

**Intermediate District 287**

**Regular Meeting**

**Thursday, March 12, 2009 5:30 PM**

# Intermediate District 287 School Board Meeting Agenda

Thursday, March 12, 2009 at 5:30 PM  
Regular Meeting  
District Service Center Board Room

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1. CALL TO ORDER
2. APPROVAL OF GENERAL MEETING AGENDA 4
3. OPEN FORUM  
This section of the agenda provides an opportunity for members of the audience to address the School Board.
4. LABOR NEGOTIATION STRATEGY (Closed Session) 8  
The school Board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03
5. APPROVAL OF CONSENT AGENDA 10  
Consent Agenda items are considered to be routine in nature and will be enacted by one motion.
6. SUPERINTENDENT'S REPORT 20
7. INSTRUCTIONAL REPORT 28
8. ADMINISTRATIVE SERVICES REPORT  
A. Financial Report - Monthly Finance & ADM Report 32  
B. Facilities Report 43  
C. Human Resources 49
9. BOARD BUSINESS  
A. Policy Review & Revision 53  
B. Board Reports  
1. Chair Report  
2. Get on the Bus Reports 60  
3. AMSD Report  
C. District News 61  
D. Once Around the Table

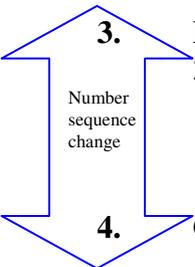
## 10. ADJOURNMENT

\* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

**INTERMEDIATE DISTRICT 287  
GENERAL MEETING OF THE BOARD  
THURSDAY, March 12, 2009  
5:30PM @ DSC  
AGENDA**

A = Action  
R = Roll Call  
I = Information  
- Page #

<b>1.</b>	<b>CALL TO ORDER</b> .....	<b>A</b>
<b>2.</b>	<b>APPROVAL OF GENERAL MEETING AGENDA</b> .....	<b>A-7</b>
<b>3.</b>	<b>LABOR NEGOTIATION STRATEGY (Closed Session)</b> .....	<b>A-8</b>
	3.1 MSBA's Letter of Preparation for Negotiations.....	<b>I-9</b>
	The school Board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03	
<b>4.</b>	<b>OPEN FORUM FOR COMMUNITY COMMENTS</b> .....	<b>I</b>
<b>5.</b>	<b>APPROVAL OF CONSENT AGENDA</b> .....	<b>A-19</b>
	5.1 General Board Minutes for January 22, 2009 .....	<b>-10</b>
	5.2 General Board Minutes for February 12, 2009 .....	<b>-13</b>
	General Board Minutes for February 26, 2009 – <i>Meeting Canceled</i>	
	5.3 Routine Personnel Activities Report .....	<b>-16</b>
<b>6.</b>	<b>SUPERINTENDENT'S REPORT</b>	
	6.1 Share the Success & Recognitions	
	6.1a Destination ImagiNation.....	<b>I</b>
	Pamela Schroeder, DI Coordinator, and Jon Voss, Academic Programs Supervisor, will share information on our statewide coordination of the DI program and give tournament season highlights.	
	6.2 Superintendents Updates	
	6.2a Federal Stimulus Package – Implications for District 287 .....	<b>I</b>
	6.2b Hennepin County Meeting with Superintendents.....	<b>I-20</b>
	6.2c Hennepin County Social Services Budget Reductions .....	<b>I</b>
	6.2d KSTP Data Request for Legal Services.....	<b>I-21</b>
	6.2e Efficiency Efforts Status Report .....	<b>I</b>
	6.2e.1 Report on Efficiency Efforts.....	<b>I-25</b>
	6.2e.2 Ratio Comparison Over Time.....	<b>I-27</b>
	6.2f Spotlight DVD .....	<b>I</b>



**7. INSTRUCTIONAL REPORT**

7.1 Program Review of Planning Projections for FY10.....**I-28**  
Laura Keller-Gautsch and Jane Holmberg will review planning trend information for the major program areas in Special Education and Teaching and Learning.

7.1a Eight Year Special Education Actual ADM Analysis.....**I-29**  
7.1b Regional Enrollment.....**I-30**  
7.1c 2009-2010 Program and Service Planning.....**I-31**

**8. ADMINISTRATIVE SERVICES REPORTS**

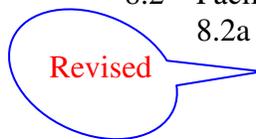
8.1 Financial Report  
8.1a Approval of Monthly Finance & ADM Report.....**A-42**

Janet Johnson will provide an overview of the monthly finance report.

8.1a.1 Budget Report **-32**  
8.1a.2 Revenue Summary **-33**  
8.1a.3 Revenue Comparison **-34**  
8.1a.4 Expenditure Summary **-35**  
8.1a.5 Expenditure Comparison **-36**  
8.1a.6 Cash Report **-37**  
8.1a.7 Cash Position Sheet **-38**  
8.1a.8 Wire Activity Report **-39**  
8.1a.9 ADM Report **-40**  
8.1a.10 Donation Report **-41**

8.2 Facilities Report

8.2a Approval of SEC Change Orders.....**A-44**  
8.2a.1 SEC Change Order Memo.....**I-43**



SEC Change Orders:	CCD-91a	ADD	\$ 233.33	Hardware for B-220
	CCD-92	ADD	\$2,095.89	Exit lights for 2 <sup>nd</sup> floor
	CCD-93	ADD	\$1,703.00	Move flow meters
	CCD-94	ADD	\$1,200.00	Revise warm-up sequence
	CCD-95	ADD	\$3,523.41	Add power monitor to HM11 panel
	FCA-298	ADD	\$ 192.00	Move thermostat by door A-148A
	MISC-29	ADD	\$ 319.00	Purchase building biting schedule
	<b>Net total:</b>		<b>\$9,266.63</b>	

**Remaining Contingency as of February 26, 2009 \$693,401.00**

8.2b Approval of Capitol Improvement Recommendations.....A-48  
 8.2b.1 DSC Painting Proposal Memo.....I-45  
 Proposal by Nakasone Commercial Painting and Wallcovering to complete work at the District Service Center to remove vinyl wallcovering, skim coat with plus 3 mud, prime with tinted latex primer, and apply one coat latex top coat at a cost **not to exceed \$20,000**. This is the first phase of the upgrade originally estimated in 2006. Funds for this project will come out of the Building Fund.

8.3 Human Resource Report  
 8.3a Palmer Memo on Human Resource Board by Category.....I-49  
 8.3b Staff Reduction ULA Resolution.....R-51

The School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the District and reduce expenditures and make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

**9. BOARD BUSINESS**

9.1 Policy Review & Revision.....I-53  
 9.1a Board Policies Presented for a Second Read.....A-59  
 The following Student Rights & Responsibilities (SRR) policies are brought forth for a second read in the approval process.  
 ▪ SRR100 (Goals) -54  
 ▪ SRR140 (Student Conduct and Discipline) -56  
 ▪ SRR200 (Student Apparel) -58

9.2 Board Reports ..... I  
 9.2a Chair Report..... I  
 9.2a.1 Board Union Breakfast ..... I  
 9.2b Get on the Bus.....I-60  
 9.2b.1 Edgewood/North Vista/Northwest Tech Center (Don)..... I  
 9.2b.2 South Education Center (Peyton)..... I  
 9.2b.3 Bren Road/Prairie Center Alternative/City West Acad. (Michèle)..... I  
 9.2b.4 Hosterman/HTC North Campus (Peyton)..... I  
 9.2c AMSD Report (Ann Bremer)..... I

9.3 District News ..... I  
 9.3a March Calendar.....I-61  
 8.3a.1 5<sup>th</sup> Annual Cultural Diversity Festival .....I-64  
 9.3b Local 2209 Uniflier.....I-66

9.4 Once around the Table ..... I

**10. ADJOURNMENT.....A**

**Recommended Action: Board Chair calls meeting adjourned @ \_\_\_\_\_PM**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: APPROVAL OF GENERAL MEETING AGENDA**

**Item: 2.**

**Presented by: Superintendent Lewandowski**

The general meeting agenda is presented for full Board Approval.

**Recommended Action: The Board approve the agenda as presented.**

**Motion by:**

**Second by:**

**Vote: Passed \_\_\_\_\_ Failed \_\_\_\_\_**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: LABOR NEGOTIATION STRATEGY (Closed Session)**

**Item: 2.**

**Presented by: Board Chair**

Motion recommending approval to suspend the Regular Board meeting for a closed session to discuss Labor Negotiation Strategy.

**Recommended Action: The Board approve a closed session to discuss Labor Negotiation Strategy as presented.**

**Motion by:**

**Second by:**

**Vote: Passed \_\_\_\_\_ Failed \_\_\_\_\_**



DATE: March 1, 2009  
TO: Sandra Lewandowski, Superintendent  
FROM: W. Lee Palmer, Director of Human Resources  
RE: MSBA's Letter of Preparation for Negotiations

This is in response to MSBA's letter regarding preparing for negotiations. As you know Intermediate District 287 has a well established protocol relative to this subject. I would certainly concur with MSBA's position that a school district's preparation is vital to enhancing the probability of collective bargaining success, and that those School Boards who are most effective in bargaining are ones that have thoroughly researched and prepared their positions, set realistic goals, and skillfully prepared and utilized strategies to accomplish those goals.

The bargaining team that has been selected for District 287 including myself as the Chief Spokesperson has been in place for the previous two contract terms. Our team has been successful in negotiating the agreed upon Master Contract goals, and delivering the contract on time and within the budget parameters approved by the School Board. With regard to a contract review, MSBA did provide an analysis of the 2005-2007 Master Contract between Intermediate District 287 and Education Minnesota Local 2209 in order to identify any ambiguous language or potential pitfalls and to offer recommendations for alleviating problems and strengthening management rights and positions. The District was successful in negotiating a number of the language recommendations suggested.

Further, the District continues to make every effort to obtain revenue and expenditure data, student enrollment figures, health insurance premium trend information, hiring and turnover patterns, taxes, unemployment rates, the national and state economies, data about salaries, benefits, and leaves, and any other information that may influence bargaining goals. We agree with MSBA that the financial state of District 287 should be the main factor in determining what, if any, increases can be offered during negotiations.

Consistent with MSBA's letter, we agree that the School Board in consultation with the administration should establish its bargaining goals, parameters, and proposals and develop a strategy to follow during the negotiations process. We agree that District proposals should be used to clarify ambiguous language, correct abuses or problems, retain or restore managerial prerogatives. We also agree that the District's proposals need to be supported by facts.

Finally, we agree that a strategy session should be held to discuss and plan the negotiations goals and parameters, and, that this strategy session should be closed. Therefore, we have scheduled such a session to take place during our March 12, 2009 Board meeting. At that closed session the administration hopes to achieve four outcomes which include the following: 1) an explanation as to how previous negotiations were conducted; 2) presentation of the District's proposed parameters and cost outs; 3) an opportunity for Board members to ask any questions they have relative to the negotiation process; and 4) a discussion concerning next steps.

In conclusion, I believe that the District is well positioned to begin negotiations with Education Minnesota Local 2209 for the July 1, 2009 - June 30, 2011 contract term. I look forward to meeting with the Board to discuss this important subject.



**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**January 22, 2009**  
**MINUTES**

**1. CALL TO ORDER**

Chair Linda Johnson called the regular board meeting to order at 6:34PM in the District Service Center Boardroom. A quorum was declared with the following members in attendance:

271 Bloomington	Arlene Bush
286 Brooklyn Center	Greg Thielsen
272 Eden Prairie	Barbara Gabbert
273 Edina	Peyton Robb
270 Hopkins	Sally Johnson
276 Minnetonka	Don Draayer
278 Orono	Michèle Kunz
279 Osseo	Steven Antolak
280 Richfield	Nancy Rowley
281 Robbinsdale	Linda Johnson
283 St. Louis Park	Pam Rykken
284 Wayzata	Carter Peterson
277 Westonka	Ann Bremer

Absent: None

Guests: None

287 Administration: Sandra Lewandowski, Jane Holmberg, Laura Keller-Gautsch, Janet Johnson, Char Myklebust, Tom Shultz, Lee Palmer and Wauneen Mgeni

287 Staff Members: Beth Kowski, Denise Goldman, Mary Peters, Rose Hobson, Lea Dahl, John Awsumb and Linda Rees

Superintendent Sandra Lewandowski administered The Oath of Office to the attending members B. Gabbert and C. Peterson.

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Greg Thielsen, seconded by Pam Rykken, to approve the meeting agenda. All in favor. Motion carried.*

**3. OPEN FORUM, OPPORTUNITY FOR COMMUNITY INPUT (COMMENTS) – None**

**4. ADOPTION OF CONSENT AGENDA**

Board member Peyton Robb requested to move Consent Agenda item 4.2 “SEC Change Orders” out of the Consent Agenda for discussion. The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from December 2008 and approval of the Personnel Activity Report for January 2009. *A motion was made by Michèle Kunz, seconded by Barb Gabbert, to approve the consent agenda as presented. All in favor. Motion carried*

Tom Shultz explained the SEC Change Orders FCA-265 - ADD \$1,650.00; FCA-266 – ADD \$200.00; FCA-274a - ADD \$836.58; FCA-275 - ADD - \$1,290.88; FCA-283A - ADD \$328.50; FCA-291 - ADD 146.00; FCA-293 - ADD \$587.00; FCA-294 - ADD \$146.00 and FCA-295A - ADD - \$91.00 for a net total of \$5,275.96. *A motion was made by Arlene Bush, seconded by Greg Thielsen, to approve the SEC Change Orders as presented. All in favor. Motion carried*

Chair Johnson requested the SEC Change Orders be pulled out of the Consent Agenda and be placed under the Facilities Report.

## **5. SUPERINTENDENT'S REPORT**

### **Share the Success and Recognitions**

Superintendent Lewandowski invited Jane Holmberg, Executive Director of Teaching & Learning, and Laura Keller-Gautsch, Executive Director of Special Education & Student Support Services, to introduce the three TIES Award Winners, Beth Kowski and Denise Goldman, Teachers at South Education Center, and Kathy Enselein, Teacher at Edgewood Education Center (Kathy Enselein could not attend the Board meeting.) Beth and Denise are using their computer skills to encourage student reading by forming a Cyber Book Club that meets every Friday. Beth and Denise gave thanks to the District Leadership and Board members for all of their support.

Jane Holmberg introduced Mary Peters, Teacher from North Vista, recipient of the Outstanding Educator Award. Mary was named the regional recipient of the WEM Foundation Outstanding Educator Award in 2008 in the Ethics in Education category. Mary gave thanks to the District Leadership and North Vista staff for all of their support.

