

Intermediate District 287

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Intermediate District 287

Regular Meeting

Thursday, August 28, 2014 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, August 28, 2014

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 FOR COMMUNITY COMMENTS (Information)	
4. APPROVAL OF CONSENT AGENDA (Action)	
4. 1. General Board Meeting Minutes from June 26, 2014	4
4. 2. Routine Human Resource Activities for August 28, 2014	6
4. 3. Authorizing Superintendent to Sign Contracts and Purchase Orders	12
4. 4. Peoples Inc. Contract	13
4. 5. Technology and Information Educational Services (TIES) Contract	14
4. 6. Lease Agreement with Hennepin Technical College	15
5. SHARE THE SUCCESS & RECOGNITION - (10 minutes) (Information)	
5. 1. Employee Recognition – The August “Above & Beyond” Employee	
5. 2. 2014 School Finance Award Intermediate School District 287 received the 2014 School Finance Award from Minnesota Department of Education. The award is based on FY13 financial reporting. To receive the award districts must meet criteria in following areas: Timely Submission of Financial Data and Compliance with Minnesota Statutes, Presence of Select Indicators of Fiscal Health and Accuracy in Financial Reporting. This is the first time Intermediate District 287 has received this award.	
6. SUPERINTENDENT'S REPORT - (30 minutes)	
6. 1. Superintendent Results (Goals) (Information)	16
Superintendent Lewandowski will provide a memo with suggested 2014-2015 Superintendent Results (Goals) for Board approval.	
6. 2. What the Board Needs to Know About 2014-2015 School Year Start Up (Information)	17
6. 3. Welcome Back Video	
7. INSTRUCTIONAL REPORT - (30 minutes) (Information)	
7. 1. 2014-2015 Results Executive Directors Elisabeth Rogers & Chad Maxa and Directors Jon Voss, Tina Houck, and Jennifer McIntyre will provide an overview of three major results and how all instructional and operational leaders will focus and align their work on these goals.	
8. BUSINESS SERVICES & LABOR RELATIONS REPORT - (30 minutes)	
8. 1. Facilities Report - None	
8. 2. Financial Report (Action)	
8. 2. 1. Approval of Routine Monthly Finance Report 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. 1. 1. June 2014	19
8. 2. 1. 2. July 2014	31
8. 3. Human Resource Report - None	

9. BOARD BUSINESS - (15 minutes)

9. 1. Policy Review & Revision

9. 1. 1. Health and Safety Policy **(Action)** 41
Michael Cowles, Director of Facilities, will present and recommend the approval of the Health & Safety policy and the Board will be asked to approve it.
9. 1. 2. Health & Safety Application **(Action)** 44
Michael Cowles, Director of Facilities, will present and recommend the approval of the Health & Safety Application and the Board will be asked to approve it.
9. 1. 3. Health & Medical Policy **(Information)** 49
Anne Becker, General Counsel/Executive Director of Labor Relations, will present the Health & Medical policy as a First Read.

9. 2. Board Reports

9. 2. 1. Chair Report - None

9. 2. 1. 1. Superintendent of the Year Nomination 52
9. 2. 1. 2. “Remarkable Results” Video
Board members will be reminded to share the “Remarkable Results” video with their Superintendents.

9. 2. 2. **Closed Session**

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.

9. 2. 3. AMSD Report (Ann Bremer)

9. 2. 3. 1. AMSD Connections Newsletter August 2014 55

9. 2. 4. District News

9. 2. 4. 1. School Board Planning Calendar 2014-2015 60
9. 2. 4. 2. School Board Calendar of Events 62

9. 3. Once Around the Table

10. ADJOURNMENT

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
June 26, 2014
MINUTES

1. CALL TO ORDER

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

286	Brooklyn Center	Jeffrey Palm
272	Eden Prairie	Carol Bomben
276	Minnetonka	Karen Filla
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 273/Neville, and 270/Ronbeck

Guests:

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

287 Staff Members: Doug Booth, and Julie Tuorila

2. APPROVAL OF GENERAL MEETING AGENDA

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

3. OPEN FORUM FOR COMMUNITY COMMENTS - None

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from June 12, 2014, and Routine Human Resource Activities for June 26, 2014. *Motion by Ann Bremer, seconded by Sherry Tyrrell, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

5. SHARE THE SUCCESS & RECOGNITIONS

Board Chair Bremer, Superintendent Lewandowski, and the rest of the Board recognized Ms. Dolly Lastine, Executive Director of Special Education & Student Support Services and Dr. Jane Holmberg, Executive Director of Teaching & Learning, for their service to the district. Dolly and Jane expressed their gratitude for the opportunity to have built their careers in a district that tackles some of the most difficult challenges faced in education.

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski presented to the Board a summary document "*What Board Members Should Know About Federal Grant Applications*".

7. INSTRUCTIONAL REPORT

Superintendent Lewandowski introduced Ms. Dolly Lastine, Executive Director of Special Education & Student Support Services and Dr. Jane Holmberg, Executive Director of Teaching & Learning. Dolly and Jane briefly updated the Board on questions about the 2013-2014 Professional Learning Community (PLC) Report. This annual report provides accountability for student achievement, offering summary information on the goals, assessments, and reflections from all district full and part time programs.

Dr. Jane Holmberg, Executive Director of Teaching & Learning, presented to the Board an overview of the 2009-2013 Strategic Plan Summary Report. The Board previewed the video "*Remarkable Results*", that provided final reporting on the extent to which the district has met the objectives of the 2009-2013 Strategic Plan.

Sandy introduced to the Board three administrators new to their positions and four administrators new to the district beginning July 2014.

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report

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

Mae provided an overview of the Original Budget for School Year 2014-2015 (Fiscal Year 15). *A motion was made by Ann Bremer, seconded by Nancy Gore, to approve the adoption of the Original Budget for School Year 2014-2015 (Fiscal Year 15). The Estimated Beginning Fund Balance of the total governmental funds for July 1, 2014, is \$16,119,649. The Original Budget for FY15 shows total revenue of \$84,136,797, and total expenditures of \$83,328,954, for a total projected fund balance of \$16,927,492 at June 30, 2015. No discussion. Motion carried unanimously.*

Facilities Report - None

Information Technology Report - None

Human Resources Report

Ms. Anne Becker, General Counsel/Human Resource Director, presented and recommended approval of termination and non-renewal of probationary licensed employees' resolution. *Resolution motion by Carol Bomben seconded by Carter Peterson, to waive the reading of the resolution and approved the termination and non-renewal of probationary licensed employees' as presented. The following voted in favor of the resolution: Bremer, Peterson, Filla, Henke, Kunz, Bomben, Rowley, Tyrrell, Palm, and Gores. The resolution passed.*

Ms. Anne Becker, General Counsel/Human Resource Director, presented and recommended approval of termination and non-renewal of probationary non-licensed employees' resolution. *Resolution motion by Carol Bomben seconded by Nancy Gores, to waive the reading of the resolution and approved the termination and non-renewal of probationary non-licensed employees' as presented. The following voted in favor of the resolution: Gores, Kunz, Rowley, Tyrrell, Bomben, Palm, Peterson, Filla, Henke, and Bremer. The resolution passed.*

9. BOARD BUSINESS

Policy Review & Revision

Ms. Anne Becker, General Counsel/Human Resource Director, presented and recommended approval of the revised Bullying Policy. *A motion was made by Ann Bremer, seconded by Michèle Kunz, to waive the reading of the Bullying Policy, as presented. One no vote. Motion carried.*

Bloomington Hearing Update

Superintendent Lewandowski and Ms. Anne Becker, General Counsel/Human Resource Director, updated the Board on the recent Bloomington withdrawal hearing.

Chair Report - None

AMSD Report - None

Once Around the Table - None

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:18 PM.

The next general meeting will be held on August 28, 2014, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____

Clerk _____

Date _____

Date _____

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287
SCHOOL BOARD – August 28, 2014**

LICENSED STAFF

1. New Hires:

A. Regular

- ANGELA PALATTAO, Physical Therapist at the District Service Center – Itinerant, **additional position due to increased enrollment**, effective August 25, 2014, MA, Step 8 – 0.6 FTE.
- LIBBY BROCK, Speech Language Pathologist at the District Service Center – Itinerant, **replacement for P. Lehman**, effective August 25, 2014, MA, Step 11 – 1.0 FTE.
- KATHERINE RAMEY, (current EA employee) EBD Instructor at North Education Center, **replacement for A. Copeland**, effective August 25, 2014 – BA, Step 2 – 1.0 FTE.
- ESTELLE M. WALLACE, Behavior Intervention Specialist at North Education Center, **additional position due to increased enrollment**, effective August 25, 2014, MA, Step 9.5 – 1.0 FTE.
- PAMELA M. BEATTY, EBD Instructor at North Education Center, **additional position due to increased enrollment**, effective August 25, 2014, BA, Step 9.5 – 1.0 FTE.
- KATHRYN M. KAMINSKI SCHMIDT, School Social Worker at North Education Center, **replacement for H. Miron**, effective August 25, 2014, MA+10, Step 11 – 1.0 FTE.

B. Reinstatement of Licensure Waivers

-

C. Temporary

- TAMARA BUSSMAN, CPI Instructor at the District Service Center, effective July 1, 2014 through July 2, 2014.
- NICOLE RUBER, Independent Study English Instructor at Richfield High School, effective July 1, 2014 through June 30, 2015.
- CHAR MYKLEBUST, for research and implementation of A Better Way program, effective July 1, 2014 through December 30, 2014.
- JANIS CHELL, D/HH Instructor for Itinerant Services, effective August 25, 2014 through June 8, 2015 - .75 FTE.

2. Extended Leaves of Absence:

A. Unpaid

- BARBARA WINCHELL, Deaf/Hard of Hearing Instructor at the District Service Center, .5 FTE (revised from a previous .3 FTE request) effective for the 2014-15 school year.
- MELANIE LEITE CARROL, Physical Therapist at the District Service Center, rescind request for a .2 FTE leave of absence effective for the 2014-15 school year.

3. **Separations:**

A. **Dismissal**

-

B. **Resignation**

-

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

- MARK BASTIANSEN, Instructor at South Education Center, effective August 8, 2014.

4. **Other:**

- The Board authorizes Janet R. Mayer and to participate in the Part-Time Teacher Program through TRA with the understanding she accepts responsibility for all costs associated with her participation for the 2014-15 school year.
- The Board authorizes Michael C. Anderson to participate in the Part-Time Teacher Program through TRA with the understanding he accepts responsibility for all costs associated with his participation for the 2014-15 school year.

NON-LICENSED STAFF:

1. **New Hires:**

A. **Regular**

- MARCELL BRANCH, (current employee) Education Assistant/Behavior Specialist at West Education Center, **new position**, effective August 25, 2014 – Step 12 Lane 4 +90 credits – 1.0 FTE.
- AMANDA FERRER, Human Resources Specialist at the District Service Center, **refill for C. Jenson**, effective July 14, 2014 - Unaffiliated Grade 2 12 month - .1.0 FTE.
- ANTWAYN T. HUNTER, (current employee) Education Assistant/Behavior Specialist at West Education Center, **new position**, effective August 25, 2014 – Step 4 Lane 1 – 1.0 FTE.
- PARIS D. KYLES, (current employee) Education Assistant/Behavior Specialist at West Education Center, **new position**, effective August 25, 2014 – Step 8 Lane 4 +90 credits – 1.0 FTE.
- SANDRA BAUTCH, Cook at Edgewood Education Center, **new position**, effective August 13, 2014 – Step 3 Grade 3 – 1.0 FTE 10 month.
- BRIAN C. LLOYD, Education Assistant at West Education Center, **refill for O. Rogers**, effective August 25, 2014 – Step 12 Lane 3 +30 credits – .875 FTE.
- TRISHELL R. BURNS, Education Assistant at West Education Center, **refill for J. Green**, effective August 25, 2014 – Step 12 Lane 1 – .875 FTE.

- ETTA GBEIZON-BORNOR, Education Assistant at North Education Center, **additional position due to increased enrollment**, effective August 25, 2014 – Step 4 Lane 5 BA – .875 FTE.
- WANNIE KAMUELYU, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective August 25, 2014 – Step 8 Lane 5 BA – .875 FTE.

B. Temporary

- DEBORAH BARNES, support for superintendent's office at the District Service Center, effective July 1, 2014 through June 30, 2015.
- CHRISTINE MCCLURE, Clerical at the District Service Center, effective July 1, 2014 through June 30, 2015.
- PAMELA SCHROEDER, for PEM Trainer's Training at the District Service Center, effective June 9, 2014 through August 29, 2014.
- JENNIFER TINERELLA, Clerical for NWTC, effective July 10, 2014 through July 18, 2014.
- CONNIE FLADELAND, Facilitator for Gifted Education, effective July 1, 2014 through December 31, 2014.
- JOSHUA BERRONG, Education Assistant for NSO, effective July 1, 2014 through August 31, 2014.
- JOSHUA BERRONG, Education Assistant for Collaborative Curriculum, effective July 1, 2014 through August 31, 2014.
- NATALIE OTTUM, AVID Tutor at SECA, effective September 2, 2014 through June 5, 2015.

C. Substitutes

-

2. Extended Leaves of Absence:

A. Unpaid

- CECIL BLAKES, Education Assistant at North Education Center, .125 FTE effective for the 2014-15 school year.
- ERIC SPENCER, Education Assistant at South Education Center, .125 FTE effective for the 2014-15 school year.
- NoEI Hoffeld, Education Assistant at West Education Center, .5 FTE effective for the 2014-15 school year.

3. Separations:

A. Dismissal

-

B. Resignation

- BENJAMIN ELLRINGER, Education Assistant at South Education Center, effective August 8, 2014.
- MARLON MCCOY, Education Assistant at West Education Center, effective July 28, 2014.
- MISTY TROBLEY, Education Assistant at South Education Center, effective July 28, 2014.
- ANDREA LIPOVETZ, Education Assistant at North Education Center, effective August 4, 2014.
- COLLIN WARD, Education Assistant at South Education Center, effective August 4, 2014.
- STEPHANIE LAWSON, Education Assistant at North Education Center, effective August 11, 2014.
- KATHERINE RAMEY, Education Assistant at North Education Center to accept a 287 Instructor position, effective August 14, 2014.

