

# **Intermediate District 287**

Responsive. Innovative. Solutions.



**Intermediate District 287**

**Regular Meeting**

**Thursday, August 23, 2012 2:30 PM**

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### GENERAL MEETING OF THE BOARD

Thursday, August 23, 2012

2:30 PM @ North Education Center

#### AGENDA

Page #

1. **CALL TO ORDER** (Action)
2. **APPROVAL OF GENERAL MEETING AGENDA** (Action)
3. **OPEN FORUM** (Information)
4. **APPROVAL OF CONSENT AGENDA** (Action)
  4. 1. General Board Meeting Minutes from June 28, 2012 5
  4. 2. Routine Human Resource Activities for June 2012 7
  4. 3. Routine Human Resource Activities for August 2012 15
  4. 4. July 2012 Change Order Memo for North Education Center 26
  4. 5. August 2012 Change Order Memo for North Education Center 27
5. **ADMINISTRATIVE SERVICES REPORT - (15 minutes)**
  5. 1. Financial Report
    5. 1. 1. Aid Anticipation Certificates for Cash Flow Borrowing (Resolution) 28  
Due to the aid shift from Minnesota Department of Education and the impact of that on the cash requirements of the District, the District entered into discussions with its primary bank, US Bank, regarding options for cash flow borrowing. As a result of those discussions, the Board is being asked to award the sale of \$9,900,000 million in Aid Anticipation Certificates to US Bank National Association. Final details will be provided at the meeting.
    5. 1. 2. Approval of June 2012 & July 2012 Routine Monthly Finance Report (Action)  
Mae Hawkins will provide an overview of the monthly finance reports and the Board will be asked to approve it.
      5. 1. 2. 1. June 2012 Routine Monthly Finance Report 42
      5. 1. 2. 2. July 2012 Routine Monthly Finance Report 54
    5. 1. 3. Appointment of Asst. Treasurer and Authorization for Payment of Claims (Action) 63  
In accordance with Minnesota law, the School Board annually appoints a business administrator or her designate, is authorized to sign investment and collateral documents on behalf of the District. Investment transactions and collateral activity will be reported to the Board. Furthermore, the School Board may delegate the authority to administration to pay a claim that cannot be deferred until the next Board meeting. The Board authorizes the Assistant Treasurer, or their designate to pay claims prior to board approval with the understanding that they will be acted upon at the next board meeting.
6. **SHARE THE SUCCESS & RECOGNITIONS - (15 minutes)**
  6. 1. Duligur Ibeling won the Davidson Fellows Scholarship  
Duligur Ibeling a Wayzata student who participated in last year's Honor Mentor Connection will be honored for having won the Davidson Fellows Scholarship worth \$25,000.00. Davidson Fellows Scholarships, considered one of the seven most prestigious undergrad scholarships in the nation, are awarded in recognition of having completed "a significant piece of work" in science, engineering, math, music, literature, or philosophy.

6. 2. National School Public Relations Association (NSPRA) 2012 Award of Excellence The Strategic Plan Year 3 Report has received an Award of Excellence by the National School Public Relations Association. Dr. Jane Holmberg will receive the plaque on behalf of the communication department.	65
6. 3. Positive Behavior Intervention Supports (PBIS) Minny Award Jody Delau and Linda Rees have accepted the award for “Best ‘Minny’ Documentary” at the 2012 Minnesota Positive Behavior Intervention Supports (PBIS) Conference held June 19-20, 2012.	
6. 4. Association of Metropolitan School Districts (AMSD) Mental Health Summit Superintendent Lewandowski will update the school board on the planning of a children's mental health summit. The three Intermediate School Districts are working with AMSD to host the summit in November for their annual conference.	
<b>7. SUPERINTENDENT'S REPORT - (10 minutes)</b>	
7. 1. School Start-Up Program Report <i>(Information)</i> An overview of the “Top Things Board Members Should Know about the Start of School” will be presented. A Functional Organization Chart for the 2012-2013 school year is attached as information.	66
7. 2. Resolution on Adopting the Minnesota Department of Education (MDE) Credit Requirements for Diploma Granting <i>(Resolution)</i> A recommendation will be made by the Superintendent to support a resolution to use the MDE standard of 21.5 credits as the standard for diploma granting in our Area Learning Center programs.	68
7. 3. Innovation Report Cards <i>(Information)</i> Innovation is a hallmark of our strategic plan. The first annual report card on innovation will be shared with the school board.	71
<b>8. INSTRUCTIONAL REPORT - None</b>	
<b>9. ADMINISTRATIVE SERVICES REPORT Continue - (10 minutes)</b>	
9. 1. Facilities Report	
9. 1. 1. North Education Center (NEC) Facilities Committee Report <i>(Information)</i> North Education Center (NEC) Facilities Committee Report (Information)Committee Chair Robb will provide a brief overview of the July 17, 2012 and August 21, 2012 meeting including key dates for future events.	
9. 1. 1. 1. July 17, 2012 Facilities Committee Meeting	73
9. 1. 1. 2. August 21, 2012 Facilities Committee Meeting	82
9. 2. Human Resource Report	
9. 2. 1. Resolution Staff Reduction ULA <i>(Resolutions)</i> Anne Becker will present and request approval of this resolution which requires a roll call vote of the Board.	94
<b>10. BOARD BUSINESS - (15 minutes)</b>	
10. 1. Policy Review & Revision <i>(Information)</i>	
10. 1. 1. Student Rights and Responsibilities Policy Bucket (SRR) (First Read) Attorney Jaynie Leung will be present to address any questions and to receive feedback from the Board.	96
10. 2. Board Reports	
10. 2. 1. Chair Report	
10. 2. 1. 1. Annual Organizational Memberships <i>(Action)</i> It is recommended the Board approve the renewal of institutional memberships and dues in Association of Educational Services Agencies Minnesota Membership (AESM), Association of Metropolitan School Districts (AMSD), Educational Cooperative Services Unit (ECSU), Minnesota School Board Organization (MSBO), National School Boards	112

Association (NSBA), Technology & Informational Educational Services  
(TIES), and Twin West Chamber of Commerce.

10. 2. 2. AMSD Report (Ann Bremer)

10. 2. 2. 1. August 2012 AMSD Connections Newsletter 114

10. 3. **District News** (*Information*)

10. 3. 1. School Board Planning Calendar 118

10. 3. 2. August 23, 2012 Calendar 120

10. 4. Once Around the Table

11. **ADJOURNMENT**

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**June 28, 2012**  
**MINUTES**

**1. CALL TO ORDER**

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

286	Brooklyn Center	Greg Thielsen
272	Eden Prairie	Carol Bomben
270	Hopkins	Laura Ronbeck
276	Minnetonka	Robert Quam
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 273/Robb, 278/Kunz

Guests:

287 Administration: Sandra Lewandowski, Laura Keller-Gautsch, Dolly Lastine, Jane Holmberg, Janet Johnson, Mae Hawkins, Chad Maxa, and Wauneen Mgeni

287 Staff Members: Gloria Wilder, Jaynie Leung, Bruce Mulder, and Shawn Garvey

**2. APPROVAL OF GENERAL MEETING AGENDA**

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

**3. OPEN FORUM FOR COMMUNITY COMMENTS - None**

**4. APPROVAL OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from June 14, 2012; North Education Center Change Order Memo, and approval of the Routine Human Resource Activities for June 28, 2012. *Motion by Ann Bremer, seconded by Sherry Tyrrell, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

**5. SHARE THE SUCCESS & RECOGNITIONS**

Laura Keller-Gautsch, Executive Director of Special Education introduced Dolly Lastine as the incoming Interim Executive Director of Special Education. Dolly has worked with the district in many capacities since 1983 and most recently has been the Assistant Director of Special Education. Janet Johnson, Director of Finance introduced Mae Hawkins as the new Director of Finance. Mae comes to the district with many years of experience and for the past 11 years has been the Finance Director at St. Francis.

Sandy Lewandowski announced the recent employee *Above and Beyond* recipients: the April honoree was North Education Center (NEC) teacher Larissa View, the May honoree was Eden Prairie Hennepin Technical Pathways culinary instructor Rob Graham, and the June honoree is NEC educational assistant Megan Dargis.

**6. SUPERINTENDENT'S REPORT**

Superintendent Lewandowski briefly updated the Board on the Hennepin County Graduation Goal. Sandy introduced Chad Maxa, Director of Information and Technology. Chad briefly updated the Board on data sharing among systems. Chad is exploring the use of the student interoperability framework (SIF) and partnering with MDE on this effort.

Sandy presented to the Board a draft resolution between Intermediate District 287 and the Robbinsdale district which offers one solution to address the problem created for mobile students by varying graduation requirements among school districts. The resolution clarifies an option already in statute so that students attending an Area Learning Center program within the geographic boundaries of a school district can earn a

diploma from that school district even if the ALC program is run by 287 and the student is not a resident of the diploma-granting district. At the Board's direction, Sandy will be communicating further about this option with member district superintendents.

**7. INSTRUCTIONAL REPORT - None**

**8. ADMINISTRATIVE SERVICE REPORTS**

**Financial Report**

Mrs. Janet Johnson, Director of Finance Services, presented the monthly financial report for May 2012. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the monthly financial report as presented. All in favor. Motion carried unanimously.*

Ms. Janet Johnson, Director of Finance Services, provided an overview of the Original Budget for School Year 2012-2013 (Fiscal Year 13). *A motion was made by Ann Bremer, seconded by Greg Thielsen, to approve the adoption of the Original Budget for School Year 2012-2013 (Fiscal Year 13). The Estimated Beginning Fund Balance of the total governmental funds for July 1, 2012, is \$11,910,586. The Original Budget for FY13 shows total revenue of \$81,503,213, and total expenditures of \$82,045,055, for a total projected fund balance of \$11,368,744 at June 30, 2013. No discussion. Motion carried unanimously.*

**Facilities Report**

Board Chair Bremer, reported on North Education Center (NEC) building progress.

**Human Resources Report**

Jaynie Leung, District Counsel, presented two resolution motions: *Resolution motion by Ann Bremer, seconded by Carol Bomben, to waive the reading and approve the termination and non-renewal of probationary Licensed Employees as provided by the printed documentation shared. The following voted in favor: Bomben, Bremer, Quam, Henke, Tyrrell, Peterson, Ronbeck, Rowley, Gores, and Thielsen. There were no abstentions or no votes cast. The resolution passed. Resolution motion by Ann Bremer, seconded by Carol Bomben, to waive the reading and approve to place the following non-licensed staff on layoff as provided by the printed documentation shared. The following voted in favor: Thielsen, Gores, Bomben, Bremer, Rowley, Quam, Ronbeck, Peterson, Tyrrell, and Henke. There were no abstentions or no votes cast. The resolution passed.*

**9. BOARD BUSINESS**

**Policy Review & Revision**

Jaynie briefly presented to the Board the Violence Prevention Policy Bucket for a First Read.

**Chair Report**

Board Chair Bremer presented a resolution motions: *Resolution motion by Carter Peterson, seconded by Nancy Rowley, to waive the reading and approve a resolution to send a letter, endorsed by all members, to the Commissioner of Education in support of District 287's methodology and process for the Bloomington withdrawal as provided by the printed documentation shared. The following voted in favor: Tyrrell, Thielsen, Rowley, Ronbeck, Quam, Peterson, Henke, Gores, Bremer, and Bomben. There were no abstentions or no votes cast. The resolution passed.*

Chair Bremer, on behalf of the Board recognized Laura Keller-Gautsch and Janet Johnson for their substantial service to District 287.

**AMSD Report – None**

**Once Around the Table**

**10. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:48 PM.*

The next general meeting will be held on August 23, 2012, at 2:30 PM in the North Education Center.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

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

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

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287  
SCHOOL BOARD – July 26, 2012**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- ROSS E. HYDE, Phy.Ed./DAPE Instructor at West Education Center, refill for J. Shobe, effective August 21, 2012, MA+40, Step 10 – 1.0 FTE.
- KARIN ISABELL, Vision Instructor at the District Service Center, **additional position due to increased enrollment**, effective August 21, 2012, MA +40, Step 6 – 1.0 FTE.
- JONATHAN C. JONES, EBD Instructor at West Education Center, **additional position due to increased enrollment**, effective August 21, 2012, MA, Step 6 – 1.0 FTE.
- AMY M. REID, Autism Instructor at South Education Center, **refill for Benjamin Drewelow**, effective August 21, 2012, MA+40, Step 10 – 1.0 FTE.
- JOSEPH P STEINERT, Phy. Ed./Health Instructor at North and South Education Centers, **additional position due to increased enrollment**, effective August 21, 2012, BA, Step 1 – 1.0 FTE.

**B. Reinstatement of Licensure Waivers**

**C. Temporary**

- TAMARA BUSSMAN, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- CARA DAGENAIS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- ADAM FLEITMAN, Independent Study EBD Instructor at Richfield Senior High School, effective July 2, 2012 through June 30, 2013.
- BRYON FRASER, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JIMMIE HEAGS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JEFF JACOBS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- ERLENE SCHWARTZ, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- MICHELLE SHANLEY, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- KAYLEEN TAFFE, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.

- ROBIN THOMAS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JOHN VITTERA, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.

**D. Other**

- SCOTT MOEHLING, EBD Instructor at Northwest Tech Center, temporary increase from .4 FTE to .6 FTE effective for the 2012-13 school year.

**2. Extended Leaves of Absence:**

**A. Unpaid**

- 

**B. Military Leave**

- 

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- JONATHAN JONAS, EBD Instructor at Sandburg Education Center, effective June 30, 2012.

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

- 

**4. Other:**

**A.**

**Substitutes:**

-

**NON-LICENSED STAFF:**

**1. New Hires:**

**A. Regular**

- CHRISTOPHER WHITE, Facility Maintenance Worker at North Education Center, **new position**, effective July 9, 2012 Grade IV Step 3 – 12 month.

**B. Temporary**

- RADOMIR GOSTOVIC, Facility Maintenance at South Education Center, effective June 11, 2012 through August 24, 2012.
- John Zimmer, Facility Maintenance at West Education Center, effective June 18, 2012 through August 15, 2012.

**C. Substitutes**

- 

**2. Extended Leaves of Absence:**

**A. Unpaid**

- ROSEMARY CURRAN, Education Assistant at South Education Center, .075 FTE effective for the 2012-13 school year.

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- TIKKIA OSBORNE, Parent Child Specialist at South Education Center, effective June 20, 2012.
- SHARON GERBER, Parent Child Specialist at South Education Center, effective July 17, 2012.

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

- 

**4. Other:**

## ATTACHMENT TO ROUTINE HUMAN RESOURCES ACTIVITIES REPORT

### **Special Education (FY12 wrap-up and FY13 start-up hours)**

Kristi Bergstrom	Susan Comer-Bergen	Michelle Hald
Robert Laumann	Anne Runck	Robin Thomas
Ann Verdegan	Christine Zweber	

### **Curriculum Writing and other Summer Projects**

Michelle Commander	Sherrie Dewey	John Fila
Amanda Klutman	Shiow-Jen Lian-Sun	Ann Mitty
Kay Neznik	Sherry Weise	

### **Summer School**

#### **West Suburban Summer School (Licensed and Non-Licensed)**

Steve Cullison	Michael Cunningham	Denise DuBois
Nathan Edwards	Matthew Engel	John Foty
James Holden	Angela Jamieson	Joseph Limond
Sarah Menk	Barbara Munic	Colin O'Brien
Brad Olson	Diane Peterson	Harry Pulver
Bitz Ramstad	Leslie Snow	Jennifer Stoa

### **Licensed**

#### **Special Education**

Jeremy Anderson	Alisa Anderson	Emily Axtmann
Jason Backes	Greg Baker	Roselyn Baier
Maribeth Barrett-Grimsby	Abby Bartelma	Robert Bathke
Karen Bendtsen	Jayne Bennett	Kathleen Benshoof
Karen Bergantine-Bolstad	Karen Berger	Danielle Berry
Julia Berry	Deborah Brody	Brian Burns
Pamela Carlson	Eric Carlson	Max Carruth
Mariah Carter	Erin Colligan	Michelle Commander
David Cook	Teresa Cosgrove	Jennifer Curtis
Eileen Devine	Amanda Dittbenner	Paige Dopp
Benjamin Drewelow	Ellen Dunkle	Joyce Eckes
Jodi Eggenberger	Mary Eilers	Kathryn Enselein
Laurie Erickson	John Fishbaugher	Molly Forrest
Megan Frank	Anna Franske	Mary Fredenburg
Chelsea Gates	Sam Goetsch	Lynn Goggin
Robert Graham	Rhonda Greiff	Denise Haage

Barb Hagel  
Andrew Hannan  
Steve Higgins  
M. Christine Hunsburger  
Alicia Jensen  
Danette Jones  
Taila Kendzora  
Amanda Klutman  
Jessica Larson  
Laurie Levin  
Cathy MacLaughlin  
Brent Maves  
Jay Melchior  
Laura Moore  
Jeanette Mutchler  
Ruth Norman  
Mike Perszyk  
Lyla Peterson  
Katharine Pitney  
Bonnie Rinker  
Erlene Schwartz  
Sandra Shetka  
Eric Skoglund  
Jody Southerling  
John Stallman  
Scott Swanson  
Justena Thomas  
Debbie Voight  
Sherry Weise  
Sandy Wilson  
Georgeann Wobschall  
Mary Armstrong

### **ALC**

Nina Centrella  
Jason Reese  
Anne Lucasse  
Allison Witham  
John Vittera  
Robert Graham

### **ITINERANT**

Melissa Alger  
AnnMarie Bailey  
Karen Berger

Terrence Haggard  
Stephanie Hawley  
Mary Hogetvedt  
Darla Jackson  
Mary Johnson  
Jennifer Justen  
Nicole Kennedy  
Jennifer Korolewski  
Robert Laumann  
Maren Lindner  
Judith Marohn  
Anne McGannon  
Rebecca Mijal  
Gail Morris  
Cheryl Nelson  
Justin Ore  
Cara Perszyk  
Susan Peterson  
Genny Reigstad  
Matt Sabin  
Mary Semmer  
Christina Shidla  
Susan Skulborstad  
Evelyn Souza-Johnson  
Leanne Steffens  
Kayleen Taffe  
Daniel Thompson  
Andrew Ward  
Carol Welton  
Blake Wilson  
Scott Wright

Eric Michelsen  
Amy Meyer  
Lynda Benkofske  
Tim Holzhueter  
David Brodek  
Julie Gestner

Kathleen Anderson  
Lynn Bathke  
Suzanne Bodelson

Mary Hanagan  
Jimmie Heags  
Tim Holzhueter  
Carol Jamison  
Timothy Johnson  
Anne Keeffe  
Karen Kettler  
Patricia Larson  
Jesse Lesnau  
Kristofer Lyngaas  
Amanada Matter  
Vin McMahan  
Tracy Mooney  
Doris Moylan  
Brandi Nelson  
Shaun Pakenham  
Dawn Peterson  
Don Pietrick  
Connie Richardson  
Teresa Schrempp

Thomas Simshauser  
Nancy Soliday  
Michelle Spaeth  
Debra Sytsma  
Robin Thomas  
Scott Tousignant  
Dwain Weddall  
Kathleen Wessel  
Brad Wing  
Christine Zweber

Lisa Ott  
James Chapman  
Sherrie Dewey  
Hilda Orieny  
Dionne Bennett  
Kisha Cornelious

Nancy Appel  
Barbara Becker  
Ronda Bystrom

Sophie Chabin  
Kimberly Hershey  
Cheryl Katz  
Melanie Leite-Carroll  
Kevin Moldenhauer  
Brooke Peterson  
James Reed  
Michelle Shanley  
Marcia Thompson  
Bonnie Willert

Lynn Fiscus  
Catherine Hoye  
Miriam Klane  
Laurie Levin  
Gail Morris  
Mary Peyton  
Angelina Roslik  
Beth Struve  
Sandy Tufte

Patti Glumack  
Jennifer Johnson  
Sue Lauer-Browen  
Betsy Mertz  
Margaret Oliver  
Cathleen Pinkosky  
Jennifer Schmitz  
Nancy Sullivan  
Kris Tuma

### **BREN IS**

Marie Abele  
Jennifer Bormes  
Erica Davidson  
Jonathan Friedman  
Elizabeth Holland  
Suzanne Kehret(Latham)  
Katherine Klacan  
Amber Lehman  
Bonnie Mueller  
Todd Munsterteiger  
Debra Pflipsen-Krinkie  
Nicole Schiffler Reber  
Mary Strampe  
John Wardlow

Sandra Lu Belkengren  
Dean Breuer  
Rachel DeFelice  
Kathryn Fullmer  
Karah Holle  
Nicole Ketcher  
Janice Langseth  
Lisa Levin  
Matthew Mullenbach  
Derek Nelson  
Andrea Plowman  
Daniel Sparkman  
Jennifer Tuuri Saybolt  
Joshua Wenzel

David Boie  
Brendon Burk  
Daniel Fogelson  
Eric Herrmann  
Courtnee Jackson  
Beth Kiene  
John Larson  
Diane Ludvigsen  
Lucas Munson  
Duane Perszyk  
Jayson Sandeen  
Mary Stanton  
Jennifer Wagner  
Jonathan Zoellmer

### **SECA**

Matthew Ahlberg  
Rebecca Brustad  
Brian Wheat

Nina Bauernfeind  
Peter Rantanen  
Melissa Winship

Tara Blackert  
Sara Sirna

### **Non-Licensed**

#### **Special Education**

Kathy Adams  
Nicholi Ashland  
Cindy Baker  
Patricia Bates  
Thomas Beers  
Cecil Blakes  
Jan Boyer  
Cindy Brose  
Kari Cardelli  
Paul Causton

Meghan Andryski  
Melissa Backer  
Mary Banti  
Jill Batman  
Michael Berns  
Stanley Blanchard  
Donnell Bratton  
Stephanie Brouillard  
Lisa Carlson  
Mary Beth Clark

Leeann Arnquist  
Aissatou Bah  
Deb Barnes  
Emily Becker  
Zane Bishop  
Doug Booth  
Jesse Briggity  
Ashley Cadalbert  
Kathleen Causton  
Andrea Copeland

Cari Cordova-Sandstrom  
Rosemary Curran  
Beverly Deckert  
David Dittbenner  
Henry Dolopei  
Donald Edmondson  
Joanne Ekert  
Diane Erickson  
Sheri Frank  
Matthew Garner  
Cheryl Gorman  
Paul Gudnason  
Richard Hammonds  
Kimberly Hershey  
Zebedee Howell  
Thomas Jackson  
Scott Johnson  
Dennis Joyner  
Kelsey Kiefer  
Debra Krug  
Barbara Laflin  
Anita Leonard  
David Madsen  
Zachary Maupin  
Kelly McIntosh  
Cheryl Morgan  
Dennis Murphy  
Lorraine Nau  
Misty Newton  
Demetrius Parrett  
Jessica Petrowiak  
Patrick Pilla  
Kelli Ramey  
Logan Reed  
Dawn Roberg  
Cynthia Romuld  
Ruthann Ruffin  
James Schmidtke  
Louis Seiwert  
Laura Shirley  
Molly Singleton  
Philip Solyntjes  
Nicoleena Sutherland  
Brielle Thomas  
Sandy Tufte

Alisha Cotto  
Lisamarie Czyson  
Mickey Denzer  
James Dmohoski  
Sheila Domstrand  
Lakia Edmondson  
David Ellingson  
Katherine Feuerbach  
Subor Freeman  
Ray Garner  
Ashley Gramling  
Nancy Guelich  
Ryan Henderson  
Antonio Holmes  
Diane Hoyos-Gomez  
Sherifat Jaiyesimi  
Maurice Jones  
Mohamed Khan  
Retha Kraay  
Debra Kubiak  
David LeGarde  
Timothy Loyd  
Denys Mason  
Marlon McCoy  
Marisa Medina  
Sharon Morgan  
Tracy Murray  
Lisa Nelson  
Marsha Norton  
Lawrence Parrett  
Pierre Philistin  
Laurence Polys  
Corey Ramsey  
Dawn Reese  
Ann Rodning  
Billie Ross  
Geoffrey Saign  
William Schwartz  
Jordana Sharapata  
Gretchen Shogren  
Lunga Sinuka  
Susan Stradtman  
Pamela Taylor  
Jeffrey Tillman  
Katie Tweten

Howard Crutcher  
Megan Dargis  
Sandra DeSchane  
Pamela Doll  
Celeste Dopp  
Sarah Ekelund  
Joan Elliott  
Alicia Fink  
Esther Susandhra Friesen  
Gail Goodfellow  
Kelly Griesbach  
Jennifer Halvorson  
Jessica Hentig  
Roseanne Hooper  
Denise Hukriede  
Letitia Jennings-Holmes  
Vena Jones  
Lamin Khan  
Scharrel Krause  
Daniel Kurtzweg  
Jeffery Leon  
Daniel Luedtke  
Randy Mason  
Tangela McElroy  
Eric Mickelson  
Julie Murphy  
Kelly Mwei  
Michaela Newago  
Edward Owens  
Anita Pedersen  
Emily Pickford  
Christopher Polys  
Krysta Rayford  
Mary Resnikoff  
Ginger Rohleder  
Sharon Rowan  
Cristal Sanchez  
Wayne Scroggins  
Kenna Shearman  
Benjamin Sibila  
Lisa Smith  
Mason Sullivan  
Daniel Thewis  
Sue Troutman  
Veronica Tucker

Mae Volk  
Joanne Weum  
Kimberly Woodworth Anderson  
Lawrence Yahwon  
Marlena Zene  
Kathy Bennett  
Laura Ruder  
Todd Illig  
Stephanie Slaughter  
Daniel Norsten  
Dana Benimon

**ALC**

Kathryn Pierce  
Samuel White  
Tori Elftmann

**SECA**

Ahmed Abdalla  
Emily Schmidt

David Ward  
Kedrick Williams  
Kpeteh Worloma  
Timothy Yearneau  
Karly Therres  
Elisa Wheeler  
Rachael Flanery  
Carl Meisner  
Amber Abreu  
Robert Ward  
Kelly VanEsch

Tammy Mezzenga  
Melisha Carroll

Kieu Phi Nguyen

Donald West  
Kenneth Williams  
Saladin Wright  
Sefika Zejnilovic  
Randy Carter  
Melissa Clutter  
Bridget Hughes  
David Scheller  
Carlos Myles  
Young Ahanti

Laurence Polys  
John Zimmer

Patti Sanner

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287  
SCHOOL BOARD – August 23, 2012**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- ADRIAN D. AGARD, EBD Instructor at North Education Center, **refill for S. Dunbar**, effective August 21, 2012, MA, Step 1 – 1.0 FTE.
- LAUREN R. ANDERSON, Science Instructor at Headway Academy, **refill for S. Yospin**, effective August 21, 2012, BA, Step 1 – 1.0 FTE.
- MEGAN E. BUGGE, Science Instructor at West Education Center, **refill for A. Tukua (on leave)**, effective August 21, 2012, BA, Step 3 – 1.0 FTE.
- BENJAMIN DREWELow, EBD Instructor at North Education Center, **refill for B. Domstrand**, effective August 27, 2012, BA, Step 2 – 1.0 FTE.
- KATRINA J. GESKE, Math Instructor at SECA, **refill for N. Bauernfeind**, effective August 21, 2012, MA, Step 2 – 1.0 FTE.
- MARGARET HANSON, English/Language Arts Instructor at PrairieCare Edina, **refill for L. O’Keeffe**, effective August 21, 2012, MA+10, Step 10 – 1.0 FTE.
- ROSS E. HYDE, Phy. Ed./DAPE Instructor at West Education Center, **refill for J. Shobe**, effective August 21, 2012, MA+40, Step 10 – 1.0 FTE.
- MARGARET M. HANSON, EBD Instructor at PrairieCare Edina, **refill for L. O’Keeffe**, effective August 21, 2012, MA+10, Step 10 – 1.0 FTE.
- KARIN D. ISABELL, Vision Instructor at the District Service Center, **new position**, effective August 21, 2012, MA+40, Step 6 – 1.0 FTE.
- JONATHAN C. JONES, EBD Instructor at West Education Center, **new position**, effective August 21, 2012, MA, Step 6 – 1.0 FTE.
- CHRISTINE A. MANN, Assistant Principal at Hennepin County Home School, Oregon and Edgewood Education Center, **new position**, effective August 13, 2012, Grade 10 – 1.0 FTE.
- SHALONDA R. McALESTER, Learning Disabilities Instructor at SECA, **refill for J. Pohl**, effective August 21, 2012, BA+30, Step 1 – 1.0 FTE.
- MONICA L. MOMMSEN, Occupational Therapist at the District Service Center, **refill for S. Walsh**, effective August 21, 2012, BA, Step 10 - .6 FTE.
- SUSAN NOKLEBY, School Nurse at South Education Center, **new position**, effective August 21, 2012, MA+10, Step 10 – 1.0 FTE
- AMY M. REID, Autism Instructor at South Education Center, **refill for B. Drewelow**, effective August 21, 2012, MA+40, Step 10 – 1.0 FTE.

- JOSEPH P. STEINERT, Phy. Ed. And Health Instructor at South Education Center, **new position**, effective August 21, 2012, BA, Step 1 – 1.0 FTE.
- KRISTEN D. SWANSON, Learning Disabilities Instructor at Headway Academy, **refill for C. Murray**, effective August 21, 2012, MA, Step 3 – 1.0 FTE.
- DANIEL THEWIS, EBD Instructor at North Education Center, **new position**, effective August 21, 2012, BA, Step 1 – 1.0 FTE.
- NICOLE TRINH, School Psychologist at SECA and NECA, **new position**, effective August 21, 2012, MA+30, Step 2 – 1.0 FTE.

