

# **Intermediate District 287**

Responsive. Innovative. Solutions.



**Intermediate District 287**

**Regular Meeting**

**Thursday, March 28, 2013 6:30 PM**

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### GENERAL MEETING OF THE BOARD

Thursday, March 28, 2013

6:30 PM @ District Service Center Board Room

#### AGENDA

|   | <u>Page #</u> |
|---|---------------|
| 1. CALL TO ORDER (Action)   |               |
| 2. APPROVAL OF GENERAL MEETING AGENDA (Action)  |               |
| 3. OPEN FORUM (Information)   |               |
| 4. APPROVAL OF CONSENT AGENDA (Action)  |               |
| 4. 1. General Board Meeting Minutes from March 14, 2013   | 4             |
| 4. 2. Routine Human Resource Activities for March 28, 2013  | 6             |
| 5. SHARE THE SUCCESS & RECOGNITION - None   |               |
| 6. SUPERINTENDENT'S REPORT - (20 minutes)   |               |
| 6. 1. District Efficiencies 2012-2013 (Information)   | 10            |
| A written summary of efficiencies throughout District 287 during 2012-2013 will be shared as information.   |               |
| 6. 2. FY14 Budget Proposal (Action)   | 13            |
| A written report will be presented and the Board will be asked to approve it.   |               |
| 6. 3. Approval of Proposed 2013-2014 District 287 Calendar (Action)   | 18            |
| The calendar for the 2013-2014 school year will be shared & the Board will be asked to approve it.  |               |
| 6. 4. West Education Center (W-ALT) (Information)   |               |
| Intermediate District 287 is proud to announce the opening of a new alternative learning program at our West Education Center in Minnetonka. West Education Center Alternative (W-ALT) will combine the power of technology and staff experienced in personalizing learning to help all learners succeed. |               |
| 7. INSTRUCTIONAL REPORT - None  |               |
| 8. ADMINISTRATIVE SERVICES REPORT - (75 minutes)  |               |
| 8. 1. Financial Report  |               |
| 8. 1. 1. Approval of Routine Monthly Finance Report (Action)  | 20            |
| Mae Hawkins, Director of Finance will provide an overview of the monthly finance reports and the Board will be asked to approve it.   |               |
| 8. 2. Facilities Report   |               |
| 8. 2. 1. Board Facilities Committee Report (Information)  | 31            |
| Tom Shultz, Director of Facilities will share the remodel at WEC for new West Alternative Learning Center, W-ALT, Program and other topics discussed at the Board Facilities Committee meeting.   |               |
| 8. 2. 2. District Service Center (DSC) Redesign and Furniture Project (Information)   | 35            |
| Tom Shultz, Director of Facilities will share information about this project and questions will be addressed.   |               |
| 8. 3. Human Resource Report   |               |
| 8. 3. 1. Closed Session - Employee (Information)  |               |
| Pursuant to Minnesota Statutes, section 13D.05, subdivisions 2 and 3, this agenda item will be closed for preliminary considerations of allegations against one or more of its employees, and, a discussion with its attorneys.   |               |

8. 3. 2. **Closed Session - Negotiations** *(Information)*

The school board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03.

9. **BOARD BUSINESS** *(Information)*

9. 1. Policy Review & Revision - None

9. 2. Board Reports

9. 2. 1. Chair Report

9. 2. 1. 1. Virtual Get on the Bus Event - April 2, 2013

9. 2. 2. AMSD Report (Ann Bremer)

9. 2. 2. 1. AMSD Connections March 2013 Newsletter 36

9. 2. 3. District News

9. 2. 3. 1. School Board Planning Calendar 40

9. 2. 3. 2. March 28, 2013 Calendar of Events 42

9. 2. 3. 3. Honors Mentor Connection Scholars' Forum - Save the Date 43

9. 3. Once Around the Table

10. **ADJOURNMENT**

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**March 14, 2013**  
**MINUTES**

**1. CALL TO ORDER**

Chair Ann Bremer called the regular meeting to order at 6:21 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

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

Absent: 280/Rowley

Guests: Justin Bader, Katherine Matthews, Prasanna Vankina, Chris Chao, and Sandy Lo

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

287 Staff Members: Dr. Dorothy Welch, Jennifer Nelson, and Gregg Krohn

**2. APPROVAL OF GENERAL MEETING AGENDA**

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

**3. OPEN FORUM FOR COMMUNITY COMMENTS**

**4. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from February 28, 2013. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the Consent Agenda as presented. Motion carried.*

**5. SHARE THE SUCCESS & RECOGNITIONS**

**6. SUPERINTENDENT'S REPORT - None**

**7. INSTRUCTIONAL REPORT – Part 1**

Superintendent Lewandowski introduced Dr. Dorothy Welch, Honors Mentor Connection (HMC) instructor. Dorothy presented to the Board an overview of the program and introduced five HMC students who discussed their areas of emphasis: Justin Bader and Katherine Matthews from Minnetonka High School, Prasanna Vankina and Chris Chao from Wayzata High School, and Sandy Lo from Park Center High School. Their projects, all done in concert with a professional mentor in the community, range from medical research to compiling information on international adoptions to preserving Hmong cultural heritage. On April 24, the HMC Scholar's Forum open house will feature presentations from each of the 64 students currently in the program.

**8. CLOSED SESSION**

At the recommendation of Board Chair Bremer, *a motion was made by Ann Bremer, seconded by Carter Peterson, the school Board may hold a closed meeting to discuss confidential data pursuant to Minnesota statues section 13D.05, Subd.2. All in favor. Motion carried unanimously.* The meeting was closed to the public at 7:01 PM. *A motion was made by Ann Bremer, seconded by Carol Bomben, to reopen the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 7:13 PM.

**9. INSTRUCTIONAL REPORT – Part 2**

Superintendent Lewandowski introduced Anne Becker, General Counsel/Human Resource Director and Jennifer Nelson, Program Facilitator for Professional Learning. Anne and Jennifer led the Board in a workshop session on the Process Communication Model (PCM). This model to increase internal capacity for effective communication is being used throughout the district as a key element of the strategic plan. By learning about PCM, staff will have the effective communication skills required to successfully implement the plan, improving trust and relationships. The model is based on providing ways to move from drama to compassion by being persistent, resourceful, and open.

Jennifer reviewed the district implementation plan that began by training administrators and teacher leaders and in the future will include students. Over 140 district staff has gone through a 1 or 3 day training. 15 staff members have gone through Advanced PCM training. Anne, Jennifer, and Char Myklebust are certified internal trainers.

Anne and Jennifer reviewed with Board members the outcome of their individual personality inventories. Anne demonstrated typical communication from each of the six personality types and ways to invite individuals out of distress. Jennifer reviewed data on the compiled profiles of district staff as well as some common profiles for certain occupations. It is striking that the common profile for a dropout is nearly polar opposite of a secondary teacher. This understanding has tremendous implications for how school staffs approach students who are not being successful.

**10. ADMINISTRATIVE SERVICE REPORTS - None**

**Financial Report**

**Facilities Report**

**Human Resources Report**

**11. BOARD BUSINESS**

**Policy Review & Revision - None**

**Chair Report**

Board Chair Bremer informed the Board on the rescheduled April 2 “Virtual Get on the Bus” event, and the upcoming 287 Staff Retirement Celebration.

**AMSD Report - None**

**Once Around the Table**

**12. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:50 PM.*

The next general meeting will be held on March 28, 2013, at 6:30 PM in the DSC Board Room.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

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

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

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287  
SCHOOL BOARD – March 28, 2013**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- DAVID A. SHLAY, EBD Instructor at Edgewood Education Center, **additional position due to increased enrollment**, effective February 21, 2013, MA, Step 10 – 1.0 FTE.

**B. Temporary**

- MARY J. SLINDE, Interim Assistant Principal at NECA and Literacy Leadership effective February 20, 2013 through June 30, 2013.
- SCOTT SWANSON, Online Math Tutor effective August 1, 2012 through June 30, 2013.

**C. Substitutes**

- Gary Mackey                      Maria Gabler                      Daniel Reiva                      Daniel Stern

**2. Extended Leaves of Absence:**

**A. Unpaid**

- HEATHER M. CISNEROS, DCD Instructor at North Education Center, .2 FTE effective for the 2013-14 school year.
- KIMBERLY DOTY, Program Facilitator at Northwest Tech Center, .2 FTE effective for the 2013-14 school year.
- CYNTHIA FORT REIS, Autism Instructor at the District Service Center, .5 FTE effective for the 2013-14 school year.
- JANE A. FREEMAN, School Social Worker at Northwest Tech Center, .2 FTE effective for the 2013-14 school year.
- DIANE M. GERADS-SCHMIDT, Speech Language Pathologist at the District Service Center, .2 FTE effective for the 2013-14 school year.
- KELLY A. JONES, Instructor D/HH at the District Service Center, medical leave of absence effective February 18, 2013 through June 30, 2013.
- JESSICA S. KAST, EBD Instructor at North Education Center, .2 FTE effective for the 2013-14 school year.
- MELANIE A. LEITE-CARROLL, Physical Therapist at the District Service Center, .2 FTE effective for the 2013-14 school year.
- BARBARA J. LYNCH, Physical Therapist at the District Service Center, .2 FTE effective for the 2013-14 school year.

- NICOLE J. MARTIN, E/BD Instructor at Northwest Tech Center, .1 FTE effective for the 2013-14 school year.
- JANET R. MAYER, Speech Language Pathologist at the District Service Center .1 FTE effective for the 2013-14 school year.
- MARGARET R. OLIVER, D/HH Instructor at the District Service Center, .05 FTE effective for the 2013-14 school year.
- BROOKE PETERSON, Program Facilitator at the District Service Center, .55 FTE effective for the 2013-14 school year.
- JENNIFER L. SCHMITZ, Audiologist at the District Service Center, .05 FTE effective for the 2013-14 school year.
- CYNTHIA A. SHELTON, D/HH Instructor at the District Service Center, .2 FTE effective for the 2013-14 school year.
- SUSAN L. SPIELMANN, DCD Instructor at North Education Center, .2 FTE effective for the 2013-14 school year.
- CHRISTINA L. SUNDAE, School Social Worker at Northwest Tech Center, .2 FTE effective for the 2013-14 school year.
- BARBARA L. WINCHELL, Deaf/Hard of Hearing Instructor at the District Service Center, .2 FTE effective for the 2013-14 school year.

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- DANIELLE C. BERRY, Math Instructor at Headway Academy, effective June 7, 2013.
- MICHAEL DOWNES, School Psychologist at South Education Center, effective June 7, 2013.
- KATHLEEN C. EIDE, Speech Language Pathologist at the District Service Center, effective June 7, 2013.

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

- 

**4. Other:**

- A.** RECOMMEND the Board's approval to credit, Heather Cisneros, EBD Instructor at North Education Center, with four (4) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Phil Balow  
Mary Semmer

Thomas Beers

Mark A. Hoffer

**NON-LICENSED STAFF:**

**1. New Hires:**

**A. Regular**

- SHANNON HURD, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective February 8, 2013 Step 4 Lane 4 +90 credits - .875 FTE.
- ANNA GIFFORD, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective February 21, 2013 Step 4 Lane 5 +BA – .875 FTE.
- BARAK ZIERHUT, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective February 25, 2013 Step 2 Lane 4 +90 credits – .875 FTE.
- NEKA GRAY, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective February 26, 2013 Step 11 Lane 4 +90 credits - .875 FTE.
- STEPHANIE LAWSON, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective March 5, 2013 Step 3 Lane 3 +30 credits - .875 FTE.
- EVELYN RAMSEY, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective March 7, 2013 Step 3 Lane 1 - .875 FTE.
- MELISSA FEUERBACH, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective March 11, 2013 Step 4 Lane 4 +90 credits - .875 FTE.
- DAVID CARUSO, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective March 19, 2013 Step 11 Lane 5 +BA - .875 FTE.

**B. Temporary**

- 

**C. Substitutes**

- |                    |              |                 |
|--------------------|--------------|-----------------|
| • Cori Hildebrandt | Michael Jeff | Kaylee Jacobson |
| • Sean Jarvis      | John Wiley   | Paris Jacobson  |

**2. Extended Leaves of Absence:**

**A. Unpaid**

- LINDA HOLMBERG, Education Assistant at North Education Center, .125 FTE effective for the 2013-14 school year.
- LAURA BOGENREIF, Education Assistant at Northwest Tech Center, .075 FTE effective for the 2013-14 school year.
- TAFTEN COLBAUGH, Interpreter at Northwest Tech Center, .875 FTE effective for the 2013-14 school year.
- SARA BOULGER MALLOY, Education Assistant at West Education Center, .875 FTE effective for the 2013-14 school year.
- KENDRA MOEN, Education Assistant at North Education Center, medical leave effective August 26, 2013 through November 7, 2013.
- LISA DONLEY, Interpreter at the District Service Center, .125 FTE effective for the 2013-14 school year.
- ROSALIE KRANZ, Education Assistant at South Education Center, .2 FTE effective for the 2013-14 school year.
- SCHARREL KRAUSE, Education Assistant at North Education Center, .05 FTE effective for the 2013-14 school year.

**3. Separations:**

**A. Dismissal**

- RACHEL MCCLENDON, Education Assistant at North Education Center effective March 22, 2013.