C. Retirement (Regular/Disability)

-

D. Other

-

ATTACHMENT TO ROUTINE HUMAN RESOURCES ACTIVITIES REPORT - August

Licensed

Special Education (FY14 wrap-up and FY14 start-up hours)

Barb Hagel Darla Jackson Kendra Rask

Curriculum Writing and other Summer Projects

Kelly Garita	Valerie Glenn	Alison Jones
Vena Jones	Donna Moe	Greta Palmberg
Linda Seifried	Scott Wright	Stephanie Hawley
Mary Hogetvedt	Katherine Manlapas	Melissa Mendick
Alicia Jensen	Cheryl Nelson	Diane Gerads-Schmidt
Barbara Lynch	Jane Corkery	Beth Kowski
Paul Sterlacci	Pamela Taylor	Mike Smart
Jon Filla		

Due Process Work

Andrea Faeh

Summer School

Area Learning Center

Anne Runck

NSO

Travis Voels

Special Education

Nancy Appel	James Bernard	Kathleen Benshoof
Jennifer Curtis	Carla Danielson	Cassandra Haga
Jane Karayusuf	Sue Lauer-Browen	Melanie Leite-Carroll
Margaret Oliver	James Reed	Marcia Thompson
Alexia Poppy	Bonnie Willert	Beth Struve
Monica Mommsen	Becky Moen	Carrie Agre
Brooke Peterson	Kathleen Anderson	Jennifer Schmitz
Gail Morris	Anne Augustson	Karen Bendtsen
Katherine Asplin	Lynn Bathke	Barbara Becker
Rhonda Bystrom	Sophie Chabin	Amanda Dittbenner
Jane Karayusuf	Laurie Levin	Matt Gardner
Karin Isabell	Karen Berger	Kris Tuma

West Suburban Summer School

Christina Thompson Jacob Westman Glenda Kibat

Non-Licensed

Special Education

Andrew Bachman

Jessica Hagel

Shannon Bass

Michelle Thompson

Gabe Vertin

Matthew Burrill

Jeffrey Stensrud

Joe Bessman

Jennifer Tinerella

Kimberly Hershey

Anne Campbell

Tangela McElroy

Zane Bishop

Mae Volk

Dana Trattles

West Suburban Summer School

Brian Esch

Mary Stewart

Nick Grady

Carl Meisner

Fall Prep/Miscellaneous Projects

Jill Batman

Intermediate District 287

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Authorizing Superintendent to Sign Contracts and Purchase Orders

Minnesota Statutes Section 123B.52, subd. 2 permits the Board to pass a resolution authorizing the Superintendent to sign purchase orders and certain contracts. It is recommended by Administration that the following resolution be passed:

“The Board of Education for Intermediate District 287 hereby authorizes the Superintendent of Schools, the Executive Director of Business Services, and/or the Director of Finance to sign contracts and purchase orders for goods and services contained within the Board approved budget. Specific Board authorization and compliance with bid requirements is required for transactions in amounts greater than the minimum amount for which bids are required.”

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: August 18th, 2014

TO: Sandra Lewandowski, Superintendent

FROM: Christina K. Houck, Director of Mental Health & Partnerships

RE: **People Incorporated Contract for NECA**

A request for continuation of services was made so as to provide support to our North Education Center Alternative students who are county involved youth. The purpose of the contract is to provide on-site case coordination services as well as mental health support to students who are in our ALC program at NEC. The best provider and value for the District was received from People Incorporated, a current provider of case coordination and mental health services at NECA at this time.

<u>Company</u>	<u>Building</u>	<u>Program</u>	<u>Monthly Total</u>	<u>Total Contract</u>
People Incorporated	NEC	NECA	\$15,815.50	\$189,786

2 FTE case coordinators at NECA to serve students who require county services
1 FTE for mental health support at NECA

These funds are directly coming from Hennepin County and are fully budgeted in the FY 2015 budget year. Board approval of this contract is requested due to the value of the contract being in excess of \$100,000.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: August 20, 2014

TO: Sandra Lewandowski, Superintendent
Mae Hawkins, Executive Director of Business Services

FROM: Chad Maxa, Executive Director of Technology & Innovation

RE: **Technology and Information Educational Services (TIES) Contract**

I have ordered computers for the upcoming school year to replace devices that are at the end of their useful lives and to provide equipment for our new programs. The equipment totals \$238,787.85 and was accounted for in my FY15 budget. Board approval is requested. Thank you for considering this request.

District 287 is purchasing this equipment based on the State of Minnesota's WSCA/NASPO: Contract 14279.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: August 22, 2014

TO: Sandra Lewandowski, Superintendent

FROM: Mae Hawkins, Exec. Director of Business Services

RE: **Lease Agreement with Hennepin Technical College**

The lease agreement is for the use of classrooms, labs and equipment at the Brooklyn Park and Eden Prairie Hennepin Technical College Campuses. The agreement is for the 2012-13, 2013-14 and 2014-15 school years. This agreement replaces the expired Joint Powers Agreement between District 287 and Hennepin Technical College. These spaces are used by District 287's Career and Technical Program and Special Education Transition Programs. In 2012-13 District 287 was using more classrooms and labs than it does currently. The agreement includes a 3% per year increase.

Year	Total Contract
2012-13	\$77,841.00
2013-14	\$73,378.80
2014-15	\$75,420.60

Board approval of this lease agreement is requested as the agreement includes both leased space and multiple years.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: August 22, 2014

TO: Intermediate School District 287 School Board

FROM: Sandra Lewandowski, Superintendent

RE: Proposed 2014-2015 Superintendent Results (Goals)

I will be presenting the following two results for your consideration and approval at our September 11 meeting. While all parts of the written responsibilities for the Superintendent will continue to be addressed and evaluated as part of the annual Superintendent evaluation, I am recommending the following two as priority areas for this year's work plan:

1. By May 1, 2015, a three-year school improvement plan will be developed for board approval by utilizing the three major result areas of innovative instruction, student success and collaborative curricula to develop a baseline and critical metrics that will guide/measure our instructional work over time.
2. By May 1, 2015 District 287 will work collaboratively with Hennepin County school districts and Hennepin County Commissioners to improve regional graduation rates by:
 - a) actively participating in the data portability project led by Hennepin County;
 - b) providing active leadership to raise the funding streams for students attending District 287 Area Learning Center programs;
 - c) by identifying and implementing effective strategies to recover and re-engage students who are at very high risk of dropping out of school; and,
 - d) providing regional evidence based professional development aimed at reducing suspensions and other exclusionary practices (A Better Way) that prevent students from graduating.

Thank you in advance for the consideration of these proposed annual results. Please feel free to call me in advance of the August 28 board meeting if you have any questions or concerns.

Intermediate District 287

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Top Things to Know About Back to School, Fall 2014

Summer prep... Throughout the summer we've been working diligently to prepare for another exciting school year. With many new people and processes, we are ready for even greater student success!



A new administrative organizational structure approved by the Board last winter, has come alive this summer. Four new Administrative Team members have been hired:

- Elisabeth Rogers, Executive Director of Programs and Services;
- Jennifer McIntyre Director of Special Education;
- Jennifer Nelson, Assistant Director of Planning and Improvement; and
- Donna Moe, Assistant Director of Research, Evaluation and Assessment.

In addition, each member of strategic integration team (SIT) has a new role and new responsibilities. The highly motivated and energetic team has had many opportunities to understand these roles and consider how they best can contribute to the District's Mission.

With instruction as the primary focus for the 2014-2015 school year, *administrators have committed to achieving results in three areas: (1) innovative instruction, (2) student success, and (3) collaborative curriculum.* At a Results Retreat August 12th & 13th, administrators wrote specific results and developed action plans to achieve them. The results and plans reflect high student expectations made possible through personalized learning that addresses both academic and social emotional needs. They reflect a commitment to (1) staying current in content areas and pedagogy, and (2) intentionally and systematically aligning resources and professional development to the three results areas.

Highlights of this summer's professional learning included opportunities for administrators, peer coaches and Process Education Model (PEM) trainers and participants.

- 4 licensed 287 staff members completed the trainers' training to become certified as PEM trainers, and about 65 additional staff will have participated in PEM training
- 21 licensed staff members participated in peer coaching training. Peer Coaches will fulfill the new state review requirement, conducting observations of tenured licensed staff who work in a similar area to theirs.
- 32 staff participated in the four-day New Staff Academy learning about district culture and key practices.
- In addition, a Restorative Practices training was hosted and supported by Special Education and Mental Health and Partnerships this summer. Restorative Practices has a long history in Minnesota and in its impact and effectiveness in schools. A second round of training is scheduled for September.

Research Evaluation & Assessment staff have been compiling data, creating reports, and learning the role of district assessment coordinator. The primary job of this new department is to understand how to support the district in the use of data use to guide instruction and program improvement.

Customer service continues to be the watchword for all of the administrative services areas. *The Human Resources team has restructured the department to provide excellent customer service in an even more efficient manner,* reflective of advances in technology and changing staff needs.

On July 28, PrairieCare held a groundbreaking ceremony for its new Brooklyn Park facility set to open fall 2015. Intermediate District 287 will provide educational services to the Brooklyn Park location in addition to the Edina and Maple Grove locations. Another fall 2015 facilities opening will be

the South Education Center (SEC) Playfield. The project has been approved by the Richfield City Council, and the pre-bid walk-through occurred on August 19th. On a related SEC facilities note, the wireless network was upgraded this summer.

New fall directions...

Plans for the new Strategic Plan are underway. Dates for all planning team meetings have been set and superintendents are identifying the two individuals to represent their districts. Full

Day Core Planning Team meetings are scheduled for November 20th & 21st, March 10th, and May 7th and 8th. Board members would like to represent their district should let his or her superintendent know!



Technology changes will help achieve the result of higher performance by creating easier access to standardized content and a smoother interface for operations: (1) *All teachers will automatically have the courses they teach created in the Digital Curriculum Hub* so that everyone teaching the same subject will have the curriculum “pushed” to them rather than needing to request specific units or courses, (2) the district is *moving from Microsoft Exchange to Gmail for staff and students*, and (3) *a new website that will be unveiled in the upcoming weeks* has several features to improve communications.

In addition to the innovations in technology that are being promoted districtwide, *287 is at the forefront of the Minnesota Partnership for Collaborative Curriculum. We begin the year with over 160 Minnesota school districts participating.* Many of these districts this fall will eagerly pilot the first wave of digital courses that have been produced by the consortium:

Supporting the Human Resources focus on recruiting, hiring, retaining and supporting high quality and diverse staff serving students, *a new teacher evaluation process will begin this fall.* All tenured licensed staff members will be assigned to one of three cohort teams which will progress through the process on the same cycle. Human Resources also is spearheading a partnership with Metro Transit *to provide more effective and timely identification of low-cost efficient school transportation methods and guidelines*, especially for those who have identified transportation as a barrier to regular attendance.

As part of Business Services support of instructional leaders so that they can focus on instruction, the *on-line budgeting system, MyBudgetFile, was implemented for the FY15* school year. Survey feedback from the site leaders shows this system is saving them considerable time. *Business Services also will offer customized instruction to site leaders and office staff* throughout the school year to assist in efficient and effective documentation processing.

The *food service for students at Edgewood, Northwest Technical Center and Gateway will be provided by the District 287 food service program.* In previous years this service was contracted through the Osseo District. Because of new weekly sodium targets for school meals, food service is busy developing recipes using less salt and more fresh spices and herbs.

The second phase of the Service Center redesign, expected to be completed in November, will include updating office spaces to accommodate the new administrators, the IT department, the legal team, the and the facilities department. Similar to phase one, this will primarily be a furniture project with three offices built in the existing IT space on the north side of the first floor.

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

Regular Meeting – August 28, 2014

AGENDA SECTION: BUSINESS SERVICES REPORT

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Executive Director of Business Services

1. Background Information

The June Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$72,622,029, or 85.8% of the Revised Revenue Budget of \$84,601,954. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. June shows a negative revenue amount due to a repayment to MDE of \$4.88 million for an overpayment for 2012-2013. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$80,991,249, or 95.6% of the Revised Expenditure Budget of \$84,760,037.

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

DDA

Attachments

2. Fiscal Impact/Funding Source: None

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

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

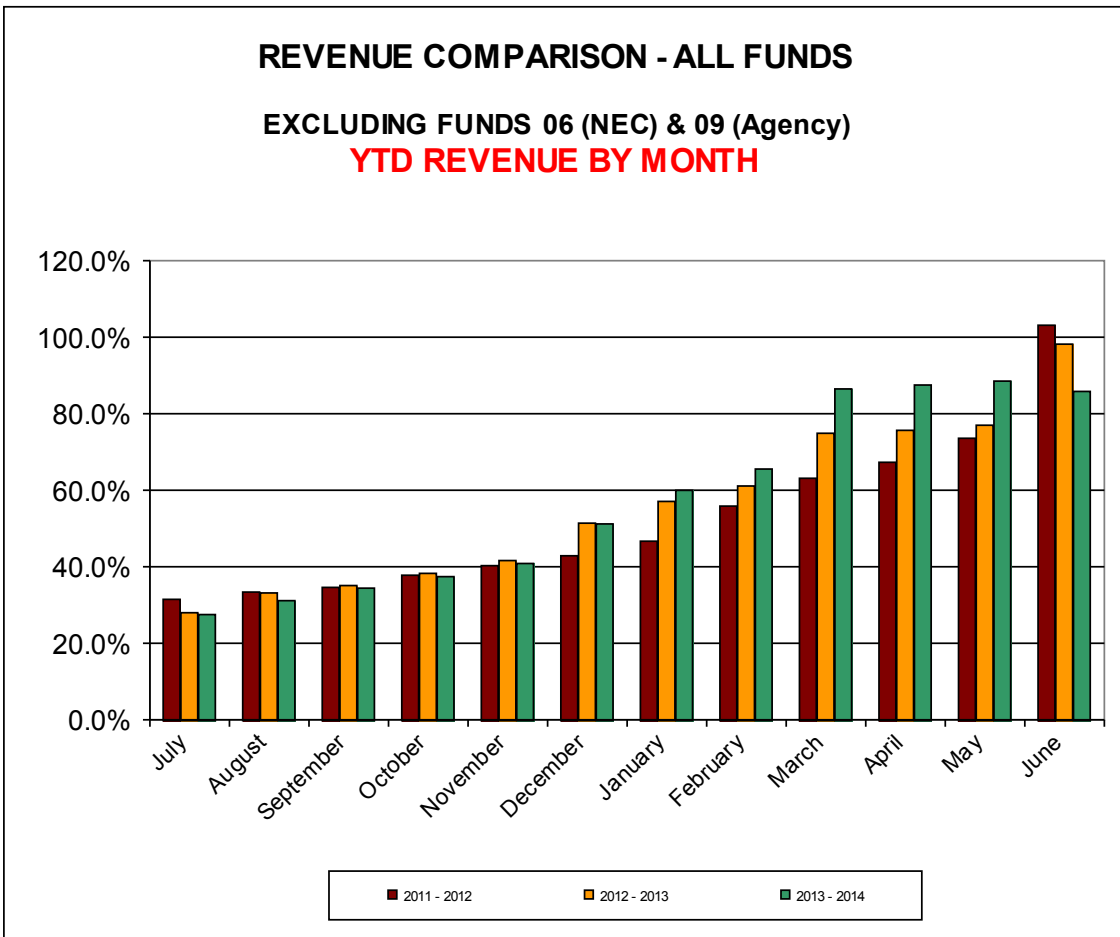
The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

DISTRICT 287

REVENUE COMPARISON

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

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	25,873,696	31.5%	23,083,337	28.0%	23,266,115	27.5%
August	1,547,432	33.4%	4,277,483	33.2%	3,076,425	31.1%
September	1,014,685	34.6%	1,595,333	35.1%	2,766,649	34.4%
October	2,606,586	37.8%	2,620,908	38.3%	2,558,934	37.4%
November	2,065,709	40.3%	2,772,203	41.6%	2,904,928	40.9%
December	2,114,041	42.9%	8,060,459	51.4%	8,740,826	51.2%
January	3,139,401	46.7%	4,673,693	57.1%	7,444,596	60.0%
February	7,524,683	55.9%	3,338,082	61.1%	4,699,240	65.6%
March	5,978,317	63.1%	11,361,782	74.9%	17,705,512	86.5%
April	3,434,961	67.3%	636,685	75.7%	882,851	87.5%
May	5,160,949	73.6%	1,090,279	77.0%	867,293	88.5%
June	24,252,121	103.1%	17,481,161	98.2%	-2,291,337	85.8%
TOTAL	84,712,582	103.1%	80,991,404	98.2%	72,622,029	85.8%
BUDGET	82,141,328		82,490,824		84,601,954	



