

**INTERMEDIATE SCHOOL DISTRICT 917  
IN DAKOTA COUNTY**

**SCHOOL BOARD WORK SESSION**

**Tuesday, May 3, 2016**

**AGENDA:**

- I. Call to Order - Chair Lewis
- II. Conduct Pledge of Allegiance - Chair Lewis
- III. Goals Progress Review for 2015-2016 - All 2
- IV. Review budget for 2016-2017 - Nicolle Roush 4
- V. Adjournment

**SCHOOL BOARD CALENDAR INFORMATION SCHOOL BOARD CALENDAR INFORMATION**

## Administrative Operational Actions and Goals 2015/2016

1. Contract with a marketing and communications professional to facilitate stakeholder research, develop brand definition, and develop a marketing communication plan to assist in defining target audiences, key messages, marketing strategy and tactics.
  - The consultants conducted stakeholder focus groups the third week of January 2016. From these sessions a feedback survey was developed for in district distribution and for distribution by member districts. The survey was sent to internal staff and to member districts on March 8, 2016. The window for responses was March 10 through March 20. The internal responses were good at around 31%. The external rate was limited and it is not known how many persons were sent surveys. Due to the external response rate, we kept the survey open until April 13. The consultant Greg Vandal will provide an update on the survey information at our May 3, board meeting.
2. Expand Cognitive Coaching capacity for the Educator Development and Evaluation Process by training three more staff members.
  - Staff completed their training in February. The Cognitive Coaches are practicing with newly trained coaches. A tentative assignment plan has been developed. The group will meet in September to finalize assignments for 2016-2017.
3. Continue implementation of the work plan for workers' compensation claims control and reduction of lost work time.
  - Intermediate School District 917's workers' compensation experience modification factor continues to trend down from 2.15 in FY 15 to 1.73 in FY 17. Our on-going training efforts and return to work policies seem to be moving ISD 917 in the right direction.
4. Evaluate options for student information, business office and HR systems due to changes at TIES.
  - The administrative team has met several times and has decided on the following course of action. We are all in agreement to move our student information system to Infinite Campus beginning the 2017-2018 fiscal year. We will move from the TIES digital IEP system called I-Plan to a system called SPED-FORMS beginning with the 2016-2017 fiscal year. We will continue to use the TIES HR and Finance system until we know what direction TIES will be going with these systems.
5. Implement and expand the 917 Technical Careers Academy with member districts, DCTC and IHCC.
  - We currently have 2 students who are taking classes through DCTC in Photography and General English. We have presented the option to our current students for next fall.
6. Increase the number of local business contacts for our secondary programs to provide more opportunities for our students such as site visits, project based learning, mentors, internships, etc.
  - We have held meetings with prospective businesses and with MN Dept. of Labor staff to look for options related to career exploration. Construct Tomorrow will take place

on May 11<sup>th</sup> at Canterbury Event Center and will host 14 different school districts from the south metro. We have an agreement with Uponor to begin a relationship that could lead to site visits and potential internships. We have visited RMS Machinery in Savage, the Trades Training Centers in St. Paul, and various other businesses throughout the neighboring areas. In conjunction with our Perkins Consortium we have applied for a Leadership Grant that would provide even greater opportunities for our students to become involved in CTE careers in the areas of construction, manufacturing, and transportation.

7. Increase the number of participants involved in the Perkins Consortium Career and College Fair.
  - Our Career and College Fair increased in vendors by 20 this year.
8. Continue to develop and train staff in specialized strategies and interventions in the areas of academics, behavior and mental health, as well as due process procedures.
  - Training continues for PCM and Nurtured Heart.
  - New training offered includes Behavior Tools.
  - Paraprofessional training offered monthly for new hires. The six day training includes orientation activities, job shadowing, PCM training as well as Behavior Tools training. It will be offered in June and August for new hires over the summer months.
  - The due process manual is on the district website.
  - Curriculum training as well as other training planned for back-to-school.
9. Develop and implement the roles and responsibilities of behavior support staff, including licensed psychologist and board certified behavior analysts, across district programs to increase student academic engagement.
  - The Behavior Support Team is meeting monthly with the Special Education Administrative Team.
10. Enhance the current referral process for member districts to ensure appropriate and timely placement of students.
  - The referral form has been updated.
  - Other activities are on-going.
  - Planning is underway for customized programming.
11. Explore ways to recruit and retain quality special education and secondary staff including exploring contract options and incentives for difficult to fill positions.
  - Postings are being made to new sources including Craigslist.
  - This is on-going.
12. Complete negotiations for all expired multi-year contracts (teachers, administrators).
  - Negotiations for teachers and administrators are complete.

