



**Intermediate District 287**

**Regular Meeting**

**Thursday, March 26, 2009 6:30 PM**

# Intermediate District 287 School Board Meeting Agenda

Thursday, March 26, 2009 at 6:30 PM  
Regular Meeting  
District Service Center Board Room

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    1. Chair Report
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9. ADJOURNMENT

\* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

**INTERMEDIATE DISTRICT 287  
GENERAL MEETING OF THE BOARD  
THURSDAY, March 26, 2009  
6:30PM @ DSC  
AGENDA**

A = Action  
R = Roll Call  
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<b>9.</b>	<b>ADJOURNMENT</b> .....	<b>A</b>

**Recommended Action: Board Chair calls meeting adjourned @ \_\_\_\_\_ PM**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 26, 2009**

**Agenda Section: APPROVAL OF GENERAL MEETING AGENDA**

**Item: 2.**

**Presented by: Superintendent Lewandowski**

The general meeting agenda is presented for full Board Approval.

**Recommended Action: The Board approve the agenda as presented.**

**Motion by:**

**Second by:**

**Vote: Passed \_\_\_\_\_ Failed \_\_\_\_\_**

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**March 12, 2009**  
**MINUTES**

**1. CALL TO ORDER**

Chair Linda Johnson called the regular board meeting to order at 5:42PM in the District Service Center Boardroom. A quorum was declared with the following members in attendance:

271 Bloomington	Arlene Bush
286 Brooklyn Center	Greg Thielsen
270 Hopkins	Sally Johnson
272 Eden Prairie	Barbara Gabbert
276 Minnetonka	Don Draayer
278 Orono	Michèle Kunz
279 Osseo	Steven Antolak
280 Richfield	Nancy Rowley
281 Robbinsdale	Linda Johnson
283 St. Louis Park	Pam Rykken
284 Wayzata	Carter Peterson
277 Westonka	Ann Bremer

Absent: 273/Robb

Guests:

287 Administration: Sandra Lewandowski, Jane Holmberg, Laura Keller-Gautsch, Lee Palmer, Tom Shultz & Wauneen Mgeni

287 Staff Members: Jon Voss, Pamela Schroeder, Bruce Mulder, Benita Oliver, and Becky Schmieg

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Barbara Gabbert, seconded by Nancy Rowley, to approve the meeting agenda. All in favor. Motion carried.*

**3. LABOR NEGOTIATION STRATEGY (Closed Session)**

*Motion by Ann Bremer, seconded by Michèle Kunz, to suspend the Regular Board Meeting for a closed session to discuss Labor Negotiation Strategy. All in favor. Motion carried.*

The Regular Board Meeting was suspended at 5:42PM. The Regular Board Meeting was reconvened at 6:40PM

**4. OPEN FORUM, OPPORTUNITY FOR COMMUNITY INPUT (COMMENTS) – None**

**5. ADOPTION OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from January 22, 2009 and February 12, 2009, and approval of the Personnel Activity Report for February 2009. *A motion was made by Carter Peterson, seconded by Barbara Gabbert, to approve the consent agenda as presented. All in favor. Motion carried.*

**6. SUPERINTENDENT'S REPORT**

**Share the Success and Recognitions**

Superintendent Lewandowski explained to the Board that District 287 Linda Rees, Communication Coordinator, will videotape part of the Board meeting for the Spotlight on District 287 DVD.

Superintendent Lewandowski introduced Pamela Schroeder, Destination ImagiNation (DI) Coordinator and Jon Voss, Academic Programs Supervisor. Jon Voss & Pamela Schroeder presented to the Board on Destination ImagiNation (DI). DI is an international program that sponsors academic competitions in which self directed student teams use creative problem solving to design and implement unique solutions to challenges to which they present at tournament competition. Board members requested information from Pam and Jon on DI website.

Superintendent Lewandowski updated the Board on Federal Stimulus Package; the first analysis indicates that there are not items that are specifically meant for Intermediates in Minnesota. In Minnesota the majority of the money is distributed out via Title I. Intermediates do not get Title I. There is money for Special Education and we are monitoring it very closely. There is money for a one time technology purchases and money for innovation.

Superintendent Lewandowski updated the Board on the Hennepin County District Superintendents meeting held on Monday, March 2, 2009. This was the first meeting of its kind to discuss issues on 1) improving understanding of mental challenges 2) identify opportunities for improved coordination 3) review the County A-GRAD initiatives' priorities 4) commit to working together on common issues.

Superintendent Lewandowski updated the Board on Hennepin County Social Services budget reductions. She shared health and human service cuts that are coming down from Hennepin County will eventually effect school districts.

Superintendent Lewandowski briefly discussed the KSTP data request on legal contracts. District 287 holds the contracts of three attorneys. We have been doing this based on the requests from school districts in the region. While District 287 uses legal services from the attorneys, many other districts do as well.

Superintendent Lewandowski presented to the Board, District 287 "Efficiency Efforts". Superintendent Lewandowski invited Laura Keller-Gautsch, Executive Director of Special Education, to briefly discuss the "Six-Year Ratio Comparisons for Licensed and Non Licensed Staff". She applauded administration and staff for their efforts to become increasingly efficient.

Superintendent Lewandowski announced that Jane Holmberg, Executive Director of Teaching and Learning, was awarded MASA Central Office Administrator of the Year.

Superintendent Lewandowski announced that the new C-Train Program at the South Education Center (SEC) has been awarded the Local Government Innovations Award by the Nonprofit Leadership Center at the Humphrey Institute.

Superintendent Lewandowski announced that Chair Linda Johnson received the MINSPPRA Communicator of the Year Award.

## **7. INSTRUCTIONAL REPORT**

Superintendent Lewandowski introduced Jane Holmberg, Executive Director of Teaching and Learning, and Laura Keller-Gautsch, Executive Director of Special Education, to present the Program Review of Planning Projections for FY10. Jane and Laura presented to the Board preliminary district projections, 2009-2010 program and service planning numbers, enrollment trends and eight year Special Ed actual ADM analysis.

## **8. ADMINISTRATIVE SERVICES REPORT**

### **Financial Report**

Superintendent Lewandowski described the monthly financial report for February 2009. *A motion was made by Greg Thielsen, and seconded by Arlene Bush, to approve the Financial Monthly Report as presented. All in favor. No Discussion. Motion carried.*

### **Facilities Report**

Tom Shultz, Facilities Administrator, provided an overview of the monthly South Educational Center (SEC) change orders. *A motion was made by Carter Peterson, and seconded by Arlene Bush, to approve the SEC February 2009 Change Orders as presented. All in favor. No Discussion. Motion carried.*

Tom Shultz, Facilities Administrator, gave a recommendation to the Board to upgrade wall surfaces at the District Service Center (DSC). *A motion was made by Steve Antolak, and seconded by Ann Bremer, to approve the Upgrade Wall Surfaces at the DSC as presented. All in favor. No Discussion. Motion carried.*

### **Human Resource Report**

W. Lee Palmer, Director of Human Resources, presented an overview on the operational Human Resource items.

A resolution was presented to the board for approval. *Resolution motion by Nancy Rowley, seconded by Michèle Kunz, to waive the reading of the resolution and approved the proposed resolution directing the administration to make recommendations for reductions in program and positions(ULAs). The following voted in favor of the resolution:*

Antolak, Bremer, Bush, Draayer, Gabbert, L Johnson, S Johnson, Kunz, Peterson, Robb, Rowley and Thielsen. The resolution passed.

**9. BOARD BUSINESS**

**Chair Report**

Chair Johnson briefly discussed the Union 2209 & Board Member Breakfast on February 24<sup>th</sup>. The next scheduled meeting is Tuesday, March 24, 2009 at 7:00am.

Chair Johnson announced the Board compensation will be paid twice a month on the 15<sup>th</sup> and 31<sup>st</sup> of each month, starting April 2009.

Don Draayer & Michèle Kunz briefly discussed “Get on the Bus” tour visit to Edgewood, North Vista, Northwest Tech Center, Prairie Center Alternative, City West Academy, and Bren Road.

**Policy Review & Revision**

Student Rights & Responsibilities (SRR) policies have been reviewed and were being presented for a second read: SRR100 (Goals), SRR140 (Student Conduct and Discipline) and SRR200 (Student Apparel). *A motion was made by Don Draayer, seconded by Steve Antolak, to approve the SRR100 (Goals); SRR140 (Student Conduct and Discipline) and SRR200 (Student Apparel) as presented. No further discussion. Motion passed unanimously.*

**Organization Representative Report - None**

**District News**

Chair Linda Johnson announced the Cultural Diversity Festival scheduled for Friday, March 13, 2009.

**Once Around the Table**

- Arlene Bush
- Greg Thielsen – Brooklyn Center District is working hard on becoming a full services community school district.
- Sally Johnson – Starting negotiations in our district.
- Don Draayer - Thank Wauneen for getting the materials to him.
- Michèle Kunz – Will be in Korea for two weeks visiting my daughter. Thanked Tom for the giving her group at tour of SEC.
- Steven Antolak – going to the NSBA conference next month.
- Nancy Rowley – Requested legislative bill information from Greg Thielsen.
- Chair Linda Johnson
- Pam Rykken
- Ann Bremer
- Sandra Lewandowski – Thanked the Board for the kind cards and wonderful flowers.
- Wauneen Mgeni

**10. ADJOURNMENT**

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:25PM.

The next general meeting will be held on March 26, 2009 at 6:30PM in the DSC Board Room.

Submitted by Wauneen Mgeni  
Secretary to the Board

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

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

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**February 12, 2009**  
**MINUTES**

**1. CALL TO ORDER**

Chair Linda Johnson called the regular Board meeting to order at 6:34PM in the District Service Center boardroom. A quorum was declared with the following members in attendance:

271 Bloomington	Arlene Bush
286 Brooklyn Center	Greg Thielsen
272 Eden Prairie	Barbara Gabbert
273 Edina	Peyton Robb
270 Hopkins	Sally Johnson
276 Minnetonka	Don Draayer
278 Orono	Michèle Kunz
279 Osseo	Steven Antolak
280 Richfield	Nancy Rowley
281 Robbinsdale	Linda Johnson
284 Wayzata	Carter Peterson
277 Westonka	Ann Bremer

Absent: 283/P. Rykken

Guests: None

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Jane Holmberg, Janet Johnson, Tom Shultz and Wauneen Mgeni

287 Staff Members: None

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Don Draayer, seconded by Arlene Bush, to approve the meeting agenda. All in favor. Motion carried.*

**3. OPEN FORUM, OPPORTUNITY FOR COMMUNITY INPUT (COMMENTS) – None**

**4. ADOPTION OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the General Meeting minutes from January 8, 2008 and Annual Organizational Board Meeting minutes. *A motion was made by Steve Antolak, seconded by Peyton Robb, to approve the consent agenda as presented. All in favor. Motion carried.*

**5. SUPERINTENDENT’S REPORT**

**Share the Success and Recognitions**

Superintendent Lewandowski recognized Intermediate District 287 School Board members with a Proclamation and Certificate for School Board Recognition week. The display has been changed in honor of School Board Recognition week.

Superintendent Lewandowski recommended changing the process of Spot Light on Student Success this year, by producing a 3 minute video on Intermediate District 287 student success.

Superintendent Lewandowski briefly discussed the 2009 Engineering Excellence Awards event. Michèle Kunz and Peyton Robb stated that it was a very informative event and Intermediate District 287 was the only school district presented with such an award.

Superintendent Lewandowski briefly discussed meeting with all 13 member districts regarding the Strategic Plan and the program planning for the 2009-2010 school year.

Superintendent Lewandowski addressed the Board with an update on the Q-Comp bill that is in the Senate.

**6. INSTRUCTIONAL REPORT - None****7. ADMINISTRATIVE SERVICES REPORT****Financial Report**

Janet Johnson, Finance Director, provided an overview of the Fiscal Year 09 Budget Revision. *A motion was made by Barbara Gabbert, seconded by Nancy Rowley, to approve the Fiscal Year 09 Budget Revision as presented. All in favor. Motion carried to include a July 1 beginning fund balance of \$5,493,441 (including total government funds); total revenue for the revised FY09 budget is \$70,920,013; total expenditures are \$69,989,999, for a total projected fund balance of \$6,423,455 on June 30, 2009. No discussion. Motion carried unanimously.*

Janet Johnson, Finance Director, provided an overview of the Fiscal Year 10 Budget Assumptions. *A motion was made by Ann Bremer, seconded by Greg Thielsen, to approve the Fiscal Year 10 Budget Assumptions as presented. No discussion. All in favor. Motion carried.*

**Facilities Report**

Tom Shultz, Facilities Director, briefly discussed the recommendation for the Purchase and Installation of Exterior Cameras at South Education Center (SEC). *A motion was made by Carter Peterson, seconded by Barbara Gabbert, to approve the Purchase and Installation of Exterior Cameras at SEC proposal as presented. All in favor. Motion carried.*

Superintendent Lewandowski introduced Colleen Baumtrog, Executive Director of Administrative Services; Janet Johnson, Director of Finance; and Tom Shultz, Facilities Administrator. The group presented on “North Area Facilities Possibilities.” The presentation proposes Board Members consider: 1) short term lease renewals and 2) program and facilities options for the North Area.

**8. BOARD BUSINESS****Chair Report**

Chair Linda Johnson announced an annual calendar of events. There will be a printer available in the boardroom for Board members use. Board Officers have a breakfast meeting set up with 2209 Teachers Union on February 24th. The next meeting will be open to all Board members to attend.

Chair Linda Johnson requested to move the “Get on the Bus” report to the February 26th General Board meeting. The last “Get on the Bus” tour is scheduled for Thursday, February 19th.

Ann Bremer reported to the Board regarding the January 26th AMSD conference. It was very impressive with outstanding workshops/speakers. Michèle Kunz informed the Board regarding two presentations on the MSBA website that can be viewed online until the end of February. The presentations are Jason Ryan Dorsey, “The Gen Y Guy” and Wavelength, “Communication through Comedy”.

**Policy Review & Revision**

Superintendent Lewandowski introduced Anne Becker, District 287 Counsel. Anne Becker presented an overview of the Student Rights & Responsibilities (SRR) policies for a first read. Student Rights & Responsibilities (SRR) policies reviewed and presented for a first read: SRR100 (Goals); SRR140 (Student Conduct and Discipline) and SRR200 (Student Apparel).

Anne Becker addressed questions from the Board regarding the Technology Acceptable Use and Safety Policy.

**Organization Representative Report**

Peyton Robb gave a brief update on AMSD.

**District News**

Chair Linda Johnson briefly discussed the Local 2209 Uniflier newsletter.

**Once Around the Table**

- Chair Linda Johnson - please remember to stop by to view the display in honor of Board Recognition week.
- Arlene Bush - No report
- Greg Thielsen - No report
- Peyton Robb - Briefly discussed the “GRAD”
- Sally Johnson - Misses the Special Ed sub-committee
- Don Draayer - Timeline of Board minutes
- Michèle Kunz - No report
- Steven Antolak - No report
- Nancy Rowley - No report
- Barbara Gabbert - No report
- Carter Peterson - No report
- Ann Bremer - Watch for our Hilltop teachers on the “Biggest Loser”
- Sandra Lewandowski - No report
- Wauneen Mgeni - No report.
- Jane Holmberg - No report
- Janet Johnson - Please stop by to see our award
- Tom Shultz - No report
- Colleen Baumtrog - No report

**9. ADJOURNMENT**

*Motion by Ann Bremer, seconded by Michèle Kunz, to adjourn the meeting. Meeting adjourned at 9:42PM. The next general meeting will be held on February 26, 2009 at 6:30PM 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 2009**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- RAINBOW ESPINOSA, ELL Instructor at Epsilon, **additional position due to increased enrollment**, effective March 9, 2009, BA+45, Step 1.
- BETH R. HAMILTON, EBD Instructor at CIP @ Hosterman Education Center, **additional position due to increased enrollment**, effective February 19, 2009, BA+45, Step 10.

**B. Reinstatement of Licensure Waivers**

- 

**C. Temporary**

- CARIANNE E. ANDERSON, Social Studies Instructor at South Education Center, effective April 14, 2009 through June 10, 2009.
- JENNIFER T. BORNES, Independent Studies Social Studies Instructor at Westonka High School, effective March 9, 2009 through June 30, 2009.
- DARLENE K. LEIMER, Online Business Instructor effective September 15, 2008 through June 15, 2009.\*

**D. Substitutes**

- 

**2. Extended Leaves of Absence:**

**A. Unpaid**

- NICHOLE R. DEHAVEN, Instructor EBD at Hosterman Education Center, 1.0 FTE for the 2009-10 school year.
- KIMBERLY DOTY, Program Facilitator at Northwest Tech Center, .2 FTE for the 2009-10 school year.
- KRISTIN A. GUSTAFSON, School Psychologist at Hosterman Education Center, .2 FTE for the 2009-10 school year.
- MARY K. HANAGAN, Speech Language Pathologist at the District Service Center, .1 FTE for the 2009-10 school year.
- TYONE LaDOUCEUR, Occupational Therapist at the District Service Center, .1 FTE for the 2009-10 school year.
- MELANIE LEITE-CARROLL, Physical Therapist at the District Service Center, .2 FTE for the 2009-10 school year.

