



**Intermediate District 287**

**Regular Meeting**

**Thursday, January 22, 2009 6:30 PM**

# Intermediate District 287 School Board Meeting Agenda

Thursday, January 22, 2009 at 6:30 PM  
Regular Meeting  
District Service Center Board Room

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1. CALL TO ORDER
2. APPROVAL OF GENERAL MEETING AGENDA 3
3. OPEN FORUM
4. APPROVAL OF CONSENT AGENDA 7
5. SUPERINTENDENT'S REPORT 14
6. INSTRUCTIONAL REPORT 23
7. ADMINISTRATIVE SERVICES REPORT
  - A. Financial Report - Monthly Finance & ADM Report 25
  - B. Facilities Report 37
  - C. Human Resources 38
8. BOARD BUSINESS
  - A. Chair Report
  - B. Policy Review & Revision
  - C. Organization Representatives Report
  - D. District News 39
  - E. Once Around the Table
9. ADJOURNMENT

\* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

**INTERMEDIATE DISTRICT 287  
GENERAL MEETING OF THE BOARD  
THURSDAY, January 22, 2009  
6:30PM @ DSC  
AGENDA**

A = Action  
R = Roll Call  
I = Information

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

1.1 Oath of Office – All board members shall take the oath of office conducted by the Superintendent:

**OATH OF OFFICE – INTERMEDIATE DISTRICT 287  
BOARD MEMBER  
JANUARY 2009 – DECEMBER 2009**

*“I, (state your name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully and justly perform and discharge all the duties of the office and trust, which I now assume as a member of the Board of Intermediate School District 287, to the best of my judgment and ability.”*

*Please sign the Oath of Office (gold) form which will be in your board folder. Please leave form in the folder for Wauneen to process.*

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

2.1 The general meeting agenda is presented for full Board Approval.

**Recommended Action: The Board approve the agenda as presented.**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ Vote: Pass/Fail

**3. OPEN FORUM**

3.1 Opportunity for Community Input (Comments)..... I

**4. APPROVAL OF CONSENT AGENDA**

4.1 General Board Minutes for December 2008.....C

4.2 SEC Change Orders.....C

4.2a SEC Change Order Memo.....I

SEC Change Orders FCA-265– ADD \$1,650.00; FCA-266 – ADD \$200.00; FCA-274a – ADD \$836.58; FCA-275 – ADD – \$1,290.88; FCA-283a – ADD \$328.50; FCA-291 – ADD \$146.00; FCA-293 – ADD \$587.00; FCA-294 – ADD \$146.00 and FCA-295A - ADD – \$91.00 for a net total of \$5,275.96.

- 4.3 Routine Personnel Activities..... C
- 4.3a Personnel Activity Report for December 2008 ..... I

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

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ Vote: Pass/Fail

**5. SUPERINTENDENT’S REPORT**

- 5.1 Share the Success & Recognitions
  - 5.1a TIES Award Winners..... I  
Kathy Enselein, Edgewood Education Center,  
Beth Kowski, South Education Center Alternative  
Denise Goldman, South Education Center Alternative
  - 5.1b Mary Peters “Outstanding Educator Award”..... I  
Mary Peters was named the regional recipient of the WEM Foundation Outstanding Educator Award in 2008 in the Ethics in Education category. In addition to the honor, this award made by the Minnesota Center for Academic Excellence also included a \$1000 check.
- 5.2 Legislative Update ..... I
- 5.3 Strategic Plan Update..... I
  - 5.3a Strategic Plan 2009-2013 ..... I
  - 5.3b Strategic Plan Frequently Asked Questions..... I
  - 5.3c Strategic Plan Implementation Timeline..... I  
Jane Holmberg will provide a brief overview of our emerging strategic implementation plans.

**6. INSTRUCTIONAL REPORT**

- 6.1 January 22<sup>nd</sup> Social Emotional Learning Video & Presentation..... I
- 6.2 C-Train Update – New Career Technical Programs at SEC..... I  
C-Train is a career and technical education training program for high school students. C-Train is designed to provide students with opportunities to earn high school credit, develop career skills leading to industry recognized certificates and transition to post-secondary education. The program is a partnership between Hennepin County, Best Buy and Intermediate District 287. It is designed to increase graduation rates and to promote retention of students.

**7. ADMINISTRATIVE SERVICES REPORTS**

- 7.1 Financial Report
  - 7.1a Monthly Finance & ADM Report..... A

Janet Johnson will provide an overview of the monthly finance report.

- 7.1a.1 Budget Report
- 7.1a.2 Revenue Summary
- 7.1a.3 Revenue Comparison
- 7.1a.4 Expenditure Summary
- 7.1a.5 Expenditure Comparison
- 7.1a.6 Cash Report
- 7.1a.7 Cash Position Sheet
- 7.1a.8 Wire Activity Report
- 7.1a.9 ADM Report
- 7.1a.10 Donation Report

- 7.1b Cooperative Agreement with St. Paul College (MNSCU) ..... I
- 7.1c MDE School Financial Award ..... I

**Recommended Action: The Board approve the Monthly Finance & ADM Report items as presented.**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ Vote: Pass/Fail

- 7.2 Facilities Report
  - 7.2a Excel Energy Efficiency Award & 2009 Engineering Excellence Award ..... I
- 7.3 Human Resources
  - 7.3a Pay Equity Implementation Report ..... A

**Recommended Action: The Board approve the Pay Equity Implementation Report items as presented.**

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_ Vote: Pass/Fail

**8. BOARD BUSINESS**

- 8.1 Chair Report..... I
- 8.2 Policy Review & Revision
- 8.3 Organization Representatives Report ..... I
- 8.4 District News ..... I
  - 8.4a January 2009 Calendar ..... I
  - 8.4b Thank You from Sharon Landrud ..... I
  - 8.4c Prairie Center Alternative Article ..... I
- 8.5 Once Around the Table ..... I

**9. ADJOURNMENT ..... A**

**Recommended Action: Board Chair calls meeting adjourned @ \_\_\_\_\_ PM**



**Intermediate District**  
*Partner in Education*

**Serving  
Member  
School Districts:**

- Bloomington
- Brooklyn Center
- Eden Prairie
- Edina
- Hopkins
- Minnetonka
- Orono
- Osseo
- Richfield
- Robbinsdale
- St. Louis Park
- Wayzata
- Westonka

**District Service Center**

1820 Xenium Lane North  
Plymouth, MN  
55441-3708

TEL: 763.559.3535  
FAX: 763.550.7199  
TTY: 763.550.7222  
www.district287.org

The district is an equal opportunity  
educator and employer

# BOARD MEMBER OATH OF OFFICE

January 2009 – December 2009

**"I, \_\_\_\_\_ do solemnly swear  
that I will support the Constitution of the United States  
and the Constitution of the State of Minnesota, and  
that I will faithfully and justly perform and discharge  
all the duties of the office and trust, which I now assume  
as a member of the Board of Intermediate School District 287,  
to the best of my judgment and ability."**

Board Member \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Oath of Office administered by  
Sandra Lewandowski, Superintendent

***Acknowledgement:***

State of Minnesota, County of Hennepin

On this 22 day of January, 2009, appeared before me

\_\_\_\_\_  
who is personally known to me to be the signer of the above  
instrument, and he/she acknowledged that he/she executed it.

NOTARY PUBLIC \_\_\_\_\_

Wauneen Denson-Mgeni of Hennepin County Minnesota  
Commission expires January 31, 2013

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**December 18, 2008**  
**MINUTES**

**1. CALL TO ORDER:**

Chair Michèle Kunz called the regular board meeting to order at 6:45PM in the District Service Center Boardroom. A quorum was declared with the following members in attendance:

271 Bloomington	Arlene Bush & Tim Culver
272 Eden Prairie	Barbara Gabbert & Jan Eian
273 Edina	Maureen Andre-Knudsen & Peyton Robb
276 Minnetonka	Charlie Hurd & Don Draayer
277 Westonka	Ann Bremer & John Johns
278 Orono	Marvin Johnson & Michèle Kunz
279 Osseo	Dean Henke
280 Richfield	Pam Kriesel-Koll & Nancy Rowley
281 Robbinsdale	Linda Johnson
283 St. Louis Park	Kenneth Daniels & Pam Rykken
284 Wayzata	Pat Gleason & Carter Peterson
286 Brooklyn Center	Cheryl Jechorek & Greg Thielsen

Absent: 270/S. Johnson; 281/Bassett and 279/Antolak

Guests: Jim Lewis

287 Guests: Sharon Landrud; Rose Hobson and Tod Hoaby

287 Staff: Sandy Lewandowski; Colleen Baumtrog; Laura Keller-Gautsch; Jane Holmberg; Janet Johnson; Lee Palmer; Tom Schultz; Janet Johnson; Linda Rees, Bruce Mulder and Wauneen Mgeni

**2. APPROVAL OF GENERAL MEETING AGENDA**

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

**3. RECOGNITION OF BOARD MEMBERS**

Chair Michèle Kunz presented the departing Board members with a Resolution of Appreciation for their years of service with Intermediate District 287. The departing Board members, Maureen Andre-Knudsen, Helen Bassett, Tim Culver, Kenneth Daniels, Jan Eian, Pat Gleason, Dean Henke, Charlie Hurd, Cheryl Jechorek, John Johns, Marvin Johnson and Pam Kriesel-Koll served faithfully on the Board for a combined total of 110 years. Chair Michèle Kunz recommended moving the Resolution of Appreciation forward. *The resolution was moved by Linda Johnson and seconded by Greg Thielsen and all present board members voted in favor of the resolution. Resolution passed and adopted.*

**4. HEARING OF INDIVIDUALS, DELEGATIONS & PRESENTATIONS OF PETITIONS FROM THE PUBLIC**

**5. ADOPTION OF CONSENT AGENDA**

Board member Carter Peterson requested to move Consent Agenda item 4B "Convection Oven" to the Facilities report for discussion. The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from November 2008; SEC Change Orders CCD-81c – ADD \$555.14; CCD-90 – ADD \$1,513.80; FCA-263e – ADD \$3,043.89; FCA-273r2 – CREDIT – (\$963.82); FCA-279 – ADD \$684.35; FCA-280 – ADD 1,610.00; FCA=286 – ADD 971.43 and ADD – \$10,745.00 Convection Oven for the SEC food service for a net total of \$18,159.79; Financial monthly report for November 2008; approval of four year agreement with Hennepin County for the Career & Technical Education program at South Education Center; Purchase of Service Agreement between Hopkins Public Schools-ISD 270 and District 287 and approval of the Personnel Activity Report for December 2008. *A motion was made by John Johns, seconded by Linda Johnson, to approve the consent agenda as presented. All in favor. Motion carried.*

## 6. SUPERINTENDENT'S & CHAIR REPORT

### Special Reports and Recognitions:

Superintendent Lewandowski announced Intermediate District 287 "2008 Teacher of the Year Nominee" Sharon Landrud, Program Facilitator for Itinerant Service. Superintendent Lewandowski introduced Jane Holmberg, Executive Director of Teaching & Learning and Laura Keller-Gautsch, Executive Director of Special Education to give a brief statement on why Sharon Landrud was chosen as the nominee to represent Intermediate District 287 this year. Sharon Landrud gave a brief statement on her years of service in Intermediate District 287.

