Intermediate District 287

Responsive. Innovative. Solutions.

Board Book

Intermediate District 287

Regular Meeting

Thursday, March 22, 2012 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

GENERAL MEETING OF THE BOARD
Thursday, March 22, 2012
6:30 PM @ District Service Center Board Room
AGENDA

Page #

1. **CALL TO ORDER (*Action*)**
2. **APPROVAL OF GENERAL MEETING AGENDA (*Action*)**
3. **OPEN FORUM (*Information*)**
4. **APPROVAL OF CONSENT AGENDA (*Action*)**
   - 4. 1. General Board Meeting Minutes from March 8, 2012 — 4
   - 4. 2. Routine Human Resource Activities for March 22, 2012 — 6
   - 4. 3. Change Order Memo for North Education Center — 11
5. **SHARE THE SUCCESS & RECOGNITIONS - None**
6. **SUPERINTENDENT'S REPORT - (10 minutes)**
   - 6. 1. FY13 Budget Proposal **(*Action*)** — 13
     A written report will be presented and the Board will be asked to approve it.
   - 6. 2. Approval of Proposed 2012-2013 District 287 School Calendar **(*Action*)** — 20
     The calendar for the 2012-13 school year will be shared & the Board will be asked to approve it.
7. **INSTRUCTIONAL REPORT - None**
8. **ADMINISTRATIVE SERVICES REPORT - (60 minutes)**
   - 8. 1. Financial Report
     - 8. 1. 1. Approval of Routine Monthly Finance Report ***(Action)*** — 22
       Janet Johnson will provide an overview of the monthly finance report and the Board will be asked to approve it. Janet will provide an update on the March 15th Business Director Advisory Committee meeting.
   - 8. 2. Facilities Report
     - 8. 2. 1. North Education Center (NEC) Facilities Committee Report **(*Information*)** — 32
       Committee Chair Robb will provide a brief overview of the March 20, 2012 meeting including key dates for future events.
   - 8. 3. Human Resource Report - (20 minutes)
     - 8. 3. 1. Discontinuing Educational Programs and Positions **(*Resolution*)** — 54
       The School Board of Intermediate District 287 adopted a resolution on February 23, 2012 directing the Superintendent of Schools and the Administration to consider the discontinuance of programs and positions to effectuate economies in the School District for the 2012-2013 school year. Anne Becker will provide a Resolution recommendation for reductions in programs and positions.
     - 8. 3. 2. Staff Reduction ULA Resolution **(*Resolution*)** — 55
       Anne Becker will provide a Resolution requesting approval from the Board to make recommendations to place tenured licensed staff on unrequested leave of absence.
     - 8. 3. 3. Employee - **Closed Session** **(*Information*)**
       Pursuant to Minnesota Statutes, section 13D.05, subdivisions 2 and 3, this agenda item will be closed for preliminary considerations of allegations against one or more of its employees, and, a discussion with its attorneys.

8. 3. 4. Negotiations - **Closed Session** (***Information***)
The school Board may hold a closed meeting to consider strategy for labor negotiations. Minn. Stat. §13D.03.

8. 3. 5. Local 2209 Negotiations (***Action***)
A Tentative Agreement with Local 2209 will be shared and the Board will be asked to approve it.

9. **BOARD BUSINESS - (30 minutes)** (***Information***)

9. 1. Policy Review & Revision

9. 1. 1. Curriculum & Instruction (CI) Bucket (***Action***) 56
Anne Becker will be available to address questions and the Board will be asked to approve this policy bucket. (***Second Read***)

9. 2. Board Reports

9. 2. 1. Bloomington Public Schools – **Closed Session** (***Information***)
Discuss next steps in Bloomington Public Schools withdrawal from Intermediate District 287. The School Board may hold a closed meeting pursuant to Minn. Stat. §13D.5, subd. 3(c) to develop a plan for evaluation of the district's real and personal property. Outcomes of BDAC agenda will be shared with the Board.

9. 2. 2. Chair Report

9. 2. 2. 1. Update on Local 2209 / Board Breakfast

9. 2. 3. AMSD Report (Ann Bremer)

9. 2. 3. 1. AMSD Connections February 2012 Newsletter

9. 2. 3. 1. 1. March 2012 AMSD Connections Newsletter 63

9. 3. **District News** (***Information***)

9. 3. 1. School Board Planning Calendar 67

9. 3. 2. March 22, 2012 Calendar 69

9. 3. 3. Northwest Tech Center Cultural Diversity Festival Invitation 70

9. 4. Once Around the Table

10. **ADJOURNMENT**

DISTRICT 287 REGULAR BOARD MEETING
Intermediate District 287
March 8, 2012
MINUTES

1. CALL TO ORDER
Chair Ann Bremer called the regular meeting to order at 6:31 PM in the District Service Center Board Room. A quorum was declared with the following members in attendance:

286	Brooklyn Center	Greg Thielsen
272	Eden Prairie	Carol Bomben
273	Edina	Peyton Robb
270	Hopkins	Laura Ronbeck
276	Minnetonka	Bob Quam
278	Orono	Michèle Kunz
279	Osseo	Dean Henke
281	Robbinsdale	Sherry Tyrrell
283	St. Louis Park	Nancy Gores
280	Richfield	Nancy Rowley
284	Wayzata	Carter Peterson
277	Westonka	Ann Bremer

Absent:
Guests:

287 Administration:	Sandra Lewandowski, Colleen Baumtrog, Jane Holmberg, Char Myklebust, Anne Becker, Janet Johnson, Tom Shultz, Dolly Lastine, and Wauneen Mgeni
287 Staff Members:	Bruce Mulder, Deborah Seveland, Rosemary Ruffenach, Cheri Hoffman, Amy Kuklock, Becky Brown, Kathy Lorenz, and Shawn Garvey

2. APPROVAL OF GENERAL MEETING AGENDA
The general meeting agenda was presented for approval. *Motion by Ann Bremer, seconded by Carol Bomben, to approve the meeting agenda. All in favor. Motion carried unanimously*.

3. OPEN FORUM FOR COMMUNITY COMMENTS - None

4. APPROVAL OF CONSENT AGENDA
The Consent Agenda was presented for approval. The Consent Agenda included the general meeting minutes from February 23, 2012. *Motion by Ann Bremer, seconded by Laura Ronbeck, to approve the Consent Agenda as presented. Motion carried*.

5. SHARE THE SUCCESS & RECOGNITIONS
Superintendent Lewandowski introduced Mrs. Lea Dahl, Area Learning Center Principal. Lea introduced Paul Bennett, Social Studies Instructor and Innovation Coach from the Prairie Center Academy, who has advanced to the semifinals of the Minnesota Teacher of the Year Program. Paul highlighted aspects of his career and philosophy, acknowledging the help and support of many staff members who came to celebrate his recognition.

6. SUPERINTENDENT'S REPORT
Superintendent Lewandowski introduced Dr. Char Myklebust, Executive Director of Mental Health/Partnership, provided a brief overview to the Board on the district involvement in the Community Health Improvement Plan (CHIP) Leadership Group. The goal of the group is to leverage influence of community agencies, Hennepin County, nonprofit organizations and schools to achieve an important common community health goal the group will identify.

Sandy briefly updated the Board on her district site visits this week, sharing the message of the district "The Tipping Point" white paper and presentation as well as what the district has done to promote safety. She also announced the new staff recognition program.

Sandy briefly updated the Board on "What the Board Needs to Know about the Area Learning Center (ALC) Plus.

Sandy present to the Board a video of the two student speakers from the 40 year celebration of the district's Vista Programs.

7. INSTRUCTIONAL REPORT
Sandy briefly updated the Board on the Alternatives Suspension Conference which was held February 29, 2012, to support the regional graduation goal.

Dr. Jane Holmberg, Executive Director of Teaching and Learning introduced Mike Smart, Innovation Coach/Online Learning Coordinator, Jon Voss, Online Learning Principal, Jon Fila, Online/Mobile Learning Coordinator and Innovation Coach. As members of the team who are creating a prototype of a system to personalize education. Mike briefly presented the benefits of a system that could use new tools to match student needs and interests with learning. The system would be an important element of the regional graduation initiative. A graphic that shows how the district would envision the system depicts a Student Learning System that is based on units rather than courses and standards clusters rather than credits would provide student choice and accountability. The Student Learning System would draw needed curriculum material from a Curriculum Hub that is currently being built and would include all types of lessons, not only online. Jon Voss gave an overview on the progress on the prototype, and explained how a pivotal idea has recently been incorporated: the student progress will be reflected visually as student's complete units. This system provides information on what students have achieved, so that incremental progress can be communicated among programs, and eventually, among districts. Jon Fila presented an overview on how the Curriculum Hub provides a series of choices matched to student needs, allowing multiple pathways through the content. The advantages of this prototype and potential impact beyond District 287 were discussed by the Board.

8. ADMINISTRATIVE SERVICE REPORTS

Financial Report

Mrs. Janet Johnson, Director of Finance, presented a summary to the Board on the planning information received from member districts.

Janet presented the FY13 Budget Assumptions for approval. *Motion by Ann Bremer, seconded by Michèle Kunz, to approve the FY13 Budget Assumptions as presented. All in favor. Motion carried unanimously.*

Facilities Report - None

Human Resources Report – Closed Session

At the recommendation of Board Chair Bremer, *a motion was made by Ann Bremer, seconded by Greg Thielsen, to close the meeting pursuant to Minnesota Statutes, section 13D.05, subdivisions 2 and 3, this agenda item will be closed for preliminary consideration of allegations against one or more of its employees, and, a discussion with its attorneys. All in favor. Motion carried unanimously.* The meeting was closed to the public at 8:15 PM.

Human Resources Report – Closed Session

At the recommendation of Board Chair Bremer, *a motion was made by Ann Bremer, seconded by Greg Thielsen, the school Board may hold a closed meeting to consider strategy for labor negotiations. All in favor. Motion carried unanimously.* The meeting was closed to the public at 8:15 PM. *A motion was made by Ann Bremer, seconded by Carter Peterson, to reopen the general meeting. All in favor. Motion carried unanimously.* The general meeting reopened at 8:46 PM.

9. BOARD BUSINESS

Policy Review & Revision

Mrs. Anne Becker, Director of Human Resources, present to the Board the Curriculum & Instruction Policy Bucket (CI) as a first read.

Chair Report

AMSD Report

Once Around the Table

10. ADJOURNMENT

Motion was heard and seconded to adjourn the meeting. Meeting adjourned at 8:47 PM.

The next general meeting will be held on March 22, 2012, at 6:30 PM in the DSC Board Room.

Submitted by
Wauneen Mgeni
Secretary to the Board

Signed: Chair ______________________________ Clerk ______________________________

Date ______________________________ Date ______________________________

ROUTINE HUMAN RESOURCES ACTIVITIES FOR THE INTERMEDIATE DISTRICT 287 SCHOOL BOARD – March 22, 2012

LICENSED STAFF

1. New Hires:

A. Regular

-

B. Reinstatement of Licensure Waivers

-

C. Temporary

- EMILY AXTMANN, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- STEVEN J. GROSSMAN, Physical Education Instructor at Hennepin County Home School effective March 12, 2012 through June 11, 2012.
- JIMMIE HEAGS, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- AMANDA KLUTMAN, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- JANENE KOUTEK, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- BARBARA LAFLIN, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- KRYSTA RAYFORD, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- COLLEEN S. BAUMTROG, Executive Director of Administrative Services, additional 61 hours (7.6 days) effective January 23, 2012 through March 16, 2012, to complete work related to negotiations and other Administrative Services duties.
- CHRISTINA SCHOLBERG, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- KENNA SHEARMAN, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- JEFF SIEGEL, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.
- DAVID VanDenBOOM, Ramp Up Technical Tutor effective March 1, 2012 through May 31, 2012.
- MARLENA ZENE, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.

- ARIEL ZINK, Ramp Up Technical Tutor effective February 15, 2012 through May 31, 2012.

Substitutes

- Linda Saetre

2. Extended Leaves of Absence:

A. Unpaid

- KIMBERLY A. DOTY, Program Facilitator at Northwest Tech Center, .2 FTE effective for the 2012-13 school year.
- LORI E. DOZIER, Speech Language Pathologist at the District Service Center, .5 FTE effective for the 2012-13 school year.
- JANE A. FREEMAN, School Social Worker at Northwest Tech Center, .2 FTE effective for the 2012-13 school year.
- DIANE GERADS-SCHMIDT, Speech Language Pathologist at the District Service Center, .2 FTE effective for the 2012-13 school year.
- PATTI J. GLUMACK, Assistive Technology Specialist at the District Service Center, .4 FTE effective for the 2012-13 school year.
- KRISTIN A. GUSTAFSON, School Psychologist at Sandburg Education Center, .2 FTE effective for the 2012-13 school year.
- JANAAN HUBBARD, DCD Instructor at South Education Center, .2 FTE effective for the 2012-13 school year.
- KELLY A. JONES, Deaf/Hard of Hearing Instructor at the District Service Center, medical leave of absence effective March 15, 2012 through June 30, 2012.
- MELANIE A. LEITE-CARROLL, Physical Therapist at the District Service Center, .2 FTE effective for the 2012-13 school year.
- DIANE M. LINDE, Speech Language Pathologist at Sandburg Education Center, .1 FTE effective for the 2012-13 school year.
- BARBARA J. LYNCH, Physical Therapist at the District Service Center, .2 FTE effective for the 2012-13 school year.
- KIMBERLY MACKENZIE, Program Facilitator at Sandburg Education Center, .05 FTE effective for the 2012-13 school year.
- MARGARET R. OLIVER, DHH Instructor at the District Service Center, .05 FTE effective for the 2012-13 school year.
- BROOKE A. PETERSON, Program Facilitator at the District Service Center, .5 FTE effective for the 2012-13 school year.
- SUSAN L. SPIELMANN, DCD Instructor at Sandburg Education Center, .2 FTE effective for the 2012-13 school year.

- MARCIA THOMPSON, Vision Instructor at the District Service Center, .1 FTE effective for the 2012-13 school year.

- BARBARA L. WINCHELL, DHH Instructor at the District Service Center, .2 FTE effective for the 2012-13 school year.

- PATRICIA A. WISCHNEWSKI, Work Experience Coordinator at Shady Oak, .36 FTE effective for the 2012-13 school year.

B. Military Leave

- TRAVIS L. VOELS, Social Studies Instructor at the District Service Center, effective April 29, 2012 through May 18, 2012.

3. Separations:

A. Dismissal

-

B. Resignation

- STEPHANIE L. FLATER LUEPKE, Audiologist at the District Service Center, effective June 30, 2012.
- HUGH N. PETERSON, Social Studies Instructor at Hennepin County Home School, effective June 30, 2012.

C. Retirement (Regular/Disability)

- SUSAN R. HENKEMEYER, EBD Instructor at Northwest Tech Center, effective March 1, 2012.

4. Other:

A. RECOMMEND the Board's approval to credit, Terry Gerszewski, EBD Instructor at Hennepin County Home School, with four (4) 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.

Ann Bukoskey	Terry Haggar	Veronica Tucker
Ruth Wilson		

NON-LICENSED STAFF:

1. **New Hires:**

   A. **Regular**

   -

   B. **Temporary**

   -

   C. **Substitutes**

   - Kate Allen   Joanna Carlson

2. **Extended Leaves of Absence:**

   A. **Unpaid**

   - LEEANN ARNQUIST, Education Assistant at Sandburg Education Center, effective April 18, 2012 through June 11, 2012.
   - ROSALIE KRANZ, Education Assistant at South Education Center, .2 FTE effective for the 2012-13 school year.
   - LAURA BJORLIN, Interpreter at Various Sites, .4 FTE for the 2012-13 school year.
   - LAURA FERRIAN, Education Assistant at Sandburg Education Center, .875 FTE effective for the 2012-13 school year.
   - KYLE MEYER, Education Assistant at Sandburg Education Center, effective February 27, 2012 through March 23, 2012.
   - GRAYCE GROHOVSKY, Education Assistant at South Education Center, .2 FTE effective for the 2012-13 school year.
   - ANNETTE SCHUMM, Education Assistant at South Education Center, .2 FTE effective for the 2012-13 school year.
   - LINDA HOLMBERG, Education Assistant at Sandburg Education Center, .125 FTE effective for the 2012-13 school year.
   - JANENE KOUTEK, Education Assistant at Edgewood Education Center, .875 FTE effective for the 2012-13 school year.
   - LISA DONLEY, Interpreter at Various Sites, .4 FTE for the 2012-13 school year.

3. **Separations:**

A. Dismissal

- SAMUEL D WILSON, Education Assistant at South Education Center, effective March 2, 2012.

B. Resignation

- OSCAR ECHANDI, Education Assistant at Sandburg Education Center, effective June 11, 2012.

- NAOMI ECHANDI, Education Assistant at Sandburg Education Center, effective June 11, 2012.

C. Retirement (Regular/Disability)

-

4. **Other:**

A.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

M E M O R A N D U M

Date: March 20, 2012

To: Facilities Committee

From: Thomas Shultz, Director of Facilities

RE: NEC Change Orders

The following is a list of Change Orders (COs) for the North Education Center construction project. According to the Board-approved decision making process, *Levels of Authority*, those items that are less than $10,000 may be approved by District Administration those items greater than $10,000 but less than $25,000 may be approved by the Facilities Committee All Change Orders presented are within these ranges. The following change orders are being presented as information only, C.O. # Henricksen #1, J.E. Dunn #43, 45, 46, 48, 49, 50, 51 and 53. The following Change Orders are being presented for Committee approval, J.E. Dunn # 44, 47, 52 and 54.

The total cost is $70,704.

Administration Decision

Henricksen Change Order #1	Add 24"x36" tempered clear glass on 6 doors ($149 each) for the nap rooms in B1	$894.00
JED Change Order #43	Reflects changes to exterior jamb details and load changes to monumental stairways.	$2,015.00
Change Order #45	Reflects addition of outlets (9) in Data Closets	$4,884.00
Change Order #46	Relocation of light fixtures in stairwells and exterior fixture color change.	$731.00
Change Order #48	Reflects changes to racks in main server room.	$5,374.00
Change Order #49	This change is for the Science Lab and reflects an additional outlet for a second refrigerator for separation of materials	$850.00
Change Order #50	Reflect the elimination of circulation pumps in the ERU (energy recovery unit).	-$2,483.00
Change Order #51	Reflects the deletion of the fire extinguishers needed per fire marshal.	-$1,329.00
Change Order #52	Reflect changes to control sequence for heat pumps	$694.00

Committee Decision

Change Order #44	Per District request the Building Automation System (BAS) Be tied into the emergency power system.	$12,964.00
Change Order #47	Per District request that Hydronic Filters (4) be installed during construction as opposed to after completion.	$16,704.00
Change Order #53	Reflect the requirement for power electronic faucets (39)	$11,923.00
Change Order #54	Per code official emergency power will be provided to both elevators vs. only one.	$17,483.00

Agenda Item: 6

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 22, 2012

AGENDA SECTION: **SUPERINTENDENT'S REPORT**

ITEM: **FY13 Budget Proposal**

PRESENTED BY: **Superintendent Lewandowski**

1. **Background Information**
   This budget proposal includes some shifts and reductions in staffing to correspond to planned ADM numbers and a loss of revenue. We are planning to extend some strategic investments and provide modest cost of living increases for staff. This plan will result in limited licensed tenured layoffs (ULAs) as well as licensed probationary layoffs and non-licensed, non-permanent layoffs. By approving this proposal, the Board will authorize the Superintendent to take all necessary action related to budget and personnel in the development of the 2012-2013 budget.