- DIANE M. LINDE, Speech Language Pathologist at Hosterman Education Center, .1 FTE for the 2009-10 school year.
- BARBARA LYNCH, Physical Therapist at the District Service Center, .2 FTE for the 2009-10 school year.
- MARGARET R. OLIVER, Instructor Deaf/Hard of Hearing at the District Service Center, .1 FTE for the 2009-10 school year.
- AMY PARIZEK, Instructor Deaf/Hard of Hearing at the District Service Center, 1.0 FTE for the 2009-10 school year.
- MARY W. PETERSON, Social Worker at Hosterman Education Center, .2 FTE for the 2009-10 school year.
- JUDI MARIE RINGE, Special Education Program Supervisor at Northwest Tech Center, .2 FTE for the 2009-10 school year.
- MARY L. SAVONA, Speech Language Pathologist at South Education Center, 1.0 FTE for the 2009-10, 2010-11, and 2011-12 school years.
- JENNIER L. SCHMITZ, Audiologist at the District Service Center, .05 FTE for the 2009-10 school year.
- SUSAN SPIELMANN, DCD Instructor at Hosterman Education Center, .2 FTE for the 2009-10 school year.
- MARCIA A. THOMPSON, Instructor Vision at the District Service Center, .2 FTE for the 2009-10 school year.
- MARGARET S. TOONEN, Speech Language Pathologist at Phase North, .2 FTE for the 2009-10 school year.
- PATRICIA A. WISCHNEWSKI, Work Experience Coordinator at Prairie Center Alternative, .2 FTE for the 2009-10 school year.
- GEORGEANN H. WOBSCHALL, DCD Instructor at Phase North @ Edgewood Education Center, .2 FTE for the 2009-10 school year.

### **3. Separations:**

#### **A. Dismissal**

- 

#### **B. Resignation**

- DEL K. BOSACKER, Instructor Mentor Connection at the District Service Center, effective June 10, 2009.
- CONNIE L. LEWIS, Instructor Mentor Connection at the District Service Center, effective June 10, 2009.

C. Retirement (Regular/Disability)

- 

4. Other:

A.

\* Indicates delay due to background check

\*\* Indicates delay due to approval of Community Expert Request/license.

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- BRIAN BURNS, Education Assistant at FOCUS Edgewood Education Center **additional position due to increased enrollment**, effective February 18, 2009 Step 11 Lane 5 +BA - .875 FTE.
- TIMOTHY LOYD, Education Assistant at Edgewood Education Center, **additional position due to increased enrollment**, effective February 17, 2009 Step 11 Lane 3 +30 credits - .875 FTE.
- BENJAMIN STANIFORTH, Education Assistant at CIP Hosterman Education Center, **additional position due to increased enrollment**, effective March 4, 2009 Step 5 Lane 5 +BA - .875 FTE.
- ANDERS HANSON, Education Assistant at Options Hosterman Education Center, **refill for M. Tenner**, effective March 4, 2009 Step 2 Lane 5 +BA - .875 FTE.

B. Temporary

- 

C. Substitutes

- Cara Meyer
- Judith Marhula

2. Extended Leaves of Absence:

A. Unpaid

- LINDA HOLMBERG, Education Assistant at InVEST Middle, .125 FTE effective for the 2009-10 school year.
- BEVERLY KRUEGER, Education Assistant at Vector Low Incidence North, .05 FTE for the 2009-10 school year.

- KAREN FIX, Education Assistant at Hosterman Elementary, .125 FTE for the 2009-10 school year.
- GRAYCE GROHOVSKY, Education Assistant at Vector South, .2 FTE for the 2009-10 school year.
- GWEN LEHRKE, Education Assistant at Vector North, .1 FTE for the 2009-10 school year.
- ANNETTE SCHUMM, Education Assistant at Vector Low Incidence South, .2 FTE for the 2009-10 school year.
- LAURA BJORLIN, Interpreter for Itinerant Services, .4 FTE for the 2009-10 school year.
- LISA DONLEY, Interpreter for Itinerant Services, .4 FTE for the 2009-10 school year.
- KELLY GRIESBACH, Education Assistant at Intersect, 1.0 FTE for the 2009-10 school year.
- DONNA STRUB, Education Assistant at Intersect, .2 FTE for the 2009-10 school year.
- KAREN O'SULLIVAN, Clerical at the District Service Center, .2 FTE for the 2009-10 school year.
- HEATHER HENNING, Education Assistant at SUN Hosterman Education Center, .875 FTE effective March 13, 2009 through June 5, 2009.

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- 

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

- DARLENE MCGOWAN, Clerical at the District Service Center, effective March 31, 2009.

**4. Other:**

**A.**

\*Indicates delay due to background check

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

**Regular Meeting – March 26, 2009**

**Agenda Section: APPROVAL OF CONSENT AGENDA**

**Item: 4**

**Presented by: Board Chair**

- 4.1 General Board Meeting Minutes from March 12, 2009
- 4.2 Amended - General Board Meeting Minutes from February 12, 2009
- 4.3 Routine Human Resource Activity March 2009

**Recommended Action: The Board approve the Consent Agenda items as presented.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_\_ Failed \_\_\_\_\_

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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**TO:** Intermediate District 287 School Board  
**FROM:** Sandra Lewandowski, Superintendent  
**DATE:** March 26, 2009  
**SUBJECT:** Budget Reductions & Investments Proposal for 2009-10

We are seeking approval of a budget adjustment plan that includes an overall budget reduction as well as investments that are outlined in this memo and the attached budget document. The reductions capitalize on efficiencies established in recent years and reflect planning ADMs. They also recognize our responsibility to our members to plan in accordance with harsh economic realities. The investments reflect new positions that will allow for the implementation of our strategic plan. This proposal is consistent with the FY10 Budget Assumptions approved by the Board in February.

### **Reductions**

We are recommending a net reduction of \$2,917,027. This is 4.2% of the current revised FY09 budget. The attached chart gives details about the reductions, including anticipated savings related to employee group positions and purchased services. These reductions are based on rigorously analyzed staffing needs given the planning done with member districts. The reductions are across all employee groups and reflect the closing of the Ridgedale Alternative Program (RAP). They take advantage of retirements and requests for reduced contracts; plus, reflect the economies of scale that larger facilities afford. There will be no tenured layoffs with this plan.

The leadership at certain sites is being consolidated or changed to best reflect program needs. For instance, we are reducing the administrative intern positions from five to four and changing intern assignments to reflect the move to larger facilities and changing ADMs in our programs. Similarly, leadership at the central office is being reduced as evidenced by a .5 FTE reduction in the Human Resources Director position and a .6 FTE reduction in the Assistant Director of Special Education position.

### **Investments**

The overall budget reduction described above not only *decreases* positions in some areas, it also *increases* investment in others.

As we begin to realign our resources to best realize our strategic plan, we propose adding staffing in a few key areas. All of these additions would be parts of positions with the exception of a full time Online Learning Facilitator who would work across divisions to coordinate student and teacher learning in the online environment. This position is most closely associated with Strategy 3.

Another realignment sparked by the strategic plan is the refocusing of the duties of the current Director of Social Emotional Learning to include more comprehensive direction of professional learning. Both the internal training requirements and external training opportunities of the plan create a need for this focused attention. This position is able to absorb this expanded role because of the initial development stage of social-emotional learning has been realized. As a result, the title of this position would change to Director of Professional Learning and the position will have expanded responsibilities. There is no change to the grade or salary.

Finally, this reduction and investment plan calls for more appropriate staffing in information technology, another area that is critical for strategic plan implementation. We are asking for approval of two technology-related positions (background information is included). The computer technician position currently held by educational assistants will be established as a position in the Unaffiliated employee group with job duties and skill requirements more commensurate with our needs. Similarly, the network engineer position will also be established as a position in the Unaffiliated employee group. This work is currently being done via the contracted services of NetrixIT.

By approving the proposed budget reductions and strategic investments outlined in this memo, the Board will authorize the Superintendent to take all necessary action related to budget and personnel.



# Intermediate District 287

## Proposed Budget Adjustments for 2009-10 3-18-09

As we work toward the goal of recommending a flat budget for the coming school year, we anticipate the following cost savings for FY10. These reductions represent 4.2% of the current revised FY09 287 budget.

<u>Employee Group</u>	<u>Positions</u>	<u>FTEs</u>	<u>Anticipated Savings</u>
Local 284	Clerical	2.16	- \$118,831
Local 2209	Licensed, EA Interpreter	37.42	- \$2,364,410
Administrative	Intern, Director & Asst. Director	2.10	- \$253,350
Unaffiliated	Coordinator, Add - Network Engineer Add -IT Specialist	+5.0	+ \$291,000
Loan Agreements & Contracts	Teacher, IT Nurse & Food Service		- \$471,436

**Total Anticipated Reduction**

**-\$2,917,027.**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 26, 2009**

**Agenda Section: SUPERINTENDENT’S REPORT**

**Item: 6.**

**Presented by: Superintendent Lewandowski**

**6.2 Motion Recommending approval of Superintendents budget reductions, adjustments and enhancements to the 2009-2010 Budget.**

As outlined in the attached memo from Superintendent Lewandowski.

**Recommended Action: The Board approve the Superintendents budget reductions, adjustments and enhancements to the 2009-2010 Budget.**

**Motion by:**

**Second by:**

**Vote: Passed \_\_\_\_\_ Failed \_\_\_\_\_**

# INTERMEDIATE DISTRICT 287

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INTER-OFFICE MEMORANDUM

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**TO:** Sandra Lewandowski, Superintendent

**FROM:** W. Lee Palmer, Director of Human Resources  
Chad Maxa, IT Manager

**DATE:** March 26, 2009

**SUBJECT:** Establishment of Network Engineer Position

## **Network Engineer Position**

This is to request the establishment of a network engineer position within the IT Department. This position is an integral component in maintaining a highly available, stable and secure technology environment for students and staff. This is a critical role that is best fulfilled by a 287 employee who is dedicated to our organization.

## **Rationale**

We are requesting that a new position, titled "Network Engineer", be added to the IT Department in the Administrative Services Division. This position will manage all technical operations of our infrastructure, and will serve as the technical lead for all site-based support analysts. Currently all of the design, engineering and maintenance work related to the District's technology infrastructure are outsourced to Netrix, but if this position is approved, it would have the overall responsibility of managing any outsourced work related to our technology infrastructure.

## **HR Review**

This position has been reviewed by the Human Resources Department. A job description has been developed and reviewed by the District's pay equity consultants who have recommended placement in Salary Grade 5 of the Unaffiliated Employees pay plan.

## **Summary**

We are requesting that a new position of Network Engineer, Salary Grade 5, \$58,170.80 - \$77,046.24 plus benefits, be approved. This position would have the overall responsibility of managing the District's infrastructure, in a concerted effort to achieve the highest levels of system availability, performance and security. Funding for this position will come from a reduction of the Netrix IT contract, which will offset the costs of hiring our own engineer. If the Board approves this request, the goal is to have this position filled by June 1, 2009 to allow one month for knowledge transfer from Netrix engineering staff to the new hire.

Your approval of this position is respectfully requested.

# INTERMEDIATE DISTRICT 287

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INTER-OFFICE MEMORANDUM

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**TO:** Sandra Lewandowski, Superintendent

**FROM:** W. Lee Palmer, Director of Human Resources  
Chad Maxa, IT Manager

**DATE:** March 26, 2009

**SUBJECT:** Establishment of Information Technology Specialist Position

## **Information Technology Specialist Position**

This is to request the establishment of an Information Technology Specialist position within the IT Department. This new position is aligned with the technology needs of staff and students at our sites, and will give the District a stronger backbone in technology support as we move forward with our strategic plan. This position is ultimately responsible for coordinating the resolution of all technical issues for their site(s), as well as ensuring that staff and student technology needs are being met.

## **Rationale**

We are requesting that a new position, titled "IT Specialist", be added to the Administrative Services Division. This position will essentially replace our current Educational Assistant – Computer Technician position. Not only will this new position make it easier to attract skilled applicants as openings arise, it will also give the District more of an opportunity to retain valuable employees instead of losing them to higher paying opportunities for similar types of positions. Additionally, by moving this position to the unaffiliated group we will gain the ability to have site technology staff on hand all year instead of just student contact days. This grants us the ability to implement proper technology planning and more proactive technology measures during the summer.

## **HR Review**

This position has been reviewed by the Human Resources Department. A job description has been developed and reviewed by the District's pay equity consultants who have recommended placement in Salary Grade 1 of the \$40,752.49 - \$53,532.11 Unaffiliated Employees pay plan.

## **Summary**

We are requesting that a new position of IT Specialist, Salary Grade 1, \$40,752.49 - \$53,532.11 plus benefits, be approved. This position would ultimately be responsible for ensuring that technology at their respective site(s) is fully functional, and that all technology needs are being met for both staff and students. If the Board approves this request, the openings would be filled after July 1, 2009 and be included in the FY10 original budget. It is anticipated that there will be five IT Specialist openings for FY10, which would equate to a total increase of \$60,000 if this proposal is accepted.

Your approval of this position is respectfully requested.

# Intermediate District 287

Responsive. Innovative. Solutions.

1820 Xenium Lane North

Plymouth, MN 55441

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

## Background

Intermediate District 287, one of three intermediate districts in the state, was founded in 1967 by a group of school districts seeking to provide students with vocational education. Since then, District 287 has grown to serve more than 10,000 students annually in the areas of special education, gifted education, area learning centers, career tech programs, and online learning.

Its 13 member districts represent a combined enrollment of more than 100,000 students and include Bloomington, Brooklyn Center, Eden Prairie, Edina, Hopkins, Minnetonka, Orono, Osseo, Richfield, Robbinsdale, St. Louis Park, Wayzata and Westonka.

Sharing staff and resources is a cost-effective way for District 287's member districts to provide highly specialized educational programs to students, families and school districts.

## How District 287 is different from other school districts

District 287 offers more than 120 educational programs and services to school districts in Minnesota with an emphasis on meeting the needs of its member districts in the west metro area of Twin Cities. For some services, students are referred by their district of residence. For others, students and parents can choose to enroll directly. In addition to student services, District 287 offers a variety of other educational services such as legal services, staff development, conference center, testing and assessment services, student accounting and billing services.

## How District 287 is funded

District 287 operates on a fee for service basis. Revenue to fund student services is generated by tuition billing. District 287 manages a \$70 million budget.

## Students Served by District 287

Area Learning Center	2,904
Career Tech	791
Gifted Education	1,283
Mentor Program	74
Northern Star Online	821
Special Education	3,489
World Languages	876

**Total** headcount includes part-time and full-time students. **10,238**

**Number of MN districts served – student services and programs** **105**

**Number of MN districts served – both staff and student services** **138**

**Facilities/Schools Operated** **14**

Includes both owned and leased sites.

**Employees** **779**

**Percent of licensed staff with a Master's Degree or above** **63**

Because the services provided are often individualized for students' needs, District 287 employees are highly trained with expertise in very specific areas and specialized settings.

Source: Intermediate District 287, 2007-08 data.

## INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: March 17, 2009  
TO: Members of the School Board  
FROM: Janet A. Johnson, Director of Finance  
RE: Budget Report for the Month Ending **February 28, 2009**  
(Excluding S.E.C.)

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 the SEC building project) totals \$42,641,078, or 60.1% of the revenue **Revised** budget of \$70,920,013. Year-to-date expenditures, plus encumbrances in all funds (excluding the SEC building project), total \$39,941,929 or 57.1% of the expenditure **Revised** Budget of \$69,989,999.

The reports show actual amounts (Revenue on one sheet and Expenditures on the other), and their percentage of budget. Budget revision work was in progress over the January 31 month-end time period. Therefore, the amounts in the Revised Budget column on these reports have changed from the Original Budget but do not reflect the completed Revised Budget amounts being recommended for adoption. Additional detail is available on request.

DDA:tw/

Attachments.

