

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Regular Meeting

Thursday, March 27, 2014 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, March 27, 2014

6:30 PM @ District Service Center Board Room

AGENDA

	<u>Page #</u>
1. CALL TO ORDER (Action)	
2. APPROVAL OF GENERAL MEETING AGENDA (Action)	
3. OPEN FORUM FOR COMMUNITY COMMENTS (Information)	
4. APPROVAL OF CONSENT AGENDA (Action)	
4. 1. General Board Meeting Minutes from March 13, 2014	4
4. 2. Routine Human Resource Activities for March 27, 2014	6
5. SHARE THE SUCCESS & RECOGNITION - (10 minutes) (Information)	
5. 1. Employee Recognition – The March “Above & Beyond” Employee Kristin Peterson will be announced to the Board.	
6. SUPERINTENDENT'S REPORT - (30 minutes)	
6. 1. Epsilon Gallah Communication Sticks Art Project (Information) Matt Sabin, Instructor at the Hennepin County Home School, will be available to share this project.	
6. 2. Board Efficiencies Memo (Information)	11
The annual memo regarding the district wide efficiencies for 2013-14 will be shared.	
6. 3. Approval of Proposed 2014-2015 District 287 School Calendar (Action)	14
The calendar for the 2014-2015 school year will be shared & the Board will be asked to approve it.	
6. 4. Licensed Staff Evaluation Vote (Information)	
The outcome of the vote to ratify the Intermediate District 287 Customized model for Licensed Staff Evaluation will be celebrated. Bob Bathke and Karen Bendtsen representing Local 2209 will be recognized for their efforts on the Evaluation Design Team.	
6. 5. Legislative Update	
7. INSTRUCTIONAL REPORT - None	
8. ADMINISTRATIVE SERVICES REPORT continue - (50 minutes)	
8. 1. Financial Report (Action)	
8. 1. 1. Approval of Routine Monthly Finance Report	15
Mae Hawkins, Director of Finance will provide an overview of the monthly finance reports and the Board will be asked to approve it.	
8. 2. Facilities Report - None	
8. 3. Information Technology Report -None	
8. 4. Human Resource Report	
8. 4. 1. Recruitment, Retention, & Results Related to High Performing Staff Report (Information)	
Anne Becker, General Counsel/Human Resource Director will share this report.	
8. 4. 2. Closed Session - Negotiations (Information)	
The school Board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03.	
8. 4. 3. Closed Session - Bloomington (Information)	

The School Board may hold a closed meeting pursuant to Minn. Stat. §13D.5, subd. 3(c) to develop a plan for evaluation of the district's real and personal property.

9. BOARD BUSINESS - (10 minutes) *(Information)*

9. 1. Policy Review & Revision - None

9. 2. Board Reports

9. 2. 1. Chair Report - None

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

9. 2. 2. 1. AMSD Connections Newsletter March 2014 26

9. 2. 3. District News

9. 2. 3. 1. School Board Planning Calendar 2013-2014 30

9. 2. 3. 2. School Board Calendar of Events 32

9. 3. Once Around the Table

10. ADJOURNMENT

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
March 13, 2014
MINUTES

1. CALL TO ORDER

Chair Ann Bremer called the regular meeting to order at 6:31 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

286	Brooklyn Center	Jeffrey Palm
272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
276	Minnetonka	Karen Filla
278	Orono	Michèle Kunz
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent: 279/Henke

Guests: Amy Schroeder, Kristin Page, and Taylar Ruoho

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Anne Becker, Michael Cowles, Mae Hawkins, Jane Holmberg, and Tabitha Johnson

287 Staff Members: Kauro Thompson, Jon Voss, Brooke Peterson, Bruce Mulder, and Julie Tuorila

2. APPROVAL OF GENERAL MEETING AGENDA

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

3. OPEN FORUM FOR COMMUNITY COMMENTS

4. APPROVAL OF CONSENT AGENDA

The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from February 27, 2014. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

5. SHARE THE SUCCESS & RECOGNITIONS - None

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski briefly updated the Board on the progress regarding the intermediate district legislative platform. The three Intermediate Superintendents provided testimony at hearings and have been involved in many conversations to increase the safe schools lease levies, include the intermediates in facilities task force recommendations, and support increased graduation through changes to the Post-Secondary Options Enrollment law.

Dolly Lastine, Executive Director of Special Education, presented to the Board a report on the state's efforts to reduce the use of restrictive procedures and foreshadowed the eventual prohibition of prone restraint for districts. Dolly has been part of the stakeholder task force to develop a statewide plan to implement Minnesota Statute 125A.0942, Standards for Restrictive Procedures. Data submitted to MDE by Intermediate District 287 reported a substantial decrease (63%) in prone restraints from 2012 to 2013.

7. INSTRUCTIONAL REPORT

Dr. Jon Voss, Principal of Academic Programs, briefly updated to the Board on the district's efforts in World Language and introduced District 287 staff member Kauro Thompson who teaches Japanese at Robbinsdale Armstrong High School. Kauro presented information on an exchange trip funded by the Japanese Ministry of Foreign Affairs and that she helped organize through the Bridge for Tomorrow Project. Students Amy Schroeder, Kristin Page, and Taylar Ruoho, who were among the 23 students from Armstrong who visited Japan for 10 days last summer, also shared their experiences and reflections on Japanese schools, home life, food, and culture. As part of the program, students from Japan visited Armstrong this February, and this was captured in a [Channel 12 news story](#).

Dolly presented to the Board a summary document “What the Board Needs to Know About Educational Rounds.” This year the superintendent’s cabinet has participated in educational rounds at three sites, and four additional rounds are planned. The purpose has been to engage leadership in a reflective and productive dialogue on student learning and instruction. Through these rounds, the cabinet has had an opportunity to observe classrooms and provide feedback, increase their level of understanding, and offer resources and support to further program initiatives.

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report – None

Facilities Report

Mike Cowles, Director of Facilities, updated the Board on plans to construct the South Education Center playfield. The playfield will feature a soccer field, track, garden beds, and a shed for equipment. Completion is anticipated mid-October 2014.

Information Technology Report - None

Human Resources Report

At the recommendation of Board Chair Bremer, *a motion was made by Ann Bremer, seconded by Carol Bomben, to close the General School Board meeting. The school Board may hold a closed meeting pursuant to Minnesota Statutes section 13D.05, subd. 3(b), to discuss threatened or pending litigation against the District. All in favor. Motion carried unanimously.* The meeting was closed to the public at 7:44 PM. *A motion was made by Ann Bremer, seconded by Michèle Kunz to open the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 8:14 PM.

9. BOARD BUSINESS

Policy Review & Revision

Chair Report

Board members commented on the recent Local 2209/Board Breakfast that was held on March 11.

AMSD Report – None

Once Around the Table

Board member Peterson announced that Wayzata School District referendum passed.

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:21 PM.

The next general meeting will be held on March 27, 2014, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____ Clerk _____

Date _____ Date _____

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287
SCHOOL BOARD – March 27, 2014**

LICENSED STAFF

1. New Hires:

A. Regular

- JESSICA R. HANSEN, School Social Worker at West Education Center, **refill for K. Neznik**, effective March 10, 2014, MA, Step 5 – 1.0 FTE.
- EMILY A. PICKFORD, Autism Instructor at West Education Center, **new position**, effective February 20, 2014, BA+10, Step 2 – 1.0 FTE.

B. Reinstatement of Licensure Waivers

-

C. Temporary

- ANNE M. EGAN, Substitute Instructor at Hennepin County Home School, effective March 4, 2014 through March 14, 2014.
- STEPHEN C. KOEPCKE, Substitute Instructor at Hennepin County Home School, effective March 4, 2014 through April 23, 2014.