2. **Fiscal Impact/Funding Source**:

3. **RECOMMENDED ACTION:** **The Board will authorize the Superintendent to take all necessary action related to budget and personnel in the development of the 2012-2013 budget as presented.**

Motion by: ________________________ Yes ____ Passed ____

Second by: ________________________ Yes ____ Failed ____

Abstentions: ________________________

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: March 22, 2012

TO: Intermediate District 287 School Board

FROM: Sandra Lewandowski, Superintendent

RE: Budget Proposal for 2012-2013

This memo provides a summary of historical cost saving information and a proposal for a budget that is consistent with the FY13 Budget Assumptions (attached) and builds on the operational efficiencies put in place in FY12.

Intermediate District 287 has a history of actively looking for ways to minimize costs and pass along savings to member districts. I want to highlight some of the ways that this has been realized in recent years so that the effort we are making this year can be put into context. Since 2002 special education ratios have been gradually increased. This has occurred during the same time frame as our students have become increasingly more complex. In 2003-2005, contracts were frozen for all employee groups. In 2007, the Extended School Year program was reduced by 45 hours. Reductions in support staff have taken place every year since 2007 as the District has shifted to larger facilities. In FY10 the budget was reduced by approximately **$2.9 million or 4.2%** of the revised budget and in FY11 the budget was reduced by an additional **$3.1 million or 4.3%.** A significant portion of the reductions in the past four years has been related to increased staff ratios in special education and savings in health premiums. In FY12 MA revenue in the amount of **$691,000 or 1.2%** was used to offset the cost of special education services.

The budget for 2012-2013 will be developed based on member district planning numbers or average daily membership (ADMs) for Special Education and Teaching and Learning programs and a loss of revenue sources including Federal Jobs money, Area Learning Center Resource fees, and the C-Train grant. Compensatory revenue will increase as a result of increased Care and Treatment programming. The compensatory funds must be spent in the program where they are generated.

There will be some shifts and some reductions in staffing to correspond the planned ADMs and loss of revenue. The planned enrollment in the Special Education Division is stable for next year with the exception of Itinerant Services that will be reduced to reflect fewer service days. Enrollment in Care & Treatment Programs continues to increase and the new middle school program at PrairieCare will result in the need for some additional staffing and a budget increase. In the Teaching and Learning Division, the FY12 ADM's fell short of projections for ALC and Career and Technical programs. The budget adjustment associated with this will be offset in part by an expected increase in ALC enrollment at NEC and the ALC Plus program for FY13. Career and Technical Education enrollment is declining, especially at the Brooklyn Park Campus of HTC, and fewer classes will be offered on campus. Planned enrollment and the budget for the other Teaching and Learning programs including Honors Mentor Connection, Northern Star Online and World Language enrollment is stable. In all program areas efficiencies are being examined to reflect the opportunities provided by our large facilities. This will be closely studied as several programs converge in our North Education Center. Program leadership and administrative positions will be consolidated in one or two areas.

Strategic investments will continue as in the past few years with staffing and resources for literacy, innovation, and technology that were in place in FY12 continuing in FY13. We are planning continued investment in research and development of the Personalized Learning prototype. In addition, consideration will be given to an additional strategic development budget for the regional data sharing project. Final decisions on this potential investment will occur based on whether member district superintendents want to further study the opportunities in regional data sharing.

Finally, the FY13 budget will include amounts for a modest cost of living increase for employees. This is consistent with member district contract settlements as well as the Tentative Agreement with Local 2209 and the FY13 Budget Assumptions approved by the Board on March 8, 2012.

In summary, this budget proposal includes some shifts and reductions in staffing to correspond to planned ADM numbers and a loss of revenue. We are planning to extend some strategic investments and provide modest cost of living increases for staff. This plan will result in limited licensed tenured layoffs (ULAs) as well as licensed probationary layoffs and non-licensed, non-permanent layoffs. By approving this proposal, the Board will authorize the Superintendent to take all necessary action related to budget and personnel in the development of the 2012-2013 budget.

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: March 22, 2012

TO: Intermediate District 287 School Board

FROM: Sandra Lewandowski, Superintendent

RE: District Efficiencies for 2011-2012

Work during FY12 again yielded a substantial list of operational efficiencies and reflects our efforts to streamline the way we operate in some key areas. A theme for this year's efficiencies is the expanding use of electronic tools to reduce, and in some cases, eliminate paper and redundant data entry and access key operational systems in sites remotely.

PEOPLE

1. A new method of collective bargaining, Interest Based Collective Bargaining (IBCB), was utilized with the Local 2209 contract resulting in improved process with many win-win solutions identified and the realization of deeper understanding of the issues both sides brought to the negotiating table.
2. An integrated Speech and Language model has been implemented this year wherein all special education staff utilizes strategies to implement throughout the day. This results in a more efficient & effective service delivery model and a reduced caseload for speech clinicians.
3. Federal Jobs money allowed for the early hiring of the NEC Facilities Operation Manager. Not only did this give the District a head start at the NEC, it has given the District the ability to perform many maintenance items and repairs in-house rather than our-sourcing, saving time, money and potential downtime of key systems.
4. Staff reductions in the FY12 budget have been realized through very selective replacement after retirements and resignations.
5. In certain programs where student enrollment has increased, staff has not been increased proportionately or the entire increase has been accommodated with existing staff.
6. More on-site work experience and career tech options have decreased transportation to a career center including Hennepin Technical College.
7. A new HR-Payroll process has employees using *myTime*, a TIES module, to enter their hours rather than using paper and the entire process from supervisor approval to payroll is now electronic. We are rolling out implementation to the Extended School Year (ESY) programs in June, and potentially to other programs this Fall. This greatly minimizes manual data entry!
8. Another new HR-Payroll process is a new electronic process using *Google Docs* that is a paperless electronic application process and for the 2012 ESY employment. Staff will initiate the hiring application or temp hire process by completing a GoogleDocs form. Data entry will be electronic and loaded directly into the TIES system. Again greatly minimizes manual entry!
9. Itinerant Services have become more efficient by increasing the use of the consultative service delivery model. This is possible due to the increased availability of technology and the investment of technology training opportunities for our Itinerant staff.

PLACES

1. We are participating with Excel Energy in a peak saving plan so that during times of high demand we reduce our power and receive a 20% reduction in base rate charges (savings $24,345).
2. The Facilities Department has contracted with a company to evaluate our sites for effectiveness based on industry, regional and national guidelines. The contract is based on money to be saved by discovering inefficiencies in our operation. The DSC and Bren Road (West Education Center) have been studied and are described as "Best In Class".
3. We are partnering with a company called "Bird's Eye" that provides a survey of aerial photographs of the roofs of District owned buildings that we use to determine any need for repairs. This not only saves the staff time, but provides a higher level of assessment of our roofs.
4. Hosting of Moodle, the online learning platform used for both student courses and staff development modules, has been brought in-house so that we no longer pay a fee for the service.
5. Knowledge of the Best Value procurement method is proving to be beneficial for major purchases at NEC and elsewhere in the District.
6. The 287 transportation department is now available for assisting with to-and-from transportation issues. This goes both ways for 287 sites and member districts. We continue to be part of a regional transportation group that is exploring increased efficiency potential for our mid-day transportation runs.

THINGS

1. A new Post-Injury Management Procedure (formerly known as Workers Compensation) now includes Certified Managed Care. Additionally, a new electronic “First Report of Injury” form, improved record keeping, and improved communication between staff, insurance company and health care providers is helping get staff back to work sooner.
2. A customized and electronic tuition acknowledgment form is now being used for all Care & Treatment programs allowing student information from TSIS to download directly to the tuition agreement form resulting in a more efficient process.
3. A new Employee Dependability Procedure and increased automation of absence tracking has allowed supervisors and HR to address staff absenteeism sooner and more efficiently.
4. Use of *iContent*, TIES electronic records management system, has decreased both the amount of time needed to look up documents and the amount of storage space we need. Seven 5-drawer lateral file cabinets were eliminated from the Finance Department this year.
5. A new *Access database* was created to more efficiently organize and control the District’s staff planning process for FY13. This database will help supervisors plan for following school year staffing in an easy and self-explanatory system. This database will also save HR time when entering these staffing changes into TIES.
6. A new joint effort between IT and Purchasing utilizing Loffler Managed Print Services will reduce district-wide printing costs and save approximately $1300/month.
7. A Building Automation System is now virtualized and our heating & security systems now reside on the District’s servers providing safer, more secure and better access for Facilities staff.

INTERMEDIATE DISTRICT 287
BASE BUDGET ASSUMPTIONS
FY13

Revenue Assumptions

1. State of MN funding for school districts for FY13 was established with the adoption of the state's biennial budget in 2011. The FY13 budget will be developed assuming no change in state funding levels as established in that budget. 2012 Legislative activity will be closely monitored should proposals be introduced that impact either District 287 or District 287 member District funding sources.

2. The FY13 budget will be built based on ADM projections for each program.

   - Special Education:
     - ADM's in program areas for FY13 will hold at the same levels as FY12.
     - There continue to be service withdrawals with related revenue decreases in the Itinerant Service area. We are anticipating decreases in Occupational Therapy, Deaf/Hard of Hearing, Physical/Health Disabilities and Educational Interpreters.
     - We anticipate continued increases in Care and Treatment programs, including one additional program in FY13. The revenue generated by the increase in Care and Treatment programs will offset additional expenditures for those programs.
   - Teaching & Learning:
     - Base ADM's in the ALC's are projected at the same level as produced by current FY12 headcount. We anticipate growth of 20 to 40 ADM's in the ALC Plus program with additional revenue through contracts with Hennepin County and the Minneapolis School District.
     - There is a loss in revenue supporting ALC overhead due to member district withdrawals from the District 287 ALC governing authorization.
     - ADM's in all other Teaching and Learning categories, Career and Technical Education, Honor's Mentor Connection, World Languages, Northern Star On-Line, etc. remain similar to current year.
     - Special Education student support will be provided as appropriate in the ALC and Career and Technical areas with offsetting revenue flowing through the Special Education Uniform Tuition Billing system where possible.

3. District 287 will continue to work with MDE to ensure appropriate funding through the Special Education Uniform Tuition Billing System, including an appeal if necessary.

4. Other revenue will be generated from MDE through the Application for Educational Benefits (Compensatory and Lunch Aids); On-line Learning Aid; grants; from MDHHS for medical assistance claims; and through direct billings for other programs and services.

5. There will be a negative adjustment of approximately $600,000 to third-party billing revenue due to prior year overpayments.

6. District 287 will continue to bill Member Districts an administrative core fee. That fee will be reduced from $25 per AMCPU based upon the proportional share of organizational costs now covered by the MDE Special Education Uniform Tuition Billing System.

7. Non-member districts will be charged an access fee for all 287 programs and services they utilize. The non-member access fee will also be decreased based upon the proportional share of organizational costs now covered by the MDE Special Education Uniform Tuition Billing System.

8. District 287 will utilize all ALC revenue that is available per statute.

9. Appropriate categories of levy dollars, including Safe Schools, Health & Safety and Lease Levy, will be available from member districts.

10. Revenue needed to fund future separation & severance obligations will be part of the rate structure for each program.

Expenditure Assumptions

1. Expenditure budgets for FY13 will align with revenue projections based upon anticipated ADM's. In ALC and Career and Technical programs, FY12 ADM's fell short of projections. The District will identify budget reductions and utilize fund balance if necessary, to align with revenue projections based upon conservative ADM numbers. Enrollments will be closely monitored. The District will not staff to full projections at the beginning of the year.

2. Budget reductions will also be necessary in areas that are impacted by program withdrawals, i.e. Itinerant Services and ALC overhead.

3. Expenditure adjustments will be made based upon the end of the Federal Jobs money.

4. Reductions will not impact the District's ability to comply with Federal and State legal mandates.

5. ALC contract revenue from Hennepin County and Minneapolis School District will be used in the ALC Plus for additional student support.

6. Levy dollars available for Safe Schools, Health & Safety and Leases will be utilized to ensure student and staff safety and to minimize impact on member districts' other general fund resources.

7. Expenditures will be aligned and prioritized so as to promote the implementation of the strategic plan and reflect changes in student population.

8. Staff salaries will be budgeted as established in current contracts.

9. Costs associated with benefits will be budgeted at estimated FY13 amounts based on provider estimates and contractual commitments.

6. The FY13 budget will include sufficient funds to cover anticipated separation and severance payments for all current retirees as well as an amount that will build funding for future obligations as per the District's actuarial information.

7. The FY13 budget will be developed in keeping with the Board policy that states that we will "endeavor to maintain an unassigned fund balance of at least 6%".

Agenda Item: 6

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 22, 2012

AGENDA SECTION: **SUPERINTENDENT'S REPORT**

ITEM: **Proposed 2012-2013 District 287 School Calendar**

PRESENTED BY: **Superintendent Lewandowski**

1. **Background Information**

   Approval of Proposed 2012-2013 District 287 School Calendar

2. **Fiscal Impact/Funding Source**:

3. **RECOMMENDED ACTION:** **The Board approve the proposed motion regarding Intermediate District 287 2012-2013 School Calendar.**

Motion by: ____________________ Yes ____ Passed ____

Second by: ____________________ Yes ____ Failed ____

Abstentions: ____________________

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

2012-2013 School Calendar

1820 Xenium Lane North, Plymouth, MN 55441 - 763-559-3535

- Holiday – No Students/No Staff (All)
- First and Last day for 10 month clerical
- New Instructional Staff Academy
- Staff Development – No Students
- First and Last Day of school for students
- No Students/No 2209 Staff
- Late Start Days- School begins at 11:30 a.m.
- Curriculum Groups – 8-11:00 a.m.

JULY

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

July 4 – Fourth of July Holiday

AUGUST

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

August 15 – First Day for 10 month Clerical

August 21-24 – New Instructional Staff Academy

August 27-30 - Welcome Back - Staff Development

August 31 – No Students, No 2209 Staff

SEPTEMBER

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

September 3 – Labor Day Holiday

September 4 - First Day of School for Students

September 4 – First Semester begins

September 20 – Late Start Day -School begins at 11:30a.m.

OCTOBER

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

October 12 – Staff Development – No Students

October 18-19 – No Students, No 2209 Staff

NOVEMBER

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 8 – Late Start Day - School begins at 11:30a.m.

November 21 – No students, No 2209 staff

November 22-23 – Thanksgiving Holiday

DECEMBER

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

December 24 - January 1 - Winter Break - No School

December 24-25 - Winter Holiday

December 31-January 1 – New Year's Holiday

JANUARY

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 21–Martin Luther King Day Holiday

January 24–First Semester ends

January 25–Staff Development – No Students

January 28–Second Semester begins

FEBRUARY

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

February 7 – Late Start Day – School begins at 11:30a.m.

February 18 – President's Day Holiday

MARCH

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

March 8 – Staff Development – No Students

March 25-29 – Spring Break – No School

March 29 – Spring Holiday

APRIL

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

May 9 –Late Start Day - School begins at 11:30a.m.

May 27 – Memorial Day Holiday

JUNE

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

June 6 – Last day of School for Students

June 6 – Second Semester ends

June 7 – Staff Development – No Students

June 14 - Last Day for 10 month Clerical

Agenda Item: 1

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 22, 2012

AGENDA SECTION: **ADMINISTRATIVE SERVICES REPORTS**

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

PRESENTED BY: **Janet A. Johnson, Director of Finance**

1. **Background Information**

The February Budget vs. Actual Reports are presented for Board information and review. These reports indicate that year-to-date revenue in all funds excluding Fund 06, Building Construction, total $45,886,233, or 55.9% of the Revised Revenue Budget of $82,141,328. The District's monthly revenue will continue to be based upon the cash payments we receive from MDE Special Education Uniform Tuition system and other state aids. During FY12, we are receiving cash payments at 60% of the entitlement. That compares to 90% in FY09, 73% in FY10, and 70% in FY11. Revenue will be made whole at the end of each fiscal year as we calculate all of our receivables and recognize the revenue receivable as part of the audit.

Year-to-date expenditures in all funds excluding Fund 06, Building Construction, total $48,518,622, or 59.3% of the Revised Expenditure Budget of $81,786,192.

While we continue to have issues with the MDE Special Education Uniform Tuition billing system, the significant increase in cash recently is due to MDE's recognition of the impact of their aid entitlement calculations and delayed appeal responses on District 287's cash flow.