STATEMENT OF REVENUE

DIST 287 Intermediate District 287

ACCOUNTING PERIOD 02/01/09 TO 02/28/09

ACCT STATUS: All Account Statuses  
 ZERO BALANCES: Suppress Zero Balances  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

ACCOUNT RANGES: 01 TO 51-999  
 INCLUDE/EXCLUDES: EXL FD 11 11

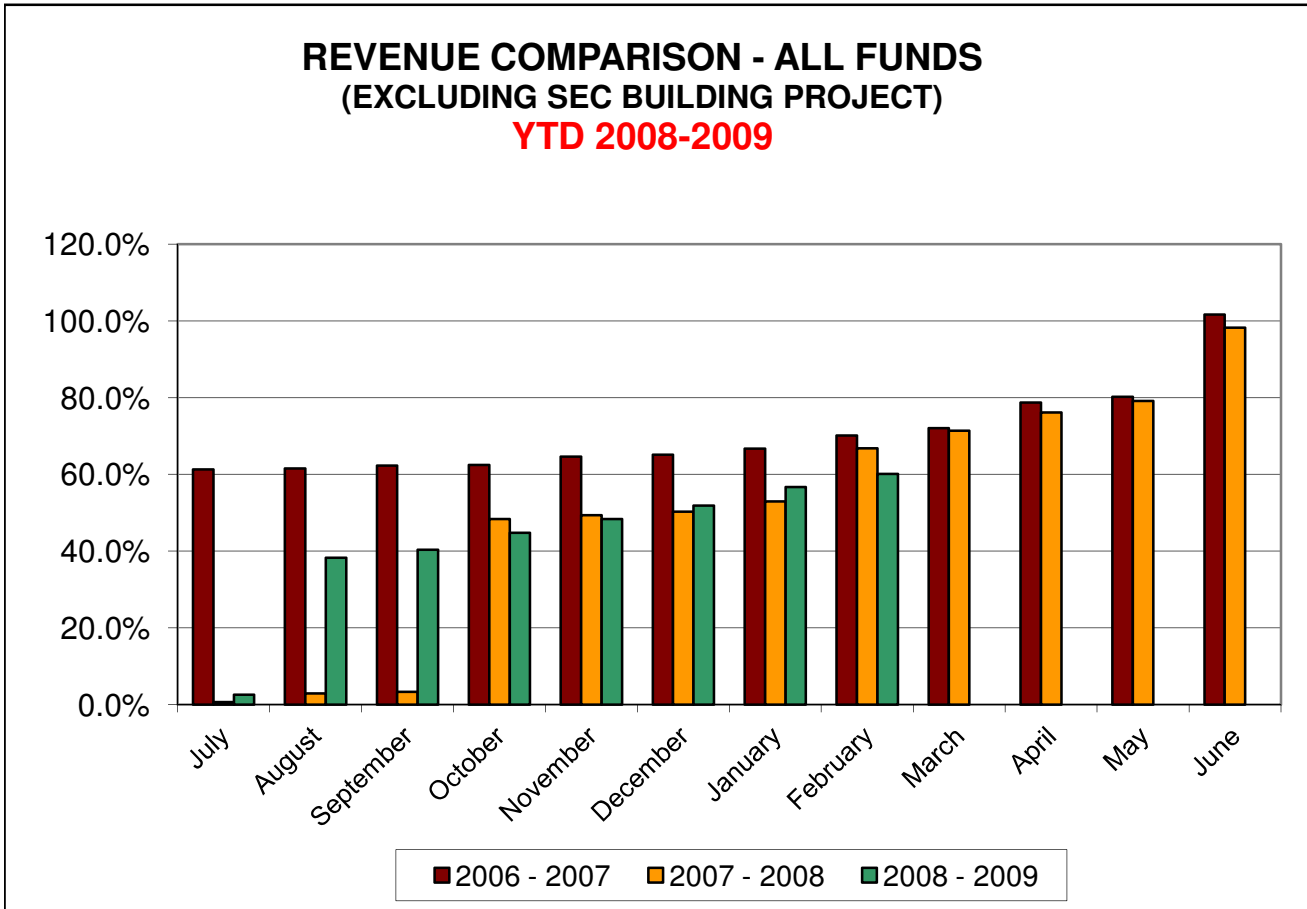
FD 01	PRIOR YEAR ACTUAL	< REVISED BUDGET	FISCAL YEAR 200807		REMAINING ON 02/28/09	PERCENT REMAINING
			02/01/09 02/28/09	RECEIVED THRU 02/28/09		
01 GENERAL FUND	45,173,955.42	19,160,599	28,849.57-	10,128,700.63	9,031,898.37	47.13 %
02 FOOD SERVICE FUND	228,632.61	308,193	19,671.54	53,693.97	254,499.03	82.57 %
04 COMMUNITY SERVICE FUND	235,167.53	279,057	17,040.65	151,377.81	127,679.19	45.75 %
06 BUILDING CONSTRUCTION FUND	4,928.28	0	0.00	0.00	0.00	0.00 %
09 AGENCY FUND - FLEX FUND	310,011.45	0	22,480.02	150,085.54	150,085.54-	0.00 %
10 BREN ROAD	30,699.60-	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	7,303,131.75	6,771,072	282,341.92	4,927,675.62	1,843,396.38	27.22 %
13 CAREER & TECH	2,129,516.55	2,170,353	27.00	1,755,923.67	414,429.33	19.09 %
14 SPECIAL EDUCATION	4,511,248.30	42,201,939	1,920,747.24	24,914,123.72	17,287,815.28	40.96 %
20 INTERNAL SERVICE FUND	435,300.08	0	0.00	238,667.72	238,667.72-	0.00 %
30 KEYSTONE ITD	609,070.63	0	184,780.80	308,770.00	308,770.00-	0.00 %
51 STUDENT CLUBS	36,892.25	28,800	2,208.13	12,059.17	16,740.83	58.12 %
*** REPORT TOTALS:	60,947,155.25	70,920,013	2,420,447.73	42,641,077.85	28,278,935.15	39.87 %

# DISTRICT 287

## REVENUE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	36,053,298	61.3%	400,609	0.6%	1,848,739	2.6%
August	166,955	61.5%	1,432,190	3.0%	25,269,197	38.2%
September	434,240	62.3%	235,664	3.3%	1,488,574	40.3%
October	122,538	62.5%	27,973,935	48.4%	3,156,289	44.8%
November	1,272,509	64.7%	612,106	49.4%	2,534,489	48.4%
December	256,506	65.1%	542,422	50.3%	2,467,467	51.8%
January	929,632	66.7%	1,662,562	52.9%	3,455,875	56.7%
February	2,055,936	70.2%	8,585,201	66.8%	2,420,448	60.1%
March	1,115,190	72.1%	2,880,213	71.4%		
April	3,918,482	78.7%	2,946,944	76.2%		
May	907,577	80.3%	1,848,504	79.1%		
June	12,572,267	101.6%	11,826,805	98.2%		
<b>TOTAL</b>	<b>59,803,254</b>	<b>101.6%</b>	<b>60,947,155</b>	<b>98.2%</b>	<b>42,641,078</b>	<b>60.1%</b>
<b>BUDGET</b>	<b>58,848,404</b>		<b>62,060,730</b>		<b>70,920,013</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept  
 STATEMENT OF EXPENDITURES  
 DIST 287 Intermediate District 287 ACCOUNTING PERIOD 02/01/09 TO 02/28/09

RUN: TUE 031709 11:25 PAGE 1

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	02/01/09 02/28/09	FISCAL YEAR 200807 EXPENDED THRU 02/28/09	ENCUMBERED THRU 02/28/09	REMAINING ON 02/28/09	PERCENT REMAINING
01 GENERAL FUND	14,919,971.31	18,687,813	1,105,820.53	11,174,907.87	1,855,344.83	5,657,560.30	30.27 %
02 FOOD SERVICE	228,632.61	308,193	20,747.61	162,124.48	93,761.19	52,307.33	16.97 %
04 COMMUNITY SERVICE FUND	228,973.06	277,695	18,541.81	196,880.32	22,625.40	58,189.28	20.95 %
06 BUILDING CONSTRUCTION FUND	81,022.51	0	0.00	0.00		0.00	0.00 %
09 AGENCY FUND - FLEX FUND	320,759.54	0	22,480.02	150,579.11		150,579.11-	0.00 %
10 BREN ROAD EDUC. CENTER	0.00	0	0.00	900.00		900.00-	0.00 %
12 ALC-ACADEMIC	6,623,959.10	7,198,903	697,350.36	4,069,160.15	83,357.85	3,046,385.00	42.31 %
13 CAREER & TECH	1,805,468.00	2,119,238	141,169.12	992,182.27	53,114.92	1,073,940.81	50.67 %
14 SPECIAL EDUCATION	35,227,929.10	41,369,357	3,449,531.71	22,784,420.52	499,873.84	18,085,062.64	43.71 %
20 INTERNAL SERVICE FUND	334,052.37	0	0.00	199,267.67		199,267.67-	0.00 %
30 KEYSTONE IDT	652,472.60	0	0.00	200,000.00		200,000.00-	0.00 %
51 STUDENT CLUBS	34,589.81	28,800	3,408.82	11,506.50	0.01	17,293.49	60.04 %
*** REPORT TOTALS:	60,457,830.01	69,989,999	5,459,049.98	39,941,928.89	2,608,078.04	27,439,992.07	39.20 %

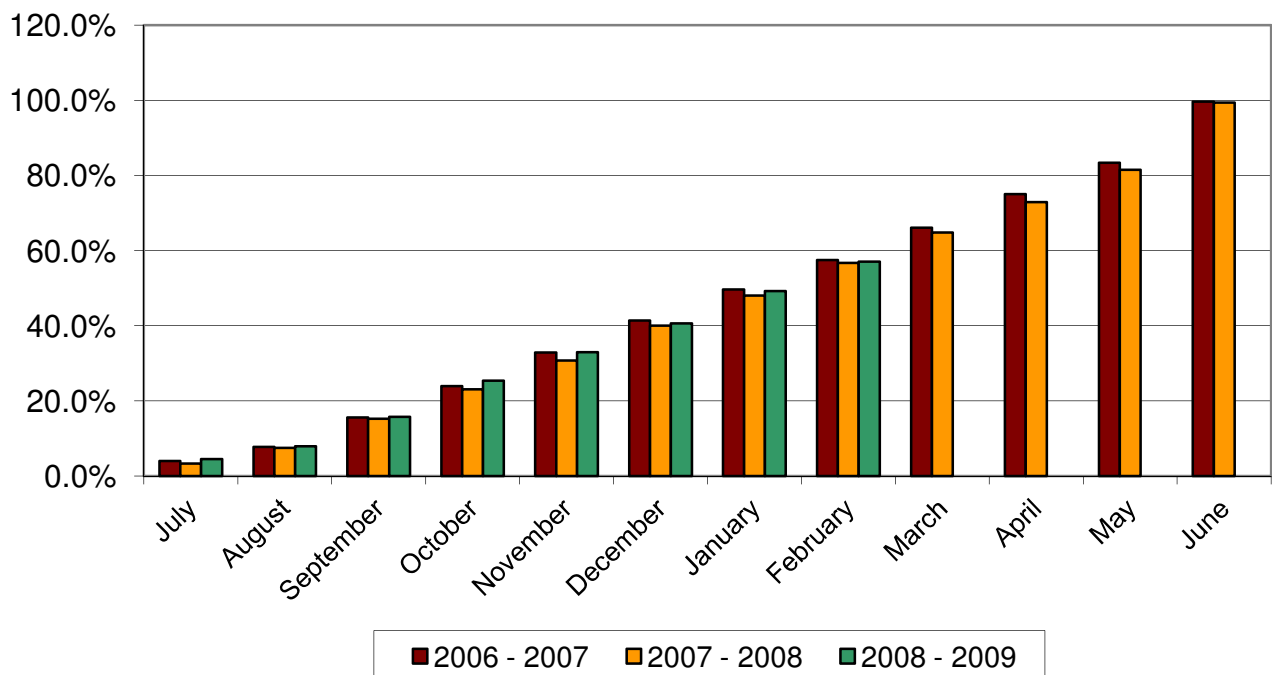
# DISTRICT 287

## EXPENDITURE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,275,248	4.0%	2,008,388	3.3%	3,131,464	4.5%
August	2,129,176	7.7%	2,561,280	7.5%	2,428,763	7.9%
September	4,455,381	15.6%	4,716,139	15.3%	5,457,295	15.7%
October	4,765,384	23.9%	4,726,362	23.0%	6,728,518	25.4%
November	5,122,767	32.9%	4,673,596	30.7%	5,330,730	33.0%
December	4,825,433	41.4%	5,674,687	40.1%	5,361,530	40.6%
January	4,712,584	49.7%	4,836,357	48.0%	6,044,579	49.3%
February	4,480,095	57.5%	5,284,415	56.7%	5,459,050	57.1%
March	4,893,164	66.1%	4,912,859	64.8%		
April	5,084,420	75.0%	4,917,092	72.9%		
May	4,755,608	83.4%	5,233,528	81.5%		
June	9,279,418	99.7%	10,913,129	99.4%		
<b>TOTAL</b>	<b>56,778,676</b>	<b>99.7%</b>	<b>60,457,830</b>	<b>99.4%</b>	<b>39,941,929</b>	<b>57.1%</b>
<b>BUDGET</b>	<b>56,966,196</b>		<b>60,816,267</b>		<b>69,989,999</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.

**EXPENDITURE COMPARISON - ALL FUNDS  
(EXCLUDING SEC BUILDING PROJECT)  
YTD 2008-2009**



# INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: **March 11, 2009**

TO: Members of the School Board

FROM: Janet A. Johnson, Director of Finance

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

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

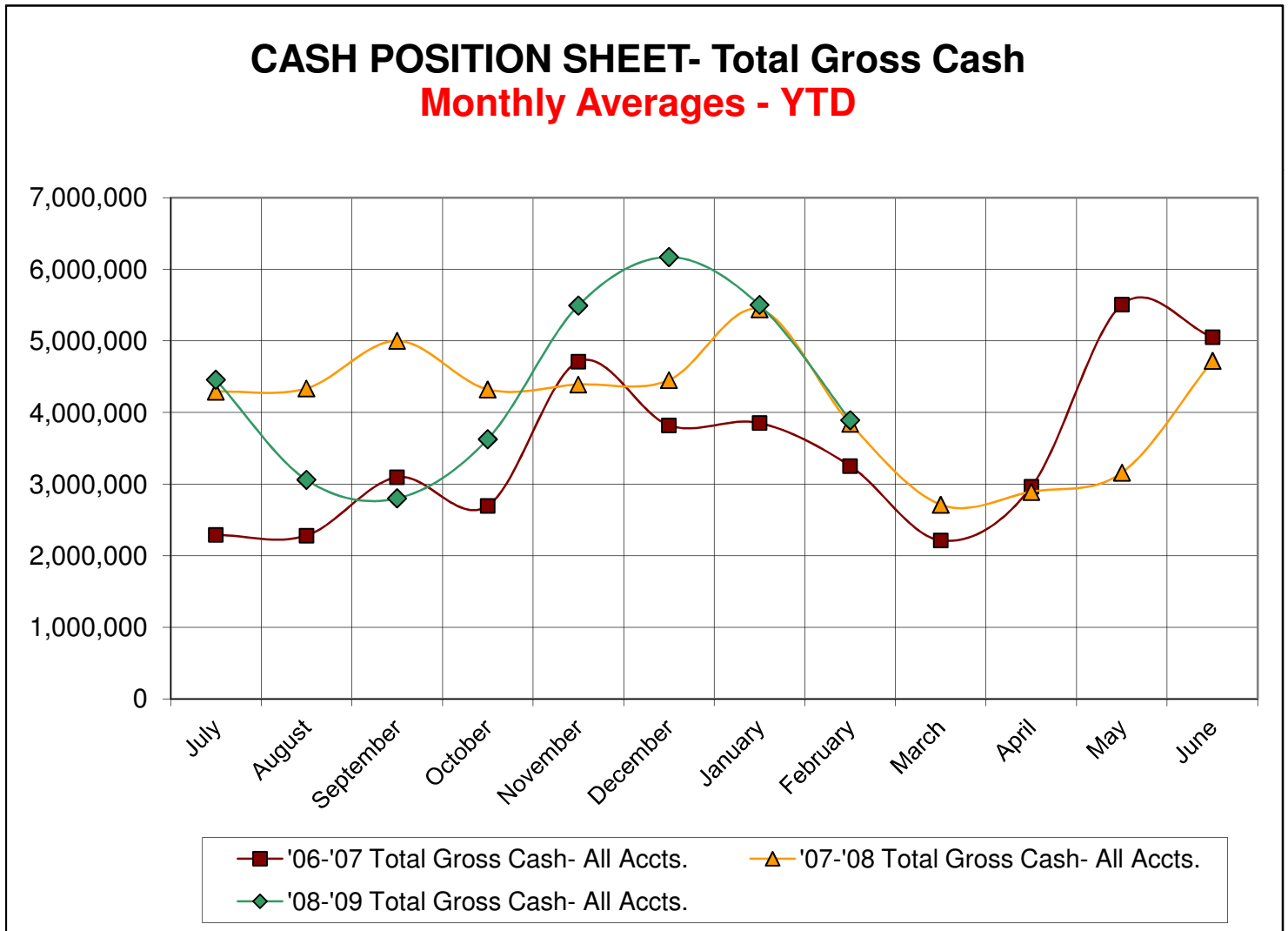
- |  |  |
|--|--|
| 1. Claim payments for: <b>February 2009</b>  | Totaling <u><u>\$ 3,530,384.92</u></u> |
| a) <i>Check #'s 471148 - 471639, 70003793 - 70003971<br/>and Electronic Wire Transfers out - #'s 1991 - 1998</i> |  |
| 2. Payroll for: February 2009  | Totaling <u><u>\$ 2,045,681.74</u></u> |
| a) <i>Check #'s 674762 - 674780</i>  |  |
| b) <i>Direct Deposit #'s 146301 - 148035</i>   |  |
| 3. Receipts for: February 2009   | Totaling <u><u>\$ 4,960,815.76</u></u> |
| a) <i>Receipt #'s 124017 - 124182<br/>and Electronic Wire Transfers in</i>                                       |  |
| 4. Investments at end of month   | Totaling <u><u>\$ 1,506,387.68</u></u> |

