

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, January 11, 2007 - 7:00 PM
Mahtomedi District Education Center - Community Room

The Mission of the Mahtomedi School District No. 832, as a multi-community public school system, is to provide individually challenging, lifelong learning experiences for all people, leading to productive and self-fulfilling roles in a global society, accomplished through partnerships with students, families, staff and communities all committed to excellence.

- AGENDA -

1. CALL TO ORDER BY TEMPORARY CHAIRPERSON
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4. APPROVAL OF THE CONSENT AGENDA - See Consent Agenda Items at the end of the Agenda
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 - B. Election of Clerk
 - C. Election of Treasurer
 - D. Salaries of Board Members and Officers (Review of Policy 202.1-School Board Compensation) 7
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Presenter: Russ Fraenkel and Dr. Kathleen Macy
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Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
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1.	Approval of Donation from the Herb Brooks Foundation to Community Education - \$2,500	
2.	Approval of Donation from Norflex to Mahtomedi High School Hockey Program - \$2,374	
3.	Approval of Donation from Kramer-Berg American Legion Post 507 to Mahtomedi High School Choir - \$200	
K.	Personnel	

Agenda - January 11, 2007

1. Approval of Contracts and Work Agreements
 - a. Alison Furth - Paraprofessional - Mahtomedi High School (1/2/2007)
 - b. Emily Osborne - Social Studies Teacher- Mahtomedi High School (1/22/07)
2. Approval of Resignations/Retirements/Terminations
 - a. Theresa Jensen - Custodian- Wildwood Elementary School (1/1/07)

PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING

Thank you for coming. The School Board of Independent School District #832 hopes you will find the meeting informative. By attending, you will better understand how your school district operates. The School Board meeting is a meeting "in public," and not a public meeting. In order to conduct its work in a professional and business-like manner, the school board has established the following rules for conducting the meeting:

- Comments and questions on issues are welcome at the scheduled time on the agenda. The school board is prohibited by law from discussing concerns about individual employees or students in a public meeting. Please forward comments or issues regarding individual employees or students to the superintendent at mwolak@mahtomedi.k12.mn.us or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during Public Comment. The public may comment on any item on the agenda. The school board generally does not take action on any issue that is not on the agenda. Concerns or questions are forwarded to the superintendent for review and recommended action before consideration by the school board. Unless requested by a school board member, items on the consent agenda are not discussed by the school board at the meeting.
- The chairperson will ask citizens in attendance to sign in if they wish to address the school board. If you are late and wish to speak, please give your name, address, and agenda number to the clerk when you arrive.
- Individuals will be recognized in the order received. Since we are videotaping tonight's meeting for delayed broadcast, individuals who wish to address the school board or ask questions need to go to the microphone. Please state your name and address after being recognized and limit your comments to three minutes (approximately 450 written words). Everyone wishing to comment will be recognized and heard before anyone speaks twice.



MAHTOMEDI PUBLIC SCHOOLS

Individual Attention with a World View

ADDENDUM TO AGENDA

BOARD OF EDUCATION

January 11, 2007

Sue Ann will act in my place at the meeting. I am attending the Midwest Superintendent Association Annual Conference.

Oath of Office – Sue Ann Gruver will swear in John Belisle, Cathy Dalton, and Kevin Donovan and have them sign their acceptance of office and oath of office form.

NOTE: BOARD MEMBERS HAVING QUESTIONS OR CONCERNS REGARDING THE AGENDA ITEMS AND/OR BACKGROUND MATERIALS ARE ENCOURAGED TO CONTACT THE SUPERINTENDENT PRIOR TO THE MEETING.

5. ORGANIZATIONAL MATTERS – This is the organizational meeting for the school board. If you would like changes in assignments, please let me know prior to the meeting.

2006 School Board Chair Judy Schwartz will call the meeting to order and conduct 5. A. Election of Chairperson. When a nomination is made for a particular office, it is acceptable to add to your motion, “I nominate _____ and move a unanimous ballot.” That motion requires a second and the vote is then to approve or not approve the motion. When more than one person is nominated for the same office, a public vote needs to occur. The concept is that your constituency should know how you vote on every item including for which candidate in the school board election of officers. The person elected chair conducts the remainder of the school board meeting.

- D. Salaries of Board Members and Officers – I have included the information compiled by Intermediate School District 916 of last year’s salaries for school board members of other school districts that belong to 916 and a copy of current Policy 202.1. Policy 202.1 requires annual determination of your compensation as school board members. The area survey results indicate that current salary is close to average for area school districts.
- E. Consideration of Board Member Appointments for 2007 – By policy, the person who is elected chair will set the committees, but make your wishes known to the person who is elected chair. Enclosed is a revised list of committee appointments for your review.

6. PRESENTATIONS/RECOGNITION

- A. Northeast Metro 916 – District 916 leaders will share information about the school district programs and services.
- B. Community Education Program Review – Russ Fraenkel will share a progress report on the program review process.

11. DISCUSSION/INFORMATION ITEMS

- B. Policies – We will review five policies related to School Board authority and function. This is the first reading so we have time to improve on any aspect of these policies over the next two months.

CONSENT AGENDA

Please let me know in advance of the meeting if you have any specific questions about any of the items on the Consent Agenda. This will allow me time to gather more information for you prior to the meeting.

- C. Selection of Official School Publication – It is recommended that the Board of Education select the *White Bear Press* as its official school publication.
- D. Selection of Official School District Depositories – The following are recommended as depositories for 2007: Dain Rauscher, Federal Reserve Bank of Minneapolis, First Bank of White Bear Lake, First National Bank of St. Paul, First National Bank of Minneapolis, Piper Jaffray, PMA Financial Network Inc., PMA Securities Inc., Smith Barney, Twin City Federal, and designated depositories of the Minnesota School District Liquid Asset Fund.
- E. Designation of Legal Counsel – The following are recommended for legal counsel for 2007: Karen Kepple at Northeast Metro 916; Knutson, Flynn & Deans; Ratwik, Roszak, and Maloney; Kennedy & Graven; and others as needed.
- F. Designation of Financial Advisor – It is recommended that Ehlers and Associates, Incorporated, be designated as financial advisors to the school district.
- G. Approval of Resolution Providing Limited Authorization for Superintendent and Business Manager to Sign Contracts – Minnesota state law permits school boards to provide authorization for superintendents and business managers to sign contracts. It is recommended that the enclosed resolution be approved for 2007.
- H. Approval of Resolution Relating to Authorization and Use of Facsimile Signatures by School District Officers – The appropriate resolution is enclosed and is recommended to you for approval.
- I. Authorization to Approve and Pay Vendors before School Board Meetings and Use Wire Transfers – It is recommended that the Board of Education authorize payment of bills, investment of excess cash in approved depositories, and to use wire transfers.

MW/dm

202.1 - SCHOOL BOARD COMPENSATION

- I.** The School Board and its officers shall be compensated at the same rate as the average of Intermediate School District 916 school boards.
- Compensation shall be chair \$5,420; clerk \$4,948; treasurer \$4,888, and other members \$4,795.
 - The School Board members shall be paid in March, June, September, and December and shall have the deductions withheld required by law.
- II.** School Board members are eligible for reimbursement of expenses directly related to fulfilling a Board member's official responsibilities. Reimbursed expenses normally include:
- Mileage to and from School Board members homes to school district seminars and meetings. Board members will not be reimbursed for mileage to and from regularly scheduled school board meetings or to and from school district events. Parking and other required transportation will also be reimbursed at rates established by the Board.
 - Meals required in conjunction with official school board activities and duties will be up to the per diem established by the School Board.
- III.** Requests for reimbursement are submitted to the Superintendent for review. Reimbursement will occur through normal payment processing procedures after approval by the School Board.

ADOPTED – September 8, 1994

REVISED – January 12, 1995; January 11, 1996; January 13, 2000; January 11, 2001; January 10, 2002; January 12, 2006

2006/2006-07 SCHOOL BOARD COMPENSATION

DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Members	Prescheduled Meetings Per Year	Additional Meetings	
Centennial	\$4,841	\$4,326	\$4,635	\$4,326	\$4,120	21	10	
Columbia Hts	\$6,000	\$4,800	\$4,800	\$4,800	\$4,800	22	12	
Spring Lk Pk	\$5,400	\$5,000	\$5,400	\$5,400	\$5,000	24	6	
Mounds View	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	33	22	
NSP-M-Oakd	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	20	12	
Roseville	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	23	10	
White Bear Lk	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500	22	1	
Mahtomedi	\$5,420	-	\$4,948	\$4,888	\$4,795	21	As needed	
So Wash Cty	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	24	15	
Stillwater	\$5,000	\$4,400	\$4,400	\$4,400	\$4,400	22	18	
NE Metro 916	\$5,500	\$4,900	\$5,000	\$4,900	\$4,800	12	1	
North Branch	\$500+\$40/mtg	\$250+\$40/mtg	\$150+\$40/mtg	\$150+\$40/mtg	\$40/mtg	22	As needed	(2) (3)
Average	\$5,573	\$5,039	\$5,095	\$5,034	\$4,943	22	11	
Average without highest and lowest	\$5,500	\$4,908	\$5,016	\$4,950	\$4,862			
NOTES:								
1. Averages do not include expense reimbursements								
2. Meetings over 4 hours is \$125								
3. District was not included in average due to method of compensating board members								
12/20/2002								

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MAHTOMEDI PUBLIC SCHOOLS
Individual Attention with a World View

SCHOOL BOARD ORGANIZATIONAL MEETING

ELECTION OF OFFICERS

<u>OFFICE</u>	<u>PURPOSE</u>	<u>2006</u>	<u>2007</u>
Chairperson	The Chairperson presides at all meetings of the Board of Education, countersigns all orders upon the Treasurer for claims allowed by the Board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer.	Judith Schwartz	_____
Clerk	The Clerk keeps records of all meetings of the Board of Education, oversees all elections conducted by the Board, and files a report on or before August 15 of each year of the revenues, expenditures, and balances in each fund for the proceeding year.	William Roberts	_____
Treasurer	The Treasurer shall oversee the deposit funds official school district depositories, review or make all reports that may be called for by the Board of Education, and performs all of the duties usually incumbent on such officer.	Steven Wolgamot	_____

COMMITTEE APPOINTMENTS

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2006</u>	<u>2007</u>
Buildings and Grounds Committee	The purpose of the Buildings and Grounds Committee is to assist the Board of Education and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will review and comment on proposed budgets for buildings and grounds, significant system or staffing changes, and proposed capital projects prior to final review or action by the Board.	John Belisle Kate Christopher Kevin Donovan	<u>John Belisle</u> _____ <u>Kevin Donovan</u>

<u>COMMITTEE</u>	<u>PURPOSE</u>	<u>2006</u>	<u>2007</u>
Communications/ Recognition Committee	The purpose of the Communications/Recognition Committee is to assist the Board of Education and administration to improve public relations, communications, and support both internally within the staff and externally within the community. This will be accomplished by reviewing and commenting on customer feedback strategies, staff recognition, and external communication initiatives.	Kate Christopher Steven Wolgamot	<u>Steven Wolgamot</u>
Finance Committee	The purpose of the Finance Committee is to assist the Board of Education and administration to fulfill its fiduciary responsibility and maintain a financial plan that will support the mission of the school district. The committee will meet with the school district's auditors at appropriate times, review and comment on proposed budgets, and review any significant changes in revenues or expenditures prior to final review or action by the Board.	John Belisle Kate Christopher Kevin Donovan	<u>John Belisle</u> <u>Kevin Donovan</u>
Personnel Committee	The purpose of the Personnel Committee is to assist the Board of Education and administration to maintain a quality work force, resolve employee grievances, and negotiate individual and group employment contracts. This will be accomplished by providing parameters and guidance on contract negotiations, employee grievances, and reviewing significant changes in staffing or personnel policies prior to final review or action by the Board.	William Roberts Judith Schwartz Steven Wolgamot	<u>William Roberts</u> <u>Judith Schwartz</u> <u>Steven Wolgamot</u>