**B. Reinstatement of Licensure Waivers**

**C. Temporary:**

- MELISSA ALGER, Vision Instructor at the District Service Center, effective June 1, 2012 through June 29, 2012.
- BETH BRUNER-SHORTEN, Vision Instructor at the District Service Center, effective June 1, 2012 through June 29, 2012.
- TAMARA BUSSMAN, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- CARA DAGENAIS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- ADAM FLEITMAN, Independent Study EBD Instructor at Richfield Senior High School, effective July 2, 2012 through June 30, 2013.
- BRYON FRASER, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JIMMIE HEAGS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JEFF JACOBS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- LAURA KELLER-GAUTSCH, Special Education Consultant at the District Service Center, effective July 1, 2012 through June 30, 2013.
- JESSE LESNAU, Arts Grant planning and implementation at the District Service Center, effective July 16, 2012 through July 31, 2012.
- THOMAS LYNCH, Independent Study Social Studies Instructor at West Education, effective July 10, 2012 through July 18, 2012.
- LINDA OBERG, Social Emotional Learning Coordinator at South Education Center, effective July 1, 2012 through June 31, 2012.
- ROSEMARY RUFFENACH, Arts Grant planning and implementation at the District Service Center, effective July 16, 2012 through July 31, 2012.

- BRADEN SCHMITT, School Psychology Intern at North Education Center, new position, effective for the 2012-13 school year.
- ERLENE SCHWARTZ, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- MICHELLE SHANLEY, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- MICHAEL SMART, Innovation Coach Facilitator at the District Service Center, effective July 12, 2012 through August 31, 2012.
- KAYLEEN TAFFE, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- ROBIN THOMAS, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.
- JOHN VITTERA, CPI Trainer at the District Service Center, effective August 25, 2011 through June 21, 2012.

**D. Other**

- SCOTT MOEHLING, EBD Instructor at Northwest Tech Center, temporary increase from .4 FTE to .6 FTE effective for the 2012-13 school year.

**2. Extended Leaves of Absence:**

**A. Unpaid**

- 

**B. Military Leave**

- 

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- ERICH AARDEMA, DCD Instructor at South Education Center, effective June 30, 2012.
- JO DUNHAM, Program Facilitator at West Education Center, effective June 30, 2012.
- JONATHAN JONAS, EBD Instructor at Sandburg Education Center, effective June 30, 2012.
- VIRGINIA L-W NYHUS, Assistant Supervisor at Hennepin County Home School, effective September 5, 2012.
- SANDRA B. WALSH, Occupational Therapist at the District Service Center, effective June 30, 2012.

C. Retirement (Regular/Disability)

- 

4. Other:

A.

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- CHRISTOPHER WHITE, Facility Maintenance Worker at North Education Center, **new position**, effective July 9, 2012 Grade IV Step 3 – 12 month 1.0 FTE.
- DEVIN NELSON, Education Assistant at West Education Center, **refill for R. Hill**, effective August 27, 2012 Step 6 Lane 5 +BA - .875 FTE.
- VALERIE GLENN, Education Assistant at Northwest Tech Center, **refill for B. Boldt**, effective August 27, 2012 Step 11 Lane 4 +90 credits - .875 FTE.
- JEAN O'REILLY, Education Assistant at Northwest Tech Center, **additional position due to increased enrollment**, effective August 27, 2012 Step 11 Lane 5 +BA - .875 FTE.
- SHANNON JONES, Education Assistant at Northwest Tech Center, **refill for A. Bingea**, effective August 27, 2012 Step 5 Lane 4 +90 credits - .875 FTE.
- PEGGY ZIMMER, Cook at North Education Center, **new position**, effective August 13, 2012 Grade III Step 2 – 10 month 1.0 FTE.
- PATRICIA BUTLER, Assistant Cook at North Education Center, **new position**, effective August 27, 2012 Grade II Step 1 – 10 month .75 FTE.
- LORI GROSS, Clerical at the District Service Center, **refill for A. Warosh**, effective August 15, 2012 Grade III Step 3 – 12 month 1.0 FTE.
- RICHARD COFFEY, Education Assistant at West Education Center, **refill for T. Mezzenga**, effective August 27, 2012 – Step 11 Lane 5 +BA - .875 FTE.
- JENNIFER JENSEN, Education Assistant at West Education Center, **refill for K. Williams**, effective August 27, 2012 – Step 8 Lane 5 +BA - .875 FTE.

- EDWARD OWENS, Education Assistant at North Education Center, **refill for P. Solyntjes**, effective August 27, 2012 – Step 11 Lane 5 +BA - .875 FTE.
- MICHAEL PERSZYK, Education Assistant at North Education Center, **refill for K. Field**, effective August 27, 2012 – Step 5 Lane 5 +BA - .875 FTE.
- AMBER PAPP, Parent Child Specialist at North Education Center, **additional position due to increased enrollment**, effective August 27, 2012 – Step 10 – 1.0 FTE.
- ANNE PARRETT, Parent Child Specialist at North Education Center, **refill for T. Osborne**, effective August 27, 2012 – Step 11 Lane 1 – 1.0 FTE.
- TODD ILLIG, Education Assistant at South Education Center, **additional position due to increased enrollment**, effective August 27, 2012 – Step 1 Lane 5 +BA - .875 FTE.
- JULIE KENT, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective August 27, 2012 – Step 9 Lane 5 +BA - .875 FTE.
- MATHEW ROERIG, Education Assistant at North Education Center, **refill for A. Tollefson**, effective August 27, 2012 Step 10 Lane 5 +BA - .875 FTE.

**B. Temporary**

- RADOMIR GOSTOVIC, Facility Maintenance Worker at South Education Center, effective June 11, 2012 through August 24, 2012.
- JOHN ZIMMER, Facility Maintenance Worker at West Education Center, effective June 18, 2012 through August 15, 2012.
- DEREK AXELL, Facility Maintenance Worker at North Education Center, effective August 1, 2012 through September 7, 2012.

**C. Substitutes**

- 

**2. Extended Leaves of Absence:**

**A. Unpaid**

- ROSEMARY CURRAN, Education Assistant at South Education Center, .075 FTE effective for the 2012-13 school year.
- RETHA KRAAY, Education Assistant at South Education Center, .875 FTE to work as an Instructor effective for the 2012-13 school year.
- CYNTHIA DZIMIAN, Interpreter at Various Sites, .125 FTE effective for the 2012-13 school year.
- CANDACE LOVETT, Education Assistant at South Education Center, .875 FTE effective for the 2012-13 school year.
- DANIEL THEWIS, Education Assistant at North Education Center, .875 FTE to work as an Instructor effective for the 2012-13 school year.

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- TIKKIA OSBORNE, Parent Child Specialist at South Education Center, effective June 20, 2012.
- SHARON GERBER, Parent Child Specialist at South Education Center, effective July 17, 2012.
- VICKY ROBERTS, Clerical at South Education Center, effective July 31, 2012.
- PAUL GUDNASON, Education Assistant at Edgewood Education Center, effective August 1, 2012.
- ARIEL ZINK, Education Assistant at Northwest Tech Center, effective July 29, 2012.
- ELIZABETH EILER, Education Assistant at Various Sites, effective August 20, 2012.
- SHEILA DOMSTRAND, Education Assistant at North Education Center, effective August 24, 2012.
- JAN BOYER, Education Assistant at North Education Center, effective August 10, 2012

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

- JACQUELINE PESCHONG, Education Assistant at Epsilon, effective July 30, 2012.

**4. Other:**

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

Kendra Rask

## ATTACHMENT TO ROUTINE HUMAN RESOURCES ACTIVITIES REPORT

### **Special Education (FY12 wrap-up and FY13 start-up hours)**

Kristi Bergstrom	Susan Comer-Bergen	Michelle Hald
Robert Laumann	Anne Runck	Robin Thomas
Ann Verdegan	Christine Zweber	

### **Curriculum Writing and other Summer Projects**

Michelle Commander	Sherrie Dewey	John Fila
Amanda Klutman	Shiow-Jen Lian-Sun	Ann Mitty
Kay Neznik	Sherry Weise	

### **Summer School**

#### **West Suburban Summer School (Licensed and Non-Licensed)**

Steve Cullison	Michael Cunningham	Denise DuBois
Nathan Edwards	Matthew Engel	John Foty
James Holden	Angela Jamieson	Joseph Limond
Sarah Menk	Barbara Munic	Colin O'Brien
Brad Olson	Diane Peterson	Harry Pulver
Bitz Ramstad	Leslie Snow	Jennifer Stoa

### **Licensed**

#### **Special Education**

Jeremy Anderson	Alisa Anderson	Emily Axtmann
Jason Backes	Greg Baker	Roselyn Baier
Maribeth Barrett-Grimsby	Abby Bartelma	Robert Bathke
Karen Bendtsen	Jayne Bennett	Kathleen Benshoof
Karen Bergantine-Bolstad	Karen Berger	Danielle Berry
Julia Berry	Deborah Brody	Brian Burns
Pamela Carlson	Eric Carlson	Max Carruth
Mariah Carter	Erin Colligan	Michelle Commander
David Cook	Teresa Cosgrove	Jennifer Curtis
Eileen Devine	Amanda Dittbenner	Paige Dopp
Benjamin Drewelow	Ellen Dunkle	Joyce Eckes
Jodi Eggenberger	Mary Eilers	Kathryn Enselein
Laurie Erickson	John Fishbaugher	Molly Forrest
Megan Frank	Anna Franske	Mary Fredenburg
Chelsea Gates	Sam Goetsch	Lynn Goggin
Robert Graham	Rhonda Greiff	Denise Haage

Barb Hagel  
Andrew Hannan  
Steve Higgins  
M. Christine Hunsburger  
Alicia Jensen  
Danette Jones  
Taila Kendzora  
Amanda Klutman  
Jessica Larson  
Laurie Levin  
Cathy MacLaughlin  
Brent Maves  
Jay Melchior  
Laura Moore  
Jeanette Mutchler  
Ruth Norman  
Mike Perszyk  
Lyla Peterson  
Katharine Pitney  
Bonnie Rinker  
Erlene Schwartz  
Sandra Shetka  
Eric Skoglund  
Jody Southerling  
John Stallman  
Scott Swanson  
Justena Thomas  
Debbie Voight  
Sherry Weise  
Sandy Wilson  
Georgeann Wobschall  
Mary Armstrong

### **ALC**

Nina Centrella  
Jason Reese  
Anne Lucasse  
Allison Witham  
John Vittera  
Robert Graham

### **ITINERANT**

Melissa Alger  
AnnMarie Bailey  
Karen Berger

Terrence Haggard  
Stephanie Hawley  
Mary Hogetvedt  
Darla Jackson  
Mary Johnson  
Jennifer Justen  
Nicole Kennedy  
Jennifer Korolewski  
Robert Laumann  
Maren Lindner  
Judith Marohn  
Anne McGannon  
Rebecca Mijal  
Gail Morris  
Cheryl Nelson  
Justin Ore  
Cara Perszyk  
Susan Peterson  
Genny Reigstad  
Matt Sabin  
Mary Semmer  
Christina Shidla  
Susan Skulborstad  
Evelyn Souza-Johnson  
Leanne Steffens  
Kayleen Taffe  
Daniel Thompson  
Andrew Ward  
Carol Welton  
Blake Wilson  
Scott Wright

Eric Michelsen  
Amy Meyer  
Lynda Benkofske  
Tim Holzhrueter  
David Brodek  
Julie Gestner

Kathleen Anderson  
Lynn Bathke  
Suzanne Bodelson

Mary Hanagan  
Jimmie Heags  
Tim Holzhrueter  
Carol Jamison  
Timothy Johnson  
Anne Keeffe  
Karen Kettler  
Patricia Larson  
Jesse Lesnau  
Kristofer Lyngaas  
Amanada Matter  
Vin McMahan  
Tracy Mooney  
Doris Moylan  
Brandi Nelson  
Shaun Pakenham  
Dawn Peterson  
Don Pietrick  
Connie Richardson  
Teresa Schrempp

Thomas Simshauser  
Nancy Soliday  
Michelle Spaeth  
Debra Sytsma  
Robin Thomas  
Scott Tousignant  
Dwain Weddall  
Kathleen Wessel  
Brad Wing  
Christine Zweber

Lisa Ott  
James Chapman  
Sherrie Dewey  
Hilda Orieny  
Dionne Bennett  
Kisha Cornelious

Nancy Appel  
Barbara Becker  
Ronda Bystrom

Sophie Chabin  
Kimberly Hershey  
Cheryl Katz  
Melanie Leite-Carroll  
Kevin Moldenhauer  
Brooke Peterson  
James Reed  
Michelle Shanley  
Marcia Thompson  
Bonnie Willert

Lynn Fiscus  
Catherine Hoye  
Miriam Klane  
Laurie Levin  
Gail Morris  
Mary Peyton  
Angelina Roslik  
Beth Struve  
Sandy Tufte

Patti Glumack  
Jennifer Johnson  
Sue Lauer-Browen  
Betsy Mertz  
Margaret Oliver  
Cathleen Pinkosky  
Jennifer Schmitz  
Nancy Sullivan  
Kris Tuma

### **BREN IS**

Marie Abele  
Jennifer Bormes  
Erica Davidson  
Jonathan Friedman  
Elizabeth Holland  
Suzanne Kehret(Latham)  
Katherine Klacan  
Amber Lehman  
Bonnie Mueller  
Todd Munsterteiger  
Debra Pflipsen-Krinkie  
Nicole Schiffler Reber  
Mary Strampe  
John Wardlow

Sandra Lu Belkengren  
Dean Breuer  
Rachel DeFelice  
Kathryn Fullmer  
Karah Holle  
Nicole Ketcher  
Janice Langseth  
Lisa Levin  
Matthew Mullenbach  
Derek Nelson  
Andrea Plowman  
Daniel Sparkman  
Jennifer Tuuri Saybolt  
Joshua Wenzel

David Boie  
Brendon Burk  
Daniel Fogelson  
Eric Herrmann  
Courtnee Jackson  
Beth Kiene  
John Larson  
Diane Ludvigsen  
Lucas Munson  
Duane Perszyk  
Jayson Sandeen  
Mary Stanton  
Jennifer Wagner  
Jonathan Zoellmer

### **SECA**

Matthew Ahlberg  
Rebecca Brustad  
Brian Wheat

Nina Bauernfeind  
Peter Rantanen  
Melissa Winship

Tara Blackert  
Sara Sirna

### **Non-Licensed**

#### **Special Education**

Kathy Adams  
Nicholi Ashland  
Cindy Baker  
Patricia Bates  
Thomas Beers  
Cecil Blakes  
Jan Boyer  
Cindy Brose  
Kari Cardelli  
Paul Causton

Meghan Andryski  
Melissa Backer  
Mary Banti  
Jill Batman  
Michael Berns  
Stanley Blanchard  
Donnell Bratton  
Stephanie Brouillard  
Lisa Carlson  
Mary Beth Clark

Leeann Arnquist  
Aissatou Bah  
Deb Barnes  
Emily Becker  
Zane Bishop  
Doug Booth  
Jesse Briggity  
Ashley Cadalbert  
Kathleen Causton  
Andrea Copeland

Cari Cordova-Sandstrom  
Rosemary Curran  
Beverly Deckert  
David Dittbenner  
Henry Dolopei  
Donald Edmondson  
Joanne Ekert  
Diane Erickson  
Sheri Frank  
Matthew Garner  
Cheryl Gorman  
Paul Gudnason  
Richard Hammonds  
Kimberly Hershey  
Zebedee Howell  
Thomas Jackson  
Scott Johnson  
Dennis Joyner  
Kelsey Kiefer  
Debra Krug  
Barbara Laffin  
Anita Leonard  
David Madsen  
Zachary Maupin  
Kelly McIntosh  
Cheryl Morgan  
Dennis Murphy  
Lorraine Nau  
Misty Newton  
Demetrius Parrett  
Jessica Petrowiak  
Patrick Pilla  
Kelli Ramey  
Logan Reed  
Dawn Roberg  
Cynthia Romuld  
Ruthann Ruffin  
James Schmidtke  
Louis Seiwert  
Laura Shirley  
Molly Singleton  
Philip Solyntjes  
Nicoleena Sutherland  
Brielle Thomas  
Sandy Tufte

Alisha Cotto  
Lisamarie Czyson  
Mickey Denzer  
James Dmohoski  
Sheila Domstrand  
Lakia Edmondson  
David Ellingson  
Katherine Feuerbach  
Subor Freeman  
Ray Garner  
Ashley Gramling  
Nancy Guelich  
Ryan Henderson  
Antonio Holmes  
Diane Hoyos-Gomez  
Sherifat Jaiyesimi  
Maurice Jones  
Mohamed Khan  
Retha Kraay  
Debra Kubiak  
David LeGarde  
Timothy Loyd  
Denys Mason  
Marlon McCoy  
Marisa Medina  
Sharon Morgan  
Tracy Murray  
Lisa Nelson  
Marsha Norton  
Lawrence Parrett  
Pierre Philistin  
Laurence Polys  
Corey Ramsey  
Dawn Reese  
Ann Rodning  
Billie Ross  
Geoffrey Saign  
William Schwartz  
Jordana Sharapata  
Gretchen Shogren  
Lunga Sinuka  
Susan Stradtmann  
Pamela Taylor  
Jeffrey Tillman  
Katie Tweten

Howard Crutcher  
Megan Dargis  
Sandra DeSchane  
Pamela Doll  
Celeste Dopp  
Sarah Ekelund  
Joan Elliott  
Alicia Fink  
Esther Susandhra Friesen  
Gail Goodfellow  
Kelly Griesbach  
Jennifer Halvorson  
Jessica Hentig  
Roseanne Hooper  
Denise Hukriede  
Letitia Jennings-Holmes  
Vena Jones  
Lamin Khan  
Scharrel Krause  
Daniel Kurtzweg  
Jeffery Leon  
Daniel Luedtke  
Randy Mason  
Tangela McElroy  
Eric Mickelson  
Julie Murphy  
Kelly Mwei  
Michaela Newago  
Edward Owens  
Anita Pedersen  
Emily Pickford  
Christopher Polys  
Krysta Rayford  
Mary Resnikoff  
Ginger Rohleder  
Sharon Rowan  
Cristal Sanchez  
Wayne Scroggins  
Kenna Shearman  
Benjamin Sibila  
Lisa Smith  
Mason Sullivan  
Daniel Thewis  
Sue Troutman  
Veronica Tucker

Mae Volk  
Joanne Weum  
Kimberly Woodworth Anderson  
Lawrence Yahwon  
Marlena Zene  
Kathy Bennett  
Laura Ruder  
Todd Illig  
Stephanie Slaughter  
Daniel Norsten  
Dana Benimon  
Patricia Brown

**ALC**

Kathryn Pierce  
Samuel White  
Tori Elftmann

**SECA**

Ahmed Abdalla  
Emily Schmidt

David Ward  
Kedrick Williams  
Kpeteh Worloma  
Timothy Yearneau  
Karly Therres  
Elisa Wheeler  
Rachael Flanery  
Carl Meisner  
Amber Abreu  
Robert Ward  
Kelly VanEsch

Tammy Mezzenga  
Melisha Carroll

Kieu Phi Nguyen

Donald West  
Kenneth Williams  
Saladin Wright  
Sefika Zejnilovic  
Randy Carter  
Melissa Clutter  
Bridget Hughes  
David Scheller  
Carlos Myles  
Young Ahanti  
Jamila Anderson

Laurence Polys  
John Zimmer

Patti Sanner

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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Date: July 17, 2012  
To: Sandra Lewandowski, Superintendent  
From: Thomas Shultz, Director of Facilities  
**RE: NEC Change Orders**

The following is a list of Change Orders (COs) for the North Education Center construction project. According to the Board-approved decision making process, *Levels of Authority*, those items that are less than \$10,000 may be approved by District Administration. Those items greater than \$10,000 but less than \$25,000 may be approved by the Facilities Committee.

All Change Orders being presented are within the District Administration levels and are being presented as information only.

#### **Administration Decision**

J. E. Dunn

Change Order #77	Masonry corrections	\$3,169.00
Change Order #78	Remove heating coil and pipe to VAV A213 Add heating pipes to A235, 36, 37 and 38	8,420.00
Change Order #79	VAV A220, performance data and BAS controls to achieve better efficiency	2,007.00
Change Order #80	Added power to glycol pump on DC-B321 per manufacturer; not shown in drawings or specs	1,547.00
<b>Total Cost of Change Orders being presented:</b>		<b><u>\$15,143.00</u></b>

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

---

Date: August 21, 2012  
To: Facilities Committee  
From: Thomas Shultz, Director of Facilities  
**RE: NEC Change Orders**

The following is a list of Change Orders (COs) for the North Education Center construction project. According to the Board-approved decision making process, *Levels of Authority*, those items that are less than \$10,000 may be approved by District Administration. Those items greater than \$10,000 but less than \$25,000 may be approved by the Facilities Committee.

All Change Orders being presented are within the District Administration levels and are being presented as information only.

#### **Administration Decision**

J. E. Dunn

Change Order #81	Modified front canopy changes to allow for roof drain	\$3,346.00
Change Order #82	Soil correction in SW corner of parking lot	7,473.00
Change Order #84	Starter disconnects for radiant heater pumps (not in drawings)	5,047.00
Change Order #85	Ramp to sidewalk, section C to meet ADA slope	1,197.00
Change Order #86	Adjust bases for planter in patio area, 3'-4'	2,083.00
Change Order #87	Add sidewalk in front of building to allow for more bus drop-off room	5,484.00
	<b>Total Cost of Change Orders being presented:</b>	<b><u>\$24,630.00</u></b>

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

Regular Meeting – August 23, 2012

**AGENDA SECTION:** ADMINISTRATIVE SERVICES

**ITEM:** Resolution to award the sale of Aid

Anticipation Certificates

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

**1. Background Information**

Due to the aid shift from Minnesota Department of Education and the impact of that on the cash requirements of the District, the District entered into discussions with its primary bank, US Bank, regarding options for cash flow borrowing. As a result of those discussions, the Board is being asked to award the sale of \$9,900,000 million in Aid Anticipation Certificates to US Bank National Association. Final details will be provided at the meeting.

**2. Fiscal Impact/Funding Source: Provides cash to cover anticipated cash deficits in FY13.**

**3. RECOMMENDED ACTION: The Board passes the attached resolution awarding the sale of Aid Anticipation Certificates to US Bank National Association.**

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

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

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

CERTIFICATION OF MINUTES RELATING TO  
\$9,900,000 AID ANTICIPATION  
CERTIFICATES OF INDEBTEDNESS, SERIES 2012A

Issuer: Intermediate District No. 287, Plymouth, Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 23, 2012, at 2:00 p.m., at the District offices.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$9,900,000 AID ANTICIPATION  
CERTIFICATES OF INDEBTEDNESS, SERIES 2012A; AUTHORIZING THE  
ISSUANCE, AWARDED THE SALE AND ESTABLISHING THE TERMS  
THEREOF

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 23<sup>rd</sup> day of August, 2012.

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School District Clerk

Member \_\_\_\_\_ introduced the following resolution and moved its adoption, which motion was seconded by Member \_\_\_\_\_:

RESOLUTION RELATING TO \$9,900,000 AID ANTICIPATION  
CERTIFICATES OF INDEBTEDNESS, SERIES 2012A; AUTHORIZING THE  
ISSUANCE, AWARDDING THE SALE AND ESTABLISHING THE TERMS  
THEREOF

BE IT RESOLVED by the School Board (the Board) of Intermediate District No. 287, Plymouth, Minnesota (the District), as follows:

SECTION 1. AUTHORIZATION. It is hereby found, determined and declared that certain state aids for schools receivable by the District during the July 1, 2012 to June 30, 2013 fiscal year will not be received in time to meet necessary expenditures for the purposes for which such aids are receivable. The District is authorized, pursuant to Minnesota Statutes, Sections 126C.50 through 126C.56, to borrow money by the issuance of its aid anticipation certificates of indebtedness in a principal amount not greater than 75% of the amount of such aids receivable by the District during the 2012-2013 fiscal year and has determined to issue its Aid Anticipation Certificates of Indebtedness, Series 2012A in the amount of \$9,900,000 (the Certificates) against aids receivable for funds 1, 2 and 4 (the Operating Funds). The principal amount of the Certificates issued pursuant to this resolution is within said statutory borrowing limitation.

SECTION 2. SALE. Pursuant to Minnesota Statutes, Section 126C.56, the requirements of public sale do not apply to the issuance under certain circumstances of aid anticipation certificates of indebtedness. The District has received an offer from U.S. Bank National Association, in Milwaukee, Wisconsin (the Purchaser) to purchase the Certificates at a price of \$9,900,000, with interest at the annual rate of 0.71% payable at maturity, on the further terms and conditions hereinafter set forth. Such offer is hereby accepted, and the Chairperson and Clerk are hereby authorized and directed to execute a contract on the part of the District for the sale of the Certificates to the Purchaser.

SECTION 3. CERTIFICATE TERMS; REGISTRATION. (a) *Certificate Terms*. The Certificates shall be prepared under the supervision of the Clerk and shall bear interest at the rate stated in Section 2 hereof from date of issue until paid. The Certificates shall be dated August 27, 2012, shall mature on September 30, 2013, without option of prior payment, and shall be in denomination of \$5,000 or any integral multiple thereof. Upon presentation and surrender of each Certificate, the principal amount thereof and the interest thereon shall be payable to the registered owner thereof by check or draft; provided, however, that principal and interest shall be wire transferred to any registered owner of more than \$1,000,000, who requests such payment and provides wiring instructions to the District at least one week prior to the maturity date.

(b) *Registration; Transfer*. The District will keep at its principal office a bond register, in which the District shall provide for the registration of the Certificates and the registration of transfers of Certificates. Certificates may be transferred by the registered owner on the books of the District by surrender to the District and the District shall execute and deliver in the name of the designated transferee or transferees one or more new Certificates in authorized denominations of a like aggregate principal amount, having the same stated maturity and interest

rate, as requested by the transferor; provided, however, that any transfer shall be made only to a person that is a qualified institutional buyer or an institutional accredited investor. At the option of the registered owner, Certificates may be exchanged for other Certificates of the same series in any authorized denomination of a like aggregate principal amount and stated maturity, upon surrender of the Certificates to be exchanged at the principal office of the District. Whenever any Certificates are so surrendered for exchange, the District shall execute and deliver the Certificates which the registered owner making the exchange is entitled to receive.

SECTION 4. EXECUTION AND DELIVERY. The Certificates shall be executed by the signatures of the Chairperson and the Clerk, provided that such signatures may be printed, engraved or lithographed facsimiles thereof. When the Certificates have been fully executed, they shall be delivered to the Purchaser upon receipt of payment of the purchase price, including accrued interest to the date of delivery. The Purchaser shall not be required to see to the application of the proceeds of the Certificates.

SECTION 5. FORM OF CERTIFICATES. The Certificates shall be prepared in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
HENNEPIN, COUNTY

INTERMEDIATE DISTRICT NO. 287

AID ANTICIPATION  
CERTIFICATE OF INDEBTEDNESS, SERIES 2012A

R-1 \$9,900,000

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
%	September 30, 2013	August 27, 2012

REGISTERED OWNER: U.S. BANK NATIONAL ASSOCIATION

PRINCIPAL AMOUNT: NINE MILLION NINE HUNDRED THOUSAND DOLLARS

Intermediate District No. 287, in Hennepin County, State of Minnesota (the School District), a duly organized and existing intermediate district, hereby acknowledges itself to be indebted and for value received, hereby promises to pay to the registered owner named above the principal amount specified above, on the maturity date specified above, without option of prior payment, with interest thereon at the rate per annum specified above, calculated on the basis of a 360-day year composed of twelve 30-day months, payable on the maturity date specified above, to the registered owner named above upon presentation and surrender of this Certificate.

This Certificate is one of an issue in the aggregate principal amount of \$9,900,000, issued pursuant to and in accordance with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Sections 126C.50 through 126C.56, and pursuant to a resolution duly adopted by the School Board of the School District on August 23, 2012 (the Resolution), for the purpose of anticipating receipt of certain unpaid state aids for schools receivable by the School District for the fiscal year in which this Certificate is issued.

**THE CERTIFICATES ARE NOT GENERAL OBLIGATIONS OF THE DISTRICT OR ANY MEMBER SCHOOL DISTRICT AND THE FULL FAITH AND CREDIT AND AD VALOREM TAXING POWERS OF THE DISTRICT AND ALL MEMBER SCHOOL DISTRICTS ARE NOT PLEDGED TO THE PAYMENT OF PRINCIPAL THEREOF OR INTEREST THEREON.** The District has pledged to the payment of principal and interest on the Certificates certain state aids and other moneys of the District legally available to pay the debt service on the Certificates and Minnesota Statutes, Section 126C.54 requires the application of state aids for such purpose.

The Certificates have been designated by the District as “qualified tax exempt obligations” pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by law to be done, to exist, to happen and to be performed precedent to and in the issuance of this Certificate in order to make it a valid and binding special obligation of the School District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as required by law; and that the issuance of this Certificate does not cause the indebtedness of the School District to exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, Intermediate District No. 287, Plymouth, Minnesota, by its School Board, has caused this Certificate to be executed by the signatures of the Chairperson of the School Board and the Clerk.

INTERMEDIATE DISTRICT  
NO. 287, PLYMOUTH, MINNESOTA

Clerk

Chairperson of the School Board

[end of certificate form]

SECTION 6. USE OF PROCEEDS. The proceeds of the Certificates shall be deposited in the Operating Funds of the District and shall be used solely to pay claims duly approved and allowed with respect to current operating expenses of the kinds and within the amounts provided in the official budget of the District. Such proceeds shall be recorded as liabilities of such funds, pursuant to Minnesota Statutes, Section 123B.78.