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	06/01/14 06/30/14	FISCAL YEAR 201307 RECEIVED THRU 06/30/14	REMAINING ON 06/30/14	PERCENT REMAINING
01 GENERAL FUND	16,801,021.79	17,473,238	535,981.54	9,093,028.03	8,380,209.97	47.96 %
02 FOOD SERVICE FUND	590,029.26	655,439	67,337.86	354,917.02	300,521.98	45.85 %
04 COMMUNITY SERVICE FUND	200,356.47	170,592	15,053.99	91,851.43	78,740.57	46.15 %
06 BUILDING CONSTRUCTION FUND	98,584.95	0	0.00	0.00	0.00	0.00 %
07 DEBT SERVICE FUND	5,155,933.80	5,190,608	0.00	1,608,419.71	3,582,188.29	69.01 %
08 TRUST FUND	468,757.16	536,643	156,561.71	401,882.21	134,760.79	25.11 %
10 SCHOLARSHIP FUND	50,073.39	0	4,000.00	4,000.00	4,000.00-	0.00 %
12 ALC-ACADEMIC	9,312,678.34	9,909,078	961,737.77	8,154,935.90	1,754,142.10	17.70 %
13 CAREER & TECH	1,452,720.05	1,385,517	82,635.56	1,116,044.68	269,472.32	19.44 %
14 SPECIAL EDUCATION	46,270,065.76	48,796,629	4,175,635.86-	51,216,764.35	2,420,135.35-	4.95-%
20 INTERNAL SERVICE FUND	554,713.67	457,010	58,750.29	541,674.93	84,664.93-	18.52-%
41 DONATIONS	602.84	0	0.00	30.00	30.00-	0.00 %
51 STUDENT CLUBS	35,866.27	27,200	2,239.94	38,481.16	11,281.16-	41.47-%
*** REPORT TOTALS:	80,991,403.75	84,601,954	2,291,337.20-	72,622,029.42	11,979,924.58	14.16 %

DISTRICT 287

EXPENDITURE COMPARISON

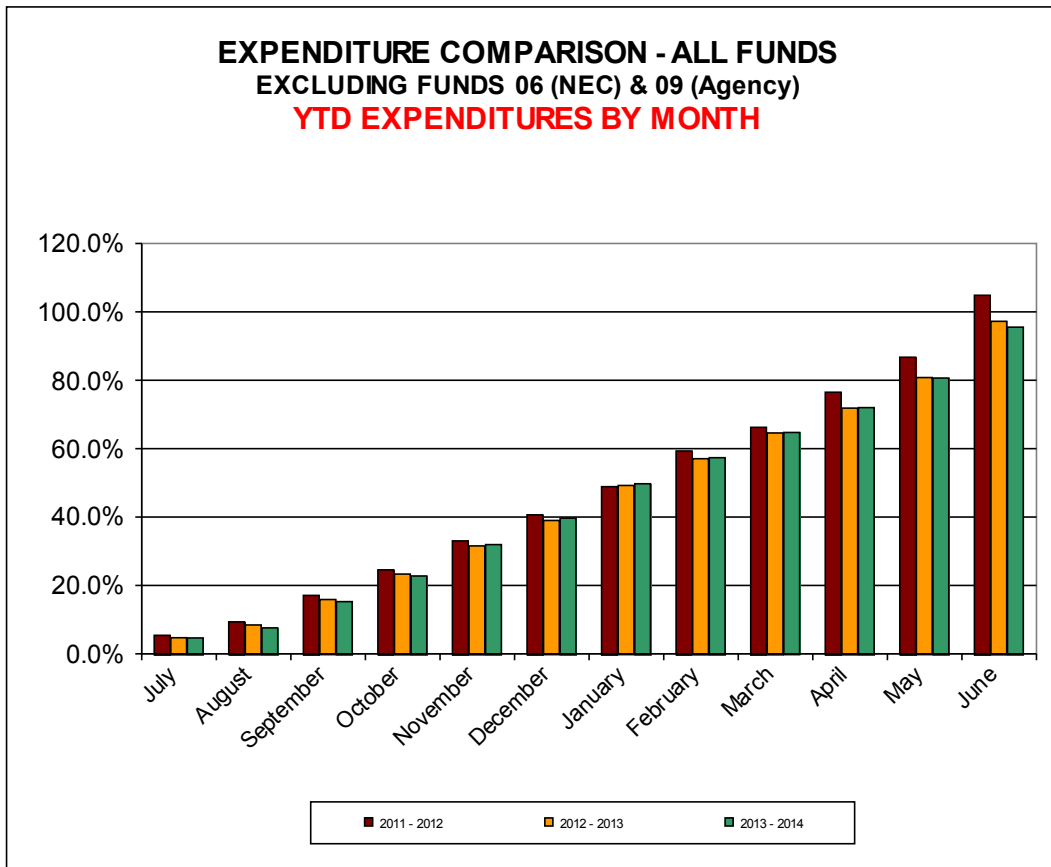
- EXCLUDING Funds 06 (NEC Construction) and 09 (Agency)

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	4,426,791	5.4%	3,922,779	4.7%	3,962,038	4.7%
August	3,242,009	9.4%	3,118,331	8.4%	2,486,804	7.6%
September	6,314,818	17.1%	6,204,141	15.9%	6,489,103	15.3%
October	6,114,673	24.6%	6,207,454	23.3%	6,365,911	22.8%
November	6,924,324	33.0%	6,868,339	31.6%	7,781,071	32.0%
December	6,234,872	40.7%	6,204,082	39.0%	6,551,462	39.7%
January	6,740,058	48.9%	8,516,139	49.2%	8,521,477	49.7%
February	8,521,079	59.3%	6,519,986	57.1%	6,477,527	57.4%
March	5,671,596	66.3%	6,287,977	64.6%	6,241,384	64.7%
April	8,378,469	76.5% ¹	6,049,508	71.9%	6,167,270	72.0%
May	8,376,008	86.7% ²	7,446,228	80.8%	7,333,498	80.7%
June	14,816,672	104.9% ³	13,711,182	97.2%	12,613,703	95.6%
TOTAL	85,761,367	104.9%	81,056,146	97.2%	80,991,249	95.6%
BUDGET	81,786,192		83,352,386		84,760,037	

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

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

³ Includes \$1,942,041.25 in MDE Tuition Refunds for prior years paid back to other districts (FY10-11)



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept
 STATEMENT OF EXPENDITURES
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 06/01/14 TO 06/30/14

RUN: WED 080614 11:52 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	REVISD BUDGET	06/01/14 06/30/14	FISCAL YEAR 201307 EXPENDED THRU 06/30/14	ENCUMBERED THRU 06/30/14	REMAINING ON 06/30/14	PERCENT REMAINING
01 GENERAL FUND	17,320,565.99	18,608,426	1,883,388.30	17,261,199.19	326,642.70	1,020,584.11	5.48 %
02 FOOD SERVICE	590,029.26	655,439	74,705.12	614,409.90	46,482.39	5,453.29-	0.83-%
04 COMMUNITY SERVICE FUND	221,434.69	170,592	18,432.23	176,233.06		5,641.06-	3.30-%
06 BUILDING CONSTRUCTION FUND	793,289.99	0	0.00	0.00		0.00	0.00 %
07 DEBT SERVICE FUND	3,973,668.76	3,965,332	208.30	3,964,439.56		892.44	0.02 %
08 TRUST FUND	472,715.78	536,643	226,573.27	444,038.22		92,604.78	17.25 %
10 SCHOLARSHIP FUND	8,868.77	20,000	428.98	22,650.72		2,650.72-	13.25-%
12 ALC-ACADEMIC	9,607,902.35	10,435,786	1,959,759.11	9,864,113.63	62,140.55	509,531.82	4.88 %
13 CAREER & TECH	1,493,258.60	1,390,477	351,789.75	1,403,605.76	952.44	14,081.20-	1.01-%
14 SPECIAL EDUCATION	46,082,516.10	48,492,632	8,037,360.54	46,794,034.85	273,284.56	1,425,312.59	2.93 %
20 INTERNAL SERVICE FUND	462,733.42	457,010	50,225.47	414,493.42		42,516.58	9.30 %
51 STUDENT CLUBS	29,162.35	27,700	10,832.32	32,030.73	813.04	5,143.77-	18.56-%
*** REPORT TOTALS:	81,056,146.06	84,760,037	12,613,703.39	80,991,249.04	710,315.68	3,058,472.28	3.60 %

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Intermediate District 287
RESPONSIVE. INNOVATIVE. SOLUTIONS.

MEMORANDUM

DATE: **August 6, 2014**

TO: Members of the School Board

FROM: Mae L. Hawkins, Executive Director of Business Services

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

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

- | | | |
|----|---|---------------------------------|
| 1. | Claim payments for: June 2014 | Totaling <u>\$ 7,610,225.75</u> |
| | a) <i>Check #'s</i> 494550 - 494839
<i>and Wire Transfers - #'s</i> 2496 - 2499, 3098, 70014542 - 70014819, 80000716 - 80000737
<i>and P-Card Purchases - #'s</i> 90000259- 90000272 | |
| 2. | Payroll for: June 2014 | Totaling <u>\$ 2,388,409.18</u> |
| | a) <i>Check #'s</i> n/a
b) <i>Direct Deposit #'s</i> 258569 - 259567, 259568 - 260445
<i>and Wire Transfers - #'s</i> 4110 | |
| 3. | Receipts for: June 2014 | Totaling <u>\$ 2,620,132.54</u> |
| | a) <i>Receipt #'s</i> 135241 - 135415 | |
| 4. | Investments at end of month | Totaling <u>\$ 8,509,095.34</u> |

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

**INTERMEDIATE DISTRICT 287
INVESTMENTS ON HAND
JUNE 2014**

INV NBR	INSTITUTION	INV TYPE	RATE OF RETURN (%)	PURCHASE DATE	MATURITY DATE	AMOUNT INVESTED
	PMA- MNTRUST INVESTMENT SHARES PORTFOLIO					-
	PMA- MNTRUST SAVINGS DEPOSIT ACCOUNT	SDA	0.100	06/30/14	06/30/14	8,509,095.34
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					8,509,095.34
	 INVESTMENTS ON OUR BOOK AT END OF MONTH					 8,509,095.34
	INTEREST NOT RECORDED BY MONTH-END					0.00
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					<u>8,509,095.34</u>

Intermediate District 287

Cash Position Sheet- Monthly Total Net Cash- All Accounts

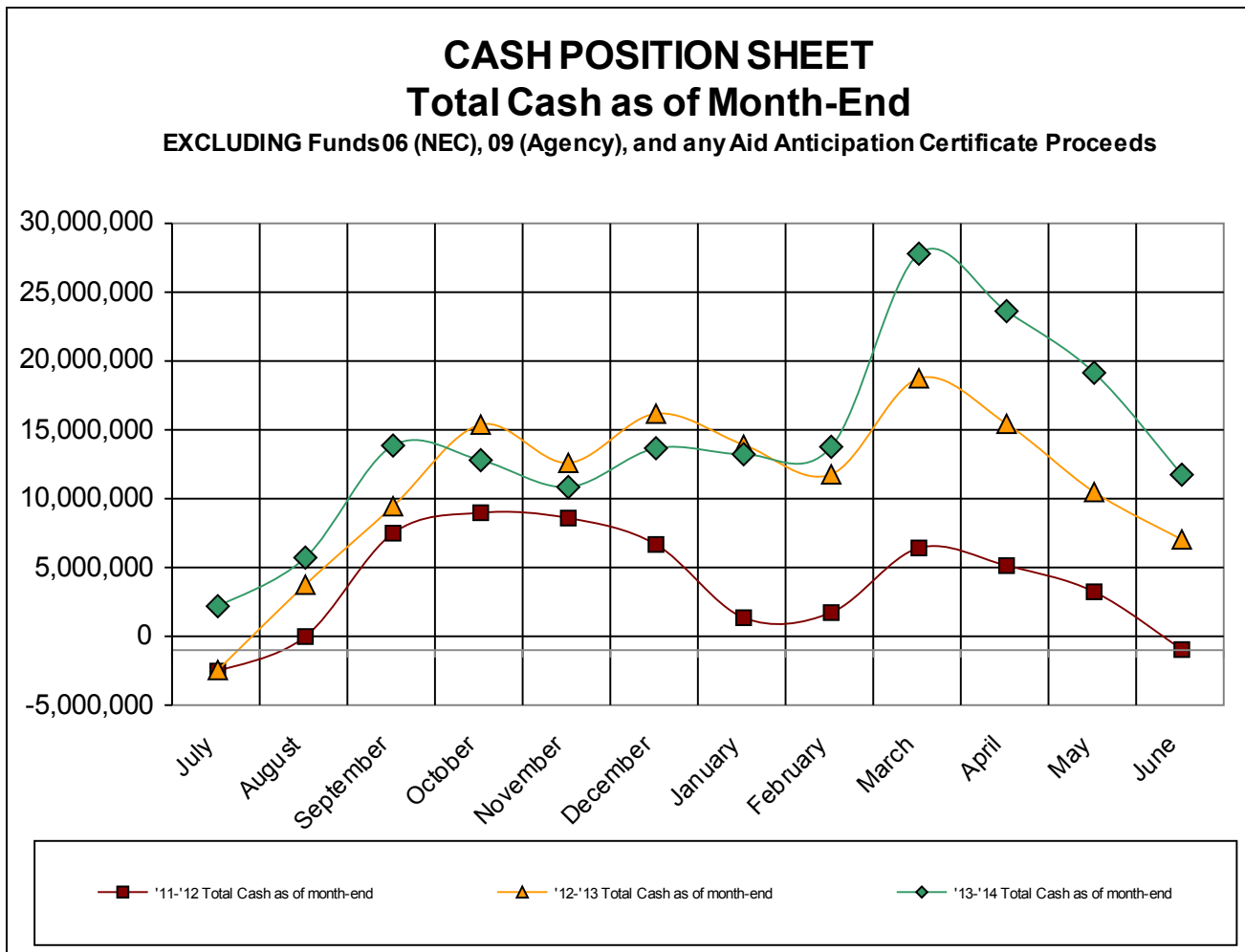
- EXCLUDING Funds 06 (NEC Construction), 09 (Agency), and any Aid Anticipation Certif. Proceeds

<u>Date</u>	'11-'12 Total Cash as of month-end	'12-'13 Total Cash as of month-end	'13-'14 Total Cash as of month-end
July	-2,523,529 ^{1,2}	-2,447,118 ²	2,191,127 ³
August	-15,086 ^{1,2}	3,754,626 ³	5,718,061 ³
September	7,492,933 ²	9,454,172 ³	13,862,706
October	8,982,957 ²	15,382,409 ³	12,796,587
November	8,595,697 ²	12,605,385 ³	10,848,256
December	6,678,835 ²	16,180,751 ³	13,665,705
January	1,358,298 ²	13,924,956 ³	13,229,251
February	1,728,796 ²	11,767,529 ³	13,767,789
March	6,426,638 ²	18,741,667 ³	27,803,669
April	5,136,821 ²	15,446,038 ³	23,625,636
May	3,240,235 ²	10,488,472 ³	19,151,688
June	-959,957 ²	7,041,623 ³	11,744,521

