

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Regular Meeting

Thursday, June 25, 2015 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, June 25, 2015

6:30 PM @ District Service Center Board Room

AGENDA

- | | <u>Page #</u> |
|--|---------------|
| 1. CALL TO ORDER (Action) | |
| 2. APPROVAL OF GENERAL MEETING AGENDA (Action) | |
| 3. OPEN FORUM (Information) | |
| 4. APPROVAL OF CONSENT AGENDA (Action) | |
| 4. 1. General Board Meeting Minutes from June 11, 2015 | 4 |
| 5. SHARE THE SUCCESS & RECOGNITION - (20 minutes) (Information) | |
| 5. 1. Employee Recognition – The June 2015 “Above & Beyond” Employee | |
| 5. 2. Minnesota Department of Education Recognized West Education Center
West Education Center is recognized for successful implementation of Positive Behavioral
Intervention and Supports. | |
| 5. 3. Abdeljabar Sharif, a student from WALT, who represented Somalia at the model United
Nations in New York this year, will share his experiences. | |
| 6. SUPERINTENDENT'S REPORT - (15 minutes) (Information) | |
| 6. 1. Update on Legislative Session
Mae Hawkins, Executive Director of Business Services, will highlight major items from
the Special Legislative Session. | |
| 6. 2. Appointment of an Interim Special Education Director
The board will be updated on the appointment of an interim special education director for
the 2015-16 school year. | |
| 7. INSTRUCTIONAL REPORT - (15 minutes) (Information) | |
| 7. 1. Northern Star Online and the Minnesota Partnership for Collaborative Curriculum
Jon Voss, Director of Teaching & Learning, will present the background and current status
of regional and state-wide digital learning initiatives. | |
| 8. BUSINESS SERVICES & LABOR RELATIONS REPORT - (60 minutes) | |
| 8. 1. Financial Report | |
| 8. 1. 1. Approval of Routine Monthly Finance Report (Action) | 12 |
| Mae Hawkins, Executive Director of Business Services will provide an overview of
the May 2015 monthly finance reports and the Board will be asked to approve it. | |
| 8. 1. 2. Approval of 2015-16 Original Budget (Action) | 24 |
| Mae Hawkins, Executive Director of Business Services will provide an overview of
the Original Budget for the 2015-16 school year. | |
| 8. 2. Facilities Report - None | |
| 8. 3. Human Resource Report | |
| 8. 3. 1. Growth in Care & Treatment Programs (Information) | |
| Anne Becker, General Counsel will update the Board on the changes coming in the
2015-16 school year and the implications for hiring. | |
| 8. 3. 2. Probationary Non-Licensed & Elimination of Positions (Resolution) | |
| Michelle Axell, Assistant Director of Human Resources, will present two
Resolutions to the Board. | |
| 8. 3. 2. 1. Resolution for Termination and Non-Renewal of Probationary Non-Licensed | 29 |

Employees

8. 3. 2. 2. Resolution Pertaining to Elimination of Non-Licensed Positions 30
(Resolution)

8. 3. 3. **Closed Session** *(Information)*

8. 3. 3. 1. Bloomington v. Intermediate District 287
The School Board may hold a closed meeting as permitted by the attorney-client privilege (Minn. Stat. §13D.05, subd. 3(b)) to discuss the lawsuit involving the withdrawal of the Bloomington School District from the Intermediate.
8. 3. 3. 2. Pending or Imminent Litigation
The School Board may hold a closed meeting as permitted by the attorney-client privilege (Minn. Stat. §13D.05, subd. 3(b)) to discuss grievance arbitration.
8. 3. 3. 3. Allegations of Employee Misconduct
The School Board may hold a closed meeting for preliminary consideration of allegations against one or more of its employees. Minnesota Statutes §13D.05, subds. 2(a) and (b).
8. 3. 3. 4. Allegations of Student Misconduct
The School Board may hold a closed meeting, pursuant to Minn. Stat. §13D.05, subd. 2a, to discuss private and/or confidential educational data with its attorney.

9. **BOARD BUSINESS - (15 minutes)** *(Information)*

9. 1. Policy Review & Revision
9. 1. 1. Special Education Work Load Policy 31
Elisabeth Rogers, Executive Director of Educational Programs & Services, will present the new policy as a first read.
9. 2. Board Reports
9. 2. 1. Chair Report - None
9. 2. 2. AMSD Report
9. 2. 2. 1. June 2015 AMSD Connections Newsletter 33
9. 3. District News
9. 3. 1. School Board Planning Calendar 37
9. 3. 2. June 25, 2015 Board Event Calendar 39
9. 4. Once Around the Table

10. **ADJOURNMENT**

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
June 11, 2015
MINUTES

1. CALL TO ORDER

Board Vice-Chair Carol Bomben called the regular meeting to order at 6:32 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

272	Eden Prairie	Carol Bomben
273	Edina	Regina Neville
270	Hopkins	Laura Ronbeck
276	Minnetonka	Karen Filla
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
280	Richfield	Nancy Rowley
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
284	Wayzata	Carter Peterson

Absent: 286/Palm and 277/Bremer

Guests:

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Anne Becker, Michael Cowles, Mae Hawkins, Christina Houck, Chad Maxa, Jennifer McIntyre, Elisabeth Rogers, and Wauneen Mgeni

287 Staff Members: Michelle Axell, Jennifer Nelson, Doug Booth, Bruce Mulder, and Greg Krohn

2. APPROVAL OF GENERAL MEETING AGENDA

The general meeting agenda was presented for approval. At the recommendation of Board Vice-Chair Bomben agenda item 8.2.1. Health & Safety Annual Report will be moved up in the agenda, before the Superintendent report. *Motion by Carol Bomben, seconded by Karen Filla, 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 May 28, 2015, and lease agreement with Hennepin Technical College. *Motion by Regina Neville, seconded by Nancy Gore, to approve the Consent Agenda as presented. Motion carried.*

5. SHARE THE SUCCESS & RECOGNITIONS

Mr. Chad Maxa, Executive Director of Technology & Innovation introduced Rachel Hicks, Director of Communications and Public Relations. Rachel began her position on May 18 and came to District 287 after serving over seven years in school public relations. She was awarded the National School Public Relations Association 35 under 35 recognition this year.

Ms. Elisabeth Rogers, Executive Director of Special Services & Educational Programs shared highlights from graduation ceremonies. District 287 graduated 223 students in 2015. [See](#) graduation numbers and quotes from our graduates.

6. SUPERINTENDENT'S REPORT

Dr. Colleen Baumtrog, Executive Director of Planning & Improvement, and Ms. Jenny Nelson, Assistant Director of Planning & Improvement. They briefly presented to the Board the 2015-2020 Strategic Plan, and shared a video. *Motion by Carol Bomben, seconded by Michèle Kunz, to approve the 2015-2020 Strategic Plan as presented. All in favor. Motion carried unanimously.* View the [strategic plan](#).

At the recommendation of Board Vice-Chair Bomben, *a motion was made by Sherry Tyrrell, seconded by Regina Neville to lay the motion to approve agenda item 6.2. Change to 2015-2016 School Year Calendar on the table. All in favor. Motion adopted.*

7. INSTRUCTIONAL REPORT

Ms. Tina Houck, Director of Mental Health and Partnerships, and Ms. Jennifer McIntyre, Director of Special Education, presented to the Board on the progress to significantly reduce restrictive procedures and other exclusionary practices. A summary document titled *What the Board Should Know about Restrictive Procedures and Reduction of Exclusionary Practices* was shared.

8. BUSINESS SERVICES & LABOR RELATIONS REPORTS

Financial Report

Ms. Mae Hawkins, Director of Finance Services, presented and recommended approval of the Annual Food Service Resolution. *Resolution motion by Carter Peterson seconded by Sherry Tyrrell, to waive the reading of the resolution and approve the annual food service resolution. The following voted in favor of the resolution: Carter, Rowley, Ronbeck, Henke, Tyrrell, Bomben, Filla, Kunz, Gores, and Neville. The resolution passed.*

Facilities Report

Mr. Michael Cowles, Director of Facilities introduced Ms. Karen Weiblen, Project Manager, of IEA. Karen briefly updated the Board on the health and safety annual report, including the indoor air quality report and air testing results.

Mike presented and recommended approval of the Health & Safety Annual Report. *Motion by Michèle Kunz, seconded by Nancy Gores, to approve the Health & Safety Annual Report as presented. All in favor. Motion carried unanimously.*

Human Resources Report

Ms. Anne Becker, General Counsel/Executive Director of Labor Relations updated the Board on the latest developments in the Bloomington case.

Closed Session

At the recommendation of Board Vice-Chair Bomben, *a motion was made by Michèle Kunz, seconded by Nancy Rowley, for the School Board to hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03. All in favor. Motion carried unanimously.* The meeting was closed to the public at 7:31 PM. *A motion was made by Carter Peterson, seconded by Dean Henke, to reopen the meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 7:50 PM.