SECTION 7. DEBT SERVICE FUND; PAYMENTS. An Aid Anticipation Certificates of Indebtedness, Series 2012A Debt Service Fund (the Debt Service Fund) shall be created for the repayment of the principal of and interest on the Certificates and shall be maintained by the School District Treasurer separate and apart from all other funds of the District. There shall be credited to the Debt Service Fund any amount in excess of \$9,900,000 received by the District in the sale of the Certificates. The District hereby pledges to the payment of debt service on the Certificates, grants a security interest in, and covenants to deposit in the Debt Service Fund upon receipt, state aids for schools received by the District for the current fiscal year, receipts of which are to be recorded as assets of the Operating Funds of the District pursuant to the Uniform Financial Accounting and Reporting System for Minnesota school districts, in amounts sufficient to pay principal of and interest on the Certificates payable at maturity. In addition, to the extent that state aids received by the District are not sufficient to pay principal of and interest on the Certificates, the District shall deposit in the Debt Service Fund other amounts legally available for such purpose. Following the funding of the Debt Service Fund as provided above, all subsequent receipts of such aids shall be used for any purpose determined by the District. The District covenants not to otherwise pledge, encumber or permit any lien to attach to state aids pledged to the payment of the Certificates. The Certificates are not general obligations of the

District or any member school district and the full faith and credit and ad valorem taxing powers of the District and all member school districts are not pledged to the payment of principal thereof or interest thereon.

All payments to be made by the District shall be made without condition or deduction for any counterclaim, defense, recoupment or setoff. All payments shall be made to the Purchaser in lawful money of the United States and in immediately available funds not later than 2:00 p.m., Central Time, on the maturity date. If the maturity date is on other than a business day, payment shall be made on the next following business day, and such extension of time shall be reflected in computing interest.

Any payments to Purchaser hereunder or under the Certificates shall to the fullest extent permitted by applicable law be made free and clear of and without reduction or set-off, notwithstanding the assertion of any right of recoupment or set-off or any counterclaim by the District, and without any withholding on account of taxes or any deduction whatsoever.

#### SECTION 8. TAX COVENANTS AND ARBITRAGE MATTERS.

8.01. Restrictive Action. The District covenants and agrees with the owners from time to time of the Certificates that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest on the Certificates to become includible in gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the Code), and applicable Treasury Regulations (the Regulations), and covenants to take any and all actions within its powers to ensure that the interest on the Certificates will not become includible in gross income for federal income tax purposes under the Code and the Regulations.

8.02. Statement of Capital Expenditures and Arbitrage Certificate. The Board estimates that the principal amount of the Certificates does not exceed (i) the largest amount by which working capital expenditures in the Operating Funds of the District exceed available amounts for payment thereof during the period for which such aids are anticipated and during which the Certificates will be outstanding, and (ii) the amount of a working capital reserve equal to five percent of the District's working capital expenditures in the Operating Funds for the prior fiscal year, all as contemplated by the Regulations. The District Treasurer is directed to prepare a statement of estimated capital expenditures during the period for which such aids and other funds are anticipated and during which the Certificates will be outstanding for the purpose of verifying the correctness of this estimate prior to the issuance of the Certificates. In the event that such statement does not verify such estimate, the principal amount of the Certificates shall be reduced to such amount as will not exceed the amount permitted by the Regulations. Prior to the issuance of the Certificates, the Chairperson and the Clerk, being the officers of the District charged with the responsibility for issuing the Certificates pursuant to this resolution, shall execute and deliver to the Purchaser a certificate as contemplated by the Regulations stating the facts, estimates and circumstances in existence on the date of issuance and delivery of the Certificates which indicate that the proceeds of the Certificates will not be used in a manner that would cause the Certificates to be "arbitrage bonds" within the meaning of the Code and Regulations.

8.03. Arbitrage Rebate. The District acknowledges that the Certificates are subject to the rebate requirements of Section 148(f) of the Code. The District covenants and agrees to retain such records, make such determinations, file such reports and documents and pay such amounts at such times as are required under Section 148(f) and applicable Regulations to preserve the exclusion of interest on the Certificates from gross income for federal income tax purposes, unless the Certificates qualify for an exception from the rebate requirement pursuant to one of the spending exceptions set forth in Section 1.148-7 of the Regulations and no “gross proceeds” of the Certificates (other than amounts constituting a “bona fide debt service fund”) arise during or after the expenditure of the original proceeds thereof.

8.04. Qualified Tax-Exempt Obligations. The District hereby designates the Certificates as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2012 does not exceed \$10,000,000.

#### SECTION 9. REPRESENTATIONS AND WARRANTIES.

9.01. Information Provided by District. No fact is known to the District which materially and adversely affects or in the future may (so far as it can reasonably foresee) materially and adversely affect the business, assets or liabilities, financial condition, results of operations or its business prospects which has not been set forth in information provided to the Purchaser by the District. All financial statements of the District furnished to the Purchaser were prepared in accordance with generally accepted accounting principles for government entities and applied on a consistent basis throughout the periods involved. Since the date of the most recent financial statements referred to in the preceding sentence, to the knowledge of the District, no material diverse change has occurred in the business, operations or condition (financial or otherwise) of the District.

9.02. Certificates. Any certificate signed by an authorized officer of the District in connection with the closing of the Certificates, shall be deemed a representation and warranty by the District as to the statements made therein.

9.03. Anti-Terrorism Laws. To the best of its knowledge, the District is not in violation of any laws relating to terrorism or money laundering (“Anti-Terrorism Laws”), including Executive Order No. 13224 on Terrorist Financing, effective September 24, 2001 (the “Executive Order”).

#### SECTION 10. COVENANTS.

10.01. Payment Obligations. The District shall promptly pay or cause to be paid all amounts payable by it under this Resolution or the Certificates according to the terms hereof or of the Certificates and shall duly perform each of its obligations under this Resolution and the Certificates.

10.02. Inspection Rights. The District shall at any and all times during regular business hours, upon the written request of the Purchaser, permit the Purchaser by its representatives to inspect the properties, books of account, records, reports and other papers of the District, to take copies and extracts therefrom, and to discuss the affairs, finances and accounts of the District with the Chief Financial Officer or the independent public accountants of the District. The District will afford and procure a reasonable opportunity to make any such inspection, and the District will furnish to the Purchaser any and all information as the Purchaser may reasonably request, with respect to the performance by the District of the District's covenants in this Resolution.

10.03. Compliance with Laws. The District will comply with all laws, rules, regulations, orders, writs, judgments, injunctions, decrees or awards to which it may be subject if the failure to comply could have a material adverse effect on the security for the Certificates or the ability of the District to perform its obligations under this Resolution or the Certificates.

10.04. Compliance with Laws. The District will comply with all laws, rules, regulations, orders, writs, judgments, injunctions, decrees or awards to which it may be subject if the failure to comply could have a material adverse effect on the security for the Certificates or the ability of the District to perform its obligations under this Resolution or the Certificates.

10.05. Validity. The Certificates, when delivered in accordance with this Resolution and paid for by the Purchaser on the closing date, will be validly issued and outstanding obligations of the Purchaser entitled to all the benefits and security pledged thereto under this Resolution, and shall be payable state aid and other amounts deposited in the Debt Service Fund.

10.06. Notification. The District will promptly notify the Purchaser of any Event of Default, or any occurrence, which with the passage of time or giving of notice, would become an Event of Default.

## SECTION 11. DEFAULTS.

11.01. Events of Default. The occurrence of any one or more of the following shall constitute an Event of Default:

(a) Nonpayment of principal of any Certificates when due, nonpayment of interest on any Certificate when due.

(b) Any representation or warranty made by the District in this Resolution or any certificates delivered to Purchaser in connection with the issuance of the Certificates or other statement made or delivered pursuant to or in connection with the Certificates shall prove to have been incorrect, incomplete or misleading on the date as of which made.

(c) Failure in the due observance or performance by the District of any covenant contained in this Resolution, which failure is not remedied within ten days after the District becomes aware of any such breach; provided, that if such breach is capable of cure and the District is diligently pursuing such cure, the cure period shall be extended

for so long as the District continues to diligently seek such cure, but in any event not longer than 30 days.

(d) the District shall (i) have entered involuntarily against it an order for relief under the United States Bankruptcy Code, as amended, (ii) not pay, or admit in writing its inability to pay, its debts generally as they become due, (iii) make an assignment for the benefit of creditors, (iv) apply for, seek, consent to, or acquiesce in, the appointment of a receiver, custodian, trustee, examiner, liquidator or similar official for it or any substantial part of its property, (v) institute any proceeding seeking to have entered against it an order for relief under the United States Bankruptcy Code, as amended, to adjudicate it insolvent, or seeking dissolution, winding up, liquidation, reorganization, arrangement, marshaling of assets, adjustment or composition of it or its debts under any law relating to bankruptcy, insolvency or reorganization or relief of debtors or fail to file an answer or other pleading denying the material allegations of any such proceeding filed against it, (vi) take any corporate action in furtherance of any matter described in parts (i) through (v) above, or (vii) fail to contest in good faith any appointment or proceeding described in Section 10.01(g) hereof.

(e) A custodian, receiver, trustee, examiner, liquidator or similar official shall be appointed for the District or any substantial part of its property, or a proceeding described in section 10.01(f)(v) shall be instituted against the District and such appointment continues undischarged or any such proceeding continues undismissed or unstayed for a period of 60 or more days.

(f) A debt moratorium, debt restructuring, debt adjustment or comparable restriction is imposed on the repayment when due and payable of the principal or interest on any obligation of the District by any governmental authority with appropriate jurisdiction.

(g) Any judgment or judgments, writ or writs or warrant or warrants of attachment, or any similar process or processes, which are not covered by insurance (including self-insurance), in an aggregate amount not less than \$500,000 shall be entered or filed against the District or against any of its property and remain unvacated, unbonded or unstayed for a period of 90 days;

(h) Any material provision of this Resolution or the Certificates shall, for any reason, be declared by legislative action to be invalid or not binding on the District, or shall be declared by any court having jurisdiction over the District, or any governmental authority of competent jurisdiction, to be null and void or the validity or enforceability thereof shall be contested by the District in a judicial proceeding.

## SECTION 12. REMEDIES.

12.01. Acceleration; Remedies. Upon the occurrence of an Event of Default, the Purchaser may exercise any or all of the following remedies:

(a) declare the unpaid principal amount of the Certificates, all interest accrued and unpaid thereon, and all other amounts owing or payable hereunder to be immediately

due and payable, whereupon the same shall become immediately due and payable, without presentment, demand, protest or notice of any kind, all of which the District hereby expressly waives; and

(b) pursue any other action available at law or in equity either for specific performance of any covenant or agreement contained herein or in aid of execution of any power herein granted or for the enforcement of any proper legal remedy.

Upon the occurrence of an actual or deemed entry of an order for relief with respect to the District under the Bankruptcy Code of the United States, as amended, the unpaid principal amount of the Certificates and all interest and other amounts as aforesaid shall automatically become due and payable in each case without further act of the Purchaser.

SECTION 13. MISCELLANEOUS.

13.01. Amendments, Etc. No amendment or waiver of any provision of this Resolution or the Certificates, and no consent to any departure by the District therefrom, shall be effective unless in writing signed by the Purchaser and the District and each such waiver or consent shall be effective only in the specific instance and for the specific purpose for which given.

13.02. Notices; Effectiveness. (a) *Notices Generally.* Notices and other communications provide for herein shall be in writing and shall be delivered by hand or overnight courier service, mailed by certified or registered mail or sent by telecopier to the other party at the following addresses:

Intermediate District No. 287  
1820 North Xenium Lane  
Plymouth, Minnesota 55441  
Attn: Director of Finance  
763.550.7156

Purchaser:  
U.S. Bank National Association  
Government and Nonprofits Banking  
777 East Wisconsin Avenue  
Mail Code: MK-WI-T5GGB  
Milwaukee, WI 53202  
Attn: Brian Richter  
414.765.4012

Notices and other communications sent by hand or overnight courier service, or mailed by certified or registered mail, shall be deemed to have been given when received; notices and other communications sent by telecopier shall be deemed to have been given when sent.

13.03. No Waiver; Cumulative Remedies; Enforcement. No failure by the Purchaser to exercise, and no delay by the Purchaser in exercising, any right, remedy, power or privilege hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any right,

remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. The rights, remedies, powers and privileges herein provided are cumulative and not exclusive of any rights, remedies, powers and privileges provided by law.

13.04. Expenses; Indemnity; Damage Waiver.

(a) All amounts due under this section shall be payable not later than ten business days after demand therefor.

(b) The agreements in this section shall survive the repayment of the Certificates and the repayment, satisfaction or discharge of all other obligations of the District hereunder.

13.05. Governing Law. THE OBLIGATIONS OF THE DISTRICT HEREUNDER AND UNDER THE CERTIFICATES SHALL BE GOVERNED IN ACCORDANCE WITH THE INTERNAL LAWS OF THE STATE, BUT GIVING EFFECT TO FEDERAL LAWS APPLICABLE TO NATIONAL BANKS.

13.06. Waiver of Jury Trial. TO THE FULLEST EXTENT PERMITTED BY LAW, THE DISTRICT HEREBY IRREVOCABLY WAIVES ANY AND ALL RIGHT TO TRIAL BY JURY IN ANY LEGAL PROCEEDING ARISING OUT OF OR RELATING TO THIS RESOLUTION OR THE CERTIFICATES OR ANY TRANSACTIONS CONTEMPLATED HEREBY.

13.07. Consent to Jurisdiction. The District hereby irrevocably submits to the non-exclusive jurisdiction of the federal district court in Saint Paul or Minneapolis or the Minnesota court sitting in Ramsey County, Minnesota in any action or proceeding arising out of or relating to this Resolution or the Certificates and irrevocably waives any objection it may now or hereafter have as to the venue of any such suit, action or proceeding brought in such court or that such court is an inconvenient forum.

13.08. Successors and Assigns. The provisions of this resolution and the Certificates shall be binding upon and inure to the benefit of the District and its successors and assigns, except that the District may not assign or otherwise transfer any of its rights or obligations hereunder or under the Certificates without the prior written consent of the 100% of the registered owners.

13.09. No Advisory or Fiduciary Responsibility. In connection with all aspects of the transaction contemplated hereby (including in connection with any amendment, waiver or other modification hereof or of any Certificate), the District acknowledges and agrees that: (a) (i) the District has consulted its own legal, accounting, tax, financial and other advisors, as applicable, to the extent it has deemed appropriate; (ii) the District is capable of evaluating, and understands and accepts, the terms, risks and conditions of the transactions contemplated hereby and by the Certificates; (b) (i) the Purchaser is acting solely as a principal, except as expressly agreed in writing by the relevant parties, has not been, is not and will not be acting as an advisor, agent or fiduciary for the District or any other person; (ii) the Purchaser has no obligation to the District with respect to the transactions contemplated hereby except those obligations expressly set forth herein; and (iii) the Purchaser and its affiliates may be engaged in a broad range of transactions

that involve interests that differ from those of the District, and the Purchaser has no obligation to disclose any of such interests to the District. To the fullest extent permitted by law, the District hereby waives and releases any claims that it may have against the Purchaser with respect to any breach or alleged breach of agency or fiduciary duty in connection with any aspect of any transaction contemplated hereby.

13.10. USA Patriot Act. The District recognizes that the Purchaser is subject to the Act (as hereinafter defined) and the District has been notified by the Purchaser, that pursuant to the requirements of the USA PATRIOT Act (Title III of Pub. L. 107-56 (signed into law October 26, 2001)) (the “Act”), the Purchaser is required to obtain, verify and record information that identifies the District, which information includes the name and address of the District and other information that will allow the Purchaser to identify the District in accordance with the Act. The District shall, promptly following a request by the Purchaser, provide all documentation and other information that the Purchaser requests in order to comply with its ongoing obligation under applicable “know your customer” and anti-money laundering rules and regulations, including the Act.

13.11. Time of the Essence. Time is of the essence of this Resolution and the Certificates.

13.12. No Personal Liability. None of the members of the Board of Commissioners of the District nor any officer, agent or employee of the District, shall be charged personally by the Purchaser with any liability, or be liable to the Purchaser under any term or provision of this Resolution, or because of its execution or attempted execution, or because of any breach or attempted or alleged breach, of this Resolution.

13.13. County Auditor’s Registration. The Clerk is hereby authorized and directed to file a certified copy of this resolution with the County Auditor of Hennepin County and to obtain from the County Auditor a certificate that the Certificates have been duly entered upon the bond register as required by law.

13.14. Proceedings. The officers of the District and the County Auditor are hereby authorized to furnish to the Purchaser and to Dorsey & Whitney LLP, the attorneys approving the legality of the issuance of the Certificates, certified copies of any resolution of the District relating thereto, and such certificates and affidavits as to other matters appearing in their official records or otherwise known to them as may be reasonably required to evidence the legality and marketability of the Certificates. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed to constitute representations and recitals of the District as to the correctness of all statements contained therein.

**SECTION 14. EXEMPTION FROM DISCLOSURE REQUIREMENTS.** The provisions of SEC Rule 15c2-12 do not apply to the Certificates because the Certificates are issued in minimum denominations of \$100,000 and meet the other requirements of paragraph (d)(1) of Rule 15c2-12. Notwithstanding the foregoing, the District shall provide to the Purchaser such information respecting the affairs, condition and/or operations, financial or otherwise, of the District as the Purchaser may from time to time reasonably request, and shall

promptly provide written notice to the Purchaser of any event which would be required to be disclosed pursuant to Rule 15c2-12.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

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

Regular Meeting – August 23, 2012

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

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

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

**1. Background Information**

The June Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Fund 06, Building Construction, total \$65,475,442, or 79.7% of the Revised Revenue Budget of \$82,141,328. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. During FY12, we are receiving cash payments at 64.3% of the entitlement. That compares to 90% in FY09, 73% in FY10, and 70% in FY11. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Fund 06, Building Construction, total \$84,324,454, or 103.1% of the Revised Expenditure Budget of \$81,786,192. This includes \$4,613,561 in unanticipated MDE Tuition Refunds that were not budgeted for. Excluding these amounts, expenditures total \$79,710,893, or 97.5% of the Revised Expenditure Budget.

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

DDA

Attachments

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

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

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

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

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

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

REPORT: EXPREV 900 REVENUE SUMMARY BY FUND - Board Report  
 DIST 0287 Intermediate District 287

STATEMENT OF REVENUE  
 ACCOUNTING PERIOD 06/01/12 TO 06/30/12

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

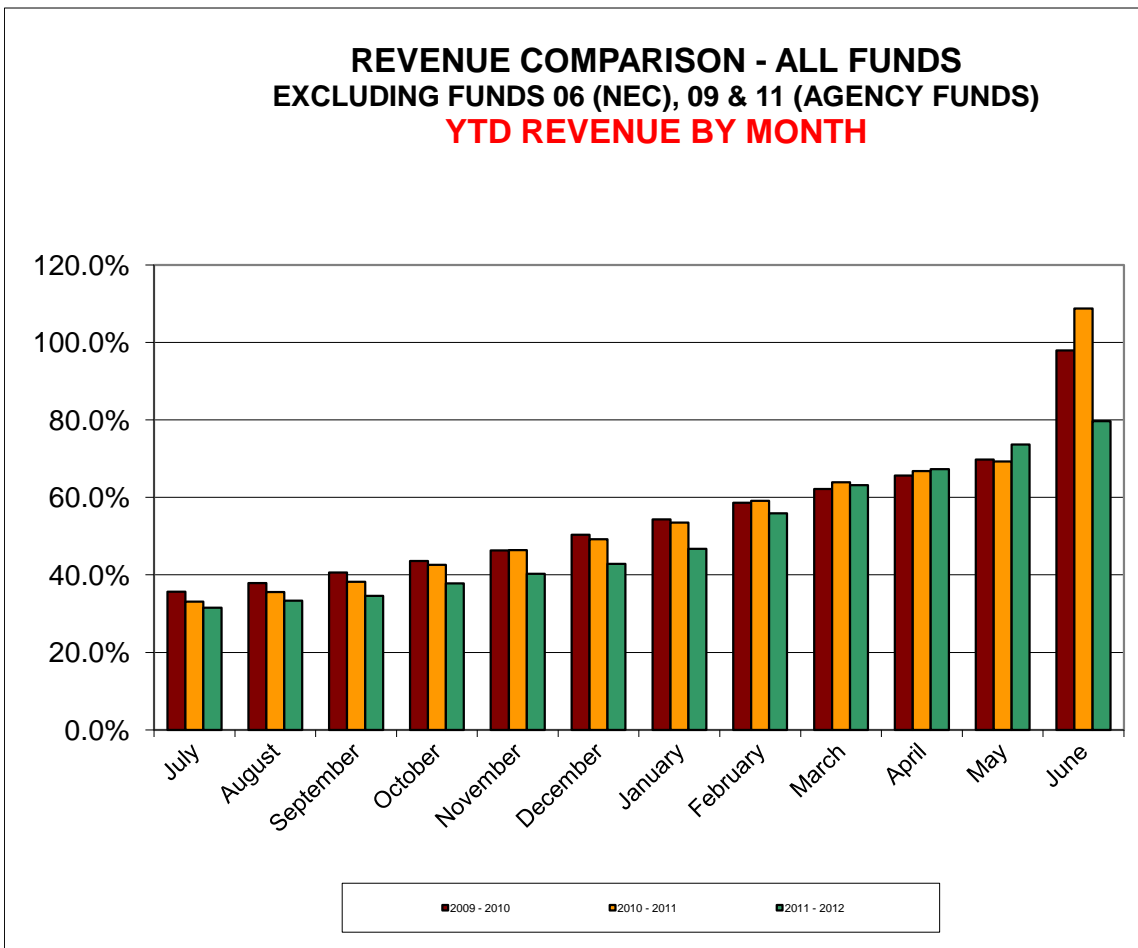
ACCOUNT RANGES: 01 TO 99-999  
 INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11

FD	PRIOR YEAR ACTUAL	REVIS BUDGET	06/01/12 06/30/12	FISCAL YEAR 201107 RECEIVED THRU 06/30/12	REMAINING ON 06/30/12	PERCENT REMAINING
01 GENERAL FUND	23,037,509.80	17,608,216	861,688.57	12,346,974.11	5,261,241.89	29.87 %
02 FOOD SERVICE FUND	326,907.87	347,815	108,985.03	335,496.89	12,318.11	3.54 %
04 COMMUNITY SERVICE FUND	245,925.96	243,971	41,427.71	235,451.05	8,519.95	3.49 %
06 BUILDING CONSTRUCTION FUND	33,993,002.67	0	55.46	43,176.26	43,176.26-	0.00 %
07 DEBT SERVICE FUND	1,505,683.26	5,520,000	0.00	1,974,091.94	3,545,908.06	64.23 %
08 TRUST FUND	443,237.92	0	54,075.80	461,225.96	461,225.96-	0.00 %
10 SCHOLARSHIP FUND	51,361.84	0	52,000.00	52,545.00	52,545.00-	0.00 %
12 ALC-ACADEMIC	8,740,579.53	9,537,420	950,997.34	9,357,035.58	180,384.42	1.89 %
13 CAREER & TECH	1,816,221.93	1,712,852	95,329.69	1,393,449.38	319,402.62	18.64 %
14 SPECIAL EDUCATION	44,947,233.21	47,137,754	2,791,558.74	38,651,732.52	8,486,021.48	18.00 %
20 INTERNAL SERVICE FUND	528,232.56	0	53,878.29	638,580.73	638,580.73-	0.00 %
30 KEYSTONE ITD	68,349.00	0	0.00	0.00	0.00	0.00 %
41 DONATIONS	633.58	0	105.00	701.45	701.45-	0.00 %
51 STUDENT CLUBS	27,711.28	33,300	4,935.65	28,157.80	5,142.20	15.44 %
*** REPORT TOTALS:	115,732,590.41	82,141,328	5,015,037.28	65,518,618.67	16,622,709.33	20.23 %

# DISTRICT 287

## REVENUE COMPARISON - ALL FUNDS EXCL. 06 (NEC), 09 & 11 (AGENCY FUNDS)

Month	2009 - 2010		2010 - 2011		2011 - 2012	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	26,328,904	35.7%	24,850,317	33.1%	25,873,696	31.5%
August	1,643,203	37.9%	1,917,864	35.6%	1,547,432	33.4%
September	1,997,224	40.6%	1,976,441	38.2%	1,014,685	34.6%
October	2,207,558	43.6%	3,267,074	42.6%	2,606,586	37.8%
November	1,982,827	46.3%	2,880,502	46.4%	2,065,709	40.3%
December	3,006,224	50.3%	2,114,810	49.2%	2,114,041	42.9%
January	2,910,074	54.3%	3,197,405	53.5%	3,139,401	46.7%
February	3,203,938	58.6%	4,262,556	59.1%	7,524,683	55.9%
March	2,630,766	62.2%	3,559,420	63.9%	5,978,317	63.1%
April	2,518,014	65.6%	2,208,715	66.8%	3,434,961	67.3%
May	3,090,652	69.8%	1,840,429	69.3%	5,160,949	73.6%
June	20,735,897	97.9%	29,664,054	108.7%	5,014,982	79.7%
<b>TOTAL</b>	<b>72,255,282</b>	<b>97.9%</b>	<b>81,739,588</b>	<b>108.7%</b>	<b>65,475,442</b>	<b>79.7%</b>
<b>BUDGET</b>	<b>73,818,687</b>		<b>75,178,488</b>		<b>82,141,328</b>	



REPORT: EXPREV 901 EXPENDITURE SUMMARY BY FUND - Board Rept  
 STATEMENT OF EXPENDITURES  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 06/01/12 TO 06/30/12

RUN: WED 81512 08:25 PAGE 1

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

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	06/01/12 06/30/12	EXPENDED THRU 06/30/12	FISCAL YEAR 201107 ENCUMBERED THRU 06/30/12	REMAINING ON 06/30/12	PERCENT REMAINING
01 GENERAL FUND	17,083,389.76	17,799,912	3,639,942.90	21,426,988.25	936,341.96	4,563,418.21-	25.63-%
02 FOOD SERVICE	326,907.87	347,815	54,565.23	332,966.65	64,931.88	50,083.53-	14.39-%
04 COMMUNITY SERVICE FUND	245,925.96	243,971	43,090.91	215,125.60	45.00	28,800.40	11.80 %
06 BUILDING CONSTRUCTION FUND	6,584,441.98	27,054,800	2,040,849.85	25,756,338.48	1,292,227.95	6,233.57	0.02 %
07 DEBT SERVICE FUND	1,501,117.32	4,326,131	2,900.00	4,332,730.63		6,599.63-	0.15-%
08 TRUST FUND	440,950.06	0	94,768.30	502,123.66		502,123.66-	0.00 %
10 SCHOLARSHIP FUND	0.00	0	0.00	7,010.18		7,010.18-	0.00 %
12 ALC-ACADEMIC	8,597,462.06	9,636,329	1,774,309.79	9,516,315.93	105,702.56	14,310.51	0.14 %
13 CAREER & TECH	1,727,372.86	1,919,807	415,227.18	1,828,248.56	6,881.03	84,677.41	4.41 %
14 SPECIAL EDUCATION	43,586,629.61	47,478,927	7,311,660.64	45,761,959.62	194,572.45	1,522,394.93	3.20 %
20 INTERNAL SERVICE FUND	404,958.04	0	35,251.08	372,925.75		372,925.75-	0.00 %
30 KEYSTONE IDT	68,349.00	0	0.00	0.00		0.00	0.00 %
51 STUDENT CLUBS	37,219.06	33,300	8,042.59	28,058.97	1,103.56	4,137.47	12.42 %
*** REPORT TOTALS:	80,604,723.58	108,840,992	15,420,608.47	110,080,792.28	2,601,806.39	3,841,606.67-	3.52-%

# DISTRICT 287

## EXPENDITURE COMPARISON - ALL FUNDS EXCL. 06 (NEC), 09 & 11 (AGENCY FUNDS)

Month	2009 - 2010		2010 - 2011		2011 - 2012	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	3,100,407	4.3%	2,997,044	4.0%	4,426,791	5.4%
August	2,090,194	7.1%	2,470,164	7.4%	3,242,009	9.4%
September	6,381,272	15.9%	6,695,052	16.4% <sup>2</sup>	6,314,818	17.1%
October	7,468,578	26.1%	7,071,964	26.0%	6,114,673	24.6%
November	6,212,868	34.7%	6,026,323	34.1%	6,924,324	33.0%
December	6,626,034	43.8%	6,049,172	42.3%	6,234,872	40.7%
January	7,212,163	53.7%	6,554,858	51.2%	6,740,058	48.9%
February	1,226,463	55.4% <sup>1</sup>	6,315,161	59.7%	8,521,079	59.3%
March	5,379,804	62.8%	5,037,604	66.5%	5,671,596	66.3%
April	6,840,093	72.1%	5,900,120	74.5%	8,378,469	76.5% <sup>3</sup>
May	5,634,133	79.9%	6,923,777	83.8%	8,376,008	86.7% <sup>4</sup>
June	12,871,609	97.6%	11,979,044	100.0%	13,379,759	103.1% <sup>5</sup>
<b>TOTAL</b>	<b>71,043,619</b>	<b>97.6%</b>	<b>74,020,282</b>	<b>100.0%</b>	<b>84,324,454</b>	<b>103.1%</b>
<b>BUDGET</b>	<b>72,817,617</b>		<b>74,008,146</b>		<b>81,786,192</b>	

