 287 and many of our member districts and other MN school districts.

Summary:

New Purchasing Practices: A resource to assist staff in procuring the goods and services needed to provide quality instructional programs for students at the most cost effective price and within legal and internal control requirements.

List of Preferred Vendors: An alphabetical list by **category** was created to assist internal customer in finding vendors that offer District 287 the best value.

New P-Card Practices: Provides directions for cardholders on appropriate use and reconciliation responsibilities.

Contract Administration: Initiated a process of controls through Purchasing to ensure legal review and tracking of contracts and agreements throughout the district.

916 Joint Purchasing Contracts: Twelve contracts were bid in 2013-2014 and a password-protected page is maintained on the NE Metro 916 website for vendor award sheets and contract pricing.

Results:

- Purchasing staff understand their role to improve and deliver exceptional customer service to our internal customers at all levels.
- Improved purchasing and P-card processes create efficiencies for our site Principals and Administrators, allowing them more time to focus on the education of students.
- The district P-Card has reduced accounts payable checks by 35%, purchase orders by 64% and generated rebates totaling \$14,197 since inception in 2011.
- The use of NE Metro 916 Joint Purchasing contracts at District 287 allows both Intermediates to save money, follow state law, audit requirements, and add value to each of our member districts.
- The combined total volume of purchases made using 916 joint purchasing contracts in 2013 was \$3,290,721. District 287 and eight (8) of 12 member districts purchased \$473,462 utilizing 12 of 16 contracts.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – May 22, 2014

AGENDA SECTION: BOARD BUSINESS

ITEM: Drug and Alcohol Testing for Prospective Employees Policy

PRESENTED BY: Anne Becker, General Counsel/Human Resource Director

1. Background Information

Drug and Alcohol Testing for Prospective Employees is presented for a second read and approval. A motion is necessary to approve this policy as presented.

2. Fiscal Impact/Funding Source: None

3. RECOMMENDED ACTION: The Drug and Alcohol Testing for Prospective Employees Policy as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

Responsive. Innovative. Solutions

Answers to Questions Posed at May 8, 2014 Board Meeting

Date: May 15, 2014

To: Board Members

From: Anne C. Becker, General Counsel

Re: Proposed Drug Testing of Applicants for Employment Policy

During my presentation of the drug testing policy for a first read at the May 8 Board meeting, I characterized drug testing of applicants for employment as a “best practice.” That statement led to the following questions:

1. How common is it for employers to test applicants for employment for drug use?
 - A. The Society for Human Resource Management (SHRM)¹ reports that almost 80% of respondents to a recent employment screening survey stated that they conducted drug testing on some portion of their workforce, most commonly on applicants for employment. This is an excerpt from an article on the SHRM website:

Nearly 8 in 10 Employers Screen for Alcohol, Drugs

By Roy Maurer
5/31/2013

According to HireRight’s [2013 Employment Screening Benchmarking Report](#), 78 percent of respondents overall conduct drug testing on some portion of their workforce. This number jumps dramatically in the transportation industry (98 percent), which has additional regulatory requirements.

The 2013 report is based on survey results from more than 1,600 respondents, including human resource, security and other management professionals in a wide range of industries and organization sizes. Both HireRight customers and noncustomers were surveyed.

Overall, 19 percent of respondents do not conduct drug or alcohol tests and have no plans to; 3 percent do not conduct tests but plan to do so. Most organizations (90 percent) are screening job candidates, and 71 percent also screen current employees. Thirty-two percent screen contingent or temporary workers.

¹ The Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Founded in 1948, SHRM represents more than 250,000 members in over 140 countries, and has more than 575 affiliated chapters within the United States.

2. How many of Intermediate District 287's member districts conduct drug tests?
 - A. Seven member districts (Brooklyn Center, Orono, Osseo, Richfield, Robbinsdale, St. Louis Park and Westonka) have a policy on drug and alcohol testing. Osseo's policy is only directed at the testing of school bus drivers and bus driver applicants. The other six member districts' policies address the testing of school bus drivers, non-school bus drivers and applicants for any position.
 - B. Minneapolis Public Schools also has a pre-employment drug and alcohol testing policy.
 - C. Other government entities have a policy on pre-employment drug and alcohol testing, including the City of Minneapolis and Hennepin County. Minneapolis conducts pre-employment testing if the applicant will have direct interaction with students or vulnerable adults (among other criteria). Likewise, Hennepin County conducts pre-employment testing for a variety of applicants, including child protection case workers, psychologists and library staff.
3. How much does it cost the District to conduct a drug test?