**B. Resignation**

- JOY HART, Interpreter at the District Service Center, effective February 28, 2013.
- BLAINE MCCUTCHAN, Education Assistant at South Education Center, effective March 11, 2013.
- CRYSTAL SCOTT, Education Assistant at Edgewood Education Center, effective March 15, 2013.

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

- 

**4. Other:**

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

Mary Frush

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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Date: March 18, 2013

To: Intermediate District 287 School Board

From: Sandra Lewandowski, Superintendent

**Re: District Efficiencies 2012-2013**

Work in 2012-13 has once again yielded a substantial list of efficiencies and reflects our efforts to improve the way we operate saving both time and money. A theme for this year's efficiencies is the continued and expanding use of electronic tools to reduce paper and streamline our processes and a re-evaluation of program leadership and non-classroom positions.

#### People

- Administrative positions in Itinerant Services and Care & Treatment Programs were reduced by not filling two administrative positions, namely, the Assistant Director of Special Education and an Assistant Supervisor position thereby reducing administration by 2.0 FTE's this year.
- Staff reductions, including 3.0 FTE program facilitators, in the FY13 budget have been realized after reassignments, resignations, and retirements.
- During the second semester, two grant programs are funding positions to which we have assigned existing staff without backfilling positions: (1) Gateway to College 1.0 FTE coordinator and (2) Math and Science Teacher Academy .5 FTE clerical.
- This year we opened up the in-depth math training series designed for our special education teachers to member districts. Outside enrollment helps pay for two-thirds of the cost, allowing us to train our new teachers without bearing the total cost of the series.
- A shared Student Information Services & Edgewood clerical position was reduced from 1.0 to .5 this Fall.
- We have built internal capacity to train staff on the Process Education Model for communication. We have three trainers in the District who, as part of their regular assignments, have conducted 22 training days on the topic so far this year.
- The Process Education Model for communication also has become the basis for facilitated conversations to resolve workplace disputes. Historically, workplace disputes or staff experiencing difficulties with workplace colleagues were dealt with in one of two ways: 1. investigation to determine the "guilty" party and implementation of a performance improvement plan or imposition of discipline; or 2. if the situation was serious enough (e.g. complaint of a hostile work environment), an outside consultant was brought in to facilitate a discussion. Starting in July of 2012, workplace conflict is addressed through facilitated discussions where the facilitator is in-house. The efficiencies realized are the familiarity of the in-house facilitator with district programs, services and staff, as well as the ability to hold these discussions as quickly as necessary. There is also no additional cost.
- For the first time, Educational Assistants were provided three staff development opportunities at centralized sites and two webinars during late start days, reducing travel time for staff.

- Our Communications Department is now managing the crisis and high profile communications for which we previously had engaged a communications consultant.
- The TIES module, *myTime*, a payroll time entry system has been fully implemented at District 287 for all employees who use a time-sheet. Hours and approvals are now entered online, instead of manually, increasing our accuracy and greatly minimizing manual data entry.
- A new HR-Payroll process has pilot employees using *myLeave*, a TIES module, to request their leave rather than using a paper request form and the entire process from supervisor approval to an updated leave balance on *myView* for the employee is now electronic.
- HR-Payroll Departments have implemented activities, forms, and process flows to increase efficiency and improve accuracy between the two areas. Meetings are now being held with every payroll to determine how employee issues (change in pay, leave time, absenteeism, etc.) will be processed, both through Human Resources and Payroll to make sure they are on the same page. Forms used to calculate payroll have been revised for clarity. This has resulted in decreased paperwork and fewer errors in payroll!
- A new electronic performance evaluation system platform has supervisors completing employee performance evaluations using the *Halogen* system.
- A new hiring process for teachers has been developed and implemented on 3/1/13. The new process includes panel interviews; use of *TeacherFit* to screen all applicants for instructor positions; lesson plan submission prior to interview and teaching demonstration as part of interview. Efficiencies are realized in the group interviews, the enhanced screening of applicants prior to interview selection, and centralizing all administrative tasks related to hiring in the HR department.
- Administrative Services worked with Hanover Research to develop and conduct an internal customer service survey of all 287 staff. Seeking to ascertain the current level of satisfaction with its services including strengths and weakness, 942 employees were contacted via email. 357 employees responded to the survey, providing a respectable 38% response rate. Results indicate that 287 employees are satisfied with the customer service they currently receive from the six departments in Admin Services. Examples of exemplary & unsatisfactory customer service as well as specific suggestions for improvement were provided to each department. Action Plans are now in place for each department in the Division aimed at improving the customer experience they provide 287 staff members.
- Co-locating the 287 Transportation Routing Coordinator in a workspace at the Hopkins transportation office facilitates collaboration for more efficient and cost-effective student transportation.

### Places

- Our Conference Center is projecting a 30% increase in rental revenue over last year. This is due in part to increasing the number of external client contracts (from 23 last year to 46 this year to date) and increasing our seating capacity by 25% in our largest rooms. In addition, we have cut the cost of bottled water consumption by half and added new catering vendors for greater variety and cost effectiveness.
- Employees have enjoyed friendly competition with fellow co-workers with the *Walk Around the Clock* challenge by tracking their daily activity through an online HealthPartners platform that brings staff across 287 together in one virtual location to share the experience and be active.
- All Facilities staff now have the needed equipment to be able to monitor District building automation systems for heating and cooling, security cameras, and card access systems from any location. This permits Facilities staff to monitor and makes changes to all of these systems remotely keeping our sites safe and systems operating well during off hours.
- With the opening of NEC, the Facilities staff members are available for backup and assistance at other sites when needed and because of new skill sets, District Facilities staff can perform more in-house tasks including repairs, reducing the need for vendor expenses.

- The District Service Center, DSC, and Edgewood Education Center, EEC, could qualify for Energy Star designation. Energy Star is a rating system, 0 to 100, based on energy type and consumption of energy showing energy efficiency and low carbon footprint. The EEC is rated at 98 based on building use and size. The DSC is rated at 91 based on similar comparisons.
- A new service delivery model in the Student Information Services department has saved approximately \$7,000 in travel costs now that clerical employees are assigned full days to sites, rather than the DSC.
- A pilot project of the Parent Portal, *Schoolview with FeePay*, was launched at the South Education Center this year. This system allows parents to login and see specific data about their students (grades, attendance, etc.) as well as to pay for lunches and misc. fee's on-line. Thus making it a more efficient and safer way of handling money.

### Things

- An effective partnership between the Teaching & Learning Division and the Finance Department has resulted in the reconfiguration of two enrollment systems to directly take credit card payments using *PayPal*. This allows teachers receiving online professional development and students attending West Suburban Summer School (WSSS) to pay by credit card. This has resulted not only in increased efficiency but increased registrations as well. At this time last year (March 14) we had 566 WSSS registrations, and this year we already have 927 registrations.
- The Finance Department has completely revised all of its Procedures and revamped its web pages with designs and features that enhance customer ease of use and access to information.
- The Finance Department will be implementing *MyBudgetFile*, an online budgeting software. This internet based online budget solution will increase efficiencies and accuracy in our budget development process. The *MyBudgetFile* program integrates with the TIES financial software, eliminating duplication of data entry.
- Special Education referral forms from districts for Itinerant and site-based programs, 45 day placement form, and Care & Treatment enrollment forms are now available online as a fillable document that can be saved and emailed to 287. This will significantly reduce paper copies either faxed or mailed to 287 from referring districts.
- The District's Transportation rates have declined from \$1.72 to \$1.54 per student per mile.
- The process for completion and filing of all forms related to injuries and the Worker's Compensation process are now online. This includes forms, instructions and a list of phone number and contacts for any questions. This has improved our filing process and helped staff receive better service when injured at work.
- All but one Facilities maintenance staff has a Boiler's License permitting a more equitable distribution of boiler check responsibilities.
- Hennepin County contributes over \$1,100,000 annually to support the ALC programs and to meet the mental and chemical health needs of students who have truancy histories, correctional involvement, and mental health needs.
- Minneapolis Public Schools provides \$400,000 of funding to support ALC services for their students who had previously been referred to Success Academy.
- Safe Schools funding has been utilized to pay for eligible expenses in the ALC's and for school resource officers and school-linked mental health services.
- We have completed a printer consolidation project and moved away from a large number of small printers to larger multi-function devices reducing printing costs and labor.
- We have eliminated Sprint phones at NEC, SEC and WEC and replaced them with two-way Motorola radios to significantly reduce monthly recurring service charges.

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

**Regular Meeting – March 28, 2013**

**AGENDA SECTION: SUPERINTENDENT’S REPORT**

**ITEM: FY14 Budget Proposal**

**PRESENTED BY: Superintendent Lewandowski**

**1. Background Information**

This budget proposal includes staffing changes to correspond to planned ADM numbers, program changes and position reductions in District leadership. Additional non-instructional position reductions throughout 287 are expected. These reductions, associated with increased efficiencies and safety & security considerations, are currently being studied. We are planning on an increase in health premiums and TRA contributions and for staff salaries to be consistent with Board parameters for the Local 2209 contract. The plan will result in licensed and non-licensed probationary layoffs and non-instructional layoffs. This plan does not include unrequested leaves of absence (ULAs) of tenured staff. By approving this proposal, the Board will authorize the Superintendent to take all necessary actions related to budget and personnel in the development of the 2013-2014 budget.

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

**3. RECOMMENDED ACTION: The Board will authorize the Superintendent to take all necessary action related to budget and personnel in the development of the 2013-2014 budget 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.**

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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Date: March 18, 2013

To: Intermediate District 287 School Board

From: Sandra Lewandowski, Superintendent

**Re: Budget Proposal for 2013-2014**

This memo provides a summary of historical cost saving information and a proposal for a budget that is consistent with the FY14 Budget Assumptions (attached) and builds on the operational efficiencies put in place in recent years. Efficiencies for 2012-2013 fiscal year have been documented in the attached memo.

Intermediate District 287 has a history of actively looking for ways to minimize costs and pass along savings to member districts. Between 2002-2012 special education staff-to-student ratios have been gradually increased, resulting in larger class sizes. This has occurred even as our students have become more complex. In 2003-2005, contracts were frozen for all employee groups. In 2007 the Extended School Year program was reduced by 45 hours. Reductions in support staff have taken place every year since 2007 as the District has shifted to larger facilities. In FY10 the budget was reduced by approximated \$2.9 million or 4.2% of the revised budget. In FY11 the budget was reduced by an additional \$3.1million or 4.3%. A significant portion of the reductions in the past five years has been related to increased staff ratios in special education and savings in health premiums. Each year, MA revenues are being used to offset special education program expenditures, thereby reducing special education tuition bills.

The budget for 2013-2014 will be developed based on member district planning numbers for Special Education, Teaching and Learning, and Care & Treatment programs. The planned enrollment in the Special Education Division is expected to remain stable next year with the exception of Itinerant Services that will be reduced to reflect fewer planned service days for Augmentative Communication and Deaf/Hard of Hearing. Enrollment in Care & Treatment is also projected to be the same as FY13. In the Teaching and Learning Division, enrollment in the ALC programs is projected to increase up to 50 ADMs due to the new Hennepin Gateway Academy. The recently awarded *Gateway to College* grant will provide start-up funds to establish an ALC program at the Brooklyn Park Campus of HTC. This program will offer dual college and high school enrollment and provide additional supports so that students at risk of dropping out of high school can gain the skills to access post-secondary education and actually start the process of acquiring a post-secondary degree. The planned ADMs in the other Teaching and Learning programs including Career and Technical Education, Honors Mentor Connection, Northern Star Online and World Language enrollment are also expected to be stable for FY14. We will be exiting the Shady Oak site and lease cost savings of \$349,335 per year will be realized. We will begin a new innovative program, West Education Center Alternative, or W-ALT, which will be a prototype for highly personalized learning through a blended online model, focus on individual learning styles and interests and multiple pathways for learning.

Strategic investments will continue to include resources for literacy, innovation, technology and personalized learning next year. Key curriculum advances include expanding the Positive Behavior Intervention and Supports (PBIS) to SECA, the Nurtured Heart program to Edgewood, offering more career tech courses in 287-owned sites, and including math in the standards-based IEPs. We have carefully

examined our instructional leadership model and are planning for a decrease in district wide leadership. A revision of the organizational chart yielded a reduction in facilitators and a slight increase in administrators. This allows us to invest in 2.0 FTE instructional coaches. Overall this represents a 3.5 net reduction in leadership positions.

We will stay within our member-district approved ratios for all programs, and with one small exception, we will not be changing special education ratios next year. However, we are in the process of examining a number of positions across our sites looking for ways to capitalize on the efficiencies that we are seeing with larger sites, improved systems, advances in technology, online tools and an increasing need for safety and security. As a result, we anticipate some non-instructional position reductions for FY14.

Finally, the FY14 budget will include amounts for an increase in costs associated with health premiums, an increase in TRA contributions and will be in line with fiscal parameters for 2209 contract negotiations established by the Board.

