

General Meeting of the Board  
Thursday, August 24, 2023 6:30 PM

Boardroom / Teleconference  
1820 Xenium Ln N  
Minneapolis, MN 55441-3790

## **Agenda**

1. **CALL TO ORDER** (*Action*)
2. **APPROVAL OF GENERAL MEETING AGENDA** (*Action*)
3. **AUDIENCE OPPORTUNITY TO SPEAK** (*Information*)
4. **APPROVAL OF CONSENT AGENDA** (*Action*)
  - 4.1. General Board Meeting Minutes from June 22, 2023
  - 4.2. Routine Human Resources Activities for August 24, 2023
  - 4.3. Approval of 2023-2024 Organizational Chart
  - 4.4. Approval of Wilder Contract - Embedded Mental Health Services
  - 4.5. Approval of Hennepin County Care & Treatment Contract
  - 4.6. Approval of Vehicle Lease Agreement
  - 4.7. Approval of Employee Recognition Plan
  - 4.8. Approval of Authorization of Issuance of Individual Procurement Cards (P-Cards)
  - 4.9. Recommendation for Board Acceptance of the National School Lunch Program Equipment Grant
  - 4.10. Approval of Comprehensive Literacy State Development Grant
  - 4.11. Approval Carl D. Perkins Education Act - Basic and Reserve Funds
  - 4.12. Approval of Title II –Part A, Teacher and Principal Training and Recruiting
  - 4.13. Approval of Title III –Part A, English Language Acquisition, Language Enhancement and Academic Achievement Funding
  - 4.14. Approval of Plan for District-Wide Compensatory Education Revenue Utilization FY2023-2024
5. **SHARE THE SUCCESS & RECOGNITION - (10 minutes)** (*Information*)
  - 5.1. Introduce New North Education Center (NEC) Principal
6. **SUPERINTENDENT'S REPORT - (30 minutes)**
  - 6.1. New Membership - Minnetonka Public School (*Action - Roll Call*)
  - 6.2. Strategic Plan Update (*Information*)
  - 6.3. Superintendent Goals (*Action*)
7. **INSTRUCTIONAL REPORT - (20 minutes)** (*Information*)
  - 7.1. End of Year - Strategic Priorities Report
8. **BUSINESS SERVICES & LABOR RELATIONS REPORT - (10 minutes)**
  - 8.1. Facilities Report - None
  - 8.2. Financial Report (*Action*)
    - 8.2.1. Approval of Routine Monthly Finance Report
  - 8.3. Human Resource Report - None
9. **BOARD BUSINESS - (30 minutes)**
  - 9.1. Policy Review & Revision
    - 9.1.1. BOO 200 Policy Development, Adoption, Implementation, and Review
  - 9.2. District News
    - 9.2.1. School Board Calendar

- 9.2.2. August 24, 2023, Board Event Calendar
- 9.2.3. 2023-2024 Get on the Bus/Local 2209 & Board Meeting Schedule
- 9.3. Once Around the Table
- 9.4. Board Reports
  - 9.4.1. AMSD Report (*Information*)
    - 9.4.1.1. August 2023 AMSD Connections Newsletter
  - 9.4.2. Chair Report (*Information*)
    - 9.4.2.1. **Closed Session - 2209 Parameters**
- 10. **ADJOURNMENT**

# Racial Equity Impact Analysis Tool

## 287 RACIAL EQUITY IMPACT ANALYSIS TOOL



### Purpose

This tool ensures that racial equity is front-and-center in discussions and prompts leaders to examine how BIPOC and low wealth communities may be affected by a proposed action or decision of the district.

### Instructions

**Use the Tool:** Have this tool available during any meeting where decisions are being made

- **Part 1 - Discussion:** Use the guiding questions to facilitate the racial equity discussion
- **Part 2 - Answer Racial Equity Impact Analysis Questions:** Before a decision is made, respond to the four equity impact analysis questions within your meeting agenda
- **Part 3 - Reflect:** Reflect on and recognize your own racial bias, as well as the presence and role of whiteness

---

### Part 1: Discussion

Use the below guiding questions to facilitate a discussion about race equity impact

#### Guiding Questions

1. Are multiple racial perspectives involved in the planning? Are participants racially diverse? Were the groups most impacted by the decision included in the discussion?
2. In what ways are we maintaining status quo or advancing race equity? What could be done differently to better support or advance racial equity efforts?
3. Who is advantaged? Who is disadvantaged? Are decisions based on the majority or those at the margins?
4. In what ways does colorblindness exist?
5. How do you know the audience is communicated with in ways that will make sense through *their* lens?
6. In what ways are other marginalized people impacted?

### Part 2: Answer Racial Equity Impact Analysis Questions

1. **Who participated in completing this analysis?**
2. **What are the racial equity impacts of this decision?**
3. **Who will benefit from and/or be burdened by this decision?**
4. **Are there strategies to mitigate any unintended consequences of this decision?**

### Part 3: Reflect

1. Place yourself on the Compass. What feelings came up for you during the planning?
2. What role did your race, experiences, or bias have in the conversation?
3. What aspects of whiteness showed up for you or were observed in others? ([Bellevue Guide](#))

**DISTRICT 287 GENERAL MEETING OF THE BOARD**  
**Intermediate District 287**  
**June 22, 2023**  
**MINUTES**

**1. CALL TO ORDER**

Chair Brakke called the general meeting to order at 6:31 PM in the District Service Center Boardroom and by the use of District 287 Teleconferencing. Board Director Bowman recited Intermediate District 287 mission statement "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."

A Roll Call was taken, and a quorum was declared with 8 member districts represented and the following Board members in attendance:

286	Brooklyn Center	Ruthie Dallas (late)
273	Eden Prairie	Kim Ross
270	Hopkins	Shannon Andreson
280	Richfield	Crystal Brakke
281	Robbinsdale	ReNae Bowman
278	Orono	Michèle Kunz
279	Osseo	Jackie Mosqueda-Jones
284	Wayzata	Sarah Johansen
279	Westonka	Heidi Marty

Absent: 273/Birdman and 283/Casey  
Guests: Dr. Courtney Bell Duncan,  
287 Administration: Superintend Doud, Tonya Allen, Anne Becker, Mae Hawkins, Camille Hepola,  
Elisabeth Lodges Rogers, Gloria Wilder and Wauneen Denson-Mgeni  
287 Staff Members: Tim Warren and Julie Tuorila

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by ReNae Bowman, seconded by Kim Ross, approve the meeting agenda. All in favor. No votes against. Motion carried.*

**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 of the Board Minutes from June 22, 2023, Monthly Financial Report - May 2022, Routine Human Resources Activities for June 22, 2023, 2023-24 Lease Agreement with Hennepin Technical College (HTC), Post-Secondary Enrollment Contract with Hennepin Technical College (HTC) Agreement, Cyber Liability Insurance, Cyber Security Services Agreement, 2023-24 Rates, Pest Removal Agreement, and Waste Handling Contract. *Motion by Jackie Mosqueda-Jones, seconded by Sarah Johansen, to approve the Consent Agenda as presented. All in favor. Motion carried unanimously.*

**5. SHARE THE SUCCESS & RECOGNITIONS**

Camille Hepola, Director of Communication and Public Relations, presented the [2023 District Graduations video](#).

**6. SUPERINTENDENT'S REPORT**

Superintendent Doud announced Kevin Witherspoon as the new Human Resource Director. Superintendent Doud and the Board congratulated Kevin on his new position.

Superintendent Doud introduced Tim Warren, Equity and Inclusion Coordinator, and Dr. Courtney Bell Duncan, Consultant. Tim and Dr. Bell Duncan presented an overview of the Racial Equity Audit findings and recommendations.

Superintendent Doud presented an update on the District's Strategic Plan Retreat on June 15.

**7. INSTRUCTIONAL REPORT - None**

**8. BUSINESS SERVICES & LABOR RELATIONS REPORTS**

**Facilities Report - None**

**Financial Report**

Mae Hawkins, Executive Director of Business Services, and Gloria Wilder, Director of Finance, provided an overview of the *Original Budget for School Year 2023-2024 (Fiscal Year 24)*. A motion was made by Shannon Andreson, seconded by Michèle Kunz, to approve the adoption of the *Original Budget for School Year 2023-2024 (Fiscal Year 23)*. The *Estimated Beginning Fund Balance of the total governmental funds for July 1, 2023, is \$55,120,749. The Original Budget for FY23-24 shows total revenue of \$119,459,332 and total expenditures of \$119,473,327, for a total projected fund balance of \$55,106,754 and a total budgeted unassigned fund balance of 8.0% on June 30, 2024. No discussion. Motion carried unanimously.*

**Human Resources Report - None**

**9. BOARD BUSINESS**

**Policy Review & Revision - None**

**Chair Report**

Board Chair Brakke presented a summary of the June 8, 2023, Superintendent Evaluation.

Board Chair Brakke briefly updated the new AdHoc Policy Committees' first meeting and next steps.

Board members and staff thanked Anne Becker, Executive Director of Human Resources and Labor Relations, for her years of service at Intermediate District 287.

**AMSD Report**

Chair Brakke provided an update on the upcoming AMSD meeting.

**Once Around the Table**

**10. ADJOURNMENT**

*Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:27 PM.*

The next general meeting will be held on August 24, 2023, at 6:30 PM in the District Service Center Boardroom and by Teleconference.

Submitted by  
Wauneen Mgeni  
Secretary to the Board

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

Clerk \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Intermediate District 287

**RESPONSIVE. INNOVATIVE. SOLUTIONS.**

## ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD

August 24, 2023

New Hires					
Name	Position	Department or Site	Reason for Opening	Effective Date	FTE
Kaycie Clemens	Educational Support Professional	South Education Center	Separation: L. Case-Allan	08/28/2023	.875
Sara Finstad	Literacy Specialist	West Education Center	New Position	08/28/2023	1.0
Linda Lee	Educational Support Professional	South Education Center	Additional Enrollment	08/28/2023	.875
Kaitlyn Davis	EBD Teacher	South Education Center	Internal Movement: J. Mueller	08/28/2023	1.0
Delorianne Sander	Occupational Therapist	Itinerant Services	Additional Enrollment	08/28/2023	1.0
Ryan Sullivan	Math Teacher	West Education Center	Separation: A. Wohl	08/28/2023	1.0
James Nagel	Multilingual Learner Teacher	North Education Center	New Position	08/28/2023	1.0
Deanna Deeken	Innovative Instructional Coach	South Education Center	Separation: J. Salaam	08/28/2023	1.0
Katrina Johnson	Innovative Instructional Coach	West Education Center	Additional Enrollment	08/28/2023	1.0
Joan Lu	Innovative Instructional Coach	Care & Treatment Programs	Internal Movement: K. Wanous	08/28/2023	1.0
Aspen Townsend	Speech Language Pathologist	Itinerant Services	Separation: A. Bailey	08/28/2023	1.0
Sydney Merriman-Ferri	Occupational Therapist	Itinerant Services	Separation: M. Vacinek	08/28/2023	1.0
Yaneli Castandea	Custodial Worker	Facilities Department	Separation: M. Cincio	06/28/2023	.75
Linda Lee	Educational Support Professional	South Education Center	Additional Enrollment	08/28/2023	.875

Dejah Hubbard	Educational Support Professional	South Education Center	Additional Enrollment	08/28/2023	.875
Jean Richard Pierre	Educational Support Professional	Ann Bremer Education Center	Separation: A. Ressen	08/28/2023	.875
Natasha Spitzer	Educational Support Professional	South Education Center	Additional Enrollment	08/28/2023	.875
Raheem Tyner	Educational Support Professional	Ann Bremer Education Center	Separation: D. Madsen	08/28/2023	.875
Gabrielle Warnsby	Educational Support Professional	Ann Bremer Education Center	Separation: D. Larkin	08/28/2023	.875
Rachel Prost	Communications Specialist	Communications Department	Separation: K. Vogel	07/17/2023	1.0
Felicia O'Bannon	Administrative Support V - 10 month	Equity & Inclusion and Communications Departments	New Position	08/16/2023	1.0
Suad Jama	Senior Manager of Special Education	Itinerant Services	New Position	07/03/2023	1.0
Elizabeth Lam	Senior Manager of Special Education	Itinerant Services	New Position	07/03/2023	1.0
Steven Skura	IT Specialist	Technology	Separation: J. Tuorila	09/05/2023	1.0
Jocelyn Gordon	Cook	Ann Bremer Education Center	Internal Movement: W. Carlisle	08/22/2023	1.0
Angie Rassel	Cook	North Education Center	Separation: C. Johnson	08/22/2023	1.0
*John Zimmer	Custodial Worker	West Education Center	Internal Movement	06/23/2023	1.0
*Christin Sohns	Innovative Instructional Coach	Hennepin Technical College - EPC	Separation: A. Elaraby	08/28/2023	1.0
*Jericha Kaiser	Innovative Instructional Coach	North Education Center	New Position	08/28/2023	1.0
*Kendra Moen	Administrative Support V	Northern Education Center	Internal Movement	07/01/2023	1.0
*Rebecca Johnson	Administrative Support IV - 10 month	Northern Education Center	Internal Movement	08/17/2023	1.0
*Lori Gross	Administrative Support IV	Northern Star Online	Internal Movement	07/31/2023	1.0

\* Current Employee

**License Transitions**

<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Licensure Area</b>	<b>Prior Approval Type</b>	<b>Current Approval Type</b>	<b>Effective Date</b>
Melissa Jenson	ASD Teacher	Ann Bremer Education Center	ASD and ABS	Out of Field Permission	Tier 4	07/01/2023
Lakeia Austin	EBD Teacher	South Education Center	EBD and ABS	Out of Field Permission	Tier 3	07/01/2023
Courtney Tomlinson	ASD Teacher	Ann Bremer Education Center	ASD and ABS	Out of Field Permission	Tier 4	07/01/2023
Kari Castillo	EBD Teacher	North Education Center	EBD and ABS	Out of Field Permission	Tier 4	08/01/2023
Jamiella Quinn	ASD Teacher	North Education Center	ASD and ABS	Out of Field Permission	Tier 3	08/07/2023

**Temporary Hiring Agreement: Assignments**

<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Effective Date</b>	<b>End Date</b>
Anna Warn	School Nurse	South Education Center	06/05/2023	07/28/2023
Patrick Wanous	Facilities Worker	Facilities Department	06/22/2023	08/28/2023
Karen Berger	B/VI Teacher	Itinerant Services	09/05/2023	06/06/2024
Anne Becker	Legal Counsel	Legal Services	08/01/2023	06/30/2024
Anne Becker	Negotiator	Human Resources	08/01/2023	12/31/2023