\$40
4. Does the test screen for prescription drugs or just illegal drugs?

Only illegal drugs.
5. Does the District charge applicants for employment anything toward the cost of conducting a background check? If so, how much?

Yes, if the applicant is hired \$25 is deducted from his or her first paycheck. That is the lowest cost that the District pays for a background check; generally the lowest cost is charged when an applicant has lived in the same Minnesota County for the last ten years. Other checks can cost as much as \$150, depending on how many states and/or foreign countries an applicant has lived in during the relevant time period.

Please do not hesitate to contact me at 763-550-7133 or 651-341-4584 or by email: acbecker@district287.org if you have any questions regarding the information above or the proposed policy.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

SECOND READ

POLICY SERIES: Employee Rights and Responsibilities

SUBJECT: Drug and Alcohol Testing for Prospective Employees

BOARD APPROVED:

REVISION DATE:

ERR _____ Drug and Alcohol Testing for Prospective Employees

I. PURPOSE

- A. The Board recognizes the significant problems that can be created by illegal drug and alcohol use in society in general, and the public schools in particular. The Board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow. The Board also appreciates the role that adults in schools play as role models for students and is committed to ensuring that District employees are conducting themselves in a manner that is in keeping with this important responsibility.
- B. The Board believes that current illegal drug or alcohol dependence may impair an employee's judgment and present a grave threat to the physical and mental well-being of students and employees. The Board further believes that a work environment free of illegal drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. Therefore, the purpose of this policy is to provide authority to the District to request or require job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

II. GENERAL STATEMENT OF POLICY

- A. The District may request or require that any job applicant submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.
- B. The use, possession, sale, purchase, transfer, or dispensing of alcohol or any drugs not medically prescribed for the person who is using or possessing them is prohibited on District property (which includes District vehicles), while operating District vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or drugs which are not medically prescribed for the user is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is

on or off District property. Employees under the influence of alcohol or drugs which are not medically prescribed are prohibited from entering or remaining on District property.

- C. The District may withdraw a job offer made to any job applicant pursuant to the provisions of this policy and as provided in Minn. Stat. §§ 181.950-181.957.

III. DRUG AND ALCOHOL TESTING FOR PROSPECTIVE EMPLOYEES

The District may request or require that any job applicants submit to drug and alcohol testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The District may request or require that a job applicant undergo drug or alcohol testing conducted by a testing laboratory which participates in one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
- b. The District will not request or require a job applicant to undergo drug and alcohol testing on an arbitrary or capricious basis.

2. Job Applicant Testing

The District may request or require any job applicant to undergo drug and alcohol testing provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer which is contingent on the applicant's passing drug and alcohol testing, the District may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the District shall notify the job applicant of the reason for its action.

B. No Legal Duty to Test

The District does not have a legal duty to request or require any job applicant to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes.
2. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, Subd. 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.
3. "Job applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the District in a position that does not require a commercial driver's license, and includes a

person who has received a job offer made contingent on the person passing drug or alcohol testing.

4. “Positive test result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minn. Stat. § 181.953, Subd. 1.
5. “Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

D. Right of Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal

1. Right of Job Applicant to Refuse Drug and Alcohol Testing

Any job applicant has the right to refuse drug and alcohol testing subject to the provision contained in Paragraph 2 of this Section.

2. Consequences of a Job Applicant’s Refusal to Undergo Drug and Alcohol Testing

Any job applicant who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting or requiring a job applicant to undergo drug or alcohol testing, the District shall provide the job applicant with a Pretest Notice on which to acknowledge that the job applicant has received or would prefer to access an electronic copy of the District’s drug and alcohol testing policy.

2. Notice of Test Results and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the District shall inform a job applicant, in writing, of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test. The District shall also inform a job applicant, in writing, of his or her right to request and receive a copy of the test result report on any drug or alcohol test from the District.

3. Notice of and Right to Explain Positive Test Result

a. If the District informs a job applicant of a positive test result on a confirmatory test, at the same time, the District shall provide him or her with written notice of the right to explain the results and to submit additional information.

