

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Regular Meeting

Thursday, March 10, 2016 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD

Thursday, March 10, 2016

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 February 25, 2016	4
5. SHARE THE SUCCESS & RECOGNITION - (20 minutes) (Information)	
5. 1. Advancement via Individual Determination (AVID) AVID students will share their experiences via video.	
5. 2. March 10th Kudos!	6
6. SUPERINTENDENT'S REPORT - (40 minutes)	
6. 1. Mid-Year Update on Big 3 Results (Information) Elisabeth Lodge Rogers, Executive Director for Student Services and Educational Programs will provide a report on progress toward the Big 3 Results.	7
6. 2. Organizational Chart Revision (Action) The Superintendent will make a recommendation to change the Board approved organizational chart. The Board will be asked for approval.	9
6. 3. Mid-Year Update on Operational Departments Results (Information) Chad Maxa, Executive Director of Technology & Instruction will provide a brief overview and will present a short video.	12
7. INSTRUCTIONAL REPORT - None	
8. BUSINESS SERVICES & LABOR RELATIONS REPORT - (10 minutes) (Information)	
8. 1. Facilities Report	
8. 1. 1. What the Board Needs to Know about the Facilities Study The Board will be provided an overview of the upcoming facility study and board involvement.	14
8. 2. Financial Report - None	
8. 3. Human Resource Report - None	
9. BOARD BUSINESS - (10 minutes) (Information)	
9. 1. Policy Review & Revision	
9. 1. 1. Facilities Policy Bucket Scheduled Review and Revision (Action) Anne Becker, General Counsel, will present the Health & Safety Policy, as revised, for a Second Read.	15
9. 2. Board Reports	
9. 2. 1. Chair Report - None	
9. 2. 2. Update of the Memorandum of Agreement (MOA) Revision Process Anne Becker, General Counsel, will present an update on progress toward approval of the revised MOA.	
9. 2. 3. AMSD Report (Ann Bremer)	
9. 2. 3. 1. March 2016 AMSD Newsletter & Special Education Position Paper	18

9. 3. District News

9. 3. 1. School Board Planning Calendar 22

9. 3. 2. March 10, 2016 Board Event Calendar 24

9. 3. 3. 2015-2016 Get on the Bus & Local 2209/Board Breakfast Schedule 25

9. 3. 4. 2016 South Education Center Rock 'n' Roll All-Stars Show! Invite 26

9. 4. Once Around the Table

10. **ADJOURNMENT**

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
February 25, 2016
MINUTES

1. CALL TO ORDER

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

286	Brooklyn Center	Jeffrey Palm
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
284	Wayzata	Andrea Cuene

Absent: 283/Gores and 277/Bremer

Guests: Jazymne Madison, Angela Madison, Devin Score, and Ms. Score

287 Administration: Sandra Lewandowski, Michelle Axell, Anne Becker, Mae Hawkins, Rachel Hicks, Tina Houck, Chad Maxa, Jennifer Nelson, Elisabeth Rogers, Jon Voss, and Wauneen Mgeni

287 Staff Members: Pamela Betty, Jon Fila, Doug Booth, Bruce Mulder, Jason Backes, Shamer Ford, Alisa Ardern, Kathy Enselein, Tairaf Monroe, Frederick Monroe, Sunsearay Washington, Bob Laumann, Brent Maves, Patricia Bergren, and Shawn Garvey

2. APPROVAL OF GENERAL MEETING AGENDA

The general meeting agenda was presented for approval. *Motion by Michèle Kunz, seconded by Sherry Tyrrell, 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 February 11, 2016, serve a smile grant agreement, and routine human resource activities for February 25, 2016. *Motion by Laura Ronbeck, seconded by Karen Filla, to approve the Consent Agenda as presented. Motion carried.*

5. SHARE THE SUCCESS & RECOGNITIONS

Alexia Poppy-Finley, West Education Center (WEC) Assistant Principal, introduced Jasmine Madison a recent West Education Center Alternative (W-ALT) graduate. Jasmine briefly gave an account of her educational experience at W-ALT ([video](#)).

Alexia introduced Davin Score, a senior at West Education Center Alternative (W-ALT); Davin briefly gave an account of his educational experience at W-ALT ([video](#)).

Superintendent Lewandowski presented a [Channel 12](#) interview with Pam Beatty from the North Education Center (NEC). Pam hosted a classroom activity for Black History Month. Pam has also been nominated as Minnesota Teacher of the Year and provided a powerful set of remarks about her work in District 287. She thanked the Board, Superintendent Lewandowski, and NEC Staff/Administration for all of their encouragement and support.

Sandy announced several recent awards: 1) Board member Karen Filla is the Recipient of the 2016 MASW Legacy Award, 2) Elisabeth Lodge Rogers, Executive Director of Student Services and Educational Programs has received the Minnesota Special Education Administrator of the Year Award, and 3) Intermediate District 287 has received the Minnesota Department of Education School Finance Award for FY15 for Financial Reporting.

6. SUPERINTENDENT'S REPORT

Superintendent Lewandowski introduced Ms. Jennifer Nelson, Director of Planning & Improvement. Jenny introduced the team members from 2015-2020 Strategic Plan Strategy 2 and Measurement teams. Mr. Jon Fila, Personalized Learning Facilitator, presented an overview on the work of Strategy 2. The team's main goals are to focus on removing systemic inequities, increasing opportunities and implementing culturally responsive practices to eliminate achievement disparities. Results include: 1) identifying systemic inequities, 2) focuses on the elimination of systemic inequities, 3) diverse and culturally competent staff, 4) Students receive culturally-responsive instruction and assessment, 5) 287 is a place of belonging and safety, and 6) 287 is actively engaged in eliminating systemic inequities and achievement disparities. Mr. Jon Voss, Director of Teacher & Learning presented an overview on Measurement team. The team's main purpose is to focus on developing and implementing a system to measure

member district satisfaction with student outcomes and racial equity and excellence. Results include: 1) Develop methods of measuring student outcomes and a system for reporting student outcome data. 2) Adopt a learning conversation model for engaging member districts in an assessment of satisfaction with student outcomes, and level of racial equity and excellence in services. 3) Use measures of student outcomes in learning conversations with member districts. 4) Develop methods of measuring the level of racial equity and excellence in services, and a system for this services data, and 5) Using measures of racial equity and excellence in 287 services in learning conversations with member districts.

