

# **Intermediate District 287**

Responsive. Innovative. Solutions.



**Intermediate District 287**

**Regular Meeting**

**Thursday, October 25, 2012 6:30 PM**

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### GENERAL MEETING OF THE BOARD

Thursday, October 25, 2012

6:30 PM @ District Service Center Board Room

#### AGENDA

Page #

1. **CALL TO ORDER** (Action)
2. **APPROVAL OF GENERAL MEETING AGENDA** (Action)
3. **OPEN FORUM** (Information)
4. **APPROVAL OF CONSENT AGENDA** (Action)
  4. 1. General Board Meeting Minutes from September 27, 2012 4
  4. 2. Routine Human Resource Activities for October 25, 2012 6
  4. 3. North Education Center October 2012 Change Order Memo 9
5. **SHARE THE SUCCESS & RECOGNITIONS** (Information)
  5. 1. Employee Recognition - The October "Above & Beyond" Employee will be announced to the Board.
6. **SUPERINTENDENT'S REPORT - (30 minutes)** (Information)
  6. 1. Program Safety Update 10  
Char Myklebust, Executive Director of Mental Health & Partnerships will provide information about recent safety concerns in several of our sites. She and Dolly Lastine, Interim Executive Director of Special Education, have gathered information about several incidents. The Board will learn about administrative actions that are being taken to address safety concerns expressed by staff members and students.
  6. 2. What Board Members Should Know About Recent Progress to Address the 23  
Hennepin County Graduation Goal  
Steps that were taken at the September 28 meeting of the Hennepin County Superintendents and Commissioners to address their joint graduation goal are outlined in this installment of the "What the Board Needs to Know" series.
7. **INSTRUCTIONAL REPORT - (15 minutes)** (Information)
  7. 1. Gateway to College Grant 25  
Dr. Jane Holmberg, Executive Director of Teaching & Learning will give an overview of the Gateway to College grant recently awarded to the Hennepin Technical College (HTC) and District 287 partnership. The \$325,745 grant will provide seed money to establish an Area Learning Center (ALC) program at the Brooklyn Park Campus of HTC. This specialized ALC will offer dual college and high school enrollment and provide additional supports so that students at risk of dropping out of high school cannot only gain the skills to access post-secondary education, they can actually start the process of acquiring a post-secondary degree.
  7. 2. Overview of Innovation Presentation (Information)  
This fall and winter we have several opportunities to share the work that Intermediate District 287 is doing to create a culture of innovation and report on results. Mike Smart, Innovation Coach/Online Learning Coordinator and Dr. Jane Holmberg, Executive Director of Teaching and Learning will give an overview of the state and national conference presentations they are doing along with Superintendent Lewandowski to share this important aspect of the district strategic plan and gain feedback on the new Innovation Report Card.
8. **ADMINISTRATIVE SERVICES REPORT - (30 minutes)**

8. 1. Financial Report		
8. 1. 1. Approval of Routine Monthly Finance Report <i>(Action)</i>		36
Mae Hawkins, Director of Finance will provide an overview of the monthly finance report and the Board will be asked to approve it.		
8. 1. 2. Recommendations for Board Approval of Equity Transfers for FY12 <i>(Action)</i>		45
8. 2. Facilities Report <i>(Information)</i>		46
Tom Shultz, Director of Facilities will share a time-lapse video of the NEC construction project and Ann Bremer will share a summary of the Facilities Committee meeting that took place on October 16, 2012. Mae Hawkins will present the final NEC Finance Report		
8. 2. 1. What Board Members Need To Know About Long-Term Facility Planning		60
Tom Shultz, Director of Facilities will present a summary on progress toward the Long Term facility Plan.		
8. 3. Human Resource Report - None		
9. <b>BOARD BUSINESS - (15 minutes)</b>		
9. 1. Policy Review & Revision		
9. 1. 1. Board Officers & Operation (BOO) Policy and Harassment & Violence Policy (NEO 140) (Second Read) <i>(Action)</i>		62
9. 1. 2. Nondiscrimination/Equal Opportunity (NEO 140) (Second Read) <i>(Action)</i>		66
Both Policy buckets are presented for a second read and approval. Attorney Jaynie Leung will be present to address for questions.		
9. 1. 3. District Administration/Organization Bucket (DAO); Employee Rights & Responsibilities Bucket (ERR); and Financial Planning/Operations Bucket (FPO) (First Read) <i>(Information)</i>		71
All three Policy buckets are presented as a First Read. Attorney Jaynie Leung will be available for questions.		
9. 2. Board Reports		
9. 2. 1. Chair Report		
9. 2. 1. 1. Review of the "Get on the Bus" Event <i>(Information)</i>		82
9. 2. 2. AMSD Report (Ann Bremer)		84
9. 2. 2. 1. October 2012 AMSD Connections Newsletter		119
9. 3. <b>District News</b> <i>(Information)</i>		
9. 3. 1. School Board Planning Calendar		123
9. 3. 2. October 25, 2012 Calendar		125
9. 4. Once Around the Table		
10. <b>ADJOURNMENT</b>		

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**September 27, 2012**  
**MINUTES**

**1. CALL TO ORDER**

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

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

Absent:

Guests:

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

287 Staff Members: Douglas Booth, Mark Hoffer, and Shawn Garvey

Chair Bremer recognized departing Board member Peyton Robb, from the Edina School District, for his years of service. Superintendent Lewandowski and many Board members thanked Peyton for his expertise and guidance over the past seven years, particularly as the chair of the Facilities subcommittee.

**2. APPROVAL OF GENERAL MEETING AGENDA**

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

**3. OPEN FORUM FOR COMMUNITY COMMENTS - None**

**4. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from September 13, 2012; Minnesota Department of Employment and Economic Development Rehabilitation Services Grant, Math and Science Teacher Partnership Grant, Carl D. Perkins Education Act-Basic Grant, Federal Title II, and Federal Title III Grant, and Routine Human Resource Activities for September 27, 2012. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

**5. SHARE THE SUCCESS & RECOGNITIONS - None**

**6. SUPERINTENDENT'S REPORT**

Superintendent Lewandowski introduced Tom Shultz, Director of Facilities. Tom presented to the Board an overview on the annual report of the district Crisis Management Plan. Significant aspects of the report include re-emphasis on site Safety Committees, upgrading security systems at sites, and examining lessons learned from the large scale emergency training exercise.

Sandy presented and recommended approval of the 2012-2013 Superintendent Goals. The goals include: 1) Facilitate a process with Hennepin County school districts and Hennepin County Commissioners that results in a regional plan to raise graduation rates in Hennepin County. 2) Create systems, practices, and cultures that facilitate the recruitment and retention of a high performing, accountable and progressive innovative workforce for the future. *Motion by Nancy Rowley, seconded by Michèle Kunz, to approve the 2012-2013 Superintendent Goals as presented. All in favor. Motion carried unanimously.*

Sandy presented to the Board a DVD produced for the September 28 Hennepin County Superintendents and Commissioners meeting. The DVD features Dr. Char Myklebust, Executive Director of Mental Health and Partnerships. Char discusses systemic barriers to graduation, particularly barriers created by school suspensions, the lack of follow-up after lapses in attendance, and lack of consistent transportation for students in alternative learning sites. These barriers will be discussed at the meeting where Hennepin County leaders will be invited to continue efforts to achieve the Countywide graduation goal by creating a safety net through a secure system of hand-offs to well-matched educational options, assuring a safe landing for every student at risk of dropping out.

**7. INSTRUCTIONAL REPORT – None**

**8. ADMINISTRATIVE SERVICE REPORTS**

**Financial Report**

Mrs. Mae Hawkins, Director of Finance Services, presented the monthly financial report for August 2012. *Motion by Ann Bremer, seconded by Dean Henke, to approve the monthly financial reports as presented. All in favor. Motion carried unanimously.*

**Facilities Report**

Tom Shultz, Director of Facilities, presented an overview to the Board of the original long-term facility plan and reported on the remarkable progress made toward achieving the Board’s direction of moving toward larger, consolidated and fewer leased sites. A written synopsis will be provided for distribution to local Boards.

**Human Resources Report - None**

**9. BOARD BUSINESS**

**Policy Review & Revision**

Anne Becker, General Counsel/Human Resource Director, briefly presented to the Board the Board Officers & Operations Policy Bucket and Harassment & Violence Policy for a First Read. Changes discussed will be reflected in the second read.

**Closed Session**

At the recommendation of Board Chair Bremer, *a motion was made by Ann Bremer, seconded by Greg Thielsen, the school Board may hold a closed meeting pursuant to Minn. Stat. §13D.5, subd.3(c) for preliminary discussion with its attorneys regarding a possible lawsuit. All in favor. Motion carried unanimously.* The meeting was closed to the public at 8:04 PM. *A motion was made by Ann Bremer, seconded Carter Peterson, to reopen the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 8:21 PM.

**Chair Report**

Board Chair Bremer briefly updated the Board on TIES Annual meeting, which was held September 19.

Board Chair Bremer recommended and the entire Board agreed on the cancelation of the October 11 General Board meeting.

**AMSD Report – None**

**Once Around the Table**

**10. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:48 PM.*

The next general meeting will be held on October 25, 2012, at 6:30 PM in the District Service Center.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

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

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

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287  
SCHOOL BOARD – October 25, 2012**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- DEBRA GORMLEY, Autism Instructor at North Education Center, **refill for Adrian Agard**, effective October 2, 2012, MA, Step 1 – 1.0 FTE.
- JULIE A. KENT, EBD Instructor at West Education Center, **new position**, effective October 15, 2012, BA+30, Step 3 – 1.0 FTE.
- WAEL A. MOHAMED, Math Instructor at Hennepin County Home School, **refill for Tim Johnson**, effective October 8, 2012, BA+30, Step 2 – 1.0 FTE.

**B. Reinstatement of Licensure Waivers**

**C. Temporary:**

- ANDREW HANNAN, DCD Instructor at North Education Center, effective August 1, 2012 through August 24, 2012.
- YILIN HE (CHANG), Online Chinese Instructor, effective September 4, 2012 through January 30, 2013.
- MATTHEW J. HENDERSON, Online Math Instructor effective September 4, 2012 through June 30, 2013.
- JULIE KENT, EBD Instructor at West Education Center, effective October 8, 2012 through October 12, 2012.
- FATIMA LEMTOUNI, Online Arabic Instructor, effective September 4, 2012 through January 30, 2013.
- LING MA, Online Chinese Instructor effective September 4, 2012 through January 30, 2013.
- KEVAN S. NITZBERG, Online Art Instructor effective September 4, 2012 through January 30, 2013.
- SCOTT A. SWANSON, Math Instructor at West Education Center effective August 1, 2012 through May 31, 2013.

**D. Other**

- SHIOW-JEN LIANG-SUN, Chinese Instructor, temporary increase from .6 FTE to .8 FTE effective for the 2012-13 school year.

**2. Extended Leaves of Absence:**

**A. Unpaid**

-

3. **Separations:**

A. **Dismissal**

- 

B. **Resignation**

- ADRIAN AGARD, EBD Instructor at North Education Center, effective September 18, 2012.

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

- 

4. **Other:**

- 

**NON-LICENSED STAFF:**

1. **New Hires:**

A. **Regular**

- PIERCE HARRINGTON, Education Assistant at North Education Center, **refill for A. Lillion**, effective September 24, 2012 Step 11 Lane 5 +BA- .875 FTE.
- PIERRE FULFORD, Education Assistant at Edgewood Education Center, **refill for D. Bratton**, effective September 14, 2012 Step 6 Lane 5 +BA - .875 FTE.
- IRENE YAHWON, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective September 24, 2012 Step 8 Lane 1– .875 FTE.
- CASSANDRA WELK, Education Assistant at Northwest Education Center, **additional position due to increased enrollment**, effective September 27, 2012 Step 11 Lane 3 + 30 credits - .875 FTE.
- CARLY MAKI, Parent Child Specialist at South Education Center, **refill for L. Burton**, effective September 17, 2012 Step 4 – 1.0 FTE.
- TYLER BYERS, Education Assistant at Hennepin County Home School, **refill for J. Peschong**, effective September 23, 2012 Step 7 Lane 5 +BA - .875 FTE.
- TODD FRANK, Education Assistant at South Education Center, **refill for D. Ellington**, effective October 1, 2012 Step 5 Lane 4 +90 credits - .875 FTE.
- ANNE UNDIS, Education Assistant at Prairie Care Maple Grove, **refill for K. Shearman**, effective September 24, 2012 Step 4 Lane 4 +90 credits - .55 FTE.

- COREY STEVENSON, Education Assistant at Northwest Tech Center, **refill for N. Dillon**, effective October 1, 2012 Step 11 Lane 5 +BA - .875 FTE.
- AISSATOU BAH, Education Assistant at North Education Center, **refill for Z. Maupin**, effective September 27, 2012, Step 5 Lane 1 - .875 FTE.
- JARRETTE FELLOWS, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective October 2, 2012 Step 6 Lane 5 +BA - .875 FTE.
- RICHARD SAUER, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective October 10, 2012 Step 10 Lane 5 +BA - .875 FTE.
- ROLAND CHADWICK, Interpreter at Northwest Tech Center, **additional position due to increased enrollment**, effective October 11, 2012 Step 4 Lane 4 +BA - .875 FTE.
- TYLER HENDRICKSON, Education Assistant at North Education Center, **refill for J. Briggity**, effective October 4, 2012 Step 4 Lane 5 +BA - .875 FTE.

**B. Temporary**

- 

**C. Substitutes**

- Sarah Krake

**2. Extended Leaves of Absence:**

**A. Unpaid**

- MAGGIE ELLIOTT, Education Assistant at Hennepin County Home School, .125 FTE effective for the 2012-13 school year.

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- 

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

- JEAN WILEY, Clerical at the District Service Center, effective November 16, 2012.
- LYNETTE JENKINS, Education Assistant at Edgewood Education Center, effective January 24, 2013.

**4. Other:**

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## M E M O R A N D U M

Date: October 16, 2012  
To: Sandra Lewandowski  
From: Thomas Shultz, Director of Facilities  
RE: **NEC Change Orders**

The following is a list of Change Orders (COs) for the North Education Center construction project. According to the Board-approved decision making process, *Levels of Authority*, those items that are less than \$10,000 may be approved by District Administration. Those items greater than \$10,000 but less than \$25,000 may be approved by the Facilities Committee.

Six Change Orders being presented are within the District Administration levels and are being presented as information only: All Systems CO #03 and #04, J.E. Dunn CO #88 through #92.

J. E. Dunn Change Orders #87 and #92 were approved by the Board Facilities Committee at the October 16, 2012 meeting and are being presented as part of the Consent Agenda.

<b>Cost of Change Orders being presented as information only:</b>	\$18,430.00
<b>Cost of Change Orders included in Consent Agenda:</b>	<u>29,191.00</u>
<b>Total of all Change Orders being presented</b>	<b><u>\$47,621.00</u></b>

### Administration Decision

#### J. E. Dunn

Change Order #88	Add lighting in kitchen per Health Inspector	957.00
Change Order #89	Relocation of HC card reader (3)	783.00
Change Order #90	Trustwater System relocation (TSP)	5,682.00
Change Order #92	Numerous electrical issues, negotiated	8,320.00

#### All Systems

Change Order #03	Mounting of additional power for additional NAC expander in server room	418.00
Change Order #04	Two additional card readers (B-136 and B-230)	2,270.00

### Facilities Committee Decision

#### J. E. Dunn

Change Order #87	Street paving to correct slope	\$15,919.00
Change Order #91	Generator exhaust alterations	13,272.00

October 18, 2012

Governor Mark Dayton  
Office of the Governor  
130 State Capitol  
75 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, MN 55155

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

Telephone: 763.550.7100  
[www.district287.org](http://www.district287.org)

**RE: Minnesota State Innovation Model Testing Assistance**

Dear Governor Dayton,

On behalf of Intermediate District 287, we are pleased to express full support for the Minnesota application for State Innovation Model Testing Assistance through the Center for Medicare and Medicaid Innovation. Minnesota has long been a leader in health care innovation and this proposal accelerates the state's progress forward on the path to improved health, improved health care, and lower costs. The goals of this proposal [*to create an environment in which every Minnesotan receives coordinated, patient-centered care and provider financial incentives are fully aligned across payers and aligned with interest of patients through total cost of care arrangements that reward providers for keeping patients healthy*] align with our organizational goals. We look forward to partnering with you to make these goals a reality for all Minnesotans.

The Minnesota Accountable Health Model put forth in the application will drive innovation across the state by addressing current barriers that prevent coordination and integration of health care with mental health, chemical health, public health, long term supports and services, and social services. We support the vision of the Minnesota Model in which these services are organized around the needs of patients and communities, not administrative silos, and that financial incentives should support this patient-centered care. We are ready to enter Minnesota's next era of health care transformation and, as an *Intermediate School District*, District 287 is ready to collaborate with our State in these efforts.

We applaud all efforts in the State of Minnesota to increase access to school mental health. Our students often present with very complex educational needs that are exacerbated by co-occurring mental health disorders that directly impact educational success and school completion.

The Model Testing Assistance will provide critical investments in areas such as health information technology, infrastructure, practice transformation, workforce and community engagement that will enable us to break down traditional funding and service silos and use our dollars more wisely. The support for the Minnesota Model described in this proposal is urgently needed to fully realize the care delivery and payment transformation that is underway throughout our state.

Only by aligning our work across sectors will we achieve better health for individuals, families and communities, while maintaining sustainable costs. We strongly support the State's application and appreciate your consideration of our efforts.

Respectfully,



Sandra Lewandowski, Ed.S.  
Superintendent



Char Myklebust, Psy.D.  
Executive Director of Mental Health/Partnerships  
[ckmyklebust@district287.org](mailto:ckmyklebust@district287.org)  
763-550-7110

# Program Safety Update

Current staff injuries in special education  
and area learning center sites

Char Myklebust  
Dolly Lastine  
October 25, 2012

# New Trends in Area Learning Centers

- North Education Center
- South Education Center
- West Education Center
- Prairie Center Academy
- City West Academy
-

# North Education Center Alternative (NECA)

- Enrollment is at its highest and we are seeing more aggression in female students.
- 30 documented behavioral incidents this school year, e.g. possession of a controlled substance, under the influence of drugs, disorderly conduct.

# North Education Center Alternative (NECA)

- 1 documented incident of school violence in which a female student was assaulted by 2 other female students.
  - 2 staff members were injured; 1 missed 3 days of work and the other missed 1 day
  - The staff member with the most serious injury has had both CPI and PCM training

# South Education Center Alternative (SECA)

- Enrollment is at its highest and we are seeing more relational aggression in female students and fighting among male and female students.
- 34 documented behavioral incidents;
  - 27 incidents resulted in in-school suspension with support from social worker or other interventionist
  - 7 of these incidents were smoking violations

# South Education Center Alternative (SECA)

- 7 documented behavioral incidents and of those, there were 3 staff injuries.
  - 2 Guardsmark security guards were injured in 2 separate incidents
  - 1 teacher sustained a minor back injury attending to a fight

# West Education Center (WEC)

- Explore had 922 negative behavior incidents
- Options had 371 negative behavior incidents
- Safe / Strive had 116 negative behavior incidents
- Invest had 98 negative behavior incidents

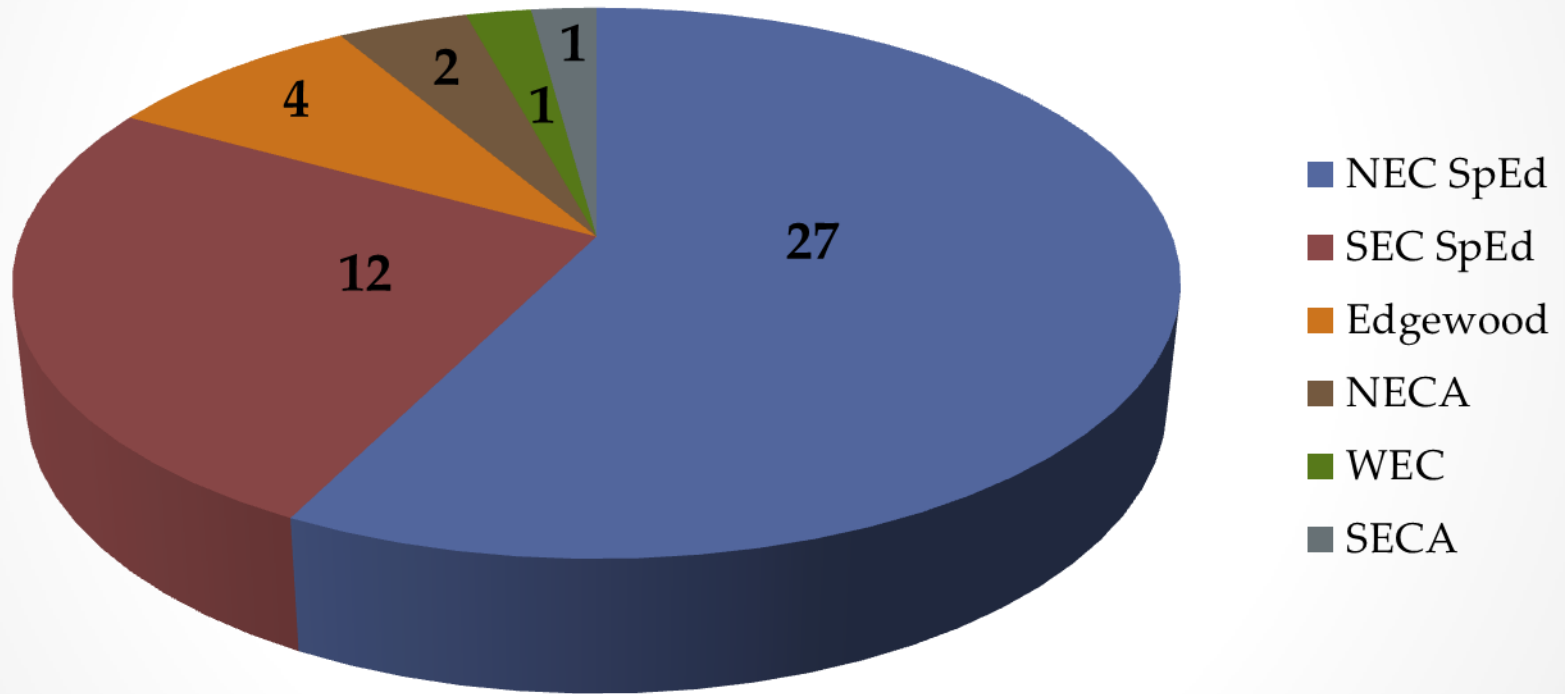
# West Education Center (WEC)

- Explore had 922 incidents, 496 of those were the same student
- 4 arrests at WEC this school year

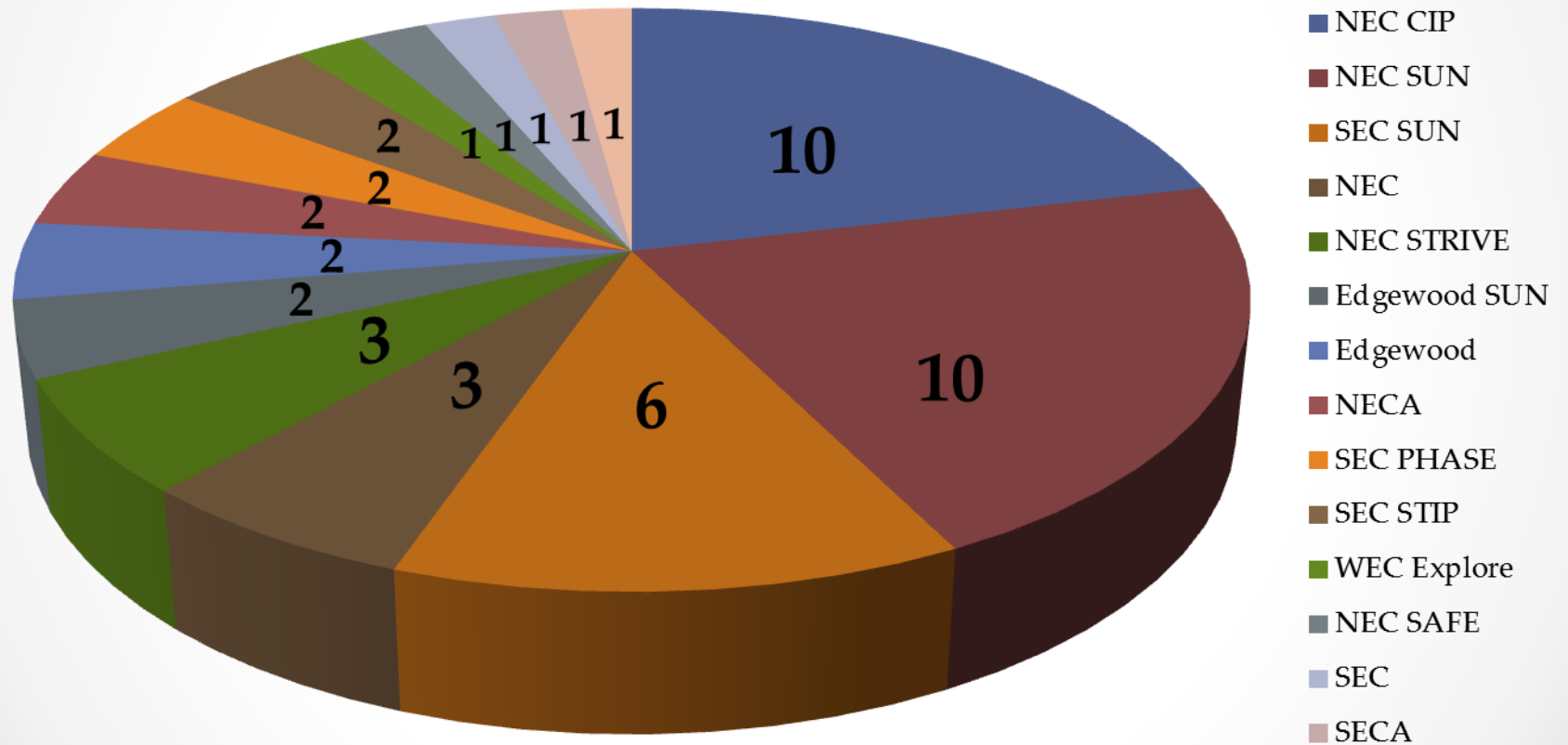
# Programs With No Reported Staff Injuries

- Vector Transition SEC
- Focus Transition SEC
- Invest Transition SEC

# Staff Injury Reports by Site



# Staff Injury Reports as a Result of Student Behavior



# Critical Incident Debriefing Process

- Dolly and Char are collecting information about all critical incidents that involve staff injuries.
- An administrative debriefing team from the central office visits sites to visit staff who were injured and sometimes those who observed or were impacted by the injury.
- Staff are asked for suggestions to reduce injuries and are informed about resources for support, e.g. Employee Assistance Program.

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

---

### M E M O R A N D U M

Date: October 10, 2012

To: Sandy Lewandowski, Superintendent

From: Jane Holmberg, Executive Director of Teaching and Learning

**Re: What Board Members Should Know About Recent Progress to Address the Hennepin County Graduation Goal**

On September 28, 2012, Intermediate District 287 convened Hennepin County Commissioners and Superintendents as part of the regular meeting series to provide joint leadership toward the goal of dramatically increasing the graduation rate in Hennepin County. Superintendents met first to coordinate the schools' action, and then the County Commissioners joined the group. Characterized by the meeting facilitator Susan Hintz as a break-through conversation, the dialogue helped clarify next steps and garner commitment to action from both school and Hennepin County.

Early in the Superintendent meeting, the group viewed "Creating a Safety Net," a video produced by District 287 that had been previewed by and provided to the Board at the September 27 meeting. Copies also were provided to the Superintendents and Commissioners as a tool they can use to clarify the cross system barriers to education that define the current joint work. **The five cross-system barriers from the video provided the structure for the agenda:**

**Barrier One: Data between systems are not portable.**

**Meeting outcome:** Superintendents requested the County make their information more accessible, so that County data could be shared with schools in the same way that school data already is being shared with the County. Superintendents learned about the Minnesota Department of Education offer of partnership as the MDE examines how to create a framework for data sharing.

**Next steps:** Commissioner Opat requested a letter outlining specifics that he can use to break the information logjam.

**Barrier Two: Graduation requirements vary among districts.**

**Meeting outcome:** Superintendents heard how several districts are changing their policies and practices to adopt the state requirements for Area Learning Center (ALC) students.

**Next steps:** Superintendents from three additional districts have committed to reviewing the use of state requirements for ALC students. October 7-9 teams from several school districts will be meeting together in a workshop to design a standards-based report card that also will facilitate the transfer of student learning data among districts, particularly when students do not stay long enough in one district to complete a term's worth of work.

**Barrier Three: Reliance on suspensions portends dropouts.**

**Meeting outcome:** Superintendents learned about the need for alternatives to suspension and about data now available on the MDE website regarding their own use of suspension.

**Next steps:** District 287 will convene a task force to design a plan to promote alternatives to suspension.

**Barrier Four: Lack of regional follow-up for 15-day drop students.**

**Meeting outcome:** Superintendents learned about the lack of a coordinated effort to follow up on students after long periods of absence and who, because of the 15-day drop rule, have been formally dropped.

**Next steps:** District 287 will convene a regional task force to create a plan for a regional recovery and engagement system.

**Barrier Five: Lack of transportation for students attending ALCs outside of their resident district boundaries.**

**Meeting Outcome:** Superintendents examined the need for expanding transportation for students at risk of dropping out (1) so as to align with transportation provided for more recent choice programs and (2) so that students have access to the best placement.