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

# Intermediate District 287

## Cash Position Sheet- Monthly Total Gross Cash- All Accounts:

<u>Date</u>	<u>'06-'07 Total Gross Cash- All Accts.</u>	<u>'07-'08 Total Gross Cash- All Accts.</u>	<u>'08-'09 Total Gross Cash- All Accts.</u>
July	2,291,747	4,290,870	4,457,312
August	2,281,678	4,335,576	3,059,192
September	3,097,297	5,001,385	2,800,788
October	2,695,566	4,321,962	3,626,080
November	4,711,051	4,389,645	5,492,853
December	3,821,438	4,452,190	6,170,663
January	3,853,218	5,439,985	5,502,714
February	3,254,020	3,843,416	3,892,032
March	2,214,232	2,711,729	
April	2,964,609	2,892,039	
May	5,507,268	3,159,523	
June	5,053,949	4,722,065	



**INTERMEDIATE DISTRICT 287**

**FEBRUARY 2009 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	REF#	AMOUNT	DESCRIPTION
2/3/2009	DEPT OF EDUCATION	MSDLAF	3815070	284,035.84	INV#64999 01F3412008-00110 MATH & SCIENCE
	DEPT OF EDUCATION	MSDLAF	3815070	25,781.96	INV#64994 EMPLOYEE LOAN-ANDERSON,K 12/31/09
2/4/2009	DEPT OF EDUCATION	MSDLAF	3821663	1,701.90	INV#65089 04F4332007-0008 1 TITLEIVAGOV'S
2/9/2009	MNSCU	MSDLAF	3826069	2,432.18	INV#65097 ON-LINE INSTRUCTION INTERSHIP PROJ
2/12/2009	EDUCATION AID	MSDLAF	3835685	1,884,170.03	01S360 SPEC EDUC AID 09 FEB09
2/12/2009	EDUC SPECIAL EDUC	MSDLAF	3835685	9,805.60	01F419 SPED PART B 611 09 84027
2/12/2009	DEED-FISCAL	MSDLAF	3835686	97,284.64	INV#65092 DD/H INTRPTR SVCV DEC08
2/17/2009	OFFICE OF HIGHER ED	MSDLAF	3839605	39,984.68	INV#65029 PATHWAYS TO COLLEGES
2/17/2009	OFFICE OF HIGHER ED	MSDLAF	3839605	9,670.32	INV#65083 PATHWAYS TO COLLEGES
2/19/2009	US DEPT OF ED	US BANK	WIRE	64,543.65	INV#65088 GAP ELEM MENTAL HEALTH PROJECT
2/26/2009	EDUC-FOOD & NUTR	MSDLAF	3858815	1,346.64	02F701 REG LUNCH 09 CFDA 10555
	EDUC-FOOD & NUTR	MSDLAF	3858815	5,052.46	02F705 BRKFST 09 CFDA 10553
	EDUC-FOOD & NUTR	MSDLAF	3858815	11,092.57	02F701 FREE & RED L 09 CFDA 10555
	EDUC-FOOD & NUTR	MSDLAF	3858815	217.70	02F705 ST BRKFST 09
	EDUC-FOOD & NUTR	MSDLAF	3858815	673.32	02S300 STSCHLUNCH09
	EDUC-FOOD & NUTR	MSDLAF	3858815	43250.19	INV#64602 01F428 VOC ED BAS PERKINS 0708
<b>MTD TOTALS</b>				<b>2,481,043.68</b>	








**WIRE TRANSFERS OUT:**

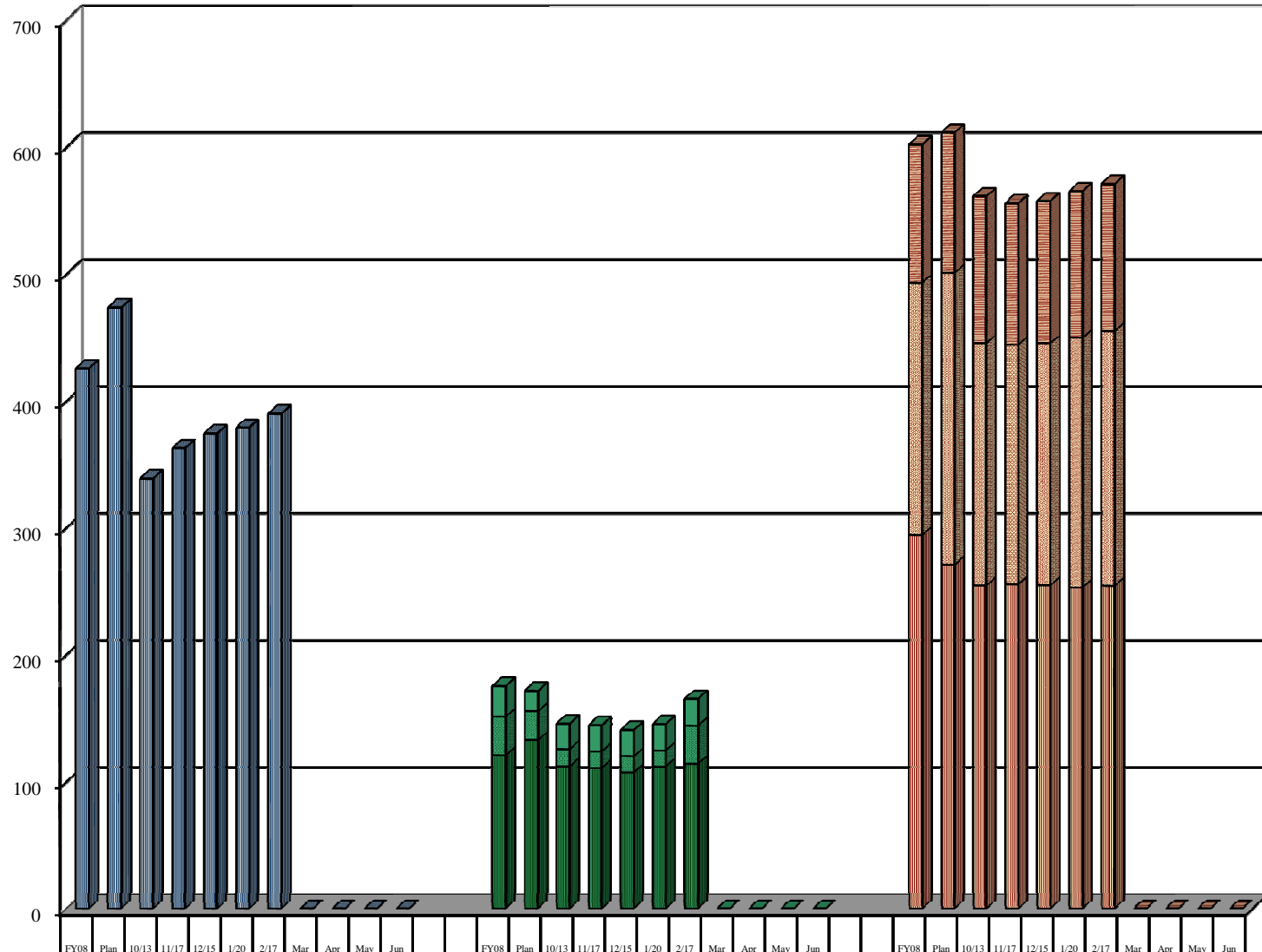
DATE	FROM	AGENCY	REF#	AMOUNT	DESCRIPTION
2/13/2009	MSDLAF	MN DEPT OF REVENUE	1991	60,024.42	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	1992	379,764.39	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,002,664.67	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BEN. CORP.	1993	71,128.72	EMPLOYEE & EMPLOYER 403B
	MSDLAF	SNELLING	1994	11,467.40	1099 CORRECTION(12/31/09) ADJ APRIL 09
2/27/2009	MSDLAF	MN DEPT OF REVENUE	1995	62,176.33	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	1996	392,258.66	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,026,117.67	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BEN. CORP.	1997	71,095.84	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	1998	22,480.02	CORP. HEALTH SYSTEMS FEB09
	MSDLAF	US BANK	4045	93.97	US BANK ARP CHGS PAYROLL ACCT
	MSDLAF	US BANK	1999	96.50	US BANK ARP CHGS VOUCHER ACCT
<b>MTD TOTALS</b>				<b>3,099,368.59</b>	

# Intermediate District 287

## 2008-09 Monthly Program ADM Data by Division

(does not include services)

-  ALC/ELL
-  Mentor Connection
-  Career & Tech Level III
-  Career & Tech Level I and II
- Special Ed
-  Multi-Categorical
-  DCD/EBD & EBD
-  Transition



	ALC/ELL												CAREER & TECH								SPECIAL EDUCATION												
	FY08	Plan	10/13	11/17	12/15	1/20	2/17	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	1/20	2/17	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	1/20	2/17	Mar	Apr	May	Jun
Multi-Categorical																							108.79	110.23	115.55	111.27	111.91	115.35	115.81	0.00	0.00	0.00	0.00
DCD/EBD & EBD																							198.93	230.03	190.85	188.68	190.61	196.79	200.62	0.00	0.00	0.00	0.00
Transition																							293.96	270.93	254.56	255.42	254.71	252.80	254.29	0.00	0.00	0.00	0.00
Mentor Connection												24.09	15.91	19.80	20.46	20.46	20.46	21.12	0.00	0.00	0.00	0.00											
Level III												30.24	22.81	13.65	13.12	12.79	12.82	30.07	0.00	0.00	0.00	0.00											
Level I and II												120.82	132.86	112.09	110.75	107.46	111.85	114.01	0.00	0.00	0.00	0.00											
ALC/ELL	425.43	473.47	338.56	362.59	374.35	378.82	389.88	0.00	0.00	0.00	0.00																						

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2008-2009**

February 2009

<b>DONATION DATE</b>	<b>DESCRIPTION</b>	<b>VIN#</b>	<b>EST VALUE</b>	<b>DONOR</b>	<b>SS# OR FED ID#</b>	<b>PROGRAM</b>
12/19/08	91 TOYOTA 4D CDF	JT2AE94A5M3437969	\$ 500.00	BOEHM, RICHARD		EPC AUTO TECH
12/10/08	CHECK		\$ 20.00	POMMIER, ANN		SEC STUDENT CLUB

\$ 520.00

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 26, 2009**

**Agenda Section: REPORTS FROM ADMINISTRATIVE SERVICES**

**Item: 8.**

**Presented by: Janet Johnson**

**8.1a Motion recommending approval of Finance & ADM Report**

Janet Johnson will provide an overview of the monthly finance report.

- 8.1a.1 Budget Report
- 8.1a.2 Revenue Summary
- 8.1a.3 Revenue Comparison
- 8.1a.4 Expenditure Summary
- 8.1a.5 Expenditure Comparison
- 8.1a.6 Cash Report
- 8.1a.7 Cash Position Sheet
- 8.1a.8 Wire Activity Report
- 8.1a.9 ADM Report
- 8.1a.10 Donation Report

**Recommended Action: The Board approve the Finance & ADM Report items as presented.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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**TO:** Colleen Baumtrog  
**FROM:** Thomas Shultz, Facilities Administrator  
**DATE:** March 13, 2009  
**SUBJECT:** District Service Center HVAC Modifications

The District Service Center HVAC (heating, ventilation & air conditioning) system is twenty five years old and is in need of modernization, efficiency upgrades and some modifications. These improvements include the following items:

- Installation of an automated control system to allow better control of the system and permit operation only when space is occupied (energy saving and comfort will improve). The equipment which operates the system (fan motors (return & supply), pump motors, and dampers) should have equipment (VFD, variable frequency drives) installed to provide for more energy efficiencies to be included.
- The system itself requires a method for removing air from the building, i.e. summer time humidity levels, which greatly improve comfort and add to the energy efficiencies.

A RFP was presented to three providers of these two projects based on the Recommissioning study completed in early 2008. All three vendors responded based on the same criteria and all received extensive building tours. The results are as follows:

	<b>UHL Company</b> (SEC contractor & system)	<b>Johnson Controls</b>	<b>Trane</b>
BAS	\$ 68,280	\$ 73,248	\$ 95,850
Misc. Adds	\$ 7,000	\$ 1,500	\$ 20,410
Humidity Mods	\$ 31,180	\$ 34,500	\$ 50,585
<b>Totals</b>	<b>\$106,460</b>	<b>\$109,248</b>	<b>\$166,845</b>

These two projects are two stand alone projects themselves and could take place separately or concurrently.

The funding for these projects would come from Health and Safety funding (\$64,600) with remaining coming from the Designated Building Fund.

RECOMMENDED CAPITAL IMPROVEMENTS							
		Status	Estimates	Quotes	Quotes	Description	Status
	Description		FY07	FY08	FY09		
1	DSC Roof Replacement over 3-story section and cafeteria area.	Complete	\$ 250,000.00	\$49,975.00	\$10,495.00	Approximately 17,000 sq. ft. of built up roof replacement in 2007, final area over lunchroom 2008	Energy audit may provide Federal assistance with cost.
2	DSC upgrade HVAC exhaust air system.		\$ 70,000.00	H&S Approved Proj. 08-09	\$106,460.00	This project is including the HVAC exhaust issue and upgrading the control system to provide better control and energy efficiency.	Consultant to provide assessment Dec 2007
3	DSC Lighting /EMERG. LIGHTING.	In Process	\$ 50,000.00	\$68,696.00		Lighting upgrade for the 1st and 2nd floor of the DSC including the upgrade of branch wiring and replacement of fifteen (15) EXIT lights. Price includes \$4,610 rebate from Xcel Energy.	Presenting to Board at May 22 meeting.
4	DSC Security Upgrade	Complete	\$ 5,000.00	\$31,985.32		Provide for lockdown capability at DSC and secure entrance to building at all times. Estimate was for 6 additional card readers only.	Presenting to Board at May 22 meeting.
5	DSC Carpet 3 <sup>rd</sup> floor and tile floors in areas of food and beverages being served	Complete	\$ 50,000.00	\$48,500.00		Carpet is in poor condition and stained. High traffic and use area on third floor. Remainder of floor (classroom area) is quoted for \$33,960.	Hallway, kitchen and end serving areas estimate \$14,540.
6	DSC Parking lot lighting	Complete	\$ 50,000.00	\$15,755.00		Provide eight additional light poles in parking lot - currently very dark and unsafe.	Estimate for 3 additional 2 fixture poles and 3 single fixture poles. \$15,755
7	DSC - Install sidewalks from fire escape exits to street.					Current egress does not allow occupants to move a safe distance from the building	
8	Lincoln Hills - Electronic entry system. (monitor, door buzzer, and camera)	Complete	\$ 5,000.00	\$1,950.00		Controlled entrance for safety to staff and students at Lincoln Hills	completed
9	DSC cafeteria upgrade (cabinets/counters, etc.)					Future upgrades to cafeteria area. (est. \$5,000)	
10	DSC - wallpaper replacement			TBD	\$20,000.00	Future upgrades to District Service Center.	To be presented at February 26, 2009 Board mtg.
11	DSC - Parking Lot				\$150,000.00	Conditional analysis of the parking lot at the DSC was done fall of 2008. Estimate is for suggested repairs, milling, a 2" overlay and striping.	
12	Bren Road Parking Lot				\$60,000.00	Conditional analysis of the parking lot at the Bren Road site was done fall of 2008. Estimate is for repairs, chip seal and restriping.	
<b>TOTAL</b>			<b>\$ 480,000.00</b>	\$216,861.32	\$346,955.00		

Designated for Property  
Building Construction

\$ 976,113.00

\$ 71,468.00

\$ 1,047,581.00

Completed Items

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 26, 2008**

**Agenda Section: ADMINISTRATIVE SERVICES REPORTS**

**Item: 7.2**

**Presented by: Tom Shultz**

**7.2a Motion Recommending approval to award contract to UHL Company to modify ductwork to the current HVAC system at the DSC.**

This modification to the current system would better control humidity levels and add energy efficiencies by providing a method for removing air from the building.

