

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, July 10, 2008 - 7:00 AM
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
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items
5. PRESENTATIONS/RECOGNITION
 - A. There will be no building presentation/school board recognition this month.
6. PUBLIC COMMENT
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.
7. REPORT FROM STUDENT REPRESENTATIVE
 - A. There will be no student representative report this month.
8. APPROVAL OF MINUTES
 - A. June 12, 2008 - Regular Meeting 4
 - B. June 26, 2008 - Study Session 9
9. ACTION ITEMS
 - A. Approval of Health and Safety Attachment 99 11
Presenter: Phil Belden
 - B. Approval of Northeast Metropolitan Intermediate School District No. 916's Health and Safety Program Budget Resolution 26
Presenter: Denise Sundstrom
 - C. Approval of Community Athletic Recreation Facilities Resolution 29
Presenter: Steve Wolgamot
 - D. Approval of Superintendent's Contract (2008-2011) 30
Presenter: Kevin Donovan

- 10. DISCUSSION/INFORMATION ITEMS
 - A. Calendar of Events 39
 - B. Review of District Logo Development Process 40
Presenter: Denise Waalen

- 11. SCHOOL BOARD COMMITTEE REPORTS
 - A. Association of Metropolitan School Districts (AMSD) Board
Presenter: Steve Wolgamot
 - B. East Metro Integration District 6067 (EMID)
Presenter: Kevin Donovan
 - C. Minnesota School Boards Association (MSBA) Legislative Liaison
Presenter: Cathy Dalton
 - D. Northeast Metro 916 Board
Presenter: John Belisle

- 12. SUPERINTENDENT'S REPORT
 - A. Review Agenda for Administrators' Retreat, August 13-14, 2008

- 13. ADJOURNMENT

- 14. CONSENT AGENDA ITEMS (Items Approved Under #4) 46
 - A. Approval to Pay Bills 60
 - B. Approval of Wire Transfer Transactions 60
 - C. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Kirsten Bouwens - Principal - O. H. Anderson
Elementary School (7/1/08)
 - b. Ellen Isaacson - Elementary Extended Day Program
Supervisor (2008-2009)
 - c. Mahtomedi Principals' Association (2008-2010)
 - d. Michlyn Newman - Kindergarten Teacher - Wildwood
Elementary School (2008-2009)
 - e. Lynne Viker - Director of Special Services - District
Wide (2008-2010)
 - f. Angela Wendelboe - Special Education Teacher -
Mahtomedi Middle School (2008-2009)
 - g. Holly Wilson - Physical Education/Health Teacher -
Mahtomedi Middle School (2008-2009)
 - 2. Approval of Resignations/Retirements/Terminations
 - a. Rainiera Letourneau - Paraprofessional - Mahtomedi
Middle School (6/5/08)
 - b. Paula Metling - Paraprofessional - Mahtomedi Middle
School (6/5/08)

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.

Minutes of Regular Meeting

Board of Education Mahtomedi Public Schools

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **June 12, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Meeting called to order at 7:00 p.m. by Chair Steve Wolgamot.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Cathy Dalton; Kevin Donovan; Bill Roberts; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Wolak, ex officio.

3. APPROVAL OF THE AGENDA

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

4. APPROVAL OF THE CONSENT AGENDA - See #14 for Consent Agenda Items

Donovan moved, Belisle seconded, approval of the actions recommended on the consent agenda. Carried.

5. PRESENTATIONS/RECOGNITION

A. Jennifer Steiger - Recipient of 2007-2008 Siemens Award for Advanced Placement

The Siemens Award is given to one Minnesota teacher each year. This year, the award was given to Jennifer Steiger for her role in increasing student scholarships and participation in Advanced Placement courses at Mahtomedi High School. School board members thanked Steiger for her leadership in teaching and state recognition for her work.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

A. There will be no student representative report this month.

8. APPROVAL OF MINUTES

A. May 8, 2008 - Study Session

Roberts moved, Schwartz seconded, approval of the minutes from the May 8, 2008, school board study session. Carried.