In summary, this budget proposal includes staffing changes to correspond to planned ADM numbers, program changes and position reductions in District leadership. Additional non-instructional position reductions throughout 287 are expected. These reductions, associated with increased efficiencies and safety & security considerations, are currently being studied. We are planning on an increase in health premiums and TRA contributions and for staff salaries to be consistent with Board parameters for the Local 2209 contract. The plan will result in licensed and non-licensed probationary layoffs and non-instructional layoffs. This plan does not include unrequested leaves of absence (ULAs) of tenured staff. By approving this proposal, the Board will authorize the Superintendent to take all necessary actions related to budget and personnel in the development of the 2013-2014 budget.

Attachments:

- 1 FY14 Budget Assumptions – Board Approved February, 28 2013
- 2 District 287 Efficiencies 2012-2013

## INTERMEDIATE DISTRICT 287 BASE BUDGET ASSUMPTIONS FY14

### Revenue Assumptions

1. State of MN funding for school districts continues to be uncertain for the next two years. The FY14 budget will be developed assuming no change in state funding levels. The Governor's budget for FY14 includes a 1% increase in the general education formula. Legislative activity as it applies to both District 287 and District 287 member District funding sources will be closely monitored.
2. The FY14 budget will be built based on ADM projections for each program.

#### Special Education:

- ADM's in program areas for FY14 will hold at the same levels as FY13
- There continues to be reduction of itinerant services with related revenue decreases in the areas of Augmentative Communication Specialist and Autism Specialist. These two areas are due to member districts ability to build capacity in their district.
- We anticipate that all Care & Treatment programs will continue to hold at the same levels as FY13.

#### Teaching & Learning:

- Base ADM's in the ALC's are projected at the same level as was produced by current FY13 student count with up to 50 additional ADM added for the new Gateway ALC program at Hennepin Technical College.

- ADM's in all other Teaching and Learning categories, Career and Technical Education, Honor's Mentor Connection, World Languages, Northern Star On-Line, etc. remain similar to current year. . Districts have until March 1 to submit revised planning numbers based on high school registration, and budgets in these areas will reflect the projected need.

- Special Education student support will be provided as appropriate in the ALC and Career and Technical areas with offsetting revenue flowing through the Special Education Uniform Tuition Billing system where possible.

3. District 287 will continue to work with MDE to ensure appropriate funding through the Special Education Uniform Tuition Billing System, including an appeal if necessary.
4. Other revenue will be generated from MDE through the Application for Educational Benefits (Compensatory and Lunch Aids); On-line Learning Aid; grants; from MDHHS for medical assistance claims; and through direct billings for other programs and services.
5. District 287 will continue to bill Member Districts an administrative core fee. That fee was reduced from \$25 to \$11.50 per AMCPU in FY12 and remains at \$11.50.
6. Non-member districts will be charged an access fee for all 287 programs and services they utilize. The non-member access fee was also decreased based upon the proportional share of organizational costs now covered by the MDE Special Education Uniform Tuition Billing System.

7. District 287 will utilize all ALC revenue that is available per statute.
8. Appropriate categories of levy dollars, including Safe Schools, Health & Safety and Lease Levy, will be available from member districts.
9. Revenue needed to fund future separation & severance obligations will be part of the rate structure for each program.

### **Expenditure Assumptions**

1. Expenditure budgets for FY14 will align with revenue projections based upon anticipated ADM's. In ALC and Career and Technical programs, FY13 ADM's fell short of projections. The District will identify budget reductions and utilize fund balance if necessary, to align with revenue projections based upon conservative ADM numbers. Enrollments will be closely monitored. The District will not staff to full projections at the beginning of the year.
2. Budget reductions will also be necessary in areas that are impacted by program withdrawals, i.e. Itinerant Services and ALC overhead.
3. Expenditure adjustments will be made based upon the end of grant funding.
4. Reductions will not impact the District's ability to comply with Federal and State legal mandates.
5. ALC contract revenue from Hennepin County and Minneapolis School District will be used in the ALC Plus for additional student support.
6. Levy dollars available for Safe Schools, Health & Safety and Leases will be utilized to ensure student and staff safety and to minimize impact on member districts' other general fund resources.
7. Expenditures will be aligned and prioritized so as to promote the implementation of the strategic plan and reflect changes in student population.
8. Staff salaries will be budgeted at estimated FY14 amounts based on Board approved parameters for contract negotiations. Cost containment will be sought through negotiations parameters.
9. Costs associated with benefits will be budgeted at estimated FY14 amounts based on provider estimates and Board approved assumptions regarding contract agreements.
10. The FY14 budget will include sufficient funds to cover anticipated separation and severance payments for all current retirees as well as an amount that will build funding for future obligations as per the District's actuarial information.
11. The FY14 budget will be developed in keeping with the Board policy that states that we 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".

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

Regular Meeting – March 28, 2013

**AGENDA SECTION:** SUPERINTENDENT’S REPORT

**ITEM:** Proposed 2013-2014 District 287 School Calendar

**PRESENTED BY:** Superintendent Lewandowski

**1. Background Information**

Approval of Proposed 2013-2014 District 287 School Calendar

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

**3. RECOMMENDED ACTION:** The Board approve the proposed motion regarding Intermediate District 287 2013-2014 School Calendar.

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.

# 2013-2014 School Calendar

## Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

1820 Xenium Lane North, Plymouth, MN 55441 – 763-559-3535

|   |  |
|---|--|
|    | Holiday – No Students/No Staff (All)         |
|   | First and Last day for 10 month clerical     |
|  | New Instructional Staff Academy              |
|  | Staff Development – No Students              |
|  | First and Last Day of school for students    |
|  | No Students/No 2209 Staff                    |
|  | Late Start Days- School begins at 11:30 a.m. |
|  | Curriculum Groups – 8-11:00 a.m.             |

| JULY |    |    |    |    |
|------|----|----|----|----|
| M    | T  | W  | Th | F  |
| 1    | 2  | 3  | 4  | 5  |
| 8    | 9  | 10 | 11 | 12 |
| 15   | 16 | 17 | 18 | 19 |
| 22   | 23 | 24 | 25 | 26 |
| 29   | 30 | 31 |    |    |

July 4 – Holiday

| AUGUST |    |    |    |    |
|--------|----|----|----|----|
| M      | T  | W  | Th | F  |
|        |    |    | 1  | 2  |
| 5      | 6  | 7  | 8  | 9  |
| 12     | 13 | 14 | 15 | 16 |
| 19     | 20 | 21 | 22 | 23 |
| 26     | 27 | 28 | 29 | 30 |

August 14 – First day for 10 month clerical  
August 20-23 - New instructional staff academy  
August 26-30 - Staff Development

| SEPTEMBER |    |    |    |    |
|-----------|----|----|----|----|
| M         | T  | W  | Th | F  |
| 2         | 3  | 4  | 5  | 6  |
| 9         | 10 | 11 | 12 | 13 |
| 16        | 17 | 18 | 19 | 20 |
| 23        | 24 | 25 | 26 | 27 |
| 30        |    |    |    |    |

September 2 – Holiday  
September 3 - First day of school for students  
September 19 - Late start – school begins at 11:30

| OCTOBER |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | Th | F  |
|         | 1  | 2  | 3  | 4  |
| 7       | 8  | 9  | 10 | 11 |
| 14      | 15 | 16 | 17 | 18 |
| 21      | 22 | 23 | 24 | 25 |
| 28      | 29 | 30 | 31 |    |

October 17 & 18 - No students/No 2209 staff

| NOVEMBER |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
|          |    |    |    | 1  |
| 4        | 5  | 6  | 7  | 8  |
| 11       | 12 | 13 | 14 | 15 |
| 18       | 19 | 20 | 21 | 22 |
| 25       | 26 | 27 | 28 | 29 |

November 7 - Late start – school begins at 11:30  
November 27 – No Students/ No 2209 staff  
November 28 & 29 - Holiday

| DECEMBER |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
| 2        | 3  | 4  | 5  | 6  |
| 9        | 10 | 11 | 12 | 13 |
| 16       | 17 | 18 | 19 | 20 |
| 23       | 24 | 25 | 26 | 27 |
| 30       | 31 |    |    |    |

December 23-31 – Winter Break - No students/  
No 2209 staff  
December 24 & 25 - Holiday  
December 31 - Holiday

| JANUARY |    |    |    |    |
|---------|----|----|----|----|
| M       | T  | W  | Th | F  |
|         |    | 1  | 2  | 3  |
| 6       | 7  | 8  | 9  | 10 |
| 13      | 14 | 15 | 16 | 17 |
| 20      | 21 | 22 | 23 | 24 |
| 27      | 28 | 29 | 30 | 31 |

January 1 - No students/No 2209 staff  
January 1 – Holiday/New Year  
January 20 - Holiday/Martin Luther King  
January – 23 - End of 1<sup>st</sup> semester  
January 24 - Staff Development/No students  
January 27 - Start of 2<sup>nd</sup> semester

| FEBRUARY |    |    |    |    |
|----------|----|----|----|----|
| M        | T  | W  | Th | F  |
|          |    |    |    |    |
| 3        | 4  | 5  | 6  | 7  |
| 10       | 11 | 12 | 13 | 14 |
| 17       | 18 | 19 | 20 | 21 |
| 24       | 25 | 26 | 27 | 28 |

February 6 - Late start – school begins at 11:30  
February 17 – Holiday/President's Day

| MARCH |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | Th | F  |
| 3     | 4  | 5  | 6  | 7  |
| 10    | 11 | 12 | 13 | 14 |
| 17    | 18 | 19 | 20 | 21 |
| 24    | 25 | 26 | 27 | 28 |
| 31    |    |    |    |    |

March 7 - Staff Development/No students  
March 31 - No students/No 2209 staff

| APRIL |    |    |    |    |
|-------|----|----|----|----|
| M     | T  | W  | Th | F  |
|       | 1  | 2  | 3  | 4  |
| 7     | 8  | 9  | 10 | 11 |
| 14    | 15 | 16 | 17 | 18 |
| 21    | 22 | 23 | 24 | 25 |
| 28    | 29 | 30 |    |    |

April 1-4 - Spring Break - No students/No 2209 staff  
April 18 - Holiday

| MAY |    |    |    |    |
|-----|----|----|----|----|
| M   | T  | W  | Th | F  |
|     |    |    | 1  | 2  |
| 5   | 6  | 7  | 8  | 9  |
| 12  | 13 | 14 | 15 | 16 |
| 19  | 20 | 21 | 22 | 23 |
| 26  | 27 | 28 | 29 | 30 |

May 8 - Late start – school begins at 11:30  
May – 26 – Holiday/Memorial Day

| JUNE |    |    |    |    |
|------|----|----|----|----|
| M    | T  | W  | Th | F  |
| 2    | 3  | 4  | 5  | 6  |
| 9    | 10 | 11 | 12 | 13 |
| 16   | 17 | 18 | 19 | 20 |
| 23   | 24 | 25 | 26 | 27 |
| 30   |    |    |    |    |

June 6 - Last day of school for students  
June 9 - Staff Development  
June 13 – Last Day for 10 month clerical

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

Regular Meeting – March 28, 2013

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

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

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

**1. Background Information**

The February 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 \$50,421,497, or 61.1% of the Revised Revenue Budget of \$82,490,824. 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 FY12-13, we are receiving cash payments at 82.5% of the entitlement. That compares to 90% in FY08-09, 73% in FY09-10, 70% in FY10-11, and 64.3% in FY11-12. 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 \$47,561,252, or 57.1% of the Revised Expenditure Budget of \$83,352,386.