- b. The District may request that the job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
 - c. Within three (3) working days after notice of a positive test result on a confirmatory test, a job applicant may submit information (in addition to any information already submitted) to the District to explain that result.
4. Notice of and Right to Request Confirmatory Retests
- a. If the District informs a job applicant of a positive test result on a confirmatory test, at the same time, the District shall provide him or her with written notice of the right to request a confirmatory retest of the original sample at his or her expense.
 - b. A job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the job applicant shall notify the District in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the District shall notify the original testing laboratory that the job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse action based on the original confirmatory test may be taken against the job applicant.

F. Privacy, Confidentiality and Privilege Safeguards

- 1. Privacy Limitations
A laboratory may only disclose to the District test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.
- 2. Confidentiality Limitations
Test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minn. Stat. Ch. 13, and may not be disclosed by the District or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations
Notwithstanding Paragraphs 1 and 2, evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minn. Stat. Ch. 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract.
4. Privilege
Positive test results from the District drug or alcohol testing program may not be used as evidence in a criminal action against the job applicant tested.

IV. POSTING

The District shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by job applicants in its human resources department or other suitable locations. Inclusion of this policy on the District's website shall satisfy this posting requirement.

Legal References: Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
Minn. Stat. Chapter 13 (Minnesota Government Data Practices Act)
Minn. Stat. Chapter 43A

Cross Reference: Drug-Free Workplace/Drug-Free Schools Policy

Policy Project:

Updated: May 2014

Health & Medical (HM)		Board Approved
Revision Due Date: August 2014		
HM	100	Goals Oct-2010
HM	140	Drug-Free Workplace/Drug-Free Schools Policy Oct-2010
HM	160	Tobacco-Free Schools Aug-2002
HM	180	Wellness (revised February 2013) May-2006
HM		Employee Drug Testing Policy (scheduled for revision 5/2014) May-2006

District Administration & Organization (DAO)		Board Approved
Revision Date: October 2014		
DAO	100	Goals Nov-2012
DAO	120	Intermediate District 287 Organizational Chart Annually
DAO	140	Administrator Code of Ethics Nov-2012

Technology & Communication (TC)		Revision Date:	Board Approved
		January 2015	
TC	100	Goals	Feb-2012
TC	120	Technology Responsible Use and Safety Policy	Dec-2004

Student Rights & Responsibilities (SRR)		Revision	Board Approved
		Date: February 2015	
SRR	100	Goals	Sep-2012
SRR	120	Student Conduct & Discipline	Mar-2005
SRR	140	Bullying (scheduled for revision 6/2014)	Nov-2006
SRR	160	Hazing	Mar-2005
SRR	180	Weapons	Mar-2005
SRR	200	Peace Officers and Crisis Teams Policy	May-2004

Board Officers/Operations (BOO)		Board Approved
Revision Date: March 2015		
BOO	100	Goals Oct-2008
BOO	120	Board-Superintendent Relations Apr-2003
BOO	140	Compensation Policy Apr-2003
BOO	180	Out of State Travel by School Board Members Apr-2003
BOO	200	Policy Development, Adoption, Implementation and Review Apr-2003
BOO	220	Board Structure & Decision-Making Apr-2003
BOO	240	Conflict of Interest Apr-2003
Bylaws		Board Bylaws

Facilities (FAC)		Board Approved
Revision Date: September 2015		
FAC	100	Goals May-2012
FAC	120	Crisis Management Mar-2003
FAC	140	Student Transportation Safety May-2012

Curriculum & Instruction (CI)		Revision	Board Approved
		Date: November 2015	
CI	100	Goals	Mar-2012
CI	120	System Accountability	Mar-2004
CI	140	Special Education Services	Mar-2004

Nondiscrimination & Equal Opportunity (NEO)		Board Approved
Revision Date: October 2016		
NEO	100	Goals Nov-2008
NEO	120	Harassment & Violence Aug-2002
NEO	140	Equal Opportunity Aug-2002

Financial Planning & Operations (FPO)		Board Approved
Revision Date: November 2016		
FPO	100	Goals Sep-2011
FPO	120	Establishment, Adoption & Modification of District Budget Feb-2004
FPO	140	Fund Balance Dec-2006
FPO	160	Gifts Jul-2001
FPO	180	Investments Jul-2001
FPO	200	Sources of Revenue Feb-2002

Employee Rights & Responsibilities (ERR)		Board Approved
Revision Date: November 2016		
ERR	100	Goals Apr-2002
ERR	120	Employee Responsibilities Apr-2002
ERR	180	Publication or Creation of Products or Content Apr-2002