Temporary Hiring Agreement: Out of Field Permissions					
Name	Position	Department or Site	Reason for Opening	Effective Date	FTE
<b>Fully Licensed New Hires</b>					
Melissa Casey	B/VI Teacher	Itinerant Services	Separation: L. Cook	08/28/2023	1.0
Cassandra Cook	B/VI Teacher	Itinerant Services	Separation: A. Skavlem	08/28/2023	1.0
Collette Devereaux	EBD Teacher	North Education Center	Temporary License	08/28/2023	1.0
Alissa Movern	B/VI Teacher	Itinerant Services	Enrollment Increase	08/28/2023	1.0
Anne Iniguez	Behavior Intervention Specialist	South Education Center	Replacement	08/28/2023	1.0
Jennifer Allen	EBD Teacher	West Education Center	Enrollment Increase	08/28/2023	1.0
<b>Fully Licensed Current Staff</b>					
Jonathan Armajani	ASD Teacher	West Education Center	Temporary License	08/28/2023	1.0
Laura Gritzmacher	DH/H Teacher	Itinerant Services	Temporary License	08/28/2023	1.0
Richard Helmerichs	ASD Teacher	South Education Center	Temporary License	08/28/2023	1.0
Shana Jensen	EBD Teacher	South Education Center	Temporary License	08/28/2023	1.0
Jacob Kaukola	EBD Teacher	West Education Center	Temporary License	08/28/2023	1.0
George Kroh	ASD Teacher	South Education Center	Temporary License	08/28/2023	1.0
Natshall Molette	EBD Teacher	North Education Center	Temporary License	08/28/2023	1.0
Lindsay Noll	ASD Teacher	West Education Center	Temporary License	08/28/2023	1.0
Ryan Pederson	EBD Teacher	North Education Center	Temporary License	08/28/2023	1.0
James Schmidtke	ASD Teacher	Ann Bremer Education Center	Temporary License	08/28/2023	1.0
Calie Swanson	ASD Teacher	Ann Bremer Education Center	Temporary License	08/28/2023	1.0
Meghan Fetter	ASD Teacher	South Education Center	Temporary License	08/28/2023	1.0
Paul Tinerella	Physical/Health Disabilities Teacher	Itinerant Services	Temporary License	08/28/2023	1.0
Ryan Henderson	ASD Teacher	West Education Center	Temporary License	08/28/2023	1.0
Kyle Pietsch	ASD Teacher	West Education Center	Temporary License	08/28/2023	1.0
Desiree Quinlan	B/VI Teacher	Itinerant Services	Separation: K. Berger	08/28/2023	1.0
Ashley Dauer	Instr Work Coordinator/Handicapped	Ann Bremer Education Center	Internal Movement	08/28/2023	1.0
Heidi Eschenbach	Chemistry Teacher	North Education Center	Temporary License	08/28/2023	.2
Marcus Anthony	DAPE Teacher	North Education Center	Temporary License	08/28/2023	.5
Carla Knudson	ASD Teacher	Ann Bremer Education Center	Temporary License	08/28/2023	1.0

Tier 2 New Hires					
Amy Caslow	American Sign Language Teacher	Northern Star Online	Enrollment Increase	08/28/2023	1.0
Tier 2 Current Staff					
Tahanee Madison	Special Education Teacher	Care & Treatment Programs	Temporary License	08/28/2023	1.0
Charles Buza	Social Studies Teacher	Care & Treatment Programs	Temporary License	08/28/2023	1.0

Temporary Hiring Agreement: Tier 1 or Tier 2 Licenses					
Name	Position	Department or Site	Reason for Opening	Effective Date	FTE
Tier 1 Hires					
Katherine Zawislak	Instructor Deaf / Hard of Hearing	Itinerant Services	Temporary License	08/28/2023	1.0
Sheryl Spradley	ASD Teacher	West Education Center	Temporary License	08/28/2023	1.0

Extended Leaves of Absence:					
Name	Position	Department or Site	Effective Date	End Date	FTE
Richard Helmerichs	Educational Support Professional to accept a temporary licensed position	West Education Center	08/28/2023	06/07/2024	.875
Ryan Henderson	Educational Support Professional to accept a temporary licensed position	West Education Center	08/28/2023	06/07/2024	.875
Tahanee Madison	Educational Support Professional to accept a temporary licensed position	Care & Treatment Programs	08/28/2023	06/07/2024	.875
Kyle Pietsch	Educational Support Professional to accept a temporary licensed position	West Education Center	08/28/2023	06/07/2024	.875
James Schmidtke	Educational Support Professional to accept a temporary licensed position	Ann Bremer Education Center	08/28/2023	06/07/2024	.875

Separations: Resignation				
Name	Position	Department or Site	Reason (if internal movement)	Effective Date
Antwon Williams	Principal	North Education Center	Personal Reasons	06/30/2023
Glazell Toledo	Math Teacher	Hennepin Technical College - EPC	Personal Reasons	06/09/2023
Ryan Varley	EBD Teacher	North Education Center	Personal Reasons	06/09/2023
Kathryn Nigh	School Nurse	North Education Center	Personal Reasons	06/09/2023
Jamil Salaam	Innovative Instructional Coach	West Education Center	Personal Reasons	06/09/2023
Margaret Dundon	EBD Teacher	West Education Center	Personal Reasons	06/09/2023
Elizabeth Batman	Speech Language Pathologist	Itinerant Services	Personal Reasons	06/09/2023
Michael Cushing	Educational Support Professional (FY22.23 temp ASD Teacher)	Ann Bremer Education Center	Personal Reasons	06/09/2023
Melissa Jenson	Educational Support Professional	Ann Bremer Education Center	To Accept a 2209 Licensed Position	06/30/2023
Lakeia Austin	Educational Support Professional	South Education Center	To Accept a 2209 Licensed Position	06/30/2023
Courtney Tomlinson	Educational Support Professional	Ann Bremer Education Center	To Accept a 2209 Licensed Position	06/30/2023
Guadalupe Estrada Martinez	Educational Support Professional	South Education Center	To Accept a 2209 Licensed Position	06/30/2023
Stephanie Duch	Educational Support Professional	Hennepin Technical College - EPC	To Accept a 2209 Licensed Position	06/30/2023
Rebecca Johnson	Educational Support Professional	North Education Center	To Accept a 284 Position	06/30/2023
Amber Abreu Armstrong	Educational Support Professional	North Education Center	Personal Reasons	06/09/2023
Kari Castillo	Educational Support Professional	North Education Center	To Accept a 2209 Licensed Position	08/01/2023
Jamiella Quinn	Educational Support Professional	North Education Center	To Accept a 2209 Licensed Position	08/07/2023
Allison Casey	Educational Support Professional	North Education Center	Personal Reasons	06/09/2023
Mercy Quentin	Educational Support Professional	Ann Bremer Education Center	Personal Reasons	06/09/2023
Laura Ferrian	Educational Support Professional	West Education Center	Personal Reasons	06/09/2023
Janene Dold	Educational Support Professional	South Education Center	Personal Reasons	06/09/2023
Tyshawn Blackwell	Educational Support Professional	North Education Center	Personal Reasons	06/09/2023

Brielle Thomas	Educational Support Professional	North Education Center	Personal Reasons	06/09/2023
Samia Lokenye	Educational Support Professional	West Education Center	Personal Reasons	06/09/2023
Garrett Laakkonen	Educational Support Professional	North Education Center	Personal Reasons	06/09/2023
Mackenzie Witzel	Sign Language Interpreter	Itinerant Services	Personal Reasons	06/09/2023
Ellon Sutton	Sign Language Interpreter	Itinerant Services	Personal Reasons	06/09/2023
Kelsey Kuffel	Sign Language Interpreter	Itinerant Services	Personal Reasons	06/09/2023
Joseph Brandsma	Systems Administrator	Technology Department	Personal Reasons	08/25/2023

<b>Separations: Retirements (Regular/Disability)</b>			
<b>Name</b>	<b>Position</b>	<b>Department or Site</b>	<b>Effective Date</b>
Julie Tuorila	IT Specialist	IT Department	08/22/2023
Jane Thomas	Purchasing Manager	Finance Department	10/10/2023

**ATTACHMENT TO ROUTINE HUMAN RESOURCES ACTIVITIES REPORT - August 24, 2023**

**Summer School**

**LICENSED**

**ESY**

Kaitlyn Davis	Anne Egan	Anne Iniguez
---------------	-----------	--------------

**ITINERANT**

Barbara Becker	Glenda Kibat	Hawley Mathieson
----------------	--------------	------------------

**NSO**

Casandra Neymeyer		
-------------------	--	--

**WSSS:**

Lynnea Allen	Elizabeth Batman	Abigail Brenan
Todd Brandell	Sharon Dake	Christine Priebe

**NON LICENSED:**

**ESY**

Emily Anose	Dmitri Brown	Kaycie Clemens
Lucy Clifford	Catherine Eastey	Akaia Gayetay
Marina Harmon	Dejah Hubbard	Debora Myles
Kiara Ross	Natasha Spritzer	Bonnie Zeck

**WSSS**

Amy Dailey	Owen Erickson	Linnea Hesse
Frances Karpen	Jose Salgado-Chami	Aaron Tang
Esther Trembley		

**SUMMER PROJECTS**

Deanna Deeken	Katrina Johnson	
---------------	-----------------	--

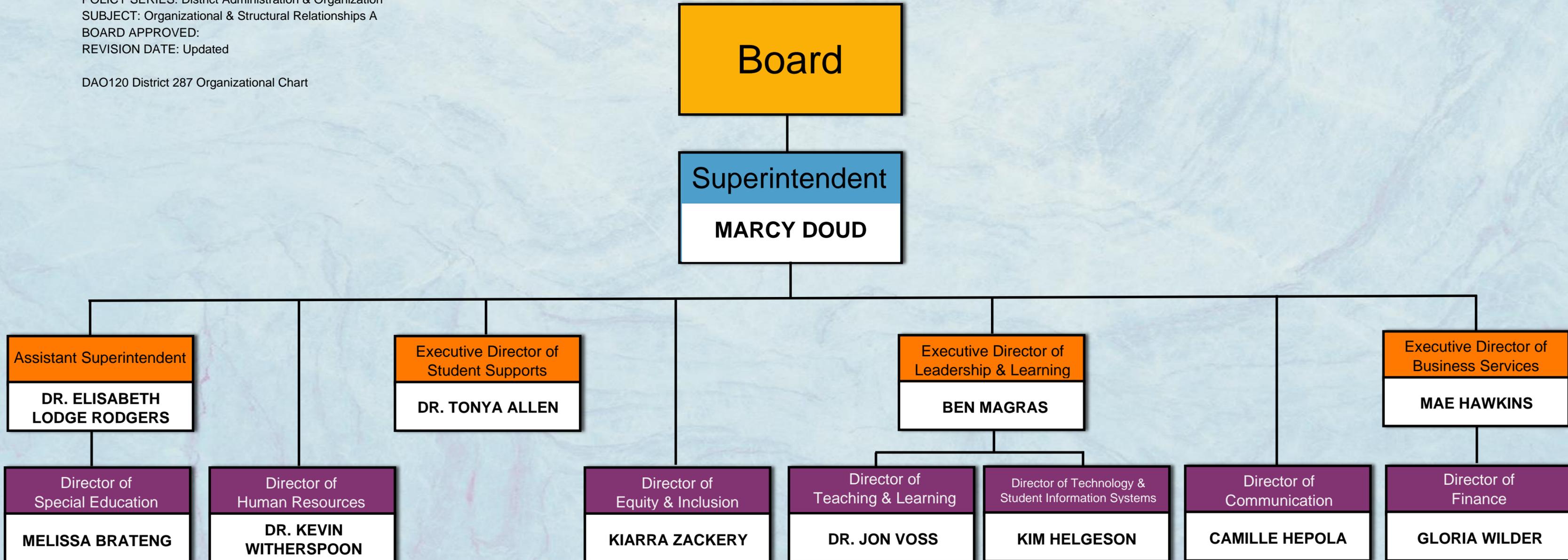
# Intermediate District 287

## Organizational Chart

### 2023-2024 Organizational Chart

POLICY SERIES: District Administration & Organization  
SUBJECT: Organizational & Structural Relationships A  
BOARD APPROVED:  
REVISION DATE: Updated

DAO120 District 287 Organizational Chart



# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Approval of Agreement – School Based Mental Health Services**

August 24, 2023

### **Author**

Mae Hawkins, Executive Director of Business Services

Dr. Tonya Allen, Executive Director of Student Support Services

### **Summary**

To continue the Therapeutic Teaching Model program and the KOFI program, the District is proposing to contract directly with Amherst H. Wilder Foundation to provide therapeutic services for these programs. This agreement is for the period from August 25, 2023 through June 30, 2024. The agreement includes a not to exceed \$370,000 provision.

### **Recommendation**

Administration recommends that the school board approve the above agreements.

# CONSENT AGENDA – RECOMMENDATION



**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Approval of Agreement to Provide Educational Services – Hennepin County Community Corrections and Rehabilitation – Adult Correctional Facility**

August 24, 2023

### **Author**

Mae Hawkins, Executive Director of Business Services  
Elisabeth Rodgers, Assistant Superintendent

### **Summary**

The Agreement to Provide Educational Services outlines the terms and conditions related to District 287 providing educational services at Hennepin County Adult Correctional Facility location in Plymouth. The term of the agreement is for July 1, 2023 to June 30, 2025.

### **Recommendation**

Administration recommends approval of the Agreement to Provide Educational Services – Hennepin County Adult Correctional Facility in Plymouth.

# CONSENT AGENDA - RECOMMENDATION

**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Recommendation for Board Approval of Three-Year Vehicle Lease Agreements

### Author

Mae Hawkins, Executive Director of Business Services

### Summary

To provide transportation services to special education students during the school day, the district is proposing to lease two (2) vans for a period of three years to supplement the district owned vehicles. This will provide a van at each of the four largest school sites during the school day. The agreements are for a three-year lease term starting September 2023. The lease cost is not to exceed \$800 per van per month and will be funded from Medical Assistance funding.

### Recommendation

It is recommended that the school board approves the vehicle leases for two (2) vans with Brambilla's Leasing Company for three (3) years.

# CONSENT AGENDA - RECOMMENDATION



## Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

### Employee Recognition Program Approval

August 24, 2023

#### Author(s)

Marcy Doud, Superintendent

Mae Hawkins, Executive Director of Business Services

#### Summary

- State Statute authorizes the school board to establish and operate an Employee Recognition Program.
  - 123B.02 GENERAL POWERS OF INDEPENDENT SCHOOL DISTRICTS
    - Subd. 14a. Employee recognition. A school board may establish and operate an employee recognition program for district employees, including teachers, and may expend funds as necessary to achieve the objectives of the program. The employee recognition program shall not include monetary awards.

#### Employee Recognition Program:

The Superintendent may establish an Employee Recognition Program to recognize years of service, leadership, innovation and professional excellence and use district funds to provide non-monetary awards to district personnel. Non-food individual gifts may not exceed fifty dollars (\$50.00), and gifts of meals and beverages shall not exceed the state limits allowed for the provision of food and beverage for employees attending professional development.

#### Recommendation:

Board approval of the Employee Recognition Program.

# CONSENT AGENDA - RECOMMENDATION

**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Authorization of Issuance of Individual Procurement Cards (P-Cards)

August 24, 2023

### Author

Gloria Wilder, Director of Finance  
Jane Thomas, Purchasing Agent

### Summary

The administration recommends the issuance of a Procurement Card to the following employees, per Minnesota Statute 123B.02, subd 23:

William Carlisle	Culinary Instructor	HTC/EP
Rebecca Johnson	Administrative Support	NEC
Kendra Moen	Administrative Support	NEC
Felicia O'Bannon	Administrative Support	DSC

With this addition, the district will have 55 active p-cards.

### Recommendation

Approve and Authorize Issuance of Individual Procurement Cards (P-Cards).

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Recommendation for Board Acceptance of the National School Lunch Program Equipment Grant

August 24, 2023

### Author

Mae Hawkins, Executive Director of Business Services

### Summary

Intermediate District 287 has been awarded \$25,000.00 from the United States Department of Agriculture, National School Lunch Program Assistance for School Food Authorities. These funds will be used to purchase a Walk-In Freezer for South Education Center. The funds are available from August 14, 2023 – September 30, 2024.

### Recommendation

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Recommendation for Board Acceptance of the Comprehensive Literacy State Development Grant

August 24, 2023

### Author

Mae Hawkins, Executive Director of Business Services

### Summary

Intermediate District 287 has been awarded \$600,150.00 from the Comprehensive Literacy State Development Grant. The funds from this award will be used to increase the literacy skills of students, especially those students with the highest needs, through the development of sustainable educational systems. These systems include coaching support to improve the capacity of educational leaders and core content educators to both implement evidence-based literacy practices, and strengthen collaboration with families. This grant runs from 10/1/2023 – 9/30/2024.