At the recommendation of Board Vice-Chair Bomben, *a motion was made by Michèle Kunz, seconded by Sherry Tyrrell to take the motion to approve agenda item 6.2. Change to 2015-2016 School Year Calendar off the table. All in favor. Motion adopted.*

Ms. Michelle Axell, Assistant Director of Human Resources presented and recommended approval of the revised 2015-2016 District calendar. *Motion by Michèle Kunz, seconded by Nancy Gores, to approve the revised 2015-2016 District calendar as presented. All in favor. Motion carried unanimously.*

Ms. Anne Becker, General Counsel/Executive Director of Labor Relations, presented and recommended that the Board ratify the 2015-2017 Local 2209 Tentative Agreement. *Motion by Dean Henke, seconded by Laura Ronbeck, to ratify the 2015-2017 Local 2209 Tentative Agreement as presented. One No Vote. Motion carried.*

Ms. Anne Becker, General Counsel/Executive Director of Labor Relations, presented and recommended approval for the 2015-2017 Administrative & Unaffiliated Employment Guides. *Motion by Carter Peterson, seconded by Michèle Kunz, to approve the 2015-2017 Administrative & Unaffiliated Employment Guides as presented. All in favor. Motion carried.*

9. BOARD BUSINESS

Policy Review & Revision

Chair Report

Vice-Chair Bomben shared an update on the superintendent’s evaluation summary, as well as positive remarks about the Superintendent, noting her award as Superintendent of the Year. [Superintendent evaluation Summary](#)

Board Vice-Chair Bomben, recommended for approval the Annual Organizational Memberships. *Motion by Regina Neville, seconded by Michèle Kunz, to approve the Annual Organizational Memberships as presented. All in favor. Motion carried.*

AMSD Report

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:02 PM.

The next general meeting will be held on June 25, 2015, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____

Clerk _____

Date _____

Date _____

**ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287
SCHOOL BOARD – June 25, 2015**

LICENSED STAFF

1. New Hires:

A. Regular

- MELISSA MARTIN, (current employee) Program Facilitator for Itinerant Services, effective August 31, 2015.

B. Reinstatement of Licensure Waivers

-

C. Temporary

- MARY FREDENBURG, Instructor DCD, effective August 24, 2015 through October 6, 2015.

2. Extended Leaves of Absence:

A. Unpaid

- KARA JOHNSON, Online Counselor for Northern Star Online, .35 FTE effective for the 2015-2016 school year.
- BELINDA MCCURRY, Audiologist for Itinerant Services, .2 FTE effective for the 2015-2016 school year.
- MONA BERGMAN DEWANE, Instructor Deaf Hard of Hearing for Itinerant Services, .25 FTE (previously requested .6 FTE) effective for the 2015-2016 school year.

3. Separations:

A. Dismissal

-

B. Resignation

- JOSEPH BLUM, EBD Instructor at North Education Center Academy, effective June 8, 2015.
- AMANDA MATTER, EBD Instructor at North Education Center, effective June 8, 2015.
- ANNIKA MAUS, Science Instructor at North Education Center, effective June 8, 2015.
- THERESA METTE, EBD Instructor at Prairie Care Edina, effective June 8, 2015.
- JENNIFER MCINTYRE, Director of Special Education at the District Service Center, effective June 30, 2015.
- VELIA MELROSE, Instructor Math at West Alternative, effective June 30, 2015.
- JAMES BERNARD, Instructor ELL at North Education Center, effective June 8, 2015.

C. Retirement (Regular/Disability)

NON-LICENSED STAFF:

1. New Hires:

A. Regular

- PAUL BOORSMA, Skilled Facilities Maintenance Worker at West Education Center, **replacement for P. Larson (transferred to NEC)**, effective May 29, 2015 – Step 5, Grade VI – 1.0 FTE 12 month.
- BRYAN ARBOGAST, Skilled Facilities Maintenance Worker at the South Education Center, **replacement for J. Briggity**, effective June 1, 2015 – Step 5, Grade VI – 1.0 FTE 12 month.
- AMBER KASTNER, Clerical at the South Education Center, **.5 replacement for M. Johnson & .5 new position** effective July 1, 2015 – Step 3, Grade V – 1.0 FTE 12 month.

B. Temporary

- KENNETH WILLIAMS, Facilities Maintenance at South Education Center, effective June 9, 2015 through August 14, 2015.
- RADOMIR GOSTOVIC, Facilities Maintenance at North Education Center, effective June 9, 2015 through August 14, 2015.
- JOHN ZIMMER, Facilities Maintenance at West Education Center, effective June 9, 2015 through August 14, 2015.

C. Substitutes

-

2. Extended Leaves of Absence:

A. Unpaid

- MICHAELA NEWAGO, Education Assistant at North Education Center .875 FTE effective for the 2015-2016 school year.
- KARIN GUSTAFSON, Education Assistant at South Education Center, .875 FTE effective for the 2015-2016 school year.

3. Separations:

A. Dismissal

-

B. Resignation

- GIOVANNI MUHAMMAD, Education Assistant at North Education Center, effective June 8, 2015.

- RICO WASHINGTON, Education Assistant at West Education Center, effective June 8, 2015.
- ERIC SPENCER, Education Assistant at South Education Center, effective June 8, 2015.
- KATHLEEN CAUSTON, Education Assistant at Edgewood Education Center, effective June 30, 2015.

C. Retirement (Regular/Disability)

- JANICE HANSON, Clerical at South Education Center, effective July 1, 2015.

D. Other

-

ATTACHMENT TO ROUTINE HUMAN RESOURCES ACTIVITIES REPORT - June 2015

Licensed

Spring wrap-up and Fall start-up hours

Carrie Agre	Kathleen Benshoof	Teresa Cosgrove
Therese Feldmeier	Barb Hagel	Darla Jackson
Amy Koch	Dawn Peterson	Teresa Schrempp
Linda Seifried	Jody Southerling	Paul Sterlacci
Christina Sundae	Christine Zweber	Annie Mitty
Kendra Rask		

Curriculum Writing and other Summer Projects

Rebecca Kleive	Travis Voels
----------------	--------------

CPI Trainers

Matt Ahlberg	Tamara Bussman	Cara Dagenais
Jimmie Heags, Jr.	Jeff Jacobs	Amanda Klutman
Debra Krug	Anne Lucasse	Michelle Seiger
Erlene Schwartz	Kayleen Taffe	

Summer School

Area Learning Center

Nina Bauernfeind	Jodi Cherwenka	Hannah Cushing
Matthew Edgar		

Independent Study

Kirsten Anderson	Katherine Bandy	Julie Rochford
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Special Education

Anne Auguston	Jason Backes	Karen Bendtsen
Damon Brook	Susan Burton	Kathy Carruth
Susan Comer Bergen	Alexandra DeValk	Marty DeValk
Andrea Faeh	Therese Feldmeier	Melissa Fishbaugher
Kelly Garita	Myra Hackfort Roufs	Rebecca Kleive
Amy Koch	Patricia Larson	Tammy Mezzenga
Bruce Mulder	Alecia Salo	Sandra Shetka
Ann Verdegan	Dwain Weddall	

West Suburban Summer School

Steve Auer	Elizabeth Benezra	Bryan Bjorlin
Gary Bowman	Jane Copes	Steve Cullison
Judy Daily	Denise DuBois	Nate Edwards

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: June 25, 2015

TO: Intermediate District 287 School Board

FROM: Sandra Lewandowski, Superintendent

RE: **Identified Official with Authority for Minnesota Department of Education (MDE)**

This item is IDENTIFIED OFFICIAL WITH AUTHORITY. The effective ending date will now be June 31, 2016.

Sandra Lewandowski is hereby designated the Identified Official with Authority to authorize user access to MDE secure websites for Intermediate District 287.

The process for assigning an Identified Official with Authority is based in part on the process already in use for a few systems including SERVS Financial. However, the External User Access Recertification System makes this process consistent for external user access to all MDE secured systems protected by an MDE User Account.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – June 25, 2015

AGENDA SECTION: BUSINESS SERVICES REPORT

ITEM: Approval of Routine Monthly Finance Report

PRESENTED BY: Mae L. Hawkins, Executive Director of Business Services

1. Background Information

The May 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 \$74,641,416 or 88.0% of the Revised Revenue Budget of \$84,865,422. The District’s monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Funds 06 (NEC Construction) & 09 (Agency Funds) total \$68,980,269, or 82.3% of the Revised Expenditure Budget of \$83,839,420.