B. May 8, 2008 - Regular Meeting

Roberts moved, Schwartz seconded, approval of the minutes from the May 8, 2008, regular school board meeting. Carried.

C. May 22, 2008 - Study Session

Roberts moved, Schwartz seconded, approval of the minutes from the May 22, 2008, school board study session. Carried.

9. ACTION ITEMS

A. Approval of Spanish 6-12 Curriculum Review and Proposal

Ann Garry, High School Spanish Teacher, presented the results of the Spanish Curriculum Review and highlighted key accomplishments of teachers as a result of the review process. The comprehensive review included vertical conversations with teachers K-12. One major result is that more challenging curriculum will be offered to students in elementary grades. Students enrolled in grades K through 7 participate in required Spanish instruction. Students enrolled in grades 8 through 12 elect or choose coursework in Spanish. Spanish IV and Spanish V will be offered as college credit for this upcoming school year. At this time, 145 students are enrolled in these two courses for fall quarter. Five university credits will be given to each student participating in the coursework.

School board members asked questions about parent participation in the review, the effect of elementary instruction on the rigor of courses offered at the secondary level, and how students might be grouped by language ability to increase student learning. Roberts moved, Belisle seconded, approval of the Spanish 6-12 curriculum review. Carried.

B. Approval of Preliminary Budget for 2008-2009

Denise Sundstrom, Director of Business Services, presented the Preliminary Budget for 2008-2009. Sundstrom reviewed the budget assumptions and for each major fund highlighted projected revenues, expenditures, and fund balances. General fund education formula allowance increased by \$50 per pupil unit and the 2008 Legislature provided an additional one time \$51 per pupil unit increase. This combined revenue increase was not sufficient to balance the revenue/expenditure budget. Accordingly, the school board adopted spending reductions of \$500,000 in March 2008. Superintendent Mark Wolak noted that if spending reductions are

necessary for the 2009-2010 school year, it will likely require the school district to reduce programs and staffing. The school district has reduced spending five of the past six years in order to balance revenue with expenditures. A copy of the Preliminary Budget for 2008-2009 is available for public review at the district office. Schwartz moved, Roberts seconded, approval of the preliminary budget for 2008-2009. Carried.

C. Policies

1. Approval of Policy 705 - Investments

Donovan moved, Belisle seconded, approval of Policy 705 - Investments. Carried.

2. Approval of Policy 706 - Acceptance of Gifts

Donovan moved, Belisle seconded, approval of Policy 706 - Acceptance of Gifts. Carried.

3. Approval of Policy 706.1 - Expenditures - Payment for Goods and Services

Donovan moved, Belisle seconded, approval of Policy 706.1 - Expenditures - Payment for Goods and Services. Carried.

10. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Steve Wolgamot reviewed the calendar of events.

B. Program Review - Mahtomedi High School

Rob Pontious, Choral Director at Mahtomedi High School, presented the revised balanced scorecard for the High School. Pontious noted improved interdependence and big picture thinking by High School staff as this scorecard was developed. Developing the scorecard was more difficult than a typical curriculum review because it required the staff to think about school-wide improvements based on a data and a system of measurement. The school board will hear a progress report at the October 2008 Data Retreat.

C. Review International Travel Request as Per Policy - Mahtomedi High School Band and Choir Students Traveling to Costa Rica, March 14-24, 2009

Superintendent Wolak recommended approval of the international travel request. Belisle moved, Roberts seconded, approval of travel request - Mahtomedi High School Band and Choir Students to Costa Rica, March 14-24, 2009. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

No report.

B. East Metro Integration District 6067 (EMID)

School board clerk Kevin Donovan reported on the Spring Lake Park school district's interest in joining EMID.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School board treasurer Cathy Dalton reported on new legislation permitting school districts to contract with third party providers to conduct background checks on candidates for employment.

D. Northeast Metro 916 Board

School board director John Belisle noted his written report in the school board materials.

