

# **Intermediate District 287**

Responsive. Innovative. Solutions.



**Intermediate District 287**

**Special Meeting**

**Wednesday, August 5, 2015 6:30 PM**

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### SPECIAL MEETING OF THE BOARD

Wednesday, August 5, 2015

6:30 PM @ District Service Center Board Room

#### AGENDA

1. **CALL TO ORDER** (Action)
2. **APPROVAL OF GENERAL MEETING AGENDA** (Action)
3. **OPEN FORUM** (Information)
4. **APPROVAL OF CONSENT AGENDA** (Action)
  4. 1. Police Liaison Services at North Education Center 3
  4. 2. People Incorporated Contract for North Education Center (NECA) 4
  4. 3. Headway Emotional Health Services Contract for South Education Center (SECA) 5
  4. 4. Guardsmark Security Services 6
  4. 5. Lease Agreement with Timberland Partners, XXV, LLP 7
5. **SHARE THE SUCCESS & RECOGNITION - None**
6. **SUPERINTENDENT'S REPORT - (30 minutes)**
  6. 1. Q-Comp (Information)  
Superintendent Lewandowski will highlight new legislation that allows Intermediate School Districts to make an application.
  6. 2. Back to School (Information)  
Rachel Hicks, Director of Communications and Public Relations will provide an overview of the 15-16 Back School events and invite board members to attend.
7. **INSTRUCTIONAL REPORT - None**
8. **BUSINESS SERVICES & LABOR RELATIONS REPORT - (30 minutes)**
  8. 1. Financial Report
    8. 1. 1. Board Resolution to Approve the Long Term Facilities Plan (Resolution) 8  
Mae Hawkins, Executive Director of Business Services will provide an overview of the District 287 Long Term Facilities Plan and related levy funding and the Board will be asked to approve it.
  8. 2. Facilities Report - None
  8. 3. Human Resource Report - None
9. **BOARD BUSINESS - (30 minutes)** (Information)
  9. 1. Letter to the Commissioner of Education (Action)  
Anne Becker, General Counsel will answer questions related to a draft letter to the Commissioner of Education and board members will be asked to approve its delivery.
  9. 2. **Closed Session**  
The school Board may hold a closed meeting for preliminary considerations of allegations against one or more of its employees, and a discussion with its attorneys. Minnesota Statutes section 13D.05, subdivisions 2 and 3.
  9. 3. Board Reports

9. 3. 1. Chair Report

9. 3. 1. 1. Superintendent Contract

9. 3. 2. AMSD Report

10. **ADJOURNMENT**

# Intermediate District 287

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### INTER-OFFICE MEMORANDUM

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**DATE:** August 5, 2015

**TO:** Sandra Lewandowski, Superintendent

**FROM:** Christina K. Houck, Director of Special Education & Mental Health Partnerships

**RE:** **Police Liaison Services at North Education Center**

A request for continuation of services was made so as to provide School Resource Officer (SRO) support to our North Education Center. The purpose of the contract is to provide on-site SRO services such as increasing student understanding of peace officers in the community and how best to create healthy relationships with peace officers. SRO's do this through a restorative justice practice framework. The best provider and value for the District was received from the New Hope Police Department, a current provider of SRO services at NEC at this time.

<u>Company</u>	<u>Building</u>	<u>Program</u>	<u>Monthly Total</u>	<u>Total Contract</u>
New Hope Police Department	NEC	ALL	\$10,897	\$130,764

These funds are directly coming from our Safe Schools budget and are fully budgeted in the FY 2016 budget year.

Board approval of this contract is requested due to the value of the contract being in excess of \$100,000.

# Intermediate District 287

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### INTER-OFFICE MEMORANDUM

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**DATE:** August 5, 2015

**TO:** Sandra Lewandowski, Superintendent

**FROM:** Christina K. Houck, Director of Mental Health & Partnerships

**RE:** **People Incorporated Contract for North Education Center (NECA)**

A request for continuation of services was made so as to provide support to our North Education Center Alternative students who are county involved youth. The purpose of the contract is to provide on-site case coordination services as well as mental health support to students who are in our ALC program at NEC. The best provider and value for the District was received from People Incorporated, a current provider of case coordination and mental health services at NECA at this time.