Sandy presented for a second read and recommended approval of the Proposed 2016 Intermediate Legislative Platform. *Motion by Michèle Kunz, seconded by Laura Ronbeck, to approve the proposed 2016 Intermediate legislative platform as presented. All in favor. Motion carried unanimously.*

Sandy announced that Intermediate District 287 graduation rate has increased, a summary document entitled [Intermediate District 287 School Year 2014-2015 Graduation Rates](#) was presented.

7. INSTRUCTIONAL REPORT - None

8. BUSINESS SERVICES & LABOR RELATIONS REPORTS

Financial Report

Mae Hawkins, Executive Director of Business Services, presented the monthly financial report for January 2016. *Motion by Carol Bomben, seconded by Michèle Kunz, to approve the monthly financial reports as presented. All in favor. Motion carried unanimously.*

Mae presented the FY16 Budget Revision for approval. *Motion by Nancy Rowley, seconded by Regina Neville, to approve the FY16 Budget Revision as presented. All in favor. Motion carried unanimously.*

Mae presented the FY17 Budget Assumptions for approval. *Motion by Michèle Kunz, seconded by Sherry Tyrrell, to approve the FY17 Budget Assumptions as presented. All in favor. Motion carried unanimously.*

Facilities Report – None

Human Resources Report

Michelle Axell, Assistant Director of Human Resource, requested approval of a Resolution directing the Administration to make recommendations for reductions in programs and positions (ULAs). *Resolution motion by Carol Bomben, seconded by Dean Henke, to waive the reading of the resolution and approved the proposed resolution directing the administration to make recommendations for reductions in program and positions (ULAs). The following voted in favor of the resolution: Bomben, Filla, Henke, Tyrrell, Kunz, Cuene, Neville, Ronbeck, Rowley, and Palm. The resolution passed.*

Superintendent Lewandowski introduced Doug Booth, Local 2209 Vice President, Member Rights Advocate and Chief Negotiator. Doug presented a Local 2209 staff survey and discussed staff safety and licensed/non-licensed teaming time concerns.

9. BOARD BUSINESS

Policy Review & Revision

Ms. Anne Becker, General Counsel presented to the Board the revised Health & Safety policy for first read.

Chair Report

Board Chair Bomben, Board members Cuene, and Ronbeck gave a brief update on the recent Get on the Bus tour at Edgewood Education Center.

AMSD Report

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 9:04 PM.

The next general meeting will be held on March 10, 2016, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair _____

Clerk _____

Date _____

Date _____

287 KUDOS!

March 10, 2016
Success & Recognition



Intermediate District 287

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District287.org

Pam Beatty Selected at Semifinalist for Teacher of the Year

We're excited to share that Pam Beatty has been selected as a Semifinalist for the 2016 Teacher of the Year, sponsored by Education Minnesota. They've narrowed the field from 115 to 34 candidates!

District 287 partners with Cultural Jambalaya to provide cultural education resources to more than 200 school districts

[Read](#) the press release!

March Recognition Days

Intermediate District 287 proudly recognises:

- **Music in our Schools Month**
- **National Middle Level Education Month**
- **Social Work Month**
- **National Foreign Language Week** (March 7-11)
- **National School Breakfast Week** (March 7-11)

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

Date: March 10, 2016

To: Sandra Lewandowski, Superintendent

From: Elisabeth Lodge Rogers, Executive Director of Student Services and Educational Programs

Re: What Board Members Need to Know About Progress Toward Instructional Results

Instructional Results Areas

This year we continued the focus on Innovative Instruction, Student Success, and Collaborative Curricula. School Improvement Plan Leadership teams met in August and worked together to develop School Improvement Plans (SIP) with specific results tied to the three result areas. Instructional leaders intentionally increased their time present in programs and classrooms in order to coach and support where the important work happens. SIPs' results and action plans reflect high student expectations made possible through personalized learning that addresses both academic and social emotional needs. Highlights of progress toward each of these result areas are summarized below.

Innovative Instruction

- An intentional presence by all instructional leaders (including District Service Center) in our classrooms has resulted in our collective ability to more quickly and efficiently provide guidance and support when and where it's needed through on-the-spot problem solving, deeper engagement with staff and students, and stronger instructional practices.
 - Innovative Instructional Practices implemented throughout the schools/programs;
 - Integrated Professional Practices are evident through the work of 77 Professional Learning Communities throughout the district operating under 10 School Improvement Plans;
 - The 287 Early Learning Centers (ELC) at NECA and SECA are in their 44th year of operations. Both sites have earned the prestigious National Association for the Education of Young Children (NAEYC) accreditation, as well as the Minnesota Parent Aware 4-Star rating, this year;
 - Gifted Education Programs have grown in scope and enrollment: West Suburban Summer School (WSSS) has over 1700 enrolled; more than 100 teams have joined the Destination Imagination (DI) challenges (including some beginning DI teams at NEC Elementary); and Honors Mentor Connection currently has 37 students enrolled from 287 member district programs and 20 students enrolled at Intermediate 916 member district sites;
 - Advancement Via Individual Determination (AVID) is expanding district-wide. From 3 sites and 54 students in FY 15 to 6 sites and 150+ students, including NEC elementary in FY 16.

Student Success

- District leaders and staff are continuing to implement and integrate the District Social Emotional Learning Protocols, including the following:
 - Restorative practices are being utilized across the district through daily classroom circles;
 - SEL development of all our students was assessed using the Benchmark Assessment Tool with SEL Coordinators meeting with all staff to review results of the BAT and recommend curricula and interventions;
 - We have eliminated Prone Restraints in compliance with Minnesota State statute.
 - There are 70 Homeless/Highly Mobile qualified 287 students as of February 29, 2016 compared to last year 287 total reported were 70 homeless/highly mobile students;
 - Texting pilots were created to support greater family/parent engagement;
 - Continued partnership with Minnesota State Arts Board who provides an artist in residency for some of our Setting IV programs;
 - Educational Assistants were provided with 3 training sessions to develop their capacity to support students;
 - Math-Science Partnership grant was awarded and will help to develop and provide training for teachers in grades K-12 in improving Number Sense.