DDA

Attachments

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

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

Motion by: __________________________ Yes ____ Passed ____

Second by: __________________________ Yes ____ Failed ____

Abstentions:__________________________

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

REPORT: EXPREV 006 REVENUE SUMMARY BY FUND - Board Report RUN: TUE 031312 15:18 PAGE 1

STATEMENT OF REVENUE

DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 02/01/12 TO 02/29/12

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 99-999

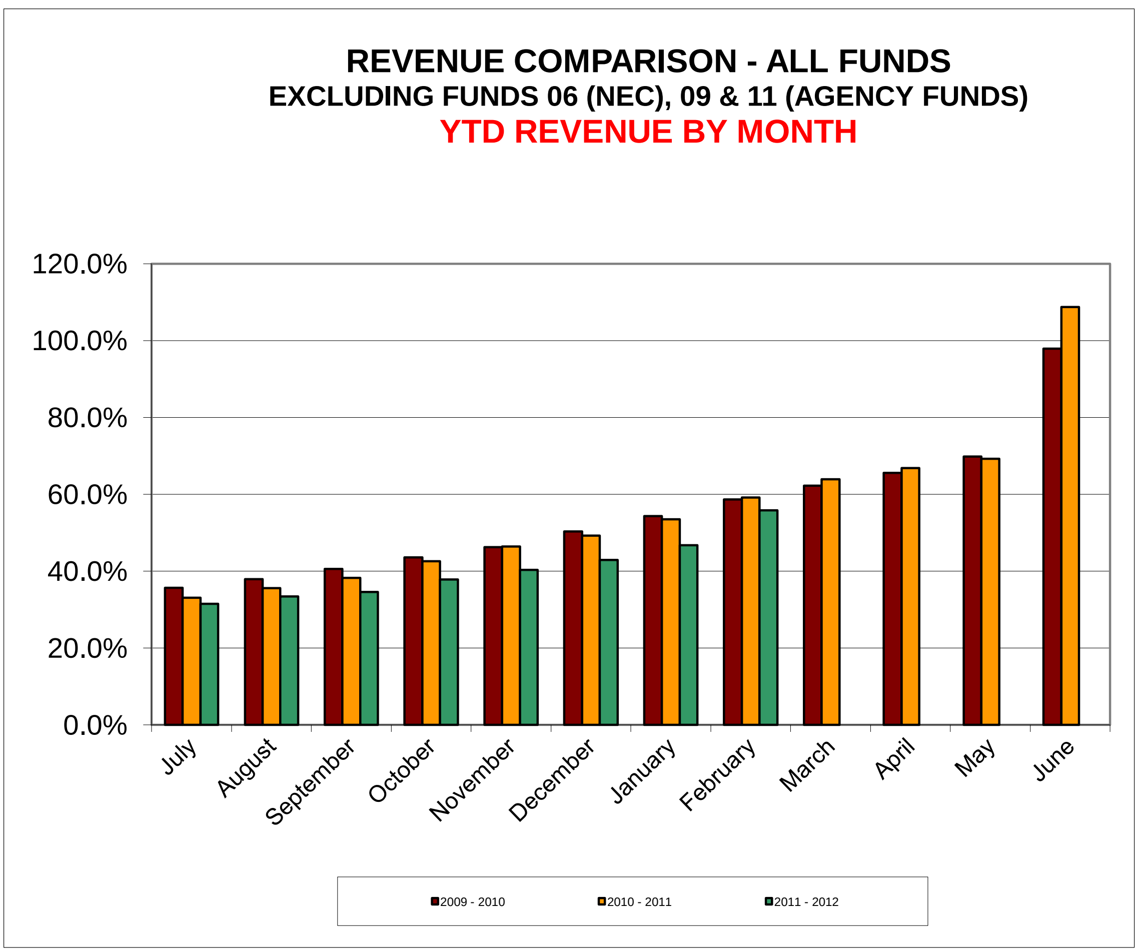
ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11

FD 01	PRIOR YEAR ACTUAL	<- - - FISCAL YEAR 201107 REVISED BUDGET	02/01/12 02/29/12	RECEIVED THRU 02/29/12	REMAINING ON 02/29/12	PERCENT REMAINING - - - >
01 GENERAL FUND	23,037,509.80	17,608,216	123,645.22	9,248,663.71	8,359,552.29	47.47 %
02 FOOD SERVICE FUND	326,907.87	347,815	4,030.00	65,826.24	281,988.76	81.07 %
04 COMMUNITY SERVICE FUND	245,925.96	243,971	8,926.62	73,374.31	170,596.69	69.92 %
06 BUILDING CONSTRUCTION FUND	33,993,002.67	0	3,053.06	37,830.52	37,830.52-	0.00 %
07 DEBT SERVICE FUND	1,505,683.26	5,520,000	830,182.28	1,974,091.94	3,545,908.06	64.23 %
08 TRUST FUND	443,237.92	0	38,279.94	311,256.07	311,256.07-	0.00 %
10 SCHOLARSHIP FUND	51,361.84	0	0.00	545.00	545.00-	0.00 %
12 ALC-ACADEMIC	8,740,579.53	9,537,420	619,414.40	6,871,974.47	2,665,445.53	27.94 %
13 CAREER & TECH	1,816,221.93	1,712,852	0.00	1,244,546.00	468,306.00	27.34 %
14 SPECIAL EDUCATION	44,947,233.21	47,137,754	5,896,892.51	25,699,729.12	21,438,024.88	45.47 %
20 INTERNAL SERVICE FUND	528,232.56	0	0.00	382,764.10	382,764.10-	0.00 %
30 KEYSTONE ITD	68,349.00	0	0.00	0.00	0.00	0.00 %
41 DONATIONS	633.58	0	55.38	336.07	336.07-	0.00 %
51 STUDENT CLUBS	27,711.28	33,300	3,256.34	13,126.18	20,173.82	60.58 %
*** REPORT TOTALS:	115,732,590.41	82,141,328	7,527,735.75	45,924,063.73	36,217,264.27	44.09 %

DISTRICT 287

REVENUE COMPARISON - ALL FUNDS EXCL. 06 (NEC), 09 & 11 (AGENCY FUNDS)

	2009 - 2010		2010 - 2011		2011 - 2012	
Month	$ Amount	% of Budget	$ Amount	% of Budget	$ Amount	% of Budget
July	26,328,904	35.7%	24,850,317	33.1%	25,873,696	31.5%
August	1,643,203	37.9%	1,917,864	35.6%	1,547,432	33.4%
September	1,997,224	40.6%	1,976,441	38.2%	1,014,685	34.6%
October	2,207,558	43.6%	3,267,074	42.6%	2,606,586	37.8%
November	1,982,827	46.3%	2,880,502	46.4%	2,065,709	40.3%
December	3,006,224	50.3%	2,114,810	49.2%	2,114,041	42.9%
January	2,910,074	54.3%	3,197,405	53.5%	3,139,401	46.7%
February	3,203,938	58.6%	4,262,556	59.1%	7,524,683	55.9%
March	2,630,766	62.2%	3,559,420	63.9%		
April	2,518,014	65.6%	2,208,715	66.8%		
May	3,090,652	69.8%	1,840,429	69.3%		
June	20,735,897	97.9%	29,664,054	108.7%		
TOTAL	72,255,282	97.9%	81,739,588	108.7%	45,886,233	55.9%
BUDGET	73,818,687		75,178,488		82,141,328	



REPORT: EXPREV 007 EXPENDITURE SUMMARY BY FUND - Board Rept RUN: THU 031512 08:45 PAGE 1

STATEMENT OF EXPENDITURES

DIST 0287 Intermediate District 287 ACCOUNTING PERIOD 02/01/12 TO 02/29/12

ACCT STATUS: All Account Statuses ACCOUNT RANGES: 01 TO 99-999

ZERO BALANCES: Suppress Zero Balances INCLUDE/EXCLUDES: EXL FD 09 09 EXL FD 11 11

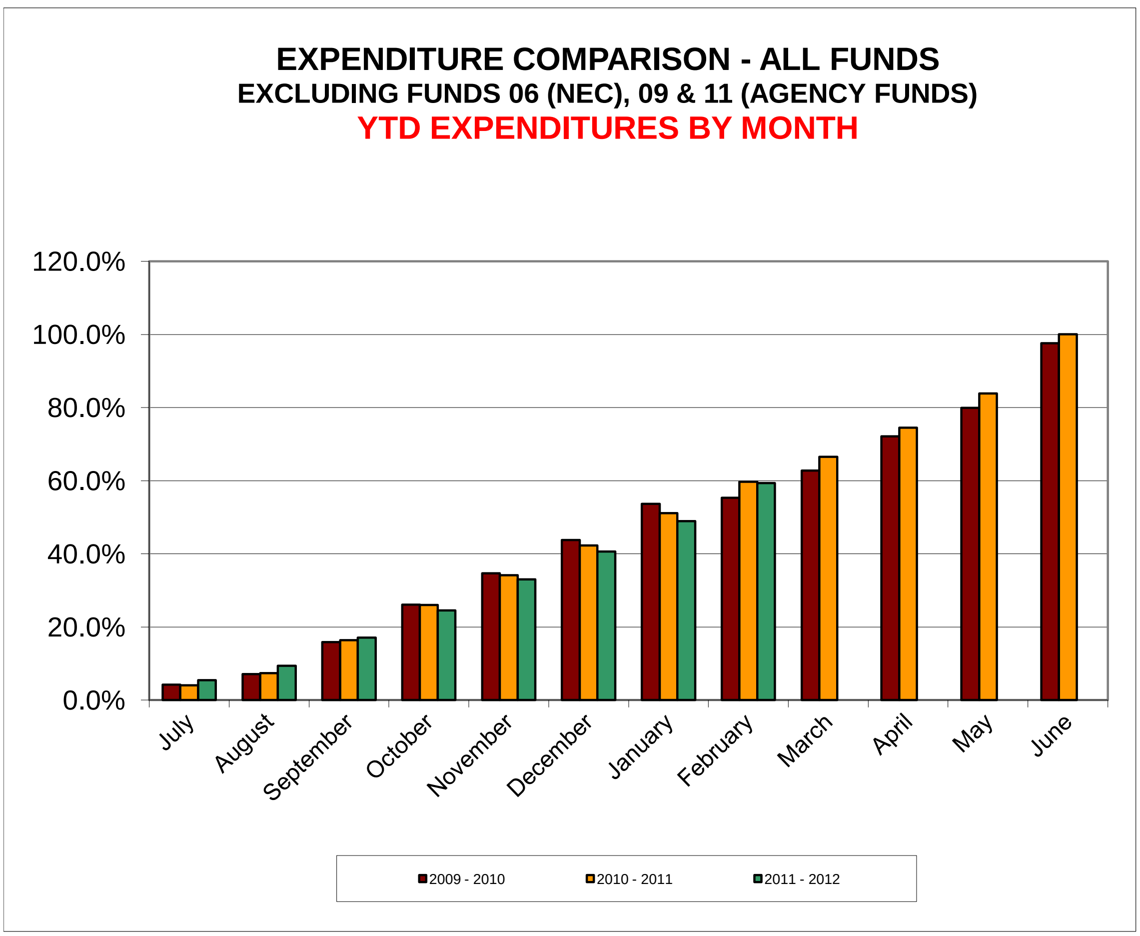
FD 01	PRIOR YEAR ACTUAL	|< - - - REVISED BUDGET	02/01/12 02/29/12	- - FISCAL YEAR 201107 EXPENDED THRU 02/29/12	ENCUMBERED THRU 02/29/12	- - - REMAINING ON 02/29/12	- - - >| PERCENT REMAINING
01 GENERAL FUND	17,083,389.76	17,799,912	1,349,216.20	10,636,826.72	1,722,818.49	5,440,266.79	30.56 %
02 FOOD SERVICE	326,907.87	347,815	25,559.86	195,476.32	127,732.08	24,606.60	7.07 %
04 COMMUNITY SERVICE FUND	245,925.96	243,971	15,154.32	115,646.90	17,694.09	110,630.01	45.34 %
06 BUILDING CONSTRUCTION FUND	6,584,441.98	27,054,800	2,222,996.27	17,939,336.87	8,970,919.23	144,543.90	0.53 %
07 DEBT SERVICE FUND	1,501,117.32	4,326,131	1,649,919.00	4,329,830.63		3,699.63-	0.08-%
08 TRUST FUND	440,950.06	0	38,279.94	311,461.27		311,461.27-	0.00 %
10 SCHOLARSHIP FUND	0.00	0	0.00	7,010.18		7,010.18-	0.00 %
12 ALC-ACADEMIC	8,597,462.06	9,636,329	660,409.78	5,360,942.17	683,074.17	3,592,312.66	37.27 %
13 CAREER & TECH	1,727,372.86	1,919,807	131,283.09	991,514.64	26,006.32	902,286.04	46.99 %
14 SPECIAL EDUCATION	43,586,629.61	47,478,927	4,650,345.35	26,341,477.00	782,332.30	20,355,117.70	42.87 %
20 INTERNAL SERVICE FUND	404,958.04	0	0.00	217,056.89		217,056.89-	0.00 %
30 KEYSTONE IDT	68,349.00	0	0.00	0.00		0.00	0.00 %
51 STUDENT CLUBS	37,219.06	33,300	911.38	11,379.43	1,630.08	20,290.49	60.93 %
*** REPORT TOTALS:	80,604,723.58	108,840,992	10,744,075.19	66,457,959.02	12,332,206.76	30,050,826.22	27.60 %

DISTRICT 287

EXPENDITURE COMPARISON - ALL FUNDS EXCL. 06 (NEC), 09 & 11 (AGENCY FUNDS)

	2009 - 2010		2010 - 2011		2011 - 2012	
	$	%	$	%	$	%
Month	**Amount**	**of Budget**	**Amount**	**of Budget**	**Amount**	**of Budget**
July	3,100,407	4.3%	2,997,044	4.0%	4,426,791	5.4%
August	2,090,194	7.1%	2,470,164	7.4%	3,242,009	9.4%
September	6,381,272	15.9%	6,695,052	16.4% [2]	6,314,818	17.1%
October	7,468,578	26.1%	7,071,964	26.0%	6,114,673	24.6%
November	6,212,868	34.7%	6,026,323	34.1%	6,924,324	33.0%
December	6,626,034	43.8%	6,049,172	42.3%	6,234,872	40.7%
January	7,212,163	53.7%	6,554,858	51.2%	6,740,058	48.9%
February	1,226,463	55.4% [1]	6,315,161	59.7%	8,521,079	59.3%
March	5,379,804	62.8%	5,037,604	66.5%		
April	6,840,093	72.1%	5,900,120	74.5%		
May	5,634,133	79.9%	6,923,777	83.8%		
June	12,871,609	97.6%	11,979,044	100.0%		
TOTAL	71,043,619	97.6%	74,020,282	100.0%	48,518,622	59.3%
BUDGET	72,817,617		74,008,146		81,786,192	

[1] Insurance Costing correction from 7/1/08-2/28/09
[2] Includes $1,132,399.50 payment for purchase of Hosterman land



Partner in Education

DATE: **March 13, 2012**

TO: Members of the School Board

FROM: Janet A. Johnson, Director of Finance

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

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

1. Claim payments for: **February 2012** Totaling $ 9,062,148.03
   - *a) Check #'s 486543 - 486868, 70009756 - 70009908*
     and Electronic Wire Transfers out - #'s 2295 - 2306, 3068, 80000242- 80000251

2. Payroll for: February 2012 Totaling $ 2,367,590.41
   - *a) Check #'s 675451 - 675455*
   - *b) Direct Deposit #'s 204794 - 206673*
     and Electronic Wire Transfers out - #'s 4081

3. Receipts for: February 2012 Totaling $ 8,494,067.26
   - *a) Receipt #'s 130129 - 130320*

4. Investments at end of month Totaling $ -

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 Net Cash- All Accounts

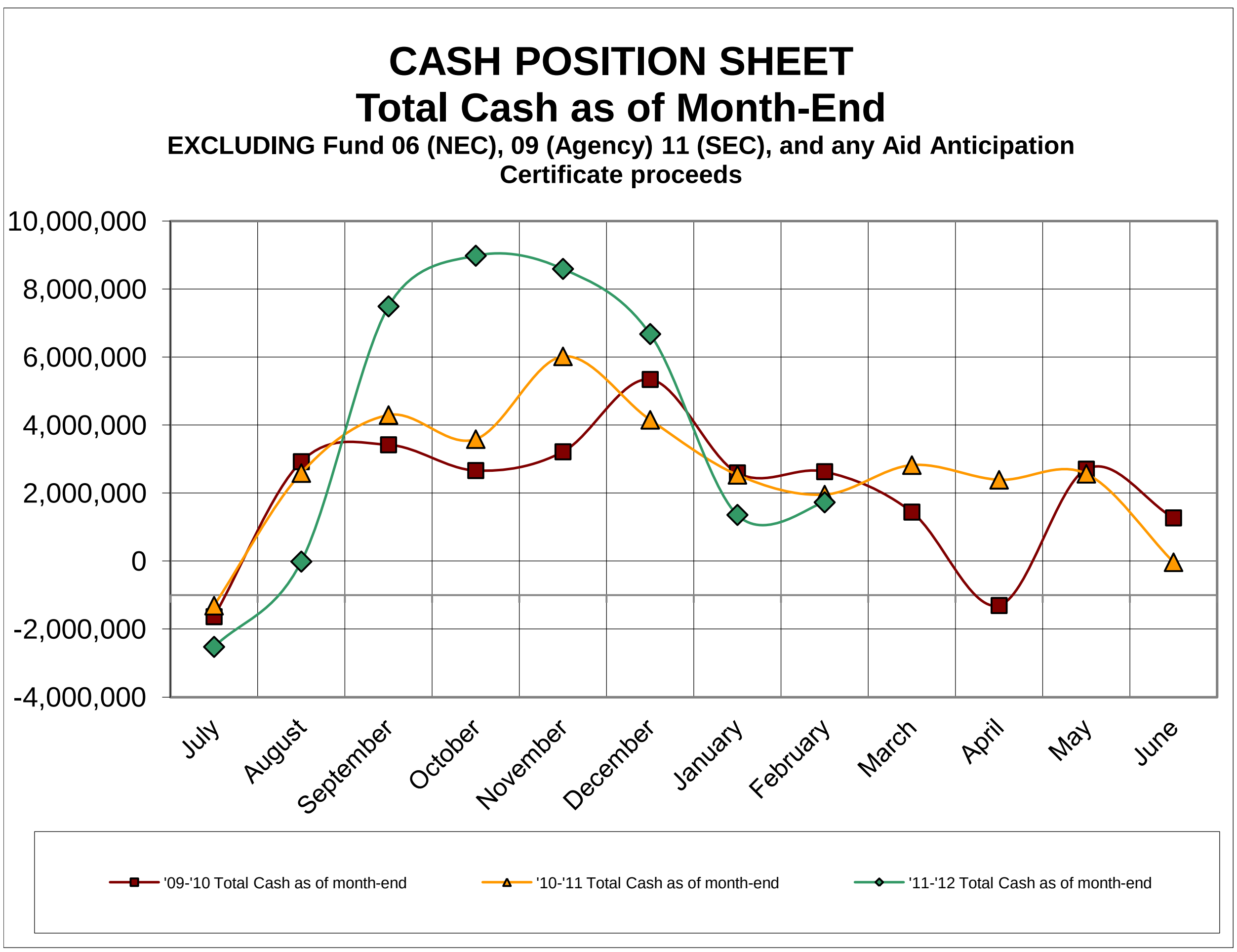
- EXCLUDING Fund 06 (NEC Construction), 09 (Agency) and 11 (SEC Construction)