GOVERNING BOARD/OTHER APPOINTMENTS

<u>GOVERNING BOARD</u>	<u>PURPOSE</u>	<u>2006</u>	<u>2007</u>
Association of Metropolitan School Districts (AMSD) Governing Board	The Association of Metropolitan School Districts exists to represent member school districts in the legislative process and to initiate and support legislation in the best interests of public education, member school districts, students and works to achieve funding equity.	Steve Wolgamot Kate Christopher (A)	<u>Steven Wolgamot</u> <u>Judith Schwartz (A)</u>
East Metro Integration District 6067 (EMID)	East Metro Integration District 6067, a collaborative involving St. Paul and nine suburban school districts, was formed to foster voluntary integration among East Metro urban and suburban schools.	Kate Christopher Judith Schwartz (A)	<u>Kevin Donovan</u> _____ (A)

<u>GOVERNING BOARD</u>	<u>PURPOSE</u>	<u>2006</u>	<u>2007</u>
Mahtomedi Area Educational Foundation (MAEF)	The mission of the Mahtomedi Area Educational Foundation is to recognize and develop the full potential of all people living and working within District 832 through teaching and learning.	Kevin Donovan Mark Wolak, ex officio	<u>Kevin Donovan</u> <u>Mark Wolak, ex officio</u>
Metropolitan Educational Cooperative Service Unit (ECSU)	The Metropolitan Educational Cooperative Services Unit provides regional planning, liaison services with other agencies, and cooperative educational services to member school districts.	Steven Wolgamot Mark Wolak	<u>Steven Wolgamot</u> <u>Mark Wolak</u>
Minnesota School Boards Association (MSBA) Legislative Committee Liaison	During the legislative session, the Minnesota School Boards Association Legislative Liaisons will serve as the contact person for MSBA's legislative effort. Legislative Liaisons should stay current on key education issues and provide reports to his/her board at each meeting during the legislative session.	Kevin Donovan	<u>Kevin Donovan</u>
Minnesota State High School League (MSHSL)	This individual serves as the district representative for Minnesota State High School League matters in combination with the Superintendent and serves as a voting member on specific policy issues.	William Roberts	<u>William Roberts</u>
Northeast Metro 916 Governing Board	Northeast Metropolitan Intermediate School District-916, in cooperation with member school districts, provides programs and services to students including secondary vocational, special education, telecommunications, and other low-incidence specialties.	John Belisle Steven Wolgamot (A)	<u>John Belisle</u> <u>Steven Wolgamot(A)</u>

The following five committees will be attended by school board members on a rotating basis: Wildwood School Advisory Council, O. H. Anderson School Advisory Council, Mahtomedi Middle School Parent Association, Mahtomedi High School Advisory Council, and Community Education Advisory Council

2005-2006 Participation and Fiscal Analysis

MAHTOMEDI PUBLIC SCHOOLS #832



NORTHEAST METRO 916
Intermediate School District



CAREER & TECHNICAL CENTER

Number of Students Enrolled*

Air Force Junior ROTC (SP)	0
ASL (SP)	0
ASL and Deaf Culture (SP)	3
Animal Science	6
Auto Body	6
Auto Dismantling	2
Automotive Service Technology	10
Building Cleaning and Care	3
Career Exploration	1
Child Development Careers	4
Computer-Aided Drafting (CC)	0
Computer Application Technology	1
Computer Repair and Networking Technology	3
Construction Occupations	4
Construction Trades (SP)	0
Cosmetology I	4
Cosmetology II	2
Dental Careers I	0
Dental Careers II	0
Emergency Medical Technician	2
Environmental and Field Biology (SP)	0
Food Service	0
Graphic Design and Multimedia	5
HVAC Technology (CC)	2
Horticulture (CC)	0
IT Technology (CC)	0
Introduction to Aviation (SP)	0
Law Enforcement	9
Medical Careers	1
Mentor Connection	0
Microcomputers (CC)	0
Motor Sports (SP)	0
Paraeducator (CC)	0
Pharmacy Technician (CC)	0
Prosthetic Technician (CC)	0
SERVE Evaluation	2
Sports Medicine	2
Technology Challenges (SP)	0
Truck/Diesel Mechanic	0
Visual Arts — Offset Printing (SP)	0
Visual Communications (CC)	0
Welding (CC)	0
Youth Apprenticeship	1

* As of October 1, 2005 Total: 73

CC: Century College SP: Satellite Program

Potential college credits from completed CTC coursework 209

EDUCATIONAL SERVICES

Professional Development Services

Service Utilized?

YES NO

Short-call substitute training	■
Short-call substitute utilization	■

Northeast Metro Educators' Institute	■	
Staff development library		■
Mentor Academy	■	

Curriculum and Instruction Services	YES	NO
No Child Left Behind Projects		
Supplemental Educational Services Tutoring		■
Online Learning Advisory		■

Gifted Services	YES	NO
Friday Forum Regional Network	■	
G/T Coordinators Network Advisory	■	
Science Fair	■	
Staff development	■	

Grants and Research Office (GRO)	YES	NO
Web site	■	
GRO Advisory	■	
Professional development	■	
E-learning communities	■	
Differentiating Instruction Project		■
Literacy		■
Personalizing High School Experience Project		■

Number of Students Enrolled

Area Learning Centers	0
ELL services	0

SPECIAL EDUCATION

Special Education Programs

Number of Students Enrolled

Alternate Learning Program (CV)	2
Alternate Learning Program (VCCS)	2
Creative Alternative Program	0
CHOC	0
John Glenn Middle School	1
Otter Lake Elementary	1
Project Return	0
South Campus High School	0
Transition Program	1
WELS North	0
WELS South	0

Special Education Contracted Services

By FTE or Hours

Autism Specialist	0
Occupational Therapist	0
Certified Occupational Therapy Assistant	0
Physical Therapist	0
Dev/Adaptive Physical Education	0
Physically Impaired/Other Health Impaired	30 hr./year
Behavior Analyst	0
Vision Teacher	0
Speech Therapist	0

Special Education Contracted Services (cont.)

By FTE or Hours

TDVDis Teacher.....	0
LD/EBD Teacher.....	0
SLD Teacher.....	0
ECSE Teacher.....	0
Deaf/Hard of Hearing Teacher.....	0.4 FTE
Auditory/Oral Teacher.....	0
Tier I.....	0
Tier II.....	0
Tier III.....	0
Interpreter.....	1.0 FTE
Intervener.....	0
Interpreter Aide/EA.....	0
Captionist.....	0
Health Specialist I & II.....	0
Licensed School Nurse.....	0
Education Assistant.....	0
Work Trainer.....	0
Social Worker.....	0
Psychologist.....	0
Special Education Administration.....	0
Audiologist.....	0

Special Education Training and Technical Assistance

Service Utilized?

YES NO

Assistive Technology Library

Special Education Training and Technical Assistance (cont.)

Service Utilized?

YES NO

Consultation and Assessment	<input type="checkbox"/>	
Auditory/Oral Parent Training	<input type="checkbox"/>	
Staff Development	<input type="checkbox"/>	
Special Education Administration	<input type="checkbox"/>	
Autism Specialist	<input type="checkbox"/>	
Additional Hours — Interpreting	<input type="checkbox"/>	

ADMINISTRATIVE SERVICES

Service Utilized?

YES NO

Communications Services	<input type="checkbox"/>	
Fiscal Agent Services	<input type="checkbox"/>	
GIS Mapping	<input type="checkbox"/>	
Individual District Survey	<input type="checkbox"/>	
Legal Services	<input type="checkbox"/>	
Regional Survey	<input type="checkbox"/>	
Targeted Services Billing	<input type="checkbox"/>	
Web Design	<input type="checkbox"/>	
Program Evaluation	<input type="checkbox"/>	
Strategic Planning	<input type="checkbox"/>	
Mediation	<input type="checkbox"/>	
Document Imaging	<input type="checkbox"/>	
TransACT	<input type="checkbox"/>	
Accounting Services	<input type="checkbox"/>	
Joint Purchasing	<input type="checkbox"/>	

STUDENT PARTICIPATION SUMMARY

FY 2006	WADM	ADM	% of Total (ADM)
Special Education	6.89	5.76	1.57
Career and Technical Education	29.76	21.85	5.98
Educational Services (Area Learning Centers)	1.53	1.18	0.33

MEMBER DISTRICT'S EXPENDITURES AND REVENUES SUMMARY*

FY 2006	Membership	Career & Technical	Special Education	Ed Services/Other	Total
Tuition-based Expenditures		\$153,945	\$237,615		\$391,561
Non-tuition-based Expenditures	60,146		84,227	15,804	160,177
Total Expenditures	60,146	153,945	321,842	15,804	551,738
Cooperative Revenue	60,146	96,491	80,409		237,046
Categorical Revenue		8,164	147,347		155,511
Vocational Levy		16,140			16,140
Lease/H&S Levies				7,204	7,204
General Ed.Aid		101,612	24,445		126,057
Total Revenue	60,146	222,407	252,201	7,204	541,958

* General ed aid is equal to total aid per AMCPU less the FY05 school profile report for average member district expenditures for district level and school level administration, student transportation, and capital expenditures.

916 EDUCATION FOUNDATION

	Career & Technical	Special Education	Student of Month	Scholarships	Other
FY 2006 Grants Received	\$500	\$750	\$40	\$500	\$0



NORTHEAST METRO 916
Intermediate School District

2540 County Road F East ♦ White Bear Lake, MN 55110 ♦ Tel 651.415.5500 ♦ Fax 651.415.5510 ♦ www.nemetro.k12.mn.us

Mahtomedi Community Education Program Review Process and Outcomes

A thorough review of processes, programs and services provided by Mahtomedi Community Education will occur simultaneously during the timeframe the School District conducts program reviews for the Middle School and High School. The information gathered and analyzed between September 2006 and April, 2007 will be used to inform the department and school districts' strategic planning process that is targeted to be completed by summer/fall, 2007.

The CE Advisory Council and staff members will work with Team Works International, Inc., to devise and implement the study process. Recommendations for CE council, staff and school district consideration will provide a strategic framework to guide future decision making.

Information that will be explored in the study process includes:

- Historical review of CE Budget
- Historical review of CE programs and services
- MN Student Survey Results (comparison of 2004 data to 2001 and 1998 data)
- MAYI Committee strategic plan for 2005-2008
- Athletic Council- Recreation/Athletic Facilities Study and Plan for 2005-2010 and results of the participant and parent athletic survey.
- Community Survey Data regarding the IMPORTANCE and QUALITY of CE programs and services
- School District Demographic/Census Data
- E-5 Program Review Results
- HS Activity Program Review Results and implications for CE
- MS and HS Program Reviews (as data becomes available)

Desired Outcomes for the next 1-2 years

Role/Mission/Vision

1. Clarify the mission and vision of the CE department.
2. Clarify the role of the various program advisory councils to support the department to fulfill its' mission.
3. Clarify what area residents believe is the primary role of community education.
4. Clarify what E-12 colleagues believe to be the role(s) community education can play to support student achievement.
5. Clarify expectations residents may have regarding the role of area cities to serve the recreation needs of people of all ages.
6. Determine the role of community education in addressing risk prevention and healthy youth development needs as outlined in data from the MN Student Survey and the Student Wellness Policy recently adopted by the board of education.
7. Determine the essential partnerships that need to be fostered and sustained to fulfill the departments' mission.

Programming

1. Determine what specific underserved needs or issues currently exist in the community that CE could address.
2. Explore the idea of new programs or ventures that could fill a community need and generate additional revenue.
3. Determine what community residents expect the school district should provide to address the learning needs of students ranging from early childhood education through senior adults.

Value/Perception

1. Understand what participants value the most and least about the various programs and services offered by CE.
2. Clarify what current programs and services offered by CE are no longer a community priority.
3. Understand the community perception of, in what ways and how effectively, does CE contribute to the 'quality of life' in the Mahtomedi area.
4. Gain awareness about what people believe is the Mahtomedi CE "Brand".
Quality? Affordable? Responsive? Relevant? Other?
5. Understand the areas of greatest trust and mistrust that exist between customers and community education.

Service Delivery

1. Determine what programs and service needs are best addressed through partnerships and regional delivery systems.
2. Clarify resident expectations for program communication and marketing and what is most effective.
3. Understand what vulnerabilities exist for CE that undermines department success and effectiveness.
4. Gain awareness about future challenges, concerns and issues for area communities.
5. Gain insight into the role CE could provide to address future community issues.
6. Gain information to assist in future budget development.