Collaborative Curricula

- District 287's Curriculum Hub resources continue to grow. with approximately 110 semester course copies since 8-25-2015;
- 24 Curriculum and Professional Groups held three meetings this year to expand instructional resources and build engagement strategies through SEL and AVID.
- The Peer coaching program is active this year with approximately 185 licensed staff working with eleven peer coaches';
- The MN Partnership for Collaborative Curriculum has 203 partner districts, has completed 30 courses, is working with Cultural Jambalaya to provide content and funding, Adult Basic Education has joined as a partner, and has received the Local Government Innovation Award;
- Online relicensure courses have been created for all 6 required topics so that District 287 licensed staff can access and complete them as it fits in their schedules at no cost.

Acronyms

BAT - Benchmark Assessment Tool (used to measure level of Social Emotional Learning)

ELC - Early Learning Center

NAEYC - National Association for the Education of Young Child

NEC - North Education Center

NECA - North Education Center Academy

PC - PrairieCare

SEC - South Education Center

SECA - South Education Center Academy

SEL - Social Emotional Learning

W-Alt - West Education Center Academy

WEC - West Education Center

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 10, 2016

AGENDA SECTION: SUPERINTENDENT’S REPORT

ITEM: 2016-2017 District 287 Organizational Chart

PRESENTED BY: Superintendent Lewandowski

1. Background Information

Approval of Proposed 2016-2017 District 287 Organizational Chart.

2. Fiscal Impact/Funding Source:

3. RECOMMENDED ACTION: The Board approves the proposed motion regarding Intermediate District 287 2016-2017 Organizational Chart.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

Date: March 10, 2016

To: Intermediate District 287 School Board

From: Sandy Lewandowski, Superintendent

Re: Recommended Change to Administrative Organization Chart

This annual recommendation to the school board is based on the following priorities:

1. 2015-20 Strategic Plan
2. FY17 budget assumptions,
3. Critically necessary safety and security needs
4. Retention of high performing leaders

The school board is asked to approve the following changes:

1. Eliminate the current Assistant Director of Technology position and replace with a Director of Technology.
2. Add two Assistant Director of Special Education positions. Two current administrative intern positions will be eliminated. (These two positions are not shown on this proposed chart). In addition, one of the Assistant Directors will absorb the duties of a current part time central referral position.

This proposal is cost neutral.

Intermediate District 287

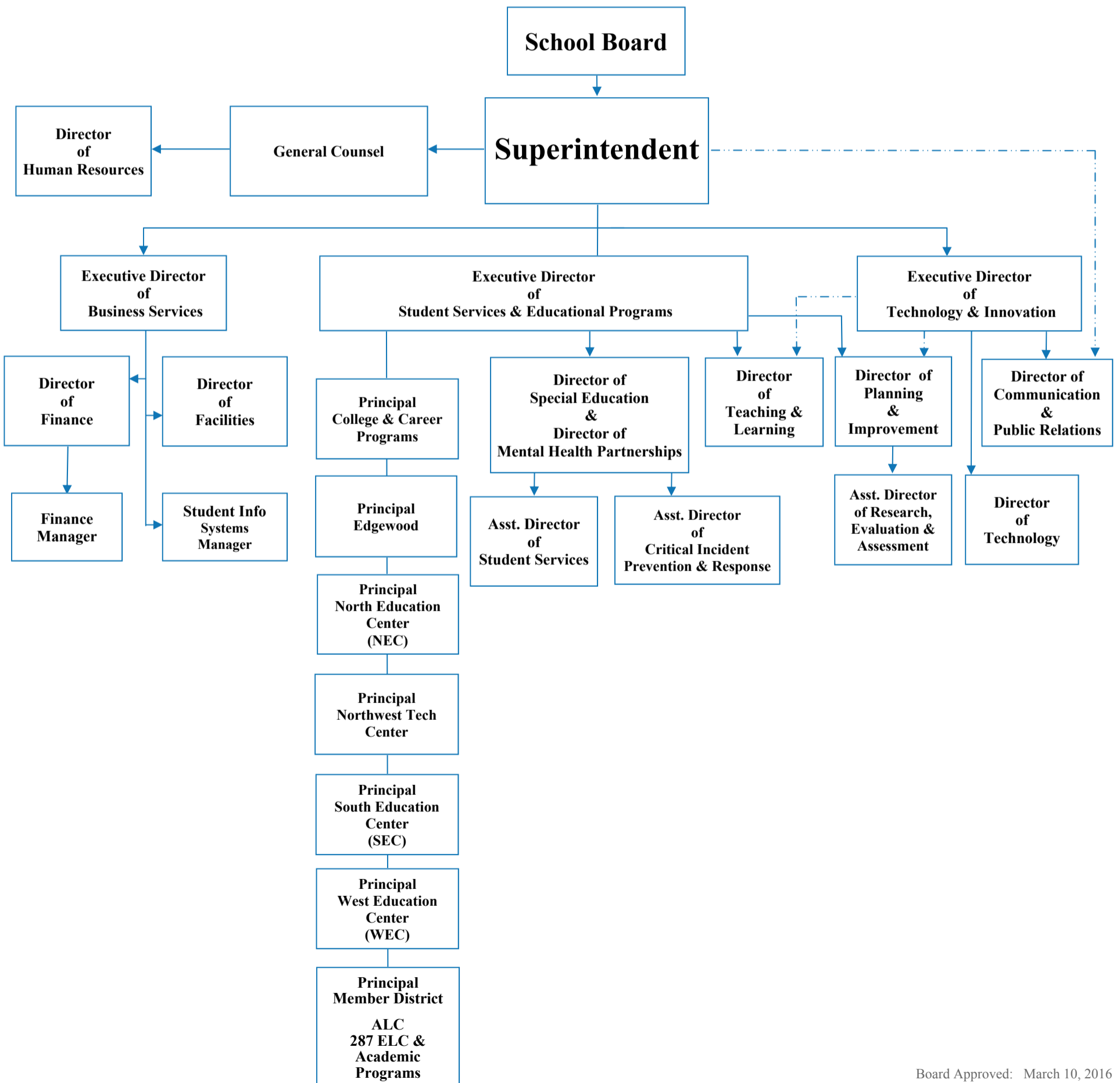
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DISTRICT POLICY