DDA

Attachments

2. Fiscal Impact/Funding Source: None

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

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

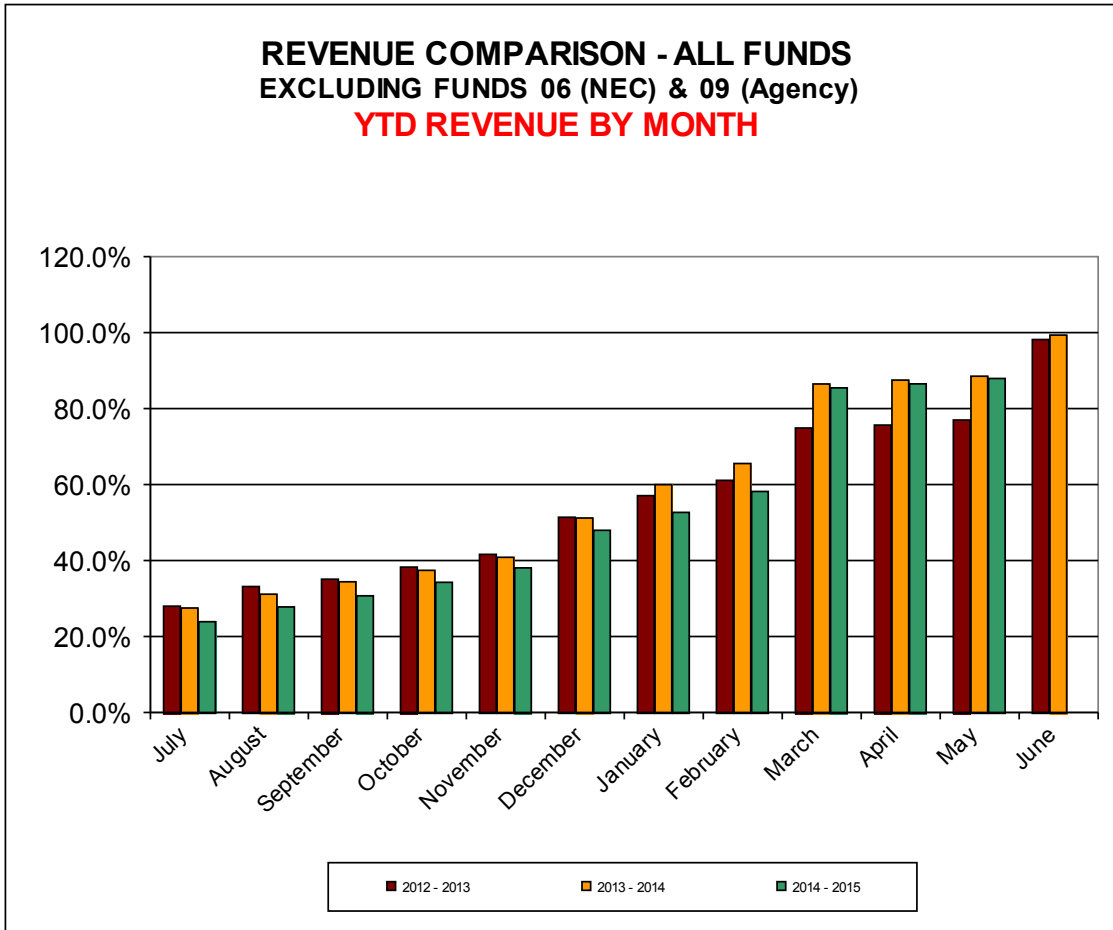
Abstentions: _____

DISTRICT 287

REVENUE COMPARISON

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

Month	2012 - 2013		2013 - 2014		2014 - 2015	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	23,083,337	28.0%	23,266,115	27.5%	20,284,604	23.9%
August	4,277,483	33.2%	3,076,425	31.1%	3,296,130	27.8%
September	1,595,333	35.1%	2,766,649	34.4%	2,486,874	30.7%
October	2,620,908	38.3%	2,558,934	37.4%	3,017,044	34.3%
November	2,772,203	41.6%	2,904,928	40.9%	3,240,902	38.1%
December	8,060,459	51.4%	8,740,826	51.2%	8,380,131	48.0%
January	4,673,693	57.1%	7,444,596	60.0%	4,014,753	52.7%
February	3,338,082	61.1%	4,699,240	65.6%	4,675,723	58.2%
March	11,361,782	74.9%	17,705,512	86.5%	23,146,696	85.5%
April	636,685	75.7%	882,851	87.5%	872,787	86.5%
May	1,090,279	77.0%	867,293	88.5%	1,225,771	88.0%
June	17,481,161	98.2%	9,140,621	99.4%		
TOTAL	80,991,404	98.2%	84,053,988	99.4%	74,641,416	88.0%
BUDGET	82,490,824		84,601,954		84,865,422	



REPORT: EXPREV 000006 REVENUE SUMMARY BY FUND - Board Report
 STATEMENT OF REVENUE
 DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 05/01/15 TO 05/31/15

RUN: TUE 061615 15:44 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>
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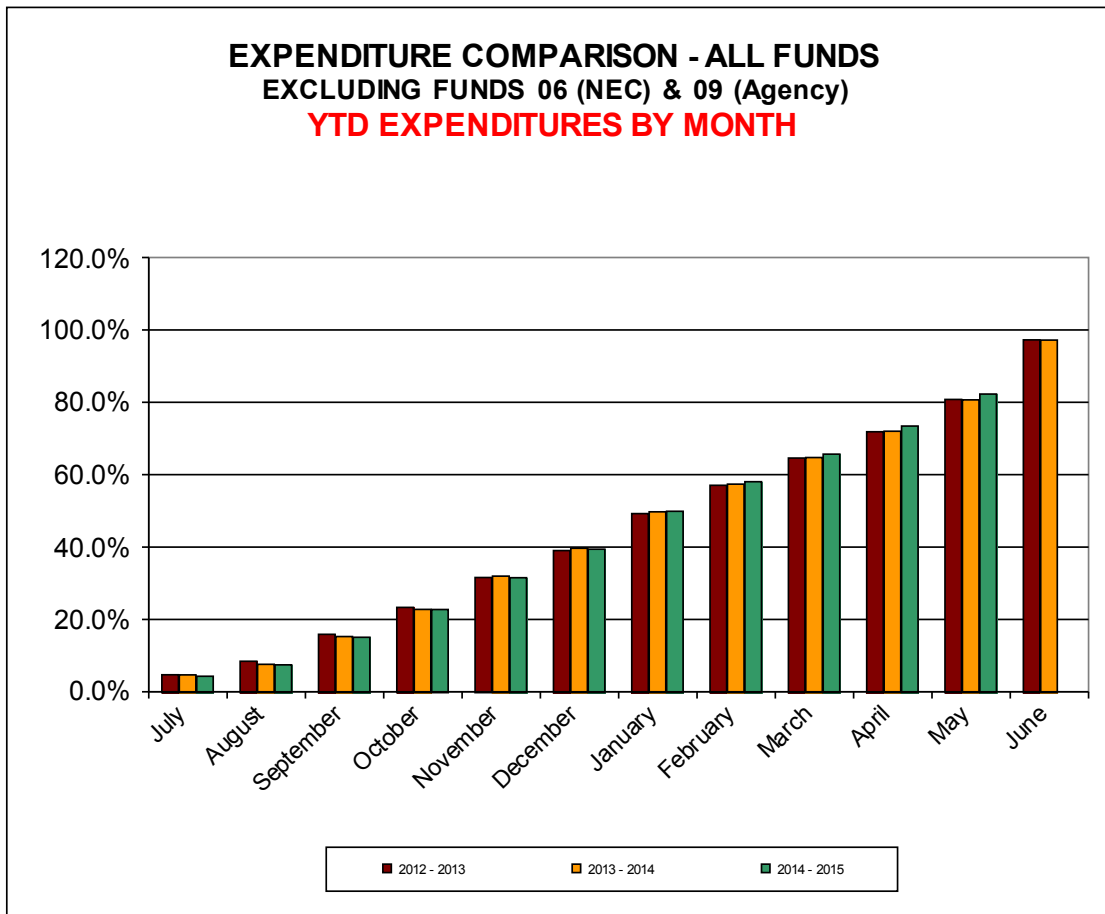
FD	PRIOR YEAR ACTUAL	REVISED BUDGET	05/01/15 TO 05/31/15	FISCAL YEAR 201407 RECEIVED THRU 05/31/15	REMAINING ON 05/31/15	PERCENT REMAINING
01 GENERAL FUND	17,381,854.08	18,076,847	7,002.23	8,610,482.70	9,466,364.30	52.36 %
02 FOOD SERVICE FUND	671,460.99	745,697	45,858.37	373,221.48	372,475.52	49.94 %
04 COMMUNITY SERVICE FUND	181,606.80	178,658	11,467.36	70,500.03	108,157.97	60.53 %
07 DEBT SERVICE FUND	5,218,401.45	5,305,121	0.00	1,665,734.29	3,639,386.71	68.60 %
08 TRUST FUND	501,066.37	566,200	0.00	199,392.50	366,807.50	64.78 %
10 SCHOLARSHIP FUND	4,088.19	0	0.00	1,250.00	1,250.00-	0.00 %
12 ALC-ACADEMIC	9,969,717.09	9,328,755	644,470.37	6,343,689.36	2,985,065.64	31.99 %
13 CAREER & TECH	1,493,564.88	1,203,629	394.00	915,915.07	287,713.93	23.90 %
14 SPECIAL EDUCATION	48,029,694.22	48,939,805	337,525.41	55,952,118.58	7,012,313.58-	14.32-%
20 INTERNAL SERVICE FUND - DENTAL	563,673.23	493,010	174,613.13	484,290.47	8,719.53	1.76 %
41 DONATIONS	32.96	0	0.00	4,108.55-	4,108.55	0.00 %
51 STUDENT CLUBS	38,827.35	27,700	4,439.99	28,930.25	1,230.25-	4.44-%
*** REPORT TOTALS:	84,053,987.61	84,865,422	1,225,770.86	74,641,416.18	10,224,005.82	12.04 %

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DISTRICT 287
EXPENDITURE COMPARISON

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

Month	2012 - 2013		2013 - 2014		2014 - 2015	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	3,922,779	4.7%	3,962,038	4.7%	3,601,915	4.3%
August	3,118,331	8.4%	2,486,804	7.6%	2,637,832	7.4%
September	6,204,141	15.9%	6,489,103	15.3%	6,385,388	15.1%
October	6,207,454	23.3%	6,365,911	22.8%	6,438,125	22.7%
November	6,868,339	31.6%	7,781,071	32.0%	7,361,288	31.5%
December	6,204,082	39.0%	6,551,462	39.7%	6,626,717	39.4%
January	8,516,139	49.2%	8,521,477	49.7%	8,778,883	49.9%
February	6,519,986	57.1%	6,477,527	57.4%	6,840,106	58.1%
March	6,287,977	64.6%	6,241,384	64.7%	6,389,294	65.7%
April	6,049,508	71.9%	6,167,270	72.0%	6,520,531	73.5%
May	7,446,228	80.8%	7,333,498	80.7%	7,400,192	82.3%
June	13,711,182	97.2%	14,005,680	97.2%		
TOTAL	81,056,146	97.2%	82,383,226	97.2%	68,980,269	82.3%
BUDGET	83,352,386		84,760,037		83,839,420	



