

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Regular Meeting

Thursday, March 26, 2015 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, March 26, 2015

6:30 PM @ District Service Center Board Room

AGENDA

	<u>Page #</u>
1. CALL TO ORDER (Action)	
2. APPROVAL OF GENERAL MEETING AGENDA (Action)	
3. OPEN FORUM (Information)	
4. APPROVAL OF CONSENT AGENDA (Action)	
4. 1. General Board Meeting Minutes from March 12, 2015	4
4. 2. Routine Human Resource Activities for March 26, 2015	6
4. 3. Board Officers & Operations Policy Bucket	9
5. SHARE THE SUCCESS & RECOGNITION - None	
6. SUPERINTENDENT'S REPORT - None	
7. INSTRUCTIONAL REPORT - (45 minutes) (Information)	
7. 1. What the Board Needs to Know: Update on Teacher Evaluation Process Jenny Nelson, Assistant Director for Planning & Improvement, and Michelle Axell, Assistant Director of Human Resources, will share this update & be available for questions.	22
7. 2. Social Emotional/Mindfulness Presentation Kathy Utter and Linda Oberg, Social Emotional Learning Coordinators, will inform the Board about the Mindfulness for Educators' training that has been provided to 287 staff members.	
8. BUSINESS SERVICES & LABOR RELATIONS REPORT - (15 minutes)	
8. 1. Financial Report	
8. 1. 1. Approval of Routine Monthly Finance Report (Action) Mae Hawkins, Executive Director of Business Services will provide an overview of the February 2015 monthly finance report and the Board will be asked to approve them.	23
8. 2. Facilities Report - None	
8. 3. Human Resource Report	
8. 3. 1. Medical & Dental Insurance Rates for 2015-16 Approval (Action) Michelle Axell, Assistant Director of Human Resources, will present the Insurance Committee's recommendation for health insurance rates for FY16, and to enter into a two-year contract with Delta Dental for third-party administration and stop-loss insurance for FY16 rates. The Board will be asked to approve the Committee's recommendations.	35
8. 3. 2. Closed Session - Negotiations (Information)	
8. 3. 2. 1. Local 2209 Negotiations Financial Parameters Request The school Board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03.	
9. BOARD BUSINESS - (10 minutes) (Information)	
9. 1. Policy Review & Revision - None	
9. 2. Board Reports	
9. 2. 1. Chair Report	

9. 2. 1. 1. 2014-2015 Get on the Bus & Local 2209/Board Breakfast Schedule	
9. 2. 2. AMSD Report (Ann Bremer)	
9. 2. 2. 1. March 2015 AMSD Newsletter	37
9. 3. District News	
9. 3. 1. School Board Planning Calendar	41
9. 3. 2. March 26, 2015 Board Event Calendar	43
9. 4. Once Around the Table	
10. ADJOURNMENT	

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
March 12, 2015
MINUTES

1. CALL TO ORDER

Chair 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
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
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:

Guests:

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Anne Becker, Mae Hawkins, Christina Houck, Chad Maxa, Jennifer McIntyre, Elisabeth Rogers, Gloria Wilder, Jon Voss, and Wauneen Mgeni

287 Staff Members: Doug Booth, Scott Swanson, and Shawn Garvey

2. APPROVAL OF GENERAL MEETING AGENDA

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

3. OPEN FORUM FOR COMMUNITY COMMENTS - None

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from February 26, 2015. *Motion by Ann Bremer, seconded by Nancy Gores, to approve the Consent Agenda as presented. Motion carried.*

5. SHARE THE SUCCESS & RECOGNITIONS

Chad Maxa, Executive Director of Technology and Innovation, introduced Scott Swanson, Math Instructor and Innovation Coach at West Education Center Alternative (W-ALT), to the Board as District 287's nomination for the Minnesota Teacher of the Year. Scott thanked the Board and Superintendent Lewandowski for their support on his nomination.

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski and Chad Maxa, Executive Director of Technology and Innovation, briefly updated the Board on the progress regarding the district's legislative platform. Chad and Sandy provided testimony recently at the legislature regarding ALC legislation and data portability.

Sandy presented and recommended approval of the 2015-2016 District calendar. *Motion by Ann Bremer, seconded by Nancy Rowley, to approve the 2015-2016 District calendar as presented. All in favor. Motion carried unanimously.*

Sandy presented to the Board a video on South Education Center Academy (SECA).

Dr. Colleen Baumtrog, Executive Director of Planning & Improvement, presented an overview of the draft 2015-2020 Strategic Plan and updated the board on the progress of the developing plan.

7. INSTRUCTIONAL REPORT

Dr. Char Myklebust, Educational Leadership Consultant, presented to the Board on a report The Adverse Childhood Experience (ACE) study. The study is one of the largest investigations ever conducted to assess associations between childhood maltreatment and later-life health and well-being.

8. BUSINESS SERVICES & LABOR RELATIONS REPORTS

Financial Report - None

Facilities Report – None

Human Resources Report

Anne Becker, General Counsel/Executive Director of Labor Relations, updated the Board on the status of the Bloomington hearing.

Anne presented and recommended approval of the FY2016-2018 self-insured health coverage. *Motion by Dean Henke, seconded by Nancy Rowley, to approve the 2015-2016 District calendar as presented. All in favor. Motion carried unanimously.*

9. BOARD BUSINESS

Policy Review & Revision – None

Chair Report

Board Vice-Chair Bomben reminder the Board of the upcoming 2015 Superintendent of the Year celebration scheduled for Thursday, March 19, 2015.

AMSD Report

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:33 PM.

The next general meeting will be held on March 26, 2015, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____

Clerk _____

Date _____

Date _____

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287
SCHOOL BOARD – March 2015**

LICENSED STAFF

1. New Hires:

A. Regular

- ALECIA SALO, School Nurse for South Education Center, **replacement for S. Nokelby**, effective February 17, 2015 – Step 3 Lane 1 BA – 1.0 FTE.

B. Reinstatement of Licensure Waivers

-

C. Temporary

- AMY PARIZEK, D/HH Instructor for DSC-Itinerant, effective March 9, 2015 through June 5, 2015.
- STEPHANIE SLAUGHER, Instructor at South Education Center, effective February 23, 2015 through June 5, 2015.

2. Extended Leaves of Absence:

A. Unpaid

-

3. Separations:

A. Dismissal

-

B. Resignation

- AMY TUKUA, Instructor Science at West Education Center, effective June 8, 2015.
- KATRINA GESKE, Instructor Math at NECA, effective June 8, 2015.
- THOMAS LYNCH, Instructor EBD at West Education Center, effective March 17, 2015.

C. Retirement (Regular/Disability)

- COLLEEN BAUMTROG, Executive Director of Planning and Improvement at the District Service Center, effective June 30, 2015 (previously on February Board Report as a Resignation)
- PATRICIA MICHUTA, Occupational Therapist for Itinerant Services, effective June 15, 2015 (revised date – previously on January Board Report as effective July 15, 2015)
- SUSAN WEILAND, Audiologist for Itinerant Services, effective December 17, 2014.

B. Other

- RECOMMEND the Board's approval to credit, Michelle Commander, Substitute Teacher at the Care and Treatment Sites, with six (6) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Phillip Balow
Mary Peters

Lynda Benkofske
Evelyn Souza-Johnson

Sheila Lackey
John Vertin

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- KIMBERLY NELSON, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective March 4, 2015 – Step 12 Lane 1 – .875 FTE.
- DEBRA KUBIAK, Education Assistant at Edgewood Education Center, **replacement for G. Daniels**, effective March 2, 2015 – Step 11 Lane 5 BA – .875 FTE.

C. Temporary

- KAREN ASARE, Education Assistant at North Education Center, effective February 27, 2015 through June 8, 2015 - .875 FTE.

D. Substitutes

- Charlesetta F. George-Sandy

2. Extended Leaves of Absence:

A. Unpaid

-

3. Separations:

A. Dismissal

-

B. Resignation

- GABRIEL DANIELS, Education Assistant at Edgewood Education Center, effective February 17, 2015.
- ASHLEY DAUER, Education Assistant at Northwest Tech Center, effective March 30, 2015.

C. Retirement (Regular/Disability)

- JANICE WALSH, Clerical at the District Service Center, effective March 31, 2015.
- LINDA REES, Public Relations Liaison at the District Service Center, effective May 29, 2015 (previously on February Board Report as a Resignation).
- REBECCA SCHMIEG, Clerical at the District Service Center, effective May 29, 2015 (revised date – previously on February Board Report as effective May 15, 2015).

TO: Intermediate District 287 Cabinet Members

FROM: Jaynie Leung

DATE: March 18, 2015

RE: Board Officers & Operations Policy Bucket

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

Goals
Board-Superintendent Relations
Compensation Policy
Out of State Travel by School Board Members
Policy Development, Adoption, Implementation and Review
Board Structure & Decision-Making
Conflict of Interest

In preparation for revising the current policies, I reviewed the following sources of requirements and information: Minnesota Statutes, Intermediate District 287 policies and procedures, and MSBA/MASA model policies. Of the policies listed above, a policy regarding Out of State Travel by School Board Members is mandatory.