12. SUPERINTENDENT'S REPORT

A. Progress Report on Facilities Comprehensive Plan

Superintendent Mark Wolak provided a progress report on the school district facility planning. By the end of June, three major reports will be completed; District Enrollment Study, Education Adequacy Report, and Facility Needs Report. This will mark the end of Phase I – Assessment. The Citizen Group will meet in July to review the Education Adequacy and Facility Needs Reports. The School Board will hear the Facility Needs Report at the June 26 study session.

B. Mahtomedi Compensation Plan Update (Q-Comp Plan)

A team of teachers with the assistance of district administration completed and submitted a plan for alternative compensation to the Minnesota Department of Education. Once approved, the school district will receive additional revenue to expand teacher development and teacher coaching and mentoring. The goals of the Mahtomedi Compensation Plan link directly with district and school goals for improving student learning through improved professional practice.

13. ADJOURNMENT

Roberts moved, Belisle seconded, adjournment. Meeting adjourned at 8:37 p.m. Carried.

14. CONSENT AGENDA ITEMS (Items Approved Under #4)

A. Approval to Pay Bills

- B. Approval of Wire Transfer Transactions
- C. Approval of International Travel Request as Per Policy - Mahtomedi High School French Department Traveling to France, June 8-22, 2008
- D. Gifts/Grants
 - 1. Approval of Donation from Robert Carr & Associates, Inc. to Mahtomedi High School Hockey Program - \$1,000
 - 2. Approval of Donation from Mahtomedi Area Educational Foundation to Mahtomedi High School Celebration of Excellence - \$500
 - 3. Approval of Donation from Arnold and June Becklin to Mahtomedi High School Choir Program - \$500
 - 4. Approval of Donation from Wildwood Lions Club to Mahtomedi High School Girls' Swim Team - \$250
- E. Personnel
 - 1. Approval of Contracts and Work Agreements
 - a. Custodial Unit (International Union of Operating Engineers Local 70) (2008-2010)
 - b. Denise Waalen - Assistant Superintendent - District Office (2008-2010)
 - c. Kathleen Westafer - Special Education Teacher - Mahtomedi Middle School (2008-2009)
 - 2. Approval of Leaves of Absence
 - a. Molly Hollihan - Assistant Principal - Mahtomedi Middle School (8/8/08 to 11/3/08)
 - b. Lorie Kaehler - English Teacher - Mahtomedi Middle School (8/25/08 to 10/3/08)
 - c. Nicole Poirier - Speech, Early Childhood Special Education - District Education Center (8/25/08 to 11/14/08)
 - d. Lori Wojtas - Math Teacher - Mahtomedi High School (8/25/08 to 1/23/09)
 - 3. Approval to Rescind Board Action Taken on April 10, 2008
 - a. Dowling, Walter - Rescind approval to continue to be on Probationary Status
 - 4. Approval to Terminate and Nonrenew Probationary Teaching Contract
 - a. Walter Dowling - Teacher - Mahtomedi Learning Center (6/6/08)
 - 5. Approval of Layoff
 - a. Helen Gilbertson - Receptionist - O. H. Anderson Elementary School (6/13/08)

KEVIN P. DONOVAN, CLERK

Minutes of Study Session

Board of Education Mahtomedi Public Schools

A Study Session of the Board of Education of the Mahtomedi Public Schools was held **June 26, 2008**, beginning at 5:30 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Chair Steve Wolgamot called the study session to order at 5:35 p.m.

2. ROLL CALL OF ATTENDANCE

Present: John Belisle; Cathy Dalton (arrived at 6:00 p.m.); Kevin Donovan; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Wolak, ex officio. Absent: Bill Roberts.

3. DISCUSSION/INFORMATION ITEMS

A. Hear Update from Community Athletic/Recreation Team

Herb Gibson, one of several community leaders working on the Community Athletic Recreation proposal, provided a progress report on the overall planning effort. A group of community leaders is proposing a major improvement in athletic and recreation facilities currently operated and managed by the school district. The improvements and operations of the facilities would be paid for by private donations. In turn, a larger share of current state and local tax revenue to the school district will be dedicated to academic programs and services. Community leaders are considering the benefits of a 501(c)(3) for organization and management for long-range fidelity of the plan.