Date	'09-'10 Total Cash as of month-end	'10-'11 Total Cash as of month-end	'11-'12 Total Cash as of month-end
July	-1,635,886	-1,311,376 [1]	-2,523,529 [2,3]
August	2,924,129	2,589,499 [1]	-15,086 [2,3]
September	3,420,767	4,297,117	7,492,933 [3]
October	2,663,437 [1]	3,587,135 [2]	8,982,957 [3]
November	3,215,281 [1]	6,023,170 [2]	8,595,697 [3]
December	5,343,251 [1]	4,155,869 [2]	6,678,835 [3]
January	2,595,593 [1]	2,536,880 [2]	1,358,298 [3]
February	2,630,541 [1]	1,956,153 [2]	1,728,796 [3]
March	1,441,697 [1]	2,824,310 [2]	
April	-1,306,262 [1]	2,391,598 [2]	
May	2,705,205 [1]	2,569,311 [2]	
June	1,270,575 [1]	-33,370 [2]	

[1] excludes Aid Anticipation Certif. proceeds of $4,902,195.65 in Oct. 2009, paid back in Sept. 2010

[2] excludes Aid Anticipation Certif. proceeds of $3,601,990.60 in Oct. 2010, paid back in Sept. 2011

[3] excludes Aid Anticipation Certif. proceeds of $5,900,000.00 in July 2011



INTERMEDIATE DISTRICT 287

FEBRUARY 2012 ACTIVITY

WIRE TRANSFERS IN:

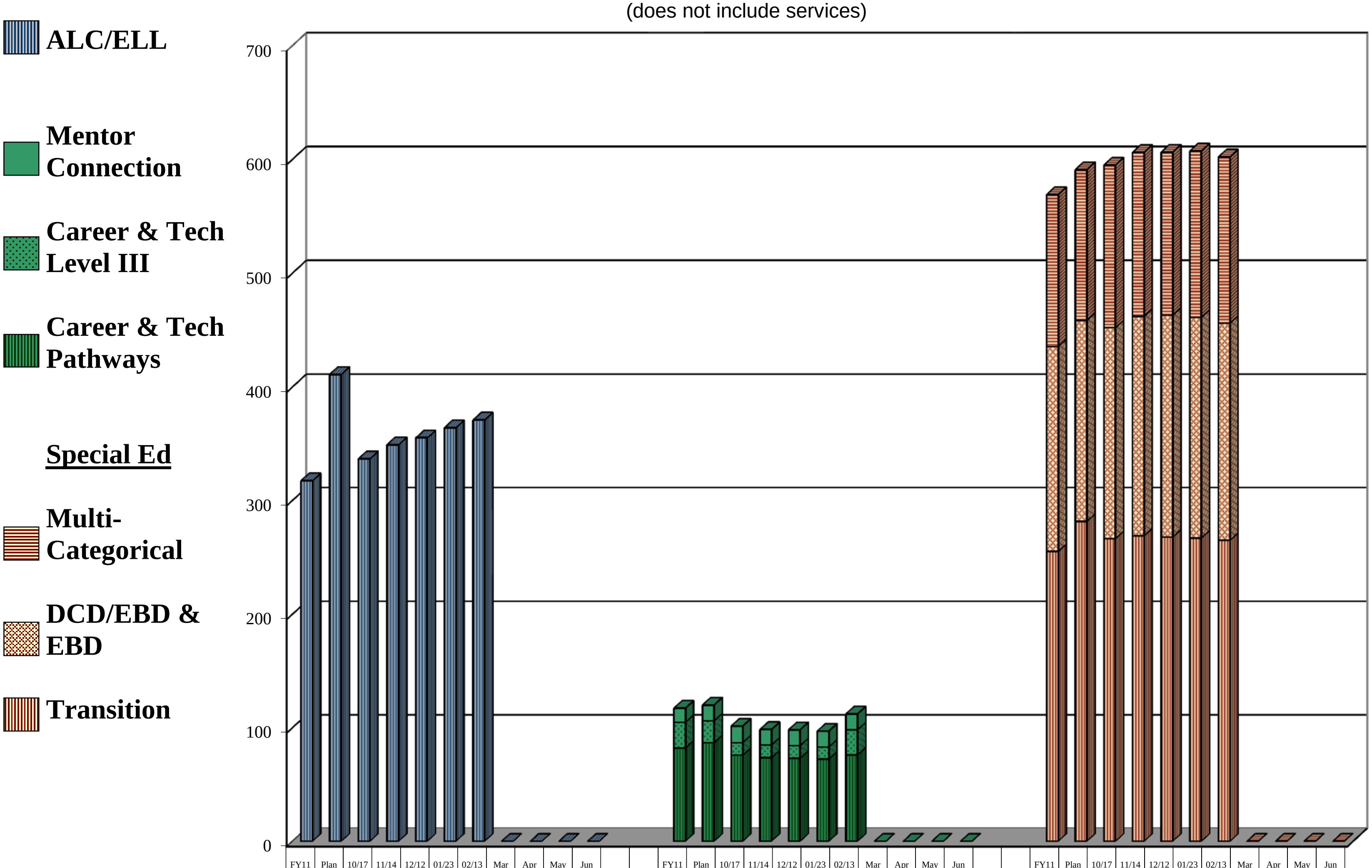
DATE	AGENCY	TO	EF#	AMOUNT	DESCRIPTION
2/1/2012(1/31/12)	PERPICH CTR ARTS ED	MSDLAF	352477	3,200.00	INV#69075 CAPP GRANT
	PERPICH CTR ARTS ED	MSDLAF	352477	350.11	INV#69100 ITINERANT SERVICES
02/08/12	EDUC-VENDOR	MSDLAF	365036	69,987.73	INV#68866 MATH & SCIENCE PARTNERSHIP
02/14/12	EDUC-STATE AID	MSDLAF	383112	41,752.63	01S211 GENERAL ED AID FY11-12
	EDUC-STATE AID	MSDLAF	383112	5,818,937.59	01S360 SPED AID FY11-12
02/15/12	EDUC-FNS	MSDLAF	385421	1,113.00	REG LUNCH - SEC FEB12
	EDUC-FNS	MSDLAF	385421	9,637.67	FED LUNCH - SEC FEB12
	EDUC-FNS	MSDLAF	385421	4,603.86	FED BRKFST - SEC FEB12
	EDUC-FNS	MSDLAF	385421	477.00	STATE LUNCH - SEC FEB12
	EDUC-FNS	MSDLAF	385421	106.10	STATE BRKFST - SEC FEB12
02/16/12	HEALTH	MSDLAF	387417	2,175.59	#69085 HEALTH CAREER PROMOTION 7/1/11-12/31/11
02/17/12	DEED VOC REHAB GRTS	MSDLAF	389313	85,234.59	#69074 D/HH VECTOR INTERPRETER
	EDUC-VENDOR	MSDLAF	389313	15,000.00	#69073 ALTERNATIVES TO SUSPENSION
02/24/12	EDUC-VENDOR	MSDLAF	397104	424,857.93	FEDERAL TUITION PAYMENT FY11
02/27/12	EDUC-STATE AID	MSDLAF	398850	52,190.79	01S211 GENERAL ED AID FY11-12
MTD TOTALS				6,529,624.59	

WIRE TRANSFERS OUT:

DATE	FROM	AGENCY	WIRE #	AMOUNT	DESCRIPTION
2/1/2012	MSDLAF	US BANK	2295	455.37	FEDERAL TAXES QTRLY FILING
	MSDLAF	WELLS FARGO	2296	334,525.00	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	WELLS FARGO	2297	36,510.47	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	WELLS FARGO	2298	459,362.50	WELLS FARGO BROKERAGE SVS LLC
	MSDLAF	US BANK	2299	799,861.50	US BANK LEASE PURCHASE
	MSDLAF	MN DEPT OF REV	2300	257.00	MN SALES TAX YEARLY PAYMENT
	MSDLAF	BANK CARD SERVICES	2301	501.50	MERCHANT CARD FEES JAN12
	MSDLAF	BANK OF MONTREAL	2302	79,890.28	P-CARDS JAN 2012
2/15/2012	MSDLAF	EBC	80000242	17,610.15	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000243	131,803.26	FEDERAL TAXES
	MSDLAF	EBC	80000244	50,279.99	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000245	265,450.85	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000246	71,035.03	STATE WITHHOLDING TAXES
	MSDLAF	US BANK		1,180,873.73	DIRECT DEPOSIT PAYROLL
	MSDLAF	US BANK	2303	149.09	ARP FEE VOUCHER ACCT DEC11
	MSDLAF	CITI STREETS	2304	4,386.00	MN STATE RETIREMENT SYSTEMS
	MSDLAF	EBC	2305	10,795.72	EDUCATORS BENEFIT CONSULTANT RETIREES
	MSDLAF	CHS	2306	38,279.94	CHS FLEX PAYMENTS FEB12
	MSDLAF	US BANK		1,181,799.04	DIRECT DEPOSIT PAYROLL
	MSDLAF	EBC	80000247	17,389.71	EMPLOYEE & EMPLOYER 403B
	MSDLAF	US BANK	80000248	132,127.65	FEDERAL TAXES
	MSDLAF	MN DEPT OF REV	80000249	50,229.99	EMPLOYEE & EMPLOYER 403B
	MSDLAF	EBC	80000250	265,206.97	FEDERAL TAXES
	MSDLAF	US BANK	80000251	71,166.80	STATE WITHHOLDING TAXES
	MSDLAF	US BANK	3068	42.48	ARP FEES RECEIPT ACCT DEC11
	MSDLAF	US BANK	4081	61.15	ARP FEES PAYROLL ACCT DEC11
MTD TOTALS				5,200,051.17	

Intermediate District 287
2011-12 Monthly Program ADM Data by Division

(does not include services)



ALC/ELL

	FY11	Plan	10/17	11/14	12/12	01/23	02/13	Mar	Apr	May	Jun
Multi-Categorical											
DCD/EBD & EBD											
Transition											
Mentor Connection											
Level III											
Pathways											
ALC/ELL	317.23	411.00	336.42	348.87	355.11	364.17	371.03	0.00	0.00	0.00	0.00

CAREER & TECH

	FY11	Plan	10/17	11/14	12/12	01/23	02/13	Mar	Apr	May	Jun
Multi-Categorical											
DCD/EBD & EBD											
Transition											
Mentor Connection	12.32	13.88	14.52	13.63	13.89	13.89	13.89	0.00	0.00	0.00	0.00
Level III	22.64	19.25	11.09	11.09	11.09	10.66	22.08	0.00	0.00	0.00	0.00
Pathways	82.17	86.87	75.87	73.70	73.20	72.46	76.16	0.00	0.00	0.00	0.00
ALC/ELL											

SPECIAL EDUCATION

	FY11	Plan	10/17	11/14	12/12	01/23	02/13	Mar	Apr	May	Jun
Multi-Categorical	133.48	132.45	142.72	144.03	143.15	146.04	145.89	0.00	0.00	0.00	0.00
DCD/EBD & EBD	180.29	176.84	185.77	193.06	195.26	194.25	191.06	0.00	0.00	0.00	0.00
Transition	255.35	281.69	266.50	269.04	267.93	267.06	265.15	0.00	0.00	0.00	0.00
Mentor Connection											
Level III											
Pathways											
ALC/ELL											

DONATIONS INTERMEDIATE DISTRICT 287 2011-2012 February 2012							
DON. DATE	DESCRIPTION	VIN#	EST VALUE	DONOR	SS# OR FED ID#	CAMPUS	PROGRAM
2/22/12	CHECK		$ 1,200.00	BARNES, DEB		SANDBURG	ATTAIN
2/20/12	2002 DODGE 4D SSP	1B3EL46X22N340556	$ 500.00	ROSSITER, AMANDA M		EDEN PRAIRIE	AUTO MECHANICS
1/30/12	CHECK		$ 400.00	SCHOLARSHIP AMERICA		BREN ROAD	EXPLORE
2/3/12	CHECK		$ 55.38	WELLS FARGO COMMUNITY SUPPORT		SANDBURG	GENERAL
			$ 2,155.38				

Intermediate District 287 RESPONSIVE. INNOVATIVE. SOLUTIONS.	**GROUP:** **Facilities Committee** **DATE:** **March 20, 2012** **TIME:** **8:30 – 10:30 AM** **LOCATION:** **DSC Board Room**
PROTOCOLS: **Decisions will be made via consensus on the agenda items.**	**CONVENER:** Tom Shultz **FACILITATOR:** Peyton Robb **ATTENDING:** Carol Bomben, Ann Bremer, Sandy Lewandowski, Peyton Robb, Tom Shultz, Mark Thiede (TSP), Patrick McEvoy (J.E. Dunn), Jeff Walker (J.E. Dunn)

LONG TERM PURPOSE

The Facilities Committee for the North Education Center project will provide oversight and direction to administration and bring recommendations to the full Board for approval as needed.

AGENDA ITEMS	OUTCOMES	TIME BUDGETED	ACTION
1. J.E. Dunn Construction Update	• Committee members will receive construction update	10 minutes Jeff Walker	Jeff Walker provided the NEC construction update: • Outside masonry has begun • Ceilings complete on 3rd floor; beginning on 2nd floor (B1 and B2) • Demountable continue to be installed; expecting 5 more truck loads this week • Setting up kitchens to begin • Approximately 100 men on-site including technical and subs
2. Weekly Risk Report, WRR	• Committee members will understand the most recent Weekly Risk Report (WRR)	10 minutes Patrick McEvoy	• 77% complete. • New risk related to Tech Pkg. Fire Marshall review of the Tech Pkg. fire alarm plans added devices not shown in contract documents. Tech Pkg. contractor is to provide revised drawings. Rework will be minized as most devices are located in the ceiling. • Henricksen (demountable walls) also submitted risk; Approxiamte cost of $1,205 to add 30 additional cutouts to tiles in Area A (1st floor) for additional controls for LED fixtures in breakout rooms.
3. Change Orders	• Committee will review and approve (as necessary) Change Orders. This week's changes are information for the Board.	10 minutes Tom Shultz Mark Thiede Patrick McEvoy	Change Orders presented as information only totaling $11,630: • Henricksen CO #001 for $894 to add 24"x36" tempered clear glass on 6 doors ($149 each)for the nap rooms in B1. • JE Dunn COs #43, 45-46, 48-52 for $10,736 as outlined in Change Order Memo • JE Dunn COs #47, 53 and 54 requiring Committee approval as outlined in Change Order

			Memo. (CO #44 originally included in said memo will be removed at this time as it is being scaled back.) **A motion to approve necessary Change Orders and place on the Consent Agenda for the full Board was made by Michèle Kunz and seconded by Ann Bremer.**
4. NEC Finance Report	• The group will discuss the monthly NEC Finance Report and approve of its use each month.	5 minutes Janet Johnson	Janet J provided the finance update: • $153,962 contingency remaining • Beginning to purchase FF&E • $1 million from M.A. billing will be used for FF&E and owner administrative costs
5. Comparison of SEC and NEC	• The Committee will understand the design differences between SEC and NEC.	20 minutes Tom Shultz	Memo from TSP comparing the building systems of SEC and NEC was discussed. It was acknowledged that lessons learned during the construction of SEC have been applied to the construction of NEC. Some differences noted during the discussion include: • Storm water management at SEC uses rain garden; NEC uses more conventional retainage pond • SEC has conventional wall system; NEC uses demountable partition wall system • Displacement ventilation is used at SEC; NEC uses active beams mounted in the ceiling • SEC has no sound masking system as the walls are constructed of abuse resistant gypsum board, sound batt insulation and extend to the floor/roof deck overhead; NEC has a sound masking system to help offset the lower sound transmission rating of the demountable wall system.
6. NEC Plaque	• The Committee will decide between two choices of plaques for NEC	5 minutes	Two versions of a plaque for NEC were discussed. It was decided by the Committee to use the plaque that included Bloomington. It will be placed on the Consent Agenda and recommended for approval by the full Board.
7. Long Term Facility Space Needs	• Program Locations related to NEC and Leased Sites • The Committee will understand the options available for renewal	20 minutes Sandy Lewandowski Tom Shultz	After discussion with staff members at NWTC, Sandy L suggested an additional revision to the *Long Term Facility Space Needs*. This revision (a shift of all ALC programs from Edgewood to NEC) maxes out space and leaves room for expansion at Edgewood. The programs currently on the 2^{nd} floor of NWTC will remain there. Tom S shared a new lease option for NWTC which is the most desireable of the remaining two leased sites: • Our current lease expires 8/31/13. If we agree to renew with a 5-year lease beginning 3/31/13 (or 6 months earlier than current expiration date), we will receive a $66,853 concession in rent. Our current base rent (FY12) is at $13.66/sf ($328,500 annually) plus operating costs. FY13

			increase listed in current lease would bring annual base rent to $338,350. The new 5-year lease renewal would be at $8.50/sf ($204,408 annually) plus operating costs. This is a savings of $134,092 annually in base rent.