¹ excludes Aid Anticipation Certif. proceeds of \$3,601,990.60 in Oct. 2010, paid back in Sept. 2011

² excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011, paid back in Aug. 2012

³ excludes Aid Anticipation Certif. proceeds of \$9,900,000.00 in Aug. 2012, paid back in Sept. 2013



INTERMEDIATE DISTRICT 287
JUNE 2014 ACTIVITY

WIRE TRANSFERS IN:

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
06/06/14	DHS - MMIS	MSDLAF	1918692	168,957.20	THIRD PARTY BILLINGS
	ZOOLOGICAL BD ACCTG	MSDLAF	1931669	145.00	MN ZOO TRIP REIMBURSEMENT OF TRANSPORTATION
06/11/14	EDUC - FNS	MSDLAF	1933756	9,942.19	02F705 FED BRKFST MAY 2014
	EDUC - FNS	MSDLAF	1933756	157.90	02F705 ST BRKFST MAY 2014
	EDUC - FNS	MSDLAF	1933756	20,972.60	02F701 FED FREE & RED LUNCHES MAY 2014
	EDUC - FNS	MSDLAF	1933756	1,009.72	02S300 ST LUNCHES MAY 2014
	EDUC - FNS	MSDLAF	1933756	2,423.40	02F701 FEDREG LUNCHES MAY 2014
	EDUC - FNS	MSDLAF	1933756	484.68	02F701 FED HHFKA LUNCHES MAY 2014
06/17/14	DHS - MMIS	MSDLAF	1945692	129,806.99	THIRD PARTY BILLINGS
06/18/14	EDUC-VENDOR PAYMENT	MSDLAF	1953303	140,286.17	INV#71822 MATH & SCIENCE PARTNERSHIP
06/25/14	PERPICH CTR ARTS ED	MSDLAF	1961003	1,092.50	INV#71954 PERPICH CTR ARTS ED ITINERANT SVS
	EDUC -FEDERAL AID	MSDLAF	1961003	6,537.56	INV#71972 MN DEPT ED - TITLE III FIN417
06/27/14	EDUC -FEDERAL AID	MSDLAF	1965032	5,644.28	INV#71973 MN DEPT ED - TITLE II FIN414
MTD TOTALS				487,460.19	

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
06/05/14	MSDLAF	BANK OF MONTREAL	90000259 - 90000272	32,466.64	A/P P-CARD MAY14 ACT - PD JUNE14
	MSDLAF	BANK OF MONTREAL	2496	75,125.36	P-CARD MAY14 ACT - PD JUNE14
06/10/14	MSDLAF	US BANK	70014542 - 70014583	7,971.33	DIRECT DEPOSIT EMPLOYEE EXPENSES
06/12/14	MSDLAF	BANK CARD SERVICES	2497	66.39	MERCHANT CARD FEES MAY14
06/13/14	MSDLAF	US BANK	258569 - 259567	1,250,153.48	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000716	22,786.27	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000717	144,806.53	FEDERAL TAXES
	MSDLAF	ING	80000718	2,114.87	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000719	55,741.61	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000720	80,004.21	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000721	64,416.82	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000722	324,087.25	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000723	33.00	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REVENUE	80000724	75,607.06	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000725	48,063.20	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000726	80,463.45	TEACHERS RETIREMENT ASSN
06/27/14	MSDLAF	US BANK	70014584 - 70014819	31,672.84	DIRECT DEPOSIT EMPLOYEE EXPENSES
	MSDLAF	US BANK	2498	107.71	ARP FEES VOUCHER ACCT MAY14
	MSDLAF	CHS	2499	33,171.82	CHS FLEX PAYMENTS JUNE 14
06/30/14	MSDLAF	US BANK	259568 - 260445	1,138,197.59	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000727	47,092.87	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000728	311,479.56	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000729	552.16	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REV	80000730	73,687.48	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000731	30,923.09	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000732	80,852.50	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000733	17,665.03	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000734	129,375.74	FEDERAL TAXES
	MSDLAF	ING	80000735	2,114.55	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000736	35,870.46	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	PERA	80000737	80,942.04	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3098	48.45	ARP FEES RECEIPT ACCT MAY14
	MSDLAF	US BANK	4110	58.11	ARP FEES PAYROLL ACCT MAY14
MTD TOTALS				4,277,719.47	

**DONATIONS
INTERMEDIATE DISTRICT 287
2013-2014**

June 2014

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
6/26/14	CHECK		\$ 1,000.00	MINNESOTA ACADEMY OF SCIENCE		DSC	NSO
6/24/14	CHECK		\$ 4,000.00	MINNETONKA ROTARY CLUB		EPSILON	EPSILON
			\$ 5,000.00				

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

M E M O R A N D U M

Date: August 7, 2014

To: Mae Hawkins

From: Pat Harris

Re: YEAR END SUMMARY OF DONATIONS

During the period of July 1, 2013 through June 30, 2014 Intermediate District 287 received donations of equipment, supplies, cash and other items valued at **\$33,907.93**. This is the total of monthly compilations already provided to the Board.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – August 28, 2014

AGENDA SECTION: BUSINESS SERVICES REPORT

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Executive Director of Business Services

1. Background Information

The July Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$20,077,797 or 23.9% of the Original Revenue Budget of \$84,136,797. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$3,610,327, or 4.3% of the Original Expenditure Budget of \$83,328,954.

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

DDA

Attachments

2. Fiscal Impact/Funding Source: None

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

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

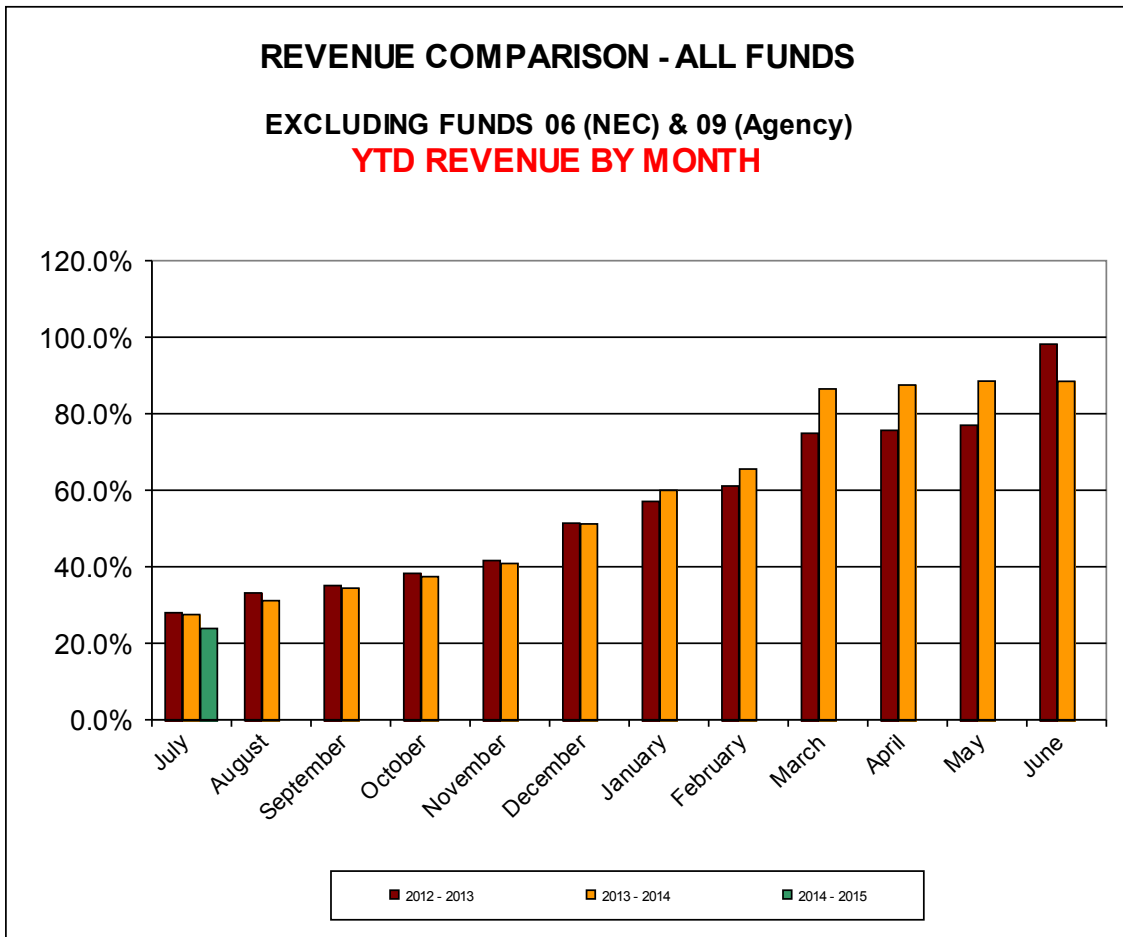
The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

DISTRICT 287

REVENUE COMPARISON

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

Month	2012 - 2013		2013 - 2014		2014 - 2015	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	23,083,337	28.0%	23,266,115	27.5%	20,077,797	23.9%
August	4,277,483	33.2%	3,076,425	31.1%		
September	1,595,333	35.1%	2,766,649	34.4%		
October	2,620,908	38.3%	2,558,934	37.4%		
November	2,772,203	41.6%	2,904,928	40.9%		
December	8,060,459	51.4%	8,740,826	51.2%		
January	4,673,693	57.1%	7,444,596	60.0%		
February	3,338,082	61.1%	4,699,240	65.6%		
March	11,361,782	74.9%	17,705,512	86.5%		
April	636,685	75.7%	882,851	87.5%		
May	1,090,279	77.0%	867,293	88.5%		
June	17,481,161	98.2%	-53,294	88.5%		
TOTAL	80,991,404	98.2%	74,860,073	88.5%	20,077,797	23.9%
BUDGET	82,490,824		84,601,954		84,136,797	



ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 99-999
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11
 SORTED BY: ACCOUNT FD
 SUBTOTALED BY: ACCOUNT FD
 SERIES TOTALS: <None Selected>
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	07/01/14 07/31/14	FISCAL YEAR 201407 RECEIVED THRU 07/31/14	REMAINING ON 07/31/14	PERCENT REMAINING
01 GENERAL FUND	9,846,168.30	17,618,417	7,293,977.61	7,293,977.61	10,324,439.39	58.60 %
02 FOOD SERVICE FUND	354,917.02	686,485	0.00	0.00	686,485.00	100.00 %
04 COMMUNITY SERVICE FUND	91,995.25	173,549	10,613.43	10,613.43	162,935.57	93.88 %
07 DEBT SERVICE FUND	1,608,419.71	5,305,121	742,271.47	742,271.47	4,562,849.53	86.00 %
08 TRUST FUND	501,066.37	500,000	9,340.08	9,340.08	490,659.92	98.13 %
10 SCHOLARSHIP FUND	4,000.00	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	8,434,986.02	8,839,265	2,612,120.20	2,612,120.20	6,227,144.80	70.44 %
13 CAREER & TECH	1,115,694.68	1,155,967	909,326.52	909,326.52	246,640.48	21.33 %
14 SPECIAL EDUCATION	52,292,063.82	49,373,283	8,500,099.27	8,500,099.27	40,873,183.73	82.78 %
20 INTERNAL SERVICE FUND	572,250.95	457,010	0.00	0.00	457,010.00	100.00 %
41 DONATIONS	30.00	0	0.00	0.00	0.00	0.00 %
51 STUDENT CLUBS	38,481.16	27,700	48.00	48.00	27,652.00	99.82 %
*** REPORT TOTALS:	74,860,073.28	84,136,797	20,077,796.58	20,077,796.58	64,059,000.42	76.13 %

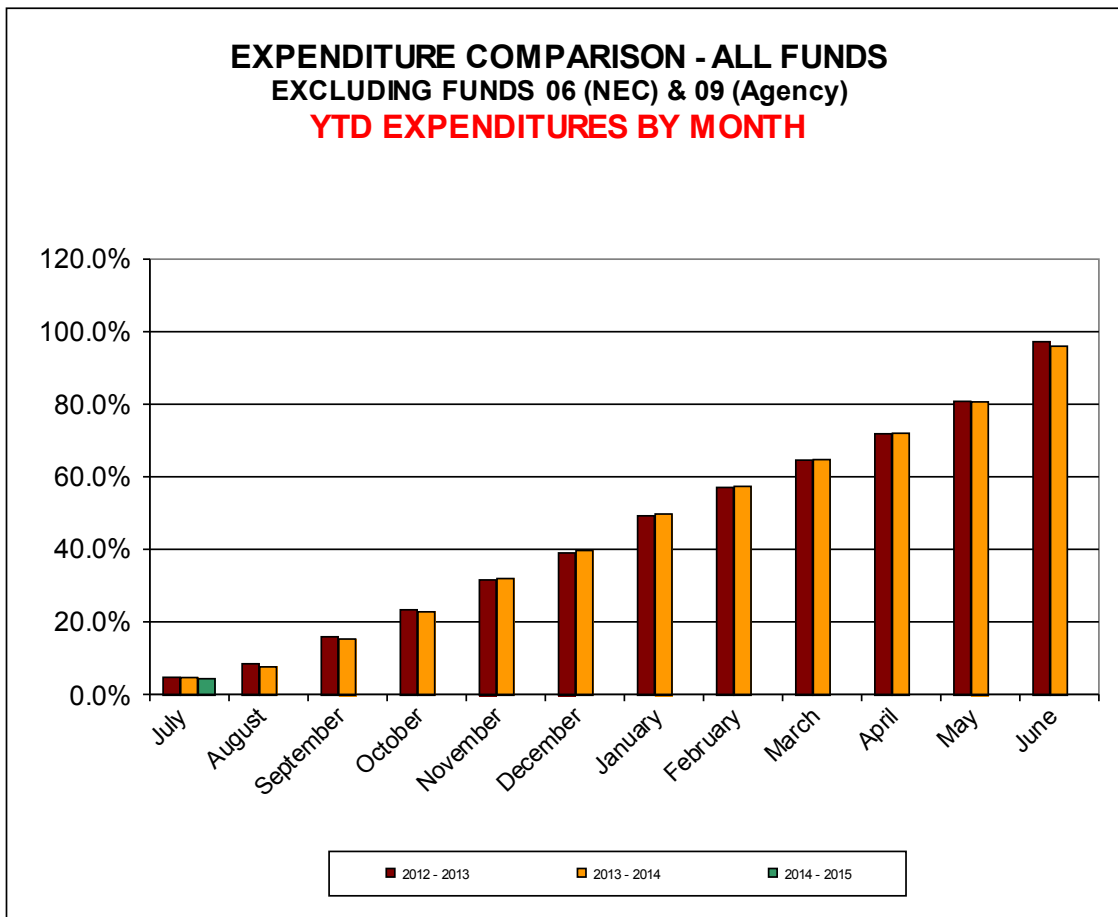
33

DISTRICT 287

EXPENDITURE COMPARISON

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

Month	2012 - 2013		2013 - 2014		2014 - 2015	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	3,922,779	4.7%	3,962,038	4.7%	3,610,327	4.3%
August	3,118,331	8.4%	2,486,804	7.6%		
September	6,204,141	15.9%	6,489,103	15.3%		
October	6,207,454	23.3%	6,365,911	22.8%		
November	6,868,339	31.6%	7,781,071	32.0%		
December	6,204,082	39.0%	6,551,462	39.7%		
January	8,516,139	49.2%	8,521,477	49.7%		
February	6,519,986	57.1%	6,477,527	57.4%		
March	6,287,977	64.6%	6,241,384	64.7%		
April	6,049,508	71.9%	6,167,270	72.0%		
May	7,446,228	80.8%	7,333,498	80.7%		
June	13,711,182	97.2%	13,011,888	96.0%		
TOTAL	81,056,146	97.2%	81,389,434	96.0%	3,610,327	4.3%
BUDGET	83,352,386		84,760,037		83,328,954	