<u>Company</u>	<u>Building</u>	<u>Program</u>	<u>Monthly Total</u>	<u>Total Contract</u>
People Incorporated	NEC	NECA	\$16,157	\$193,884

2 FTE case coordinators at NECA to serve students who require county services  
.5 FTE for mental health support at NECA

These funds are directly coming from Hennepin County and are fully budgeted in the FY 2016 budget year. Board approval of this contract is requested due to the value of the contract being in excess of \$100,000.

# Intermediate District 287

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### INTER-OFFICE MEMORANDUM

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**DATE:** August 5, 2015

**TO:** Sandra Lewandowski, Superintendent

**FROM:** Christina K. Houck, Director of Special Education & Mental Health & Partnerships

**RE:** **Headway Emotional Health Services Contract for South Education Center (SECA)**

A request for continuation of services was made so as to provide support to our South Education Center Alternative students who are county involved youth. The purpose of the contract is to provide on-site case coordination services as well as mental health support to students who are in our ALC program at SEC. The best provider and value for the District was received from Headway Emotional Health Services, a current provider of case coordination and mental health services at SECA at this time.

<u>Company</u>	<u>Building</u>	<u>Program</u>	<u>Monthly Total</u>	<u>Total Contract</u>
Headway	SEC	SECA	\$13,361	\$160,332

1.5 FTE case coordinators at SECA to serve students who require county services  
.5 FTE for mental health support at SECA

These funds are directly coming from Hennepin County and are fully budgeted in the FY 2016 budget year. Board approval of this contract is requested due to the value of the contract being in excess of \$100,000.

# Intermediate District 287

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### INTER-OFFICE MEMORANDUM

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**DATE:** August 5, 2015

**TO:** Sandra Lewandowski, Superintendent

**FROM:** Christina K. Houck, Director of Special Education & Mental Health Partnerships

**RE:** **Guardsmark Security Services**

A request for continuation of services was made so as to provide Security Guard Officer support to North Education Center (NEC), Edgewood Education Center (EEC), South Education Center (SEC), West Education Center (WEC), and Northwest Technical Center (NWTC). The purpose of the contract is to provide on-site security services. The best provider and value for the District was received from Guardsmark Security, a current provider of security services at this time.

<u>Company</u>	<u>Building (s)</u>	<u>Program</u>	<u>Monthly Total</u>	<u>Total Contract</u>
Guardsmark	NEC, SEC, Edgewood, WEC, NWTC	ALL	\$27,211.90	\$326,542.84

These funds are directly coming from our Safe Schools budget and are fully budgeted in the FY 2016 budget year.

Board approval of this contract is requested due to the value of the contract being in excess of \$100,000.

# Intermediate District 287

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## INTER-OFFICE MEMORANDUM

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Date: August 5, 2015  
To: Sandra Lewandowski, Superintendent  
From: Michael Cowles, Director of Facilities  
**RE: Recommendation for Board Approval**

The current lease with Timberland Partners, XXV, LLP for space at NW Business Center located at 8601 73<sup>rd</sup> Avenue N, MN 55428 will terminate July 31, 2015.

This Seventh Amendment to Lease is being presented for Board approval.

The new lease term would run for one year, from August 1, 2015 through July 31, 2016.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT NO. 287'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE**

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

1. The school board of Intermediate School District No. 287 hereby approves a long term facility maintenance program budget for its facilities for the 2016-2017 school year in the amount of \$451,622. The various components of this program budget are attached as Exhibit A here to and are incorporated herein by reference and administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long term facility maintenance program times a 3 year weighted average usage formula. The long term facility maintenance costs shall be funded through annual levy instead of issuing bonds.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the intermediate school district program, a district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_ and the following voted against the same: \_\_\_\_\_.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 287, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 287 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 287's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 5th day of August, 2015.