Intermediate School District #917

Proposed Budget

2016 - 2017

05/03/2016

**FY17 ISD 917 ENROLLMENT PROJECTIONS**

**Special Education Program**

Program	Oct 1, 2015 Actual Headcount			Oct 1, 2016 Estimated Projection		
	Special Education	General Education	Total	Special Education	General Education	Total
Anthony Lewis	3	6	9	2	7	9
DASH	34	0	34	36		36
DCALS/WHALC	38	0	38	38		38
DHH	43	0	43	49		49
IDEA	44	0	44	45		45
JSC	16	16	32	8	24	32
Options	8	16	24	12	18	30
PACES	30	0	30	31		31
SUN	92	0	92	106		106
TEA	35	0	35	45		45
TESA	69	0	69	73		73
Youth Transition Program	28	18	46	36	28	64
<b>Total Student Headcount</b>	<b>440</b>	<b>56</b>	<b>496</b>	<b>481</b>	<b>77</b>	<b>558</b>

**Secondary Vocational Programs**

PROGRAM	Oct 1, 15 Actual Headcount	Oct 1, 16 Est. based on school projections
Career Exporation	28	28
Computer Networking	11	9
Computer Repair	5	5
Computer Gaming	23	23
Construction Trades	38	35
Food Industry Careers	16	16
Work Experienced	18	18
Fundamental Chef	49	42
Graphics	28	28
Heavy Duty Truck	28	26
Medical Careers	54	52
Vehicle Service	56	52
<b>Total Student Headcount</b>	<b>354</b>	<b>334</b>

**Alternative programs**

PROGRAM	2015-16 est ADM's	2016-17 Est. ADM's
DCALS	144	144
WHALC	40	52
Ext Year On-line	20	20
<b>Total Student Headcount</b>	<b>204</b>	<b>216</b>

## ISD 917 Hours and Rate Comparison Secondary Education & Special Education Programs

### Secondary Technical Center Programs:

	2015-16 Est. Hrly Rates		2016-17 Est. Hrly Rates		% change
Secondary Career and Technical Programs Average Rate	\$	11.84	\$	12.58	6.25%
Career Exploration Program Rate	\$	15.66	\$	16.05	2.49%
Food Industry Careers Program Rate	\$	17.83	\$	18.16	1.85%
	2015-16 Est. Billable Hours		2016-17 Est. Billable Hours		% change
Secondary Technical Center Student Billable Hours		121,232		114,272	-5.74%
DCALS South Student Billable Hours (unweighted)		150,336		150,336	0.00%
DCALS North Student Billable Hours (unweighted)		41,760		54,288	30.00%
DCALS Ext. Day Student Billable Hours (unweighted)		20,880		20,880	0.00%
<b>Total Student Billable Hours</b>		<b>334,208</b>		<b>339,776</b>	<b>1.67%</b>

### Special Education Programs:

	2015-16 Est. Hrly Rates		2016-17 Est. Hrly Rates		% change
Special Education Resource Program Average Rate	\$	46.08	\$	47.20	2.43%
Purchase of Services Agreements Average Cost per F.T.E.	\$	98,119.00	\$	101,064.00	3.00%
	2015-16 Est. Billable Hours		2016-17 Est. Billable Hours		% change
Special Education Resource Student Billable Hours		435,207		458,952	5.46%
Special Education Purchase of Service Billable Hrs		37,352		38,720	3.66%
<b>Total Student Billable Hours</b>		<b>472,559</b>		<b>497,672</b>	<b>5.31%</b>