The policies in the bucket were reviewed and appear to be consistent with Minnesota Statutes and MSBA/MASA model policies. No recommendations for revisions are being made as to the policies in the bucket.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Goals

BOARD APPROVED: October 2008

BOARD REVIEWED DATE:

BOO100 Goals

I. PURPOSE

The purpose of this policy is to articulate the priorities and aspirations of the Board for its members, meetings, and methods of operation and for its governance of the District.

II. GENERAL STATEMENT OF POLICY

- A. The mission of Intermediate District 287 is to creatively meet the unique and changing needs of students and member districts participating in its programs by being the premier provider of high-quality and low cost services.
- B. In order to achieve this mission, the Board has developed the following goals for its governance of the District:
 - 1. To provide leadership that will guide and support the administration's implementation of Board goals and objectives for the District.
 - 2. To ensure regular and open communication among the Board and the member districts, students, families, and communities served by District programs and services.
 - 3. To develop and utilize sound fiscal management strategies to maximize resources and ensure the dedication of those resources to programs and services that are of most benefit to students and member districts.
 - 4. To improve upon the effectiveness of Board operations by providing the opportunity, support for, and encouragement of the continuing education, training, and professional development of Board members.
 - 5. To constructively engage District staff and administration, member districts, outside entities and organizations and the public in discussions about the District's current and future programs and services.
 - 6. To engage in regular self-evaluation of Board meetings and operations to determine their efficiency and to judge the quality and timeliness of Board decision-making.
 - 7. To foster partnerships that support student success.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Board-Superintendent Relations

BOARD APPROVED: December 2008

BOARD REVIEWED DATE:

BOO120 Board-Superintendent Relations

I. PURPOSE

The purpose of this policy is to ensure a positive and productive Board-Superintendent working relationship.

II. GENERAL STATEMENT OF POLICY

- A. A positive Board-Superintendent relationship is essential to the effective management of the District. The foundation of that relationship is a clear understanding by both parties of their different roles and responsibilities.
- B. The Board-Superintendent relationship must be one of mutual respect and of adherence to defined roles and responsibilities.
- C. The Board shall respect the Superintendent as an expert in the District's administration and operations, and shall concern itself primarily with broad questions of policy rather than administrative details.
- D. The Superintendent shall respect the work of the Board, seek to provide it with timely information for informed and thorough deliberations, understand Board expectations and priorities, and implement Board policies to the best of his or her ability.
- E. The Superintendent is the Board's primary point of connection to the operational organization of the District. All authority and accountability of staff, as far as the Board is concerned, is considered to be the responsibility of the Superintendent. The Board shall not give directives to any employee other than the Superintendent.
- F. Only decisions of the Board, acting as a body, are binding on the Superintendent.

III. ROLES AND RESPONSIBILITIES

- A. The factors necessary to establish and maintain a positive relationship include:
 - 1. A written description of the Superintendent's primary duties and responsibilities and authority commensurate with the responsibilities.
 - 2. Clearly established and articulated Board policies and goals for the District.
 - 3. Regular communications from the Board to the Superintendent including assessments of the Superintendent's success in implementing Board policies and meeting Board goals.
 - 4. Regular administrative communications and recommendations to the Board concerning District programs, personnel, needs, resources, and operations.

- B. The Board shall conduct an annual review and appraisal of the Superintendent's performance. If necessary, the Board shall provide the Superintendent with a plan for improvement.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Compensation

BOARD APPROVED: October 2008

BOARD REVIEWED DATE:

BOO140 Compensation

I. PURPOSE

The purpose of this policy is to ensure the appropriate and fair compensation of all District 287 board members.

II. GENERAL STATEMENT OF POLICY

Because of the nature of the services and time they provide, Board Members are entitled to fair compensation for their services. The Board will determine that compensation each year at its organizational meeting. The amount of compensation paid to an Intermediate District 287 Board member shall not be less than the smallest amount nor more than the largest amount that is paid to an individual school board member by any of the member districts.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Out-of-State Travel

BOARD APPROVED: October 2008

BOARD REVIEWED DATE:

BOO180 Out-of-State Travel by Board Members

I. PURPOSE

The purpose of this policy is to regulate out-of-state travel by Board members as required by law.

II. GENERAL STATEMENT OF POLICY

Board members have an obligation to be: informed about the proper duties and functions of an Intermediate District Board member and familiar with issues that may affect the District and its member districts; and to acquire: a basic understanding of school finance and budgeting, and sufficient knowledge to comply with federal, state and local laws, rules, regulations and District policies that relate to their role as Board members. Occasionally, it may be appropriate for Board members to travel out-of-state to fulfill their obligations.

III. APPROPRIATE TRAVEL

- A. Travel outside the state is appropriate when the board finds it proper for board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as Board members. Travel to regional or national meetings of the National School Boards Association (NSBA) and/or the Association for Educational Services Agencies (AESAs) is presumed to fulfill this purpose.
- B. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the District should be pre-approved by the Board.

IV. REIMBURSEMENT OF EXPENSES

- A. Expenses eligible for reimbursement may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, Board-related phone calls, and other reasonable and necessary District-related expenses.

- B. Reimbursement is governed by the schedule of reimbursement rates and the procedures concerning reimbursement requests and approvals developed by the Superintendent. This policy must be reviewed annually by the Board and any subsequent changes must be approved by a recorded vote.

Intermediate District 287

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DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Policymaking Process

BOARD APPROVED: October 2012

REVISION DATE:

BOO200 Policy Development, Adoption, Implementation and Review

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

III. POLICY ADOPTION PROCESS

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

Development

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

Notice

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

Adoption

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

Effective Date

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

IV. SUSPENSION OF POLICIES

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

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

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

Expiration of Emergency Policies

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

VI. IMPEMENTATION OF BOARD POLICY

Superintendent Role

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

Development of Administrative Procedures

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

Administrative Action in Absence of Policy

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

Policy and Procedure Dissemination

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

VII. POLICY REVIEW

Superintendent Role

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

Board Member Role

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

Review Schedule

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

Consent Agenda

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

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Board Structure and Decision Making

BOARD APPROVED: September 2008

BOARD REVIEWED DATE:

B00220 Board Structure and Decision Making

I. Purpose

The purpose of this policy is to establish an effective and efficient meeting and decision-making process conducive to sound Board decisions.

II. General Statement of Policy

The Board is committed to using a decision-making process that allows for well-informed, timely, and thoughtful decisions. It is the Board's policy to ensure that Board members are able to give informed and in-depth consideration to the governance and operational issues that come before it.

III. Board Meetings

The Board shall meet twice monthly or as necessary. A Board meeting may be a work session or a business meeting, or both. The Board may make decisions on any items that require action at any meeting.

IV. Board Evaluation

The Board shall evaluate its governance and operations annually to determine whether its structure and decision-making processes are conducive to making sound Board decisions in the most efficient manner.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Board Officers & Operations

SUBJECT: Board Member conflict of interest

BOARD APPROVED: December 2008

BOARD REVIEWED DATE:

BOO240 Board Member Conflict of Interest

I. PURPOSE

The purpose of this policy is to ensure that Board decisions are based on the best interests of the District rather than an individual Board member's actual or perceived financial or personal gain.

I. GENERAL STATEMENT OF POLICY

It is the policy of the Board to define its priorities, adopt its policies, make its decisions, and dedicate District resources based solely on the best interests of the District as a whole, and the students and member districts served by its programs. It is the policy of the Board to ensure that all members are educated concerning possible conflicts of interest and how to avoid them.

II. GENERAL PROHIBITIONS

- A. All Board members shall avoid even the appearance of a conflict of interest because even though such conflict may not exist, it creates the appearance of impropriety. Board members with an actual or perceived conflict of interest shall not participate in Board discussions or vote on Board actions related to that interest.
- B. A Board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially from it.
- C. The District may not employ any person related by blood or marriage to a Board member, within the fourth degree as defined in civil law, except by a unanimous vote of the full Board.

IV. REPORTING AND DETERMINATION

The determination as to whether a conflict of interest exists is to be made by the Board. Any Board member who has reason to believe that he or she has an actual or potential conflict of interest, or that another member has an actual or potential conflict of interest, shall notify the Board immediately. The Board member(s) shall cooperate as necessary for the Board to make its determination and shall abide by the decision of the Board.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

Date: March 26, 2015

To: Sandra Lewandowski, Superintendent

From: Jenny Nelson, Assistant Director of Planning and Improvement
Lea Dahl, Academic Operations Principal
Michelle Axell, Assistant Director of Human Resources

Re: What the Board Needs to Know About the Teacher Evaluation Process

In accordance with the state law (“Teacher Development and Evaluation” [Statute 122A.40 subd. 8](#)), on March 19, 2014, Local 2209 voted on to adopt a customized model tailored for our district. For each required element in the statute, we have reviewed what we already have in place and what we need to add in order to achieve our goals for the new system. An overview of the [Peer Coaching Process](#) was presented at the November 14th Curriculum and Professional Learning Group meetings and an overview of the [Teacher Evaluation Model](#) was presented at the January 27th Curriculum and Professional Learning Group meetings .