**Next Steps:** Superintendents determined this is not a priority area at this time.

In addition to deciding on next steps for the cross-system barriers to graduation, the Superintendents also heard from the County Commissioners and staff about progress on regional strategies to address children's mental health and financial implications for children's mental health in the 2013-2014 school year. District 287 will coordinate writing and sending a letter to Hennepin County about the value of mental health services in an attempt to support the projects in the upcoming legislative session and with third party payers.

The meeting closed with affirmation of the format for meeting and direction of decision-making. The next meeting will be held in February 8, 2013.

- Gateway to College is a network of 33 colleges in 20 states partnering with 150 school districts.
- Funding is provided by the Bill and Melinda Gates Foundation.
- The Hennepin/287 Partnership is the first in Minnesota.

Letters of endorsement from all sending area school districts assure support and enrollment for this important new program to give those most at risk of not graduating a vision of the future and a significant start on a college education.

*Hennepin Technical College and Intermediate District 287 Partnership to Student Success*

# Gateway to College

Divide 10 students each term.  
Students earn from taking foundation courses taught by high school staff who are mentored by college faculty. In taking PSEO courses taught by college faculty.

Maximizes both the K-12 and Post-Secondary Options funding to allow students to meet the requirements for a high school diploma and earn college credits.

Establishes an Area Learning Center program at the Brooklyn Park Campus of Hennepin Technical College

<http://www.gatewaytocollege.org/home.asp>

Funding provided through PSEO. This is not funding of PSEO. PSEO is not a program of PSEO. PSEO is not a program of PSEO. PSEO is not a program of PSEO. PSEO is not a program of PSEO.

- Gateway to College is a network of 33 colleges in 20 states partnering with 150 school districts.
- Funding is provided by the Bill and Melinda Gates Foundation.
- The Hennepin/287 Partnership is the first in Minnesota.

Letters of endorsement from all sending area school districts assure support and enrollment for this important new program to give those most at risk of not graduating a vision of the future and a significant start on a college education.

*Hennepin Technical College and Intermediate District 287 Partnership to Student Success*

# Gateway to College

Over 10 students each term. Students move from taking remedial courses taught by high school staff who are motivated by college credits taught by college faculty.

Maximizes both the K-12 and Post-Secondary Options funding to allow students to meet the requirements for a high school diploma and earn college credits.

Establishes an Area Learning Center program at the Brooklyn Park Campus of Hennepin Technical College

<http://www.gatewaytocollege.org/home.asp>

om all Sending  
re Support  
ortant new  
at risk of  
e future and  
ge

27

50 students  
m.  
move from  
undation  
ught by high  
ff who are  
y college  
taking PSEO  
ught by  
ulty.

# Hennepin Technical College and Intermediate District 287 Partnership to Student Success

- Gateway to College is a network of 33 colleges in 20 states partnering with 150 school districts.
- Funding is provided by the Bill and Melinda Gates Foundation.
- The Hennepin/287 Partnership is the first in Minnesota.

# Gateway College

<http://www.gatewaytocollege.org/home.asp>

Establishes an  
Area Learning Center  
program at the  
Brooklyn Park Campus of  
Hennepin Technical College

- Funding anticipated through June 2016.
- Total grant funding of \$325,745 goes primarily toward required coordinator and support staff.
- This academic year is a planning year.

Maximizes both the K-12 and  
Post-Secondary Options

funding to allow students to  
meet the requirements for a  
high school diploma and earn  
college credits.

Enrolls 50 students  
each term.

Students move from  
taking foundation  
courses taught by high  
school staff who are  
mentored by college  
faculty to taking PSEO  
courses taught by  
college faculty.

Letters of endorsement from all sending area school districts assure support and enrollment for this important new program to give those most at risk of not graduating a vision of the future and a significant start on a college education

- Gateway to College is a network of 33 colleges in 20 states partnering with 150 school districts.
- Funding is provided by the Bill and Melinda Gates Foundation.
- The Hennepin/287 Partnership is the first in Minnesota.

Letters of endorsement from all sending area school districts assure support and enrollment for this important new program to give those most at risk of not graduating a vision of the future and a significant start on a college education.

*Hennepin Technical College and Intermediate District 287 Partnership to Student Success*

# Gateway to College

Over 10 students each term. Students move from taking remedial courses taught by high school staff who are motivated by college credits taught by college faculty.

Maximizes both the K-12 and Post-Secondary Options funding to allow students to meet the requirements for a high school diploma and earn college credits.

Establishes an Area Learning Center program at the Brooklyn Park Campus of Hennepin Technical College

<http://www.gatewaytocollege.org/home.asp>

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

Regular Meeting – October 25, 2012

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

**ITEM:** Approval of Routine Monthly Finance Report

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

**1. Background Information**

The September Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Fund 06, Building Construction, total \$28,956,153, or 35.5% of the Original Revenue Budget of \$81,503,213. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. During FY13, we are receiving cash payments at 64.3% of the entitlement. That compares to 90% in FY09, 73% in FY10, 70% in FY11, and 64.3% in FY12. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Fund 06, Building Construction, total \$13,245,250, or 16.1% of the Original Expenditure Budget of \$82,045,055.

The numbers as of the end of the prior fiscal year at June 30<sup>th</sup> are preliminary at this point. They reflect the normal month end which is basically on a cash basis without accrual entries. Numerous receivables and payables are calculated after year-end, and the numbers will continue to change up to and through the audit process later this fall.

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: \_\_\_\_\_

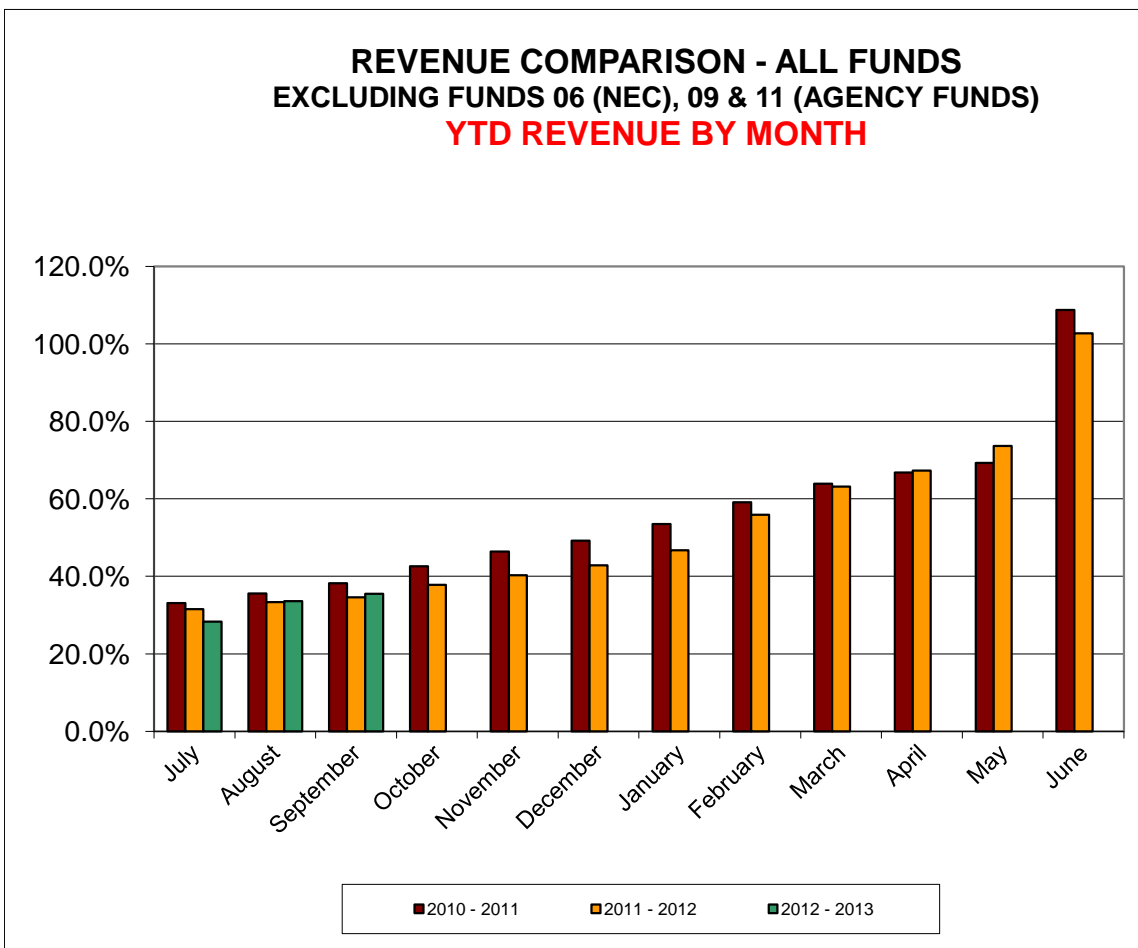
**The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.**

## DISTRICT 287

### REVENUE COMPARISON

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

Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$	%	\$	%	\$	%
	Amount	of Budget	Amount	of Budget	Amount	of Budget
July	24,850,317	33.1%	25,873,696	31.5%	23,083,337	28.3%
August	1,917,864	35.6%	1,547,432	33.4%	4,277,483	33.6%
September	1,976,441	38.2%	1,014,685	34.6%	1,595,333	35.5%
October	3,267,074	42.6%	2,606,586	37.8%		
November	2,880,502	46.4%	2,065,709	40.3%		
December	2,114,810	49.2%	2,114,041	42.9%		
January	3,197,405	53.5%	3,139,401	46.7%		
February	4,262,556	59.1%	7,524,683	55.9%		
March	3,559,420	63.9%	5,978,317	63.1%		
April	2,208,715	66.8%	3,434,961	67.3%		
May	1,840,429	69.3%	5,160,949	73.6%		
June	29,664,054	108.7%	23,938,503	102.7%		
<b>TOTAL</b>	<b>81,739,588</b>	<b>108.7%</b>	<b>84,398,964</b>	<b>102.7%</b>	<b>28,956,153</b>	<b>35.5%</b>
<b>BUDGET</b>	<b>75,178,488</b>		<b>82,141,328</b>		<b>81,503,213</b>	



REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report  
 STATEMENT OF REVENUE  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 09/01/12 TO 09/30/12

RUN: TUE 101612 19:12 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	09/01/12 TO 09/30/12	FISCAL YEAR 201207 RECEIVED THRU 09/30/12	REMAINING ON 09/30/12	PERCENT REMAINING
01 GENERAL FUND	18,366,523.76	17,482,477	155,806.41-	7,456,287.98	10,026,189.02	57.34 %
02 FOOD SERVICE FUND	340,899.42	504,261	0.00	809.18	503,451.82	99.83 %
04 COMMUNITY SERVICE FUND	236,201.05	220,705	10,185.13	24,168.60	196,536.40	89.04 %
06 BUILDING CONSTRUCTION FUND	43,176.26	0	0.00	58.54	58.54-	0.00 %
07 DEBT SERVICE FUND	5,537,261.12	5,163,238	0.00	819,521.00	4,343,717.00	84.12 %
08 TRUST FUND	549,052.87	0	39,576.29	76,259.37	76,259.37-	0.00 %
10 SCHOLARSHIP FUND	52,545.00	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	9,728,396.17	9,322,543	859.84-	5,078,447.23	4,244,095.77	45.52 %
13 CAREER & TECH	1,701,440.66	1,822,332	7,610.02-	1,016,652.55	805,679.45	44.21 %
14 SPECIAL EDUCATION	47,275,251.56	46,960,457	1,691,597.01	14,465,648.14	32,494,808.86	69.19 %
20 INTERNAL SERVICE FUND	539,254.78	0	17,051.90	17,051.90	17,051.90-	0.00 %
41 DONATIONS	701.45	0	90.00	180.00	180.00-	0.00 %
51 STUDENT CLUBS	28,260.38	27,200	1,108.86	1,126.86	26,073.14	95.85 %
*** REPORT TOTALS:	84,398,964.48	81,503,213	1,595,332.92	28,956,211.35	52,547,001.65	64.47 %

38

## DISTRICT 287

### EXPENDITURE COMPARISON

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

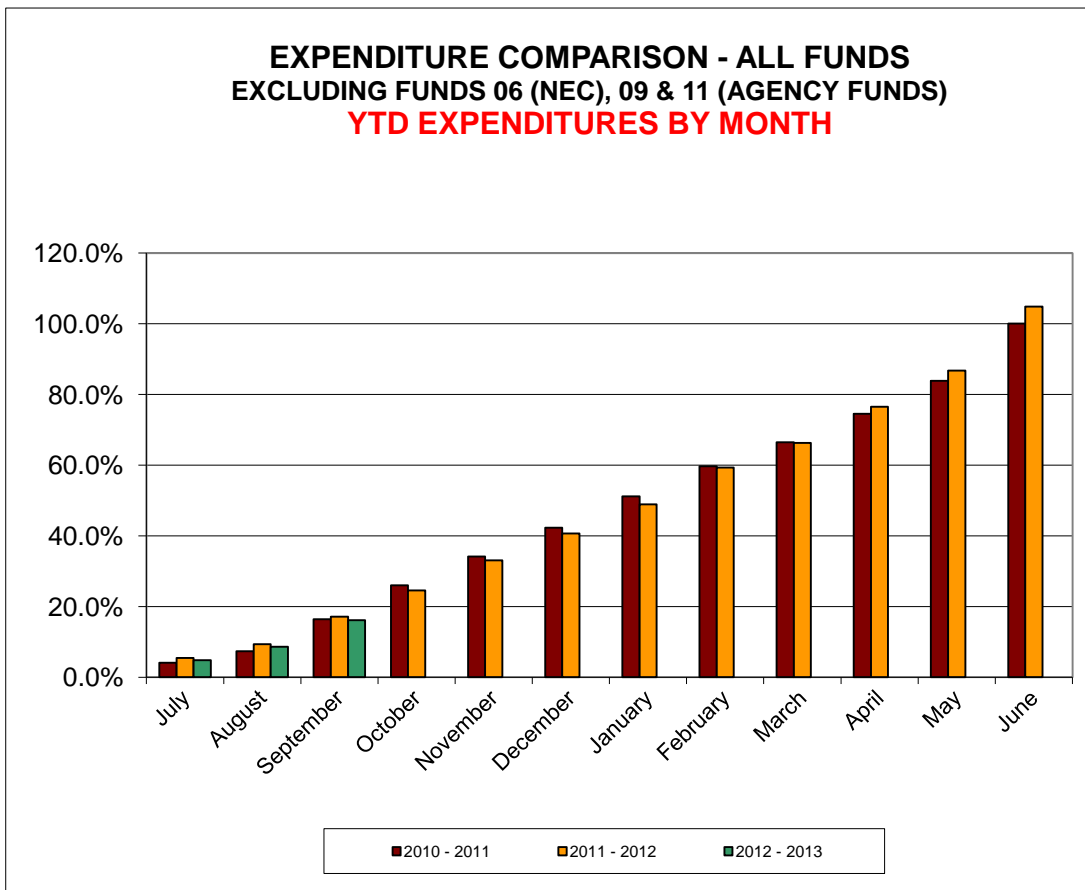
Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,997,044	4.0%	4,426,791	5.4%	3,922,779	4.8%
August	2,470,164	7.4%	3,242,009	9.4%	3,118,331	8.6%
September	6,695,052	16.4% <sup>1</sup>	6,314,818	17.1%	6,204,141	16.1%
October	7,071,964	26.0%	6,114,673	24.6%		
November	6,026,323	34.1%	6,924,324	33.0%		
December	6,049,172	42.3%	6,234,872	40.7%		
January	6,554,858	51.2%	6,740,058	48.9%		
February	6,315,161	59.7%	8,521,079	59.3%		
March	5,037,604	66.5%	5,671,596	66.3%		
April	5,900,120	74.5%	8,378,469	76.5% <sup>2</sup>		
May	6,923,777	83.8%	8,376,008	86.7% <sup>3</sup>		
June	11,979,044	100.0%	14,792,979	104.8% <sup>4</sup>		
<b>TOTAL</b>	<b>74,020,282</b>	<b>100.0%</b>	<b>85,737,674</b>	<b>104.8%</b>	<b>13,245,250</b>	<b>16.1%</b>
<b>BUDGET</b>	<b>74,008,146</b>		<b>81,786,192</b>		<b>82,045,055</b>	

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

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

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

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



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept  
 STATEMENT OF EXPENDITURES  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 09/01/12 TO 09/30/12

RUN: TUE 101612 19:13 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>

40

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	09/01/12 TO 09/30/12	FISCAL YEAR 201207 EXPENDED THRU 09/30/12	ENCUMBERED THRU 09/30/12	REMAINING ON 09/30/12	PERCENT REMAINING
01 GENERAL FUND	21,958,123.34	18,545,623	1,239,996.00	4,473,308.96	2,237,891.94	11,834,422.10	63.81 %
02 FOOD SERVICE	364,696.44	504,261	27,726.96	51,088.26	123,150.88	330,021.86	65.44 %
04 COMMUNITY SERVICE FUND	215,125.60	220,705	17,966.93	44,283.46	135.00	176,286.54	79.87 %
06 BUILDING CONSTRUCTION FUND	26,403,270.70	0	342,029.20	153,105.60-	6,376,776.16	6,223,670.56-	0.00 %
07 DEBT SERVICE FUND	4,332,730.63	3,969,369	0.00	1,337,934.38		2,631,434.62	66.29 %
08 TRUST FUND	536,642.32	0	39,576.29	76,259.37		76,259.37-	0.00 %
10 SCHOLARSHIP FUND	7,010.18	0	2,406.54	4,666.54		4,666.54-	0.00 %
12 ALC-ACADEMIC	9,548,579.71	9,322,543	697,683.39	1,413,243.82	822,158.14	7,087,141.04	76.02 %
13 CAREER & TECH	1,982,340.80	1,876,852	125,409.56	182,869.60	17,754.08	1,676,228.32	89.31 %
14 SPECIAL EDUCATION	46,307,355.84	47,578,502	4,010,550.29	5,618,657.91	922,985.08	41,036,859.01	86.25 %
20 INTERNAL SERVICE FUND	457,010.40	0	42,605.03	42,605.03		42,605.03-	0.00 %
51 STUDENT CLUBS	28,058.97	27,200	219.74	333.09	1,600.00	25,266.91	92.89 %
*** REPORT TOTALS:	112,140,944.93	82,045,055	6,546,169.93	13,092,144.82	10,502,451.28	58,450,458.90	71.24 %

---

*Partner in Education*

---

DATE: **October 16, 2012**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- |   |                                  |
|---|----------------------------------|
| 1. Claim payments for: <b>September 2012</b>  | Totaling <u>\$ 3,961,347.74</u>  |
| a) Check #'s 488755 - 489027, 70010850 - 70010918<br>and Electronic Wire Transfers out - #'s 2350 - 2354, 3075, 80000317- 80000326            |                                  |
| 2. Payroll for: September 2012  | Totaling <u>\$ 2,391,929.59</u>  |
| a) Check #'s 675483-675484 (voided), 675540 - 675547<br>b) Direct Deposit #'s 217627 - 219377<br>and Electronic Wire Transfers out - #'s 4088 |                                  |
| 3. Receipts for: September 2012   | Totaling <u>\$ 11,787,268.78</u> |
| a) Receipt #'s 131316 - 131446  |                                  |
| 4. Investments at end of month  | Totaling <u>\$ 5,624,587.24</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 Net Cash- All Accounts

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

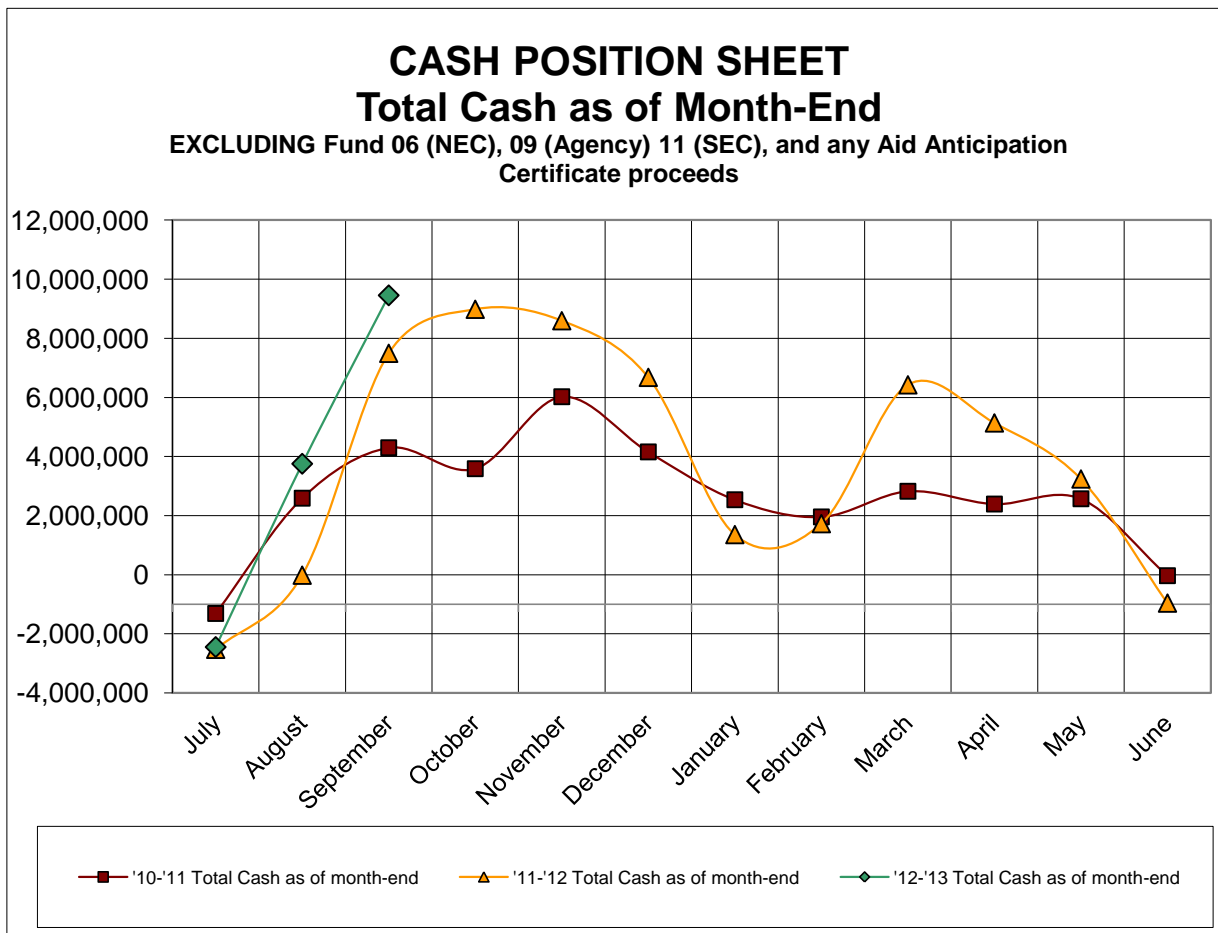
<u>Date</u>	<u>'10-'11 Total Cash as of month-end</u>	<u>'11-'12 Total Cash as of month-end</u>	<u>'12-'13 Total Cash as of month-end</u>
July	-1,311,376 <sup>1</sup>	-2,523,529 <sup>2,3</sup>	-2,447,118
August	2,589,499 <sup>1</sup>	-15,086 <sup>2,3</sup>	3,754,626 <sup>4</sup>
September	4,297,117	7,492,933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

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

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

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

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



**INTERMEDIATE DISTRICT 287**

**SEPTEMBER 2012 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
09/13/12	ARTS BOARD	MSDLAF	775549	1,564.00	INV#69809 ARTS LEARNING GRANT
	EDUC - STATE AID	MSDLAF	775549	4,580.30	01S211 GENERAL ED AID FY1213
	EDUC - STATE AID	MSDLAF	775549	2,515,618.52	01S360 SPEC EDUCATION FY1213
09/21/12	DHS - MMIS	MSDLAF	790375	(214.04)	MCREMA IEP SERVICES FED SHR
	DHS - MMIS	MSDLAF	790375	1,479.00	MA IEP SERVICES FED SHR
09/27/12	MN STATE AID	MSDLAF	798622	228,184.05	01S211 GENERAL ED AID FY1112
	MN STATE AID	MSDLAF	798622	165,479.59	01S211 ONLINE LEARNING FY1112
	MN STATE AID	MSDLAF	798622	6,032,914.48	01S360 SPED EDUCATION FY1112
	MN STATE AID	MSDLAF	798622	26,664.71	01S211 GENERAL ED AID FY1213
<b>MTD TOTALS</b>				<b>8,976,270.61</b>	

**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
9/4/2012	MSDLAF	BANK OF MONTREAL	2350	49,661.27	MERCHANT CARD FEES AUG 12
	MSDLAF	BANK CARD SERVICES	2351	69,764.11	P-CARDS AUG 12
	MSDLAF	WELLS FARGO	2352	119,318.37	WELLS FARGO BROKERAGE LEASE PURCHASE
	MSDLAF	US BANK		1,181,932.35	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000317	19,938.98	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000318	133,184.25	FEDERAL TAXES
	MSDLAF	US BANK	80000319	51,965.89	EMPLOYEE & EMPLOYER 403B
	MSDLAF	MN DEPT OF REV	80000320	275,734.96	FEDERAL TAXES
	MSDLAF	EBC	80000321	73,449.41	STATE WITHHOLDING TAXES
9/14/2012	MSDLAF	US BANK		1,202,754.64	DIRECT DEPOSIT PAYROLL
	MSDLAF	US BANK	2353	98.51	ARP FEES VOUCHER ACCT JULY12
	MSDLAF	CHS	2354	56,288.74	CHS FLEX PAYMENTS SEPT12
	MSDLAF	EBC	80000322	20,000.14	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000323	135,396.23	FEDERAL TAXES
	MSDLAF	EBC	80000324	52,084.22	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000325	278,357.74	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000326	74,531.58	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	3075	37.13	ARP FEES RECEIPT ACCT JULY12
	MSDLAF	US BANK	4088	36.84	ARP FEES PAYROLL ACCT JULY12
<b>MTD TOTALS</b>				<b>3,794,535.36</b>	

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2012-2013**

September 2012

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
8/30/12	CHECK		\$ 450.00	BAMBOO BETTY'S		NEC	JITTERUG
9/14/12	CHECK		\$ 85.71	TARGET TAKE CHARGE OF EDUCATION		EDGEWOOD	STUDENT CLUB
9/7/12	CHECK		\$ 124.29	TARGET TAKE CHARGE OF EDUCATION		NEC	INVEST
9/7/12	CHECK		\$ 73.13	TARGET TAKE CHARGE OF EDUCATION		NEC	ATTAIN
9/17/12	CHECK		\$ 179.44	TARGET TAKE CHARGE OF EDUCATION		PRAIRIE CTR	STUDENT FUND
9/10/12	CHECK		\$ 56.91	TARGET TAKE CHARGE OF EDUCATION		SEC	VECTOR
9/10/12	CHECK		\$ 90.27	TARGET TAKE CHARGE OF EDUCATION		SEC	SUN
9/10/12	CHECK		\$ 67.25	TARGET TAKE CHARGE OF EDUCATION		SECA	ALL
9/5/12	CHECK		\$ 88.88	TARGET TAKE CHARGE OF EDUCATION		WEC	EXPLORE
9/10/12	CHECK		\$ 90.00	WELLS FARGO COMMUNITY SUPPORT		NEC	ALL
			\$ 1,305.88				

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

**Regular Meeting – October 25, 2012**

**AGENDA SECTION: ADMINISTRATIVE SERVICES**

**ITEM: Recommendation for Board Approval of  
Equity Transfers for FY12**

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

**1. Background Information**

Recommendation for approval of an Equity Transfer from General Fund to Food Service Fund in the amount of \$23,797.02 for FY12 and recommendation of an Equity Transfer from General Fund to ALC/Academic Education Fund in the amount of \$914,636.06 for FY12.

In the event of a negative fund balance at year end in the Food Services Fund, districts are required to transfer dollars from the General Fund to bring the Food Service Fund to zero. The District 287 Board has approved similar transfers for prior fiscal years. The District continues to study its Food Service options. The fundamental issue appears to be that we do not have the critical mass of students that allow a food service program to operate at a breakeven level.

Based on School Board members’ recommendations at the June 28, 2012 school board meeting, equity is being transferred to zero out the negative ALC/Academic Education Fund balance that has been carried forward from prior years.

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

**3. RECOMMENDED ACTION: The Board approves an Equity Transfer from the General Fund to Food Service Fund in the amount of \$23,797.02 for FY12 and the Board approves an Equity Transfer from the General Fund to the ALC/Academic Education Fund in the amount of \$914,636.06 for FY12.**

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

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

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

**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.**

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

**GROUP:** Facilities Committee

**DATE:** October 16, 2012

**TIME:** 8:30 – 10:30 AM

**LOCATION:** DSC Board Room

**PROTOCOLS:**

Decisions will be made via consensus on the agenda items.