2. Extended Leaves of Absence:

A. Unpaid

- CYNTHIA FORT-REIS, Autism Specialist at Edgewood Education Center, .2 FTE effective for the 2014-15 school year.
- JANE A. FREEMAN, School Social Worker at Northwest Tech Center, .2 FTE effective for the 2014-15 school year.
- DIANE M. GERADS-SCHMIDT, Speech Language Pathologist at the District Service Center, .2 FTE effective for the 2014-15 school year.
- KRISTIN A. GUSTAFSON, School Psychologist at North Education Center, .4 FTE effective for the 2014-15 school year.
- MELANIE A. LEITE-CARROLL, Physical Therapist at the District Service Center, .2 FTE effective for the 2014-15 school year.
- DIANE M. LINDE, Speech Language Pathologist at North Education Center, .1 FTE effective for the 2014-15 school year.
- BARBARA J. LYNCH, Physical Therapist at the District Service Center, .2 FTE effective for the 2014-15 school year.
- THOMAS R. LYNCH, EBD Instructor at West Alternative, 1.0 FTE effective for the 2014-15 school year.

- NICOLE MARTIN, EBD Instructor at Northwest Tech Center, .1 FTE effective for the 2014-15 school year.
- MARGARET R. OLIVER, D/HH Instructor at the District Service Center, .05 FTE effective for the 2014-15 school year.
- BROOKE A. PETERSON, Program Facilitator at the District Service Center, .25 FTE effective for the 2014-15 school year.
- CYNTHIA A. SHELTON, D/HH Instructor at Hennepin County Home School, .2 FTE effective for the 2014-15 school year.
- CHRISTINA SUNDAE, School Social Worker at Northwest Tech Center, .2 FTE effective for the 2014-15 school year.
- AMY TUKUA, Science Instructor at West Education Center, 1.0 FTE effective for the 2014-15 school year.
- SUSAN H. WEILAND, Audiologist at the District Service Center, 1.0 FTE effective for the 2014-15 school year.
- BARBARA L. WINCHELL, D/HH Instructor at the District Service Center, .3 FTE effective for the 2014-15 school year.

3. Separations:

A. Dismissal

B. Resignation

- JAMES E. KURTZ, Law Enforcement Instructor at Eden Prairie Campus, effective March 7, 2014 (accepting Health and Safety Supervisor position at the District Service Center).
- GREGORY RIEN, Northern Star Online Program Facilitator, effective March 14, 2014.

C. Retirement (Regular/Disability)

- ROSEMARY A. RUFFENACH, English Instructor at Hennepin Gateway to College, effective June 9, 2014.

4. Other:

- A.** RECOMMEND the Board's approval to credit, Liam Baucom, English Language Arts Instructor at SECA, with eight (8) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Rebecca Brustad
Maureen Johnson
Lynn Walsh

Ann Bukoskey
Linda Oberg
Joyce Wilson

Mary Frush
Patti Saner

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- MARGARET WANYOIKE, Education Assistant at Prairie Care Maple Grove, **additional position due to increased enrollment**, effective February 18, 2014 – Step 3 Lane 4 +90 credits - .875 FTE.
- BRETТА MOORE, Education Assistant at Omegon, **additional position due to increased enrollment**, effective February 18, 2014 – Step 11 Lane 5 +BA - .875 FTE.
- DONNELL BRATTON, Education Assistant at Edgewood Education Center, **refill for B. Ross**, effective February 18, 2014 – Step 12 Lane 1 – .875 FTE.
- UKEE DOZIER, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective February 19, 2014 – Step 4 Lane 5 +BA - 875 FTE.
- DAVID LEYK, Education Assistant at North Education Center, **refill for A. Holmes**, effective February 18, 2014 – Step 10 Lane 5 – .875 FTE.
- JOHN WILEY, Education Assistant at South Education Center, **additional position due to increased enrollment**, effective February 14, 2014 – Step 4 Lane 5 +BA - .875 FTE.
- NASHA JORDAN, Education Assistant at West Education Center, **additional position due to increased enrollment**, effective February 20, 2014 – Step 12 Lane 4 +90 credits - .875 FTE.
- JAMIE DELONG, Education Assistant at West Education Center, **refill for S. Agbekokoami**, effective February 24, 2014 – Step 5 Lane 4 +90 credits – .875 FTE.
- SHAWN COOK, Education Assistant at West Education Center, **refill for G. Haley**, effective February 24, 2014 – Step 12 Lane 1 – .875 FTE.
- JAMES KURTZ, Health and Safety Supervisor, at the District Service Center (current vocational instructor), **new position**, effective March 10, 2014 12 month – 1.0 FTE.

B. Temporary

-

C. Substitutes

- Joseph Koenig Theresa Awobamise Elaine Matama
- Anita Kolstad Dominic Anyanyu

2. Extended Leaves of Absence:

A. Unpaid

- MELISSA BRANDENBURG, Education Assistant at North Education Center (to accept a teacher position), effective January 15, 2014 through June 30, 2014.
- EMILY PICKFORD, Education Assistant at West Education Center (to accept a teacher position), effective February 19, 2014 through June 30, 2014.
- ROSALIE KRANZ, Education Assistant at South Education Center, .2 FTE effective for the 2014-15 school year.
- GRAYCE GROHOVSKY, Education Assistant at South Education Center, .2 FTE effective for the 2014-15 school year.
- SCHARREL KRAUSE, Education Assistant at North Education Center, .1 FTE effective for the 2014-15 school year.
- ROBERT WARD, Education Assistant at South Education Center, .875 FTE effective January 25, 2014.

3. Separations:

A. Dismissal

-

B. Resignation

- KATELIN BARRACLOUGH, Education Assistant at Edgewood Education Center, effective January 24, 2014.
- CHRISTOPHER RUNSEWE, Education Assistant at North Education Center, effective January 29, 2014.
- DEBORAH BRODY, Education Assistant at North Education Center, to accept a teaching position effective August 26, 2013.
- SANDRA AGBEKOKAMI, Education Assistant at West Education Center, effective March 3, 2014.
- TAFTEN COLBAUGH, Interpreter at Northwest Tech Center, effective June 9, 2014.
- NIKKI MCCOMB, Education Assistant at West Education Center, effective March 21, 2014.

C. Retirement (Regular/Disability)

- SHERON FREEMAN, Education Assistant at South Education Center, effective June 9, 2014.
- JURIS BERZINS, Education Assistant at Edgewood Education Center, effective September 30, 2014.

D. Other

- RECOMMEND the Board's approval to credit, Gretchen Shogren, Education Assistant at South Education Center, with eight (8) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Ann Bukoskey
Garth Norberg
Ruth Wilson

Ann Verdegan
Lynn Walsh
Terry Haggard

Brent Maves
Mary Frush

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

Date: March 27, 2014

To: Intermediate District 287 School Board

From: Sandra Lewandowski, Superintendent

Re: District Efficiencies 2013-14

Work in 2013-14 has once again yielded a substantial list of new efficiencies, reflecting our continual efforts to save time and money and effectively increasing the resources directed to student learning. The list below is mostly comprised of efficiencies at 287 that result in a more indirect effect for members through (1) decreased tuition and fees or (2) a more satisfying customer experience. However, there are also listed some “spillover” efficiencies that result in direct savings not only for District 287 but for our member districts as well.

People

- In reevaluating Administrative positions in sites, efficiencies were realized by not replacing 1.4 FTE Administrative positions at the beginning of FY 14 and reassigning an Administrative Intern to an open position at another site during the year.
- In special education, staff reductions, including 6.5 FTE program facilitators, in the FY14 budget have been realized after reassignments, resignations, and retirements.
- Several program reductions were made in Career and Technical (CTE) programming, resulting in more efficient use of staffing:
 - Reduced the CTE clerical positions from 2.0 FTE to 1.0 FTE.
 - Reduced the Eden Prairie Campus food service assistant position to one semester.
 - Reduced the outdoor motor sports teaching position from 1.0 FTE to .66 FTE
 - Health Careers and Law Enforcement instructors were assigned .33 FTE to C-Train at South Education Center.
- The front desk staffing for all buildings has been outsourced to Guardsmark, providing additional hours of coverage and more uniform safety and security while also realizing cost savings.
- Northern Star Online (NSO) hired an educational assistant for routine course improvement, development and support functions in NSO, reducing the amount of teacher time for content upkeep and improvements. It also has centralized development and support efforts to accelerate diffusion of improvements and consistency through all courses.
- A grant of \$16,000 from the Japan Foundation is supporting one section of Japanese at Edina High School, saving the cost of .2 FTE toward the teacher.
- The Teaching & Learning Advisory and Professional Development Network have merged, providing more coordination among member district staff on topics of common interest and efficiencies for 287 staff management.
- A new Health and Safety Supervisor who will concentrate on improving health & safety for staff and security for our buildings was hired this spring.
- The Finance Department is in the process of adding staff planning to MyBudgetFile, a web based online budget solution. With all budgeting components now included in MyBudgetFile, instructional leaders should gain efficiencies in their budget development process as well as new tools to help improve staff planning.