School board members will consider a resolution in support of the proposal that specifies the conditions under which the school district will proceed with the Community Athletic Recreation proposal. The proposal specifies that all field and facility improvements will be paid for by private funds including a fund dedicated to ongoing maintenance and operations.

B. Hear Report on Facility Needs

Johnson Controls Solution Team presented a report on facility needs by building. The report details the condition of all assets and identifies improvements necessary over the next ten or more years. Initial findings were reviewed several times by district staff and the Center for Efficient School Operations (CESO). This study was completed over three months and included assistance from eleven agencies.

More than 1,500 hours of analyst time is included in the development of this report. Assessment areas included: accessibility, asbestos, fire and security, electrical, interior finishes, ventilation and dehumidification, plumbing and heating, lots/walks/fields, and general building envelope. The complete report is available for review at the District Office.

The review of this report marks the end of the assessment phase of the comprehensive facility planning. Now, the school board, administration, citizen's group, and JCI team will work together to develop various solutions to address the findings from Phase I.

4. ADJOURNMENT

Donovan moved, Belisle seconded, adjournment. Meeting adjourned at 7:20 p.m.
Carried.

KEVIN P. DONOVAN, CLERK

I.S.D. 832 MAHTOMEDI SCHOOLS
FY 2008 – 2009
HEALTH AND SAFETY
ATTACHMENT 99 CRITERIA
FOR SCHOOL BOARD CERTIFICATION

TO: SCHOOL BOARD MEMBERS
FROM: PHIL BELDEN, COORDINATOR OF HEALTH & SAFETY
DATE: JULY 10TH, 2008

Attachment 99 Performance Criteria

General Comments

Key district personnel are: Phil Belden, Coordinator of Health and Safety
Julie Osterbauer, (Custodial) Assistant to Coordinator
Mathew Young, High School Science Lab Safety
John Allen, Middle School Science Lab Safety
Mark LeFeber, Industrial Technology Safety
Art Safety, to be determined
Dyan Lovgren, OSHA recordkeeping
Kathy Frank, District Nurse, Blood borne Pathogen
Health and Safety Management Assistance Professionals:
Mike Weigel, Metro ESCU
Debbie Green, A.E.S. (Applied Environmental Sciences)

Completion steps for Attachment 99

General Requirements

Written Plans have been reviewed by the District and A.E.S. (Applied Environmental Sciences) for compliance. Please see attached for recommendations. Approximately 80-90% complete. Ongoing

Part 1 Attachment 99 Performance Criteria - IAQ Management Plan

IAQ Coordinator

District 832 IAQ Coordinator: Phil Belden, Certificate number # I 1025

Communication Pathways: Globe
Employees Health and Safety Program
All Staff Handbooks
District Wide Share Network
Newsletters

Walk-through performed

Walk through completed by Heather Heil, A.E.S. from Jan 15th through Feb 19th 2008. Documents are located in the Health and Safety office in the I.A.Q. file.

Walk through also completed by the District's Health and Safety Committee.

O & M program managed through F.M. Systems.

Attachment 99 Performance Criteria – Safety Committees

District 832 Health and Safety Committee Members:

Phil Belden, Coordinator of Health & Safety / Indoor Air Quality

Julie Osterbauer, Assistant to Coordinator (Custodial)

Dyan Lovgren, (Clerical)

Mary George, (Community Education)

Kathy Frank, (Health Services)

Jeff Whisler, (Activities)

Principals, (to be determined)

Thomas Cappelen (Wildwood Elementary)

Bryan Allen, (Middle School)

John Petronek, (O.H. Anderson Elementary)

Special Education, (to be determined)

Tim Taylor, (Food Service)

I.S.D. 832 staff per OSHA 300, total number of recordable injury/illness cases: 8

Days lost due to accidents / injuries 2007-2008: 0

Two greatest concerns: **1. Compliance of Health and Safety Practices**

Educational staff compliance with on-line training.