The teacher evaluation system additions rolled out for FY15 includes:

- A professional three-year summative review cycle consisting of three parts: pre-conference, observation and post-conference.
- An Individual Growth and Development Plan (IGDP) to set and pursue professional growth goals and participate in related learning activities as part of the three-year professional review cycle. The IGDP connects individual professional learning to the cycle.
- A PLC SMART goal and student achievement rubric in the professional three-year summative review cycle. In order to add this element, we have developed a framework for collecting and reporting student engagement data and it includes not only the extent of student achievement but also the quality of the goal, the evidence, and the reflection.
- An assigned peer coach during a licensed staff formative review cycle as part of a peer review process. The peer review process is not an evaluation. The Peer Coach’s role is to serve as a fresh set of eyes, as observers and not evaluators, during one observation of a licensed staff work. Peer reviews are trained and assigned to specific staff.

Looking ahead to FY16, the following improvements are in motion:

- Licensed staff are invited to apply for a Peer Coach position for the 2015-16 school year. We have had a successful launch to the 287 Peer Coaching Program and have learned much from this inaugural year. An [application process](#) reflects the learning and the District's philosophy of continuous improvement.

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

Regular Meeting – March 26, 2015

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 February 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 \$49,396,162 or 58.2% of the Revised Revenue Budget of \$84,865,422. 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 \$48,670,252, or 58.1% of the Revised Expenditure Budget of \$83,839,420.

DDA

Attachments

2. Fiscal Impact/Funding Source: None

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

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

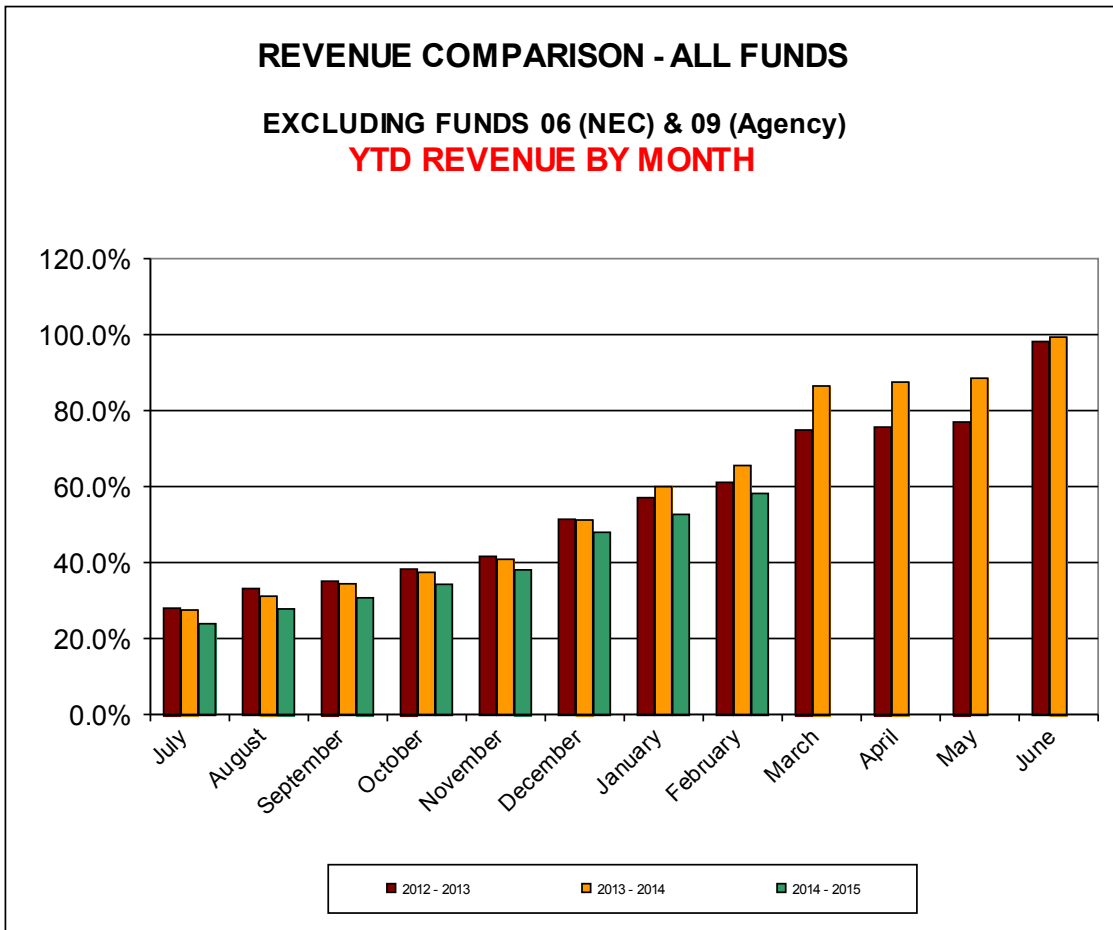
Abstentions: _____

DISTRICT 287

REVENUE COMPARISON

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

Month	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%	20,284,604	23.9%
August	4,277,483	33.2%	3,076,425	31.1%	3,296,130	27.8%
September	1,595,333	35.1%	2,766,649	34.4%	2,486,874	30.7%
October	2,620,908	38.3%	2,558,934	37.4%	3,017,044	34.3%
November	2,772,203	41.6%	2,904,928	40.9%	3,240,902	38.1%
December	8,060,459	51.4%	8,740,826	51.2%	8,380,131	48.0%
January	4,673,693	57.1%	7,444,596	60.0%	4,014,753	52.7%
February	3,338,082	61.1%	4,699,240	65.6%	4,675,723	58.2%
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%	9,140,621	99.4%		
TOTAL	80,991,404	98.2%	84,053,988	99.4%	49,396,162	58.2%
BUDGET	82,490,824		84,601,954		84,865,422	



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>

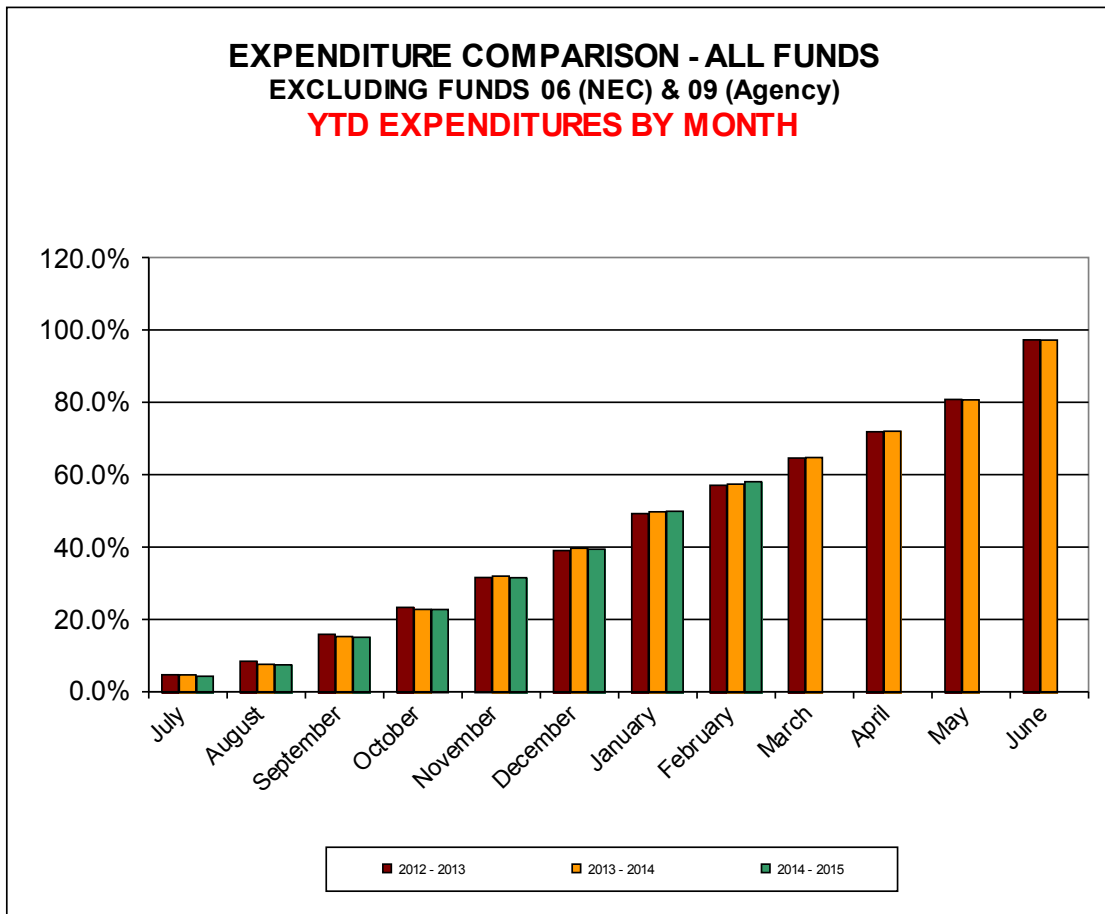
FD	PRIOR YEAR ACTUAL	REVIS BUDGET	02/01/15 02/28/15	FISCAL YEAR 201407 RECEIVED THRU 02/28/15	REMAINING ON 02/28/15	PERCENT REMAINING
01 GENERAL FUND	17,381,854.08	18,076,847	9,957.50	8,147,555.76	9,929,291.24	54.92 %
02 FOOD SERVICE FUND	671,460.99	745,697	41,766.22	230,346.54	515,350.46	69.10 %
04 COMMUNITY SERVICE FUND	181,606.80	178,658	8,835.37	51,174.44	127,483.56	71.35 %
07 DEBT SERVICE FUND	5,218,401.45	5,305,121	759,695.97	1,586,986.67	3,718,134.33	70.08 %
08 TRUST FUND	501,066.37	566,200	0.00	199,392.50	366,807.50	64.78 %
10 SCHOLARSHIP FUND	4,088.19	0	0.00	535.00	535.00-	0.00 %
12 ALC-ACADEMIC	9,969,717.09	9,328,755	455,581.62	5,056,093.73	4,272,661.27	45.80 %
13 CAREER & TECH	1,493,564.88	1,203,629	254.00	915,246.07	288,382.93	23.95 %
14 SPECIAL EDUCATION	48,029,694.22	48,939,805	3,344,520.58	32,887,976.25	16,051,828.75	32.79 %
20 INTERNAL SERVICE FUND	563,673.23	493,010	54,411.29	309,677.34	183,332.66	37.18 %
41 DONATIONS	32.96	0	4,108.55-	4,108.55-	4,108.55	0.00 %
51 STUDENT CLUBS	38,827.35	27,700	4,809.16	15,286.62	12,413.38	44.81 %
*** REPORT TOTALS:	84,053,987.61	84,865,422	4,675,723.16	49,396,162.37	35,469,259.63	41.79 %