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept
 STATEMENT OF EXPENDITURES
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 07/01/14 TO 07/31/14

RUN: WED 081314 15:04 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	07/01/14 07/31/14	EXPENDED THRU 07/31/14	FISCAL YEAR 201407 ENCUMBERED THRU 07/31/14	REMAINING ON 07/31/14	PERCENT REMAINING
01 GENERAL FUND	17,345,830.84	17,817,145	1,144,495.88	1,144,495.88	3,810,109.27	12,862,539.85	72.19 %
02 FOOD SERVICE	614,409.90	686,485	23,094.98	23,094.98	67,773.04	595,616.98	86.76 %
04 COMMUNITY SERVICE FUND	176,233.06	173,549	16,901.76	16,901.76	1,010.52	155,636.72	89.67 %
07 DEBT SERVICE FUND	3,964,439.56	3,965,907	1,212,333.13	1,212,333.13		2,753,573.87	69.43 %
08 TRUST FUND	444,038.22	500,000	9,340.08	9,340.08		490,659.92	98.13 %
10 SCHOLARSHIP FUND	23,927.80	20,000	0.00	0.00		20,000.00	100.00 %
12 ALC-ACADEMIC	9,894,287.94	9,405,414	352,898.09	352,898.09	216,671.65	8,835,844.26	93.94 %
13 CAREER & TECH	1,403,397.37	1,157,078	18,442.08	18,442.08	12,486.15	1,126,149.77	97.32 %
14 SPECIAL EDUCATION	46,989,909.62	49,118,666	832,820.90	832,820.90	1,554,217.20	46,731,627.90	95.14 %
20 INTERNAL SERVICE FUND	498,437.32	457,010	0.00	0.00		457,010.00	100.00 %
51 STUDENT CLUBS	34,522.73	27,700	0.00	0.00	813.04	26,886.96	97.06 %
*** REPORT TOTALS:	81,389,434.36	83,328,954	3,610,326.90	3,610,326.90	5,663,080.87	74,055,546.23	88.87 %

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Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

MEMORANDUM

DATE: **August 13, 2014**

TO: Members of the School Board

FROM: Mae L. Hawkins, Executive Director of Business Services

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

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

- | | | |
|--|-------------|---------------------|
| 1. Claim payments for: July 2014 | Totaling \$ | <u>7,958,809.24</u> |
| a) Check #'s 494840 - 495136
and Wire Transfers - #'s 2500 - 2512, 3099, 70014820 - 70015089, 80000738 - 80000757
and P-Card Purchases - #'s 90000273- 90000283 | | |
| 2. Payroll for: July 2014 | Totaling \$ | <u>2,398,766.04</u> |
| a) Check #'s 675590
b) Direct Deposit #'s 260446 - 260921 (whse), 260922 - 261397 (whse), 262350 - 262706, 262707 - 263327
(gaps due to July and August warehoused checks for summer pay)
and Wire Transfers - #'s 4111 | | |
| 3. Receipts for: July 2014 | Totaling \$ | <u>3,501,398.36</u> |
| a) Receipt #'s 135416 - 135501 | | |
| 4. Investments at end of month | Totaling \$ | <u>4,009,661.80</u> |

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

**INTERMEDIATE DISTRICT 287
INVESTMENTS ON HAND
JULY 2014**

INV NBR	INSTITUTION	INV TYPE	RATE OF RETURN (%)	PURCHASE DATE	MATURITY DATE	AMOUNT INVESTED
	PMA- MNTRUST INVESTMENT SHARES PORTFOLIO					-
	PMA- MNTRUST SAVINGS DEPOSIT ACCOUNT	SDA	0.040	06/30/14	07/31/14	4,009,661.80
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					4,009,661.80
	INVESTMENTS ON OUR BOOK AT END OF MONTH					4,009,661.80
	INTEREST NOT RECORDED BY MONTH-END					0.00
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					4,009,661.80

Intermediate District 287

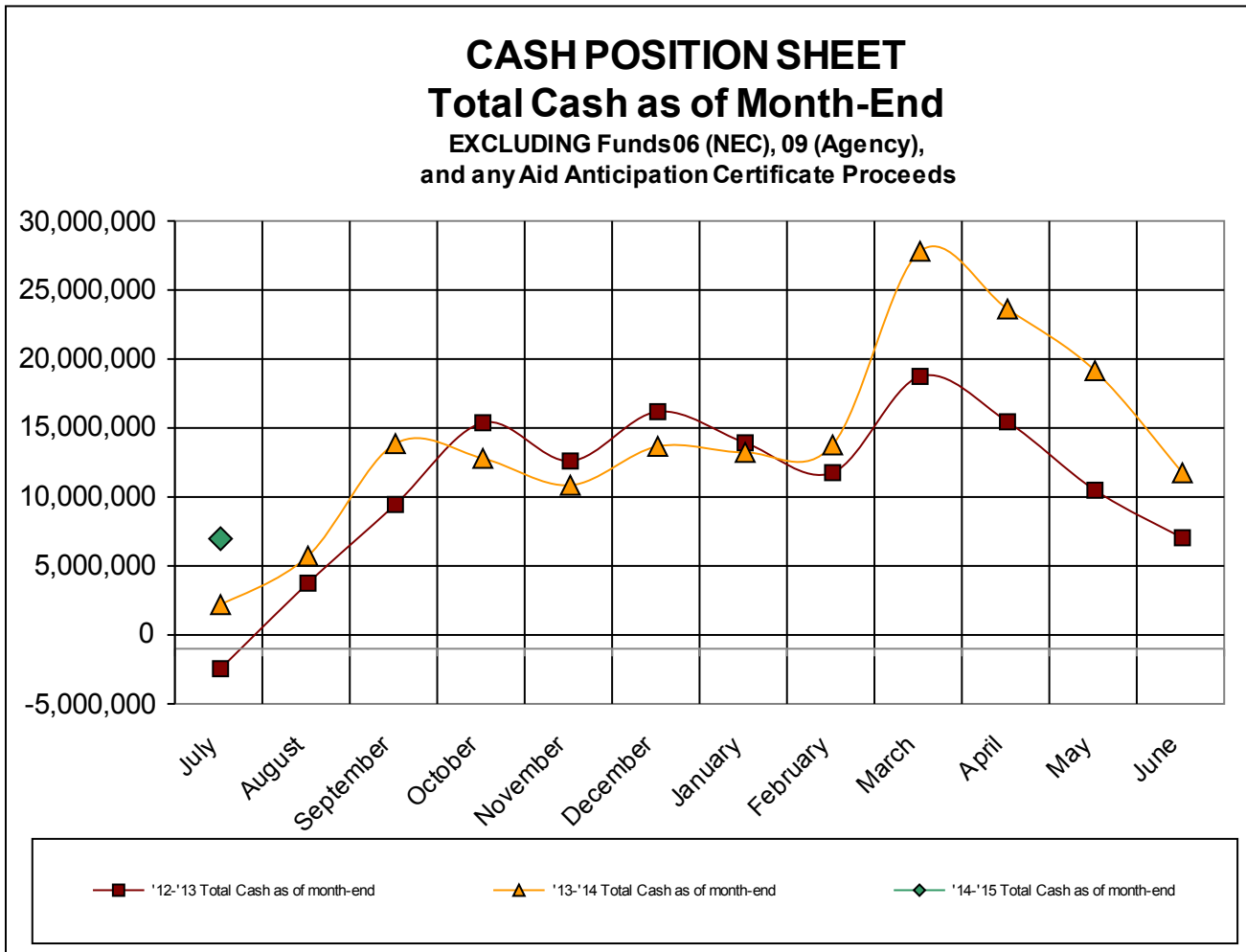
Cash Position Sheet- Monthly Total Net Cash- All Accounts

- EXCLUDING Funds 06 (NEC Construction), 09 (Agency), and any Aid Anticipation Certif. Proceeds

<u>Date</u>	'12-'13 Total Cash as of month-end	'13-'14 Total Cash as of month-end	'14-'15 Total Cash as of month-end
July	-2,447,118 ¹	2,191,127 ²	6,975,746
August	3,754,626 ²	5,718,061 ²	
September	9,454,172 ²	13,862,706	
October	15,382,409 ²	12,796,587	
November	12,605,385 ²	10,848,256	
December	16,180,751 ²	13,665,705	
January	13,924,956 ²	13,229,251	
February	11,767,529 ²	13,767,789	
March	18,741,667 ²	27,803,669	
April	15,446,038 ²	23,625,636	
May	10,488,472 ²	19,151,688	
June	7,041,623 ²	11,744,521	

¹ excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011, paid back in Aug. 2012

² excludes Aid Anticipation Certif. proceeds of \$9,900,000.00 in Aug. 2012, paid back in Sept. 2013



INTERMEDIATE DISTRICT 287
JULY 2014 ACTIVITY

WIRE TRANSFERS IN:

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
07/01/14	DHS - MMIS	MSDLAF	1970522	134,333.71	THIRD PARTY PAYMENT FY13-14 REC'ABLE
	NORTH HENN COLLEGE	MSDLAF	1976933	1,939.70	#1974 NORTH HENN COLLEGE PO#38223
07/09/14	EDUC - FNS	MSDLAF	1983848	2,266.64	02F705 FED BRKFST JUNE 2014
	EDUC - FNS	MSDLAF	1983848	4,310.80	02F701 FED FREE & RED LUNCHES JUNE 2014
	EDUC - FNS	MSDLAF	1983848	213.61	02S300 ST LUNCHES JUNE 2014
	EDUC - FNS	MSDLAF	1983848	512.70	02F701 FEDREG LUNCHES JUNE 2014
	EDUC - FNS	MSDLAF	1983848	102.54	02F701 FED HHFKA LUNCHES JUNE 2014
	EDUC - FNS	MSDLAF	2004803	58.15	02F705 ST BRKFST JUNE 2014
07/14/14	EDUC - STATE AID	MSDLAF	1992352	2,184,116.36	01S360 SPED EDUCATION AID
07/29/14	EDUC - STATE AID	MSDLAF	2026170	279,228.24	01S211 ONLINE LEARNING FY1314 REC'ABLE
MTD TOTALS				2,607,082.45	

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
07/08/14	MSDLAF	BANK OF MONTREAL	90000273 - 90000283	34,486.10	A/P P-CARD JUNE14 ACT - PD JULY14
	MSDLAF	BANK OF MONTREAL	2500	65,173.39	P-CARD JUNE14 ACT - PD JULY14
07/15/14	MSDLAF	MN DEPT OF REVENUE	2501	187.56	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	BANK CARD SERVICES	2502	74.40	MERCHANT CARD FEES JUNE14 DEFER REV JULY14
	MSDLAF	WELLS FARGO	2503	3,926.62	WELLS FARGO BROKEAGE
	MSDLAF	US BANK	70014820 - 70014955	46,997.49	DIRECT DEPOSIT EMPLOYEE EXPENSES FY14
07/15/14	MSDLAF	US BANK	260446 - 260921*	671,184.72	DIRECT DEPOSIT PAYROLL WHSE FY14
	MSDLAF	US BANK	262350 - 262706*	441,635.27	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000738	45,838.06	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000739	293,976.37	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000740	69,207.68	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000741	29,975.23	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000742	80,606.35	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000743	17,027.58	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000744	125,216.94	FEDERAL TAXES
	MSDLAF	ING	80000745	2,218.34	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000746	34,595.99	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000747	80,703.37	TEACHERS RETIREMENT ASSN
07/24/14	MSDLAF	WELLS FARGO	2504	117,618.75	WELLS FARGO BROKEAGE
	MSDLAF	US BANK	2505	62,446.88	US BANK
	MSDLAF	US BANK	2506	1,490,634.62	US BANK
	MSDLAF	WELLS FARGO	2507	135,567.50	WELLS FARGO BROKEAGE
	MSDLAF	US BANK	70014956 - 70015042	5,212.03	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
	MSDLAF	US BANK	70015043 - 70015089	8,444.84	DIRECT DEPOSIT EMPLOYEE EXPENSES (6/30)
	MSDLAF	US BANK	2508	108.25	ARP FEES VOUCHER ACCT JUNE14
	MSDLAF	EBC	2509	426,370.83	EMPLOYEE & EMPLOYER 403B RETIREE'S
	MSDLAF	ING	2510	350,122.79	MN STATE RETIREMENT SYSTEM-RETIREE'S
	MSDLAF	CHS	2511	44,716.71	CHS FLEX PAYMENTS JULY14
07/31/14	MSDLAF	US BANK	260922 - 261397*	671,185.40	DIRECT DEPOSIT PAYROLL WHSE FY14
	MSDLAF	US BANK	262707 - 263327*	613,465.60	DIRECT DEPOSIT PAYROLL REG
	MSDLAF	MN DEPT OF REV	2512	187.56	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	EBC	80000748	35,697.53	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000749	241,703.62	FEDERAL TAXES
	MSDLAF	ING	80000750	2,218.34	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000751	40,478.89	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000752	90,633.08	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000753	25,988.18	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000754	209,691.39	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000755	71,147.11	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000756	38,367.31	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000757	90,447.28	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3099	56.02	ARP FEES RECEIPT ACCT JUNE14
	MSDLAF	US BANK	4111	54.72	ARP FEES PAYROLL ACCT JUNE14
MTD TOTALS				6,815,596.69	

*OUT OF SEQUENCE DUE TO JULY AND AUGUST WAREHOUSED CHECKS FOR SUMMER PAY

**DONATIONS
INTERMEDIATE DISTRICT 287
2014-2015**

July 2014

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
7/2/14	PERKINS BRAILLER		\$ 250.00	GIFFIS, MARILYN		DSC	ITINERANT
7/10/14	BOWLING FIELD TRIP		\$ 97.24	HAGGAR, TERRENCE		WEC	WEST HIGH ESY
7/28/14	STAGES THEATRE FIELD TRIP		\$ 90.00	HAGGAR, TERRENCE		WEC	WEST HIGH ESY
			\$ 437.24				

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

Regular Meeting – August 28, 2014

AGENDA SECTION: POLICY REVIEW & REVISION

ITEM: Approval of Health and Safety Policy

PRESENTED BY: Michael Cowles, Director of Facilities

1. Background Information

Health and Safety Policy is presented for emergency approval. A motion is necessary to approve this policy as presented

As stipulated in Minnesota Statutes, section 123B.57, Subdivision 2, a stand-alone *Health and Safety Policy* is required as part of the *Facilities Use & Planning* policy series. Based on this statute and Minnesota Department of Education requirements, District 287 needs to adopt this stand-alone *Health and Safety Policy* before the Health and Safety Revenue Application can be approved. The District 287 Health & Safety Revenue Application needs to be filed before the school year begins.