HANDOUTS:

1. **Weekly Risk Detail (2)**
2. **Weekly Risk Summary (2)**
3. **Change Order Memo**
4. **NEC Monthly Finance Report**
5. **Plaque Documents (2)**
6. **NEC vs. SEC Comparision Document**

Intermediate District 287

Weekly Risk Report

March 2, 2012

Project Name:	**North Education Center**	Risk Rating:	**1.0**
Project ID:	**12/1/2010**	Percent Complete	**77%**
Contractor:	**JE Dunn**	Overall PM Risk Satisfaction	**10.0**
Project Type:	**General Construction**	Risks	**48**
Award Method:	**RFP - PIPS Best Value**	Risks Unresolved	**1**
		Risks resolved but no Change Order	**3**

Cost Analysis		**Schedule Analysis**	
Allocated Funds:	$27,100,000	Notice to Proceed Date:	3/24/2011
Awarded Cost:	$25,987,230	Original Completion Date:	8/24/2012
Potential Cost Increases:	$424,214	Potential Project Delays:	0
Potential Final Cost	$26,835,658	Potential Completion Date	8/24/2012
Actual Cost Increases:	$424,214	Actual Project Delays:	0
Actual Final Cost:	***$26,411,444***	***Actual Completion Date:***	***08/24/12***
Percent Increase in Cost	***1.6%***	*Percent Delayed*	***0.0%***
Contractor Change Order Rate	0.0%	Contractor Delay Rate	0.0%
Non-Contractor Change Order Rate	1.6%	Non Contractor Delay Rate	0.0%

Project Schedule Analysis	Total Number of Risks	Potential Schedule Impacts	Potential Cost Impacts	Actual Schedule Impacts	Actual Cost Impacts
1) NO RISKS	30	0	$ -	0	$ -
2) CLIENT ISSUE / IMPACT	10	0	$ -	0	$ 22,093
3) CONTRACTOR ISSUE / IMPAC	0	0	$ -	0	$ -
4) DESIGN ISSUE / IMPACT	32	0	$ -	0	$ 296,085
5) UNFORESEEN IMPACT	6	0	$ -	0	$ 106,036
	48	**0**	**$0**	**0**	**$424,214**

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
1	3/25/11	1) NO RISKS							
2	3/31/11	2) CLIENT ISSUE / IMPACT	1. Doboszenski may not complete Phase I to allow us to start on time (not our contract). 2. We have some limited flexibility if they can complete Area A by 4/15/11 3. Doboszenski and Intermediate District #287 4. Estimated time schedule delay of TBD days. 5.	4/15/11	4/15/11	0	$0	0	10
3	3/31/11	4) DESIGN ISSUE / IMPACT	1. TSP to provide a coordinated 'construction set' of drawings prior to 4-15-11 2. Keep open dialogue with the design team to help resolve any potential issues. 3. TSP 4. Estimated time schedule delay of TBD days. 5. Plans Received. Are being reviewed and will follow up with appropriate pricing. 5/20/11 - Pricing is being reviewed. Please see item 11 below. This item closed and will be tracked below.	6/15/11	6/10/11	0	$0		10
4	4/8/11	1) NO RISKS	No risks identified this week.						
5	4/15/11	1) NO RISKS	No risks identified this week.						
6	4/22/11	1) NO RISKS	No risks identified this week.						
7	4/29/11	1) NO RISKS	No risks identified this week.						
8	5/6/11	1) NO RISKS	No risks identified this week.						
9	5/13/11	1) NO RISKS	No risks identified this week.						
10	5/20/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
11	5/27/11	2) CLIENT ISSUE / IMPACT	Please describe the details of the risk: 1. Pricing based on design details has come in higher than the Allowance used at time of contract. 2. JED is reviewing pricing supplied and details behind differences to ascertain correctness of price. Upon completion, pricing will be reviewed with design team. 3. The project team. 4. Unknown at this time. 5. The allowances came in over budget due to various items (material cost increases, changes in the scope of the item, errors in drawings, etc.). The issues and pricing are currently being worked through by the architect and JED to reduce cost overrun. Since the amount has not been determined, it does not meet criteria of risk set by program, so JED has removed it from the risk tab and added it to the RMP tab. They are being added (see below) as individual risks by Allowance number as they are complete in lieu of being lumped together here. This item will be closed.	7/15/11	7/8/11 - moved to RMP tab as noted in risk details Closed 9/2/11	0	See individual items		10
12	6/10/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
13	6/10/11	1) NO RISKS	This risk was moved to the RMP list per the direction of ASU						
14	6/17/11	1) NO RISKS	No risks identified this week.						
15	6/24/11	1) NO RISKS	No risks identified this week.						

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
16	7/1/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. During drilling of the geothermal wells, the driller has encountered a void in the field in the SE corner. To date, they have lost a drill bit in one of the holes and drilling mud in two others in the field. We are working to identify the extent of the field. It was unexpected due to being an Unforeseen condition. 2. As noted, we are working to identify the extent of the field and will then request guidance from the engineer with regards to relocation of the holes that are affected. To minimize risk, we have held off drilling in the supposed area as part of trying to locate the extent of the void. 3. Currently, the ball is in the contractor's court until such time as the field is identified. 4. See the column to the right. 5. 7/22/11 Update. There are 4 holes to date with issues. One has been corrected. One is lost and we need the State back to move forward. The third one has been successfully grouted and redrilling will happen next week. The last hole will be grouted early next week. 7/29/11 Update: We are still waiting to here form the state on hole 204. Hole 194 is complete. Hole 200 is grouted - drilling to follow. 8/5/11 Update - Holes 200 and 194 are complete. Waiting to hear from MDH on hole 204. 8/12/11 Update. All work is complete and pricing is in for review. In addition to the issues with the three holes noted above, fluid loss due to voids was encountered during drilling of 15 additional holes. 9/16/11 Update. All holes are complete. Job was impacted by rework at three holes and added cost due to loss of fluid on 12 holes. A change order has been issued for the costs, see amount to the right.	8/1/11	9/14/11	0	$63,789	17	10
17	7/8/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. The Minnesota State Government shut down over a budget impasse. The electrical inspection is being done by an independent contractor for the State of MN. He can not work until the State budget is settled an the Government opens for business. 2. We can proceed with the rough in for the SOG and SOD in area A. We can also continue with the block rough in areas B1 and B2. We can continue with all work up to the point where we begin to cover electrical. I would assume we can do roofing as long as there is no conduit running between the membrane and deck. Immediate impacts would be no underground (duct banks, direct bury, etc), no SOG or SOD work in any other areas. No drywall or ceilings can be done (which hopefully we have a budget before then). We have already talked to the inspectors and the City of New Hope. We do not have the choice to use an independent contractor - the current inspector is an independent contractor. The state has told the City that short of a referendum by the council (which we figure would take more time than the budget should), we cannot cover up electrical work until it is inspected by the state. Nothing more we can do to control or minimize the risk. 3. The Governor of Minnesota and State of Minnesota House and Senate 4. No way to estimate at this time. 5. 7.22 11 Update. Special session is ongoing with a deadline of 7/21/11 to get everything passed. Hopefully State will be open for business next week. 7/29/11 Update - The state is back in business and inspectors are back working without impact.	7/25/11	7/25/11	0	0		
18	7/15/11	1) NO RISKS	No risks identified this week.						
20	7/22/11	2) CLIENT ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance Item 4 was for the addition of a trustwater system in the kitchen, which was a change in the scope. Final costs came in under the allowance. 2. The pricing for the system was accepted by the owner and included in the contract.	7/18/11	7/18/11	0	-$2,405	4	10

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
23	7/22/11	2) CLIENT ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance items 12, 13 and 14 were combined into one issue. Items 12 and 13 involved revisions to the ductwork of the air supply and exhaust and toilet exhaust systems due to code review comments. Allowance 14 was for the addition of a Ionization system - a change in scope The pricing for the three items came in under the budget set in the allowance. 2. The owner is proceeding with all of the changes.	7/18/11	7/18/11	0	-$1,437	6	10
19	7/22/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance Item 1 and 2 were for changes to doors and hardware per Code official reviews. Costs were over the allowance due to differences in changes from allowance review and final code requirements 2. It will be built per code. / Plan to minimize risk was inclusion of alternate at time of contract.	7/18/11	7/18/11	0	$7,788	3	10
21	7/22/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance Item 8 was for the addition of non-rated access panels in the kitchen exhaust system. The subcontractor was able to minimize the cost by including the doors as a no cost change in the contract.	7/18/11	7/18/11	0	-$2,300	5	10
22	7/22/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance Item 9 was for changes to the size and make up of ERU No. 3. During the allowance setting meeting, the pricing was provided to enlarge ERU No. 2. When the drawings were issued, ERU No. 3 was the one enlarged. This unit is an exterior unit and thus more expensive. 2. The owner accepted the pricing and a change order was issued.	7/18/11	7/18/11	0	$38,189	7	10
24	7/22/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. ASI 2 was issued to change some storm water piping sizes due to code review comments. 2. Piping size was changed.	7/18/11	7/18/11	0	$2,886	1	10
25	7/22/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. ASI 8 was issue dot add door B212 to the door schedule. It was deleted sometime during the design process. 2. Door was added to the schedule.	7/18/11	7/18/11	0	$2,145	2	10
26	7/29/11	1) NO RISKS	No risks identified this week.						
27	8/5/11	1) NO RISKS	No risks identified this week.						
29	8/12/11	2) CLIENT ISSUE / IMPACT	Please describe the details of the risk: 1. PR 6 was issued to revise the door schedule and make owner requested changes. Unexpected due to change in scope. 2. Door types are changed. Costs minimized by close review of original door/hardware revisions	8/9/11	8/9/11	0	$1,551	9	10
28	8/12/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Proposal request 7 was issued to provide piping chases in the data/server rooms in lieu of letting pipe be exposed in the space. The pipes would have been exposed due to the room needed to move around a beam under the floor. 2. The pricing was accepted and the chases will be built.	8/9/11	8/9/11	0	$1,621	8	10
30	8/12/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Door sizes into the gym were incorporated in to the contract drawings at the wrong size. ASI 11 changed the door sizes. 2. Door frames were reordered the correct size. Original frames were already on site.	8/9/11	8/9/11	0	$10,417	10	10

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
31	8/19/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. Contaminated soil was found in the area north of Area A where the geothermal well trenching is ongoing. 2. Braun was called in to test the material. The material was found to have some oil based contaminant, but not enough to be removed. It will be used under the paving. 3. The project team 4. At this time, for the JED contract, $0. Braun's contract is with the owner. I am sure there will be a bill for the testing, but I won't see it. 5. Closed as a no cost issue for JED. Material will be used under parking to contain on site. I do not know if there are any costs for the owner from Braun for testing.	8/19/11	8/23/11	0	$0	N/A	10
32	8/26/11	1) NO RISKS	No risks identified this week.						
33	9/2/11	5) UNFORESEEN IMPACT	Please describe the details of the risk: 1. Due to the way above average rainfall this year on the site, we are having issues with the on site material being used for pipe bedding and backfill. This was unforeseen because the rain quantities are way above normal. There is also the inconsistency when dealing with soil (some have areas have had issues, others have not been a problem). 2. With regard to pipe bedding, we are bringing in offsite material. We have asked for direction from the civil engineer on (1) what do to with left over material (from use of offsite sand), (2) direction on how to address high moisture content on the back fill we need to reach to 100% density on in final 3' lift under paving and (3) direction on how to address high moisture content on the lower levels of back fill (up to final 3') we need to reach 95% density. 3. It will require a team review and decision. 4. To be determined after review with the engineer. 5. 9/9/11 - Over the past week, we have completed multiple areas without compaction issues. Sand is still required at the bottom of the trenching. 10/21/11 - The work on the geothermal is complete. We are currently working on the soft spot on the SE side based on Braun's direction. 10/30/11 - work is complete. Pricing submitted for approval. 11/4/11 - Change Order pricing approved. CO to be written next week. Will be closed then. 11/18/11 - CO issued and executed.	9/9/11	10/28/11	0	$25,437	24	10
34	9/9/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. The terrazzo for the project is thin set directly on the concrete. In some of the terrazzo areas, there is underslab heating. The concrete subcontractor noted in the coordination meeting a concern with the concrete cracking in the future above the heating tubes. If the slab under the terrazzo cracks, the crack will be transmitted through the terrazzo. 2. Wire mesh will be added over the tubes under the terrazzo to help control cracking. 3. The project team reviewed it the coordination meeting. The designers reviewed the concern and added the mesh. 4. (A) Cost of the mesh (TBD) and (B) future cracking 5. 10/21/11 - We have provided pricing for the work. 10/30/11 - Work is complete. CO to be issued. 11/4/11 - CO pricing approved. CO to be written next week and then this will be closed. 11/18/11 - Change order issued and executed.	9/19/11	10/21/11	0	$1,205	30	10
35	9/16/11	4) DESIGN ISSUE / IMPACT	This change order was an adjustment to Owner Change Order No. 7 to correct for some work that was in the base contract.	9/14/11	9/14/11	0	-$6,923.00	11	10
36	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. ASI No. 9 was issued. It added some VAV's, revised some HVAC ducting and revised the control sequencing. 2. The changes have been implemented as directed by ASI 9. 3. The project team 4. See amount to right.	9/14/11	9/14/11	0	$24,795.00	12	10

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
37	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance items 5, 6 and 7 were combined into one issue. All three items involved code revisions - to the storm and sanitary sewer systems. 2. The revisions required by the code review were made to the project plans. 3. The project team 4. See amount to right.	9/14/11	9/14/11	0	$14,738.00	13	10
38	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. Allowance items 15. This allowance was to cover changes to the project that were incorporated into the Technology Package and not originally in our scope of work. 2. Rough in requirements in our scope of work have been revised per the Technology package with respects to added fire alarm requirements 3. The project team 4. See amount to right.	9/14/11	9/14/11	0	$11,058.00	14	10
39	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. The risk was added ductwork above ceiling in Room B117. It was identified as part of the MEP coordination meetings. It was unexpected due to the amount of added ductwork required to reroute in the room. 2. The duct was rerouted in as efficient a manner as possible. 3. The project team as part of the MEP coordination meetings. 4. See amount to the right.	9/14/11	9/14/11	0	$5,476.00	15	10
40	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. The risk was a fire sprinkler revision and added lights as part of the MN Health Department review. 2. The changes noted (added check valve and light fixtures) will be added as required. 3. The project team. 4. See the amount to the right.	9/14/11	9/14/11	0	$3,258.00	16	10
42	9/16/11	4) DESIGN ISSUE / IMPACT	Please describe the details of the risk: 1. The wiring for the transformer was sized too small in the original design. 2. The wiring has been upsized. The design was reviewed to minimize the change and the wire changed to copper to allow use of the existing conduit. 3. The project team 4. See the amount to the right.	9/14/11	9/14/11	0	$32,241.00	18	10
43	9/23/11	1) NO RISKS	No risks identified this week.						
44	9/30/11	1) NO RISKS	No risks identified this week.						
45	10/7/11	5) UNFORESEEN IMPACT	RISK DETAILS 1. The storm drain on the south side as shown is located between a fiber optic truck line and a high pressure main. The fiber optic line was not accounted for in the design and conflicts with the piping run location. 10/14/11 Update - the fiber optic line was not included in the original survey used to prepare the plans, so the risk category has been changed to UNFORESEEN IMPACT. 2. We are currently working on identify options for the design team to consider in rerouting the line. This would include running it in the street, relocating the line north and moving the pond or getting as easement from the property owner to the east. 3. The project team 4. The impact is still being researched. 5. 10/14/11 Update. Design revisions have been reviewed. The current option is to route the pipe run further east and then turn into the street. This option will require an easement from the neighboring property. ISD 287 is working on it. The work is being priced. We are still waiting to hear on the easement. 10/30/11 - ISD still working on the easement issue with Robbinsdale. 11/4/11 - Easement agreement reached with Robbinsdale. Working to get final ISD approval. 11/18/11 - Work proceeding, pricing for issues to be submitted next week. 12/2/11 - Price has been submitted for review. Last update until CO issued. 12/20/11 - Change Order No. 35 issued for signature.	10/19/11	11/18/11	0	$8,572	35	10

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS 1. What is the risk / why was it unexpected? 2. What will be done / what is plan to minimize this risk? 3. Who is responsible for resolving the issue? 4. What is an estimated impact of the risk? 5. Any updates to this risk (if applicable)	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	OVERALL DURATION IMPACT	OVERALL COST IMPACT	CHANGE ORDER NUMBER	PM SATISFACTION RATING
46	10/14/11	1) NO RISKS	No risks identified this week.						
47	10/21/11	4) DESIGN ISSUE / IMPACT	ASI 24 - Provided location of handicap door actuators on the drawings. Not shown on drawings.	10/17/11	10/17/11	0	$6,678	19	10
48	10/21/11	4) DESIGN ISSUE / IMPACT	ASI 27 - Added flashing at metal panels to correct issue noted on the wall mock up panel	10/17/11	10/17/11	0	$7,719	20	10
49	10/28/11	5) UNFORESEEN IMPACT	**RISK DETAILS** **1. During grading of the north side parking lot, we are still hitting areas with wet conditions needing corrective work. It is unforeseen because we were able to compact fill for geothermal piping, but Braun directed remedial work in the three locations.** **2. Braun has provided a fix for reworking the areas with issues. We are minimizing the risk by using on site materials.** **3. As noted above, the issue has been resolved and work is ongoing.** **4. Pricing is being compiled.** **5. Pricing submitted at the same time of the report.** 12/20/11 - Change Order No.36 issued for signature.	11/4/11	11/15/11	0	$8,238	36	10
50	11/4/11	1) NO RISKS	No risks identified this week.						
51	11/11/11	1) NO RISKS	No risks identified this week.						
52	11/18/11	4) DESIGN ISSUE / IMPACT	**RISK DETAILS** **1. The structural design did not carry the columns up to an internal parapet in Area B1.** **2. ASI 18/18R was issued to structurally strengthen the parapet with drywall framing braces and adjust the roofing.**	11/18/11	11/18/11	0	$6,849	21	10
53	11/18/11	4) DESIGN ISSUE / IMPACT	**RISK DETAILS** **1. The dishwasher exhaust duct did not require insulation as designed. When the Alternate was chosen, the duct required insulation, but was not added tot he drawings.** **2. ASI 22 was issued to add the insulation.**	11/18/11	11/18/11	0	$16,805	22	10
54	11/18/11	4) DESIGN ISSUE / IMPACT	**RISK DETAILS** **1. This was one of the original allowance items (No. 11) that was then modified by ASI 23. The original allowance was for adding sensors to the breakout rooms. The ASI also changes some coil GPM's.** **2. The owner decided not to move forward with the sensors, but the coil changes were needed.**	11/18/11	11/18/11	0	($1,095)	23	10

Intermediate District 287

Weekly Risk Report

March 20, 2012

Project Name:	**North Education Technology**	Risk Rating:	**1.0**
Project ID:	**1/0/1900**	Percent Complete	**59%**
Contractor:	**Henricksen**	Overall PM Risk Satisfaction	
Project Type:	**General Construction**	Risks	**2**
Award Method:	**RFP - PIPS Best Value**	Risks Unresolved	**1**
		Risks resolved but no Change Order	**1**

Cost Analysis		**Schedule Analysis**	
Allocated Funds:	$1,300,000	Notice to Proceed Date:	8/11/2011
Awarded Cost:	$1,957,415	Original Completion Date:	6/18/2012
Potential Cost Increases:	$894	Potential Project Delays:	0
Potential Final Cost	$1,959,203	Potential Completion Date	6/18/2012
Actual Cost Increases:	$894	Actual Project Delays:	0
Actual Final Cost:	***$1,958,309***	***Actual Completion Date:***	***06/18/12***
Percent Increase in Cost	***0.0%***	*Percent Delayed*	***0.0%***
Contractor Change Order Rate	0.0%	Contractor Delay Rate	0.0%
Non-Contractor Change Order Rate	0.0%	Non Contractor Delay Rate	0.0%

Project Schedule Analysis	**Total Number of Risks**	**Potential Schedule Impacts**	**Potential Cost Impacts**	**Actual Schedule Impacts**	**Actual Cost Impacts**
1) NO RISKS	15	0	$ -	0	$ -
2) CLIENT ISSUE / IMPACT	0	0	$ -	0	$ -
3) CONTRACTOR ISSUE / IMPAC	0	0	$ -	0	$ -
4) DESIGN ISSUE / IMPACT	2	0	$ -	0	$ 894
5) UNFORESEEN IMPACT	0	0	$ -	0	$ -
	2	**0**	**$0**	**0**	**$894**