Superintendent Lewandowski updated the Board on the latest information from the legislative sessions. The Intermediate Superintendents have been very active with the legislative sessions.

Superintendent Lewandowski invited Jane Holmberg to briefly discuss the Strategic Plan Timeline. Jane explained the Strategies and Measurement Objectives.

## **6. INSTRUCTIONAL REPORT**

Superintendent Lewandowski introduced Char Myklebust, Director Social Emotional Learning (SEL). Char presented a video to the Board members on Social Emotional Learning Standards. SEL methods focus on four major areas: 1) self management, 2) social management, 3) self awareness, and 4) social awareness.

Rose Hobson, Career & Tech Supervisor and Char Myklebust discussed the New Career Technical Programs at SEC (C-Train). C-Train is a career and technical education training program for high school students.

## **7. ADMINISTRATIVE SERVICES REPORT**

### **Financial Report**

Janet Johnson, Director of Finance, provided an overview of the monthly financial report for January 2009 and the contract between St. Paul College (MNSCU) and Intermediate District 287. *A motion was made by Greg Thielsen, seconded by Carter Peterson, to approve the Financial Monthly Report as presented. All in favor. Motion carried*

Janet Johnson announced that Intermediate District 287 has been awarded the MDE School Financial Award.

### **Facilities Report**

Tom Shultz, Facilities Administrator, informed the Board that Intermediate District 287 was awarded the Excel Energy Efficiency Award and the 2009 Engineering Excellence Award.

### **Human Resource Report**

W. Lee Palmer, Director of Human Resources, briefly discussed the completion of the Pay Equity Implementation Report. Lee stated the consultants indicate that the District passed all of the Report's compliance tests. *A motion was made by Arlene Bush, seconded by Barb Gabbert, to approve the Pay Equity Implementation Report as presented. All in favor. Motion carried*

## **8. BOARD BUSINESS**

### **Chair Report**

Chair Linda Johnson announced that the administrative team will be seated at the Board table. Chair Linda Johnson requested a volunteer representative for the TIES and AMSD committees. Steve Antolak volunteers to represent District 287 on the TIES committee. Ann Bremer volunteered for AMSD as a representative for District 287 and Peyton Robb will be the alternate for the AMSD committee.

**Policy Review & Revision – None**

**Organization Representative Report**

Peyton Robb gave a brief update on AMSD.

**District News**

Chair Linda Johnson acknowledged the Thank You card from Sharon Landrud and briefly discussed the Prairie Center Alternative Article.

**Once Around the Table**

- Chair Linda Johnson announced that the Robbinsdale district had to close two Elementary Schools and one Middle School.
- Arlene Bush
- Greg Thielsen
- Peyton Robb
- Sally Johnson
- Don Draayer - briefly commented on the Strategic Plan, "Relationships are the key".
- Michèle Kunz - briefly commented MSBA conference.
- Steven Antolak
- Nancy Rowley - Thanked the Board for having the administrative team moved to the Board table.
- Pam Rykken
- Carter Peterson - Liked the size of the group.
- Ann Bremer
- Sandra Lewandowski - briefly commented on the Inauguration Blue Jean Ball at Edgewood.
- Wauneen Mgeni
- Laura Keller-Gautsch
- Jane Holmberg - Thanked the Board for moving the administrative team to the Board table.
- Char Myklebust- Thanked the Board for moving the administrative team to the Board table.
- W. Lee Palmer - Thanked the Board for moving the administrative team to the Board table.
- Janet Johnson

**9. ADJOURNMENT**

*Motion by Ann Bremer, seconded by Nancy Rowley, to adjourn the meeting.* Meeting adjourned at 9:18PM. The next general meeting will be held on February 12, 2009 at 6:30PM in the DSC Board Room.

Submitted by Wauneen Mgeni  
Secretary to the Board

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

Date \_\_\_\_\_ Date \_\_\_\_\_

**DISTRICT 287 REGULAR BOARD MEETING**  
**Intermediate District 287**  
**February 12, 2009**  
**MINUTES**

**1. CALL TO ORDER**

Chair Linda Johnson called the regular Board meeting to order at 6:34PM in the District Service Center boardroom. A quorum was declared with the following members in attendance:

271 Bloomington	Arlene Bush
286 Brooklyn Center	Greg Thielsen
272 Eden Prairie	Barbara Gabbert
273 Edina	Peyton Robb
270 Hopkins	Sally Johnson
276 Minnetonka	Don Draayer
278 Orono	Michèle Kunz
279 Osseo	Steven Antolak
280 Richfield	Nancy Rowley
281 Robbinsdale	Linda Johnson
284 Wayzata	Carter Peterson
277 Westonka	Ann Bremer

Absent: 283/P. Rykken

Guests: None

287 Administration: Sandra Lewandowski, Colleen Baumtrog, Jane Holmberg, Janet Johnson, Tom Shultz and Wauneen Mgeni

287 Staff Members: None

**2. APPROVAL OF GENERAL MEETING AGENDA**

The general meeting agenda was presented for approval. *Motion by Don Draayer, seconded by Arlene Bush, to approve the meeting agenda. All in favor. Motion carried.*

**3. OPEN FORUM, OPPORTUNITY FOR COMMUNITY INPUT (COMMENTS) – None**

**4. ADOPTION OF CONSENT AGENDA**

The Consent Agenda was presented for approval. The Consent Agenda included the General Meeting minutes from January 8, 2008 and Annual Organizational Board Meeting minutes. *A motion was made by Steve Antolak, seconded by Peyton Robb, to approve the consent agenda as presented. All in favor. Motion carried.*

**5. SUPERINTENDENT'S REPORT**

**Share the Success and Recognitions**

Superintendent Lewandowski recognized Intermediate District 287 School Board members with a Proclamation and Certificate for School Board Recognition week. The display has been changed in honor of School Board Recognition week.

Superintendent Lewandowski recommended changing the process of Spot Light on Student Success this year, by producing a 3 minute video on Intermediate District 287 student success.

Superintendent Lewandowski briefly discussed the 2009 Engineering Excellence Awards event. Michèle Kunz and Peyton Robb stated that it was a very informative event and Intermediate District 287 was the only school district presented with such an award.

Superintendent Lewandowski briefly discussed meeting with all 13 member districts regarding the Strategic Plan and the program planning for the 2009-2010 school year.

Superintendent Lewandowski addressed the Board with an update on the Q-Comp bill that is in the Senate.

## **6. INSTRUCTIONAL REPORT - None**

## **7. ADMINISTRATIVE SERVICES REPORT**

### **Financial Report**

Janet Johnson, Finance Director, provided an overview of the Fiscal Year 09 Budget Revision. *A motion was made by Barbara Gabbert, seconded by Nancy Rowley, to approve the Fiscal Year 09 Budget Revision as presented. All in favor. Motion carried.*

Janet Johnson, Finance Director, provided an overview of the Fiscal Year 10 Budget Assumptions. *A motion was made by Ann Bremer, seconded by Greg Thielsen, to approve the Fiscal Year 10 Budget Assumptions as presented. All in favor. Motion carried.*

### **Facilities Report**

Tom Shultz, Facilities Director, briefly discussed the recommendation for the Purchase and Installation of Exterior Cameras at South Education Center (SEC). *A motion was made by Carter Peterson, seconded by Barbara Gabbert, to approve the Purchase and Installation of Exterior Cameras at SEC proposal as presented. All in favor. Motion carried.*

Superintendent Lewandowski introduced Colleen Baumtrog, Executive Director of Administrative Services; Janet Johnson, Director of Finance; and Tom Shultz, Facilities Administrator. The group presented on “North Area Facilities Possibilities.” The presentation proposes Board Members consider: 1) short term lease renewals and 2) program and facilities options for the North Area.

## **8. BOARD BUSINESS**

### **Chair Report**

Chair Linda Johnson announced an annual calendar of events. There will be a printer available in the boardroom for Board members use. Board Officers have a breakfast meeting set up with 2209 Teachers Union on February 24th. The next meeting will be open to all Board members to attend.

Chair Linda Johnson requested to move the “Get on the Bus” report to the February 26th General Board meeting. The last “Get on the Bus” tour is scheduled for Thursday, February 19th.

Ann Bremer reported to the Board regarding the January 26th AMSD conference. It was very impressive with outstanding workshops/speakers. Michèle Kunz informed the Board regarding two presentations on the MSBA website that can be viewed online until the end of February. The presentations are Jason Ryan Dorsey, “The Gen Y Guy” and Wavelength, “Communication through Comedy”.

### **Policy Review & Revision**

Superintendent Lewandowski introduced Anne Becker, District 287 Counsel. Anne Becker presented an overview of the Student Rights & Responsibilities (SRR) policies for a first read. Student Rights & Responsibilities (SRR) policies reviewed and presented for a first read: SRR100 (Goals); SRR140 (Student Conduct and Discipline) and SRR200 (Student Apparel).

Anne Becker addressed questions from the Board regarding the Technology Acceptable Use and Safety Policy.

### **Organization Representative Report**

Peyton Robb gave a brief update on AMSD.

### **District News**

Chair Linda Johnson briefly discussed the Local 2209 Uniflier newsletter.

**Once Around the Table**

- Chair Linda Johnson - please remember to stop by to view the display in honor of Board Recognition week.
- Arlene Bush
- Greg Thielsen
- Peyton Robb - Briefly discussed the “GRAD”.
- Sally Johnson - Misses the Special Ed sub-committee.
- Don Draayer - Timeline of Board minutes.
- Michèle Kunz
- Steven Antolak
- Nancy Rowley
- Barbara Gabbert
- Carter Peterson
- Ann Bremer - Watch for our Hilltop teachers on the “Biggest Loser”
- Sandra Lewandowski
- Wauneen Mgeni
- Jane Holmberg
- Janet Johnson - Please stop by to see our award.
- Tom Shultz
- Colleen Baumtrog

**9. ADJOURNMENT**

*Motion by Ann Bremer, seconded by Michèle Kunz, to adjourn the meeting. Meeting adjourned at 9:42PM. The next general meeting will be held on February 26, 2009 at 6:30PM in the DSC Board Room.*

Submitted by Wauneen Mgeni  
Secretary to the Board

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

Date \_\_\_\_\_ Date \_\_\_\_\_

**HUMAN RESOURCES DIRECTOR'S REPORT FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD  
HUMAN RESOURCES COMMITTEE – FEBRUARY 2009**

**LICENSED STAFF**

**1. New Hires:**

**A. Regular**

- ELIZABETH O. FROEHLICH, Speech Language Pathologist at the District Service Center, **additional position due to increased enrollment**, effective September 30, 2008, MA+15, Step 9.\*
- BLAKE WILSON, Instructor DCD at Sun Transition @ Edgewood Education Center, **additional position due to increased enrollment**, effective December 1, 2008, BA+30, Step 1.\*\*

**B. Reinstatement of Licensure Waivers**

- 

**C. Temporary**

- KERRY L. NEWSTROM, Independent Study English Instructor at Brooklyn Center High School, effective January 21, 2009 through June 30, 2009.
- CYNTHIA K. PATTEN, Online Social Studies Instructor, effective September 2, 2008 through January 30, 2009.\*
- COLLEEN S. BAUMTROG, Executive Director of Administrative Services, additional 4 days (32 hours) effective February 4, 2009 through March 4, 2009, to complete the administrative work related to the cost efficiencies for the current year and budget reductions for FY10.

**D. Substitutes**

- 

**2. Extended Leaves of Absence:**

**A. Unpaid**

- 

**3. Separations:**

**A. Dismissal**

- 

**B. Resignation**

- JACOBS HAMMOND, Instructor EBD at Bren Road Education Center, effective January 22, 2009.
- JENNIFER DANFORTH, Social Worker at Bren Road Education Center, effective January 28, 2009.

**C. Retirement (Regular/Disability)**

- MARILYNN M. COOK, Support Service Facilitator at Eden Prairie Campus since July 26, 1976, effective June 30, 2009.
- SALLY A. ENDRIS, Instructor VI at the District Service Center since August 30, 1982, effective June 11, 2009.
- DARLENE HAFNER, Instructor Early Childhood at the District Service Center since August 27, 1979, effective June 10, 2009.
- ANN M. KILGORE, Occupational Therapist at the District Service Center since October 12, 1990, effective June 10, 2009.
- MARY K. MOGA, Instructor Work Coord./Handicapped at Northland since August 29, 1977, effective June 10, 2009.
- THOMAS E. RINIKER, Instructor DHH at Northwest Tech Center since August 31, 1981, effective February 13, 2009.

**4. Other:**

**A.**

\* Indicates delay due to background check

\*\* Indicates delay due to approval of Community Expert Request/license.

**NON-LICENSED STAFF:**

**1. New Hires:**

**A. Regular**

- SAMUEL STRASSBURG, Computer Technician at Hosterman Education Center, **additional position due to increased enrollment**, effective January 12, 2009 Step 11 Lane 5 +BA – 1.0 FTE.
- JAMES SCHMIDTKE, Education Assistant at CIP Hosterman Education Center, **additional position due to increased enrollment**, effective January 12, 2009 Step 7 Lane 5 +BA - .875 FTE.
- MELISHA CARROLL, Education Assistant at Phase South Education Center, **additional position due to increased enrollment**, effective January 28, 2009 Step 9 Lane 2 +15 credits - .875 FTE.
- G SARWEE NAH, Education Assistant at SUN South Education Center, **additional position due to increased enrollment**, effective February 9, 2009 Step 8 Lane 4 +90 credits - .875 FTE.
- KELLY SEMMER, Education Assistant at Options Hosterman Education Center, **additional position due to increased enrollment**, effective February 9, 2009 Step 4 Lane 5 +BA - .875 FTE.

**B. Temporary**

- 

**C. Substitutes**

- 

**2. Extended Leaves of Absence:**

**A. Unpaid**

- IRVING BROWN, Education Assistant at InVEST North, effective February 23, 2009 through June 10, 2009.

**3. Separations:**

**A. Dismissal**

- MYLAI TENNER, Education Assistant at Hosterman Education Center, effective February 9, 2009.

**B. Resignation**

- LINDSAY S SMITH, Education Assistant at CIP Hosterman Education Center, effective January 30, 2009.
- CHRISTOPHER E JOHNSON, Education Assistant at SUN Hosterman Education Center, effective February 2, 2009.