DDA

Attachments

**2. Fiscal Impact/Funding Source:** None

**3. RECOMMENDED ACTION:** The Board approve the Finance & Donation Report items as presented.

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

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

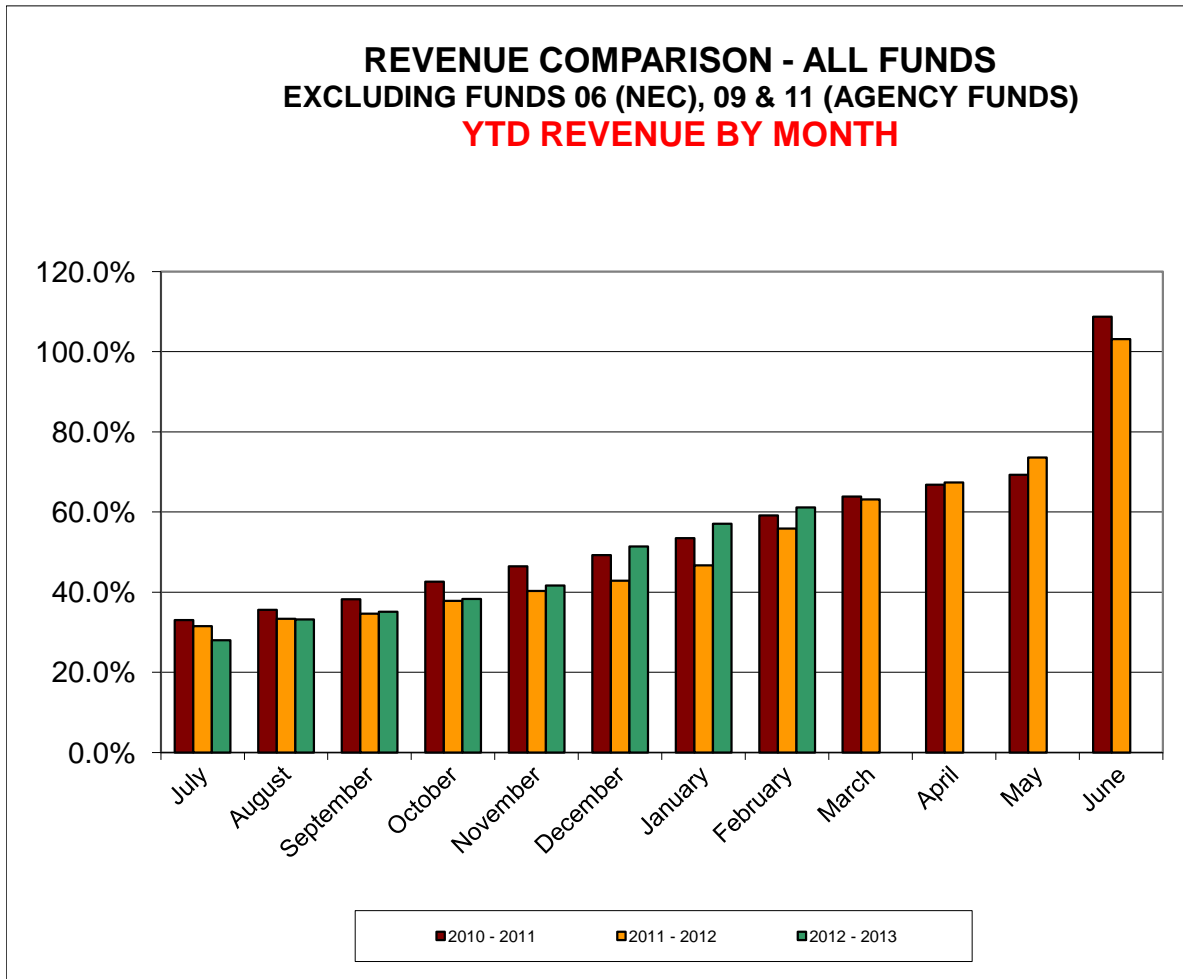
Abstentions: \_\_\_\_\_

# DISTRICT 287

## REVENUE COMPARISON

- EXCLUDING 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        | 28.0%        |
| August        | 1,917,864         | 35.6%         | 1,547,432         | 33.4%         | 4,277,483         | 33.2%        |
| September     | 1,976,441         | 38.2%         | 1,014,685         | 34.6%         | 1,595,333         | 35.1%        |
| October       | 3,267,074         | 42.6%         | 2,606,586         | 37.8%         | 2,620,908         | 38.3%        |
| November      | 2,880,502         | 46.4%         | 2,065,709         | 40.3%         | 2,772,203         | 41.6%        |
| December      | 2,114,810         | 49.2%         | 2,114,041         | 42.9%         | 8,060,459         | 51.4%        |
| January       | 3,197,405         | 53.5%         | 3,139,401         | 46.7%         | 4,673,693         | 57.1%        |
| February      | 4,262,556         | 59.1%         | 7,524,683         | 55.9%         | 3,338,082         | 61.1%        |
| 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%        | 24,252,121        | 103.1%        |                   |              |
| <b>TOTAL</b>  | <b>81,739,588</b> | <b>108.7%</b> | <b>84,712,582</b> | <b>103.1%</b> | <b>50,421,497</b> | <b>61.1%</b> |
| <b>BUDGET</b> | <b>75,178,488</b> |               | <b>82,141,328</b> |               | <b>82,490,824</b> |              |



REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report  
 STATEMENT OF REVENUE  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 02/01/13 TO 02/28/13

RUN: THU 032113 09:12 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 | 02/01/13 TO 02/28/13 | FISCAL YEAR 201207 RECEIVED THRU 02/28/13 | REMAINING ON 02/28/13 | PERCENT REMAINING |
|-------------------------------|-------------------|----------------|----------------------|---|-----------------------|-------------------|
| 01 GENERAL FUND               | 18,549,637.64     | 17,627,184     | 265,773.68           | 7,941,457.62                              | 9,685,726.38          | 54.94 %           |
| 02 FOOD SERVICE FUND          | 364,196.44        | 614,905        | 38,656.53            | 165,527.11                                | 449,377.89            | 73.08 %           |
| 04 COMMUNITY SERVICE FUND     | 236,201.05        | 212,196        | 13,290.75            | 81,833.64                                 | 130,362.36            | 61.43 %           |
| 06 BUILDING CONSTRUCTION FUND | 43,176.26         | 98,607         | 0.00                 | 98,584.70                                 | 22.30                 | 0.02 %            |
| 07 DEBT SERVICE FUND          | 5,666,623.62      | 5,163,238      | 19,659.50            | 1,660,554.93                              | 3,502,683.07          | 67.83 %           |
| 08 TRUST FUND                 | 543,411.13        | 536,643        | 30,530.25            | 274,348.06                                | 262,294.94            | 48.87 %           |
| 10 SCHOLARSHIP FUND           | 52,597.25         | 0              | 0.00                 | 0.00                                      | 0.00                  | 0.00 %            |
| 12 ALC-ACADEMIC               | 9,728,396.17      | 9,400,367      | 566,894.17           | 6,469,075.53                              | 2,931,291.47          | 31.18 %           |
| 13 CAREER & TECH              | 1,701,733.42      | 1,400,625      | 0.00                 | 1,018,423.96                              | 382,201.04            | 27.28 %           |
| 14 SPECIAL EDUCATION          | 47,301,531.63     | 47,051,456     | 2,345,527.42         | 32,506,169.47                             | 14,545,286.53         | 30.91 %           |
| 20 INTERNAL SERVICE FUND      | 539,254.78        | 457,010        | 56,337.54            | 291,140.61                                | 165,869.39            | 36.29 %           |
| 41 DONATIONS                  | 704.62            | 0              | 90.00                | 480.00                                    | 480.00-               | 0.00 %            |
| 51 STUDENT CLUBS              | 28,294.67         | 27,200         | 1,321.76             | 12,485.93                                 | 14,714.07             | 54.09 %           |
| *** REPORT TOTALS:            | 84,755,758.68     | 82,589,431     | 3,338,081.60         | 50,520,081.56                             | 32,069,349.44         | 38.82 %           |

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# DISTRICT 287

## EXPENDITURE COMPARISON

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

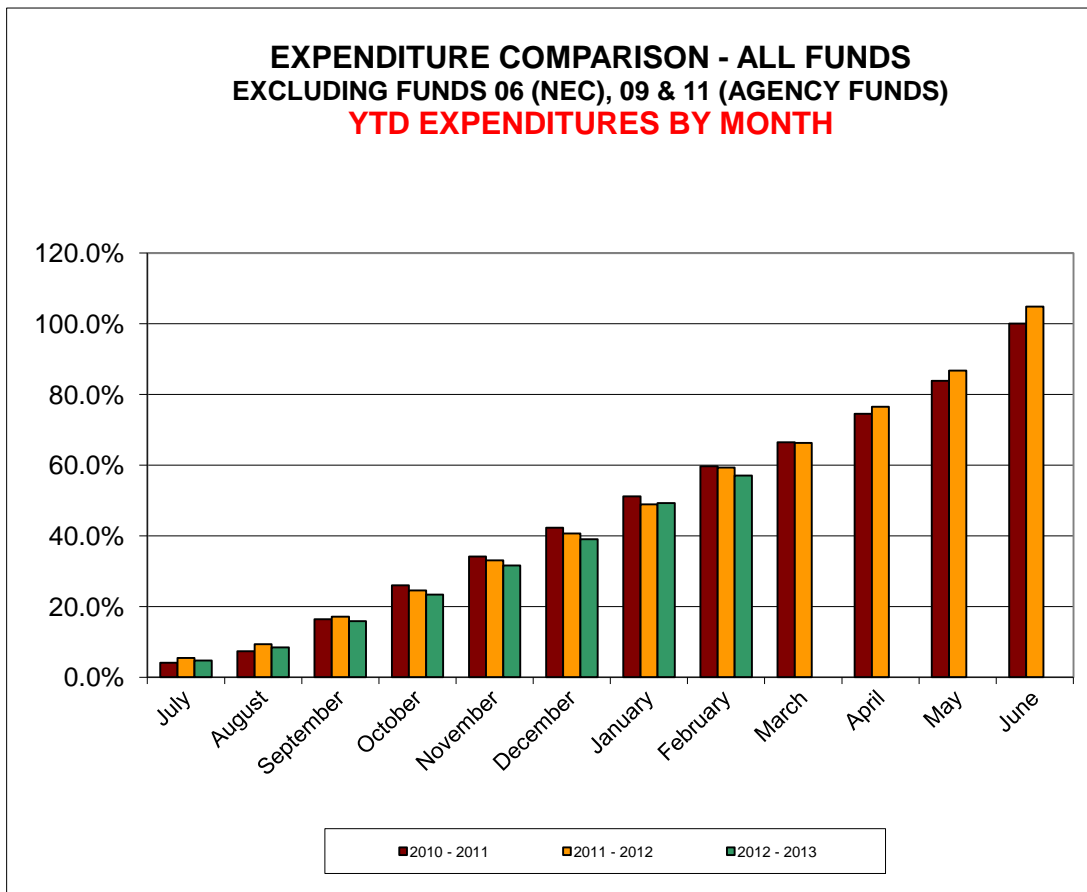
| Month         | 2010 - 2011       |                    | 2011 - 2012       |                     | 2012 - 2013       |              |
|---------------|-------------------|--------------------|-------------------|---------------------|-------------------|--------------|
|               | \$ Amount         | % of Budget        | \$ Amount         | % of Budget         | \$ Amount         | % of Budget  |
| July          | 2,997,044         | 4.0%               | 4,426,791         | 5.4%                | 3,922,779         | 4.7%         |
| August        | 2,470,164         | 7.4%               | 3,242,009         | 9.4%                | 3,118,331         | 8.4%         |
| September     | 6,695,052         | 16.4% <sup>1</sup> | 6,314,818         | 17.1%               | 6,204,141         | 15.9%        |
| October       | 7,071,964         | 26.0%              | 6,114,673         | 24.6%               | 6,207,454         | 23.3%        |
| November      | 6,026,323         | 34.1%              | 6,924,324         | 33.0%               | 6,868,339         | 31.6%        |
| December      | 6,049,172         | 42.3%              | 6,234,872         | 40.7%               | 6,204,082         | 39.0%        |
| January       | 6,554,858         | 51.2%              | 6,740,058         | 48.9%               | 8,516,139         | 49.2%        |
| February      | 6,315,161         | 59.7%              | 8,521,079         | 59.3%               | 6,519,986         | 57.1%        |
| 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%             | 14,816,672        | 104.9% <sup>4</sup> |                   |              |
| <b>TOTAL</b>  | <b>74,020,282</b> | <b>100.0%</b>      | <b>85,761,367</b> | <b>104.9%</b>       | <b>47,561,252</b> | <b>57.1%</b> |
| <b>BUDGET</b> | <b>74,008,146</b> |                    | <b>81,786,192</b> |                     | <b>83,352,386</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)



DIST 0287 Intermediate District 287  
 STATEMENT OF EXPENDITURES  
 ACCOUNTING PERIOD 02/01/13 TO 02/28/13

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 | 02/01/13 TO 02/28/13 | FISCAL YEAR 201207 EXPENDED THRU 02/28/13 | ENCUMBERED THRU 02/28/13 | REMAINING ON 02/28/13 | PERCENT REMAINING |
|-------------------------------|-------------------|----------------|----------------------|---|--------------------------|-----------------------|-------------------|
| 01 GENERAL FUND               | 21,995,309.30     | 18,725,908     | 1,013,507.93         | 11,071,877.53                             | 1,478,497.66             | 6,175,532.81          | 32.97 %           |
| 02 FOOD SERVICE               | 364,196.44        | 614,905        | 107,793.45           | 339,439.22                                | 124,588.29               | 150,877.49            | 24.53 %           |
| 04 COMMUNITY SERVICE FUND     | 215,125.60        | 233,274        | 11,655.34            | 130,545.42                                | 45.00                    | 102,683.58            | 44.01 %           |
| 06 BUILDING CONSTRUCTION FUND | 26,403,270.70     | 793,312        | 0.00                 | 793,311.72                                | 127,723.90               | 127,723.62            | 16.10 %           |
| 07 DEBT SERVICE FUND          | 4,332,730.63      | 3,973,669      | 397,795.00           | 3,972,568.76                              |                          | 1,100.24              | 0.02 %            |
| 08 TRUST FUND                 | 536,642.32        | 536,643        | 30,530.25            | 276,617.15                                |                          | 260,025.85            | 48.45 %           |
| 10 SCHOLARSHIP FUND           | 7,010.18          | 0              | 0.00                 | 8,868.77                                  |                          | 8,868.77              | 0.00 %            |
| 12 ALC-ACADEMIC               | 9,548,579.71      | 9,488,295      | 769,822.35           | 5,367,847.65                              | 483,740.00               | 3,636,707.35          | 38.32 %           |
| 13 CAREER & TECH              | 1,966,969.13      | 1,529,223      | 71,732.05            | 736,976.26                                | 11,441.00                | 780,805.74            | 51.05 %           |
| 14 SPECIAL EDUCATION          | 46,309,734.31     | 47,766,259     | 4,077,458.55         | 25,426,892.86                             | 544,171.09               | 21,795,195.05         | 45.62 %           |
| 20 INTERNAL SERVICE FUND      | 457,010.40        | 457,010        | 36,391.45            | 217,949.47                                |                          | 239,060.53            | 52.30 %           |
| 51 STUDENT CLUBS              | 28,058.97         | 27,200         | 3,299.83             | 11,668.68                                 | 1,413.04                 | 14,118.28             | 51.90 %           |
| *** REPORT TOTALS:            | 112,164,637.69    | 84,145,698     | 6,519,986.20         | 48,354,563.49                             | 2,771,619.98             | 33,019,514.53         | 39.24 %           |