Places

- The remodeling of the District Service Center has provided more efficient use of space, affording both collaborative and private workspace.
- Students from Northwest Tech Center are being transported to Edgewood Education Center for Physical Education, lunch, and some job skills training, instead of North Education Center (NEC). This has resulted in a savings of \$14,000 this year due to decreased transportation costs.
- Brooklyn Park Campus culinary arts classes were moved to NEC, reducing the district contract for space with Hennepin Technical College.
- The Conference Center continues to climb annually in the number of external business and university contracts and the associated revenue. To date we have 56 contracted events for FY14, up from 46 last year. In addition we already have 15 contracted events for 2014-2015.
- The Facilities Department has fine-tuned the operating schedules of HVAC equipment at all schools throughout the District, resulting in increased comfort and lower operating costs.
- Because TIES fiber runs through the Hopkins' Eisenhower building where we rent space for Headway Academy. The Technology Department has been able to cost effectively connect Headway to 287's network, thereby granting them access to the same resources as our other sites.

Things

- Several new Human Resources processes are resulting in greater efficiency and higher satisfaction:
 - A new retirement process for upcoming retirees, developed and implemented this spring, includes an internal webpage resource, retiree checklist and a retirement packet sent to all retirees detailing what to expect upon retirement.
 - *CHS Online Benefit Enrollment*, an online open benefit enrollment process for all employees is being used during open enrollment this spring. Using the online benefit system will eliminate manual data entry along with providing an instant summary for employees of their benefit election.
 - *Halogen*, the electronic performance evaluation platform piloted last year, provides for staff a central repository for staff results and digital access to performance evaluations.
- The web-based registration and payment system that was implemented for West Suburban Summer School last year and improved for this year has led to increased enrollment sooner on the season, and vastly more efficient processing of enrollments and records. We now have nearly the same total number of registrations (1290) in mid-March as we did by early April last year.
- The purchasing department has completed a printer consolidation project and moved away from a large number of small printers to larger multi-function devices, reducing printing costs and labor.
- Mail delivery services was reduced this year from five days per week to three days per week, saving fuel costs and freeing up maintenance staff to complete maintenance work. With the reduction in mail service, accounts payable now scans invoices and emails them to buildings/sites for approval. This has resulted in less paper usage and quicker turnaround times.
- *HelloFax*, an online fax service that integrates with Google Docs, has been implemented at numerous locations, thereby eliminating numerous fax machines and analog lines. This also provides greater security of confidential/private information.
- To maximize the time for staff input during meetings, many meeting agenda items are now "flipped" style. This allows information to be shared before the meeting so that discussion can occur at the meeting using less meeting time for disseminating information.
- Professional learning is increasingly available on demand, accommodating different learning styles and schedules. Several review activities for the over 200 staff trained in the Process Education Model have been available online. In addition, Mentor training is done online, reducing travel time for staff and the cost of training and allowing for immediate access to training for new mentors when new staff are hired throughout the school year.
- Administrative Services will conduct their second annual internal customer service in April 2014. This survey will provide information on current level of satisfaction, including strengths and weakness, so that the Division can continue to identify efficiencies. An example of the changes made in response to last year's survey is the Finance Department's new process of proactive communication to inform internal customers of important dates and timelines and foreshadow any global changes occurring like mileage rate changes or new tax tables.

Partnerships

- The Minnesota Partnership for Collaborative Curriculum has grown to 49 partner districts, with over \$200,000 committed to developing open digital resources for grades 3-12 in the four core content areas of Math, English/Language Arts, Social Studies and Science. This will reduce the cost of buying textbooks and other course materials for 40 courses. The projected savings could be over \$100,000 per district, Intermediate District 287 included, as resources are implemented.
- Hennepin County contributed \$1,000,000 to support the ALC programs and to meet the mental and chemical health needs of students who have truancy histories, correctional involvement, and mental health needs.
- An effective partnership between 287 Transportation and the Diploma On! Team members have resulted in the identification of low cost efficient transportation methods to get students back into a school program.
- In collaboration with the Teaching & Learning Division, the Finance Department has created a Grant Procedure and a Private Grant Application and Management guide to assist staff with applying for and managing grants.
- The Facilities Department has increased networking with other school districts in an effort to improve processes and in some cases reduce costs. For example, a recent networking result was a plan to reuse some maintenance catwalks being disposed of by Wayzata school district, a savings of \$20k.
- Exploratory discussions are underway between Metro Transit, the West Metro Shared Transportation Group and District 287 to identify additional transportation options for students who elect an Area Learning Center program outside their resident district boundary.









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763-559-3535

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

2014-2015 School Calendar

	Holiday – No Students/No Staff (All)
	First and Last day for 10 month clerical
	New Instructional Staff Academy
	Staff Development – No Students
	First and Last Day of school for students
	No Students/No 2209 Staff
	Late Start Days- School begins at 11:30 a.m.
	Curriculum Groups – 8-11:00 a.m.

JULY				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

July 4 - Holiday – No Students/No Staff (All)

AUGUST				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 13 – First Day for 10 month clerical
 August 19-22 – New Instructional Staff Academy
 August 25-28– Staff Development – No Students

SEPTEMBER				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

September 1 - Holiday – No Students/No Staff (All)
 September 2 – First Day of School for students/Start of 1st semester
 September 18 - Late Start Days-School begins at 11:30am

OCTOBER				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

October 16-17 - No Students/No 2209 Staff

NOVEMBER				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

November 6 -Late Start Days-School begins at 11:30am
 November 26 - No Students/No 2209 Staff
 November 27-28 - Holiday – No Students/No Staff (All)

DECEMBER				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

December 24-31 - Winter Break/No Students/
 No 2209 Staff
 December 25-26 - Holiday – No Students/No Staff (All)

JANUARY				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 1-2 -New Year Holiday/No Students/No Staff (All)
 January 19 - MLK Holiday – No Students/No Staff (All)
 January 22 – End of 1st Semester
 January 23 – Staff Development – No Students
 January 26 – Stat of 2nd Semester

FEBRUARY				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

February 5 - Late Start Days-School begins at 11:30am
 February 16 - President's Holiday – No Students/
 No Staff (All)

MARCH				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March 6 - Staff Development – No Students
 March 30-31 – Spring Break/ No Students/
 No 2209 Staff

APRIL				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

April 1-2 - Spring Break/ No Students/No 2209 Staff
 April 3 - Holiday – No Students/No Staff (All)
 April 13 – Staff Development – No Students

MAY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 7 - Late Start Days- School begins at 11:30 a.m.
 May 25 – Memorial Day/ Holiday – No Students/No
 Staff (All)

JUNE				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

June 5 – Last Day of School for students/End of 2nd
 Semester
 June 8 - Staff Development – No Students
 June 12 – Last Day for 10 month clerical

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 27, 2014

AGENDA SECTION: ADMINISTRATIVE SERVICES REPORTS

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Director of Finance

1. Background Information

The February Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$55,457,711, or 65.6% of the Revised Revenue Budget of \$84,601,954. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$48,635,393, or 57.4% of the Revised Expenditure Budget of \$84,760,037.