POLICY SERIES: District Administration & Organization
SUBJECT: Organizational & Structural Relationships
BOARD APPROVED: March 2016
REVISION DATE: As necessary

PROPOSED

DAO160 District 287 Organizational Chart



Intermediate District 287

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INTER-OFFICE MEMORANDUM

TO: 287 Board of Education

FROM: Operational Leaders

DATE: March 10, 2016

Re: What Board Members Should Know About The Operational Leaders PLC Results

The operational leaders' professional learning community (PLC) is comprised of the leaders from each operational department, which includes Communications, Facilities, Finance, Food Service, Human Resources, Information Technology (IT), Student Information Services (SIS) and Transportation. At the end of the day, our goal is to support our principals and their staff through improved communications and relationships, improving our systems and processes, and by providing just-in-time, customized training to meet their unique needs in support of the Strategic Plan and their specific results.

Below are some highlights by department that summarize our work this school year to support our instructional leaders and the accomplishment of the Strategic Plan:

Communications

- Improved internal communications and analytics to support greater staff knowledge and engagement (In-the-Know all-staff newsletter, Service Center Updates, 2209/287 joint messages, and branded superintendent messages; expansion of Java with Sandy).
- Revamped employee recognition efforts to increase recognition opportunities (over 600 peer to peer recognitions)

Facilities

- Improve the Cleanliness of our Facilities - We are currently in the process of completely revamping our cleaning specification. The new specification will include a very detailed and innovative scope of work that will also be used by our field staff as a tool to do monthly inspections. This new process should raise our cleaning standards and help us to hold our vendors accountable for keeping our buildings clean.
- Improve Communications with our Customers - This effort largely centers around responding to our customers more quickly in our communications. This includes standards for our response to work requests and the time it should take to get work done, responses to all communications within 24 hours, and standardizing the use of our out of office email and phone replies.

Finance

- A new Status Change Budget Code Process was implemented this year in WorkflowGen. This new process was a collaborative effort of IT, HR and Finance. It was developed over several months with the help of a Status Change Process Committee made up of Building and Department representatives. This process replaces a paper form and will streamline the changing of staffing budget codes for Principals and other district/building support staff.
- The Finance Department implemented new Finance Cognos reports for Building Principals this Year. Finance reports were added to the Principal's Dashboards for the first time this year. These reports, presented in a user friendly format, enable program managers to have easy access to their budget and expenditure information.

Food Service

- Provide students with opportunities to give input into district menu planning to increase menu variety and student meal satisfaction including: 1) District Food Service Manager visits to site Student Council Meetings; 2) Collaboration with site Culinary Classes and teachers; and 3) Student food service surveys.
- Provide clear and consistent communication with students and parents regarding meal account policy and procedures. New district-wide communication forms for parents & students regarding low account balances and missing free/reduced forms, new tracking of meals of students with negative balances and/or missing forms that enable the district to receive some reimbursement and educate site staff on districts meal account procedures.

Human Resources

- Increasing the processes and efficiency of the department's hiring and on-boarding of high performing staff by focusing efforts this year on developing, documenting and ensuring a clear understanding of the new hire process. These changes have freed up time and resources for Instructional Leaders to put toward student and site related activities. Along with a fresh look at the interview process will lead to an improvement on turnaround time for interviews, expedite the hiring process and ensure we are engaging and supporting quality hires.
- Improving communications and relationships by implementing changes based on the needs of our instructional leaders and staff. We have entered into a partnership with Teachers On Call substitute placement services with a goal to increase our substitute fill rates and maintain a consistent pool of substitutes to serve 287 students.

IT

- Centralization of the Apple Volume Purchase Program (VPP) process, which allows instructional staff to focus their time on instruction. Requesting staff complete an App purchase request form. IT staff obtain principal approval, purchase the Apps and deploy them to the specified mobile devices.
- Implementation of ZenDesk to make accessing IT support more efficient, easy and straightforward. Support requests are easily submitted without the need to log into a different site and requests can be updated through email correspondence. Satisfaction surveys are sent upon completion of the support to ensure we are providing excellent customer service and meeting staff needs.

SIS

- We continue to work towards the selection of a new SIS System.
 - A comprehensive team, recommended by Principals, was assembled. The Team finalized a criteria list of what a new SIS system must be able to do and viewed websites/webinars of state approved SIS software vendors. On January 25, 2016 this team viewed three vendors demonstrations. They were Skyward, Infinite Campus, and Synergy. Members of the team completed a scoring matrix. Reference checks are being completed now, and follow up questions are being answered on the two top scoring vendors. The Team will bring their recommendations to SIT in March and to the School Board for their approval soon after.
- SIS is heavily involved in Strategic Plan - Strategy One -
 - Result One - regarding Data Inconsistencies. Working with a Data Team. Biggest change to date - district wide moving from Daily Attendance to Period Attendance in all programs.
 - Result Three - regarding SIP plans. Work with the Data Research, Evaluation, and Assessment Department in making sure data on all staff dashboards are accurate, with useful and meaningful data.
 - Strategic Plan related, SIS is just beginning work on a "PILOT" of sharing individual student data with Member District Special Ed. Administrative Assistant Staff via the Schoolview portal.