Revised 1-8-07

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING - BOARD OF EDUCATION
Thursday, December 14, 2006 - 7:00 p.m.
District Education Center

- MINUTES -

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Judy Schwartz.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Kate Christopher; Kevin Donovan; Bill Roberts; Judy Schwartz; Steve Wolgamot; Superintendent Mark Wolak, ex officio; and Christina McKasy, Student Representative.

3. APPROVAL OF THE AGENDA

Roberts moved, Christopher seconded, approval of the agenda. Carried.

4. APPROVAL OF THE CONSENT AGENDA – See Attached

Christopher moved, Roberts seconded, approval of the actions recommended on the consent agenda. Carried.

5. BUILDING PRESENTATION/SCHOOL BOARD RECOGNITION

A. ENERGY STAR[®] Leader Award

Denise Sundstrom, Director of Business Services, introduced Anne Anderson, Coordinator of the Schools for Energy Efficiency (SEE) Program for Mahtomedi School District. The SEE Program was created in 2003 by Hallberg Engineering of White Bear Lake in response to requests from school districts to reduce energy consumption. The SEE Program emphasizes the importance of changing employee and student behavior and increasing awareness to the high costs of energy in school facilities. Sundstrom thanked Hallberg Engineering for their leadership with the program.

Anderson reported that the school district reduced energy use by 9 percent last year and 15 percent in the current year. Audrie Washington, Regional Director for the Environmental Protection Agency (EPA) of Chicago, presented a national award to the school district. The Mahtomedi School District, when compared to all similar schools in the nation using national performance rating standards, reduced use of energy by more than 15 percent. Director Washington stated that if all industry reduced use by 15 percent, the nation would save \$15 billion in current energy costs.

Bruce Nelson, a representative from the State Energy Department of Minnesota, presented a Certificate of Commendation signed by Governor Tim Pawlenty.

Students from Mahtomedi Middle School, dubbed the Environmental Rescue Team, presented a skit for the school board and community.

The Mahtomedi School District is one of 6 school districts in Minnesota and 25 school districts in the nation to receive national recognition for energy use reduction. School Board members thanked students and staff for their energy conservation practices.

B. Century College - Points of Pride

Dr. Larry Litecky, President of Century College, presented Points of Pride for Century College. In recent months, more than \$35 million in improvement to facilities was completed. Century College offers 58 programs of study and represents the seventh largest student population in the Minnesota College and University Systems (MNSCU).

Litecky shared information regarding the Kopp Technology Center and the two-year engineering program in partnership with the Institute for Technology, University of Minnesota. School board member Steve Wolgamot commented about the effectiveness of the two-year engineering program. Litecky stated his commitment to work in partnership with Mahtomedi School District to align curriculum/credit programs for students interested in an engineering program at Century and the University of Minnesota, Institute for Technology.

C. Kate Christopher, School Board

School board member Kate Christopher addressed the school board and community as she retires from an eight-year term on the Mahtomedi School Board. Christopher thanked school board members for the strong leadership and cooperative spirit. She thanked Superintendent Wolak for his innovative leadership and strong commitment to the school and community. School Board Chair Judy Schwartz thanked Christopher for her years of service to the school district and community and presented her with the traditional school bell.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

Student Representative Christina McKasy reported on December high school events and winter sports.

8. APPROVAL OF MINUTES

A. Wolgamot moved, Donovan seconded, approval of the minutes from the November 9, 2006, regular school board meeting. Carried.

- B. Wolgamot moved, Donovan seconded, approval of the minutes from the November 30, 2006, truth-in-taxation hearing. Carried.

9. ACTION ITEMS

A. Approval to Certify Levy for 2007

Denise Sundstrom, Director of Business Services, requested approval to certify the levy for 2007. The proposed levy increase as approved by the 2006 Legislature will raise an additional \$350,000 for school district expenses. Sundstrom stated the levy must be certified by December 30 for the school district to receive funds for 2007. Superintendent Wolak noted the timing of school board action to certify a levy increase. The school district must plan its budget for next school year based on projected enrollment and estimated state revenue for 2007-2008. For that reason, the district requires the assurance of an increased local levy to maintain economic stability.

School board members Wolgamot and Christopher noted community support for the increased levy as a means of maintaining valued programs and services. Wolgamot moved, Roberts seconded, approval to certify the levy for 2007. Carried.

B. Approval to Add Advanced Placement Biology at Mahtomedi High School

Dr. Sue Ann Gruver, Assistant Superintendent, recommended approval to add advanced placement biology to the curriculum choices at Mahtomedi High School. Roberts moved, Donovan seconded, approval to add advanced placement biology at Mahtomedi High School. Carried.

C. Approval of 2007-2008 and 2008-2009 School Calendars

Superintendent Mark Wolak recommended approval of school calendars for 2007-2008 and 2008-2009. School calendars were developed with committee input. Roberts moved, Christopher seconded, approval of the 2007-2008 and 2008-2009 school calendars. Carried.

D. Policies

1. Approval of Policy 427-Instructional Assignments - Licensed Instructional Staff

Wolgamot moved, Roberts seconded, approval of policy 427-Instructional Assignments - Licensed Instructional Staff. Carried.

2. Approval of Policy 720-Vending Machines

Christopher moved, Donovan seconded, approval of policy 720-Vending Machines. Carried.

3. Approval of Policy 730-Purchase of Supplies, Equipment or Services

Christopher moved, Belisle seconded, approval of policy 730-Purchase of Supplies,

Equipment or Services. Carried.

10. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Judy Schwartz reviewed the calendar of events.

B. Outdoor Rink Site Revitalization Project Update

Russ Fraenkel, Director of Community Education, highlighted the revitalization efforts to improve the outdoor ice rink. More than \$125,000 of in-kind and cash support was provided by community members to improve the ice rink and facilities. Herb Gibson, member of the rink site staff and leader of the community athletic association, shared comments about the improvement process. School board member Kevin Donovan thanked Gibson for his leadership and noted the strong community spirit to accomplish the goal.

The following groups provided resources and assistance: City of Mahtomedi, Mahtomedi Hockey Association, Herb Brooks Foundation, Gephart Electric, Cobra Construction, Gunderson Construction, Cemstone Products, Lodahl, Inc., Ziegler, Inc, Empire Corporation, Mann Valley Excavating, Hamernick Painting, and Rehbein Companies.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board (*Steve Wolgamot*)

None.

B. East Metro Integration District 6067 (EMID) (*Kate Christopher*)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison (*Kevin Donovan*)

School board member Kevin Donovan reported on the process used to develop the legislative platform by school board representatives from around the state.

D. Northeast Metro 916 Board (*John Belisle*)

School board member John Belisle reported on the upcoming board presentation in January by District 916 leaders.

12. SUPERINTENDENT'S REPORT

A. Job-Share Study Completed

Superintendent Mark Wolak noted the completion of the job-share study and the leadership of Nicole Honeycutt, Denise Waalen, and committee members to complete a worthwhile study. Superintendent Wolak noted that, in order for school districts to

continually improve and make evidence-based decisions, staff must practice “learning in context.” This study is an excellent example of educators learning and improving practices based on data. The recommendations of the study committee will be reviewed by administration and an improved application and evaluation process will be developed.

B. Community Forum - Highlights from December 6

The summary of the December 6 Community Forum is available on the district website.

13. ADJOURNMENT

Christopher moved, Roberts seconded, adjournment. Meeting adjourned at 9:15 p.m.
Carried.

WILLIAM ROBERTS, CLERK

School board meetings are aired on Suburban Community Channels channel 20 on Mondays at 7:00 and 11:00 p.m. and Tuesdays at 10:00 a.m.

- CONSENT ITEMS -

1. Approval to Pay Bills

<u>Fund</u>	<u>Fund Name</u>	<u>Issued Total</u>	<u>Voided Total</u>
001	General Fund	\$654,605.77	\$ 75.00
002	Fund Service	56,322.11	27,466.83
003	Transportation	92,377.06	0.00
004	Community Service	66,219.28	0.00
005	Capital Outlay	50,148.64	0.00
007	Debt Redemption	1,250.00	0.00
025	Donations/Activities	11,781.51	0.00
050	HS Student Activities	44,022.20	0.00
TOTAL		\$976,726.57	\$ 27,541.83

Construction Payments November 9 - December 14, 2006

2. Approval of Wire Transfer Transactions
3. Approval of Joint Purchasing Agreements
4. Approval of Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties
5. Gifts/Grants
 - A. Approval of Donation from the Mahtomedi Area Educational Foundation for 2006 Fall Grants and Teacher Enrichment - \$9,265
 - B. Approval of Donation from the American Legion Post 507 to Community Education - \$4,020 for Senior Adult Programs and \$300 for Middle School Cross Country
 - C. Approval of Donation from Janet Moren to Mahtomedi Middle School Family Consumer Science - Singer Sewing Machine and Sewing Chest
6. Personnel
 - A. Approval of Contracts and Work Agreements
 - (1) Judy Burshten – Receptionist - Wildwood Elementary School (12/11/06)
 - (2) Nanette Chow – Principal’s Secretary - Wildwood Elementary School (12/11/06)
 - (3) Helen Gilbertson – Receptionist - O. H. Anderson Elementary School (11/6/06)
 - (4) Deb Rudolph – Paraprofessional - Mahtomedi High School (reduction from 32.5 to 24 hours per week)
 - B. Approval of Leaves of Absence
 - (1) Dave Muetzel – Math Teacher - Mahtomedi High School (1/23/07 to 6/8/07)
 - (2) Stacy Wendorff – Third Grade Teacher - O. H. Anderson Elementary School (2/11/07 to 4/27/07)
 - C. Approval of Resignations/Retirements/Terminations
 - (1) Wally Malmstrom – Social Studies Teacher - Mahtomedi High School (1/19/06)

CALENDAR OF EVENTS

JANUARY		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, January 9</u> 6:30 p.m.	Community Education Parent Advisory Council Meeting (<i>Steve Wolgamot is scheduled to attend</i>)	District Education Center - Board Room
<u>Wednesday, January 10</u> 8:30 a.m.	O. H. Anderson School Parent Advisory Council Meeting (<i>John Belisle is scheduled to attend</i>)	O. H. Anderson School - Room 3
<u>Thursday, January 11</u> 7:00 p.m.	MSBA Conference School Board Meeting	Minneapolis Convention Center District Education Center - Community Room
<u>Friday, January 12</u>	MSBA Conference	Minneapolis Convention Center
<u>Monday, January 15</u>	No School - Martin Luther King, Jr. Day	
<u>Wednesday, January 17</u> 9:15 a.m. 7:00 p.m.	Mahtomedi Middle School Parent Association Meeting (<i>Cathy Dalton is scheduled to attend</i>) EMID Joint Powers School Board Meeting	Mahtomedi Middle School - Main Office Conference Room Harambee Elementary School, Maplewood
<u>Thursday, January 18</u> 7:00 a.m. 7:30 p.m.	AMSD Board of Directors Meeting Mahtomedi Middle School Jazz Band Concert	TIES Building, St. Paul Chautauqua Center
<u>Monday, January 22</u>	No School - Staff Development	
<u>Wednesday, January 24</u> 8:00 a.m.	Wildwood School Parent Advisory Council Meeting (<i>John Belisle is scheduled to attend</i>)	Wildwood School - Media Center
<u>Thursday, January 25</u> 7:00 p.m.	Community Forum	Chautauqua Center
<u>Friday, January 26</u> 7:00 a.m.	School Board Study Session	District Education Center - Community Room
<u>Tuesday, January 30</u> 7:00 p.m.	O. H. Anderson School Choir Concert	Chautauqua Center

FEBRUARY

DATE/TIME	MEETING/EVENT	LOCATION
<u>Thursday, February 1</u> 1:45 p.m.	OHA D.A.R.E. Graduation	Chautauqua Center
<u>Friday, February 2</u> 145 p.m.	OHA D.A.R.E. Graduation	Chautauqua Center
<u>Tuesday, February 6</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Thursday, February 8</u> 7:00 a.m. 7:00 p.m.	AMSD Board of Directors Meeting School Board Meeting	TIES Building, St. Paul District Education Center - Community Room
<u>Monday, February 12</u> 7:00 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Tuesday, February 13</u> 6:30-8:30 p.m.	Community Education Parent Advisory Council Meeting (<i>Bill Roberts is scheduled to attend</i>)	District Education Center - Board Room
<u>Wednesday, February 14</u> 8:30 a.m.	O. H. Anderson School Parent Advisory Council Meeting (<i>Cathy Dalton is scheduled to attend</i>)	O. H. Anderson School - Room 3
<u>Thursday, February 15</u> 7:00-8:30 p.m.	Mahtomedi High School Parent Advisory Council Meeting (<i>John Belisle is scheduled to attend</i>)	Mahtomedi High School - Black Box Theatre
<u>Friday, February 16</u>	No School - Conferences	
<u>Monday, February 19</u>	No School - Presidents' Day Holiday	
<u>Wednesday, February 21</u> 8: 00 a.m. 9:15 a.m.	Wildwood School Parent Advisory Council Meeting (<i>Judy Schwartz is scheduled to attend</i>) Mahtomedi Middle School Parent Association Meeting (<i>Kevin Donovan is scheduled to attend</i>)	Wildwood School - Media Center Mahtomedi Middle School - Main Office Conference Room
<u>Friday, February 23</u> 7:00 a.m.	School Board Study Session	District Education Center - Community Room

101 - LEGAL STATUS OF THE SCHOOL DISTRICT

I. PURPOSE

- A. It is a primary principle of this nation that the public welfare demands an educated and informed citizenry. The power to provide for public education is a state function vested in the state legislature and delegated to local school districts. The purpose of this policy is to clarify the legal status of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The Mahtomedi School District also known as Independent School District 832, Washington County, Minnesota, is a public corporation subject to the control of the legislature, limited only by constitutional restrictions. The school district has been created for educational purposes.
- B. The legislature has authority to prescribe the school district's powers and privileges, its boundaries and territorial jurisdictions.
- C. The school district has only the powers conferred on it by the legislature; however, the school district's authority to conduct the business of the school district includes implied powers in addition to any specific powers granted by the legislature.