General housekeeping in classrooms.

2. Compliance of Written Plans

Attachment 99 Performance Criteria – Lab Safety

Chemical Hygiene Officers Appointed: Mathew Young, High School

John Allen, Middle School

Written plan has been revised. (December 2007) and is located in the Health & Safety office.

Attachment 99 Performance Criteria – Lock out / Tag out

Written plan has been revised. (May 2008) and is located in the Health & Safety Office and all custodial offices.

Attachment 99 Performance Criteria – Confined Space

Working with A.E.S. Written plan is ongoing. No district personnel are allowed in any permitted confined space in the district at this time.

Attachment 99 Performance Criteria- Employee Right-To-Know

Written plan has been revised. (May 2008) and is located in the Health & Safety office.

Attachment 99 Performance Criteria due at MDE 7/25/2008

General Comments

- School district personnel shall be involved in the process of completing this section. This section cannot be completed as a “turnkey” process.
- Responsibility for Health and Safety belongs at the district level. The task can, in certain circumstances, be delegated to employees or contractors, but not the responsibility.
- There must be a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information.
- Attachment 99 replaces Attachment 4 as a reporting requirement. Only Attachment 99 and not Attachment 4 shall be reported to the MDE. Attachment 4 should be used by your district to internally review all Health and Safety programs. MDE is phasing in topics a portion each year until they are all entirely included. For 2008 Pay 2009, the topics are limited to Indoor Air Quality, Safety Committees, Laboratory Safety, Confined Spaces and Employee Right-To-Know. Specific performance criteria are described and the district must either verify they will meet MDE’s criteria or provide their own. Either way, districts will be held to their board-adopted performance criteria. Substituted criteria which is not performance based is an unacceptable report.
- Districts are required to follow the directions shown below and return the completed, board-certified Attachment 99 in order to receive H&S funding for 2008 Pay 2009. All H&S new funding will be delayed until the Attachment 99 is received and verified.
- H&S Management Assistance professionals will key their reporting to the elements in this Attachment. This is part of MDE’s plan to verify that the district is meeting its performance criteria commitment and has conducted a hazard assessment and adopted plans for hazard removal, per page 57 of this Attachment. A district may not refuse access by a Management Assistance professional to accomplish this task and the MDE will not process requests for funding approval without a properly completed Attachment 99. See Attachment 9 for MDE involvement with the Management Assistance program.

Completion Steps for Attachment 99

- District reviews its health and safety hazards, plans/programs to manage them, and this letter and attachments.
- District reviews Attachment 99, affirms each element by highlighting or otherwise indicating, and completes all forms accurately. The attachment is designed to be a “turn-around document.”
- School board validates the information on Attachment 99, certifying that the information in the completed Attachment 99 H&S Performance Criteria will be implemented during school year 2008-2009. In this manner the board, as the policy-setting authority, recognizes and accepts its responsibility for Health and Safety in a manner satisfactory to MDE. A copy of the board-approved minutes and agenda must be attached.
- District returns Attachment 99 in time to arrive at MDE, attn Audrey Bomstad, or alternatively each region Management Assistance professional, no later than July 25, 2008. Late submissions are strongly discouraged.
- Electronic submission is acceptable and is preferred. Otherwise, provide two paper copies with visible highlighting. Don’t forget to maintain a copy in district files, and to highlight adopted language.

Begin Board-certifying here. General Requirements

- ✓ • The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- ✓ • There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- 90% ✓ • The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- ✓ • In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.