# Intermediate School District 917

2016-2017

## Overview of Adopted Budget as of 5/03/2016

Fund #	Fund Name	Projected Fund Balance 6/30/2016	Projected Revenues	Projected Expenditures	Projected Fund Balance 6/30/2017
1	Secondary	1,696,930	3,416,565	3,486,175	1,627,320
2	Special Education	3,282,489	27,175,415	27,068,243	3,389,661
5	Gen Capital Exp.	1,309,513	582,220	1,094,995	796,738
10	Institutional Support	0	473,932	473,932	0
13	Secondary Resale	22,471	44,000	39,500	26,971
14	Special Ed Resale	12,192	12,100	10,100	14,192
15	917 Support Services	671	5,000	5,000	671
	<b>Total Operating Fund</b>	<b>6,324,266</b>	<b>31,709,232</b>	<b>32,177,945</b>	<b>5,855,553</b>
3	Food and Nutrition	0	127,260	127,260	0
6	Capital Projects (Bldg)	66,847		66,847	0
7	Debt Service	0			0
8	Trust Fund	1,459	544	2,003	0
9	Agency Funds	0			0
20	Internal Service Fund	-746,032	135,000	253,270	-864,302
21	Self Funded Dental Ins. Plan	236,672	365,000	365,000	236,672
22	Self Funded Health Ins. Plan	71,228	3,209,170	3,135,743	144,655
	<b>Total Funds</b>	<b>5,954,440</b>	<b>35,546,206</b>	<b>36,128,068</b>	<b>5,372,578</b>

The general funds projected reserved/unassigned fund balance as of 6/30/17

Preliminary operating fund balance \$ 5,855,553

Unassigned Fund Balance Percentage 18.20%

Unrestricted Fund Balance Percentage (excludes fund 5) 15.72%

**Intermediate School District 917  
Balance Sheet - GASB 54 Fund Balances  
Governmental Funds as of June 30, 2017**

	Fund 1	Fund 2	Fund 5	General Fund				Food Service Fund 3	Capitol Projects Fund 6	Debt Service Fund 7	Trust Fund Fund 8	Agency Fund Fund 9	Internal Service Fund Fund 20	Self Funded Dental Fund 21	Self Funded Health Fund 22	
				Fund 10	Fund 13	Fund 14	Fund 15									
Nonspendable:																
Inventories																
Prepaid Expenses																
Restricted for:																
health and safety																
basic skills																
compensatory																
deferred maintenance projects																
operating capitol				796,738					0							
safe schools levy																
self funded dental plan OPEB												-864,302				
other fund activities																
Committed for:																
fund balance for next year operations																
Assigned for:																
next year severance pay																
next year retiree health insurance																
school carryover budgets																
Scholarships										0						
encumbrances																
Unassigned for:																
unassigned	1,627,320	3,389,661	0	0	26,971	14,192	671						236,672	144,655		
16-17 Adopted Fund Balance	\$ 1,627,320	\$ 3,389,661	\$ 796,738	\$ 0	\$ 26,971	\$ 14,192	\$ 671	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -864,302	\$ 236,672	\$ 144,655	\$ 5,372,578
15-16 Revised Fund Balance	\$ 1,696,930	\$ 3,282,489	\$ 1,309,513	\$ 0	\$ 22,471	\$ 12,192	\$ 671	\$ 0	\$ 66,847	\$ 0	\$ 1,459	\$ 0	\$ -746,032	\$ 236,672	\$ 71,228	\$ 5,954,440
Change	-69,610	107,172	-512,775	0	4,500	2,000	0	0	-66,847	0	-1,459	0	-118,270	0		-581,862