III. RELATIONSHIP TO OTHER ENTITIES

- A. The school district is a separate legal entity.
- B. The school district is coordinate with and not subordinate to the county in which it is situated.
- C. The school district is not subservient to municipalities within its territory.

IV. POWERS AND AUTHORITY OF THE SCHOOL DISTRICT

A. Funds

- 1. The school district, through its school board, has authority to raise funds for the operation and maintenance of its schools, and authority to manage and expend such funds, subject to applicable law.
- 2. The school district has wide discretion over the expenditure of funds under its control for public purposes, subject to the limitations provided by law.

3. School district officials occupy a fiduciary position in the management and expenditure of funds entrusted to them.

B. Raising Funds

1. The school district shall, within the limitations specified by law, provide by levy of tax necessary funds for the conduct of schools, payment of indebtedness, and all proper expenses.
2. The school district may issue bonds in accordance with the provisions of Minnesota Statute Chapter 475, or other applicable law.
3. The school district has authority to accept gifts and donations for school purposes, subject to applicable law.

C. Property

1. The school district may acquire property for school purposes. It may sell, exchange, or otherwise dispose of property which is no longer needed for school purposes, subject to applicable law.
2. The school district shall manage its property in a manner consistent with the educational functions of the district.
3. The school district may permit the use of its facilities for community purposes which are not inconsistent with, nor disruptive of, its educational mission.
4. School district officials hold school property as trustees for the use and benefit of students, taxpayers and the community.

D. Contracts

1. The school district is empowered to enter into contracts in the manner provided by law.
2. The school district has authority to enter into installment purchases and leases with an option to purchase, pursuant to Minnesota Statute 465.71 or other applicable law.
3. The school district has authority to make contracts with other governmental agencies and units for the purchase, lease or other acquisition of equipment, supplies, materials, or other property, including real property.
4. The school district has authority to enter into employment contracts. As a public employer, the school district, through its designated representatives,

shall meet and negotiate with public employees in an appropriate bargaining unit and enter into written collective bargaining agreements with such employees, subject to applicable law.

E. Textbooks, Educational Materials, and Studies

1. The school district, through its school board and administrators, has the authority to determine what textbooks, educational materials, and studies should be pursued.
2. The school district shall establish and apply the school curriculum.

F. Actions and Suits

The school district has authority to sue and to be sued.

Legal References: Minn. Const. art. 13, 1
Minn. Stat. Ch. 123 (School Districts, Powers and Duties)
Minn. Stat. Ch. 179A (Public Employment Labor Relations)
Minn. Stat. 465.035 (Conveyance or Lease of Land)
Minn. Stat. 465.71; 471.345; 471.6161; 471.64 (rights, powers, duties of political subdivisions)
Minnesota Association of Public Schools v. Hanson, 287 Minn. 415, 178 N.W.2d 846 (1970)
Independent School District No. 581 v. Mattheis, 275 Minn. 383, 147 N.W.2d 374 (1966)
Village of Blaine v. Independent School District No. 12, 272 Minn. 343, 138 N.W.2d 32 (1965)
Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

ADOPTED – November 5, 1998

Adopted: _____

MSBA/MASA Model Policy 101

Orig. 1995

Revised: _____

Rev. 2004

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Huffman v. School Board, 230 Minn. 289, 41 N.W.2d 455 (1950)
State v. Lakeside Land Co., 71 Minn. 283, 73 N.W.970 (1898)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of School Board)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 705 (Investments)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)
MSBA/MASA Model Policy 801 (Equal Access to School Facilities)
MSBA Service Manual, Chapter 3, Employee Negotiations
MSBA Service Manual, Chapter 13, School Law Bulletin “F” (Contract and Bidding Procedures)

102 - LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, an action or statement on the part of an individual school board member does not bind the school board unless the action is specifically directed or authorized by the school board.

III. DEFINITION

"School board" means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors and an appointed high school student representative.
- B. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.
- D. The election of school board members shall be according to Minnesota law and will occur on the general election day in 1998 and each subsequent even numbered year. Terms shall be for four years.
- E. An organizational meeting seating incumbents and the newly elected members will occur in January.
- F. A vacancy on the school board may be filled by school board action until such vacancy can be filled at the next election as provided by law.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. make and authorize contracts;
 - 4. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 5. manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
 - 6. provide services to promote the health of its pupils;
 - 7. provide school buildings and erect needed buildings;
 - 8. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 9. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;

10. employ and discharge necessary employees and contract for other services;
11. provide for transportation of pupils to and from school, as governed by statute; and
12. procure insurance against liability of the school district, its officers and employees.

F. The school board, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the school board determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. lease rooms or buildings for school purposes;
5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
6. authorize cocurricular and extracurricular activities;
7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose;
8. select the superintendent of schools; and
9. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. 123.33 (School Board Powers)
Minn. Stat. 123.33, Subds. 5, 6 and 11 (School Board Matters)
Minn. Stat. 123.34 (Officers)
Minn. Stat. 123.34 (School District Officers)
Minn. Stat. 123.35 (General Powers)
Minn. Stat. 123.351 (Cooperative Centers)

Minn. Stat. 123.36 (Schoolhouses and Sites; Access for Non-curricular Purposes)

Minn. Stat. 123.38 (Cocurricular and Extracurricular Activities; Insurance)

Minn. Stat. 123.40 (Specific Powers and Duties)

Minn. Stat. 123.41 (Liability Insurance)

Minn. Stat. 123.77, Subd. 4 (Definition)

Minn. Stat. 471.705 (Open Meeting Law)

Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

ADOPTED – November 5, 1998

Adopted: _____

MSBA/MASA Model Policy 201

Orig. 1995

Revised: _____

Rev. 1999

201 LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Generally, elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. Generally, the school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION AND MEMBERSHIP

- A. The membership of the school board consists of six elected directors, or seven if the school board has submitted the question to the electors and a majority have approved a seven-member school board. The term of office is four years.

[Note: This number may be different for combining or consolidating school boards that are in a transition period.]

- B. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- C. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. make and authorize contracts;
 - 4. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 5. manage the schools; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts;
 - 6. provide services to promote the health of its pupils;
 - 7. provide school buildings and erect needed buildings;
 - 8. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 9. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 10. employ and discharge necessary employees and contract for other services;
 - 11. provide for transportation of pupils to and from school, as governed by statute; and

12. procure insurance against liability of the school district, its officers and employees.
- F. The school board, at its discretion, may perform the following:
1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs and intersession classes of flexible school year programs;
 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 4. lease rooms or buildings for school purposes;
 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 6. authorize cocurricular and extracurricular activities;
 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
Minn. Stat. § 123B.02 (General Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.14 (School District Officers)
Minn. Stat. § 123B.23 (Liability Insurance)
Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)
Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board-Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

104 - SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually in January and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually in January and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. Any duties of the clerk and treasurer may be delegated to the superintendent or a designee.

IV. OFFICER'S RESPONSIBILITIES

A. Chair

- 1. The chair, when present, shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
- 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

- 1. The treasurer shall deposit the funds of the school district in the official depository.

2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statute 124.06.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before October 15 of each year, the clerk shall file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
4. The clerk shall enter into the clerk's record book copies of all required reports and the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before October 10, an attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:

- a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
- b. recommend to the school board employment and dismissal of teachers;
- c. superintend school grading practices and examinations for promotions;
- d. make reports required by the commissioner ; and
- e. perform other duties prescribed by the school board.

V. ABSENCE OF OFFICERS

- A. In the absence of the chair, another member of the school board shall serve as pro-tem chair upon election by a majority of school board members present.
- B. In the absence of the clerk and/or treasurer and when agenda items dictate a need for such officers, the acting clerk and/or treasurer shall serve as pro-tem officers.

Legal References: Minn. Stat. 123.34 (Officers)
Minn. Stat. 124.06 (Finance))
Minn. Stat. 124A.03 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

ADOPTED – November 5, 1998

Adopted: _____

MSBA/MASA Model Policy 202

Orig. 1995

Revised: _____

Rev. 1999

202 SCHOOL BOARD OFFICERS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the

payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before August 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) condition and value of school property;
 - (2) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (3) length of school term and enrollment and attendance by grades; and
 - (4) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before October 10, an

attested copy of the clerk's record, showing the amount of money voted by the school district or the school board for school purposes.

6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. superintend school grading practices and examinations for promotions;
 - d. make reports required by the commissioner; and
 - e. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

106 - SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings as required by law.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district.

Legal References: Minn. Stat. 123.33, Subd. 11 (Publication of Proceedings)
Minn. Stat. 123.34, Subd. 8 (Record of Meetings)
Minn. Stat. 331A.01 (Definition)
Minn. Stat. 471.705 (Open Meeting Law)
Op. Atty. Gen. 161-a-20, December 17, 1970;
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79
N.W. 2d 428 (1956).

ADOPTED – November 5, 1998

Adopted: _____

MSBA/MASA Model Policy 204

Orig. 1995

Revised: _____

Rev. 2004

204 SCHOOL BOARD MEETING MINUTES

[Note: The provisions of this policy are required by statute.]

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district to maintain its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and

whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Minn. Stat. § 13D.01, Subd. 4-6 (Open Meeting Law)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

109 - CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist school board members in recognizing the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my school district.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
7. Work through the administration employees of the school board—not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy forming body—not as an administrative officer.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session—not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view that may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school district.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school district be on an ethical, open, and above board basis.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I
WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the best professional personnel available will administer the school district.
4. Consider the recommendation of the superintendent in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the superintendent counsel and advice.
9. Recognize the status of the superintendent as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

Legal References: Minn. Stat. 123.33 (School Board Powers)
Minn. Stat. 123.34, Subd. 9 (Superintendent)
Minn. Stat. 123.35, Subd. 1 (School District Powers)

ADOPTED – November 5, 1998

Adopted: _____

MSBA/MASA Model Policy 209

Orig. 1995

Revised: _____

Rev. 2003

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist school board members in recognizing the role of individual school board members and the contribution that each must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD I WILL:

1. Listen.
2. Recognize the integrity of my predecessors and associates.
3. Appreciate the merit of their work.
4. Be motivated only by a desire to serve the pupils of my district.
5. Attempt to inform myself on the proper duties and functions of a school board member.
6. Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself.
7. Work through the administration employees of the school board – not over or around them.
8. Recognize that school business may be legally transacted only in an open meeting of the school board.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER I WILL:

1. Perform under education policies unless necessity requires otherwise.
2. Function in meeting the legal responsibility that is mine as part of a policy-forming body – not as an administrative officer.