**CONVENER:** Tom Shultz

**FACILITATOR:** Ann Bremer

**ATTENDING:** Colleen Baumtrog, Ann Bremer, Lea Dahl, Mae Hawkins, Sandy Lewandowski, Tom Shultz, Mark Thiede (TSP),

**LONG TERM PURPOSE**

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. Weekly Risk Report, WRR	<ul style="list-style-type: none"> <li>Committee members will understand the most recent Weekly Risk Report (WRR)</li> </ul>	10 minutes Tom Shultz	Tom recapped the WRR from both J. E. Dunn and All Systems:  <u>J. E. Dunn</u> <ul style="list-style-type: none"> <li>#145 – Change made to monumental steps from 1<sup>st</sup> to 2<sup>nd</sup> fl. In Area B. Not included in drawings; a different stair enclosure was provided after review with Tom S. There may be no additional charge.</li> <li>#148 – Discrepancy of amount of topsoil stockpiled by Phase 1 contractor (Doboszinski). Since Doboszinski was also Phase 2 contractor for earthwork, it is a matter of discussion between J. E. Dunn and Doboszinski.</li> </ul> <u>All Systems</u> <ul style="list-style-type: none"> <li>See Agenda Item #3 below</li> </ul>
2. Change Orders	<ul style="list-style-type: none"> <li>Committee will review and approve (as necessary) Change Orders.</li> </ul>	10 minutes Tom Shultz Mark Thiede	J. E. Dunn CO (#88, 89, 90 and 92) presented were itemized on the memo from Tom S and were within the District Administration level and presented as information only.  All Systems CO (#03 and #04) were also itemized on said memo, were also within District Administration level and presented as information only.  J. E. Dunn CO #87 and #91 required Committee approval.  <ul style="list-style-type: none"> <li>#87 was an “unknown” based on Best Value and was for street paving to correct slope on Zealand and 56<sup>th</sup> Avenue (\$15,919)</li> <li>#91 is for generator exhaust alterations. While we are seeking approval for \$13,272 to pay the invoice, discussions are to take place with TSP at a later date so our cost for this item may be</li> </ul>

			<p>reduced. It was noted that Tom S will keep the Committee apprised of this situation.</p> <ul style="list-style-type: none"> <li>Total of all Change Orders being presented was \$47,621.</li> </ul> <p><b>A motion was made by Ann Bremer and seconded by Michele Kunz to request Board approval of the two COs totaling \$29,191. It will be sent to the full Board as part of the consent Agenda.</b></p>
3. All Systems	<ul style="list-style-type: none"> <li>Committee will review Daily Progress Log and understand progress of underlying installation issues</li> </ul>	<p>15 minutes Tom Shultz</p>	<p>All Systems was responsible for all “low voltage” items. Their Best Value bid indicated a system they said was better, but there have been problems with the integration of the AV into classrooms. The following was noted:</p> <ul style="list-style-type: none"> <li>All Systems is acting as General Contractor, with Alpha Video doing the actual work.</li> <li>Substantial completion was July 9, but work not yet completed.</li> <li>Delay is impacting instruction of students; not all Smart boards are operational.</li> <li>We are holding approximately \$130,000 in invoices.</li> <li>There is a meeting today including our legal counsel to resolve issues.</li> </ul>
4. NEC Finance Summary	<ul style="list-style-type: none"> <li>The group will discuss NEC Finance Summary including cost overages and plan to address same.</li> </ul>	<p>5 minutes Mae Hawkins</p>	<p>Mae provided the Finance Summary Report.</p> <ul style="list-style-type: none"> <li>This month’s report included a new column added to reflect <i>Encumbered Project Costs</i>.</li> <li>A line item for <i>Financing Costs</i> (FY09-10) was also added to reflect \$349,281 in closing costs that were never taken out of the debt amount.</li> <li>Funds were moved from the operating budgets of Facilities and Technology to cover certain items. It was noted that the cost for the Smart boards should have come out of the Technology budget initially rather than the project budget.</li> <li>Going forward, funds will come out of these two operating budgets (Facilities and Technology) should there be any additional CO costs.</li> <li>Balance is currently (\$31,484) in excess of contingency funds.</li> </ul>
5. Shady Oak / PCA	<ul style="list-style-type: none"> <li>Committee will understand options for Shady Oak site</li> </ul>	<p>15 minutes Tom Shultz</p>	<p>A meeting was held a few weeks ago to help determine the options for PCA. Attendees at that meeting were administrative staff, WEC staff, PCA staff, Lea Dahl, Jane Holmberg and Colleen Baumtrog.</p> <p>Tom shared the options currently being considered:</p> <ul style="list-style-type: none"> <li>Extend the Shady Oak lease for one more year. We know that we can get a 3 year extension at a more favorable base rent rate.</li> <li>Redesign WEC (estimated \$5 million to be</li> </ul>

			<p>financed by 287) to include a gym, hallway and additional classrooms.</p> <p>The following points were noted during the discussion:</p> <ul style="list-style-type: none"> <li>• Approximately 75% of the student population of PCA are from Eden Prairie</li> <li>• There are currently 78 PCA students</li> <li>• Expansion of Care &amp; Treatment programs (requested by Eden Prairie and Wayzata) at WEC took over the space (previously Hennepin County) that was originally slated for PCA</li> </ul> <p><b>The Committee decided to get more information before bringing either option to the full Board.</b></p>
6. <a href="#">9/27/12 Star Tribune Article on NEC</a>	<ul style="list-style-type: none"> <li>• Committee will view NEC article printed in Star Tribune 9/27/12 and award nominations</li> </ul>	5 minutes Tom Shultz	<p>NEC has been submitted for various awards:</p> <ul style="list-style-type: none"> <li>• TSP has submitted NEC for an AIA award to be announced the 1<sup>st</sup> week of November.</li> <li>• J.E. Dunn has presented NEC for consideration for an award for Associated General Contractors Association.</li> <li>• Tom S has also presented NEC for consideration for four awards from the local IFMA Chapter.</li> </ul>

**HANDOUTS:**

1. [Change Order Memo](#)
2. [J. E. Dunn Weekly Risk Detail and Summary](#)
3. [All Systems Weekly Risk Detail and Summary](#)
4. [NEC Monthly Finance Report](#)
5. [Star Tribune Article](#)

J. E. Dunn Weekly Risk Detail Report  
10/5/12

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
127	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. As noted in the RAVA, JED had a peer review done on the building envelope by Encompass. The result of the comments were changes incorporated into ASI 34. The changes were unexpected because it was a review by a separate design entity. 2. The ASI revised some flashing and waterproofing details. The changes were minimized by definition with the peer review followed by a secondary review by the architect. 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	1/31/12	7/10/12	0	\$3,169	77	10
128	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. As noted in the RAVA, JED had a peer review done on the building envelope by Encompass. The result of the comments were changes incorporated into ASI 34. The changes were unexpected because it was a review by a separate design entity. 2. The ASI revised some flashing and waterproofing details. The changes were minimized by definition with the peer review followed by a secondary review by the architect. 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	2/15/12	7/10/12	0	\$8,420	78	10
131	7/13/12	3) CONTRACTOR ISSUE / IMPACT	RISK DETAILS 1. The terrazzo contractor has not completed the terrazzo as required by the contract schedule, thus delaying a small number of finish items and the owner's contractor in getting the follow up honing completed. While not expected to be late when started, he has failed to perform the work as required. PLEASE NOTE THIS ITEM, CARRIED IN THE RMP SECTION SINCE 6/22/12, WAS MOVED TO A RISK THIS WEEK. 2. He has added manpower to his team to have the work sufficiently complete on Monday, the 16th to allow the honing to start and is scheduled to be complete on July 19. 3. The project team 4. Cost impact, if any, TBD. 5. Work is being completed. Cororecital work as required will be scheduled during the school year	7/19/12	9/14/12	0	\$0	N/A	
132	7/13/12	2) CLIENT ISSUE / IMPACT	RISK DETAILS 1. The phone system for the building was not complete in time to allow the final elevator start up and inspection to be complete prior to substantial completion and allow the elevator use for move in of owner furniture. This issue became known prior to completion. 2. The owner has installed an optional phone set up to allow completion of the elevator start up. The final adjustments will be made next week and we are working to get the inspector scheduled for approval to operate. We have worked to minimize the impact to the owner activities by providing an operator to run the elevator when possible. This will continue moving forward. 3. The project team 4. Cost impact will be operator costs, which are to be determined. 5. Not applicable	7/20/12	8/24/12	0	\$0	n/a	
135	8/3/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. During the Health Department review in the kitchen, the inspector required us to install additional lights in the kitchen areas. Unexpected because there was a question on lighting during the plan review, but we understood it had passed. We knew nothing of the fixtures until the inspection. 2. Fixtures will be added. To minimize cost, per the owner's direction, we will add readily available fixtures in lieu of the fixtures called out in the design. Fixtures were ordered and installed. 3. The project team. 4. The cost to provide and install the fixtures is to be determined. JED has estimated it at \$2,000 for now. 5. Not applicable.	8/10/12	8/28/12	0	\$957	88	

J. E. Dunn Weekly Risk Detail Report  
10/5/12

136	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. There is an issue with the location of the card reader at the handicap door. The location of the reader and the handicap push button make access an issue. The card reader is also one of the hot spot locations. Unexpected since it was install per the plans.</p> <p>2. CCD 2 was issued directing us to move the readers</p> <p>3. The project team.</p> <p>4. To be determined.</p> <p>5. Card readers are being relocated.</p>	8/10/12	8/28/12	0	\$783	89	
139	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The trustwater system was installed in the location shown on the drawing. The ISD decided to move it to another location once installation had begun.. It was unexpected since it was being installed as shown.</p> <p>2. Per owner direction, the system was relocated.</p> <p>3. The project team.</p> <p>4. The price is to the left</p> <p>5. There are discussions going on between the owner and TSP as to resolution.</p>	8/10/12	9/11/12	0	\$5,682	90	
140	8/10/12	3) CONTRACTOR ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. During the installation of the drainage swale on the back side of the north parking lot, the earthwork contractor hit one of the piping loops for the geothermal system. The pipe location was known, the unexpected break was due to a mistake by the earthwork contractor.</p> <p>2. The loops in question (unknown which loop at the time of break) were taken out of service and the system restarted. The loop was fixed and the system will be refushed and the loops restarted.</p> <p>3. The project team.</p> <p>4. The cost to the owner is \$0. The cost to the earthwork contractor is estimated at \$10,000 at this time.</p> <p>5. Loop has been repaired and flushed. Glycol refill is currently scheduled.</p>	8/17/12	8/27/12	0	\$0	N/A	
144	8/17/12	5) UNFORESEEN IMPACT	<p><b>RISK DETAILS</b></p> <p>1. During a City street inspection, the City notified JED that the street would have to be removed, regraded and paved at the SE corner of the sight on Zealand and at the NE corner of the site on 56th Ave due to a grade issue with the repair. This was unexpected (a) nothing claled out on drawings and (b) City had not noted the issue previously.</p> <p>2. The architect has issued PR 23 to get pricing for the work.</p> <p>3. The project team</p> <p>4. See cost to the right.</p> <p>5. Not applicable</p>	8/24/12	8/28/12	Will take place after completion date	\$15,919	87	
145	8/17/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The drawings do not call for any type of closure under the stair or over the raidation piping at stait B01 and B05.</p> <p>2. THe architect has issued ASI 71 for metal panel closures at each location.</p> <p>3. The project team</p> <p>4. See cost to the right.</p> <p>5. We are reviewing costs with the owner team. 9/28/12 - We are building a different stair enclosure per review withthe owner. We will track time on a T&amp;M and provide pricing later. We have reviewed the requirement for a radiator cover with the architect. There was never anything included in the drawings, so we have leftt he price for the cover as is.</p>	8/24/12		Will take place after completion date	\$7,669		
147	8/31/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The room for the generator (in the trash enclosure building) causes the heat from the exhaust to heat the air and push the internal temperature of the generator to overheat. This issue was compounded by the electrical contractor installing the generator 180deg from design.</p> <p>2. CCD 1 was issued to add ductwork, louvers, etc. to allow more air into the space and allow exhaust to exit the space.</p> <p>3. The project team.</p> <p>4. The pricing has been submitted as noted to the left. Working through the numbers to get the correct pricing.</p> <p>5. Not applicable.</p>	9/11/12	9/11/12	0	\$13,272	91	
148	8/31/12	5) UNFORESEEN IMPACT	<p><b>RISK DETAILS</b></p> <p>1. Per drawing C103, the contractor is to assume there are 2950cy of topsoil on site for use. When topsoil installation time arrived, it was determined that only 1450 cy had been stockpiled on the site by the phase 1 contractor. This was unforeseen in that the quantity to be expected was stated on the drawings.</p> <p>2. JED has directed the earthwork contractor to procure and provide needed topsoil. While the original quantity estimate was approx 1400cy, the total actually needed was 1018cy.</p> <p>3. The project team.</p> <p>4. The total price is shown to the left.</p> <p>5. Not applicable.</p>	9/11/12		0	\$21,297		

J. E. Dunn Weekly Risk Detail Report  
10/5/12

149	9/7/12	4) DESIGN ISSUE / IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>The contract documents do not call for insulation on the refrigerant piping. RFI 287 was issue to ask the question. RFI 287 directed us to instal the insulation. Unexpected since not called for in the documents.</li> <li>Per the RFI answer to add the insulation, PCI 147 was issued. Thearchitect has rejected the CO request based on Best Value and industry standard. The subcontractor wants to discuss this issue. Insulation has not been installed.</li> <li>The project team.</li> <li>The total price is shown to the left.</li> <li>9/14/12 - The costs for this change were rejected as an item that should have been known under Best Value. Not closed until confirm acceptance with the subcontractor.</li> </ol>	9/11/12	9/11/12	0	\$0	N/A	
150	9/7/12	5) UNFORESEEN IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>There is a conflict between the hardware specified for the partition swing doors and their mounting location on the swing doors. The partition construction does not allow the hardware to be mounted. The partition mfg (separate contract) has designed a fix for the issue but has charged our hardware supplier for the material. There is also an issue with the designed fix not working or costing additional labor for installation that the partition supplier is looking to our supplier to pay. This was unexpected since the partition supplier was chosen after our contract RAVA period was completed.</li> <li>Our hardware supplir has issued a PO for the material to keep the ball rolling, but feels the cost is not theirs to bear. JED agrees with this position.</li> <li>The project team.</li> <li>The estimed price (all of the final costs on the shipping is not known) is shown to the left. Pricing to be submitted on 9/10/12</li> <li>9/14/12 - Moved to RMP section until actual approach is determined.</li> </ol>	9/11/12	9/14/12	0	\$0	N/A	
151	9/14/12	4) DESIGN ISSUE / IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>There are several electrical issues (T1 to D4 fixture change, kitchen coiling door, 120v power for acc heaters, FCU 114 power feed and FCU B205A and B205B, GMP-CRAC unit power) that were originally rejected by TSP that the electrician disagreed with. Elliott asked for a meeting to review with the owner. Based on the discussion, the owner agreed to review and potentially cost share on the items noted. This was unforeseen and not included in the risk report since the items were originally rejected.</li> <li>The work noted on each item is complete.</li> <li>The project team.</li> <li>The price to date is shown to the right - there is still some discussion on a couple of the items. 9/21/12 - Final number shown to the right.</li> <li>9/21/12 - Completed review this week.</li> </ol>	9/21/12	9/26/12	0	\$8,320	92	
152	9/14/12	4) DESIGN ISSUE / IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>The design of the exterior water and air barrier calls for it to be continuous on the building. Where the front canopy extends out form the building, there was an opening is this protection that was not closed. It was unexpected due to the size of the detail versus the time during RAVA.</li> <li>By RFI, the architect added a roof membrane dam down to the deck to close the air gap.</li> <li>The project team.</li> <li>The price to date is shown to the right.</li> <li>Not applicable.</li> </ol>	9/21/12		0	\$3,482		
153	9/21/12	1) NO RISKS							
154	9/28/12	4) DESIGN ISSUE / IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>In order for the door operations to work as requested by the owner, we need to add three power supplies above ceiling. This was unexpected because the control of the door is under a different contract package (Tech) and the power supplies are in per the contract.</li> <li>By Tech package RFI 34, the architect called for additional power supplies. The price was minimized by coordinating the the power supplies needed with the Techpackage contractor.</li> <li>The project team.</li> <li>The price is shown to the right.</li> <li>Not applicable.</li> </ol>	9/28/12				Will take place after completion date	\$3,225
155	9/28/12	5) UNFORESEEN IMPACT	<p>RISK DETAILS</p> <ol style="list-style-type: none"> <li>In mechanical room B205, the concrete SOD has cracked, which is typical for SOD installations. The specs call for grout to fill the cracks, but this will not prevent the cracks from working through the grout and separating the bond. The high performance Sherwin and Williams coatings will not span the crack. Sherwin and Williams has recommended a product. The team is reviewing..</li> <li>The project team is reviewing the costs for this system as well as reviewing other materials in lieu of the specified coating.</li> <li>The project team.</li> <li>Price for crack filler is noted to the right.</li> <li>Not applicable.</li> </ol>	10/5/12				Will take place after completion date	\$1,350
156	10/5/12	1) NO RISKS							

# Intermediate District 287

## Weekly Risk Report

October 5, 2012

Project Name: **North Education Center**  
 Project ID: **12/1/2010**  
 Contractor: **JE Dunn**  
 Project Type: **General Construction**  
 Award Method: **RFP - PIPS Best Value**

Risk Rating: 1.0  
 Percent Complete: 99%  
 Overall PM Risk Satisfaction: 10.0  
 Risks: 109  
 Risks Unresolved: 7  
 Risks resolved but no Change Order: 3

### Cost Analysis

Allocated Funds: \$27,100,000  
 Awarded Cost: \$25,987,230  
 Potential Cost Increases: \$725,412  
 Potential Final Cost: \$27,372,553  
 Actual Cost Increases: \$659,911  
**Actual Final Cost: \$26,647,141**  
 Percent Increase in Cost: 2.5%

Contractor Change Order Rate: 0.0%  
 Non-Contractor Change Order Rate: 2.5%

### Schedule Analysis

Notice to Proceed Date: 3/24/2011  
 Original Completion Date: 8/24/2012  
 Potential Project Delays: 0  
 Potential Completion Date: 8/24/2012  
 Actual Project Delays: 0  
**Actual Completion Date: 08/24/12**  
 Percent Delayed: 0.0%

Contractor Delay Rate: 0.0%  
 Non Contractor Delay Rate: 0.0%

Project Schedule Analysis	Total Number of Risks	Potential Schedule Impacts	Potential Cost Impacts	Actual Schedule Impacts	Actual Cost Impacts
1) NO RISKS	45	0	\$ -	0	\$ -
2) CLIENT ISSUE / IMPACT	24	0	\$ -	0	\$ 82,988
3) CONTRACTOR ISSUE / IMPACT	2	0	\$ -	0	\$ -
4) DESIGN ISSUE / IMPACT	66	0	\$ 42,854	0	\$ 413,607
5) UNFORESEEN IMPACT	17	0	\$ 22,647	0	\$ 163,316
	<b>109</b>	<b>0</b>	<b>\$65,501</b>	<b>0</b>	<b>\$659,911</b>

All Systems Weekly Risk Detail Report  
10/5/12

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	IMPACT TO OVERALL PROJECT DURATION (In Days)	IMPACT TO OVERALL PROJECT COST	CHANGE ORDER NUMBER	PM SATISFACTION RATING
15	12/22/11	4) DESIGN ISSUE / IMPACT	New Hope fire marshall is requesting additional horn/strobes in design above TSP design for proper notification. Submitted pricing to Tom Shultz 1/6/12. Re-submitted 1/16/12-1/25/12 TSP response back, GSSC will install field devices at no extra charge per the fire alarm specifications.	1/20/12	1/25/12	0	\$0		10
25	3/2/12	2) CLIENT ISSUE / IMPACT	Gym AV system was not originally in base bid. Electrical rough-in work for gym AV started.	2/27/12	2/27/12	0	\$8,605	1	10
33	4/27/12	4) DESIGN ISSUE / IMPACT	NAC expander power missing on plans for fire alarm system. Added (6) 120 VAC power outlets and conduit for NAC expanders.	4/24/12	4/24/12	0	\$2,422	2	10
37	5/23/12	4) DESIGN ISSUE / IMPACT	NAC expander power missing in room C202. Added conduit-rough-in and power to room C202	6/19/12	8/10/12	0	\$418	4	10
40	6/15/12	2) CLIENT ISSUE / IMPACT	Century Link boring permit for 100-pair telco service to building. Century Link claims that they are waiting for permit from city to bore 1,075' of 100-pair to splice point on West side. We have installed the 100-pair feeder from the splice point to the second floor server room. Circuits of 6-analog lines were ordered through Integra and ordered through Century Link. Chad Maxa is aware of issues. We are still hounding Century Link trying to get dates for start-up and installation, permit was complete by City on 6/25-Century Link still claims no permit. 6/29/12-No New Update, we know the city issued the permit. 7/06 Boring and cross-connect should be complete by end of next week 7-20-12-Service was to be activated today (7/20/12) at 9:00am	7/20/12	7/20/12	NONE	\$0	N/A	
41	6/22/12	4) DESIGN ISSUE / IMPACT	ASI 66 requests that (2) additional card readers be added to doors B136 and B230. Performed work and is documented under change order #5.	6/27/12	8/10/12	0	\$2,270	5	10
52	9/7/12	3) CONTRACTOR ISSUE / IMPACT	1.) Intellix video switches used for classroom AV are not working properly once PC is unplugged-presently Alpha Video is working with manufacturer to determine if it is switcher problem or a design issue. 9/14/12-believe switcher is fine and issue is with Smart projector language, preparing for meeting w/Tierney through Chad Meeting set for 9/21/12 2.) Software written for tie to lighting controls does not work properly. Alpha is currently working with Extron to re-write the software-9/13/12 changed communication from bi-directional to unidirectional per Encilium requests-waiting to here from lighting control contractor if that fixed it. Per Encilium-program seems to have resolved issues-verified by Encilium on 9/17/12-this is closed. 3.) Doors cannot operate independantly by reader swipe at Doors A06.2, A10.2, B17.2, B13.3, B13.6, B06.1, and (2) exterior cafeteria doors because doors share a power supply. Writing an RFI to TSP today to clarify situation. Also, notified Pat M w/JE Dunn of the situation. 9/14/12 No answer yet from TSP RFI came back 9/21/12	9/26/12	9/24/12				
53	9/14/12	3) CONTRACTOR ISSUE / IMPACT	In reference to Line item 52, ASI, Alpha Video, TSP, and the Schoold district met today at 1:00pm to discuss the process of getting items resolved-next update meeting 9/26/12						
54	9/21/12	3) CONTRACTOR ISSUE / IMPACT	Meeting set 9/24 at 3:00pm on site with Tierney and Alpha to look at Smart projector and switcher-Tierney to represent Smart-troubleshoot to see if there is compatibility issues. 9/24 meeting determed that Projector is issue-not Intellix.	9/26/12	9/24/12				
55	9/28/12	3) CONTRACTOR ISSUE / IMPACT	9/28/12-Alpha is on-site today trying to resolve paging issues/levels in rooms. Next status meeting is set for 9/27/12 to see progress	9/27/12					
56	10/5/12	2) CLIENT ISSUE / IMPACT	V-Brick cannot be tested because Comcast has not delivered cable boxes.	10/19/12					

# Intermediate District 287

## *Weekly Risk Report*

October 5, 2012

Project Name: **North Education Center**  
 Project ID: **1/0/1900**  
 Contractor: **All Systems Installation**  
 Project Type: **General Construction**  
 Award Method: **RFP - PIPS Best Value**

Risk Rating: **1.0**  
 Percent Complete **100%**  
 Overall PM Risk Satisfaction **10.0**  
 Risks **9**  
 Risks Unresolved **2**  
 Risks resolved but no Change Order **3**

### Cost Analysis

Allocated Funds: \$1,800,000  
 Awarded Cost: \$1,562,722

Potential Cost Increases: \$13,715  
 Potential Final Cost \$1,590,152

Actual Cost Increases: **\$13,715**

**Actual Final Cost: \$1,576,437**

*Percent Increase in Cost* **0.9%**

Contractor Change Order Rate 0.0%  
 Non-Contractor Change Order Rate 0.9%

### Schedule Analysis

Notice to Proceed Date: 8/26/2011  
 Original Completion Date: 8/23/2012

Potential Project Delays: 0  
 Potential Completion Date 8/23/2012

Actual Project Delays: 0

**Actual Completion Date: 08/23/12**

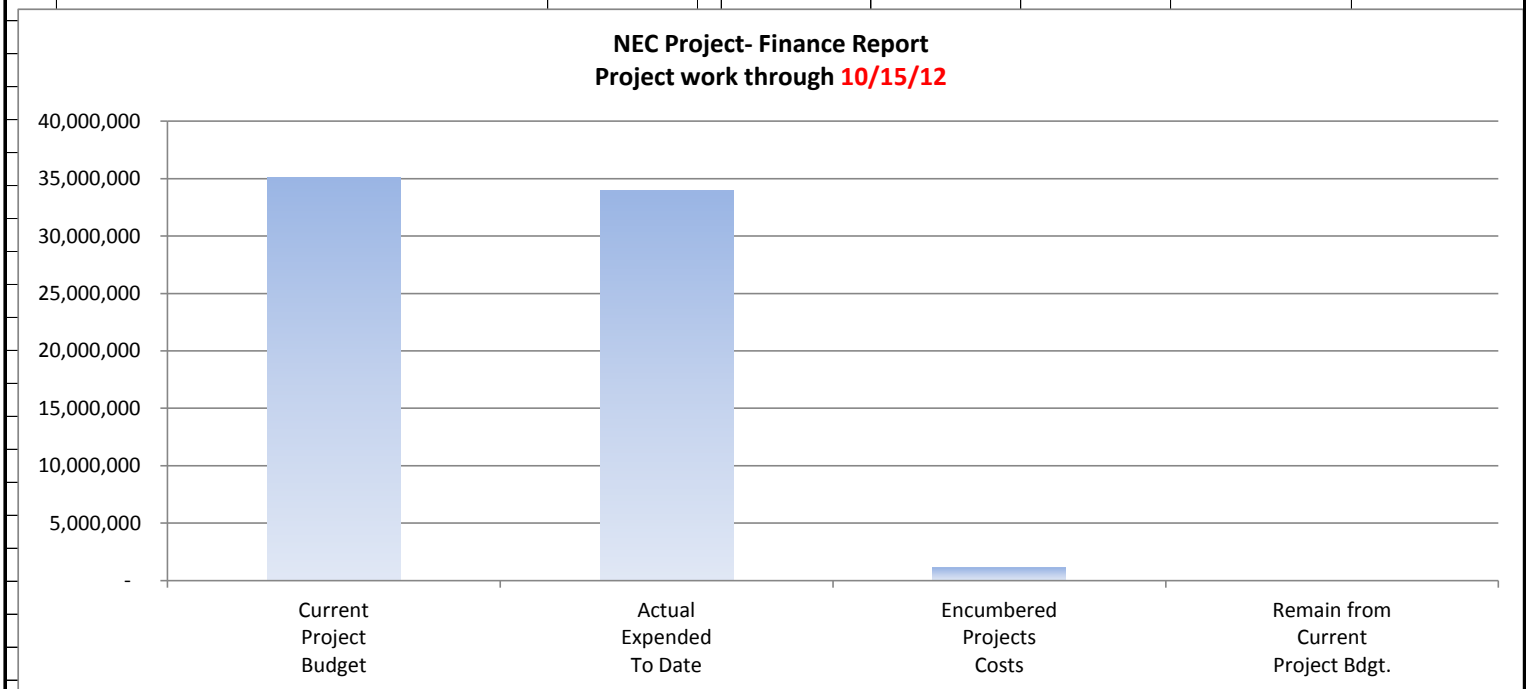
*Percent Delayed* **0.0%**

Contractor Delay Rate 0.0%  
 Non Contractor Delay Rate 0.0%

Project Schedule Analysis	Total Number of Risks	Potential Schedule Impacts	Potential Cost Impacts	Actual Schedule Impacts	Actual Cost Impacts
1) NO RISKS	45	0	\$ -	0	\$ -
2) CLIENT ISSUE / IMPACT	2	0	\$ -	0	\$ 8,605
3) CONTRACTOR ISSUE / IMPACT	3	0	\$ -	0	\$ -
4) DESIGN ISSUE / IMPACT	4	0	\$ -	0	\$ 5,110
5) UNFORESEEN IMPACT	0	0	\$ -	0	\$ -
	<b>9</b>	<b>0</b>	<b>\$0</b>	<b>0</b>	<b>\$13,715</b>

ISD 287							
NEC Project- Finance Report:							
(thru 10/15/12)							
Crs	Category	Original Project Budget	Approved Contingency Use	Current Project Budget	Actual Expended To Date	Encumbered Projects Costs	Remain from Current Project Bdgt.
000	Financing Costs	-	-	-	349,281	-	(349,281)
500	Land Purchase	1,175,000	-	1,175,000	1,182,400	-	(7,400)
500	Construction Cost	29,049,002	* 1,359,906	30,552,110	29,649,792	822,582	79,736
501	Design & Consultant Fees	2,208,411	-	2,065,209	1,876,884	188,324	0
502	Owner Administrative Costs	311,066	-	311,066	239,349	-	71,717
503	Furnishings, Fixtures & Equipment	998,489	* -	998,489	677,199	113,770	207,521
500	Construction Contingency	1,357,613	(1,359,906)	(2,293)	n/a	-	(2,293)
		35,099,581	-	35,099,581	33,974,906	1,124,675	0

\* transferred \$1,573,750 budget for AllSystems Installation from Course 503 to 500 to more accurately reflect the proper Category of expenditure



**Contingency Use:**

Description	Amt.	To	Aprvl. Date	Approved By
<b>Beginning Balance</b>	<b>1,357,613</b>			
- Tree removal for site prep	\$ 3,150	Doboszanski & Sons	9/23/2010	Admin
- Site fencing	11,800	Hansen Bros. Fence	4/19/2011	Committee
- Soil correction- Phase I	36,570	Doboszanski & Sons	4/28/2011	Comm/Board
- Hydrant removal- east side	2,486	Doboszanski & Sons	4/28/2011	Admin
- AIA Chg Ordr 1- sewer pipe size	2,886	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 2- door revisions	2,145	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 3- allow. items 1 & 2	7,788	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 4- electr. revisions	(2,405)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 5- kitchen exhaust	(2,300)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 6- ductwork revisions	(1,437)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 7- changes in ERU #2	38,189	JE Dunn	7/28/2011	Comm/Board
- AIA Chg Ordr 8- pipe chase/cabbling	1,621	JE Dunn	8/10/2011	Admin
- AIA Chg Ordr 9- door change	1,551	JE Dunn	8/10/2011	Admin
- Demountable wall upgrade	664,409	Hendricksen PSG	8/25/2011	Comm/Board