**C. Retirement (Regular/Disability)**

- CHERYL KINNEY, Education Assistant at PHASE Southwest, effective June 10, 2009.
- EDWARD FAGIN, Education Assistant at Options Bren Road, effective June 9, 2009.
- VICKI DELANEY, Education Assistant at Bren Road, effective January 22, 2009.
- JAMES LAUBACH, Custodian at the District Service Center, effective February 9, 2009.
- DOROTHY WELCH, Coordinator of Mentor Connection at the District Service Center, effective June 30, 2009.

**4. Other:**

**A.**

- RECOMMEND the Board's approval to credit, Irving Brown, Education Assistant at InVEST North, with nine (9) days of additional sick leave. These days have been donated by the staff members listed below who have authorized the District to reduce their individual sick leave balance by one (1) day.

Richard Thiesen  
Tracy Mooney  
John Vertin

Katherine Colgrove  
Joanne Ekert  
Cindy Johnson

Sheila Lackey  
Teresa Schrempp  
Mary Hogetvedt

\*Indicates delay due to background check

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

**Regular Meeting – March 12, 2009**

**Agenda Section: APPROVAL OF CONSENT AGENDA**

**Item: 5**

**Presented by:** Board Chair

- 5.1 General Board Meeting Minutes from January 22, 2009
- 5.2 General Board Meeting Minutes from February 12, 2009  
General Board Minutes for February 26, 2009 – *Meeting Canceled*
- 5.3 Personnel Activity Report for February 2009

**Recommended Action: The Board approve the Consent Agenda items as presented.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_\_ Failed \_\_\_\_\_



**Hennepin County Administration**

Richard P. Johnson, County Administrator  
A2303 Government Center  
300 South Sixth Street  
Minneapolis, Minnesota 55487-0233

612-348-7574  
FAX: 612-348-8228  
TDD: 612-348-7367  
www.hennepin.us

February 12, 2009

Sandy Lewandowski  
Intermediate District 287  
1820 N. Xenium Lane  
Plymouth, MN 55441

Dear Ms. Lewandowski,

*Sandy*

In our current economic environment, we are facing daunting challenges. As public entities, those we serve look to us to continue to provide the best services possible with available resources, and then some. The way that we address these challenges will impact the lives of our children for years to come.

Mike Opat, Chair of the Hennepin County Board of Commissioners, and I want to change the way that the County does business and change the County's relationship with schools. We are committed to working with you to mutually develop ways of cooperation to change the course of our children's lives.

We look forward to meeting with you and other Hennepin County School Superintendents on **Monday, March 2, 2009 from 1:30 to 3:30 at Intermediate School District's main office, 1820 North Xenium Lane, Plymouth, MN 55441 in the 3<sup>rd</sup> floor conference room.**

We appreciate Superintendent Sandy Lewandowski's leadership to bring us to this point. She has conveyed your desire for a meeting with a carefully designed purpose that will lead to outcomes that include commitments to action. We see key outcomes of this meeting as including:

- Improving our understanding of your challenges
- Identifying opportunities for improved coordination
- Reviewing the County's A-GRAD initiatives' priorities and how they intersect with existing school efforts
- A commitment to working together on common issues.

We look forward to a challenging and productive conversation on the 2<sup>nd</sup> of March. Please confirm your attendance with Kimberly Spates at [kimberly.spates@co.hennepin.mn.us](mailto:kimberly.spates@co.hennepin.mn.us) or by calling 612-543-0569.

Sincerely,

Richard P. Johnson, County Administrator  
Hennepin County

**RECEIVED**

FEB 16 2009

INTERMEDIATE DISTRICT 287  
SUPERINTENDENTS OFFICE

Cc: Mike Opat, Chair, Hennepin County Board of Commissioners



Date: March 3, 2009  
To: Board Members  
From: Sandra Lewandowski  
Re: Legal Services

We recently replied to a public data request from KSTP TV for information regarding legal contracts held by the district.

In that request, District 287 clarified that we held the contracts of three attorneys, but that we did so based on the requests from school districts in the region. We clarified that 287 used only a portion of those contracts. This service is a long time partnership with Intermediate 917.

I have attached two basic documents that we utilize to secure planning projections on these contracts. These documents are provided simply as background information for the School Board.





# Intermediate District 287

*Partner in Education*

August 2008

Dear Superintendent:

I am writing to provide you with a brief description of the legal services program available through Intermediate District 287 and to provide you with a contract and rate structure for those services.

Intermediate District 287 and Intermediate District 917 have contracted with attorneys Anne Becker, Sara Ruff and Laura Tubbs Booth once again for the 2008-2009 school year. District 287 contracts with these attorneys to provide legal services to its members as a value added service designed to assist member districts in the management of legal costs. The three lawyers are independent contractors and costs associated with their practices are borne by the attorneys.

The three attorneys can provide the full range of legal services. Their biographical information is included in this letter. They have served member districts and other organizations over the last several years in a variety of ways. Services provided include employment counseling and litigation, staff training, investigations, grievance arbitrations, contract negotiations, mediation, district policy review and revision, special education counseling and litigation (including due process hearing and federal court litigation). Any of the attorneys would be happy to discuss their areas of expertise and practices with you.

Enclosed is the rate structure for legal services arranged through Intermediate District 287 that reflects a substantially reduced rate, especially for 287 member and affiliated districts. If you plan to use the services of one or more of the attorneys during 2008-2009, complete the "Notice of Intent and Participation Contract". Please indicate to whose attention the bills should be sent on a quarterly basis.

We appreciate the opportunity to serve the needs of our member districts and other organizations through this unique service. If you have questions about this service, contact Anne Becker (651-341-4584), Sara Ruff (763-550-7102) or Laura Tubbs Booth (763-550-7194). Please feel free to contact me as well if you need additional information.

Sincerely,

Colleen Baumtrog, PhD  
Executive Director Administrative Services  
Intermediate District 287  
763-550-7179

Enclosure



**NOTICE OF INTENT AND PARTICIPATION CONTRACT: 2008-09**

Intermediate District 287 and Intermediate District 917 contract with licensed attorneys to supplement the Intermediate Districts' need for legal services and to allow the contracted attorneys to be available to member districts and other organizations.

**Fiscal Agent.** Intermediate District 287 will act as the fiscal agent for this contract between Intermediate District 287, the contracted attorneys and the member district or other organization. Intermediate District 287 will collect fees from the districts or organizations, and it will compensate the contracted attorneys for services rendered pursuant to a contract between Intermediate District 287 and the contracted attorney.

The attorneys will be independent contractors and will maintain professional liability insurance, and agree to engage in ongoing professional development in legal issues related to public education and employment law.

**Rate Structure.** Intermediate District 287 and Intermediate District 917 make legal services available to school districts and other organizations to ensure that the attorneys have the opportunity to be fully utilized and to provide benefit to those educational organizations.

The rate structure simplified in 2007-2008, no longer requiring a commitment to use a certain number of hours to get a reduced rate, will remain in place for 2008-2009. The rate structure is based on the district or organization's relationship to 287. See the chart below.

*287 Member Districts	**Affiliate of 287	Non-Member District/Other Organizations
\$118. /Hr	\$144. /Hr	\$185. /Hr

\* Member districts include ISD 917 and its members

\*\* Affiliate districts include WMEP, Minneapolis, St. Paul and 916

**Billing for Fees and Expenses**

Intermediate District 287 will do billing on behalf of the attorneys on a monthly basis. The legal invoice will include a description of the services rendered and expenses incurred by the responsible attorney. Only the attorneys and their staff will have access to the actual description of services. The responsible attorney of the amount of time to be billed to the district or organization will inform Intermediate District 287. Intermediate District 287 will prepare an invoice for that time.

Legal bills may include time expended by the attorney on the matter or project, travel time, duplication, courier services, mail, federal express, transcripts, court reporter services, fax and long distance phone calls, parking, and clerical or legal assistant time as necessary to ensure that the project or matter is completed in a professional and timely manner.

**Agreement**

The undersigned acknowledge that we anticipate using approximately \_\_\_\_\_ hours of attorney time during 2008-2009. This is a planning number to assist District 287 in budget setting. The rate is no longer dependent upon the hours used. We also understand that we will be charged \$\_\_\_\_\_ per hour for the legal services and that the contracted attorneys will not hold any funds received pursuant to this agreement in a trust account or otherwise.

The signature below constitutes agreement to the terms and conditions of this contract.

**Signature of Approval by School District/Organization**

**District or Organization Name:** \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By it's Superintendent or Designee \_\_\_\_\_

Indicate to whom legal bills should be addressed:

\_\_\_\_\_  
(Name/title)

\_\_\_\_\_  
(Address)

**\*Signature of Approval by Intermediate District 287**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By it's Superintendent or Designee \_\_\_\_\_

**\*Signature of Approval by Intermediate District 917**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By it's Superintendent or Designee \_\_\_\_\_

**Signature of Approval by Contract Attorney: Sara Ruff**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Approval by Contract Attorney: Laura Tubbs Booth**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Approval by Contract Attorney: Anne Becker**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Only one Superintendent or designee signature is required.

# INTERMEDIATE DISTRICT 287

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INTER-OFFICE MEMORANDUM

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**TO:** Sandy Lewandowski, Superintendent

**FROM:** Jane Holmberg, Laura Keller Gautsch, Janet Johnson and Colleen Baumtrog

**DATE:** March 5, 2009

**SUBJECT:** District Efficiencies

Work during FY 09 has yielded a substantial list of operational efficiencies at district 287. The items on the list below reflect efficiencies we are seeing in part because of the reduction in our facilities from 22 to 14, especially the construction of SEC. They also reflect our efforts to minimize the impact of fewer than expected ADMs this year and to generally streamline the way we operate in some key areas. We feel these efficiencies position us well as we work to develop a flat budget for FY 10. Additional efficiencies yielding cost savings (reductions) will be identified as we move into in the budget building process.

## **Transportation**

- Decrease in student transportation during the school day and improved routing have resulted in a reduction in 287 owned vans from 68 to 50 with related savings in staff time and vehicle costs..
- Centralizing the repair/maintenance of 287 vans & partnering with a member district for service of vans is reducing our costs.
- A Task Force is in place to study possible regional routing efficiencies with “to & from” school routes for north area sites.

## **Employee-Contracted Services**

- Position adjustment, elimination & reassignment has limited hiring throughout the year.
- Rapid responses to decreases in enrollment in certain programs and increases in other programs has allowed for employee reassignment, rather than new hires, creating a smaller employee base moving forward.
- Efficiencies with special education student:staff ratios are being realized.
- Positions have been moved from program budget to grant funding where possible.
- Significant cost savings are anticipated from the re-design of our use of substitutes.
- Enhanced safety measures and better designed facilities have resulted in fewer staff injuries that result in workers compensation claims.
- Fewer sites allows for more efficient mail delivery, work order repairs and response time for maintenance workers.
- Energy savings at the SEC and DSC are anticipated this year and beyond.

- Savings are being realized due to Board efficiencies including the elimination of standing committees, reducing the size of the Board and moving toward paperless packets.
- Analysis of the cost effectiveness of contracted services versus employees is ongoing, e.g. food service, transportation, nurses, IT, security and loan agreements with member districts.

### **Information Technology**

- Upgraded IT infrastructure is allowing fast, reliable and efficient communications within 287. Examples of recently installed efficiencies that will benefit 287 students today and into the future include;
  - One district-wide electronic communication system with VOIP, 4-digit dialing and 911 call location information
  - Upgraded IT infrastructure at all sites
  - Disaster recovery for all district data
  - Increased bandwidth and new fiber to DSC, Hosterman, SEC and Edgewood
  - Connect-Ed mass communication system
  - Implementation of software applications such as TIES Gradebook, Discipline, Health, Online Purchasing and Fee-Pay modules, as well as I-Content (electronic record management) system

### **Additional Revenue for FY09**

- Through a variety of strategic actions, Area Learning Center ADMs increased from 338 to 387 between October and February this year.
- Special education sought to fill student seats by opening enrollment to non-member districts
- Having more appropriate facilities, like South Education Center (SEC) positions 287 as an attractive partner and has brought funds from Best Buy and Hennepin County for the C-Tech program - \$200,000 annually for a promise of four years.
- Other grants, like Math and Science Teacher Academy (MSTA) and the US Department of Education Counseling Grant have brought significant dollars to 287 this year.

## Six-Year Ratio Comparisons for Licensed and Non Licensed Staff

### EBD Programs

	STRIVE		EBD Elem/Middle		EBD Options		EXPLORE		InVEST	
	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic
2004-2005	3.4	2.3	4.1	3.5	4.1	3.6	4.1	3.5		
2005-2006	3.4	2.3	4.1	3.5	4.3	3.7	3.9	3.3	4.2	3.6
2006-2007	3.4	2.3	4.1	3.5	4.3	3.7	3.9	3.3	4.2	3.6
2007-2008	3.7	2.5	4.3	3.7	4.4	3.8	4.0	3.4	4.3	3.7
2008-2009	3.7	2.5	4.3	3.7	4.4	3.8	3.9	3.3	4.3	3.7
2009-2010	3.8	2.6	4.4	3.8	4.5	3.9	4.0	3.4	4.4	3.8
Percentage More Efficient	<b>12%</b>	<b>13%</b>	<b>7%</b>	<b>8.5%</b>	<b>10%</b>	<b>8%</b>	<b>-2%</b>	<b>-3%</b>	<b>5%</b>	<b>5.5%</b>

### Multi-Categorical Programs

	CIP		SUN		Venture		SAFE	
	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic
2004-2005	1.9	1.9	1.9	1.2	1.9	2.4	Customized	Customized
2005-2006	1.9	1.9	1.9	1.2	1.9	2.4	Customized	Customized
2006-2007	1.9	1.9	1.9	1.2	1.9	2.4	Customized	Customized
2007-2008	2.5	2.5	1.9	1.2	2.6	3.4	Customized	Customized
2008-2009	2.9	2.7	2.4	1.5	2.6	3.2	Customized	Customized
2009-2010	3.0	1.9	2.4	1.5	2.7	3.3	Customized	Customized
Percentage More Efficient	<b>58%</b>	<b>0</b>	<b>26%</b>	<b>25%</b>	<b>42%</b>	<b>37.5%</b>		

### Transition Programs

	Phase		FOCUS		Intersect		STRIVE Trans	
	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic	Lic	Non Lic
2004-2005	4.1	2.6	2.2	1.4	4.1	3.2	3.4	2.3
2005-2006	4.1	2.6	2.2	1.5	4.1	3.2	3.2	2.2
2006-2007	4.1	2.6	2.2	1.5	4.1	3.2	3.4	2.3
2007-2008	4.2	2.7	2.2	1.6	4.2	3.3	3.5	2.4
2008-2009	4.2	2.7	2.6	3.0	4.2	3.3	3.5	2.4
2009-2010	4.3	2.8	2.7	3.1	4.3	3.4	3.6	2.5
Percentage More Efficient	<b>5%</b>	<b>8%</b>	<b>23%</b>	<b>121%</b>	<b>5%</b>	<b>6%</b>	<b>12.5%</b>	<b>14%</b>