- ✓ • The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.
- ✓ • The district has contracted for a Management Assistance professional (or not). His/her name is:

Debbie Graen - AES Mike Weigel - ESCU

Part I Attachment 99 Performance Criteria – IAQ Management Plan

A. IAQ Coordinator – required in plan

- ✓ • A person meeting criteria in Attachments 3 and 7 has been appointed as the districts IAQ coordinator
- ✓ • Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- ✓ • IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.
- ✓ • The IAQ Coordinator's name and certificate number are: Phillip Belden I 1025

B. Walk-through performed (required in plan)– Walkthroughs shall be performed at least annually on

- ✓ all school buildings in the district that houses students and/or employees and shall evaluate the following:
 - ✓ • Obvious water intrusion problems (interior and exterior)
 - ✓ • Obvious ventilation failures and/or problems
 - ✓ • Obvious building/structural failures and/or problems
 - ✓ • Overall cleanliness of buildings and classrooms
 - ✓ • Assess the need for O&M programs (e.g. ventilation, carpet, building compounds)

C. Evaluation of key building systems- required in plan

- ✓ • District shall evaluate all classrooms using equivalent* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- ✓ • District shall evaluate ventilation systems using equivalent* to the EPA's Tools For Schools Ventilation Checklist at least annually. Activity 22 may be excluded here.
- ✓ • District shall evaluate all building maintenance issues using equivalent* to the EPA's Tools For Schools maintenance checklist at least annually.

* Equivalent means that each element of each topic is included to the depth described in TFS. If there is a significant departure, an explanation shall accompany the plan.

D. IAQ Management Plan (required in plan) - District shall develop and implement an effective **district specific** IAQ management plan that shall at a minimum have the following elements:

- ✓ • Identification of IAQ Coordinator
- ✓ • Communication plan/policy that is specific to the district
- ✓ • Complaint plan/policy that is district specific
- ✓ • Plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process
- ✓ • Implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks)
- ✓ • Operations and maintenance plan to maintain building components and mechanical systems
- ✓ • District policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.)
- ✓ • Annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

E. District responses to parental concerns--required in plan

- ✓ • Parents know where to go to find answers to their IAQ questions.
- ✓ • Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- ✓ • Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities

District
is using
Waldo
System

- ✓ contribute to a child's symptoms.
- ✓ • Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

***F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities Bonding and Levy programs**

- ✓ • All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- ✓ • Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- ✓ • Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

***G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."**

- ✓ • The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22. This activity does not have to be done to receive HS & funding.
- ✓ • The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- ✓ • The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- ✓ • The district shall monitor the use of chemicals, cleaning materials, carpet maintenance (if applicable) pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Note: Starred paragraphs are not mandatory for inclusion in the district's IAQ program for H&S funding.

Attachment 99 Performance Criteria – Safety Committees

- ✓ • A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.
- ✓ • Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- ✓ • Role of safety committee shall be stated, and shall include consideration of the following:
 - Review high hazard areas of health and safety for adequacy of program protection.
 - Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
 - Everyone in district needs to know they should contact members of safety committee FIRST for H&S issues.
- ✓ • There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- ✓ • The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- ✓ • The safety committee shall meet at least quarterly.
- ✓ • An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- ✓ • The chair shall be elected by the committee and identified by name.
- ✓ • Training shall be provided to safety committee members as to their roles and responsibilities.
- ✓ • Meeting activities shall include consideration of these activities:
 - Establish annual safety goals and objectives for meeting those goals
 - Conduct and/or review safety inspections
 - Assist in accident investigation.

No projects funded at this time

- Review accident reports and OSHA 300 logs.
- Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
- Review job procedures and recommend improvements
- Monitor safety program effectiveness
- Publicize and promote safety and health
- ✓ • School board shall review the program annually.

Attachment 99 Performance Criteria – Laboratory Safety Standard and Chemical Hygiene Plan