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	05/01/15 TO 05/31/15	FISCAL YEAR 201407 EXPENDED THRU 05/31/15	ENCUMBERED THRU 05/31/15	REMAINING ON 05/31/15	PERCENT REMAINING
01 GENERAL FUND	17,751,131.18	18,301,943	2,109,662.14	14,855,253.66	1,689,895.13	1,756,794.21	9.59 %
02 FOOD SERVICE	671,460.99	745,697	57,433.54	678,193.62	22,567.77	44,935.61	6.02 %
04 COMMUNITY SERVICE FUND	181,606.80	178,658	10,504.56	146,375.58	1,117.11	31,165.31	17.44 %
07 DEBT SERVICE FUND	3,964,439.56	3,968,108	0.00	3,974,304.15		6,196.15-	0.15-%
08 TRUST FUND	488,941.03	566,200	0.00	200,391.44		365,808.56	64.60 %
10 SCHOLARSHIP FUND	23,927.80	29,000	0.00	20,001.61		8,998.39	31.02 %
12 ALC-ACADEMIC	10,244,373.13	9,758,291	902,175.60	7,845,691.99	144,781.39	1,767,817.62	18.11 %
13 CAREER & TECH	1,403,838.63	1,154,775	160,227.28	888,971.72	5,668.54	260,134.74	22.52 %
14 SPECIAL EDUCATION	47,124,998.65	48,616,038	4,012,160.94	39,961,501.92	509,473.46	8,145,062.62	16.75 %
20 INTERNAL SERVICE FUND	493,670.32	493,010	145,883.07	391,834.56		101,175.44	20.52 %
51 STUDENT CLUBS	34,838.23	27,700	2,144.46	17,749.02		9,950.98	35.92 %
*** REPORT TOTALS:	82,383,226.32	83,839,420	7,400,191.59	68,980,269.27	2,373,503.40	12,485,647.33	14.89 %

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Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

MEMORANDUM

DATE: **June 16, 2015**

TO: Members of the School Board

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

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

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

- | | | |
|---|-------------|-----------------------------|
| 1. Claim payments for: May 2015 | Totaling \$ | <u><u>4,797,288.58</u></u> |
| a) Check #'s 498135 - 498610
and Wire Transfers - #'s 2578 - 2585, 3109, 70016725 - 70016905, 80000954 - 80000975
and P-Card Purchases - #'s 90000410- 90000420 | | |
| 2. Payroll for: May 2015 | Totaling \$ | <u><u>2,438,086.35</u></u> |
| a) Check #'s n/a
b) Direct Deposit #'s 279448 - 280428, 280429 - 281400

and Wire Transfers - #'s 4121 | | |
| 3. Receipts for: May 2015 | Totaling \$ | <u><u>3,186,727.93</u></u> |
| a) Receipt #'s 137419 - 137637 | | |
| 4. Investments at end of month | Totaling \$ | <u><u>11,514,029.68</u></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
MAY 2015**

INV NBR	INSTITUTION	INV TYPE	RATE OF RETURN (%)	PURCHASE DATE	MATURITY DATE	AMOUNT INVESTED
	PMA- MNTRUST INVESTMENT SHARES PORTFOLIO					1,218.85
	PMA- MNTRUST SAVINGS DEPOSIT ACCOUNT	SDA	0.040	04/30/15	05/31/15	11,512,810.83
	TOTAL PMA- MNTRUST INVESTMENTS ON BOOKS					<u>11,514,029.68</u>
ACTIVITY DETAIL:						
	INVESTMENTS ON OUR BOOK AT END OF PRIOR MONTH					16,512,810.83
	CURRENT MONTH ACTIVITY					
	DEPOSITS					
	WITHDRAWALS					(5,000,000.00)
	INTEREST EARNED- RECORDED					1,218.85
	INTEREST EARNED- NOT RECORDED BY MONTH-END					-
	TOTAL INVESTMENTS AT END OF MONTH & UN-RECORDED INTEREST					<u>11,514,029.68</u>

Intermediate District 287

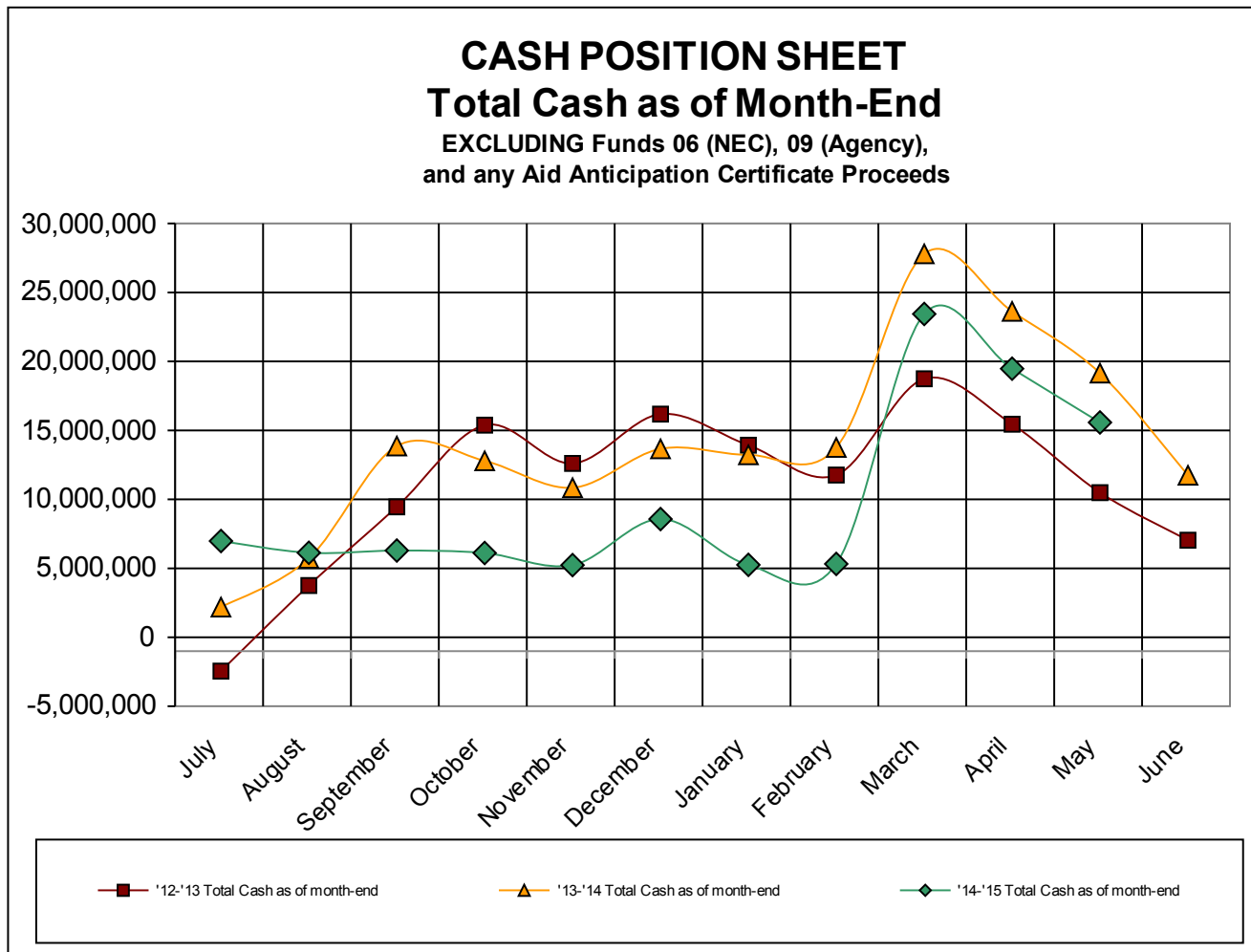
Cash Position Sheet- Monthly Total Net Cash- All Accounts

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

<u>Date</u>	<u>'12-'13 Total Cash as of month-end</u>	<u>'13-'14 Total Cash as of month-end</u>	<u>'14-'15 Total Cash as of month-end</u>
July	-2,447,118 ¹	2,191,127 ²	6,975,746
August	3,754,626 ²	5,718,061 ²	6,126,182
September	9,454,172 ²	13,862,706	6,288,912
October	15,382,409 ²	12,796,587	6,111,818
November	12,605,385 ²	10,848,256	5,234,858
December	16,180,751 ²	13,665,705	8,574,866
January	13,924,956 ²	13,229,251	5,249,429
February	11,767,529 ²	13,767,789	5,322,861
March	18,741,667 ²	27,803,669	23,439,811
April	15,446,038 ²	23,625,636	19,473,405
May	10,488,472 ²	19,151,688	15,576,013
June	7,041,623 ²	11,744,521	

¹ excludes Aid Anticipation Certif. proceeds of \$5,900,000.00 in July 2011, paid back in Aug. 2012

² excludes Aid Anticipation Certif. proceeds of \$9,900,000.00 in Aug. 2012, paid back in Sept. 2013



INTERMEDIATE DISTRICT 287
MAY 2015 ACTIVITY

ELECTRONIC TRANSFERS IN:

DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
5/1/2015	HENN CO HSPHD	MSDLAF	20634615	434.19	MEC2 - NECA ELC
	HENN CO HSPHD	MSDLAF	20634964	495.00	MEC2 - NECA ELC
	HENN CO HSPHD	MSDLAF	20634963	332.60	MEC2 - SECA ELC-
5/4/2015	HENN CO HSPHD	MSDLAF	20635272	665.20	MEC2 - SECA ELC-
5/5/2015	DHS - MMIS	MSDLAF	2541919	151,383.91	THIRD PARTY BILLING FY14-15
5/6/2015	WRIGHT CO	MSDLAF	20635952	890.24	MEC2 NECA
5/15/2015	DAKOTA CO	MSDLAF	20638213	160.85	MEC2 SECA ELC
5/15/2015	MN DEPT OF ED	MSDLAF	2564636	226,265.95	INV #73065 MATH&SCIENCE PARTNERSHIP GRANT
	EDUC-STATE AID	MSDLAF	2562719	91,792.39	01S211 GEN ED AID FY14-15
5/21/2015	TEACHER RETIREMENT	MSDLAF	2578668	280.32	TRA REFUND FOR WEILAND,S
	HENN CO HSPHD	MSDLAF	20639326	26,629.88	MEC2 - SECA ELC-
	HENN CO HSPHD	MSDLAF	20639584	28,453.48	MEC2 - NECA ELC
	EDUC-FNS	MSDLAF	2557335	11,801.05	02F705 FED BRKFST APR15
	EDUC-FNS	MSDLAF	2557335	19,200.00	02F701 FED LUNCHES APR15
	EDUC-FNS	MSDLAF	2557335	1,411.31	02S300 ST LUNCHES APR15
	EDUC-FNS	MSDLAF	2557335	2,629.80	02F701 REG LUNCHES APR15
	EDUC-FNS	MSDLAF	2557335	525.96	02F701 FED HHFKA LUNCH APR15
5/29/2015	EDUC-STATE AID	MSDLAF	2586000	420,998.01	01S360 SPEC ED AID FY13-14
	EDUC-STATE AID	MSDLAF	2586000	91,792.40	01S211 GEN ED AID FY14-15
	EDUC-STATE AID	MSDLAF	2586000	293,933.24	01S211 ONLINE LEARNING FY14-15
	PAYPAL	MSDLAF	137634	28,719.53	MISC PROGRAM REGISTRATIONS MAY 2015 ACT
	SQUARE INC	MSDLAF	137635	357.17	SEC COMMON GROUNDS MAY 2015 ACT
	ELAVON-PAYPAM	MSDLAF	137636	1,436.25	PAYPAM FOOD SERVICE MAY 2015 ACT
MTD TOTALS				1,400,588.73	

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INTERMEDIATE DISTRICT 287
MAY 2015 ACTIVITY

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
5/1/2015	MSDLAF	WELLS FARGO	2578	1,010,271.54	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	BANK OF MONTREAL	2579	63,659.98	A/P P-CARD APR15 ACT - PD MAY15
	MSDLAF	BANK OF MONTREAL	90000410 - 90000420	47,463.13	P-CARD APR15 ACT - PD MAY15
	MSDLAF	US BANK	70016725 - 70016757	3,382.38	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
5/15/2015	MSDLAF	US BANK	279448-280428	1,220,147.24	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000954	63,224.19	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000955	319,475.11	FEDERAL TAXES
	MSDLAF	MN DEPT OF REVENUE	80000956	648.11	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REVENUE	80000957	72,412.09	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000958	49,278.34	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000959	85,031.32	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000960	22,859.61	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000961	141,764.57	FEDERAL TAXES
	MSDLAF	ING - MSRS	80000962	2,038.83	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000963	56,859.72	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000964	84,540.27	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	2580	92.54	MERCHANT CARD FEES APR15 ACT BK IN MAY15
	MSDLAF	EBC	2581	18,720.66	EMPLOYEE & EMPLOYER 403B RETIREES
	MSDLAF	VOYA-ING	2582	5,001.37	MN STATE RETIREMENT SYSTEM - RETIREES
5/28/2015	MSDLAF	CHS	2583	38,225.40	CHS FLEX PAYMENTS MAY15
	MSDLAF	US BANK	2584	84.75	ARP FEES VOUCHER ACCT APR15
	MSDLAF	US BANK	2585	227.02	DELUXE FOR BUSINESS
	MSDLAF	US BANK	70016758-70016905	17,446.40	DIRECT DEPOSIT EMPLOYEE EXPENSES FY15
	MSDLAF	US BANK	280429-281400	1,217,881.81	DIRECT DEPOSIT PAYROLL REG
	MSDLAF	EBC	80000965	59,659.92	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000966	320,541.91	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000967	1,315.38	MN DEPT OF REVENUE-WAGE LEVY'S
	MSDLAF	MN DEPT OF REV	80000968	72,722.22	STATE WITHHOLDING TAXES
	MSDLAF	PERA	80000969	49,955.71	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000970	84,387.18	TEACHERS RETIREMENT ASSN
	MSDLAF	EBC	80000971	24,002.50	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000972	141,820.06	FEDERAL TAXES
	MSDLAF	VOYA-ING	80000973	2,038.83	MN STATE RETIREMENT SYSTEM - VEBA
	MSDLAF	PERA	80000974	57,641.25	PUBLIC EMPLOYEES RETIREMENT ASSN
	MSDLAF	TRA	80000975	83,944.64	TEACHERS RETIREMENT ASSN
	MSDLAF	US BANK	3109	137.76	ARP FEES RECEIPT ACCT APR15
	MSDLAF	US BANK	4121	57.30	ARP FEES PAYROLL ACCT APR15

21

MTD TOTALS

5,438,961.04

**DONATIONS
INTERMEDIATE DISTRICT 287
2014-2015**

May 2015

DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
5/6/15	2 WHEELCHAIR & GAIT TRAINER		\$ 1,550.00	FISCHBACH, RUTH		DSC	ITINERANT
4/22/15	DYNAMARK SNOW BLOWER		\$ 150.00	GIBBS, CHRIS		HTC/EP	POWER SPORTS
5/19/15	GREEN CHAIR		\$ 200.00	GIBSON, BOBBIE		EDGEWOOD	SUN TRANSITION
5/11/15	CHECK		\$ 100.00	HANSON, SUE		DSC	HONORS MENTOR CONNECTION
5/1/15	GIFT CARD		\$ 25.00	MILLS FLEET FARM		NEC	GARDEN PROJECT
5/6/15	LADYBUG CORNER CHAIR		\$ 100.00	OMAR, AMIN		DSC	ITINERANT
5/22/15	KIDS 4X4 BMX		\$ 300.00	PETER, JEFF		HTC/EP	POWER SPORTS
			\$ 2,425.00				

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

Regular Meeting – June 25, 2015

AGENDA SECTION: BUSINESS SERVICES

ITEM: Approval For Adoption of the FY16 Budget

PRESENTED BY: Mae L. Hawkins, Executive Director of Business Services

1. Background Information

A motion is necessary to approve the Original Budget for School Year 2015-16 (Fiscal Year 16). The Total Projected Beginning Fund Balance of all funds for July 1, 2015 is \$18,228,863. The Original Budget for FY16 shows total revenue of \$95,009,226, and total expenditures of \$93,820,405, for a total projected fund balance of \$20,111,377 at June 30, 2016. The total Unassigned General Fund balance of \$5,886,324 or 7.5%, is within Board policy parameters. This budget is based on budget assumptions and adjustments previously approved and a 2% general education formula increase passed in the E-12 Education Finance Bill.

Those assumptions recognized that budgeted revenues are based on planned enrollments and expenditures reflect inflationary increases. Great care has been taken to not over staff or budget in areas of anticipated or potential growth, allowing that the budget could grow if increased enrollments materialize. Administration has maximized all available revenue sources and made appropriate reductions to balance budget areas and soften billing rates where possible.

2. Fiscal Impact/Funding Source: Establishes the budget for FY16.

3. RECOMMENDED ACTION: Board adopts the FY16 Budget 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 ORIGINAL BUDGET 2015-2016