- AIA Chg Ord'r 10- enlarge frames		10,417	JE Dunn		8/25/2011	Committee
- AIA Chg Order 11- Fin tube radiation/pumps		(6,923)	JE Dunn		9/14/2011	Admin
- AIA Chg Order 12- VAV/HVAC ducts		24,795	JE Dunn		9/20/2011	Committee
- AIA Chg Order 13- Sanitary/Storm Sewer		14,738	JE Dunn		9/20/2011	Committee
- AIA Chg Order 14- Fire Alarm requirements		11,058	JE Dunn		9/20/2011	Committee
- AIA Chg Order 15- HVAC Duct Revisions		5,476	JE Dunn		9/14/2011	Admin
- AIA Chg Order 16- MN Health Dept. revisions		3,258	JE Dunn		9/14/2011	Admin
- AIA Chg Order 17- Voids at geothermal wells		63,789	JE Dunn		9/22/2011	Comm/Board
- AIA Chg Order 18- Upsize transformer cable		32,241	JE Dunn		9/22/2011	Comm/Board
- AIA Chg Order NA- Floor level testing		3,283	Braun Intertec		10/18/2011	Admin
- AIA Chg Order 19- Add conduit & wire		6,678	JE Dunn		10/18/2011	Admin
- AIA Chg Order 20- Add flashing to transition		7,719	JE Dunn		10/18/2011	Admin
- AIA Chg Order 21- Parapet walls in areas B1 & B2		6,849	JE Dunn		11/15/2011	Admin
- AIA Chg Order 22- Insulation of kitchen exhaust duct		16,805	JE Dunn		11/15/2011	Committee
- AIA Chg Order 23- Sensors removed from rooms		(1,095)	JE Dunn		11/15/2011	Admin
- AIA Chg Order 24- Wet conditions from summer (soil)		25,437	JE Dunn		11/15/2011	Comm/Board
- AIA Chg Order 25- Structural wall changes		1,651	JE Dunn		11/15/2011	Admin
- AIA Chg Order 26- Door hardware changes		1,359	JE Dunn		11/15/2011	Admin
- AIA Chg Order 27- Disconnect changed to fused		710	JE Dunn		11/15/2011	Admin
- AIA Chg Order 28- Delete outlet/change circuiting		940	JE Dunn		11/15/2011	Admin
- AIA Chg Order 29- Change light in room B115		670	JE Dunn		11/15/2011	Admin
- AIA Chg Order 30- Add mesh to terazzo		1,205	JE Dunn		11/15/2011	Admin
- AIA Chg Order 31- Adt'l. rough in for voice/data		6,184	JE Dunn		11/15/2011	Admin
- AIA Chg Order 32- Misc. changes to mechanical room		102,262	JE Dunn		12/20/2011	Comm/Board
- AIA Chg Order 33- Code adjustments at exterior wall		793	JE Dunn		1/3/2012	Admin
- AIA Chg Order 34- Restroom layout revision on 3rd floor		789	JE Dunn		1/3/2012	Admin
- AIA Chg Order 35- Re-route storm drain along 55th Ave.		8,572	JE Dunn		1/3/2012	Admin
- AIA Chg Order 36- Corrective work on North parking lot		8,238	JE Dunn		1/3/2012	Admin
- AIA Chg Order 37- Added blinds in Literacy Lab		2,843	JE Dunn		2/7/2012	Admin
- AIA Chg Order 38- Changes to ERU3 to allow access		6,516	JE Dunn		2/7/2012	Admin
- AIA Chg Order 39- Kitchen exhaust operating changes		1,741	JE Dunn		2/7/2012	Admin
- AIA Chg Order 40- Door hardware for B210.1		896	JE Dunn		2/7/2012	Admin
- AIA Chg Order 41- Change in damper size		1,434	JE Dunn		2/7/2012	Admin
- AIA Chg Order 42- Change Operating/Reset function		8,131	JE Dunn		2/7/2012	Admin
- AIA Chg Order 43- Changes to jamb details & stairways		2,015	JE Dunn		2/29/2012	Admin
- AIA Chg Order 44- BAS tied into emergency power system			JE Dunn		Removed	Committee
- AIA Chg Order 45- Outlet additions in Data Closets		4,884	JE Dunn		2/29/2012	Admin
- AIA Chg Order 46- Relocation of lights & ext. color change		731	JE Dunn		2/29/2012	Admin
- AIA Chg Order 47- Hydronic filters installed during constr.		16,704	JE Dunn		3/20/2012	Committee
- AIA Chg Order 48- Changes to racks in main server room		5,374	JE Dunn		2/29/2012	Admin
- AIA Chg Order 49- Adt'l. outlet for 2nd refrigerator		850	JE Dunn		2/29/2012	Admin
- AIA Chg Order 50- Elimination of circulation pumps in ERU		(2,483)	JE Dunn		2/29/2012	Admin
- AIA Chg Order 51- Deletion of fire extinguishers not needed		(1,329)	JE Dunn		2/29/2012	Admin
- AIA Chg Order 52- Changes to control heat pump sequence		694	JE Dunn		2/29/2012	Admin
- Henricksen CO 1- Tempered Glass on 6 doors for nap rooms		894	Henricksen		2/29/2012	Admin
- AIA Chg Order 53- Power electronic faucets		11,923	JE Dunn		3/20/2012	Committee
- AIA Chg Order 54- Emergency power to both elevators		17,483	JE Dunn		3/20/2012	Committee
- AIA Chg Order 55- Steel detail revisions at stairs		8,191	JE Dunn		3/31/2012	Admin
- AIA Chg Order 56- Roof drains in lower canopy		6,012	JE Dunn		3/31/2012	Admin
- AIA Chg Order 57- Code issues for washer and dryer		3,068	JE Dunn		3/31/2012	Admin
- AIA Chg Order 58- Add cooling coil condensate piping		6,966	JE Dunn		3/31/2012	Admin
- AIA Chg Order 59- Ceiling revision in Rooms C103/C104		1,128	JE Dunn		3/31/2012	Admin
- AIA Chg Order 60- Change flooring in Room B233		1,205	JE Dunn		3/31/2012	Admin
- AIA Chg Order 61- Metal mesh panels main stairs		725	JE Dunn		3/31/2012	Admin
- ASI CO 01- gym A/V system \$8,605 (not from conting. fund)		-	All Systems Installation		4/30/2012	Admin
- ASI CO 02- power for NAC Expanders		2,422	All Systems Installation		4/30/2012	Admin

- AIA Chg Order 62- Change floor finish, change wall paint		8,640	JE Dunn		4/30/2012	Admin
- AIA Chg Order 63- Relocate exit signs		4,592	JE Dunn		4/30/2012	Admin
- AIA Chg Order 64- Door jamb revisions at firewall		4,311	JE Dunn		4/30/2012	Admin
- AIA Chg Order 65- Front canopy modifications		741	JE Dunn		4/30/2012	Admin
- AIA Chg Order 66- Stair stringer modifications		1,087	JE Dunn		4/30/2012	Admin
- AIA Chg Order 67- Front canopy vent panels		1,576	JE Dunn		4/30/2012	Admin
- AIA Chg Order 68- Redundant fiber optic		10,753	JE Dunn		5/15/2012	Committee
- AIA Chg Order 69- Conduit for adtl. cameras		9,886	JE Dunn		4/30/2012	Admin
- Henrickson CO 2- Cut 30 locations for 2nd swith box		1,125	Henrickson		5/31/2012	Admin
- AIA Chg Order 44 Rev- emergency power supplie tie-in		12,964	JE Dunn		6/21/2012	Committee
- AIA Chg Order 70- Cr on approved CO #44		(10,668)	JE Dunn		5/31/2012	NA
- AIA Chg Order 71- Ceiling height revisions		9,297	JE Dunn		5/31/2012	Admin
- AIA Chg Order 72- Addition of 20a circuit		709	JE Dunn		5/31/2012	Admin
- AIA Chg Order 73- Soil correction @ SE entrance		3,264	JE Dunn		5/31/2012	Admin
- AIA Chg Order 74- Added fire alarm devices		3,095	JE Dunn		5/31/2012	Admin
- AIA Chg Order 75- Soil correcton @ front parking area		3,939	JE Dunn		5/31/2012	Admin
- AIA Chg Order 76- Change fence bottom		3,024	JE Dunn		5/31/2012	Admin
- AIA Chg Order 77- Masonry corrections		3,169	JE Dunn		6/30/2012	Admin
- AIA Chg Order 78- Remove heating coil & pipe, add pipes		8,420	JE Dunn		6/30/2012	Admin
- AIA Chg Order 79- Performance data & BAS controls		2,007	JE Dunn		6/30/2012	Admin
- AIA Chg Order 80- Added power to glycol pump		1,547	JE Dunn		6/30/2012	Admin
- AIA Chg Order 81- Front canopy changes		3,346	JE Dunn		7/31/2012	Admin
- AIA Chg Order 82- Soil correction SW corner		7,473	JE Dunn		7/31/2012	Admin
- AIA Chg Order 83- Starter disconnects		5,047	JE Dunn		7/31/2012	Admin
- AIA Chg Order 84- Ramp to sidewalk		1,197	JE Dunn		7/31/2012	Admin
- AIA Chg Order 85- Add more drop-off sidewalk in front bldg.		5,484	JE Dunn		7/31/2012	Admin
- AIA Chg Order 86- Adjust bases for planters in patio area		2,083	JE Dunn		7/31/2012	Admin
- AIA Chg Order 88- Add lighting in kitchen per Heath Inspector		957	JE Dunn		9/30/2012	Admin
- AIA Chg Order 89- Relocation of HC card reader (3)		783	JE Dunn		9/30/2012	Admin
- AIA Chg Order 90- Trustwater System relocation (TSP)		5,682	JE Dunn		9/30/2012	Admin
- AIA Chg Order 92- Numerous Electrical Issues, Negotiated		8,320	JE Dunn		9/30/2012	Admin
- ASI CO 03- Mounting of adtl. power for adtn. expander		418	All Systems Inc.		9/30/2012	Admin
- ASI CO 04- Two additional Card - aders B136, B230		2,270	All Systems Inc.		9/30/2012	Admin
<b>Total approved to-date</b>	<b>1,359,906</b>					
- AIA Chg Order 87- Street paving to correct slope		15,919	JE Dunn			Committee
- AIA Chg Order 91- Generator exhaust alterations		13,272	JE Dunn			Committee
<b>Total pending to-date</b>	<b>29,191</b>					
<b>10/15/12 - Balance</b>	<b>\$ (31,484)</b>					

## StarTribune

### New school holds a few green lessons

Article by: DON JACOBSON  
Special to the StarTribune  
September 27, 2012 - 5:42 PM

When Intermediate School District 287 decided to construct its own school in New Hope, it had a lengthy wish list of "green" features and cutting-edge education designs.

The district - which serves 4,675 special-education students among its total student body of 10,098 -- had thought about renting and rehabbing the former Hosterman Middle School to make it suitable for some of its special-ed kids to be taught there.

But in the end, district officials decided to raze the 1962 structure and start afresh with the new \$30 million North Education Center, which opened this school year sporting myriad innovative design and energy efficient features.

The effort has caught the attention of education facility planners, builders and managers across the state and was featured prominently at a panel discussion at last week's Impact 2012 conference put on by the U.S. Green Building Council's Minnesota chapter.

District 287 Facilities Director Tom Shultz helped lead the effort to build the new school when it became apparent that Hosterman couldn't be repaired at a reasonable cost. Minnetonka-based TSP Architecture, construction contractors and school officials worked for four years to complete the three-story NEC project.

The pride in the accomplishment was evident during a tour of the newly opened facility last week, which was abuzz with students checking out their new school.

"What is really unique about this new building is its adaptability," Shuliz said. "Teaching methods change, kids' needs change. Why shouldn't you have a school that's adaptable to them? That was 'job one' -- get a building that would meet the students' needs rather than the other way around."

ISD 287 used to lease space that was "horrific," he added.

"The staff had to spend half their time worrying about the facilities and managing them, taking care of things they shouldn't have to take care of."

All that has changed with the NEC, which was largely financed by federal school bonds made available through the American Recovery and Reinvestment Act of 2009.

Probably the facility's most striking feature is its system of removable (or "demountable") walls, which allow educators to adjust the size of classrooms to suit the changing needs of the students.

"A 900-square-foot classroom doesn't always work well for special-needs kids, depending on their disabilities," Shultz said. "So we've set up small classrooms and break-out rooms, for instance, for kids with behavior issues, using the demountable wall systems."

The walls are designed to be sustainable, easily assembled and taken apart, plus they're pleasing to the eye, he said.

But because there are no permanent walls to attach traditional radiators, the NEC's heating, ventilation and air conditioning system is also cutting-edge for a school setting with the use of "active chilled beams."

While most commercial and school buildings cool spaces by delivering air cooled before it flows into them, chilled-beam systems instead use chilled water pipes in modular units mounted to ceilings, transferring heat primarily via convection rather than radiation.

They're energy-savers because they can deliver cooling directly into spaces, eliminating the need for "maximum air delivery" and thus cutting the need for energy-sucking ventilation fans.

On cold days, meanwhile, hot water can be run through the ceiling modules instead to provide heating, and the flows can be precisely controlled according to each room's needs.



The North Education Center in New Hope features state-of-the-art building features and techniques, including sensory room with soothing light and sounds.

Bmce Bisping. Star Tribune

"On a sunny winter day, classrooms facing south are going to get toasty warm, but the ones facing north are not going to get the solar heat gain," Shultz said. "So some active beams will be used for cooling and others for heating at the same time."

Another green feature of the school is its energy-efficient low-voltage lighting systems, which produces twice as much light for the same amount of power expended on "line voltage" incandescent lamps.

The technology also allows teachers to control each room's lighting to fit the needs of their students. "Some kids don't do well with fluorescent lights," Shultz noted.

Don Jacobson is a St. Paul-based freelance writer.

@2011 StarTribune

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## What Board Members Should Know About Long-Term Facility Planning

During the 2004 -2005 school year, District 287 developed a set of long-term facilities directional statements and brought them to the Superintendent’s Advisory Council, the Business Director Advisory Committee and the Board Facilities Committee for input and support. The 287 School Board approved these facilities related long-term goals in in 2006. The original goal of the Board Facilities Committee was to identify a long-term facility planning strategy which would best meet the mission of Intermediate District 287.

The following table summarizes these original statements from 2004 and the corresponding actions that have taken place over the last eight years.

Long-Term Facility Planning Strategy Should:	Actions Taken by District 287
1) Prioritize and recognize the unique educational needs/styles of our learners in an age-appropriate setting.	<ul style="list-style-type: none"> <li>Site staff worked closely with the Facilities Department and Architects in designing appropriate learning spaces for 287 students. This goal was highly visible and carefully considered as the District consolidated sites and designed and built schools over the last eight years</li> </ul>
2) Plan for a quality educational environment equal to the educational facilities of member districts.	<ul style="list-style-type: none"> <li>Current sites are equal to or exceed many existing education facilities anywhere.</li> </ul>
3) Recognize that our campus based career-technical programming should align with HTC’s academic plan.	<ul style="list-style-type: none"> <li>District 287 career-technical courses align with HTC programs and today we offer many career-technical courses and certification programs at District owned sites as well.</li> </ul>
4) Recognize the need for a central location for some populations, but geographically similar locations for member district ease of access.	<ul style="list-style-type: none"> <li>In 2004, District 287 had 22 sites (Owned 1, leased 21). Currently, there are nine sites (<i>N VET</i>, <i>NWTC</i>, <i>S.O.</i>, <i>EEC</i>, <i>NEC</i>, <i>Adair</i>, <i>DSC</i>, <i>WEC</i>, and <i>SEC</i>) six of which are owned by District 287.</li> </ul>
5) Recognize the unique transportation costs and transportation needs of all member districts <b>and their students.</b>	<ul style="list-style-type: none"> <li>287 Transportation Quick Facts</li> <li>District 287 owned vans used for mid-day transportation of special education students was reduced from 68 vans in 2007 to 16 in 2012. Staff driving these vans for special education purposes was reduced from 500 drivers in 2008 to 178 drivers in 2012. Midday contracted transportation costs came under budget for FY12 by 17%. The rate per mile reduced from \$1.84 for FY11 to \$1.54 for FY13. A 16% decrease. This occurred with a cooperative effort with some member districts and a Best Value approach to the selection of transportation vendors.</li> </ul>
6) Recognize that as new facilities are needed, the priority should be given to larger education centers where there is the ability to divide into distinct and segregated learning environments.	<ul style="list-style-type: none"> <li>Four “new” larger education centers are now open.               <ol style="list-style-type: none"> <li>West Education Center (formerly known as Bren Road) opened in 2005.</li> <li>The South Education Center opened 2008. Lincoln Hills School and land for SEC was purchased from Richfield Public Schools.</li> </ol> </li> </ul>

	<p>3. Edgewood Education Center opened in 2010. Edgewood was purchased from the Osseo School District.</p> <p>4. The North Education Center opened 2012. Hosterman School and land for NEC was purchased from Robbinsdale Area School District.</p>
7) Work to obtain space in member district locations when possible.	<ul style="list-style-type: none"> <li>As decisions to consolidate 287 sites took place over the last eight years, great care was taken and conversations were held with member districts about the availability of space for 287 programs. See the results in #6 above.</li> </ul>
8) Recognize the need for collaboration with member district superintendents and business departments to assure long- term revenue/expenditure implications.	<ul style="list-style-type: none"> <li>District 287 has worked closely with member districts Business Directors and Superintendents to keep them informed and ask for opinions and guidance as we have built and purchased buildings.</li> </ul>
9) Recognize the increasing regional need to co-locate support service partners such as county provided human services, corrections/police liaison officers, and community mental health agencies.	<ul style="list-style-type: none"> <li>South Education Center, SEC: The area adjacent to SECA on the second floor of SEC was built out to accommodate co-located County services such as mental and chemical health counseling, and case coordination. Hennepin County provided funding to assist with this project, as well as financial support for start-up costs at the C-Train program. Guardsmark Security Officers occupy the space at the reception desk.</li> <li>North Education Center, NEC: Several offices are provided for co-located County service providers and the New Hope school resource officer.</li> <li>West Education Center, WEC: Two Minnetonka Police Officers and a Hennepin County probation officer have offices in the building. There is private, shared office space for community mental and chemical health providers to meet with students.</li> <li>Edgewood and NWTC: Each site provides office space for a Brooklyn Park school resource officer and small offices are used by school-linked mental health service providers.</li> <li>Shady Oak: There is an office for a dropout prevention social worker and a chemical dependency counselor in this site that houses the PCA program.</li> </ul>
10) Establish parameters for leasing or buying both commercial and member district owned space.	<ul style="list-style-type: none"> <li>The Board Facilities Committee established parameters and considered the options for leasing or purchasing commercial and member district owned space. They considered the data from facility assessments of possible sites prior to making decisions, as well as financial, enrollment and other information, in order to make the best decision about a site or building.</li> </ul>
11) Incorporate state and federal guidelines for unique populations.	<ul style="list-style-type: none"> <li>District 287 continues to meet all state and federal guidelines associated with facilities.</li> </ul>
12) Recognize the long-term commitment to Hennepin Technical College as indicated in the Joint Powers Act.	<ul style="list-style-type: none"> <li>District 287 and HTC have worked on modifications of this agreement to meet the evolving missions and strategic goals of each organization.</li> </ul>

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

Regular Meeting – October 25, 2012

**AGENDA SECTION:** BOARD BUSINESS

**ITEM:** Board Officers and Operations (BOO) Policy Bucket & Nondiscrimination/Equal Opportunity (NEO) Policy Bucket

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

**1. Background Information**

The Board Officers and Operations (BOO) Policy & Nondiscrimination/Equal Opportunity (NEO) Policy Bucket 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 Board approves the Board Officers and Operations (BOO) Policy & Nondiscrimination/Equal Opportunity (NEO) Buckets as presented.**

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

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

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

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (Second Read)

**POLICY SERIES:** Board Officers & Operations

**SUBJECT:** Policymaking Process

**BOARD APPROVED:**

**REVISION DATE:**

---

### **BOO200 Policy Development, Adoption, Implementation and Review**

#### **I. PURPOSE**

The purpose of this policy is to establish guidelines for Board policymaking.

#### **II. GENERAL STATEMENT OF POLICY**

The Board believes that the creation of policies is the Board's most important function. Through the development and adoption of written policies, the Board exercises its leadership in the District. Board policies shall be clear, concise, accessible, and follow a consistent format. Policy implementation is delegated to the Superintendent.

Policies will be reviewed on an ongoing basis to ensure their compliance with new laws, Board priorities, District needs and circumstances. When possible, policy review will be staggered throughout the year.

#### **III. POLICY ADOPTION PROCESS**

All Board policies shall comply with applicable state and federal laws, rules and regulations.

##### **Development**

In developing and revising policies, the Board will seek the advice and assistance of staff, organizations, and other relevant parties through the Superintendent.

**Notice**

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board meetings, except as provided in Parts IV and V.

**Adoption**

Policies and policy revisions introduced at a Board meeting shall not be adopted until a subsequent meeting of the Board. At the first meeting the policy proposal shall be presented for a first reading and discussion, and at the second meeting, the proposal shall be presented for a second reading, discussion, and vote. Board members may propose amendments to policy proposals at either of the two readings.

**Effective Date**

A policy is effective upon adoption by a majority of the Board present at a regular meeting, unless another effective date is specified.

**IV. SUSPENSION OF POLICIES**

Any section or sections of Board policies not required by law or contract may be temporarily suspended by a majority vote of a quorum of the Board at a regular or special meeting. The suspended sections may be reinstated by the same process.

**V. EMERGENCY ADOPTION OF POLICIES****Emergency Conditions**

Under unusual and rare circumstances, the Board may temporarily approve a policy to meet emergency conditions. A majority vote of a quorum of the Board is required to adopt an emergency policy. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes.

**Expiration of Emergency Policies**

The emergency policy shall expire within one year following the emergency action or when there has been Board action to adopt, revise or repeal the emergency policy under the regular policy adoption process, whichever occurs first.

## **VI. IMPEMENTATION OF BOARD POLICY**

### **Superintendent Role**

The Superintendent is responsible for the administration of the District under applicable laws and Board policies. Board policies shall be the basis for the Superintendent's formulation of procedures.

### **Development of Administrative Procedures**

It is the Superintendent's responsibility to develop administrative procedures to provide greater specificity and consistency in the process of policy implementation. The Board reserves the right to review all administrative procedures however it will revise them only when, in the Board's judgment, they are inconsistent with policies adopted or guidelines set by the Board.

### **Administrative Action in Absence of Policy**

In the event that a situation demanding a decision is not covered by an existing policy or administrative procedure, the Superintendent or his or her designee is empowered to act as needed and report such action or decision to the Board.

### **Policy and Procedure Dissemination**

The Superintendent shall establish and maintain an orderly plan for disseminating and making accessible the policies adopted by the Board and the administrative procedures necessary to implement them.

## **VII. POLICY REVIEW**

### **Superintendent Role**

The Superintendent, on a continuing basis, shall bring to the Board's attention all policies that are out-of-date or otherwise in need of revision.

### **Board Member Role**

Any Board member may request that a policy be reviewed at any time, for any reason. The Board shall decide, by a majority vote of the Board present at a regular meeting, whether to initiate the requested review.

### **Review Schedule**

The review process shall be structured so that each policy is reviewed annually for compliance with current law, and for suitability and effectiveness at least once every four years.

### **Consent Agenda**

Board policies scheduled for routine review that are not in need of any substantive change shall be placed on the Board's consent agenda.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (Second Read)

**POLICY SERIES:** Nondiscrimination & Equal Opportunity

**SUBJECT:** Harassment & Violence

**BOARD APPROVED:**

**REVISION DATE:**

---

### NEO 140 Harassment & Violence

#### PURPOSE

The purpose of this policy is to assist the District in maintaining learning and working environments that are free from harassment and violence. To that end, the Board advocates vigilance toward preventing, reporting and addressing harassment and violence.

Additionally, the Board is committed to providing innovative educational services that meet the unique needs of its students. The Board advocates a proactive approach to any student or staff behavior that may lead to harassment and violence with the goal of maintaining a safe, productive learning and working environment.

#### 1. GENERAL STATEMENT OF POLICY

- A. The District prohibits any form of religious, racial or sexual harassment and violence or harassment based upon gender, sexual orientation, physical or mental disabilities, or national origin.
- B. It shall be a violation of this policy for any student, teacher, administrator or other employee of the District to harass a student, teacher, administrator or other District personnel through conduct or communication(s) of a sexual nature or regarding religion, race, gender, sexual orientation, physical or mental disabilities, or national origin as defined by this policy. (For purposes of this policy, District personnel include Board members, District employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- C. It shall be a violation of this policy for any student, teacher, administrator or other District personnel to inflict, threaten to inflict, or attempt to inflict religious, racial, or sexual violence upon any student, teacher, administrator or other District personnel.

- D. The District will discipline or take appropriate action against any student, teacher, administrator or other District personnel who is found to have violated this policy.

## 2. DEFINITIONS

### A. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually-motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

### B. Racial Harassment

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

### C. Religious Harassment

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

### D. Sexual Violence

Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

### E. Racial Violence

Racial violence is a physical act of aggression or assault upon another because of, or in a manner related to, race.

### F. Religious Violence

Religious violence is a physical act of aggression or assault upon another because of, or in a manner related to, religion.

### G. Assault

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

### H. Gender, Sexual Orientation, Physical or Mental Disabilities, or National Origin Harassment

Gender, sexual orientation, physical or mental disability or national origin harassment shall mean any conduct, comment or communication within the educational or work place environment which is reasonably related to an individual or a group of individuals or a class of individuals based on their gender, sexual orientation, physical or mental disabilities, or national origin, when:

1. The conduct has the purpose or effect of creating an intimidating, hostile or offensive work place or educational environment; or
2. The conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work place or educational performance; or
3. The conduct otherwise adversely affects an individual's employment or academic opportunities.

### **3. REPORTING**

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence or harassment based upon gender, sexual orientation, physical or mental disabilities, or national origin by a pupil, teacher, administrator or other District personnel, or any person with knowledge or belief of the above conduct toward a pupil, teacher, administrator or other District personnel should report the alleged acts immediately to an appropriate District official designated by this policy.
- B. The District encourages the reporting party or complainant to use the report form available from the program administrator of each building or available from the District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the District human rights officer or to the Superintendent.
- C. The Board hereby designates the human resources director as the District's human rights officer.
- D. The human rights officer is to receive reports or complaints of sexual, religious, or racial harassment or violence. If the complaint involves the human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The name, address, and phone number of the District human rights officer will be conspicuously posted in each building.
- F. At the District level, the department head is the responsible authority for receiving reports of sexual, religious, or racial harassment or violence. Upon receiving any such report, the program administrator must notify the District human rights officer immediately, in a period of time not to exceed seventy-two hours. The report must be forwarded without screening or investigation.
- G. The program administrator is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any District employee who receives a report of religious, racial or sexual harassment or violence shall inform the program administrator immediately.

- H. Upon receipt of a report, the program administrator must notify the District human rights officer immediately, without screening or investigating the report. The administrator may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the administrator to the human rights officer. If the report was given verbally, the administrator shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the administrator. If the complaint involves the program administrator, the complaint shall be made or filed directly with the Superintendent or the District human rights officer by the reporting party or complainant.
- I. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- J. Use of formal reporting forms is not mandatory.
- K. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- L. It shall be a violation of this policy for the individual(s) against whom the complaint is filed to retaliate against a complainant, other reporter or witnesses of the alleged acts.
- M. The District may take any other appropriate actions that would support the complainant, including providing a referral for support services, or informing the complainant's parent or guardian if the complainant is a minor.

**4. DISCIPLINE**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Such disciplinary action may include, but is not limited to,
 

1. Warning	6. Remediation
2. Suspension	7. <u>Demotion</u>
3. Exclusion	8. Termination or
4. Expulsion	9. Discharge
5. Transfer	

October 16, 2012

**District Administration/Organization**

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for District Administration/Organization:

**Goals**  
**Intermediate District 287 Organizational Chart**  
**Administrator Code of Ethics**

In preparation for revising the current policies, I reviewed the following sources of requirements and information: Minnesota Statutes and Rules, Intermediate District 287 policies and procedures, the Superintendent's employment contract, the policies and procedures of member districts, and MSBA/MASA model policies.

An additional goal is recommended for inclusion in the Goals policy. When the policy regarding Participation by the Public was eliminated, it was recommended that the Board's vision that administrators be responsive to the concerns of the public and stakeholders be retained. A statement regarding that vision has been added to the Goals policy.

**Employee Rights and Responsibilities Policy Bucket**

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for Employee Rights and Responsibilities in the District:

**Goals**  
**Employee Responsibilities**

In preparation for revising the current policies, I reviewed the following sources of requirements and information: Minnesota Statutes, Intermediate District 287 policies and procedures, Employee Handbook, the policies and procedures of member districts, and MSBA/MASA model policies. I also consulted with Anne Becker, Director of Human Resources, to determine which of these policies conformed to the District's current personnel practices, and whether any new policies were needed.