CONSTRUCTION SCHEDULE

No	Critical Activities / Milestones	Completion Date - Original Estimate	Completion Date - Current Forecasted	Percent Complete	Risk #'s That Impacted Schedule
1	Area A Floor 1 drywall complete	09/23/11	12/16/11	100%	
2	Area A floor 1 site measure	09/28/11	10/05/11	100%	
3	Area A Floor 1 shop drawing review	10/212011	11/10/11	100%	
4	Area A Floor 1 order placed	10/31/11	11/16/11	100%	
5	Area A floor 1 carpet & ceiling complete	12/13/11	01/31/11	90%	
6	Area A Floor 1 receive DIRTT Walls	01/13/12	02/06/12	100%	
7	Area A Floor 1 install DIRTT walls		03/30/12	90%	
8					
9	Area A Floor 2 drywall complete	10/21/11	10/14/11	100%	
10	Area A Floor 2 Site Measure	10/26/11	11/10/11	100%	
11	Area A Floor 2 Shop drawing review	11/18/11	11/18/11	100%	
12	Area A Floor 2 order placed	12/02/11	12/02/11	100%	
13	Area A Floor 2 carpet & ceiiling complete	01/13/11	01/24/12	100%	
14	Area A Floor 2 receive DIRTT Walls	01/16/12	03/19/12	0%	
15	Area A floor 2 Install DIRTT walls			0%	
16					
17	Area B1 Floor 3 Drywall Complete	10/28/11	01/20/12	100%	
18	Area B1 Floor 3 Site Measure	11/02/11	11/10/11	100%	
19	Area B1 Floor 3 Shop Drawing Review	11/29/11	11/29/11	100%	
20	Area B1 Floor 3 order placed	12/09/11	12/09/11	0%	
21	Area B1 Floor 3 carpet & ceiling complete	01/20/12	04/13/12	0%	
22	Area B1 Floor 3 Receive DIRTT Walls	01/27/12	04/16/12	0%	
23	Area B1 Floor 3 Install DIRTT walls			0%	
24					
25	Area B2 Floor 1 Drywall Complete	01/30/12	12/12/11	100%	
26	Area B2 Flloor 1 Site Measure	02/02/12	11/11/11	100%	
27	Area B2 Floor 1 Shop Drawing Review	02/24/12	02/24/11	100%	
28	Area B2 Floor 1 order placed	03/09/12	03/09/11	0%	

NO	DATE ENTERED	RISK CATEGORY	RISK DETAILS	PLANNED RESOLUTION DATE	ACTUAL DATE RESOLVED	IMPACT TO OVERALL PROJECT DURATION (In Days)	IMPACT TO OVERALL PROJECT COST	CHANGE ORDER NUMBER	PM SATISFACTION RATING
1	11/11/11	1) NO RISKS							
2	11/18/11	1) NO RISKS							
3	11/25/11	1) NO RISKS							
4	12/2/11	1) NO RISKS							
5	12/9/11	1) NO RISKS							
6	12/16/11	1) NO RISKS							
7	12/28/11	1) NO RISKS							
8	1/6/12	1) NO RISKS							
9	1/13/12	1) NO RISKS							
10	1/20/12	1) NO RISKS							
11	1/27/12	1) NO RISKS							
12	2/3/12	1) NO RISKS							
13	2/10/12	1) NO RISKS							
14	2/17/12	1) NO RISKS							
15	2/24/20	1) NO RISKS							
16	3/2/12	4) DESIGN ISSUE / IMPACT	B2 bldg 1st floor - 6 windows added to doors of nap rooms	2/9/12	2/14/12	none	$ 894.00	1	
17	3/9/12	4) DESIGN ISSUE / IMPACT	cost to add 30 additional cut outs to tiles in A bldg 1st floor for additional controls for LED fixtures in break out rooms	2/29/12	pending	none	$ 1,205.16	2	
18									
19									
20									
21									

No	Change Order Description	Date Issued	Risk #'s That Caused Change Order	Impact to Cost	Impact to Schedule
1	***add 24 x 36" windows to nap room doors - B2 1st floor***	2/15/12	architect requested change	$ 894.00	none
2	***add 30 cut outs to tiles for additional controls required for***	2/29/12	electrical change	$ 1,205.16	none
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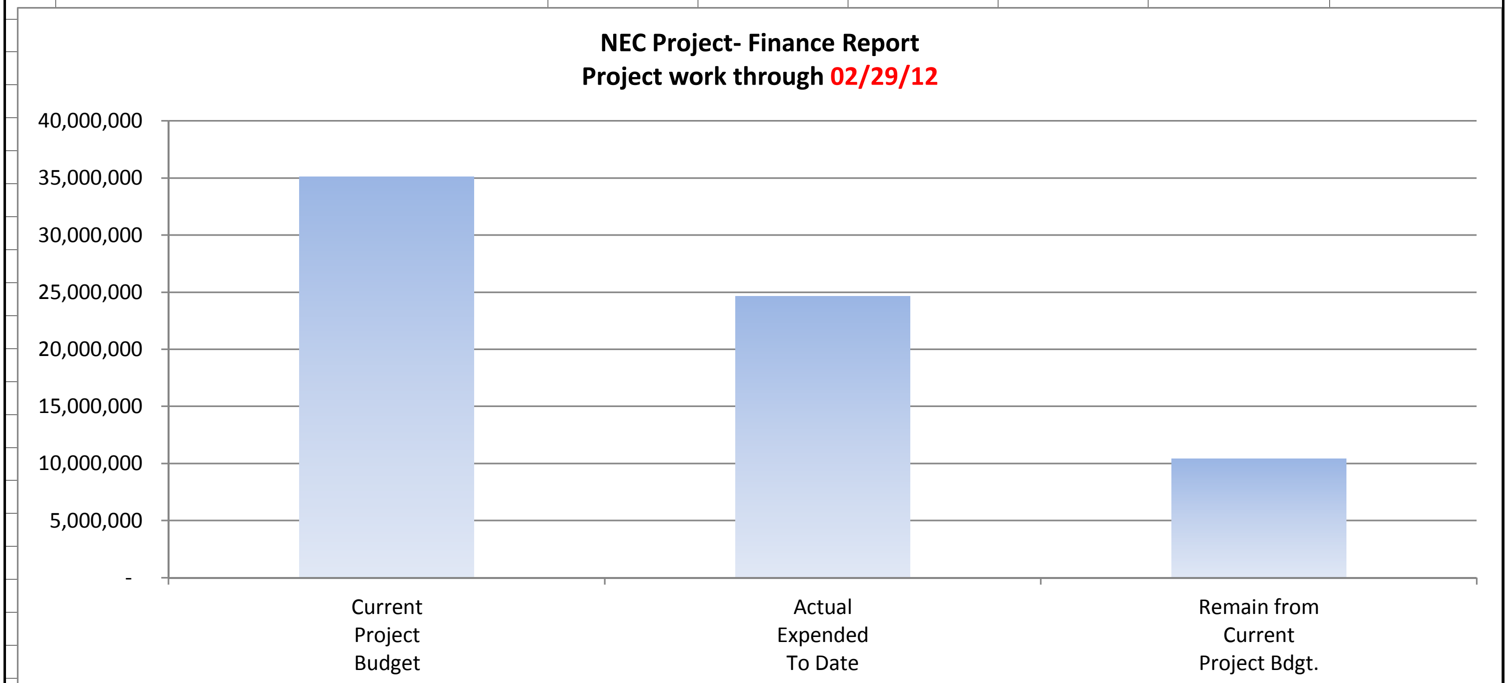
ISD 287							
NEC Project- Finance Report:				**(thru 02/29/12)**			
Crs	Category	Original Project Budget	Approved Contingency Use	Current Project Budget	Actual Expended To Date	Remain from Current Project Bdgt.	
500	Land Purchase	1,175,000	-	1,175,000	1,182,400	(7,400)	
500	Construction Cost	27,475,252	1,157,541	28,632,793	21,488,147	7,144,646	
501	Design & Consultant Fees	2,208,411	-	2,208,411	1,748,964	459,447	
502	Owner Administrative Costs	311,066	-	311,066	234,243	76,823	
503	Furnishings, Fixtures & Equipment	2,572,239	-	2,572,239	-	2,572,239	
500	Construction Contingency	1,357,613	(1,157,541)	200,072	n/a	200,072	
		35,099,581	-	35,099,581	24,653,753	10,445,828	



Contingency Use:

	Description		Amt.	To		Aprvl. Date	Approved By
	Beginning Balance	**1,357,613**					
	- Tree removal for site prep		$ 3,150	Doboszenski & Sons		9/23/2010	Admin
	- Site fencing		11,800	Hansen Bros. Fence		4/19/2011	Committee
	- Soil correction- Phase I		36,570	Doboszenski & Sons		4/28/2011	Comm/Board
	- Hydrant removal- east side		2,486	Doboszenski & Sons		4/28/2011	Admin
	- AIA Chg Ordr 1- sewer pipe size		2,886	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 2- door revisions		2,145	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 3- allow. items 1 & 2		7,788	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 4- electr. revisions		(2,405)	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 5- kitchen exhaust		(2,300)	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 6- ductwork revisions		(1,437)	JE Dunn		7/19/2011	Admin
	- AIA Chg Ordr 7- changes in ERU #2		38,189	JE Dunn		7/28/2011	Comm/Board
	- AIA Chg Ordr 8- pipe chase/cabling		1,621	JE Dunn		8/10/2011	Admin
	- AIA Chg Ordr 9- door change		1,551	JE Dunn		8/10/2011	Admin
	- Demountable wall upgrade		664,409	Hendricksen PSG		8/25/2011	Comm/Board
	- AIA Chg Ordr 10- enlarge frames		10,417	JE Dunn		8/25/2011	Committee
	- AIA Chg Order 11- Fin tube radiation/pumps		(6,923)	JE Dunn		9/14/2011	Admin

	- AIA Chg Order 12- VAV/HVAC ducts		24,795	JE Dunn		9/20/2011	Committee
	- AIA Chg Order 13- Sanitary/Storm Sewer		14,738	JE Dunn		9/20/2011	Committee
	- AIA Chg Order 14- Fire Alarm requirements		11,058	JE Dunn		9/20/2011	Committee
	- AIA Chg Order 15- HVAC Duct Revisions		5,476	JE Dunn		9/14/2011	Admin
	- AIA Chg Order 16- MN Health Dept. revisions		3,258	JE Dunn		9/14/2011	Admin
	- AIA Chg Order 17- Voids at geothermal wells		63,789	JE Dunn		9/22/2011	Comm/Board
	- AIA Chg Order 18- Upsize transformer cable		32,241	JE Dunn		9/22/2011	Comm/Board
	- AIA Chg Order NA- Floor level testing		3,283	Braun Intertec		10/18/2011	Admin
	- AIA Chg Order 19- Add conduit & wire		6,678	JE Dunn		10/18/2011	Admin
	- AIA Chg Order 20- Add flashing to transition		7,719	JE Dunn		10/18/2011	Admin
	- AIA Chg Order 21- Parapet walls in areas B1 & B2		6,849	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 22- Insulation of kitchen exhaust duct		16,805	JE Dunn		11/15/2011	Committee
	- AIA Chg Order 23- Sensors removed from rooms		(1,095)	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 24- Wet conditions from summer (soil)		25,437	JE Dunn		11/15/2011	Comm/Board
	- AIA Chg Order 25- Structural wall changes		1,651	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 26- Door hardware changes		1,359	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 27- Disconnect changed to fused		710	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 28- Delete outlet/change circuiting		940	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 29- Change light in room B115		670	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 30- Add mesh to terazzo		1,205	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 31- Adt'l. rough in for voice/data		6,184	JE Dunn		11/15/2011	Admin
	- AIA Chg Order 32- Misc. changes to mechanical room		102,262	JE Dunn		12/20/2011	Comm/Board
	- AIA Chg Order 33- Code adjustments at exterior wall		793	JE Dunn		1/3/2012	Admin
	- AIA Chg Order 34- Restroom layout revision on 3rd floor		789	JE Dunn		1/3/2012	Admin
	- AIA Chg Order 35- Re-route storm drain along 55th Ave.		8,572	JE Dunn		1/3/2012	Admin
	- AIA Chg Order 36- Corrective work on North parking lot		8,238	JE Dunn		1/3/2012	Admin
	- AIA Chg Order 37- Added blinds in Literacy Lab		2,843	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 38- Changes to ERU3 to allow access		6,516	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 39- Kitchen exhaust operating changes		1,741	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 40- Door hardware for B210.1		896	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 41- Change in damper size		1,434	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 42- Change Operating/Reset function		8,131	JE Dunn		2/7/2012	Admin
	- AIA Chg Order 43- Changes to jamb details & stairways		2,015	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 45- Outlet additions in Data Closets		4,884	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 46- Relocation of lights & ext. color change		731	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 48- Changes to racks in main server room		5,374	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 49- Adt'l. outlet for 2nd refrigerator		850	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 50- Elimination of circulation pumps in ERU		(2,483)	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 51- Deletion of fire extinguishers not needed		(1,329)	JE Dunn		2/29/2012	Admin
	- AIA Chg Order 52- Changes to control heat pump sequence		694	JE Dunn		2/29/2012	Admin
	- Henricksen CO 1- Tempered Glass on 6 doors for nap rooms		894	Henricksen		2/29/2012	Admin
	Total approved to-date	**1,157,541**					
	- AIA Chg Order 47- Hydronic filters installed during constr.		16,704	JE Dunn		Pending	Committee
	- AIA Chg Order 53- Power electronic faucets		11,923	JE Dunn		Pending	Committee
	- AIA Chg Order 54- Emergency power to both elevators		17,483	JE Dunn		Pending	Committee
	Total pending to-date	**46,110**					
	03/20/12 - Balance	**$ 153,962**					

NORTH EDUCATION CENTER

INTERMEDIATE DISTRICT 287

August 23, 2012

SUPERINTENDENT

Sandra Lewandowski

MEMBER DISTRICTS

BROOKLYN CENTER
Greg Thielsen

BLOOMINGTON
Arlene Bush

EDEN PRAIRIE
Barbara Gabbert
Carol Bomben

EDINA
Peyton Robb*

HOPKINS
Sally Johnson
Laura Ronbeck

MINNETONKA
Donald Draayer
Bob Quam

ORONO
Michèle Kunz

OSSEO
Steve Antolak
Dean Henke

RICHFIELD
Nancy Rowley

ROBBINSDALE
Linda Johnson**
Sherry Tyrrell

ST. LOUIS PARK
Pamela Rykken
Nancy Gores

WAYZATA
Carter Peterson

WESTONKA
Ann Bremer**

** Board Chair
* Facilities Committee Chair

ARCHITECTS & ENGINEERS
TSP Inc.

GENERAL CONTRACTOR
J.E. Dunn Construction

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Marshalltown - Marshall - Minneapolis - Rochester - Omaha - Rapid City - Sioux Falls - Sheridan

Memorandum

TO: Tom Shultz
Intermediate District 287

FROM: Mark Thiede

DATE: March 14, 2012

RE: Comparison of building systems at the North and South Education Centers

The following is a summary of the major building systems used at the North Education Center (NEC) compared to the same building systems used at the South Education Center (SEC):

General Information and Background:

- In order to fully understand the rationale for the systems chosen for each building it's important to understand and compare the primary goals for the NEC and the SEC.
- The SEC was the first new building constructed by the district in more than 20 years and with it came some apprehension over building ownership given the inherent uncertainty of special education funding and the continuing need of services by member districts. As a result one of the goals was to design the building to allow for portions of it to be leased and/ or easily sold for a new purpose.
- The NEC by comparison was planned and designed knowing that it would be at capacity before its completion and therefore proceeded with greater confidence for a long term future. The primary goal was to build the NEC with no added cost to member districts.
- A secondary goal of the NEC was to make it adaptable, flexible and consistent with the dynamic and ever changing nature of the services provided to member districts. In order to meet this goal a pivotal decision was made to use a demountable partition system extensively for classrooms and other spaces. This required that all equipment be mounted in the ceiling. This decision significantly affected the design of mechanical, electrical and technology systems.
- The NEC primarily serves students with behavioral issues as compared to the SEC that serves more students with physical and cognitive disabilities. Both house students from infant to 21 years of age.
- The NEC is approximately 157,000 square feet on a 10 acre site while the SEC is approximately 108,000 square feet on 7 acres of land.
- Early on during the planning and design of each project it was decided that no additions would be constructed at the site and that additional program space would be provided with added lease space and/ or another building at a different site.

Site Systems:

- Each site is organized in a similar fashion with parking around the perimeter of the building and drop off zones and multiple entrances. At both sites public parking is to the front and staff to the rear.
- Both sites offer walking paths as an extension of the educational setting and connect to the city system.

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- Storm water management is similar at both sites however while the SEC uses the rain garden concept to handle storm water completely on site the NEC uses a more conventional retainage pond approach that eventually releases storm water into the utility system.
- The SEC parking lot is constructed with asphalt paving while the NEC because of lower material costs was constructed with concrete.

Structural Systems:

- Both the NEC and the SEC utilize a steel column, beam and bar joist system with a composite concrete and metal deck floor system.

Exterior Envelope Systems:

- The exterior wall systems used for both buildings are identical with a probable life span of 50 years and consist of a structural steel framework, 6" metal stud infill with gypsum board type sheathing, a fluid applied air barrier, rigid insulation and then a rain screen consisting of a masonry cavity wall system or a metal panel or siding system.
- The roofing system at the NEC consists of a low sloped mechanically fastened white membrane roof manufactured by DuroLast while the SEC uses a low slope modified 4 ply built-up system with a factory applied white reflective coated cap sheet manufactured by Manville. The built-up roof system was chosen for the SEC based on the proven reliability of a built-up roof system along with the benefits of a reflective coating. The membrane roof system used at the NEC was selected based on the owner representative's preference and past experiences with the product.
- Window openings are the same for both the NEC and the SEC and use thermally broken fixed aluminum frames with tinted or clear insulated glazing panels depending on the direction faced. The NEC uses windows manufactured by EFCO while the SEC uses Wausau Windows. The SEC uses a glazing panel at the top of window openings that diffuses daylight scattering it wider and further into the classrooms. The NEC does not use this light diffusing glazing panel based on new research suggesting that with Minnesota's generally overcast winter days that these glazing panels are not as compelling as a school in the southwestern United States.
- Large glazed openings and exterior door openings at both the NEC and the SEC use an aluminum curtain wall system for primary building entrances. Hollow metal doors and frames are used at secondary openings.