DDA

Attachments

2. Fiscal Impact/Funding Source: None

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

Motion by: _____ Yes ____ Passed ____

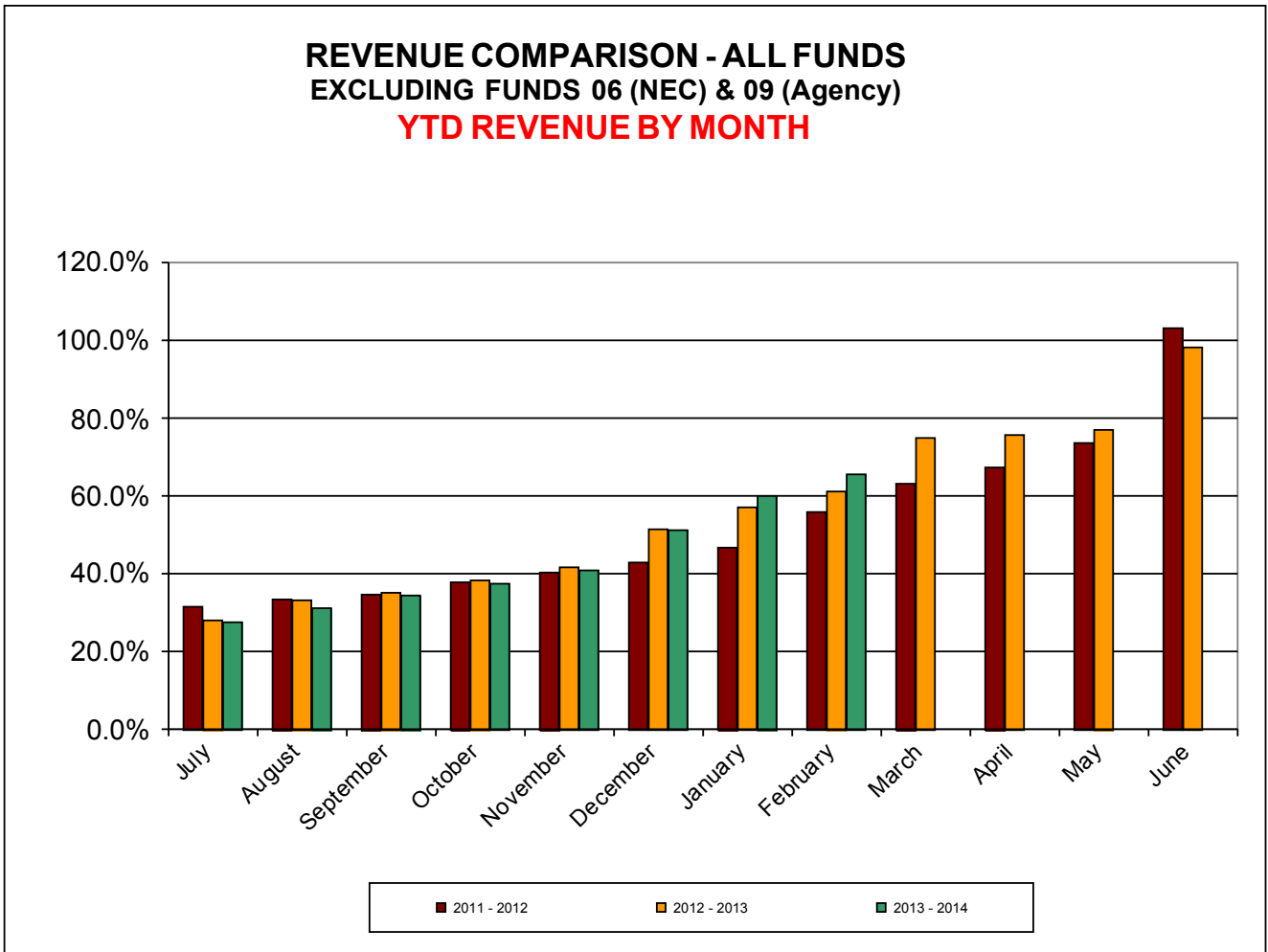
Second by: _____ Yes ____ Failed ____

Abstentions: _____

**DISTRICT 287
REVENUE COMPARISON**

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

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	25,873,696	31.5%	23,083,337	28.0%	23,266,115	27.5%
August	1,547,432	33.4%	4,277,483	33.2%	3,076,425	31.1%
September	1,014,685	34.6%	1,595,333	35.1%	2,766,649	34.4%
October	2,606,586	37.8%	2,620,908	38.3%	2,558,934	37.4%
November	2,065,709	40.3%	2,772,203	41.6%	2,904,928	40.9%
December	2,114,041	42.9%	8,060,459	51.4%	8,740,826	51.2%
January	3,139,401	46.7%	4,673,693	57.1%	7,444,596	60.0%
February	7,524,683	55.9%	3,338,082	61.1%	4,699,240	65.6%
March	5,978,317	63.1%	11,361,782	74.9%		
April	3,434,961	67.3%	636,685	75.7%		
May	5,160,949	73.6%	1,090,279	77.0%		
June	24,252,121	103.1%	17,481,161	98.2%		
TOTAL	84,712,582	103.1%	80,991,404	98.2%	55,457,711	65.6%
BUDGET	82,141,328		82,490,824		84,601,954	



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

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	02/01/14 02/28/14	FISCAL YEAR 201307 RECEIVED THRU 02/28/14	REMAINING ON 02/28/14	PERCENT REMAINING
01 GENERAL FUND	16,801,021.79	17,473,238	201,340.33	8,060,024.11	9,413,213.89	53.87 %
02 FOOD SERVICE FUND	590,029.26	655,439	0.00	155,434.58	500,004.42	76.28 %
04 COMMUNITY SERVICE FUND	200,356.47	170,592	11,608.73	53,336.60	117,255.40	68.73 %
06 BUILDING CONSTRUCTION FUND	98,584.95	0	0.00	0.00	0.00	0.00 %
07 DEBT SERVICE FUND	5,155,933.80	5,190,608	18,244.01	1,553,173.95	3,637,434.05	70.07 %
08 TRUST FUND	468,757.16	536,643	0.00	245,320.50	291,322.50	54.28 %
10 SCHOLARSHIP FUND	50,073.39	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	9,312,678.34	9,909,078	695,745.08	6,178,826.24	3,730,251.76	37.64 %
13 CAREER & TECH	1,452,720.05	1,385,517	0.00	1,032,028.33	353,488.67	25.51 %
14 SPECIAL EDUCATION	46,270,065.76	48,796,629	3,710,537.14	37,856,365.85	10,940,263.15	22.42 %
20 INTERNAL SERVICE FUND	554,713.67	457,010	58,173.08	307,478.05	149,531.95	32.71 %
41 DONATIONS	602.84	0	30.00	30.00	30.00-	0.00 %
51 STUDENT CLUBS	35,866.27	27,200	3,561.80	15,692.88	11,507.12	42.30 %
*** REPORT TOTALS:	80,991,403.75	84,601,954	4,699,240.17	55,457,711.09	29,144,242.91	34.44 %