An additional policy is recommended for inclusion in this bucket. A policy regarding the publication or creation of products or content by employees has become increasingly relevant to the District's needs. I have relocated this policy from the Communications and Records bucket and have updated it to reflect the nature of current innovations.

### **Financial Planning/Operations Policy Bucket**

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for Financial Planning/Operations in the District:

**Goals**  
**Fund Balance**  
**Sources of Revenue**  
**Investments**  
**Establishment, Adoption and Modification of District Budget**  
**Gifts**

In preparation for revising the current policies, I reviewed the following sources of requirements and information: Minnesota Statutes, Intermediate District 287 policies and procedures, the policies and procedures of member districts, and MSBA/MASA model policies. I also consulted with Mae Hawkins, Director of Finance, to determine which of these policies conformed to the District's current financial practices, and whether any new policies were needed.

An addition to the Fund Balance policy is recommended. I am proposing a maximum cap of 8% on the unassigned fund balance, which aligns with that of member districts. Also, I have made non-substantive changes to this and other policies for clarification purposes.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES:** Financial Planning & Operations

**SUBJECT:** Goals - Finance

**BOARD APPROVED:**

**REVISION DATE:**

---

### **FPO 100      Goals - Finance**

#### **I. PURPOSE**

The purpose of this policy is to ensure that the Board's priorities for the District are effectively implemented through the annual revenue and expenditures budgets.

#### **II. GENERAL STATEMENT OF POLICY**

The achievement of the District's purposes can best be reached through sound fiscal management. The Board recognizes that quality education is central to the purpose of the District and that fiscal management is a valuable tool to use in achieving this purpose.

#### **III. BOARD GOALS**

In the District's fiscal management, the Board seeks to meet the following goals:

1. Engage in thorough advanced financial planning, with broad-based staff and community stakeholder involvement;
2. Develop an annual operating budget that effectively implements the Board's goals and priorities for the District;
3. Develop budgets and guide expenditures in order to receive the greatest educational return for the dollars expended;
4. Establish levels of funding that will provide high quality educational opportunities;
5. Maintain ~~maximum efficiency~~ efficient systems to ensure accurate and timely in all aspects of accounting and reporting, purchasing and contracting;
6. Use the best available techniques of long-range planning, budget development and ~~administration~~ review;
7. Limit borrowing to those instances in which extreme circumstances cause cash liquidity problems;
8. Purchase competitively without prejudice and seek maximum value for each dollar expended;
9. Conform to standard business and accounting practices with respect to receipting, safeguarding and depositing funds, including cash and checks, collected within District programs.
10. Provide for an annual audit of the books and records of the ~~school-d~~ District to provide guidance and a record of the its financial position of the District; and
11. Maintain adequate insurance coverage for the most economical cost.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES:** Financial Planning & Operations

**SUBJECT:** Establishment, Adoption, & Modification of District Budget

**BOARD APPROVED:**

**REVISION DATE:**

---

### **FPO 120 ~~Establishment,~~ Adoption & Modification of District Budget**

#### **I. PURPOSE**

The purpose of this policy is to provide for the Board's ~~creation,~~ adoption and, if necessary, modification of annual District budgets.

#### **II. GENERAL STATEMENT OF POLICY**

The achievement of the Board's financial goals and priorities for the District requires budget planning as an integral part of program planning to reflect Board goals and provide a framework within which District staff can effectively operate.

The Board will ~~establish~~ adopt and modify budgets in accordance with the applicable provisions of Minnesota law.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES:** Financial Planning & Operations

**SUBJECT:** Funds Management

**BOARD APPROVED:**

**REVISION DATE:** June 2011

---

### FPO 140 Fund Balance

#### I. Purpose

The purpose of this policy is to ensure the financial stability of the District, to provide a sound basis to justify continuation of a strong financial rating, and to provide a reserve enabling the District to respond to unforeseen shortfalls or expenditures.

#### II. General Statement of Policy

To ensure the financial strength and stability of the District, the Board will endeavor to maintain an unassigned fund balance of **at least 6% to 8%** of the District's General Fund operating budget, excluding operating capital programs.

#### III. Definitions

A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the District's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the District's intended use of those resources.

B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the Board and that remain binding unless removed by the Board by subsequent formal action.

C. "Fund balance" means the arithmetic difference between the assets and liabilities reported in the District fund.

D. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.

E. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.

F. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose.

G. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

### **III. ASSIGNING FUND BALANCE**

The board delegates the power to assign fund balances to the Director of Finance. Assignments so made shall be reported to the school board in its annual financial report.

### **IV. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES: Financial Planning & Operations**

**SUBJECT: Funds Management**

**BOARD APPROVED:**

**REVISION DATE:**

---

## FPO 180 Investments

### I. PURPOSE

The purpose of this policy is to establish guidelines for the investment of District funds.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the Board that the District's investment portfolio be managed in a manner designed to attain a market rate of return through budgetary and economic cycles while preserving and protecting capital in the overall portfolio. Investments shall be made in accordance with statutory constraints. The Board's primary investment criteria are listed below in priority order:

- Safety
- Liquidity
- Yield

### III. Delegation of Authority

The District's Director of Finance is designated as the investment officer for the District and is responsible for investment decisions and activities under the direction of the Board.

### IV. Internal Controls

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the Board and shall be annually reviewed for compliance by the District's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by the officer or others.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES: Financial Planning & Operations**

**SUBJECT: Sources of Revenue**

**BOARD APPROVED:**

**REVISION DATE:**

---

### **FPO 200      Sources of Revenue**

#### **I. PURPOSE**

The purpose of this policy is to assist the District in obtaining additional resources to support the District's educational programs and meet the Board's financial goals.

#### **II. GENERAL STATEMENT OF POLICY**

The District is committed to providing the best educational opportunities possible for students by seeking additional sources of revenue to supplement the monies provided by local taxation and educational funding from the state and federal governments.

#### **III. SUPERINTENDENT RESPONSIBILITIES**

The Superintendent shall establish ~~procedures to ensure that there is a~~ comprehensive District plan for obtaining adequate revenue that is regularly and consistently evaluated and updated. ~~These procedures~~ plan shall include consideration of, at a minimum, the following additional sources of revenue:

1. Participation in federal aid programs which provide direct educational and auxiliary services and opportunities to students enrolled in District programs;
2. Funds from other units of state and local governments;
3. Funds from private sources including individuals, businesses and foundations;
4. Tuition and fees assessed and collected from other districts and from patrons;
5. Board-approved sales or leasing of books, instructional materials, equipment, buildings and/or sites.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES: District Administration & Organization**

**SUBJECT: Goals**

**BOARD APPROVED:**

**REVISION DATE:**

---

### DAO 100      Goals

#### I.      PURPOSE

The purpose of this policy is to articulate the role of District administration in achieving the goals set by the Board.

#### II.     GENERAL STATEMENT OF POLICY

- A.      Effective administration and sound management practices are essential to realizing educational excellence. Strong, responsive, and innovative leadership is required to achieve the District's mission of being the premier provider of innovative specialized services that will ensure each member district can meet the unique learning needs of its students.
- B.      District administration, under the leadership and authority of the Superintendent, is responsible for effectively and efficiently managing the District in accordance with state and federal laws and regulations, Board policies, District procedures, and the best educational and management practices.

#### III.    ADMINISTRATION GOALS

The Board is committed to the selection and retention of administrators who:

- A.      Create an atmosphere which is conducive to learning and based on respect and consideration for individual students and their differences;
- B.      Demonstrate strong and effective leadership in implementing Board policies and achieving District goals;
- C.      Interact with District personnel in a manner that recognizes the importance of each person's contribution to the work of the District;

- D. Practice sound judgment and good stewardship in the allocation and management of financial and personnel resources in order to receive the greatest educational return for the dollars expended;
- E. Demonstrate an awareness of and responsiveness to member districts' and community members' expressed ideas and concerns related to the District and its schools;
- F. Use strategic planning, research, and evaluation in order to continuously strive to improve educational programs and member district services;
- G. Provide a positive role model for students and staff; and
- H. Adhere to the Administrator Code of Ethics and other applicable standards of professional and ethical conduct.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY (First Read)

**POLICY SERIES: Employee Rights & Responsibilities**

**SUBJECT: Activities**

**BOARD APPROVED:**

**REVISION DATE:**

---

### **ERR 4132      Publication or Creation of Materials Products or Content**

#### **I.      PURPOSE**

~~The purpose of this policy is to identify and reserve the District's legal claim on all products or content created by its employees which in any way may be an outgrowth of their job responsibility. In order to minimize misunderstandings about the ownership of such products, the superintendent will develop procedures to be followed by all persons who are developing commercially viable products which are associated with their normal job responsibility.~~

#### **II.      GENERAL STATEMENT OF POLICY**

~~During the term of any District employee's employment and for three years thereafter, any legal rights to publications, instructional materials or content, including those supported online, programs or other software, and any other products or content developed or created by any District employee shall be assignable to the District, unless the employee develops or creates the product or content entirely on their own time and without the use of any District facilities or equipment.~~

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Get on the Bus & Local 2209 Breakfast Schedule 2012-2013

### Get on the Bus

Tuesday, October 23<sup>rd</sup>  
PCA, West Education Center, and Omegon  
Bus leaves 287 DSC @ 8:30 AM

Michèle Kunz

Greg Thielsen

Bob Quam

Michèle Kunz

Ann Bremer

Carol Bomben

Tuesday, December 4<sup>th</sup>  
Legislation Session  
Bus leaves 287 DSC @ 8:30 AM

Michèle Kunz

Carol Bomben

Ann Bremer

Laura Ronbeck

Tuesday, February 5<sup>th</sup>  
TBN  
Bus leaves 287 DSC @ 8:30 AM

Michèle Kunz

Carter Peterson

Laura Ronbeck

Carol Bomben

Ann Bremer



# Minnesota School Finance Trends and Issues

84

**October 2012**

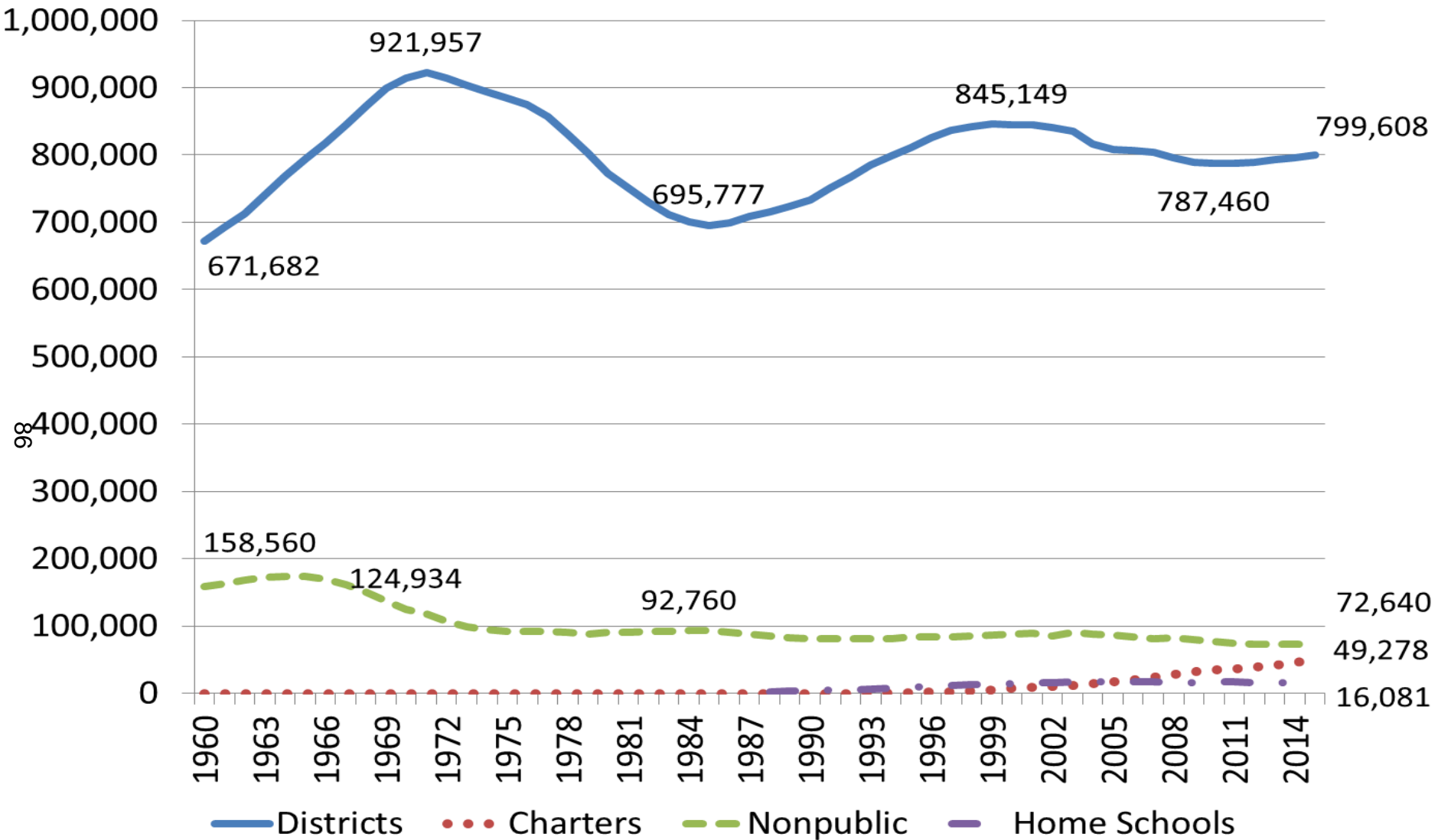
# Agenda

## Background Information

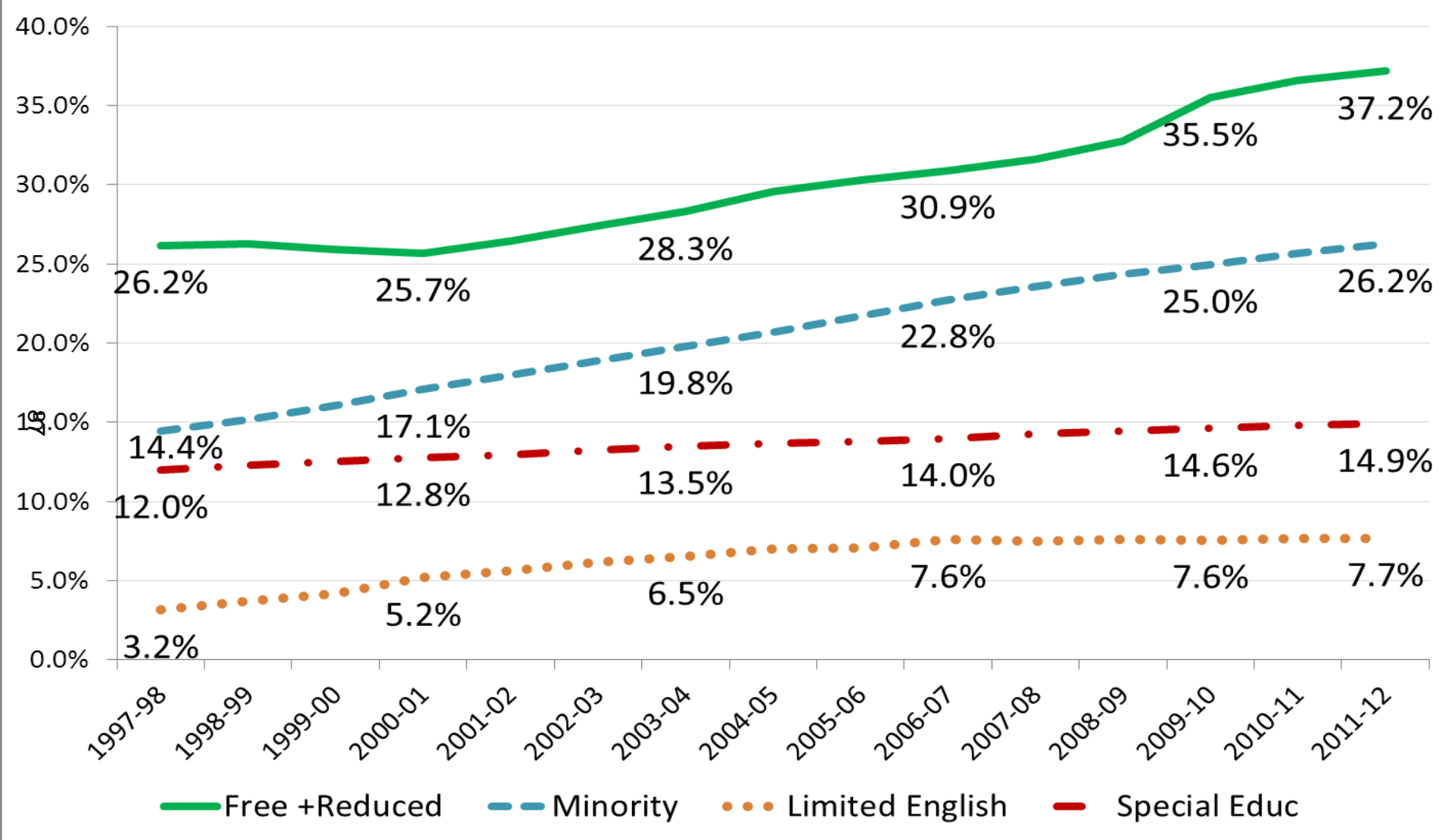
- Who we serve: student demographics
- How schools use their financial resources
- School revenue sources and trends
- Role of the property tax in education funding
- Current school finance problems / issues
- School finance reform options being considered by work group

## Discussion: Funding Education for the Future

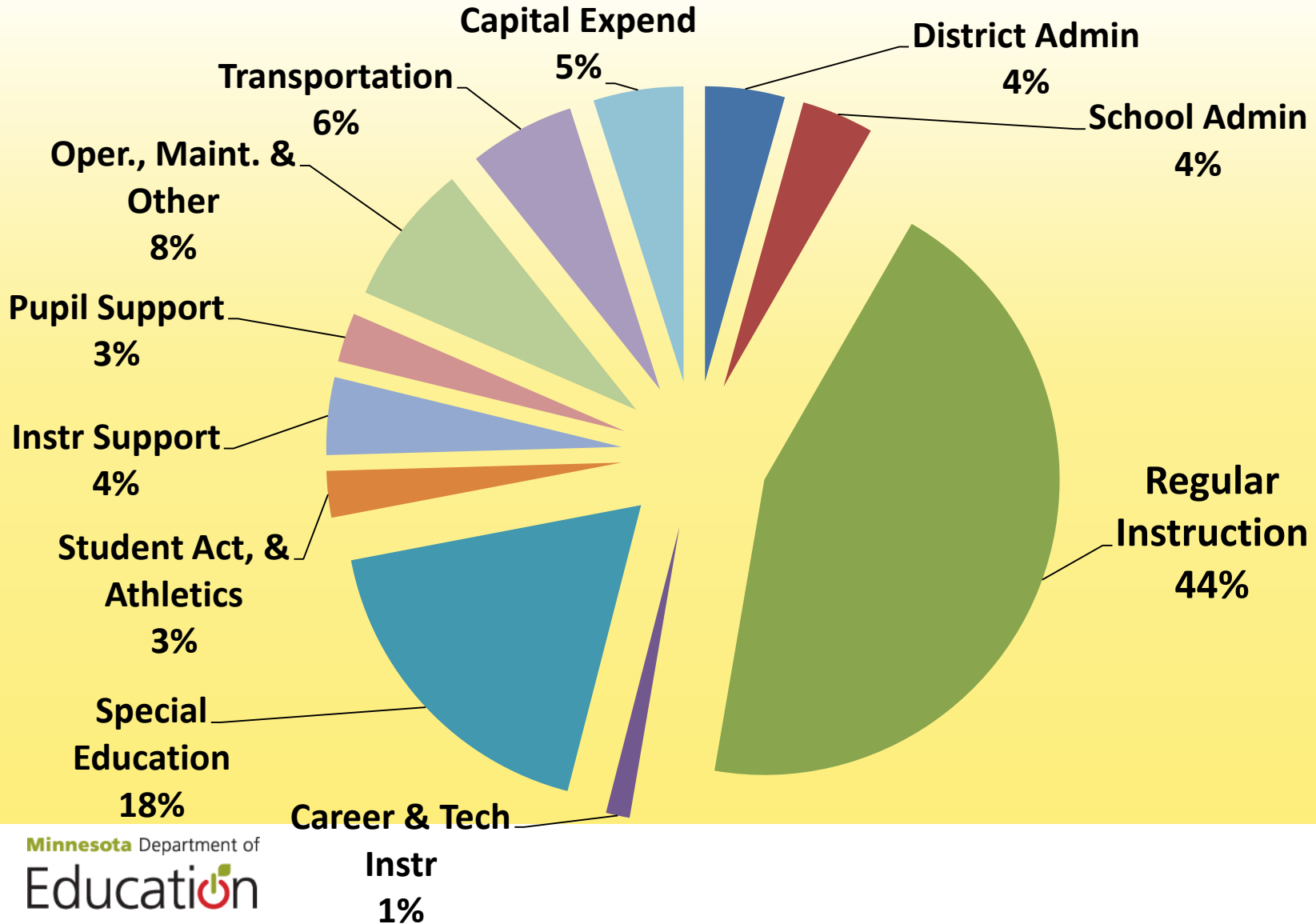
# Minnesota Enrollment by School Type, 1960 - 2015



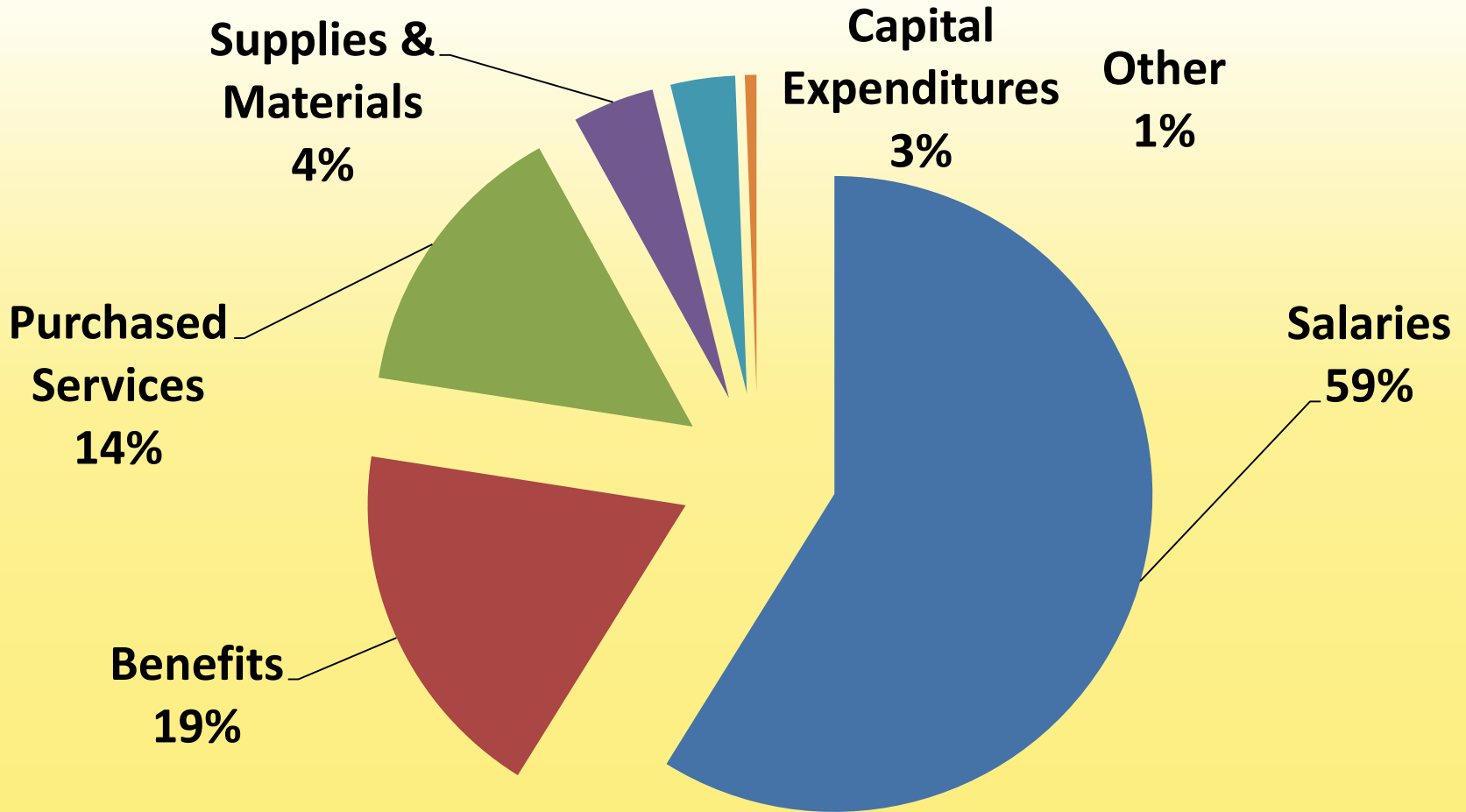
# Special Populations as a Percent of Public School Enrollment, 1997-98 to 2011-12