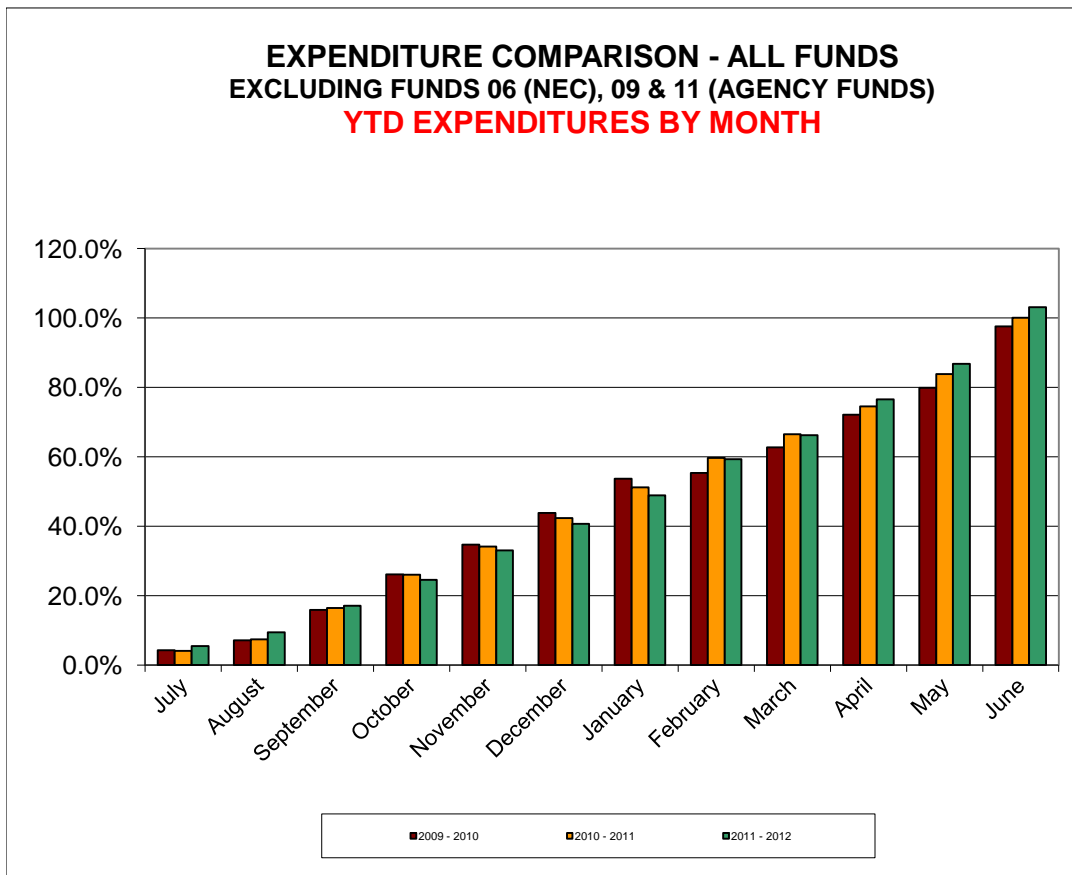
<sup>1</sup> Insurance Costing correction from 7/1/08-2/28/09

<sup>2</sup> Includes \$1,132,399.50 payment for purchase of Hosterman land

<sup>3</sup> Includes \$2,139,705.64 in MDE Tuition Refunds for prior years paid back to member districts (FY09-10)

<sup>4</sup> Includes \$531,813.67 in MDE Tuition Refunds for prior years paid back to other districts (non-member access fee)

<sup>5</sup> Includes \$1,942,041.25 in MDE Tuition Refunds for prior years paid back to other districts (FY10-11)



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*Partner in Education*

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DATE: **August 16, 2012**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- |   |                                 |
|---|---------------------------------|
| 1. Claim payments for: <b>June 2012</b>   | Totaling <b>\$ 4,969,660.33</b> |
| a) Check #'s <b>487986 - 488231, 70010370 - 70010651</b><br>and Electronic Wire Transfers out - #'s <b>2324 - 2328, 3072, 80000282- 80000296</b>  |                                 |
| 2. Payroll for: June 2012   | Totaling <b>\$ 4,374,474.12</b> |
| a) Check #'s <b>675472 - 675474, 675485-675487</b><br>b) Direct Deposit #'s <b>212447 - 213436 (Reversed), 213437 - 215047, 215591</b><br>and Electronic Wire Transfers out - #'s <b>4085</b> |                                 |
| 3. Receipts for: June 2012  | Totaling <b>\$ 4,069,792.65</b> |
| a) Receipt #'s <b>130938 - 131131</b>   |                                 |
| 4. Investments at end of month  | Totaling <b>\$ 1,838,761.54</b> |

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 Net Cash- All Accounts

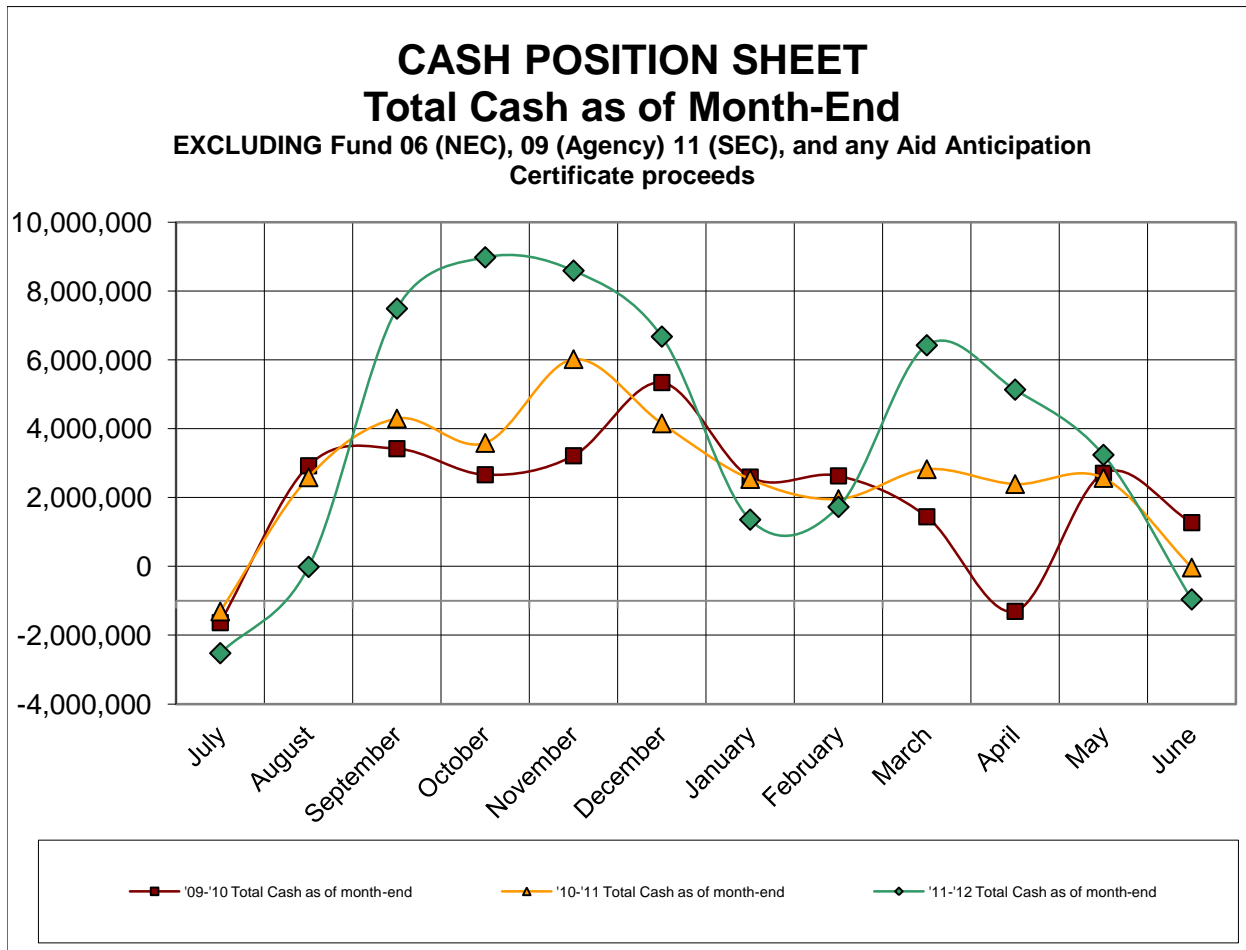
- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction)

<u>Date</u>	<u>'09-'10 Total Cash as of month-end</u>	<u>'10-'11 Total Cash as of month-end</u>	<u>'11-'12 Total Cash as of month-end</u>
July	-1,635,886	-1,311,376	-2,523,529
August	2,924,129	2,589,499	-15,086
September	3,420,767	4,297,117	7,492,933
October	2,663,437 <sup>1</sup>	3,587,135 <sup>2</sup>	8,982,957 <sup>3</sup>
November	3,215,281 <sup>1</sup>	6,023,170 <sup>2</sup>	8,595,697 <sup>3</sup>
December	5,343,251 <sup>1</sup>	4,155,869 <sup>2</sup>	6,678,835 <sup>3</sup>
January	2,595,593 <sup>1</sup>	2,536,880 <sup>2</sup>	1,358,298 <sup>3</sup>
February	2,630,541 <sup>1</sup>	1,956,153 <sup>2</sup>	1,728,796 <sup>3</sup>
March	1,441,697 <sup>1</sup>	2,824,310 <sup>2</sup>	6,426,638 <sup>3</sup>
April	-1,306,262 <sup>1</sup>	2,391,598 <sup>2</sup>	5,136,821 <sup>3</sup>
May	2,705,205 <sup>1</sup>	2,569,311 <sup>2</sup>	3,240,235 <sup>3</sup>
June	1,270,575 <sup>1</sup>	-33,370 <sup>2</sup>	-959,957 <sup>3</sup>

<sup>1</sup> excludes Aid Anticipation Certif. proceeds of \$4,902,195.65 in Oct. 2009, paid back in Sept. 2010

<sup>2</sup> excludes Aid Anticipation Certif. proceeds of \$3,601,990.60 in Oct. 2010, paid back in Sept. 2011

<sup>3</sup> excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011



**INTERMEDIATE DISTRICT 287**

**JUNE 2012 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	1,062.04	02F701 REG LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	9,146.29	02F701 FED FREE LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	4,303.43	02F705 FED BRKFST APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	455.16	02S300 STATE LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	123.60	02F705 STATE BREAKFAST APR 12
06/05/12	DHS-MMIS	MSDLAF	588895	30,828.61	THIRD PARTY BILLING
06/06/12	MN DEPT OF ED	MSDLAF	595865	7,504.47	INV#69714 TITLE III FIN#417
06/14/12	MN DEPT OF ED	MSDLAF	606070	172.13	INV#69676 SUB REIMBURSEMENT D/HH PALMBERG,G
06/19/12	DHS-MMIS	MSDLAF	616158	15.80	THIRD PARTY BILLING
06/19/12	EDUC-STATE AID	MSDLAF	621307	55,931.13	01S211 GENERAL ED AID FY1112
06/19/12	EDUC-STATE AID	MSDLAF	621307	1,672,118.80	01S360 SPECIAL ED AID FY1112
06/20/12	EDUC-FNS	MSDLAF	622920	1,162.84	02F701 REG LUNCHES MAY 12
	EDUC-FNS	MSDLAF	622920	10,179.03	02F701 FED FREE LUNCHES MAY 12
	EDUC-FNS	MSDLAF	622920	4,356.55	02F705 FED BRKFST MAY 12
	EDUC-FNS	MSDLAF	622920	498.36	02S300 STATE LUNCHES MAY 12
	EDUC-FNS	MSDLAF	622920	91.80	02F705 STATE BREAKFAST MAY 12
6/27/2012	EDUC-FNS	MSDLAF	631080	2,235.06	COMMODITIES REBATE FY11 BREN & SEC FOOD
6/28/2012	HENN TECH COLLEGE	MSDLAF	633528	29.40	INV#69713-SPIRAL BINDINGS

**MTD TOTALS** 1,800,214.50

**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
6/1/2012	MSDLAF	US BANK	2324	179.28	941 TAX ADJUSTMENT
6/15/2012	MSDLAF	BANK CARD SERVICES	2325	263.74	MERCHANT CARD FEES MAY 12
6/15/2012	MSDLAF	BANK OF MONTREAL	2326	87,180.02	P-CARDS MAY 2012
	MSDLAF	US BANK		3,627,396.38	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000282	59,025.52	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000283	403,060.27	FEDERAL TAXES
	MSDLAF	US BANK	80000284	157,130.00	EMPLOYEE & EMPLOYER 403B
	MSDLAF	MN DEPT OF REV	80000285	882,997.29	FEDERAL TAXES
	MSDLAF	EBC	80000286	236,299.23	STATE WITHHOLDING TAXES
6/29/2012	MSDLAF	US BANK		739,487.09	DIRECT DEPOSIT PAYROLL
	MSDLAF	CHS	2327	54,075.80	CHS FLEX PAYMENTS JUNE12
	MSDLAF	US BANK	2328	132.51	ARP FEE VOUCHER ACCT APR12
	MSDLAF	US BANK	80000287-291	0.00	UNISSUED
	MSDLAF	EBC	80000292	23,307.65	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000293	244,089.90	FEDERAL TAXES
	MSDLAF	US BANK	80000294	48,412.51	STATE WITHHOLDING TAXES
	MSDLAF	MN DEPT OF REV	80000295	8,473.95	EMPLOYEE & EMPLOYER 403B
	MSDLAF	EBC	80000296	22,673.87	FEDERAL TAXES
	MSDLAF	US BANK	3072	53.50	ARP FEES RECEIPT ACCT APR12
	MSDLAF	US BANK	4085	62.05	ARP FEES PAYROLL ACCT APR12

**MTD TOTALS** 6,594,300.56

**INTERMEDIATE DISTRICT 287**

**JUNE 2012 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	1,062.04	02F701 REG LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	9,146.29	02F701 FED FREE LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	4,303.43	02F705 FED BRKFST APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	455.16	02S300 STATE LUNCHES APR 12
6/1/12(5/30)	EDUC-FNS	MSDLAF	579817	123.60	02F705 STATE BREAKFAST APR 12
06/05/12	DHS-MMIS	MSDLAF	588895	30,828.61	THIRD PARTY BILLING
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06/19/12	DHS-MMIS	MSDLAF	616158	15.80	THIRD PARTY BILLING
06/19/12	EDUC-STATE AID	MSDLAF	621307	55,931.13	01S211 GENERAL ED AID FY1112
06/19/12	EDUC-STATE AID	MSDLAF	621307	1,672,118.80	01S360 SPECIAL ED AID FY1112
06/20/12	EDUC-FNS	MSDLAF	622920	1,162.84	02F701 REG LUNCHES MAY 12
	EDUC-FNS	MSDLAF	622920	10,179.03	02F701 FED FREE LUNCHES MAY 12
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6/27/2012	EDUC-FNS	MSDLAF	631080	2,235.06	COMMODITIES REBATE FY11 BREN & SEC FOOD
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**MTD TOTALS** 1,800,214.50

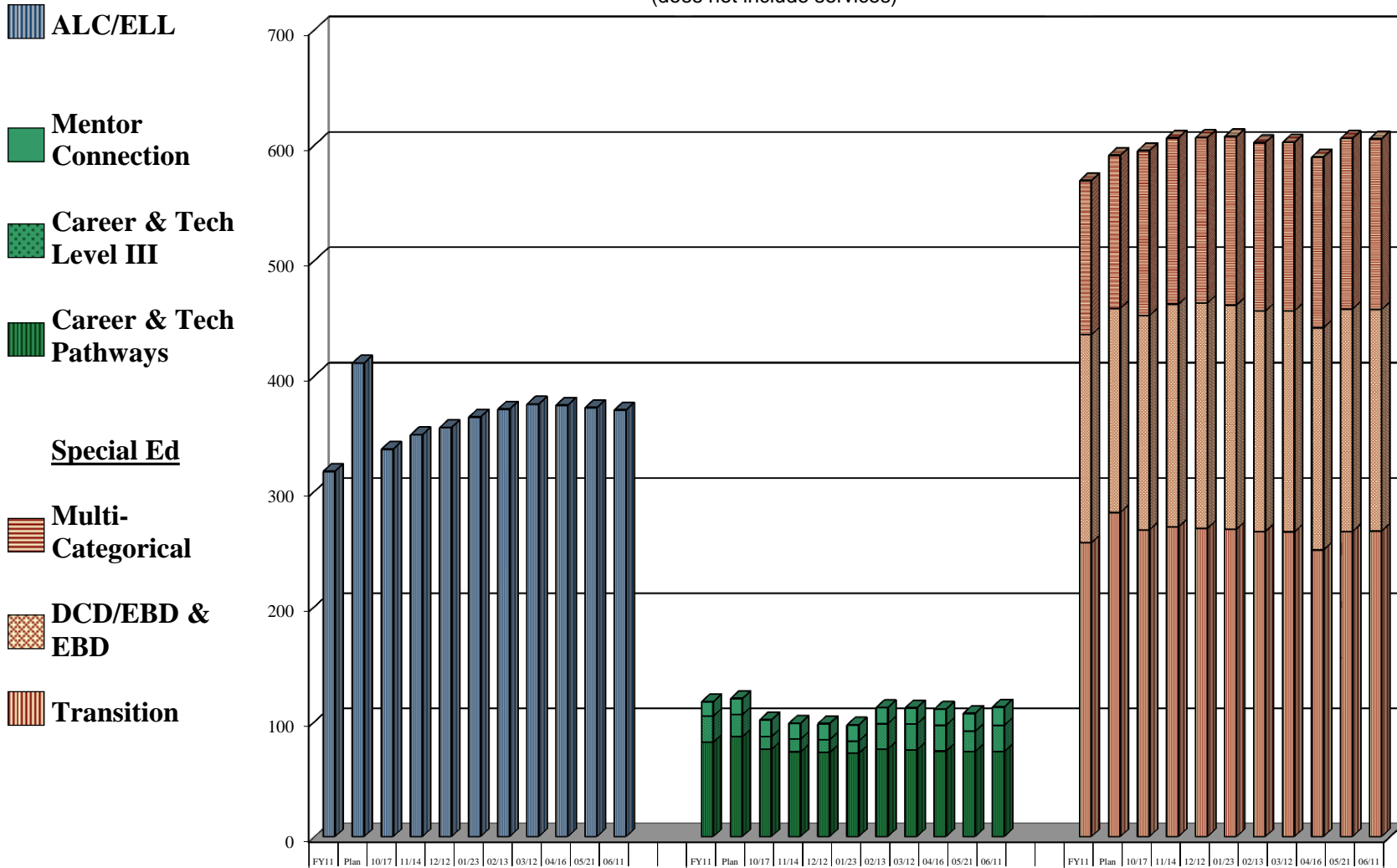
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	MSDLAF	US BANK	80000294	48,412.51	STATE WITHHOLDING TAXES
	MSDLAF	MN DEPT OF REV	80000295	8,473.95	EMPLOYEE & EMPLOYER 403B
	MSDLAF	EBC	80000296	22,673.87	FEDERAL TAXES
	MSDLAF	US BANK	3072	53.50	ARP FEES RECEIPT ACCT APR12
	MSDLAF	US BANK	4085	62.05	ARP FEES PAYROLL ACCT APR12

**MTD TOTALS** 6,594,300.56

# Intermediate District 287 2011-12 Monthly Program ADM Data by Division

(does not include services)



	ALC/ELL												CAREER & TECH												SPECIAL EDUCATION											
	FY11	Plan	10/17	11/14	12/12	01/23	02/13	03/12	04/16	05/21	06/11	FY11	Plan	10/17	11/14	12/12	01/23	02/13	03/12	04/16	05/21	06/11	FY11	Plan	10/17	11/14	12/12	01/23	02/13	03/12	04/16	05/21	06/11			
Multi-Categorical																								133.48	132.45	142.72	144.03	143.15	146.04	145.89	145.88	147.89	147.91	147.97		
DCD/EBD & EBD																								180.29	176.84	185.77	193.06	195.26	194.25	191.06	191.66	192.53	192.80	191.99		
Transition																								255.35	281.69	266.50	269.04	267.93	267.06	265.15	264.75	249.07	265.03	265.43		
Mentor Connection												12.32	13.88	14.52	13.63	13.89	13.89	13.89	13.90	13.90	15.47	15.80														
Level III												22.64	19.25	11.09	11.09	11.09	10.66	22.08	22.48	22.48	17.62	22.88														
Pathways												82.17	86.87	75.87	73.70	73.20	72.46	76.16	75.50	74.38	73.96	73.90														
ALC/ELL	317.23	411.00	336.42	348.87	355.11	364.17	371.03	375.44	374.53	372.46	370.32																									

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
2011-2012

June 2012

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
6/7/12	CHECK		\$ 122.45	AX-MAN SURPLUS STORE		EDGEWOOD	FIELD DAY
6/18/12	CHECK		\$ 28.99	BERZINS, JERRY & PATRICIA		EDGEWOOD	STUDENT CLUB
6/11/12	CHECK		\$ 200.00	FLETCHER, READUS		SEC	VECTOR
6/29/12	CHECK		\$ 50,000.00	HORST REHELbacher FOUNDATION		EPSILON	SCHOLARSHIP
6/7/12	CHECK		\$ 100.00	LAWRENCE, REBECCA		SEC	INTERSECT
6/29/12	CHECK		\$ 2,000.00	MINNETONKA ROTARY CLUB FOUNDATION		EPSILON	SCHOLARSHIP
5/23/12	CHECK		\$ 40.00	O'BRIEN, CATHERINE		EDGEWOOD	STUDENT CLUB
6/8/12	1996 HONDA ACCORD	1HGCD7151TA001775	\$ 500.00	PRESTON, JOHN		HTC/EPC	AUTOMOTIVE
6/29/12	CHECK		\$ 105.00	WELLS FARGO COMMUNITY SUPPORT		SANDBURG	GENERAL
			\$ 53,096.44				

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

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## M E M O R A N D U M

Date: July 19, 2012

To: Mae Hawkins

From: Pat Harris

**Re: YEAR END SUMMARY OF DONATIONS**

During the period July 1, 2011 through June 30, 2012 Intermediate District 287 received donations of equipment, supplies, cash and other items valued at **\$82,832.06**. This is the total of monthly compilations already provided to the Board.

PH/jt

Cc: Sandra Lewandowski

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

Regular Meeting – August 23, 2012

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORTS

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

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

**1. Background Information**

The July Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Fund 06, Building Construction, total \$23,083,377, or 28.3% of the Original Revenue Budget of \$81,503,213. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. During FY13, we are receiving cash payments at 64.3% of the entitlement. That compares to 90% in FY09, 73% in FY10, 70% in FY11, and 64.3% in FY12. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Fund 06, Building Construction, total \$3,923,243, or 4.8% of the Original Expenditure Budget of \$82,045,055.

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

DDA

Attachments

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

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

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

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

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

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

REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report  
 STATEMENT OF REVENUE  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 07/01/12 TO 07/31/12

RUN: THU 81612 15:00 PAGE 1

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

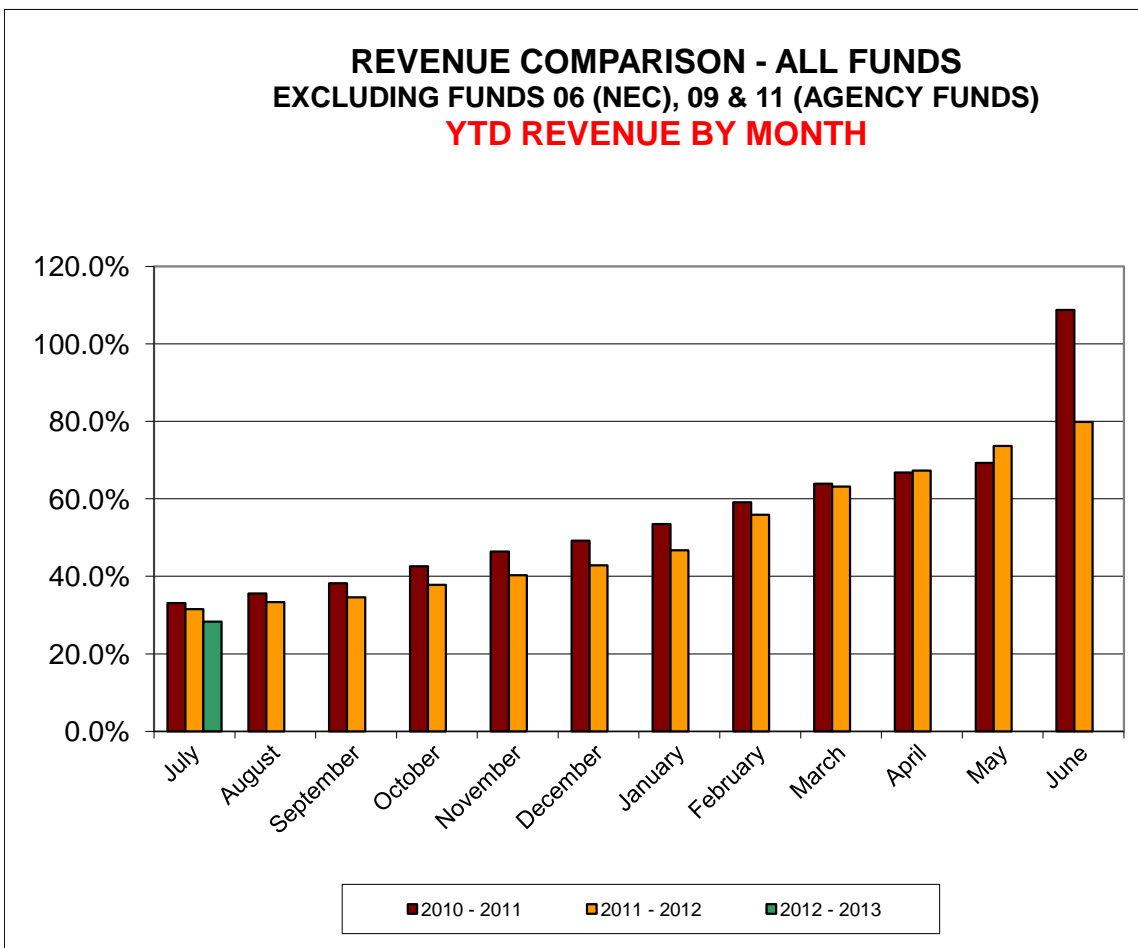
FD	PRIOR YEAR ACTUAL	FISCAL YEAR 201207			REMAINING ON 07/31/12	PERCENT REMAINING
		< - - - - - REVISED BUDGET	07/01/12 07/31/12	RECEIVED THRU 07/31/12		
01 GENERAL FUND	12,346,974.11	17,482,477	7,254,324.15	7,254,324.15	10,228,152.85	58.50 %
02 FOOD SERVICE FUND	335,496.89	504,261	0.00	0.00	504,261.00	100.00 %
04 COMMUNITY SERVICE FUND	235,451.05	220,705	5,833.43	5,833.43	214,871.57	97.35 %
06 BUILDING CONSTRUCTION FUND	43,176.26	0	0.00	0.00	0.00	0.00 %
07 DEBT SERVICE FUND	1,974,091.94	5,163,238	799,861.50	799,861.50	4,363,376.50	84.50 %
08 TRUST FUND	461,225.96	0	8,426.33	8,426.33	8,426.33	0.00 %
10 SCHOLARSHIP FUND	52,545.00	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	9,357,035.58	9,322,543	4,972,632.11	4,972,632.11	4,349,910.89	46.66 %
13 CAREER & TECH	1,393,449.38	1,822,332	1,013,577.55	1,013,577.55	808,754.45	44.38 %
14 SPECIAL EDUCATION	38,651,732.52	46,960,457	9,028,682.21	9,028,682.21	37,931,774.79	80.77 %
20 INTERNAL SERVICE FUND	669,658.66	0	0.00	0.00	0.00	0.00 %
41 DONATIONS	701.45	0	0.00	0.00	0.00	0.00 %
51 STUDENT CLUBS	28,157.80	27,200	0.00	0.00	27,200.00	100.00 %
*** REPORT TOTALS:	65,549,696.60	81,503,213	23,083,337.28	23,083,337.28	58,419,875.72	71.67 %

## DISTRICT 287

### REVENUE COMPARISON

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

Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$	%	\$	%	\$	%
	Amount	of Budget	Amount	of Budget	Amount	of Budget
July	24,850,317	33.1%	25,873,696	31.5%	23,083,377	28.3%
August	1,917,864	35.6%	1,547,432	33.4%		
September	1,976,441	38.2%	1,014,685	34.6%		
October	3,267,074	42.6%	2,606,586	37.8%		
November	2,880,502	46.4%	2,065,709	40.3%		
December	2,114,810	49.2%	2,114,041	42.9%		
January	3,197,405	53.5%	3,139,401	46.7%		
February	4,262,556	59.1%	7,524,683	55.9%		
March	3,559,420	63.9%	5,978,317	63.1%		
April	2,208,715	66.8%	3,434,961	67.3%		
May	1,840,429	69.3%	5,160,949	73.6%		
June	29,664,054	108.7%	5,089,237	79.8%		
<b>TOTAL</b>	<b>81,739,588</b>	<b>108.7%</b>	<b>65,549,697</b>	<b>79.8%</b>	<b>23,083,377</b>	<b>28.3%</b>
<b>BUDGET</b>	<b>75,178,488</b>		<b>82,141,328</b>		<b>81,503,213</b>	



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept  
 STATEMENT OF EXPENDITURES  
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 07/01/12 TO 07/31/12