2. Fiscal Impact/Funding Source: A stand-alone Health and Safety policy is needed to apply for Health and Safety Revenues.

3. RECOMMENDED ACTION: Health and Safety Policy as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

SUBJECT: Health and Safety

RELATES TO POLICY SERIES: Facilities Use & Planning (FUP)

SUPPORTS POLICY#: FUP 100 Goals

BOARD APPROVED:

FUPXXX Health and Safety

I. PURPOSE

The purpose of this policy is to promote a healthy and safe learning environment for students, employees, volunteers and visitors, to increase safety awareness, to regulate and control environmental hazards, and to comply with applicable laws, regulations, and standards.

II. HEALTH AND SAFETY PROGRAM AND PLANS

A. The District will implement a health and safety program that includes specific plans in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

- Asbestos/AHERA
- Bloodborne Pathogens
- Chemical Hygiene in Laboratories
- Compressed Gases
- Confined Spaces
- Emergency Action Plans, Crisis Procedures
- Employee Right to Know
- Fire Safety
- Hazardous Communication
- Hazardous Waste
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lockout/Tagout, Control Hazardous Energy
- Machine Guarding
- Personal Protective Equipment
- Respiratory Protection
- Safety Eyewashes and Showers
- Training
- Underground Storage Tanks
- Workplace Health and Safety Committee

B. The District will ensure that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.

- C. District employees are responsible for maintaining a safe and healthy environment within the District and are expected to be involved in the health and safety program to the extent practicable. Employees are encouraged to report to the District Health and Safety Supervisor any information regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices.
- D. The District shall conduct periodic inspections to identify potential hazards and safety concerns.

III. BUDGET

The Superintendent shall be responsible for providing budget information for periodic Board review and approval of the various plan requirements of the health and safety program.

Legal References:

- Minn. Stat. § 123B.56 (Health, Safety and Environmental Management)
- Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)
- Minnesota Statutes Chapter 182 (Minnesota Occupational Health and Safety Act)
- Minn. Stat. § 121A.30 (Pesticide Application at Schools)
- 29 C.F.R Ch. 1910 (OSHA Standards)

Cross Reference:

FUP100 Facilities Goals

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

Regular Meeting – August 28, 2014

AGENDA SECTION: Policy Review & Revision

ITEM: Application for Health and Safety Revenue

PRESENTED BY: Michael Cowles, Director of Facilities

1. Background Information

MDE Health and Safety Revenue Application Requirements

- Review and approve District Health and Safety Policy and/or changes to it.
- Review and approve estimated projects for FY14, FY15 and FY15 budgets per UFARS finance codes.

2. Fiscal Impact/Funding Source: Funds are budgeted but reimbursed from MDE.

3. RECOMMENDED ACTION: Recommendation for Board Approval of a performance criteria commitment to MDE as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

	Division of Program Finance 1500 Highway 36 West Roseville, MN 55113-4266	HEALTH AND SAFETY (Attachment 10) PROGRAM REVENUE APPLICATION	ED-02459-01
			DUE: 07/22/2015

GENERAL INFORMATION AND INSTRUCTIONS: In accordance with Minnesota Statutes, section 123B.57, 1(a) the intent of this document is to satisfy the requirement for districts to submit their health and safety program application including hazardous substance removal, fire and life safety code repairs, Labor and Industry-regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management.

This completed form with attached school board approved minutes and Management Assistance Physical Hazard/Building Walkthrough report shall be provided to your regional management assistant professional for submittal to the Minnesota Department of Education before July 22, 2011.

IDENTIFICATION INFORMATION		
District Name: Intermediate District 287		District Number and Type: - 287
Health and Safety Coordinator: James Kurtz	Telephone Number (763) 550 - 7163	E-Mail: mjcowles@district287.org
Accident Investigation (View 29 CFR 1904.32)		
1. Is the annual summary of injuries and illnesses recorded on the OSHA 300 posted from February 1 until April 30 of the following year?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. What is your 2010 Worker's Compensation Experience Modification Rate?		1.6
3. What is your district's most common injury? Back Injury		
4. Describe your procedure for accident investigation and implementing corrective action: Accidents are looked at by site safety committees and if deemed preventable suggested improvements or training are provided, i.e. lifting procedures for lower back injury. For student related injuries PCM training is provided and a refresher classes are available on a continuing basis.		
Bloodborne Pathogens (View 29 CFR 1910.1030)		
1. Name of Exposure Control Officer: Site School Nurse (i.e. SEC Glenda Kibat)		
Asbestos (View 40 CFR Part 763 Subpart E)		
1. Name of AHERA Designated Person: James Kurtz		
2. Do you have current AHERA three-year and six-month inspection records on file?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Bleachers (View Minn. Stat. § 326B.112)		
1. How many sets of bleachers (55 inches above grade and higher) are in your districts?		0
2. Have all of your bleachers received the five-year certification?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Chemical Hygiene (View 29 CFR 1910.1450)		
1. Name of Chemical Hygiene Officer: Brian Wheat and Kelly Garita		
Fire and Life Safety (View Minn. Stat. § 121A.037)		
1. Are you conducting a minimum of one tornado, five fire and five lock-down drills within a school year per building?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Are you conducting the first emergency evacuation drill within 10 days from the beginning of the school year? (MSFC 408.3.1)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Indoor Air Quality (View US EPA Tools for Schools Program)		
1. Name of IAQ Coordinator: James Kurtz		Certification Number: I2697
2. Date of last IAQ building walkthrough:		Feb. 28, 2014
3. Date of last Ventilation and Maintenance checklist:		Jun. 1, 2014
Machine Guarding (View 29 CFR 1910.212)		
1. Name of Contact Person: James Kempen		Certification Number: MG2710
Management Assistance		
1. Do you contract with Management Assistance?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Name of Management Assistance Professional: Mike Weigel (ECSU); Karen Weiblen (IEA)		
Mercury (View Minn. Stat. § 121A.33)		
1. As of December 31, 2009, are you purchasing, storing or using elemental mercury or an instrument of measurement containing mercury for any purpose? (This does not apply to thermostats for heating, ventilation and air conditioning in the school.)		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Safety Committee (View Minn. Stat. § 182.676)		
1. Are you conducting a minimum of four quarterly safety committee meetings per school year?		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



Health and Safety



**Minnesota Health and Safety
FY 2014, FY 2015, FY 2016**

For these projects, please call Dale Sundstrom at (651) 582-8605.

Add New Project

Web Instructions: [Click Here](#)

Capital Expenditure Report

Fiscal Year	Finance Code	Building Name	State Approval	Approved Amount
District 0287	Project Number	Project Description		Proposed Amount
14	347	Districtwide	yes	3000.00
Update	23711	Elevator Inspections DSC (1), SEC (2), NWTC (1), Shady Oak (1), NEC (2)		0.00
14	347	Districtwide	yes	500.00
Update	23712	PPE Classroom Equipment - Industrial Arts		0.00
14	347	Districtwide	yes	1000.00
Update	23713	PPE Classroom Equipment - Science		0.00
14	347	Districtwide	yes	6000.00
Update	23714	PPE Supplies, Disposable gloves, protective clothing, pads, masks, chemical storage, transfer belts, reflector vest, etc		0.00
14	349	Districtwide	yes	2000.00
Update	23715	Hazardouse Waste Management		0.00
14	349	North Education Center	YES	6785.00
Update	30007	Kiln Ventilation for Art Room (MOVED TO 349)		0.00
14	352	Districtwide	yes	3000.00
Update	23716	IAQ Management (TOOLS 4 Schools)		0.00
14	352	Districtwide	yes	30000.00
Update	23717	Management Asst Program (IEA)		0.00
14	352	Districtwide	yes	1000.00
Update	23718	Fees for Service (Hep A&B)		0.00
14	352	Districtwide	yes	1500.00
Update	23719	RTK, BBP and other safety training		0.00
14	352	Districtwide	yes	20000.00
Update	23720	Admin Staff Salary (H&S Coordinator salary 0.15 FTE)		0.00
14	352	Districtwide	yes	8000.00
Update	23721	Support Staff Salary (H&S Coordinator Admin Asst 0.15)		0.00
14	352	Districtwide	yes	50000.00
Update	30006	H&S Coordinator (This is 1.0 FTE or 2080 hours)		0.00
14	358	Edgewood Education Center	yes	1500.00
Update	23722	Asbestos Management (this is for 6 month periodic update inspections, only site with ACM)		0.00
14	358	Edgewood Education Center	yes	35000.00
Update	23723	2nd phase of ACM floortile removal (six classrooms, 5,00 sq. ft.)		0.00
14	363	Districtwide	yes	4500.00
Update	23724	Three Year Fire inspection, Fire Extinguishers, Fire Alarm Systems		0.00
15	347	Districtwide	yes	2000.00
Update	32517	Elevator Inspections DSC (1), SEC (2), NWTC (1), NEC (2)		0.00
15	347	Districtwide	yes	500.00
Update	32518	PPE Classroom - Industrial Arts		0.00
15	347	Districtwide	yes	500.00
Update	32519	PPE - Classroom Equipment - Science		0.00
15	347	Districtwide	yes	6000.00
Update	32520	PPE Supplies - Disposable gloves, protective clothing, pads, masks, transfer belts, reflector vests, etc.		0.00
15	347	Roof fall protection - DW	yes	5700.00

Update	51159	Roof fall hazard assessment, study,		0.00
15	347	Fall protection - equipment	yes	8800.00
Update	51160	District wide		0.00
15	347	Aerial Lift inspections DW	yes	1800.00
Update	51706	2 Genie, 1 ALT lift		0.00
15	347	District Wide	yes	1800.00
Update	51707	DOH kitchen inspections		0.00
15	347	District wide	yes	2000.00
Update	51714	Mock OSHA inspection 5 school buildings		0.00
15	347	District wide	...	0.00
Update	GEN.	Basketball hoop inspections - EEC,NEC,WEC,SEC		300.00
15	347	HTC - pathways program	...	0.00
Update	GEN.	Auto lift inspections - 3		680.00
15	349	Districtwide	yes	2000.00
Update	32521	Hazardous Waste Management		0.00
15	349	District wide	yes	9000.00
Update	49680	Lead-in-Water-Testing		0.00
15	349	District wide	yes	6000.00
Update	49681	Radon Screening		0.00
15	349	District wide	...	0.00
Update	GEN.	Boiler - main supply back flow preventor,flood prevention		3500.00
15	352	Districtwide	yes	2000.00
Update	32522	IAQ Managment (TOOLS 4 Schools)		0.00
15	352	Districtwide	yes	25000.00
Update	32523	Management Asst (IEA)		0.00
15	352	Districtwide	yes	500.00
Update	32524	Fees for Service (Hep A&B)		0.00
15	352	Districtwide	yes	1500.00
Update	32525	RTK, BBP and othe safety training		0.00
15	352	Districtwide	yes	20000.00
Update	32526	Admin Staff Salary (H&S Coodinator salary .15 FTE)		0.00
15	352	Districtwide	yes	8000.00
Update	32527	Support Staff Salary (H&S Coordinator Admin Asst 0.15)		0.00
15	352	Districtwide	yes	50000.00
Update	32531	H&S Coordinator (This position is 1.0 FTE or 2080 hours)		0.00
15	352	Fall protection - management p	yes	1700.00
Update	51161	District wide		0.00
15	358	Edgewood Education Center	yes	1500.00
Update	32528	Asbestos Management (6month periodic inspections, only site with ACM)		0.00
15	358	Edgewood Education Center	yes	35000.00
Update	32529	3rd Phase of ACM Floortile removal (6 classrooms, 5,000 sq. ft.)		0.00
15	363	Districtwide	yes	4500.00
Update	32530	Three Year Fire Inspection		0.00
15	363	District wide	yes	11500.00
Update	51708	Fire larm equipment, service, testing		0.00
15	363	District wide	yes	1250.00
Update	51709	Fire extinguisher annual testing, servicing 5 buildings x \$250		0.00
15	363	North Education Center	yes	678.00
Update	51710	Kitchen and Culinary fire hood inspection/cleaning		0.00
15	363	South Education	yes	678.00
Update	51711	Kitchen and Culinary class Fire hood inspection/cleaning		0.00
15	363	West Education Center	yes	678.00
Update	51712	Kitchen and Culinary fire hood inspection/cleaning		0.00
15	363	Edgewood Education Center	yes	385.00
Update	51713	Kitchen fire hood inspection/cleaning		0.00
16	347	Elevator inspections	yes	3000.00
Update	50791	District wide		0.00
16	347	PPE - classroom - industrial a	yes	500.00
Update	50792	District wide		0.00
16	347	PPE classroom - science	yes	500.00
Update	50793	District wide		0.00
16	347	PPE supplies -	yes	6000.00
Update	50794	District wide		0.00
16	349	Hazardous waste management	yes	2000.00

Update	50795	District wide		0.00
16	352	IAQ management	yes	2000.00
Update	50796	District wide		0.00
16	352	Management assisatnce (IEA)	yes	25000.00
Update	50797	District wide		0.00
16	352	Fees for service (HEP &A&B)	yes	1000.00
Update	50798	District wide		0.00
16	352	Employee RTK, BBP training	yes	2000.00
Update	50799	District wide		0.00
16	352	Administrative staff .15FTE	yes	20000.00
Update	50800	District wide		0.00
16	352	Support staff .15 FTE	yes	8000.00
Update	50801	District wide		0.00
16	352	H & S coordinator	yes	50000.00
Update	50802	District wide		0.00
16	352	Fall protection - managemnt pl	yes	1200.00
Update	51162	District wide		0.00
16	358	Asbestos management	yes	2000.00
Update	50803	District wide		0.00
16	363	Fire Inspection, fire alarms	yes	10000.00
Update	50804	District wide		0.00

Add New Project

Web Instructions: [Click Here](#)

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August 22, 2014

Health and Medical Bucket

The following is a list of current 287 Board policies that contain some aspect of the Board's vision for health and medical issues in the District:

Goals

Drug-Free Schools/Drug-Free Workplace

Tobacco-Free Schools

Wellness

In preparation for providing recommendations for this bucket, I reviewed the following sources of requirements and information: Federal and State Statutes and Rules, Minnesota Department of Health publications, and MSBA model policies.

The Minnesota Clean Indoor Air Act was recently revised to ban the use of e-cigarettes in schools. I am recommending updates to the District's policy on Tobacco-Free Schools to reflect the legislative revisions. No recommendations for revisions are being made as to the other policies in this bucket.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DRAFT DISTRICT POLICY

POLICY SERIES: Health and Medical

SUBJECT: Tobacco-Free Schools

BOARD APPROVED: October 2010

REVISION DATE: August 2014

HM160 TOBACCO-FREE SCHOOLS

TOBACCO-FREE SCHOOLS

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco-free. The Board's primary concern is to promote the health of students and employees.