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Clerk  
Intermediate School District 287

**INSTRUCTIONS:** Enter estimated expenditures that are allowable uses of Long-term Facilities Maintenance Revenue under MS 123B.595, Subd. 10, by UFARS Finance Code by fiscal year in the space provided. Finance codes shown for accessibility and deferred capital expenditures and

District Name: Intermediate School District 287		District # 287
		Date: 8/3/2015
District Contact for Questions on this Spreadsheet:		E-mail: <a href="mailto:mlhawkins@district287.org">mlhawkins@district287.org</a>
Name: Mae Hawkins, Exec. Director of Business Services		Phone #: (763) 550-7156

Fiscal Year, Ending June 30th -->

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
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**ESTIMATED EXPENDITURES:**

**Health and Safety, Excluding Projects in Finance codes 358, 363 and 366 Costing > \$100,000 per Site**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
347	Physical Hazards	\$29,260	\$30,138	\$31,042	\$31,973	\$32,932	\$33,920	\$34,938	\$35,986	\$37,066	\$38,178
349	Other Hazardous Materials	\$5,500	\$5,665	\$5,835	\$6,010	\$6,190	\$6,376	\$6,567	\$6,764	\$6,967	\$7,176
352	Environmental Health & Safety Management	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
358	Asbestos Removal and Encapsulation	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$5,796	\$5,970	\$6,149	\$6,334	(\$93,476)
363	Fire Safety	\$15,462	\$15,926	\$16,404	\$16,896	\$17,403	\$17,925	\$18,462	\$19,016	\$19,587	\$20,174
366	Indoor Air Quality	\$4,500	\$4,635	\$4,774	\$4,917	\$5,065	\$5,217	\$5,373	\$5,534	\$5,700	\$5,871
	<b>Total Health and Safety Capital Projects</b>	<b>\$109,722</b>	<b>\$111,514</b>	<b>\$113,359</b>	<b>\$115,260</b>	<b>\$117,218</b>	<b>\$119,234</b>	<b>\$121,311</b>	<b>\$123,451</b>	<b>\$125,654</b>	<b>\$27,924</b>

**Health and Safety, Projects Costing > \$100,000 per Site**

358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>Total Health and Safety Capital Projects \$100,000 or More</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>

**Accessibility**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**Deferred Capital Expenditures and Maintenance Projects**

Finance	Category	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
368	Building Envelope	\$7,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$43,600	\$72,000	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0
370	Electrical	\$12,200	\$152,000	\$194,250	\$75,000	\$57,000	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$196,671	\$61,418	\$61,418	\$35,000	\$0	\$0	\$0	\$122,400	\$0
380	Mechanical Systems	\$27,500	\$107,900	\$82,250	\$291,000	\$293,000	\$0	\$0	\$0	\$0	\$295,662
381	Plumbing	\$0	\$21,400	\$112,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$35,000	\$0	\$0	\$35,000	\$0	\$0	\$35,000	\$0
383	Roof Systems	\$0	\$11,000	\$989,250	\$0	\$0	\$0	\$0	\$294,000	\$0	\$0
384	Site Projects	\$295,000	\$28,000	\$14,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$0	\$0
	<b>Total Deferred Capital Expense and Maintenance</b>	<b>\$341,900</b>	<b>\$577,388</b>	<b>\$1,655,819</b>	<b>\$740,233</b>	<b>\$438,948</b>	<b>\$330,393</b>	<b>\$298,513</b>	<b>\$361,583</b>	<b>\$199,390</b>	<b>\$385,771</b>

<b>Total Annual 10 Year Plan Expenditures</b>	\$451,622	\$688,902	\$1,769,178	\$855,493	\$556,166	\$449,627	\$519,824	\$585,033	\$425,044	\$413,695
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