### Recommendation

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION

**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Recommendation for Board Acceptance of the Carl D. Perkins Education Act - Basic and Reserve Funds

August 24, 2023

### Author

Mae Hawkins, Executive Director of Business Services

### Summary

Intermediate District 287 as the Hennepin West Education Consortium Fiscal Agent has been awarded an amount of \$615,051.95 of Secondary Basic Allocation Funds and \$69,269.35 of Secondary Reserve Allocation Funds for FY24 from the Carl D. Perkins Education Act. The funds are available from 7/1/23 – 6/30/24.

### Background

The Hennepin West Education Consortium includes the following members:

<b>Districts, High Schools &amp; Academy</b>	<b>Colleges:</b>
Brooklyn Center High School	Hennepin Technical College
Eden Prairie High School	North Hennepin Community College
Hopkins High School	
Minnetonka High School	
Osseo Area Schools Maple Grove High School Osseo High School Osseo Area Learning Center Park Center High School	
Robbinsdale Area Public Schools Cooper High School Armstrong High School Highview Alternative Program	
St. Louis Park High School	
Wayzata Public Schools Wayzata High School Wayzata Alternative Learning Cen	
Intermediate District 287	
Lionsgate Academy	

### Recommendation

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of the Title II –Part A, Teacher and Principal Training and Recruiting**

August 24, 2023

### **Author**

Mae Hawkins, Executive Director of Business Services

### **Summary**

Intermediate District 287 has been awarded \$4,194.00 Federal Title II – Part A, Teacher and Principal Training and Recruiting. Title II funds are for the improvement of teaching skills and in the instruction or core curricula area, specifically mathematics and science. These federal dollars are available from 7/1/23 – 6/30/24.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION



**Intermediate District 287**  
RESPONSIVE. INNOVATIVE. SOLUTIONS.

## **Recommendation for Board Acceptance of Title III –Part A, English Language Acquisition, Language Enhancement and Academic Achievement Funding**

August 24, 2023

### **Author**

Mae Hawkins, Executive Director of Business Services

### **Summary**

Intermediate District 287 has been awarded \$34,984.00 Federal Title III – Part A, English Language Acquisition, Language Enhancement and Academic Achievement. Title III funds are designed to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency. The funds are for a consortium of four districts – Intermediate District 287, Westonka, Princeton, and St. Francis districts, with 287 managing these funds for FY24. The consortia provision allows school districts with small awards to pool resources for maximum effectiveness. These federal dollars are available from 7/1/23 – 6/30/24.

### **Recommendation**

It is recommended that the Board approves this award.

# CONSENT AGENDA - RECOMMENDATION

## Intermediate District 287 RESPONSIVE. INNOVATIVE. SOLUTIONS.

### Plan for District-Wide Compensatory Education Revenue Utilization FY2023-2024

August 24, 2023

**Elisabeth Lodge Rogers, Ph.D.,**  
Assistant Superintendent

#### Summary

Under the 126C.15 BASIC SKILLS REVENUE; COMPENSATORY EDUCATION REVENUE, Subdivision 1, and under Subd.2(b) districts may through board adoption of a plan allocate up to 20% of Compensatory Education Revenue to a School Board approved - District plan. I request a portion of District 287 Compensatory Education Revenue be utilized for district-wide professional development, instructional coaching, literacy, and math activities.

Specifically, I request that the District 287 School Board approve the use of compensatory education revenue funds for district-wide support of the Innovative Instruction Coaches in the areas Literacy and Mathematics (to support Student Outcomes) and an Equity Coordinator and Instructional Coach (to support Racial Equity).

These expenses are allowable per statute 126C.15 BASIC SKILLS REVENUE: COMPENSATORY EDUCATION REVENUE (linked below) specifically in Subdivision 1: (4), (5), and (7).

(4) a longer school day or week during the regular school year or through a summer program that may be offered directly by the site or under a performance-based contract with community-based organization;

(5) professional development for teachers on meeting the needs of English learners, using assessment tools and data to monitor student progress, and reducing the use of exclusionary discipline, and training for tutors and staff in extended day programs to enhance staff's knowledge in content areas.

(7) programs to reduce truancy; provide counseling services, guidance services, and social work services; and provide coordination for pupils receiving services from other governmental agencies;

Thank you for your consideration of this request. I look forward to your response.

[126C.15 BASIC SKILLS REVENUE: COMPENSATORY EDUCATION REVENUE](#)

**Intermediate District 287**

RESPONSIVE. INNOVATIVE. SOLUTIONS.



Strategic Planning Engagement

# FINAL REPORT



Report includes information provided by Calathea Consulting LLC



## Background

Intermediate District 287's Strategic Plan ended on December 31, 2020.

In the midst of a pandemic and knowing that a new superintendent would start July 1, 2022, the school board waited to develop a new strategic plan. Since January 2021, the district has been operating on Strategic Priorities (Racial Equity, Trauma-Responsive and Healing-Centered Practices, Evidence-Based Instruction, and Employee Well-Being) which are based on the 2015-2020 Strategic Plan.

Intermediate District 287 is in the process of creating a new strategic plan that outlines the visions and priorities that the district will focus on for five years. Planning for the strategic plan began in October 2022, and the anticipated launch is January 2024.



# Engagement Information

The school district conducted a six month long intensive engagement process designed to uplift the voices

and lived experiences of students, families, staff, and other constituents - especially those who have been historically underrepresented. The process included multiple virtual, in-person, and interactive opportunities for engagement including surveys, focus groups, interviews, and a final retreat that involved a cohort of key audiences with a variety of roles throughout the district.

## Key Audiences for Engagement Process

- Staff
- Students
- Parents
- Board Members
- Member District Superintendents
- Member District Special Ed. Directors
- Member District Business Directors
- External Partners (HTC, C&T, Wilder, Mental Health Providers, Hennepin County, etc)

## Types of Engagement Opportunities

- 11 World Cafe's (2 Virtual)
- 29 Targeted Group Sessions
- 1 Board Retreat
- 4 School Family Nights
- 2 Family/Community Library Sessions
- 1 Family Survey
- 1 Staff Survey
- 8 Student Project Options
- 7 Community Partner Meetings
- 1 Community Partner Survey
- Fall and Spring Climate Surveys (staff, students, and families)



# Demographics

In all, approximately 77% of staff participated in one or more of the engagement opportunities.

In looking at the demographics of the staff that participated, participation mirrored our staff racial demographics. There was equal representation between administration/licensed staff and non licensed staff.

853

total staff

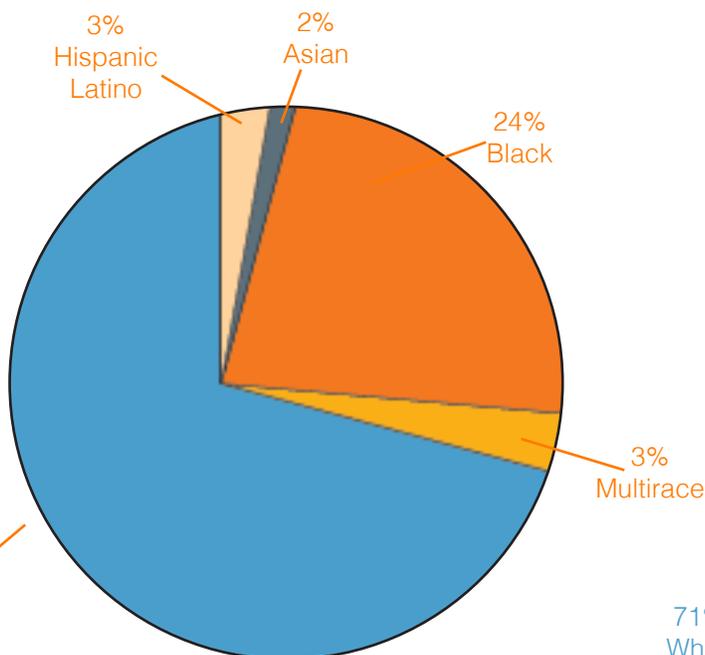
51%

of administration and licensed staff participated

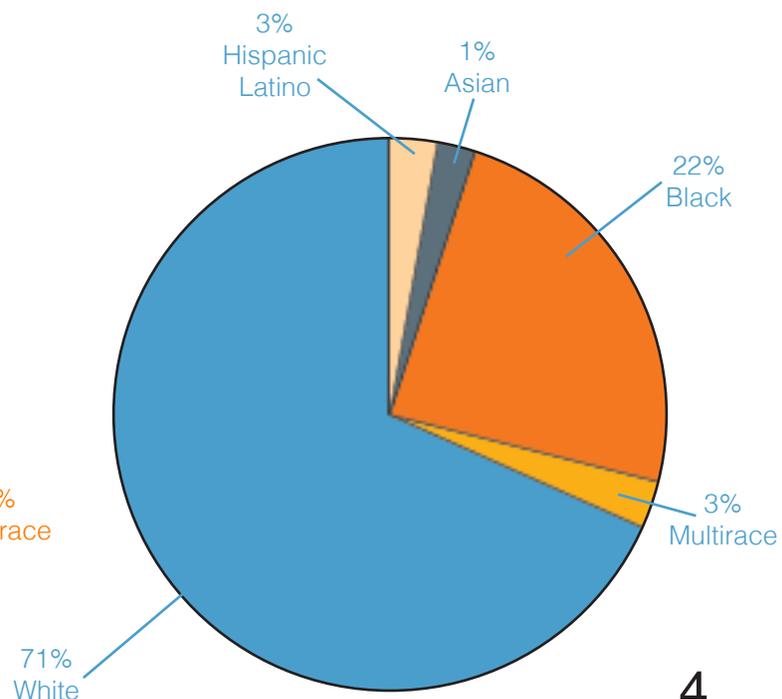
49%

of non licensed staff participated

Staff who Participated in Engagement Opportunity by Race

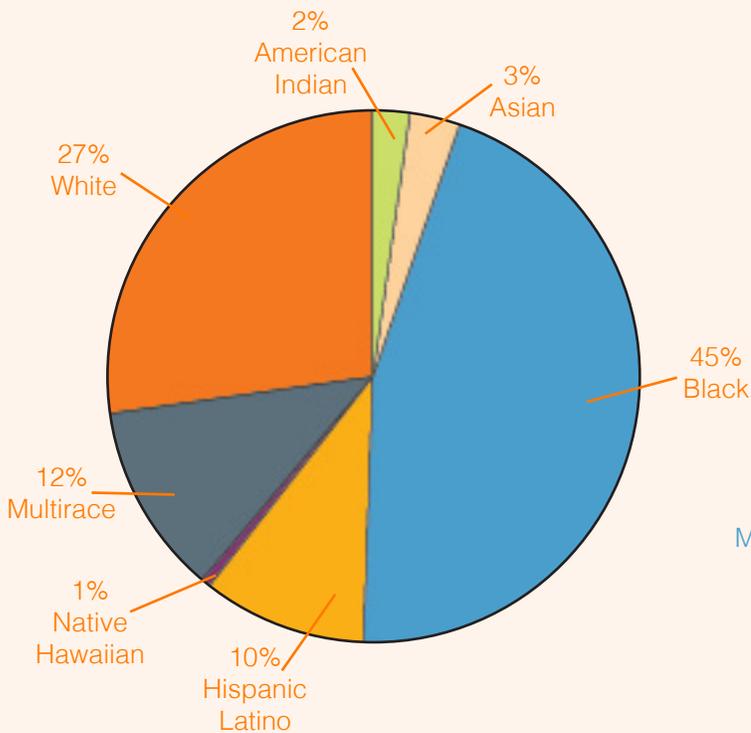


All Staff by Race



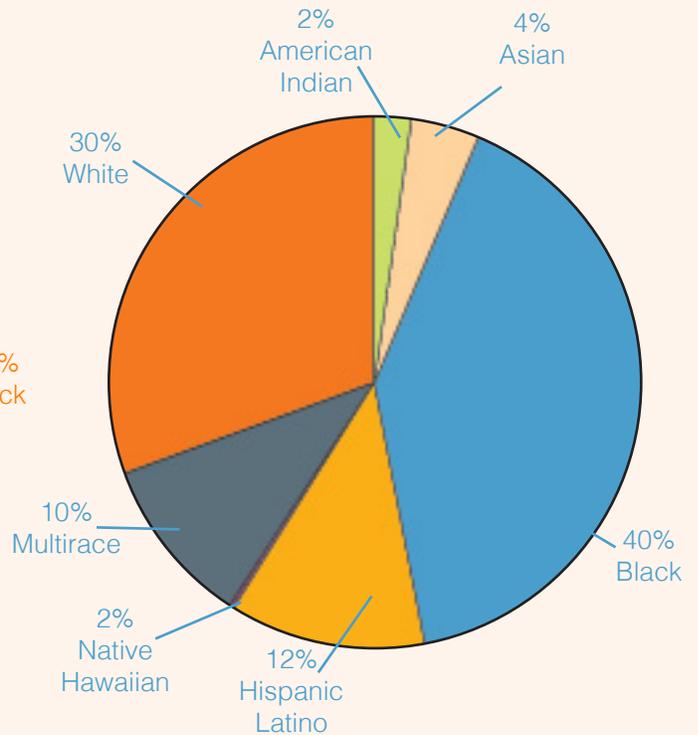
# Demographics cont.

Students who Participated in Engagement Opportunity by Race



In all, 45% of students participated in one engagement opportunity.

All Students by Race

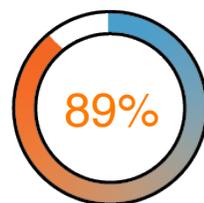


Participation by race closely mirrored the racial demographics of our students.



## Partners & Caregivers

In combining community partners, families, and caregivers, 37% participated in an engagement opportunity.



## Board Member & School District

In combining board members and member district representatives, 89% participated in an engagement opportunity.

# Method

Calathea Consulting analyzed district engagement notes and surveys to create reports summarizing prominent themes from various audiences.

The district then held a retreat on June 15 with representatives from each audience, totaling approximately 40 people, who were tasked with reviewing the key themes in the reports through interactive activities.

## Goals of the Retreat

- Create a shared understanding of engagement data
- Develop overarching goals for the next strategic plan

Nine groups produced a set of themes and vision boards for the next strategic plan based on the summary reports.

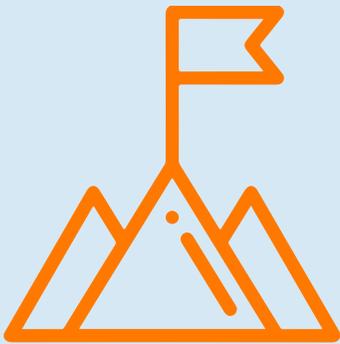




## Themes

Nine groups identified themes for district leaders to integrate into the strategic plan.

These themes were combined into three categories: students, staff, and families/caregivers.



### Achieving Academic Success

- Students meet their individualized academic goals.
- Staff demonstrate the knowledge and skills to provide a culturally responsive education.
- Families/caregivers are empowered through collaborative partnerships and resources to support students in reaching their academic goals.

### Promoting Social-Emotional Learning (SEL)

- Students thrive emotionally and socially.
- Staff cultivate a positive, safe, and healing learning environment for each other and students.
- Families/caregivers are empowered through collaborative partnerships and resources to support students in reaching their social-emotional goals.



### Cultivating Equity and Inclusion

- Students have equitable access to educational opportunities and resources within District 287.
- Staff create a district culture that celebrates diversity and advances inclusion.
- Families/caregivers feel welcomed, heard and valued in our district.

# Vision

When prompted to describe what Intermediate School District 287 would look and feel like at the end of the strategic plan, groups were tasked with generating and then presenting their vision boards to the entire group. The following is a word cloud compilation of these phrases.