17

DISTRICT 287
EXPENDITURE COMPARISON

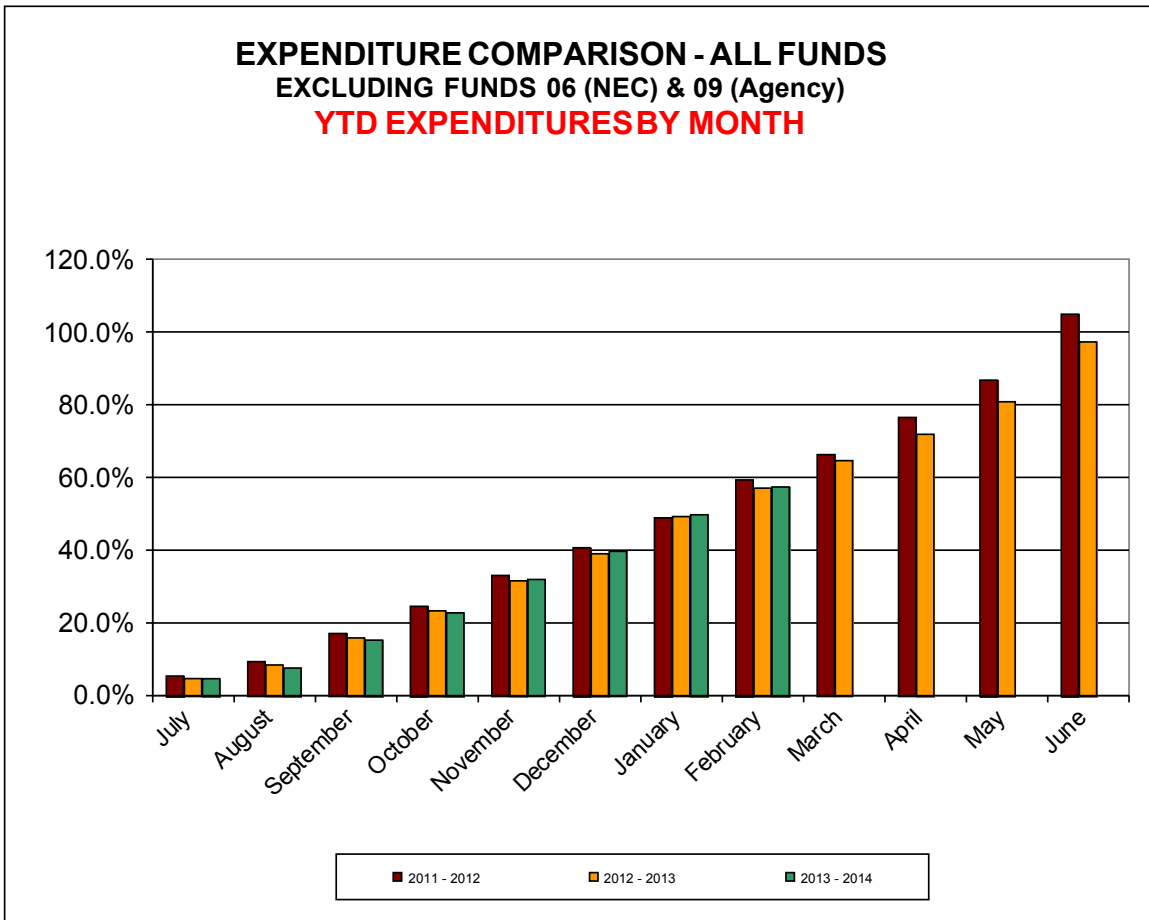
- EXCLUDING Funds 06 (NEC Construction) and 09 (Agency)

Month	2011 - 2012		2012 - 2013		2013 - 2014	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	4,426,791	5.4%	3,922,779	4.7%	3,962,038	4.7%
August	3,242,009	9.4%	3,118,331	8.4%	2,486,804	7.6%
September	6,314,818	17.1%	6,204,141	15.9%	6,489,103	15.3%
October	6,114,673	24.6%	6,207,454	23.3%	6,365,911	22.8%
November	6,924,324	33.0%	6,868,339	31.6%	7,781,071	32.0%
December	6,234,872	40.7%	6,204,082	39.0%	6,551,462	39.7%
January	6,740,058	48.9%	8,516,139	49.2%	8,521,477	49.7%
February	8,521,079	59.3%	6,519,986	57.1%	6,477,527	57.4%
March	5,671,596	66.3%	6,287,977	64.6%		
April	8,378,469	76.5% ¹	6,049,508	71.9%		
May	8,376,008	86.7% ²	7,446,228	80.8%		
June	14,816,672	104.9% ³	13,711,182	97.2%		
TOTAL	85,761,367	104.9%	81,056,146	97.2%	48,635,393	57.4%
BUDGET	81,786,192		83,352,386		84,760,037	

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

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

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



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	02/01/14 02/28/14	FISCAL YEAR 201307 EXPENDED THRU 02/28/14	ENCUMBERED THRU 02/28/14	REMAINING ON 02/28/14	PERCENT REMAINING
01 GENERAL FUND	17,320,565.99	18,608,426	1,051,073.50	11,030,505.21	1,596,315.81	5,981,604.98	32.14 %
02 FOOD SERVICE	590,029.26	655,439	54,800.98	370,726.35	70,689.26	214,023.39	32.65 %
04 COMMUNITY SERVICE FUND	221,434.69	170,592	17,397.86	113,949.39	2,356.00	54,286.61	31.82 %
06 BUILDING CONSTRUCTION FUND	793,289.99	0	0.00	0.00		0.00	0.00 %
07 DEBT SERVICE FUND	3,973,668.76	3,965,332	399,795.00	3,964,231.26		1,100.74	0.02 %
08 TRUST FUND	472,715.78	536,643	0.00	217,150.75		319,492.25	59.53 %
10 SCHOLARSHIP FUND	8,868.77	20,000	0.00	20,669.14		669.14-	3.34-%
12 ALC-ACADEMIC	9,607,902.35	10,435,786	786,080.89	5,637,326.26	358,318.17	4,440,141.57	42.54 %
13 CAREER & TECH	1,493,258.60	1,390,477	96,899.78	733,680.84	17,189.61	639,606.55	45.99 %
14 SPECIAL EDUCATION	46,082,516.10	48,492,632	4,030,892.54	26,304,231.08	361,164.90	21,827,236.02	45.01 %
20 INTERNAL SERVICE FUND	462,733.42	457,010	38,935.80	229,598.37		227,411.63	49.76 %
51 STUDENT CLUBS	29,162.35	27,700	1,650.35	13,324.44	813.04	13,562.52	48.96 %
*** REPORT TOTALS:	81,056,146.06	84,760,037	6,477,526.70	48,635,393.09	2,406,846.79	33,717,797.12	39.78 %

Partner in Education

DATE: **March 17, 2014**

TO: Members of the School Board

FROM: Mae L. Hawkins, Director of Finance

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

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

- | | |
|---|---------------------------------|
| 1. Claim payments for: February 2014 | Totaling \$ <u>3,873,112.97</u> |
| a) Check #'s 493401 - 493637
and Wire Transfers - #'s 2472 - 2480, 3094, 70013810 - 70013988, 80000628 - 80000649
and P-Card Purchases - #'s 90000205 - 90000216 | |
| 2. Payroll for: February 2014 | Totaling \$ <u>2,374,606.76</u> |
| a) Check #'s 675586 - 675588
b) Direct Deposit #'s 250647 - 252599
and Wire Transfers - #'s 4106 | |
| 3. Receipts for: February 2014 | Totaling \$ <u>6,796,003.03</u> |
| a) Receipt #'s 134425 - 134587 | |
| 4. Investments at end of month | Totaling \$ <u>8,003,393.45</u> |

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

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

INV NBR	INSTITUTION	INV TYPE	RATE OF RETURN (%)	PURCHASE DATE	MATURITY DATE	AMOUNT INVESTED
	PMA- MNTRUST INVESTMENT SHARES PORTFOLIO					-
	PMA- MNTRUST SAVINGS DEPOSIT ACCOUNT	SDA	0.040	01/31/14	02/28/14	8,003,393.45
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					<u>8,003,393.45</u>
	INVESTMENTS ON OUR BOOK AT END OF MONTH					8,003,393.45
	INTEREST NOT RECORDED BY MONTH-END					0.00
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					<u><u>8,003,393.45</u></u>