**Total \$31,180**

**Recommended Action: The Board approve award of contract to UHL Company to modify ductwork to the current HVAC system at the DSC at a cost of \$31,180.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 26, 2008**

**Agenda Section: ADMINISTRATIVE SERVICES REPORTS**

**Item: 7.2**

**Presented by: Tom Shultz**

**7.2b Motion Recommending approval to award contract to UHL Company to install a building automation control system to the current HVAC system at the DSC.**

Install an automated control system to allow better control of the system and permit operation only when space is occupied. Operating system (return and supply of fan motors, pump motors and dampers should have variable frequency drives (VFD) installed to provide for more energy efficiency.

**Total \$75,280**

**Recommended Action: The Board approve award of contract to UHL Company for the installation of a building automation control to the HVAC system at the DSC at a cost of \$75,280.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_

# Edgewood Education Center



6601 Xylon Avenue North  
Brooklyn Park, MN 55428  
Phone: 763-533-3821  
Fax: 763-533-0630

Supervisors: Reneé Soule Chapman &  
Lea Dahl  
Administrative Intern: Greg Lucas

Building: Leased from ISD 279, Osseo  
Square Footage: 50,299

## Program Options

EXPLORE Middle School

STRIVE Transition North

Phase North

SUN Transition North

X-Track

# Edgewood Education Center

## **EXPLORE Middle School**

(Experiential Program for Learners with Opportunities in Restorative Education)

Programming for students grades 6–8 who need daily structured educational instruction and who may be aggressive, have truancy issues, are behind academically, have poor social skills and/or difficulty with authority.



# Edgewood Education Center

## **STRIVE Transition North**

(Skills Training with Responsibility Interdependence & Vocational Education)

Programming designed to serve students who are young adults age 18 through 21 who need further vocational, home and community skill development. Students attending this program have previously been served in the District's SUN program.



# Edgewood Education Center

## Phase North

Programming serving as a bridge between school and adult life for young adults with moderate to severe mental impairment and often one or more secondary disability.



# Edgewood Education Center

## **SUN Transition North**

(Students with Unique Needs)

Programming for young adults with intense social and emotional behavioral needs coupled with mental impairment or other health disabilities emphasizing post-secondary transition areas of work, home, and community. Many students have previously been served in the District's SUN program or similar programming from other districts.



# Edgewood Education Center

## X-Track

Programming for students grades 7–12 who are on the path to expulsion or who have been expelled as well as for students who need to have an alternative to home-bound instruction in a safe and secure environment. Students receive instruction in core graduation courses through face-to-face and/or on-line instruction or community service.



# Hosterman Education Center



5530 Zealand Avenue North  
New Hope, MN 5428  
Phone: 763-550-3100  
Fax: 763-746-5106

Supervisor: Amy Sward  
Administrative Intern: John Fry

Building: Leased, Robbinsdale School District  
Square Footage: 68,933

## Program Options

ATTAIN

CIP

Elementary EBD

InVEST Middle School

OPTIONS Middle School

SAFE

STRIVE

SUN

# Hosterman Education Center

## **ATTAIN**

(Assistive Technology Training and Information Network)

A learning and teaching lab where students receive training in software application that can be used for vocational purposes.



# Hosterman Education Center

## **CIP**

(Communication Interaction Program)

A specialized, small group setting for students with a diagnostic profile of Autism Spectrum Disorder which allows for a flexible design for student schedules, learning and behavior strategies, and appropriate inclusion options.



# Hosterman Education Center

## **Elementary EBD**

(Emotional Behavioral Disorders)

A highly structured setting that utilizes differentiated, individualized instruction and Social Emotional Learning using experiential approaches and community based opportunities.



# Hosterman Education Center

## **InVEST Middle School**

(In Vocational, Educational and Social Transition)

A highly structured setting for students who need to learn personal control, develop life skills and social skills as well as academics.



# Hosterman Education Center

## **OPTIONS Middle School**

(Opportunities to Pursue Training in Occupational Needs and School)

A highly structured environment with low student/adult ratios that addresses learning through relationship building and cognitive processing.



# Hosterman Education Center

## **SAFE**

(Students Addressing Fetal Alcohol Spectrum Disorder through Education)

Programming for students who have intense sensory issues that may lead to behavioral difficulties as a result of Fetal Alcohol Syndrome Disorder (FASD).



# Hosterman Education Center

## **STRIVE**

(Skills Training with Responsibility Interdependence & Vocational Education)

A K–12 program designed for students who need to have a highly specialized environment that teaches students to interact successfully with others and develop functional living skills.



# Hosterman Education Center

## SUN

(Students with Unique Needs)

This program is designed to give intense programming for social/emotional and behavioral needs.



# Northland



**8601 73rd Avenue North, Suite 17**  
**Brooklyn Park, MN 55428**  
**Phone: 763-533-9629**  
**Fax: 763-533-0214**

**Supervisor: Reneé Soule Chapman**

**Building: Leased, Timberland Partners**  
**Square Footage: 5,448**

## Program Options

VET

# Northland

## VET

(Vocational Evaluation and Training)

Programming that offers community based work experience for students 14–21 with job coach support in order to assist them in building career and technical skills.



# Northwest Tech Center



**7008 Northland Drive, Suite 100**  
**Brooklyn Park, MN 55428**  
**Phone: 763-536-0872**  
**Fax: 763-533-4135**

**Supervisor: Judi Marie Ringe**

**Building: Leased, Pettibone Properties 5**  
**Square Footage: 24,048**

## Program Options

InVEST High School

InVEST Transition North

VECTOR Basic and VECTOR Low Incidence North

VENTURE

# Northwest Tech Center

## **InVEST High School**

(In Vocational, Educational and Social Transition)

Programming for students identified as needing intense instruction in social and life skills, this may include students on the Autism spectrum.



# Northwest Tech Center

## **InVEST Transition North**

(In Vocational, Educational and Social Transition)

Programming focused on enabling post-secondary Emotionally Disable students to master academic and life-skill goals through individualized interventions, leading to life-long learning and the ability to integrate successfully into society.



# Northwest Tech Center

## **VECTOR Basic and VECTOR Low Incidence North**

(Vocational Education Community Training & Occupational Relations)

Programming for young adult students as they transition from an educational setting to the world of work and living as independently as possible.



# Northwest Tech Center

## VENTURE

Programming designed for students diagnosed with a neurobiological disorder and/or obsessive-compulsive disorders with average to above average cognitive ability.



# North Vista Education Center



**3510 France Avenue  
Robbinsdale, MN 55422  
Phone: 763-550-7302  
Fax: 763-521-4007**

**Supervisor: Lea Dahl  
Administrative Intern: John Awsumb**

**Building: Leased Facility  
Square Footage: 12,100**

## Program Options

WAVE

ELL North

North Vista Education Center

# North Vista Education Center

## ELL North

(English Language Learners)

This program was created to assist immigrant high school students from the northwest suburb school districts of Osseo, Brooklyn Center, Robbinsdale, and Wayzata representing over 13 countries from the European, Asian, African, and South American Continents as well as Mexico. Each student's English Language Proficiency Level determines his or her educational setting. Curriculum is then modified to meet student needs. All students study social studies, math, and science. English proficiency instruction is embedded within all curricula. A course called Independent Living is offered to students who are new to the country and who have little or no English Language Skills in order to assist them in acclimating to American culture.



# North Vista Education Center

## **WAVE**

(Work Achievement Values and Education)

This program is a credit based academic and work experience program serving students in grades 9–12 from western and northern Hennepin County. WAVE students have individual learning plans that address their educational needs. Coursework concentrates on the core academic classes of mathematics, English, and social studies along with life skills. Students complete career exploration and employment training. Each student has the opportunity to attend Hennepin Technical College or to take courses at local colleges through the Post Secondary Options Program. In addition to their coursework, students attend weekly large and small group sessions facilitated by youth oriented programs such as Prevention Alliance.



# North Vista Education Center

## North Vista Education Center

Programming for pregnant and parenting teens who live in the area served by District 287 is the focus of this program. Students from other districts attend if space is available. Students are offered high school diploma classes to meet the standard state requirements for a diploma. Additionally, the students are required to participate in specialized parenting classes and do practicum in the on-site day care. Through school based nursing services, monitoring of the development, health, and safety of student's children is provided.

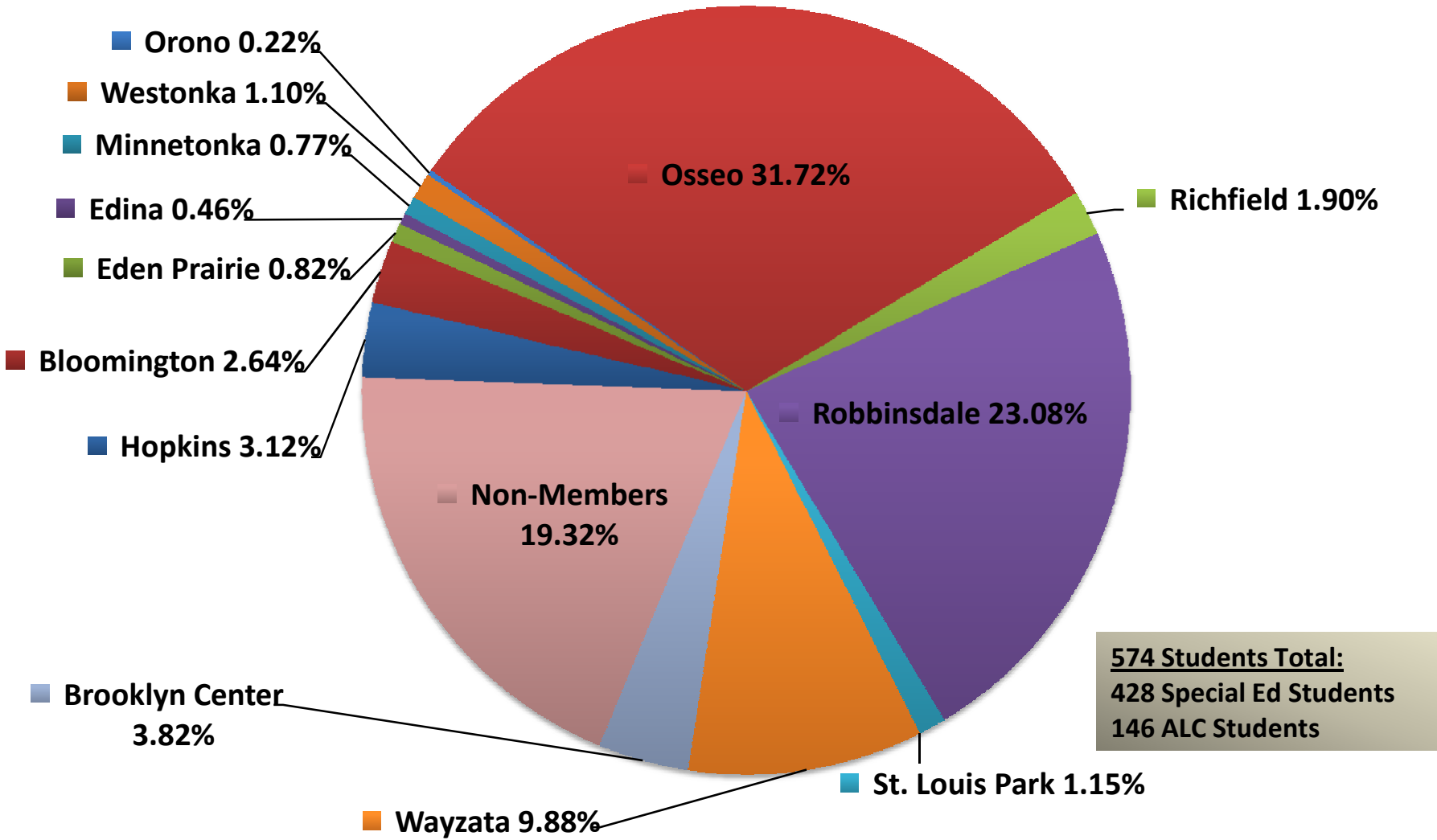


**Intermediate District 287**  
**North Area Facility Study: Student Notes**

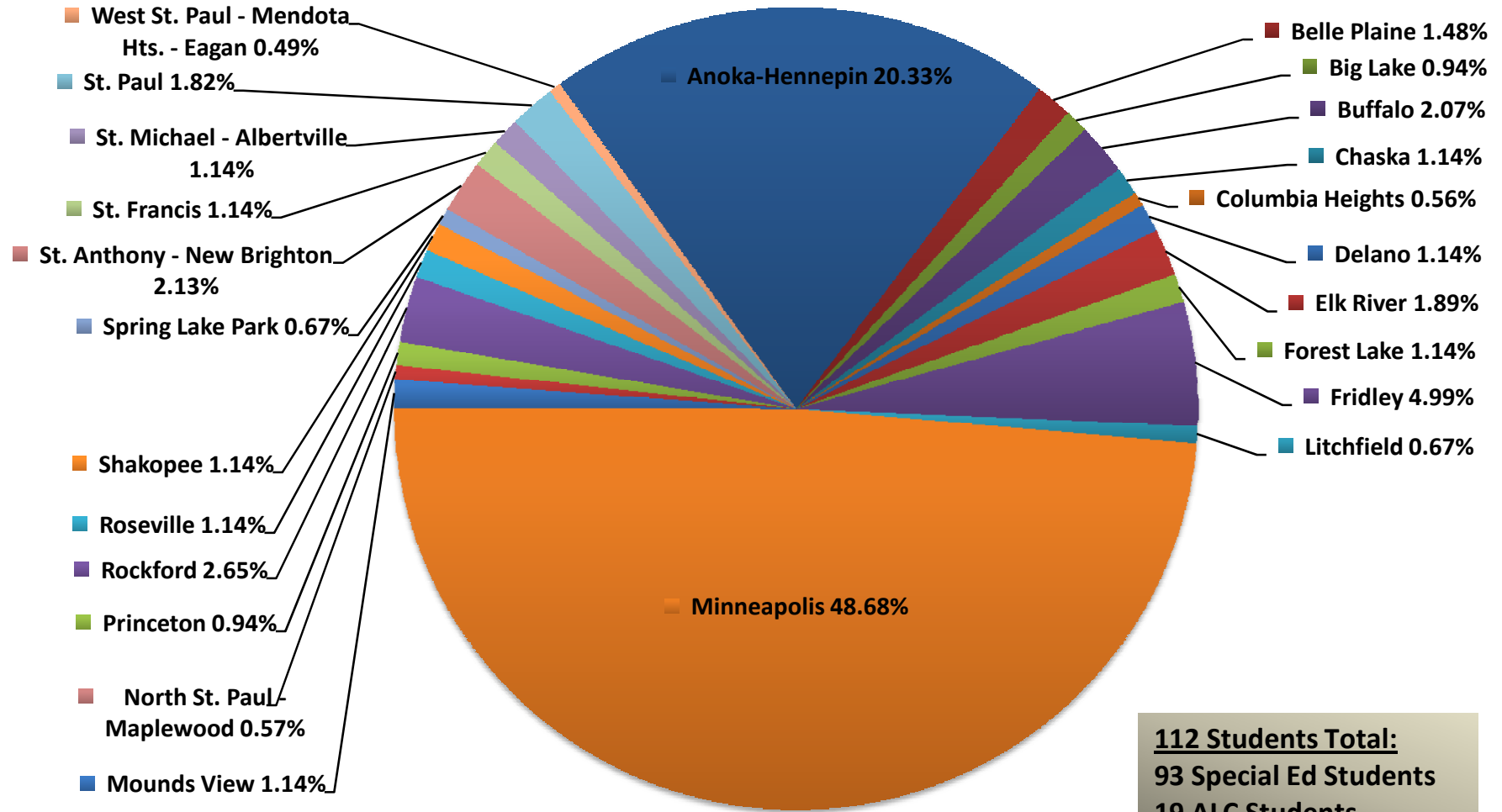
<b>Program Name</b>	<b>Enrollment (Approximate Head Count)</b>	<b>Projected Enrollment Trend</b>	<b>Facility Needs</b>
<b>Edgewood</b>			
Explore Middle	15	Consistent	<ul style="list-style-type: none"> <li>• 6 or 7 per average classroom space</li> <li>• Secured, separate space</li> <li>• Separate entrance</li> </ul>
STRIVE	7	Stable with possible decline, depending on Osseo decision	<ul style="list-style-type: none"> <li>• 6 or 7 per average classroom space</li> <li>• Secured, separate space</li> </ul>
Phase North	63	Stable with possible decline, depending on Osseo decision	<ul style="list-style-type: none"> <li>• 6 or 7 per average classroom space</li> <li>• Adequate space for positioning/therapy equipment</li> <li>• Adapted rest rooms</li> </ul>
SUN Transition North	9	Stable with possible decline, depending on Osseo decision	<ul style="list-style-type: none"> <li>• 3 or 4 per average classroom space</li> </ul>
X-Track	30	Growing slowly toward a consistent maximum	<ul style="list-style-type: none"> <li>• On bus line</li> <li>• 15 per average classroom space</li> <li>• Separate space</li> </ul>
<b>Hosterman</b>			
ATTAIN	20	Expanding	<ul style="list-style-type: none"> <li>• Large classroom space with multiple work stations.</li> <li>• Tech lab electrical connections</li> </ul>
CIP	19	Growing and expanding to a south site at SEC	<ul style="list-style-type: none"> <li>• 5-6 per classroom</li> <li>• Environmental/sensory considerations</li> </ul>
Elementary EBD	19	Consistent	<ul style="list-style-type: none"> <li>• 7-8 per classroom</li> <li>• Breakout space for behavior</li> </ul>
Invest Middle	9	Consistent	<ul style="list-style-type: none"> <li>• 7-8 per classroom</li> </ul>
Options Middle	16	Consistent	<ul style="list-style-type: none"> <li>• Separate space</li> </ul>
SAFE	12	Growing slowly	<ul style="list-style-type: none"> <li>• 3-5 per classroom</li> <li>• Separate space</li> </ul>
STRIVE	32	Slow decline	<ul style="list-style-type: none"> <li>• 6-7 per classroom</li> </ul>
SUN	48	Growing slowly	<ul style="list-style-type: none"> <li>• 4-5 per classroom</li> <li>• Environmental/sensory considerations</li> </ul>