## Notable Concepts

- We're all in it together.
- Embracing beauty in all forms.
- Hope, freedom, and celebration.
- Students at the center.
- Students taking a winding path to their own success and District 287 helps them bloom.
- Families at the center.
- Hope and light knowing that the journey may have dark/hard times.
- A clear, peaceful path forward.
- Staff help students believe in themselves.
- Embracing equity and diversity.
- Opportunities and happiness.
- Teams of staff in support of students.
- Pulling through despite challenges with change.
- Bittersweet when students are so successful they can transition to their home school.



## Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

Intermediate District 287

1820 Xenium Lane N

Plymouth, MN 55441

(763) 559-3535

[www.district287.org](http://www.district287.org)

 @district287

 @district287

 @isd\_287

 @intermediate-district-287



# Strategic Planning Engagement

## **FINAL REPORT**



Report includes information provided by Calthea Consulting LLC

# Background

- Strategic Plan ended December 31, 2020
- Currently operating on strategic priorities
  - Racial Equity
  - Trauma-Responsive and Healing-Centered Practices
  - Evidence-Based Instruction
  - Employee Well-Being
- New plan focuses on vision for next five years (2024-2029)
- Anticipated launch is 2024





# Engagement Information

## Key Audiences for Engagement Process

- Staff, students, parents
- Board members
- Member District superintendents, special ed. directors, business directors
- External partners

## Types of Engagement Opportunities

Provided over 67 opportunities for engagement that include:

- Large group events and focus groups
- Surveys
- Retreats
- Individual meetings

# Engagement Information

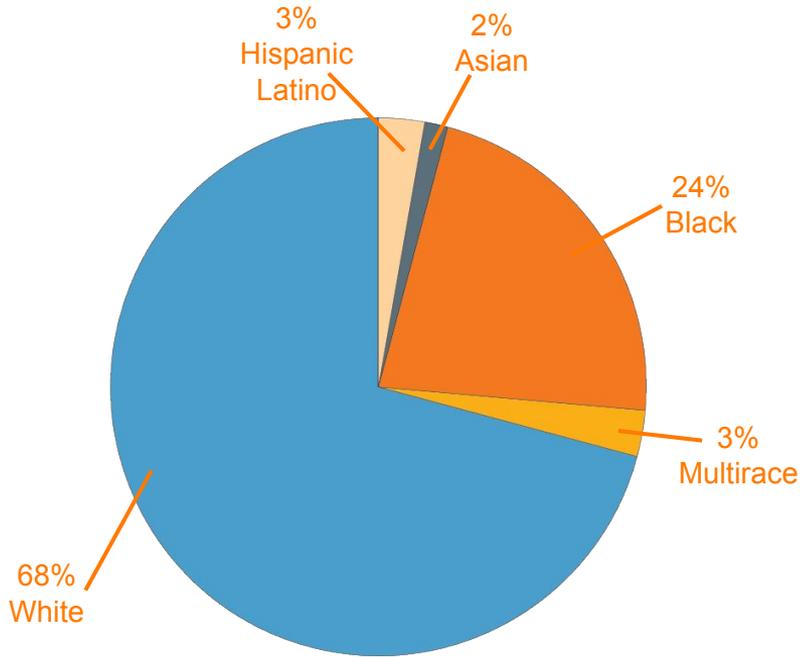
## Participation in one or more engagement opportunities:

- Community partners, parents, & caregivers = 37%
- Board members & Member district representatives = 89%
- Staff = 77%
  - 51% was administration/licensed :
  - 49% was non-licensed staff
- Students = 45%

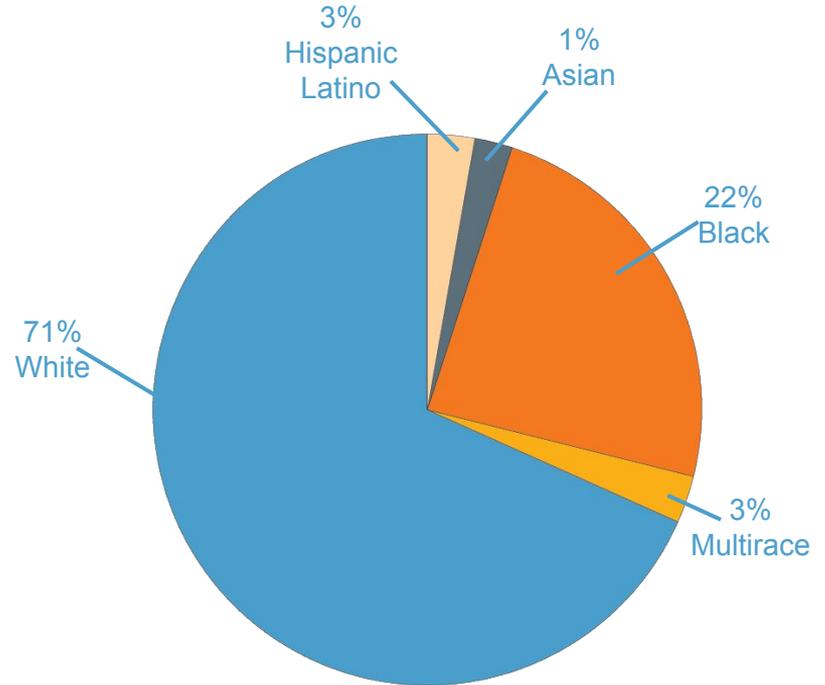


# Racial Demographics

## Staff who participated in Engagement Opportunity by Race

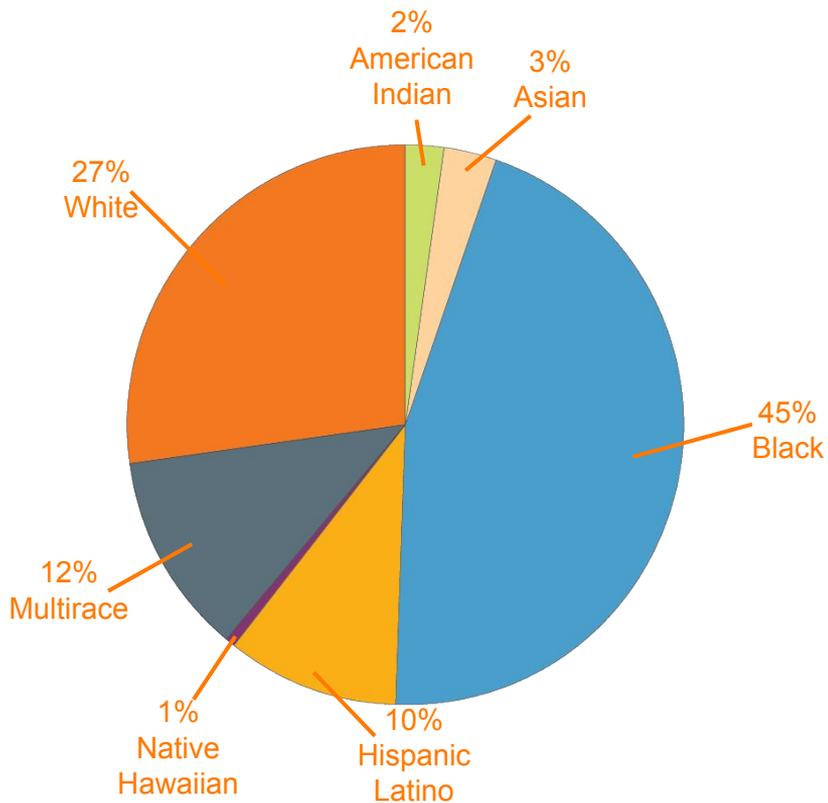


## All Staff by Race

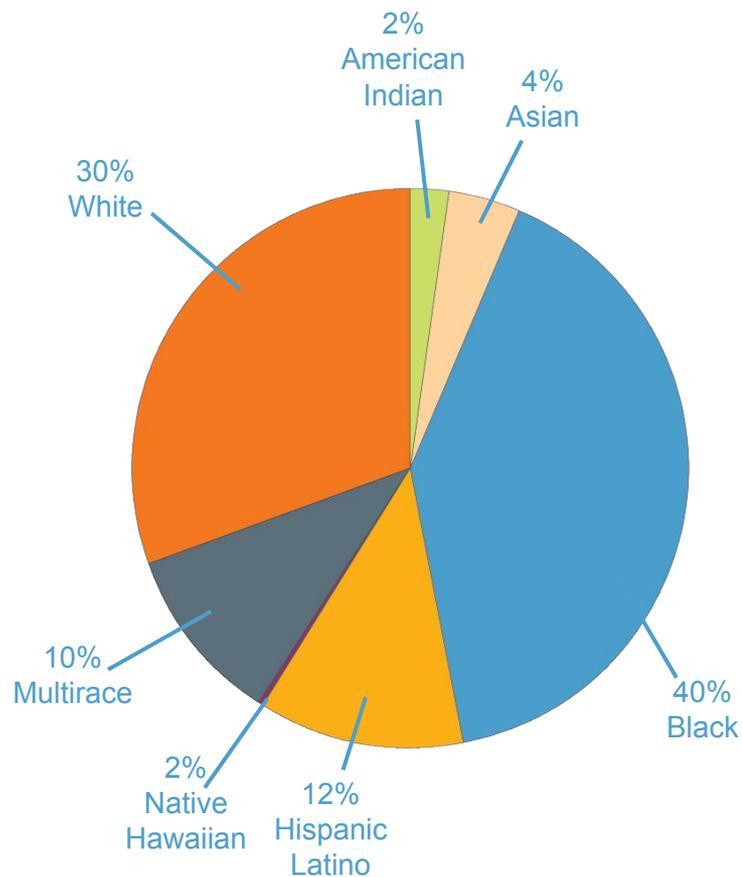


# Racial Demographics

## Students who participated in Engagement Opportunity by Race



## All Students by Race



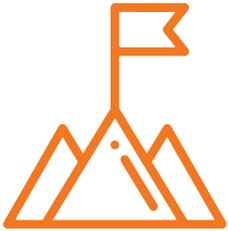
# June 15 Retreat

Approximately 40 people attend with these shared outcomes:

- Create shared understanding of input data
- Identify themes by key audiences
- Develop overarching themes



# Themes



**Achieving Academic  
Success**

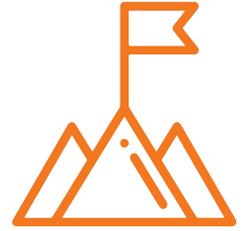


**Promoting Social-Emotional  
Learning (SEL)**



**Cultivating Equity  
and Inclusion**

# Achieving Academic Success



- Students meet their individualized academic goals.
- Staff demonstrate the knowledge and skills to provide a culturally responsive education.
- Families/caregivers are empowered through collaborative partnerships and resources to support students in reaching their academic goals.

# Promoting Social-Emotional Learning (SEL)



- Students thrive emotionally and socially.
- Staff cultivate a positive, safe, and healing learning environment for each other and students.
- Families/caregivers are empowered through collaborative partnerships and resources to support students in reaching their social-emotional goals.

# Cultivating Equity and Inclusion



- Students have equitable access to educational opportunities and resources within District 287.
- Staff create a district culture that celebrates diversity and advances inclusion.
- Families/caregivers feel welcomed, heard and valued in our district.

# Vision for 2029



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

Regular Meeting – August 24, 2023

AGENDA SECTION: SUPERINTENDENT’S REPORT

ITEM: Superintendent Goal

PRESENTED BY: Superintendent Doud

**1. Background Information**

The Superintendent presents the suggested 2023-2024 Board goal for Board approval.

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

**3. RECOMMENDED ACTION: The Board approve the Board Results (Goals) for 2023-2024 as presented.**

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

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

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

# Intermediate District 287

## *Responsive. Innovative. Solutions.*

---

### INTER-OFFICE MEMORANDUM

---

**DATE:** August 24, 2023

**TO:** Intermediate School District 287 School Board

**FROM:** Marcy Doud, Superintendent

**RE:** **Proposed Superintendent Results (Goal) for the 2023-2024 School Year**

While all parts of the written responsibilities for the Superintendent will continue to be addressed and evaluated as part of the annual Superintendent evaluation, I am recommending the following additional major result (goal) as a priority area for this year:

**By June 30, 2024, Intermediate School District's 2024-2029 Strategic Plan will be finalized, approved, and goals outlined from January 2024 - June 2024 will be accomplished.**

#### Measurements

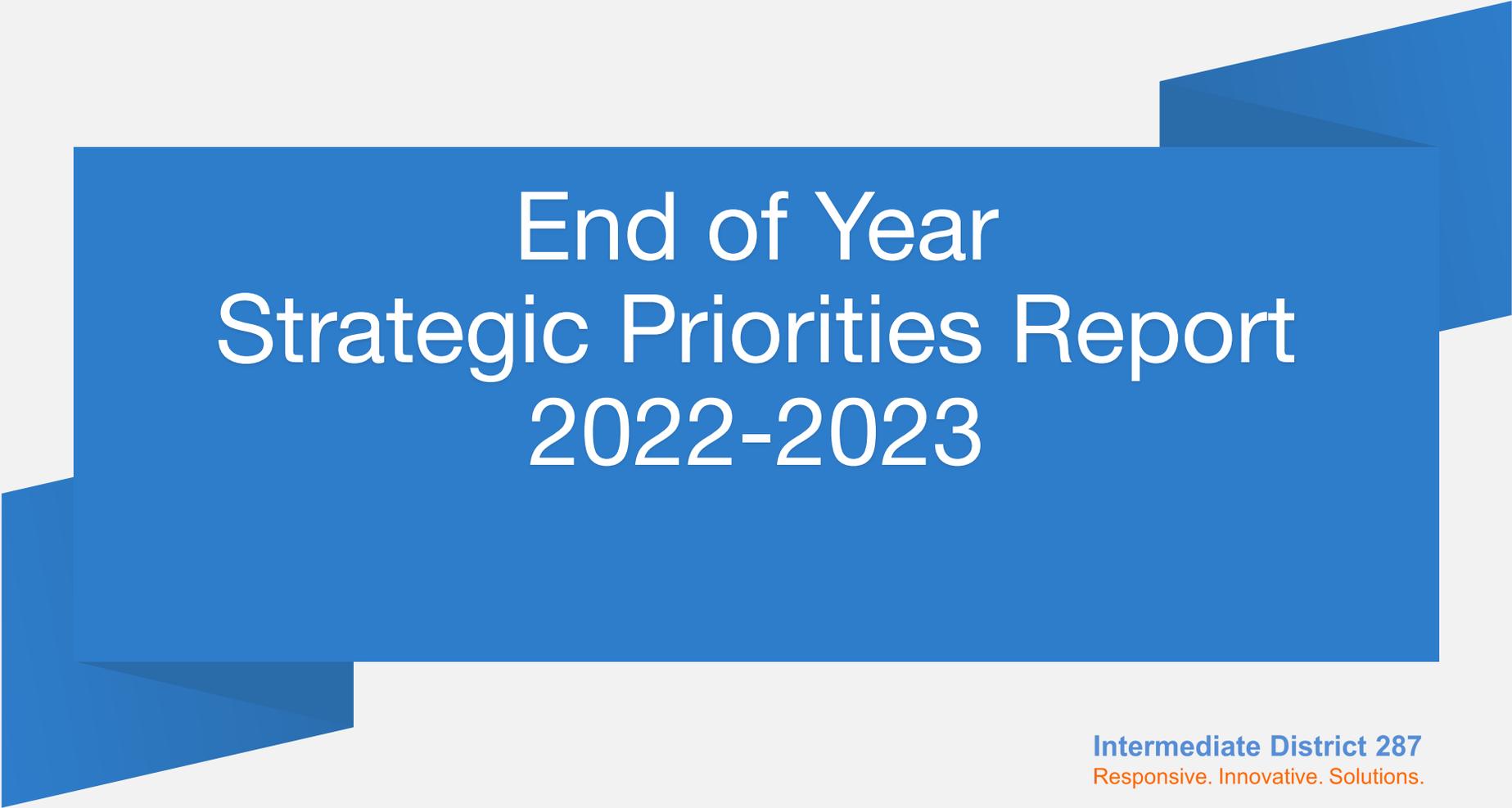
By October 31, Focus Area Work Groups will have completed goals for:

- January 2024 - June 2024, and
- July 2024 - June 2025

By November 9, 2023, the School Board will receive a draft of the Strategic Plan, including goals.