Interior Partition Systems:

- The interior wall partition systems chosen for the NEC departs significantly from what was used at the SEC.
- The general approach for the SEC was to build a 5 to 15 year interior wall system. This comes from the best practices at the time suggesting that interior partitions have a higher probability of being moved. These best practices recommend using metal stud walls because they are less expensive and more easily removed than masonry walls.
- The NEC uses a relatively new and sophisticated demountable partition system manufactured by DIRTT. This is because of a heightened awareness of the dynamic nature of programs and the need to customize

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learning/ behavioral environments. The value offered with this system is the payback received after one program refitting. The tradeoff for this system is a higher first cost and a lower sound transmission rating. The first is offset by lower costs to reconfigure spaces and the latter is offset by a sound masking system described further on in the system descriptions.

Interior Systems:

- Similar materials are used at both the NEC and the SEC with the goal of longevity, durability, minimal maintenance and low VOC's.
- Floors on the main level in high traffic areas such as lobbies, corridors and cafeteria uses honed terrazzo. This eliminates the need for waxing and use of detergents for cleaning.
- Abuse resistant gypsum board is used on walls with an added scuff resistant topping in high traffic areas.
- Carpet tiles are also used at both sites to reduce construction waste and make replacement and repairs easier.
- Rubber flooring is used where carpet is not appropriate and terrazzo not cost effective. Cleaning requires no detergents.

Heating and Cooling Energy Systems:

- Both the NEC and the SEC use a geothermal well field located under the parking lots for their primary source of heating and cooling energy. The SEC has 144 well field loops at approximately 200 feet deep while the NEC has 216 loops at approximately 300 feet deep.
- Additionally, the NEC has high efficiency boilers to augment the water temperature if needed during extremely cold weather.

Heating and Cooling Transfer Systems:

- The SEC utilizes 24 single speed water to water heat pumps; 12 on the main level are used for heating and 12 on the third floor are used for cooling. Because of improved technology the NEC has only 4 variable speed heat pumps that are more robust and capable of generating up to 140 degree water.
- Each room at the NEC is heated with ceiling mounted radiant panels while the SEC uses fin tube radiation along the exterior walls. Radiant panels are used at the NEC to keep the walls clear of equipment maximize the benefits of demountable partitions.

Air Transfer Systems:

- Bothe the NEC and the SEC operate on the concept of separating heating and cooling delivery systems from fresh air delivery systems. The concept of separating the two improves energy efficiency significantly by allowing each to meet its demand independently. Heating and cooling is supplied as determined by temperature sensors while fresh air supply is primarily determined by CO_2 sensors.
- The SEC uses a combination of displacement ventilation and active beams. Displacement ventilation is used in most spaces with either a console type or radius corner type diffuser. Active beams mounted in the ceilings are used in smaller spaces such as offices to maximize the use of wall space.

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- The NEC uses active beams mounted in the ceiling and supplies air to the space along with the required ventilation air. Active beams are part of an integrated system that allows both additional heating and cooling capacity as well as energy recovery.
- Energy Recovery Units (ERU's) are used at both the SEC and the NEC and are instrumental in reducing energy consumption. They are used in the outside air supply system along with the exhaust air from the building to capture heating and cooling energy prior to discharge (exhaust and outside air streams are not mixed). This captured energy offsets the incoming outside air temperature and gets it closer to the temperature needed in the building.

Building Automation System:

- Both the NEC and the SEC have a digital control, internet accessible system that can be monitored and controlled remotely. The system used at the NEC was simplified based on lessons learned at the SEC.

Electrical Systems:

- NEC and SEC are similar and differ only in the size of the generator provided. The NEC generator is larger to allow one elevator to operate during a power outage.

Lighting Systems:

- Light fixtures used at the SEC primarily utilize high efficiency T8 fluorescent lamps and ballasts. The NEC is able to take advantage of the rapidly improving LED technology that is incorporated into more and more types of light fixtures.
- Color adjustable LED light fixtures are used in the breakout rooms in the SUN (ASD) program at the NEC based on staff's understanding that moods can be affected by colored lighting. Breakout rooms at the SEC have the option of both standard incandescent and fluorescent lamps based on the particular needs of the student.
- Lighting control for SEC is a combination of digital controls, occupancy sensors and stepped dimming for daylight harvesting. After the SEC was occupied for a period of time it was found that the classrooms are used most of the day and that occupancy sensors did not provide the anticipate benefits. The NEC as a result uses a digital lighting control system with a building wide sweep to turn off lights at the end of the day. The NEC also has daylight harvesting but uses zero to ten volt full spectrum dimming. Each light fixture in the NEC has a digital IP addressable control module to provide infinite lighting control and maximum flexibility so that light fixtures can be reassigned as demountable partitions are moved. A key component to the the lighting control system is the modular wiring system which provides the flexibility.

Technology Systems:

- Each classroom at the NEC has a technology bundle that includes a Smart Board and staff control of IP based systems including sound masking, lighting, and audio/video controls.
- Security systems at both the SEC and the NEC have off hour control of visitors; utilize card swipes in lieu of keys and non-monitored cameras strategically located inside and outside the building. Improved technology allows the NEC to use an integrated IP based cameras. Additionally, the SEC relied on a security desk at the

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main entrance to monitor and control visitors while the NEC uses and a secure vestibule to process visitors through the main office.

- Electronic media content access and storage: Vbrick is provided at the NEC and allows storage and access to video content and designated cable channels.
- With the gymnasium being significantly bigger at the NEC the opportunity was captured to provide an A/V system to allow for presentations and speakers at large assemblies. The system includes three projectors and screens, video display and recording and audio systems all integrated into Vbrick for access and storage.
- Sound masking system:
    - The primary goal of this system is to prevent sound generated from behavioral issues being transmitted through classroom walls causing a cascading effect from one student to another. Its intention is not to manipulate behavior nor was any research done to that effect.
    - The SEC has no sound masking system however walls are constructed of abuse resistant gypsum board, sound batt insulation and extending to the floor/ roof deck overhead. This system provides an adequate sound transmission rating.
    - The NEC has a sound masking system primarily to help offset the lower sound transmission rating of the demountable wall system. Again, its intent is to mitigate the transfer of sound between classrooms however there is research available suggesting that sound masking can help students with ADHD and similar conditions.

Food Service Systems:

- The SEC kitchen was designed as a serving kitchen with the assumption that the food preparation would be done remotely by a vendor and shipped to the SEC on warming carts. The kitchen was ultimately upgraded to full production capabilities. It was also intended that many of the meals would be transported and served from satellite kitchenettes in the program spaces because of behavioral and coping abilities of the students.
- The NEC kitchen by comparison was designed from the beginning as a full production kitchen to serve a larger number of meals per day. The kitchen itself is larger along with greater serving line capacity. The cafeteria is designed with the assumption that most of the students will eat in the cafeteria as opposed to program spaces.

Vertical Transportation System:

- Both the SEC and NEC have a pair of large capacity elevators. Only one elevator at the SEC serves the third floor and can be used by the fire department for evacuation when normal power is available.
- Both of the elevators at the NEC serve the third floor and are connected to a standby generator allowing the fire department to continue using one of the elevators for evacuation during the loss of normal power.

RESOLUTION DISCONTINUING EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, The School Board of Intermediate District 287 adopted a resolution on February 23, 2012 directing the Superintendent of Schools and the Administration to consider the discontinuance of programs and positions to effectuate economies in the School District for the 2012-2013 school year and

WHEREAS, the School Board has found it necessary to discontinue or curtail educational programs due to discontinuance of positions, lack of pupils or financial limitations,

BE IT RESOLVED by the School Board that positions be discontinued in the following programs and services:

SPECIAL EDUCATION

Work Experience Coordinator - Handicapped	0.4 FTE

RESOLUTION PROPOSING TO PLACE THE FOLLOWING TENURED LICENSED STAFF ON UNREQUESTED LEAVE OF ABSENCE

BE IT RESOLVED by the School Board of Intermediate District 287 that the following licensed tenured staff of Intermediate District 287 be proposed for placement on unrequested leave of absence, without pay or fringe benefits, due to discontinuance of position, lack of pupils and/or financial limitations effective at the end of the school year on June 30, 2012 pursuant to Section 11, Seniority and Unrequested Leaves of Absence (Layoffs), and, specifically Sub-section 11.2, Unrequested Leaves of Absence (Layoffs) of the Master Contract between Intermediate District 287 and the Education Minnesota Local 2209, and Minnesota Statute 122A.40, Subdivision 11.

BE IT FURTHER RESOLVED, that written notice be sent to said licensed tenured staff regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law.

BE IT FURTHER RESOLVED, that each and all of the foregoing grounds are within the grounds for unrequested leave placement as set forth in Minnesota Statute 122A.40, Subdivision 11, and are hereby adopted as fully as though separately set forth and resolved herein.

Special Education

Name	**Hire Date**
David D. Cook 0.4 FTE	October 22, 2007

Agenda Item: 9

INTERMEDIATE DISTRICT 287
PLYMOUTH, MINNESOTA
BOARD OF EDUCATION

Regular Meeting – March 22, 2012

AGENDA SECTION: **BOARD BUSINESS**

ITEM: **Curriculum & Instruction (CI) Bucket**

PRESENTED BY: **Anne Becker, General Counsel/Human Resources of Director**

1. **Background Information**

The Policy Curriculum & Instruction (CI) Bucket is presented for a second read and approval. A motion is necessary to approve this policy as presented.

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

3. **RECOMMENDED ACTION:** **The Board approve the Policy Curriculum & Instruction (CI) Bucket as presented.**

Motion by: ________________________ Yes ____ Passed ____

Second by: ________________________ Yes ____ Failed ____

Abstentions: ________________________

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

Intermediate District 287
RESPONSIVE. INNOVATIVE. SOLUTIONS.

DISTRICT POLICY

POLICY SERIES: Curriculum & Instruction
SUBJECT:
BOARD APPROVED: March 2012
REVISION DATE:

CI100 Goals

I. PURPOSE

The purpose of this policy is to ensure that the District is compliant with curriculum and instruction goal setting practices and requirements established by federal and state educational agencies.

II. GENERAL STATEMENT OF POLICY

As an extension of its member districts, it is the intent of the Board to align its curriculum and instruction with all federal and state requirements established by law. In addition, the Board is committed to designing and providing a continuum of direct and indirect innovative educational services to ensure that each member district can meet the unique needs of its students. To that end, the Board believes that its students should receive high quality, effective instruction and be challenged to reach their maximum potential.

III. CURRICULUM AND INSTRUCTION GOALS

The Board seeks to accomplish the following goals:

A. Foster a love of learning that unlocks human potential;

B. Promote a recognition of each individual's intrinsic value and capacity to contribute to society;

C. Develop respect for all people and the diversity of ideas that enriches the individual and strengthens society;

D. Prepare students to thrive in a rapidly changing, technology-rich world;

E. Provide professional development opportunities to advance staff members' knowledge, skills and abilities in effectively delivering the curriculum through instruction;

F. Endorse online learning options that represent quality teaching and learning, align with the appropriate state academic standards, and have equivalent instruction, curriculum and assessment requirements as other courses offered to enrolled students;

G. Ensure that students receive opportunities to participate in structured learning experiences outside the classroom and co-curricular activities as integral parts of its programs;

H. Approve the purchase of instructional equipment and supplies;

I. Implement procedures for testing, test security, reporting, documentation and notification to students and parents or guardians in conjunction with the student's resident district; and

J. Encourage the use of community members as educational resources.

DISTRICT POLICY

POLICY SERIES: Curriculum & Instruction
SUBJECT:
BOARD APPROVED: March 2012
REVISION DATE:

CI120 School District System Accountability

I. PURPOSE

The purpose of this policy is to ensure that the strategic and operational work of the District promotes high quality and effective instruction, utilizes data to make programming decisions, and involves stakeholder input.

II. GENERAL STATEMENT OF POLICY

The Board recognizes that the District is an extension of its member districts and not a separately accountable system to the public and state for purposes of measuring and reporting student achievement in the same way that independent districts are accountable. Nevertheless, the Board is committed to providing high quality and effective instruction and fulfilling the goals of the District's educational program. In that spirit, the District maintains a system to continuously review and improve instruction, curriculum and assessment that includes substantial input from member districts, staff, students, and parents or guardians.

III. ACCOUNTABILITY STRUCTURES

A. Strategic Plan

A strategic plan outlines the District's objectives, which consist of achievable, feasible and verifiable results that ensure that the District fulfills its mission. The strategic plan is submitted to and reviewed with the Board for approval on an annual basis. The strategic plan is available to the public on the District's website.

B. Stakeholder Input

The District maintains a flexible and responsive system of curriculum review and improvement, continually seeking input from its stakeholders. Conditions of satisfaction of each member district are assessed individually and identified needs will be met with solutions that promote consistent quality and value. The District uses an annual measurement tool, customized for each district's conditions of satisfaction that includes accountability metrics in special education, teaching and learning, and finances. The District will carefully consider their responses and make necessary changes in collaboration with each member district.

C. Student Progress

Student progress is an important measure of the District's ability to meet the needs of each member district. Standard measurements of academic achievement are ineffective because many of the District's students have individualized plans. Thus, the District supports a system of Professional Learning Communities where licensed staff set measureable goals for each group of similarly-situated students. Student achievement will be evaluated based on measureable goals for each group of similarly-situated students. The District will communicate the evaluation data with its stakeholders and seek their input.

D. Staff Development

A system is in place for licensed staff to participate regularly in Professional Learning Communities that provide opportunities for professional learning, information sharing, collaboration, identification of needs and problem solving.

E. Reporting

The District will report to the Board annually on progress on the strategic plan through measurement of the strategic objectives. This report will also be made available to the public on the District's website.

F. Improvement Plan

The Board will review the results of the District's annual reports and will direct the Superintendent to recommend plans and programs designed to make improvements where established goals have not been reached.

Intermediate District 287

DISTRICT POLICY

POLICY SERIES: Curriculum & Instruction
SUBJECT: Instructional System
BOARD APPROVED: March 2004
REVISION DATE:

6141 Special Education Services

The Board endorses the concept of a free public education as a right of students with disabilities and that each student with disabilities served by the District is entitled to an appropriate special education program.

The Board affirms the right of parents and students with disabilities to be involved in the total process of identification, assessment, program planning, development of individual educational plans, and placement of the students into the appropriate settings for service.

The Board supports that the administration and interpretation of testing and evaluation materials utilized to clarify and place students will be racially or culturally nondiscriminatory.

The Board adheres to the philosophy that to the maximum extent as is appropriate, students served by the District will be educated with students who do not have disabilities.

In order to affirm the rights of low-incidence students with disabilities to service options based upon individual need, the Board accepts the concept of providing varying settings for service to such students.

The Board acknowledges the right of students with disabilities to clearly specified individual educational plans. Such plans will be based upon assessed needs and be developed jointly by local district professionals, parents, students, and District 287 professionals.

The District provides services to low-incidence students with disabilities in settings I through IV. Students and program needs shall determine physical facilities required to provide these services. Housing of Settings I and II services are the responsibility of the student's home district. Housing of Setting III services is primarily the responsibility of member districts through cooperation with District 287. As needed, District 287, in cooperation with member district, will lease or acquire facilities to house Setting IV services. At all times existing space options will be explored with member districts and other public agencies. All facilities which house services will have adaptions compatible with the P.L. 93.112 Section 504.

The Board affirms the right of parents and guardians to due process, guarantees of conciliation conference, and due process hearing at the local level if they object to District 287 proposed action. The responsibility for implementation of due process procedures lies with the student's home district, which is ultimately responsible for all aspects of the handicapped student's program. If that decision making regarding a student's program is conducted jointly by District 287, parent, and home district, parental concerns should be directed to the responsible agent, the home district. Intermediate District 287 will function as a resource and support of the home district in such proceedings.

The Board affirms the right of all students with disabilities to be represented by parents, guardian, or surrogate parent in all special education planning for the student.

The Board supports that students provided Intermediate District 287 Settings I through IV services will not have their legal right to education terminated by Intermediate District 287. The responsibility for such action resides with the student's home district. Intermediate District 287 will, where appropriate, provide support for such action by the provision of interpretation of student's needs as an individual with disabilities as they relate to the student's behavior. Schools which host Intermediate District 287 services and Intermediate District 287 Setting IV service facilities administration may utilize suspension procedures where appropriate.

The Board supports that students with disabilities who are not residents of District 287 or who are not residents, but are domiciled within District 287, or who are not residents, but are domiciled with District 287 will have access to services. Consultation to nonmember districts may be made available on an individual request basis. Such direct and consultation services will be provided only as District 287 resources allow. Geographical and fiscal constraints will be determined annually. Tuition and service rates to be paid for District 287 services will also be determined annually.

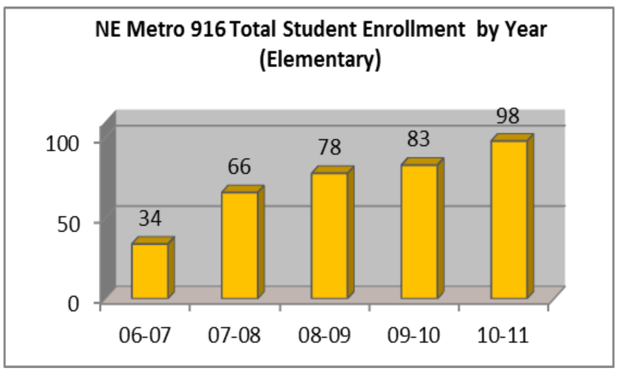
AMSD
CONNECTIONS
News and Updates from the Association of Metropolitan School Districts

March 2012
vol 9 ◆ no 6

Northeast Metro 916 Intermediate School District Experiences the Clash Between Safety and Learning

The ripple effects of financial and process changes in recent years are being felt in Minnesota's most intense special education settings in the form of more symptoms of mental illness among students, more children experiencing mental health crises, more disruptions in the learning environment, and increased injuries to staff.

The costs, as Minnesota's three intermediate school districts know well, have grown in recent years as students across all federal special education settings are being negatively affected by changing mental health support outside of school. Mandates have shifted mental health coverage more directly onto insurance providers, a business entity for which mental health services are unprofitable. Families experience inconsistent service and standards from county to county and variable mental health care options. Without enough mental health support outside of school, students' needs in school are increasing and, at the same time, causing dramatically increased safety risks to students and staff.



While some positive changes have been made in Minnesota's children's mental health system, more children are uninsured or underinsured resulting in more children being unable to access mental health services. A safe learning environment and a safe working environment are at extremely high risk now as intermediates are serving a changing student population. Among the trends:

- Increase in referrals of younger students, as early as kindergarten in Northeast Metro 916. (See chart at left.)