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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%	3,601,915	4.3%
August	3,118,331	8.4%	2,486,804	7.6%	2,637,832	7.4%
September	6,204,141	15.9%	6,489,103	15.3%	6,385,388	15.1%
October	6,207,454	23.3%	6,365,911	22.8%	6,438,125	22.7%
November	6,868,339	31.6%	7,781,071	32.0%	7,361,288	31.5%
December	6,204,082	39.0%	6,551,462	39.7%	6,626,717	39.4%
January	8,516,139	49.2%	8,521,477	49.7%	8,778,883	49.9%
February	6,519,986	57.1%	6,477,527	57.4%	6,840,106	58.1%
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%	14,005,680	97.2%		
TOTAL	81,056,146	97.2%	82,383,226	97.2%	48,670,252	58.1%
BUDGET	83,352,386		84,760,037		83,839,420	



REPORT: EXPREV 000007 EXPENDITURE SUMMARY BY FUND - Board Rept
 STATEMENT OF EXPENDITURES
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 02/01/15 TO 02/28/15

RUN: MON 031615 08:59 PAGE 1

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

FD	PRIOR YEAR ACTUAL	REVISD BUDGET	02/01/15 02/28/15	FISCAL YEAR 201407 EXPENDED THRU 02/28/15	ENCUMBERED THRU 02/28/15	REMAINING ON 02/28/15	PERCENT REMAINING
01 GENERAL FUND	17,751,131.18	18,301,943	1,044,916.43	10,403,538.85	2,300,379.97	5,598,024.18	30.58 %
02 FOOD SERVICE	671,460.99	745,697	69,242.55	474,289.36	81,369.68	190,037.96	25.48 %
04 COMMUNITY SERVICE FUND	181,606.80	178,658	11,065.64	106,853.54	336.82	71,467.64	40.00 %
07 DEBT SERVICE FUND	3,964,439.56	3,968,108	405,220.00	3,968,104.15		3.85	0.00 %
08 TRUST FUND	488,941.03	566,200	0.00	200,391.44		365,808.56	64.60 %
10 SCHOLARSHIP FUND	23,927.80	29,000	2,062.00	19,861.61		9,138.39	31.51 %
12 ALC-ACADEMIC	10,244,373.13	9,758,291	796,536.05	5,352,459.99	354,314.85	4,051,516.16	41.51 %
13 CAREER & TECH	1,403,838.63	1,154,775	97,976.19	560,132.31	7,300.22	587,342.47	50.86 %
14 SPECIAL EDUCATION	47,124,998.65	48,616,038	4,376,761.21	27,329,066.39	859,455.61	20,427,516.00	42.01 %
20 INTERNAL SERVICE FUND	493,670.32	493,010	35,476.74	245,951.49		247,058.51	50.11 %
51 STUDENT CLUBS	34,838.23	27,700	848.69	9,603.06		18,096.94	65.33 %
*** REPORT TOTALS:	82,383,226.32	83,839,420	6,840,105.50	48,670,252.19	3,603,157.15	31,566,010.66	37.65 %

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Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

MEMORANDUM

DATE: **March 16, 2015**

TO: Members of the School Board

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

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

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

- | | | |
|---|-------------|---------------------|
| 1. Claim payments for: February 2015 | Totaling \$ | <u>4,239,626.69</u> |
| a) Check #'s 497089 - 497381
and Wire Transfers - #'s 2560 - 2567, 3106, 70016055 - 70016351, 80000888 - 80000909
and P-Card Purchases - #'s 90000370- 90000385 | | |
| 2. Payroll for: February 2015 | Totaling \$ | <u>2,396,857.42</u> |
| a) Check #'s n/a
b) Direct Deposit #'s 273636 - 274599, 274600 - 275563

and Wire Transfers - #'s 4118 | | |
| 3. Receipts for: February 2015 | Totaling \$ | <u>5,939,292.17</u> |
| a) Receipt #'s 136696 - 136910 | | |
| 4. Investments at end of month | Totaling \$ | <u>1,510,944.48</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
FEBRUARY 2015**

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	01/30/15	02/28/15	1,510,828.56
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					<u>0.00</u>
	INVESTMENTS ON OUR BOOK AT END OF PRIOR MONTH					1,510,828.56
	CURRENT MONTH ACTIVITY					
	DEPOSITS					-
	WITHDRAWALS					
	INTEREST EARNED- RECORDED					115.92
	INTEREST EARNED- NOT RECORDED BY MONTH-END					-
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					<u><u>1,510,944.48</u></u>

Intermediate District 287

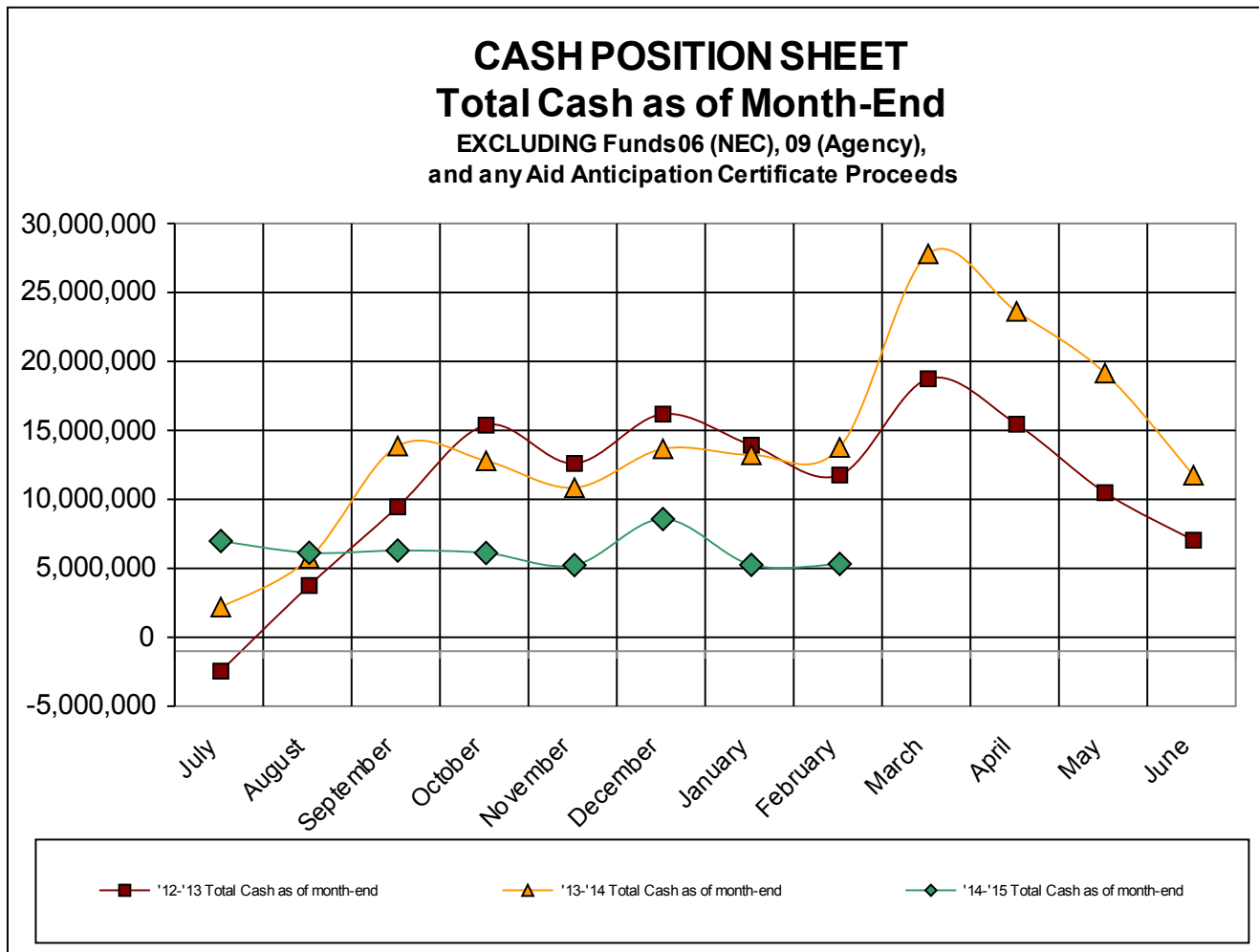
Cash Position Sheet- Monthly Total Net Cash- All Accounts