3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD I WILL:

1. Respect the right of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.
5. Make decisions in school board meetings only after all sides of debatable questions have been presented.
6. Delegate details of school board action to administrative employees.
7. Insist that special committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY I WILL:

1. Attempt to appraise both the present and future educational needs of the school district.
2. Attempt to obtain adequate financial support for the school program.
3. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.
4. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.
5. Insist that business transactions of the school district be on an ethical, open, and above board basis.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF I WILL:

1. Hold the superintendent responsible for the administration of the school district.

2. Give the superintendent authority commensurate with the responsibility.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in the appointment of all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.
7. Spend adequate time in school board meetings on educational policies.
8. Give the superintendent counsel and advice.
9. Recognize the status of the superintendent as an ex officio member of the school board.
10. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.
11. Present any personal criticisms of employees to the superintendent.
12. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER I WILL:

1. Comply with all federal, state and local laws relating to my function as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other federal and state agencies with jurisdiction over school districts.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

FUND SUMMARY
FOR BANK 02 – ACCOUNTS PAYABLE CHECKS
DATE RANGE: 12/01/06 – 12/31/06

<u>FUND TOTALS</u>	<u>FUND NAME</u>	<u>ISSUED TOTAL</u>	<u>VOIDED TOTALS</u>
001	GENERAL FUND	673,109.98	467.00
002	FUND SERVICE	62,666.33	.00
003	TRANSPORTATION	93,011.97	0.00
004	COMMUNITY SERVICE	44,121.75	0.00
005	CAPITAL OUTLAY	45,429.85	0.00
007	DEBT REDEMPTION	1,275.00	0.00
025	DONATIONS / ACTIVITIES	14,547.68	0.00
050	HS STUDENT ACTIVITIES	24,722.06	0.00
TOTALS		958,884.62	467.00

Mahtomedi ISD #832
 CHECK REGISTER FOR BANK 02 - Checks
 DATE RANGE: 12/01/06 - 12/31/06

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
313238	S	\$319.74	12/01/06	00094	0	AMERICAN FAMILY ASSURANCE	CLEARED
313239	S	\$120.41	12/01/06	00939	0	GENERAL REVENUE CORP	CLEARED
313240	S	\$130.00	12/01/06	01003	0	GREATER TWIN CITIES UNITED WAY	CLEARED
313241	S	\$24.40	12/01/06	01556	0	MAHTOMEDI AREA EDUCATION FOUND	OUTSTANDING
313242	S	\$176.00	12/01/06	01740	0	MINN NCPERS GROUP LIFE INS	CLEARED
313243	S	\$338.00	12/01/06	05124	0	MN DEPT. OF REVENUE(C)	CLEARED
313244	S	\$57342.72	12/01/06	01807	0	MN TEACHERS RETIREMENT ASSN	CLEARED
313245	S	\$20.90	12/01/06	01888	0	NATIONAL INSURANCE SERVICES	CLEARED
313246	S	\$651.00	12/01/06	02017	0	OFFICE & PROFESSIONAL	CLEARED
313247	S	\$656.72	12/01/06	02048	0	OPERATING ENGINEERS LOCAL #70	CLEARED
313248	S	\$63.68	12/01/06	01499	0	UNITE HERE	CLEARED
313249	S	\$1199.53	12/07/06	00080	1	ALPHAGRAPHICS # 401	CLEARED
313250	S	\$342.00	12/07/06	00108	0	AMERICAN SCHOOL BOARD JOURNAL	CLEARED
313251	S	\$86.14	12/07/06	05137	0	ANDY MUSEUS	CLEARED
313252	S	\$60.00	12/07/06	00788	0	ANNE ERICKSON	CLEARED
313253	S	\$90.28	12/07/06	03093	0	ANNIE HEJNY	CLEARED
313254	S	\$47.00	12/07/06	05132	0	ARON HELM	CLEARED
313255	S	\$45.61	12/07/06	00535	0	BARBARA CONNELLY	CLEARED
313256	S	\$95.00	12/07/06	05134	0	BILL CAPOCAST	OUTSTANDING
313257	S	\$5519.02	12/07/06	03340	0	BIX PRODUCE CO	CLEARED
313258	S	\$264.00	12/07/06	04081	0	BOB WEISS	CLEARED
313259	S	\$17.09	12/07/06	04186	0	BROOKE CARLSON	CLEARED
313260	S	\$840.06	12/07/06	00353	0	BROWN'S ICE CREAM	CLEARED
313261	S	\$345.40	12/07/06	00384	0	C F I SYSTEMS	CLEARED
313262	S	\$41.61	12/07/06	04185	0	CAROLYNE ZIESKE	CLEARED
313263	S	\$58.70	12/07/06	05023	0	CARRIE JAMES	CLEARED
313264	S	\$788.15	12/07/06	03115	0	CHARLES LINDERKAMP	CLEARED
313265	S	\$110.00	12/07/06	05140	0	CHISAGO LAKES HIGH SCHOOL	CLEARED
313266	S	\$135.00	12/07/06	05136	0	CHOSO LY	CLEARED
313267	S	\$13.35	12/07/06	01355	0	CHRISTINE A KING	OUTSTANDING
313268	S	\$42.24	12/07/06	00494	0	CMERDC	CLEARED
313269	S	\$337.50	12/07/06	00598	0	DAIRY QUEEN	CLEARED
313270	S	\$316.42	12/07/06	01860	0	DAN MURPHY	CLEARED
313271	S	\$2080.15	12/07/06	03339	0	DEAN FOODS NORTH CENTRAL	CLEARED
313272	S	\$160.00	12/07/06	04979	0	DELANO HIGH SCHOOL	CLEARED
313273	S	\$2556.01	12/07/06	03433	1	DELL COMPUTER CORP.	CLEARED
313274	S	\$24.40	12/07/06	00634	1	DEMCO	CLEARED
313275	S	\$4804.80	12/07/06	03328	0	DIVERSIFIED SNACK DIVISION	CLEARED
313276	S	\$2010.00	12/07/06	00678	0	DOMINO'S PIZZA	CLEARED
313277	S	\$20.00	12/07/06	00714	0	EAGLE SCREEN PRINTING	CLEARED
313278	S	\$1755.00	12/07/06	00716	0	EARL F ANDERSEN, INC	CLEARED
313279	S	\$660.00	12/07/06	03969	0	ENERGYWISE CONSULTING, LLC	CLEARED
313280	S	\$348.75	12/07/06	03087	0	ERIKA HAMMERSCHMIDT	CLEARED
313281	S	\$359.28	12/07/06	00803	0	EXPRESS PERSONNEL SERVICES INC	CLEARED
313282	S	\$3116.85	12/07/06	00879	0	FRANKLIN ELECTRONIC PUBLISHERS	CLEARED
313283	S	\$63.73	12/07/06	00885	0	FREESTYLE	CLEARED
313284	S	\$14.31	12/07/06	01010	0	GL SPORTS INC	CLEARED
313285	S	\$9.29	12/07/06	01015	0	GRIZZLY	CLEARED
313286	S	\$1000.00	12/07/06	01018	0	GROTH MUSIC	CLEARED
313287	S	\$5000.00	12/07/06	03485	0	HALLBERG ENGINEERING	CLEARED
313288	S	\$244156.50	12/07/06	01096	1	HEALTHPARTNERS	CLEARED
313289	S	\$61.90	12/07/06	01134	0	HODGES BADGE CO	CLEARED

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313290	S	\$194.25	12/07/06	03409	0	I.S.D # 624 WHITE BEAR LAKE	CLEARED
313291	S	\$125.00	12/07/06	05145	0	JAMES GRIBBLE	CLEARED
313292	S	\$300.00	12/07/06	05126	0	JENNIFER CARLSON	CLEARED
313293	S	\$117.31	12/07/06	01691	0	JENNY MERTHAN	CLEARED
313294	S	\$47.00	12/07/06	05143	0	JOE MICHALITSCH	OUTSTANDING
313295	S	\$94.63	12/07/06	04068	0	JOHN DEIR	CLEARED
313296	S	\$47.00	12/07/06	05133	0	JOHN H.ABERCROMBIE	CLEARED
313297	S	\$26.70	12/07/06	02025	0	JUDI OLMSTED	CLEARED
313298	S	\$203.21	12/07/06	01950	0	KATHE NICKLEBY	CLEARED
313299	S	\$14338.60	12/07/06	03378	0	KELLY SERVICES, INC	CLEARED
313300	S	\$5750.00	12/07/06	01344	0	KERN DEWENTER VIERE LTD	CLEARED
313301	S	\$375.95	12/07/06	03195	0	LASERPLUS, LLC	CLEARED
313302	S	\$19.48	12/07/06	00759	0	LAURA ELIASON	CLEARED
313303	S	\$135.00	12/07/06	05135	0	LAURI HILL	CLEARED
313304	S	\$27.89	12/07/06	05090	0	LESLIE BAUMANN	CLEARED
313305	S	\$10.00	12/07/06	05127	0	LOGAN FALDE	CLEARED
313306	S	\$360.00	12/07/06	00202	0	LORI J BAKER	CLEARED
313307	S	\$2175.17	12/07/06	01539	0	MACKIN LIBRARY MEDIA	OUTSTANDING
313308	S	\$3115.25	12/07/06	03182	1	MADISON NATIONAL LIFE	CLEARED
313309	S	\$47.00	12/07/06	04840	0	MARCUS TROY	CLEARED
313310	S	\$47.00	12/07/06	04839	0	MARK COURTNEY	CLEARED
313311	S	\$92.47	12/07/06	02996	0	MARY BELL WOLFF	CLEARED
313312	S	\$130.13	12/07/06	01683	0	MENARDS	CLEARED
313313	S	\$35.00	12/07/06	01699	0	METRO ECSU	CLEARED
313314	S	\$135.00	12/07/06	05138	0	MICHELE CYLKOWSKI	CLEARED
313315	S	\$359.00	12/07/06	01725	0	MIDWEST SHOP SUPPLIES INC	CLEARED
313316	S	\$9.43	12/07/06	01056	0	MIKE HANSON	CLEARED
313317	S	\$200.00	12/07/06	01813	1	MNCEC-MN COUNCIL OF EXCEPTIONAL CHILDREN-DEC	OUTSTANDING
313318	S	\$110.00	12/07/06	05141	0	MONTICELLO HIGH SCHOOL	CLEARED
313319	S	\$188.00	12/07/06	05144	0	NANCY SAUER	CLEARED
313320	S	\$284.52	12/07/06	04992	0	NANCY'S NOTIONS	CLEARED
313321	S	\$280.54	12/07/06	01871	0	NASCO	CLEARED
313322	S	\$7705.50	12/07/06	01971	2	NORTHEAST METRO 916	CLEARED
313323	S	\$64.65	12/07/06	02042	1	OMNITRON ELECTRONICS	CLEARED
313324	S	\$154.00	12/07/06	02043	0	ON SITE SANITATION INC	CLEARED
313325	S	\$96.00	12/07/06	02079	0	VOIDED	VOIDED
313326	S	\$84.00	12/07/06	04031	0	PASCO SCIENTIFIC	CLEARED
313327	S	\$95.00	12/07/06	05131	0	PAUL SIKORA	CLEARED
313328	S	\$985.00	12/07/06	02108	0	PEOPLES ELECTRICAL CONTRACTORS	CLEARED
313329	S	\$65.15	12/07/06	02161	0	POPP TELECOM	CLEARED
313330	S	\$390.00	12/07/06	02165	2	POSTMASTER-U.S POST OFFICE	CLEARED
313331	S	\$191.00	12/07/06	02180	0	PRESS PUBLICATIONS	CLEARED
313332	S	\$47.00	12/07/06	05130	0	ROGER PACKER	CLEARED
313333	S	\$63.95	12/07/06	02360	0	SAMMONS/PRESTON ROLYAN	CLEARED
313334	S	\$65.02	12/07/06	02406	0	SCHMITT MUSIC CENTERS	CLEARED
313335	S	\$4.95	12/07/06	02413	1	SCHOLASTIC INC	CLEARED
313336	S	\$464.90	12/07/06	03337	0	SCHUMACHER WHOLESALE MEATS, INC	CLEARED
313337	S	\$135.00	12/07/06	05139	0	SHEILA SIGERAN	OUTSTANDING
313338	S	\$1198.80	12/07/06	02535	0	SOCIAL STUDIES SCHOOL SERVICE	CLEARED
313339	S	\$1165.50	12/07/06	02536	0	SOCIAL STUDIES SCHOOL SERVICE	CLEARED
313340	S	\$1653.00	12/07/06	02581	0	ST CROIX BOAT & PACKET CO	CLEARED
313341	S	\$337.00	12/07/06	03194	0	STAR GYMNASTICS	CLEARED