Intermediate District 287

Cash Position Sheet- Monthly Total Net Cash- All Accounts

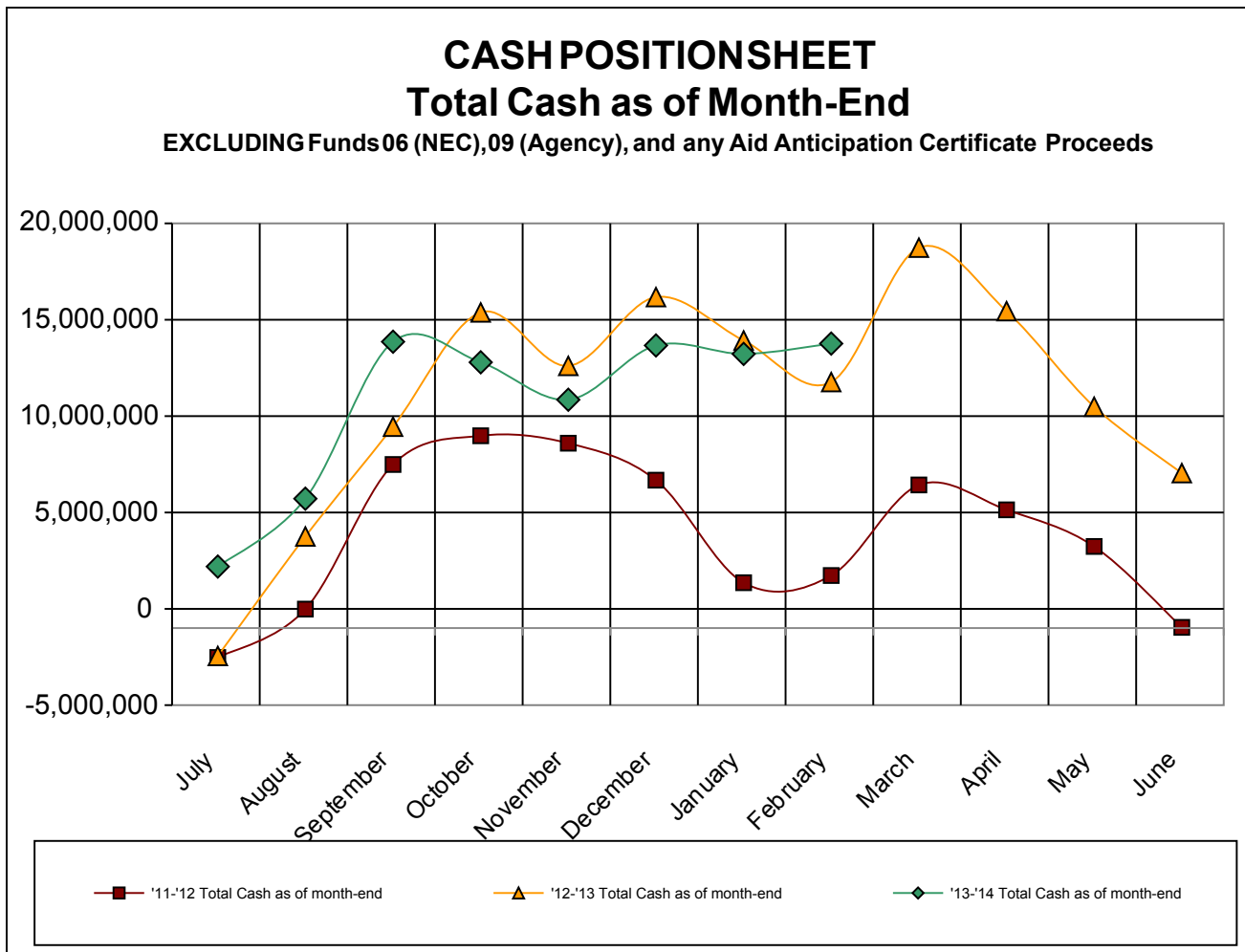
- EXCLUDING Funds 06 (NEC Construction), 09 (Agency), and any Aid Anticipation Certif. Proceeds

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

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

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

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



INTERMEDIATE DISTRICT 287
FEBRUARY 2014 ACTIVITY

WIRE TRANSFERS IN:

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
02/04/14	EDUC-VENDORS	MSDLAF	1692659	512,652.99	SFY13 FED SPED TUITION FY13
02/13/14	EDUC -STATE AID	MSDLAF	1717636	55,106.86	01S211 GEN ED AID FY1314
	EDUC -STATE AID	MSDLAF	1717636	3,245,453.89	01S360 SPED AID FY1314
02/25/14	EDUC-VENDORS	HENN TECH COLLEGE	1736551	54.00	INV# 71675 SPIRAL BINDING
02/28/14	EDUC -STATE AID	MSDLAF	1740883	76,152.16	01S211 GEN ED AID FY1314
MTD TOTALS				3,889,419.90	

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
02/01/14	MSDLAF	WELLS FARGO BK	2472-2473	381,550.99	WELLS FARGO BROKERAGE SVS LLC
02/04/14	MSDLAF	BANK OF MONTREAL	90000205-90000216	55,665.47	A/P P-CARD JAN14 ACT - PD FEB14
	MSDLAF	BANK OF MONTREAL	2474	48,961.95	P-CARD JAN14 ACT - PD FEB14
	MSDLAF	BANK OF MONTREAL	2475	281.42	P-CARD DECLINING BALANCE JAN14 ACT - PD FEB14
	MSDLAF	US BANK	70013810 - 70013834	3,725.83	DIRECT DEPOSIT EMPLOYEE EXPENSES
	MSDLAF	BANK CARD SERVICES	2476	314.74	MERCHANT CARD FEES JAN14
02/14/14	MSDLAF	US BANK	250647 - 251616	1,186,589.81	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000628	21,982.85	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000629	137,851.10	FEDERAL TAXES
	MSDLAF	ING	80000630	2,098.62	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000631	54,391.01	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000632	77,062.47	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000633	62,598.61	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000634	305,340.74	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000635	570.41	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REVENUE	80000636	70,989.71	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000637	47,345.97	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000638	77,143.30	TEACHERS RETIREMENT ASSN
02/26/14	MSDLAF	EBC	2477	17,800.22	EMPLOYEE & EMPLOYER 403B RETIREE'S
	MSDLAF	ING	2478	22,249.00	MN STATE RETIREMENT SYSTEM RETIREE 'S
	MSDLAF	CHS	2479	35,606.40	CHS FLEX PAYMENTS FEB 14
	MSDLAF	US BANK	2480	99.37	ARP FEES VOUCHER ACCT JAN14
	MSDLAF	US BANK	70013835 - 70013988	14,113.81	DIRECT DEPOSIT EMPLOYEE EXPENSES
02/28/14	MSDLAF	US BANK	251617 - 252599	1,186,488.21	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000639	21,257.77	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000640	137,781.11	FEDERAL TAXES
	MSDLAF	ING	80000641	2,098.62	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000642	54,447.06	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000643	77,183.78	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000644	62,848.61	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000645	306,290.07	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000646	381.41	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REV	80000647	71,114.64	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000648	46,937.07	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000649	77,599.46	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3094	57.77	ARP FEES RECEIPT ACCT JAN14
	MSDLAF	US BANK	4106	57.03	ARP FEES PAYROLL ACCT JAN14
MTD TOTALS				4,668,876.41	

DONATIONS
INTERMEDIATE DISTRICT 287
2013-2014

February 2014

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
2/10/14	CHECK		\$ 3,000.00	HEDLUND, JEFF IN MEMORY OF MARGOT HEDLUND GOSEN		SEC	VECTOR CLUB
2/13/14	CHECK		\$ 30.00	WELLS FARGO FOUNDATION		NEC	ALL
			\$ 3,030.00				

March 2014
vol 11 ♦ no 6

Rosemount-Apple Valley-Eagan Public Schools seek to raise the bar and close achievement gaps with the Literacy Collaborative

On a snowy February morning, a group of district administrators, elementary principals and teacher leaders in the Rosemount-Apple Valley-Eagan Public Schools (District 196) packed into a classroom at Echo Park Elementary School in Burnsville to watch a live video feed of the Literacy Collaborative model in action.

What they were watching was taking place in a nearby conference room. The district's Literacy Collaborative Trainer Beth Swenson and Echo Park Principal Sally Soliday were facilitating the school leadership team's examination of schedules, interventions and transitions in order to create a student-centered schedule where all students can learn at high levels.

The videotaped leadership training session is modeled after the "behind-the-glass" professional development practice that is used in the early literacy intervention program Reading Recovery. From the viewing room, Superintendent Jane K. Berenz and Director of Elementary Education Dr. Julie Olson asked the principals and teacher leaders to identify and name the elements of the continuous improvement model that are central to the Literacy Collaborative. During their four-hour behind-the-glass opportunity, participants could see the intersection of implementation of the Literacy Collaborative (including leadership training, job-embedded professional development and capacity building RtI) and the alignment of the district's strategic plan, Reading Well by Third Grade legislation, World's Best Work Force planning and Professional Learning Communities (PLCs) in their truest sense.