Transportation

- Providing just-in-time customized training through a collaborative effort between transportation and health & safety departments. The training worked with site staff on bus duty protocols to ensure a safe and effective flow of buses to and from school each day at NEC and SEC.
- Improved communications between Transportation, Instructional Leaders and Social Workers on the understanding of the McKinney-Vento Act. Further clarification on what constitutes homeless students and the importance of reporting has resulted in quicker turnaround for these students to receive transportation to school.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

TO: Sandra Lewandowski, Superintendent

FROM: Mae Hawkins, Executive Director of Business Services

DATE: March 10, 2016

Re: **What the Board Needs To Know About the 2016-2018 Facilities Study**

Overview: As the building lease for the Northwest Technical Center site will expire on June 30, 2018, a facilities study will be done to determine future educational space needs and how we can most efficiently and effectively meet those educational facility needs. The study will include Principals, Facilities Director, Special Education Directors' Advisory Committee (SEDAC) members, Business Directors' Advisory Committee (BDAC) members and instructional staff input. Periodic reports will be brought to the full school board. The board will act on the final decision.

Summary:

- Programming/Space Study
 - Executive Director of Student Services & Educational Programs, Director of Special Education, Director of Facilities, and Principals will provide input on what programs would be included in the new space.
 - Principals, Director of Special Education, and Director of Facilities will meet with a professional space planner and develop a tool for principals to gather input from their staff.
 - SEDAC and BDAC will be asked to provide input.
 - Progress updates will be shared with the school board.
- Space Options Study
 - Using the Programming/Space Study, the district would work with architects and real estate agents to identify different options with costs for the space needed.
 - Ideas would be brought to SEDAC and BDAC for discussion.
 - The Study would then be presented to the full board for discussion.
 - An option would be chosen and approved by the school board.
- Planning & Construction
 - Whether the option selected is to build or to lease there will be some construction involved as a leased space would require leasehold improvements to meet programming needs.

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 10, 2016

AGENDA SECTION: BOARD BUSINESS

ITEM: Facilities Use & Planning Policy Bucket

PRESENTED BY: Anne Becker, General Counsel

1. Background Information

Facilities Use & Planning (Health & Safety) policy bucket is presented for a second read and approval. A motion is necessary to approve this policy as presented.

2. Fiscal Impact/Funding Source: None

3. RECOMMENDED ACTION: The Facilities Use & Planning Policy Bucket as presented.

Motion by: _____ Yes ____ Passed ____

Second by: _____ Yes ____ Failed ____

Abstentions: _____

Intermediate District 287

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DISTRICT POLICY

DRAFT – SECOND READ

SUBJECT: Health and Safety

RELATES TO POLICY SERIES: Facilities Use & Planning (FUP)

SUPPORTS POLICY#: FUP 100 Goals

BOARD APPROVED: August 2014

FUP 160 Health and Safety

I. PURPOSE

The purpose of this policy is to promote a healthy and safe learning and working environment for students, employees, volunteers and visitors, to increase safety awareness, to regulate and control environmental hazards, and to comply with applicable laws, regulations, and standards.

II. HEALTH AND SAFETY PROGRAM AND PLANS

A. The District will implement a health and safety program that includes specific plans to protect students, employees, volunteers and visitors who enter District buildings and grounds. The plans will identify and manage hazards and potential hazards and will be based upon recommendations from the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

- Asbestos/AHERA
- Bloodborne Pathogens
- Chemical Hygiene in Laboratories
- Compressed Gases
- Confined Spaces
- Emergency Action Plans, Crisis Procedures
- Employee Right to Know
- Fire Safety
- Hazardous Communication
- Hazardous Waste
- Hearing Conservation
- Indoor Air Quality
- Integrated Pest Management
- Lockout/Tagout, Control Hazardous Energy
- Machine Guarding
- Personal Protective Equipment

- Respiratory Protection
 - Safety Eyewashes and Showers
 - Training
 - Underground Storage Tanks
 - Workplace Health and Safety Committee
- B. The District will ensure that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. District employees are responsible for maintaining a safe and healthy environment within the District and are expected to be involved in the health and safety program to the extent practicable. Employees are encouraged to report to the District Health and Safety Supervisor any information regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices. No employee will be retaliated against for reporting hazards or potentially unsafe working conditions or practices.
- D. The District shall conduct periodic inspections to identify potential hazards and safety concerns.

III. BUDGET

The Superintendent shall be responsible for providing budget information for periodic Board review and approval of the various plan requirements of the health and safety program.

Legal References:

[Minn. Stat. § 123B.56](#) (Health, Safety and Environmental Management)

[Minn. Stat. § 123B.57](#) (Capital Expenditure; Health and Safety)

[Minn. Stat. § 182.676](#) (Safety Committees)

[Minn. Stat. § 121A.30](#) (Pesticide Application at Schools)

[Minn. Rules Part 5208.0010](#) (Applicability)

[Minn. Rules Part 5208.0070](#) (Alternative Forms of Committee)

Cross Reference:

[FUP100 Facilities Goals](#)

March 2016
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AMSD Shares Platform with Metro Legislators

March 18, 2016 Executive/Legislative Committee Meeting

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

April 15, 2016 Board of Directors Meeting

7:00 a.m.
Grand Hall,
TIES Conference Center
St. Paul

April 29, 2016 Executive/Legislative Committee Meeting

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

May 6, 2016 Board of Directors Meeting

7:00 a.m.
Grand Hall,
TIES Conference Center
St. Paul

Over 150 educators, legislators, legislative staff and education advocates attended AMSD's Annual Legislative Session Preview on March 4. The annual preview provides an opportunity to share AMSD's legislative platform, as well as highlight some of the needs and challenges facing metropolitan school districts. AMSD superintendents Kate Maguire, Osseo, Joe Gothard, Burnsville-Eagan-Savage and Christine Osorio, North St. Paul-Maplewood-Oakdale offered presentations on the following education policy and fiscal issues.



Pictured left to right, Senator Chuck Wiger, Senator Richard Cohen, Representative Jim Knoblach and Representative Jenifer Loon share an overview of the upcoming session at the AMSD Legislative Preview.