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*Partner in Education*

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DATE: **March 20, 2013**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- |  |                                  |
|--|----------------------------------|
| 1. Claim payments for: <b>February 2013</b>  | Totalling <u>\$ 3,934,540.76</u> |
| a) Check #'s 490307 - 490562<br>and Wire Transfers - #'s 2386 - 2393, 3080, 70011515 - 70011695, 80000395 - 80000412<br>and P-Card Purchases - #'s 90000019 - 90000026 |                                  |
| 2. Payroll for: February 2013  | Totalling <u>\$ 2,346,699.43</u> |
| a) Check #'s 675566<br>b) Direct Deposit #'s 227833 - 229748<br>and Wire Transfers - #'s 4093  |                                  |
| 3. Receipts for: February 2013   | Totalling <u>\$ 4,120,698.18</u> |
| a) Receipt #'s 132211 - 132380   |                                  |
| 4. Investments at end of month   | Totalling <u>\$ 7,150,115.86</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  
INVESTMENTS ON HAND  
FEBRUARY 28, 2013**

| INV<br>NBR               | INSTITUTION                                   | INV<br>TYPE | RATE OF<br>RETURN (%) | PURCHASE<br>DATE | MATURITY<br>DATE | AMOUNT<br>INVESTED                 |                     |
|--------------------------|---|-------------|-----------------------|------------------|------------------|------------------------------------|---------------------|
| 3433                     | BANK OF INDIA CD N.Y.N.Y.BK CD                | CD/COUP     | 0.400                 | 09/12/12         | 03/13/13         | 249,000.00                         |                     |
| 3434                     | BANK HAPOALIM CD N.Y.N.Y. BK CD               | CD/COUP     | 0.300                 | 09/14/12         | 03/14/13         | 249,000.00                         |                     |
| 3435                     | 1ST NIAGARA CD BUFFALO N.Y. CD                | CD/COUP     | 0.300                 | 09/14/12         | 03/14/13         | 249,000.00                         |                     |
| 3436                     | GE CAP RET BK DRAPER UT CD                    | CD/COUP     | 0.300                 | 09/14/12         | 03/14/13         | 249,000.00                         |                     |
| 3437                     | MERRICK BANK CD SOUTH JORDAN UT CD            | CD/COUP     | 0.250                 | 09/19/12         | 03/19/13         | 249,000.00                         |                     |
| 3439                     | BANCO POPULAR CD HATO REY PR CD               | CD/COUP     | 0.350                 | 09/19/12         | 03/19/13         | 249,000.00                         |                     |
| 3440                     | BANK CHINA NY CD NEW YORK CITY N.Y. CD        | CD/COUP     | 0.300                 | 09/19/12         | 03/19/13         | 249,000.00                         |                     |
| 3441                     | BANK BARODA CD NEW YORK CITY N.Y.CD           | CD/COUP     | 0.350                 | 09/19/12         | 03/19/13         | 249,000.00                         |                     |
| 3442                     | WORLD FINANCIAL NTRWK BANK WILMINGTON D.E. CD | CD/COUP     | 0.450                 | 09/19/12         | 03/19/13         | 200,000.00                         |                     |
| 3443                     | FOX CHASE BK HATBORO PA CD                    | CD/COUP     | 0.250                 | 09/19/12         | 03/19/13         | 249,000.00                         |                     |
| 3444                     | ST BK OF INDIA CD CHICAGO IL CD               | CD/COUP     | 0.400                 | 09/20/12         | 03/20/13         | 249,000.00                         |                     |
| 3445                     | BBCN BK LOS ANGEL LOS ANGELES CA CD           | CD/COUP     | 0.250                 | 09/21/12         | 03/21/13         | 249,000.00                         |                     |
| 3446                     | MEDALLION BANK CD SALT LAKE CITY UT CD        | CD/COUP     | 0.250                 | 09/21/12         | 03/21/13         | 249,000.00                         |                     |
| 3449                     | GLACIER BANK CD KALISPELL MT CD               | CD/COUP     | 0.250                 | 09/26/12         | 03/26/13         | 249,000.00                         |                     |
| 3450                     | FRANKLIN BK CD PLAINS TOWNSHIP PA CD          | CD/COUP     | 0.200                 | 09/25/12         | 03/25/13         | 249,000.00                         |                     |
| 3452                     | FED SVGS BK CD OVERLAND PARK KS CD            | CD/COUP     | 0.200                 | 09/27/12         | 03/27/13         | 207,000.00                         |                     |
| 3454                     | APPLE BANK MANHASSET NY CD                    | CD          | 0.150                 | 01/23/13         | 03/19/13         | 249,000.00                         |                     |
| 3455                     | TCF SIOUS FALLS SD CD                         | CD          | 0.150                 | 01/23/13         | 03/25/13         | 249,000.00                         |                     |
| 3456                     | BK MAN CALI CD EL SEGUNDO CA CD               | CD          | 0.150                 | 01/23/13         | 04/30/13         | 249,000.00                         |                     |
| 3457                     | MIZRAH TEFAHOT CD LOS ANGELES CA              | CD          | 0.200                 | 01/23/13         | 04/30/13         | 249,000.00                         |                     |
| 3458                     | SOVEREIGN BANK CD WILLINGTON DE CD            | CD          | 0.200                 | 01/23/13         | 07/30/13         | 249,000.00                         |                     |
| 3459                     | CFG CMNTY BANK CD BALTIMORE MD                | CD          | 0.300                 | 01/29/13         | 05/14/13         | 249,000.00                         |                     |
| 3460                     | FIFTHTHIRD BANK CINCINNATI OH                 | CD          | 0.300                 | 01/29/13         | 08/06/13         | 249,000.00                         |                     |
| 3461                     | ROCKVILLE BK VERNON ROCKVILLE CT              | CD          | 0.200                 | 01/29/13         | 08/08/13         | 249,000.00                         |                     |
|                          | TOTAL CD'S                                    |             |                       |                  |                  | 5,885,000.00                       |                     |
|                          | CD CURRENT MARKET VALUE GAIN                  |             |                       |                  |                  | 3,365.73                           |                     |
|                          | CASH  |             |                       |                  |                  | 35.16                              |                     |
|                          | WESTERN ASSET INST GOV                        |             |                       |                  |                  | 1,010,509.40                       |                     |
|                          |   |             |                       |                  |                  | <b>6,898,910.29</b>                |                     |
| **                       | WELLS FARGO- REMAINING SEC LOAN PROCEEDS      | MM/BONDS    | VARIES                | NA               | NA               | 251,205.57                         |                     |
| <b>FEBRUARY 28, 2013</b> |   |             |                       |                  |                  | <b>INVESTMENTS AT END OF MONTH</b> | <b>7,150,115.86</b> |

# 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)

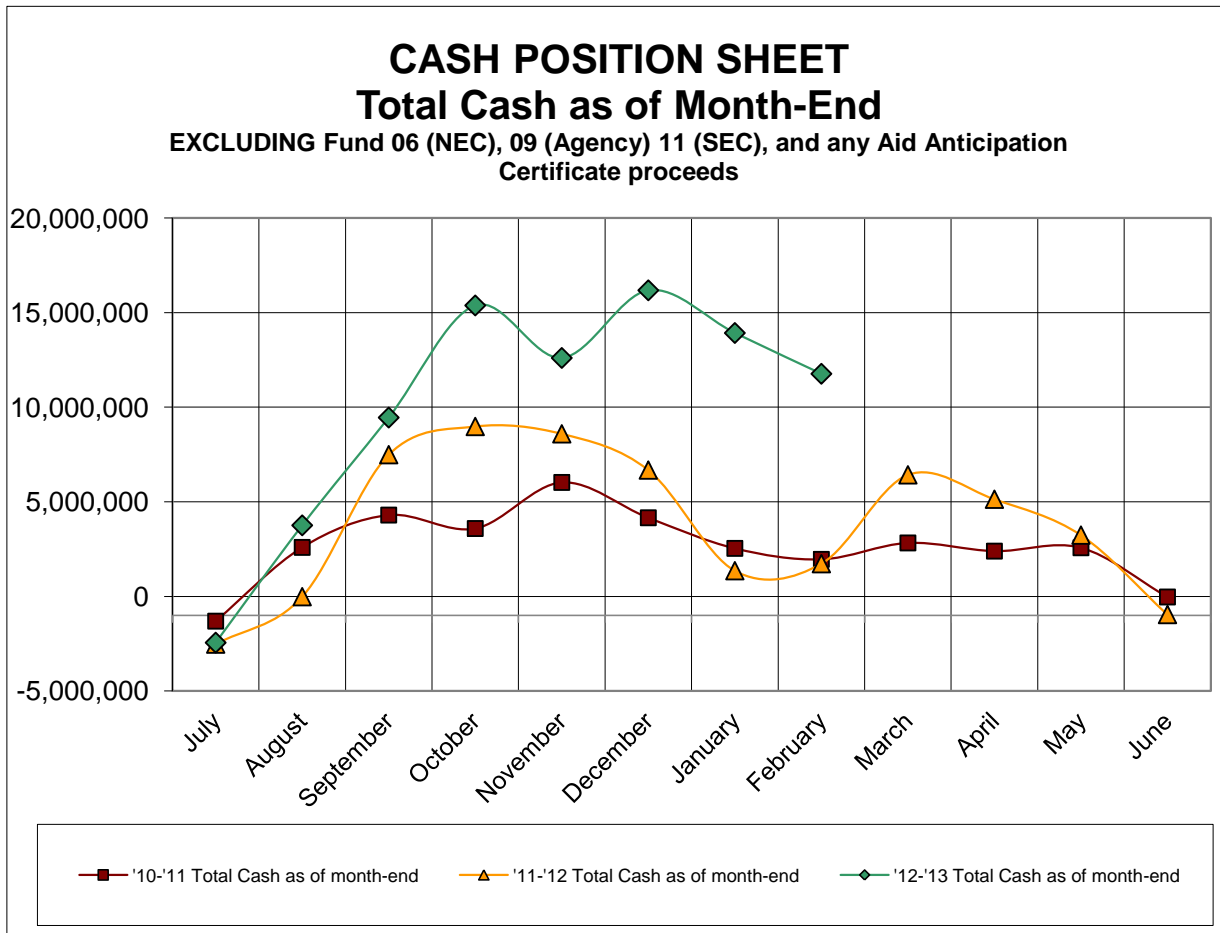
| <u>Date</u> | <u>'10-'11 Total Cash as of month-end</u> | <u>'11-'12 Total Cash as of month-end</u> | <u>'12-'13 Total Cash as of month-end</u> |
|-------------|---|---|---|
| July        | -1,311,376 <sup>1</sup>                   | -2,523,529 <sup>2,3</sup>                 | -2,447,118 <sup>4</sup>                   |
| 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 <sup>4</sup>                    |
| October     | 3,587,135 <sup>2</sup>                    | 8,982,957 <sup>3</sup>                    | 15,382,409 <sup>4</sup>                   |
| November    | 6,023,170 <sup>2</sup>                    | 8,595,697 <sup>3</sup>                    | 12,605,385 <sup>4</sup>                   |
| December    | 4,155,869 <sup>2</sup>                    | 6,678,835 <sup>3</sup>                    | 16,180,751 <sup>4</sup>                   |
| January     | 2,536,880 <sup>2</sup>                    | 1,358,298 <sup>3</sup>                    | 13,924,956 <sup>4</sup>                   |
| February    | 1,956,153 <sup>2</sup>                    | 1,728,796 <sup>3</sup>                    | 11,767,529 <sup>4</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**