Superintendent Lewandowski introduced Rose Hobson, Supervisor of Career and Technical Education, and Tod Hoaby, Construction Instructor. Rose Hobson provided a presentation on the history and transition of Career and Technical Education. Rose informed the Board members of the new changes with Career and Technical Education, Brooklyn Center campus and Eden Prairie campus. Some of the new changes in Career and Technical Education include Basic Automotive Skills and Culinary Arts – Math Enhanced. Tod Hoaby gave a presentation to the Board members on the reconstruction project of a two story home. Tod informed the Board members how excited and proud the students are to work on the project. Tod gave thanks to the entire Board for their support to Career and Technical Education.

Superintendent Lewandowski briefly discussed the platform for the 2009 Legislative Sessions. There are three items Intermediate District 287 would like to promote:

- the Minnesota Miracle
- the change in language of Q-Comp to better reflect the unique way in which Intermediates work.
- to clarify state statute on how Intermediates are authorized to provide the educational component of a student enrolled in a day treatment or residential care and treatment programs.

Superintendent Lewandowski addressed the board with an update on the "Get on the Bus" scheduled change. The change is for Tuesday, January 27, PCA & CWA at 9:00am and Bren Road at 10:00am.

Superintendent Lewandowski addressed the board with an update on the January 8 Board meeting. Angie Eilers will present "How to Make Smart Investments in Minnesota's Students".

## 7. REPORTS FROM BOARD CHAIR AND COMMITTEES

### Chair Report:

Chair Kunz stated that a Nominating Committee has been appointed. The committee includes: Arlene Bush, Ken Daniels and Sally Johnson. The nominating committee will have a list of officer nominations at the January 8 Board meeting.

Chair Kunz announced that Ken Daniels is being recognized at the 2009 MSBA Leadership Conference Luncheon for his 30 years of service as a School Board member.

Chair Kunz announced the MSBA Phase II workshop is schedule for January 14. She asked those individuals that have not taken the Phase II workshop, to fill out the form and give to Waunen.

### Facilities:

Chair Robb shared some highlights from the recent December 9 meeting. He discussed the South Education Center (SEC) Change Document narrative regarding the Convection Oven. Chair Robb ask Tom Shultz, Facilities Administrator to discuss the history of the convection oven. Tom Shultz stated that the District hoped to utilize the existing convection oven from the Lincoln Hills kitchen/food service program at the new SEC kitchen/food service program. The convection oven worked with limited capacity and its performance was found to be lacking in the needs required by the food service center at SEC. *A motion was made by Linda Johnson, seconded by John Johns, to approve the purchase of the convection oven for South Education Center as presented. No further discussion. Motion passed unanimously.*

Tom Schultz announced that District 287 received a check from Excel Energy in the amount of \$132,000.00.

Chair Robb stated that National Economic Stimulus plan is looking for schools that can supply plans/cost for a building. District 287 sent in a proposal for a North Educational Center (NEC), which would be identical to the SEC location.

**Human Resources:** Chair Culver stated the Human Resources Board Committee did not meet. The month's agenda was shared with the members. Employee Rights and Responsibilities (ERR) policies have been reviewed and were being presented for a second read: ERR100 (Goals) and ERR500 (Employee Responsibilities). *A motion was made by Tim Culver, seconded by Ken Daniels, to approve Board Polices ERR100 (Goals) and ERR500 (Employee Responsibilities) as presented. No further discussion. Motion passed unanimously.*

**Finance:** Chair Thielsen shared highlights from the December 10 meeting and all financial reporting documents were included in the Consent agenda. Chair Thielsen shared that the ADM trends continue to be low. Chair Thielsen announced the audit report is complete with an excellent ranking and that District 287 procedures are being followed and documented. *A motion was made by Greg Thielsen, seconded by Pat Gleason, to approve Audit Report as presented. No further discussion. Motion passed unanimously.*

**Ad Hoc Transition Committee:**

Committee Chair Johnson stated the Ad Hoc Transition Committee did not meet. District Administration and Organization (DAO) policies have been reviewed and were being presented for a second read: DAO100 (Goals) and DAO140 (Administrator Code of Ethics). It is the intent of the Task Force to have all factors in place and operational by the January 2009 board meeting. *A motion was made by Linda Johnson, seconded by John Johns, to approve the DAO100 (Goals) and DAO140 (Administrator Code of Ethics) as presented. No further discussion. Motion passed unanimously.*

**Special Education Committee:**

Committee Chair Johnson shared highlights from the recent December 15 meeting. Board Officers and Operation (BOO) policies have been reviewed and were being presented for a second read: BOO180 (Board-Superintendent) and BOO460 (Conflict of Interest). *A motion was made by Linda Johnson, seconded by John Johns, to approve the BOO180 (Board-Superintendent) and BOO460 (Conflict of Interest) as presented. No further discussion. Motion passed unanimously.*

**Teaching & Learning:** Chair Peterson stated the Teaching & Learning Committee did not meet.

**7. ORGANIZATION REPRESENTATIVE REPORTS**

Pat Gleason announced that AMSD legislative session is scheduled for Friday, December 19<sup>th</sup> at 8:00am. The AMSD Winter Conference is scheduled for January 26, 2009 and will include the Graduation Rules.

Chair Kunz announced some of the 287 Board members were at MSBA as delegates and Linda Johnson put together a great summary of the resolutions that passed. If you go to MSBA website you can view MSBA's summary, plus the background information.

Marvin Johnson informed the Board, Byron Brekke's wife had passed away. Mr. Brekke was a former 287 Board member. Superintendent Lewandowski stated that we will email the Board Mr. Brekke's home address.

**8. ADJOURNMENT OF MEETING**

*Motion by Ken Daniels, seconded by Maureen Andre-Knudsen, to adjourn the meeting. Meeting adjourned at 8:52PM. The next general meeting will be held on January 8 at 6:30PM in the DSC Board Room.*

Submitted by Wauneen Mgeni  
Exec Secretary to the Superintendent & Board

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

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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**TO:** Wauneen Mgeni  
**FROM:** Thomas Shultz, Facilities Administrator  
**DATE:** January 13, 2009  
**SUBJECT:** **Consent Agenda** – SEC Change Orders for January 22, Board Meeting

### **SEC Change Orders**

SEC Change Orders totaling \$5,275.96 are presented below for formal Board approval as a Consent Agenda item.

FCA-265	Weed phase 1 areas prior to sodding <b>ADD – \$1,650.00</b>
FCA-266	Raingarden training and maintenance <b>ADD – \$200.00</b>
FCA-274a	Repair damaged 4” conduit <b>ADD – \$836.58</b>
FCA-275	Lower 4- 4” conduit below bottom of curb <b>ADD – \$1,290.88</b>
FCA-283a	Assemble casework / misc hardware repair <b>ADD – \$328.50</b>
FCA 291	Install Wheatboard at N end of corridor B-220 <b>ADD – \$146.00</b>
FCA-293	CCD 26 – Provide blinds for small office windows <b>ADD – \$587.00</b>
FCA-294	Install owner casework for VET <b>ADD – \$146.00</b>
FCA-295a	Furnish mop strips for 2 <sup>nd</sup> floor doors <b>ADD – \$91.00</b>
<b>Net total:</b>	<b>\$5,275.96</b>

**HUMAN RESOURCES DIRECTOR'S REPORT FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD  
HUMAN RESOURCES COMMITTEE – JANUARY 2009**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- CHELSEA GATES, EBD Instructor at Hosterman Elementary at Hosterman Education Center, **additional position due to increased enrollment**, effective December 15, 2008, BA+45, Step 4.

**B. Reinstatement of Licensure Waivers**

**C. Temporary**

- CASSANDRA J. JORDAN, Deaf/Hard of Hearing Instructor at the District Service Center effective January 5, 2009 through June 9, 2009.
- MOLLY M. KEENAN, Independent Study Social Studies Instructor at InterDistrict Downtown School effective December 8, 2008 through June 30, 2009.
- NICOLE MARTIN, EBD Instructor at InVEST High School @ NWTC effective December 9, 2008 through January 23, 2009.
- MATTHEW C. MOSIMAN, Independent Study Social Studies Instructor at InterDistrict Downtown School effective December 8, 2008 through June 30, 2009.
- SHAUN PARKS, Independent Study Science Instructor at InterDistrict Downtown School effective December 8, 2008 through June 30, 2009.
- YOSHIKO SHAKAL, Online Japanese Instructor effective November 1, 2008 through January 30, 2009.

**D. Substitutes**

- JENNIFER STENSRUD
- STAN HACKER
- NICOLE MARTIN

**2. Extended Leaves of Absence:**

**A. Unpaid**

- AMY PARIZEK, Instructor Deaf/Hard of Hearing, effective 3/13/2009 through 6/30/2009.
- KRISTIN A. GUSTAFSON, School Psychologist at Hosterman Education Center, effective January 22, 2009 through February 27, 2009.
- TRAVIS VOELS, Instructor Social Studies, unpaid military leave effective July 1, 2008 through June 30, 2009.

3. **Separations:**

A. **Dismissal**

B. **Resignation**

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

- SHERYL BLAISDELL, EBD Instructor at Vector South, effective July 31, 2009.
- TERRY KUBISTA, Commercial Photography Instructor at Ridgedale Alternative Program, effective June 10, 2009.

4. **Other:**

A.

\* Indicates delay due to background check

\*\* Indicates delay due to approval of Community Expert Request/license.