	VECTOR Basic		VECTOR Low Incidence	
	Lic	Non-Lic	Lic	Non Lic
2004-2005	5.5	5.5	5.5	5.5
2005-2006	5.5	5.5	5.5	5.5
2006-2007	5.5	5.5	5.5	5.5
2007-2008	6.5	6.5	5.4	3.3
2008-2009	6.5	6.5	5.4	3.3
2009-2010	6.5	6.6	5.5	3.4
Percentage More Efficient	<b>18%</b>	<b>20%</b>	<b>0</b>	<b>-38%</b>

## Intermediate District 287 FY 2010 Preliminary District Projections for Program and Service Use

### SPECIAL EDUCATION

Program Area	Projected Planning	Withdrawals
DCD/EBD & EBD	Decline	
Multi-Categorical	Increase	
Transition	Decline	Bloomington (Phase and Intersect)
Care and Treatment	Decline	County restructuring decisions will impact staffing reductions at Epsilon
Itinerant Services	Increase	Bloomington -Physical Therapy Services Westonka - Occupational Therapy Services

### TEACHING AND LEARNING

Program Area	Projected Planning	Withdrawals/Under consideration
Honors Mentor Connection	Decline	
Career/Tech	Increase	
Online Learning	Status quo	
Area Learning Center	Status quo	
World Language	Decline in existing languages New request: Arabic	Edina (American Sign Language, Chinese and Russian)

## EIGHT YEAR SPECIAL EDUCATION ACTURAL ADM ANALYSIS

SCHOOL NUMBER	SCHOOL NAME	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003	2001-2002	2000-2001
		DISTRICT ACTUAL ADM							
	TOTAL ADM'S	601.68	607.05	605.91	634.28	597.47	624.39	661.50	652.65

ITINERANT SERVICES	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003	2001-2002	2000-2001
	-							
TOTAL ADM EQUIVILANT	97.14	101.46	97.10	92.86	104.38	105.92	104.08	95.62

TOTAL ADM'S	698.82	708.51	703.01	727.14	701.85	730.31	765.58	748.27
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CARE & TREATMENT PROGRAMS	2007-2008	2006-2007	2005-2006
TOTAL ADM'S	110.13	137.61	122.60

# Enrollment Trends

## Historical Resident Average Daily Membership

District #	District Name	2001-2002 Actual	2002-2003 Actual	2003-2004 Actual	2004-2005 Actual	2005-2006 Actual	2006-2007 Actual	2007-2008 Actual	2008-2009 Est'd	2009-2010 Est'd	2010-2011 Est'd
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
270	Hopkins	7,926.08	7,878.19	7,857.80	7,738.22	7,749.42	7,569.29	7,395.14	7,254.00	7,216.00	7,167.00
271	Bloomington	10,807.14	10,764.35	10,611.01	10,569.79	10,668.03	10,590.62	10,537.94	10,423.00	10,465.00	10,477.00
272	Eden Prairie	10,292.23	10,308.19	10,197.97	10,050.64	9,954.53	9,847.71	9,842.61	9,791.00	9,824.00	9,842.00
273	Edina	6,447.03	6,415.89	6,483.05	6,466.23	6,616.23	6,646.26	6,743.37	6,961.00	7,042.00	7,101.00
276	Minnetonka	7,763.91	7,649.92	7,653.84	7,523.49	7,510.53	7,549.88	7,549.58	7,425.00	7,425.00	7,425.00
277	Westonka	2,514.15	2,470.58	2,534.95	2,498.78	2,470.76	2,438.23	2,451.91	2,225.00	2,434.00	2,369.00
278	Orono	2,253.24	2,193.31	2,161.37	2,128.41	2,165.70	2,133.64	2,123.98	2,144.00	2,156.00	2,151.00
279	Osseo	22,489.58	22,531.65	22,559.82	22,777.22	23,099.04	23,352.81	23,487.69	23,100.00	23,200.00	23,250.00
280	Richfield	4,273.14	4,203.41	4,255.83	4,379.92	4,341.69	4,449.27	4,533.47	4,475.00	4,354.00	4,538.00
281	Robbinsdale	14,100.01	13,923.01	13,857.12	13,618.97	13,711.65	13,619.61	13,501.78	12,992.00	12,777.00	12,604.00
283	St. Louis Park	4,307.79	4,263.11	4,309.53	4,287.86	4,241.09	4,234.49	4,145.27	4,222.00	4,141.00	4,130.00
284	Wayzata	9,260.77	9,235.08	9,258.19	9,253.89	9,300.61	9,411.65	9,458.97	9,276.00	9,276.00	9,276.00
286	Brooklyn Center	1,406.96	1,417.14	1,464.11	1,465.09	1,466.48	1,532.43	1,602.56	1,650.00	1,693.00	1,740.00
		<b>103,842.03</b>	<b>103,253.83</b>	<b>103,204.59</b>	<b>102,758.51</b>	<b>103,295.76</b>	<b>103,375.89</b>	<b>103,374.27</b>	<b>101,938.00</b>	<b>102,003.00</b>	<b>102,070.00</b>

30

**Intermediate District 287  
2009-2010 Program and Service Planning**

	<b>2007-2008 Final</b>	<b>2008-2009 Projected Final</b>	<b>2009-2010 Planned</b>
<b>Special Education</b>			
(EBD) Emotionally-Behaviorally Disturbed Programs and EBD/DCD (Developmentally-Cognitively Delayed) Programs	208.96 ADMs	201.51 ADMs	190.83 ADMs
Transition Programs	284.23 ADMs	256.35 ADMs	254.03 ADMs
Multi-Categorical Programs	107.93 ADMs	116.02 ADMs	117.15 ADMs
Total	601.12 ADMs	573.88 ADMs	562.01 ADMs
Itinerant Services (all areas)	12,409.25 Days	11,792.5 Days	12,863.5 Days
<b>Teaching and Learning</b>			
Honors Mentor Connection	29.09 ADMs	20.46 ADMs	17.51 ADMs
Hennepin Technical Pathways	113.43 ADMs	107.26 ADMs	132.37 ADMs
Hennepin Technical Pathways Level III Courses	910 Credits	903 Credits	764 Credits
Northern Star Online State Supplemental and Independent Study Programs	19.1 ADMs	17.57 ADMs	14.77 ADMs
Northern Star Online Contracted Services	178.80 Credits	179.32 Credits	240.25 Credits
Area Learning Center: 287-managed day programs	426.16 ADMs	386.99 ADMs	363.71 ADMs
Area Learning Center: 287-managed independent study	126.47 ADMs	107.08 ADMs	72.55 ADMs
World Language	35 Course Sections	36 Course Sections	26 Course Sections

REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report  
STATEMENT OF REVENUE  
DIST 287 Intermediate District 287 ACCOUNTING PERIOD 01/01/09 TO 01/31/09

RUN: THU 021209 10:07 PAGE 1

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999  
ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11  
SORTED BY: ACCOUNT FD  
SUBTOTALLED BY: ACCOUNT FD  
SERIES TOTALS: <None Selected>  
PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR ACTUAL	REVISED BUDGET	01/01/09 TO 01/31/09	FISCAL YEAR 200807 RECEIVED THRU 01/31/09	REMAINING ON 01/31/09	PERCENT REMAINING
01 GENERAL FUND	45,173,955.42	19,817,930	541,326.35	10,157,550.20	9,660,379.80	48.74 %
02 FOOD SERVICE FUND	228,632.61	133,453	19,156.67	34,022.43	99,430.57	74.50 %
04 COMMUNITY SERVICE FUND	235,167.53	297,606	17,618.60	134,337.16	163,268.84	54.86 %
06 BUILDING CONSTRUCTION FUND	4,928.28	0	0.00	0.00	0.00	0.00 %
09 AGENCY FUND - FLEX FUND	310,011.45	0	50,313.47	127,605.52	127,605.52	0.00 %
10 BREN ROAD	30,699.60	0	0.00	0.00	0.00	0.00 %
12 ALC-ACADEMIC	7,303,131.75	7,186,571	70,859.00	4,645,333.70	2,541,237.30	35.36 %
13 CAREER & TECH	2,129,516.55	1,760,951	75.00	1,755,896.67	5,054.33	0.28 %
14 SPECIAL EDUCATION	4,511,248.30	39,959,572	2,516,019.27	22,993,376.48	16,966,195.52	42.45 %
20 INTERNAL SERVICE FUND	435,300.08	0	238,667.72	238,667.72	238,667.72	0.00 %
30 KEYSTONE ITD	609,070.63	0	0.00	123,989.20	123,989.20	0.00 %
51 STUDENT CLUBS	36,892.25	28,800	1,989.19	9,851.04	18,948.96	65.79 %
*** REPORT TOTALS:	60,947,155.25	69,184,883	3,455,875.27	40,220,630.12	28,964,252.88	41.86 %

## INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: March 3, 2009  
TO: Members of the School Board  
FROM: Janet A. Johnson, Director of Finance  
RE: Budget Report for the Month Ending **January 31, 2009**  
(Excluding S.E.C.)

The **January** Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds (excluding the SEC building project) totals \$40,220,630, or 57.8% of the revenue **Original** budget of \$69,528,196. Year-to-date expenditures, plus encumbrances in all funds (excluding the SEC building project), total \$34,482,879 or 50.6% of the expenditure **Original** Budget of \$68,203,471.

The reports show actual amounts (Revenue on one sheet and Expenditures on the other), and their percentage of budget. Budget revision work was in progress over the January 31 month-end time period. Therefore, the amounts in the Revised Budget column on these reports have changed from the Original Budget but do not reflect the completed Revised Budget amounts being recommended for adoption. Additional detail is available on request.

DDA:tw/

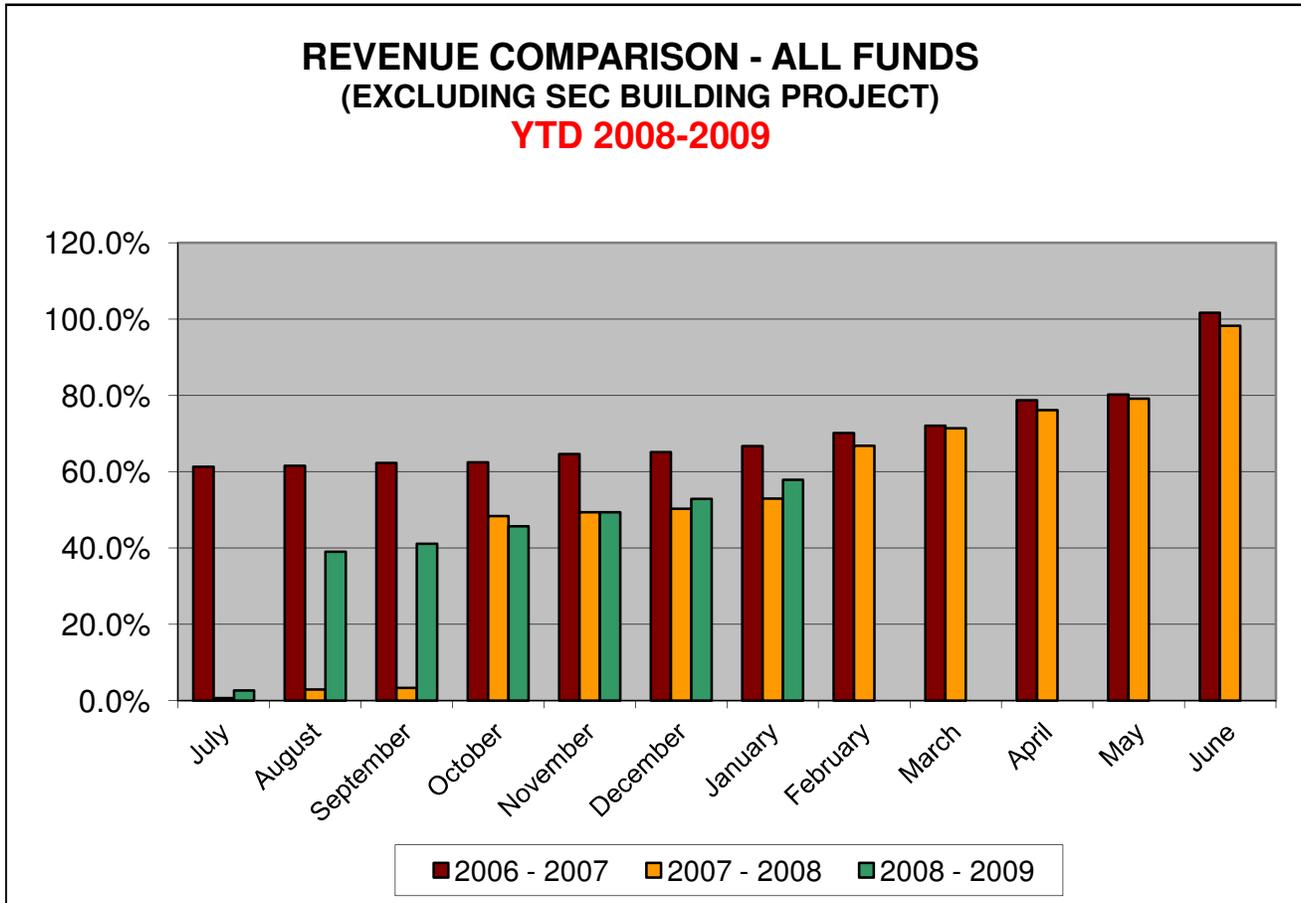
Attachments.

# DISTRICT 287

## REVENUE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	36,053,298	61.3%	400,609	0.6%	1,848,739	2.7%
August	166,955	61.5%	1,432,190	3.0%	25,269,197	39.0%
September	434,240	62.3%	235,664	3.3%	1,488,574	41.1%
October	122,538	62.5%	27,973,935	48.4%	3,156,289	45.7%
November	1,272,509	64.7%	612,106	49.4%	2,534,489	49.3%
December	256,506	65.1%	542,422	50.3%	2,467,467	52.9%
January	929,632	66.7%	1,662,562	52.9%	3,455,875	57.8%
February	2,055,936	70.2%	8,585,201	66.8%		
March	1,115,190	72.1%	2,880,213	71.4%		
April	3,918,482	78.7%	2,946,944	76.2%		
May	907,577	80.3%	1,848,504	79.1%		
June	12,572,267	101.6%	11,826,805	98.2%		
<b>TOTAL</b>	<b>59,803,254</b>	<b>101.6%</b>	<b>60,947,155</b>	<b>98.2%</b>	<b>40,220,630</b>	<b>57.8%</b>
<b>BUDGET</b>	<b>58,848,404</b>		<b>62,060,730</b>		<b>69,528,196</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.



ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 51-999  
 ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 11 11  
 SORTED BY: ACCOUNT FD  
 SUBTOTALLED BY: ACCOUNT FD  
 SERIES TOTALS: <None Selected>  
 PAGE BREAK ON: <None Selected>

FD	PRIOR YEAR	REVISED BUDGET	FISCAL YEAR 200807				REMAINING ON 01/31/09	PERCENT REMAINING
			01/01/09 TO 01/31/09	EXPENDED THRU 01/31/09	ENCUMBERED THRU 01/31/09			
01	14,919,971.31	19,047,178	1,171,224.60	10,069,087.34	1,886,570.50	7,091,520.16	37.23 %	
01 GENERAL FUND								
02	228,632.61	235,375	25,729.92	141,376.87	79,683.39	14,314.74	6.08 %	
02 FOOD SERVICE								
04	228,973.06	266,779	13,257.77	178,338.51	26,897.88	61,542.61	23.06 %	
04 COMMUNITY SERVICE FUND								
06	81,022.51	0	0.00	0.00		0.00	0.00 %	
06 BUILDING CONSTRUCTION FUND								
09	320,759.54	0	50,313.47	128,099.09		128,099.09-	0.00 %	
09 AGENCY FUND - FLEX FUND								
10	0.00	0	0.00	900.00		900.00-	0.00 %	
10 BREN ROAD EDUC. CENTER								
12	6,623,959.10	6,899,202	607,506.08	3,371,809.79	402,929.24	3,124,462.97	45.28 %	
12 ALC-ACADEMIC								
13	1,805,468.00	2,114,747	196,430.18	851,013.15	53,976.60	1,209,757.25	57.20 %	
13 CAREER & TECH								
14	35,227,929.10	40,925,504	3,779,266.06	19,334,888.81	485,960.36	21,104,654.83	51.56 %	
14 SPECIAL EDUCATION								
20	334,052.37	0	199,267.67	199,267.67		199,267.67-	0.00 %	
20 INTERNAL SERVICE FUND								
30	652,472.60	0	0.00	200,000.00		200,000.00-	0.00 %	
30 KEYSTONE IDT								
51	34,589.81	28,800	1,582.97	8,097.68	0.01	20,702.31	71.88 %	
51 STUDENT CLUBS								
*** REPORT TOTALS:	60,457,830.01	69,517,585	6,044,578.72	34,482,878.91	2,936,017.98	32,098,688.11	46.17 %	

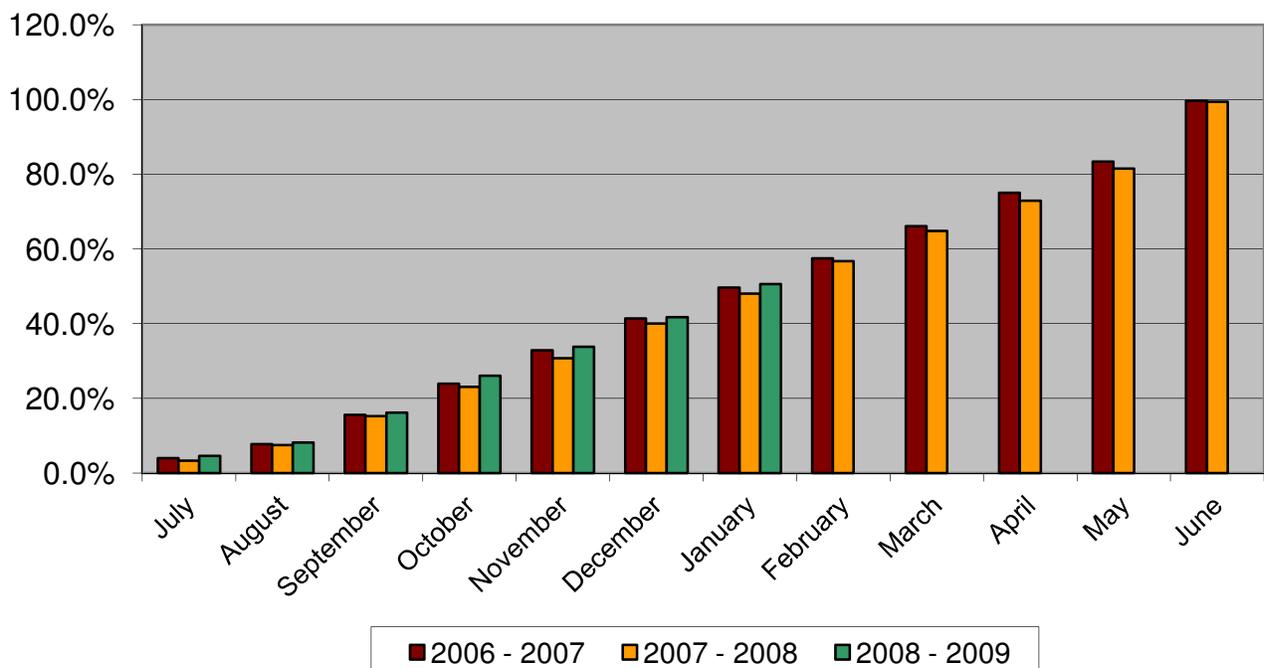
# DISTRICT 287

## EXPENDITURE COMPARISON - ALL FUNDS EXCLUDING SEC BUILDING PROJECT

Month	2006 - 2007		2007 - 2008		2008 - 2009	
	\$ Amount	% of Budget	\$ Amount	% of Budget	\$ Amount	% of Budget
July	2,275,248	4.0%	2,008,388	3.3%	3,131,464	4.6%
August	2,129,176	7.7%	2,561,280	7.5%	2,428,763	8.2%
September	4,455,381	15.6%	4,716,139	15.3%	5,457,295	16.2%
October	4,765,384	23.9%	4,726,362	23.0%	6,728,518	26.0%
November	5,122,767	32.9%	4,673,596	30.7%	5,330,730	33.8%
December	4,825,433	41.4%	5,674,687	40.1%	5,361,530	41.7%
January	4,712,584	49.7%	4,836,357	48.0%	6,044,579	50.6%
February	4,480,095	57.5%	5,284,415	56.7%		
March	4,893,164	66.1%	4,912,859	64.8%		
April	5,084,420	75.0%	4,917,092	72.9%		
May	4,755,608	83.4%	5,233,528	81.5%		
June	9,279,418	99.7%	10,913,129	99.4%		
<b>TOTAL</b>	<b>56,778,676</b>	<b>99.7%</b>	<b>60,457,830</b>	<b>99.4%</b>	<b>34,482,879</b>	<b>50.6%</b>
<b>BUDGET</b>	<b>56,966,196</b>		<b>60,816,267</b>		<b>68,203,471</b>	

Note: while the total budget reflects an increase of 12%, the majority of that, 7.5%, is attributable to new revenue and expenditures related to the GRO grant, Safe Schools and the first year of principal and interest payments for the South Education Center.

**EXPENDITURE COMPARISON - ALL FUNDS  
(EXCLUDING SEC BUILDING PROJECT)  
YTD 2008-2009**



# INTERMEDIATE DISTRICT 287

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*Partner in Education*

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DATE: February 12, 2009

TO: Members of the School Board

FROM: Janet A. Johnson, Director of Finance

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

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

- |  |  |
|--|--|
| 1. Claim payments for: <b>January 2009</b>   | Totaling <u><u>\$ 4,218,542.72</u></u> |
| a) Check #'s 470753 - 471147, 70003559 - 70003792<br>and Electronic Wire Transfers out - #'s 1979 - 1990 |  |
| 2. Payroll for: January 2009   | Totaling <u><u>\$ 2,034,588.47</u></u> |
| a) Check #'s 674747 - 674761<br>b) Direct Deposit #'s 144576 - 146300                                    |  |
| 3. Receipts for: January 2009  | Totaling <u><u>\$ 3,508,638.10</u></u> |
| a) Receipt #'s 123842 - 124016<br>and Electronic Wire Transfers in                                       |  |
| 4. Investments at end of month   | Totaling <u><u>\$ 1,504,729.89</u></u> |

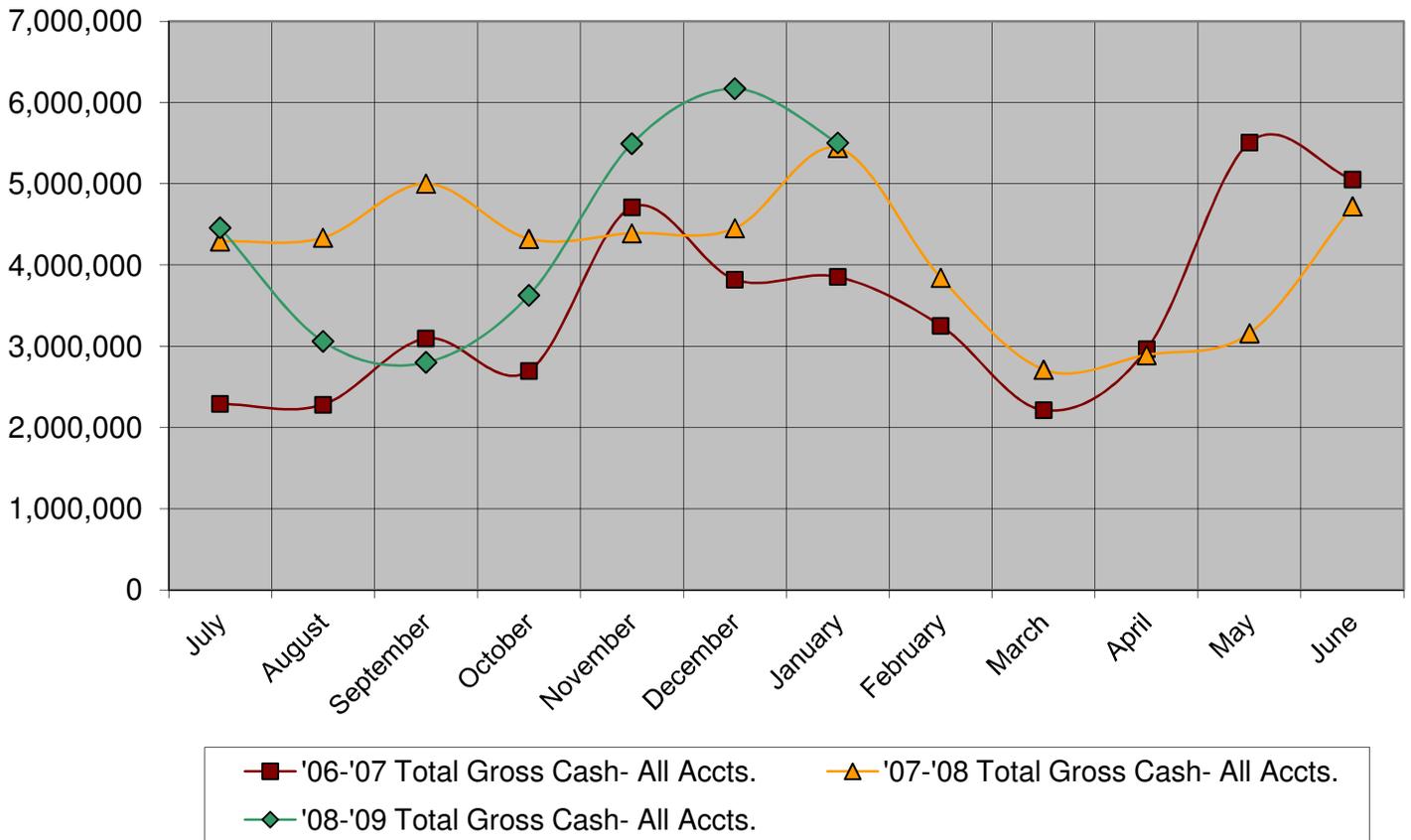
Expenditures, wire transfers, payroll, claims receipts and investments have been prepared under the direction of Dave Anderson and is presented for approval by the School Board. Dave and I would be glad to answer any questions.