**FEBRUARY 2013 ACTIVITY**

**WIRE TRANSFERS IN:**

| DATE              | AGENCY               | TO     | EF#     | AMOUNT              | DESCRIPTION                               |
|-------------------|----------------------|--------|---------|---------------------|---|
| 02/06/13          | HENN TECH COLLEGE    | MSDLAF | 215551  | 30.00               | INV#70473 HTC SPIRAL BINDINGS/ATTAIN      |
| 02/08/13          | MN DEPT OF EMPLOYMEN | MSDLAF | 1037078 | 57,695.23           | INV#70449 YOUTH WORKFORCE PROJ            |
| 02/13/13          | EDUC-FNS             | MSDLAF | 1049918 | 180.25              | 02F705 STATE BREAKFAST SEPT DEBIT - JAN13 |
|                   | EDUC-FNS             | MSDLAF | 1049918 | 8,614.12            | 02F705 FED BREAKFAST SEPT DEBIT - JAN13   |
|                   | EDUC-FNS             | MSDLAF | 1049918 | 18,226.87           | 02F701 FED FREE & REDUCE LUNCHES JAN13    |
|                   | EDUC-FNS             | MSDLAF | 1049918 | 2,109.46            | 02F701 REG LUNCHES SEPT DEBIT - JAN13     |
|                   | EDUC-FNS             | MSDLAF | 1049918 | 872.88              | 02S300 ST LUNCHES SEPT DEBIT - JAN13      |
|                   | EDUC-VENDORS         | MSDLAF | 1049918 | 16,342.00           | INV#70296 MATH & SCIENCE PARTNERSHIP      |
|                   | EDUC-VENDORS         | MSDLAF | 1049918 | 217,464.99          | INV#70546 MATH & SCIENCE PARTNERSHIP      |
| 02/14/13          | EDUC - STATE AID     | MSDLAF | 1055116 | 20,265.64           | 01S211 GENERAL ED AID FY1213              |
|                   | EDUC - STATE AID     | MSDLAF | 1055116 | 39,256.84           | 01S211 ON-LINE LEARNING FY1213            |
|                   | EDUC - STATE AID     | MSDLAF | 1055116 | 2,254,297.18        | 01S360 SPEC EDUCATION FY1213              |
| 02/27/13          | EDUC - STATE AID     | MSDLAF | 1075979 | 68,424.19           | 01S211 GENERAL ED AID FY1213              |
| <b>MTD TOTALS</b> |                      |        |         | <b>2,703,779.65</b> |   |

**WIRE TRANSFERS OUT:**

| DATE              | FROM   | AGENCY             | WIRE #              | AMOUNT              | DESCRIPTION                      |
|-------------------|--------|--------------------|---------------------|---------------------|----------------------------------|
| 02/01/13          | MSDLAF | WELLS FARGO        | 2386                | 36,510.50           | WELLS FARGO BROKERAGE SVS LLC    |
|                   | MSDLAF | WELLS FARGO        | 2387                | 341,625.00          | WELLS FARGO BROKERAGE SVS LLC    |
|                   | MSDLAF | BANK OF MONTREAL   | 2388                | 71,161.85           | P-CARD FEB13                     |
|                   | MSDLAF | BANK OF MONTREAL   | 90000019 - 90000026 | 13,612.60           | P-CARD FEB13 A/P                 |
| 02/12/13          | MSDLAF | US BANK            | 70011515 - 70011539 | 3,341.55            | DIRECT DEPOSIT EMPLOYEE EXPENSES |
|                   | MSDLAF | BANK CARD SERVICES | 2389                | 258.38              | MERCHANT CARD FEES JAN 13        |
|                   | MSDLAF | US BANK            | 227833 - 228794     | 1,179,143.27        | DIRECT DEPOSIT PAYROLL           |
|                   | MSDLAF | EBC                | 80000395            | 20,296.12           | EMPLOYEE & EMPLOYER 403B         |
|                   | MSDLAF | US BANK            | 80000396            | 135,421.98          | FEDERAL TAXES                    |
|                   | MSDLAF | PERA               | 80000397            | 51,766.92           | PUBLIC EMPLOYEES RETIREMENT ASSN |
|                   | MSDLAF | TRA                | 80000398            | 71,442.33           | TEACHERS RETIREMENT ASSN         |
|                   | MSDLAF | EBC                | 80000399            | 54,948.43           | EMPLOYEE & EMPLOYER 403B         |
|                   | MSDLAF | US BANK            | 80000400            | 304,411.96          | FEDERAL TAXES                    |
|                   | MSDLAF | MN DEPT OF REV     | 80000401            | 71,552.19           | STATE WITHHOLDING TAXES          |
|                   | MSDLAF | PERA               | 80000402            | 44,636.75           | PUBLIC EMPLOYEES RETIREMENT ASSN |
|                   | MSDLAF | TRA                | 80000403            | 71,935.93           | TEACHERS RETIREMENT ASSN         |
| 02/25/13          | MSDLAF | US BANK            | 70011540 - 70011695 | 21,398.20           | DIRECT DEPOSIT EMPLOYEE EXPENSES |
|                   | MSDLAF | US BANK            | 228795 - 229748     | 1,166,684.12        | DIRECT DEPOSIT PAYROLL           |
|                   | MSDLAF | EBC                | 2390                | 472.61              | EBC RETIREE BENEFITS             |
|                   | MSDLAF | MSRS               | 2391                | 15,767.12           | MN STATE RETIREMENT SYSTEM       |
|                   | MSDLAF | US BANK            | 2392                | 114.77              | ARP FEES VOUCHER ACCT DEC12      |
|                   | MSDLAF | CHS                | 2393                | 30,530.25           | CHS FLEX PAYMENTS FEB13          |
|                   | MSDLAF | EBC                | 80000404            | 56,003.43           | EMPLOYEE & EMPLOYER 403B         |
|                   | MSDLAF | US BANK            | 80000405            | 302,565.46          | FEDERAL TAXES                    |
|                   | MSDLAF | MN DEPT OF REV     | 80000406            | 70,974.71           | STATE WITHHOLDING TAXES          |
|                   | MSDLAF | PERA               | 80000407            | 45,040.69           | PUBLIC EMPLOYEES RETIREMENT ASSN |
|                   | MSDLAF | TRA                | 80000408            | 71,354.72           | TEACHERS RETIREMENT ASSN         |
|                   | MSDLAF | EBC                | 80000409            | 20,227.86           | EMPLOYEE & EMPLOYER 403B         |
|                   | MSDLAF | US BANK            | 80000410            | 134,642.32          | FEDERAL TAXES                    |
|                   | MSDLAF | PERA               | 80000411            | 51,707.74           | PUBLIC EMPLOYEES RETIREMENT ASSN |
|                   | MSDLAF | TRA                | 80000412            | 70,861.12           | TEACHERS RETIREMENT ASSN         |
|                   | MSDLAF | US BANK            | 3080                | 35.37               | ARP FEES RECEIPT ACCT DEC12      |
|                   | MSDLAF | US BANK            | 4093                | 77.89               | ARP FEES PAYROLL ACCT DEC12      |
| <b>MTD TOTALS</b> |        |                    |                     | <b>4,530,524.14</b> |                                  |



**DONATIONS  
INTERMEDIATE DISTRICT 287  
2012-2013**

February 2013

| DON. DATE | DESCRIPTION         | VIN#              | EST VALUE   | DONOR                         | SS# OR FED ID# | CAMPUS | PROGRAM   |
|-----------|---------------------|-------------------|-------------|-------------------------------|----------------|--------|-----------|
| 2/20/13   | 1994 HONDA ACCORD   | 1HGCD5638RA097926 | \$ 500.00   | AMUNDSON, RONDA KAY           |                | HTC-EP | AUTO BODY |
| 2/12/13   | 1998 CHEVY VTR      | 1GNDX03E8WD241933 | \$ 500.00   | EICKHOLT, MARCIA              |                | HTC-EP | AUTO BODY |
| 2/7/13    | 2000 HONDA ACCORD   | 1HGCG3242YA033910 | \$ 500.00   | LACOUNT, CRAIG                |                | HTC-EP | AUTO BODY |
| 2/8/13    | ZOOM TWIX MAGNIFIER |                   | \$ 2,895.00 | TRIUMPH TECHNOLOGIES          |                | DSC    | ITINERANT |
| 2/25/13   | CHECK               |                   | \$ 90.00    | WELLS FARGO COMMUNITY SUPPORT |                | NEC    | ALL       |
|           |                     |                   |             |                               |                |        |           |
|           |                     |                   | \$ 4,485.00 |                               |                |        |           |
|           |                     |                   |             |                               |                |        |           |

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

**GROUP:** Facilities Committee

**DATE:** March 19, 2013

**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:** Tom Shultz

**ATTENDING:** Colleen, Baumtrog, Carol Bomben, Mae Hawkins, Michèle Kunz, Tom Shultz

**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                    | KEY MESSAGES   |
|------------------------------|---|----------------------------------|--|
| 1. SEC Playfield             | <ul style="list-style-type: none"> <li>Committee will understand the proposed plan, timeframe and options</li> </ul>              | 10 minutes<br>Tom Shultz         | Tom Shultz shared preliminary drawings of SEC playfield. A meeting with the City of Richfield has taken place. Sidewalks, fence, running track, gardens and soccer field were discussed. The Park & Rec Department in Richfield would maintain the soccer field if they can use it in the evenings. Administration recommends that we find a funding source for this project. We will wait for Twins Grant opportunity and will apply this summer. It was noted that the State High School League may also have funding available.   |
| 2. NEC – SEC Comparison Memo | <ul style="list-style-type: none"> <li>Committee members will comment on content of this memo and ask any questions.</li> </ul>   | 10 minutes<br>Tom Shultz         | The comparison memo was presented; no questions were forthcoming. <i>What Board Members Should Know About NEC / SEC</i> will be included in the 3/28/13 Board packet.  |
| 3. DSC Remodel               | <ul style="list-style-type: none"> <li>Committee will be provided scope, initial design and proposed budget</li> </ul>            | 20 minutes<br>Tom, Colleen & Mae | Tom Shultz presented a memo and concept drawing of the DSC remodel of the first floor office space, entry and front bathroom spaces which would also include replacement of office furniture. The remodel project will be funded out of the current General Fund Property Account which has a fund balance of \$708,706. These funds can only be used for capital project at the DSC and requires School Board approval. Construction in the front of the building (reception area) could begin this summer.<br><br><b>A motion to bring this information before the full Board was made by Carol Bomben, seconded by Michele Kunz and unanimously approved.</b> |
| 4. WALT modifications at WEC | <ul style="list-style-type: none"> <li>Committee will be shown potential modifications to WEC for the new WALT program</li> </ul> | 20 minutes<br>Tom Shultz         | Tom S shared drawings of existing and proposed changes at WEC to include areas for the programs moving from Shady Oak (PCA and Care & Treatment). This would be funded out of the Facilities capital budget and would be less than \$100,000. We do not yet have exact figures.  |

|                                   |   |                                  |   |
|-----------------------------------|---|----------------------------------|---|
|                                   |   |                                  | <p>Noted points of discussion:</p> <ul style="list-style-type: none"> <li>• Card access and separate entrance will keep areas separate</li> <li>• Additional signage at entrances</li> <li>• Smaller of 2 parking lots will be designated “For Students Only”</li> </ul>  |
| 5. <a href="#">WEC Remodeling</a> | <ul style="list-style-type: none"> <li>• Committee will discuss future possibilities for WEC</li> </ul> | <p>10 minutes<br/>Tom Shultz</p> | <p>Tom S presented the TSP documents for the proposed addition at WEC. In addition to the gym, these drawings included additional classroom/staff space, expanded dining and an outside courtyard area (additional 17,000 sq. ft. of space).</p> <p>After discussion, it was decided to postpone this remodel for the following reasons:</p> <ul style="list-style-type: none"> <li>• Enrollment of EBD is currently stable or decreasing. WALT students mostly do not need a PE credit. It is difficult to justify the almost \$5 million cost of project.</li> <li>• DSC redesign, SEC playfield projects and WEC modifications for WALT program are all current on-going projects.</li> </ul> <p>Administration does not recommend moving forward with this project at this time. Board members requested that the topic of constructing a gym at WEC, without any new classroom space, be revisited at some unspecified time in the future.</p> |

**HANDOUTS:**

1. [SEC Playfield drawing](#)
2. [What Board Members Should Know About NEC Project](#)
3. [DSC Remodel Overview document](#)
4. [DSC Remodel drawing](#)
5. [WALT – WEC drawing](#)
6. [WEC Gym & Classroom Preliminary Schematic](#)

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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Date: March 13, 2013

To: Sandra Lewandowski, Superintendent

From: Thomas Shultz, Director of Facilities

RE: **What Board Members Should Know About the North Education Center Project**

#### **Overview of NEC Construction Project:**

- The use of Arizona State University’s *Best Value* Procurement System (NEC), rather than a traditional low-bid method to select contractors (SEC), is a major notable difference. District administrators, Board members and TSP representatives attended training sessions on the Best Value approach and the decision was made to utilize this method with NEC. In a *Best Value* approach, contractors are the experts in construction and their past performance is the measurement of their expertise. Contractors are expected to provide construction costs based on the intent of the design documents rather than only what is shown as in the “lowest responsible bid” approach. They are also expected to identify potential risks both prior to and throughout the construction period, and account for them in their costs in order to minimize change orders.
- District 287 saved significant money by using the *Best Value* system and also received a high quality and award winning building. The use of an “owner representative” (NEC) rather than a Construction Manager (SEC) is estimated to have saved approximately \$2M.
- NEC saw 74% fewer change orders than SEC. Change orders for SEC were 8% of construction costs, while change orders for NEC’s were 4.8% of construction costs. The construction contingency is normally budgeted at 10% of construction costs; the contingency for NEC was budgeted at 5%.

A summary of change orders for SEC and NEC is provided in the table below.

| <b>Construction Project</b> | <b>Number of Change Orders</b> | <b>Total Cost of Change Orders</b> | <b>% Contingency of Construction Budget</b> |
|-----------------------------|--------------------------------|------------------------------------|---|
| NEC                         | 110                            | \$1,448,243*                       | 4.8%  |
| SEC                         | 422                            | \$1,523,902                        | 8.0%  |

\*This includes the extra cost for the demountable wall upgrade of \$664,000.