**NON-LICENSED STAFF:**

1. **New Hires:**

A. **Regular**

- DANIEL NORSTEN, Education Assistant at Sun South Education Center, **refill for E. McInnis**, effective December 8, 2008 Step 4 Lane 5 +BA - .875 FTE.
- PHILIP HERMANN, Education Assistant at SUN Transition at Edgewood Education Center, **additional position due to increased enrollment**, effective December 3, 2008 Step 5 Lane 5 +BA - .875 FTE.
- LAURIE LUCACHICK, Education Assistant at Hosterman Elementary, **additional position due to increased enrollment**, effective December 9, 2008 Step 5 Lane 5 +BA - .875 FTE.
- MYLAI TENNER, Education Assistant at Hosterman Elementary, **additional position due to increased enrollment**, effective January 5, 2009 Step 11 Lane 5 +BA - .875 FTE.
- SUSAN CLIFFORD, Education Assistant at SUN South Education Center, **refill for A. Hannan**, effective January 5, 2009 Step 3 Lane 1 - .875 FTE.
- GREGORY SALYERS, Education Assistant at SUN Hosterman Education Center, **refill for C. Bagge**, effective January 5, 2009 Step 11 Lane 1 - .875 FTE.

- JODANA SHARAPATA, Education Assistant at STRIVE Elementary Hosterman Education Center, **refill for B. Johnson**, effective January 5, 2009 Step 9 Lane 3 +30 credits - .875 FTE.

**B. Temporary**

- NATSUKI JOHNSON, Education Assistant at Cooper High School for World Language program, effective November 3, 2008 through June 5, 2009.

**C. Substitutes**

- KELLY SELLERS
- SHA'VONNE WALKER
- DUANE WHITTAKER

**2. Extended Leaves of Absence:**

**A. Unpaid**

- 

**3. Separations:**

**A. Dismissal**

- BERT STEVENS, Education Assistant at Eden Prairie Campus, effective December 9, 2008.
- DEANGELO HAMMOND, Education Assistant at Bren Road, effective January 9, 2009.

**B. Resignation**

- BRENDA JOHNSON, Education Assistant at STRIVE Secondary Hosterman Education Center, effective December 19, 2008.
- COURTNEY BAGGE, Education Assistant at SUN Hosterman Education Center, effective January 8, 2009.
- NOLAN KOHORST, Education Assistant at SUN Hosterman, effective January 30, 2009.

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

- THERESA WOLFSTELLER, Clerical at the District Service Center, effective March 31, 2009.

**4. Other:**

**A.**

\*Indicates delay due to background check

# Intermediate School District 287

## Superintendent Sandra Lewandowski

### Kathy Enselein Edgewood Education Center

Kathy Enselein came to Intermediate District 287 as a student teacher in 1981 and joined the district after graduation. She has chosen to focus her career on engaging every student in learning. Kathy can adapt the learning environment for any type of student. Her goal is always to have students engaged in learning as much as they are able, frequently through the use of assistive technology. She currently teaches in the PHASE Program that is designed for students age 18 to 21 who meet the eligibility criteria of developmental cognitive disabilities or severely multiply impaired. These students have attended a high school special education program and continue to be eligible to receive special education services in order to obtain an individual education plan-driven diploma. In addition to having developmental cognitive disabilities, most students have one or more additional disabilities, such as speech/language, autism, physical impairment, other health disability, deaf/hard of hearing, vision impairment or emotional/behavioral disorder. Using simple technology, such as Ablenet switches, Kathy has creatively adapted turning the pages of electronic books, provided means to operate kitchen tools such as blenders and mixers, and made "jobs access" (such as shredding or materials duplication) possible for students who have minimal physical movement. Kathy is an exceptional teacher who has opened the door to multiple opportunities for students who have some of the most complex learning challenges in our district.



### Beth Kowski and Denise Goldman South Education Center Alternative

Language Arts teachers Beth Kowski and Denise Goldman at District 287's South Education Center Alternative are using their computer skills to encourage student reading. SECA is an alternative high school program designed to meet the diverse needs of challenged youth. Instruction is focused on the development of academic, vocational and social emotional skills. SECA specializes in meeting students at their skill level and working to build stronger academic skills and confidence in their abilities. This team of teachers formed a Cyber Book Club this year to encourage the "at risk" students to read books and enjoy leisure reading. Many of these students (grades 9 -12) have limited reading skills, have not been exposed to an environment of reading books for pleasure and have limited their reading to school and class requirements. Beth and Denise are trying to get students excited about reading by using a modern, techno-savvy method. During Book Club Fridays, students read for 30 minutes and then post on the class Cyber Book Club wiki page. Students use classroom laptops to log onto the Cyber Book Club site and blog about their stories. The blogs and discussion are encouraged by the weekly questions provided by Beth and Denise. "This is a new concept to the students. So they are developing their interpretation and writing skills while responding to the discussion questions," says Beth. "They respond to questions by expressing their opinion, posting quotes from the books and responding to classmates who are in their book club." This Language Arts team is worthy of Exceptional Teacher recognition.



# Responsive. Innovative. Solutions.

**STRATEGIC PLAN 2009-2013**



Intermediate District 287  
Partner <sup>15</sup> Education



## A LETTER FROM THE SUPERINTENDENT

This is an exciting time to be in the business of thinking, teaching and learning. Many of you may have seen the popular YouTube video series, “Did You Know...,” created by self-described zealot for 21<sup>st</sup> Century learning, Howie DiBlasi. One of the video’s most profound statements concludes, “We are currently preparing students for jobs that don’t yet exist, using technologies that haven’t been invented, in order to solve problems we don’t even know are problems yet.”

Clearly, this is a time that requires responsive, innovative solutions to meet the challenges facing public schools. Recognizing the immediacy of these new demands, Intermediate District 287 set out to create a new strategic plan that would direct our energies to meet member districts’ emerging needs.

To bring about long-term, significant change for our entire school district required a serious and deliberate conversation. Intermediate District 287 began that conversation in the fall of 2007 with a simple, but bold question, “Should we continue to exist?” The thought was both arresting and liberating.

Strategic planning, by its very nature, demands a different approach that allows us to break out of “business as usual” thinking. We envisioned wholly different ways of meeting needs and driving results.

Our planning has allowed us to:

- **Identify our core values**
- **Declare our core purpose, and**
- **Design the means to achieve that purpose**

To put our new framework into practice will take time. We expect to implement the plan over the next five years. Our work will be guided by well-researched action plans and supported by both district and board leadership.

Our new strategic plan creates the conditions for us to go beyond incremental improvement, to true transformation. As Superintendent, I would like to thank the more than 60 individuals who worked so hard on this plan over the past year. Their participation in the process has given us an internal understanding from which we can build a broader awareness. Their deliberate and thoughtful efforts will help steer our actions and ensure our success.

Sandy Lewandowski  
Superintendent

## Who We Are

Intermediate District 287, one of only three intermediate districts in the state, was founded in 1967 by a group of school districts seeking to provide students with vocational education options. Since then, District 287 has grown to a consortium of 13 west metro suburban districts and added special education, gifted education, world language and other academic specialties to its long list of services and programs for students and staff. District 287 member districts serve a combined student enrollment of 100,000 students.

Sharing staff and resources is an effective way for District 287’s member districts to provide highly specialized educational programs to their students and families.

### MEMBER DISTRICTS

Bloomington, Brooklyn Center, Eden Prairie, Edina, Hopkins, Minnetonka, Orono, Osseo, Richfield, Robbinsdale, St. Louis Park, Wayzata and Westonka.

For more than 40 years, school districts have relied on Intermediate District 287 to customize services for their most challenging students and complex business needs.

## What We Believe

### CORE VALUES

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

### MISSION

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

# Strategic Objectives

By 2013, each member district will:

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

Conditions of satisfaction, agreed upon in structured conversations between District 287 and the member district, will drive program design, delivery and measurement.



## Strategy 1

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

This strategy begins to address two realities. First, different districts have different priorities (based on size, student demographics, staff experience, budget) that all play a role in how they approach meeting the needs of their students. Second, districts look at the reams of data and

need help converting raw data into meaningful and useful information to make decisions. Strategy 1 attempts to identify the “universe of data” available to districts, interpret and characterize that data quickly, and ultimately, help districts make sound decisions based on good information.

Results to be achieved over the next five years:

All District 287 and key member district staff understand the mission and process for assessing the strategic objectives.

Dynamic and flexible measurement tools essential for assessing the strategic objectives are being used by District 287 and each member district.

A system is in place to make collaborative decisions based on aggregate data measuring satisfaction.

Results to be achieved over the next five years:

District 287 and member districts participate in the development, selection and annual review of data elements critical to making decisions and clarifying perceptions about 287 programs and services and agreed upon ways to collect and measure those elements.

Optimal web based and/or other tools have been selected and launched that visually present real time customized data for each district in order for them to make decisions.

District 287 and a representative sample of at least three member districts have piloted and provided feedback on the usability of real time customized visual data tools.

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

## Strategy 2

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



The issues of communicating and making decisions are complex and by nature intertwined. Strategy 2 goes to the heart of how District 287 and its member districts coexist and do business together. Results outline a plan for engaging in open and transparent two-way communications to deliver more individualized services.

Strategy 2 also envisions a more flexible and responsive decision-making process, unencumbered from decision-making by consensus. By taking decision-making out of the current group one-size-fits-all advisory structure, genuine problem solving on a deeper scale can occur.

### Results to be achieved over the next five years:

A system is in place for member districts and 287 to engage in professional learning, information sharing, collaboration, identification of needs, and problem solving.

A clear, concise system of communication is established and understood by District 287, member districts, and their families.

A clear, concise system of decision-making is established, understood, and used to meet the unique needs of individual districts.

An array of communication and meeting-facilitation skills that develop and foster trusting relationships will be used among members and District 287.

The decision-making system provides an accountability structure to build trust and relationships to achieve our strategic objectives.

## Strategy 3

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

This strategy's results aim to create a flexible, durable and responsive system that fosters innovation. The first four results focus on creating a system to increase innovation in our district and member districts.

The last two results focus on creating a climate of innovation in our district and with our member districts. As with strategies 1 and 2, implementation of strategy 3 will be carefully evaluated at every step and adapted as needed.

### Results to be achieved over the next five years:

District 287 has an established mechanism that responds to internal and external needs and ideas and generates innovative solutions.

District 287 uses a responsive system that effectively designs, develops, and/or implements an array of innovative direct and indirect services.

District 287 uses quality indicators to evaluate, modify, and continually improve a spectrum of cost-effective direct and indirect services.

District 287 engages in collaborative processes both internally and externally to share expertise, practices, and solutions that promote consistent quality and value.

District 287 has a thriving, collaborative culture that embraces shared core values and is committed to achieving our mission.

District 287 has a thriving, collaborative culture that embraces risk-taking, fosters innovation and flexibility, celebrates success, and encourages fun.