RUN: THU 81612 15:00 PAGE 1

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

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	07/01/12 TO 07/31/12	EXPENDED THRU 07/31/12	FISCAL YEAR 201207 ENCUMBERED THRU 07/31/12	REMAINING ON 07/31/12	PERCENT REMAINING
01 GENERAL FUND	21,451,198.93	18,545,623	1,575,056.75	1,575,056.75	3,015,222.03	13,955,344.22	75.24 %
02 FOOD SERVICE	332,842.82	504,261	9,256.69	9,256.69	70,771.20	424,233.11	84.12 %
04 COMMUNITY SERVICE FUND	215,125.60	220,705	16,573.22	16,573.22	180.00	203,951.78	92.40 %
06 BUILDING CONSTRUCTION FUND	25,756,338.48	0	0.00	0.00	1,292,227.95	1,292,227.95-	0.00 %
07 DEBT SERVICE FUND	4,332,730.63	3,969,369	1,114,076.88	1,114,076.88		2,855,292.12	71.93 %
08 TRUST FUND	502,123.66	0	8,426.33	8,426.33		8,426.33-	0.00 %
10 SCHOLARSHIP FUND	7,010.18	0	0.00	0.00		0.00	0.00 %
12 ALC-ACADEMIC	9,517,090.10	9,322,543	373,258.80	373,258.80	485,154.83	8,464,129.37	90.79 %
13 CAREER & TECH	1,909,514.80	1,876,852	34,265.42	34,265.42	6,863.78	1,835,722.80	97.80 %
14 SPECIAL EDUCATION	46,124,202.71	47,578,502	792,329.40	792,329.40	953,383.13	45,832,789.47	96.33 %
20 INTERNAL SERVICE FUND	457,010.40	0	0.00	0.00		0.00	0.00 %
51 STUDENT CLUBS	28,058.97	27,200	0.00	0.00	2,703.56	24,496.44	90.06 %
*** REPORT TOTALS:	110,633,247.28	82,045,055	3,923,243.49	3,923,243.49	5,826,506.48	72,295,305.03	88.11 %

## DISTRICT 287

### EXPENDITURE COMPARISON

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

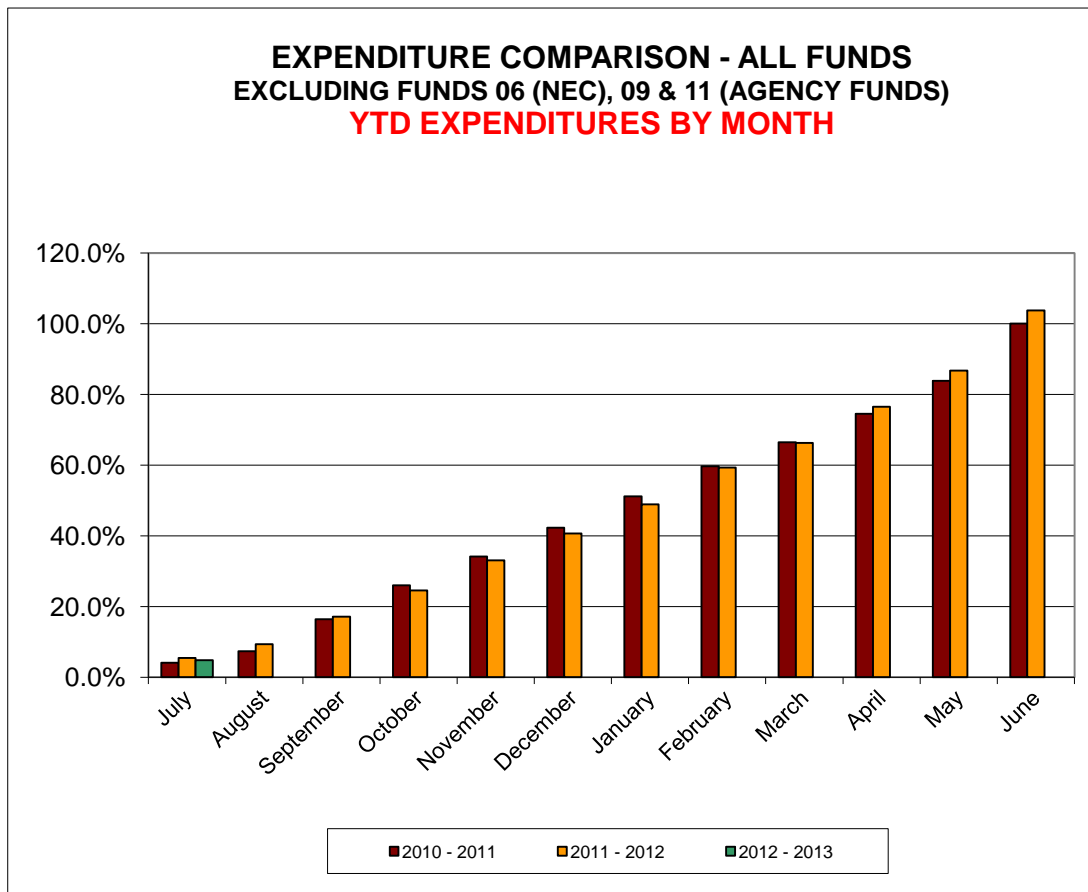
Month	2010 - 2011		2011 - 2012		2012 - 2013	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,997,044	4.0%	4,426,791	5.4%	3,923,243	4.8%
August	2,470,164	7.4%	3,242,009	9.4%		
September	6,695,052	16.4% <sup>1</sup>	6,314,818	17.1%		
October	7,071,964	26.0%	6,114,673	24.6%		
November	6,026,323	34.1%	6,924,324	33.0%		
December	6,049,172	42.3%	6,234,872	40.7%		
January	6,554,858	51.2%	6,740,058	48.9%		
February	6,315,161	59.7%	8,521,079	59.3%		
March	5,037,604	66.5%	5,671,596	66.3%		
April	5,900,120	74.5%	8,378,469	76.5% <sup>2</sup>		
May	6,923,777	83.8%	8,376,008	86.7% <sup>3</sup>		
June	11,979,044	100.0%	13,932,214	103.8% <sup>4</sup>		
<b>TOTAL</b>	<b>74,020,282</b>	<b>100.0%</b>	<b>84,876,909</b>	<b>103.8%</b>	<b>3,923,243</b>	<b>4.8%</b>
<b>BUDGET</b>	<b>74,008,146</b>		<b>81,786,192</b>		<b>82,045,055</b>	

<sup>1</sup> Includes \$1,132,399.50 payment for purchase of Hosterman land

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

<sup>3</sup> Includes \$531,813.67 in MDE Tuition Refunds for prior years paid back to other districts (non-member access fee)

<sup>4</sup> Includes \$1,942,041.25 in MDE Tuition Refunds for prior years paid back to other districts (FY10-11)



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*Partner in Education*

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DATE: **August 16, 2012**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- |   |                                 |
|---|---------------------------------|
| 1. Claim payments for: <b>July 2012</b>   | Totaling <u>\$ 6,066,181.75</u> |
| a) Check #'s 488232 - 488522, 70010652 - 70010771<br>and Electronic Wire Transfers out - #'s 2329 - 2338, 3073, 80000297- 80000306                    |                                 |
| 2. Payroll for: July 2012   | Totaling <u>\$ 1,523,405.75</u> |
| a) Check #'s 675475 - 675478, 675488-675528<br>b) Direct Deposit #'s 215048 - 215319, 215592 - 216764<br>and Electronic Wire Transfers out - #'s 4086 |                                 |
| 3. Receipts for: July 2012  | Totaling <u>\$ 6,166,320.84</u> |
| a) Receipt #'s 131150 - 131229<br>(131132 - 131149 set aside for remaining 6/30 activity)   |                                 |
| 4. Investments at end of month  | Totaling <u>\$ 485,761.54</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 Net Cash- All Accounts

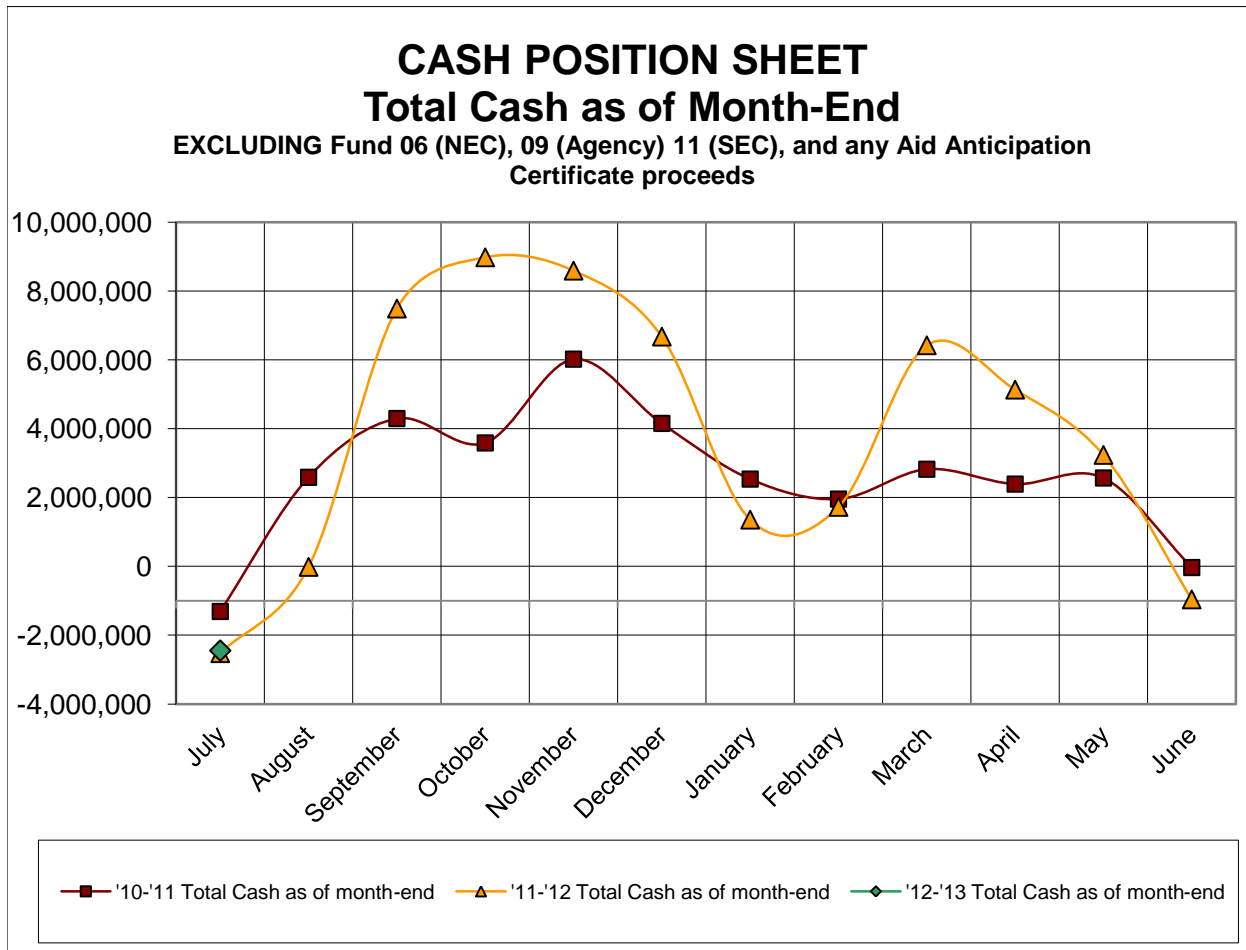
- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction FY10-11)

<u>Date</u>	<u>'10-'11 Total Cash as of month-end</u>		<u>'11-'12 Total Cash as of month-end</u>		<u>'12-'13 Total Cash as of month-end</u>
July	-1,311,376	<sup>1</sup>	-2,523,529	<sup>2,3</sup>	-2,447,118
August	2,589,499	<sup>1</sup>	-15,086	<sup>2,3</sup>	
September	4,297,117		7,492,933	<sup>3</sup>	
October	3,587,135	<sup>2</sup>	8,982,957	<sup>3</sup>	
November	6,023,170	<sup>2</sup>	8,595,697	<sup>3</sup>	
December	4,155,869	<sup>2</sup>	6,678,835	<sup>3</sup>	
January	2,536,880	<sup>2</sup>	1,358,298	<sup>3</sup>	
February	1,956,153	<sup>2</sup>	1,728,796	<sup>3</sup>	
March	2,824,310	<sup>2</sup>	6,426,638	<sup>3</sup>	
April	2,391,598	<sup>2</sup>	5,136,821	<sup>3</sup>	
May	2,569,311	<sup>2</sup>	3,240,235	<sup>3</sup>	
June	-33,370	<sup>2</sup>	-959,957	<sup>3</sup>	

<sup>1</sup> excludes Aid Anticipation Certif. proceeds of \$4,902,195.65 in Oct. 2009, paid back in Sept. 2010

<sup>2</sup> excludes Aid Anticipation Certif. proceeds of \$3,601,990.60 in Oct. 2010, paid back in Sept. 2011

<sup>3</sup> excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011



**INTERMEDIATE DISTRICT 287**  
**JULY 2012 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
07/03/12	DHS-MMIS	MSDLAF	641024	80,103.74	DHS-MMIS THIRD PARTY BILLING (6/30)
07/12/12	EDUC STATE AID	MSDLAF	659129	1,619,900.94	01S360 SPED AID FY12-13
07/16/12	EDUC-VENDOR PYMTS	MSDLAF	662663	172.13	INV#69730 MN DEPT OF ED SUB REIMBURSEMENT
07/17/12	DHS-MMIS	MSDLAF	666443	240.27	DHS-MMIS THIRD PARTY BILLING (6/30)
07/18/12	EDUC-FEDERAL AID	MSDLAF	673134	25,525.60	INV#69777 EDUCATION JOBS FIN152
	EDUC-FEDERAL AID	MSDLAF	673134	43,998.53	INV#69778 EDUCATION JOBS FIN152
	EDUC-FEDERAL AID	MSDLAF	673134	35,203.40	INV#69779 EDUCATION JOBS FIN152
	EDUC-FEDERAL AID	MSDLAF	673134	148,306.00	INV#69780 EDUCATION JOBS FIN152
	EDUC-FNS	MSDLAF	673134	269.36	INV#69849 02F701 REG LUNCHES JUNE 12
	EDUC-FNS	MSDLAF	673134	2,258.90	INV#69849 02F701 FED FREE & RED LUNCHES JUNE 12
	EDUC-FNS	MSDLAF	673134	1,012.19	INV#69849 02F705 FED BREAKFAST JUNE 12
	EDUC-FNS	MSDLAF	673134	115.44	INV#69849 02F705-300 STATE LUNCHES JUNE 12
	EDUC-FNS	MSDLAF	673134	32.10	INV#69849 02S300 STATE BREAKFAST JUNE 12
07/23/12	PERPICH CTR ARTS ED	MSDLAF	679097	18,055.00	INV#69786 PERPICH CTR
	MATH & SCIENCE	MSDLAF	679097	436,187.81	INV#69781 MATH & SCIENCE PARTNERSHIP
07/25/12	EDUC-FEDERAL AID	MSDLAF	682301	19,718.23	INV#69808 TITLE III
07/27/12	EDUC STATE AID	MSDLAF	685927	172,282.03	01S211 ONLINE LEARNING FY1112
	EDUC STATE AID	MSDLAF	685927	94,160.80	01S211 GEN ED AID FY1213
<b>MTD TOTALS</b>				<b>2,697,542.47</b>	

**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
7/15/2012	MSDLAF	BANK CARD SERVICES	2329	138.83	MERCHANT CARD FEES JUNE 12
	MSDLAF	BANK OF MONTREAL	2330	49,661.27	P-CARDS JUNE 2012
	MSDLAF	WELLS FARGO	2331	3,926.62	LEASE PAYMENT FOR NPLH APT
	MSDLAF	US BANK		184,817.60	DIRECT DEPOSIT PAYROLL 6/30 WAREHOUSE
	MSDLAF	US BANK		530,591.36	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000297	13,390.14	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000298	154,693.60	FEDERAL TAXES
	MSDLAF	US BANK	80000299	40,862.40	STATE WITHHOLDING TAXES
	MSDLAF	MN DEPT OF REV	80000300	4,371.96	EMPLOYEE & EMPLOYER 403B
	MSDLAF	EBC	80000301	77,086.79	FEDERAL TAXES
7/31/2012	MSDLAF	US BANK		184,817.46	DIRECT DEPOSIT PAYROLL 6/30 WAREHOUSE
	MSDLAF	US BANK		587,254.47	DIRECT DEPOSIT PAYROLL
	MSDLAF	US BANK	2332	118.68	ARP FEE VOUCHER ACCT MAY12 (6/30)
	MSDLAF	US BANK	2333	69,121.88	US BANK
	MSDLAF	US BANK	2334	690,773.12	US BANK
	MSDLAF	CHS	2335	49,118.83	CHS FLEX PAYMENTS JULY12
	MSDLAF	WELLS FARGO	2336	149,255.00	WELLS FARGO BROKERAGE
	MSDLAF	EBC	2337	247,247.21	EMPLOYEE & EMPLOYER 403B RETIREES
	MSDLAF	ING	2338	162,680.07	MN STATE RETIREMENT SYSTEM
	MSDLAF	EBC	80000302	14,229.42	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000303	166,453.23	FEDERAL TAXES
	MSDLAF	US BANK	80000304	43,510.84	STATE WITHHOLDING TAXES
	MSDLAF	MN DEPT OF REV	80000305	4,820.88	EMPLOYEE & EMPLOYER 403B
	MSDLAF	EBC	80000306	80,811.43	FEDERAL TAXES
	MSDLAF	US BANK	3073	139.98	ARP FEES RECEIPT ACCT MAY12 (6/30)
	MSDLAF	US BANK	4086	69.27	ARP FEES PAYROLL ACCT MAY12 (6/30)
<b>MTD TOTALS</b>				<b>3,509,962.34</b>	

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2012-2013**

July 2012

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	CAMPUS
7/31/2012	4 HILL ROM HOSPITAL BEDS		\$ 2,000.00	NORTH MEMORIAL HEALTH CARE		NEC	CAREER & TECH ED
			\$ 2,000.00				

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

**Regular Meeting – August 23, 2012**

**AGENDA SECTION: ADMINISTRATIVE SERVICES REPORT**

**ITEM: Appointment of Assistant Treasurer and Authorization for Payment of Claims**

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

**1. Background Information**

Appoint *Mae Hawkins* as Assistant Treasurer for July 1, 2012 – December 31, 2012.

Consistent with the above appointment, the School Board annually appoints a business administrator or her designate, is authorized to sign investment and collateral documents on behalf of the District. Investment transactions and collateral activity will be reported to the Board. Furthermore, the School Board may delegate the authority to administration to pay a claim that cannot be deferred until the next Board meeting. The Board authorizes the Assistant Treasurer, or their designate to pay claims prior to board approval with the understanding that they will be acted upon at the next board meeting.

Reference: MN Statute 123B.14 (1)  
MN Statute 123B.02 (18)

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

**3. RECOMMENDED ACTION: Board approves to Appoint *Mae Hawkins* as Appointment of Assistant Treasurer and Authorization for Payment of Claims July 1, 2012 – December 31, 2012 as presented.**

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

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

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

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

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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DATE: August 23, 2012

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Appointment of Assistant Treasurer & Authorization for Payment of Claims*

#### **RECOMMENDATION:**

Appoint *Mae Hawkins* as Assistant Treasurer for July 1, 2012 – December 31, 2012.

Consistent with the above appointment, the School Board annually appoints a business administrator or her designate, is authorized to sign investment and collateral documents on behalf of the District. Investment transactions and collateral activity will be reported to the Board. Furthermore, the School Board may delegate the authority to administration to pay a claim that cannot be deferred until the next Board meeting. The Board authorizes the Assistant Treasurer, or their designate to pay claims prior to board approval with the understanding that they will be acted upon at the next board meeting.

Reference: MN Statute 123B.14 (1)  
MN Statute 123B.02 (18)



June 26, 2012

Linda Rees  
Communication Liaison  
Intermediate District 287  
1820 Xenium Lane  
Plymouth, MN 55441

Dear Linda:

Congratulations! Judging of NSPRA's 2012 Publications and Electronic Media Contest has been completed and I am delighted to announce that you have won the following:

**Award of Excellence** — For the entry: *Responsive. Innovative. Solutions.*

Award of Excellence winners will be receiving plaques by mail by July 31, 2012. Certificates for Merit and Honorable Mention are enclosed with this letter.

There were 701 entries in this year's contest. In the publications' portion, there were 537 entries; 105 received Awards of Excellence, 124 received Awards of Merit and 151 received Awards of Honorable Mention. In the audio/visual portion, there were 98 entries; 13 received Awards of Excellence, 31 received Awards of Merit and 41 received Awards of Honorable Mention. For web sites, there were 66 entries; two received Award of Excellence, six received Awards of Merit, and ten received Awards of Honorable Mention. The publications that received Awards of Excellence will be on display in the Publications Exchange Center at the NSPRA National Seminar in Chicago, Illinois, from July 8 – July 11, 2012. You are highly encouraged to send 150 copies of your winning publication(s) for display (please see enclosed instructions).

Extra plaques can be ordered for \$55.00 (\$65.00 if plaques are to be shipped to Canada); extra certificates are \$15.00. To order, send a check (all orders must be prepaid) along with a copy of your certificate(s) or this letter.

A copy of the list of winners will be posted on our web site ([www.nspira.org](http://www.nspira.org)) in the section titled Awards, Contests and Scholarships.

Again, congratulations on your award and thank you for entering this year's contest. We look forward to your participation again next year.

Cordially,

Richard D. Bagin, APR  
Executive Director

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Top Things to Know about Back to School, Fall 2012

We are eager to begin the school year with many new programs, services, people, and facilities! But even as we highlight the new, we still hold strong to the four priority areas that have guided our work for the past several years. Below are a few highlights in each of those areas.

### Innovation

*North Education Center (NEC) “Designed for Learning.”* NEC is an innovative facility in design and construction. Fifty-six classrooms, two new playgrounds, dividable gymnasium, state of the art lighting system, geo-thermal heating and cooling system, culinary arts lab/classroom, full science classroom, raised bed gardens for students, outside basketball court, and many more features have been included in this new school. The demountable wall system, DIRTT (Do It Right This Time), comprises nearly all the classroom walls, providing flexibility to meet student needs. As we near completion for the August 23 ribbon-cutting, two staff have been hired for facility operation, we have passed inspection for the day care license, we are certified to prepare and serve food, and we now have a “certificate of occupancy.”



*Innovation report card published.* We published our first annual report card about our efforts to cultivate and measure innovation. The report card includes our statement of Innovation Principles that guide decision-making as well as data on 18 measures of innovation.

### Performance

*Rock Star emphasis.* We are beginning a second generation of emphasis on employee performance, going beyond settling for merely acceptable performance because, as Superintendent Lewandowski has stated, “every student deserves a rock star.” We will put systems in place to help highlight great teaching and assist everyone to achieve a high uniform standard of performance. An important feature of our comprehensive professional development model will be enhanced by having three in-house certified trainers in the Process Communication Model (PCM).

*New Human Resources supports.* Human Resources (1) has created a monthly training opportunity for administrators to learn about and ensure compliance with state and federal laws, as well as share best practices related to staff supervision, and (2) will be providing additional supports for staff experiencing communication issues or workplace conflict by offering facilitated discussions with a neutral facilitator.

*External and internal customer service.* A new effort related to the customer focus of our strategic plan will gather more frequent feedback from member district contacts. In addition to the Conditions of Satisfaction annual review we also will send short electronic satisfaction surveys to member contacts according to a sampling methodology. While all district departments will gain information on external customers, the administrative services will also survey internal district customers.

*Minnesota Department of Education (MDE) monitoring for high performance.* The Special Education division is scheduled for a mandatory MDE student record review this year. Three staff will receive training to provide guidance in our review of our own special education files. Stakeholder surveys from families, general education providers, special education providers, and special education paraprofessionals will be completed by April 1, 2013. The onsite visit from MDE will occur in 2014-15.

## Instruction

*Emphasis on standards based IEPs.* The district has a goal for all K-12 students with reading needs, identified through their Individualized Education Program (IEP), to have a Standards-Based IEP. Research and experience demonstrates that education of children with disabilities can be more effective by having high expectations and ensuring access to the general curriculum (standards) to the maximum extent possible. A Standards-based IEP has the potential to increase engagement and achievement and provide the bridge to work towards meeting the state reading and math standards.

*Raising the graduation rate.* We will continue to play a significant role in the regional effort to raise the graduation rate in Hennepin County, by (1) convening Superintendents, County Commissioners, and other policy leaders to identify steps to achieve the collective graduation goal, and (2) coordinating work to eradicate the cross-system barriers to graduation, such as adopting common graduation requirements. Furthermore, we will even more vigorously apply the elements of effective programming identified through this initiative in the ALC programs that we manage.



*New hires better reflect student population.* We have achieved a 400% increase in licensed staff of color between the 2011-12 and 2012-13 school years.

*Anticipated enrollment reflects earlier staffing and facilities planning.* We are holding steady with student planning numbers in all special education programs, and some programs at North Education Center close to capacity. In Care & Treatment (C&T) programs we ended last year with over 1200 enrollments, averaging about 200 students in any given week. This year we anticipate an increase of students in some of our C&T educational programs (i.e., Prairie Care Edina and Headway Academy) due to the expansion of the related treatment programs. Early indicators of enrollment for the ALC and Career & Technical Education programs confirm the planned growth.

## Technology

*Personalized learning.* We are investing in leveraging technology to truly personalize learning by designing a system that provides an array of digital curriculum to offer students and teachers high quality instructional materials and greater choice. Our plan is to build all of the necessary components this year so that we will be able to open a pilot ALC program in 2013-2014.

*MN Studies electronic curriculum.* On behalf of 12 school districts we are coordinating an electronic curriculum for the new MN Studies standards that will be taught in grade 6 beginning 2013-2014. The course is ready to be piloted this year and will be available to all districts after the pilot year, saving individual district individual development and print curriculum purchase.

*Technology for higher performance.* Technology installed across the district is helping us all do our jobs better: (1)The COPS Grant with City of Brooklyn Park helped fund numerous cameras and card-readers at the Edgewood and Northwest Tech Centers, providing a higher level of security for protection of site and staff and allowing for verification of student or staff actions in an incident. (2)There is increased automation of time-keeping and time-tracking with implementation of TIES MyTime and key card readers. (3)Over the summer the tech department has deployed 267 new computers for staff and students. (4)At NEC, many state-of-the-art technology systems have been installed and are fully operational. These include a Data Center with four physical servers and 20 terabytes of storage and 54 classrooms with an integrated A/V system that can be controlled by the teacher's computer. In addition there is Data Center Redundancy so that SEC and NEC can both serve as failover sites in the event of a disaster.

**RESOLUTION TO ISSUE DIPLOMAS TO ALC STUDENTS PURSUANT TO  
MINNESOTA STATUTES SECTION 123A.06**

**WHEREAS**, Intermediate District 287 has facilitated the Hennepin County Dropout Initiative, an effort designed to decrease school dropout rates throughout Hennepin County; and

**WHEREAS**, the Initiative has identified several systemic barriers to graduation, one of which is the differing credit requirements established by districts and the effect of this on area learning center (ALC) students (who most likely have moved frequently and/or dropped out of school at least once); and

**WHEREAS**, District 287 has analyzed the graduation requirements of 16 metro area districts and found that they vary widely in the number of years students must take certain subjects, the number and type of electives required, and the total class time required to satisfy districts' requirements; and

**WHEREAS**, the State of Minnesota has established graduation requirements of 21.5 year-long credits over four years to earn a high school diploma; and

**WHEREAS**, Minnesota Statutes § 123A.06, Subd. 4 provides: "Upon successful completion of the area learning center program, a pupil is entitled to receive a high school diploma. The pupil may elect to receive a diploma from either the district of residence or the district in which the area learning center is located;" and

**WHEREAS**, Minnesota law provides area learning centers with the statutory authority to define successful completion; and

**WHEREAS**, the Minnesota Department of Education has endorsed the idea of individual districts working together to agree upon a set of graduation requirements that would entitle an ALC student to a diploma from any one of those individual districts, rather than continuing a practice of ALCs trying to accommodate dozens of differing graduation requirements for students; and

**WHEREAS**, such an agreement would remove a significant barrier to the ability of ALC students to earn a high school diploma and have an impact on the dropout rate in Hennepin County.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. ALC sites managed by Intermediate District 287 will design a program that meets state requirements so that diplomas may be awarded to students successfully completing these requirements by the independent district in which the 287 program is geographically located, provided there exists an agreement between Intermediate District 287 and that district; and

Intermediate District 287 will also continue to offer the option to students to receive a diploma from his or her district of residence by providing coursework to meet that district's particular requirements.

Whereupon said Resolution was declared duly passed and adopted.

WITNESS my hand officially as such recording officer this 23<sup>rd</sup> day of August, 2012.

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School District Clerk

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Graduation Incentives (GI)

From the State-Approved Alternative Programs Resource Guide  
(Revised August 2011)

A student under the age of 21 must meet one of the following legislative criteria to be eligible to choose a non-traditional education program:

1. Performs substantially **below the performance level** for pupils of the same age in a locally determined achievement test.
2. Is **behind** in satisfactorily completing coursework or **obtaining credits for graduation.**
3. Is **pregnant or is a parent.**
4. Has been **assessed as chemically dependent.**
5. Has been **excluded or expelled.**
6. Has been **referred by a school district** for enrollment in an eligible program.
7. Is a victim of **physical or sexual abuse.**
8. Has experienced **mental health problems.**
9. Has experienced **homelessness** sometime within six months before requesting a transfer to an eligible program.
10. Speaks **English as a second language** or has **limited English proficiency.**
11. Has **withdrawn from school** or has been **chronically truant.**
12. Is being treated in a hospital in the seven-county metropolitan area for cancer or other **life-threatening illness or is the sibling** of an eligible pupil who is currently being treated, and resides with the pupil's family at least 60 miles beyond the outside boundary of the seven-county metropolitan area.

# Innovation Report Card

2011-2012



Innovative organizations purposefully encourage and measure innovation.

The indicators of innovation in this report are most often used in private sector endeavors\*; but at Intermediate District 287, we think they apply to us. Because our strategic plan charges us to be innovative, we have applied these indicators to our educational efforts

We are eager to present our first annual report on how we intentionally are tying our efforts to specific measures of a culture of innovation. This is exciting work for our district as we explore how to create the best conditions to provide responsive, innovative solutions for our members.