	Projected BEGINNING FUND BALANCE 7/1/2015*	REVENUE FY16 ORIGINAL BUDGET	EXPENDITURES FY 16 ORIGINAL BUDGET	PROJECTED FUND BAL. 6/30/2016	Sep & Sev FY 16 Budgeted Transfer	Requested Transfer	FY 16 PROJECTED Adjusted FUND BALANCE	Percent Fund Bal to Total Exp
GENERAL FUND UNASSIGNED (FORMERLY UNRESERVED - UNDESIGNATED)								
DISTRICTWIDE ADMIN / OPS	\$ 135,859	\$ 15,812,015	\$ 15,767,815	\$ 180,059	\$ (132,000)		\$ 48,059	(1)
ALC / ACADEMIC EDUCATION	\$ 0	\$ 8,493,322	\$ 8,350,759	\$ 142,563	\$ (142,100)		\$ 463	(2)
CAREER AND TECH	\$ 209,585	\$ 1,309,384	\$ 1,269,384	\$ 249,585	\$ (40,000)		\$ 209,585	(3)
SPECIAL EDUCATION	\$ 5,632,979	\$ 49,431,185	\$ 48,735,946	\$ 6,328,218	\$ (700,000)		\$ 5,628,218	(4)
TOTAL UNASSIGNED	\$ 5,978,422	\$ 75,045,906	\$ 74,123,904	\$ 6,900,424	\$ (1,014,100)	\$ -	\$ 5,886,324	7.5%
GENERAL FUND ASSIGNED (FORMERLY UNRESERVED - DESIGNATED)								
Property Account	\$ 181,685	\$ -	\$ -	\$ 181,685			\$ 181,685	
Separation / Severance	\$ 5,303,564		\$ 1,014,100	\$ 4,289,464	\$ 1,014,100		\$ 5,303,564	
Student Clubs	\$ 42,910	\$ 27,700	\$ 34,366	\$ 36,244			\$ 36,244	
Health Partners Rebate	\$ 76,299			\$ 76,299			\$ 76,299	
Collaborative Curriculum Project	\$ 260,280	\$ 166,000	\$ 201,256	\$ 225,024			\$ 225,024	
Transportation Vehicle Dep.	\$ 43,587		\$ -	\$ 43,587			\$ 43,587	
MDDE Tuition Appeal/MA Reserve	\$ 650,000			\$ 650,000			\$ 650,000	(5)
TOTAL ASSIGNED	\$ 6,558,325	\$ 193,700	\$ 1,249,722	\$ 5,502,303	\$ 1,014,100	\$ -	\$ 6,516,403	
GENERAL FUND RESTRICTED (FORMERLY RESERVED)								
for HEALTH & SAFETY	\$ 94	\$ 117,929	\$ 117,929	\$ 94			\$ 94	
for SAFE SCHOOLS	\$ 438,178	\$ 1,552,125	\$ 1,602,557	\$ 387,746			\$ 387,746	(6)
for COMPENSATORY	\$ 255,421	\$ 1,657,195	\$ 1,641,096	\$ 271,520			\$ 271,520	
TOTAL RESTRICTED		\$ 3,327,249	\$ 3,361,582	\$ 659,360	\$ -	\$ -	\$ 659,360	
TOTAL GENERAL FUND	\$ 12,536,746	\$ 78,566,855	\$ - \$ 78,735,208	\$ - \$ 13,062,086	\$ -	\$ -	\$ 13,062,086	
NONMAJOR FUNDS								
Food Service(02)	\$ -	\$ 739,192	\$ 739,192	\$ -			\$ -	(7)
Community Services(04)	\$ -	\$ 180,673	\$ 180,673	\$ -			\$ -	(8)
Debt Service (07)	\$ 5,111,699	\$ 5,357,622	\$ 3,970,458	\$ 6,498,863			\$ 6,498,863	(9)
Trust (Flex Account)(08)	\$ 23,582	\$ 477,642	\$ 477,642	\$ 23,582			\$ 23,582	
Scholarship Fund(10)	\$ 89,314	\$ -	\$ 29,000	\$ 60,314			\$ 60,314	
Internal Service Fund(20)- Dental	\$ 467,521	\$ 493,010	\$ 494,000	\$ 466,531			\$ 466,531	
Internal Service Fund(21)- Health		\$ 9,194,232	\$ 9,194,232	\$ -			\$ -	(10)
TOTAL NONMAJOR FUNDS	\$ 5,692,116	\$ 16,442,371	\$ 15,085,197	\$ 7,049,290	\$ -	\$ -	\$ 7,049,290	
TOTAL ALL FUNDS	\$ 18,228,863	\$ 95,009,226	\$ 93,820,405	\$ 20,111,377	\$ -	\$ -	\$ 20,111,377	

ORIGINAL BUDGET

Recommended Board Approval
Approved by School Board

Date
6/25/2015

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

Recommended Board Approval

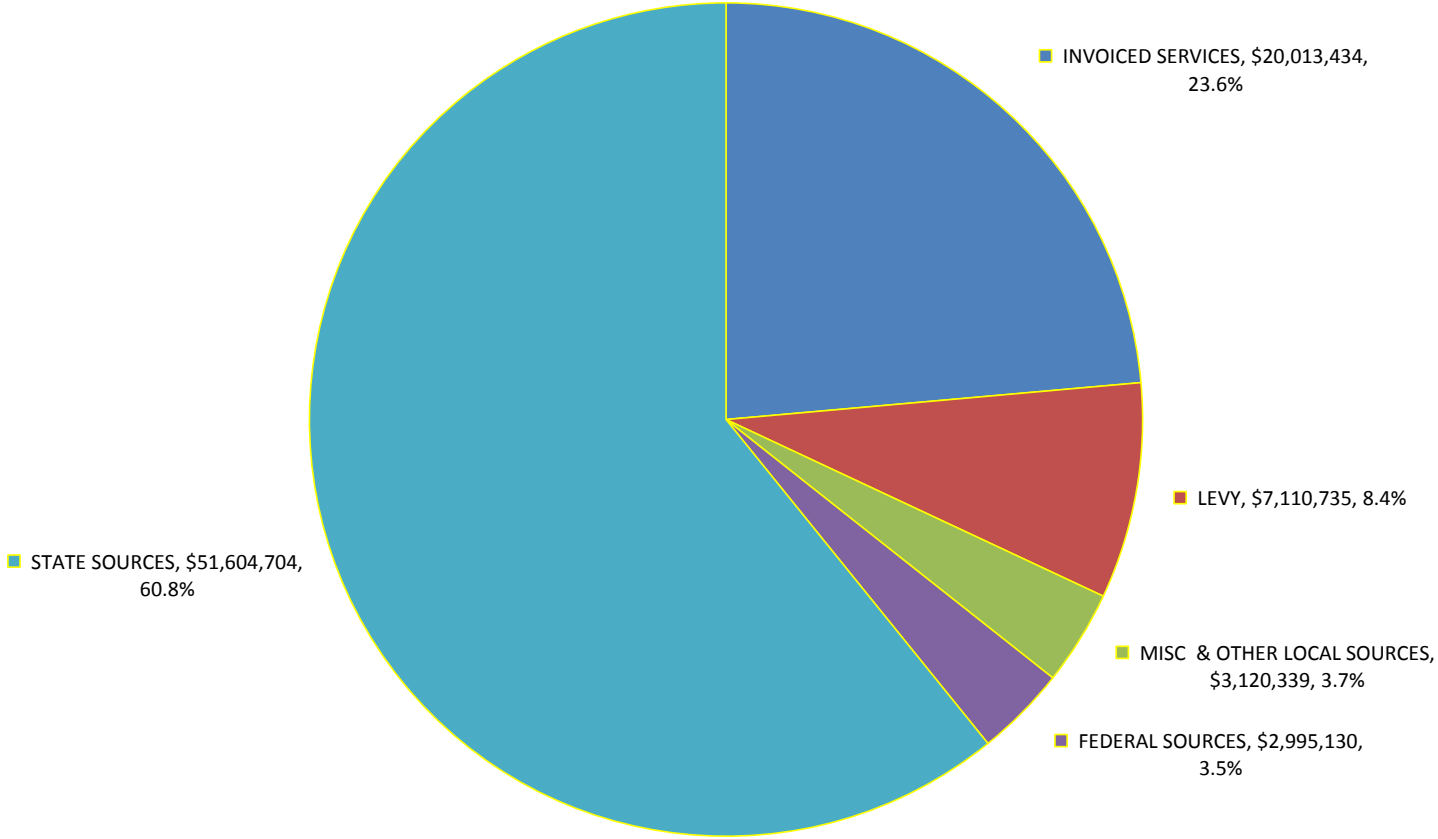
06/25/15

Notes: FY16 Original Budget Summary

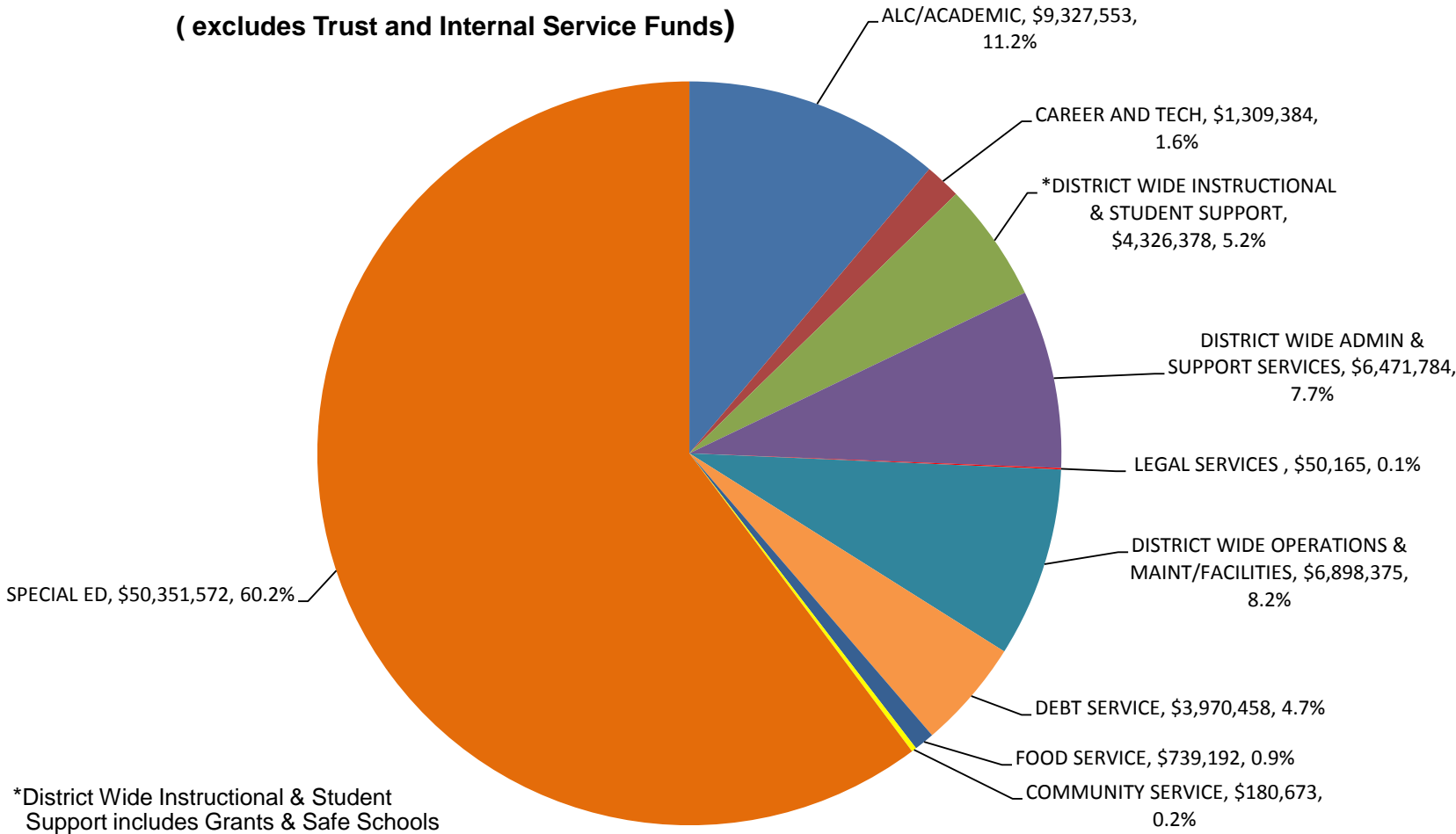
*Projected beginning fund balances reflect numbers presented with the FY15 revised budget.