**RESPONSIVE. INNOVATIVE. SOLUTIONS.**

Our strategic plan recognizes the unique needs of each member district and creates a new way to work together at the speed of business.



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



**Intermediate District 287**  
*Partner in Education*

# Responsive. Innovative. Solutions.

## STRATEGIC PLAN 2009-2013

### Frequently Asked Questions

#### **What's different about this plan?**

The mission, beliefs, and strategies recognize two realities: the differences among the member districts and the power when they work together. This plan addresses both, guiding Intermediate District 287 to put into operation a new way to tailor programs and services to the members while still preserving the efficiencies and impact of the collective.



#### **How will the plan affect the current structures for decision-making?**

The plan features structured conversations in which *conditions of satisfaction* are agreed upon between District 287 and the member district, driving program design, delivery and measurement. These district-to-district conversations take away the need for group consensus in advisory meetings.

The 287 School Board, retaining ultimate decision-making authority, has led the way to embody the new more responsive system. Two actions initiated by the Board are directly related to the strategic plan. First, beginning January 2009, the Board will operate with 13 rather than 26 members. Second, all member districts were given the opportunity to reinstate their relationship with District 287 by signing a new Memorandum of Agreement. All 13 School Boards have acted to affirm their membership in District 287.

#### **What will be the ongoing role of advisory groups?**

Changing the advisory committee structure as the major communication and decision-making structure for 287 program design allows the groups to redesign themselves to fit their needs. These new groups can share information, learn together and potentially tackle larger regional problems.

#### **When does the plan take effect?**

The plan was adopted by the Intermediate District 287 School Board in October 2008 to take effect January 2009. The plan years, therefore, will be calendar years. Progress will be reported at the end of each calendar year.



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## What is the ongoing role of the teams that worked on the plan?

- **Core Team**

The Core Team drafted the mission, beliefs, strategies, and objectives to measure the plan. This team, composed primarily of member district representatives, will review progress made toward the plan at the end of the first year.

- **Action Teams**

Three Action teams, composed primarily of District 287 staff, wrote action steps to achieve each of the strategies. District 287 senior management will consider these steps as they deploy resources to achieve the results related to each strategy. Members of the teams will be consulted as each plan is reviewed. Some members also may play a leadership role in implementing the plan.

- **Measurement Team**

The Measurement Team, composed of District 287 staff, wrote action steps to use the objectives to measure the plan. District 287 senior management will consider the system of measures they recommend, and members also may plan a leadership role in implementing the plan.



## How will the new strategic plan be communicated in my district?

In January and February of 2009, the leadership team from District 287 will meet with the leadership team of each member district to review expectations of the plan and which systems and processes will change first. In the meantime, printed material (including the overall plan brochure) and these talking points will be distributed to member district superintendents and to all advisory committee members. In addition, many member district staff are learning about the plan as all advisory committees are examining how they can best work together to achieve this transformation.

## How will the new strategic plan be communicated within District 287?

Because of the heightened importance of customer service and innovation in this plan, several of the Action steps specifically address internal communication. First steps will include meetings with staff in small groups to begin to understand the plan and what it means for individuals and their work. Groups will examine:

- What words or ideas resonate for you in the beliefs?
- What words or ideas resonate for you in the mission?
- What do you see this plan as making possible for you? For the area in which you work?
- What are some practices or beliefs that might need to change in this new way of working together?



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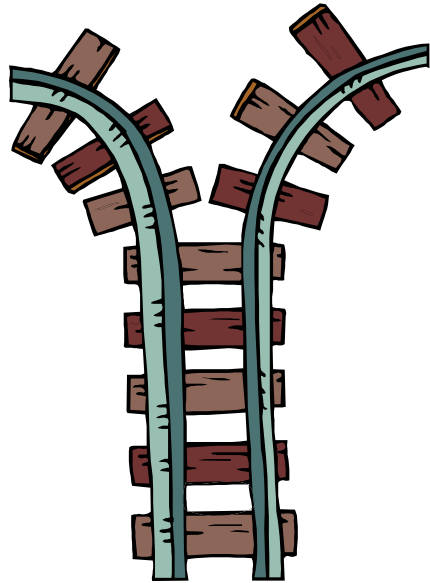
## Strategic Timeline

	2009	2010	2011	2012	2013
<p><b>Strategy One:</b> We will design and implement communication systems to include accurate and trusted data that guide individual and collective decision making and clarify perceptions.</p>	<p>1.1 Result: District 287 and member districts participate in the development, selection and annual review of data elements critical to making decisions and clarifying perceptions about 287 programs and services and agreed upon ways to collect and measure those elements.</p>	<p>1.2 Result: Optimal web based and/or other tools have been selected and launched that visually present real time customized data for each district in order for them to make decisions.</p>	<p>1.3 Result: District 287 and a representative sample of at least three member districts have piloted and provided feedback on the usability of real time customized visual data tools.</p>	<p>1.4. Result: District 287 provides real time customized visual data tools that member districts use for making informed decisions.</p>	
<p><b>Strategy Two:</b> We will develop streamlined and transparent communication and decision-making to build trust and relationships to achieve our strategic objectives.</p>	<p>2.1 Result: A system is in place for member districts and 287 to engage in professional learning, information sharing, collaboration, identification of needs and problem solving.</p> <p>2.2 Result: A clear, concise system of communication is established, understood and used by District 287, member districts and their families.</p>	<p>2.4 Result: A clear, concise system of decision making is established, understood, and used to meet the unique needs of individual districts.</p>	<p>2.3 Result: An array of communication and meeting facilitation skills that develop and foster trusting relationships will be used among members and 287.</p>	<p>2.5 Result: A decision-making system provides an accountability structure to build trust and relationships to achieve our strategic objectives.</p>	
<p><b>Strategy Three:</b> We will design and when necessary redesign a continuum of direct and indirect innovative services with the priority to ensure that each member district can meet the unique learning needs of its students.</p>	<p>3.1 Result: District 287 has an established mechanism that responds to internal and external needs and ideas and generates innovative solutions.</p> <p>3.5 Results: District 287 has a thriving, collaborative culture that embraces shared core values and is committed to achieving our mission.</p>	<p>3.3 Result: District 287 uses quality indicators to evaluate, modify, and continually improve a spectrum of cost-effective direct and indirect services.</p>	<p>3.2 Result: District 287 uses a responsive system that effectively designs, develops, and/or implements an array of innovative direct and indirect services.</p>	<p>3.4 Result: District 287 engages in collaborative processes both internally and externally to share expertise, practices, and solutions that promote consistent quality and value.</p>	<p>3.6 Result: District 287 has a thriving, collaborative culture that embraces risk-taking, fosters innovation and flexibility, celebrates success, and encourages fun.</p>
<p><b>Measurement Objective 1:</b> By 2013, each member district will declare satisfaction with the value and effectiveness of specialized services delivered to it by Intermediate District 287. <b>Objective 2:</b> By 2013, each member district will declare that Intermediate District 287 services are vital to ensure that the member district can meet the unique learning needs of its students.</p>	<p>Measurement Result 1: All District 287 and key member district staff understand the mission and process for assessing the strategic objectives.</p> <p>Measurement Result 2: Dynamic and flexible measurement tools essential for assessing the strategic objectives are being used by District 287 and each member district.</p>			<p>Measurement Result 3: A system is in place to make collaborative decisions based on aggregate data measuring satisfaction.</p>	
	<b>Educating</b>	<b>Tool building</b>	<b>Operating</b>	<b>Adjusting</b>	

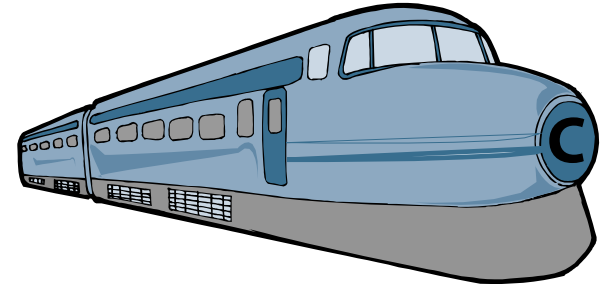
## What is C-Train?

C-Train is a career and technical education training program for high school students.

C-Train is designed to provide students with opportunities to earn high school credit, develop career skills leading to industry recognized certificates and transition to post-secondary education.



# C-Train



## Industry Recognized Certificate Training Programs for High School Students

# Career Pathways



## Nursing Assistant/Home Health Aide Spring Semester 2009

This course teaches students the skills required to give personal care to patients in a nursing home, hospital, or private home. Nursing assistants work under the direction of nurses and doctors.

A mantoux test and a clean criminal background check are required.

- ✓ Upon successful completion of course requirements, the student is eligible to take the state exams for Nursing Assistant certification and Home Health Aide certification. The cost of the certification exam is covered.

## First Responder Spring Semester 2009

This course teaches students the skills necessary to provide emergency care to people. Topics covered include anatomy/physiology, body systems, medical terminology, and patient assessment & treatment.

- ✓ Upon successful completion of course requirements, the student is eligible to take the state exam that leads to certification as a MN Dept. of Health-First Responder and American Heart Association-First Responder.

## Pharmacy Technician Spring Semester 2009

This course teaches students the skills to work under the direction of a pharmacist in a pharmacy. Topics covered include pharmacy operations, federal law, medical review, and calculations & medical math.

- ✓ Upon successful completion of course requirements, the student is eligible to take the pharmacy technician certification exam once they obtain their high school diploma or GED.

## Information Technology



### Introduction to Telecommunications Summer 2009

This course opens the doors to the world of telecommunications. Topics covered include historical perspective on communication technology and data, voice, & video systems. Students build their own working telegraph keys, construct the cables to connect them, and send messages to each other.

### Introduction to Copper Cabling Summer 2009

This course provides students with knowledge and skills needed to become certified entry-level technician in the network cabling industry. Topics include construction, testing, and troubleshooting copper-based cabling systems that are the basis to today's networking, cable TV and satellite communication systems. *Prerequisite: Introduction to Telecommunications.*

- ✓ Upon successful completion of the course work students receive a network Cabling Specialist-Cooper certificate.

### Introduction to Fiber Optic Cabling Summer 2009

This course provides students with a theoretical and hands-on knowledge of Fiber Optics. Students learn the basics of cable termination, testing and troubleshooting using sophisticated electronic equipment. *Prerequisite: Introduction to Telecommunications and Introduction to Copper Cabling.*

- ✓ Upon successful completion of course work, students receive a Network Cabling Specialist-Fiber certificate.