II. GENERAL STATEMENT OF POLICY

- A. No person may smoke or use tobacco, or tobacco-related devices or electronic delivery devices in a public school, including any building or vehicle owned, rented, or leased by the District. This prohibition includes all District property and all off-campus events sponsored by the District.
- B. No student may possess any type of tobacco, or tobacco-related device or electronic delivery device on District property, including any facilities or vehicles owned, rented, leased, contracted for, or controlled by the District. This prohibition includes all District property and all off-campus events sponsored by the District.
- C. The District will intervene, discipline or take other appropriate action against any person who is found to have violated this policy.
- D. Smoking cessation program information and education about the health benefits of a tobacco-free lifestyle will be made available to all students through the School Counselor and/or health and science teachers and to employees through the Employee Assistance Program.

III. DEFINITIONS

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps; clippings, cuttings and sweepings of tobacco; and all

other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing or smoking in a pipe or other tobacco-related device.

- B. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- C. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately.
- D. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lit tobacco or tobacco-related device. Smoking also includes the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

Legal References:

Minn. Stat. §§ 144.411 – 144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)

Cross References:

Health and Medical Goals Policy

Employee Responsibilities Policy

Student Conduct and Discipline Policy

July 28, 2014

Ann Bremer,
Board Chair
District Service Center
1820 Xenium Lane North
Plymouth, MN 55441-3708

Telephone: 763.550.7101
www.district287.org

To Whom It May Concern:

I wholeheartedly nominate Sandy Lewandowski for Minnesota Superintendent of the year 2015. As Chair of the Board for Intermediate District 287, I have had the absolute honor to watch Sandy successfully complete our five-year strategic plan; increase our fund balance from 1% to 7% over the course of her tenure; secure key legislative victories (including increases in mental/chemical health services, a lease levy, and a safe schools levy); start the first Gateway to College program in Minnesota; and create a personalized-learning model program for students at risk of dropping out of school (W-ALT West Alternative). She also managed to plan, fund, and build not one but two new Education Centers (one in the midst of a recession), which have won awards for their innovative and sustainable design. In short, Sandy has taken the district from the verge of dissolution to prominence. We were all proud, but not surprised, to learn recently that Intermediate District was voted a 2014 Top 100 Workplace in Minnesota (#29), according to the *Star Tribune*—a rare distinction for a Minnesota school district.

To properly appreciate what Sandy has done, I should tell you a little bit about our district. Intermediate District 287, one of only three intermediate districts in Minnesota, was founded in 1967 by a group of 12 Twin Cities' suburban school districts seeking to provide students with vocational education options. Since then, District 287 has added special education, gifted education, and online learning to its long list of 120 services and programs. It currently employs more than 800 staff and serves almost 10,000 students. Approximately one thousand of these students are full-time on site, others come in and out, and some are served by our staff at other districts' locations. Of our full-time, site-based students, about 70% are referred to our district for displaying significant disruptive behavior and aggression during the school day. Given their emotional disabilities and tendency to lash out at staff verbally and physically, it truly is remarkable that Sandy has made the district a Top 100 Workplace.

The Board and I are united in our support of Sandy's candidacy for Superintendent of the Year. We are convinced Sandy possesses and daily exhibits the leadership for learning, professionalism, communication skills, and community involvement you seek, and that she would wear the mantle well.

Leadership for Learning

Under Sandy's leadership, District 287 provides a high quality education and diploma to its highest-need students. By focusing on their needs and providing for their safety (and the safety of the staff that serve them), Sandy has vastly improved the whole district's culture and offerings. Early in her tenure, she recognized the need for school-linked mental health services and established a full-time Director of Mental Health Services, and now students can receive on-site mental health support, and the Mental Health staff is an integral part of each school's educational team. This model has since been replicated in many school districts around the state. We also developed a new model for delivery of education services for in-psychiatric hospitalization. Students have never felt safer or more supported by the administration. They can make use of a calming room (with special lighting in break-out spaces) and adaptive technology like Click and Talk, an app created by our speech/language pathologists that has been widely adopted by non-verbal populations around the world, including Alzheimer patients. Some of these services would not be possible without our state-of-the-art Educational Centers, which put students with special needs in a unique position to succeed because they were designed with these students in mind. Sandy really went to bat for these

Educational Centers—one of which (the NEC) was built almost interest free during the recession because Sandy secured federal stimulus bonds.

Professionalism

In Intermediate District 287, a high percentage of students struggle with mental health and chemical abuse, come from abusive and/or neglectful homes, cope with homelessness, and are parenting teens. Some of our students with mental health issues can and do physically harm staff. Although our staff is well-trained, these incidents can cause a breach of trust between student and teacher that takes some efforts to heal. Sandy understands the toll of these incidents and created a process of de-escalation that gives staff time to talk about the episode with their peers—peers who truly understood what happened. Our staff communicated to the Board how much they appreciate this effort and process, as well as the other ways Sandy helps ensure their safety. Staff still sustain injuries on occasion, but we no longer have trouble retaining high-quality instructors in our district. In fact, we now have a far more ethnically diverse and talented staff (68% of licensed staff have advanced degrees) than we have ever had. Improved safety is a big reason for this, but staff also appreciate District 287's emphasis on innovation and professional development. The "Above and Beyond" employee recognition program celebrates the extent to which employees have been innovative, responsive, and provided solutions. The monthly award provides up to one day to work on a project of the individual's choosing. As a result of this program, as well as the Innovation Forum (which offers 24/7 support), the After School Learning Series, and digital curriculum training, the district has seen a spike in staff interest and engagement. The evidence can be seen in the sheer number of their presentations at local, state, national, and international venues, including the fall conference of the Minnesota Association of School Administrators (MASA), the annual conference of the International Association for K-12 Online Learning, the Association of Educational Service Agencies (AESAs) and the annual TIES conference.

Communication

Sandy is in the unusual (and somewhat unenviable) position of having to serve her staff and students, as well as 12 different school districts. Perhaps because she answers to so many bosses/board members, she has become particularly adept at communication and coalition-building. When budget cuts hit our state's department of Health and Human Services recently, kids with the most challenging needs showed up at the doorsteps of public schools and were then referred to the Intermediate. Sandy wasted no time engaging every legislator that touched our member district boundaries and crafting a letter to Governor Dayton that resulted in constructive meetings between all three metro-area Intermediate Districts, the Education Commissioner, and the Human Services Commissioner. She kept all 12 districts apprised of developments and potential outcomes through her direct, efficient, and regular communication channels—as she always does. Communication is certainly one of Sandy's strong suits. In the past few years, she has won the Minnesota School Public Relations Association (MinnSPRA) Leadership in Communication Award (2010), a MinnSPRA Strategic Communications Award (2013), and a national (NSPRA) Golden Achievement Award for Communications (2013).

Community Involvement

Sandy has worked hard both to communicate with and to involve others. Our district is one of the lead agencies in the new Minnesota Partnership for Collaborative Curriculum, for instance, which will soon enable 153 school district partners to publicly share curriculum under a cost-effective creative commons license. Sandy's community ties and strong lobbying efforts also helped secure approximately 1.1 million dollars per year for safe school initiatives, as well as considerable funding for in-school mental-health initiatives. These initiatives have helped prevent dropouts, as has the partnership Sandy forged with Hennepin County. Parole officers are now able to monitor real-time attendance of adjudicated youth (increasing attendance rates), and the ALC Plus program wraps the County's mental and chemical health services around students while in school. In addition, Sandy pioneered the Gateway to College program in Minnesota, which allows students at risk of dropping out to enroll in Hennepin Technical College and secure both high school and college credit. These students get inspired by seeing how their education will translate into a meaningful career.

Despite the many challenges our students face, they DO learn in our district, and they are successful—even when things look bleak. In 2012, Sandy created a Professional Learning Committee and literacy initiative for

students who have not been readers (some of whom are deaf or hard of hearing). Others had given up on these students. Staff in the DHH program designed a new and now nationally-recognized approach that saw every student increasing 3-5 grade levels over the course of a year. About 70% of the students raised their scores enough to take college developmental coursework!

When our students graduate, they do not take their high school diplomas for granted. They and their families have gone through a struggle like no other to walk across that stage, and the cheers of jubilation are a sound like no other I have experienced. Sandy deserves a lot of credit for these cheers. Having led her performance review these past four years, I know that all 12 of her bosses/board members concur. Their annual job-performance reports are nothing less than glowing—exulting her for her outstanding leadership, commitment to never settling for less for our kids, and for surrounding herself with the most professional, dedicated, and innovative staff. When Bill Morris, President of the Morris Leatherman Company, reported the extraordinary and transformative results of the 5-year strategic plan at the May 2014 Board meeting, the Board realized we have a Superintendent worthy of being named Superintendent of the Year.

I hope I have impressed upon you how much Sandy has done for Intermediate District 287, but I haven't perhaps expressed how much of a joy it is to work with Sandy. She is such an extremely open-minded, warm, engaging, and generous individual. These qualities are present in all her interactions, day in and day out, and they inspire us all to keep innovating and supporting each other.

No one in our state has been more committed to serving ALL students (especially the highest-need students), and I humbly ask you to accept this nomination of an outstanding educator—a woman who has given selflessly of her talents to serve the public and who has produced so many meaningful and long-lasting results.

Sincerely,

Ann Bremer,
Board Chair

AMSD Presents 2014 Friend of Education Awards

August 2014
vol 11 ♦ no 10

August 22, 2014
Executive/Legislative
Committee Meeting
7:30 a.m., TIES
Conference Center,
St. Paul

September 5, 2014
Board of Directors
Meeting, 7:00 a.m.,
Grand Hall,
TIES Conference Center,
St. Paul

September 26, 2014
Executive/Legislative
Committee Meeting
7:30 a.m., TIES
Conference Center,
St. Paul

Save the Date!
November 17, 2014
AMSD Policy
Conference: Developing
College and Career
Ready Students
Details forthcoming!

AMSD's Mission

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



Association of
Metropolitan School Districts

AMSD was pleased to present Friend of Public Education Awards to Senator Greg Clausen and Senator Eric Pratt at its August Board of Directors meeting. Senator Chuck Wiger and Representative Paul Marquart are also recipients of the 2014 award and will be recognized at a later meeting.

Former AMSD Chair Holly Parker thanked the legislators for their service and acknowledged their outstanding work during the 2014 session.

Parker recognized both senators for their willingness to work across party lines to protect local control and the managerial rights of school boards and school administrators. "Senator Clausen and Senator Pratt clearly understand that new, unfunded state mandates can have a major impact on school district budgets and they worked tirelessly to amend proposed legislation to make it less burdensome and costly," said Parker.



From the Chair

I am honored to assume the role of AMSD Chair and look forward to an exciting and productive year. It is hard to believe that summer is winding down and a new school year is almost upon us. In addition, the campaign season is rapidly heating up. I encourage AMSD members and everyone concerned about public education to find out where the candidates stand on important public education issues and get out and vote for those candidates who commit to supporting our students and our schools.

AMSD represents 38 K-12 school districts, 4 intermediate/educational cooperative districts, 3 integration districts and speaks with ONE voice to advocate for metropolitan school districts and their learners. The AMSD staff has again developed an election guide to assist citizens concerned about public education. The guide includes important data and facts about education funding and policy, sample questions to ask candidates and other valuable resources.

It is up to us to educate candidates about the needs and challenges facing our schools. I encourage you to share this guide with legislative candidates and community members in your district. You can access the guide at: <http://www.amsd.org/elections>. Thank you in advance for your leadership and commitment to our students and our schools.

Bruce Richardson, school board member from St. Louis Park Public Schools, is chair of AMSD.

Friend of Public Education Award Recognizes Dedication and Commitment to Public Education

As AMSD celebrates its 40th anniversary, we take a look back at the history of the Friend of Public Education Award and recognize the past recipients and their significant contributions to public education in Minnesota. The award was established in 2001 as a way to recognize state policymakers who make outstanding contributions in support of public education. AMSD Executive Director Scott Croonquist remembers that AMSD board members wanted to establish an award to honor and thank legislators who demonstrated exceptional leadership in support of public education generally, and issues of importance to metropolitan school districts specifically.

In 2003, the decision was made to recognize three parent leaders in addition to state policymakers for the work they did in advocating for public education at the Capitol. Parent or civic leaders were also recognized in 2004 and 2006.

The AMSD Executive Committee has purposely refrained from establishing strict criteria or qualifications related to the number of award recipients each year. Instead, committee members evaluate the outcome of each legislative session and determine which policymakers or citizens showed exemplary leadership and dedication to improving public education and advancing issues important to AMSD member school districts.

The history below shows the diverse list of recipients of AMSD's Friend of Public Education Award. As noted on page one, Rep. Paul Marquart, Sen. Chuck Wiger, Sen. Greg Clausen and Sen. Eric Pratt join the list as the 2014 award winners.

Past Winners of AMSD's Friend of Public Education Award

2001	Rep. Alice Seagren Sen. Steve Kelley	
2002	Rep. Ron Abrams Sen. Larry Pogemiller	
2003	Rep. Barb Sykora Sen. Ann Rest	Eunice Slager Ellen Young Pam Costain
2004	John Gunyou Art Rolnick	
2005	Rep. Doug Meslow Sen. Linda Scheid	
2006	Rep. Erik Paulsen Sen. Chuck Wiger	Ward Eames Mary Cecconi
2007	Rep. Mindy Greiling Sen. Terri Bonoff	
2008	Rep. John Benson Rep. Carol McFarlane Sen. Kathy Saltzman	
2009	Rep. Jim Davnie Rep. Mindy Greiling Rep. Kim Norton Sen. Sandy Rummel	
2010	Rep. Jerry Newton	
2011	Governor Mark Dayton Sen. Gen Olson Rep. Connie Doepke	
2012	Rep. Carol McFarlane	Rep. Denise Dittrich
2013	Rep. Carlos Mariani Sen. Ann Rest Rep. John Benson	Sen. Patricia Torres-Ray Rep. Jim Davnie Rep. Ann Lenczewski

“Receiving the Friend of Public Education Award was one of the high honors of my career.”

-Alice Seagren

Minnesota House Representative (1992-2004)
Minnesota Commissioner of Education (2004-2010)
Friend of Public Education Award Winner (2001)



AMSD Chair Keith Broady, St. Louis Park, presents the 2003 Friend of Education Award to Senator Ann Rest and Representative Barb Sykora on September 11, 2003.



AMSD Chair John Malone, Orono, presents the 2007 Friend of Education Award to Senator Terri Bonoff and Representative Mindy Greiling on August 16, 2007.

AMSD Budget Survey Shows Budgets have Stabilized but Challenges Persist

The annual Association of Metropolitan School Districts’ budget survey shows an improved budget picture for metro school districts after several years of significant budget reductions and staff layoffs. As recently as two years ago, AMSD members laid off over 600 staff and were forced to borrow more than \$380 million in the face of state education payment shifts that were enacted to help balance the state budget.