# Intermediate District 287

## Cash Position Sheet- Monthly Total Gross Cash- All Accounts:

<u>Date</u>	<u>'06-'07 Total Gross Cash- All Accts.</u>	<u>'07-'08 Total Gross Cash- All Accts.</u>	<u>'08-'09 Total Gross Cash- All Accts.</u>
July	2,291,747	4,290,870	4,457,312
August	2,281,678	4,335,576	3,059,192
September	3,097,297	5,001,385	2,800,788
October	2,695,566	4,321,962	3,626,080
November	4,711,051	4,389,645	5,492,853
December	3,821,438	4,452,190	6,170,663
January	3,853,218	5,439,985	5,502,714
February	3,254,020	3,843,416	
March	2,214,232	2,711,729	
April	2,964,609	2,892,039	
May	5,507,268	3,159,523	
June	5,053,949	4,722,065	

**CASH POSITION SHEET- Total Gross Cash**  
**Monthly Averages - YTD**



**INTERMEDIATE DISTRICT 287**

**JANUARY 2009 ACTIVITY**

**WIRE TRANSFERS IN:**

DATE	AGENCY	TO	REF#	AMOUNT	DESCRIPTION
1/12/2009	DEPT OF EDUCATION	MSDLAF	3775410	2,376.00	APA 12/31/08
1/14/2009	EDUCATION AID	MSDLAF	3781032	1,884,653.58	01S360 SPEC EDUC JAN09
	EDUC-FOOD & NUTRI	MSDLAF	3781032	684.72	02F701 REG LUNCH 09 CFDA 10555 OCT08
	EDUC-FOOD & NUTRI	MSDLAF	3781032	3,041.68	02F705 BREAKFAST 09 CFDA10553 OCT08
	EDUC-FOOD & NUTRI	MSDLAF	3781032	5,614.11	02F701 FREE-RED L 09 CFDA10555 OCT08
	EDUC -LEARNER OPTIO	MSDLAF	3781032	1,020.38	01F417 08 TITIII FED LEP
	EDUC SAFE & HLTH C	MSDLAF	3781032	328.60	01F433 DRUG FREE 0708
1/22/2009	HENN TECH COLL-BP	MSDLAF	3796761	485.20	INV#64942 POSTAGE CHGS
	HENN TECH COLL-BP	MSDLAF	3796761	2,362.58	INV#64943 COPY/ BINDING CHGS
1/30/2009	EDUC-FOOD & NUTRI	MSDLAF	3807268	4,851.52	02F701 FREE-RED L 09 CFDA10555 NOV08
	EDUC-FOOD & NUTRI	MSDLAF	3807268	623.76	02F701 REG LUNCH 09 CFDA 10555 NOV08
	EDUC-FOOD & NUTRI	MSDLAF	3807268	2,180.99	02F705 BREAKFAST 09 CFDA10553 NOV08
	EDUC-FOOD & NUTRI	MSDLAF	3807268	246.65	02F705 ST BRKFST 09
	EDUC-FOOD & NUTRI	MSDLAF	3807268	654.24	02S300 STSCHLUNCH 09
<b>MTD TOTALS</b>				<b>1,909,124.01</b>	

**WIRE TRANSFERS OUT:**

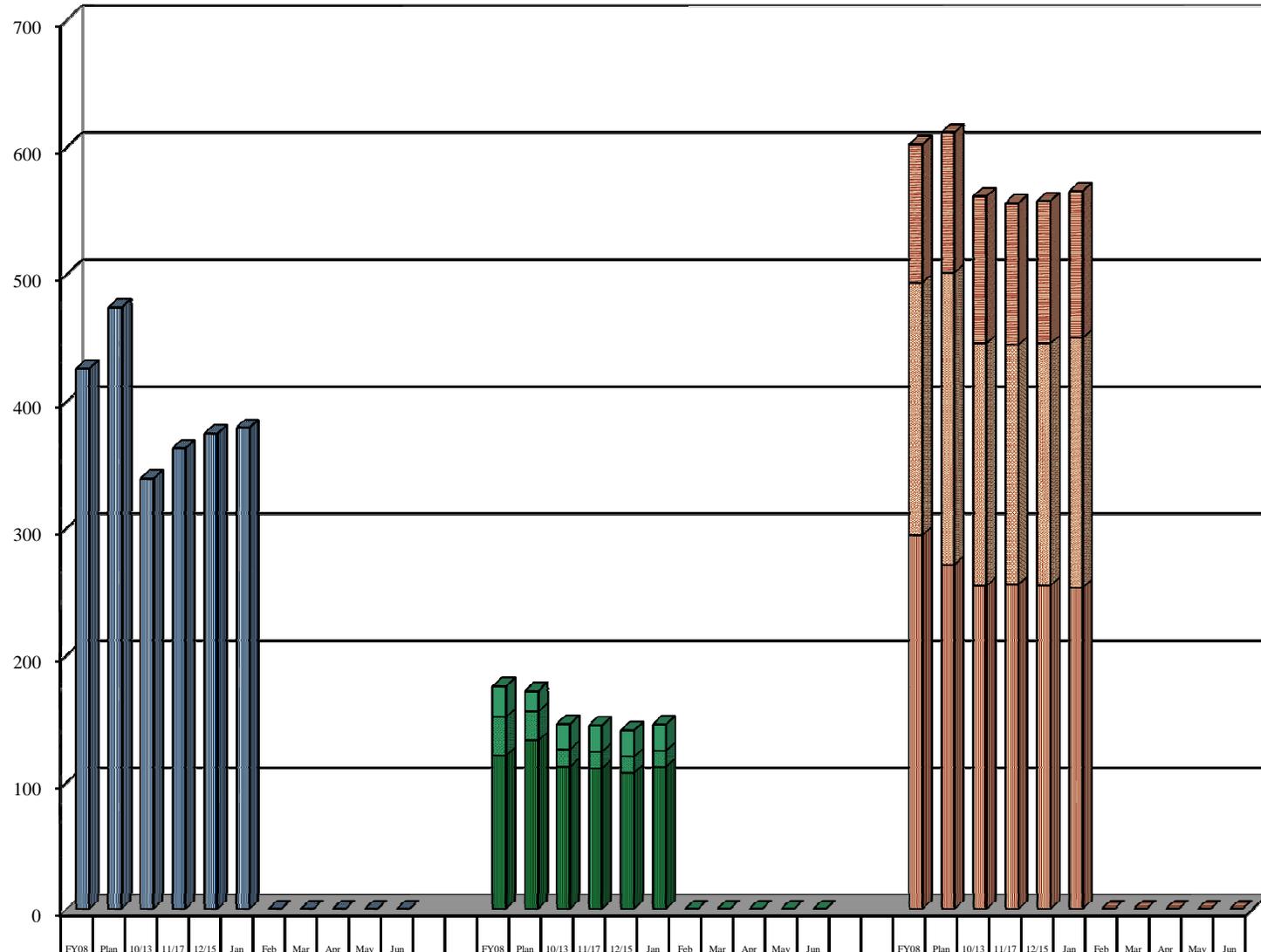
DATE	FROM	AGENCY	REF#	AMOUNT	DESCRIPTION
1/15/2009	MSDLAF	MN DEPT OF REVENUE	1979	482.00	SALES TAX
	MSDLAF	US BANK	1980	60,848.18	STATE WITHOLDING TAXES
	MSDLAF	US BANK	1981	383,956.50	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,010,541.28	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BEN. CORP.	1982	70,010.73	EMPLOYEE & EMPLOYER 403B
	MSDLAF	WELLS FARGO	1983	381,942.58	LOAN PAYMENT
	MSDLAF	WELLS FARGO	1984	3,926.62	LOAN PAYMENT
1/30/2009	MSDLAF	US BANK	1985	23,250.63	CORP. HEALTH SYSTEMS DEC08
	MSDLAF	US BANK	1986	27,062.84	CORP. HEALTH SYSTEMS JAN09
	MSDLAF	US BANK	1987	194.57	US BANK ARP CHGS VOUCHER ACCT OCT08 NOV08
1/31/2009	MSDLAF	MN DEPT OF REVENUE	1988	61,056.03	STATE WITHOLDING TAXES
	MSDLAF	US BANK	1989	385,831.39	FEDERAL TAXES
	MSDLAF	US BANK	WIRE	1,010,931.18	DIRECT DEPOSIT PAYROLL
	MSDLAF	EDUCATORS BEN. CORP.	1990	70,404.06	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	4044	171.31	US BANK ARP CHGS PAYROLL ACCT OCT08 NOV08
<b>MTD TOTALS</b>				<b>3,490,609.90</b>	

# Intermediate District 287

## 2008-09 Monthly Program ADM Data by Division

(does not include services)

- ALC/ELL
- Mentor Connection
- Career & Tech Level III
- Career & Tech Level I and II
- Special Ed
- Multi-Categorical
- DCD/EBD & EBD
- Transition



	ALC/ELL											CAREER & TECH						SPECIAL EDUCATION															
	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun	FY08	Plan	10/13	11/17	12/15	Jan	Feb	Mar	Apr	May	Jun
Multi-Categorical																							108.79	110.23	115.55	111.27	111.91	115.35	0.00	0.00	0.00	0.00	0.00
DCD/EBD & EBD																							198.93	230.03	190.85	188.68	190.61	196.79	0.00	0.00	0.00	0.00	0.00
Transition																							293.96	270.93	254.56	255.42	254.71	252.80	0.00	0.00	0.00	0.00	0.00
Mentor Connection												24.09	15.91	19.80	20.46	20.46	20.46	0.00	0.00	0.00	0.00	0.00											
Level III												30.24	22.81	13.65	13.12	12.79	12.82	0.00	0.00	0.00	0.00	0.00											
Level I and II												120.82	132.86	112.09	110.75	107.46	111.85	0.00	0.00	0.00	0.00	0.00											
ALC/ELL	425.43	473.47	338.56	362.59	374.35	378.82	0.00	0.00	0.00	0.00	0.00																						

**DONATIONS**  
**INTERMEDIATE DISTRICT 287**  
**2008-2009**

January 2009

<b>DONATION DATE</b>	<b>DESCRIPTION</b>	<b>VIN#</b>	<b>EST VALUE</b>	<b>DONOR</b>	<b>SS# OR FED ID#</b>	<b>PROGRAM</b>
12/11/2008	ELECTRIC GUITAR/AMPLIFIER		\$ 130.00	BENDTSEN, KAREN		VECTOR
1/6/2008	TUMBLEFORMS FEEDER SEAT WITH FLOOR BASE/TABLE		\$ 330.00	ELVEBAK, DONNA		SPECIAL ED
02/04/09	OFFICE SUPPLIES		\$ 1,000.00	HEALTH PARTNERS		SEC
1/14/2009	PING PONG TABLE		\$ 150.00	KUNZ, MICHELE		EDGEWOOD
1/6/2009	TUMBLEFORMS UNIVERSAL CHAIR WITH TRAY		\$ 440.00	MEYER, KEN		ITINERANT
1/7/2009	CHECK		\$ 100.00	PETERS, MARY		NORTH VISTA

**\$ 2,150.00**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: REPORTS FROM ADMINISTRATIVE SERVICES**

**Item: 8.**

**Presented by: Janet Johnson**

**8.1a Motion recommending approval of Finance & ADM Report**

Janet Johnson will provide an overview of the monthly finance report.

- 8.1a.1 Budget Report
- 8.1a.2 Revenue Summary
- 8.1a.3 Revenue Comparison
- 8.1a.4 Expenditure Summary
- 8.1a.5 Expenditure Comparison
- 8.1a.6 Cash Report
- 8.1a.7 Cash Position Sheet
- 8.1a.8 Wire Activity Report
- 8.1a.9 ADM Report
- 8.1a.10 Donation Report

**Recommended Action: The Board approve the Finance & ADM Report items as presented.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_

# INTERMEDIATE DISTRICT 287

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## INTER-OFFICE MEMORANDUM

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**TO:** Sandra Lewandowski  
**FROM:** Thomas Shultz, Facilities Administrator  
**DATE:** February 19, 2009 – Revised March 10, 2009  
**SUBJECT:** **Consent Agenda** – SEC Change Orders for February 26, Board Meeting

### SEC Change Orders

SEC Change Orders totaling \$9,266.63 are presented below for formal Board approval as a Consent Agenda item.

CCD-91a	Hardware for B-220 (Owner) <b>ADD – \$233.33</b> – Add hardware to second door of entrance to C-Train area.
CCD-92	Exit lights for 2 <sup>nd</sup> floor (Owner) <b>ADD – \$2,095.89</b> – Lights were not included until final plan was completed.
CCD-93	Move flow meters (Contractor) <b>ADD – \$1,703.00</b> – Original locations did not allow for proper length of straight piping for accurate reading of water flow.
CCD-94	Revise warm-up sequence (Designer) <b>ADD – \$1,200.00</b> – Reprogramming of building morning warm-up to prevent cold areas.
CCD-95	Add power monitor to HM11 panel (Owner) <b>ADD – \$3,523.41</b> – New panel for 2 <sup>nd</sup> floor build out required monitor, similar to all other major panels.
FCA 298	Move thermostat by dr A-148A (Designer) <b>ADD – \$192.00</b> – Moved from wall to ceiling to accommodate high usage by staff in area.
MISC-29	Purchase building biting schedule (Owner) <b>ADD – \$319.00</b> – This is the codes for the locks in the SEC allowing the District to modify locks as needed and keeping the action in house.

**Net total: \$9,266.63**

**Remaining Contingency as of February 26, 2009 \$693,401**

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: REPORTS FROM ADMINISTRATIVE SERVICES**

**Item: 8.2**

**Presented by: Tom Shultz**

**8.2a Motion recommending approval of SEC Change Orders**

Recommend approval of SEC Change Orders

CCD-91a	ADD \$	233.33
CCD-92	ADD \$	2,095.89
CCD-93	ADD \$	1,703.00
CCD-94	ADD \$	1,200.00
CCD-95	ADD \$	3,523.41
FCA-298	ADD \$	192.00
MISC-29	ADD \$	319.00
Net total:		<b>\$9,266.63</b>

**Recommended Action: The Board approve the SEC Change Order items as presented.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_

# INTERMEDIATE DISTRICT 287

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INTER-OFFICE MEMORANDUM

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TO: Sandra Lewandowski

FROM: Tom Shultz

DATE: March 3, 2009

SUBJECT: Recommendation for Board Approval at February Board meeting to upgrade wall surfaces and repair wall damage at the DSC.

## **1. Miscellaneous Vinyl Removal, Skim and Repaint of the DSC**

Recommend approval to have Nakasone Commercial Painting and Wallcovering complete work at the DSC to remove vinyl wallcovering, skim coat walls as needed, prime with tinted latex primer, and apply one coat latex top coat at a cost not to exceed \$20,000. Areas to be upgraded include 1<sup>st</sup> floor south facing window wall, office of Special Ed Director , 1<sup>st</sup> floor lunch room and hallway, west stairwell, 2<sup>nd</sup> floor south facing window wall, conference room 201, elevator lobbies and east stairwell.

This vendor, Nakasone Commercial Painting and Wallpapering, is a Minnesota state contract holder, one of two available for use by school districts. The other vendor has been used by District 287 with limited results.

This is the first phase of the upgrade originally estimated in 2006. Funds for this project will come out of the Building Fund. See attached Capital Improvement spreadsheet.