Literacy is Critical Thinking

Literacy Collaborative is a nationally recognized school-improvement model based on the learning theory and research of Marie Clay, Irene Fountas and Gay Su Pinnell, in collaboration with staff at

Continued on page 2



Literacy/RtI lead teachers in the Rosemount-Apple Valley-Eagan Public Schools meet regularly to learn about and discuss components of Literacy Collaborative.

March 4, 2014
AMSD Day at the Capitol
8:00 a.m.-2:00 p.m.

March 7, 2014
Board of Directors Meeting, 7:00 a.m., TIES Conference Center, St. Paul

March 28, 2014
Executive/Legislative Committee Meeting, 7:30 a.m., TIES Conference Center, St. Paul

April 11, 2014
Board of Directors Meeting, 7:00 a.m., TIES Conference Center, St. Paul

April 25, 2014
Executive/Legislative Committee Meeting, 7:30 a.m., TIES Conference Center, St. Paul

AMSD's Mission

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



Association of
Metropolitan School Districts

From the Chair

The state budget forecast released last Friday provided welcome news! After more than a decade of budget challenges for state and local government officials, it appears that the state budget is back on solid ground. The budget forecast provides state policymakers the ability to build on the successful 2013 legislative session when important investments in early learning and stabilizing property tax reform were adopted. Now, we need to ensure our schools have the classroom space to offer full-day Kindergarten and early learning opportunities, the necessary resources to implement teacher and principal evaluations and the capacity to maintain school facilities and ensure safe and secure learning environments for our students and staff. Much was accomplished in the 2013 session but important work remains to be done!

Holly Parker, school board member from Eden Prairie Public Schools, is chair of AMSD.

Literacy Collaborative Transforming Classroom Instruction in RAVE

Continued from page 1

The Ohio State University and Lesley University in Cambridge, Mass. While sometimes mistaken as simply a reading program, the Literacy Collaborative is far more comprehensive. Literacy is defined more broadly in Australia and New Zealand, where Clay began her research nearly 50 years ago. According to the Australia Library Journal (1995), to be literate an individual must recognize when information is needed and have the ability to locate, evaluate and effectively use the information. Ultimately, literate people are those who have learned how to learn.

Unintentionally, in the United States educators have separated literacy into the subjects of reading, writing and word study. Reading and writing are tools of inquiry. Students need to expand their literary and informational expertise beyond reading words on the page, to thinking critically. This requires educators to help each child learn to be readers, writers, information literate thinkers, researchers, speakers, and producers of new information from the very first day they enter school. Literacy Collaborative aims to shift the mental models of literacy throughout an entire educational system so as to raise the literacy achievement (critical thinking) of all students, as well as targeting specific student needs in order to close achievement gaps.



Leadership Training

A critical component of the Literacy Collaborative is the training of leadership at all levels through the development of district, building and grade-level teams. Jason Hillman, an elementary principal from Sheridan, Wyo. and newly named Director of the Kinnear Literacy Project at The Ohio State University, credits his school's turnaround to the power of adult collaboration through the Literacy Collaborative. The Brainerd School District has been part of the Literacy Collaborative for 13 years and recently all six of its elementary schools have been nominated for a National Blue Ribbon School award. Superintendent Steve Razidlo said having six nominations in one year "says a great deal about the performance as a whole of our system" (Brainerd Dispatch, 2014). System reform is possible through the training and development of district-level leaders, principals, building leadership teams and teacher leaders.

Literacy/RtI Lead Teachers

In spring 2012, District 196 committed to hiring a literacy/RtI lead teacher at each of its 18 elementary schools, one for 6th grade and one for its level-four special education school. These 20 dedicated professionals spend a full year learning deeply the theory and research behind the Literacy Collaborative so they can partner with their principal in leading systems change and capacity building RtI within their buildings. The lead teachers provide 40 hours of professional development in the learning theory of the Literacy Collaborative for their peers, as well as action research coaching for their peers during the first year.

Capacity Building RtI

Capacity building RtI through the Literacy Collaborative model empowers differentiated professional development and coaching in an evidence-based research training model. The goal is to transform core classroom instruction (tier 1) from a one-size-fits-all curriculum to data-informed differentiated instruction. Building the capacity of all learners to meet or exceed grade-level proficiency requires effectively aligning instructional language and data usage across all tiers, as well as highly trained stakeholder teams proficient in gap analysis and intervention design.

District 196 transformed its school calendar to allow for multiple data collection points, including two days of literacy assessments for all elementary students that are conducted in August, prior to the start of the school year. By using multiple interval formative assessments and organizing the data through the web-based RtI tool North Star Educational Tools (NSET) teachers are able to differentiate instruction for all learners. All stakeholders, including classroom teachers, specialists and teaching assistants share data so instruction is aligned and student achievement gaps close more rapidly. The literacy/RtI lead teacher and principal pairs co-lead quarterly data analysis and instructional alignment meetings through North Star, as part of the ongoing continuous improvement process. At the end of the year, the building leadership team analyzes data to set building and grade level goals, as well as a data-driven professional development and coaching continuous improvement plan for the following year.

District 196 has committed to extensive training and coaching in tier 2 literacy interventions that are aligned with Clay, Fountas and Pinnell's research and theory. Reading Recovery and Leveled Literacy Intervention serve as systems of targeted instruction aligned with core classroom instruction (tier 1). This fall, highly trained interventionists and teacher leaders will layer tier 3 (5- to 7-minute intense and targeted interventions) with the core classroom instruction and tier 2 interventions already in place.

Learners are Leaders

At the end of the four hours of training at Echo Park, those who watched behind the glass stood in a circle and were asked to share something they had learned. Phrases like "a focus on the learner and the learning, student-centered practices, collaboration, all hands on deck" and other inspiring sentiments resonated throughout the room.

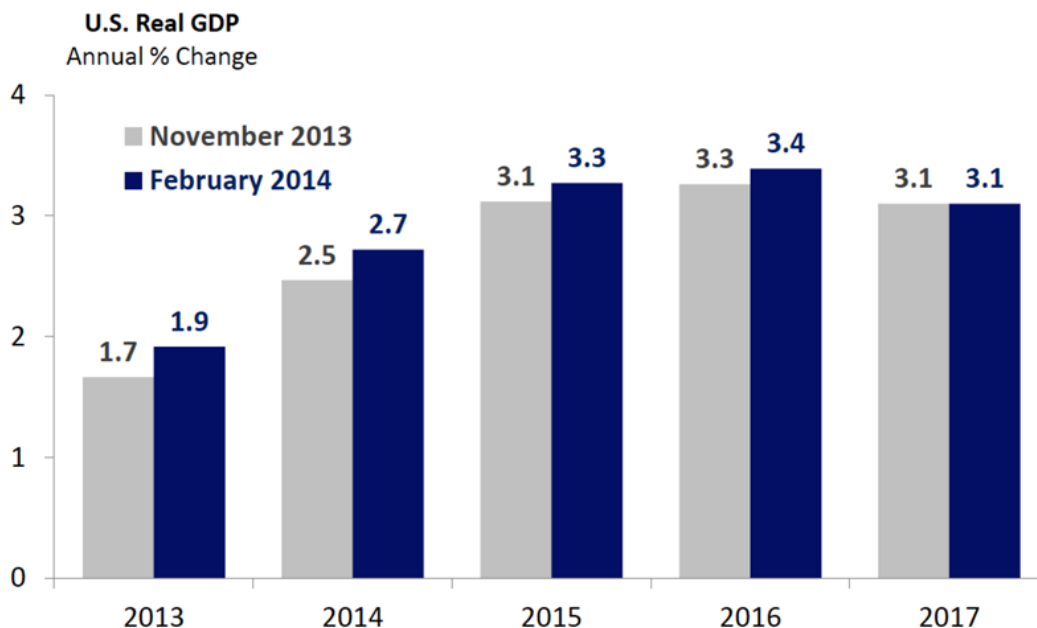
This month's member spotlight was written by Jennifer McCarty Plucker, Teaching and Learning specialist for the Rosemount-Apple Valley-Eagan Public Schools.