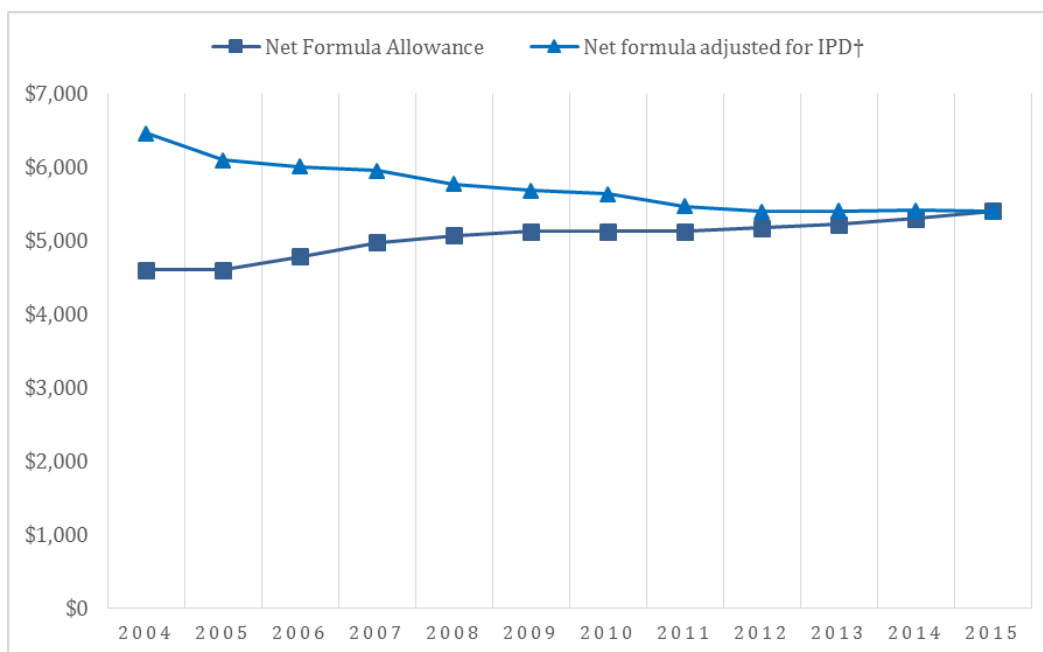
In contrast, this year’s survey shows that AMSD member school districts are implementing about \$24 million in budget reductions for the 2014-15 school year. In addition, many school districts are spending some of their fund balance to pay for one-time expenditures tied to the implementation of newly-mandated programs. Over the last two years, the Governor and Legislature have approved funding for all-day Kindergarten, as well as increased funding for special education, early learning and English learner programs. While investments in these critical programs will help close the achievement gap, pressure remains on school district general fund budgets.

Six AMSD member districts indicated that they plan to conduct a referendum election this fall. The referendum questions will range from renewals of existing referendum authority to requests for additional authority for operations, buildings or capital projects. Locally-approved referenda are a critical component of Minnesota’s education funding system. Referendum revenue provides funding for basic and essential education programming, as well as for technology and building projects. Metropolitan school districts rely on operating referendum revenue for up to 20 percent or more of their general operating budget.

While the significant investments in E-12 education approved during the 2013 and 2014 legislative sessions have stabilized school district budgets, challenges persist. The primary reasons for the continued challenges are directly related to the significant state budget deficits over the past decade, which caused the basic funding formula to lag behind inflation and the special education cross-subsidy to grow. This put a significant strain on school budgets.

Basic education revenue is the primary source of general operating funds for school districts. Between 2003 and 2015, the basic formula has lost ground to inflation. Minnesota’s basic per pupil funding formula increased from \$4,601 to \$5,831 since 2004. However, the \$504 per pupil increase approved in the 2013 legislative session included a pupil weight adjustment of \$424 to account for lower pupil weights and other changes to the general education program. The \$424 increase was revenue neutral for school districts. The net formula allowance represents the actual new funding provided to school districts. As shown in Figure 1, the net formula allowance has grown modestly since 2004. However, on an inflation adjusted basis, the actual purchasing power of the formula allowance has declined from \$6,457 per pupil to \$5,407 from 2004 to 2015 as measured in constant 2015 dollars.

Figure 1: Basic Formula Allowance Adjusted for Inflation



Continued on page 3

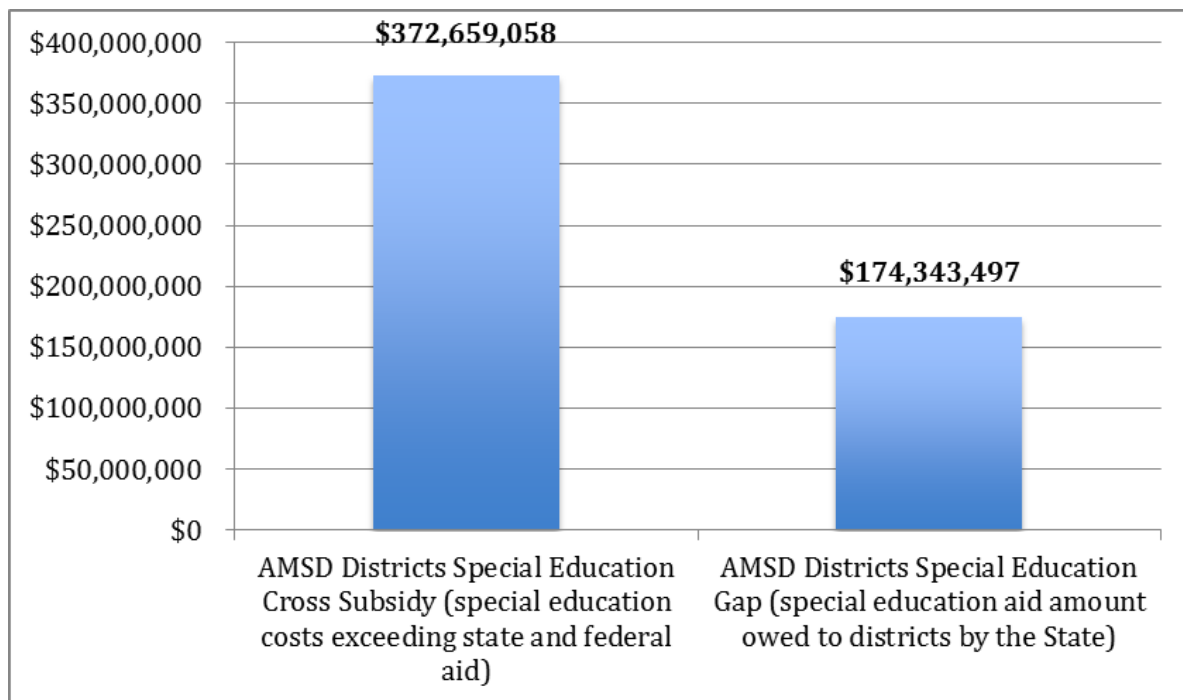
Great Recession, Special Education Cross-Subsidy Continue to Strain Budgets

Continued from page 3

Furthermore, the failure of the State to fund mandated special education programming is a major reason budgets continue to be tight for Minnesota school districts. According to the Minnesota Department of Education, special education costs exceeded state and federal special education aid by almost \$373 million, or \$743 per pupil for AMSD school districts in FY 2012. In other words, AMSD member districts had to divert \$743 per pupil in funds meant for regular classroom instruction toward state-mandated special education programs in 2012. The statewide cross-subsidy was \$437 million in FY 2011 and rose dramatically to \$583 million in FY 2012. The unfunded cost of special education is projected to increase to \$607 million in FY 2015.

The 2015 session will be a budget-setting session. The Governor and Legislature will work to craft the state's biennial budget, which will determine the funding available to school districts for the 2015-16 and 2016-17 school years. Our budget survey shows that the property tax reforms and investments in E-12 education that were approved during the 2013-14 biennium have helped stabilize school district budgets. At the same time, it is clear that school districts are still recovering from the severe state budget shortfalls that followed the Great Recession. The investments approved in 2013 and 2014 provide a solid foundation for restoring Minnesota's historic commitment to education, but it will be critical that state policymakers build on that momentum in the 2015 session.

Figure 2: Special Education Costs 2012



See page 5 for budget survey results.

AMSD Members: Anoka-Hennepin School District, Bloomington Public Schools, Board of School Administrators (Associate Member), 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, Prior Lake-Savage 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, SouthWest Metro Educational Cooperative, 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.

AMSD 2014 Budget Survey Results

AMSD Budget Survey 2014

<u>District</u>	Budget reductions for 2014-15 school year?	Total amount of budget reductions for 2014-15 school year?	Planned reduction of general fund balances	FTE Staff Reductions: Total 2014-2015	Does your district plan to conduct a referendum this fall?
Anoka-Hennepin School District	Yes	\$7,500,000	\$865,000	21	No
Bloomington Public Schools	No		\$8,734,000		No
Brooklyn Center Community Schools	No				No
Burnsville-Eagan-Savage Schools	No		\$4,638,459		No
Columbia Heights Public Schools	No				Yes
Eastern Carver County Schools	No		\$1,726,900		No
Eden Prairie Schools	Yes	\$2,000,000	\$2,000,000	18	Yes
Edina Public Schools	Yes	\$1,080,617		3.2	No
Elk River Area School District	Yes	\$2,100,000		22	Yes
Farmington Area Public Schools	No				No
Fridley Public Schools	No				No
Hopkins	No			3	No
Intermediate District 287	Yes	\$1,800,000	\$500,000	18	N/A
Intermediate School District 917	Yes	\$206,500	\$206,500	2.8	N/A
Inver Grove Heights Community Schools	No				No
Lakeville Area Public Schools	No				No
Mahtomedi Public Schools	Yes	\$488,500	\$710,048	6	Yes
Minneapolis Public Schools	No				No
Minnetonka Public Schools	No				No
Mounds View Public Schools	No		\$3,000,000		No
North St. Paul-Maplewood-Oakdale	Yes	\$2,000,000	\$2,300,000	14.39	No
Northeast Metro Intermediate 916	No				N/A
Orono Schools	No				No
Osseo Area Schools	No				No
Prior Lake-Savage	No				No
Richfield Public Schools	Yes	\$195,000		3	No
Robbinsdale Area Schools	No				Yes
Rosemount-Apple Valley-Eagan	No		\$5,061,743	0	No
Roseville Area Schools	No		\$2,763,752		No
Shakopee Public Schools	No				No
South St Paul Public Schools	No		\$1,739,711		No
South Washington County Schools	Yes	\$2,500,000	\$1,068,692	30	No
Spring Lake Park Schools	No				No
St Cloud Area School District	No				No
St. Anthony-New Brighton	Yes	\$425,000			Yes
St. Louis Park Schools	No				No
St. Paul Public Schools	No				No
Stillwater Area Public Schools	Yes	\$2,564,122	\$2,700,000	43.21	No
SW Metro Educational Cooperative	No				N/A
Wayzata Public Schools	Yes	\$471,500			No
West Metro Education Program	No				N/A
West St Paul-Mendota Heights-Eagan	No				Undecided
White Bear Lake Area Schools	Yes	\$500,000			No
Totals	Yes: 14, No: 29	\$23,831,239	\$38,014,805	184.6	Yes: 6, No: 31, Undecided: 1

School Board Planning Calendar January 2014 – December 2014

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

INFORMATIONAL ITEMS TO REMEMBER:

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

Community use of Facilities Bucket

School Board Planning Calendar January 2014 – December 2014

1 st Meeting of the Month	2 nd Meeting of the Month
<p>AUGUST 28, 2014</p> <p>Instructional Results Report</p> <p>What Board Members Need to Know About “2014-2015 Back to School Start-Up”</p> <p>SNEAK PREVIEW of Legislative Platform</p> <p>What Board Members Need to Know About “2014-2015 Crisis Plans”</p> <p>Financial Report July</p> <p>Superintendent Uber Goals</p>	
<p>SEPTEMBER 11, 2014</p> <p>Work Session: A Better Way</p>	<p>SEPTEMBER 25, 2014</p> <p>Cultural Competency Work</p> <p>Financial Report August</p> <p>Operational Results Report</p>
<p>OCTOBER 9, 2014</p>	<p>OCTOBER 23, 2014</p> <p><i>(Superintendent Lewandowski will be absent, due to participation in AASA Ambassador program)</i></p> <p>Financial Report September</p> <p>What the Board Should Know About Restrictive Procedures</p> <p>What the Board Needs to Know about Emergency and Crisis Plans for 2014-2015</p> <p>Work Session: Personalizing Education</p>
<p>NOVEMBER 13, 2014</p> <p><i>(Only one Board meeting this month!)</i></p> <p>OPEB Reporting & Funding</p>	
<p>DECEMBER 11, 2014</p> <p><i>(Only one Board meeting this month!)</i></p> <p>Financial Report October</p> <p>Prior Year Finance Review</p>	

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
Board TLC

Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
August 28, 2014
SCHOOL BOARD CALENDAR

 August 2014

28	Thursday	General Board Meeting	6:30PM	Board Rm
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 September 2014

11	Thursday	General Board Meeting	6:30PM	Board Rm
25	Thursday	General Board Meeting	6:30PM	Board Rm

 October 2014

09	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	General Board Meeting	6:30PM	Board Rm

 November 2014

13	Thursday	General Board Meeting	6:30PM	Board Rm
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 December 2014

11	Thursday	General Board Meeting	6:30PM	Board Rm
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TENTATIVE 2015 DATES

 January 2015

08	Thursday	General Board Meeting	6:30PM	Board Rm
22	Thursday	General Board Meeting	6:30PM	Board Rm

 February 2015

12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm

 March 2015

12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm

 April 2015

09	Thursday	General Board Meeting	6:30PM	Board Rm
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 May 2015

14	Thursday	General Board Meeting	6:30PM	Board Rm
21	Thursday	Career & Tech High School Award Ceremony	4:00PM	Eden Prairie Campus
28	Thursday	General Board Meeting	6:30PM	Board Rm

 June 2015

02	Tuesday	Gateway Graduation	11:00AM	Brklyn Park Campus
03	Wednesday	West Education Center & W-ALT Graduation	4:00PM	WEC
03	Wednesday	Focus/Invest/Vector (South & North) Graduation	12:00PM	SEC
03	Wednesday	South Education Center Alternative Graduation	6:00PM	SEC
04	Thursday	South Education Center/SUN Transition/ PHASE Graduation	12:00PM	SEC
04	Thursday	Northwest Tech Center High School Graduation	TBD	Brklyn Park Campus

04	Thursday	North Education Center Graduation	11:00AM	NEC
04	Thursday	North Education Center Elementary Graduation	1:00PM	NEC
04	Thursday	North Education Center Alternative Graduation	6:00PM	NEC
05	Friday	EEC Transition/Explore Graduation	TBD	TBD
05	Friday	Epsilon Graduation	1:30PM	Board Rm
25	Thursday	General Board Meeting	6:30PM	Board Rm

August 2015

27	Thursday	General Board Meeting	6:30PM	Board Rm
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September 2015

10	Thursday	General Board Meeting	6:30PM	Board Rm
24	Thursday	General Board Meeting	6:30PM	Board Rm

October 2015

08	Thursday	General Board Meeting	6:30PM	Board Rm
22	Thursday	General Board Meeting	6:30PM	Board Rm

November 2015

12	Thursday	General Board Meeting	6:30PM	Board Rm
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December 2015

10	Thursday	General Board Meeting	6:30PM	Board Rm
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◆ General Board Meeting – Date Change

◆ New Event