\*Indicators of innovation in all measurement areas are adapted from the Corporate Innovation Scorecard discussed in *Fostering and Measuring Innovation* (February 2009), Hanover Research Council, Washington, D.C., pp. 9-12.

Intermediate District 287  
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RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTERMEDIATE DISTRICT 287  
INNOVATION REPORT CARD  
2011-2012

# Innovation Report Card

2011-2012

1820 Xenium Lane  
Plymouth, MN 55441  
763.559.3535  
[www.district287.org](http://www.district287.org)

Intermediate District 287  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

# 1

## Measures of Commitment to Innovation

Indicators of Innovation	How We Measure Up
1 Budget specifically devoted towards the development of new products, services, processes or roles.	A district-wide equivalent of 2.8 FTE was assigned to provide innovation/technology coaches in all sites. A specific Strategic Planning budget of \$127,800 supported training and seed money for projects to achieve the mission. In addition, \$70,000 was targeted for Itinerant Services to support a change through remote service delivery.
2 Percentage of senior management goals that emphasize innovation.	All administrators target innovation as one of their four goals. Innovation, therefore, comprises 25% of the specific effort for which administrators provide evidence that relates to their variable pay.
3 Mechanism for compensating or rewarding employees for quality innovation.	An employee recognition program has begun that seeks to recognize the extent to which employees have been innovative, responsive, and provided solutions. The monthly award provides up to one day to work on a project of the individual's choosing.
4 Percentage of senior management roles that require motivating and facilitating innovation in the role description.	100% of administrator job descriptions contain this explicit reference to innovation: <i>Foster a culture of innovation and facilitate action on innovative ideas in order to achieve our mission.</i> Administrative decision-making is guided by our Principles of Innovation (as listed in gray box on right panel).

# 2

## Measures of Innovation Output & Collaboration

Indicators of Innovation	How We Measure Up
1 Total number of new products, services or processes developed.	In the 2011-2012 school year, we implemented 101 new projects that helped students learn more effectively and helped staff work more efficiently. An online tracking system is used to monitor, manage, and collaborate on all innovation projects.
2 Number of new products, services, or processes resulting from inter-unit collaboration, at least at program level.	Of the 101 total innovation projects implemented, 54 involved inter-unit collaboration, where participants worked with others outside of their immediate group.
3 Number of new products, services, or processes resulting from collaboration with outside organizations other than member districts.	Of the 101 innovation projects implemented, 12 resulted from collaboration with outside organizations.
4 Number of products, services, or processes co-created with member districts.	Of the 101 innovation projects implemented, 1 was co-created with member districts.

# 3

## Measures of a Culture of Change

Indicators of Innovation	How We Measure Up
1 Hours of training / mentoring received by employees on new technologies, processes.	The district's After School Learning Series hosted 22 hours of training on new technologies and processes for 161 staff. In addition, countless hours were devoted at the site and program levels through the embedded staff development of the innovation/technology coaches. One of the more visible successes was the deployment of Google apps for education for which the innovation coaches provided significant individual and group training, estimated several hundred hours.
2 Institutionalized mechanisms for peer knowledge sharing.	Peer knowledge sharing has been institutionalized primarily through the Professional Learning Community structure which is recognized as the district's overall accountability structure for student achievement. The Curriculum/Professional groups have provided an additional venue for networking. The Innovation Forum has offered an electronic means for 24/7 problem solving and support, and the network of innovation/technology and reading coaches has directly supported staff at all sites to encourage best practice diffusion.

# 4

## Measures of Market Success

Indicators of Innovation	How We Measure Up
1 Percentage of revenues from products or services that did not exist 2 years ago.	The % of total revenue from products and services that did not exist two years ago is 2.67%. This includes new programs and well as products such as the iPad Apps developed by the district.
2 Percentage of revenues from geographies and/or customers that did not exist 2 years ago.	The % revenues from geographies and customers that did not exist 2 years ago is 1.97%. This includes new Care and Treatment programs as well as the Area Learning Center expansion through ALC Plus.
3 Identifiable cost savings through the culture of innovation.	Numerous innovation projects resulted in identifiable cost savings. For example, our shift from vendor digital content to district-created digital content has resulted in significant reductions in vendor content expenditures. Implementing Google Apps for Education has resulted in significant reductions in driving, printing, and meeting costs. These savings resulting from intentional efforts at innovation, not from curtailing services, will continue to provide increased productivity exponentially every year.
4 Customer feedback on new products or services.	A process for collecting feedback on services is being implemented in 2012-2013. All facilitators and supervisors will collect customer feedback throughout the year using a centralized sampling process. This feedback will provide valuable information for continuous improvement.

# 5

## Measures of Innovation Diffusion

Indicators of Innovation	How We Measure Up
1 Total number of new products, services or processes diffused beyond initial workgroup.	In the 2011-2012 school year, Innovation Coaches diffused 11 new projects that helped students learn more effectively and helped staff work more efficiently.
2 Number of new products, services, or processes that have spread through inter-unit collaboration, at least at program level.	Of the 11 innovation projects diffused, 5 involved inter-unit collaboration, where participants worked with others outside of their immediate group.
3 Numbers of new products, services, or processes that have been diffused outside of the organization, not including member districts.	Of the 11 innovation projects diffused, 6 resulted in diffusion to outside organizations.
4 Number of products, services, or processes diffused to member districts.	Of the 11 innovation projects diffused, none was yet diffused to a member district, except in the instance in which the product was co-created with several districts.

## Intermediate District 287 Innovation Principles



At District 287, we strive to improve our performance and services through continuous attention to innovation research and the principles of innovation. Innovation is the foundation of strong education.

By definition, innovation involves the creation of new opportunities. As such, we recognize and accept the ambiguity, unresolved complexity, and failure that occurs as a natural condition of an innovative organization.

Innovative organizations are fluid and responsive. We believe in the adage: A good plan enacted today is better than a perfect plan enacted at some indefinite point in the future. When in doubt, we lean towards innovation and action.

Innovation is both organizational and personal. We support all our staff and students so that they can flourish in their roles. However, we expect of all an innovator's mindset that willingly embraces learning new skills so that personal innovation flourishes.

Innovation and creativity thrive in open environments. At District 287, we emphasize collaboration, sharing, and open communication so that we can optimize the creation and development of ideas.

Although we emphasize innovation, we do not innovate for the sake of innovation. We innovate to help students learn better and to help our staff work more effectively.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

**GROUP:** Facilities Committee

**DATE:** July 17, 2012

**TIME:** 8:30 – 10:30 AM

**LOCATION:** NEC

**PROTOCOLS:**

Decisions will be made via consensus on the agenda items.

**CONVENER:** Tom Shultz

**FACILITATOR:** Peyton Robb

**ATTENDING:** Colleen Baumtrog, Carol Bomben, Ann Bremer, Mae Hawkins, Sandy Lewandowski, Patrick McEvoy (J.E. Dunn), Peyton Robb, Tom Shultz, Mark Thiede (TSP), Jeff Walker (J.E. Dunn)

**LONG TERM PURPOSE**

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. J.E. Dunn Construction Update	<ul style="list-style-type: none"> <li>Committee members will receive construction update</li> </ul>	10 minutes Jeff Walker	Jeff Walker and Patrick McEvoy provided the construction update: <ul style="list-style-type: none"> <li>About to start landscaping and pond construction</li> <li>Terrazzo floors will be done on Thursday</li> <li>Sheet metal work is being completed</li> <li>Front canopy will be finished this week</li> <li>Final cleaning is beginning</li> <li>Final doors &amp; hardware (including push plates for handicap accessibility) be completed</li> <li>A/C is up and running</li> <li>All chillers are running</li> <li>Final local fire test scheduled for Tuesday</li> <li>Carpet tie-in w/terrazzo being completed</li> <li>IT Techs installing Smartboards and clocks</li> <li>Wi-Fi and phone lines are in</li> <li>Some furniture has been delivered</li> <li>Signage has been ordered</li> <li>Final paving coat will be applied after landscaping is complete</li> <li>Move-in is Monday, July 23</li> </ul>
2. Weekly Risk Report, WRR	<ul style="list-style-type: none"> <li>Committee members will understand the most recent Weekly Risk Report (WRR)</li> </ul>	10 minutes Jeff Walker Site Supt. Patrick McEvoy Sr. Project Mgr.	Nothing out of the ordinary; one additional soil correction is needed.
3. Change Orders	<ul style="list-style-type: none"> <li>Committee will review and approve (as necessary) Change Orders.</li> </ul>	10 minutes Tom Shultz Mark Thiede Patrick McEvoy	Change Orders presented (#77 - #80) were itemized on the memo from Tom S and were within the District Administration level. They were presented as information only. Total cost of Change Orders was \$15,143.

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

<p>4. Playground</p>	<ul style="list-style-type: none"> <li>Committee will understand cost and funding approach</li> </ul>	<p>10 minutes Tom Shultz</p>	<p>Tom S provided a memo outlining the cost and funding for the playground equipment. Sandy L led a discussion relating to how several budgets were reviewed and reduced to free up the funds needed; basically a reallocation of funds.</p> <p>The \$85,986 needed will come out of the capital improvement funds in the FY13 operational budget. As a result, the card access upgrade at Edgewood and additional drive lane (also at Edgewood) will be put on hold with no serious ramifications.</p> <p><b>A motion to approve the funding was made by Carol Bomben, seconded by Ann Bremer. It was unanimously approved and will be sent to the full Board as part of the Consent Agenda.</b></p> <p>Peyton is going to send a memo to the Board indicating that the Facilities Committee has approved the funds to go forward due to time constraints.</p>
<p>5. NEC Finance Report</p>	<ul style="list-style-type: none"> <li>The group will discuss the monthly NEC Finance Report and approve of its use each month.</li> </ul>	<p>5 minutes Mae Hawkins</p>	<p>Mae H presented the Finance Report:</p> <ul style="list-style-type: none"> <li>Contingency Balance - \$40,767</li> <li>\$3.3 million remains from current project budget to be used for FF&amp;E in July and August</li> </ul>
<p>6. Final NEC Fact Sheet</p>	<ul style="list-style-type: none"> <li>Committee members will review the final NEC Fact Sheet and suggest revisions if any.</li> </ul>	<p>10 minutes Tom Shultz Colleen Baumtrog</p>	<p>Basically approved with addition of stating “2 leased sites will be combined into 1 owned site.”</p> <p>The Final Fact Sheet will be available at the ribbon cutting and also made available to share with the various member district Boards.</p>
<p>7. Ribbon Cutting</p>	<ul style="list-style-type: none"> <li>Committee will review invitation, list of invitees and program.</li> </ul>	<p>10 minutes Sandy Lewandowski</p>	<p>A packet was distributed including the invitation, program and guest list. The Star Tribune and Channel 12 will cover the event. Ribbon Cutting will be in the main foyer, followed by a video being shown in the gym.</p> <p>Board meeting will take place immediately following.</p>
<p>8. Shady Oak Lease</p>	<ul style="list-style-type: none"> <li>Committee will be informed of need to extend lease at this site and provide approval to proceed</li> </ul>	<p>15 minutes Sandy Lewandowski Tom Shultz</p>	<p>Sandy L provided an updated on program needs.</p> <ul style="list-style-type: none"> <li>Approximately 75-80% of the ALC currently at the Shady Oak site are from Eden Prairie</li> <li>Also noted was the increased Care and Treatment population</li> <li>Moving to WEC would require major renovations at that site.</li> <li>Our current lease will expire in 1 year, and we have entered into negotiations for lease renewal.</li> </ul> <p>The recommendation to the Board will be to renew the lease at Shady Oak for an additional 3 years, providing program flexibility.</p>

9. Tour of NEC	<ul style="list-style-type: none"> <li>An opportunity to tour the NEC will be provided.</li> </ul>	45 minutes Tom Shultz	Tom provided a tour of NEC
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**HANDOUTS:**

1. Weekly Risk Detail
2. Weekly Risk Summary
3. Change Order Memo
4. NEC Monthly Finance Report
5. Playground Memo
6. Ribbon Cutting Invitation
7. Ribbon Cutting Invitee List
8. Ribbon Cutting Program
9. Final NEC Fact Sheet

J. E. Dunn Weekly Risk Detail Report  
7/6/12

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
80	3/2/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. What is the risk - The fire department code review of the Tech Package fire alarm plans added devices not shown in our contract documents. As of today's date, we have not received revised drawings showing the new devices and thus have not been able to complete rough in for the devices as finishes continue / why was it unexpected? - (1) The fire alarm system design are not part of our contract and (2) devices were added by governing authority and not included in contract drawings. 2. What will be done - Tech Package contractor is to provide revised drawings. Once received, we will work to get rough ins located. / what is plan to minimize this risk? - According to the Tech Package contractor, most of the devices are located in the ceiling, which will help minimize rework of existing areas. We will not know the impact until we get the drawings. 3. The project team with the current ball in court located with the Tech Package contractor. 4. What is an estimated impact of the risk? Unknown at this time. 5. Any updates to this risk (if applicable)	No change to date					
97	4/6/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. The air feed to the chilled beams (CB) conflicted with the lighting in multiple locations. It was unexpected because the original order of precedence called for the CBs to remain as shown and the lights to be moved. This was changed after some of the hangers and beams were installed. 2. In most locations, the chilled beams in conflict were either rotated or relocated. To minimize the risk, the project team reviewed each location to determine if the light could be relocated. Where possible, the lighting was relocated. 3. The project team. 4. There were 149 out of 786 chilled beams that had cost associated with the changes. The price for the rework is shown on the right and a detailed breakdown of the work by beam was included with the pricing. In addition to the rework on the completed work, the changes added scope through increased piping.. 5. No updates to date.	5/1/12		0	\$28,500		
114	5/11/12	2) CLIENT ISSUE / IMPACT	RISK DETAILS 1. The owner requested an added conduit rough in to allow a redundant fiber optic feed into the building. / Unexpected due to change in scope. 2. Conduit routing will be added. / The routing was revised based on coordination with the owner's cable provider to reduce cost. 3. Project Team 4. Change order issued - see numbers to the right 5. Not applicable	1/15/12	5/8/12	0	\$10,753	68	10
125	6/29/12	5) UNFORESEEN IMPACT	RISK DETAILS 1. During the proof roll of the subgrade in the main parking lot, the soils were too soft in the SW corner to pass. Unexpected by definition. 2. Braun, the geotechnical engineer, was on site for the proof roll, so they have witnessed the condition. We are already proceeded per the direction provided by Braun. 3. The project team. 4. Cost for change order TBD. 5. Not applicable	7/6/12		0	\$5,000		
126	7/6/12	1) NO RISKS	No risks identified this week.						

# Intermediate District 287

## *Weekly Risk Report*

July 6, 2012

Project Name: <b>North Education Center</b>	Risk Rating: <u>1.0</u>
Project ID: <b>12/1/2010</b>	Percent Complete: <u>92%</u>
Contractor: <b>JE Dunn</b>	Overall PM Risk Satisfaction: <u>10.0</u>
Project Type: <b>General Construction</b>	Risks: <u>84</u>
Award Method: <b>RFP - PIPS Best Value</b>	Risks Unresolved: <u>3</u>
	Risks resolved but no Change Order: <u>3</u>

### Cost Analysis

Allocated Funds: \$27,100,000  
 Awarded Cost: \$25,987,230

Potential Cost Increases: \$608,705  
 Potential Final Cost \$27,171,140

Actual Cost Increases: \$575,205  
**Actual Final Cost: \$26,562,435**

*Percent Increase in Cost* 2.2%

Contractor Change Order Rate 0.0%

Non-Contractor Change Order Rate 2.2%

### Schedule Analysis

Notice to Proceed Date: 3/24/2011  
 Original Completion Date: 8/24/2012

Potential Project Delays: 0  
 Potential Completion Date 8/24/2012

Actual Project Delays: 0  
**Actual Completion Date: 08/24/12**

*Percent Delayed* 0.0%

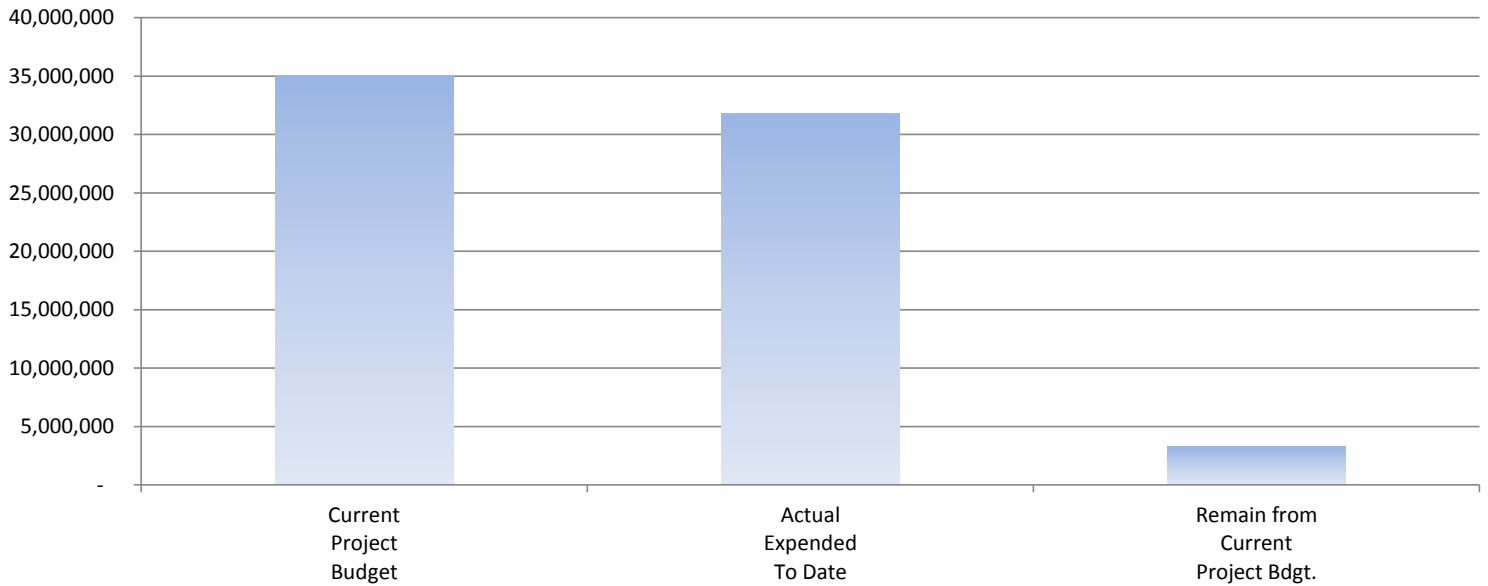
Contractor Delay Rate 0.0%

Non Contractor Delay Rate 0.0%

Project Schedule Analysis	Total Number of Risks	Potential Schedule Impacts	Potential Cost Impacts	Actual Schedule Impacts	Actual Cost Impacts
1) NO RISKS	40	0	\$ -	0	\$ -
2) CLIENT ISSUE / IMPACT	23	0	\$ -	0	\$ 82,988
3) CONTRACTOR ISSUE / IMPACT	0	0	\$ -	0	\$ -
4) DESIGN ISSUE / IMPACT	50	0	\$ 28,500	0	\$ 362,824
5) UNFORESEEN IMPACT	11	0	\$ 5,000	0	\$ 129,393
	<b>84</b>	<b>0</b>	<b>\$33,500</b>	<b>0</b>	<b>\$575,205</b>

ISD 287						
NEC Project- Finance Report:						
(thru 07/31/12)						
Crs	Category	Original Project Budget	Approved Contingency Use	Current Project Budget	Actual Expended To Date	Remain from Current Project Bdgt.
500	Land Purchase	1,175,000	-	1,175,000	1,182,400	(7,400)
500	Construction Cost	27,475,252	1,316,846	28,792,098	28,187,747	604,351
501	Design & Consultant Fees	2,208,411	-	2,208,411	1,823,210	385,201
502	Owner Administrative Costs	311,066	-	311,066	235,036	76,030
503	Furnishings, Fixtures & Equipment	2,572,239	-	2,572,239	361,400	2,210,839
500	Construction Contingency	1,357,613	(1,316,846)	40,767	n/a	40,767
		35,099,581	-	35,099,581	31,789,792	3,309,789

**NEC Project- Finance Report**  
Project work through **07/31/12**



**Contingency Use:**

Description	Amt.	To	Aprvl. Date	Approved By
<b>Beginning Balance</b>	<b>1,357,613</b>			
- Tree removal for site prep	\$ 3,150	Doboszenski & Sons	9/23/2010	Admin
- Site fencing	11,800	Hansen Bros. Fence	4/19/2011	Committee
- Soil correction- Phase I	36,570	Doboszenski & Sons	4/28/2011	Comm/Board
- Hydrant removal- east side	2,486	Doboszenski & Sons	4/28/2011	Admin
- AIA Chg Ordr 1- sewer pipe size	2,886	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 2- door revisions	2,145	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 3- allow. items 1 & 2	7,788	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 4- electr. revisions	(2,405)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 5- kitchen exhaust	(2,300)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 6- ductwork revisions	(1,437)	JE Dunn	7/19/2011	Admin
- AIA Chg Ordr 7- changes in ERU #2	38,189	JE Dunn	7/28/2011	Comm/Board
- AIA Chg Ordr 8- pipe chase/cabing	1,621	JE Dunn	8/10/2011	Admin
- AIA Chg Ordr 9- door change	1,551	JE Dunn	8/10/2011	Admin
- Demountable wall upgrade	664,409	Hendricksen PSG	8/25/2011	Comm/Board
- AIA Chg Ordr 10- enlarge frames	10,417	JE Dunn	8/25/2011	Committee

- AIA Chg Order 11- Fin tube radiation/pumps		(6,923)	JE Dunn		9/14/2011	Admin
- AIA Chg Order 12- VAV/HVAC ducts		24,795	JE Dunn		9/20/2011	Committee
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- AIA Chg Order 84- Starter disconnects	5,047	JE Dunn		7/31/2012	Admin
- AIA Chg Order 85- Ramp to sidewalk	1,197	JE Dunn		7/31/2012	Admin
- AIA Chg Order 86- Adjust bases for planters in patio area	2,083	JE Dunn		7/31/2012	Admin
- AIA Chg Order 87- Add sidewalk in front of building	5,484	JE Dunn		7/31/2012	Admin
<b>Total pending to-date</b>	<b>24,630</b>				
<b>8/21/12 - Balance</b>	<b>\$ 16,137</b>				



### On Time and On Budget

#### Background

North Education Center, NEC, was built to replace the Hosterman Education Center after a 15-month comprehensive facilities study showed it to be the most cost-effective solution to replace the aging facility. NEC is a school designed for learning in the 21<sup>st</sup> century. Its sustainable design includes demountable walls and is easily adaptable as programs change and grow to meet student needs.

**Size:** 157,521 sq. ft. – 3 floors

**General Contractor:** J.E. Dunn Construction

**Land:** 10 acres

**Demountable Wall Provider:** Henricksen

**Architect/Engineer:** TSP, Inc.

**Technology Systems:** All Systems

#### Timeline and Progress

- May 2010 • District 287 School Board approves purchase agreement for the land at the Hosterman site from Robbinsdale Area Schools
- November 2010 • Demolition & site preparation for construction
- March 2011 • J. E. Dunn Construction selected as general contractor per Best Value process
- April 2011 • Financing completed and construction begins
- July 2012 • Substantial Completion
- August 2012 • Occupancy

#### Costs / Financing

NEC provides long-term stability to District 287's lease expenses and keeps costs to member districts in line with current lease levy amounts, while taking full advantage of economic conditions for construction, low interest rates and federal stimulus funding. NEC is 45% larger than SEC and was built at a 55% lower cost.

**Project Cost** • \$35.1 million (includes \$1.175M land purchase)

- Financing**
- \$29.8 million federal Qualified School Construction Bonds awarded – largest QSCAB award in MN
  - \$ 24.9 million needed to pay off loan due to interest earned on sinking fund
  - \$ 4.1 million additional long term financing
  - \$ 1.1 million from District 287 operating budget

#### Economic Impact

- Approximately 80 workers on site every day
- Based on data from the Associated General Contractors of MN (AGC), for every \$47,600 of construction costs, there is 1 new job created. With \$26M in construction costs we estimate 546 jobs created; about 1/3 in construction and 2/3 in tangential/indirect/community jobs.

#### Programs/Enrollment

The majority of programs at NEC are full to capacity. NEC will include classrooms for Area Learning Center, ALC, high school students, on-site daycare for infants and toddlers, and structured settings for students with autism, emotional/behavioral disorders and/or fetal alcohol syndrome. NEC will serve approximately 400 students who currently attend Sandburg, North Vista and Edgewood, and approximately 50 infants and toddlers of enrolled students.

#### Mission

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

Fact Sheet

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

**GROUP:** Facilities Committee

**DATE:** August 21, 2012

**TIME:** 8:30 – 10:30 AM

**LOCATION:** DSC Board Room

**PROTOCOLS:**

Decisions will be made via consensus on the agenda items.

**CONVENER:** Tom Shultz

**FACILITATOR:** Peyton Robb

**ATTENDING:** Colleen Baumtrog, Carol Bomben, Ann Bremer, Mae Hawkins, Sandy Lewandowski, Peyton Robb, Tom Shultz, Mark Thiede (TSP), Jeff Walker (J.E. Dunn)

**LONG TERM PURPOSE**

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. J.E. Dunn Construction Update	<ul style="list-style-type: none"> <li>Committee members will receive construction update</li> </ul>	10 minutes Jeff Walker	Tom S and Jeff W provided the construction update: <ul style="list-style-type: none"> <li>Received <i>Certificate of Occupancy</i></li> <li>Playground install completed</li> <li>Health inspection completed</li> <li>Currently finishing landscaping, including seeding around pond</li> <li>SE corner sod install today</li> <li>Sign being completed today</li> </ul>
2. Weekly Risk Report, WRR	<ul style="list-style-type: none"> <li>Committee members will understand the most recent Weekly Risk Report (WRR)</li> </ul>	10 minutes Jeff Walker Site Supt.	Tom S led discussion concerning most recent risks: <ul style="list-style-type: none"> <li>#137 – Change requested by Transportation Dept. and NEC staff to allow for more bus drop-off room.</li> <li>#138 – Modification of front canopy to allow room for roof drains.</li> <li>#141 – Radiant heat pumps required combination starter and disconnect not in drawings.</li> <li>#142 – Grading design on south side of Area C caused original sidewalk layout to create drainage and access issue; changed to meet ADA slope.</li> <li>#143 – Needed to increase concrete support slabs for planters on back side of Area B1. Support slab was designed at 36” square; planters base is 42” round.</li> </ul>
3. Change Orders	<ul style="list-style-type: none"> <li>Committee will review and approve (as necessary) Change Orders.</li> </ul>	10 minutes Tom Shultz Mark Thiede	Change Orders presented (#81 - #86) were itemized on the memo from Tom S and were within the District Administration level. They were presented as information only. Total cost of Change Orders was \$24,630.

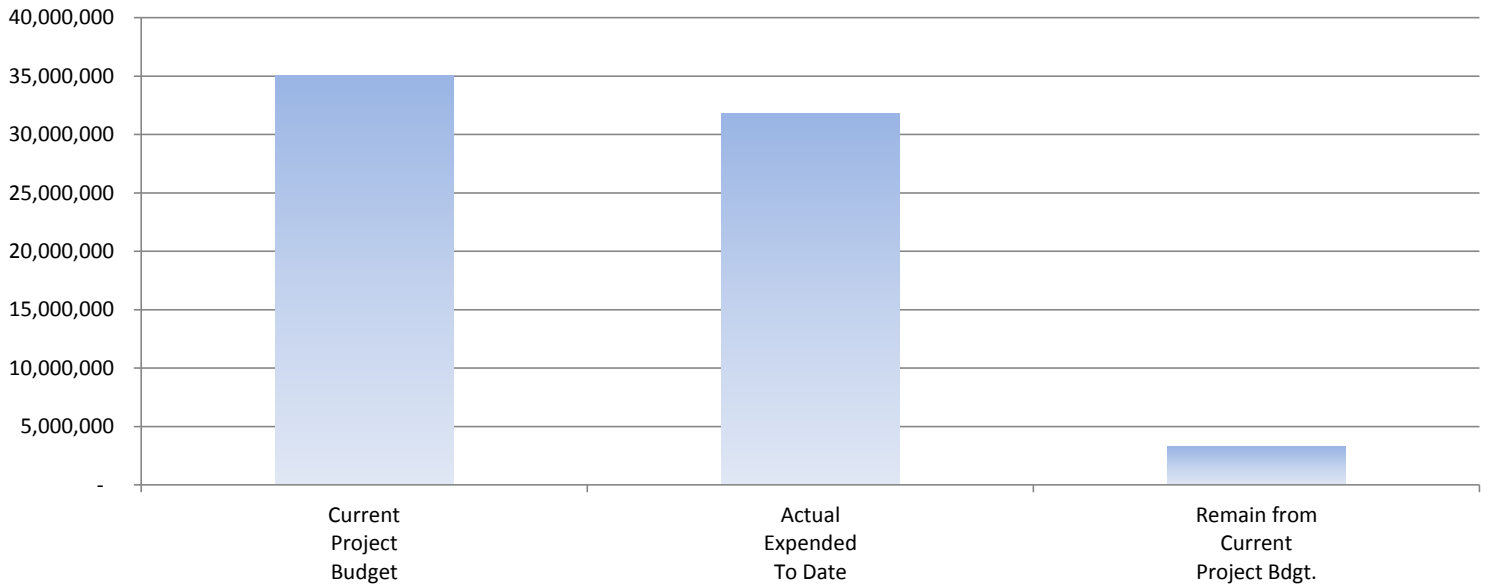
4. <a href="#">NEC Finance Report</a>	<ul style="list-style-type: none"> <li>The group will discuss the monthly NEC Finance Report and approve of its use each month.</li> </ul>	5 minutes Mae Hawkins	Mae H provided Finance Report: <ul style="list-style-type: none"> <li>\$16,137 – remaining contingency</li> <li>\$3.3 million – remaining project budget</li> <li>~ \$30,000 – remaining of FF&amp;E budget</li> </ul>
5. <a href="#">Lease Levy Consideration</a>	<ul style="list-style-type: none"> <li>Committee will understand the levy information that is posted to the MDE website and the ongoing discussions regarding the Shady Oak facility.</li> </ul>	15 minutes Sandy Lewandowski Mae Hawkins	Sandy L provided an update to the lease levy issue. The Care & Treatment enrollment has increased substantially, thus we will need to keep our leased facility at Shady Oak for the PCA program. As such, we now exceed the amount of lease levy originally promised that was based on the assumption of no longer needing the Shady Oak property. <p>To move the PCA program to West Education Center, that facility would need significant upgrades including adding a gym and several classrooms. Discussions are on-going regarding the inclusion of PCA at WEC.</p> <p>Mae H will be sending an e-mail notice to member district Business Directors informing them of the lease levy amounts posted to MDE. It was noted that we are currently \$100,000 over the lease levy amount distributed among all member districts.</p>
6. <a href="#">ASU Best Value Bulletin</a>	<ul style="list-style-type: none"> <li>Share Best Value Bulletin highlighting NEC with Committee</li> </ul>	5 minutes Colleen Baumtrog	It was noted that the NEC is featured in the August 13, 2012 ASU Best Value Bulletin.