Continued on page 2

From the Chair

The release of the February budget forecast provided welcome news – a projected $323 million budget surplus. This is on top of the $868 million surplus that was projected in the forecast last November. That surplus was used to replenish the state cash flow account and state budget reserve which had been depleted as part of the budget balancing solution enacted last session.

The first $5 million of the new surplus will go to the state budget reserve to bring it to the statutorily designated level of $653 million. Under current law, the remainder of the $323 million surplus is directed to go toward beginning to repay the education accounting shifts that have been adopted in recent years to balance the state budget. In the current year, school districts have been receiving just 60 percent of their anticipated state aid with the other 40 percent scheduled to be paid in the following fiscal year. With the projected surplus, the current year payments to school districts will increase to 64.3 percent.

While this will provide some cash flow relief to school districts, there is often the mistaken perception that repayment of the educations shifts represents new or additional funding. In fact, some legislators have already touted the "additional funding" that will be going to schools. In fact, this is NOT new or additional funding for our schools. School districts had already anticipated receiving this revenue and built it into their budgets. School districts will simply be receiving 4.3 percent of their expected revenue earlier than had been anticipated.

I encourage school officials to communicate to their constituents that the repayment of the education shifts does not provide new funding for schools - - it is simply providing our schools money they were already going to receive a little earlier.

Pam Langseth, school board member from Minnetonka Public Schools, is chair of AMSD.

AMSD Calendar

March 8, 2012
AMSD LAC Day at the Capitol

March 23, 2012
Executive/Legislative Committee Meeting, 7:30 a.m., TIES Building, St. Paul

April 13, 2012
Board of Directors Meeting, 7:00 a.m., TIES Building, St. Paul

April 20, 2012
Legislative Committee Meeting, 7:30 a.m., TIES Building, St. Paul

April 27, 2012
Executive Committee Meeting, 7:30 a.m., TIES Building, St. Paul

AMSD's Mission

To advocate for state education policy that enables metropolitan school districts to improve student learning.

AMSD
Association of Metropolitan School Districts

NE Metro 916 feels financial burden of providing safe school environment

Continued from page 1

- Serving students with more intense mental health needs.
- Increased physical aggression among students of all ages, most troubling among elementary students.
- Lack of space for on-site clinical mental health services and collaboration.

Minnesota's students are falling into a widening gap between the responsibilities of school systems (to provide education, not clinical services) and the barriers families face in obtaining mental health care due to lack of insurance, transportation, and a limited pool of mental health providers. In addition, the uncertain fate of day treatment options make it more likely that children who need that level of treatment are unable to receive it. The result: the negative effects and costs of those changes are being absorbed by our schools.

Examples of the growing financial burdens on schools include more expensive insurance premiums and greater facility and staffing costs. All three intermediate school districts have seen the impact of increasing staff injuries in their workers compensation insurance rates - injuries resulting from student interactions as they try to assist students in crisis to de-escalate injurious behaviors. One intermediate district recently received data from their insurer showing that their staff injuries are 76% greater than other schools. That is the kind of data that causes rates to rise dramatically.

The lack of facilities designed specifically for the educational needs of students — whose mental health needs can be manifested as very aggressive behavior — has created the need for high-cost, yet short-term, renovations to spaces to accommodate individual students' IEP needs. Northeast Metro 916 Intermediate School District has cited examples of paying more than $100,000 for facility accommodations for individual students. Add to that the extra staffing of more than $100,000 in individual cases to address the complex educational requirements of students, and the costs grow exponentially.

The safety risks have grown so much in recent years that schools serving high-need special education students — for protection — have provided staff Kevlar sleeves, shirts, gloves and safety helmets (pictured at left). The injuries reported are directly related to interactions with students and are the result of biting, hitting, pinching, kicking, shoving, grabbing and throwing furniture and other objects. This is in spite of the use of behavior intervention programs and the implementation of greater training for staff, such as School Wide Positive Behavioral Interventions and Supports (SW-PBIS) and Professional Crisis Management (PCM).

The heart-wrenching stories of these vulnerable, and at times dangerous, students tend to go unnoticed and misunderstood by most of us, particularly students experiencing mental health challenges that contribute to their educational and social challenges. In schools, educators—not therapists—must try to improve academic skills even though frequent emotional and behavioral crises threaten the personal safety of those educators and the students they serve. Assumptions are incorrectly made that schools can provide not only the learning for special education students, but the mental health services as well. However, by law, schools provide and are funded for education, not clinical mental health services.

So what can be done? Given the mental health challenges preventing some students from being ready to learn, intermediate districts are increasingly considering their options. Among the actions intermediate school districts are considering or have begun implementing:

- Co-location of student mental health services at school sites
- Advocating for increases in school-linked mental health related services
- Co-location of chemical health services
- Intensive training for all staff in proactive preventive behavior intervention
- Training for staff in Professional Crisis Management (PCM) to keep students and staff safe
- Implementation of level two Child Therapeutic Support Services (CTSS)
- Use of county crisis support teams
- Curriculum and programming changes to improve student engagement
- Proactive dialogue with policy makers, legislators, state officers, and partners who serve these students in a different capacity, such as county managers and mental health providers
- Promoting parent psycho-education and support along with connecting to mental health advocacy services

Minnesota's three intermediate school districts wish to work closely with all stakeholders who share interest or responsibility for the education and health of these students. They want to see commitment toward the development of collaborative solutions with schools, counties, human services, mental health providers, and health plans to maximize the resources currently available. They also want the Minnesota Legislature to participate in policy planning and invest in strategies to create safety for both students and staff in these challenging work environments.

This month's member spotlight was submitted by Connie Hayes, Superintendent, Northeast Metro 916 Intermediate School District.

A School Calendar Based on Student Needs

The House Education Reform Committee recently passed HF 2325, a bill sponsored by Representative Connie Doepke, on an overwhelming bi-partisan vote. This legislation would allow locally-elected school boards to determine their school calendar, but would prohibit school from being held on the Thursday and Friday before Labor Day. The bill represents an attempt to strike a compromise with the resort industry and State Fair officials by allowing for a five-day Labor Day weekend holiday, while also allowing school districts to establish a calendar that best meets the needs of their students and community.

The current law prohibition of starting the school year prior to Labor Day has been a topic of discussion at the Legislature since 1985 when the prohibition was first enacted. School officials have long been opposed to this state mandate, which results in Minnesota's students beginning the school year far later than most states. The Alliance for Student Achievement, an umbrella group including 15 education organizations, has been joined by the Minnesota Business Partnership this year in supporting HF 2325. According to the National School Boards Association, Minnesota is one of only 3 states in the nation that prohibits school from starting before Labor Day.

In a 2008 survey conducted by the Minnesota School Boards Association, 72% of Minnesota's school districts indicated that if they had a choice, their district would start school before Labor Day, while 28% of the respondents said they would continue to start after Labor Day. Similarly, the general public supports local control for school calendar decisions. A scientific survey conducted by Decision Resources, Ltd in 2009 showed that 84% of poll respondents agreed that school boards should have the authority to begin the school year prior to Labor Day.

Allowing local school boards to set their school calendar would bring many benefits to our students. There is a growing interest among educators and state policymakers in creating partnerships between K-12 education and post-secondary education. The vast majority of higher education institutions begin the year prior to Labor Day. Allowing school districts to better align their calendars with higher education institutions would enhance opportunities for students to participate in PSEO, College in the Schools and other early college programs.

Furthermore, the MCA exams and AP exams are given in the spring. Since Minnesota schools are held accountable for how their students perform on these exams, allowing more instructional days prior to these exams would give teachers more time to cover the necessary curriculum and content.

In 2010, researchers Dave Marcotte and Benjamin Hansen estimated that an additional 10 days of instruction resulted in an increase in student performance on state math assessments of just under 0.2 standard deviations.[1]

[1]Dave E. Marcotte and Benjamin Hansen, "Time for School," Education Next 10.1 (2010): 54.

Continued on page 4

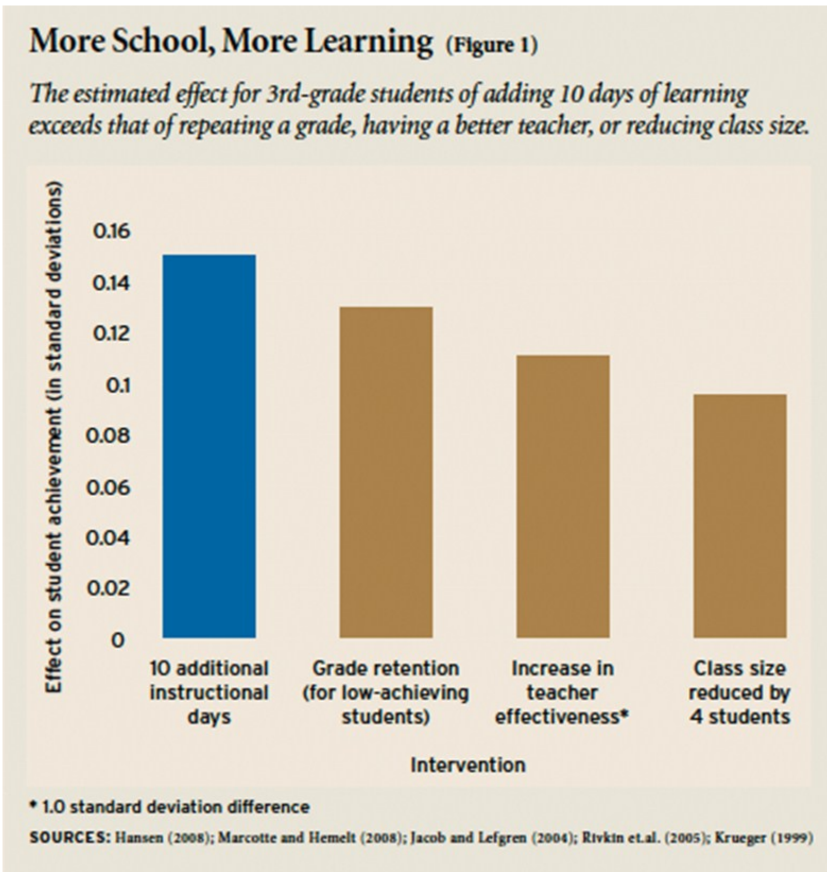
Increased Instructional Time Increases Achievement

Continued from page 3

Figure 1 is from the Marcotte and Hansen study and shows that additional instructional days has the most significant impact on student achievement when compared with other variables such as grade retention, teacher effectiveness and class size. The Marcotte and Hansen study also looked specifically at Minnesota's experience in moving state assessments to later in the year over the time period between 2002 and 2005. During that time period, Minnesota's 3rd graders exhibited substantial improvements on their math assessments. Overall, scale scores increased by .4 standard deviations from 2001-02 to 2004-05. The study showed that a large portion of the increased test scores was attributable to the expansion of instructional time prior to the test date.[2]

Minnesota's school calendar should be based on the educational needs of today's students. Our students need to be prepared for an evolving, global economy that is much different than the economy that existed in the last century. Our schools and students should not be restrained by a calendar that was created for a different time and a different place.

Figure 1: Impact of Variables on Student Achievement[3]



[2]Marcotte 55.
[3]Marcotte 54.

School Board Planning Calendar 2012

1st Meeting of the Month	2nd Meeting of the Month
~~**JANUARY 12, 2012**~~ **Board meeting has been *CANCELED* due to MSBA Leadership Conference** **JANUARY 26, 2012 (Start Time 6:30 PM)** *Organizational Meeting*	
Oath of Office Bloomington Withdrawal Update Financial Report December Legislative Initiatives	Election of Board Officers FY10 Audit NEC Facility Committee Report Strategic Plan Review & Measurement Report
FEBRUARY 9, 2012 Superintendent Mid-Year Evaluation Procedure NEC Vote Transportation Presentation Communication with Local Boards	**FEBRUARY 23, 2012** Financial Report February Staff Reduction ULA Resolution Changes for following Yr FY11 Budget Revision & FY12 Budget Assumptions Program Withdrawal Report ALC Plus Update Diversity Report
MARCH 8, 2012 Diversity & Recruitment Report Pay Equity Report	**MARCH 22, 2012** Financial Report February NEC Facility Committee Report Program Reduction Resolution Reduction ULA for tenured staff FY13 Budget Reduction Realignment Proposal Proposed District 287 School Calendar 2011-2012
APRIL 26, 2012 ***(Only one Board meeting this month!)*** Financial Report March Superintendent & Board Evaluation Update	NEC Facility Committee Report
MAY 10, 2012 PBIS Data Update Spotlight DVD Presentation	**MAY 24, 2012** Financial Report April Audit Open Items & Requirements changes Staff Reduction ULA Resolution PLC Data Report Highlights Non- Tenured Non-Renewals & Probationary Non-Licensed Clerical Layoffs North Education Center (NEC) Facility Community Report
JUNE 14, 2012 Superintendents Evaluation	**JUNE 28, 2012** Financial Report May PLC Data Report 2010-11 Budget NEC Facility Committee Report Attachment 10 Performance Criteria & Health & Safety Final ULA Resolution for Licensed Staff Board Evaluation Health & Safety Assessment 99 Report Superintendent & School Board Evaluation to plan for Board Retreat outcomes

INFORMATIONAL ITEMS TO REMEMBER:

**** Pay Equity Report - (every three years - due in March 2012)**
Board TLC
Board role in setting/supporting goals
Community use of Facilities Bucket

School Board Planning Calendar 2012

<table>
<tr><th>1st Meeting of the Month</th><th>2nd Meeting of the Month</th></tr>
<tr><td colspan="2">AUGUST 23, 2012
(Only one Board meeting this month!)</td></tr>
<tr><td>Administrative Services PLC
C-Train Update
Health and Medical Bucket
NEC Facility Committee Report
Report on Crisis Planning
(Michelle Axell – 10 minutes)
Determine NEC Size & Cost Option</td><td>Approval of Cash Flow Borrowing Resolution
Financial Report July
Legislative Session Review & Implications for District Operations
School Start Up Program Report “Top Things Board Members Should Know About Our 2010-2011 Start-Up” (Colleen, Laura, and Jane)</td></tr>
<tr><td>SEPTEMBER 13, 2012
Superintendent Goals
Bloomington – Closed Session</td><td>SEPTEMBER 27, 2012
Financial Report August
Resolution to Borrow
PLC’s Results/Goals
MDE Final Special Education Monitoring Report
NEC Facility Committee Report
Resolution to Authorize Financing for NEC
Report on Crisis Planning</td></tr>
<tr><td>OCTOBER 11, 2012
Prior Year Agenda Review
Restraints and Seclusion – Instructional Report
Resolution for Sale of Bonds for NEC
Cash Flow Borrowing</td><td>OCTOBER 25, 2012
Financial Report September
Strategic Plan Update/Innovative Coach
NEC Facility Committee Report</td></tr>
<tr><td colspan="2">NOVEMBER 8, 2012
(Only one Board meeting this month!)</td></tr>
<tr><td>Financial Report October
OPEB Reporting & Funding
C-Train Report (Written Report)
Food Service Resolution</td><td>Prior Year Unaudited Fund Balance Report
NEC Facility Committee Report
Resolution for Settlement of Bonds for NEC
Facilities Management Update</td></tr>
<tr><td colspan="2">DECEMBER 13, 2012
(Only one Board meeting this month!)</td></tr>
<tr><td>Financial Report November
Facilities Management Update - Energy Audit
Digital Copy Certificate (Written Report)</td><td>Prior Year Audit Review
NEC Facility Committee Report
Legislative Initiatives</td></tr>
</table>

INFORMATIONAL ITEMS TO REMEMBER:

**** Pay Equity Report - (every three years - due in March 2012)**
Board TLC

Board role in setting/supporting goals
Community use of Facilities Bucket

INTERMEDIATE DISTRICT 287
March 22, 2012
SCHOOL BOARD CALENDAR

March 2012

08	Thursday	General Board Meeting	6:30PM	Board Rm
20	Tuesday	Local 2209/Board Breakfast	7:00AM	DSC-Rm 316
22	Thursday	General Board Meeting	6:30PM	Board Rm

April 2012

03	Tuesday	Bren Road “Bulldog Café” Grand Opening	8:00AM	Bren Road
12	Thursday	Epsilon Family Night	TBD	Epsilon
14	Saturday	Destination Imagination State Tournament	TBD	Champlin Park HS
19	Thursday	North Education Center (NEC) Parent Night	6:30PM	NEC
20	Friday	Northwest Tech Center Cultural Diversity Festival	12:15PM	NWTC
25	Wednesday	Honors Mentor Connection Scholar’s Forum	TBD	TBN
26	Thursday	General Board Meeting	6:30PM	Board Rm

May 2012

10	Thursday	General Board Meeting	6:30PM	Board Rm HS
16	Wednesday	District 287 Retirement Celebration	5:00PM	DSC – Rm 318
24	Thursday	General Board Meeting	6:30PM	Board Rm
31	Thursday	STIP Graduation, 2nd Floor Gym	12:00PM	SEC

June 2012

01	Friday	Prairie Center Academy (PCA) Graduation	10:00AM	EP Cmmnty Center
01	Friday	VECTOR Graduation, 2nd Floor Gym	12:00PM	SEC
04	Monday	North Vista Education Center Graduation	7:00PM	North Vista
05	Tuesday	City West Academy Graduation	10:00AM	Shady Oak
06	Wednesday	Bren Road Graduation	4:00PM	Bren Road
06	Wednesday	SUN Graduation	1:00PM	SUN Commons
06	Wednesday	SECA Graduation, 2nd Floor Gym	5:00PM	SECA
07	Thursday	Edgewood Education Center Graduation	9:00AM	Edgewood
07	Thursday	Edgewood Graduation	1:00PM	Edgewood Caft.
14	Thursday	General Board Meeting	6:30PM	Board Rm
28	Thursday	General Board Meeting	6:30PM	Board Rm

◆ Board Facilities Committee Meeting - Third Tuesday of the Month
◆ Board Facilities Committee Meeting - Second Tuesday of the Month
◆ General Board Meeting – Date Change
◆ New Event

Northwest Tech Center

8th Annual Cultural Diversity Festival

"Diversity is our Strength"

Friday April 20th, 2012

Event Schedule

1st Floor
12:15 PM ~ 1:15 PM

- **Tour student/staff displays**
- **Sample a variety of ethnic foods**
- **Listen to live music**
- **Latin dancing demonstration**
- **Receive a sample Henna tattoo**

2nd Floor
1:20 PM ~ 2:00 PM

- **Shadow Puppet Show**
- **Fashion Show**