<b>Northland</b>			
VET	13	Consistent	<ul style="list-style-type: none"> <li>• Warehouse environment, loading dock, storage area and office space, accessible restrooms</li> </ul>
<b>Northwest Tech Center</b>			
InVEST High School	14	Consistent	<ul style="list-style-type: none"> <li>• Police presence</li> <li>• 6-7 per classroom</li> <li>• Breakout spaces</li> <li>• Gym/activity space</li> </ul>
InVEST Transition	22	Consistent	<ul style="list-style-type: none"> <li>• 8-10 per classroom</li> <li>• Adult like setting</li> </ul>
VECTOR	50	Shifting student population resulting in slow decline	<ul style="list-style-type: none"> <li>• 10-12 per classroom</li> <li>• Adult like setting</li> <li>• Large common spaces</li> </ul>
VENTURE	9	Consistent	<ul style="list-style-type: none"> <li>• 6-7 per classroom</li> <li>• Break out spaces</li> <li>• Gym/activity space</li> <li>• Police presence</li> </ul>
<b>North Vista</b>			
English Language Learners	15	Slight decline as districts choose not to transport	<ul style="list-style-type: none"> <li>• On bus line</li> <li>• 15 per average classroom space</li> <li>• No special security needs</li> </ul>
WAVE	15	Consistent: additional choice needed for most at-risk even as districts offer own alternative programs	<ul style="list-style-type: none"> <li>• On bus line</li> <li>• Conditional use permit must allow student parking</li> <li>• 18-20 per average classroom space (with Vista)</li> <li>• No special security needs unless population grows</li> </ul>
Vista	50 students 30 daycare	Consistent student base but with slightly growing daycare needs	<ul style="list-style-type: none"> <li>• On bus line even though most districts provide transportation</li> <li>• 18-20 per average classroom space (with WAVE)</li> <li>• 4 to 5 daycare rooms</li> <li>• Daycare needs to be on first floor</li> <li>• Outdoor space needed for daycare</li> <li>• Separate, secure space needed for daycare</li> </ul>

# North Area Total ADMs - 2009

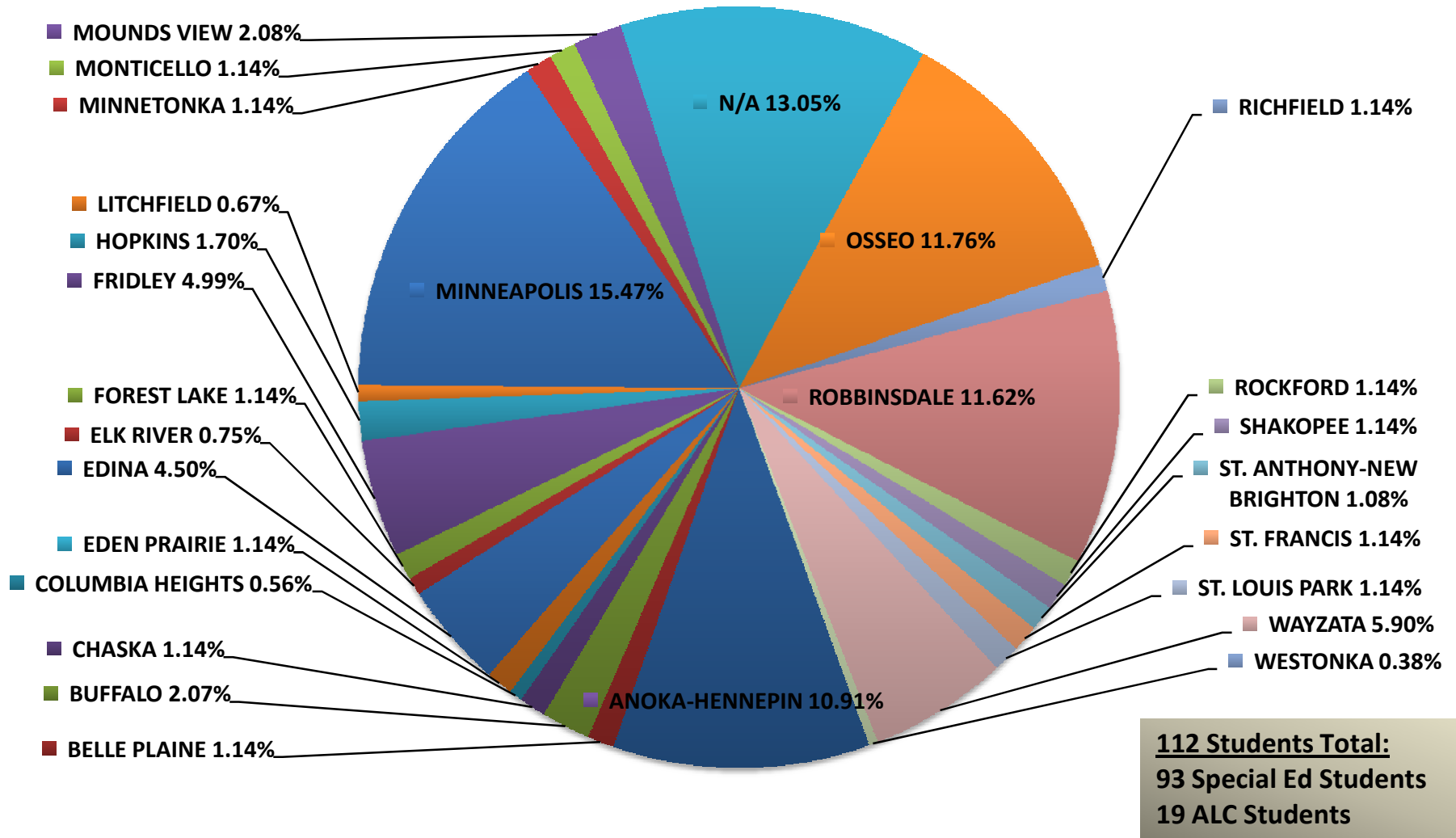


# North Area Non-Member ADMs by Resident District - 2009



**112 Students Total:**  
**93 Special Ed Students**  
**19 ALC Students**

# North Area Non-Member ADMs by Serving District - 2009





**Serving  
Member  
School Districts:**

- Bloomington
- Brooklyn Center
- Eden Prairie
- Edina
- Hopkins
- Mnetonka
- Orono
- Osseo
- Richfield
- Robbinsdale
- St. Louis Park
- Wayzata
- Westonka

**District Service Center**

1820 Xenium Lane North  
Plymouth, MN  
55441-3708

TEL: 763.559.3535  
FAX: 763.550.7199  
TTY: 763.550.7222  
[www.district287.org](http://www.district287.org)

The district is an equal opportunity  
educator and employer

Date: March 18, 2009  
To: District 287 Board Members  
From: Sandra Lewandowski  
Re: AGE OF FACILITIES

The two graphs showing age of facility comparisons are the same graphs that were provided the evening of the cancelled Board meeting in February. Since that time, I have received a question in regard to these graphs. I am offering the following information as additional background to the Board in regard to content and intent.

The Board approved several directional statements to guide decision-making in regard to facilities. *One of these directional statements was to plan for a quality educational environment equal to the educational facilities of our member districts.* While there may be different interpretations of this statement, one piece of information to consider is the age of building. It is recognized that these graphs show the “average” age of member district buildings compared to Hosterman. These graphs are only one measure of comparability to member district buildings. Another might be whether buildings (older than Hosterman) still in use have been adequately maintained over time. Board members may offer other comparability standards. This one is provided to you simply because it is one that is easily secured from MDE information.

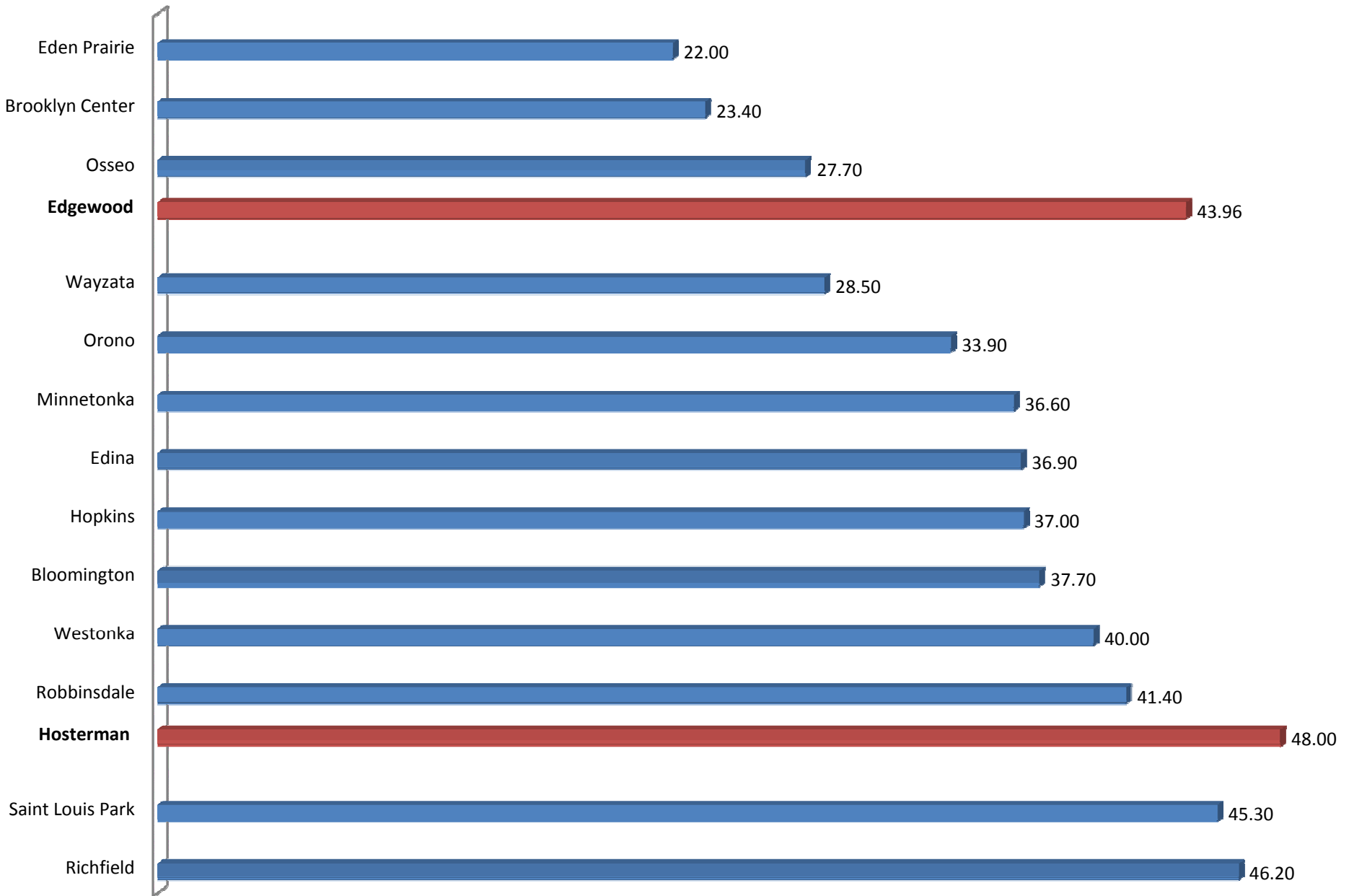
The information provided to the Board in this Board packet is part of our intent to continue to provide a wide array of facility information leading to a north area Board decision in late spring or early summer.

Thank you in advance for your consideration of this information.

# 2007-08 Average Age of Member District Facilities vs. Actual Age of Intermediate District 287-Leased Northern Facilities

Actual Age Average Age

70



# 2007-08 Average Age of All 13 Member Districts' Facilities vs. Actual Age of Intermediate District 287-Leased Northern Facilities

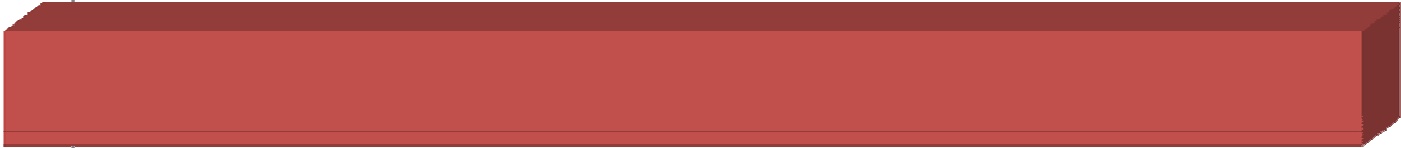
■ Actual Age ■ Average Age

All 13 Member Districts



35.12

Edgewood Facility



43.96

Hosterman Facility



48.00

71

DATE: March 23, 2009

TO: Sandra Lewandowski, Superintendent

FROM: W. Lee Palmer, Director of Human Resources

RE: Board questions relative to Minnesota Education Local 2209 Contract Negotiations

This is in response to the Board members’ questions relative to Local 2209 contract negotiations. A number of these topics were discussed at the March 12, 2009 closed session but will also be summarized herein. In addition, additional detailed information will be shared at the March 26<sup>th</sup> Board meeting.