State Budget Forecast Projects \$1.23 Billion Surplus

Minnesota Management & Budget released the February forecast of state revenues and expenditures that will be used by the Governor and Legislature to make adjustments to the 2014-15 state budget and plan for the future. The forecast shows a positive balance of \$1.233 billion for fiscal years 2014-2015. This is an improvement of \$408 million over the November budget forecast. Since November, revenue projections have increased by \$366 million and spending projections have decreased by \$48 million. The 2016-17 structural balance is projected to be \$2.599 billion not accounting for inflation which is projected at a little over \$1 billion. As Figure 1 shows, the economic outlook has improved since the November forecast contributing to the strong budget forecast.

Figure 1: U.S. Economic Outlook: November 2013-February 2014

U.S. Economic Outlook has Improved



Source: IHS Global Insight

Source: Minnesota Management & Budget, February 2014: Budget & Economic Forecast, available at: <http://mn.gov/mmb-stat/reports/handout.pdf>

The positive budget forecast allows state policymakers to build on the momentum from the 2013 legislative session when key early learning and property tax reform initiatives were adopted. An increase in the basic formula allowance would provide resources needed to implement recently enacted state mandates such as principal and teacher evaluations.

Continued on page 4

Budget Outlook Allows Policymakers to Build on the Momentum From 2013

Continued from page 3

In addition, the 2013 education bill included funding for full-day Kindergarten for all Minnesota students beginning in the 2014-15 school year along with new investment in early learning. These critical investments in our earliest learners will help close the opportunity and achievement gaps. Many school districts, however, are finding challenges in securing the needed classroom space to accommodate the increased demand for full-day Kindergarten and early learning classes. An increase in the building lease levy would provide badly needed relief in securing the needed classrooms.

Maintaining school buildings, ensuring safe and secure learning environments and investing in technology are additional challenges for school boards and administrators. The School Facilities Financing Working Group has provided state policymakers with an excellent blueprint for moving Minnesota forward and creating 21st century school facilities for all students. The report is available here: <http://www.amsd.org/wp-content/uploads/2012/03/School-Facilities-Financing-Working-Group-Final-Report-February-1-2014.pdf>

The AMSD Board of Directors has adopted a legislative platform highlighting these and other important issues and urges state policymakers to build on the momentum from last session. The entire AMSD legislative platform is available here: <http://www.amsd.org/2014platform>



Association of Metropolitan School Districts Day at the Capitol

Tuesday, March 4, 2014

8am-2pm

State Office Building (SOB) Room 400 North

<http://www.amsd.org/dayatthecapitol2014>

Please confirm your participation along with an estimate of the number of people attending from your district. RSVP to Alice Seuffert, Senior Policy Advocate, AMSD: 651-999-7327 or aseuffert@amsd.org.

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

School Board Planning Calendar January 2014 – December 2014

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
JANUARY 9, 2014 <i>Organizational Meeting</i> Election of Board Officers Oath of Office Financial Report November	JANUARY 23, 2014 Financial Report December FY13 Audit Legislative Platform Uber Goal #2
FEBRUARY 13, 2014 ALC Plus Report DI Presentation Communication with Local Boards Hennepin County Graduation Update Superintendent Mid-Year Evaluation Procedure Teacher Eval Presentation What the Board Needs to Know about Children’s Health Grant Award	FEBRUARY 27, 2014 Financial Report January FY15 Budget Assumption FY14 Budget Revision Program Withdrawal Report Report on Uber Goal Staff Reduction ULA Resolution Changes for following Year
MARCH 13, 2014 EA Survey Summary? Teacher Evaluation	MARCH 27, 2014 Financial Report February FY14 Budget Reduction Realignment Proposal Program Reduction Resolution Proposed District 287 School Calendar 2014-2015 Reduction ULA for tenured staff (<i>provide names</i>)
APRIL 10, 2014 <i>(Only one Board meeting this month!)</i> Superintendent & Board Evaluation Update	
MAY 8, 2014 Financial Report March Strategic Plan Report Summary Status Report on Board Policy & Procedure	MAY 22, 2014 Financial Report April Non-Renewals/Layoffs Probationary Licensed, and Non-Licensed Staff Reduction ULA Resolution Spotlight DVD Presentation
JUNE 12, 2014 Administrative/Unaffiliated Parameters -(Closed Session) Facilities Management Update - Energy Audit PLC Data Report Superintendent & School Board Evaluation Superintendents Evaluation Update	JUNE 26, 2014 2014-2015 Budget Board Evaluation Financial Report May Final ULA Resolution for Licensed Staff

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
Board TLC

Community use of Facilities Bucket

School Board Planning Calendar January 2014 – December 2014

1 st Meeting of the Month	2 nd Meeting of the Month
AUGUST 21, 2014 Approval of Cash Flow Borrowing Resolution District Operations Financial Report July Superintendent Goals	
SEPTEMBER 11, 2014 Hennepin County Gateway to College Report What Board Members Should Know About Our 2013-2014 Back to School Start-Up	SEPTEMBER 25, 2014 Financial Report August
OCTOBER 9, 2014 Collaborative Curriculum Care & Treatment, Prairie Care w/ Todd Archbold, Chief Development Officer	OCTOBER 23, 2014 Financial Report September What the Board Should Know about Crisis Planning Guidelines for Safety and District Resources
NOVEMBER 13, 2014 <i>(Only one Board meeting this month!)</i> Update on Hennepin County Superintendent/Commissioner Meeting Attracting & Retaining a High Performing Workforce Facilities Management Update Food Service Recommendations OPEB Reporting & Funding What the Board Should Know About Restrictive Procedures What the Board Should Know About the MDE & Hennepin County Task Force	
DECEMBER 11, 2014 <i>(Only one Board meeting this month!)</i> Financial Report October Prior Year Audit Review	

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
Board TLC

Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
March 27, 2014
SCHOOL BOARD CALENDAR

 March 2014

11	Tuesday	Local 2209 & Board Breakfast	7:00AM	DSC – 316
13	Thursday	General Board Meeting	6:30PM	Board Rm
27	Thursday	General Board Meeting	6:30PM	Board Rm

 April 2014

10	Thursday	General Board Meeting	6:30PM	Board Rm
12	Saturday	Destination ImagiNations State Tournament	All Day	Jackson MS
30	Wednesday	Honors Mentor Connection Scholars Forum	6:00PM	NEC

 May 2014

08	Thursday	General Board Meeting	6:30PM	Board Rm
08	Thursday	District 287 Retirement Celebration	4:30PM	Room 318
22	Thursday	Hennepin Technical College High School Spring Award Ceremony	10:10AM & 12:20PM	TBN
22	Thursday	General Board Meeting	6:30PM	Board Rm

 June 2014

02	Monday	Sun Transition/PHASE/Intersect Graduation	12:00PM & 1:30PM	TBN
03	Tuesday	SUN at South Education Center Graduation	1:00PM	SEC
04	Wednesday	FOCUS South Graduation	9:00AM	TBN
04	Wednesday	VECTOR South Graduation	12:00PM	TBN
04	Wednesday	West Education Center Graduation	4:00PM	WEC
04	Wednesday	South Education Center Alternative Graduation	6:00PM	SEC
05	Thursday	Northwest Tech Center High School Graduation	9:00AM	NWTC
05	Thursday	VECTOR North Graduation	1:00PM	HTC
05	Thursday	North Education Center Graduation	1:00PM	NEC
05	Thursday	North Education Center Alternative Graduation	6:00PM	NEC
06	Friday	Transition EEC Graduation	10:00AM	TBN
06	Friday	Epsilon Graduation	TBN	TBN
06	Friday	Explore EEC Graduation (8 th Grade Recognition)	1:00PM	TBN
12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm

◆ General Board Meeting – Change

◆ New Event