# Intermediate School District 917

## Expenditure Comparison

### 2015-16 Revised Budget and 2016-17 Adopted Budget

Fund #	Description	FY 15-16 Exp. Budget	FY 16-17 Exp. Budget	Difference	Percent Change
1	Secondary	3,370,415	3,486,175	115,760	3.43%
2	Special Ed.	25,517,110	27,068,243	1,551,133	6.08%
5	Capital Improvements	569,408	1,094,995	525,587	92.30%
10	Institutional Support	434,141	473,932	39,791	9.17%
13	Secondary Resale	49,389	39,500	-9,889	-20.02%
14	Special Ed Resale	8,500	10,100	1,600	18.82%
15	917 Support Services	5,000	5,000	0	0.00%
	<b>Total Operating Fund</b>	<b>29,953,963</b>	<b>32,177,945</b>	<b>2,223,982</b>	<b>7.42%</b>
3	Food and Nutrition	126,970	127,260	290	0.23%
6	Building Fund	44,425	66,847	22,422	100.00%
7	Debt Redemption	0	0	0	0.00%
8	Trust Fund	2,347	2,003	-344	-14.66%
9	Agency Funds	0	0	0	0.00%
20	Internal Service Fund	257,070	253,270	-3,800	-1.48%
21	Self Funded Dental Ins. Plan	365,000	365,000	0	0.00%
22	Self Funded Health Ins. Plan	1,513,233	3,135,743	1,622,510	107.22%
	<b>Total Funds</b>	<b>32,263,008</b>	<b>35,763,068</b>	<b>3,865,060</b>	<b>11.98%</b>

**Highlight of significant changes between 2015-16 revised vs. 2016-17 adopted expenditures**

- Fund 1 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 2 Salary and benefit increases built in for estimated and actual contract settlements, additional budget adjustments enclosed on the 6th page of this document.
- Fund 5 Remodeling project at Alliance Education Center portion also out of fund 6.
- Fund 10 Increase is due to accessing LTMF levy for health and safety program which ISD 917 did not request in FY16. In addition, increase in 360 community contracts.
- Fund 13 Decrease due to closing DCALS resale accounts.
- Fund 6 A portion of the \$594,822 estimated Alliance Education Center remodeling project. FY16 covered a portion of the TEA new space build out.
- Fund 22 Estimate of full year operating under self-funded medical insurance plan.

**FY17 Intermediate School District 917 Adopted Budget Assumptions**

**1% increase in General Ed formula per ADM**

**2015-17 Contracts settled: FY17 costs**

Administrators (includes Superintendent, Bus. Mgmt., Sp. Ed Director, Asst Directors/Principals and IT)		
Teachers	3.67%	Actual

**2016-18 Contracts Unsettled**

Classified School year costs for salary and benefits	3.50%	Est.
Clerical costs for salary and benefits		
Custodians costs for salary and benefits		
Executive Assistant costs for salary and benefits		
Health Assoc. costs for salary and benefits		
Interpreters cost for salary and benefits		
Program Assistant cost for salary and benefits		

**Enrollment Assumptions: See Detailed attachment**

Secondary Vocational Programs	Enrollment decreasing	-20	ADMs
DCALS South	Enrollment no change	0	ADMs
DCALS North	Enrollment Increase	12	ADMs
Ext Year On-line	Enrollment no change	0	ADMs
Special Education	Enrollment increasing	62	ADMs

<b>Total ADM Changes</b>	<b>54</b>	
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**FY16 vs. FY17 staffing and budget comparison**

**Fund 1**

DCALS South	Increase 1.0 FTE Teacher	1	FTE's	\$84,000
District Wide	Increase .18 FTE HR Position			\$16,264
	Decrease MIS overhead due to FY16 IT project and reduction overhead allocation			(\$24,750)
	Decrease in school board, sup't and business office due to decrease overhead allocation			(\$19,500)
	Decrease in Basic Skills, Teacher Devel and Carl Perkins Grant			(\$18,000)
	<b>Total Changes in Fund 1</b>	<b>1</b>		<b>\$38,014</b>