Teacher Shortage

Superintendent Maguire reviewed the student demographics in her district and compared the racial composition of students and staff noting the urgent need to recruit more teachers of color. She shared the steps her district has taken to attract and retain teachers including creating paid internships, Educator Rising clubs, college student recruitment, transforming staff development and enhancing family and student engagement. Superintendent Maguire also noted that AMSD's legislative platform urges state policymakers to create incentives and alternatives to attract, develop and retain teachers, particularly teachers of color and teachers in shortage areas.

Special Education Cross-Subsidy

Superintendent Gothard provided an overview of the dramatic change in student demographics in the Burnsville-Eagan-Savage School District 191 over the last 10 years. District 191 has

Continued on page 4

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 latest state economic forecast lowered the projected budget surplus from \$1.2 billion to \$900 million causing state policymakers to lower expectations for new spending or tax reductions. School board members and administrators can appreciate the cautious approach given that the projected surplus ignores some significant unfunded mandates such as special education. The latest special education cross-subsidy report from the Minnesota Department of Education shows that school districts had to re-direct over \$600 million in general education funds to cover under-funded special education programs in FY 2014. For some AMSD members, the cost is more than \$1000 per pupil to cover the cross-subsidy. Even with the lower projected surplus, state policymakers should make progress toward addressing the growing cross-subsidy. In addition, lawmakers could greatly stabilize Minnesota's education funding system by adopting one initiative with no fiscal impact for the state: allowing locally-elected school boards to renew an existing operating referendum. AMSD members stand ready to work with the Governor and legislators on these and other important education issues during the 2016 session.

Rebecca Gagnon, school board member from Minneapolis Public Schools, is chair of AMSD.

Member Feature

Mindfulness Lessons Connect, Empower Students in Elk River Area Schools

Mary T. Schmitz doesn't see herself as innovative. She's not one to boast, anyway. But ask if she thinks what she does is groundbreaking or game-changing, and she'll deflect the attention to her "kids."

Bringing mindfulness to hundreds of students every week through her job as Mindful Education Specialist in ISD 728 – Elk River Area Schools – is groundbreaking, whether she admits it or not.

Schmitz, or "T" as her kids call her, is making inroads throughout every level of education. Whether it's a session of yoga with middle school students in Rogers; a short, calming meditation session with third-graders in Otsego; or a meeting with students and parents after a crisis situation in Zimmerman; Schmitz is an essential piece of the ISD 728 curriculum now.

Schmitz, who has been working with students for more than 25 years and 22 years in ISD 728, started as an outpatient mental health coordinator that was contracted into local schools. Recently, as the movement of mindfulness – sessions that help students, staff and even administrators – began to gain steam throughout the country, Schmitz used a multitude of grant money to work her way into more and more ISD 728 schools. Now, in her first year as part of the specialist team, she is in schools each and everyday, working to bring mindfulness around the district.

"We've seen a lot of changes over the years," Schmitz said. "The growth of the district – just the number of people in each school – that's a major change for kids and teachers. Technology. Changes in our communities. System changes throughout the district. But when you look at the practices we can bring to serve mental health needs, behavioral needs, everyday needs of students – those haven't changed much. Mindfulness is the art, really, of making children aware of their actions, their feelings and their overall physical body as it pertains to learning. It's all connected," Schmitz said. A mindful student can control their body, be attentive and keep those emotions in check during lessons and throughout the school day. And those that need assistance doing that can turn to mindful practices, such as deep breathing, small exercises or simply closing their eyes and taking a "mental vacation" for a moment.



Mary T. Schmitz addresses an eighth grade AVID group at Rogers Middle School at the start of the new trimester during the 2015-2016 school year. Schmitz is a mindful education specialist with ISD 728, the only one of her kind within a Minnesota school district.



Mary T. Schmitz, mindful education specialist with ISD 728, strikes a tree pose as she conducts a short yoga session with students from Roger Middle School.

Take, for example, her session at Rogers Middle School. Sitting with a class of AVID (Advancement Via Individual Determination) program eight-graders, she introduces yoga poses after a brief session focused on breathing. The students learn "tree" pose, and "the crow." These are tactics that have been around for, literally, centuries.

Yet, the reason for bringing this into school settings is relatively new. Students who were "active" in class, or even "disruptive" with behavior, were medicated or sent to planning rooms. Now, before classes even begin for the day, a focus is placed on movement that is constructive and affirming. The breathing tactics can help a student at any time during the day. The movement can get out those "morning wiggles" before a teacher is writing her attendance notes in the books.

"You want to focus on putting students in a position to succeed," said Community Engagement Director Charlie Blesener, who has been with ISD 728 for longer than Schmitz has. Using techniques found in mindfulness, which Schmitz is implementing and even innovating on her own, is key to making a connection.

"It fits in with our core values at a lot of different levels," Blesener said. "And what she's doing isn't just helping kids. It's helping staff at every building, too."

Continued on page 3

Mindful Education Specialist Impacting Elk River Area Schools

Continued from page 3

That's something Schmitz is aiming to do with purpose. Not only are the stress sources on children changing with modern technology, but teachers are under the gun more and more as well. Technology means more connectivity, and it can be hard for a teacher to step away from his or her duties, even when at home.

"You're always on," Schmitz said. "When do you unplug and find that space for yourself. If we don't do it with them, they're not going to do it. And they can benefit from the meditation and movement so much. So you'll often see the teacher doing it right along with the students in her class."

Such was the case at Hassan Elementary, where "T" was greeted with hugs and high-fives from a pair of classrooms on a Monday after a short break. Schmitz asked about some kids' favorite for the Super Bowl coming up, or if they got a chance to enjoy some of the new snow. But in moments, the crowd settled into a circle, and kids were quiet as they focused on Schmitz's quiet instructions.

In the corner, each teacher could be seen doing the same.

"These are skills they – kids and teachers – can use in real life and in real time. If they're at home and they're in a stressful situation, they can use these to learn and grow as people. They can calm themselves, cope with stress and anxiety and focus on the moment," she said.