# SCHOOL DISTRICT GENERAL FUND EXPENDITURE PERCENTS BY PROGRAM, FY 2011

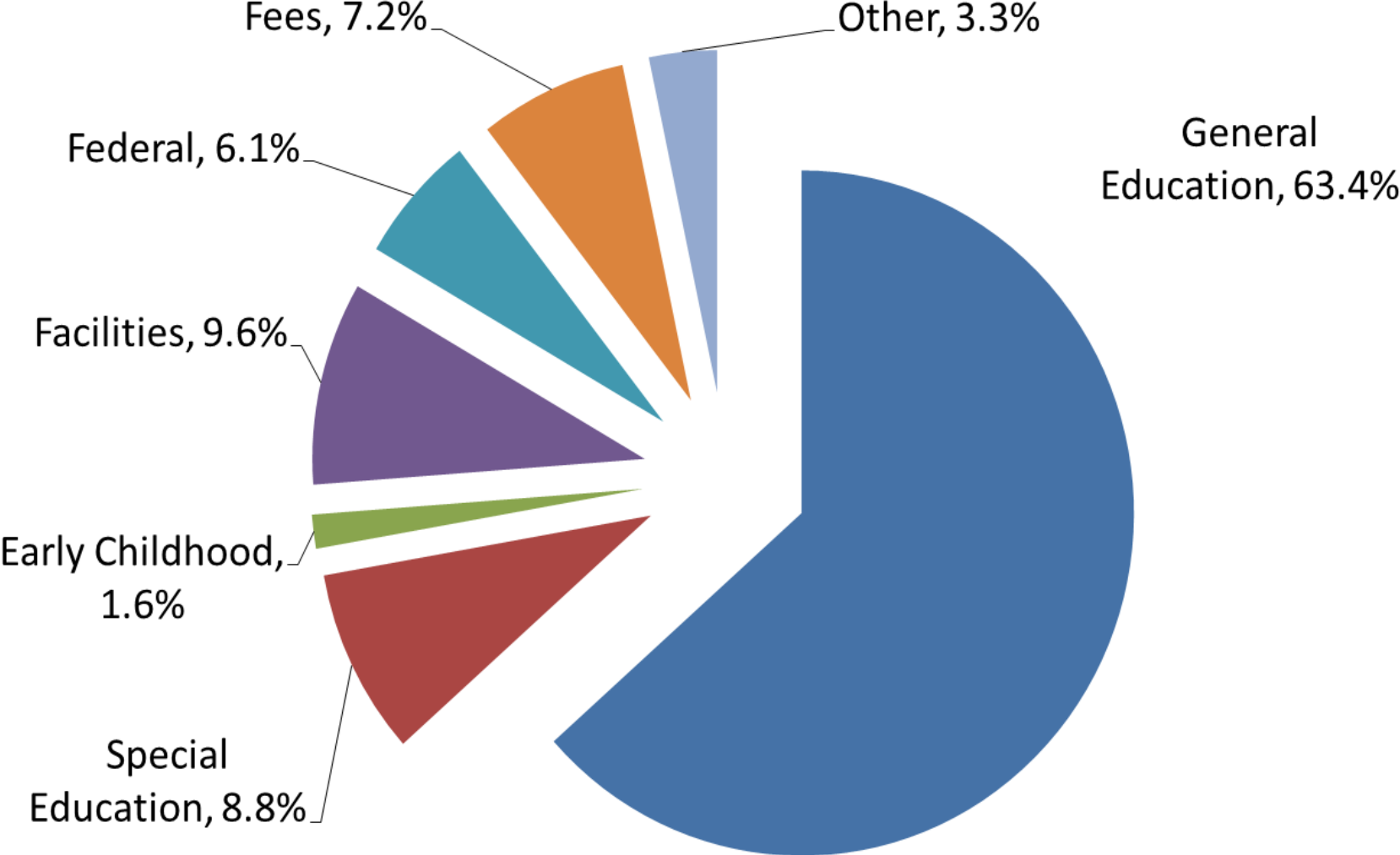


# SCHOOL DISTRICT GENERAL FUND EXPENDITURE PERCENTS BY OBJECT, FY 2011



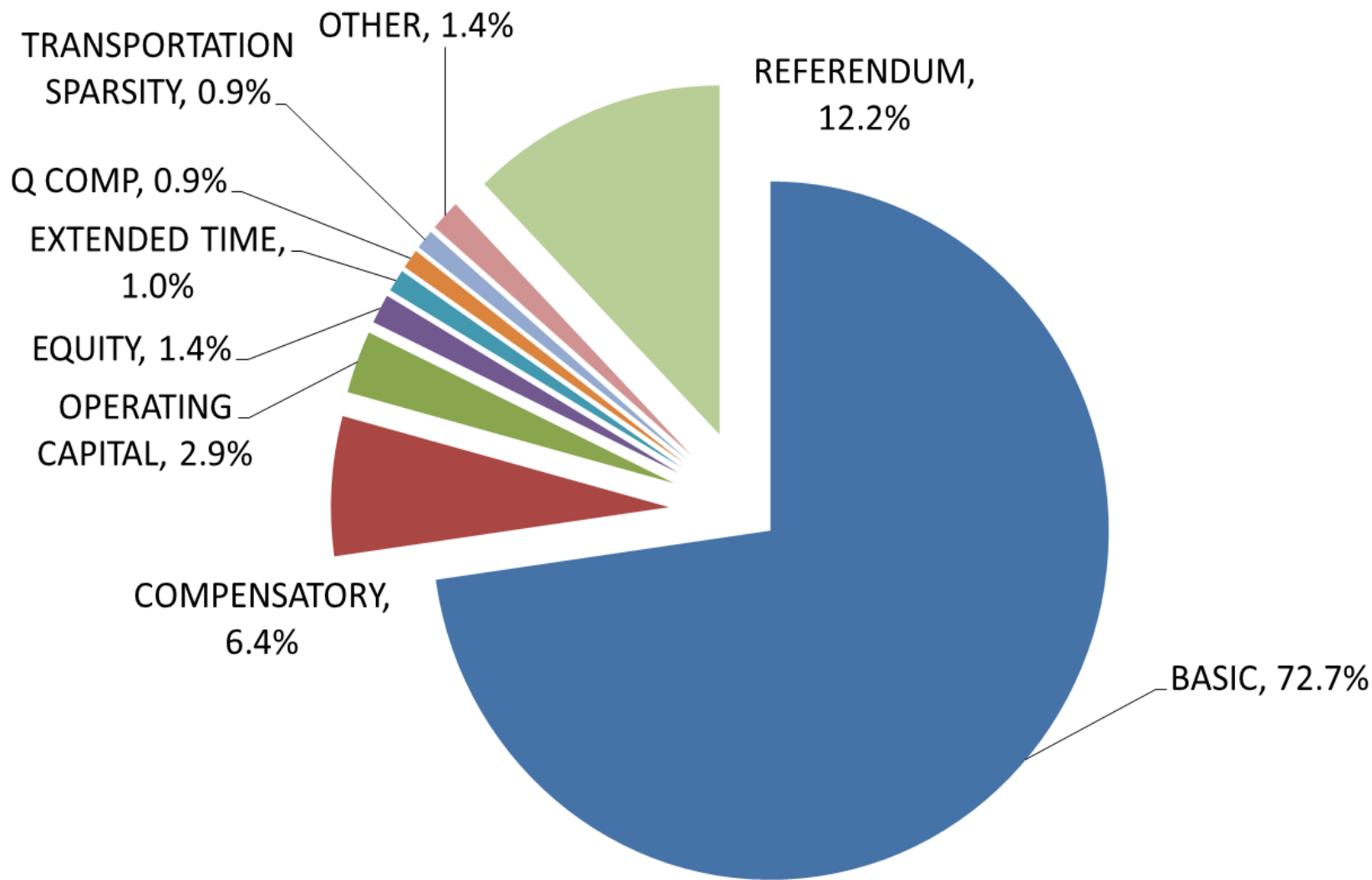
68

# PK-12 Education Revenue, FY 2012 (\$10.7 Billion)



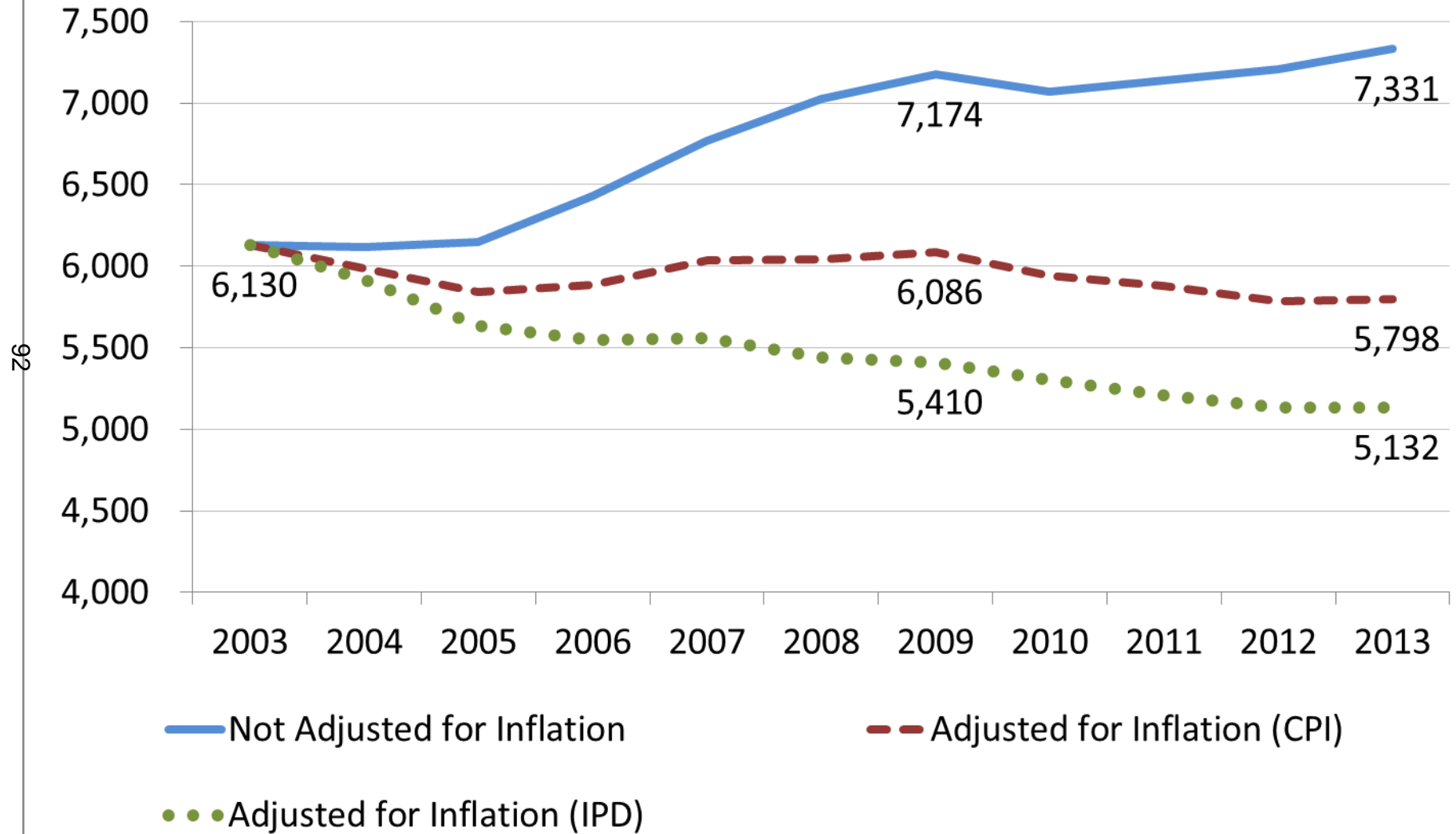
06

# GENERAL EDUCATION REVENUE, FY 2012 (\$6.8 Billion)

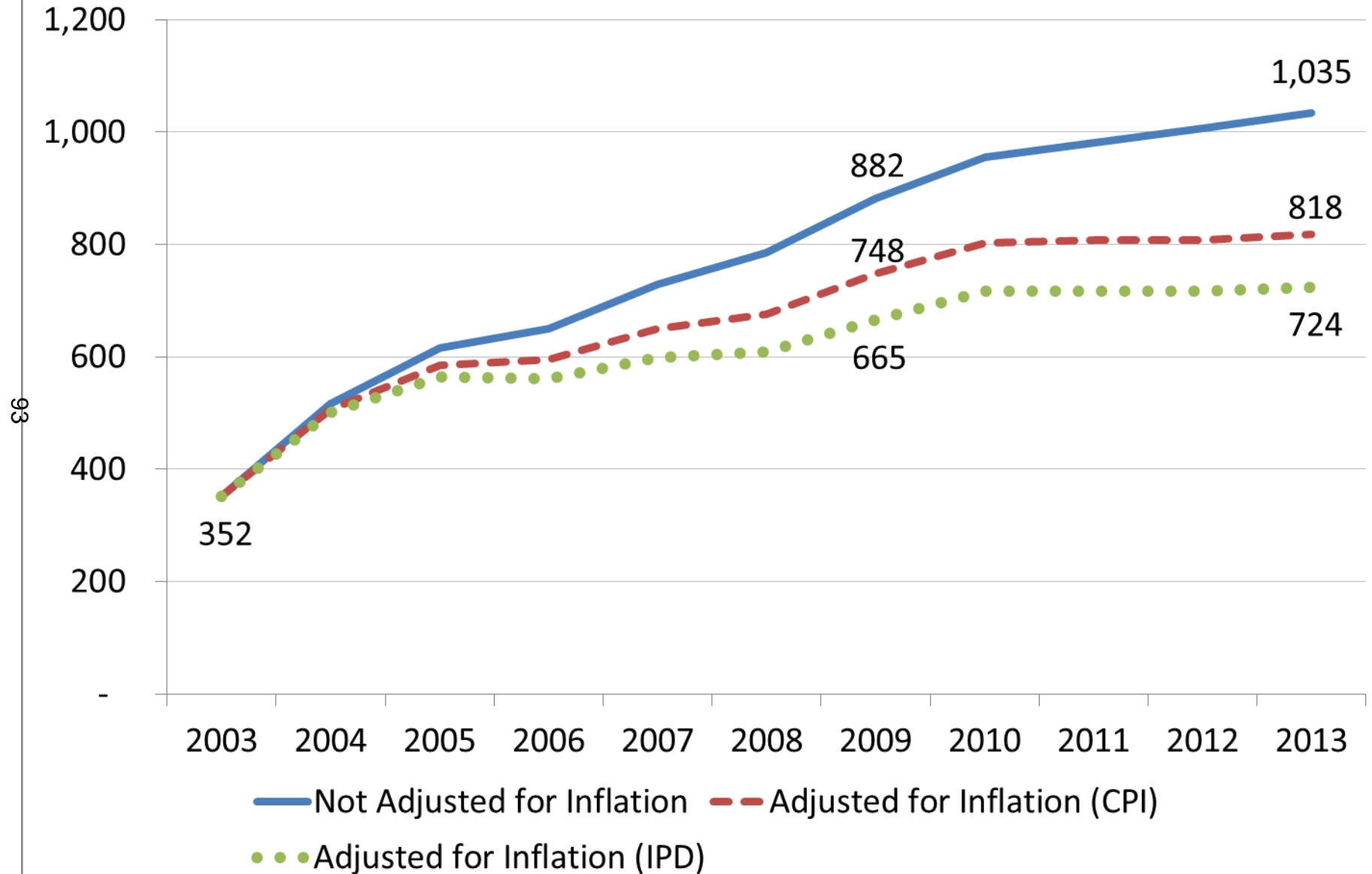


16

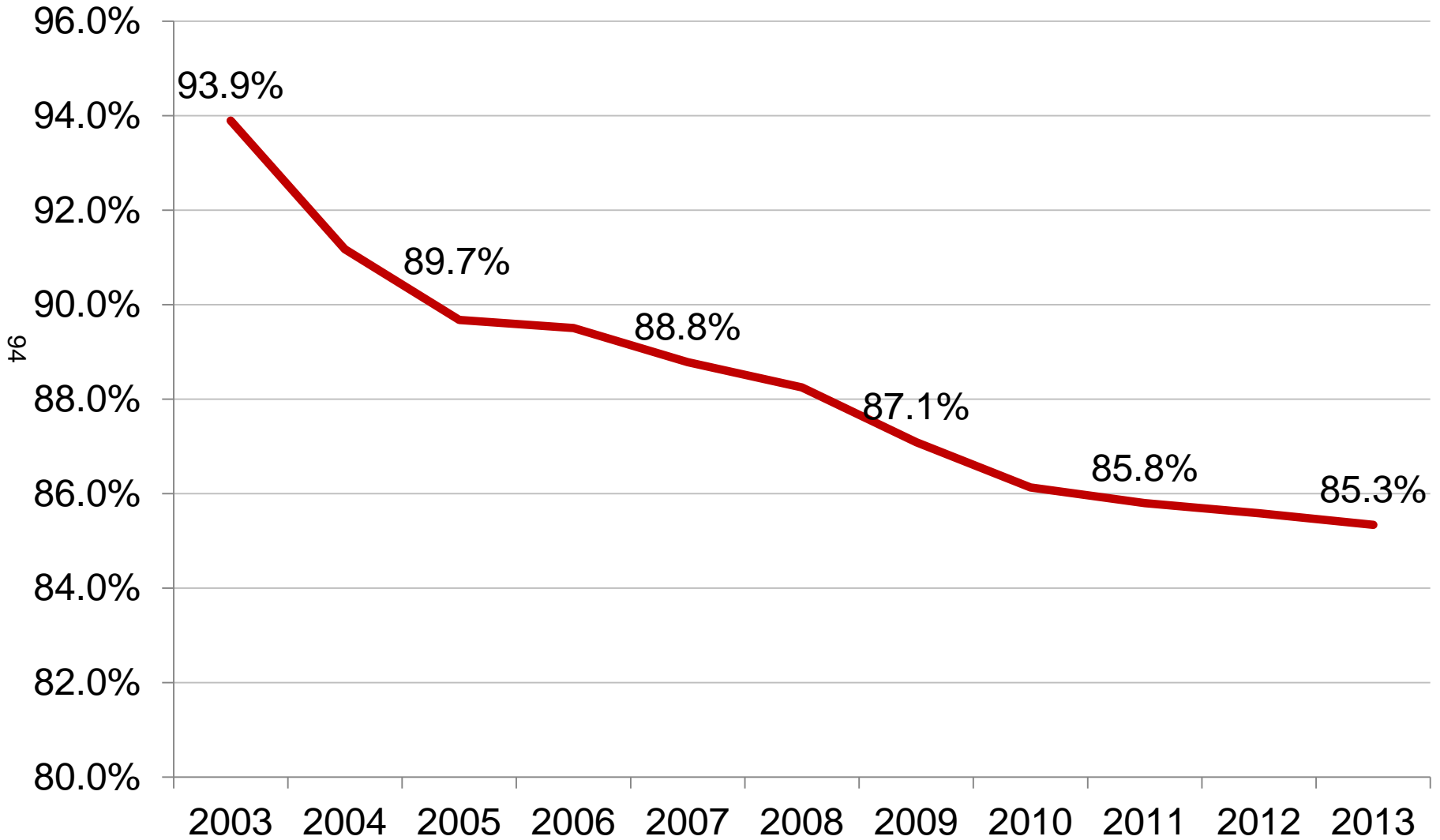
# GENERAL EDUCATION REVENUE PER STUDENT (Excluding Referendum Revenue)



# Referendum Revenue per Student

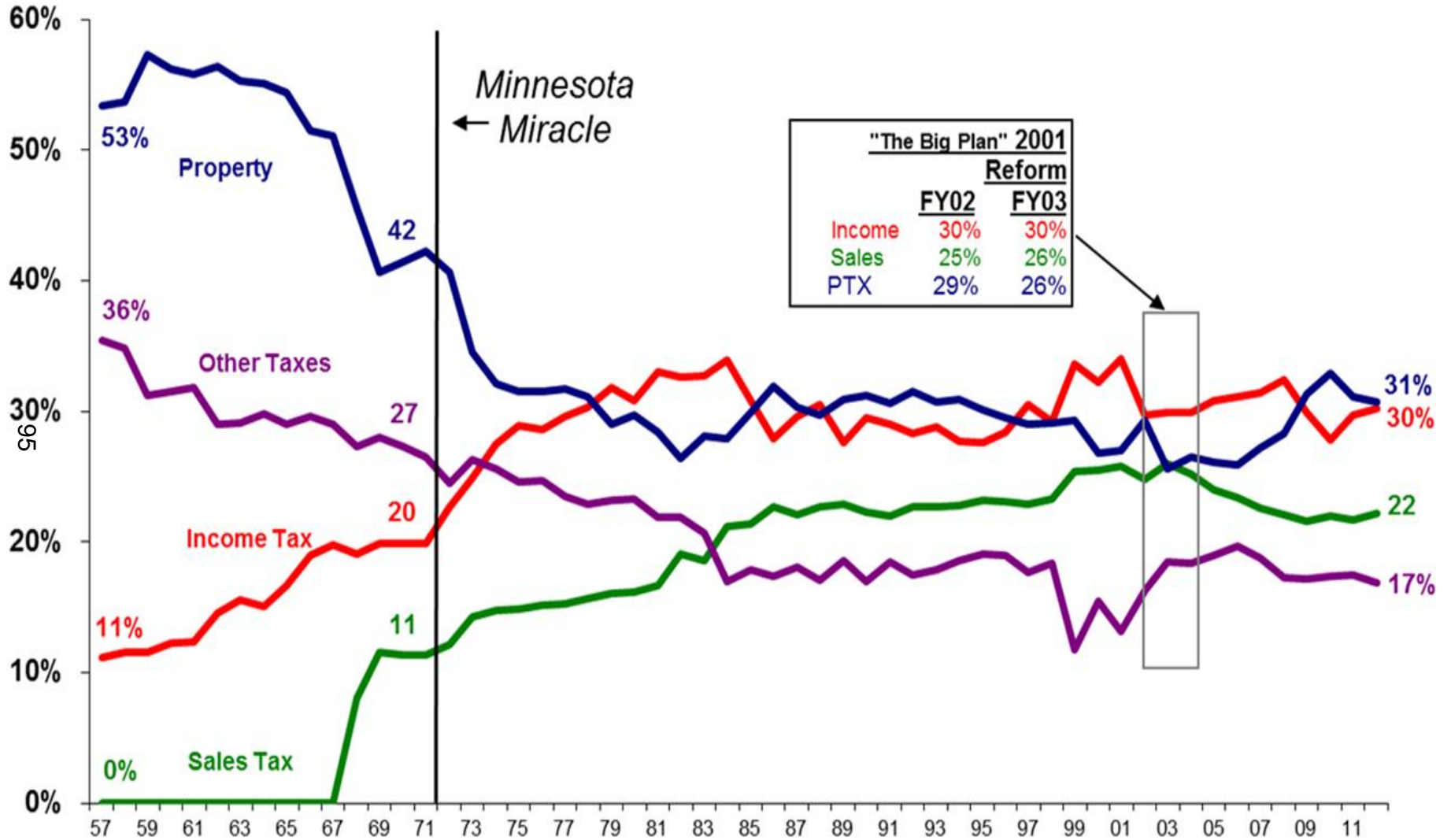


# STATE GENERAL EDUCATION FORMULA AS PERCENT OF FORMULA PLUS REFERENDUM REVENUE



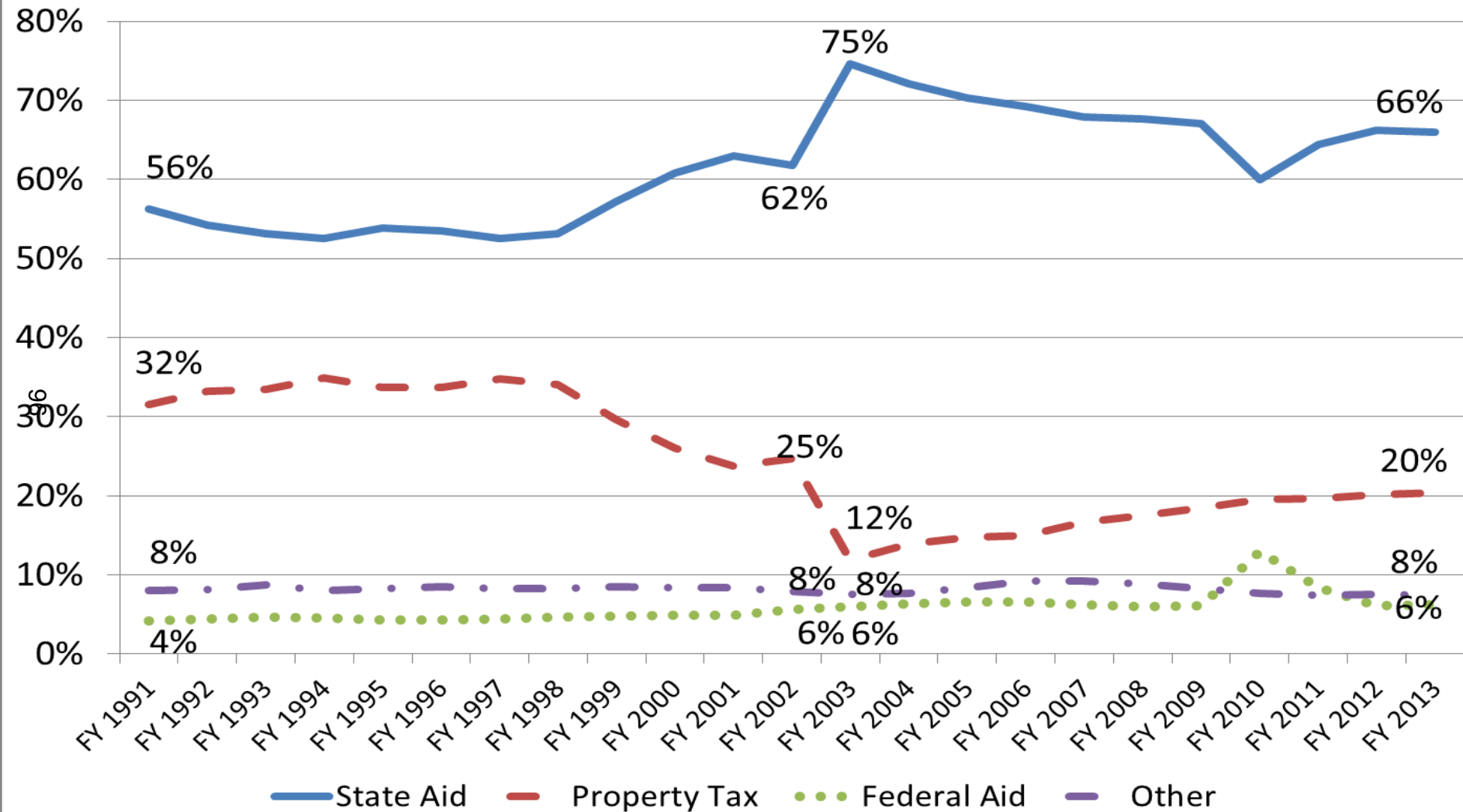
# History of Major Taxes Percent Share

FY 1957 - 2012

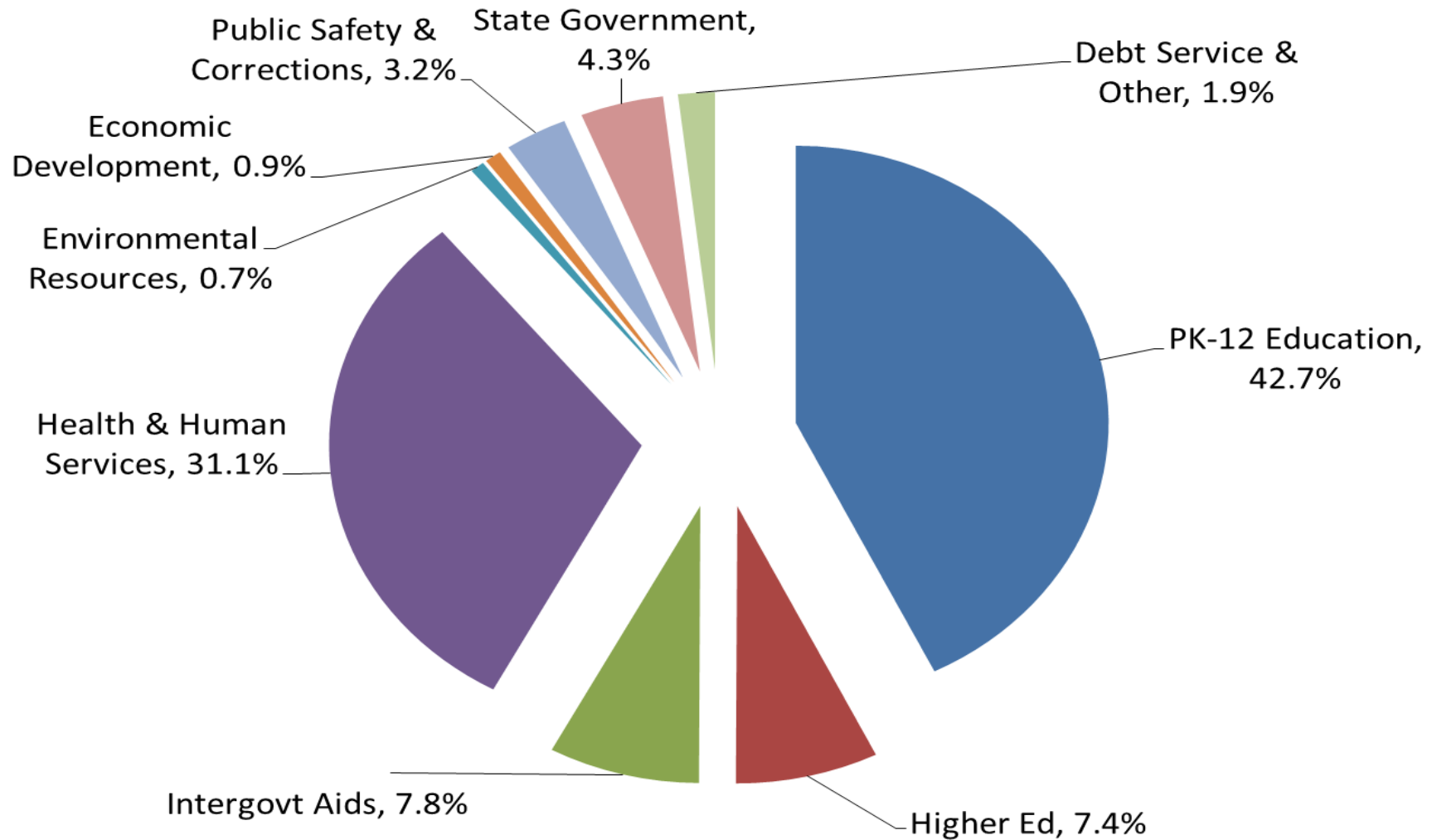


Source: Minnesota Department of Revenue and Price of Government, End of Session 2012  
Includes sales tax rebates FY 1999-2001