By December 14, 2023, the School Board will approve the final Strategic Plan.

By June 30, 2024, the School Board will receive an end of the year report on the January 2024 - June 2024 accomplished goals.

A large blue ribbon graphic with a 3D effect, featuring a central white text area. The ribbon is oriented horizontally and has a slight curve, with a darker blue shadow on its top and bottom edges to create a sense of depth.

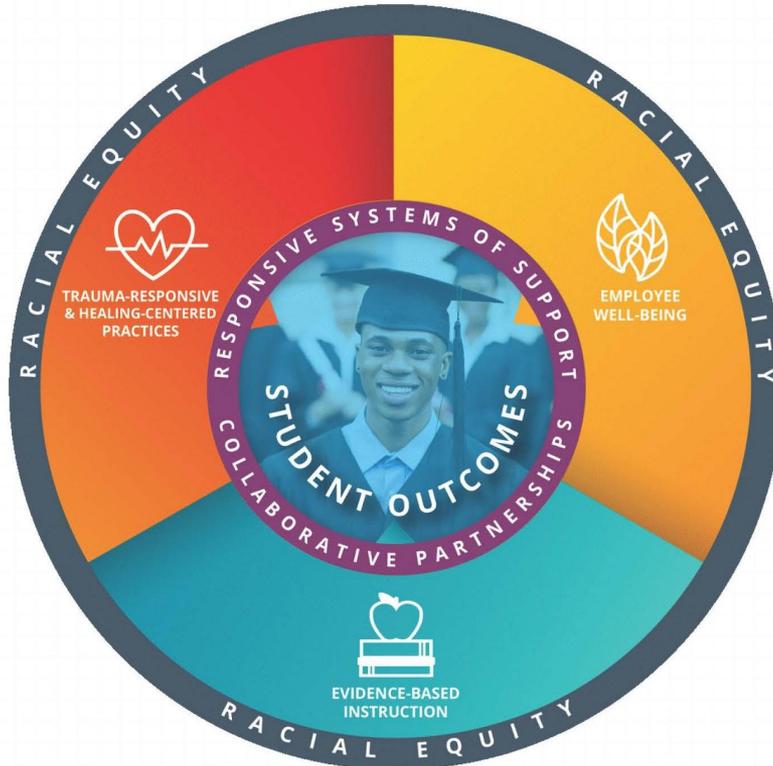
# End of Year Strategic Priorities Report 2022-2023

**Intermediate District 287**  
Responsive. Innovative. Solutions.

# Highlights of the 2022-2023 School Year

Building on the previous work of the district in four priority areas:

- Racial Equity,
- Trauma-Responsive and Healing-Centered Practices,
- Evidence-Based Instruction, and
- Employee Well-Being.



**Intermediate District 287**  
Responsive. Innovative. Solutions.

# Priority Area - Racial Equity

## 2022-2023 Highlights

- Dedicated resources to increase staffing to focus on equity, inclusion and restorative practices.
- Completed a District-wide Racial Equity Audit.
- Inaugural Bright Futures Student Conference about youth entrepreneurship and leadership development.

# Priority Area - Trauma-Responsive & Healing-Centered Practices

## 2022-2023 Highlights

- Engaged site staff around the district's Responsive Systems of Support (RSS), which will implement a revised Multi-Tiered Systems of Support (MTSS) model in 2023-2024.
- Implemented new safety and security [protocols](#) as part of an updated Incident Command System (ICS), including Raptor Alert, Evolv Technologies, and a new visitor management system.
- Energized the work of restorative practices through the hiring of a Restorative Practices Coordinator to embed practices with students and staff.
- Utilized grant funding to support increased sensory support for students, debriefing for staff after hours, and professional learning opportunities to grow staff knowledge of evidence based practices.
- Engaged a [Move Mindfully](#) initiative focused on providing staff and site leaders with strategies to self-regulate, which in turn helps them better support students, families and colleagues.

# Priority Area - Evidence-Based Instruction

## 2022-2023 Highlights

- Developed a Data Dashboard that visualizes important student outcomes and allows leaders to respond appropriately to the data.
- Developed an improvement plan to enhance the District's Alternative Learning Centers.
- Implemented assessment protocols for screening and progress monitoring to provide accurate and reliable student data.
- Expanded access district-wide to ParentVUE/StudentVUE district-wide to better engage students and their families in their learning.
- Launched a revision process for prioritizing state standards, including determining which standards are essential.
- Established a commitment to improving literacy instruction that emphasizes research from the Science of Reading.

# Priority Area - Employee Well-Being

## 2022-2023 Highlights

- Reviewed and revised the charter, purpose and membership of district Well-being Action Teams (WBATs).
- Implemented wellness activities within sites/departments.
- Reviewed Employee Assistant Program usage data and implemented awareness and information messages for staff.
- Implemented and reviewed the District Climate Survey Data.
- Three District 287 schools/divisions received state SHIP awards, providing additional resources and connections for critical primary prevention and wellness activities.

# Looking to the Future

- ▷ District 287 remains committed to ensuring equitable student outcomes for all learners served.
- ▷ Launched a comprehensive strategic planning process in the 2022 - 2023 school year.

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

**Regular Meeting – August 24, 2023**

**AGENDA SECTION: BUSINESS SERVICES REPORT**

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

**PRESENTED BY: Mae Hawkins, Executive Director of Business Services**

**1. Background Information**

The June Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds (excluding Funds 06 & 11) total \$92,392,367, or 83.4% of the Revenue Budget of \$110,842,085. Including Funds 06 & 11 year-to-date revenue in all funds total \$97,121,197, or 84.0% of the Revenue Budget of \$115,576,638.

Year-to-date expenditures in all funds (excluding Funds 06 & 11) total \$104,734,459, or 95.1% of the Expenditure Budget of \$110,162,497. Including Funds 06 & 11 year-to-date expenditures in all funds total \$105,161,238, or 95.2% of the Expenditure Budget of \$110,508,787.

The amounts shown for 2022-23 are as of the end of the fiscal year at June 30th, and are preliminary at this point. They reflect the normal month end which is basically on a cash basis without accrual entries. Numerous receivables and payables are calculated after year-end, and these amounts will continue to change up to and through the audit process.

DDA

Attachments

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

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

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

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

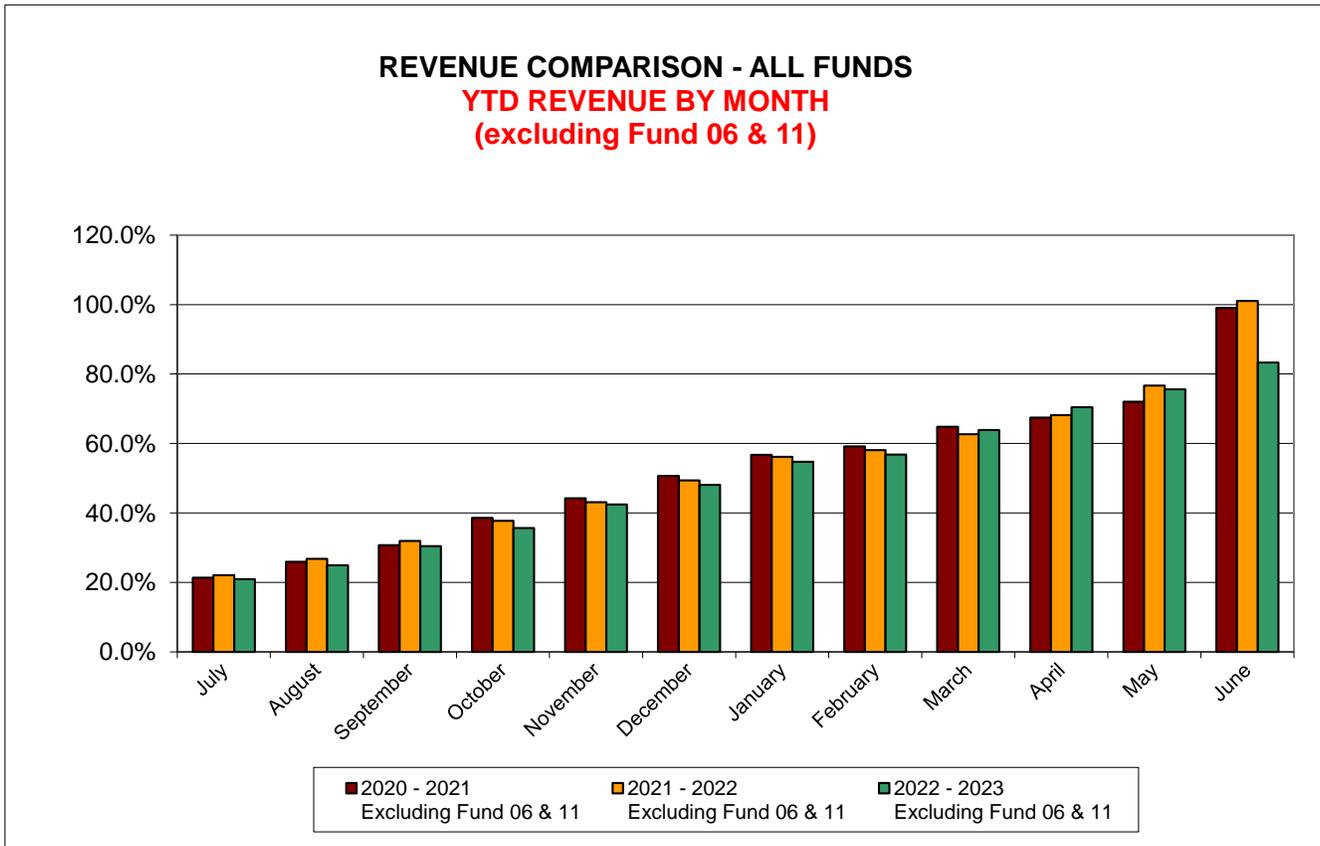
Abstentions: \_\_\_\_\_

**DISTRICT 287**  
**REVENUE COMPARISON**

Month	2020 - 2021		2021 - 2022		2022 - 2023		2022 - 2023	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
July	23,045,139	21.3% <sup>1</sup>	23,731,333	22.1%	23,192,942	20.9%	23,192,942	20.1%
August	4,992,183	26.0% <sup>1</sup>	5,084,693	26.8%	4,486,051	25.0%	4,486,051	23.9%
September	5,108,432	30.7% <sup>1</sup>	5,527,550	32.0%	6,032,596	30.4%	6,032,596	29.2%
October	8,500,611	38.6% <sup>1</sup>	6,233,283	37.8%	5,841,372	35.7%	5,841,372	34.2%
November	6,125,945	44.2% <sup>1</sup>	5,744,399	43.1%	7,490,646	42.4% <sup>2</sup>	12,174,481	44.8%
December	6,926,379	50.7% <sup>1</sup>	6,751,237	49.4%	6,260,247	48.1% <sup>2</sup>	6,260,247	50.2%
January	6,603,947	56.8% <sup>1</sup>	7,295,217	56.2%	7,338,783	54.7% <sup>2</sup>	7,339,470	56.5%
February	2,594,384	59.2% <sup>1</sup>	2,102,436	58.1%	2,303,833	56.8% <sup>2</sup>	2,322,980	58.5%
March	6,080,355	64.8% <sup>1</sup>	4,917,443	62.7%	7,885,058	63.9% <sup>2</sup>	7,890,592	65.4%
April	2,873,340	67.5% <sup>1</sup>	5,872,931	68.2%	7,250,156	70.4% <sup>2</sup>	7,255,175	71.6%
May	4,939,931	72.0% <sup>1</sup>	9,107,048	76.6%	5,714,807	75.6% <sup>2</sup>	5,719,940	76.6%
June	29,145,602	99.0% <sup>1</sup>	26,193,462	101.0%	8,595,875	83.4% <sup>2</sup>	8,605,350	84.0%
<b>TOTAL</b>	<b>106,936,248</b>	<b>99.0%</b>	<b>108,561,032</b>	<b>101.0%</b>	<b>92,392,367</b>	<b>83.4%</b>	<b>97,121,197</b>	<b>84.0%</b>
<b>BUDGET</b>	<b>107,978,713</b> <sup>1</sup>		<b>107,471,010</b>		<b>110,842,085</b>		<b>115,576,638</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted revenue of \$28,500

<sup>2</sup> excludes Funds 06 & 11 budgeted revenue of \$0



## \_Board- Revenue/Expense Summary by Fund Report

June	2023-2024					Intermediate District No. 287
Revenue Fund	Prior YE Act	Budget	MTD Activity	YTD Activity	% Used	YTD Unrealized
01 - GENERAL FUND	7,485,753.08	17,296,446.00	1,245,677.76	7,485,753.08	43.28%	9,810,692.92
02 - FOOD SERVICE FUND	407,699.71	928,214.00	54,256.41	407,699.71	43.92%	520,514.29
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	7,289,635.27	8,516,606.00	255,473.07	7,289,635.27	85.59%	1,226,970.73
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	0.00	110.00	0.00	0.00	0.00%	110.00
11 - LTFM BOND FUND	4,728,829.75	4,734,553.00	9,474.99	4,728,829.75	99.88%	5,723.25
12 - ALC - ACADEMIC FUND	5,020,818.58	10,905,192.00	867,833.25	5,020,818.58	46.04%	5,884,373.42
13 - CAREER & TECH FUND	1,287,808.49	1,872,269.00	108,497.96	1,287,808.49	68.78%	584,460.51
14 - SPECIAL EDUCATION FUND	56,590,438.98	57,776,510.00	5,210,962.41	56,590,438.98	97.95%	1,186,071.02
20 - INTERNAL SERVICE FUND	591,746.61	607,000.00	38,626.93	591,746.61	97.49%	15,253.39
21 - SELF HEALTH INSURANCE FUND	13,695,855.92	12,930,000.00	797,933.64	13,695,855.92	105.92%	-765,855.92
51 - STUDENT CLUB FUND	22,610.36	9,738.00	16,613.93	22,610.36	232.19%	-12,872.36
<b>Total Revenue</b>	<b>97,121,196.75</b>	<b>115,576,638.00</b>	<b>8,605,350.35</b>	<b>97,121,196.75</b>	<b>84.03%</b>	<b>18,455,441.25</b>