**Fund 2**

Options	Increase .5 FTE Teacher	0.5	FTE	\$47,900
DCALS Program	Increase 1.0 FTE Teachers	1	FTE	\$61,300
D/HH Program	Increase .95 FTE Teacher, .96 FTE interpreters, 1.0 FTE CA	2.91	FTEs	\$130,300
IDEA Program	Decrease 1.0 FTE Teacher, Increase 1 FTE CA	0	FTE's	(\$71,000)
PACES Program	Increase 2.0 PA positions	2	FTEs	\$56,000
SUN Program	Increase 1.0 FTE Teacher, 4 FTE CA	5	FTEs	\$174,000
TESA Program	Increase 1.0 FTE CA	1	FTE	\$24,000
District Wide Increases	Increase .82 FTE HR Position and in overhead allocation	0.82	FTE	\$102,900
	Decrease MIS overhead due to FY16 IT project			(\$72,250)
	Increase in school board, sup't and business office due to increase in overhead allocation			\$57,700
	Increase 1.0 FTE School Psychologist	1	FTE	\$77,900
	Increase 2.6 FTE lead teacher positions	2.6	FTEs	\$219,500
	.5 FTE PHD Teacher	0.5	FTE	\$47,900
	2 Vans replaced in FY16 not included in FY17 yet			(\$75,000)
	Workers Compensation Insurance			\$35,000
	Lease Spaces			\$39,350
District Wide Decreases	Decrease in 4.0 FTE SA's	-4	FTE	(\$92,000)
	<b>Total Changes in Fund 2</b>	<b>13.33</b>		<b>\$763,500</b>
	<b>Net Changes</b>	<b>14.33</b>		<b>\$801,514</b>

**ISD 917 Levies FY16 vs. FY17**

District	FY16 Lease Levy payable 2016	FY17 Lease Levy payable 2017	FY17 AEC Levy payable 2016	FY18 AEC Levy payable 2017	FY16 Safe School Levy payable 2016	FY17 Safe School Levy payable 2017	FY16 Health and Safety payable 2016	FY17 Health and Safety payable 2016	\$ Change from prior year levies	% Change from prior year levies
6	\$36,055.02	\$40,798.06	\$38,742.71	\$33,328.68	\$56,091.00	\$58,890.00	\$0.00	\$1,157.00	\$3,285.01	2.51%
191	\$44,685.22	\$48,601.36	\$77,818.52	\$72,992.93	\$113,559.60	\$115,493.40	\$0.00	\$4,163.00	\$5,187.35	2.20%
192	\$82,774.09	\$84,927.91	\$78,638.03	\$76,943.28	\$107,700.00	\$110,325.00	\$0.00	\$2,349.00	\$5,433.07	2.02%
194	\$90,874.81	\$100,238.53	\$101,233.26	\$100,510.52	\$163,185.00	\$173,760.00	\$0.00	\$4,384.00	\$23,599.98	6.64%
195	\$4,293.52	\$4,577.90	\$4,123.06	\$4,112.46	\$7,579.00	\$8,242.20	\$0.00	\$293.00	\$1,229.98	7.69%
197	\$62,186.72	\$65,611.06	\$54,791.77	\$57,528.89	\$78,921.00	\$79,695.00	\$0.00	\$2,850.00	\$9,785.46	5.00%
199	\$46,307.34	\$49,706.28	\$52,285.89	\$55,030.42	\$46,538.80	\$48,142.20	\$0.00	\$1,659.00	\$9,405.87	6.48%
200	\$69,037.20	\$71,893.24	\$58,373.61	\$60,721.49	\$73,701.00	\$71,625.00	\$0.00	\$1,996.00	\$5,123.92	2.55%
271	\$114,653.48	\$124,168.49	\$89,213.15	\$93,976.33	\$118,610.80	\$123,665.80	\$0.00	\$5,549.00	\$24,882.19	7.72%
Totals	\$550,867.40	\$590,522.83	\$555,220.00	\$555,145.00	\$765,886.20	\$789,838.60	\$0.00	\$24,400.00	\$87,932.83	4.70%

**ISD 917 Maintenance Projects by building location:**

Alliance Education Center:

Wall Pad replace per Fire code inspection	\$16,000
Exterior Door replacement by playground	\$15,000
Two classrooms floor refinishing	\$6,200
Remodeling project 2 classrooms 3 bathrooms	\$594,822

Cedar School:

Playground - structure and underlayment	\$30,000
Fencing	\$12,000
Wall Pad replace per Fire code inspection	\$13,500

Lebanon Education Center:

Masonite walls in 3 rooms	\$9,000
Wall Pad replace per Fire code inspection	\$13,500
Window replacements in group rooms	\$2,320

Total Estimate	<u>\$712,342</u>
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