- Another important comparison between the NEC and SEC projects is the overall cost of each, including the loan commitment. While the NEC is 45% larger than the SEC due to economic times and Qualified School Construction Bonds, the total cost for the NEC was 55% less than the SEC.

#### **Pre-design:**

- With the successful completion of the South Education Center (SEC) in the summer of 2008, thoughts were soon directed to the possibility of a similar facility in the north area of the District. With the continued deterioration of the Hosterman building, a depressed construction market, low interest rates and the possibility of government funding, urgency was felt to begin the NEC project.

- Hosterman School housed most of the programs in the north area of the District. It was built in the early 1960's, owned by Robbinsdale ISD 281 and on their excess property list. A building assessment was conducted with findings indicating that it was not cost effective to renovate it.
- A property search yielded an understanding of land, building availability and costs. A warehouse facility near the intersection of Bass Lake Road and Winnetka Avenue was on the market for an extremely low cost due to the economic recession. A feasibility study was prepared including an estimated cost of construction. Contrary to expectations, it was found that it was nearly as expensive to remodel this building as it would be to construct a new one. Additionally, while programs could be housed very efficiently, it lacked access to daylight and a fair amount of cost would need to be expended changing the warehouse to a school.
- The property at the Hosterman site was selected for the NEC site, and District 287 purchased 10 acres from Robbinsdale ISD 281 to build NEC. During the construction period, school programs located at Hosterman were relocated to Sandberg School during 2010-11 and 2011-12 school years.

#### **Design:**

- At its inception, the NEC was modeled after the SEC with its site design, overall building layout, organization, appearance and selection of building systems.
- Because the NEC followed so closely on the heels of the SEC, the design team was able to leverage staff that had been through the design process to make the internal decision making much quicker with a higher level of confidence. Additionally, TSP (architect for both SEC and NEC) understood the culture and programs of District 287, and so were able to directly apply recent knowledge to streamline the schematic design phase to half the time it took for the SEC.

#### **SEC Comparison:**

- It was quickly determined that the NEC needed to be significantly larger with more and bigger programs than the SEC; ultimately 45% larger as the student needs represented at Hosterman were more behavioral in nature than SEC.
- The classroom layouts were slightly different and reflected a more team-teaching approach with a lower student to teacher ratio of up to 6 to 1. The need for additional break out rooms to be used for calming or quiet time was also identified. A newly developed demountable wall system that would support the District's need to adapt and customize spaces to meet the varying needs of students was thoroughly studied and utilized at NEC. This approach required that nearly all of the mechanical, electrical and technology systems needed to be located either within the ceiling or above it. Ceiling mounted "active beams" deliver conditioned air in a looping motion to the spaces.
- Use of technology in the classrooms was considered at length and integrated into the design process as opposed to an "add on" approach used previously. The result is a robust IT and AV system with access to technology in virtually every student space including the daycare.

#### **Outcomes:**

With the completion of three significant building projects, District 287 has become the standard to measure facilities designed to serve unique learners for the future. The operationally efficient building has already resulted in a \$97,200 rebate from Excel Energy. The NEC project has allowed District 287 to join the ranks of organizations using ASU's Best Value Procurement system. The Minnesota Contractors Association awarded the NEC project the Choice Award representing the best overall project in the state of Minnesota for 2012. NEC was also awarded the Exceptional New Building Award by the International Facilities Management Association, IFMA.

District 287 is no longer primarily a tenant with programs located in over 20 small and mostly sub-standard sites. Rather the Long Term Facilities Directional Statements that were approved by the 287 Board in 2006 have been largely realized. The District now has 6 owned sites and 3 leased sites. NEC will allow District 287 staff and students to benefit from the specially designed school for decades to come.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## District 287 School Board Information DSC Redesign & Furniture Project

Administration is seeking Board approval to proceed with the development of a project plan for the redesign of first floor office, entry and front bathroom spaces and the replacement of office furniture on the first floor at the District Service Center or DSC.

### Background Information

The Mission and Strategic Plan of District 287 has changed in recent years and our work to be the “premier provider of innovate specialized services” has brought about significant changes throughout the organization. Among the changes that continue to occur are in the area of facilities and work space. Five years ago 287 had 22 sites and today only seven, which are more designed and furnished to reflect our Mission and Strategic Plan. Our work here at the DSC has changed since the purchase of our current Herman Miller furniture and the basic configuration of office space that took place more than 25 years ago. One example of this change is that Hennepin Technical College moved out of the space on 2<sup>nd</sup> & 3<sup>rd</sup> floors. Another example is the work of Itinerant staff has changed so that these staff reflects a more modern and mobile work space need..... yet, their work spaces remain unchanged for many years. To date, our method to address new positions and the need for new or different work space at the DSC has been piece meal.

### Project Goal & Budget

The goal of this project is to have DSC office space that is consistent with the leadership model of collaboration, reflect our strategic mission of providing innovative & responsive solutions, support our high performing & healthy staff as well as maximizing work efficiency utilizing the furniture and technology tools that are now available. The budget amount has not yet been determined. If approved, the budget would come from the “Assigned – General Fund Property Account” which has a fund balance of \$708,706. This account can only be used for capital projects at the DSC and the use of funds from this account requires School Board approval.

### Project Managers

Director of Facilities, Tom Shultz and Purchasing Manager, Pat Harris, are working leading this project. The Strategic Innovation Team or SIT, is guiding & monitoring the project as it is developed.

### Description of Project

Phase I of the project will include the development of criteria that will help a project team determine a standard product line & a general layout of offices that will best meet the overall needs of District 287. (Winter 2012-13)

Phase II will include the redesign of the main entry area, public restrooms and the first floor staff office design, estimates and Board approval of the project including budget. (Spring 2013)

Phase III will be the final design, contracts with various vendors for the phased work, construction. (Summer 2013)

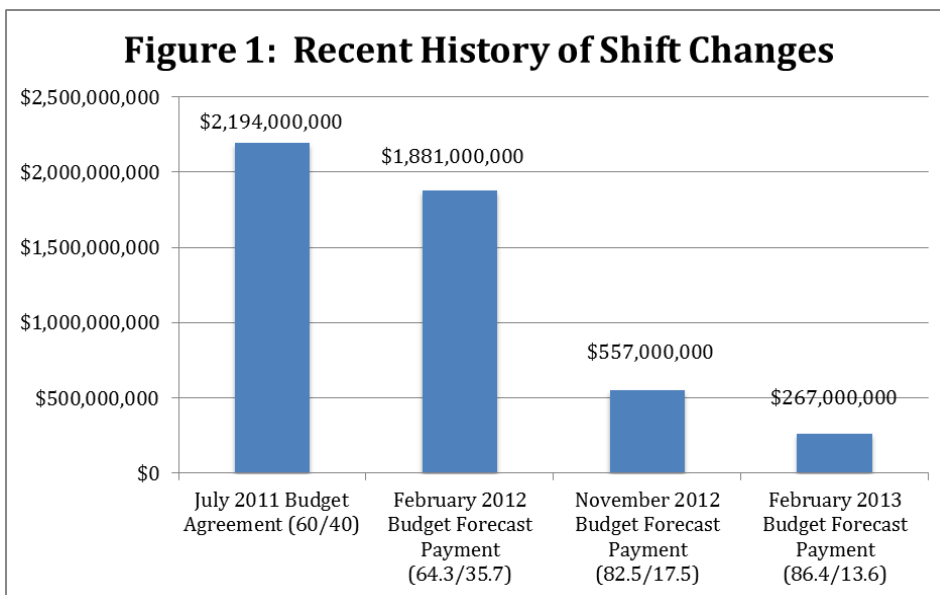
March 19, 2013

March 2013  
vol 10 ♦ no 6

## February Budget Forecast Shows Economy Improving

The recently released state budget forecast provided some good news. The latest forecast projects a budget deficit of \$627 million for the 2014-15 biennium — an improvement of \$463 million from the November budget forecast that projected a deficit of \$1.1 billion. In addition, a positive balance of \$295 million is projected for the close of the current biennium. Under current law, \$285.8 million will go toward paying back the Education Aid Payment Shift and \$8.7 million to the budget reserve.

Figure 1 shows that the Education Aid Payment Shift has almost been fully repaid since it reached a high point of \$2.194 billion under the 60/40 payment schedule that was enacted during the July special session in 2011. The law provides that once the state budget



reserves have been fully replenished, any future surpluses to be directed toward repaying the Education Aid Payment Shift and then the property tax recognition shift. The latest repayment means that school districts will now receive 86.4 percent of their anticipated aid in the current year and 13.6 in the following year. This follows repayments that were implemented following the budget forecasts in February and November 2012. The new payment schedule will be effective with March aid payments. Clearly, the current law

*Continued on page 4*

### AMSD Calendar

**March 22, 2013**  
**Executive/Legislative Committee Meeting,** 7:30 a.m., TIES Building, St. Paul

**April 5, 2013**  
**Board of Directors Meeting,** 7:00 a.m., TIES Building, St. Paul

**April 9, 2013**  
**AMSD Day at the Capitol**  
Details at: <http://www.amsd.org/advocacy/2013amsdda/atthecapitol>

**April 19, 2013**  
**Legislative Committee Meeting,** 7:30 a.m., TIES Building, St. Paul

**April 26, 2013**  
**Executive Committee Meeting,** 7:30 a.m., TIES Building, 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

### From the Chair

The Office of the Legislative Auditor recently released its long anticipated evaluation report on special education. The key findings in the report were not a surprise to anyone who works in or around education. The report confirms that the state and federal governments have fallen far short of their responsibility to fund special education. Consequently, school districts are forced to divert funds meant for the regular classroom to cover mandated special education programming. In addition, the report found that many Minnesota statutes and rules exceed federal requirements. Finally, the report notes that there are federal and state provisions that actually prove to be a disincentive for school districts to control costs. The full report along with an executive summary can be accessed here: <http://www.auditor.leg.state.mn.us/ped/2013/sped.htm>

Let's hope state policymakers use this report to start down the path to reforming and adequately funding Minnesota's special education funding formula.

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

## Early College Focuses on Mounds View’s Majority in the Middle

These days, concurrent college enrollment programs are becoming commonplace opportunities for many Minnesota students — thanks to forward-looking school districts committed to post-secondary preparation.

But an innovative new program launched in Mounds View Public Schools takes this commitment another step further by allowing all of its students the opportunity to earn a two-year associate degree for free — all while still enrolled in high school.

This fall, Irondale High School in New Brighton launched a comprehensive early college high school program that has attracted state and national attention for its unique approach. Next fall, Mounds View High School in Arden Hills will introduce a similar program.

“Irondale and Mounds View are absolutely leading the way for the state,” says Minnesota Department of Education Commissioner Brenda Cassellius. “This opens a whole new opportunity for students to get prepared for post-secondary success.”

So how is Mounds View’s approach different?

### Majority in the middle

Most high schools around the nation offer concurrent college enrollment programs providing students the opportunity to earn college credits. But those programs traditionally serve most effectively the highest-achieving students in the top third of their class. And through those programs, earning an associate degree by high school graduation isn’t a given.



With the Early College program in Mounds View Public Schools, the opportunity to earn an associate degree is now a reality for many more students than before.



In January, Irondale principal Scott Gengler and Superintendent Dan Hoverman were among those asked to testify to the House Education Policy Committee about the importance of post-secondary preparation. Photo © Minnesota House of Representatives

Mounds View Public Schools’ new Early College program targets Irondale and Mounds View students who are in the middle of their class (30<sup>th</sup> to 70<sup>th</sup> percentile). These students at times have not received the preparation necessary to succeed in post-secondary programs, and they often may be the first in their family to attend college.

“Our goal is to have all of our students ready for the options they will face after graduation,” says Superintendent Dan Hoverman. “And when we say ‘all students,’ that means having a laser focus on what we can do for the majority in the middle. A truly comprehensive Early College program does that.”

For students in the academic middle, the all-inclusive Early College program provides the necessary foundation and support to benefit from college credit-earning opportunities. In Mounds View Public Schools, students who do not meet college-readiness indicators from standardized assessments are identified for additional foundation classes and college seminar courses to help prepare them for the rigor of a college curriculum. This provides students with the skills they need for success beyond high school in whatever post-high school career path they choose, including two-year colleges, four-year colleges, certificate programs, internships or the military.

At the same time, the Early College program adds the courses necessary for Mounds View’s highest-achieving students in Advanced Placement and post-secondary concurrent enrollment options to take specific college credit-earning courses that meet the requirements of the Minnesota Transfer Curriculum or an associate degree.

**“We’re strategically blending high school and the first two years of college.”**

-Principal Scott Gengler, Irondale High School, Mounds View Public Schools

*Continued from page 2*

### How does it work?

Through an agreement with Anoka-Ramsey Community College, Mounds View Public Schools students take Early College courses on their high school campus during the regular school day from credentialed District teachers who have partnered with an Anoka-Ramsey Community College faculty mentor. The syllabus for each course is jointly developed by the District’s classroom teachers and the collaborating teacher from Anoka-Ramsey Community College.

“We’re strategically blending high school and the first two years of college,” says Irondale Principal Scott Gengler. “By intentionally aligning grades 9 through 14, we can increase the chances of our students’ success in college-level courses.”