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313342	S	\$560.65	12/07/06	03088	0	STEVE HAMMERSCHMIDT	CLEARED
313343	S	\$456.20	12/07/06	03105	0	STEVE KIMBALL	CLEARED
313344	S	\$207.64	12/07/06	04059	0	STEVEN MERRY	CLEARED
313345	S	\$106.44	12/07/06	03336	1	STRATEGIC EQUIPMENT	CLEARED
313346	S	\$841.85	12/07/06	04176	0	SUNBURST CHEMICALS, INC.	CLEARED
313347	S	\$978.64	12/07/06	02680	0	T A SCHIPSKY & SONS INC	CLEARED
313348	S	\$214.42	12/07/06	02777	0	TERRY J TRAUTMAN	CLEARED
313349	S	\$150.16	12/07/06	02748	0	TIES	CLEARED
313350	S	\$75.47	12/07/06	05129	0	TOM CAPPELEN	CLEARED
313351	S	\$1635.36	12/07/06	03345	0	TRIO SUPPLY CO	CLEARED
313352	S	\$31118.10	12/07/06	03341	0	UPPER LAKES FOODS, INC	CLEARED
313353	S	\$5.95	12/07/06	04912	0	VIRGINIA GREEN	CLEARED
313354	S	\$730.94	12/07/06	02889	1	WALMART COMMUNITY	CLEARED
313355	S	\$53.53	12/07/06	04788	0	WATER CARE	CLEARED
313356	S	\$750.00	12/07/06	04458	0	WHITE BEAR CENTER FOR THE ARTS	CLEARED
313357	S	\$315.00	12/07/06	04261	0	WINSOR LEARNING INC	CLEARED
313358	S	\$450.00	12/07/06	05125	0	WONDERWEAVERS-STORYTELLERS LLC	CLEARED
313359	S	\$842.55	12/07/06	03017	1	XEROX CORPORATION	CLEARED
313360	S	\$5549.06	12/07/06	03017	3	XEROX CORPORATION	CLEARED
313361	S	\$36.12	12/11/06	05156	0	UPS	CLEARED
313363	S	\$539.74	12/14/06	00106	4	AMERICAN RED CROSS	CLEARED
313364	S	\$93.00	12/14/06	05166	0	ANTON FEHRENBACH	CLEARED
313365	S	\$2546.00	12/14/06	00153	0	APPLIED ENVIRONMENTAL SCIENCES INC	CLEARED
313366	S	\$112.00	12/14/06	05167	0	ASHLEY ALM	CLEARED
313367	S	\$1356.00	12/14/06	04518	1	BIG ISLAND RENDEZVOUS	OUTSTANDING
313368	S	\$92.00	12/14/06	03085	0	BILL HAFNER	CLEARED
313369	S	\$15.13	12/14/06	04460	0	BILL HAMPLE	OUTSTANDING
313370	S	\$585.00	12/14/06	00278	0	BILL WEIGEL SIGNS	CLEARED
313371	S	\$200.00	12/14/06	05173	0	CENTURY JUNIOR HIGH SCHOOL	OUTSTANDING
313372	S	\$2267.05	12/14/06	00406	0	CHASE CARD SERVICE/BANK ONE	CLEARED
313373	S	\$1563.00	12/14/06	03479	0	CHRIS CARLSON	CLEARED
313374	S	\$1823.50	12/14/06	01572	0	CITY OF MAHTOMEDI	CLEARED
313375	S	\$1207.00	12/14/06	00527	0	COMSTOCK & SONS INC	CLEARED
313376	S	\$1472.85	12/14/06	00553	3	CORPORATE EXPRESS	CLEARED
313377	S	\$65.00	12/14/06	05165	0	CRAIG VAN GUILDER	CLEARED
313378	S	\$93.00	12/14/06	05164	0	DAN ENGWALL	CLEARED
313379	S	\$1009.36	12/14/06	03339	0	DEAN FOODS NORTH CENTRAL	CLEARED
313380	S	\$25.30	12/14/06	00964	1	DEEP ROCK / GLENWOOD	CLEARED
313381	S	\$420.00	12/14/06	03152	0	DENISE WAALLEN	CLEARED
313382	S	\$2803.00	12/14/06	00714	0	EAGLE SCREEN PRINTING	CLEARED
313383	S	\$135.00	12/14/06	05175	0	ELAINE MIRON	CLEARED
313384	S	\$892.80	12/14/06	03241	0	ELECTRONIC DESIGN CO	CLEARED
313385	S	\$187.29	12/14/06	00774	0	ENERGY CONTROLS INC	CLEARED
313386	S	\$406.43	12/14/06	00787	0	ERICKSON OIL PRODUCTS INC	CLEARED
313387	S	\$320.45	12/14/06	03087	0	ERIKA HAMMERSCHMIDT	CLEARED
313388	S	\$598.80	12/14/06	00803	0	EXPRESS PERSONNEL SERVICES INC	CLEARED
313389	S	\$195.00	12/14/06	05169	0	FLORIAN YUREK	CLEARED
313390	S	\$36.87	12/14/06	02602	0	FRANCES STANG	CLEARED
313391	S	\$26.41	12/14/06	00922	0	GARLAND'S INC	CLEARED
313392	S	\$644.00	12/14/06	05161	0	GRAY AUTO ELECTRIC INC	CLEARED
313393	S	\$3962.90	12/14/06	03510	0	GREATER MIDWEST FUNDRAISING, LLC	CLEARED
313394	S	\$40.00	12/14/06	05153	0	GREGORY NUSS	OUTSTANDING

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313395	S	\$1041.67	12/14/06	01038	0	HAAS MUSICAL INSTRUMENT REPAIR	CLEARED
313396	S	\$175.00	12/14/06	05152	0	HARVEY BENARD	CLEARED *
313397	S	\$121.00	12/14/06	03222	0	VOIDED	VOIDED
313398	S	\$306.15	12/14/06	05151	0	JAN LONNQUIST	OUTSTANDING
313399	S	\$19.48	12/14/06	01916	0	JANINE NELSON	CLEARED
313400	S	\$540.00	12/14/06	04354	0	JEANNE KIEL	CLEARED
313401	S	\$40.95	12/14/06	01480	0	JEFF LIEN	CLEARED
313402	S	\$702.13	12/14/06	02152	0	JEFF POESCHL	CLEARED
313403	S	\$143.86	12/14/06	05157	0	JENNA HEMENWAY	CLEARED
313404	S	\$20.11	12/14/06	05055	1	JESSICA KINGSLEY PUBLISHERS	CLEARED
313405	S	\$14.69	12/14/06	01263	0	JIM JENSEN	CLEARED
313406	S	\$112.00	12/14/06	05168	0	JOE GARCIA	CLEARED
313407	S	\$47.00	12/14/06	05143	0	JOE MICHALITSCH	CLEARED
313408	S	\$52.00	12/14/06	05102	0	JOE POKORNY	CLEARED
313409	S	\$99.00	12/14/06	04876	0	JOHN JUNDT	CLEARED
313410	S	\$1361.94	12/14/06	01300	0	JOSTENS	CLEARED
313411	S	\$547.74	12/14/06	05160	0	JOVELLE EICK	CLEARED
313412	S	\$120.00	12/14/06	05170	0	JUDY GOEBEL	CLEARED
313413	S	\$18.00	12/14/06	00544	0	JULIE CONZEMIUS	CLEARED
313414	S	\$355.11	12/14/06	05158	0	JULIE POOLER	CLEARED
313415	S	\$65.00	12/14/06	05163	0	JUSTIN SCHWANTES	CLEARED
313416	S	\$270.00	12/14/06	01950	0	KATHE NICKLEBY	CLEARED
313417	S	\$21.05	12/14/06	00877	0	KATHY FRANK	CLEARED
313418	S	\$21.29	12/14/06	01730	0	KEITH W MILEY	OUTSTANDING
313419	S	\$15.00	12/14/06	05154	0	KEVIN KNEISL	CLEARED
313420	S	\$382.58	12/14/06	01372	0	KNOWLAN'S SUPER MARKETS	OUTSTANDING
313421	S	\$150.50	12/14/06	03571	0	L & N HARDWARE HANK	CLEARED
313422	S	\$5232.30	12/14/06	01411	0	LAFAYETTE LIFE INSURANCE CO	CLEARED
313423	S	\$90668.99	12/14/06	01414	1	LAIDLAW TRANSIT-EDUCATION SERVICES	CLEARED
313424	S	\$630.85	12/14/06	03195	0	LASERPLUS, LLC	CLEARED
313425	S	\$577.17	12/14/06	01464	0	LEEF SERVICES	CLEARED
313426	S	\$120.00	12/14/06	05159	0	LISA FILLA	CLEARED
313427	S	\$49.66	12/14/06	00557	0	LYNDA COUNIHAN	CLEARED
313428	S	\$1321.25	12/14/06	01557	0	MAHTOMEDI AUTOMOTIVE SERVICE	CLEARED
313429	S	\$38.40	12/14/06	05155	0	MAHTOMEDI FOOD SERVICE	CLEARED
313430	S	\$26.40	12/14/06	05155	0	MAHTOMEDI FOOD SERVICE	CLEARED
313431	S	\$40.00	12/14/06	04394	0	MARY WICKER	CLEARED
313432	S	\$750.00	12/14/06	01609	2	MASA/MASE	OUTSTANDING
313433	S	\$1402.23	12/14/06	04063	1	MCGRAW HILL COMPANIES	OUTSTANDING
313434	S	\$149.54	12/14/06	01683	0	MENARDS	CLEARED
313435	S	\$34.34	12/14/06	01703	1	METROCALL	CLEARED
313436	S	\$6.74	12/14/06	01703	0	METROCALL/ARCH WIRELESS	CLEARED
313437	S	\$355.84	12/14/06	03384	0	MID CITY LAUNDRY	CLEARED
313438	S	\$33.20	12/14/06	01725	0	MIDWEST SHOP SUPPLIES INC	CLEARED
313439	S	\$25000.00	12/14/06	04954	1	NATIONAL UNION FIRE INS.CO OF PITTSBURGH, PA	CLEARED
313440	S	\$124.94	12/14/06	05028	0	NICK FALDE	CLEARED
313441	S	\$223.65	12/14/06	02018	1	OFFICE DEPOT	CLEARED
313442	S	\$1147.98	12/14/06	03338	0	PAN O GOLD BAKING CO	CLEARED
313443	S	\$82.64	12/14/06	03472	0	PAT BIGALK	CLEARED
313444	S	\$85.00	12/14/06	05171	0	PATTEE SCHILTGEN	CLEARED
313445	S	\$4063.25	12/14/06	02110	0	PEPSI-COLA COMPANY	CLEARED
313446	S	\$327.60	12/14/06	02151	0	PLUNKETTS INC	CLEARED