## Business, Management and Administration

### Microsoft Office Specialist (MOS) Spring Semester 2009

This course teaches students the skills necessary to effectively work with the various applications of Microsoft Office; includes Word, Excel, PowerPoint, and Access.

- ✓ Successful completion of course requirements leads to certification as a Microsoft Office Specialist

## Putting the Pieces Together



### Career Assessment Services

Provides students the opportunity to answer career questions such as: What are my career interests? What are my skills and abilities? How will I fit into the work world? What are my training options? Length of this service varies based on student needs.

**For information please contact:  
Anne Runck, Program Coordinator  
612-355-5800  
alrunck@district287.org**

**www.district287.org**



**Intermediate District 287**  
Partner in Education

*District 287 would like to thank Hennepin County for their support in the creation of C-Train and Best Buy for their assistance in meeting technology needs.*

## INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: January 15, 2009  
TO: Members of the School Board  
FROM: Janet A. Johnson, Director of Finance  
RE: Budget Report for the Month Ending **December 31, 2008**  
(Excluding S.E.C.)

The **December** Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds (excluding the SEC building project) totals \$36,764,755, or 52.9% of the revenue Original budget of \$69,528,196. Year-to-date expenditures, plus encumbrances in all funds (excluding the SEC building project), total \$28,438,300 or 41.7% of the expenditure Original Budget of \$68,203,471.

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

DDA:tw/

Attachments.

DIST 287 Intermediate District 287 STATEMENT OF REVENUE  
 ACCOUNTING PERIOD 12/01/08 TO 12/31/08

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

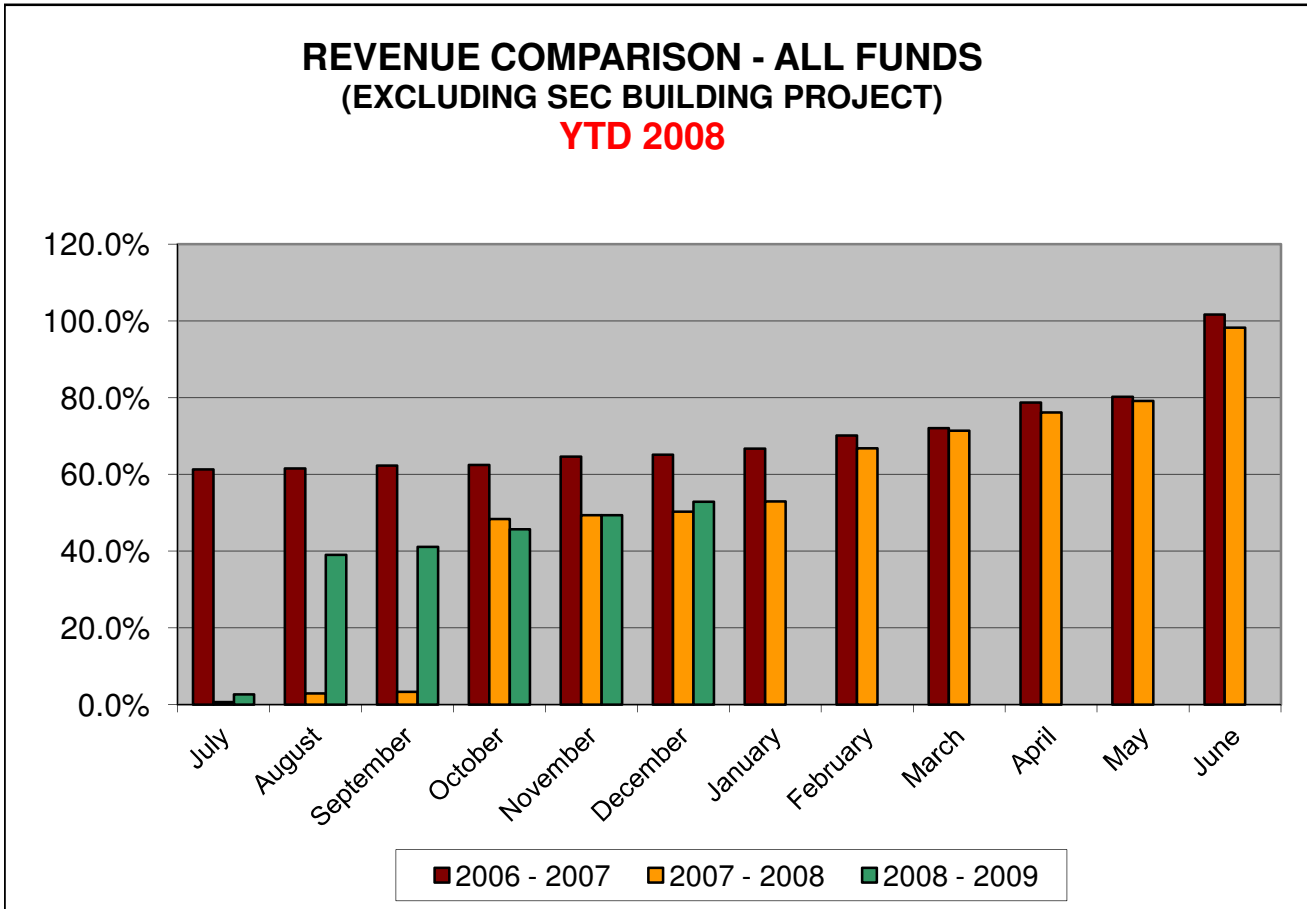
FD	PRIOR YEAR	REVIS	BUDGET	12/01/08	RECEIVED	12/31/08	THRU 12/31/08	REMAINING ON 12/31/08	PERCENT REMAINING
01	59,127,875.80	19,497,957	114,369.38	9,616,223.85	9,881,733.15	50.68	%		
01 GENERAL FUND									
02	228,632.61	133,453	1,107.05	14,865.76	118,587.24	88.86	%		
02 FOOD SERVICE FUND									
04	235,167.53	297,606	5,873.00	116,718.56	180,887.44	60.78	%		
04 COMMUNITY SERVICE FUND									
06	4,928.28	0	0.00	0.00	0.00	0.00	0.00	%	
06 BUILDING CONSTRUCTION FUND									
09	310,011.45	0	0.00	77,292.05	77,292.05	0.00	%		
09 AGENCY FUND - FLEX FUND									
10	30,699.60	0	0.00	0.00	0.00	0.00	0.00	%	
10 BREN ROAD									
12	0.00	7,277,722	46,149.92	4,574,474.70	2,703,247.30	37.14	%		
12 ALC-ACADEMIC									
13	10,023.78	2,259,262	100,221.25	1,755,971.67	503,290.33	22.27	%		
13 CAREER & TECH									
14	0.00	40,033,396	2,075,432.40	20,477,357.21	19,556,038.79	48.84	%		
14 SPECIAL EDUCATION									
20	435,300.08	0	0.00	0.00	0.00	0.00	0.00	%	
20 INTERNAL SERVICE FUND									
30	609,070.63	0	123,989.20	123,989.20	123,989.20	0.00	%		
30 KEYSTONE ITD									
51	36,892.25	28,800	324.44	7,861.85	20,938.15	72.70	%		
51 STUDENT CLUBS									
*** REPORT TOTALS:	60,947,155.25	69,528,196	2,467,466.64	36,764,754.85	32,763,441.15	47.12	%		

# DISTRICT 287

## REVENUE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	36,053,298	61.3%	400,609	0.6%	1,848,739	2.7%
August	166,955	61.5%	1,432,190	3.0%	25,269,197	39.0%
September	434,240	62.3%	235,664	3.3%	1,488,574	41.1%
October	122,538	62.5%	27,973,935	48.4%	3,156,289	45.7%
November	1,272,509	64.7%	612,106	49.4%	2,534,489	49.3%
December	256,506	65.1%	542,422	50.3%	2,467,467	52.9%
January	929,632	66.7%	1,662,562	52.9%		
February	2,055,936	70.2%	8,585,201	66.8%		
March	1,115,190	72.1%	2,880,213	71.4%		
April	3,918,482	78.7%	2,946,944	76.2%		
May	907,577	80.3%	1,848,504	79.1%		
June	12,572,267	101.6%	11,836,829	98.2%		
<b>TOTAL</b>	<b>59,803,254</b>	<b>101.6%</b>	<b>60,957,179</b>	<b>98.2%</b>	<b>36,764,755</b>	<b>52.9%</b>
<b>BUDGET</b>	<b>58,848,404</b>		<b>62,060,730</b>		<b>69,528,196</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.



ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR	REVIS	BUDGET	12/01/08	EXPENDE	ENCUMBERED	REMAINING	PERCENT
01	ACTUAL	BUDGET	12/31/08	THRU 12/31/08	THRU 12/31/08	THRU 12/31/08	ON 12/31/08	REMAINING
01 GENERAL FUND	50,144,361.25	18,754,834	1,024,596.60	8,897,862.74	2,108,007.19	7,748,964.07	41.31 %	
02 FOOD SERVICE	228,632.61	133,453	31,550.07	115,646.95	94,960.74	77,154.69	57.81 %	
04 COMMUNITY SERVICE FUND	228,973.06	297,067	22,796.96	165,080.74	27,266.77	104,719.49	35.25 %	
06 BUILDING CONSTRUCTION FUND	81,022.51	0	0.00	0.00		0.00	0.00 %	
09 AGENCY FUND - FLEX FUND	320,759.54	0	0.00	77,785.62		77,785.62	0.00 %	
10 BREN ROAD EDUC. CENTER	0.00	0	0.00	900.00		900.00	0.00 %	
12 ALC-ACADEMIC	6,623,959.10	7,273,084	519,614.69	2,764,303.71	406,849.42	4,101,930.87	56.39 %	
13 CAREER & TECH	1,805,468.00	1,977,385	171,369.91	654,582.97	109,614.04	1,213,187.99	61.35 %	
14 SPECIAL EDUCATION	3,539.16	39,738,848	3,591,471.71	15,555,622.75	566,042.23	23,617,183.02	59.43 %	
20 INTERNAL SERVICE FUND	334,052.37	0	0.00	0.00		0.00	0.00 %	
30 KEYSTONE IDT	652,472.60	0	0.00	200,000.00		200,000.00	0.00 %	
51 STUDENT CLUBS	34,589.81	28,800	130.13	6,514.71	0.01	22,285.28	77.37 %	
*** REPORT TOTALS:	60,457,830.01	68,203,471	5,361,530.07	28,438,300.19	3,312,740.40	36,452,430.41	53.44 %	