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

<u>Date</u>	<u>'12-'13 Total Cash as of month-end</u>	<u>'13-'14 Total Cash as of month-end</u>	<u>'14-'15 Total Cash as of month-end</u>
July	-2,447,118 ¹	2,191,127 ²	6,975,746
August	3,754,626 ²	5,718,061 ²	6,126,182
September	9,454,172 ²	13,862,706	6,288,912
October	15,382,409 ²	12,796,587	6,111,818
November	12,605,385 ²	10,848,256	5,234,858
December	16,180,751 ²	13,665,705	8,574,866
January	13,924,956 ²	13,229,251	5,249,429
February	11,767,529 ²	13,767,789	5,322,861
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
FEBRUARY 2015 ACTIVITY

ELECTRONIC TRANSFERS IN:

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
2/2/2015	US BANK	MSDLAF	JE#099106	741,471.61	US BANK QSCB INT REIMB FROM 1/20/15 DRAW
2/3/2015	HENN CO HSPHD	MSDLAF	20613864	1,737.24	MEC2 - NECA ELC
2/4/2015	HENN CO HSPHD	MSDLAF	20614454	6,482.28	MEC2 - SECA ELC
2/5/2015	TEACHERS RETIREMENT	MSDLAF	2372792	490.00	12-215-18 TRA REFUND - Employer share/Silva
	TEACHERS RETIREMENT	MSDLAF	2372792	1,042.93	14-215-18 TRA REFUND - Employer share/Ringe
2/11/2015	EDUC-FNS	MSDLAF	2387165	10,207.97	02F705 FED BRKFST JAN15
	EDUC-FNS	MSDLAF	2387165	396.50	02F705 ST BRKFST JAN15
	EDUC-FNS	MSDLAF	2387165	17,872.30	02F701 FED LUNCHES JAN15
	EDUC-FNS	MSDLAF	2387165	1,310.58	02S300 ST LUNCHES JAN15
	EDUC-FNS	MSDLAF	2387165	2,435.10	02F701 REG LUNCHES JAN15
	EDUC-FNS	MSDLAF	2387165	487.02	02F701 FED HHFKA LUNCH JAN15
	DEED VOC REHAB	MSDLAF	2387165	54,636.46	INV#72871 YOUTH WORKFORCE PROJECT
2/12/2015	EDUC - STATE AID	MSDLAF	2392688	2,905,231.51	01S360 SPED ED AID FY14-15
	EDUC - STATE AID	MSDLAF	2392688	73,433.92	01S211 GEN ED AID FY14-15
	EDUC-VENDOR PAYMNT	MSDLAF	2392688	196,238.46	INV#72875 MATH & SCIENCE PARTNERSHIP
2/13/2015	HENN CO HSPHD	MSDLAF	20616446	613.76	MEC2 - SECA ELC
2/17/2015	WELLS FARGO	MSDLAF	JE#099107	18,224.36	WELLS FARGO BAB'S INT REIMB FROM 2/2/15 DRAW
2/19/2015	HENN CO HSPHD	MSDLAF	20617953	76.72	MEC2 - SECA ELC
2/23/2015	HENN CO HSPHD	MSDLAF	20618780	198.36	MEC2 - NECA ELC
2/24/2015	HENN CO HSPHD	MSDLAF	20619081	57.54	MEC2 - SECA ELC
2/25/2015	HENN CO HSPHD	MSDLAF	20619377	27,400.78	MEC2 - SECA ELC
2/25/2015	HENN CO HSPHD	MSDLAF	20619378	2,416.68	MEC2 - NECA ELC
2/26/2015	HENN CO HSPHD	MSDLAF	20619613	17,060.31	MEC2 - SECA ELC
2/26/2015	EDUC - STATE AID	MSDLAF	2392688	91,792.39	01S211 GEN ED AID FY14-15
2/26/2015	HENN CO HSPHD	MSDLAF	20619614	43,427.04	MEC2 - NECA ELC
2/27/2015	SQUARE INC	MSDLAF	R#136903	459.81	SEC COMMON GROUNDS FEB 2015 ACT
	EVAVON-PAYPAM	MSDLAF	R#136904	1,500.00	PAYPAM FOOD SERVICE FEB 2015 ACT
	MERCHANT BKCD	MSDLAF	R#136905	350.00	287 CONF CTR REGISTRATION FEB 2015 ACT
	PAYPAL	MSDLAF	R#136910	279,050.51	MISC PROGRAM REGISTRATIONS FEB 2015 ACT
MTD TOTALS				4,496,102.14	

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INTERMEDIATE DISTRICT 287
FEBRUARY 2015 ACTIVITY

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
2/2/2015	MSDLAF	WELLS FARGO	2560	349,050.00	WELLS FARGO BROKERAGE LEASE PAYMENT
2/2/2015	MSDLAF	WELLS FARGO	2561	56,170.00	WELLS FARGO BROKERAGE LEASE PAYMENT
	MSDLAF	BANK OF MONTREAL	2562	57,437.10	A/P P-CARD JAN15 ACT - PD FEB15
	MSDLAF	BANK OF MONTREAL	90000370 - 90000385	68,441.05	P-CARD JAN15 ACT - PD FEB15
2/10/2015	MSDLAF	US BANK	70016055 -70016074	2,682.69	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
2/13/2015	MSDLAF	US BANK	273636 - 274599	1,201,118.03	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000888	21,255.06	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000889	139,528.60	FEDERAL TAXES
	MSDLAF	ING - MSRS	80000890	2,038.83	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000891	57,316.58	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000892	83,196.10	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000893	60,128.38	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000894	314,500.25	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000895	986.67	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REVENUE	80000896	71,114.86	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000897	49,674.27	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000898	83,638.60	TEACHERS RETIREMENT ASSN
2/19/2015	MSDLAF	ING - MSRS	2563	2,524.01	MN STATE RETIREMENT SYSTEM - RETIREES
	MSDLAF	EBC	2564	20,337.11	EMPLOYEE & EMPLOYER 403B - RETIREES
2/24/2015	MSDLAF	US BANK	70016075 - 70016212	14,522.09	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
	MSDLAF	US BANK	70016213 - 70016351	14,522.09	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
2/26/2015	MSDLAF	US BANK	2565	513.01	MERCHANT CARD FEES JAN15 ACT BK IN FEB15
	MSDLAF	US BANK	2566	77.63	ARP FEES VOUCHER ACCT JAN15
	MSDLAF	CHS	2567	30,530.40	CHS FLEX PAYMENTS FEB15
2/27/2015	MSDLAF	US BANK	274600 - 275563	1,195,682.48	DIRECT DEPOSIT PAYROLL REG
	MSDLAF	EBC	80000899	21,350.91	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000900	139,392.94	FEDERAL TAXES
	MSDLAF	VOYA-ING	80000901	2,038.83	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000902	57,886.52	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000903	82,321.28	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000904	60,275.88	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000905	313,705.21	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000906	631.12	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REV	80000907	71,127.80	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000908	50,168.23	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000909	82,763.80	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3106	208.64	ARP FEES RECEIPT ACCT JAN15
	MSDLAF	US BANK	4118	56.91	ARP FEES PAYROLL ACCT JAN15