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313447	S	\$2500.00	12/14/06	03531	0	PROFESSIONAL TRAVEL	CLEARED
313448	S	\$3194.99	12/14/06	02227	0	QWEST	CLEARED
313449	S	\$264.16	12/14/06	02373	0	RACHEL SANDE	CLEARED
313450	S	\$300.00	12/14/06	04990	0	RICHARDSON & ASSOCIATES	CLEARED
313451	S	\$178.89	12/14/06	04507	0	ROMAN MARKET INC	CLEARED
313452	S	\$32.80	12/14/06	01127	0	SARAH HILL	CLEARED
313453	S	\$925.00	12/14/06	02382	0	SAVOIE SUPPLY CO , INC	CLEARED
313454	S	\$916.84	12/14/06	02384	1	SAX ARTS & CRAFTS	CLEARED
313455	S	\$7725.00	12/14/06	02451	0	SEDEY & ASSOCIATES INC	CLEARED
313456	S	\$225.00	12/14/06	01353	0	SHARON KIND	CLEARED
313457	S	\$210.00	12/14/06	04744	0	SHEILA ELLER	CLEARED
313458	S	\$225.00	12/14/06	03123	0	SHEILA MERZER M A	CLEARED
313459	S	\$65.10	12/14/06	02473	0	SHERWIN-WILLIAMS CO	CLEARED
313460	S	\$131.30	12/14/06	03990	0	SIMONDELIVERS, INC	CLEARED
313461	S	\$160.00	12/14/06	05174	0	ST MICHAEL ALBERTVILLE	OUTSTANDING
313462	S	\$63.82	12/14/06	01385	0	STACEY KOSCIOLEK	CLEARED
313463	S	\$27.01	12/14/06	00335	0	STEVE BRAWN	CLEARED
313464	S	\$467.75	12/14/06	03088	0	STEVE HAMMERSCHMIDT	CLEARED
313465	S	\$475.50	12/14/06	03105	0	STEVE KIMBALL	CLEARED
313466	S	\$224.00	12/14/06	05162	0	STEVEN LASHOMB	CLEARED
313467	S	\$298.17	12/14/06	02650	0	STUDENT SUPPLY	CLEARED
313468	S	\$220.00	12/14/06	05172	0	TARTAN HIGH SCHOOL	OUTSTANDING
313469	S	\$2500.00	12/14/06	03859	0	TEAMWORKS INTERNATIONAL, INC.	CLEARED
313470	S	\$4846.75	12/14/06	02747	0	TIERNEY BROTHERS INC	CLEARED
313471	S	\$92.00	12/14/06	04958	0	TOM HOULE	CLEARED
313472	S	\$555.56	12/14/06	04317	2	TREETOP PUBLISHING	CLEARED
313473	S	\$333.62	12/14/06	02784	0	TRI STATE BOBCAT INC	CLEARED
313474	S	\$106.72	12/14/06	02800	0	TWIN CITY FILTER SERVICE INC	CLEARED
313475	S	\$295.00	12/14/06	04027	0	ULTIMATE DRAIN SERVICES, INC	CLEARED
313476	S	\$47.90	12/14/06	04009	1	WGBH	CLEARED
313477	S	\$29601.66	12/14/06	00723	0	XCEL ENERGY	CLEARED
313478	S	\$115.93	12/15/06	00939	0	GENERAL REVENUE CORP	CLEARED
313479	S	\$372.00	12/15/06	01773	0	MN CHILD SUPPORT	CLEARED
313480	S	\$338.00	12/15/06	05124	0	MN DEPT. OF REVENUE(C)	CLEARED
313481	S	\$57731.45	12/15/06	01807	0	MN TEACHERS RETIREMENT ASSN	CLEARED
313482	S	\$300.00	12/15/06	04342	0	WISCONSIN SCTF	CLEARED
313483	S	\$319.74	12/21/06	00094	0	AMERICAN FAMILY ASSURANCE	CLEARED
313484	S	\$115.93	12/21/06	00939	0	GENERAL REVENUE CORP	CLEARED
313485	S	\$130.00	12/21/06	01003	0	GREATER TWIN CITIES UNITED WAY	CLEARED
313486	S	\$24.40	12/21/06	01556	0	MAHTOMEDI AREA EDUCATION FOUND	CLEARED
313487	S	\$176.00	12/21/06	01740	0	MINN NCPERS GROUP LIFE INS	OUTSTANDING
313488	S	\$338.00	12/21/06	05124	0	MN DEPT. OF REVENUE(C)	CLEARED
313489	S	\$57525.45	12/21/06	01807	0	MN TEACHERS RETIREMENT ASSN	CLEARED
313490	S	\$20.90	12/21/06	01888	0	NATIONAL INSURANCE SERVICES	CLEARED
313491	S	\$668.00	12/21/06	02017	0	OFFICE & PROFESSIONAL	CLEARED
313492	S	\$656.72	12/21/06	02048	0	OPERATING ENGINEERS LOCAL #70	CLEARED
313493	S	\$63.68	12/21/06	01499	0	UNITE HERE	OUTSTANDING
313495	S	\$103.21	12/21/06	00265	0	ADAM BEYER	CLEARED
313496	S	\$159.77	12/21/06	00047	0	ADT SECURITY SYSTEMS	CLEARED
313497	S	\$1919.00	12/21/06	00066	0	AIM ELECTRONICS INC	CLEARED
313498	S	\$79.66	12/21/06	04971	0	ALL THE WRITE NEWS INC	CLEARED
313499	S	\$256.76	12/21/06	00085	0	AMAZON.COM	CLEARED

Mahtomedi ISD #832
 CHECK REGISTER FOR BANK 02 - Checks
 DATE RANGE: 12/01/06 - 12/31/06

CHECK #	TYPE	CHECKAMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
313500	S	\$38.00	12/21/06	00172	3	ASCD	CLEARED
313501	S	\$11.36	12/21/06	00789	0	BARBARA J ERICKSON	OUTSTANDING
313502	S	\$181.00	12/21/06	04081	0	BOB WEISS	CLEARED
313503	S	\$2502.00	12/21/06	03057	0	BRAD BERGIE	CLEARED
313504	S	\$291.50	12/21/06	03083	0	BRENDA GRUNDEEN STRELOW	CLEARED
313505	S	\$591.14	12/21/06	00353	0	BROWN'S ICE CREAM	CLEARED
313506	S	\$1221.25	12/21/06	03115	0	CHARLES LINDERKAMP	CLEARED
313507	S	\$251.14	12/21/06	00462	1	CHEMSEARCH	CLEARED
313508	S	\$7581.33	12/21/06	00478	0	CITIBUSINESS CARD	CLEARED
313509	S	\$71.22	12/21/06	00494	0	CMERDC	CLEARED
313510	S	\$501.00	12/21/06	05184	0	CORNER HOUSE	CLEARED
313511	S	\$201.87	12/21/06	02359	0	CYNTHIA SAMELS	OUTSTANDING
313512	S	\$41.00	12/21/06	05113	0	DAN CUMMINGHAM	OUTSTANDING
313513	S	\$1051.55	12/21/06	01860	0	DAN MURPHY	CLEARED
313514	S	\$41.04	12/21/06	04440	0	DANIELLE KARP	CLEARED
313515	S	\$61.00	12/21/06	05194	0	DAVID P.PETERSON	CLEARED
313516	S	\$251.73	12/21/06	00697	0	DEBORAH DRISCOLL	CLEARED
313517	S	\$131.00	12/21/06	05183	0	DEREK WICKER	OUTSTANDING
313518	S	\$941.00	12/21/06	00714	0	EAGLE SCREEN PRINTING	CLEARED
313519	S	\$51.95	12/21/06	00763	0	ELLISON EDUCATIONAL EQUIP INC	CLEARED
313520	S	\$931.00	12/21/06	03969	0	ENERGYWISE CONSULTING,LLC	CLEARED
313521	S	\$321.45	12/21/06	03087	0	ERIKA HAMMERSCHMIDT	CLEARED
313522	S	\$211.84	12/21/06	04699	0	FARGO PUBLIC SCHOOLS	CLEARED
313523	S	\$131.00	12/21/06	05185	0	GERI RYE	CLEARED
313524	S	\$121.00	12/21/06	03081	0	GRAY SEEVER	CLEARED
313525	S	\$8631.00	12/21/06	01173	1	HUMAN SERVICES INC	CLEARED
313526	S	\$8871.31	12/21/06	03329	0	I.S.D # 001 MINNEAPOLIS SCHOOL DISTRICT	CLEARED
313527	S	\$641.24	12/21/06	03430	2	I.S.D # 011-ANOKA-HENNEPIN SCHOOL DISTRICT	CLEARED
313528	S	\$1431.70	12/21/06	05178	0	I.S.D # 0197 WEST ST PAUL-MENDOTA HTS-EAGAN	CLEARED
313529	S	\$10131.20	12/21/06	05180	0	I.S.D # 031 -BEMIDJI SCHOOL DISTRICT	OUTSTANDING
313530	S	\$9321.03	12/21/06	05179	0	I.S.D # 0578 -ST CROIX RIVER ED. DIST.	CLEARED
313531	S	\$1901.12	12/21/06	04070	1	I.S.D # 200 -HASTINGS SCHOOLS	CLEARED
313532	S	\$431.00	12/21/06	05177	0	I.S.D # 4039-HS FOR RECORDING ARTS	OUTSTANDING
313533	S	\$5651.56	12/21/06	03475	0	I.S.D # 621 MOUNDS VIEW SCHOOL DISTRICT	CLEARED
313534	S	\$12421.21	12/21/06	03331	0	I.S.D # 622 NO. ST PAUL-MAPLEWOOD-OAKDALE	OUTSTANDING
313535	S	\$201.00	12/21/06	03333	0	I.S.D # 623 ROSEVILLE SCHOOL DISTRICT	CLEARED
313536	S	\$3971.35	12/21/06	03248	0	I.S.D # 834 STILLWATER	CLEARED
313537	S	\$641.67	12/21/06	04117	1	I.S.D.# 4109- SOBRIETY HIGH SCHOOL	OUTSTANDING
313538	S	\$181.98	12/21/06	04117	0	I.S.D.# 917- SOBRIETY HIGH SCHOOL	CLEARED
313539	S	\$61.00	12/21/06	05196	0	JAMES LEIBEL	CLEARED
313540	S	\$81.33	12/21/06	02898	0	JEANNA WARREN	CLEARED
313541	S	\$21.61	12/21/06	01691	0	JENNY MERTHAN	CLEARED
313542	S	\$61.00	12/21/06	05195	0	JOEL CESSNA	CLEARED
313543	S	\$21.04	12/21/06	01730	0	KEITH W MILEY	CLEARED
313544	S	\$12531.39	12/21/06	03378	0	KELLY SERVICES, INC	CLEARED
313545	S	\$1051.94	12/21/06	01372	0	KNOWLAN'S SUPER MARKETS	CLEARED
313546	S	\$21.00	12/21/06	05176	0	KODIAK INDUSTRIES LTD	OUTSTANDING
313547	S	\$41.09	12/21/06	00949	0	LAURIE GERVER	OUTSTANDING
313548	S	\$71.91	12/21/06	05149	0	LEGO PRODUCTS	CLEARED
313549	S	\$101.39	12/21/06	01624	0	LISA MATHIES	OUTSTANDING
313550	S	\$61.00	12/21/06	05192	0	LUTHER COLLEGE	OUTSTANDING
313551	S	\$751.00	12/21/06	05187	0	LYNETTE WEIGEL	CLEARED

Mahtomedi ISD #832
 CHECK REGISTER FOR BANK 02 - Checks
 DATE RANGE: 12/01/06 - 12/31/06

CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
313552	S	\$756.00	12/21/06	03119	0	M.A.P.S- MEDIATION ARBITRATION &PARALEGAL SER	CLEARED
313553	S	\$70.80	12/21/06	05191	0	MAHTOMEDI ZEPHYR "M" CLUB	OUTSTANDING
313554	S	\$47.00	12/21/06	05188	0	MARK A.NESS	CLEARED
313555	S	\$2284.20	12/21/06	01595	0	MARK I OF NORTH AMERICA INC	CLEARED
313556	S	\$135.00	12/21/06	05190	0	MARSHA BRADT	CLEARED
313557	S	\$35.00	12/21/06	01470	0	MELISSA CALLAHAN	CLEARED
313558	S	\$20.62	12/21/06	01683	0	MENARDS	CLEARED
313559	S	\$8029.75	12/21/06	01696	0	METRO ATHLETIC SUPPLY	CLEARED
313560	S	\$66.80	12/21/06	01744	0	MINNESOTA CONWAY	CLEARED
313561	S	\$126.24	12/21/06	04180	0	MINNESOTA NORTH STAR ACADEMY	CLEARED
313562	S	\$215.00	12/21/06	03525	0	MN DNR WATERS	CLEARED
313563	S	\$95.00	12/21/06	05066	1	MNSTA	OUTSTANDING
313564	S	\$3981.00	12/21/06	01862	0	MUSIC CONNECTION INC	CLEARED
313565	S	\$184.79	12/21/06	03892	2	NCS PEARSON INC	CLEARED
313566	S	\$35.60	12/21/06	01363	0	PAM KLINKHAMMER	CLEARED
313567	S	\$1104.00	12/21/06	02110	0	PEPSI-COLA COMPANY	CLEARED
313568	S	\$374.95	12/21/06	02119	0	PESI HEALTHCARE	CLEARED
313569	S	\$692.79	12/21/06	02145	1	PITNEY BOWES	CLEARED
313570	S	\$127.61	12/21/06	00371	0	REGINA BURESH	CLEARED
313571	S	\$35.00	12/21/06	00875	0	RUSSELL FRAENKEL	CLEARED
313572	S	\$1102.57	12/21/06	02363	1	SAM'S CLUB	CLEARED
313573	S	\$62.43	12/21/06	02360	0	SAMMONS/PRESTON ROLYAN	CLEARED
313574	S	\$16.28	12/21/06	02384	1	SAX ARTS & CRAFTS	CLEARED
313575	S	\$140.56	12/21/06	02420	0	SCHOOL SPECIALTY INC	CLEARED
313576	S	\$117.00	12/21/06	02442	0	SCIENCE MUSEUM OF MINN	CLEARED
313577	S	\$225.00	12/21/06	03123	0	SHEILA MERZER M A	CLEARED
313578	S	\$52.35	12/21/06	03990	0	SIMONDELIVERS, INC	CLEARED
313579	S	\$67.50	12/21/06	02551	1	SOUTHEASTERN SECURITY CONSULT	CLEARED
313580	S	\$5298.00	12/21/06	04125	0	ST CROIX SCREEN PRINTING	OUTSTANDING
313581	S	\$80.66	12/21/06	02614	2	STECK VAUGHN CO/HARCOURT ACHIEVE	CLEARED
313582	S	\$135.00	12/21/06	01041	0	STEN HAKANSON	CLEARED
313583	S	\$63.00	12/21/06	05193	0	STEVE BOHL	CLEARED
313584	S	\$535.65	12/21/06	03088	0	STEVE HAMMERSCHMIDT	CLEARED
313585	S	\$327.55	12/21/06	03105	0	STEVE KIMBALL	CLEARED
313586	S	\$22.68	12/21/06	03336	1	STRATEGIC EQUIPMENT	CLEARED
313587	S	\$378.48	12/21/06	01023	0	SUE ANN GRUVER	CLEARED
313588	S	\$1011.00	12/21/06	04234	0	SUPPORT SOURCE	CLEARED
313589	S	\$198.71	12/21/06	00792	0	SUZANNE ERICSON	OUTSTANDING
313590	S	\$185.53	12/21/06	05186	0	SUZIE FASOLI	OUTSTANDING
313591	S	\$110.00	12/21/06	02135	0	THE PIANO WORKS	CLEARED
313592	S	\$746.81	12/21/06	02748	0	TIES	CLEARED
313593	S	\$108.57	12/21/06	02858	1	VERIZON WIRELESS	CLEARED
313594	S	\$1925.63	12/21/06	02903	0	WASTE MANAGEMENT-BLAINE MN	OUTSTANDING
313595	S	\$657.70	12/21/06	02946	0	WHITE BEAR LOCKSMITH	CLEARED
313596	S	\$1056.87	12/21/06	02948	0	WHITE BEAR TIRE & AUTO INC	CLEARED
313597	S	\$39.90	12/28/06	00265	0	ADAM BEYER	CLEARED
313598	S	\$121.00	12/28/06	05197	0	AMENIT DEBELLO	CLEARED
313599	S	\$24.42	12/28/06	00363	0	ANGELA BUCKINGHAM	CLEARED
313600	S	\$11.96	12/28/06	02530	0	BETHANY SNEDEN	CLEARED
313601	S	\$45.35	12/28/06	05074	0	BUMBO SEAT.COM / WARTBURY ENTERPRISES INC	OUTSTANDING
313602	S	\$1377.82	12/28/06	04457	1	COMPVIEW	CLEARED
313603	S	\$17.15	12/28/06	02359	0	CYNTHIA SAMELS	OUTSTANDING

Mahtomedi ISD #832
 CHECK REGISTER FOR BANK 02 - Checks
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CHECK #	TYPE	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
313604	S	\$245.37	12/28/06	00634	1	DEMCO	CLEARED
313605	S	\$3924.00	12/28/06	00678	0	DOMINO'S PIZZA	CLEARED
313606	S	\$1275.00	12/28/06	00751	0	EHLERS & ASSOCIATES INC	CLEARED
313607	S	\$310.00	12/28/06	03241	0	ELECTRONIC DESIGN CO	CLEARED
313608	S	\$669.15	12/28/06	04998	0	FREEDOM OF SPEECH	CLEARED
313609	S	\$189.00	12/28/06	05181	0	INSTITUTE FOR EDUCATIONAL DEVELOPMENT	CLEARED
313610	S	\$125.28	12/28/06	01240	1	J W PEPPER & SONS, INC.	OUTSTANDING
313611	S	\$292.74	12/28/06	02723	0	JODIE M TESTER-HASTINGS	OUTSTANDING
313612	S	\$41.12	12/28/06	00169	0	KATIE ARVESEN	OUTSTANDING
313613	S	\$57.10	12/28/06	04230	0	KEPHARTS MUSIC CENTER INC	CLEARED
313614	S	\$16.91	12/28/06	00797	0	LINDA EVANS	CLEARED
313615	S	\$68.00	12/28/06	01557	0	MAHTOMEDI AUTOMOTIVE SERVICE	OUTSTANDING
313616	S	\$77.40	12/28/06	04953	0	MAPLE LEAF CENTER	CLEARED
313617	S	\$55.18	12/28/06	01101	0	MARY JO HEI	OUTSTANDING
313618	S	\$149.00	12/28/06	01651	1	MCEA EXEXUTIVE OFFICE	OUTSTANDING
313619	S	\$2047.50	12/28/06	03487	1	MN STATEWIDE TESTING PROGRAM	OUTSTANDING
313620	S	\$20.00	12/28/06	00238	0	PHIL BELDEN	CLEARED
313621	S	\$525.94	12/28/06	02180	0	PRESS PUBLICATIONS	CLEARED
313622	S	\$136.50	12/28/06	03136	0	RATWIK ROSZAK & MALONEY P A	CLEARED
313623	S	\$95.80	12/28/06	02160	0	ROBERT PONTIOUS	CLEARED
313624	S	\$105.00	12/28/06	01518	0	ROLAND LOZIER	OUTSTANDING
313625	S	\$250.00	12/28/06	05182	0	VOIDED	OUTSTANDING
313626	S	\$779.28	12/28/06	02406	0	SCHMITT MUSIC CENTERS	VOIDED
313627	S	\$630.93	12/28/06	02420	0	SCHOOL SPECIALTY INC	CLEARED
313628	S	\$21.34	12/28/06	02777	0	TERRY J TRAUTMAN	CLEARED
313629	S	\$46.50	12/28/06	05198	0	THE MINNESOTA PROJECT /CERTS CONF.	CLEARED
313630	S	\$732.40	12/28/06	03345	0	TRIO SUPPLY CO	OUTSTANDING
313631	S	\$6592.25	12/28/06	02916	0	WELSH COMPANIES LLC	CLEARED
313632	S	\$283.30	12/28/06	03017	1	XEROX CORPORATION	CLEARED

TOTAL # OF ISSUED CHECKS:	390	TOTAL AMOUNT	958884.62
TOTAL # OF VOIDED CHECKS:	3	TOTAL AMOUNT	467.00
TOTAL # OF UNISSUED CHECKS:	0		

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF DECEMBER 2006**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
12/1/06	Washington County	Smith Barney	\$337,021.36	direct county payment
12/1/06	State of Minnesota	US Bank	\$155.76	direct state payment
12/4/06	Smith Barney	US Bank	\$337,167.95	cover checks
12/13/06	US Bank	Region 1	\$7,127.75	flex benefits
12/13/06	US Bank	Central Bank	\$740.90	para union dues
12/13/06	US Bank	Mid State Corp Federal C.U.	\$8,565.55	MEA teacher union dues
12/13/06	US Bank	M & T Bank	\$49,656.35	OMNI tsa's
12/14/06	MSDLAF	US Bank	\$443,980.52	cover checks
12/14/06	US Bank	IRS	\$169,392.10	federal & fica taxes
12/14/06	US Bank	MN Dept of Revenue	\$27,197.71	state payroll taxes
12/14/06	US Bank	Wis. Dept. of Revenue	\$1,746.38	state payroll taxes
12/14/06	US Bank	Public Emp. Retirement Assoc.	\$15,952.95	pera retirement
12/15/06	State of Minnesota	US Bank	\$1,026,810.66	direct state payment
12/20/06	MSDLAF	US Bank	\$444,655.31	cover checks
12/20/06	US Bank	IRS	\$171,311.69	federal & fica taxes
12/20/06	US Bank	MN Dept of Revenue	\$27,540.01	state payroll taxes
12/20/06	US Bank	Wis. Dept. of Revenue	\$1,765.82	state payroll taxes
12/20/06	US Bank	Public Emp. Retirement Assoc.	\$16,357.50	pera retirement
12/20/06	US Bank	Region 1	\$7,274.81	flex benefits
12/20/06	US Bank	Central Bank	\$740.90	para union dues
12/20/06	US Bank	Mid State Corp Federal C.U.	\$8,540.06	MEA teacher union dues
12/20/06	US Bank	M & T Bank	\$50,091.35	OMNI tsa's
12/29/09	US Bank	IRS	\$905.72	federal & fica taxes
12/29/09	US Bank	MN Dept of Revenue	\$323.53	state payroll taxes
12/30/06	State of Minnesota	US Bank	\$699,218.04	direct state payment



Eugene D. Johnson, Publisher • Pat Daul, Associate Publisher 4779 Bloom Ave., White Bear Lake, Mn 55110
Phone: 651-407-1200 • Fax: 651-429-1242

December 1, 2006

Dawn Maslowki
Administrative Assistant
Mahtomedi School District
1520 Mahtomedi Avenue
Mahtomedi, MN 55115

RECEIVED
DEC 04 2006

Dear Ms. Maslowski,

The White Bear Press newspaper wishes to be considered as your official newspaper for 2007.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We prefer submittal of legal notices by mail or fax at 651-429-1242, or e-mail your notices to legals@izoom.net - clearly labeling them as "Legal Notices."

The rate is \$13.20 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Thursday by 5 PM for the following Wednesday's publication. In an emergency we can receive notices until noon on Friday.

We welcome the opportunity to serve you and look forward to any questions or concerns you may have.

Sincerely,

A handwritten signature in cursive script that reads "Lisa Graber".

Lisa Graber
Legal Notice Coordinator



MAHTOMEDI PUBLIC SCHOOLS

Individual Attention with a World View

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING LIMITED AUTHORIZATION FOR THE SUPERINTENDENT AND BUSINESS MANAGER TO SIGN CONTRACTS

WHEREAS, Minnesota Statutes § 123.37, Subdivision 1. a. provides school boards with the authority to authorize superintendents and business managers to sign contracts within adopted budgets, and

WHEREAS, numerous contracts of a routine nature need to be executed on a regular basis, and

WHEREAS, Minnesota Statutes §123.37 stipulates that contracts made without compliance to this section can be found to be void,

BE IT THEREFORE RESOLVED that the school board authorizes the superintendent and business manager to execute contracts within the adopted budget as approved by the school board provided that any transaction in an amount exceeding the minimum for which bids are required must first be specifically authorized by the school board and must fulfill all other applicable requirements.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon voted being taken thereon, the following voted in favor thereof: _____ and the following voted against: _____ whereupon said resolution was declared duly passed and adopted.



MAHTOMEDI PUBLIC SCHOOLS

Individual Attention with a World View

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO AUTHORIZATION AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND PROVIDING FOR SURETY BOND PROTECTION

THEREFORE, BE IT RESOLVED by Independent School District No. 832 as follows:

1.) Pursuant to Minnesota Statutes § 47.41, the School Board of the District and the Chairperson, Clerk, and Treasurer thereof who are authorized to sign checks, drafts, warrants, vouchers, or other orders on public funds, hereby authorize the School District depository bank to honor any such instrument bearing a facsimile signature of said officers and to charge the same to the account upon which drawn as fully as though the same bore the manually written signature of such officers.

2.) Pursuant to Minnesota Statutes § 47.42, the School Board of said District approves the use of such facsimile signatures and hereby determines to insure the School District with an insurance company authorized to do business within the state in the amount of \$100,000 in the form of a surety bond or otherwise against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures unless said loss occurs by reason of any officer's wrongful act.

3.) The clerk is hereby authorized and directed to furnish the School District depository with a copy of this resolution, and the School District officers and said depository are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____ whereupon said resolution was declared duly passed and adopted.