Data Privacy & Records (DPR)		Revision Date:	Board Approved
		February 2017	
DPR	100	Goals	Feb-2013
DPR	120	Personnel Data Privacy	Feb-2013
DPR	140	Student Data Privacy	Feb-2013
DPR	160	Right to Access Public Data	Feb-2013

POLICY SCHEDULE PLANNER

2013-2014

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

PROJECT PHASE	SIT DATE	FIRST READ	SECOND READ
Revision: Employee Drug Testing Policy	04.30.14	05.08.14	05.22.14
Revision: Bulling Policy	06.04.14	06.12.14	06.26.14

◇ SIT Meetings

◇ Board Meetings

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POLICY SCHEDULE PLANNER

2014-2015

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

PROJECT PHASE	SIT DATE	FIRST READ	SECOND READ
Revision: Health & Medical Bucket	07.23.14	08.14.14	09.11.14
Revision: District Administration & Organization Bucket	10.01.14	10.09.14	10.23.14
Revision: Technology & Communication Bucket	12.17.14	01.08.15	01.22.15
Revision: Student Rights & Responsibilities Bucket	02.04.15	02.12.15	02.26.15
Revision: Board Officers & Operations Bucket	03.04.15	03.12.15	03.26.15

◇ SIT Meetings

◇ Board Meetings

◇ Tentative Board Meeting Dates

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Graduation & Special Events Schedule

SUN Transition/PHASE/Intersect Graduation

Monday, June 2, 2014

12:00 PM @ South Education Center
7450 Penn Avenue South, Richfield, 55423

_____	_____
_____	_____
_____	_____

Gateway to College Graduation

Tuesday, June 3, 2014

11:00 AM @ Brooklyn Park Campus Auditorium
9000 Brooklyn Boulevard, Minnesota, 55445

_____	_____
_____	_____
_____	_____

West Education Center Graduation

Tuesday, June 3, 2014

4:00 PM @ West Education Center
11140 Bren Road West, Minnetonka, 55343

<u>Karen Filla</u>	_____
_____	_____
_____	_____

Focus Graduation

Wednesday, June 4, 2014

9:00 AM @ South Education Center
7450 Penn Avenue South, Richfield, 55423

_____	_____
_____	_____
_____	_____

VECTOR South Graduation

Wednesday, June 4, 2014

12:00 PM @ South Education Center
7450 Penn Avenue South, Richfield, 55423

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South Education Center Graduation

Wednesday, June 4, 2014

6:00 PM @ south Education Center
7450 Penn Avenue South, Richfield, 55423

Nancy Rowley

Ann Bremer

Northwest Tech Center High School Graduation

Thursday, June 5, 2014

9:00 AM @ Northwest Tech Center
7008 Northland Drive, Suite 100, Brooklyn Park, MN 55428

VECTOR, Invest, and Venture Transition Graduation

Thursday, June 5, 2014

12:30 PM @ Hennepin Technical College Auditorium
9000 Brooklyn Blvd., Brooklyn Park, 55441

North Education Center Graduation

(Special Education Programs)

Thursday, June 5, 2014

1:15 PM @ NEC Gymnasium
5530 Zealand Avenue North, New Hope, 55428

North Education Center Alternative Graduation

Thursday, June 5, 2014

6:00 PM @ NEC Gymnasium
5530 Zealand Avenue North, New Hope, 55428

Transition EEC Graduation

Friday, June 6, 2014

10:00 AM @ TBN

Explore EEC Graduation

(8th Grade Recognition)