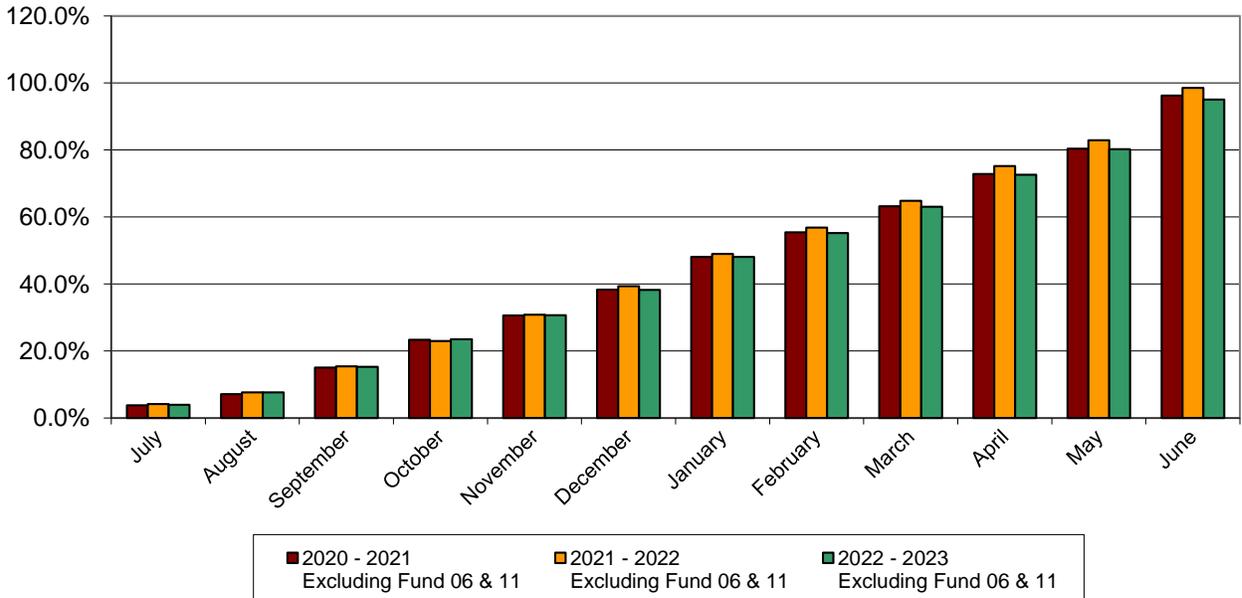
**DISTRICT 287**  
**EXPENDITURE COMPARISON**

Month	2020 - 2021		2021 - 2022		2022 - 2023		2022 - 2023	
	Excluding Fund 06 & 11		Excluding Fund 06 & 11		Excluding Fund 06 & 11		Including Fund 06 & 11	
	\$	%	\$	%	\$	%	\$	%
July	4,177,239	3.8% <sup>1</sup>	4,493,228	4.1%	4,329,606	3.9%	4,329,606	3.9%
August	3,598,620	7.1% <sup>1</sup>	3,753,484	7.6%	4,135,827	7.7%	4,135,827	7.7%
September	8,693,373	15.0% <sup>1</sup>	8,447,438	15.4%	8,396,694	15.3%	8,396,694	15.3%
October	9,144,055	23.4% <sup>1</sup>	8,194,961	23.0%	9,015,517	23.5%	9,015,517	23.4%
November	7,897,782	30.6% <sup>1</sup>	8,523,649	30.8%	7,908,978	30.7%	7,908,978	30.6% <sup>2</sup>
December	8,444,956	38.3% <sup>1</sup>	9,205,713	39.3%	8,310,856	38.2%	8,312,143	38.1% <sup>2</sup>
January	10,697,937	48.1% <sup>1</sup>	10,442,639	49.0%	10,876,386	48.1%	10,876,386	47.9% <sup>2</sup>
February	8,032,344	55.4% <sup>1</sup>	8,521,055	56.8%	7,802,263	55.2%	7,803,263	55.0% <sup>2</sup>
March	8,529,603	63.2% <sup>1</sup>	8,658,724	64.8%	8,659,691	63.0%	8,824,261	63.0% <sup>2</sup>
April	10,515,187	72.8% <sup>1</sup>	11,213,173	75.2%	10,529,808	72.6%	10,568,430	72.5% <sup>2</sup>
May	8,314,387	80.4% <sup>1</sup>	8,326,109	82.9%	8,408,779	80.2%	8,408,779	80.2% <sup>2</sup>
June	17,379,894	96.3% <sup>1</sup>	17,002,499	98.6%	16,360,054	95.1%	16,598,501	95.2% <sup>2</sup>
<b>TOTAL</b>	<b>105,425,376</b>	<b>96.3%</b>	<b>106,782,671</b>	<b>98.6%</b>	<b>104,734,459</b>	<b>95.1%</b>	<b>105,178,385</b>	<b>95.2%</b>
<b>BUDGET</b>	<b>109,506,874</b> <sup>1</sup>		<b>108,331,213</b>		<b>110,162,497</b>		<b>110,508,787</b>	

<sup>1</sup> excludes Funds 06 & 11 budgeted expenditures of \$1,739,175

<sup>2</sup> excludes Funds 06 & 11 budgeted expenditures of \$0

**EXPENDITURE COMPARISON - ALL FUNDS**  
**YTD EXPENDITURES BY MONTH**  
**(excluding Fund 06 & 11)**



## \_Board- Revenue/Expense Summary by Fund Report

June	2022-2023		Intermediate District No. 287			
Expenditure Fund	Prior YE Act	Budget	MTD Activity	YTD Activity	% Used	YTD Unrealized
01 - GENERAL FUND	17,643,191.12	18,085,907.00	2,570,654.04	17,220,725.17	95.22%	865,181.83
02 - FOOD SERVICE FUND	761,274.69	928,214.00	76,132.35	810,384.41	87.31%	117,829.59
04 - COMMUNITY SERVICE FUND	0.00	0.00	0.00	0.00		0.00
06 - BUILDING CONSTRUCTION FUND	0.00	0.00	0.00	0.00		0.00
07 - DEBT SERVICE FUND	6,580,480.62	6,663,713.00	1,550.00	6,663,975.63	100.00%	-262.63
08 - TRUST FUND	0.00	0.00	0.00	0.00		0.00
09 - AGENCY FUND	0.00	0.00	0.00	0.00		0.00
10 - SCHOLARSHIP FUND	3,709.93	8,898.00	0.00	941.89	10.59%	7,956.11
11 - LTFM BOND FUND	0.00	346,290.00	238,447.80	443,926.83	128.20%	-97,636.83
12 - ALC - ACADEMIC FUND	10,453,634.49	11,153,892.00	2,240,505.66	10,948,749.42	98.16%	205,142.58
13 - CAREER & TECH FUND	1,089,010.24	1,875,438.00	608,212.61	1,782,763.85	95.06%	92,674.15
14 - SPECIAL EDUCATION FUND	57,716,079.31	58,231,623.00	9,287,435.12	56,106,012.78	96.35%	2,125,610.22
20 - INTERNAL SERVICE FUND	685,798.02	680,500.00	120,019.68	650,600.25	95.61%	29,899.75
21 - SELF HEALTH INSURANCE FUND	11,836,408.04	12,512,000.00	1,437,268.52	10,520,544.32	84.08%	1,991,455.68
51 - STUDENT CLUB FUND	13,084.58	22,312.00	18,275.65	29,760.78	133.38%	-7,448.78
<b>Total Expenses</b>	<b>106,782,671.04</b>	<b>110,508,787.00</b>	<b>16,598,501.43</b>	<b>105,178,385.33</b>	<b>95.18%</b>	<b>5,330,401.67</b>

# Intermediate District 287

## *Responsive. Innovative. Solutions.*

---

### INTER-OFFICE MEMORANDUM

---

DATE: **July 27, 2023**

TO: Members of the School Board

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

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

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

1. A/P payments for: <b>June 2023</b>	Totaling	\$	<u>4,945,118.62</u>
a) Check #'s <b>112308 - 112485, 112509 - 112555</b>			
and Wire Transfers - #'s <b>4000001533, 4000001537 - 4000001559, 4000001581</b>			
<b>9000004579 - 9000004737</b>			
2. Bond payments for: <b>June 2023</b>	Totaling	\$	<u>-</u>
a) Wire Transfers - #'s <b>n/a</b>			
3. Payroll payments for: <b>June 2023</b>	Totaling	\$	<u>3,129,776.29</u>
a) Check #'s			
b) Direct Deposit #'s <b>9000111863 - 9000113530, 9000115647</b>			
4. Receipts for: <b>June 2023</b>	Totaling	\$	<u>7,925,455.62</u>
a) Receipt #'s <b>20231258 - 20231358</b>			
5. Invest. at end of mo. <b>June 2023</b>			
a) Fund 01 - General Fund	\$		15,409,865.85
b) Fund 07 - 2022A LTFM Bond (Closing Costs)	\$		-
c) Fund 11 - 2022A LTFM Bond (Construction Costs)	\$		<u>4,523,350.72</u>
	\$		<u>19,933,216.57</u>

This report has 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  
JUNE 2023

**#01-104-00 - Investments (General)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.006			831.59
PMA - MNTrust Savings Deposit Account - Bell Bank	5.080			5,204,212.19
PMA - MNTrust Savings Dep. Acct. - Nexbank, SSB - ICS	5.080			5,204,822.07
PMA - MNTrust Term Series	3.450			5,000,000.00
Total PMA - MNTrust Investments on Books				15,409,865.85

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	15,366,849.33
Current Month Activity	
Deposits	-
Withdrawals	-
Interest Earned - Recorded	43,013.22
Dividends Earned	3.30
Interest/Dividends Earned - To Be Recorded in Next Month	-
Total Investments at End of Month & Un-recorded Interest	15,409,865.85

**#07-104-00 - Investments (2022A LTFM Bond - Closing Costs)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	4.641			-
Total PMA - MNTrust Investments on Books for Fund 07				0.00

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	875.77
Current Month Activity:	
Deposits	
Distributions	
Interest/Dividends Earned - Recorded	
Adjustments - move funds not used for closing costs to construction (to Fund 11)	(875.77)
Interest/Dividends Earned - To Be Recorded in Next Month	
Total Investments at End of Month & Un-recorded Interest	0.00

**#11-104-00 - Investments (2022A LTFM Bond - Construction Costs)**

INSTITUTION	RATE OF RETURN (%)	DATE	ACTIVITY	AMOUNT INVESTED
PMA - MNTrust IS Account Balance	5.006			1,223,327.75
PMA - MNTrust CD Account Balance	4.059-4.718			1,863,500.00
PMA - MNTrust SEC Account Balance	4.001-4.376			1,436,522.97
Total PMA - MNTrust Investments on Books for Fund 11				4,523,350.72

**ACTIVITY DETAIL:**

Investments on our Book at End of Prior Month	4,513,875.73
Current Month Activity:	
Deposits	
Distributions	-
Interest/Dividends Earned - Recorded	8,599.22
Adjustments - move funds not used for closing costs to construction (from Fund 07)	875.77
Interest/Dividends Earned - To Be Recorded in Next Month	
Total Investments at End of Month & Un-recorded Interest	4,523,350.72

Total 2022A LTFM Investments (Funds 07 and 11) at End of Month 4,523,350.72

INTERMEDIATE DISTRICT 287  
 INVESTMENT ACTIVITY - 2022A LTFM BOND  
 June 2023

**Investments (2022A LTFM Bond - Construction Costs) - MNTrust**

MONTH POSTED	DATE	DESCRIPTION	AMOUNT
Nov-22	11/22/22	Proceeds from 2022A LTFM Bond	4,740,596.00
Nov-22	11/30/22	Interest/Dividends	4,282.32
Dec-22	12/30/22	Distributions/Construction Draws	-45,645.18
Jan-23	01/01/23	Interest/Dividends	687.30
Feb-23	02/07/23	Distributions/Construction Draws	-15,000.00
Feb-23	02/28/23	Interest/Dividends (for Jan & Feb '23)	19,146.93
Mar-23	03/31/23	Interest/Dividends (for Mar '23)	5,534.59
Apr-23	04/28/23	Distributions/Construction Draws	-165,570.33
Apr-23	04/30/23	Interest/Dividends (for Apr '23)	5,018.40
May-23	05/31/23	Distributions/Construction Draws	-39,431.25
May-23	05/31/23	Interest/Dividends (for May '23)	5,132.72
Jun-23	06/30/23	Interest/Dividends (for Jun '23)	8,599.22

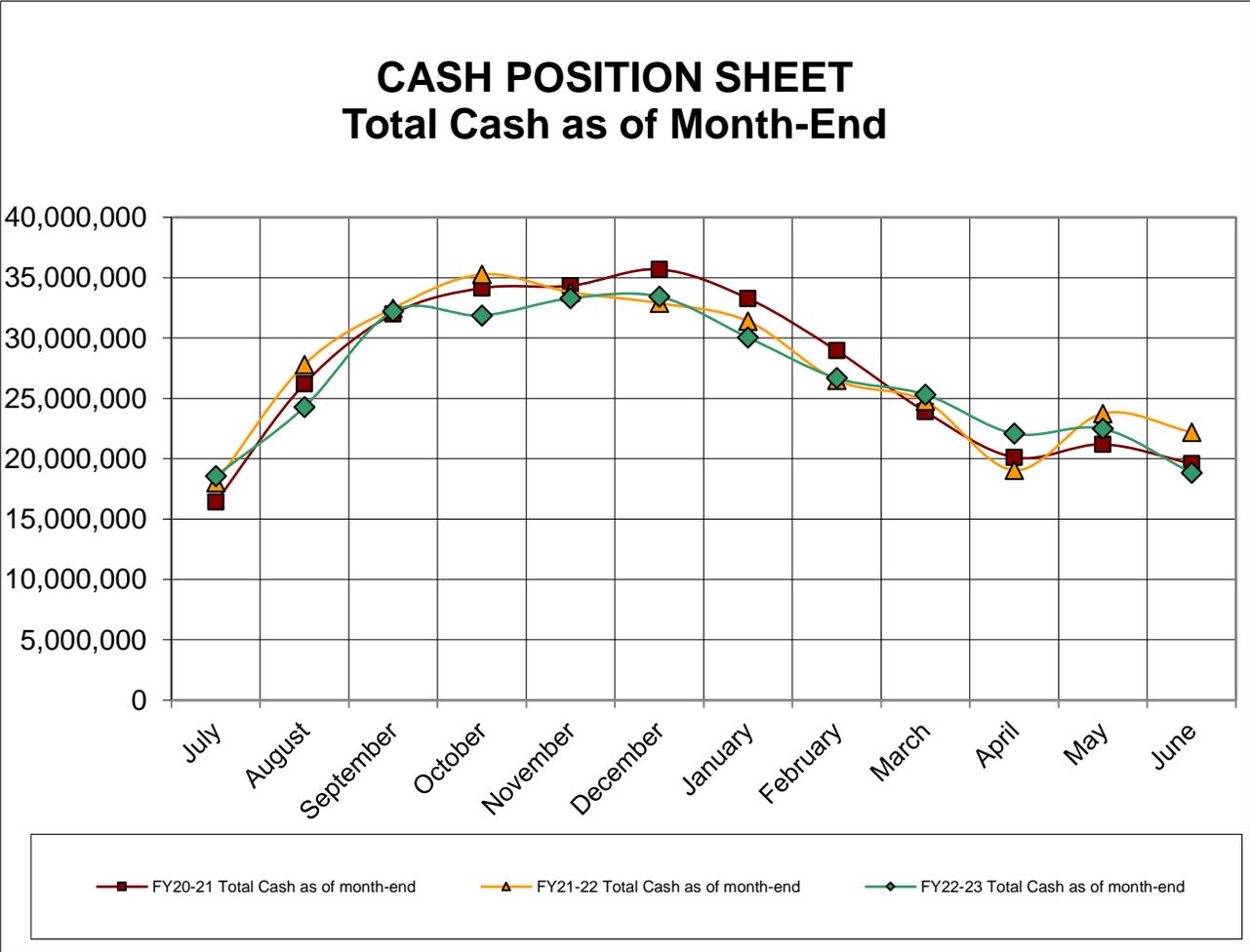
2022A LTFM Bond Investments - Balance as of End of Month 4,523,350.72

# Intermediate District 287

## Cash and Investment Position Sheet- Monthly Total Net Cash- All Accounts

<u>Date</u>	<u>FY20-21 Total Cash as of month-end</u>	<u>FY21-22 Total Cash as of month-end</u>	<u>FY22-23 Total Cash as of month-end</u>
July	16,420,292	18,017,954	18,572,017
August	26,210,789	27,800,108	24,288,930
September	32,002,725	32,465,869	32,223,695
October	34,140,570	35,267,999	31,867,127
November	34,331,406	33,804,263	33,293,625
December	35,688,169	32,887,416	33,430,295
January	33,279,452	31,397,362	30,048,503
February	28,953,988	26,497,584	26,677,119
March	23,888,891	24,760,657	25,316,842
April	20,119,050	19,051,281	22,075,795
May	21,191,254	23,745,291	22,481,243
June	19,600,706	22,201,893	18,828,839

- Includes Self-Funded Insurance Cash Balances.