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MTD TOTALS

4,778,913.96

DONATIONS
INTERMEDIATE DISTRICT 287
2014-2015

February 2015

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
2/9/15	TWO \$25.00 GIFT CARDS		\$ 50.00	3 SQUARES		NWTC	STAFF APPRECIATION
2/9/15	GIFT CERTIFICATE		\$ 25.00	ANGENO'S PIZZA & PASTA		NWTC	STAFF APPRECIATION
2/9/15	40 RESUABLE BAGS		\$ 79.60	BARNES & NOBLE		NWTC	STAFF APPRECIATION
2/25/15	CHECK		\$ 100.00	BAUMTROG, COLLEEN		DSC	COMMUNICATIONS
2/5/15	2003 DODGE RAM VAN	2D7HB11X13K521056	NOT LISTED	BLENDZ, BERRY		HTC/EPC	AUTO TECH CLASS
2/9/15	FAMILY FUN PACK		\$ 60.00	BRUNSWICK ZONE XL		NWTC	STAFF APPRECIATION
2/9/15	5 GALLONS OF COFFEE		\$ 150.00	CARIBOU COFFEE		NWTC	STAFF APPRECIATION
2/9/15	GIFT CARDS		\$ 30.00	CLADDAGH IRISH PUB		NWTC	STAFF APPRECIATION
2/9/15	GIFT CERTIFICATES		\$ 50.00	COLD STONE CREAMERY		NWTC	STAFF APPRECIATION
2/3/15	CHECK		\$ 25.00	DAHL, LEA		DSC	COMMUNICATIONS
2/11/15	CHECK		\$ 50.00	DENSON-MGENI, WAUNEEN		DSC	COMMUNICATIONS
2/11/15	CHECK		\$ 500.00	FACILITY SERVICES INC		DSC	COMMUNICATIONS
2/9/15	GIFT CARD		\$ 25.00	FAMOUS DAVE'S		NWTC	STAFF APPRECIATION
2/11/15	CHECK		\$ 50.00	GAVARAS, JULIE		DSC	COMMUNICATIONS
2/9/15	2 MUG CLUB MEMBERSHIPS		\$ 20.00	GRANITE CITY FOOD & BREWERY		NWTC	STAFF APPRECIATION
2/9/15	BAKERY ITEMS FOR 75 STAFF		NOT LISTED	GREAT HARVEST BREAD CO		NWTC	STAFF APPRECIATION
2/9/15	GIFT CERTIFICATE		\$ 250.00	GREAT LAKES CHIROPRACTIC		NWTC	STAFF APPRECIATION
2/9/15	PURSE, SCARF & COUPONS		\$ 77.00	HALLMARK		NWTC	STAFF APPRECIATION
2/9/15	TWO GIFT CERTIFICATES		\$ 30.00	HENRY'S CAFÉ		NWTC	STAFF APPRECIATION
2/2/15	CHECK		\$ 2,500.00	HOSPITALITY MN ED FOUNDATION		NEC	NECA
2/11/15	CHECK		\$ 100.00	INT DIST 287 SPIRIT COMMITTEE		DSC	COMMUNICATIONS
2/23/15	CHECK		\$ 100.00	JEN BROWER DESIGN		DSC	COMMUNICATIONS
2/9/15	GIFT CARD		\$ 25.00	OLIVE GARDEN		NWTC	STAFF APPRECIATION
2/9/15	GIFT CARD		\$ 25.00	PITTSBURGH BLUE		NWTC	STAFF APPRECIATION
2/9/15	TWO \$5.00 GIFT CERTIFICATES		\$ 10.00	RED LOBSTER		NWTC	STAFF APPRECIATION
2/11/15	CHECK		\$ 1,000.00	SASSAFRASS DESIGN		DSC	COMMUNICATIONS
2/9/15	GIFT BAG, HAIRCUT & STYLE		\$ 45.00	SIMONSON'S SALON & SPA		NWTC	STAFF APPRECIATION
2/12/15	CHECK		\$ 100.00	SPRINGSTED		DSC	COMMUNICATIONS
2/23/15	CHECK		\$ 31.51	TARGET TAKE CHARGE OF EDUCATION		NEC	STUDENT CLUBS
2/20/15	CHECK		\$ 99.33	TARGET TAKE CHARGE OF EDUCATION		EDGEWOOD	STUDENT CLUBS
2/20/15	CHECK		\$ 231.00	TARGET TAKE CHARGE OF EDUCATION		NEC	NECA
2/9/15	TWO GIFT CERTIFICATES		\$ 40.00	THE WOODS		NWTC	STAFF APPRECIATION
2/9/15	GIFT BAG WITH GROCERIES		NOT LISTED	TRADER JOE'S		NWTC	STAFF APPRECIATION
1/29/15	CHECK		\$ 500.00	TRANSFORMATION SYSTEM, LLC		DSC	COMMUNICATIONS
2/5/15	CHECK		\$ 100.00	TRAVELERS PROTECTION ASSN		NWTC	FAMILY NIGHT
2/10/15	CHECK		\$ 1,000.00	TSP, INC		DSC	COMMUNICATIONS
2/24/15	CHECK		\$ 250.00	WORKS COMPUTING INC		DSC	COMMUNICATIONS
			\$ 7,728.44				

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 26, 2015

AGENDA SECTION: HUMAN RESOURCES

ITEM: Insurance Committee Recommendations

PRESENTED BY: Michelle Axell, Assistant Director of Human Resource

1. Background Information

Approval of the Insurance Committee’s recommendation to enter into a two-year contract with HealthPartners for third-party administration and stop-loss insurance was presented and approved by the Board at the March 12, 2015 meeting.

The costs were analyzed by the District’s insurance consultants and evaluated by District administration and the Insurance Committee, composed of representatives from all four employee groups.

The recommended health insurance monthly rates for FY16 (see below) are based on the amounts needed to cover expected claims (based on previous years of claim history) and to build up a reserve account for payment of future claims.

The District went out for bids and received responses from two dental insurance carriers for a two-year contract to provide third-party administration and stop-loss insurance in FY16 and FY17. The bids were analyzed by the District’s insurance consultants and District administration.

The District’s current dental insurance carrier is Delta Dental and they provided the best proposal from the perspective of both coverage and cost. The recommended budget rates for FY16 (see below) are based on the previous years of claim history.

The recommendation to proceed with Delta Dental was presented to the Insurance Committee.

The Committee discussed the recommendation and approved bringing both the health insurance rates for FY16 and the recommendation and approval to continue with Delta Dental with no rate change for FY16 forward to the School Board.

2. Fiscal Impact/Funding Source: A health insurance recommended rate increase for FY16 of 5.5%.

Health Insurance		5.5% increase	
Group #3122 Health Insurance July-June Plan Year	July 1, 2014 MONTHLY Rate	July 1, 2015 MONTHLY Rate	MONTHLY Dollar Difference
Open Access \$20 Copay Plan Family	\$1,896.82	\$2,001.15	\$104.33
Open Access \$20 Copay Plan Single	\$667.75	\$704.48	\$36.73
Select Choice \$20 Copay Plan Family	\$1,708.82	\$1,802.81	\$93.99
Select Choice \$20 Copay Plan Single	\$601.73	\$634.83	\$33.10
\$1,000 Deductible Plan Family	\$1,510.79	\$1,593.88	\$83.09
\$1,000 Deductible Plan Single	\$530.41	\$559.58	\$29.17

A dental insurance recommended rate for FY16 of no change in rate.

Dental Insurance		0% rate increase	
Group #50861 Dental Insurance January-December Plan Year	July 1, 2014 Rate	July 1, 2015 MONTHLY Rate	MONTHLY Dollar Difference
Family	\$90.33	\$90.33	\$0.00
Single	\$32.95	\$32.95	\$0.00

3. RECOMMENDED ACTION: Approval of the Insurance Committee’s recommendation of a 5.5% increase in the health insurance rates for the FY16 fiscal year.

Approval of the Insurance Committee’s recommendation to enter into a two-year contract with Delta Dental for third-party administration and stop-loss insurance and a 0% (no-change) increase in the rates for the FY16 fiscal year.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

March 2015
vol 12 ♦ no 6

March 6, 2015

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

March 27, 2015

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

April 10, 2015

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

April 24, 2015

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

AMSD's Mission

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



Association of
Metropolitan School Districts

Brooklyn Center Community Schools Uniting Communities, Eliminating Barriers and Transforming Lives through the Community Schools Model

In 2009, Brooklyn Center School District became Minnesota's first Full-Service Community Schools district, also receiving honorable recognition from the Minnesota State Legislature for its efforts. In 2010, the School Board executed the Community Schools policy for the purpose of uniting community and eliminating barriers for the overall success of youth.

A Community School is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, health and social services, youth and community development and family community engagement leads to improved student learning, stronger families and healthier communities. Schools become centers of the community and are open to everyone – all day, every day, evenings and weekends. Full-Service Community Schools extends its reach through civic engagement and co-located services, such as onsite community and staff clinics, family resource rooms and social service support.

Community Schools' work in concert with an array of services for students, families, and the larger community. Unlike wrap-around services, Community Schools work to ensure that needs are continually met and barriers to learning are reduced. We work to reduce those barriers through the following components: College, Career and Citizenship; Community Engagement; Early Childhood Development-Early Learning; Engaging Instruction; Expanded Learning Opportunities; Family Engagement; Health and Social Support and Youth Development.

- **College, Career and Citizenship:** The goal of every Community School is to prepare its students to be successful in life after graduation. Community Schools partner with universities and colleges to prepare middle and high school students for college; they provide students with engaging and meaningful instruction; and they create service-learning and other youth development opportunities that train students to be active citizens.
- **Community Engagement:** What separates Community Schools from other wrap-around services is the essential role of community engagement. Community Schools are built on community strengths and focus on improving the well-being of the entire community. To make this happen, Community School leaders seek and act on community input; and they work in



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From the Chair

The state budget forecast released last Friday projects a budget balance of nearly \$1.9 billion for the 2016-17 biennium. These funds provide a great opportunity for state policymakers to build on the momentum from the last two years! Our children's education is the best investment we can make to build the "World's Best Workforce." The AMSD legislative platform notes that while much was accomplished over the last two years, important work remains if we are to achieve the "thorough and efficient" education funding system envisioned in the State Constitution. The basic formula still lags well behind the rate of inflation since 2003. The special education "cross-subsidy" is nearly \$600 million and many of our school facilities are in need of repair. State policymakers have an opportunity to invest in our students' future and continue to build the foundation that will allow Minnesota to prepare the World's Best Work Force. AMSD board members stand ready to work with the Governor and legislators to achieve that common goal.