# PreK-12 Education Revenue by Source FY 1991 - FY 2013

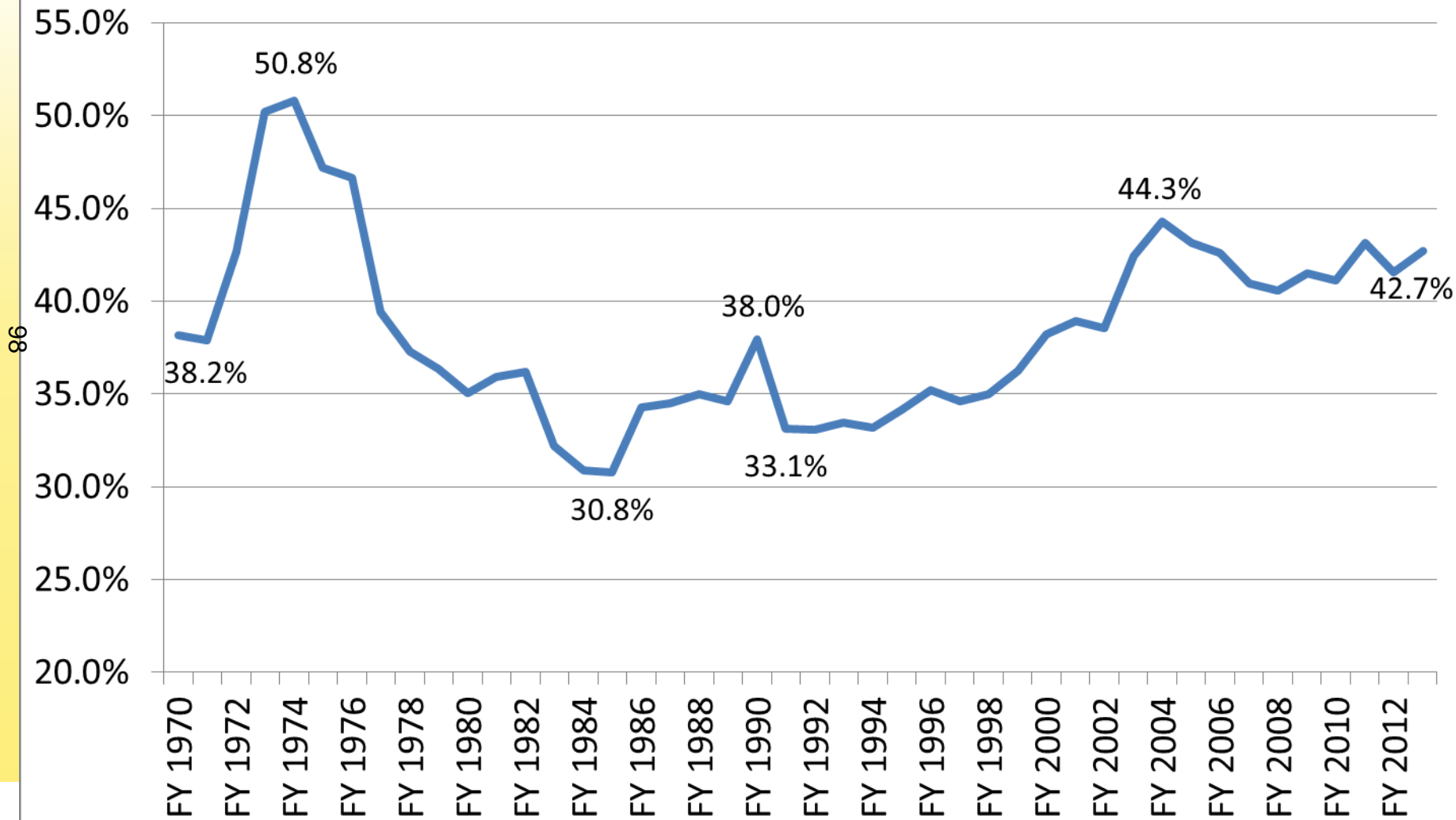


# State General Fund Expenditures, FY 2013 (Excluding Shifts, \$17.4 Billion)

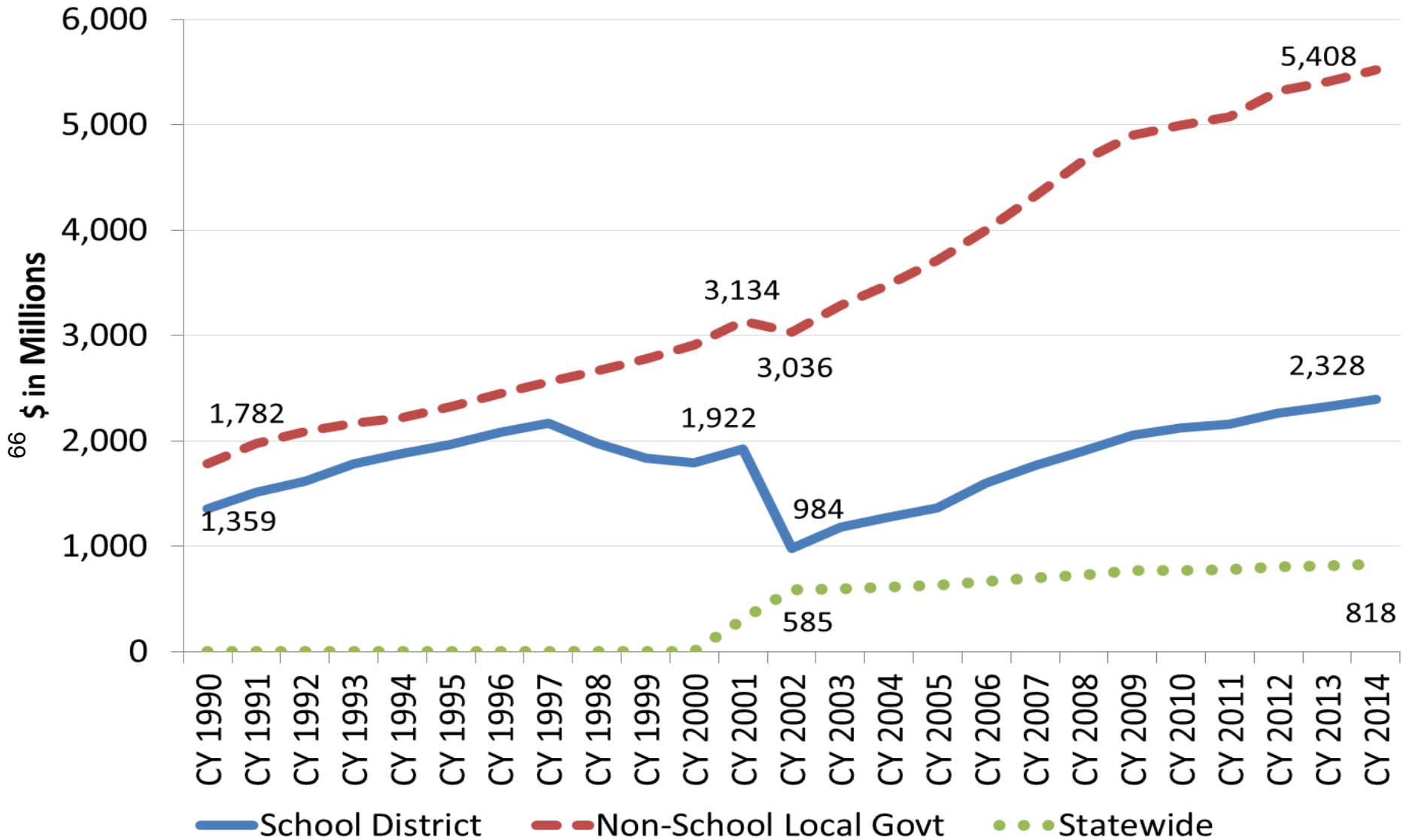


97

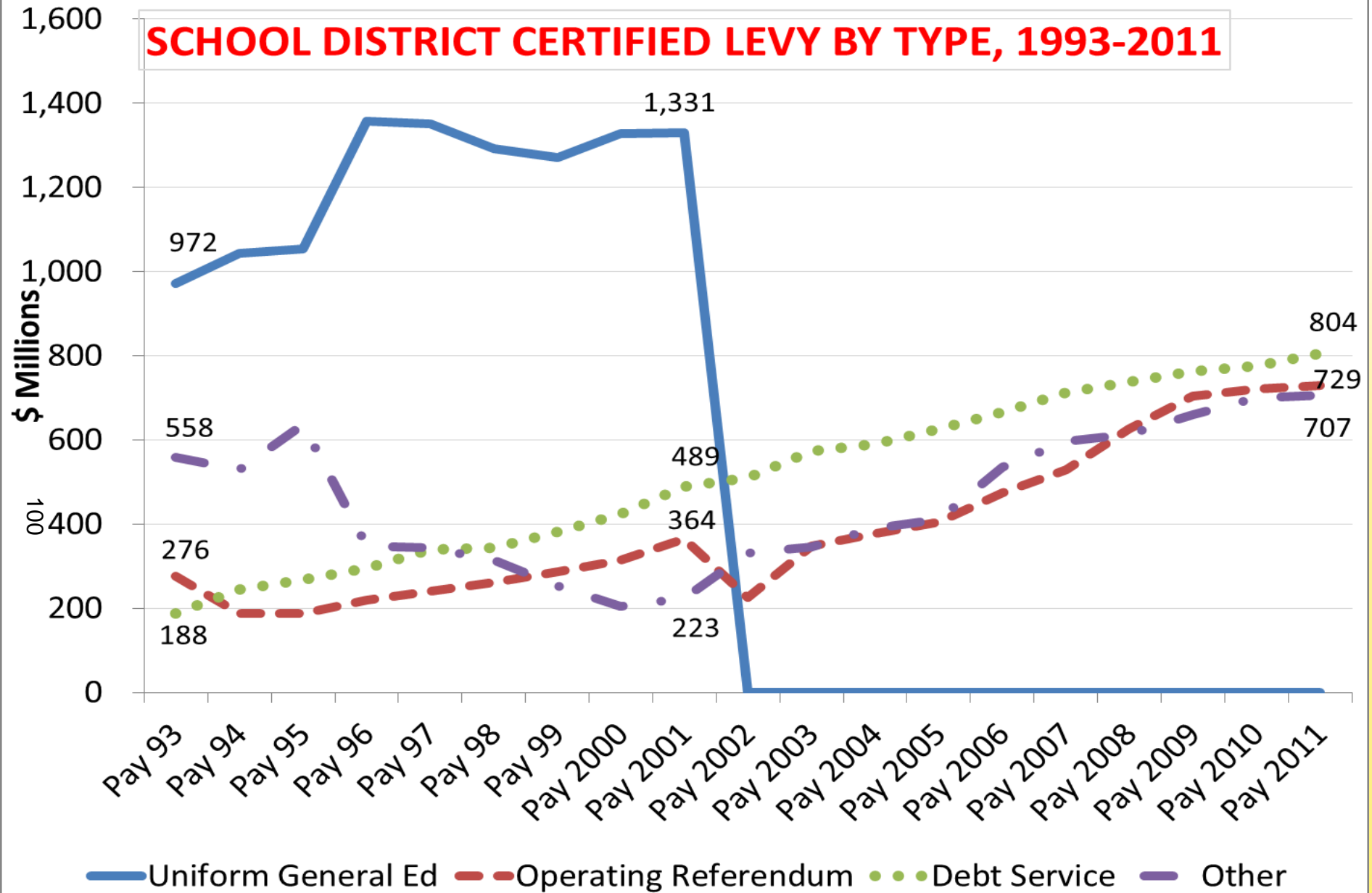
# PK-12 Education as Percent of State General Fund Expenditures, Excluding Shifts, 1970 - 2013



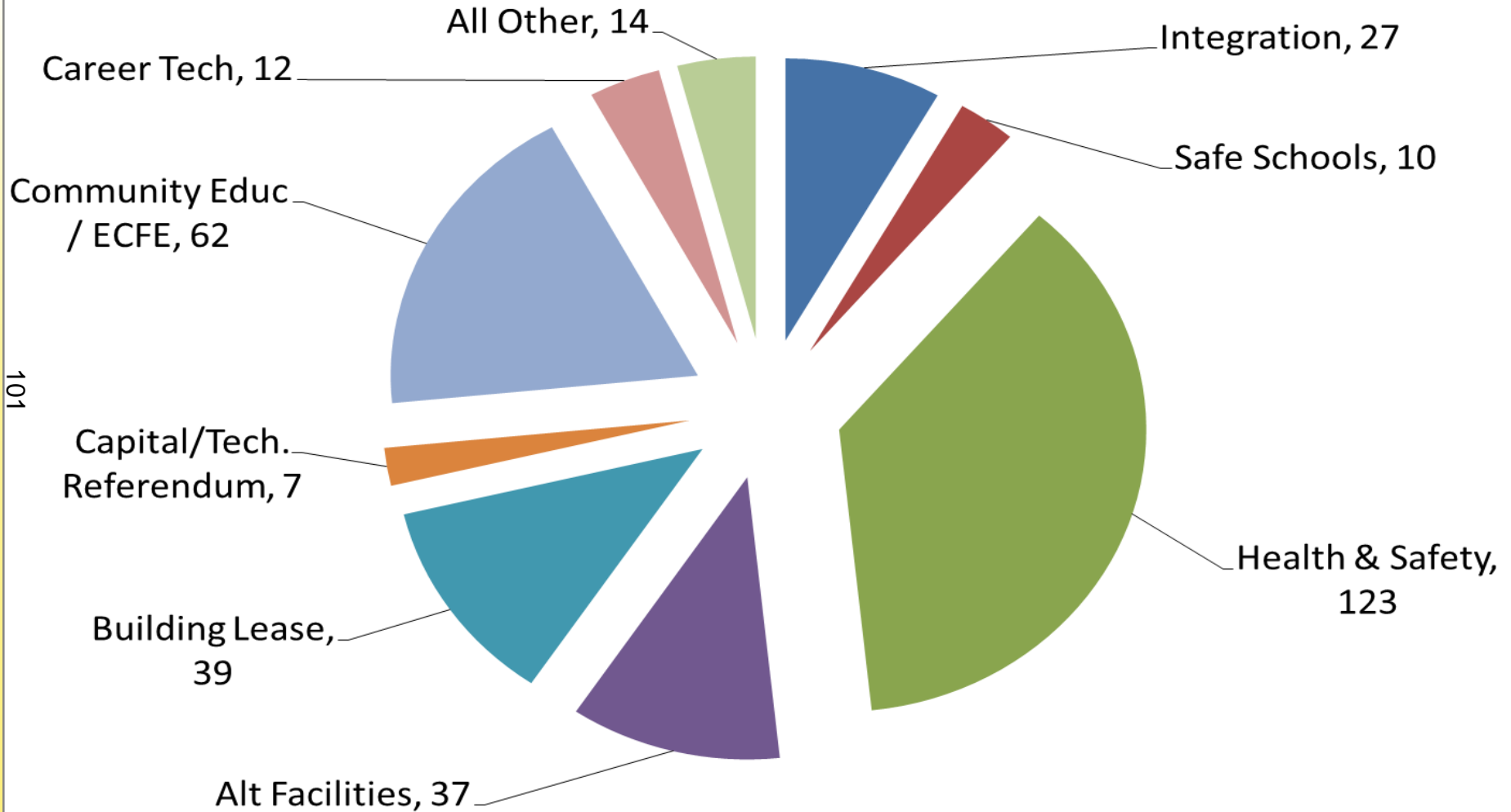
# School vs Non-School Property Tax Levies, 1990-2014



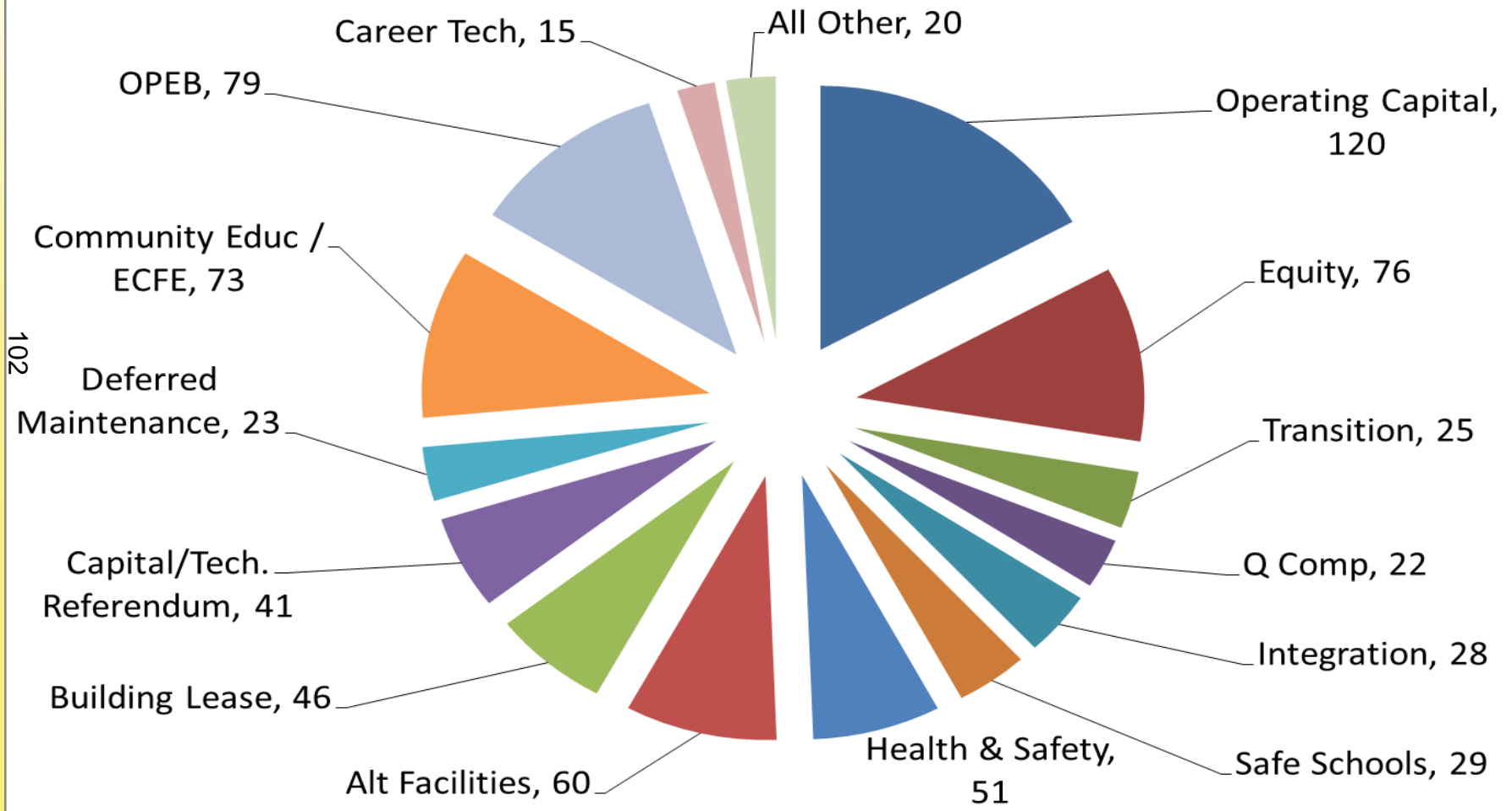
# SCHOOL DISTRICT CERTIFIED LEVY BY TYPE, 1993-2011



# Breakdown of Other School Levies, Pay 2002 \$ in Millions (\$223 Million)

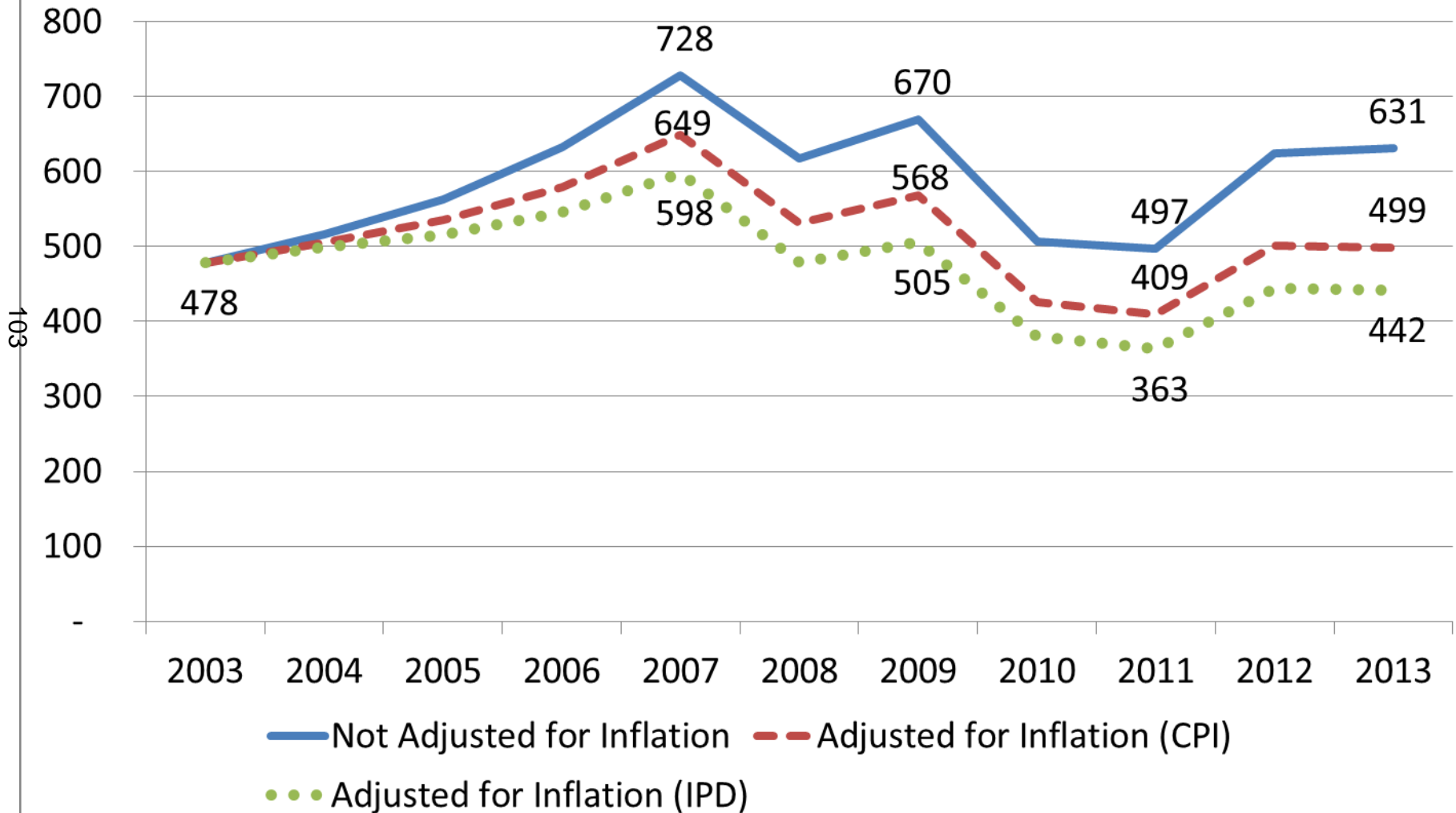


# Breakdown of Other School Levies, Pay 2011 \$ in Millions (\$707 Million)

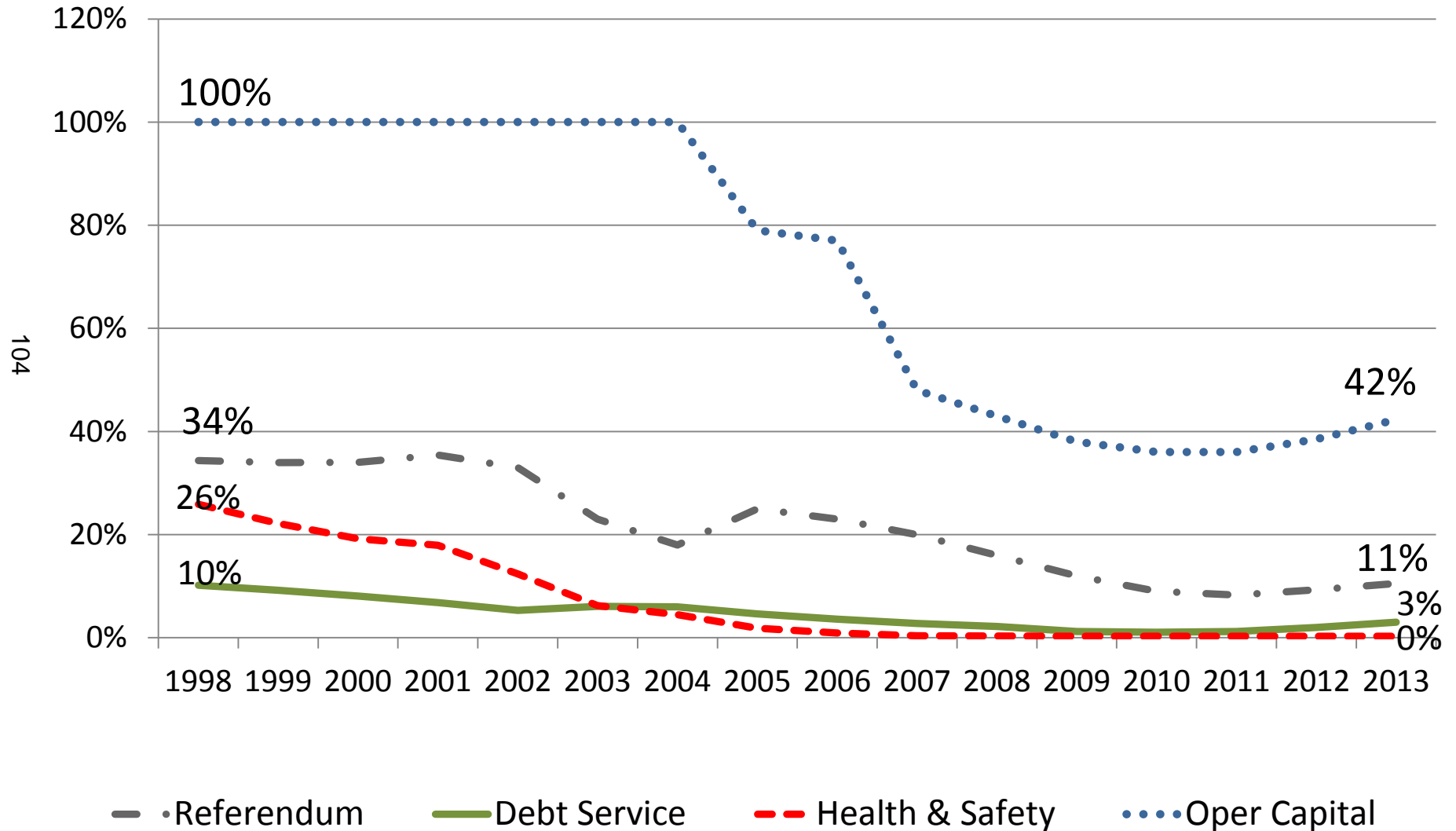


102

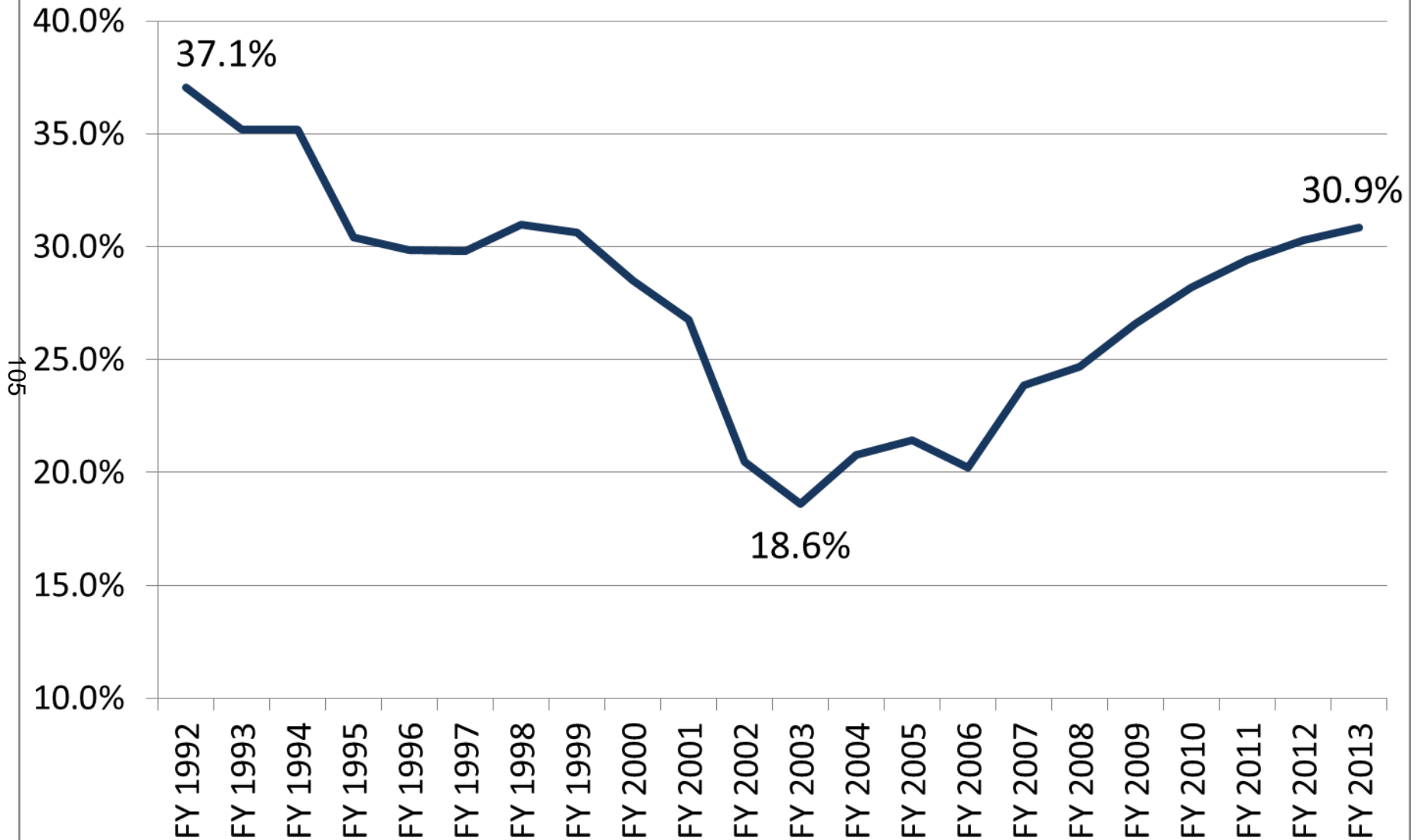
# Special Education Cross Subsidy (Unfunded Cost) per Student



# State Share of Revenue for Major Equalized Levies



## Gap Between 95th and 5th Percentiles of Basic + Referendum + Equity Revenue per Student



# State General Fund Budget End of 2012 Legislative Session

(\$ in millions)

	FY 2012-13	FY 2014-15
Beginning Balance	\$1,289	\$ 1,068
Revenues	33,867	35,861
Spending*	34,086**	36,902
Balance before Reserves	1,068	26
Cash Flow Account	350	350
Budget Reserve	653	653
Stadium Reserve	34	66
Budget Balance	\$ 26	(\$1,047)