1. Core fee has been budgeted in FY16 at \$15.05 per Adjusted Pupil Unit which is a \$3.00 per APU increase in FY16.
2. ALC/Academic is projected to be a balanced budget. Reductions were made in these programs to balance the budget.
3. Career & Tech is projecting no change in fund balance.
4. Special Education is also projected as a balanced budget.
5. The MDE Tuition Appeal/MA reserve will be used to offset any potential loss of revenue in these two areas.
6. Safe Schools budget reflects a legislative increase of \$5.00 per Adjusted Pupil Unit.
7. Food Service - We have budgeted a transfer of \$331,002 from general fund to offset the estimated deficit in Food Service. Fund balances above reflect this transfer.
8. Community Services (Conference Center) - We have budgeted a transfer of \$106,273 from general fund to offset the estimated deficit in Community Services. Fund balances above reflect this transfer.
9. Debt Service fund balance is projected to increase; this fund balance is restricted for the sinking fund and will be used to pay off the liabilities associated with the North Education Center building.
10. Fund 21 has been added to the budget and will reflect our Self Insurance-Health Program.

FY15-16 REVENUE BUDGET (excludes Trust and Internal Service Funds)



FY15-16 Expenditure Budget (excludes Trust and Internal Service Funds)



RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF

PROBATIONARY NON-LICENSED EMPLOYEES

BE IT RESOLVED by the School Board of Intermediate District 287 that the employment of the following non-licensed employees be terminated at the end of the 2014-2015 year on June 30, 2015.

BE IT FURTHER RESOLVED, that written notice be sent to said employee regarding his/her termination.

<u>NAME</u>	<u>POSITION</u>	<u>DATE OF EMPLOYMENT</u>
Margaret Wanyoike	Education Assistant	February 18, 2014
Wannie Kamuelyu	Education Assistant	August 25, 2014
Alicia Momoh	Education Assistant	November 24, 2014

**RESOLUTION PERTAINING TO ELIMINATION OF POSITIONS WITHIN
SCHOOL SERVICE EMPLOYEES INTERNATIONAL UNION, SEIU LOCAL 284**

BE IT RESOLVED by the School Board of Intermediate District 287 that the following positions be eliminated at the end of the 2014-2015 year on June 30, 2015.

BE IT FURTHER RESOLVED, that written notice be sent to said employee regarding her termination/layoff/reassignment as appropriate.

GRADE III CLERICAL POSITIONS

NAMES

Clerical Support/Itinerant and HR .75 FTE 12 Month
Clerical Support/SIS 1.0 FTE 12 Month

Toni Zitloff
Carol Erickson

GRADE IV CLERICAL POSITIONS

NAMES

Clerical Support/Braillist .3 FTE 10 Month
Clerical Support/Braillist .6 FTE 10 Month
Clerical Support/Communications 1.0 FTE 10 Month

Robin Durand
Jay Maruska
Julie Bess Gavaras

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

DRAFT – FIRST READ

POLICY SERIES: Employee Rights & Responsibilities

SUBJECT: Workload Limits for Certain Special Education Teachers

BOARD APPROVED: June 2015

BOARD REVIEWED DATE:

ERR140 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The Board is committed to providing quality educational services, improving student outcomes and supporting the efficient and effective use of staff time. The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

A. Special Education Staff; Special Education Teacher

“Special education staff” and “special education teacher” both mean a teacher employed by the District who is licensed under the rules of the Minnesota Board of Teaching to instruct children with specific disabling conditions.

B. Direct Services

“Direct services” means special education services provided by a special education teacher when the services are related to instruction, including cooperative teaching.

C. Indirect Services

“Indirect services” means special education services provided by a special education teacher which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with children with disabilities to monitor and observe.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the District shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the District and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the District set forth in the Public Employers Labor Relations Act or in the collective bargaining agreement between the District and the special education teachers’ exclusive representative.

Legal References: [Minn. Stat. § 179A.07, Subd. 1 \(Inherent Managerial Policy\)](#)

[Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 \(Definitions of “Direct Services,” “Indirect Services,” “Teacher,” and “Workload”\)](#)

[Minn. Rule 3525.2340, Subp. 4.B. \(Case Loads for School-Age Educational Service Alternatives\)](#)

June 2015
vol 12 ♦ no 9

East Metro Integration District (EMID)

June 12, 2015 Executive/Legislative Committee Meeting

7:30 a.m.
TIES Conference Center,
St. Paul

July 17, 2015 Executive Committee Meeting

7:30 a.m.
TIES Conference Center,
St. Paul

August 14, 2015 Board of Directors Meeting, 7:00 a.m., Grand Hall, TIES Conference Center, St. Paul

August 28, 2015 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

Where do students go to build relationships with students from different cultures and learn cultural competence, self-confidence and self-advocacy, leadership and college preparation skills? If they are in the east metro, students can participate in cross-district activities through EMID to learn these skills.

East Metro Integration District (EMID) #6067 is a collaborative joint powers integration district whose vision is to be a leading voice for educational equity and integration. We have 10 member districts: Forest Lake, Inver Grove Heights, Roseville, South St. Paul, St. Paul, Spring Lake Park, Stillwater, West St. Paul/ Mendota Heights / Eagan, White Bear Lake and Perpich Center / Crosswinds. We include three racially isolated districts: St. Paul, Roseville and Spring Lake Park; and two additional districts have racially identifiable schools – West St. Paul and White Bear Lake.

Our purpose is to help member districts develop equitable learning systems and narrow the gap in opportunity, achievement, expectations and resources for every student and staff member through teaching, learning and community engagement services. We also help districts collaborate to create efficiencies and eliminate duplicative programs and services.

For 13 years, EMID operated two integration magnet schools that drew students from all of our member districts for the purpose of having an educational experience in an integrated setting. In 2014, the schools were conveyed to Roseville Area Schools and Perpich Center for Arts Education, freeing EMID to focus on helping the districts achieve their achievement and integration goals.



Camp EMID is an opportunity for youth from all EMID districts to come together for cultural learning and leadership development.

Continued on page 2

From the Chair

I would like to thank all of the AMSD board members, school district staff, parents and concerned citizens who took time to advocate for our students and our schools during the 2015 Legislative Session. While it was challenging, several AMSD priorities are included in the Omnibus E-12 Finance Bill that is awaiting final approval in the upcoming special session. A two percent per year increase in the basic formula, increased investments in school readiness, extended time and the Q Comp program were included, along with the establishment of long-term facilities maintenance revenue. In addition, key AMSD policy priorities were adopted including greater flexibility with compensatory revenue and a streamlined teacher licensure process.

Your time and effort made a difference. Whether you personally met with legislators, testified before a legislative committee hearing, or sent an email, your involvement helped secure a much stronger education bill than appeared possible a few months ago. I encourage you to thank state policymakers for their work this session and let them know that we will be ready to assist them during the interim and in the 2016 session. Have a great summer!

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

Classroom Partnerships Provide Opportunities For Students

Continued from page 1

During 2014, we redesigned our membership fee structure greatly reducing the per pupil membership rates for core services and creating a cafeteria of programs and services, which member districts and other organizations can purchase separately. This new structure gives member districts much more flexibility in selecting programs and services that best meet their specific needs. For example, smaller districts have a need for certain services that larger districts can provide internally.

As a collaborative, we have cross-district leadership discussions about the barriers and solutions to achievement; coordinate professional development in culturally relevant instruction, facilitate data-driven dialogues, equity leadership, instructional coaching and leadership; identify the measurements to determine the impact of integration work within our districts; share our best practices; coordinate parent engagement training and coordinate cross-district student programming.

Student Programming

EMID's student programming includes Classroom Partnerships where elementary classrooms in racially isolated schools partner for the year with classrooms from suburban districts with multiple face-to-face standards-based cultural exchanges; Youth Executive Board (YEB) where students from every high school in the east metro area meet together weekly for leadership development, legislative advocacy, college preparation, and service learning; After-School Programs where students meet multiple times per week within their own districts to learn media literacy, self-advocacy, leadership, and service learning – then come together quarterly with all of the programs for cultural retreats; and Kindergarten Readiness Camp and AVID Bridge Camp providing summer opportunities for students to be better prepared for their upcoming school year. During 2014-2015, EMID ran 96 programs and partnerships.



The Youth Executive Board annually visits their legislators at the Capitol sharing issues of concern to them.



Classroom Partnerships pairs urban and suburban classrooms for the year.