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

Brooklyn Center Community Schools

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partnership with grass roots community organizations. In thriving and sustainable Community School initiatives, community stakeholders help develop the vision of the Community School and oversee its implementation. Shared ownership with the community paves the way for joint accountability and success, and serves as an organic vehicle for advocacy on behalf of the Community School.

- **Early Childhood Development-Early Learning:** Children who start kindergarten ready to learn are better prepared for the challenges and opportunities ahead, and all children should have access to high-quality early childhood opportunities. Early Childhood Family Education (ECFE) is an Early Childhood and Parent Education program for children from birth to 5 years old and their families. We believe that parents are a child's first and most important teacher, and offer many ways for the child and parent to learn together including classes and drop-in playtimes, new baby welcome visits and informational home visits.
- **Engaging Instruction:** Community Schools offer real-world learning opportunities. Support inside Community Schools are tailored to remove barriers that prevent a student from learning, while instilling the skills they will need for the 21st Century. Community Schools utilize partnerships with environmental organizations, local higher education institutions, businesses and others for educational activities such as urban gardening initiatives, mock banking lessons and much more.
- **Expanded Learning Opportunities:** Expanded Learning Opportunities are "activities that provide more time for academics and enrichment beyond the conventional school day (e.g., extended day, summer and after school) and include efforts to provide learning and development experiences that enhance school curriculum during the conventional school day (e.g., community-based learning, problem solving, linked learning). School staff, contracted providers, and/or community partners are responsible for providing more time and more opportunities." The 21st Century Community Learning Center grant program is one way we create innovative approaches for our youth, families, staff and the community. Examples of extended learning opportunities include: Out-of-School Time programs (academic support, enrichment programs, athletic programs, wellness programs - promoting physical activity, theater and band programs, family education programs, summer learning programs, etc.).
- **Family Engagement:** Parent and family engagement is critical to the success of children and youth. Community Schools consistently and sustainably increase parent participation in the education of their children and in their schools by empowering families providing them with a variety of supports. These include programs such as parent leadership and parenting education, GED and ELL classes, food and clothing pantries, and opportunities to participate in school decision-making. Community Schools are the hub and cultural center of many neighborhoods. They offer families activities such as cultural nights, performances, art exhibits and more.
- **Health and Social Support:** Poverty, family circumstances, limited access to health care and other social supports have a substantial impact on a student's ability to successfully learn and develop. These facts are not "excuses," they are realities that students, families, teachers, and principals address daily. Community Schools are making connections to important health and social supports by bringing community health agencies, dentists and mental health experts into schools. We offer families support on a consistent basis. These services help create the kind of supportive environment that keeps students healthy and safe and living in stable families.
- **Youth Development:** Children need enriching youth development opportunities if they are to grow into well-rounded, successful adults. Too often, the traditional school day has been dominated by math and reading, while enrichment and youth development has been pushed to the side.



In a Community School, partnerships are critical as they help design all types of innovative, fun and educational activities for students – from urban gardening programs to mentoring and internships. Young people have such varied interests and inspiring creative skills that should be acknowledged. Community Schools provide an opportunity, an outlet, for young people to explore their interests and grow into highly skilled, creative, and well-rounded adults.

As a Community Schools District, Brooklyn Center Community Schools is committed to working in partnership with parents, families and the entire community to ensure the academic, social and emotional development success of all students.

This month's member spotlight was submitted by Mark Bonine, Superintendent, Brooklyn Center Public Schools.

BROOKLYN CENTER
community
uniting communities
eliminating barriers
schools

School Readiness Programs Get Results

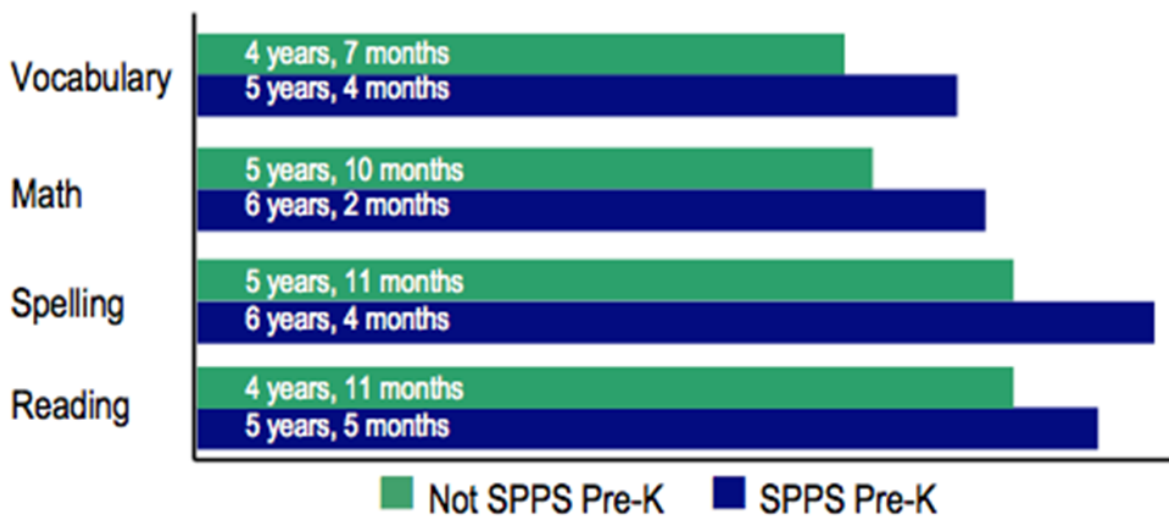
A broad array of research shows that providing students from low-income families the opportunity to attend a high quality pre-school program closes achievement gaps and offers extensive societal benefits. This overwhelming research has led to a growing interest among state policymakers to increase Minnesota’s investment in quality pre-K programming. Two options have garnered a great deal of attention in the 2015 session – expanding the existing scholarship program and rapidly moving toward universal 4 year-old pre-K. A third option, significantly increasing the investment in Minnesota’s School Readiness Programs, could provide a viable path to universal pre-K that immediately focuses on the students most at risk of not being ready for kindergarten, while providing school districts time to expand infrastructure and secure the teachers necessary for a universal program.

The School Readiness Program seems to be one of the state’s best-kept secrets. Minnesota was ahead of the curve in 1992 when it first established the program. In fact, Minnesota’s School Readiness Program has been a nation-leading example of how high-quality, school-based early learning programs can close the achievement gap and ensure that all students are prepared for kindergarten. The 1992 legislation required school districts to use the funds to serve at-risk 3 and 4 year-olds and prepare them for success in kindergarten. Children in school readiness programs, usually referred to as Pre-K, are involved in a variety of learning experiences that prepare and allow children to enter kindergarten with the skills, behavior and knowledge needed to progress and flourish. The School Readiness Program serves approximately 29,000 children, who are 3-5 year olds (approx. 19,000 are 4 year olds).

- The state has 150,000 3 and 4 year olds with approximately 40% in poverty
- School districts have been achieving strong student results with measures indicating 75%-90% readiness for kindergarten with at risk populations
- The program is based on strong public policy, but has been chronically underfunded for decades
- School Readiness Programs report that licensed teaching staff is used to deliver instruction (97% of the districts responding to survey)
- Current state funding for School Readiness is \$12 million

The results from school readiness Pre-K programs are impressive. For example, in Figure 1, data from Saint Paul Public Schools shows that students in the Pre-K program advanced in the areas of vocabulary, math, spelling and reading. Figure 2 (page 4) shows the incredible progress made by students in the Anoka-Hennepin School Readiness Preschool between the fall and spring. Figure 3 (page 4) shows that students who participated in the Bloomington/Richfield KinderPrep Program were almost twice as likely to be on track to read well by 3rd grade as were students not in the program.

Figure 1: Comparison of Kindergarten Academic Test Scores from 10 Schools Participating in Saint Paul Public Schools Pre-Kindergarten Program, First Three Cohorts (2013-14)



The graph shows the average scores of each group in terms of age-based norms.

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A Path to Universal Pre-K

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While maintaining school readiness funding for high-need students, many districts also expanded their Pre-K programs over the years so that any family could participate in Pre-K using a sliding fee scale. Last year, nearly 30,000 children statewide were served through Pre-K programs. Unfortunately, while Minnesota was an early leader in early childhood education, our state has fallen behind. School districts did not receive any additional funding for school-based preschool programs for more than 20 years. While the research continued to pile up showing the positive impact of high-quality early learning, especially for children living in poverty, investments stalled. New resources were finally allocated to school readiness programs during the 2014 Legislative Session.