RECOMMENDED CAPITAL IMPROVEMENTS							
	Description	Status	Estimates FY07	Quotes FY08	Quotes FY09	Description	Status
1	DSC Roof Replacement over 3-story section and cafeteria area.	Complete	\$ 250,000.00	\$49,975.00		Approximately 17,000 sq. ft. of built up roof replacement	Energy audit may provide Federal assistance with cost.
2	DSC upgrade HVAC exhaust air system.		\$ 70,000.00	H&S Approved Project 08-09		Recommissioning of facility with Xcel partial funding	Consultant to provide assesment Dec 2007
3	DSC Lighting /EMERG. LIGHTING.	Presenting to May 22 Board	\$ 50,000.00	\$68,696.00		Lighting upgrade for the 1st and 2nd floor of the DSC including the upgrade of branch wiring and replacement of fifteen (15) EXIT lights. Price includes \$4,610 rebate from Xcel Energy.	Presenting to Board at May 22 meeting.
4	DSC Security Upgrade	Presenting to May 22 Board	\$ 5,000.00	\$31,985.32		Provide for lockdown capability at DSC and secure entrance to building at all times. Estimate was for 6 additional card readers only.	Presenting to Board at May 22 meeting.
5	DSC Carpet 3 <sup>rd</sup> floor and tile floors in areas of food and beverages being served	Complete	\$ 50,000.00	\$48,500.00		Carpet is in poor condition and stained. High traffic and use area on third floor. Remainder of floor (classroom area) is quoted for \$33,960.	Hallway, kitchen and end serving areas estimate \$14,540.
6	DSC Parking lot lighting	Complete	\$ 32,000.00	\$15,755.00		Provide eight additional light poles in parking lot - currently very dark and unsafe.	Estimate for 3 additional 2 fixture poles and 3 single fixture poles. \$15,755
7	DSC - Install sidewalks from fire escape exits to street.					Current egress does not allow occupants to move a safe distance from the building	
8	Lincoln Hills - Electronic entry system. (monitor, door buzzer, and camera)	Complete	\$ 5,000.00	\$1,950.00		Controlled entrance for safety to staff and students at Lincoln Hills	
9	DSC cafeteria upgrade (cabinets/counters, etc.)					Future upgrades to cafeteria area. (est. \$5,000)	
10	DSC - wallpaper replacement			TBD	\$20,000.00	Future upgrades to District Service Center.	Presented at February 26, 2009 Board mtg.
11							
12							
13							
14							
<b>TOTAL</b>			<b>\$ 462,000.00</b>	<b>\$216,861.32</b>			

**Designated for Property**                    \$ 976,113.00  
**Building Construction**                    \$ 71,468.00  
\$ 1,047,581.00

PROPOSAL 14777



Commercial Painting and Wallcovering  
1535 Marshall Ave., St. Paul, MN 55104  
(651)646-8999 Fax: 646-6792

TO Intermediate District 287  
1820 Xenium Lane North  
Plymouth, MN 55441

ATTN: Thomas Shultz

PHONE (763) 550-7120	DATE 2/10/2009
Misc vinyl removal, skim and repaint of District 287	
ESTIMATOR EST: JAKE	FAX NUMBER (763) 550-7198

We hereby submit specifications and estimates for:

All work is to be completed during regular work week hours, no nights, weekends, or holidays figured in bid. All work outlined below are to have these components typ of every bid number: Removal of vinyl from areas working, bagged up by us and disposed of by us. Areas that have light mold build up at window walls are to be sprayed with concentrated bleach and wiped down prior to sizing the walls with wall special primer to seal damaged gyp walls from removal of vinyl. All walls with removed vinyl will then receive a skim coat with plus 3 mud. Primed with latex primer tinted to color desired by tenant, and one coat latex eggshell top coat, colors are to be of neutral bases, no deep tint or accent colors figured.

- Level one window wall: \$1,884.00
- Lauras' office: \$500.00
- Lunch Room: includes scaffold rental or supply to reach to ceiling areas: \$3,131.52
- Level one hallway: \$2,050.00
- West Stairwell: Includes scaffold rental or supply to reach ceiling areas: \$3,091.00
- Second floor window wall: \$1,981.00
- Conference room 201: window wall only: \$179.00
- East stairwell: includes rental or supply on scaffolding to reach ceiling: \$3,864.00

All touch-up painting and damage repair to be performed according to Painting & Decorating Contractors of America Standard P1-92.

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: dollars (\$ SEE ABOVE ).

Payment to be made as follows:

Monthly Progress Payments; balance upon completion. A FINANCE CHARGE of 1.5% which is an ANNUAL PERCENTAGE RATE of 18% will be charged on all overdue accounts.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

This bid does not include furnishing of an OCP policy.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 3 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

Signature

Date of Acceptance:

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: ADMINISTRATIVE SERVICES REPORTS**

**Item: 8.2**

**Presented by: Tom Shultz**

**8.2b Motion recommending approval of Nakasone Commercial Painting and Wallcovering Proposal to upgrade wall surfaces at the DSC**

Proposal by Nakasone Commercial Painting and Wallcovering to complete work at the DSC to remove vinyl wallcovering, skim coat with plus 3 mud, prime with tinted latex primer, and apply one coat latex top coat at a cost not to exceed \$20,000. This is the first phase of the upgrade originally estimated in 2006. Funds for this project will come out of the Building Fund.

**Total not to exceed \$20,000.00**

**Recommended Action: The Board approve Nakasone proposal to upgrade wall surfaces at the DSC at a cost not to exceed \$20,000.**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_



DATE: Issued February 17, 2009 revised March 3, 2009  
TO: Sandra Lewandowski, Superintendent  
FROM: W. Lee Palmer, Director of Human Resources  
RE: HR Subjects for the Board by Category

The current Board Chair Linda Johnson has requested a recommendation from administration as to how operational HR items should be handled in the future. Therefore, I am revising my memorandum to you dated February 17, 2009 to more precisely define which Human Resources items should be included in the following categories: consent agenda, Board resolution, or Board action.

**In the era of the HR Committee, Board members would review the HR Director's monthly report. Assuming there were no outstanding issues, the Committee would recommend approval of the Report to the full Board by placing it on the Consent Agenda. As is the case with any Consent Agenda item, Board members could ask to remove an item from the Consent Agenda if further discussion was required.**

**Items that were pulled off of the Consent Agenda or required further discussion were ultimately acted on by the full 26 member School Board. This occurred as either a regular action item, or, a resolution.**

Given our previous practice and present Board structure, I am recommending the following:

### **Consent Agenda Items**

HR Director's Report which includes:

1. All hires
2. Extended leaves [more than 12 weeks]
3. All separations [including resignations, dismissals, retirements, etc.]
4. Position Reevaluation
5. Annual performance pay increases for administrators and unaffiliated employees.

### **Board Resolution Items**

1. Affirmative Action Plan approval
2. Tenured/permanent staff recommended for unrequested leave of absence (ULA) and discontinuance of educational programs and positions and final placing continuing contract teachers on unrequested leave of absence
3. Non-renewal of non-tenured licensed staff, non-licensed probationary employees and license waivers
4. Final ULA for licensed staff
5. Discharge of a Teacher

**Board Action Items**

1. Contract negotiation goals
2. School year district calendar
3. Contract settlement Agreements for Local 2209 and Local 284
4. Employment Guides for Administrators and Other Unaffiliated Employees
5. Superintendent’s evaluation
6. Board HR policies
7. EEOC settlements
8. Job classification/pay equity studies
9. All new positions that would have a budgetary impact

HR Category	Consent Agenda	Board Resolution	Board Action
Represents the manner in which the item is addressed by the Board	All hires  Extended leaves [more than 12 weeks]  All separations [including resignations, dismissals, retirements, etc.]  Position Reevaluations  Annual performance evaluations for administrators and other unaffiliated employees	Affirmative Action Plan approval  Tenured/permanent staff recommended for unrequested leave of absence (ULA) and discontinuance of educational programs and positions and final placing continuing contract teachers on unrequested leave of absence  Non-renewal of non-tenured licensed staff, non-licensed probationary employees and license waivers  Final ULA for licensed staff  Discharge of a Teacher	Contract negotiation goals  School year district calendar  Contract settlement Agreements for Local 2209 and Local 284  Employment Guides for Administrators and Other Unaffiliated Employees  Superintendent’s evaluation  Board HR policies  EEOC settlements  Job classification/pay equity studies  All new positions that would have a budgetary impact

In those instances in which confidential human resources matters are discussed, e.g. administrative investigations, restraining orders, proposed discharges, negotiating strategies, we will need to handle it by either going into closed session, or, through an attorney-client privileged written document. This would be true of any topic that invokes data privacy.

If you have any questions or comments please feel free to notify me at your earliest convenience.

Cc: Colleen Baumtrog



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

**RESOLUTION  
DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS**

**WHEREAS**, the financial condition of the District dictates that the School Board must reduce expenditures, and,

**WHEREAS**, this reduction in expenditures may include discontinuance of positions and discontinuance or curtailment of programs, and,

**WHEREAS**, a determination may be made as to which teachers' contracts and other employees' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions;

**THEREFORE, BE IT RESOLVED** by the School Board of Intermediate School District 287 as follows:

The School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the District and reduce expenditures and make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing Resolution was duly seconded by \_\_\_\_\_ and upon a vote taken thereon, the following voted in favor of the motion:

And the following voted against the motion:

Whereupon the Resolution was declared duly passed and adopted.

\_\_\_\_\_  
Clerk's Signature

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – March 12, 2009**

**Agenda Section: ADMINISTRATIVE SERVICES REPORTS**

**Item: 8.3**

**Presented by:** W. Lee Palmer

**8.3b** Resolution to Close Programs:

The Human Resources Director requests approval of a Resolution directing the Administration to make recommendations for reductions in programs and positions.

**Recommended Action: The Board waive the reading of the resolution and approve as written.**

**Motion by:**

**Second by:**

**Roll Call Vote:** Passed \_\_\_\_ Failed \_\_\_\_

**ANNE C. BECKER**

*Ramsey Professional Building  
311 Ramsey Street  
St. Paul, MN 55102*

**ATTORNEY AT LAW**

*Phone: (651) 294-2342  
Fax: (651) 294-2342  
acbecker@district287.org*

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## **Student Rights and Responsibilities Policy Series Revised Version**

Attached are revised versions of the Goals and Student Conduct and Discipline policies (the Student Apparel policy is unchanged). Board members at the February 12 meeting, and through email messages since, have expressed their commitment to not just avoidance and punishment of negative student behavior, but also to the encouragement of positive student conduct and contributions to the community. The policy revisions are designed to reflect both values.

In revising these policies to better articulate the Board's philosophy in this regard, I have incorporated suggestions from Board members, as well as models from member district's policies such as those of the Richfield Schools.

Most of the new language has been included in the Goals policy, or in the General Statement of Policy section of the Conduct and Discipline policy. The goals and general statements of policy are the portions of each bucket that provide the Board with the opportunity to explain its vision for the District.

It is important to minimize District liability by keeping the actual standards to which students will be held (articulated in the Student Conduct and Discipline section of the policy by the same name) as clear, concise, and legally sound as possible. In this way, the policies provide students with fair notice both of the behavior that is encouraged, as well as that which is prohibited.

I believe that the policies as revised strike a good and legally defensible balance between the Board's encouragement of positive behavior and its commitment to consequences for negative behavior.

3/3/2009

# SECOND DRAFT POLICY

**POLICY SERIES: Student Rights & Responsibilities**

**SUBJECT: Goals**

**BOARD APPROVED:**

**REVISION DATE:**

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## **SRR(100) Goals**

### **I. Purpose**

The purpose of this policy is to articulate the Board's commitment to providing a student-centered learning environment that educates students about their responsibilities, affords them all of their rights as individuals, and instructs them about their obligations in the District's community of learners.

### **II. General Statement of Policy**

The Board believes that all students have intrinsic value. In addition, all students have the capacity and the obligation to contribute to their school community and to society.

The Board advocates a proactive approach to issues of student conduct and behavior. Accordingly, in addition to disciplinary actions and procedures, the Board supports and expects efforts on the part of District administration and staff to promote positive behavior through such means as encouraging positive value and character development, teaching and modeling conflict resolution and problem-solving skills, and tailoring the learning environment to better meet individual needs.

The Board also believes that learning is the key to unlocking human potential. In keeping with this philosophy, the Board strives to provide an environment conducive to learning by adopting clear and consistent policies on student behavior, rights, responsibilities, and obligations.

### **III. Board Goals**

- A. Recognize the intrinsic value of each individual student.
- B. Encourage in students a sense of personal responsibility and accountability for their actions.
- C. Deal justly and constructively with all students, including not only those students who are in violation of District policies, but also those students who may be the victims of those policy violations.

- D. Develop high-quality, creative and responsive programs designed to meet the educational, social, emotional and physical needs of District students.
- E. Provide a safe and secure learning environment.
- F. Develop student recognition of the opportunity and obligation to advance their own individual learning and development as well as to contribute to the learning and development of others.

# SECOND DRAFT POLICY

**POLICY SERIES: Student Rights & Responsibilities**

**SUBJECT: Student Discipline**

**BOARD APPROVED:**

**REVISION DATE:**

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## **SRR(140) Student Conduct and Discipline**

### **I. Purpose**

The purpose of this policy is to articulate the Board's general expectations for student behavior and the consequences for violation of District policies and procedures.

The Student Handbook and other Board policies governing student rights and responsibilities provide further and more-detailed information concerning student conduct, discipline, and obligations.

### **II. General Statement of Policy**

Individual responsibility and mutual respect are essential components of an environment conducive to learning. District students are required to conduct themselves in a manner that does not interfere with the rights and privileges of others. Furthermore, students are expected to make a positive contribution to their school community through cooperative and constructive interactions with others.

By adopting a student code of conduct, the Board seeks to promote self-control, responsibility and accountability for one's own actions, and respect for law, authority, property, and the rights of others. The Board also seeks to encourage behavior that advances and encourages good citizenship and ensures an environment conducive to learning.

### **III. Student Conduct and Discipline**

A. Students shall:

1. Conduct themselves in an appropriate, respectful, and courteous manner at all times.
2. Familiarize themselves with the Student Handbook and all District policies and procedures governing student rights, obligations, and responsibilities and act accordingly.
3. Follow all official notices and directives and comply with reasonable instructions given by an authority.
4. Attend their program on a regular and consistent basis.

5. Appropriately use all District property and equipment.
6. Cooperate fully and truthfully in any inquiry or investigation conducted by the District.
7. Immediately report to District staff any threat, harassment, hazing, bullying, act of intimidation or retaliation, and physical or verbal abuse or assault.

B. Students shall not:

1. Cause, attempt to cause, or threaten to cause physical or psychological harm or injury to another person.
2. Harass, bully, haze, threaten or otherwise unlawfully intimidate or discriminate against other students or staff.
3. Possess, use, or distribute firearms, knives, explosives, or other dangerous objects or weapons.
4. Possess, use, distribute, sell or attempt to sell, or be under the influence of any narcotic, hallucinogenic, marijuana, amphetamine, barbiturate, alcohol, or other illegal drug or intoxicant.
5. Violate state or federal laws or rules, or District policies or procedures.
6. Engage in behavior which is dangerous or detrimental to the health, safety, or welfare of other students or staff.
7. Cause or attempt to cause damage to or destruction of District or private property or steal or attempt to steal such property.

C. Student Discipline

The administration may discipline any student, up to and including suspension and/or recommendation for expulsion, who violates one or more of the standards of conduct listed above. The appropriate discipline for students who have violated District policies will be determined in accordance with applicable law.