Cued up in Crisis Situations

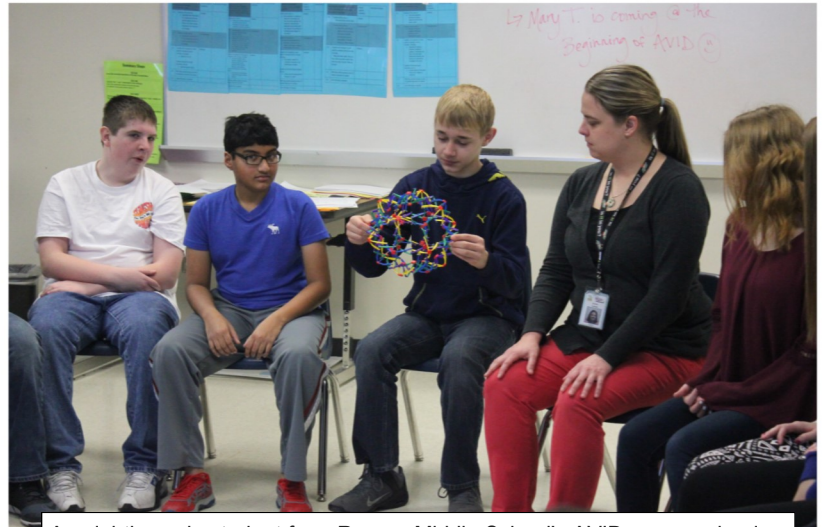
Over the past few years, ISD 728 has also turned to "Mary T." in crisis situations.

When a student at Parker Elementary was lost in a fire early in the 2015-2016 school year, Schmitz was on hand for staff and students throughout the day after the tragedy occurred.

The same happened after a car accident in Zimmerman tragically took a student's life the prior school year.

"You can bring mindfulness to that sort of setting and meet kids' needs. You can meet with staff, and with teachers, and decide what the right response is," she said. "Every situation is different. Every moment has a chance for us to learn."

This month's member spotlight was submitted by Mike Schoemer, Communications Specialist, Elk River Area School District.



An eighth grade student from Rogers Middle School's AVID program begins small group discussion with one of Mary T. Schmitz's many props.

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, Metro ECSU (Associate Member), 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, Rochester Public 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.

AMSD Superintendents Share Key Legislative Priorities

continued from page 1

experienced significant growth in student diversity, students eligible for free or reduced price lunch as well as special education students. Supt. Gothard highlighted the significant growth of the special education cross-subsidy, which exceeded \$9 million in FY 2014. The combined special education cross-subsidy, for AMSD member school districts was more than \$385 million. AMSD's platform calls on the Governor and legislators to reduce the special education cross-subsidy by 25 percent in the 2016 session.



From left to right: Superintendent Kate Maguire, Osseo Area Schools, Superintendent Joe Gothard, Burnsville-Eagan-Savage and Superintendent Christine Osorio, North St. Paul-Maplewood-Oakdale.

Referendum Equalization

Superintendent Christine Osorio, North St. Paul-Maplewood-Oakdale, also provided an overview of

the rapidly changing demographics in her school district. She shared that North St. Paul-Maplewood-Oakdale had experienced two unsuccessful referendum elections last fall forcing the district to make \$8 million in budget adjustments in the current school year. Superintendent Osorio noted that school districts rely on revenue received from voter-approved referenda to provide basic educational programs and services for their students. She noted that the wide disparities in property tax wealth among school districts create inequities for both taxpayers and students. Superintendent Osorio highlighted AMSD's platform position to increase equalization levels for the operating and debt service levies in the Omnibus Tax Bill during the 2016 session.



Charlene Briner, chief of staff, Minnesota Department of Education provided an update at the AMSD Session Preview.

The program also included an update from Charlene Briner, chief of staff at the Minnesota Department of Education and a legislative panel consisting of Representative Jenifer Loon, Representative Jim Knoblach, Senator Richard Cohen and Senator Chuck Wiger. The legislators shared a brief overview of their goals and expectations for the 2016 session and noted that the recent state budget forecast had lowered the projected surplus from \$1.2 billion to \$900 million.

AMSD's 2016 Legislative Platform is available [here](#).

Materials from AMSD's 2016 Legislative Preview are available [here](#).



The Session Preview provided a great opportunity for AMSD members and metro legislators to discuss some of the important education issues that will come up during the 2016 legislative session.

School Board Planning Calendar January 2016 – December 2016

1 st Meeting of the Month	2 nd Meeting of the Month
START TIME 6:30 PM	
JANUARY 14, 2016 CANCELED for MSBA	
JANUARY 28, 2016 <i>Organizational Meeting</i>	
<p>Election of Board Officers</p> <p>Financial Report December</p> <p>Oath of Office</p>	<p>Financial Report November</p> <p>FY15 Audit</p> <p>Status of Revised MOU</p>
<p>Superintendent Mid-Year Evaluation Procedure</p> <p>TOC - Substitute Staffing Solution: Consent Agenda and What the Board Needs to Know</p> <p>(Strategy 3 Update) Discussion with Board on Effective Communications with Member Districts: Guiding questions</p>	
<p>FEBRUARY 11, 2016</p> <p>Data Portability Project: Final Report from Work-group.</p> <p>MOU will be moved forward to member districts</p> <p>Proposed new Para-to-Teacher Program plan.</p> <p>Q-Comp Application Update</p> <p>Strategy 1 & 3 Presentations</p> <p>Uber Goal Report</p>	<p>FEBRUARY 25, 2016</p> <p>2-3 ALC students and parents will give a short board presentation about their experiences at W-ALT, NECA, Gateway and SECA</p> <p>Approval of revised Administrative Organizational Plan</p> <p>Approval of the Legislative Platform</p> <p>Financial Report January</p> <p>FY17 Budget Assumption/Program Withdrawal Report FY16 Budget Revision</p> <p>Local 2209 Survey Results Round 2</p> <p>New Policy -First Read Facilities Bucket</p> <p>Staff Reduction ULA Resolution for upcoming year</p> <p>Strategy 2 & Measurement Implementation Team Update</p>
<p>MARCH 10, 2016</p> <p>AVID,</p> <p>Operational Results Report</p> <p>Gifted Ed</p> <p>Innovation in 287 Presentation</p> <p>Mid-Year update on Big 3 Results: Student Presentation</p>	<p>MARCH 24, 2016</p> <p>Financial Report February</p> <p>FY17 Budget Reduction Realignment Proposal</p> <p>Program Reduction Resolution</p> <p>Proposed District 287 School Calendar 2016-2017</p> <p>Reduction ULA for tenured staff (<i>provide names</i>)</p>
<p>APRIL 14, 2016</p> <p>Summary Status Report on Board Policy & Procedure</p>	
<p>MAY 12, 2016</p> <p>Financial Report March</p> <p>Food Services Report</p> <p>Superintendent Evaluation</p> <p>What the Board Needs to Know about Year 1 of Implementation of the Strategic Plan (CPT mtg 4-21-16)</p>	<p>MAY 26, 2016</p> <p>Financial Report April</p> <p>Gardening Presentation</p> <p>Probationary Licensed, and Non-Licensed Non-Renewal Resolutions</p> <p>2015-16 School Improvement Plans Results</p>