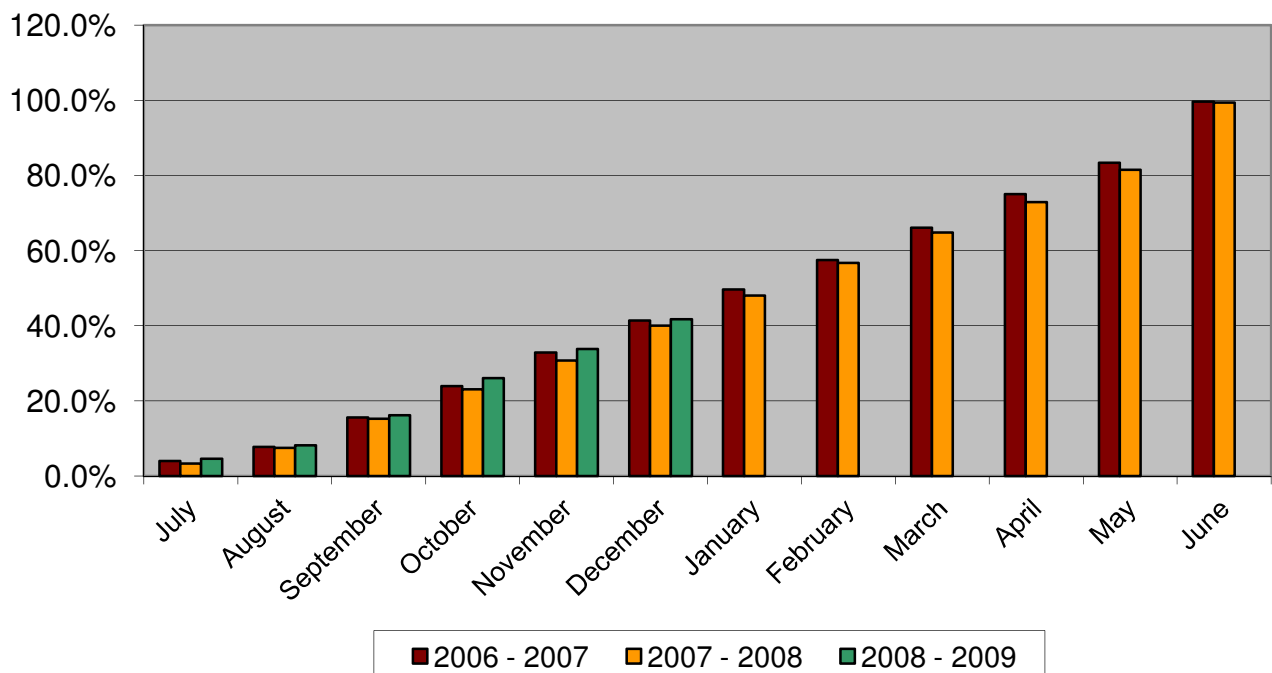
# DISTRICT 287

## EXPENDITURE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,275,248	4.0%	2,008,388	3.3%	3,131,464	4.6%
August	2,129,176	7.7%	2,561,280	7.5%	2,428,763	8.2%
September	4,455,381	15.6%	4,716,139	15.3%	5,457,295	16.2%
October	4,765,384	23.9%	4,726,362	23.0%	6,728,518	26.0%
November	5,122,767	32.9%	4,673,596	30.7%	5,330,730	33.8%
December	4,825,433	41.4%	5,674,687	40.1%	5,361,530	41.7%
January	4,712,584	49.7%	4,836,357	48.0%		
February	4,480,095	57.5%	5,284,415	56.7%		
March	4,893,164	66.1%	4,912,859	64.8%		
April	5,084,420	75.0%	4,917,092	72.9%		
May	4,755,608	83.4%	5,233,528	81.5%		
June	9,279,418	99.7%	10,923,128	99.4%		
<b>TOTAL</b>	<b>56,778,676</b>	<b>99.7%</b>	<b>60,467,830</b>	<b>99.4%</b>	<b>28,438,300</b>	<b>41.7%</b>
<b>BUDGET</b>	<b>56,966,196</b>		<b>60,816,267</b>		<b>68,203,471</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.

### EXPENDITURE COMPARISON - ALL FUNDS (EXCLUDING SEC BUILDING PROJECT) YTD 2008



# INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: [January 9, 2009](#)

TO: Members of the School Board

FROM: Janet A. Johnson, Director of Finance

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

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

- |  |  |
|--|--|
| 1. Claim payments for: <b>December 2008</b>  | Totaling <u><u>\$ 4,172,682.99</u></u> |
| a) Check #'s <a href="#">470327 - 470752, 70003349 - 70003558</a><br>and Electronic Wire Transfers out - #'s <a href="#">1971 - 1978</a> |  |
| 2. Payroll for: December 2008  | Totaling <u><u>\$ 2,032,194.56</u></u> |
| a) Check #'s <a href="#">674735 - 674746</a><br>b) Direct Deposit #'s <a href="#">142800 - 144575</a>                                    |  |
| 3. Receipts for: December 2008   | Totaling <u><u>\$ 5,563,774.99</u></u> |
| a) Receipt #'s <a href="#">123705 - 123841</a><br>and Electronic Wire Transfers in   |  |
| 4. Investments at end of month   | Totaling <u><u>\$ 1,504,729.89</u></u> |

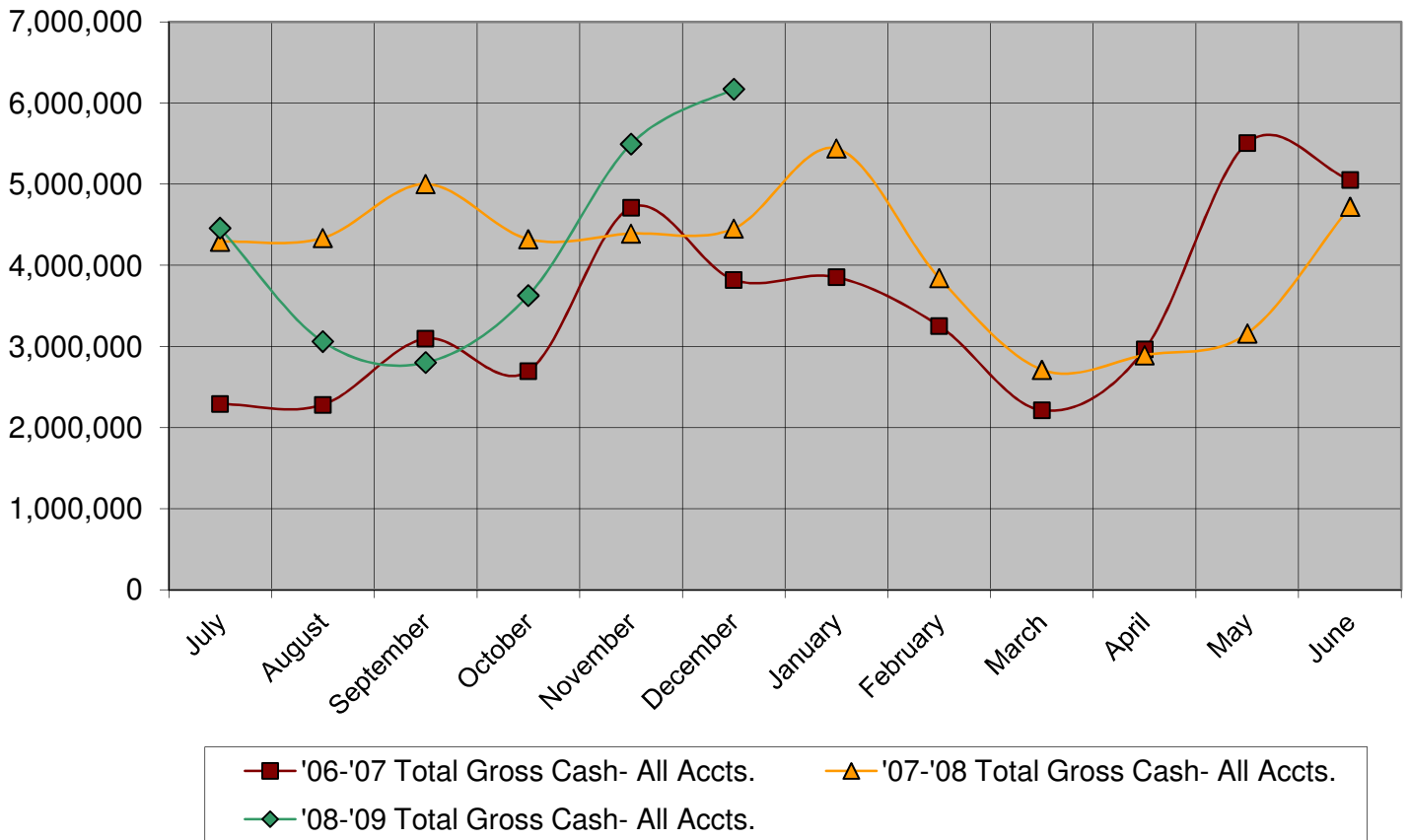
Expenditures, wire transfers, payroll, claims receipts and investments have been prepared under the direction of Dave Anderson and is presented for approval by the School Board. Dave and I would be glad to answer any questions.