<p>What are any areas of concern in the current contract language that have come to the attention of the administration in the last two years that might be proposed for change?</p>	<p>The substantive areas in which the District is proposing changes relate primarily to ambiguous language in the Contract that resulted in stipulated agreements between the parties which should now be made part of the Master Contract.</p>
<p>Has the current contract been analyzed by MSBA for ambiguous language, inconsistency, etc.?</p>	<p>The Master Contract between INT 287 and Education Minnesota Local 2209 was analyzed by the MSBA in February of 2007 for the July 1, 2007 through June 30, 2009 Contract term. A number of MSBA recommendations were proposed during negotiations and incorporated into the new Contract. Some of the recommended language changes that were not successfully negotiated during the previous term are being reintroduced in the current negotiations.</p>
<p>Most districts have a “comparison group” of districts identified early in the process. As a collaborative, does 287 collect comparison data from member districts as well as other Intermediate Districts? What data is collected?</p>	<p>The comparison group used by District 287 comprises the thirteen (13) member districts and other state-wide comparative data. While we look at data from the other two intermediate districts, because these intermediates are smaller and geographically removed, the information is of limited value. The data that has been collected to date is voluminous and is available for review.</p>
<p>Does 287 have an easy to read “costing sheet” so board members have a broad sense for the cost of the current contract provisions, individual benefit costs, the total package costs for the next two years before any changes are made (steps, lanes, benefit increases, etc.), etc.? I have appreciated having that information in a format that allows increases to be added that demonstrate the costs inherent in various proposals from both sides.</p>	<p>The costing for District 287 is somewhat unique in that the Ed Minnesota Local 2209 contract covers both licensed and non-licensed staff. There are five (5) different salary schedules, two (2) for licensed staff that are part of TRA, and three (3) for non-licensed staff that are associated with PERA. The cost sheets, as shared with the Board, summarize all of the cost areas, both salary and benefits, from the Contract. The sheets and back-up are structured in such a way that different proposals can be costed-out relatively easily. Ultimately, these cost sheets will reflect the parameters that have been established by the Board. While it has not happened in the last four years, should the District be unable to negotiate within the parameters established, the District Administration would go back to the Board for guidance.</p>
<p>Does 287 have any sense for proposals being advocated statewide by Education Minnesota?</p>	<p>As relates to state-wide proposals, Education Minnesota meets with all of its negotiators prior to negotiations. The only state-wide issue that has come to the fore relates to state-wide health care. If other proposals emerge in the</p>

	current round of negotiations, we will so notify the Board.
Richfield has contracted for independent analyses of 20 and 30 year estimates of the value of the contract if an employee stays with the district for that length of time as compared with other districts. It is interesting information.	With regard to the 20 and 30 year estimates, in 2007, the District commissioned a study on career earnings to assess progress made through negotiations. Since that time, three districts have added Q Comp. That has had further impact on District 287's 20 and 30 year career earnings. One of the factors to be considered when assessing earnings, not always readily apparent, is the number of student contact hours required of each teacher. INT 287, by Contract, requires up to six (6) student contact hours per teacher per day or 30 hours of student contact averaged throughout the work week. A number of other districts only require five (5) student contact hours per teacher per day. The basic work year for instructional employees is 183 days. This includes 175 student contact days and eight (8) non-student contact days. First year instructors work 185 days which provides for two (2) days of staff orientation.
How many 287 employees are part of the contract? How many employees are on the salary schedule?	Within District 287, there are 327.49 licensed FTE's and 293.72 non-licensed FTE's for costing. The total bargaining unit is comprised of 697 employees in the categories listed in Appendix One of the contract. Also see cost sheet notes pertaining to multiple salary schedules.
Are there some licensed areas that are particularly difficult to recruit/retain employees?	District 287 has difficulty recruiting teachers that have acquired the skills and experience necessary to be successful with the instructional demands required to support our Setting 4 EBD students. These positions are primarily located at the Hosterman and Bren Rd Education Centers. Retaining instructors in the area of EBD is also difficult due to the high demanding job expectations.  We are also challenged to recruit specialists that support our instructional staff. The most difficult positions to fill are Occupational and Physical Therapy, Speech Pathology, School Psychologists and Cued Speech Translitterators.
Are discussions occurring with employees about the possibility of Q- Comp being available to Intermediates? Would 287 be ready if the Legislature approves?	Discussions with Education Minnesota Local 2209 concerning Q Comp have taken place both at the negotiation table and informally. In the past, the Local has taken the position that it would not support Q Comp unless Education Assistants can also receive the benefits derived from Q Comp dollars. In addition, to date, the funding formula for Intermediates has been inadequate. As a result, the Intermediates have been working in concert with the State legislature to make Q Comp more attractive and more equitable for intermediates. In terms of readiness, over the last two years, several systems have been put in place so that we could implement the major Q-Comp components in the event both the District and Local 2209 would agree to pursue this funding. For instance, we have been successful in implementing a performance evaluation system that includes a comprehensive rubric necessary in a pay for performance system. During this same period of time, the District has been working diligently to quantify and qualify the student achievement component of the Q Comp process. Therefore, if the legislature approved a new funding formula, and the Union was amenable, the District would be relatively well positioned to proceed with the implementation of a Q Comp program.
An Exchange of proposals on April 21 may be premature. Please clarify the specific nature of	The District's and Local 2209's initial non-monetary proposals will be exchanged on April 21, 2009. The parties have agreed that on or before April 21, 2009, the parties will discuss and agree upon a date for exchange

<p>proposals that might be exchanged on April 21 and which issues would be exchanged at a later date.</p>	<p>of initial monetary proposals. While it is clearly the goal to achieve a tentative agreement by the end of May, both parties understand that this goal may not be achievable given the current economic climate. To clarify relative to the ratification process, assuming a tentative agreement is reached by the parties, said tentative agreement would be put to a vote by Education Minnesota Local 2209's membership. If the agreement is ratified by the membership, it will be presented to and acted upon by the Board.</p>
<p>Board member does not feel a contract should be approved if it is ratified by May 28, 2009. Even if the Legislature finishes on time, it will take several weeks before districts fully analyze the local impact.</p>	<p>Given the current economic climate, neither the Union nor the Board may be willing to settle within the May 28<sup>th</sup> timeline. The administration pledges not to settle prior to the approval of the K-12 Education bill with the Governor's signature. Administration also pledges that the board will ultimately approve the final financial settlement offer that is put on the table. However, it is important to give the district's negotiation team latitude to reach a tentative agreement once the above criteria are met.</p>
<p>Can local districts not levy/bond for intermediate districts' retirement costs? Also please provide a summary of 287 retirement benefits/costs for each employee category covered by the contract being negotiated.</p>	<p>With regard to OPEB, more than two years ago the District and the Board decided that Intermediate District 287 needed to take responsibility for previously unfunded OPEB liabilities. Neither District 287 nor 287 member districts have the authority to levy or bond for 287's retirement costs. The funding that has occurred to date has been through the tuition process. With regard to retirement benefits/cost, all employees are covered by either TRA or PERA. Any other retirement benefits/costs associated with any post employment, post-retirement costs can be found in the attached summary. [See additional attachment]</p>
<p>What are the 287 employee insurance benefit options that were described verbally at the March 12 meeting? Please include the number of employees currently choosing each option.</p>	<p>There are three (3) insurance benefit options available to the employees. These include: a Deductible Plan, Select Choice Plan, and Open Access Plan. All three plans are available at the cost listed in the attached work sheet. At present, 692 employees receive health insurance. One hundred and sixty (160) employees have the Open Access Plan; 305 employees have the Select Choice Plan; and 227 employees have the Deductible Plan. [See additional attachment]</p>
<p>How will the 287 negotiating team work within the partnership expectations of the new Strategic Plan?</p>	<p>With regard to the new Strategic Plan, the goals that were presented to the Board reflect the principles articulated in the new Strategic Plan. They operationalize the concepts in the mission and provide the basis for a workforce sufficiently skilled and committed to allow us to serve as "the premiere provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students." As previously indicated, the Human Resources Director works with member district HR Directors and Union leadership on an on-going basis through the Bureau of Mediation Services (BMS) grant. Furthermore, over the past four years, the District has enjoyed an extremely positive working relationship with Local 2209. We believe that we have been both fair and equitable to employees, and at the same time, operated within the parameters established by the Board. In the spirit of proactive labor relations and Union harmony, we hope that our collegial relationship can continue even in the toughest of economic times. As always, the District Administration is available to discuss any outstanding issues relative to the negotiating process.</p>

Intermediate District 287  
Separation & Severance Designated & Reserved Funds  
As of June 30, 2008

**Local 2209 - Instructional Staff**

**Early retirement**

- 1) Must be age 55 with 15 years of service or 30 years of TRA/PERA service credit.
- 2) 100 days of pay less any eligible cumulative 403b contribution.
  - For those who retire prior to June 30, 2003, they will have no 403b match deducted.
  - For those who retire on/after June 30, 2003, they will have any cumulative employer contribution to the 403b match deducted.
  - If \$1,000 or less, one lump-sum payment is made. If > \$1,000, paid in three payments--1/3 once within about a month, 1/3 in 9 months, and 1/3 at 21 months.
  - Paid into MSRS.

**Annual leave conversion**

- 1) Annual leave-unused portion.
  - 70% of unused sick leave is paid into a 403b (if qualifies for 15 yrs and 55) - capped at 1976 hours.
  - 30% of unused sick leave is paid into a 403b if not 15 yrs but must be at least 65 - capped at 1068 hours.
  - paid in three payments--1/3 once within about a month, 1/3 in 9 months, and 1/3 at 21 months.
- 2) 96 hours earned per year, prorated for all employees who work more than .35 FTE.

**Retiree Insurance**

- 1) All retirees receive three months of District contribution for medical insurance--either family or single based on whatever premium contribution they had when they retired.
- 2) There is also an actuarially determined OPEB obligation based upon the implicit rate subsidy.

**July 1, 2008 – June 30, 2009**  
**Group Insurance Monthly Rates**  
**Education Minnesota Local 2209 (Instructional Staff)**

<b>Health Insurance</b>	<b>July 01, 2008 Rate</b>	<b>District Monthly Contribution</b>	<b>Employee per Pay Period Contribution (19 Pay)</b>
Open \$10 Copay Access Family	\$1,646.89	\$1,136.35	\$322.44
Open \$10 Copay Access Single	\$ 579.77	\$ 463.82	\$ 73.23
Select Choice \$10 Copay Family	\$1,483.68	\$1,112.76	\$234.26
Select Choice \$10 Copay Single	\$ 522.45	\$ 485.88	\$ 23.09
\$500 Deductible Family <b>Health Reimbursement Account \$800.00</b>	\$1,276.28	\$1,148.65	\$ 80.60
\$500 Deductible Single <b>Health Reimbursement Account \$400.00</b>	\$ 448.11	\$448.11	\$ 0.00

<b>Dental Insurance</b>	<b>July 01, 2008 Rate</b>	<b>District Monthly Contribution</b>	<b>Employee per Pay Period Contribution (19 Pay)</b>
Family	\$90.33	\$36.66	\$33.89
Single	\$32.95	\$32.95	\$ 0.00

**LTD Coverage** – Tax-free benefit paid by District or LTD premium as salary paid by the employee.

**Life Insurance**

Basic coverage for the amount of your salary rounded to the nearest \$1,000 is provided by the District.

**Supplemental Coverage** (Rates Subject to Employee Age)

Additional coverage paid by employee for one or two times salary for each \$1,000 of salary.

**(Requires evidence of insurability)**

Less than 30	\$0.05
30-34	\$0.08
35-39	\$0.10
40-44	\$0.12
45-49	\$0.18
50-54	\$0.32
55-59	\$0.51
60-64	\$0.78
65-69	\$1.51
70+	\$2.45

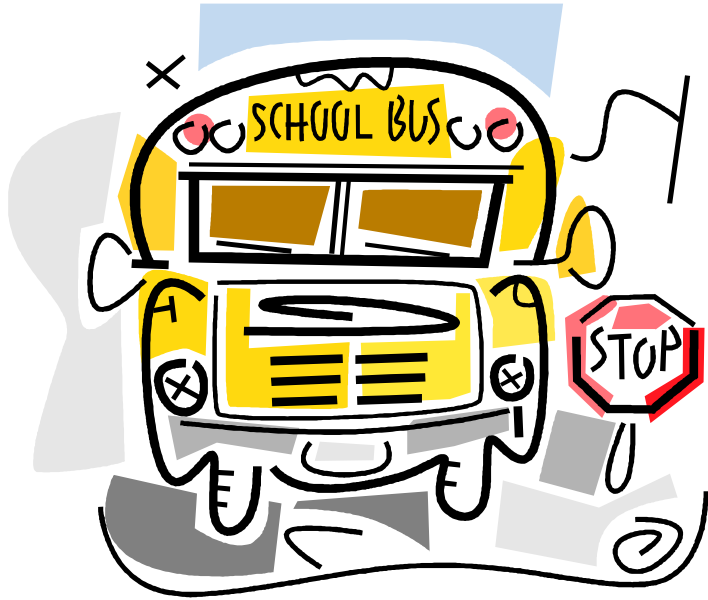
**Dependent Coverage**

Plan 1 (\$10,000-spouse, \$2,000-child) \$1.75 per month

Plan 2 (\$20,000-spouse, \$5,000-child) \$2.50 per month

Plan 3 (\$50,000-spouse, \$ 0.00-child) \$5.00 per month

**(Requires evidence of insurability)**



You are invited to...

# Get on the Bus!

to visit various  
District 287 programs.

## 2008-2009 SCHEDULE

*(Please arrive 15 minutes before bus departure time)*

<b>Tuesday, January 6<sup>th</sup></b> (Bus leaves 287 DSC @ 8:00AM)	8:30 AM	Edgewood	
	9:30 AM	North Vista	
	10:15 AM	NWTC Center	
<b>Friday, January 9<sup>th</sup></b> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	SEC	
	11:00 AM	Carpentry Site	
<b>Tuesday, January 27<sup>th</sup></b> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	PCA & CWA	
	10:00 AM	Bren Road	
<b>Thursday, February 19<sup>th</sup></b> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	Hosterman	
	10:30 AM	HTC North Campus	

**INTERMEDIATE DISTRICT 287  
March 12, 2009  
SCHOOL BOARD CALENDAR**

March 2009				
26	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
April 2009				
23	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
May 2009				
14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
June 2009				
11	Thursday	General Board Meeting	6:30PM	Board Rm
25	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
July 2009				
23	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
August 2009				
27	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
September 2009				
10	Thursday	General Board Meeting	6:30PM	Board Rm
24	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
October 2009				
8	Thursday	General Board Meeting	6:30PM	Board Rm
22	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
November 2009				
12	Thursday	General Board Meeting	6:30PM	Board Rm
-----				
December 2009				
10	Thursday	General Board Meeting	6:30PM	Board Rm
-----				

**INTERMEDIATE DISTRICT 287**  
**March 12, 2009**  
**CALENDAR OF EVENTS**

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>	<b>DESCRIPTION OF EVENT</b>	<b>LOCATION</b>
Saturday April 18, 2009	8:00 AM	Destination ImagiNation Metro Tournament	Minnesota Destination ImagiNation cultivates creative problem solvers and risk takers, providing our participants with innovative opportunities based on FUN in learning, divergent thinking and team-building skills.	Chaska High School
Tuesday April 21, 2009	6:00 PM	Parent Appreciation Dinner	2 <sup>nd</sup> Annual Appreciation Dinner for all the hard work parents has contributed towards their student's academic achievement.	Hosterman
Wednesday April 29, 2009	6:30 PM	Honors Mentor Connection Scholars Forum	This event features all of the Students Projects	EP Community Center
Wednesday May 20, 2009	6:30 PM	District 287 Retirement Party	Celebration Honoring District 287 Retirees <i>(Board Members are Encourage to Attend!)</i>	District Service Center Room 318
Friday May 29, 2009	9:00 AM	Ridgedale Alternative Program Graduation	12 <sup>th</sup> Grade Graduation	Eliot Community Center
Monday June 1, 2009	7:00 PM	North VISTA Graduation	12 <sup>th</sup> Grade Graduation	North Vista Education Center
Thursday June 4, 2009	10:00 AM	City West Academy Graduation	12 <sup>th</sup> Grade Graduation	Shady Oak
Thursday June 4, 2009	12:00 PM	PHASE/Intersect/SUN Transition	12 <sup>th</sup> Grade Graduation	South Education Center
Thursday June 4, 2009	4:00 PM	Bren Road	12 <sup>th</sup> Grade Graduation	Bren Road
Thursday June 4, 2009	5:00 PM	South Education Center Alternative Graduation	12 <sup>th</sup> Grade Graduation	SEC Gymnasium
Friday June 5, 2009	10:00 AM	Prairie Center Alternative Graduation	12 <sup>th</sup> Grade Graduation	EP Community Center
Friday June 5, 2009	9:00 AM	VECTOR and InVEST High School Graduation	12 <sup>th</sup> Grade Graduation	NWTC
Friday June 5, 2009	12:30 PM	VECTOR South/InVEST Transition South Graduation	12 <sup>th</sup> Grade Graduation	SEC Gymnasium

Tuesday June 9, 2009	6:30 PM	Phase North Graduation	12 <sup>th</sup> Grade (Plus) Graduation	HTC North Campus
Tuesday June 9, 2009	TBD	County Home School (CHS) Epsilon	12 <sup>th</sup> Grade Graduation	CHS Gymnasium

# **Social Emotional Learning Professional Program**



March 27<sup>th</sup>, 2009  
8:00-11:50 a.m.