1 st Meeting of the Month	2 nd Meeting of the Month
<p>JUNE 9, 2016</p> <p>Superintendents Evaluation Update</p> <p>Health & Safety Approval</p> <p>What the Board Needs to Know About the Reduction of Restrictive Procedures?</p> <p>Annual Food Service Program Resolution</p> <p>Approval of Change to 2015-16 Calendar</p> <p>Strategic Plan</p>	<p>JUNE 23, 2016</p> <p>2016-17 Original Budget Approval</p> <p>Financial Report May</p> <p>Non-Licensed Permanent Employment Status Position Elimination Resolutions</p> <p>New Policy</p> <p>Update on Legislative Chart-</p>
<p style="text-align: center;">AUGUST 25, 2016</p> <p style="text-align: center;">Financial Report June & July What the Board Needs to Know about number of Graduates 15-16 Superintendent Uber Goals</p> <p style="text-align: center;">Special Education Monitoring Report</p> <p style="text-align: center;">What Board Members Need to Know About “2016-17 Back to School Start-Up”</p> <p style="text-align: center;">Information on Alternative Teacher Pay Application</p>	
<p>SEPTEMBER 8, 2016</p>	<p>SEPTEMBER 22, 2016</p> <p>Cultural Competency Work</p> <p>Financial Report August</p> <p>Operational Results Report</p>
<p>OCTOBER 13, 2015</p> <p>Student Rights & Responsibilities Policy Bucket</p> <p>Learning Walks/Coaching/ DSC Presence in Buildings</p> <p>Communication with Local School Boards-How to Connect More Effectively</p>	<p>OCTOBER 27, 2015</p> <p>Financial Report September</p> <p>What the Board Needs to Know about Emergency and Crisis Plans for 2016-17</p>
<p style="text-align: center;">NOVEMBER 10, 2016 <i>(Only one Board meeting this month!)</i> World’s Best Work Force Report</p>	
<p style="text-align: center;">DECEMBER 8, 2016 <i>(Only one Board meeting this month!)</i></p> <p style="text-align: center;">Financial Report October Legislative Platform Prior Year Finance Review</p>	

**INTERMEDIATE DISTRICT 287
March 10, 2016
SCHOOL BOARD CALENDAR**

March 2016

10	Thursday	General Board Meeting	6:30PM	Board Rm
24	Thursday	General Board Meeting	6:30PM	Board Rm

April 2016

14	Thursday	General Board Meeting	6:30PM	Board Rm
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May 2016

12	Thursday	General Board Meeting	6:30PM	Board Rm
15	Tuesday	Local 2209/Board Breakfast	7:00AM	DSC
26	Thursday	General Board Meeting	6:30PM	Board Rm

June 2016

02	Thursday	Gateway to College Graduation Ceremony	11:00AM	HTC
06	Monday	North Education Center Graduation	1:00PM	NEC
06	Monday	North Education Center Elementary Graduation	10:30AM	NEC
06	Monday	North Education Center Alternative Graduation	6:00PM	NEC
09	Thursday	General Board Meeting	6:30PM	Board Rm
23	Thursday	General Board Meeting	6:30PM	Board Rm

July 2016

No Meeting

August 2016

25	Thursday	General Board Meeting	6:30PM	Board Rm
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September 2016

08	Thursday	General Board Meeting	6:30PM	Board Rm
22	Thursday	General Board Meeting	6:30PM	Board Rm

October 2016

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

November 2016

10	Thursday	General Board Meeting	6:30PM	Board Rm
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December 2016

08	Thursday	General Board Meeting	6:30PM	Board Rm
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◆ General Board Meeting – Date Change

◆ New Event

Get on the Bus & Local 2209 Breakfast Schedule
2015-2016

Local 2209 Breakfast
7:00 AM

Tuesday, March 15th
District Service Center
(3rd Floor – Room 316)

Ann Bremer

Michèle Kunz

Carol Bomben



Parents, Community & Staff
You are Invited to:

The 2016 South Education Center Rock 'n' Roll All-Stars Show!

Directed by Compas: Musical Artist in Residence
SOLI HUGHES

Sponsored by Compas and Intermediate District 287's
Mental Health Partnership Safe School Funds

~ Date: Friday, March 11th ~

South Education Center
7450 Penn Avenue South - Richfield

Time ~ 12:30 to 2:15pm

Performance Location ~ Large Gym

Don't miss this exciting show!



Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.





Student Performers

Wesley Alger
Tatiyana Ampah
Brandon Asao
Kayla Bavolak
Patrick Beilman
Demitrius Crushshon
Elijah Denis
Courtney Evans
Tristin Golatt
Casey Johnson
Zoe Ladd
Dorell Leshore
Jadon Kodner
Morris Kuyateh
Daqhawn Malone
Asher Showalter
Keandra Turner
Sarenity Westvik
Courtney Williams

*Come see students perform along with
guest appearances by staff!*