The new investment allowed school districts to expand service to their most needy families. For example, through various funding sources, including grants that are now ending, Robbinsdale Area Schools opened eight new sections of Pre-K targeting at-risk children. All eight sections quickly filled up and a waiting list was soon needed because families were choosing high-quality programs from a district they trusted. Many school districts throughout the state shared a similar experience.

State policymakers have established a bold vision of universal Pre-K to prepare all students for kindergarten. Expanding Minnesota's School Readiness Program, arguably the most effective and efficient early learning program available, could provide a smooth transition to that ultimate goal.

Figure 2:
Anoka-Hennepin Student Progress in School Readiness Preschool (2013-14)

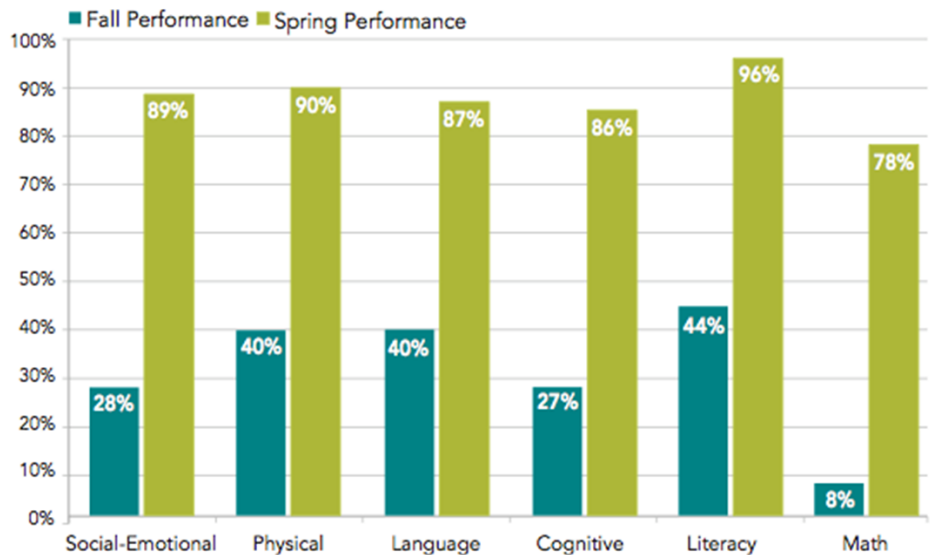
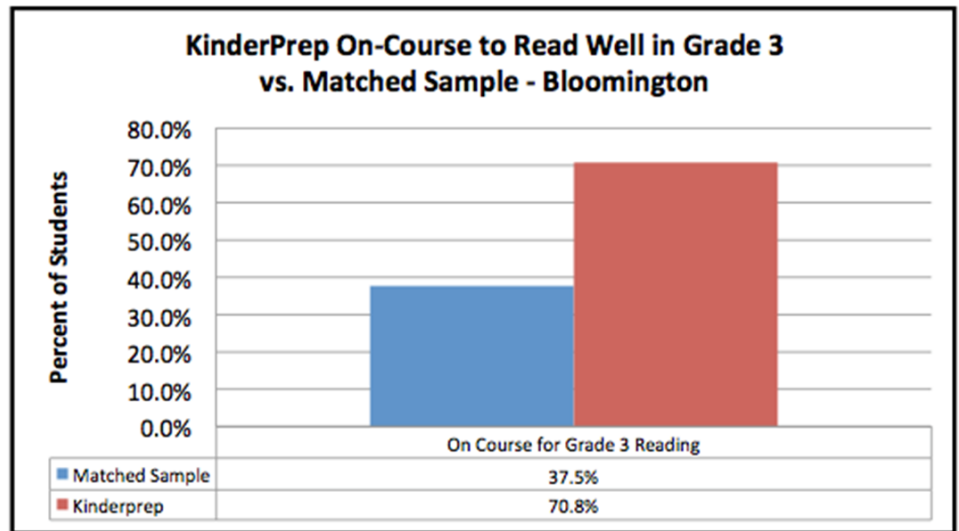


Figure 3:
Bloomington/Richfield School Districts KinderPrep On-Course to Read Well in Grade 3



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 (Associate Member), 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, Northwest Suburban Integration District (Associate Member), Orono Schools, Osseo Area Schools, Prior Lake-Savage Area Schools, Richfield Public Schools, Robbinsdale Area Schools, Rockford 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 (Associate Member), Spring Lake Park Schools, St. Anthony-New Brighton Independent School District, St. Cloud Area Schools, St. Louis Park Public Schools, St. Paul Public Schools, Stillwater Area Public Schools, TIES (Associate Member), Wayzata Public Schools, West Metro Education Program, West St. Paul-Mendota Heights-Eagan Area Schools and White Bear Lake Area Schools.

School Board Planning Calendar January 2015 – December 2015

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
<p>JANUARY 8, 2015 <i>Organizational Meeting</i></p> <p>Election of Board Officers Oath of Office Financial Report November FY14 Audit Superintendent Mid-Year Evaluation Procedure</p>	<p>JANUARY 22, 2015</p> <p>Financial Report December FY14 Audit Uber Goal #2</p>
<p>FEBRUARY 12, 2015</p> <p>Report on Uber Goal Progress Toward Improvement Plan</p> <ol style="list-style-type: none"> 1. What the Board Needs to Know About Data Portability Project: Final Report from Work-group. 2. What the Board Needs to Know About Diploma On-What have we learned? What the Board Needs to Know about ALC Plus-What Have We Learned 3. Update on legislative progress on ALC Legislation 4. What the Board Needs to Know about The Better Way 5. What the Board Needs to Know about Grad MN Work <p>Hennepin County Graduation Update Public Employees and Political Activities</p>	<p>FEBRUARY 26, 2015</p> <p>Gateway Video Financial Report January FY16 Budget Assumption/Program Withdrawal Report (Mae?) FY15 Budget Revision World’s Best Work Force Report New Policy -First Read? Staff Reduction ULA Resolution for upcoming year What the Board Needs to Know About ELC National Accreditation</p>
<p>MARCH 12, 2015</p> <p>ACE Study Innovation in 287 Presentation Bloomington Update</p>	<p>MARCH 26, 2015</p> <p>Financial Report February FY15 Budget Reduction Realignment Proposal Program Reduction Resolution Proposed District 287 School Calendar 2015-2016 Reduction ULA for tenured staff (<i>provide names</i>) Social Emotional/Mindfulness Presentation Strategic Plan Report What the Board Needs to Know: Update on Teacher Evaluation Process Local 2209 Negotiations Financial Parameters Request Health & Dental Insurance Rates</p>
<p>APRIL 9, 2015</p> <p>What the Board Needs to Know: Update on Gifted Ed Programs Facilities Report on FY15 Projects SEC Playfield Update What the Board Needs to Know About New Richfield IS Model</p>	
<p>MAY 14, 2015</p> <p>Financial Report March Food Services Report Summary Status Report on Board Policy & Procedure What the Board Needs to Know About Data Portability Project What the Board Needs to Know About New Richfield IS Model</p>	<p>MAY 28, 2015</p> <p>Areas of Literacy Focus for 2014-2015 Financial Report April Local 2209-District Tentative Agreement (TA)? Non-Renewals/Layoffs Probationary Licensed, and Non-Licensed Staff Reduction ULA Resolution</p>

INFORMATIONAL ITEMS TO REMEMBER:

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

Community use of Facilities Bucket

1st Meeting of the Month	2nd Meeting of the Month
JUNE 11, 2015 Read 180 & Math 180 Results Superintendents Evaluation Update	JUNE 25, 2015 2014-2015 Budget Approval Annual Food Service Program Resolution Financial Report May Final ULA Resolution for Licensed Staff Presentation: Strategic Plan Final (Report & DVD) Written PLC Report
AUGUST 27, 2015 Financial Report June & July Instructional Results Report SNEAK PREVIEW of Legislative Platform Superintendent Uber Goals What Board Members Need to Know About “2014-2015 Back to School Start-Up” What Board Members Need to Know About “2014-2015 Crisis Plans”	
SEPTEMBER 10, 2015 Work Session: A Better Way	SEPTEMBER 24, 2015 Cultural Competency Work Financial Report August Operational Results Report
OCTOBER 8, 2015 Student Rights & Responsibilities Policy Bucket	OCTOBER 22, 2015 Financial Report September What the Board Needs to Know about Emergency and Crisis Plans for 2014-2015 Work , Session: Personalizing Education
NOVEMBER 12, 2015 <i>(Only one Board meeting this month!)</i> Annual Food Service Program Resolution	
DECEMBER 10, 2015 <i>(Only one Board meeting this month!)</i> Financial Report October Legislative Platform Prior Year Finance Review	

INFORMATIONAL ITEMS TO REMEMBER:

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

Community use of Facilities Bucket

**INTERMEDIATE DISTRICT 287
March 26, 2015
SCHOOL BOARD CALENDAR**

March 2015

24	Tuesday	Local 2209 & Board Breakfast	7:00AM	DSC-316
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	Retirement Celebration	4:30PM	DSC Rm 318
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	NWTC	Brklyn Park Campus
04	Thursday	VECTOR/InVEST/Venture North Transition Graduation	TBA	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