Collaboration

EMID coordinates small groups of district literacy and district EL leaders in monthly networking opportunities. Another small group of district leaders is collaborating around common assessment practices. We negotiate reduced multi-district contracts for programs and services to help districts launch new innovative programs including the PIQE Parent Engagement Program, District Management Council (DMC) Academic Return on Investment (A-ROI) projects, and 5 Essentials surveys (UChicago). We coordinate the PIQE facilitator and 5 Essentials training and coordinate the sharing of PIQE curriculum resources and expertise across the participating member districts. We provide direct consulting services to school and district leadership.

Professional Development

During 2014-2015, EMID's Lecture and Learn series brought experts from the local universities to share research in restorative practices, cognitively guided instruction in mathematics, e-service learning, pathways to suspension, school to prison pipeline, and STEM education in native communities. We brought professionals from the various member districts together to learn data-driven decision-making from Research for Better Teaching, culturally responsive teaching and leadership from Natural Urban Alliance, culturally relevant curriculum from Perpich Center, anti-racism studies with ASDIC, and cultural competence through SEED. EMID provides support to AVID districts by providing district director services and PATH, tutor, and leadership training. During 2014-2015, EMID provided over 700 hours of professional development to more than 1,000 professionals.

Legislative Support

EMID also provides assistance to districts in preparing their Achievement and Integration plans and budgets and helps keep the districts informed about changes related to this legislation.

This month's member spotlight was submitted by Dr. Jean Lubke, Executive Director, East Metro Integration District.

Key AMSD Initiatives Included in Special Session Agreement

The 2015 Legislative Session concluded on May 18 with a final flurry to complete the major finance bills including the Omnibus E-12 Education conference committee report. The E-12 Education conference committee had a spending target of \$400 million; a target agreed to by legislative leadership but not supported by Governor Dayton. Days earlier, Governor Dayton had sent the legislative leaders an outline of his \$550 million E-12 request including funding for universal pre-kindergarten.

The E-12 conference committee report passed the House on a party line vote of 71-59 and the Senate on a bi-partisan vote of 52-14. On May 19, the Governor held a press conference to announce that he planned to veto the E-12 bill due to insufficient funding and the absence of any form of universal pre-kindergarten. The bill was presented to the Governor on May 20 and he delivered on his promised veto.

Following the conclusion of the regular session, Governor Dayton and Speaker Daudt resumed negotiations to resolve their differences in the E-12 bill. On Friday, June 5, the Senate Finance Committee and the House Ways and Means Committee held a joint hearing to discuss the agreement that will be presented during the upcoming special session. The new agreement would increase investments in E-12 programs by \$525 million for the 2016-17 biennium. The agreement builds on the \$400 million bill approved during the regular session and subsequently vetoed by the Governor. Significant funding provisions that will be added to the original bill include: funding to provide a 2% per year formula increase, \$10 million for compensatory pilot projects, \$10 million for Head Start, \$3.1 million for English learner funding, an additional \$17.5 million for early learning scholarships, bringing the total increase to more than \$48 million and significant increases for Indian education programs. The agreement must still be approved in the upcoming special session.

The chart below summarizes AMSD’s platform initiatives and highlights the progress that was made toward those goals.

AMSD Platform Position	Outcome During 2015 Legislative Session
Funding Increase the formula by at least 4 percent per year	Basic formula allowance increase of 2 percent each year
Facilities Ensure that locally-elected school boards have the authority to preserve public assets and ensure safe and secure learning environments	New long-term deferred maintenance revenue program established
Local Control and Mandates <ul style="list-style-type: none"> • Greater flexibility with funding streams including compensatory revenue • Reform Minnesota’s assessment system 	<ul style="list-style-type: none"> • Grants school boards authority to allocate up to 50 percent of compensatory revenue among school sites according to a plan approved by the school board • Compensatory Pilot Projects: \$10 million • Students enrolled in grade 8 in the 2012-2013 school year and later will have an opportunity to take a nationally normed college entrance exam (ACT) in grade 11 or 12
World’s Best Workforce Support <ul style="list-style-type: none"> • Increase funding for school readiness • Increase funding for the extended time program • Increased funding for Q Comp • Ability of Board and Administrators to retain their most effective teachers • Expand opportunities to earn post-secondary credit • Increase funding for concurrent enrollment 	<ul style="list-style-type: none"> • School Readiness increase: \$30.750 million • Early Learning Scholarships (maintains Pathway II): \$48.250 million • Increases the extended time allowance for school districts by \$100 per pupil unit • Q Comp (Cap increase): \$9.5 million • Teacher Licensure and Out-of-State Teacher Licensure reform • Concurrent Enrollment: \$4 million increase • English learner funding eligibility changed from 6 to 7 years beginning in FY 17

Continued on page 4

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

E-12 Bill Awaiting Action in Special Session

Continued from page 3

Key Provisions in Omnibus E-12 Education Finance Bill

\$525 million target

- 2% per year increase to Basic Formula Allowance: \$346 million
- English Learner Funding: Eligibility extended from 6 to 7 years: \$3.102 million (effective in FY 17)
- Education Partnership Grants: \$1 million
- Compensatory Pilot Grants: \$10 million
- Principals Academy: \$300,000
- ACT Reimbursements: \$6 million
- Head Start: \$10 million
- Northside Achievement Zone and St. Paul Promise Neighborhood: \$4 million
- School Readiness : \$30.750 million
- Early Learning Scholarships (maintains Pathway 2): \$48.250 million
- Early Childhood Rating System: \$3.5 million
- Long Term Facilities Maintenance: \$52 million
- Q Comp (Cap increase): \$9.5 million
- Indian Education Formula Aid: \$16.743 million
- Tribal Contract Schools: \$5 million
- Concurrent Enrollment: \$4 million
- Minnesota Reading Corps: \$3.5 million
- Extended Time (districts) \$2.468 million
- Extended Time (charters) \$2.023 million
- Community Schools: \$500,000
- Parent Child Home Program: \$200,000
- MDE Operating Increase: \$818,000
- Transition language for the conveyance of the WMEP Fair Schools (The actual conveyance language is included in the special session bonding agreement.)

BILLS NOT ADVANCING

Several proposals that AMSD opposed were not adopted including:

- ◇ Extending the K-12 tax credit to private school tuition and indexing the E-12 education credit and deduction to inflation
- ◇ Repealing the ability of locally elected school boards to schedule a capital referendum election on a date that meets the needs of the school district
- ◇ Requiring a school district to state on both its operating referendum ballot and on its notice to taxpayers the amounts of any board-approved local optional revenue

Summary

The E-12 Finance Bill that will be presented in the special session includes several AMSD priorities. While the 2% per year formula increase was short of the AMSD platform position of 4% per year, it doubled the 1% per year proposed by the Governor and Senate and was substantially better than the .6% per year in the original House bill. The increased investment in and reform of school facilities funding addresses a major disparity and will enhance local control by allowing locally-elected school boards to address deferred maintenance needs. In addition, the investments in Q Comp, School Readiness, Concurrent Enrollment, English learner instruction and Extended Time will provide critical support and resources for our students. Finally, the increased flexibility with compensatory revenue will give districts greater ability to target resources to close the achievement gap and the teacher licensure reforms will help address teacher shortages.

School Board Planning Calendar January 2015 – December 2015

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

1st Meeting of the Month	2nd Meeting of the Month
<p>JUNE 11, 2015 Welcome Rachel Hicks, Director of Communications Superintendents Evaluation Update Health & Safety Approval What the Board Needs to Know About the Reduction of Restrictive Procedures? Annual Food Service Program Resolution Approval of Change to 2015-16 Calendar Ratification of 2209 Contract Strategic Plan 2015-2020 Approval</p>	<p>JUNE 25, 2015 2015-16 Original Budget Approval Financial Report May Non-Licensed Permanent Employment Status Position Elimination Resolutions New Policy NSO and MPCC Update on Legislative Chart-highlight major items including Alternative Teacher Pay-Emphasize that we will be having Exploratory Conversations with 2209</p>
<p>AUGUST 27, 2015 Financial Report June & July What the Board Needs to Know about number of Graduates 14-15 Report on MDE Special Education Monitoring Superintendent Uber Goals Special Education Monitoring Report What Board Members Need to Know About “2014-2015 Back to School Start-Up” Information on Alternative Teacher Pay Application</p>	
<p>SEPTEMBER 10, 2015</p>	<p>SEPTEMBER 24, 2015 Cultural Competency Work Financial Report August Operational Results Report</p>
<p>OCTOBER 8, 2015 Student Rights & Responsibilities Policy Bucket</p>	<p>OCTOBER 22, 2015 Financial Report September What the Board Needs to Know about Emergency and Crisis Plans for 2015-16 Work , Session: Personalizing Education</p>
<p>NOVEMBER 12, 2015 <i>(Only one Board meeting this month!)</i></p>	
<p>DECEMBER 10, 2015 <i>(Only one Board meeting this month!)</i> Financial Report October Legislative Platform Prior Year Finance Review</p>	

INFORMATIONAL ITEMS TO REMEMBER:

** Board role in setting/supporting goals
 Board TLC

Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
June 25, 2015
SCHOOL BOARD CALENDAR

August 2015

27 Thursday General Board Meeting 6:30PM Board Rm

September 2015

10 Thursday General Board Meeting 6:30PM Board Rm

24 Thursday General Board Meeting 6:30PM Board Rm

October 2015

08 Thursday General Board Meeting 6:30PM Board Rm

22 Thursday General Board Meeting 6:30PM Board Rm

November 2015

12 Thursday General Board Meeting 6:30PM Board Rm

December 2015

10 Thursday General Board Meeting 6:30PM Board Rm

◆ General Board Meeting – Date Change

◆ New Event