**HANDOUTS:**

- [1. Change Order Memo](#)
- [2. NEC Monthly Finance Report](#)
- [3. ASU Best Value Bulletin](#)

ISD 287						
NEC Project- Finance Report:						
(thru 07/31/12)						
Crs	Category	Original Project Budget	Approved Contingency Use	Current Project Budget	Actual Expended To Date	Remain from Current Project Bdgt.
500	Land Purchase	1,175,000	-	1,175,000	1,182,400	(7,400)
500	Construction Cost	27,475,252	1,316,846	28,792,098	28,187,747	604,351
501	Design & Consultant Fees	2,208,411	-	2,208,411	1,823,210	385,201
502	Owner Administrative Costs	311,066	-	311,066	235,036	76,030
503	Furnishings, Fixtures & Equipment	2,572,239	-	2,572,239	361,400	2,210,839
500	Construction Contingency	1,357,613	(1,316,846)	40,767	n/a	40,767
		35,099,581	-	35,099,581	31,789,792	3,309,789

**NEC Project- Finance Report**  
Project work through 07/31/12



Contingency Use:						
Description	Amt.	To	Aprvl. Date	Approved By		
<b>Beginning Balance</b>	<b>1,357,613</b>					
- Tree removal for site prep	\$ 3,150	Doboszinski & Sons	9/23/2010	Admin		
- Site fencing	11,800	Hansen Bros. Fence	4/19/2011	Committee		
- Soil correction- Phase I	36,570	Doboszinski & Sons	4/28/2011	Comm/Board		
- Hydrant removal- east side	2,486	Doboszinski & Sons	4/28/2011	Admin		
- AIA Chg Ordr 1- sewer pipe size	2,886	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 2- door revisions	2,145	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 3- allow. items 1 & 2	7,788	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 4- electr. revisions	(2,405)	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 5- kitchen exhaust	(2,300)	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 6- ductwork revisions	(1,437)	JE Dunn	7/19/2011	Admin		
- AIA Chg Ordr 7- changes in ERU #2	38,189	JE Dunn	7/28/2011	Comm/Board		
- AIA Chg Ordr 8- pipe chase/cabling	1,621	JE Dunn	8/10/2011	Admin		
- AIA Chg Ordr 9- door change	1,551	JE Dunn	8/10/2011	Admin		
- Demountable wall upgrade	664,409	Hendricksen PSG	8/25/2011	Comm/Board		
- AIA Chg Ordr 10- enlarge frames	10,417	JE Dunn	8/25/2011	Committee		

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- AIA Chg Order 83- in dispute as a TSP liability		JE Dunn		7/31/2012	Admin
- AIA Chg Order 84- Starter disconnects	5,047	JE Dunn		7/31/2012	Admin
- AIA Chg Order 85- Ramp to sidewalk	1,197	JE Dunn		7/31/2012	Admin
- AIA Chg Order 86- Adjust bases for planters in patio area	2,083	JE Dunn		7/31/2012	Admin
- AIA Chg Order 87- Add sidewalk in front of building	5,484	JE Dunn		7/31/2012	Admin
<b>Total pending to-date</b>	<b>24,630</b>				
<b>8/21/12 - Balance</b>	<b>\$ 16,137</b>				

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
127	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. As noted in the RAVA, JED had a peer review done on the building envelope by Encompass. The result of the comments were changes incorporated into ASI 34. The changes were unexpected because it was a review by a separate design entity. 2. The ASI revised some flashing and waterproofing details. The changes were minimized by definition with the peer review followed by a secondary review by the architect. 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	1/31/12	7/10/12	0	\$3,169	77	10
128	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. As noted in the RAVA, JED had a peer review done on the building envelope by Encompass. The result of the comments were changes incorporated into ASI 34. The changes were unexpected because it was a review by a separate design entity. 2. The ASI revised some flashing and waterproofing details. The changes were minimized by definition with the peer review followed by a secondary review by the architect. 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	2/15/12	7/10/12	0	\$8,420	78	10
129	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. Revisions to the chilled beams by deleting heating coils to VAV A213 and adding it to CB A235, A236, A237 and A238. The change was driven by questions raised during the HVAC control design and submittal review, so the detail was not available during the preconstruction phase. 2. The ASI revised the changes noted above in item 1. The risk was minimized by the detailed review done during the submittal review 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	4/1/12	7/10/12	0	\$2,007	79	10
130	7/13/12	4) DESIGN ISSUE / IMPACT	RISK DETAILS 1. The equipment specified for DC-B132 calls for a glycol pump. The electrical documents call for a single point of contact on the electrically, so there was no way to identify the added power needed for the pump in the drawings until after the equipment submittal was complete. 2. The RFI identified the power and circuiting required. 3. The project team. 4. Cost for change order is shown to the right. 5. Change Order issued.	7/1/12	7/10/12	0	\$1,547	80	10
131	7/13/12	3) CONTRACTOR ISSUE / IMPACT	RISK DETAILS 1. The terrazzo contractor has not completed the terrazzo as required by the contract schedule, thus delaying a small number of finish items and the owner's contractor in getting the follow up honing completed. While not expected to be late when started, he has failed to perform the work as required. PLEASE NOTE THIS ITEM, CARRIED IN THE RMP SECTION SINCE 6/22/12, WAS MOVED TO A RISK THIS WEEK. 2. He has added manpower to his team to have the work sufficiently complete on Monday, the 16th to allow the honing to start and is scheduled to be complete on July 19. 3. The project team 4. Cost impact, if any, TBD. 5. Not applicable	7/19/12					

132	7/13/12	2) CLIENT ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The phone system for the building was not complete in time to allow the final elevator start up and inspection to be complete prior to substantial completion and allow the elevator use for move in of owner furniture. This issue became known prior to completion.</p> <p>2. The owner has installed an optional phone set up to allow completion of the elevator start up. The final adjustments will be made next week and we are working to get the inspector scheduled for approval to operate. We have worked to minimize the impact to the owner activities by providing an operator to run the elevator when possible. This will continue moving forward.</p> <p>3. The project team</p> <p>4. Cost impact will be operator costs, which are to be determined.</p> <p>5. Not applicable</p>	7/20/12						
133	7/20/12	1) NO RISKS	No new risks identified this week.							
134	7/27/12	1) NO RISKS	No new risks identified this week.							
135	8/3/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. During the Health Department review in the kitchen, the inspector required us to install additional lights in the kitchen areas. Unexpected because there was a question on lighting during the plan review, but we understood it had passed. We knew nothing of the fixtures until the inspection.</p> <p>2. Fixtures will be added. To minimize cost, per the owner's direction, we will add readily available fixtures in lieu of the fixtures called out in the design. Fixtures were ordered and installed.</p> <p>3. The project team.</p> <p>4. The cost to provide and install the fixtures is to be determined. JED has estimated it at \$2,000 for now.</p> <p>5. Not applicable.</p>	8/10/12		0	\$2,000			
136	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. There is an issue with the location of the card reader at the handicap door. The location of the reader and the handicap push button make access an issue. The card reader is also one of the hot spot locations. Unexpected since it was install per the plans.</p> <p>2. CCD 2 was issued directing us to move the readers</p> <p>3. The project team.</p> <p>4. To be determined.</p> <p>5. Card readers are being relocated.</p>	8/10/12		0	\$783			
137	8/10/12	5) UNFORESEEN IMPACT	<p><b>RISK DETAILS</b></p> <p>1. At the request of the owner, there are two issues combined in this risk. The first one is the school bus drop off. Due to the size of the school, the buses needed room to the east and west of the designated zone. These areas were designed to be grass. The issue was unknown because we are not involved in running the school and did not know of the bus needs. The second one involves the changes in the playground. The owner has hired the playground equipment supplier to install the ground treatment in the playground area. This resulted in a credit for the concrete in our scope. Both wee owner changes and thus unexepected.</p> <p>2. PR 21 was issued adding concrete in these areas was issued. ASI 65 was issued in the concrete in the play areas.</p> <p>3. The project team.</p> <p>4. The combined price is to the left</p> <p>5. We have received direction to proceed. Change Order issued.</p>	8/10/12	8/15/12	0	\$5,484	85		
138	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The design of the metal panels in the front canopy did not allow room for the roof drains located above the panels. This was unknown during the RAVA phase and thus unexpected.</p> <p>2. ASI 47 was issued to change the elevation and layout of the panels to allow room for the work above the canopy.</p> <p>3. The project team.</p> <p>4. The price is to the left</p> <p>5. This is an old issue. the work is done, the delay on the addition to the risk list was due to determining (a) it as an extra and (b) the cost. Change Order issued.</p>	8/10/12	8/15/12	0	\$3,346	81		
139	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <p>1. The trustwater system was installed in the location shown on the drawing. The ISD decided to move it to another location once installation had begun.. It was unexpected since it was being installed as shown.</p> <p>2. Per owner direction, the system was relocated.</p> <p>3. The project team.</p> <p>4. The price is to the left</p> <p>5. N/A</p>	8/10/12		0	\$5,682			

140	8/10/12	3) CONTRACTOR ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. During the installation of the drainage swale on the back side of the north parking lot, the earthwork contractor hit one of the piping loops for the geothermal system. The pipe location was known, the unexpected break was due to a mistake by the earthwork contractor.</li> <li>2. The loops in question (unknown which loop at the time of break) were taken out of service and the system restarted. The loop was fixed and the system will be refilled and the loops restarted.</li> <li>3. The project team.</li> <li>4. The cost to the owner is \$0. The cost to the earthwork contractor is estimated at \$10,000 at this time.</li> <li>5. Loop has been repaired and flushed. Glycol refill is currently scheduled.</li> </ol>	8/17/12		0	\$0	N/A	
141	8/10/12	5) UNFORESEEN IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. The radiant heat pumps required a combination starter and disconnect be installed for operating. This was a unexpected because there was no indication in the drawings noting the need for this equipment and no way for the electrician to know to provide it.</li> <li>2. Per RFI 299, the need was confirmed by the architects and the parts ordered/installed.</li> <li>3. The project team.</li> <li>4. The price is to the left</li> <li>5. Change Order issued.</li> </ol>	8/17/12	8/15/12	0	\$5,047	83	
142	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. The grading design on the south side of Area C caused the original sidewalk layout to create a drainage and access issue. The sidewalk layout was revised to allow for both. This was unexpected due to the size of the sight and not really being able to see the issue until the grading was close to complete.</li> <li>2. ASI 69 part 1 changed the sidewalk into a ramp up to the door stoop. The cost was reduced by having the sub do it on a T&amp;M basis to back up his pricing. The end result was finding a mistake in the original price and a cost reduction.</li> <li>3. The project team.</li> <li>4. The price is to the left</li> <li>5. Change Order issued.</li> </ol>	8/17/12	8/15/12	0	\$1,197	84	
143	8/10/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. The planters on the back side of Area B1 have a base that is 42" round. The concrete support slab was designed at 36" square.</li> <li>2. Concrete support slabs were increased in size.</li> <li>3. The project team.</li> <li>4. The price is to the left</li> <li>5. Change Order issued.</li> </ol>	8/17/12	8/15/12	0	\$2,083	86	
144	8/17/12	5) UNFORESEEN IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. During a City street inspection, the City notified JED that the street would have to be removed, regraded and paved at the SE corner of the site on Zealand and at the NE corner of the site on 56th Ave due to a grade issue with the repair. This was unexpected (a) nothing called out on drawings and (b) City had not noted the issue previously.</li> <li>2. The architect has issued PR 23 to get pricing for the work.</li> <li>3. The project team</li> <li>4. See cost to the right.</li> <li>5. Not applicable</li> </ol>	8/24/12		Will take place after completion date	\$15,919		
145	8/17/12	4) DESIGN ISSUE / IMPACT	<p><b>RISK DETAILS</b></p> <ol style="list-style-type: none"> <li>1. The drawings do not call for any type of closure under the stair or over the radiation piping at stair B01 and B05.</li> <li>2. The architect has issued ASI 71 for metal panel closures at each location.</li> <li>3. The project team</li> <li>4. See cost to the right.</li> <li>5. Not applicable</li> </ol>	8/24/12		Will take place after completion date	\$6,583		

# Intermediate District 287

## *Weekly Risk Report*

August 17, 2012

Project Name: <b>North Education Center</b>	Risk Rating: <u>1.0</u>
Project ID: <b>12/1/2010</b>	Percent Complete: <u>97%</u>
Contractor: <b>JE Dunn</b>	Overall PM Risk Satisfaction: <u>10.0</u>
Project Type: <b>General Construction</b>	Risks: <u>101</u>
Award Method: <b>RFP - PIPS Best Value</b>	Risks Unresolved: <u>10</u>
	Risks resolved but no Change Order: <u>4</u>

### Cost Analysis

Allocated Funds: \$27,100,000  
 Awarded Cost: \$25,987,230

Potential Cost Increases: \$674,445  
 Potential Final Cost: \$27,276,653

Actual Cost Increases: \$614,978

**Actual Final Cost: \$26,602,208**

Percent Increase in Cost: 2.4%

Contractor Change Order Rate: 0.0%

Non-Contractor Change Order Rate: 2.4%

### Schedule Analysis

Notice to Proceed Date: 3/24/2011  
 Original Completion Date: 8/24/2012

Potential Project Delays: 0  
 Potential Completion Date: 8/24/2012

Actual Project Delays: 0

**Actual Completion Date: 08/24/12**

Percent Delayed: 0.0%

Contractor Delay Rate: 0.0%

Non Contractor Delay Rate: 0.0%

Project Schedule Analysis	Total Number of Risks	Potential Schedule Impacts	Potential Cost Impacts	Actual Schedule Impacts	Actual Cost Impacts
1) NO RISKS	42	0	\$ -	0	\$ -
2) CLIENT ISSUE / IMPACT	24	0	\$ -	0	\$ 82,988
3) CONTRACTOR ISSUE / IMPACT	2	0	\$ -	0	\$ -
4) DESIGN ISSUE / IMPACT	61	0	\$ 43,548	0	\$ 384,593
5) UNFORESEEN IMPACT	14	0	\$ 15,919	0	\$ 147,397
	<b>101</b>	<b>0</b>	<b>\$59,467</b>	<b>0</b>	<b>\$614,978</b>

## Best Value Bulletin

August 13, 2012

### Minnesota School District's Use of Best Value Yields High Results



Twelve member school districts within Intermediate District 287 partnered with ASU to implement the Best Value Model on the construction of the new \$35M North Education Center (NEC). The NEC is a 157,521 sq.ft. facility that is scheduled to be

occupied Fall 2012, with over 400 students and 300 staff members. Best Value procurement identified the selected contractor as being both the most qualified proposer and saved the district approximately \$2.1M among the nine competing contractors. The District also used the value-based selection methodology for the technology and demountable wall systems. The overall change order rate is 0.4% (no contractor change orders) and no schedule delays.



Tom Shultz, CFM

As with all best value PIPS projects, the preplanning clarification phase was the most important stage of the process, because it allows the expert to identify "what's in" and "what's out", identify and minimize project risk, and clearly explains their project schedule. "Preplanning is key for the contractors in order to have a successful project" says Tom Shultz, Director of Facilities at ISD 287, "Using best value on the NEC

project has saved me a lot of headaches, time, decisions and the best advice I can give anyone is to understand what best value is – get educated in the process because it's definitely not 'magic words' in an RFP; it's truly a system that aligns the experts to the project." Tom received the International Facility Management Associations (IFMA) Minnesota Chapter Practitioner of the Year in 2011 for the District's highly successful implementation of the best value system on NEC.

### City of Roseville Adopts Best Value Structure for Renewal Program

In 2008, the City of Roseville piloted the best value PIPS process for replacement of the Roseville Ice Arena's geothermal system. The proposed system design could reduce energy consumption by 30%, but the technology was relatively new and unproven. As such, the

### Upcoming Seminars

**AUG**  
17-21  
Seattle, WA  
*IPPC & NIGP Conferences*

**AUG**  
28  
Edmonton, Canada  
*Full Day Seminar*

**AUG**  
29  
Rochester, MN  
*PIPS Certification*

**AUG**  
30  
Minneapolis, MN  
*PIPS Certification*

**SEP**  
11-13  
Las Vegas, NV  
*COBRA Conference*

**SEP**  
27  
Nieuwegein, Netherlands  
*National Roads Congress*

[Visit our Seminars Website >>](#)

### About Us

The Performance Based Studies Research Group (PBSRG) is a group of researchers and educators at Arizona State University. We develop tools to improve procurement and delivery of projects, as well as measurement of internal operations and personnel.

City wanted to hire an expert that would be able to meet the unique challenges of this new system, while still completing the project on time and in budget. The project was successfully completed in November 2008 with no change orders and the City rated the contractor 9.8 out of 10.



Four years later in 2012 the City's three year, \$19M Master Renewal Program is ramping up. The City has committed to using the best value PIPS risk management structure for the entire delivery of the Program, from design to construction. Lonnie Brokke, the City's Parks and Recreation Director, explains, "We had a very positive experience with the best value process on our Geothermal project. When our Master Renewal Program was approved, we saw PIPS as the ideal match to identify experts, minimize risk to the City, and help deliver a quality Program for our citizens." The City's first project is the selection of a Lead Consultant and is currently underway. Visit the [project website](#) to keep on new opportunities and status of the program.

- [Watch us on YouTube](#)
- [Friend us on Facebook](#)
- [Follow us on Twitter](#)

## PIPS Certification Program Helps Companies Implement Best Value

In August 2010, ASU started an certification program for contractors, architects/engineers, and owners that wanted to learn how to use the best value process internally and sustain the program within Minnesota. For a fee of \$250, participants receive four on-site training sessions, access to online educational materials, and opportunities to take the PIPS Certification Exam. The program has 166 participants from 79 different companies.

Why should you take the class?



*"I've been involved in the classes three years now and the process is dynamic. It's self-paced and each class you will learn something new so I make it a point to continue and recertify each year for my own benefit. It's important to the clients that contractors understand and know how to implement the best value process."*

— Nick Jewell, DMC Plumbing

ASU is continuing to offer the course for the remainder of 2012, and in to 2013. The tentative dates are as follows (classes offered in the Twin Cities and Rochester):

- August 29 & 30, 2012
- Week of October 22, 2012
- Week of December 3, 2012
- Week of February 3, 2013

If you're in the Minnesota-area and would like to sign-up, or are interested in setting up a Certification Program in your area, please contact Sylvia Romero ([Sylvia.Romero@asu.edu](mailto:Sylvia.Romero@asu.edu) or 480-965-1252).

## Best Value Projects in Minnesota

There are several best value opportunities coming up in Minnesota:

- City of Rochester: [Professional Engineering Services](#). Kickoff meeting #1 is 8/29/12 at 1:00pm.
- [Hennepin County](#): continuing piloting of best value process. Expect projects in fall 2012.
- Rochester Public Schools: continuation of school renovations and upgrades. [Watch the website](#) for opportunities.

You can sign-up to be automatically emailed when new projects are added (to Minnesota PIPS users, or any other PIPS user). Simply go to our [notification page](#) and provide your information.

**2012 Midwest Best Value Workshop: October 2012**



ASU will be hosting the 2012 Midwest Best Value Workshop in the Minneapolis/St. Paul metropolitan area. The objective is to assist owners, consultants, engineers, contractors, and other professionals on how to successfully run a best value project. The full day workshop will include hands-on exercises and case studies to give attendees a thorough and firsthand experience. **Details will be coming soon.**

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

Regular Meeting – August 23, 2012

**AGENDA SECTION:** ADMINISTRATIVE SERVICES REPORT

**ITEM:** RESOLUTION RELATING TO THE TERMINATION  
AND NON-RENEWAL OF EMPLOYEES HIRED  
UNDER LICENSURE WAIVERS

**PRESENTED BY:** \_\_\_\_\_

**1. Background Information**

BE IT RESOLVED by the School Board of Intermediate District 287 that the employment of the following individual hired as Community Experts or through Variances or Waivers for Innovative Teaching be terminated on August 23, 2012.

BE IT FURTHER RESOLVED, that written notice be sent to said employee regarding termination and non-renewal.

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

**3. RECOMMENDED ACTION:** Board approvals resolution as presented.

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

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

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

**RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF  
EMPLOYEES HIRED UNDER LICENSURE WAIVERS**

BE IT RESOLVED by the School Board of Intermediate District 287 that the employment of the following individual hired as Community Experts or through Variances or Waivers for Innovative Teaching be terminated on August 23, 2012.

BE IT FURTHER RESOLVED, that written notice be sent to said employee regarding termination and non-renewal.

**NAME**

**DATE OF EMPLOYMENT**

**TEACHING & LEARNING**

David A. Tombers

April 11, 2012

Whereupon said Resolution was declared duly passed and adopted.

WITNESS my hand officially as such recording officer this 23<sup>rd</sup> day of August, 2012.

\_\_\_\_\_  
School District Clerk

**August 15, 2012**

**Student Rights and Responsibilities Policy Bucket**

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

**Goals**

**Student Conduct & Discipline**

**Student Apparel**

**Bullying (formerly VP 120)**

**Hazing (formerly VP 160)**

**Weapons (formerly VP 180)**

**Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds (formerly SP 160)**

In preparation for revising the current policies, I reviewed the following sources of requirements and information: Minnesota Statutes and Regulations, Intermediate District 287 policies and procedures, member districts' policies and procedures, and MSBA/MASA model policies.

The District recently passed a Goals policy. As a result, this policy was not edited extensively. I have drafted an update to introduce the merging of the bullying, hazing and weapons policies into the Student Rights and Responsibilities bucket.

A policy addressing student conduct and discipline is required, and the current Student Conduct and Discipline policy did not contain all the required language. I have drafted a policy that adds the mandatory components and incorporates language from the procedure on Discipline of Students with Disabilities.

The Student Apparel policy has been incorporated into the policy on Student Conduct and Discipline. As a result, the Student Apparel policy is recommended for deletion.

A Bullying policy is mandatory. I recommend waiting for forthcoming legislative changes before reviewing the current policy. Governor Dayton convened a task force in March of 2012 to advise on necessary changes to the state's bullying prevention legislation. The task force submitted its report in the beginning of this month, including recommendations for legislative changes.

A policy prohibiting hazing is required. The current Hazing policy was reviewed and seems to be consistent with the law and MSBA/MASA model policies. I have drafted an update to this policy that incorporates input provided by the Board on June 28, 2012.

A policy that a school district refer a firearms possessor to law enforcement is required. The current Weapons policy needed updating. I have drafted a proposed policy that provides clear notice that intentional possession of weapons is prohibited and maintains flexibility to fashion a remedy in cases of unintentional possession. Input provided by the Board on June 28, 2012, was integrated into this proposed policy.

A policy on the use of peace officers and crisis teams to remove students with IEPs from school grounds is mandatory. Significant updates to the current policy are needed. Recent legislative changes have prompted a definitional change in the term “crisis team” to be a county-based crisis team, not a crisis team comprised of District employees. Accordingly, I have drafted a proposed policy consistent with the MSBA/MASA model policy and legislative changes.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DRAFT DISTRICT POLICY

**POLICY SERIES: Student Rights & Responsibilities**

**SUBJECT: Goals**

**BOARD APPROVED:**

**REVISION DATE: August 2012**

### **SRR100 Goals**

#### **I. Purpose**

The purpose of this policy is to articulate the Board's commitment to providing a student-centered learning environment that educates students about their responsibilities, affords them all of their rights as individuals, and instructs them about their obligations in the District's community of learners.

#### **II. General Statement of Policy**

The Board believes that all students have intrinsic value. In addition, all students have the capacity and the obligation to contribute to their school community and to society.

The Board advocates a proactive approach to issues of student conduct and behavior. Accordingly, in addition to disciplinary actions and procedures, the Board supports and expects efforts on the part of District administration and staff to promote positive behavior through such means as encouraging positive value and character development, teaching and modeling conflict resolution and problem-solving skills, and tailoring the learning environment to better meet individual needs.

The Board also believes that learning is the key to unlocking human potential. In keeping with this philosophy, the Board strives to provide an environment conducive to learning by adopting clear and consistent policies on student behavior, rights, responsibilities, and obligations.

#### **III. Board Goals**

- A. Recognize the intrinsic value of each individual student;
- B. Encourage in students a sense of personal responsibility and accountability for their actions;
- C. Deal justly and constructively with all students, including not only those students who are in violation of District policies, but also those students who may be the victims of those policy violations;
- D. Develop high-quality, creative and responsive programs designed to meet the educational, social, emotional and physical needs of District students;
- E. Provide a safe and secure learning environment, including preventing bullying, hazing and weapons violations; and
- F. Develop student recognition of the opportunity and obligation to advance their own individual learning and development as well as to contribute to the learning and development of others.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DRAFT DISTRICT POLICY

**POLICY SERIES:** ~~Violence Prevention~~ Student Rights & Responsibilities

**SUBJECT:** Hazing

**BOARD APPROVED:**

**REVISION DATE:** August 2012

### SRR 160 Hazing

#### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing.

#### II. GENERAL STATEMENT OF POLICY

- A. Hazing activities of any type are inconsistent with the educational goals of the District. Hazing is expressly prohibited on or off District property and during and after District hours. Hazing often occurs off school grounds, after school hours, and on non-school days. Students are advised that hazing is prohibited whenever and wherever it occurs.
- B. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- C. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- D. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the

- student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal/supervisor is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.
- D. Upon receipt of a complaint or report of hazing, the school district shall take appropriate action, which may include undertaking or authorizing an investigation by school district officials or a third party designated by the school district. Any appropriate actions that would support the victim may also be taken, including informing the victim's parent or guardian and providing a referral to the victim for support services.

#### **V. DISCIPLINE**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior, and conform to state law.
- C. Such disciplinary action may include, but is not limited to,
  1. Warning
  2. Suspension
  3. Exclusion
  4. Expulsion
  5. Transfer
  6. Remediation
  7. Termination, or
  8. Discharge

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DRAFT DISTRICT POLICY

**POLICY SERIES:** Student Rights and Responsibilities

**SUBJECT:** Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds

**BOARD APPROVED:**

**REVISION DATE:** August 2012

### **SRR 200 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds**

#### **I. PURPOSE**

The purpose of this policy is to describe the removal of a student with an individualized education program (IEP) from school grounds by a peace officer or county crisis team.

#### **II. GENERAL STATEMENT OF POLICY**

The Board is committed to promoting a learning environment that is safe for all members of the school community. The Board also recognizes the importance of providing individualized instruction and related services to students with IEPs, including during times when a student's behavior requires that the student be removed from the educational environment. In emergency situations, District employees may seek assistance from external resources, including peace officers and county crisis teams. Peace officers and county crisis teams may exercise their lawful authority to remove students from school grounds.

#### **III. DEFINITIONS**

For the purposes of this policy, the following terms are defined as:

- A. "Crisis team" refers to crisis services that may be available pursuant to an agreement to coordinate crisis services with the county board responsible for implementing the Children's Mental Health Act, Minn. Stat. § 245.487 – 245.4889. It does not include District employees.
- B. "Emergency" means a situation where immediate intervention is needed to protect a student or other individual from physical injury or to prevent serious property damage.
- C. "Peace officer" means an employee of a law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. Pursuant to an agreement between the District and local law enforcement agencies, a peace officer may be assigned to a school building as a "police liaison officer" for all or a portion of the school day to provide law enforcement assistance and support to the program staff and students. The police liaison officer is not a District employee, nor is the police liaison officer a member of

any student's IEP team or part of any student behavior support plan.

#### **IV. NOTIFICATION AND REVIEW**

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds by a peace officer as soon as possible following the removal. If a student with an IEP is removed from a classroom, school building, or school grounds during the school day twice in a 30-day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed.

#### **Legal references:**

Minn. Stat. § 121A.55(c)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures – Removal by a Peace Officer)

Minn. Stat. § 245.487 – 245.4889 (Children's Mental Health Act)

20 U.S.C. § 1415(k)(6)(Referral to and action by law enforcement and judicial authorities (IDEA))

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DRAFT DISTRICT POLICY

**POLICY SERIES:** Student Rights & Responsibilities

**SUBJECT:** Student Conduct and Discipline

**BOARD APPROVED:**

**REVISION DATE:** August 2012

### **SRR120 Student Conduct and Discipline**

#### **I. Purpose**

The purpose of this policy is to articulate the Board's general expectations for student behavior and the consequences for violation of District policies and procedures. The Student Handbook and other Board policies governing student rights and responsibilities provide further and more-detailed information concerning student conduct, discipline, and obligations.