\* Net spending after school shifts

\*\* Reflects \$318 million K-12 Education shift buyback

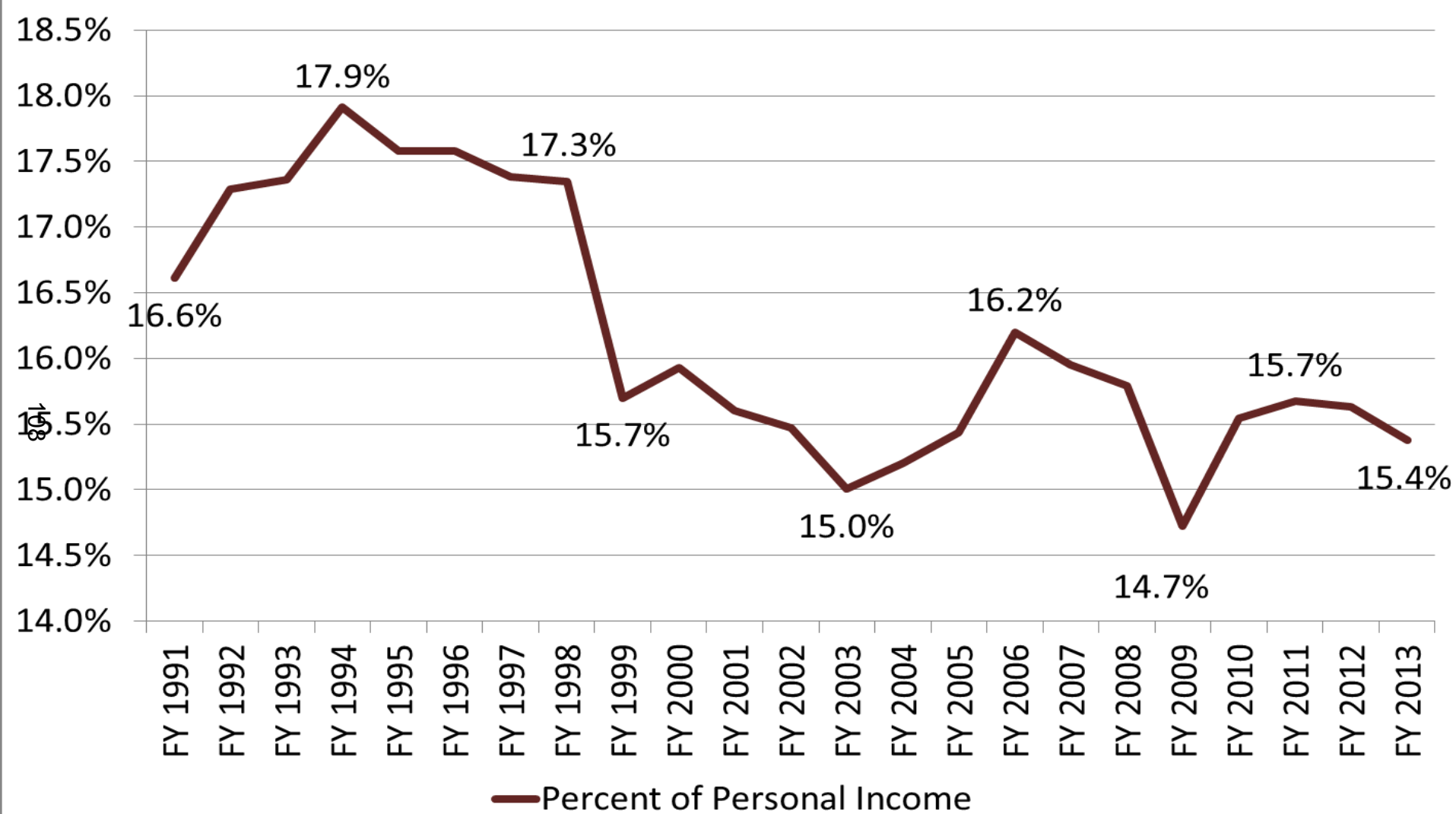
# School Shift Summary

February 2012 Forecast

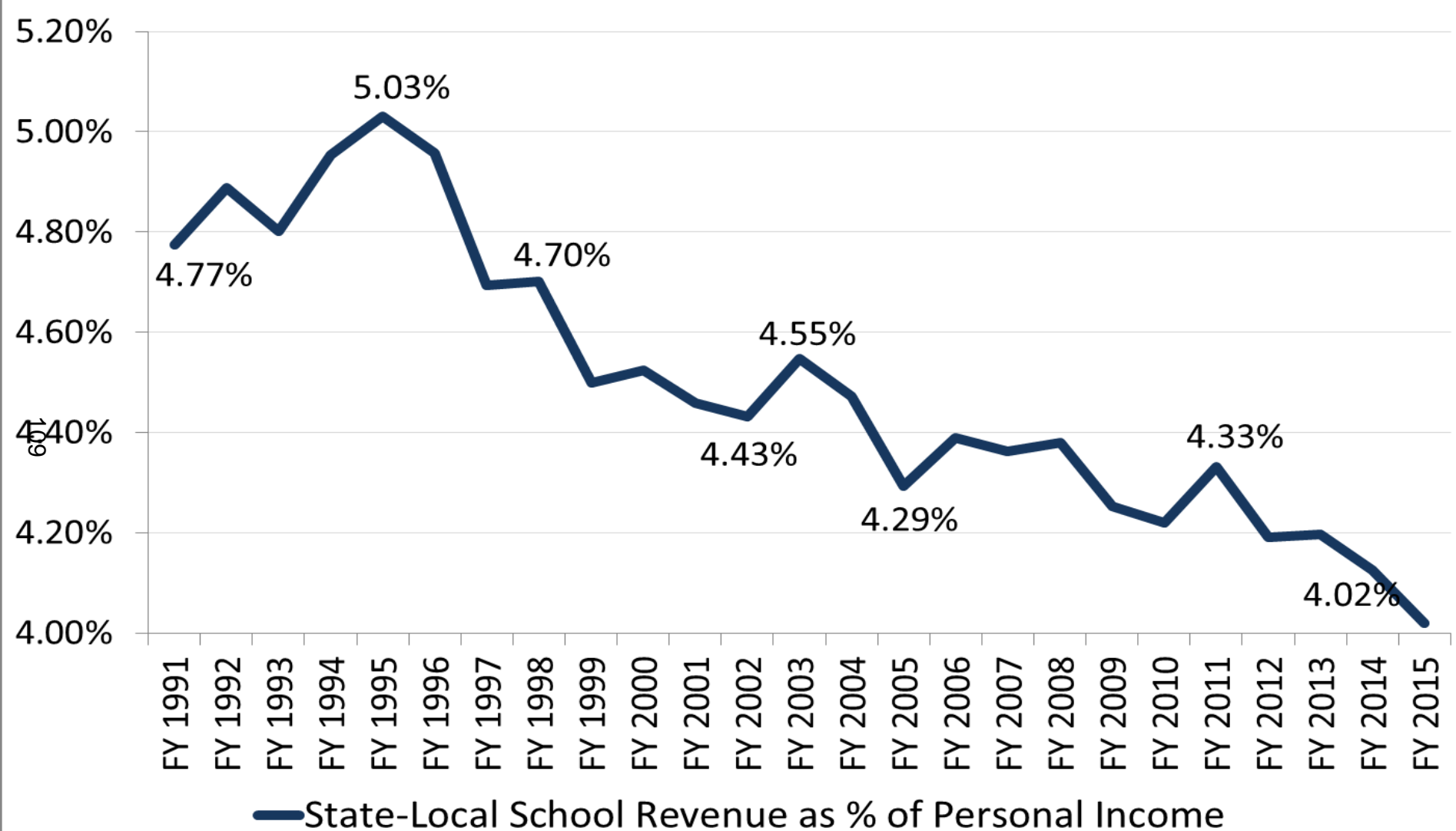
Aid Payment Shift @ 64.3 – 35.7 (vs 90-10)	\$1.873 Billion
Property Tax Shift (@ 48.6% of Gross Levy)	\$563 Million
	<hr/>
Total School Shift (as of 6/30/2013)	\$2.436 Billion

107

# Minnesota State and Local Government Own Source Revenues as a Percent of Personal Income



# State-Local School Revenue as % of Personal Income 2012 End of Session Price of Government Data



# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 1. Every Child has Access to High Quality Kindergarten and Pre-Kindergarten

- All-day kindergarten funding for students in poverty with option to use funding for PreK
- Increased funding for PreK scholarships

110

# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 2. Improve Equity and Uniformity Across Districts

- Strengthen basic general education formula
- Reduce reliance on referendum levies
- Combine several existing school levies into a uniform general education levy -- no net increase in property taxes
- Improve state equalization of school levies

# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 3. Reform special education funding based on student service needs

- Increase state aid to reduce cross subsidies
- Allocate a portion of funding based on district enrollment
- Target excess cost aid to districts with greatest need
- Excess costs shared between resident district and serving district or charter school

112

# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 4. Increase achievement for all and reduce achievement gaps

- Simplify compensatory education funding
- Allow districts greater flexibility to use compensatory funding to close achievement gaps
- Reward growth in student achievement
- Clarify uses of integration revenue and allocate funding based on need

113

# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 5. Simplify funding formulas

- Reduce the number of student counts and pupil unit weightings
- Roll several categorical formulas into the general education formula
- Simplify and improve facilities funding

114

# PreK-12 Education Finance Reform Options Being Considered by Working Group

## 6. Provide a smooth transition to the new funding system

- Revenue increases are phased in over 4 – 6 years
- Hold harmless ensures no districts will receive a reduction in funding

115

# Funding Education for the Future

## Questions for Discussion

**Question 1:** How should education funding be structured to meet the needs of all kids? What changes would you suggest for better use of resources and closing gaps?

**Question 2:** What would be your suggestions for addressing special education needs and the state's cross subsidy (the amount of mandated special education costs that are not currently funded by state or federal government)?

# Funding Education for the Future

## Questions for Discussion

**Question 3:** What role should property taxes play in funding our schools?

117

**Question 4:** Are there ways to simplify education funding while still holding districts and schools accountable for spending decisions and student results?

# Funding Education for the Future

## Questions for Discussion

**Question 5:** How can education funding be more flexible and nimble to reflect changes in our student populations, the delivery of services and ongoing changes in expectations for student success?

**Question 6:** What are some of the unmet needs you see in education?

**Question 7:** What new ideas do you have for improving the delivery of education and how education is funded?

## Fridley Public Schools: The IB Continuum

### AMSD Calendar

**October 5, 2012**

**Board of Directors**

**Meeting, 7:00 a.m., TIES Building, St. Paul**

**October 26, 2012**

**Executive/Legislative Committee Meeting,**

**7:30 a.m., TIES Building, St. Paul**

**November 2, 2012**

**Board of Directors**

**Meeting, 7:00 a.m., TIES Building, St. Paul**

**November 16, 2012**

**Executive/Legislative Committee Meeting,**

**7:30 a.m., TIES Building, St. Paul**

**November 27, 2012**

**Bridging Children's Mental Health and K-12 Education Conference**

**8:00 a.m.—12:00 p.m.  
U of M Continuing Ed Conference Center  
St. Paul**

### AMSD's Mission

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



Association of  
Metropolitan School Districts

Fridley, home of the Fridley Public Schools' Tigers, is known for a small-town atmosphere in the midst of a metro area. The small town atmosphere extends to the school district that serves the central area of the city of Fridley with two elementary schools (K-4), a middle school (5-8), a high school (9-12) and a community center with an area learning center.

Our school district is one of only two school districts in Minnesota that offers K-12 IB programming to all students. The Primary Years Programme (PYP) is offered at our elementary schools, the Middle Years Programme (MYP) is offered at our middle school and high school, and the Diploma Programme (DP) is offered at the high school. Hayes and Stevenson Elementary Schools, Fridley Middle School and Fridley High School are all IB World Schools.

Benefits of the IB continuum include a commitment to offering second language instruction to students in all elementary, middle and high schools, the creation and revision of a rigorous written curriculum, on-going professional development for teachers, and common curriculum structures between the elementary, middle and high schools.

#### THE IB CONTINUUM

Hayes and Stevenson Elementary Schools received authorization from the International Baccalaureate Organization to offer the Primary Years Programme (PYP) in the spring of 2010. The primary goal of the PYP is to develop inquiring, knowledgeable, caring young people who help create a better and more peaceful world through their action. PYP provides a framework for organizing curriculum and delivering instruction. All grade levels focus their curriculum around the same six themes of global significance. These themes are intended to help children engage with their world and the world around them.

Fridley Middle School and Fridley High School were authorized to offer the internationally recognized International Baccalaureate Middle Years Programme in July 2007. The IB MYP provides a challenging, comprehensive curriculum framework that encourages students to make connections between subjects studied and the real world as well as develops critical and reflective thinking skills. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology. Teachers develop their own assessments and may modify the criteria to be age-appropriate in the earlier years of the programme. The overall philosophy of the programme is expressed through three fundamental concepts that support and strengthen all areas of the curriculum; intercultural awareness, holistic learning, and communication.

Fridley High School received authorization from the International Baccalaureate Organization to offer the Diploma Programme (DP) in the spring of 2009. The DP is a rigorous, college-preparatory course

*Continued on page 2*

### From the Chair

If you haven't already done so, please mark your calendar for November 27 and plan to attend AMSD's annual conference. The theme of this year's conference is *Bridging Children's Mental Health and K-12 Education*. With an increasing number of students facing significant mental health challenges, the conference will examine how state policymakers, educators and health care practitioners can build the partnerships and programming our students need to be successful. This promises to be a stimulating conference on a topic of tremendous importance. The conference will run from 8 a.m. to 12 noon and will be held at the University of Minnesota's Continuing Education Center. Registration information will be available soon and will be posted on the AMSD web site.

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

## Fridley Public Schools : The IB Continuum

*Continued from page 1*

of study for juniors and seniors. Students at FHS may choose to take any number of DP courses, or participate in the full IB DP. The DP consists of courses and exams in six academic areas, as well as a course in Theory of Knowledge. Diploma Candidates also complete a program in Creativity, Action, and Service (CAS) and an Extended Essay on a topic of their choice.



**Bully Bosses project**

Several key components transcend all levels of the IB programme. One component is the definition of learner profiles, which articulates the characteristics that high quality learners display. Another component running through all three IB programmes, which also has been a strong tradition in the Fridley school community, is that of community and service. This component serves as a focus for all IB World Schools. For Fridley Public Schools, community and service has always played an important part with our students and now underscores many excellent initiatives that are already happening in our schools. This theme encourages and inspires new activities both in and out of the classroom.

The greater IB organization suggests engaging in issues that touch the entire world such as global poverty, education for all, peace and conflict, global infectious diseases, digital divide, disasters and emergencies. Our own school community joins with the larger world community to address these issues through many activities. This IB theme can be a catalyst for small scale changes making a difference to tackle large scale global issues. These activities span all ages and have an impact on our local, national and international communities.

For example, this past school year, Fridley Middle School students gained national attention through two amazing Public Achievement Projects: Bully Bosses and Above the Clouds. Students teach one another how to handle school bullying through the Bully Bosses project. Their work and message has been broadcast on NPR. Above the Clouds is a project that allows our middle school students to visit and spend quality time with sick children and their families at the Gillette Children's Hospital in St. Paul.

In addition, Stevenson Elementary School students raised money and created special gifts in support of the work of the Angel Foundation. The students raised \$1,000 for the foundation that will help provide monetary support to cover the cost of gas, groceries, rent, etc. to people who are in active cancer treatment.

### MOVING FORWARD

The Fridley School District's motto, "A World-Class Community of Learners" continues to guide the district as an International Baccalaureate World School District.

Fridley Public Schools is one of only two school systems in MN that has been awarded the Carol M. White Physical Education Program (PEP) grant by the U.S. Department of Education. The award, which totals \$431,661, will be used for the district's Fit for Learning Fit for Life initiative that will provide wellness support for students in Grades K-12 to enable them to become physically fit, eat a healthy diet and establish positive habits for long healthy lifestyle.

Fridley High School will also begin implementing Advancement Via Individual Determination (AVID) programming to support college readiness. AVID is a college-preparatory program assisting economically disadvantaged and academically average students by bolstering their study habits, critical thinking, time management and organizational skills.

Fridley High School has been selected as one of the schools that will be participating in the University of Minnesota's Ramp-Up to Readiness during the 2012-2013 school year. Ramp-Up to Readiness is a school-wide guidance program, starting in Grades 6-12, designed to increase the number and diversity of students who graduate from high school with the knowledge, skills and habits necessary for success in a high-quality college program.

*This month's member spotlight was submitted by Jael McLemore, District Communications Coordinator, Fridley Public Schools.*



**Above the Clouds project**

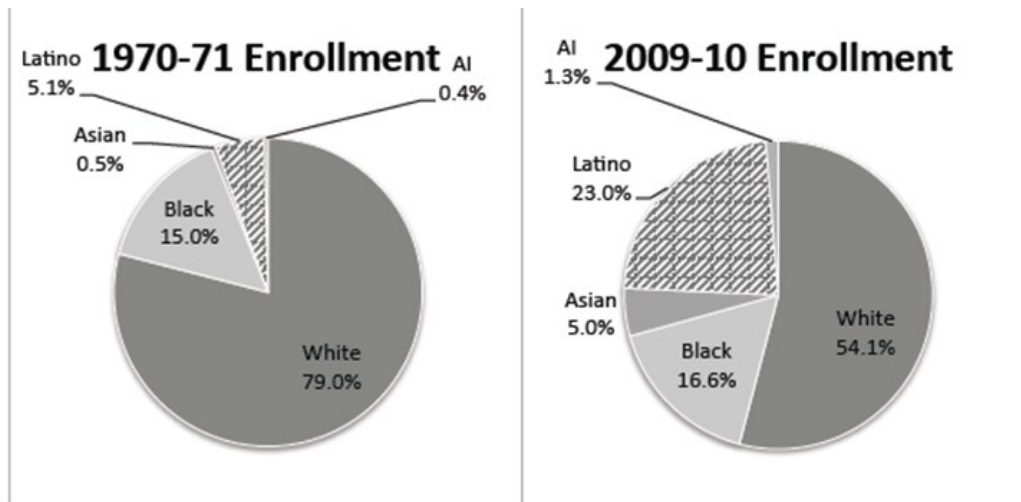
## National Report Shows Increasing School Segregation

Segregation has increased dramatically across the country, especially for Latino students, according to a recently released report from The Civil Rights Project. The report, authored by Gary Orfield, John Kucsera and Genevieve Siegel-Hawley, analyzed data from the National Center on Education Statistics. The report further shows that racially isolated schools continue to have significant overlap with schools of concentrated poverty. Nationwide, the typical black student is now in a school where almost two out of every three classmates are low-income, nearly double the level in schools of the typical white or Asian student. Other key findings in the report include:

- In 1970, nearly four out of every five students across the nation were white, but by 2009, just over half were white.
- Latino enrollment has soared from one-twentieth of U.S. students in 1970 to nearly one-fourth. Latino students are now the dominant minority group in the Western half of the country.
- White students account for just 52% of U.S. first graders nationally.

The vast growth in the diversity of U.S. schools has occurred since 1970. As Figure 1 shows, between 1970 and 2009, the white enrollment fell from four-fifths of U.S. students to little more than half (53.7%). While the growth in the share of black students was modest, the growth in the share of American Indian and Asian students rose significantly. The fastest growth, however, was among Latino students which surged from one twentieth of U.S. students to almost one-fourth of all U.S. students.

Figure 1: Public School Enrollment



Note: AI=American Indian.

Source: U.S. Department of Education, National Center for Education Statistics, Common Core of Data (CCD), Public Elementary/Secondary School Universe Survey Data. Data prior to 1991 obtained from the analysis of the Office of Civil Rights data in Orfield, G. (1983). Public School Desegregation in the United States, 1968-1980. Washington, D.C.: Joint Center for Political Studies.

Continued on page 4

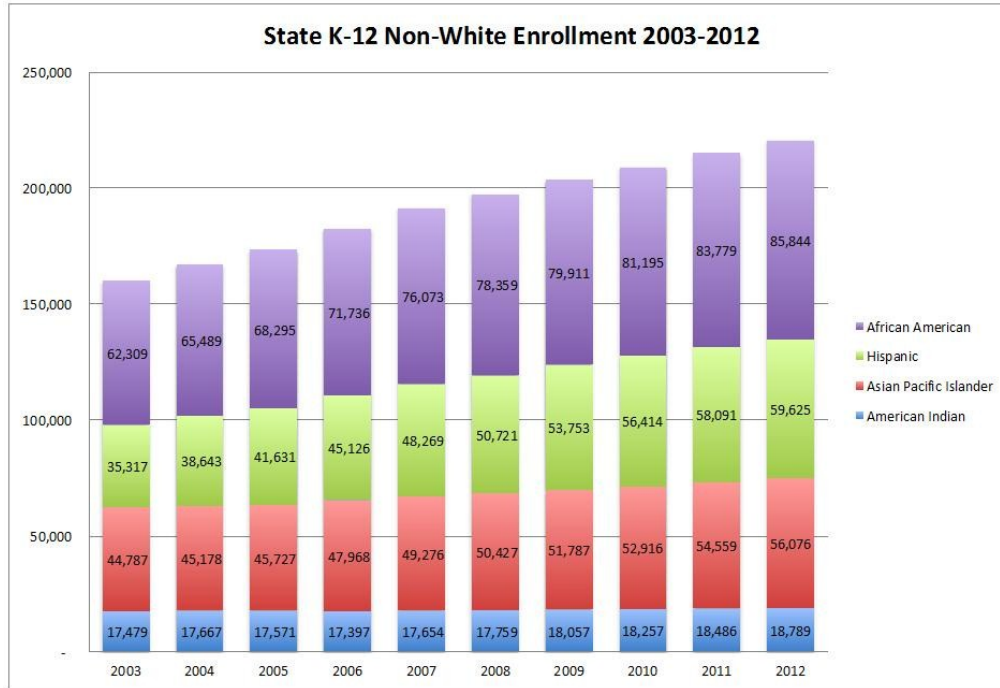
**AMSD Members:** Anoka-Hennepin, Bloomington, Brooklyn Center, Burnsville-Eagan-Savage, Columbia Heights, East Metro Integration District 6067, Eastern Carver County Schools, Eden Prairie, Edina, Elk River, Fridley, Hopkins, Intermediate District 287, Intermediate District 917 (Associate Member), Inver Grove Heights, Lakeville Area, Mahtomedi, Minneapolis, MSU Mankato Center for Engaged Leadership (Associate Member), Minnetonka, Mounds View, North St. Paul/Maplewood/Oakdale, Northeast Metro District 916 (Associate Member), Northwest Suburban Integration District (Associate Member), Orono, Osseo Area Schools, Richfield, Robbinsdale, Rosemount-Apple Valley-Eagan, Roseville, Shakopee, South St. Paul, South Washington County, Spring Lake Park, St. Anthony/New Brighton, St. Cloud Area, St. Louis Park, St. Paul, Stillwater, TIES (Associate Member), Wayzata, West Metro Education Program, West St. Paul, and White Bear Lake.

## Integration Program in Limbo as Diversity Grows

*Continued from page 3*

Minnesota data reflects the changes happening across the nation. In Minnesota, the percent of non-white students has gone from 18.9% of the population in 2003 to 26.25% in 2012. In Figure 2, the non-white enrollment growth is shown from 2003-2012 reflecting continued enrollment diversity. During that same time period, the white student population has declined by 1%.

**Figure 2: Minnesota State K-12 Non-White Enrollment 2003-2012**



Source: MDE Enrollment/2003-2012/Ethnicity Gender/State Data

The report from the Civil Rights Project comes as state policymakers prepare to determine the fate of Minnesota’s Integration Revenue Program. As a result of the 2011 special session education bill, integration revenue is set to expire at the end of FY 2013. The 2011 education bill also established a 12-member Integration Revenue Replacement Task Force charged with developing recommendations to “create and sustain opportunities for students to achieve improved educational outcomes.” The Task Force submitted a bi-partisan report that included comprehensive recommendations for reforming the integration revenue program. The Legislature failed to act on the recommendations during the 2012 session leaving the fate of the program to be determined in the 2013 session.

Total state integration revenue is almost \$94 million with AMSD districts receiving over \$78 million making this an especially critical issue for metro school districts. The ability of metropolitan school districts to offer equitable and integrated learning environments would be threatened with the loss of this funding.

The authors of the Civil Rights Project report stress the importance of maintaining integrated schools. The authors point out that the research is clear that the things that most affect student learning – the knowledge and experience of teachers, the knowledge and attitudes of fellow students, the content of the curriculum, and the level of parental and community support – all tend to be much stronger in integrated schools than in segregated schools.

The full Civil Rights Project report is available at: <http://civilrightsproject.ucla.edu/research/k-12-education/integration-and-diversity/mlk-national/e-pluribus...separation-deepening-double-segregation-for-more-students>

# School Board Planning Calendar 2013

## TENTATIVE

1 <sup>st</sup> Meeting of the Month		2 <sup>nd</sup> Meeting of the Month	
<b>START TIME 6:30 PM</b>			
<b>JANUARY 10, 2013</b> <i>Organizational Meeting</i> Election of Board Officers Oath of Office Data Privacy & Records Bucket (First Read) FY10 Audit Legislative Initiatives		<b>JANUARY 24, 2013</b> Bloomington Withdrawal Update Data Privacy & Records Bucket (Second Read) Financial Report December Strategic Plan Review & Measurement Report	
<b>FEBRUARY 14, 2013</b> District Procedure Schedule Discussion Communication with Local Boards Mentor Connection NEC Vote Superintendent Mid-Year Evaluation Procedure Transportation Presentation		<b>FEBRUARY 28, 2013</b> ALC Plus Update Diversity Report Financial Report February FY11 Budget Revision & FY12 Budget Assumptions Program Withdrawal Report Staff Reduction ULA Resolution Changes for following Year	
<b>MARCH 14, 2013</b> Diversity & Recruitment Report Pay Equity Report		<b>MARCH 28, 2013</b> Financial Report February FY13 Budget Reduction Realignment Proposal Program Reduction Resolution Reduction ULA for tenured staff Proposed District 287 School Calendar 2011-2012	
<b>APRIL 25, 2013</b> <i>(Only one Board meeting this month!)</i>			
Financial Report March Superintendent & Board Evaluation Update		NEC Facility Committee Report	
<b>MAY 9, 2013</b> Career Tech Strategic Plan Report		<b>MAY 23, 2013</b> Financial Report April Non-Renewals/Layoffs Staff Reduction ULA Resolution Spotlight DVD Presentation Probationary Licensed, and Non-Licensed	
<b>JUNE 13, 2013</b> Arts Grant Approval on Consent Agenda Arts Award Recognition ( Student) PLC Data Report Possible TA Clerical Unit Superintendents Evaluation Update Administrative/Unaffiliated Parameters - (Closed Session)		2013-14 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff	<b>JUNE 27, 2013</b> Possible TA Administrative/Unaffiliated Unit Superintendent & School Board Evaluation to plan for Board Retreat outcomes

**INFORMATIONAL ITEMS TO REMEMBER:**

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

**Community use of Facilities Bucket**

# School Board Planning Calendar 2012

1 <sup>st</sup> Meeting of the Month	2 <sup>nd</sup> Meeting of the Month
<b>AUGUST 23, 2012</b> <i>(Only one Board meeting this month!)</i> <b>(Meeting held at NEC Site)</b>	
Administrative Services PLC Approval of Cash Flow Borrowing Resolution C-Train Update District Operations Financial Report July Legislative Session Review & Implications	NEC Facility Committee Report Report on Crisis Planning (Michelle Axell – 10 minutes) Student Rights/Responsibilities Bucket (First Read) Violence Prevention Bucket (Second Read) What Board Members Should Know About Our 2012-2013 Start-Up” (Colleen, Dolly, Char, and Jane)
<b>SEPTEMBER 13, 2012</b>	<b>SEPTEMBER 27, 2012</b>
Superintendent Goals Bloomington – Closed Session Student Rights/Responsibilities Bucket (Second Read) (Goal Bucket Re-organize with website & calendar)	Board Officers/Operations Bucket (First Read) Financial Report August Nondiscrimination/Equal Opportunity Bucket (First Read) PLC’s Results/Goals Report on Crisis Planning
<b>OCTOBER 11, 2012 (Canceled)</b>	
<b>OCTOBER 25, 2012</b>	
Board Officers/Operations Bucket (Second Read) Nondiscrimination/Equal Opportunity Bucket (Second Read) Prior Year Agenda Review	District Administration/Organization Bucket (First Read) Employee Rights & Responsibilities Bucket (First Read) NEC Facility Committee Report Financial Planning/Operations Bucket (First Read) Financial Report September Strategic Plan Update/Innovative Coach
<b>NOVEMBER 8, 2012</b> <i>(Only one Board meeting this month!)</i>	
District Administration/Organization Bucket (Second Read) Employee Rights & Responsibilities Bucket (Second Read) Facilities Management Update Financial Report October	Food Service Resolution NEC Facility Committee Report OPEB Reporting & Funding Financial Planning/Operations Bucket (Second Read) Prior Year Unaudited Fund Balance Report
<b>DECEMBER 13, 2012</b> <i>(Only one Board meeting this month!)</i>	
Financial Report November Facilities Management Update - Energy Audit Digital Copy Certificate (Written Report)	Prior Year Audit Review NEC Facility Committee Report Legislative Initiatives Results Only Work Environment (ROWE)

**INFORMATIONAL ITEMS TO REMEMBER:**

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

**Community use of Facilities Bucket**

**INTERMEDIATE DISTRICT 287**  
**October 25, 2012**  
**SCHOOL BOARD CALENDAR**

25	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
November 2012				
08	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
December 2012				
13	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
<b>TENTATIVE</b>				
<b>January 2013 – December 2013</b>				
-----				
January 2013				
10	Thursday	General Board Meeting	6:30PM	Board Rm
24	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
February 2013				
14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
March 2013				
14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
April 2013				
11	Thursday	General Board Meeting	6:30PM	Board Rm
11	Thursday	Epsilon Family Night	TBD	Epsilon
18	Thursday	North Educ. Center 6 <sup>th</sup> Annual Parent & Caregiver Appreciation Night	6:30PM	Board Rm
-----				
May 2013				
09	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	High School Spring Award Ceremony Hennepin Technical College – Eden Prairie Campus	10:00AM & 12:20 PM	EP Campus
31	Friday	Shady Oak's Graduation (Includes Prairie Center Academy (PCA) and city West Academy)	10:00AM	EP Comm. Ctr.
-----				
June 2013				
06	Thursday	Epsilon Graduation	TBD	Epsilon
13	Thursday	General Board Meeting	6:30PM	Board Rm
27	Thursday	General Board Meeting	6:30PM	Board Rm

◆ General Board Meeting – Date Change

◆ New Event