Students are equally excited about the opportunity to jump-start a college career and save money. Mounds View Public Schools students pay no tuition for college credits or courses. Using money from a variety of funding sources, the maximum amount the District pays is \$55,000 per high school. For students, earning a two-year degree for free can save more than \$10,000 over two years at a two-year community college or about \$14,000 at a four-year state university in Minnesota.

“The money we save? That’s exciting because college is really expensive,” says Irondale sophomore Lexzi Schobe. “They are giving us the opportunity here and giving us a head start.”

### ‘Model across Minnesota’

Although Early College is only one of Mounds View’s many efforts to provide a comprehensive approach to post-secondary success, it has become the most recognized initiative of those efforts to date.

Last year, Early College at Irondale prompted a visit from U.S. Secretary of Education Arne Duncan for a Town Hall meeting featuring 400 community members and speakers including U.S. Senator Amy Klobuchar and Governor Mark Dayton.

“I love the Early College program,” said Secretary Duncan. “It’s not just for the high flyers. I think it’s a great drop out prevention strategy.”

This year, Early College was selected the top local government innovation in the state, from a field of 111 entries submitted by cities, counties and school districts throughout Minnesota. In winning the honor, Irondale received a \$25,000 grand prize grant from the University of Minnesota’s Humphrey School of Public Affairs and the Local Government Innovation Awards. The award organizers cited the program’s ability to be replicated in other locations and its overall impact on society.

Chancellor Steven Rosenstone of the Minnesota State Colleges and Universities (MnSCU) recently called Early College one of the state’s most comprehensive partnerships between a high school and the state colleges. “I hope to see it used as a model across Minnesota,” he said.

“We did not do this for the attention that we have received,” said Mounds View School Board Chair Jon Tynjala. “But the recognition certainly affirms the value of providing this program to students.”

Tynjala believes that if school districts are truly interested in closing the achievement gap, it will be through initiatives like Early College.

“Every once in a while, if you’re lucky, you get to be part of something that has the potential to be a game changer. And that’s what Early College is. This program has the potential to change the future trajectories of the lives of students who may not have thought college was even a possibility for them,” said Tynjala. “Our job as a school district is to make sure that these opportunities are there, for all students.”



“This program has the potential to change the future trajectories of the lives of students,” said Mounds View School Board Chair Jon Tynjala. In January, Early College received the top innovation grant in the Local Government Innovation Awards.

# Time to Shift Attention to Funding Education

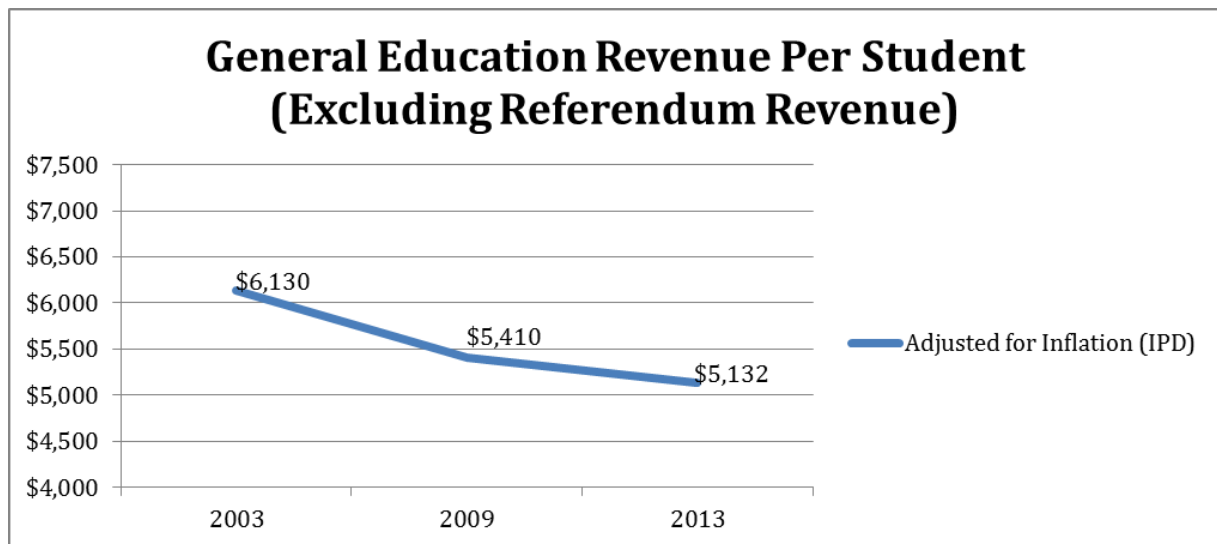
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mechanism directing projected surpluses to repaying the education shifts is working effectively. The total amount of education accounting shifts now stand at \$808 million - \$257 million to return to a 90/10 payment schedule and \$551 million to fully reverse the property tax recognition shift.

With the Education Aid Payment Shift almost fully repaid, it is time for state policymakers to turn their attention toward providing badly needed funding for our schools. The recently released report on special education by the Legislative Auditor shows that new investments are badly needed. The report found that school districts have been forced to divert an increasing share of general education and operating levies to pay for under-funded special education mandates. On top of that, the basic formula allowance has lost considerable ground to inflation over the last decade.

As demonstrated in Figure 2, per pupil general education revenue has declined from \$6,130 to \$5,132 on an inflation adjusted basis since 2003. Over that same time period, the statewide special education cross-subsidy (unfunded cost) has grown from \$478 million to \$631 million. In other words, in the current school year Minnesota school districts are redirecting over \$600 million in funds meant for the regular classroom to cover unfunded special education mandates.

**Figure 2: General Education Revenue 2003-2013**



Source: Minnesota Department of Education, “Minnesota School Finance Trends and Issues” October 2012: Slide 9.

With clear evidence that current law provisions are effectively repaying the education shifts, now is the time for state policymakers to focus on providing the funding our schools need to close achievement gaps and prepare all students for post-secondary education.

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

# School Board Planning Calendar January 2013 – December 2013

| 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><br><i>No Meeting</i>   |  |
| <b>JANUARY 24, 2013</b><br><i>Organizational Meeting</i>   |  |
| Election of Board Officers<br>Oath of Office<br>Financial Report December<br>FY12 Audit<br>What Board Members Should Know About Special Education Monitoring   | Legislative Platform<br>Restrictive Procedure Plan & Minnesota Department of Education Report from Stakeholders<br>Uber Goal #2  |
| <b>FEBRUARY 14, 2013</b><br>Communication with Local Boards<br>Hennepin County Graduation Update<br>Mentor Connection<br>Superintendent Mid-Year Evaluation Procedure<br>Work Session on Process Education Model (PEM) | <b>FEBRUARY 28, 2013</b><br>Financial Report February<br>FY14 Budget Assumption & 2209 Parameters<br>FY12 Budget Revision & FY13 Budget Assumptions<br>Program Withdrawal Report<br>Staff Reduction ULA Resolution Changes for following Year<br>Strategic Plan – Year 4<br>Uber Goal #1             |
| <b>MARCH 14, 2013</b><br>Work Session:<br>➤ Process Communication Model (PCM)<br>Training for Board Members  | <b>MARCH 28, 2013</b><br>Financial Report February<br>FY14 Budget Reduction Realignment Proposal<br>Program Reduction Resolution<br>Proposed District 287 School Calendar 2013-2014<br>Reduction ULA for tenured staff ( <i>provide names</i> )<br>Summary Status Report on Board Policy & Procedure |
| <b>APRIL 11, 2013</b><br><i>(Only one Board meeting this month!)</i>   |  |
| Financial Report March   | Superintendent & Board Evaluation Update   |
| <b>MAY 9, 2013</b><br>Administrative Service PLC<br>Career Tech<br>Presentation on Innovation & Technology<br>Strategic Plan Report  | <b>MAY 23, 2013</b><br>Financial Report April<br>Non-Renewals/Layoffs<br>Staff Reduction ULA Resolution<br>Spotlight DVD Presentation<br>Probationary Licensed, and Non-Licensed   |
| <b>JUNE 13, 2013</b><br>PLC Data Report & Video<br>Superintendents Evaluation Update<br>Administrative/Unaffiliated Parameters -<br>(Closed Session)   | <b>JUNE 27, 2013</b><br>2013-2014 Budget<br>Board Evaluation<br>Financial Report May<br>Final ULA Resolution for Licensed Staff<br>Facilities Management Update - Energy Audit<br>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 January 2013 – December 2013

| <b>1<sup>st</sup> Meeting of the Month</b>   | <b>2<sup>nd</sup> Meeting of the Month</b>  |
|--|---|
| <b>AUGUST 22, 2013</b><br><i>(Only one Board meeting this month!)</i><br><b>(Meeting held at NEC Site)</b> |   |
| Approval of Cash Flow Borrowing Resolution<br>District Operations<br>Financial Report July                 | Legislative Session Review & Implications<br>Report on Crisis Planning (Michelle Axell – 10 minutes)<br>What Board Members Should Know About Our 2013-2014 Start-Up” (Colleen, Dolly, Char, and Jane) |
| <b>SEPTEMBER 12, 2013</b><br>Superintendent Goals  | <b>SEPTEMBER 26, 2013</b><br>Financial Report August<br>PLC’s Results/Goals<br>Report on Crisis Planning  |
| <b>OCTOBER 10, 2013</b>  |   |
|  | <b>OCTOBER 24, 2013</b><br>Financial Report September<br>Strategic Plan Update  |
| <b>NOVEMBER 14, 2013</b><br><i>(Only one Board meeting this month!)</i>                                    |   |
| Facilities Management Update<br>Financial Report October   | Food Service Resolution<br>OPEB Reporting & Funding   |
| <b>DECEMBER 12, 2013</b><br><i>(Only one Board meeting this month!)</i>                                    |   |
| Financial Report November  | Prior Year Audit Review   |

**INFORMATIONAL ITEMS TO REMEMBER:**

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

Community use of Facilities Bucket

**INTERMEDIATE DISTRICT 287  
March 28, 2013  
SCHOOL BOARD CALENDAR**

March 2013

|    |          |                                    |        |          |
|----|----------|------------------------------------|--------|----------|
| 12 | Tuesday  | Local 2209/Board Breakfast         | 7:00AM | DSC      |
| 14 | Thursday | General Board Meeting              | 6:30PM | Board Rm |
| 19 | Tuesday  | Board Facilities Committee Meeting | 8:30AM | Board Rm |
| 28 | Thursday | General Board Meeting              | 6:30PM | Board Rm |

April 2013

|    |           |  |        |                             |
|----|-----------|--|--------|-----------------------------|
| 02 | Tuesday   | Virtual Get on the Bus   | 8:30AM | DSC – Room 316              |
| 11 | Thursday  | General Board Meeting  | 6:30PM | Board Rm                    |
| 11 | Thursday  | Epsilon Family Night   | TBD    | Epsilon                     |
| 16 | Tuesday   | Board Facilities Committee Meeting   | 8:30AM | Board Rm                    |
| 18 | Thursday  | North Educ. Center 6 <sup>th</sup> Annual Parent & Caregiver<br>Appreciation Night | 6:30PM | Board Rm                    |
| 20 | Saturday  | State DI Tournament (Award Ceremony @ 5:00 PM)                                     | 8:00AM | Champlin Park SH            |
| 24 | Wednesday | Honors Mentor Connection Scholars Forum  | 6:00PM | DSC – 3 <sup>rd</sup> Floor |

May 2013

|    |          |   |                    |               |
|----|----------|---|--------------------|---------------|
| 09 | Thursday | Retirement Celebration  | 4:30PM             | DSC – Rm 318  |
| 09 | Thursday | General Board Meeting   | 6:30PM             | Board Rm      |
| 21 | Tuesday  | Board Facilities Committee Meeting  | 8:30AM             | Board Rm      |
| 23 | Thursday | General Board Meeting   | 6:30PM             | Board Rm      |
| 23 | Thursday | High School Spring Award Ceremony<br>Hennepin Technical College – Eden Prairie Campus   | 10:10AM & 12:20 PM | EP Campus     |
| 31 | Friday   | Shady Oak's Graduation<br>(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 |
| 18 | Tuesday  | Board Facilities Committee Meeting | 8:30AM | Board Rm |
| 27 | Thursday | General Board Meeting              | 6:30PM | Board Rm |

◆ General Board Meeting – Date Change

◆ New Event

Honors Mentor Connection is an offering of Gifted Education Services at Intermediate District 287 and the Career and Technical Center of Northeast Metro 916, providing talented self-motivated high school students an opportunity for in-depth study immersed in the professional field of their choice under the guidance of an expert. Students earn grades and credits for this highly focused academic challenge.

The Scholars' Forum showcases the students accomplishments in poster sessions that give friends, fans and family the opportunity to celebrate their achievements. Mentors are honored for their extraordinary generosity of inviting aspiring students into their career for a level of learning only experience can provide.

We hope you will join us!

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Honors Mentor Connection staff and students invite you to

## Honors Mentor Connection Scholars' Forum

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Date: Wednesday, April 24, 2013

Times: 6:00 p.m. Preview and Social  
7:00 Program  
7:30-8:45 Poster Sessions and Dessert Reception

Location: Third Floor Conference Center, Intermediate District 287 Service Center  
1820 Xenium Lane North, Plymouth, MN 55441 (see map on reverse side)

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*Honoring Mentors*

*Celebrating Success*