#### **II. General Statement of Policy**

The Board is committed to providing innovative educational services that meet the unique needs of its students. To that end, the Board advocates a proactive approach to issues of student conduct and behavior that keeps students in the learning environment.

Additionally, individual responsibility and mutual respect are essential components of an environment conducive to learning. District students are required to conduct themselves in a manner that does not interfere with the rights and privileges of others. Furthermore, students are expected to make a positive contribution to their school community through cooperative and constructive interactions with others.

By adopting a student code of conduct, the Board seeks to promote self-control, responsibility and accountability for one's own actions, and respect for law, authority, property, and the rights of others. The Board also seeks to encourage behavior that advances and encourages good citizenship and ensures an environment conducive to learning.

#### **III. Student Code of Conduct**

All students have the responsibility to:

1. Conduct themselves in an appropriate, respectful, and courteous manner at all times.
2. Familiarize themselves with the Student Handbook and all District policies and procedures governing student rights, obligations, and responsibilities and act accordingly.
3. Follow all official notices and directives and comply with reasonable instructions given by an authority.
4. Attend their program on a regular and consistent basis.
5. Appropriately use all District property and equipment.
6. Cooperate fully and truthfully in any inquiry or investigation conducted by the District.
7. Immediately report to District staff any threat, harassment, hazing, bullying, act of

intimidation or retaliation, and physical or verbal abuse or assault.

8. Dress appropriately for District activities and in keeping with community standards, so that one's dress, appearance or grooming does not interfere with or disrupt the educational process or District activities, or pose a threat to the health or safety of the student or others.

The following are examples of unacceptable behavior subject to disciplinary action by the District. These examples are not intended to be an exclusive list.

All students have the responsibility not to:

1. Violate the District's policies on Bullying, Harassment & Violence, Hazing or Weapons.
2. Violate state or federal laws or rules, or other District policies or procedures.
3. Engage in any other behavior which is dangerous or detrimental to the health, safety, or welfare of other students or staff.
4. Possess, use, distribute, sell or attempt to sell, or be under the influence of any narcotic, hallucinogenic, marijuana, amphetamine, barbiturate, alcohol, or other illegal drug or intoxicant.
5. Cause or attempt to cause damage to or destruction of District or private property or steal or attempt to steal such property.

#### **IV. Student Discipline**

District administration may discipline any student, up to and including suspension and/or recommendation for expulsion, who violates one or more of the standards of conduct listed above. In accordance with the Pupil Fair Dismissal Act, grounds for discipline shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.
3. Willful violation of any school rules, regulations, policies or procedures, or
4. Other conduct which, in the discretion of the teacher or administration, requires removal of the student from class.

The District will utilize progressive discipline to the extent reasonable and appropriate in accordance with applicable law and based upon the specific facts and circumstances of student misconduct.

Discipline measures may include, but is not limited to, one or more of the following:

1. Student and/or parent conference
2. Restriction or loss of school privileges
3. In-school suspension
4. Removal from class
5. Suspension
6. Recommendation to resident district regarding exclusion or expulsion
7. Other disciplinary action as deemed appropriate by the District

## **V. Removing Students From Class**

The decision to remove a student from class is made by the classroom teacher. A student may be prohibited from attending a specified class for a period of time, not to exceed three class or activity periods (or three hours if the day's activities are not divided into well defined periods of instruction). The student will have continuous staff supervision during the time he/she is temporarily removed from the regular class activity.

The length of time of the removal from class and whether to dismiss a student from school are decisions made by the supervisor/building principal or designee. The supervisor/building principal or designee shall determine the necessity of parent/guardian notification resulting from the student being removed from class. The supervisor/building principal or designee shall work with the teacher to notify the student of the violation of the discipline rules and resulting disciplinary action.

In the event of dismissal from school, arrangements with parents/guardians and student will be made to discuss the student's misconduct, resulting disciplinary action and plan for readmission. Whenever a student is dismissed, District staff will document the date and time of dismissal, reason(s), and any other pertinent information. If a student is dismissed more than two times in one month, a team meeting must be held to review the IEP, if applicable.

A teacher, other District employee, bus driver or other agent of the District may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

### **CROSS REFERENCES:**

SRR 140 Bullying Policy

SRR 160 Hazing Policy

SRR 180 Weapons Policy

### **LEGAL REFERENCES:**

Minn. Stat. § 121A.40 - .56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.61 (Discipline and Removal of a Student From Class)

20 U.S.C. §§ 1400 *et. seq.* (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et. seq.* (Rehabilitation Act of 1973, § 504)

34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**DRAFT**  
**DISTRICT POLICY**

**POLICY SERIES:** Student Rights and Responsibilities  
**SUBJECT:** Weapons  
**BOARD APPROVED:**  
**REVISION DATE:** August 2012

**VP180 Weapons**

**I. PURPOSE**

The purpose of this policy is to promote a safe school environment for students, staff and the public.

**II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a District location, except as provided in this policy. The District will act to enforce this policy and to discipline or take other appropriate action against any student, teacher, administrator, other District employee, contractor, volunteer, bus driver or member of the public who violates this policy. In cases in which the District operates programs on sites owned by other entities, the District will consider the policies of the host organization or other district.

**III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Weapon" means any object, device or instrument designed as a weapon or otherwise capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. No person shall use articles designed for other purposes (e.g., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- D. "District location" includes any District building or grounds, whether leased, rented, owned or controlled by the District, District bus stops, busses or vehicles, District-contracted vehicles, the area of entrance or departure from District premises or events, and locations of District- related functions, District-sponsored activities, events or trips.

- E. "Immediately" means as soon as possible.
- F. "Possession" means having a weapon on one's person or in an area subject to one's control in a District location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to a District location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building principal/supervisor shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the building principal/supervisor, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator or teacher, or immediately notifies an administrator or teacher of the weapon's location.
- B. It shall not be a violation of this policy if a person falls within one of the following categories:
  - 1. active licensed peace officers; military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 2. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle; or
  - 3. persons who keep or store pistols in a motor vehicle in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045.
- C. Policy Application to Instructional Equipment/Tools  
While the District takes a firm position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Administrative Discretion  
The superintendent may use discretion in determining whether, under the circumstances, a course of action other than imposing standard disciplinary consequences is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline. The superintendent shall inform the criminal justice or juvenile delinquency system as soon as practicable when a student brings a firearm to school unlawfully.

#### **CROSS REFERENCES:**

SRR 120 Student Conduct & Discipline Policy

#### **LEGAL REFERENCES:**

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)

Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)



## Intermediate District 287

### DISTRICT POLICY

**POLICY SERIES:** Violence Prevention

**SUBJECT:** Bullying

**BOARD APPROVED:** July 2007

**REVISION DATE:**

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## VP120 Bullying

### I. PURPOSE

The purpose of this policy is to assist the District in its goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior.

### II. GENERAL STATEMENT OF POLICY

An act of bullying, by any individual or group, is expressly prohibited on District property and at District-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

- A. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the District or the safety or welfare of the student, other students, or employees.
- B. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the District by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off District property and/or with or without the use of District resources.
- C. No teacher, administrator, volunteer, contractor, or other employee of the District shall permit, condone or tolerate bullying.
- D. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

- E. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Retaliation includes, but is not limited to, any form of intimidation, harassment and intentional disparate treatment.
- F. False accusations or reports of bullying are prohibited.
- G. A student, teacher, administrator, other District employee, contractor, volunteer or bus driver who engages in an act of bullying, reprisal, false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with the District's policies and procedures.
- H. Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
  - 1. harming a student;
  - 2. damaging a student's property;
  - 3. placing a student in reasonable fear of harm to his or her person or property;
  - 4. creating a hostile educational environment for a student; or
  - 5. subjecting a student to ridicule, embarrassment, or social isolation.
- B. "On District property or at District-related functions" means all District buildings, grounds, and property or property immediately adjacent to District grounds, District bus stops, buses, vehicles, contracted vehicles, or any other vehicles approved for District purposes, the area of entrance to or departure from District grounds, premises, or events, and all District-related functions, District-sponsored activities, events, or trips. District property also may mean a student's walking route to or from school for purposes of attending District programs or District-related functions, activities, or events. While prohibiting bullying at these locations and events, the District does not represent that it will provide supervision and/or assume liability at these locations and events.

#### **IV. DISCIPLINE**

- A. The District will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the District who is found to have violated this policy.
- B. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Such disciplinary action may include, but is not limited to,
  - 1. Warning
  - 2. Suspension
  - 3. Exclusion
  - 4. Expulsion
  - 5. Transfer
  - 6. Remediation
  - 7. Termination or
  - 8. Discharge.
- C. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with District's policies and procedures. The factors the District may take into account when determining appropriate discipline include, but are not limited to:
  - 1. The developmental and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

Regular Meeting – August 23, 2012

**AGENDA SECTION:** BOARD BUSINESS

**ITEM:** 10.2.1.1 Annual Organizational Memberships

**PRESENTED BY:** Chair Bremer

**1. Background Information**

Renewal of institutional memberships and dues in Association of Educational Services Agencies Minnesota Membership (AESAM), Association of Metropolitan School Districts (AMSD), Educational Cooperative Services Unit (ECSU), Minnesota School Board Organization (MSBO), National School Boards Association (NSBA), Technology & Informational Educational Services (TIES), and Twin West Chamber of Commerce.

**2. Fiscal Impact/Funding Source: Superintendent/Board Budget**

**3. RECOMMENDED ACTION: The Board approve the continuation of memberships in various educational programs as presented.**

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

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

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

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

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## ANNUAL ORGANIZATIONAL MEMBERSHIPS

It is recommended the Board approval the renewals of institutional memberships and dues in the following organizations (some fees are estimated at this time):

<b>Organization – Fees/Dues</b>	<b>Past Year</b>	<b>2012-2013</b>
AESA - Association of Educational Services Agencies MN Membership	660.00	660.00*
AMSD – Association of Metropolitan School Districts	6,855.00	6,573.00
ECSU – Educational Cooperative Service Unit	700.00	700.00*
MSBA – Minnesota School Board Organization	8,470.00	8,792.00
NSBA – National School Boards Association	1,988.00	1,988.00
TIES - Technology & Informational Educational Service	72,828.00	72,828.00*
Twin West Chamber of Commerce	557.00	557.00*

\*Estimated amounts as invoice for FY13 have not yet been received.

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## AMSD Calendar

**August 10, 2012**  
**Board of Directors**  
**Meeting**, 7:00 a.m., TIES  
Building, St. Paul

**August 24, 2012**  
**Executive/Legislative**  
**Committee Meeting**,  
7:30 a.m., TIES Building,  
St. Paul

**September 7, 2012**  
**Board of Directors**  
**Meeting**, 7:00 a.m., TIES  
Building, St. Paul

**September 28, 2012**  
**Executive/Legislative**  
**Committee Meeting**,  
7:30 a.m., TIES Building,  
St. Paul

## AMSD's Mission

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



Association of  
Metropolitan School Districts

## Roseville Constructs Reading Recovery Training Site

**W**hen a child struggles to read, take it personally. Then take action.

Every first grader anticipates the moment when black lines and squiggles become words that tell the tales of faraway places and fantastic adventures. However, not all children easily acquire early reading concepts. Experience and research has taught us those struggling readers will fall farther and farther behind their peers academically unless they receive significant intervention. Taking this need seriously, Roseville Schools began implementing the *Reading Recovery* program about five years ago.



### Investing in Innovation: Federal i3 Fund and “Scaling Up What Works”

The Federal i3 Fund was established to provide grants to applicants with a record of improving student achievement, or to “scale up” what works. Ohio State University and its partner, the University of South Dakota, were the beneficiaries of grant funds allowing Ohio State to become the first university in the United States to adopt the *Reading Recovery* program. (Originating in New Zealand, *Reading Recovery* has aided more than 2 million children in North America in its 25-year history.)

As a recipient of the fund, \$45 million (plus \$10 million in matching funds) was awarded with a goal of training 3,750 teachers. This project will ultimately reach 90,000 children with individual tutoring and 405,000 in small groups. School districts invest in the project by paying teacher salaries and, in turn, the project pays for their tuition and instructional materials at 15 training centers.

*Continued on page 2*

## From the Chair

**I**t is hard to believe that summer is already winding down and the campaign season is rapidly heating up. In fact, primary election day, August 14, is right around the corner. If you live in a legislative district with a contested primary election, I encourage you to find out where the candidates stand on important public education issues and get out and vote for those candidates who commit to supporting our students and our schools.

During an election year, voters are bombarded with information on a variety of topics and it can be difficult to discern relevant facts and figures. Many candidates tout education as their top priority. However, it is important for voters to find out where candidates stand on specific issues.

AMSD has once again developed its annual Election Guide to assist citizens concerned about public education. The guide includes important data and facts about education funding and policy, sample questions to ask candidates and other election resources.

We need state policymakers who are committed to ensuring a high-quality public education system that provides our students the opportunities they need to be successful. It is up to us to educate candidates about the needs and challenges facing our schools. I encourage you to share this guide with legislative candidates and community members in your district. You can access the guide at: <http://www.amsd.org/amsd-election-guide>

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

# Reading Recovery program dedicated to teacher professional development

Continued from page 1

## Reading Recovery: What Works

*Reading Recovery* is a targeted approach to school reform focusing on first graders who are experiencing difficulty learning to read and write (typically the lowest 20% of the class). Having mandated data collection and research from the beginning, it is one of the most fully researched and documented intervention programs in the world.

Behind the results is an unyielding dedication to teacher professional development, ensuring that teachers become leaders who positively affect teaching practices in their districts. Teachers build the skills necessary to provide their students with individualized, 30-minute lessons each day. Research suggests that after 12-20 weeks, 75 percent of the lowest-performing students are able to accelerate their learning such that they catch up with their peers and close the achievement gap. *Reading Recovery* students outperform control group students on multiple literacy tests measuring reading and writing abilities. Achievement gaps are greatly reduced or closed across varying racial and ethnic groups, socioeconomic groups, and for English Language Learners.



Kendra Tlusty, Roseville Reading Recovery Lead Teacher, receives her Reading Recovery Certification from Dr. Garreth Zalud of the University of South Dakota

## Launching a Reading Recovery Training Site

Roseville Area Schools has established a *Reading Recovery Training and Professional Development Center* to grow this program exponentially. The grant provided funds to construct a training facility at Roseville's Brimhall Elementary School. The unique feature of this training room is a one-way mirror that allows teachers on one side of the mirror to observe, discuss, and build their theory and skills while lessons unfold with a student on the other side of the mirror. The opportunity to teach and/or observe two *Reading Recovery* lessons is a part of every professional development session. *Reading Recovery's* professional development is widely recognized as the key reason struggling children can become successful readers in a relatively short period of time.



As a professional development site, Roseville Area Schools will train and provide ongoing support to *Reading Recovery* teachers. Kendra Tlusty, a *Reading Recovery* teacher in Roseville schools for the past four years, successfully completed the rigorous year-long training required of a Teacher Leader at the University of South Dakota. As Roseville's Teacher Leader, Kendra will work with students, train new teachers, provide ongoing professional development and support for trained teachers, monitor the progress of children, disseminate information, and work closely with district administrators to implement the *Reading Recovery* program.

Roseville Schools' Superintendent Dr. John Thein, was instrumental in launching this site. After experiencing success with *Reading Recovery* in his district for three years, he had a vision to share the benefits with others. In addition to training and supporting in-house teachers, Roseville's *Reading*

*Recovery Training and Professional Development Site* will act as a multi-district training site, creating an organizational structure to support other districts involved in their implementation of *Reading Recovery*. Roseville is partnering with members of the East Metro Integration District who share services toward eliminating racial disparities, however, all schools interested in implementing *Reading Recovery* are invited to partner with this multi-district site.

If you have ever considered implementing *Reading Recovery*, now is the time to take a closer look. If you have questions about *Reading Recovery* or would like to visit Roseville's site, please contact Jake Von De Linde, Site Coordinator ([jacob.vondelinde@isd623.org](mailto:jacob.vondelinde@isd623.org)) or Kendra Tlusty, Teacher Leader ([kendra.tlusty@isd623.org](mailto:kendra.tlusty@isd623.org)) or visit our website (<https://sites.google.com/a/apps.isd623.org/reading-recovery-roseville/>).

*This month's member spotlight was submitted by Kendra Tlusty, Reading Specialist, Roseville Area Schools.*

## 2012 AMSD Election Guide: The Importance of Public Education

**A**MSD has released its 2012 Election Guide for political candidates and citizens concerned about education. The guide contains tips on becoming involved in the political process, important data on the state of public education, and sample questions to ask candidates running for state and federal office. A key feature of the guide highlights “Five Education Funding Facts.”

The Five Education Funding Facts section attempts to provide some context to the discussion around school funding in Minnesota. You can find the AMSD Election Guide at: <http://www.amsd.org/amsd-election-guide>

### Five Education Funding Facts

#### 1. Education funding has not kept pace with inflation over the past decade.

Between 2003 and 2013, Minnesota’s basic per pupil funding formula increased from \$4,601 to \$5,224, an increase of 13.5 percent. During that same time period, inflation grew by 42.86 percent as measured by the Implicit Price Deflator (IPD) for state and local government purchases. The \$50 per pupil per year formula increase approved during the 2011 special session represented an increase of 2 percent over two years. Inflation is projected to be 4.3 percent over that same time period, meaning that the basic formula allowance continues to lose ground to inflation.

#### 2. During the 2011 special session, the Governor and Legislature increased the education aid payment shift to help balance the state budget.

To help solve the state budget deficit during the 2011 session, Legislators and the Governor increased the shift to a 60/40 payment schedule – this means that school districts received 60% of their funding in the current year and the remaining 40% in the following fiscal year. The problem is that school districts are generally not able to shift their expenses forward. School districts still need to open their doors, make payroll and buy textbooks, etc. In other words, while schools received 60% of their expected funding on time, they still had to pay 100% of their bills. A recent improvement in the state budget situation has allowed the state to repay a portion of the shift lowering the deferred aid percentage to 35.7%.

#### 3. The state is not paying for its mandated special education programming.

According to the Minnesota Department of Education, special education costs exceeded state and federal special education aid by almost \$342 million for AMSD school districts in FY 2011. The statewide cross subsidy was \$546 million in FY 2011 and \$595 million in FY 2012. The unfunded cost of special education is projected to increase to \$614 million by FY 2013! In Figure 1 on the following page, you can see that the cross subsidy for AMSD member districts was \$341,972,212 in 2011 – these are district expenses on special education that were not covered by state or federal resources. You can also see in Figure 1 that the special education gap for AMSD districts was \$138,638,717 – meaning that the state of Minnesota owes this amount to AMSD districts because it is falling short of funding its statutory special education funding formula.

The failure of the state to fund mandated special education programming is without a doubt the primary reason Minnesota school districts face funding challenges year after year.

*Continued on page 4*

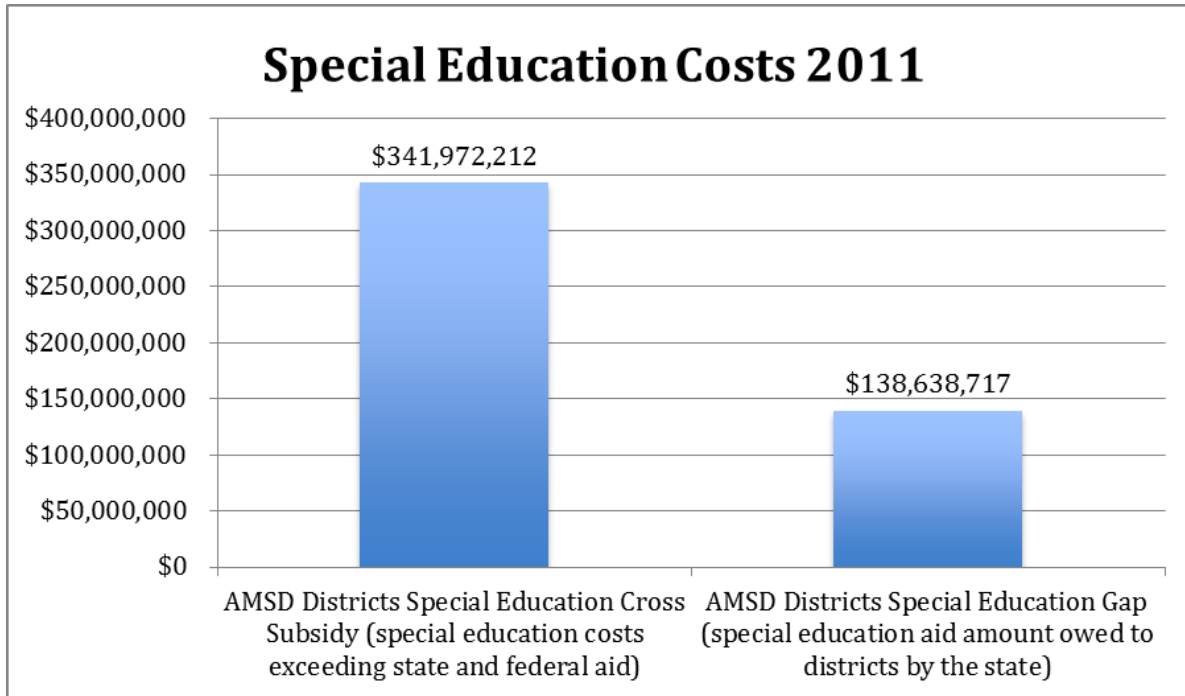
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**AMSD Members:** Anoka-Hennepin, Bloomington, Brooklyn Center, Burnsville-Eagan-Savage, Columbia Heights, East Metro Integration District 6067, Eastern Carver County Schools, Eden Prairie, Edina, Elk River, Fridley, Hopkins, Intermediate District 287, Intermediate District 917 (Associate Member), Inver Grove Heights, Lakeville Area, Mahtomedi, Minneapolis, MSU Mankato Center for Engaged Leadership (Associate Member), Minnetonka, Mounds View, North St. Paul/Maplewood/Oakdale, Northeast Metro District 916 (Associate Member), Northwest Suburban Integration District (Associate Member), Orono, Osseo Area Schools, Richfield, Robbinsdale, Rosemount-Apple Valley-Eagan, Roseville, Shakopee, South St. Paul, South Washington County, Spring Lake Park, St. Anthony/New Brighton, St. Cloud Area, St. Louis Park, St. Paul, Stillwater, TIES (Associate Member), Wayzata, West Metro Education Program, West St. Paul, and White Bear Lake.

**2012 AMSD Election Guide: Education Funding Facts**

*Continued from page 3*

**Figure 1: Special Education Costs 2011**



Source: AMSD Special Education Gap: <http://www.amsd.org/wp-content/uploads/2011/11/Special-Education-Gap-Final-2010-2011.pdf> and AMSD Special Education Cross Subsidy: <http://www.amsd.org/wp-content/uploads/2011/11/AMSD-Cross-Subsidy-Final-FY-20111.pdf>

**4. The potential elimination of integration funding would create major funding challenges for most metropolitan school districts.**

As a result of the 2011 special session education bill, integration revenue is set to expire at the end of FY 2013. According to the Minnesota Department of Education, 139 school districts receive integration revenue. Total state integration revenue is \$93,936,000 and AMSD districts receive \$78,233,340 (about 83% of total integration revenue).

**5. More students have more challenges than ever before, which means schools must provide more services.**

Since 2003, the number of Minnesota students eligible for free or reduced price lunch has increased from 27 percent to 37 percent. The percent of students with limited English proficiency has increased from 6.2 percent to 7.7 percent, and the number of students receiving special education services also increased from 13.2 percent to 14.9 percent. AMSD member districts make up 48% of the state’s enrollment. It is important to note that in the State of Minnesota, 47% of students eligible for free or reduced price lunch, 70% of the English Language Learners identified and 48% of special education students are enrolled in AMSD districts.

# School Board Planning Calendar 2013

## TENTATIVE

1 <sup>st</sup> Meeting of the Month		2 <sup>nd</sup> Meeting of the Month	
<b>START TIME 6:30 PM</b>			
<b>JANUARY 10, 2013</b> <i>Organizational Meeting</i> Election of Board Officers Oath of Office Data Privacy & Records Bucket (First Read) FY10 Audit Legislative Initiatives		<b>JANUARY 24, 2013</b> Bloomington Withdrawal Update Data Privacy & Records Bucket (Second Read) Financial Report December Strategic Plan Review & Measurement Report	
<b>FEBRUARY 14, 2013</b> District Procedure Schedule Discussion Communication with Local Boards NEC Vote Superintendent Mid-Year Evaluation Procedure Transportation Presentation		<b>FEBRUARY 28, 2013</b> ALC Plus Update Diversity Report Financial Report February FY11 Budget Revision & FY12 Budget Assumptions Program Withdrawal Report Staff Reduction ULA Resolution Changes for following Year	
<b>MARCH 14, 2013</b> Diversity & Recruitment Report Pay Equity Report		<b>MARCH 28, 2013</b> Financial Report February FY13 Budget Reduction Realignment Proposal Program Reduction Resolution Reduction ULA for tenured staff Proposed District 287 School Calendar 2011-2012	
<b>APRIL 25, 2013</b> <i>(Only one Board meeting this month!)</i>			
Financial Report March Superintendent & Board Evaluation Update		NEC Facility Committee Report	
<b>MAY 9, 2013</b> Career Tech Strategic Plan Report		<b>MAY 23, 2013</b> Financial Report April Non-Renewals/Layoffs Staff Reduction ULA Resolution Spotlight DVD Presentation Probationary Licensed, and Non-Licensed	
<b>JUNE 13, 2013</b> Arts Grant Approval on Consent Agenda Arts Award Recognition ( Student) PLC Data Report Possible TA Clerical Unit Superintendents Evaluation Update Administrative/Unaffiliated Parameters - (Closed Session)		2013-14 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff	<b>JUNE 27, 2013</b> Possible TA Administrative/Unaffiliated Unit Superintendent & School Board Evaluation to plan for Board Retreat outcomes

**INFORMATIONAL ITEMS TO REMEMBER:**

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

Community use of Facilities Bucket

# School Board Planning Calendar 2012

1 <sup>st</sup> Meeting of the Month	2 <sup>nd</sup> Meeting of the Month
<p><b>AUGUST 23, 2012</b>  <i>(Only one Board meeting this month!)</i>  <b>(Meeting held at NEC Site)</b></p>	
<p>Administrative Services PLC                      Approval of Cash Flow Borrowing Resolution                      C-Train Update                      District Operations                      Financial Report July                      Legislative Session Review &amp; Implications</p>	<p>NEC Facility Committee Report                      Report on Crisis Planning (Michelle Axell – 10 minutes)                      Student Rights/Responsibilities Bucket (First Read)                      Violence Prevention Bucket (Second Read)                      What Board Members Should Know About Our 2012-2013 Start-Up” (Colleen, Dolly, Char, and Jane)</p>
<p><b>SEPTEMBER 13, 2012</b>                      Superintendent Goals                      Bloomington – Closed Session                      Student Rights/Responsibilities Bucket (Second Read)                      (Goal Bucket Re-organize with website &amp; calendar)</p>	<p><b>SEPTEMBER 27, 2012</b>                      Board Officers/Operations Bucket (First Read)                      Financial Report August                      Nondiscrimination/Equal Opportunity Bucket (First Read)                      Resolution to Borrow                      PLC’s Results/Goals                      NEC Facility Committee Report                      Report on Crisis Planning</p>
<p><b>OCTOBER 11, 2012</b>                      Board Officers/Operations Bucket (Second Read)                      Nondiscrimination/Equal Opportunity Bucket (Second Read)                      Cash Flow Borrowing                      Prior Year Agenda Review</p>	<p><b>OCTOBER 25, 2012</b>                      District Administration/Organization Bucket (First Read)                      Employee Rights &amp; Responsibilities Bucket (First Read)                      Financial Planning/Operations Bucket (First Read)                      Financial Report September                      Strategic Plan Update/Innovative Coach</p>
<p><b>NOVEMBER 8, 2012</b>  <i>(Only one Board meeting this month!)</i></p>	
<p>District Administration/Organization Bucket (Second Read)                      Employee Rights &amp; Responsibilities Bucket ( Second Read)                      Facilities Management Update                      Financial Report October</p>	<p>Food Service Resolution                      NEC Facility Committee Report                      OPEB Reporting &amp; Funding                      Financial Planning/Operations Bucket (Second Read)                      Prior Year Unaudited Fund Balance Report</p>
<p><b>DECEMBER 13, 2012</b>  <i>(Only one Board meeting this month!)</i></p>	
<p>Financial Report November                      Facilities Management Update - Energy Audit                      Digital Copy Certificate (Written Report)</p>	<p>Prior Year Audit Review                      NEC Facility Committee Report                      Legislative Initiatives</p>

**INFORMATIONAL ITEMS TO REMEMBER:**

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

**Community use of Facilities Bucket**

**INTERMEDIATE DISTRICT 287**  
**August 23, 2012**  
**SCHOOL BOARD CALENDAR**

## August 2012

23	Thursday	North Education Center (Ribbon Cutting) Open House	1:00PM	NEC
23	Thursday	General Board Meeting	3:30PM	NEC
27	Thursday	Back-To-School Event	TBD	NEC

## September 2012

13	Thursday	General Board Meeting	6:30PM	Board Rm
27	Thursday	General Board Meeting	6:30PM	Board Rm

## October 2012

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

## November 2012

08	Thursday	General Board Meeting	6:30PM	Board Rm
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## December 2012

13	Thursday	General Board Meeting	6:30PM	Board Rm
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◆ Board Facilities Committee Meeting - Third Tuesday of the Month

◆ Board Facilities Committee Meeting - Second Tuesday of the Month

◆ General Board Meeting – Date Change

◆ New Event