Friday, June 6, 2014

1:00 PM @ TBN

Hennepin County Home School (Epsilon) Graduation

Friday, June 6, 2014

1:30 PM @ NEC Gymnasium
14300 County Highway 62, Minnetonka, 55345

◆ New Event

School Board Planning Calendar

January 2014 – December 2014

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
JANUARY 9, 2014 <i>Organizational Meeting</i> Election of Board Officers Oath of Office Financial Report November	JANUARY 23, 2014 Financial Report December FY13 Audit Legislative Platform Uber Goal #2
FEBRUARY 13, 2014 ALC Plus Report DI Presentation Communication with Local Boards Hennepin County Graduation Update Superintendent Mid-Year Evaluation Procedure Teacher Eval Presentation What the Board Needs to Know about Children's Health Grant Award	FEBRUARY 27, 2014 Financial Report January FY15 Budget Assumption FY14 Budget Revision Program Withdrawal Report Report on Uber Goal Staff Reduction ULA Resolution Changes for following Year
MARCH 13, 2014 SEC Playfield Update Teacher Evaluation	MARCH 27, 2014 Financial Report February FY14 Budget Reduction Realignment Proposal Program Reduction Resolution Proposed District 287 School Calendar 2014-2015 Reduction ULA for tenured staff (<i>provide names</i>) Strategic Plan Report
APRIL 10, 2014 <i>(Only one Board meeting this month!)</i> Local 284 Parameters - (Closed Session) Superintendent & Board Evaluation Update	
MAY 8, 2014 Financial Report March Morris-Leatherman Survey Results Summary Status Report on Board Policy & Procedure	MAY 22, 2014 Areas of Literacy Focus for 2013-2014 (Sherry/Mary) Financial Report April Non-Renewals/Layoffs Probationary Licensed, and Non-Licensed Staff Reduction ULA Resolution What The Board Needs To Know About District 287 Purchasing Efforts
JUNE 12, 2014 Read 180 & Math 180 Results Superintendents Evaluation Update	JUNE 26, 2014 2014-2015 Budget Approval Financial Report May Final ULA Resolution for Licensed Staff Presentation <ul style="list-style-type: none"> • Strategic Plan Final (Report & DVD) • Written PLC Report

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
 Board TLC

Community use of Facilities Bucket

School Board Planning Calendar January 2014 – December 2014

1 st Meeting of the Month	2 nd Meeting of the Month
<p>AUGUST 21, 2014</p> <p>Approval of Cash Flow Borrowing Resolution District Operations Financial Report July Superintendent Goals</p>	
<p>SEPTEMBER 11, 2014</p> <p>Hennepin County Gateway to College Report What Board Members Should Know About Our 2013-2014 Back to School Start-Up</p>	<p>SEPTEMBER 25, 2014</p> <p>Financial Report August</p>
<p>OCTOBER 9, 2014</p> <p>Collaborative Curriculum Care & Treatment, Prairie Care w/ Todd Archbold, Chief Development Officer</p>	<p>OCTOBER 23, 2014</p> <p>Financial Report September What the Board Should Know about Crisis Planning Guidelines for Safety and District Resources</p>
<p>NOVEMBER 13, 2014</p> <p><i>(Only one Board meeting this month!)</i></p> <p>Update on Hennepin County Superintendent/Commissioner Meeting Attracting & Retaining a High Performing Workforce Facilities Management Update Food Service Recommendations OPEB Reporting & Funding What the Board Should Know About Restrictive Procedures What the Board Should Know About the MDE & Hennepin County Task Force</p>	
<p>DECEMBER 11, 2014</p> <p><i>(Only one Board meeting this month!)</i></p> <p>Financial Report October Prior Year Audit Review</p>	

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
Board TLC

Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
May 22, 2014
SCHOOL BOARD CALENDAR

May 2014

22	Thursday	Hennepin Technical College High School Spring Award Ceremony	10:10AM & 12:20PM	TBN
22	Thursday	General Board Meeting	6:30PM	Board Rm

June 2014

02	Monday	Sun Transition/PHASE/Intersect Graduation	12:00PM & 1:30PM	SEC
03	Tuesday	Gateway to College Graduation	11:00AM	BPC
03	Tuesday	West Education Center Graduation	4:00PM	WEC
04	Wednesday	FOCUS South Graduation	9:00AM	SEC
04	Wednesday	VECTOR/InVest Graduation	12:00PM	SEC
04	Wednesday	South Education Center Alternative Graduation	6:00PM	SEC
05	Thursday	Northwest Tech Center High School Graduation	9:00AM	NWTC
05	Thursday	VECTOR North Graduation	1:00PM	HTC
05	Thursday	North Education Center Graduation	1:00PM	NEC
05	Thursday	North Education Center Alternative Graduation	6:00PM	NEC
06	Friday	Transition EEC Graduation	10:00AM	TBN
06	Friday	Epsilon Graduation	TBN	TBN
06	Friday	Explore EEC Graduation (8 th Grade Recognition)	1:00PM	TBN
12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm

◆ General Board Meeting – Date Change

◆ New Event