# Intermediate District 287

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

<u>Date</u>	<u>'06-'07 Total Gross Cash- All Accts.</u>	<u>'07-'08 Total Gross Cash- All Accts.</u>	<u>'08-'09 Total Gross Cash- All Accts.</u>
July	2,291,747	4,290,870	4,457,312
August	2,281,678	4,335,576	3,059,192
September	3,097,297	5,001,385	2,800,788
October	2,695,566	4,321,962	3,626,080
November	4,711,051	4,389,645	5,492,853
December	3,821,438	4,452,190	6,170,663
January	3,853,218	5,439,985	
February	3,254,020	3,843,416	
March	2,214,232	2,711,729	
April	2,964,609	2,892,039	
May	5,507,268	3,159,523	
June	5,053,949	4,722,065	

**CASH POSITION SHEET- Total Gross Cash**  
**Monthly Averages - YTD**



**INTERMEDIATE DISTRICT 287**

**DECEMBER 2008 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	REF#	AMOUNT	DESCRIPTION
12/12/2008	EDUCATION AID	MSDLAF	3730444	1,884,653.57	01S360 SPEC EDUC DEC09
12/23/2008	H55 DHS-MMIS	MSDLAF	3745492	154,633.96	MA IEP SERVICES THIRD PARTY BILLING
12/23/2008	H55 DHS-MMIS	MSDLAF	3745492	2,589.84	MCREMA IEP SERVICES THIRD PARTY BILLING
12/29/2008	EDU-SPECIAL	MSDLAF	3754944	1,367.68	01F419 SPED PRT B 611 08 84027
12/29/2008	EDU-SPECIAL	MSDLAF	3754944	1,135.04	01F420 SPED SUPPL 3-5 08 84173
12/29/2008	EDU-SPECIAL	MSDLAF	3754944	15,784.79	01F422 SPED EC 0-2 08 84181
<b>MTD TOTALS</b>				<b><u>2,060,164.88</u></b>	

**WIRE TRANSFERS OUT:**

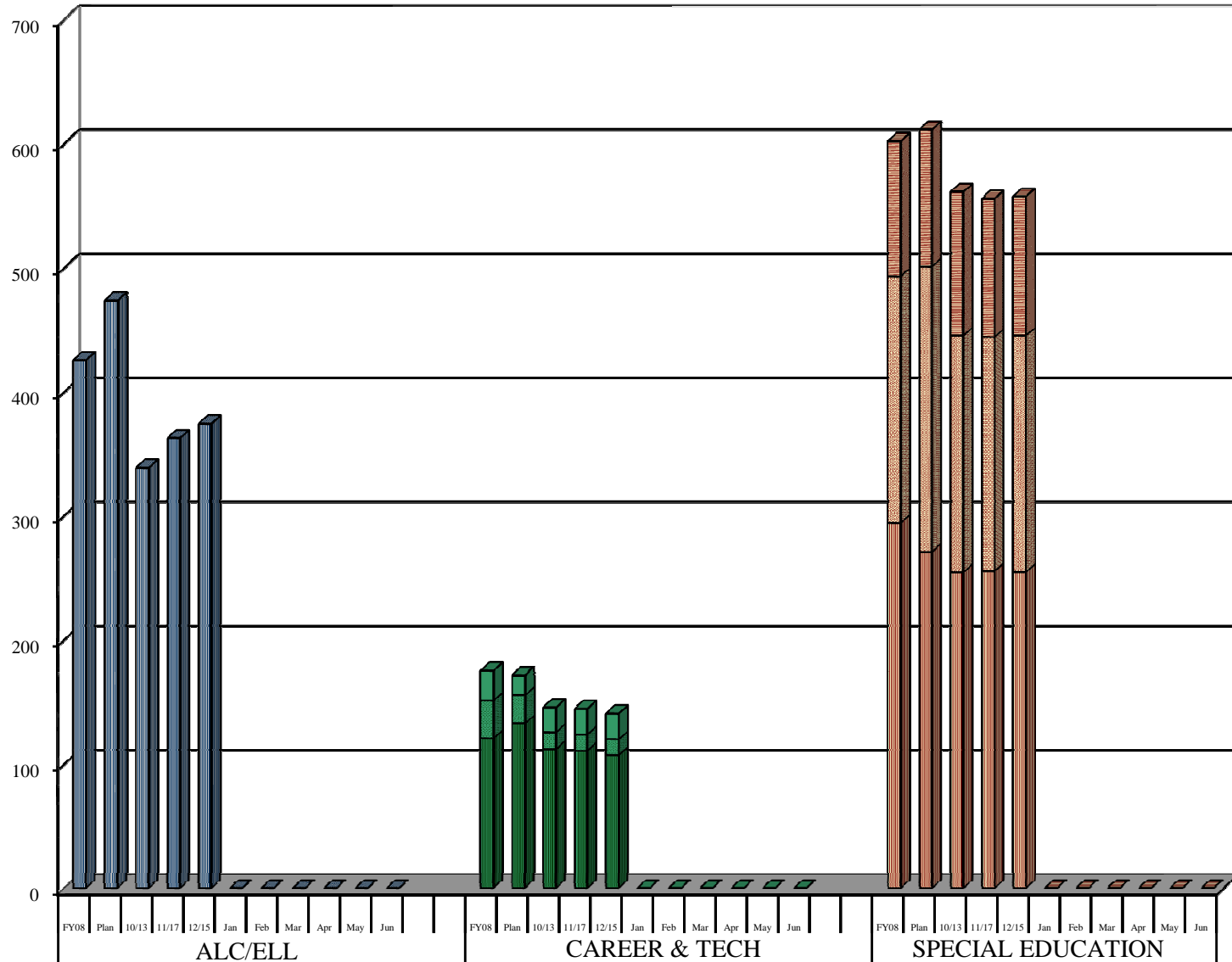
DATE	FROM	AGENCY	REF#	AMOUNT	DESCRIPTION
12/5/2008	MSDLAF	US BANK	WIRE	13,728.65	DIRECT DEPOSIT EXPENSE CKS
12/5/2008	MSDLAF	US BANK	WIRE	259.38	DIRECT DEPOSIT EXPENSE CKS
12/15/2008	MSDLAF	US BANK	1971	61,451.04	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	1972	378,979.72	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,003,055.64	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BENEFITS COI	1973	70,323.11	EMPLOYEE & EMPLOYER 403B
	MSDLAF	MN UNEMPL. INSURANCE	1974	24,375.29	MN UNEMPL. INSURANCE PAYMENT DUE
12/31/2008	MSDLAF	MN DEPT OF REVENUE	1975	62,662.45	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	1976	385,818.44	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,019,794.81	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BENEFITS COI	1977	69,809.94	EMPLOYEE & EMPLOYER 403B
	MSDLAF	WELLS FARGO	1978	321,230.42	LOAN PAYMENT
	MSDLAF	US BANK		23,250.63	CORP. HEALTH SYSTEMS
	MSDLAF	US BANK			US BANK ARP CHGS VOUCHER ACCT SEPT08
	MSDLAF	US BANK			US BANK ARP CHGS PAYROLL ACCT SEPT08
<b>MTD TOTALS</b>				<b><u>3,434,739.52</u></b>	

# Intermediate District 287

## 2008-09 Monthly Program ADM Data by Division

(does not include services)

- ALC/ELL
- Mentor Connection
- Career & Tech Level III
- Career & Tech Level I and II
- Special Ed
- Multi-Categorical
- DCD/EBD & EBD
- Transition



	ALC/ELL												CAREER & TECH												SPECIAL EDUCATION											
	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun			
Multi-Categorical																							108.79	110.23	115.55	111.27	111.91	0.00	0.00	0.00	0.00	0.00	0.00			
DCD/EBD & EBD																							198.93	230.03	190.85	188.68	190.61	0.00	0.00	0.00	0.00	0.00	0.00			
Transition																							293.96	270.93	254.56	255.42	254.71	0.00	0.00	0.00	0.00	0.00	0.00			
Mentor Connection												24.09	15.91	19.80	20.46	20.46	0.00	0.00	0.00	0.00	0.00	0.00														
Level III												30.24	22.81	13.65	13.12	12.79	0.00	0.00	0.00	0.00	0.00	0.00														
Level I and II												120.82	132.86	112.09	110.75	107.46	0.00	0.00	0.00	0.00	0.00	0.00														
ALC/ELL	425.43	473.47	338.56	362.59	374.35	0.00	0.00	0.00	0.00	0.00	0.00																									

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2008-2009**

December 2008

<b>DONATION DATE</b>	<b>DESCRIPTION</b>	<b>VIN#</b>	<b>EST VALUE</b>	<b>DONOR</b>	<b>SS# OR FED ID#</b>	<b>PROGRAM</b>
12/9/2008	CHECK		\$ 10.00	FORSSLUND, RICHARD		SEC SUN
12/9/2008	CHECK		\$ 20.00	JOHNSON, BETH		SEC SUN
12/12/2008	MAGAZINES		\$ 250.00	LARSON, DEAN		BREN RD
12/9/2008	CHECK		\$ 250.00	PEACE MAKER FOUNDATION		HOSTERMAN
12/5/2008	93 FORD 4DR HATCH	1FAPP14J6PW	\$ 500.00	PRENDIVILLE, SHANE		EPC AUTO
12/16/2008	97 FORD TAURUS	1FALP52U0VG	\$ 500.00	PRESTON, DANIEL		EPC AUTO
			<b>\$ 1,530.00</b>			

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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DATE: January 9, 2009

TO: Sandy Lewandowski

FROM: Janet A. Johnson

RE: Recommendation for Board Approval of the following Agreement for the January board meeting.

### **Agreement**

1. Recommend approval of a support contract between St. Paul College (MNSCU) and Intermediate District 287. The contract will provide revenue to the District 287 Itinerant program for the salary and benefits of a staff person to provide management and training services for the use of the iTransition series and the Postsecondary Education Programs Network staff. Under the contract St. Paul College will purchase 105 days, between September 1, 2008 to June 30, 2009 for a “not to exceed amount” of \$50,000.

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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DATE: January 16, 2009  
TO: Sandy Lewandowski  
FROM: Janet A. Johnson  
RE: MDE School Financial Award

Since FY 2003, the Minnesota Department of Education (MDE) has recognized school organizations that exhibit sound fiscal health and financial management policies and procedures. MDE's School Finance Award is based on compliance with state statute on a number of finance issues and other means of demonstrating fiscal health.

We are proud to announce that on January 8, 2009, we received notification that Intermediate District 287 has been awarded MDE's School Financial Award for FY 2009, which is based on financial reporting for the 2007-08 fiscal year. We are one of approximately 125 districts in the state to receive this award for the same reporting period.

## INTERMEDIATE DISTRICT 287

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INTER-OFFICE MEMORANDUM

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TO: Sandra Lewandowski

FROM: Thomas Shultz

DATE: January 15, 2009

SUBJECT: Energy Efficient Design and Xcel Energy Awards for SEC


TSP Architects is the recipient of the Minnesota Grand Award for Energy Efficient Design for the South Education Center Design. This is awarded by the Minnesota Chapter of the American Council of Engineering Companies (ACEC), which is the voice of America's engineering industry. Council members number more than 5,700 firms throughout the country. The Grand award is for the best design in the State and the project will now move on to be entered into the National Competition this year.

TSP is also the recipient of Xcel Energy's award for "Most Energy Efficient Building Built in the Energy Design Assistance Program". Xcel Energy made the decision that this would be the first year of a new award for building owners and District 287 is the recipient of this award. The SEC design was given this award because of the energy demand reduction achieved exceeds the average reduction by 100%. The average reduction was 35% and the SEC reduction was determined to be 71%.



DATE: January 15, 2009

TO: Sandy Lewandowski  
Superintendent

FROM: W. Lee Palmer   
Director of Human Resources

RE: Pay Equity Implementation Report

The consultants from Public Employment HR Consulting have completed the Pay Equity Report and recommend the School Board approve the submission of the District's 2009 Report to the Pay Equity Office of the Minnesota Department of Management and Budget.