## **Host sites:**

Hosterman Education Center  
South Education Center  
District Service Center  
Bren Road Education Center

**Workshops available at Hosterman Education Center:**  
5530 Zealand Avenue North, New Hope, MN 55428  
Phone: (763) 504-8405

**Movement and Learning**

Presenters: YMCA staff from Camp St. Croix

Room: Boys Gym

Time: 8:00-9:45

Audience: Staff members who are interested in incorporating Movement & Learning into the classroom.

Description: The YMCA movement and learning crew will share several activities that can be integrated into any classroom to increase movement and brain stimulation. There will be both small group and large group experiences during this workshop. Be ready to move and have fun!

**Mood Disorders, Anxiety, and ADHD: A Brief Overview of Diagnosis and Pharmacological Treatment**

Presenter: Rhett Tompkins, PA-C

Room: Band Room

Time: 8:00 – 9:45

Audience: Staff members who work with students who display symptoms or have been diagnosed with the above disorders.

Description: Rhett will give a brief overview of diagnostic categories that impact many of our students. He will describe symptoms of these disorders and medications that are typically used to treat them. Participants will be able to better communicate with mental health providers regarding symptoms as well as develop a greater understanding of the medications our students are taking.

**Yoga Calm – Advanced Principles**

Presenters: Kathy Flaminio, MSW & Julie Hubertise, MS, O.T.

Room: Girls Gym

Time: 10:00-11:50

Audience: Staff members who have already completed the initial Yoga Calm training and want to increase their skill set.

Description: This session is more than a booster session. Attendees will gain more advanced Yoga Calm strategies and there will be time for problem solving and refining classroom practice.

## **Love & Logic**

Presenter: Katherine Utter, L.I.C.S.W. & Kate Wessel L.G.S.W.

Room: Media Center

Time: 10:00-11:50

Audience: Staff members who are interested in an approach to behavior that provides clear limits while maintaining the integrity and autonomy of students.

Description: Love and Logic is a strategy used to reduce the reactivity of adults to students by setting firm limits in caring ways without anger, lecture and threats. When students do cause problems, the adults hand the problem back to the student in caring ways that promote thinking. Participants will be given concrete tools to use with students to manage behavior and minimize power struggles.

## **"Well ... Now What? Problem Solving Behavior Challenges"**

Presenter: Amy Sward and Panel

Room: Band Room

Time: 10:00-11:50

Audience: Staff who work with students with challenging behavior.

Description: Amy Sward will provide a brief backdrop of positive approaches to behavior and then open it up to participants to ask questions about behavior and strategies for addressing behavior. Come with those questions that have been "eating at you." This session will be very interactive using the expertise of the panel members as well as your colleagues in the audience.

## **Yoga Calm**

Presenters: Kathy Flaminio, MSW & Julie Hubertise, MS, O.T.

Room: Cafetorium

Time: 8:00-11:50

Audience: Staff interested in incorporating yoga into their classroom.

Description: Yoga Calm is a blend of physical yoga, social skills games and counseling techniques designed for use in the classroom. It helps students to develop learning readiness skills such as concentration, focus, impulse control and self-regulation. Through activities and games it seeks to improve communication skills, trust, empathy, teamwork and leadership skills.

**Workshops Available at South Education Center**  
7450 Penn Ave South, Richfield, MN 55423  
Phone: (612) 355-5800

**Poverty and the Student Brain**

Presenter: Dr. Charlene Myklebust, Psy.D.

Room: ALC common area

Time: 8:00-9:45

Audience: Staff members who work with children affected by poverty.

Description: Char will describe the impact of poverty and poverty-related conditions on brain development. She will discuss recent research about school interventions that can mitigate the effects of poverty. The information shared in this presentation is based on Eric Jensen's exhaustive studies regarding ways to boost IQ and school performance of students raised in low SES environments.

**Practical Strategies for Dysfunctional Systems**

Presenter: Michael Borowiak, L.I.C.S.W.

Room: ALC common area

Time: 10:00 – 11:50

Audience: Staff members who work with students and families where substances are a concern.

Description: Are you frustrated with family systems that are heavily affected by drugs and alcohol? If your answer is “yes,” come and learn about practical strategies that work with families and that help students to be successful when there are familial substance abuse concerns.

**Animals as Partners in Social and Emotional Learning**

Presenter: Tanya Welsch, L.G.S.W. Mary Armstong & Susan Peterson

Room: PHASE

Time: 10:00 – 11:50

Audience: Staff members who are interested in learning more about animal assisted interventions.

Description: More and more dogs are appearing as classroom and building assistants in District 287. Come to this training to learn about how and why staff and their dogs are working with students to support 287 SEL goals and outcomes. You will learn about the Canine-Assisted Intervention (CA) project, the benefits of animal assisted interventions and how various District 287 staff members are working with their dogs to accomplish 287's mission: "... to meet the unique learning needs of students." The staff will be present with their dogs to demonstrate some of the skills that they use in classrooms in the district.

### **emWave by Heartmath**

Presenter: Ginny Nyhus, LSW, MA

Room: PHASE

Time 8:00-9:45 & 10:00-11:50

Audience: Staff members interested in incorporating technology and relaxation strategies in the classroom.

Description: (Limit to 7 participants in each training)

This training will provide an overview of the capabilities of the emWave software. There will be hands on learning opportunities and time for each participant to experience the different strategies and techniques that can be used with the software. Participants will also receive ideas about how and when to incorporate the technology into the school day for student and staff wellness.

### **Early Learning Strategies**

Presenter: Dr. Anne Gearity, L.I.C.S.W.

Room: C-212

Time: 8:00-11:50

Audience: Early Learning Educators & Parent Educators (South and North VISTA).

Description: Dr. Anne Gearity will meet with early childhood educators and discuss parenting instruction for teen parents. Dr. Gearity will provide the theoretical background for practical applications. The topic of infant mental health will also be addressed. This offering will provide for group discussion as well as consultation for individual cases.

## **Workshops Available at District Service Center**

1820 Xenium Lane North, Plymouth, MN 55441

**Phone:** (763) 559-3535

### **The Brain, Relaxation and the Mind**

Presenter: Terry Pearson, Ph. D

Room: 310

Time: 8:00-11:50

Audience: Staff members interested in integrating principles of relaxation into their classroom.

Description: When you leave this session, you will have relaxation tools to use with students in your classroom, as well as with yourself. Some of the knowledge that you will gain includes research on mindfulness and training the brain, how to complete a body scan, integrating yoga into the classroom, and practicing mindful communication being grateful. Please bring a blanket or a yoga mat if you so desire.

### **Visual Strategies**

Presenter: Jill D. Kuzma, M.A., CCC-SLP

Room: 318

Time: 8:00- 11:50

Audience: Staff members who work with students who have ASD, DCD and other neurobiological conditions that impact social skills.

Description: Participants will explore the range of areas involved in a student who has social/emotional communication deficits. Students who experience social thinking deficits may have difficulty understanding the perspectives or motives of others, difficulty predicting how people will perceive ones own social behaviors, challenges interpreting non-verbal cues, understanding the range and gradations of emotions, “one-sided” conversations, and challenges in problem solving with peers. Neurological differences for students with social thinking deficits are discussed, followed by a sampling of specific intervention ideas for increasing a learner’s perspective taking, emotional awareness, and social interaction skills. Ideas for IEP goals and objectives will also be provided.

**Workshop available at Bren Road Education Center**

11140 Bren Road West, Minnetonka, MN 55343

**Phone:** (952) 653-1655

**Verbal Judo** – (Closed to outside staff)

(Bren Road, Omegon & Epsilon staff – mandatory attendance)

Presenters: Gary T. Klugiewicz & Joel Lashley

Room: Cafeteria

Time: 8:00-11:50

Audience: Care and Treatment staff, Correctional Workers

Description: This training will provide an overview of Verbal Judo and trademark verbal de-escalation techniques. Verbal Judo is the gentle art of persuasion that redirects behavior with words and generates voluntary compliance.

**Workshop available at Bren Road Education Center**

11140 Bren Road West, Minnetonka, MN 55343

**Phone: (952) 653-1655**

	Hosterman Education Center	South Education Center	District Service Center	Bren Road Education Center
8:00-9:45	<p align="center"><b>Movement &amp; Learning</b> YMCA staff or <b>Mood Disorders, Anxiety, and ADHD: A Brief Overview of Diagnosis and Pharmacological Treatment</b> Rhett Tompkins</p>	<p align="center"><b>Poverty and the Brain</b> Charlene Myklebust or <b>emWave by Heartmath</b> Ginny Nyhus</p>		
10:00 - 11:50	<p align="center"><b>"Well... Now What? Problem Solving Behavior Challenges"</b> Amy Sward and Panel or <b>Yoga Calm - Advanced Principles</b> or <b>Love &amp; Logic</b> Kathy Utter &amp; Kate Wessel</p>	<p align="center"><b>Chemical Health Issues</b> Michael Borowiak or <b>emWave by Heartmath</b> Ginny Nyhus or <b>Animal Assisted Therapy</b> Tanya Welch. Mary Armstrong &amp; Susan Peterson</p>		
8:00-11:50	<p align="center"><b>Yoga Calm - Introduction</b> Kathy Flaminio &amp; Julie Hubertise</p>	<p align="center"><b>Early Learning Strategies</b> Dr. Anne Gearity</p>	<p align="center"><b>The Brain, Relaxation and the Mind</b> Terry Pearson or <b>Visual Strategies</b> Jill Kuzma</p>	<p align="center"><b>Verbal Judo (closed session)</b> Gary T. Klugiewicz &amp; Joel Lashley</p>

# Local 2209 Unifier

March 2009



An Interview with  
**BOB BATHKE**  
2209 VP and Chair of Grievance

## What is a Member Rights Advocate?

Members Rights Advocates, or MRAs, are people who have completed specialized training by Education Minnesota in four separate areas. This training identifies us to administration as having the right (when requested) and responsibility to accompany individual members of the Local who are accused of wrong doing, to investigation meetings conducted by administrators.

## Who in Local 2209 is a trained MRA?

We currently have four individuals who are MRAs: Bruce Mulder, Bob Laumann, Mary Neiman and [myself.]

## Do all these MRAs have the same role within the union regarding serving 2209 members?

No. Bruce no longer serves as an active MRA since he is now the President of Local 2209. However, the remaining 3 of us serve similar roles in different geographic areas of the District. Bob Laumann takes the primary responsibility for the north area. Mary Neiman takes primary responsibility for the west

geographic area and I take primary responsibility for the south area. In addition, as Vice President of the Local 2209 and chair of the Grievance Committee, I take responsibility for coordinating our MRA activity and am available when either Mary or Bob are not available. MRAs fill multiple roles in the Local, providing answers to questions related to contract language, work rules and other aspects of a member's professional responsibilities and conduct. We also accompany 2209 members to investigation meetings when a member is alleged to have done something illegal or incompatible with the contract. Finally, we file grievances on behalf of members of the Local.

## What is a grievance?

A grievance is a procedure that allows a member of the Local to seek an equitable solution to a situation or problem that may or may not be covered by contract language, but is interpreted differently by Administration and the member.

Grievance procedures can have up to four different levels and can be resolved at any level:

**At Level I**, the person filing the grievance and an MRA meet with the grievant's supervisor and informally discuss the problem. The Supervisor then notifies the grievant of his/her decision within five days. If a satisfactory agreement is not reached at this level, the grievant has the option of moving to Level II.

**At Level II**, the grievance is reduced to writing and the grievant, and MRA and the Program Administrator meet in an attempt to settle the issue. Each side may have up to three representatives at this meeting. If no satisfactory agreement is reached at this level, the grievant may request to proceed to Level III.

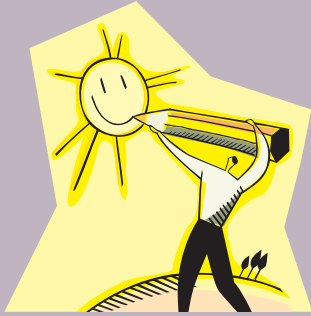
**At Level III** an MRA or the grievant's personal legal counsel and the Director of Human Resources meet to discuss the issue. The Human Resources Director then issues a written answer to the individual's involved within five days of the meeting. Either party may request Arbitration (Level IV) if they are not satisfied with the Level III decision.

**At Level IV** (Arbitration), an arbitrator from the Bureau of Mediation services hears the grievance and subsequently issues a binding decision.

It should be noted that there are specific time lines and limitations that apply to all four levels of the grievance process. If a person fails to file a grievance or appeal during the specific time limes, the grievances will be dismissed.

## Give specifics about how an MRA could support a member.

Whenever a member is alleged to have committed an infraction for which discipline may be dispensed, the individual is instructed to attend a meeting with his/her supervisor. The Supervisor also informs the member, if appropriate, that it would be a good idea to have a union rep at the meeting and gives the member the name of at least one MRA. The supervisor then typically contacts one the MRAs and informs the MRA that the member may be contacting us regarding a meeting. The Supervisor does not provide the name of the member nor are any details of the allegation given. If the member contacts the MRA, we will arrange to attend a meeting with the member. At the meeting, the MRA listens, takes notes and asks questions on behalf of the member. The MRA maintains contact with the member and attends future meeting with the member as necessary.



## Find your LOCAL 2209 SITE REP:

**Deb Barnes** – Hosterman Education Center  
763-550-7254, debarnes@district287.org

**Paul Bennett** – Elliot RAP  
763-550-7336, pabennett@district287.org

**Karen Berger** – District Service Center  
763-550-7149, kjberger@district287.org

**Cindy Brose** – Edgewood Education Center,  
SUN/Strive Transition, EXPLORE Middle,  
X-TRACK  
763-533-3821, cmbrose@district287.org

**Jeff Goergen** - EPC-South Vocational, Prairie  
Center Alternative, City West, Eden Prairie  
952-995-1505, jtgoergen@district287.org

**Kathy Lorenz** – North Vista Education  
763-550-7335, kjlorenz@district287.org

**Mary Neiman** (Jo Dunham)- Bren Road Ed Cntr  
952-653-1637, mcneiman@district287.org

**Sue Peterson**- Itinerant Interpreters, Brian Olson,  
Word Language Staff  
763-550-7322, smpeterson@district287.org

**Bonnie Rinker** - Omegon-Hopkins Crossroads,  
Epsilon-Cnty Home School, Prairie St. Johns  
763-205-7631, bmrinker@district287.org

**Patty Sanner** - South Ed Center-2nd floor, South  
Alternative, FOCUS  
612-355-5810, pjsanner@district287.org

**Ann Verdegan** - South Ed Center-1st & 3rd floor,  
SUN/SUN Transition/Intersect/Phase South/  
VECTOR South/ VET South  
612-355-5844, alverdegan@district287.org

**Donna Wozny** - NW Tech Cntr,  
VECTOR/INVEST HS, Transition North,  
BPC-North Vocational  
763-536-0872, dmwozny@district287.org

## •SITE REPS•

### YOUR FIRST CONNECTION to the UNION

Every 287 building site has a designated 2209 Union Representative. Bob Laumann, 2209 Executive Officer and Member Rights Advocate, explains:

*"The site reps can be the first call for help in their building. Depending on the issue or question, they can call on an Executive Officer (MRAs) for assistance... Site reps also assist in helping new employees get union information on becoming a member."*

Bruce Mulder, 2209 President describes site reps this way:

*"Site reps are like your welcome wagon-- good will ambassadors and resources for information about the union."*

## SPOTLIGHT on SITE REPS

### Deb Barnes



*I have worked at 287 for over 20 years. I am currently working in the ATTAIN lab at Hosterman. I became a site rep after working with Bruce Mulder for many years. I learned about the union working with Bruce and decided to become a site rep for two reasons: we have terrific staff that deserve to be heard and I have a direct line to Bruce! I am a para-professional and proud to be in a district that respects and represents our paraprofessionals along with the licensed staff.*

### Cindy Brose



*I started out with the District in August 1994 as a para. The last 14 years I have been a para with the Phase North program (presently at Edgewood Ed Center.) I have been a site rep for 4 or 5 years now. I became a rep because the rep at our site was giving up her position so Bob Laumann asked if I was interested and I said "sure!"*

### Paul Bennett



*I have worked in District 287 for 14 years. I work at the Ridgedale Alternative Program as a Social Studies teacher. I decided to become a site rep because I wanted to be more involved with the union and to do my share. I believe in the teaching profession and I'm thankful for all the work the union has done to make our profession stronger. I love teaching and working with young people. They have good energy! I believe we are lucky to work in a profession where we can really make a difference. Sometimes it's easy to get frustrated when you tune into all the negative news with some people bashing public education and public schools, but never lose sight of the joy that teaching brings. We need to support and encourage each other.*