**INTERMEDIATE DISTRICT 287**  
**JUNE 2023 ACTIVITY**

**ELECTRONIC TRANSFERS IN:**

DATE	TO	AGENCY	RECEIPT #	AMOUNT	DESCRIPTION
6/1/2023	MSDLAF	MN DEPT OF EDUCATION-034	20231332	148,609.73	CLSD GRANT, GYO ADULT GRANT
6/5/2023	MSDLAF	MN DEPT OF EDUCATION-034	20231333	35,804.00	LIFE & VOCATIONAL SKILLS GRANT
6/7/2023	MSDLAF	MN STATE MMB	20231334	1,569,719.37	SPED TUITION SFY
6/20/2023	MSDLAF	MN STATE MMB	20231335	3,543,898.95	IDEAS GEN ED, SP ED
6/22/2023	MSDLAF	ANOKA-RAMSEY COMMUNITY COLLEGE	20231336	143.99	GRAD CEREMONY SUPPLIES
6/23/2023	MSDLAF	LAKE SUPERIOR ISD 381	20231337	1,706.60	CARE & TREATMENT
6/26/2023	MSDLAF	LAKE SUPERIOR ISD 381	20231338	2,046.80	ALC BILLING
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231339	10,615.97	CHILD NUTRITION MAY - ABEC
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231340	22,223.08	CHILD NUTRITION MAY - NEC
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231341	11,389.12	CHILD NUTRITION MAY - SEC
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231342	4,961.78	CHILD NUTRITION MAY - WEC
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231343	1,457.73	CHILD NUTRITION MAY - YOUABLE N
6/29/2023	MSDLAF	MN STATE MMB-FNS	20231344	1,301.87	CHILD NUTRITION MAY - YOUABLE S
6/30/2023	MSDLAF	BENEFIT RESOURCE INC	20231345	29,823.74	COBRA JUNE PAYMENTS
6/30/2023	MSDLAF	MERCHANT SERVICES - ABEC	20231346	80.00	STUDENT DEFERRED REVENUE
6/30/2023	MSDLAF	MERCHANT SERVICES - NEC	20231347	30.00	STUDENT DEFERRED REVENUE
6/30/2023	MSDLAF	MERCHANT SERVICES - SEC	20231348	222.60	STUDENT DEFERRED REVENUE
6/30/2023	MSDLAF	MERCHANT SERVICES - WEC	20231349	175.85	STUDENT DEFERRED REVENUE
6/30/2023	MSDLAF	MERCHANT SERVICES - YOUABLE	20231350	375.00	STUDENT DEFERRED REVENUE
6/30/2023	MSDLAF	MSDLAF	20231351	34,603.95	INTEREST EARNED JUNE 2023
6/30/2023	MSDLAF	PAYPAL	20231352	253,763.34	JUNE TUITION
6/30/2023	MSDLAF	SQUARE - BREMER BEAN SHOP ABEC	20231353	582.75	JUNE STORE SALES
6/30/2023	MSDLAF	SQUARE - HENNEPIN TEA & COFFEE HT	20231354	166.61	JUNE STORE SALES
6/30/2023	MSDLAF	SQUARE - JITTERBUG NEC	20231355	746.54	JUNE STORE SALES
6/30/2023	MSDLAF	SQUARE - COMMON GROUNDS SEC	20231356	395.53	JUNE STORE SALES
6/30/2023	MSDLAF	SQUARE - SNACK SHACK WEC	20231357	595.92	JUNE STORE SALES
6/30/2023	MSDLAF	TEACHERS RETIREMENT ASSN	20231358	3,204.61	REFUND J KLEINMAN
<b>MTD TOTALS</b>				<b>5,678,645.43</b>	

**INTERMEDIATE DISTRICT 287**  
**JUNE 2023 ACTIVITY**

**WIRE TRANSFERS OUT:**

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
6/6/2023	MSDLAF	Bank of Montreal	4000001537	57,900.05	P-Card Expense
6/8/2023	MSDLAF	HealthPartners	4000001533	339,734.82	HPAI Claims
6/8/2023	MSDLAF	US Bank	9000004579-9000004580	53,214.68	AP ACH Payments
6/15/2023	MSDLAF	BPAS	4000001538	50,398.31	Veba
6/15/2023	MSDLAF	Educators Benefit Consultants	4000001539	83,886.89	403b Retirement
6/15/2023	MSDLAF	MN Dept of Revenue	4000001540	1,467.01	State Taxes
6/15/2023	MSDLAF	MN Dept of Revenue	4000001541	86,606.90	State Taxes
6/15/2023	MSDLAF	Public Employees Retirement	4000001542	113,572.01	Pera
6/15/2023	MSDLAF	Teachers Retirement Assn	4000001543	221,730.74	Tra
6/15/2023	MSDLAF	US Bank	4000001544	511,052.13	Federal Taxes
6/15/2023	MSDLAF	HealthPartners	4000001545	205,985.80	HPAI Claims
6/15/2023	MSDLAF	Pitney Bowes	4000001546	468.87	Quarterly Lease
6/15/2023	MSDLAF	Pitney Bowes	4000001547	1,000.00	Reserve Account
6/15/2023	MSDLAF	US Bank	4000001548	191.93	Cash Management Services
6/15/2023	MSDLAF	US Bank	9000004581-9000004625	22,558.89	Staff Reimbursements
6/15/2023	MSDLAF	US Bank	9000004626-9000004632	40,552.72	AP ACH Payments
6/15/2023	MSDLAF	US Bank	9000111863-9000112746	1,495,238.14	Payroll
6/22/2023	MSDLAF	HealthPartners	4000001549	904.69	Frequent Fitness Claims
6/22/2023	MSDLAF	HealthPartners	4000001550	279,823.67	HPAI Claims
6/22/2023	MSDLAF	Pitney Bowes	4000001551	25.00	Access & Shipping w/o HW or Meter
6/26/2023	MSDLAF	HealthPartners	4000001552	119,420.00	HPAI Claims
6/27/2023	MSDLAF	US Bank	9000004633-9000004636	15,346.17	AP ACH Payments
6/29/2023	MSDLAF	US Bank	9000004637-9000004641	35,460.24	AP ACH Payments
6/29/2023	MSDLAF	US Bank	9000004642-9000004737	18,553.27	Staff Reimbursements
6/30/2023	MSDLAF	BPAS	4000001553	10,042.33	Veba
6/30/2023	MSDLAF	Educators Benefit Consultants	4000001554	75,342.46	403b Retirement
6/30/2023	MSDLAF	MN Dept of Revenue	4000001555	1,239.91	State Taxes
6/30/2023	MSDLAF	MN Dept of Revenue	4000001556	102,366.18	State Taxes
6/30/2023	MSDLAF	Public Employees Retirement	4000001557	84,665.10	Pera
6/30/2023	MSDLAF	Teachers Retirement Assn	4000001558	250,364.19	Tra
6/30/2023	MSDLAF	US Bank	4000001559	592,838.46	Federal Taxes
6/30/2023	MSDLAF	Benefit Resource Inc	4000001581	9,441.40	Flex Spending Monthly Invoice
6/30/2023	MSDLAF	Benefit Resource Inc	4000001581	45,312.69	Flex Spending Account Payments
6/30/2023	MSDLAF	US Bank	9000112747-9000113530	1,634,538.15	Payroll
6/30/2023	MSDLAF	US Bank	9000113022	(923.50)	Payroll Return
6/30/2023	MSDLAF	US Bank	9000115647	923.50	Payroll
<b>MTD TOTALS</b>				<b>6,561,243.80</b>	





# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

---

## INTER-OFFICE MEMORANDUM

---

DATE: August 24, 2023  
TO: Intermediate District 287 Board Members  
FROM: Gloria Wilder, Director of Finance  
**RE: YEAR END SUMMARY OF DONATIONS**

During the period July 1, 2022 through June 30, 2023 the District received donations of equipment, cash and other items valued at \$13,724.00. This is the total of the monthly compilations already provided to the School Board.

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS.

### *Policy Summary*

## **Board Officers & Operations**

**Date:** August 2023

**Policy Reviewed:** [BOO 200 - POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW](#)

---

#### **Process Overview:**

The school board enacted an AD HOC Policy Committee to discuss the development and review of District policies. The AD HOC committee met and agreed that the process for developing/reviewing policies would include:

- The Superintendent and administration would gather a subgroup of key audiences that are impacted by the policy to provide input on development and/or revisions. This subgroup would review the equity audit recommendations, MSBA model policies, legislative or statutory updates, District 287 Bylaws, and other relevant resources. They would also use the Equity Review Protocol and provide a summary of impact.
- The drafted policy and a cover sheet outlining the recommended changes and the equity summary of impact, would be developed by administration.
- The developed/revised policy with recommended language changes and the cover sheet would then go to the AD HOC committee for review. The AD HOC will use a Equity Review Protocol.
- Upon the AD HOC committee approval, the policy would be placed on a board agenda.

#### **Summary of Changes:**

- III. - Changed title to combine the development and review process.
- III. - Developing and Reviewing
  - Title change to include reviewing.
  - New language to indicate who can propose a policy and who can determine it moving forward.
  - New language to outline the process and use of equity tool.
- III. - Effective Date
  - New language to align with language in IV - per request from Board retreat
- V. - Emergency Conditions
  - New language to align with MSBA recommendation regarding new legislative changes
- VII. - Superintendent Role
  - New language per requirement to review specific policies on an annual basis

**Equity Impact:**

Based on the equity audit and considering “who's at the table” when developing or reviewing policies, the process now includes a subgroup of key audiences that are impacted by the policy to provide input on development and/or revisions.

The process also now includes the use of a District Equity Tool and a summary of impact being on the cover sheet.

The committee also agreed to use MSBA’s model policies, however, keep District 287’s practice of making the language more accessible for audiences.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## DISTRICT POLICY

### *FIRST READ*

**POLICY SERIES:** Board Officers & Operations

**SUBJECT:** Policymaking Process

**BOARD APPROVED:** October 2012

**REVISION DATE:** August 2023

---

## **BOO200 Policy Development, Adoption, Implementation, and Review**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for Board policymaking.

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

The Board believes that the creation of policies is the Board's most important function. Through the development and adoption of written policies, the Board exercises its leadership in the District. Board policies shall be clear, concise, accessible, and follow a consistent format. Policy implementation is delegated to the Superintendent.

Policies will be reviewed on an ongoing basis to ensure their compliance with new laws, Board priorities, District needs, and circumstances. When possible, policy reviews will be staggered throughout the year.

### **III. ~~POLICY ADOPTION PROCESS~~ DEVELOPMENT AND REVIEW OF POLICY**

All Board policies shall comply with applicable state and federal laws, rules, and regulations.

#### **Development and Review**

New policies may be proposed by a school board member, employee, student, or guardian of a currently enrolled student. Requests for a proposed policy shall be submitted to the Superintendent for review and determination.

In developing and revising policies, ~~the Board will seek the advice and assistance of staff, organizations, and other relevant parties through the Superintendent.~~ **the Superintendent will gather key audiences impacted by the policy to review language and implement an Equity Review Protocol prior to being placed on a Board agenda.**

### **Notice**

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board meetings, except as provided in Parts IV and V.

### **Adoption**

Policies and policy revisions introduced at a Board meeting shall not be adopted until a subsequent meeting of the Board. At the first meeting, the policy proposal shall be presented for a first reading and discussion, and at the second meeting, the proposal shall be presented for a second reading, discussion, and vote. Board members may propose amendments to policy proposals at either of the two readings.

### **Effective Date**

A policy is effective upon adoption by a majority **vote of a quorum of the Board** ~~of the Board present~~ at a regular meeting unless another effective date is specified.

## **IV. SUSPENSION OF POLICIES**

Any section or sections of Board policies not required by law or contract may be temporarily suspended by a majority vote of a quorum of the Board at a regular or special meeting. The suspended sections may be reinstated by the same process.

## **V. EMERGENCY ADOPTION OF POLICIES**

### **Emergency Conditions**

Under unusual and rare circumstances, the Board may temporarily approve a policy to meet emergency conditions. A majority vote of a quorum of the Board is required to adopt an emergency policy. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. **The school board has the discretion to determine what constitutes an emergency.**

### **Expiration of Emergency Policies**

The emergency policy shall expire within one year following the emergency action or when there has been Board action to adopt, revise or repeal the emergency policy under the regular policy adoption process, whichever occurs first.

## **VI. IMPLEMENTATION OF BOARD POLICY**

### **Superintendent Role**

The Superintendent is responsible for the administration of the District under applicable laws and Board policies. Board policies shall be the basis for the Superintendent's formulation of procedures.

### **Development of Administrative Procedures**

It is the Superintendent's responsibility to develop administrative procedures to provide greater specificity and consistency in the process of policy implementation. The Board reserves the right to review all administrative procedures; however, it will revise them only when, in the Board's judgment, they are inconsistent with policies adopted or guidelines set by the Board.

### **Administrative Action in Absence of Policy**

In the event that a situation demanding a decision is not covered by an existing policy or administrative procedure, the Superintendent or his or her designee is empowered to act as needed and report such action or decision to the Board.

### **Policy and Procedure Dissemination**

The Superintendent shall establish and maintain an orderly plan for disseminating and making accessible the policies adopted by the Board and the administrative procedures necessary to implement them.

## **VII. POLICY REVIEW**

### **Superintendent Role**

The Superintendent, on a continuing basis, shall bring to the Board's attention all policies that are out-of-date or otherwise in need of revision. **In addition, the school board shall review the following policies on an annual basis: Student Discipline; Public Data requests, and Crisis Management Policy.**

### **Board Member Role**

Any Board member may request that a policy be reviewed at any time for any reason. The Board shall decide, by a majority vote of the Board present at a regular meeting, whether to initiate the requested review.

### **Review Schedule**

The review process shall be structured so that each policy is reviewed annually for compliance with current law and for suitability and effectiveness at least once every four years.

### **Consent Agenda**

Board policies scheduled for routine review that are not in need of any substantive change shall be placed on the Board's consent agenda.