The consultants' calculations indicate that the District passed all of the Report's compliance tests, most notably, the Statistical Analysis and Salary Range Tests. After the Report is submitted to the Pay Equity Office, the Office will analyze the data and verify if the District has passed all the compliance tests. After this determination, the Pay Equity Office will inform the District as to whether it has complied with all aspects of the Local Government Pay Equity Act and Minnesota Rules Chapter 3920.

Under the Minnesota Rules, this report must be filed with the State by January 31, 2009. Therefore, I am requesting approval from the Board on January 22, 2009 to submit the report to the State.

If you have any questions, please feel free to contact me.

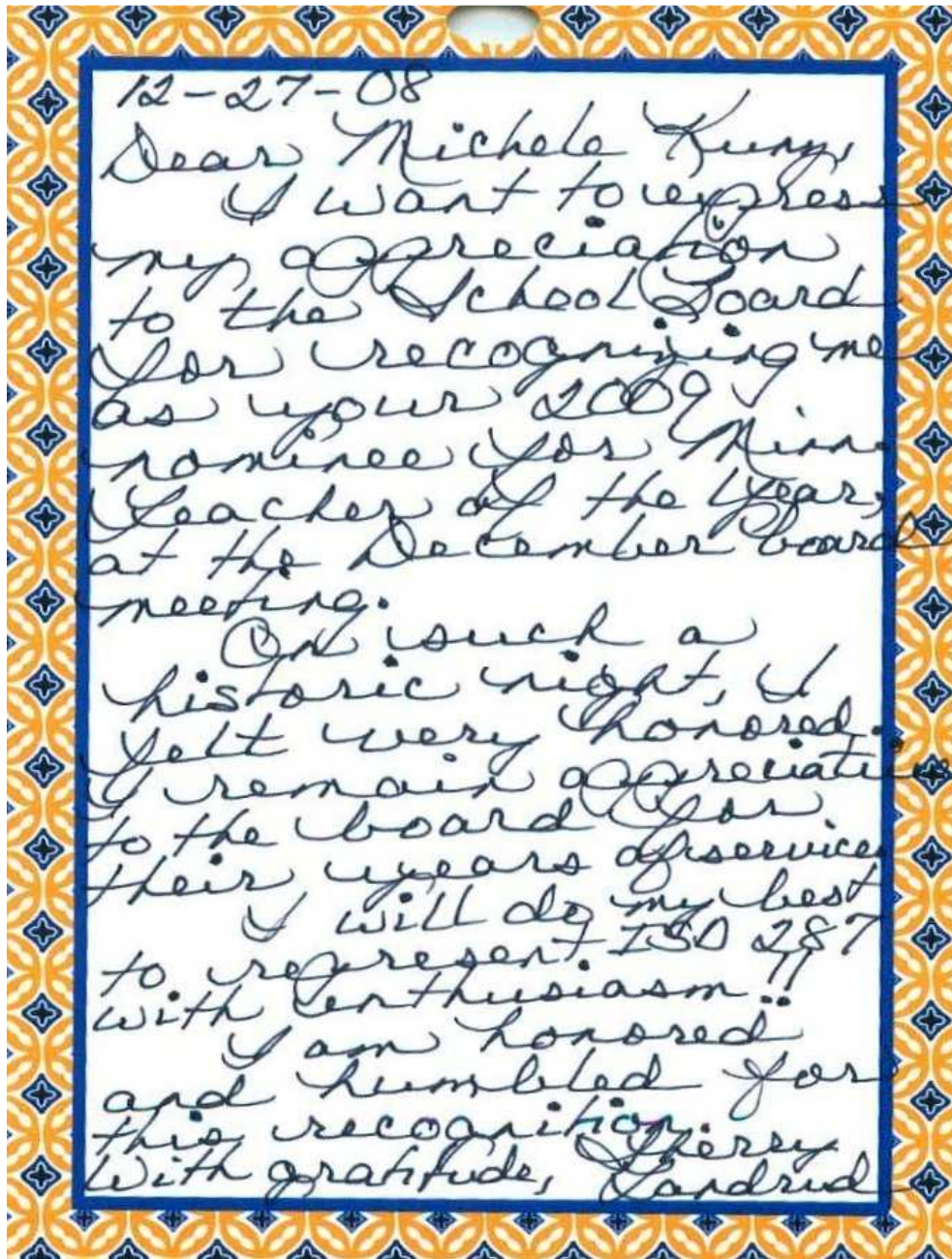
**INTERMEDIATE DISTRICT 287**  
**January 2009 – December 2009**  
**SCHOOL BOARD CALENDAR**

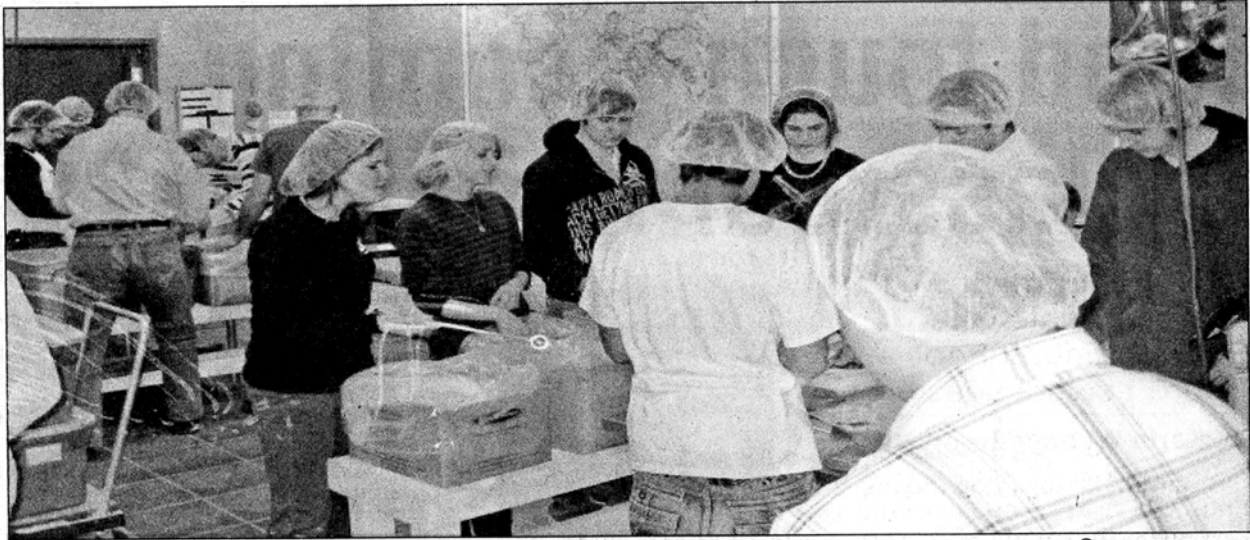
January 2009				
22	Thursday	General Board Meeting	6:30PM	Board Rm
February 2009				
12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm
March 2009				
12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm
April 2009				
23	Thursday	General Board Meeting	6:30PM	Board Rm
May 2009				
14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm
June 2009				
11	Thursday	General Board Meeting	6:30PM	Board Rm
25	Thursday	General Board Meeting	6:30PM	Board Rm
July 2009				
23	Thursday	General Board Meeting	6:30PM	Board Rm
August 2009				
27	Thursday	General Board Meeting	6:30PM	Board Rm
September 2009				
10	Thursday	General Board Meeting	6:30PM	Board Rm
24	Thursday	General Board Meeting	6:30PM	Board Rm
October 2009				
8	Thursday	General Board Meeting	6:30PM	Board Rm
22	Thursday	General Board Meeting	6:30PM	Board Rm
November 2009				
12	Thursday	General Board Meeting	6:30PM	Board Rm
December 2009				
10	Thursday	General Board Meeting	6:30PM	Board Rm

**OTHER ACTIVITIES**

Apr 21	Tuesday	Parent Appreciation Dinner	tbd	Hosterman
Apr 29	Wednesday	Mentor Connection Open House	tbd	tbd
May 29	Friday	Ridgedale Alternative Program Graduation	9:00AM	Eliot Community Ctr
June 1	Monday	North VISTA Graduation	7:00PM	NVEC
June 4	Thursday	City West Academy Graduation	10:00AM	Shady Oak
June 4	Thursday	South Education Center Alternative Graduation	5:00PM	SEC Gym
June 5	Friday	Prairie Center Alternative Graduation	10:00AM	EP Community Ctr
June 5	Friday	VECTOR/InVEST South Graduation	12:30PM	SEC
June 9	Tuesday	Phase North Graduation	tbd	tbd

Thank you to Intermediate District 287  
Board Members  
from  
Sharon Landrud





SUBMITTED PHOTOS

Students from Prairie Center Alternative recently volunteered at Feed My Starving Children. Students pictured include: Madeline Farni, Johanna Harrison, Blaine Rivera, Dan Holmquist, Johnnie Williams and Danny Weegmann.

## Prairie Center Alternative students settled into new home

It may be a change of only a few blocks, but for the students at Prairie Center Alternative, the new location of the school offers a much larger space to conduct their studies. The alternative high school, a part of School District 287, has been located on the edge of Eden Prairie on Shady Oak Road for a number of years. At the start of this school year, PCA moved down the road, to 6754 Shady Oak Road, right next to Shop NBC.

If the heart of the Golden Triangle sounds like an out-of-the-way space for the school, it also fits in with the school's more laid-back atmosphere. PCA is a place for students to take charge of their education in a smaller, more individualized environment. According the PCA Web Site, "students are able to start at any time during the school year and their education is individualized and self-paced. Within this framework, students who are the most successful are the ones who are self-directed and self-disciplined."

Rebecca Brown, the program facilitator, noted that the new location also houses City West Academy and New Connections on the lower floors. City West Academy is a District 287 "sober school" while New Connections is an outpatient drug and alcohol treatment facility affiliated with Regions Hospital.

Brown said PCA currently serves 60 students but they would like to increase the enrollment to 80.

"All the area learning centers have seen a de-



Students pictured here include: Nichole Marsh, Katie Lacey, Vanessa Olive and Desiree Hauglid.

cline in enrollment this year," she noted.

The school is open for any student who desires an alternative setting to that of their traditional high school – "maybe smaller classes, more individual attention," said Brown.

On Tuesday nights PCA offers an independent study program, separate from its day program, just for kids making up one or two credits, she added.

For more information, visit [www.district287.org](http://www.district287.org).

– Compiled by Leah Shaffer