## **DISTRICT POLICY**

**POLICY SERIES: Student Rights & Responsibilities**

**SUBJECT: Rights & Responsibilities**

**BOARD APPROVED: October 2006**

**REVISION DATE:**

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### **SRR200 Student Apparel**

#### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

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

It is the policy of Intermediate District 287 to encourage students to be dressed appropriately for District activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated or communicated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, and/or do not advocate violence or harassment.

A student's appearance, grooming, or mode of dress shall not interfere with or disrupt the educational process or District activities, or pose a threat to the health or safety of the student or others.

**INTERMEDIATE DISTRICT 287  
PLYMOUTH, MN**

**BOARD OF EDUCATION**

**Regular Meeting – February 26, 2009**

**Agenda Section: BOARD BUSINESS**

**Item: 9.**

**Presented by: Sandra Lewandowski**

**9.1a Motion recommending approval of Student Rights & Responsibilities**

**Board Policies:**

- **SRR-100 (Goals)**
- **SRR 140 (Student Conduct and Discipline)**
- **SRR-200 (Student Apparel)**

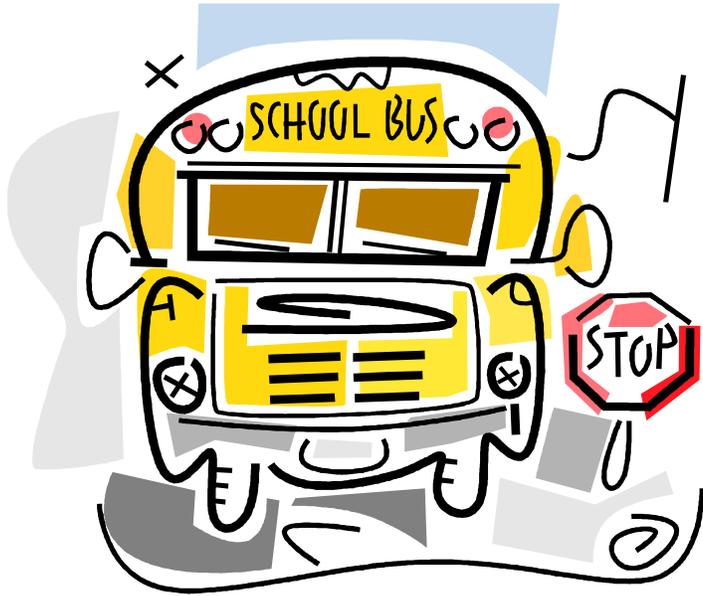
Board policies regarding Student Rights and Responsibilities are brought forth for a second read in the approval process. Policies SRR-100 (Goals); SRR 140 (Student Conduct and Discipline) and SRR-200 (Student Apparel) are presented for a second read in the approval process.

**Recommended Action: The Board approve Board Policies SRR-100 (Goals); SRR 140 (Student Conduct and Discipline) and SRR-200 (Student Apparel)**

**Motion by:**

**Second by:**

**Vote:** Passed \_\_\_\_ Failed \_\_\_\_



You are invited to...

# Get on the Bus!

to visit various  
District 287 programs.

## 2008-2009 SCHEDULE

*(Please arrive 15 minutes before bus departure time)*

Tuesday, January 6 <sup>th</sup> (Bus leaves 287 DSC @ 8:00AM)	8:30 AM	Edgewood	
	9:30 AM	North Vista	
	10:15 AM	NWTC Center	
Friday, January 9 <sup>th</sup> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	SEC	
	11:00 AM	Carpentry Site	
Tuesday, January 27 <sup>th</sup> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	PCA & CWA	
	10:00 AM	Bren Road	
Thursday, February 19 <sup>th</sup> (Bus leaves 287 DSC @ 8:30AM)	9:00 AM	Hosterman	
	10:30 AM	HTC North Campus	

**INTERMEDIATE DISTRICT 287  
March 12, 2009  
SCHOOL BOARD CALENDAR**

March 2009

12	Thursday	General Board Meeting	6:30PM	Board Rm
26	Thursday	General Board Meeting	6:30PM	Board Rm

April 2009

23	Thursday	General Board Meeting	6:30PM	Board Rm
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May 2009

14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm

June 2009

11	Thursday	General Board Meeting	6:30PM	Board Rm
25	Thursday	General Board Meeting	6:30PM	Board Rm

July 2009

23	Thursday	General Board Meeting	6:30PM	Board Rm
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August 2009

27	Thursday	General Board Meeting	6:30PM	Board Rm
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September 2009

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

October 2009

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

November 2009

12	Thursday	General Board Meeting	6:30PM	Board Rm
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December 2009

10	Thursday	General Board Meeting	6:30PM	Board Rm
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**INTERMEDIATE DISTRICT 287**  
**March 12, 2009**  
**CALENDAR OF EVENTS**

DATE	TIME	EVENT	DESCRIPTION OF EVENT	LOCATION
Saturday March 7, 2009	8:00 AM	Destination ImagiNation Metro Tournament	Minnesota Destination ImagiNation cultivates creative problem solvers and risk takers, providing our participants with innovative opportunities based on FUN in learning, divergent thinking and team-building skills.	Harding High School
Friday March 13, 2009	12:00 PM	Cultural Diversity Festival	This event celebrates the cultural and ethnic heritage of the students and staff of the VECTOR, InVEST transition programs and the InVEST and Venture High School programs.	Northwest Tech Center
Saturday March 14, 2009	8:00 AM	Destination ImagiNation Metro Tournament	Minnesota Destination ImagiNation cultivates creative problem solvers and risk takers, providing our participants with innovative opportunities based on FUN in learning, divergent thinking and team-building skills.	Minnetonka High School
Saturday March 21, 2009	8:00 AM	Destination ImagiNation Metro Tournament		Blaine High School
Saturday April 18, 2009	8:00 AM	Destination ImagiNation Metro Tournament		Chaska High School
Tuesday April 21, 2009	6:00 PM	Parent Appreciation Dinner	2 <sup>nd</sup> Annual Appreciation Dinner for all the hard work parents has contributed towards their student's academic achievement.	Hosterman
Wednesday April 29, 2009	6:30 PM	Honors Mentor Connection Scholars Forum	This event features all of the Students Projects	EP Community Center
Wednesday May 20, 2009	6:30 PM	District 287 Retirement Party	Celebration Honoring District 287 Retirees <i>(Board Members are Encourage to Attend!)</i>	District Service Center Room 318
Friday May 29, 2009	9:00 AM	Ridgedale Alternative Program Graduation	12 <sup>th</sup> Grade Graduation	Eliot Community Center
Monday June 1, 2009	7:00 PM	North VISTA Graduation	12 <sup>th</sup> Grade Graduation	North Vista Education Center
Thursday June 4, 2009	10:00 AM	City West Academy Graduation	12 <sup>th</sup> Grade Graduation	Shady Oak
Thursday June 4, 2009	12:00 PM	PHASE/Intersect/SUN Transition	12 <sup>th</sup> Grade Graduation	South Education Center
Thursday June 4, 2009	4:00 PM	Bren Road	12 <sup>th</sup> Grade Graduation	Bren Road

Thursday June 4, 2009	5:00 PM	South Education Center Alternative Graduation	12 <sup>th</sup> Grade Graduation	SEC Gymnasium
Friday June 5, 2009	10:00 AM	Prairie Center Alternative Graduation	12 <sup>th</sup> Grade Graduation	EP Community Center
Friday June 5, 2009	9:00 AM	VECTOR and InVEST High School Graduation	12 <sup>th</sup> Grade Graduation	NWTC
Friday June 5, 2009	12:30 PM	VECTOR South/InVEST Transition South Graduation	12 <sup>th</sup> Grade Graduation	SEC Gymnasium
Tuesday June 9, 2009	6:30 PM	Phase North Graduation	12 <sup>th</sup> Grade (Plus) Graduation	HTC North Campus
Tuesday June 9, 2009	TBD	County Home School (CHS) Epsilon	12 <sup>th</sup> Grade Graduation	CHS Gymnasium

# DIVERSITY



## Is Our Strength



Intermediate District 287  
Partner in Education

You're Invited  
to the  
**5th Annual  
Cultural Diversity  
Festival**

March 13, 2009  
12:00 p.m.-2:00 p.m.

Northwest Tech Center  
7008 Northland Drive Suite #100  
Brooklyn Park, MN 55428

NWTC  
The 5<sup>th</sup> Annual Cultural Diversity Festival  
*“Diversity is our Strength”*



Friday, March 13<sup>th</sup>

12:00pm until 2:00pm

Event Schedule

12:00pm to 1:05pm

1<sup>st</sup> Floor

- Tour student/staff displays
- Sample different ethnic foods
- Listen to live music in the BCA
- Watch the Latin dancing demonstration.

1:10pm to 1:20pm

2<sup>nd</sup> Floor

Deaf/Hard of Hearing student performance

1:20pm to 2:00pm

Fashion Show

# Local 2209 Uniflier



February 2009

Put it in your Calendar.....

## GENERAL MEMBERSHIP MEETING

WED, FEB. 18TH  
4:30 - 5:30 PM

MINNETONKA CIVIC CENTER  
14600 MNTKA BLVD



## NOMINATIONS OPEN FOR 3 EXECUTIVE COUNCIL POSITIONS:

VICE PRESIDENT  
TREASURER  
EXECUTIVE OFFICER 'B'

TO PLACE YOUR NAME IN  
NOMINATION EITHER:

1. SUBMIT NAME IN WRITNG  
TO SALLY ENDRIS @ DSC  
BEFORE 4PM ON FEB 13.  
NO FAXES, PLEASE.  
OR
2. PLACE NAME IN  
NOMINATION FROM THE  
FLOOR ON FEB 18 @ GEN.  
MEMBERSHIP MTG @ 4:30PM.  
CANDIDATE MUST BE  
PRESENT TO ACCEPT.

Contact Bruce Mulder with  
any questions @ 763-550-3120

## SENIORITY

### CHECK YOUR RANKING

You were recently sent an email from Bruce Mulder describing how to access the seniority list from the District 287 Home Web page. The School Board updates and publishes this list on or about January 15th of each year. It's important to check your place on the list, because you can challenge your seniority credit. This right is stated in your contract. The challenge needs to be in writing and received in the Human Resources Department no later than 20 working days following the date of the Federation's distribution of the list.



### HOW IT'S DETERMINED

Seniority is based on the initial date the licensed/certified employee signs their first contract, or employment starting date as a licensed/certified employee, whichever is earlier. For employees not required to have a license/ certificate, it's based on employment starting date. Current full-time employment takes precedence over part-time employment in rankings. After this, the seniority date is the date of the initial offer of employment from the School Board. If there are still employees with identical ranking, seniority is assigned by the date of application still on file.

### WHAT IT'S NOT

It does not apply to job assignments, transfer requests, or any other of the terms and conditions of employment.

### WHAT IT IS

Seniority in our contract applies only to lay-off and recall of tenured/ permanent staff.

**Thanks to all those who completed the  
Negotiations Survey!**  
**If you haven't filled one out, do!**  
**If you've completed it and it's just  
sitting around, get it to your Site Rep!**  
**If you need another, ask your Site Rep!**

Surveys due Feb. 13th!

See back for listing of  
District 287 Site Reps

### Percentage of Union Members Grows!

The percentage of U.S. workers belonging to a union rose in 2008, the first statistically significant increase in the figure in the 25 years that it has been reported. In 2008, union members represented 12.4 percent of employed workers, up from 12.1 percent a year earlier, the Bureau of Labor Statistics reported.

**LOCAL 2209  
SITE REPRESENTATIVES**

Deb Barnes – Hosterman Education Center  
763-550-7254, debarnes@district287.org

Paul Bennett – Eliot RAP  
763-550-7336, pabennett@district287.org

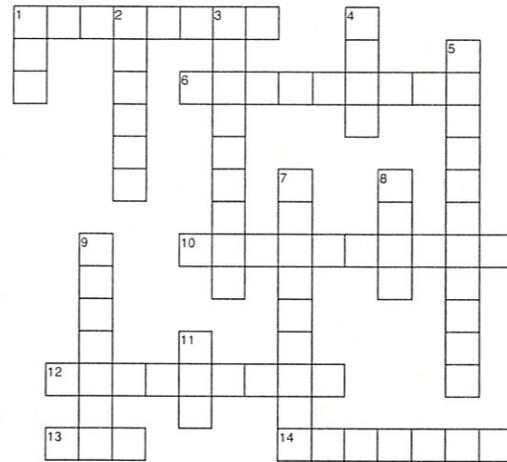
Karen Berger – District Service Center  
763-550-7149, kjberger@district287.org

Cindy Brose – Edgewood Education Center,  
VET North  
763-533-3821, cmbrose@district287.org

Jeff Goergen – EP Campus, PCA, City W  
952-995-1505, jtgoergen@district287.org

Kathy Lorenz – North Vista Education  
Eliot RAP  
763-550-7335, kjlorenz@district287.org

**Danny's Crossword**



- |               |   |             |                            |
|---------------|---|-------------|----------------------------|
| <b>Across</b> |   | <b>Down</b> |                            |
| 1             | Home to 287                             | 1           | Pig's pad                  |
| 6             | Discuss with view of reaching agreement | 2           | 2209 president             |
| 10            | Give the ok                             | 3           | One in charge of the money |
| 12            | Policy based on length of employment    | 4           | Opera solo                 |
| 13            | Legal document in spec ed               | 5           | Overseer of 287            |
| 14            | Idiom                                   | 7           | Proposed as candidate      |
|               |   | 8           | Struggle for breath        |
|               |   | 9           | Circus Swing               |
|               |   | 11          | Chunk of eternity          |

**DID YOU KNOW**  
that as a member of  
**Education MN** you can  
purchase **BOSE** products  
at a discount?



Check out the prices.... Call **1-877-803-0838**.

( Just call and tell the salesperson that you're an  
Ed MN member. Discounts are **5-20%** )

**Stay tuned.... In the March Unifiler: Get to Know  
Your Site Reps**

Across: 1-plymouth 6-negotiate 10-permission 12-seniority 13-lep 14-dialect  
Down: 1-pen 2-mulder 3-treasurer 4-aria 5-lewandowski 7-nominated 8-gasp

**Executive Council Members**

- Bruce Mulder, President**  
763-504-8328
- Bob Bathke, Vice President**  
763-550-2134
- Mary Neiman, Executive Officer A**  
952-653-1637
- Bob Lauman, Executive Officer B**  
763-550-7361
- Terry Kubista, Treasurer**  
763-550-7332
- Lois Lillie, Membership Secretary**  
763-550-7171

**Communications Coordinator:**  
**Laura Lazowski**  
763-550-7170 ext.2  
lelazowski@district287.org