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Board Calendar (Second & Fourth Thursday of the Month)

*Start Time: 6:30 PM*

<b>January 2023 – December 2023</b>	
January 26, 2023	
February 9, 2023	February 23, 2023
March 9, 2023	March 23, 2023
April 13, 2023	
May 11, 2023	May 25, 2023
June 8, 2023	June 22, 2023
No July Meeting	
August 24, 2023	
September 14, 2023	September 28, 2023
October 12, 2023	October 26, 2023
November 9, 2023	
December 14, 2023	

**INTERMEDIATE DISTRICT 287**  
**August 24, 2023**  
**SCHOOL BOARD CALENDAR**

---

**August 2023**

24	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**September 2023**

14	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

28	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**October 2023**

12	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

12	Thursday	General Board Meeting – <i>Board Retreat</i>	7:30 PM	DSC
----	----------	--	---------	-----

26	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**November 2023**

09	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**December 2023**

14	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

***TENTATIVE 2024 DATES***

---

**January 2024**

25	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**February 2024**

08	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

22	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**March 2024**

14	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

14	Thursday	General Board Meeting – <i>Board Retreat</i>	7:30 PM	DSC
----	----------	--	---------	-----

28	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

**April 2024**

11	Thursday	General Board Meeting	6:30 PM	DSC
----	----------	-----------------------	---------	-----

---

---

**May 2024**

09	Thursday	General Board Meeting	6:30 PM	DSC
23	Thursday	General Board Meeting	6:30 PM	DSC

---

**June 2024**

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

---

◆ General Board Meeting – Date Change

◆ New Event

◆ Event Date Change

# Intermediate District 287

*RESPONSIVE. INNOVATIVE. SOLUTIONS.*

## Get on the Bus & Local 2209 Breakfast Schedule

2023-2024

### Get on the Bus

Tuesday, October 17<sup>th</sup>  
Ann Bremer Education Center  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, December 5<sup>th</sup>  
Itinerant  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, February 6<sup>th</sup>  
Hennepin Technical College  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

Tuesday, June 18<sup>th</sup>  
West Suburban Summer School  
Bus leaves 287 DSC @ 8:30 AM

_____	_____
_____	_____
_____	_____

# Local 2209/Board Breakfast

## 7:00 AM

Tuesday, October 24<sup>th</sup>  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, December 12<sup>th</sup>  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, February 20<sup>th</sup>  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

Tuesday, April 23<sup>rd</sup>  
District Service Center  
(3<sup>rd</sup> Floor – Room 316)

_____	_____
_____	_____
_____	_____

# CONNECTIONS

News from the Association of Metropolitan School Districts

August 2023  
Volume 20  
Number 10

## Edina Public Schools: Portrait of a Well-Rounded Graduate

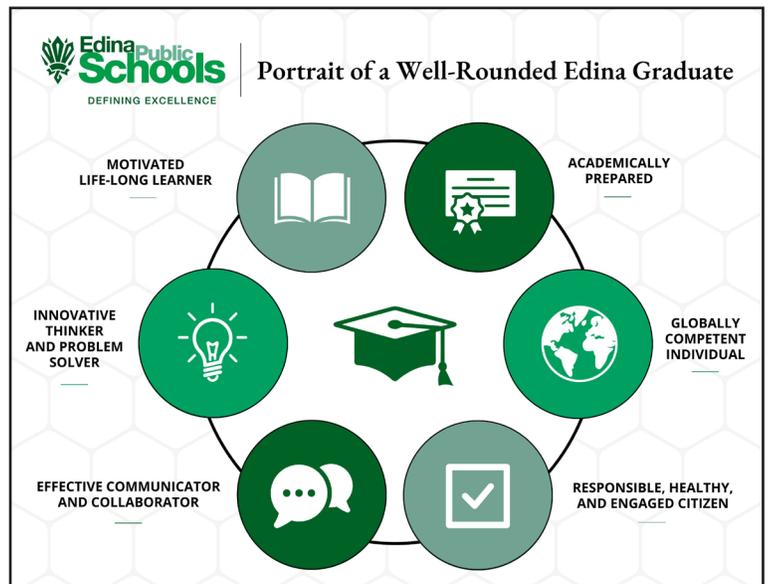
**August 25, 2023**  
**Executive/Legislative Committee Meeting**  
7:30 a.m. - 9 a.m.  
Anderson Center  
Bethel University  
Arden Hills

**September 8, 2023**  
**Board of Directors Meeting**  
7 a.m. - 9 a.m.  
Quora Education Center  
NE Metro 916  
Little Canada

**September 29, 2023**  
**Executive/Legislative Committee Meeting**  
7:30 a.m. - 9 a.m.  
Anderson Center  
Bethel University  
Arden Hills

**October 6, 2023**  
**Board of Directors Meeting**  
7 a.m. - 9 a.m.  
Quora Education Center  
NE Metro 916  
Little Canada

Edina Public Schools has long been known for preparing a high number of students for post-secondary college experiences. To live out its strategic plan priority for providing students with access to a comprehensive curriculum that develops critical thinking skills and dispositions, and assures students are ready for their next level and the challenges and opportunities in the next phase of life, Edina Public Schools has moved to foster deeper connections with the local business community.



This partnership began in the summer of 2021 when then new Superintendent Dr. Stacie Stanley joined the board for the Edina Chamber. Then in the fall of 2021, in partnership with the Chamber, Edina Public Schools hosted more than 50 local businesses and higher education institutions for the first ever business round table. During this engaging experience, business and higher education leaders provided feedback on the Edina Public Schools Portrait of a Graduate. The iteration reviewed had been developed several years earlier based on over a thousand feedback points provided by parents, teachers, and administrators.

After applying business community guidance along with the feedback from

*Continued on page 2*

I am very honored to have the opportunity to serve as the chair of AMSD for the 2023-24 school year. I look forward to working with AMSD members over the next year to build on our progress in the 2023 legislative session. The AMSD Legislative Committee will soon begin drafting the 2024 legislative platform, and input from AMSD board members and district staff is critical to that work. Please look for a survey and share your legislative priorities and suggestions in the coming days. Enjoy the rest of summer, and best wishes for a successful start to the school year!

**From the AMSD Chair, Marcus Hill, West St. Paul-Mendota Heights-Eagan Board Member**

# Cultivating Business Partnerships and Expanding Options for Each and Every Student

Continued from page 1



Dr. Stacie Stanley addresses leaders at Edina Public School's first Business Roundtable event.

recent alumni, this guiding framework emerged as the *Edina Public Schools Portrait of a Well-Rounded Graduate* and was formally adopted by the school board in the 2022-23 school year. Teaching and Learning Director Jody De St. Hubert was instrumental in the development of the final iteration of our *Portrait of a Well-Rounded Graduate* and describes it as "a north star that ensures students are ready to bring positive impact to the workforce."

The guiding framework provides a unifying and common vision for the academic skills and dispositions our community desires for our EHS graduates to hold as they leave its four walls to embark on their post-secondary experience.

The framework has also been pivotal in establishing the new Career and Technical Education (CTE) advisory council. Council members include business partners such as Xcel Energy, Artic Wolf, Inherited Stories, Blue Cross Minnesota, and several other businesses who participated in the roundtable in 2021; higher education partners including representatives from the University of Minnesota and Normandale Community College, and Edina Public Schools students and teachers. CTE advisory council feedback for the *Portrait of a Well-Rounded Graduate* was overwhelmingly positive and endorsed as a guiding framework for college and career preparedness that demonstrates a balance of technical and important soft skills such as communication, collaboration, critical thinking and curiosity.

Member businesses are taking their commitment one step further by partnering with Edina to develop a diverse offering of internships. Students will work with organizations such as Xcel Energy, Artic Wolf, Rem5 Virtual Reality, and Thunderbird Aviation in computer science, hospitality and tourism, and marketing. The opportunities are as diverse and varied as high school students' interests.

To ensure intentionality around the outcomes, the Community Education Director position was refashioned to include a focus on strategic partnerships and Dr. Anne Marie Leland was hired for this updated role in July 2022. Dr. Leland, along with teacher leaders, developed the advisory board as a way to garner industry-based consult and authentically engage student and teacher voice. "Our work to develop career pathways is vetted through this team," said Dr. Leland. "This authentic feedback from industry leaders is a linchpin toward developing a new generation pathways model that defines excellence in the Pre-K-12 system," added Superintendent Stanley.



Sabeehudeen Mirza, a class of 2023 Edina High School graduate.

The Profile also served as the foundation for the Youth Skills Training grant application that was spearheaded by Dr. Leland. "We were absolutely thrilled to receive the \$100,000 grant award, which will be used in a myriad of ways to launch our Information Technology Pathway."

*This month's member feature was submitted by Dr. Stacie Stanley, Superintendent, and Daphne Edwards, Director of Marketing and Communications, Edina Public Schools.*

# Key AMSD Priorities Included in Education Bill

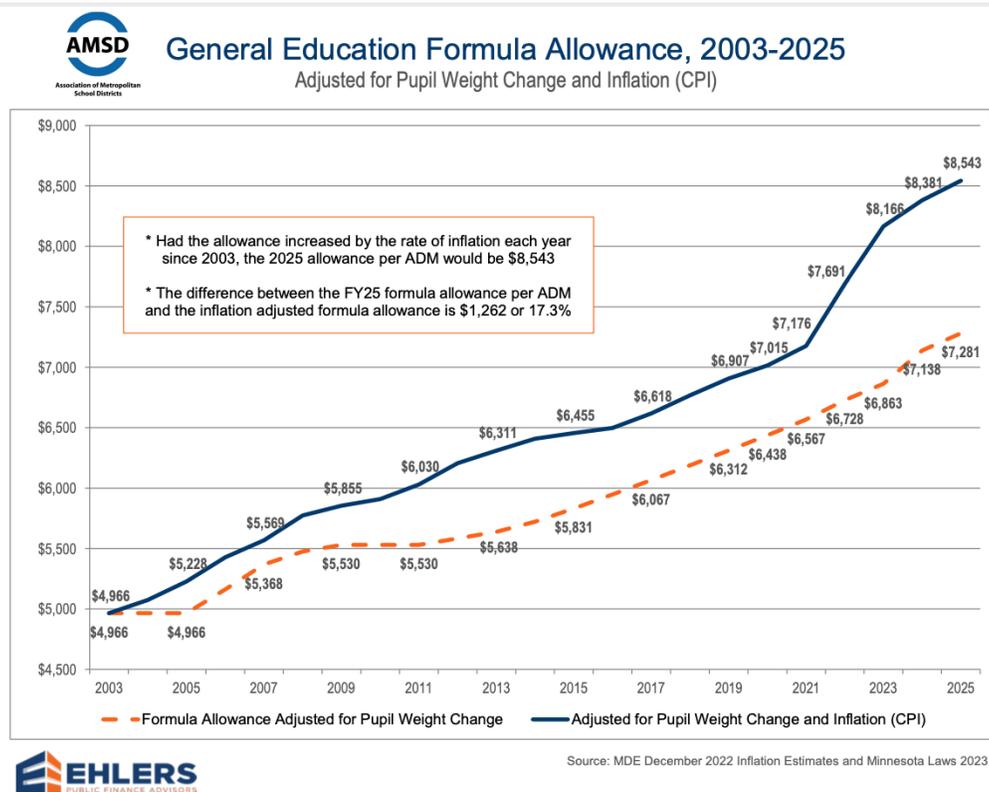
The 2023 omnibus education bill is historic both in terms of new funding and new programs and requirements for school districts. The bill increased funding by \$2.5 billion for the 2024-25 biennium and \$3.3 billion for the 2026-27 biennium. Several long-time AMSD priorities were included in the bill:

- Linking the formula to inflation with a minimum increase of 2 percent and a maximum increase of 3 percent.
- Allowing locally elected school boards to renew an existing operating referendum.
- Reducing the massive shortfalls (cross-subsidies) in the special education and English learner programs.
- Expanding funding for the Voluntary PreKindergarten program and providing ongoing funding for the existing 4,000 PreK seats.
- Funding to attract and retain educators and diversify the workforce.

At the same time, many school districts continue to face budget challenges over the next two years. At least six AMSD districts, and likely more, have indicated they plan to ask their communities to support a referendum this fall to provide the resources their students need. Why, even with the historic funding approved by the Governor and Legislature, are many districts continuing to face challenges?

A confluence of factors have created a challenging fiscal environment for many school districts despite the new funding approved by the Governor and Legislature. The biggest factors at play are:

- Key funding streams have not kept pace with inflation. While overall education funding has outpaced inflation over the past two decades, two critical funding streams — the basic formula and local optional revenue — have lagged significantly behind inflation. As the charts below show, the basic formula would be \$1,262 per pupil higher in FY 2025 if it had kept pace with inflation since 2003 and local optional revenue would be \$182 per pupil higher today if it had increased by the rate of inflation since 2014 — the year it went into effect.

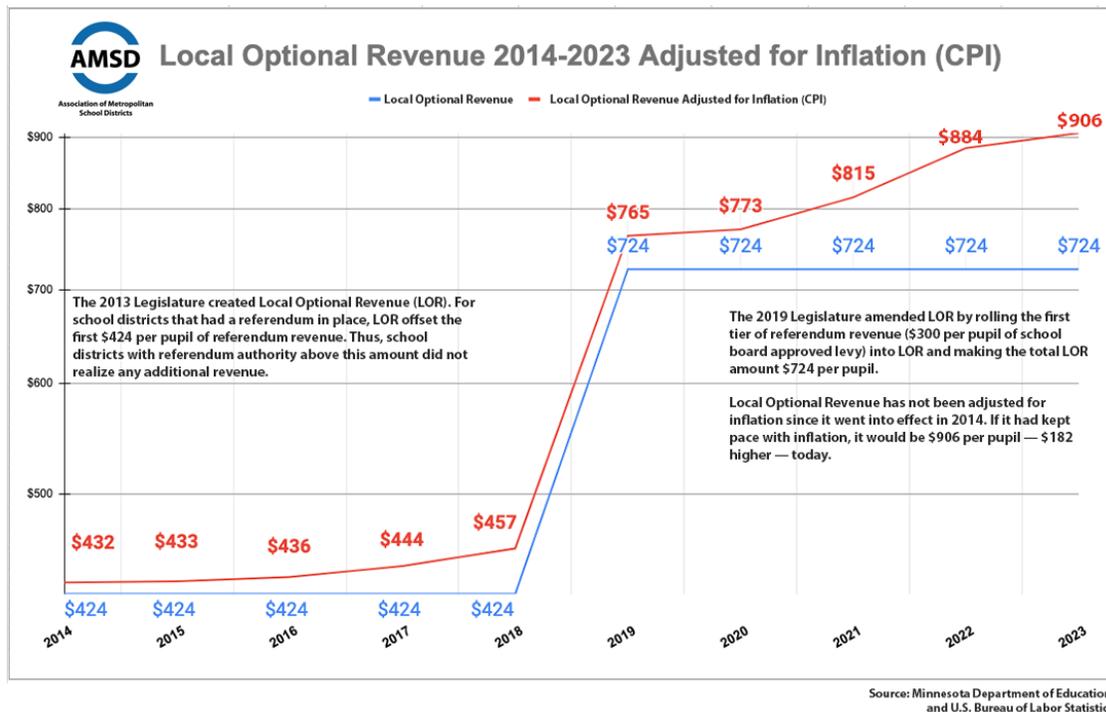


Continued on page 4

# 2023 Session: Historic Funding, Historic Expectations, and a Looming 'Fiscal Cliff'

Continued from page 3

- The funding increase wasn't the only thing that was historic in the education bill. The bill also included historic new expectations and requirements for school districts. While AMSD members support many of the new initiatives, the reality is the new requirements come with increased costs. In addition, AMSD members are very concerned about the loss of local control and important managerial rights that allow them to meet the needs of their students, staff and community.
- Major changes were adopted to the Public Employment Labor Relations Act. The full impact of these changes is yet to be determined but could very well lead to increased costs for school districts.
- Historic inflation and staffing shortages. The most recent economic reports show inflation dropping to around 3 percent — but one year ago, inflation was 9 percent. In addition, school districts have significantly increased salaries in a number of job categories in response to staffing shortages.
- The federal government provided unprecedented resources to school districts in response to the global pandemic. These resources are critical as school districts work to help students recover from the impacts of the pandemic, but they are winding down over the next year creating what has been referred to as a "looming fiscal cliff."
- Demographics and the pandemic have caused significant enrollment fluctuations for many school districts. With state education funding largely distributed through per pupil formulas, this has had a significant impact on school district revenue.



With the new school year rapidly approaching, school leaders are working hard to implement the new programs and requirements and welcome their students back to class. The omnibus education bill made strides toward stabilizing the funding system and providing important resources for students and staff. Minnesota's education funding system has long been a state and local partnership and local referendums will continue to play an important role in providing the resources needed to help all students succeed. AMSD members look forward to working with state policymakers in the 2024 legislative session to build on the progress made in 2023.