- ✓ • There shall be a written and current Chemical Hygiene Plan for all laboratories, per OSHA Laboratory Safety Standard 29 CFR 1910.1450.
- ✓ • The Chemical Hygiene Officer (CHO) shall be identified for each laboratory. His or her names are:
Mathew Young - High School John Allen - Middle School
- ✓ • The CHO shall be responsible for developing and reviewing at least annually chemical handling, storage labeling and disposal procedures (SOPs).
- ✓ • The CHO shall be responsible for reviewing at least annually lab activities to ensure safe procedures are used.
- ✓ • The CHO shall review stored chemicals annually and remove unused or excess amounts.
- ✓ • The CHO shall be responsible for developing and reviewing at least annually engineering controls (e.g. ventilation, chemical storage, fume hoods, gas lines and shutoff, fire prevention, eye-wash and deluge shower)
- ✓ • The CHO shall be responsible for developing and reviewing at least annually personal protective equipment (PPE) needs (e.g. eye protection, gloves, splash guards, gowns). Included are ensuring students do not wear dangerous clothing (e.g. rings, chains, unsafe shoes, un-bound hair).
- ✓ • The CHO shall be responsible for developing and reviewing at least annually necessary training for lab employees and ensure that safety is adequately included in curriculum.
- ✓ • The CHO shall be responsible for developing and reviewing at least annually record keeping practices and procedures, to include chemical inventory, MSDS sheets, monthly checks of safety equipment and implementing MDE and other safety checklists.

Attachment 99 Performance Criteria – Lockout/Tagout (LO/TO)

- ✓ • District shall develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147, explaining procedures for implementing Lockout/Tagout for each area for each building where LO/TO hazards exist.
- ✓ • The district administration shall identify school district Contact Person(s) for Lockout/Tagout zones.
- ✓ • The district administration shall survey the facility at least annually to identify energy potential physical hazards that require Lockout/Tagout.
- ✓ • The district administration shall train affected employees on proper Lockout/Tagout methods and techniques at least annually.
- ✓ • The district administration shall identify and procure Lockout/Tagout locks, tags and other devices.
(List locations of equipment)
- ✓ • The district administration shall evaluate Lockout/Tagout record keeping practices and procedures at least annually.
- ✓ • Procedures are in place to inform contractors of Lockout/Tagout requirements
- ✓ • Specific energy controls are developed when required.
- ✓ • The district administration shall evaluate current Lockout/Tagout procedures at least annually.

• The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9804

Attachment 99 Performance Criteria – Confined Spaces

Review program and obtain school board approval at least annually.

Confined Space Standard

- ✓ • District shall develop and implement a Written Management Plan for Confined Spaces, encompassing

OSHA standard 29 CFR 1910.146, explaining procedures for implementing Confined Spaces for each area for each building where Confined Spaces hazards exist.

District personnel does not enter any permitted confined space.

- ✓ • The district administration shall identify school district Contact Person(s) for Confined Spaces permit and non-permit zones.
- ✓ • The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797
- ✓ • The district shall determine the location of all Confined Spaces, and which are Permit Required Confined Spaces using the criteria found in Attachment A of the standard.
- ✓ • Using the criteria found in 1910.146(c)(5), the district shall determine which Permit Required spaces need comply with paragraphs (d) through (f) and (h) through (k) of the standard.
- ✓ • For Permit Required spaces that need not comply with paragraphs (d) through (f) and (h) through (k) of the standard, the district shall establish and maintain monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient.
- ✓ • For Permit Required spaces where the district has not established and maintained monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient, the district shall implement paragraphs (d) through (f) and (h) through (k) of the standard.
- ✓ • The district shall establish a properly trained and provisioned Permit Required Confined Space rescue and emergency service, that will become activated whenever a person enters a Permit Required Confined Space.
- ✓ • The district shall carry out practice Permit Required Confined Spaces rescues at least once every 12 month, as called for under paragraph (K) of the standard.
- ✓ • District shall inform Confined Spaces entrants information called for in the standard, how they may communicate with persons outside the Confined Spaces and what steps they should take if they should develop a medical emergency while in the Confined Spaces (e.g. heat stress, electrocution, burns, heart attack, etc.).
- ✓ • The district shall inform any outside contractor doing work in a Confined Space that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program per 1910.143.

Attachment 99 Performance Criteria – Employee Right-To-Know (ERTK)

Employee-Right to Know - Hazard Communication. The program shall:

Ongoing MSDS sheets

- ✓ • Develop and implement a Written Management Plan for Minnesota Employee Right To Know, in compliance with Minnesota Regulations 5206.
- ✓ • Identify school district Contact Person(s) for MN ERTK.
- ✓ • Review Written Plan as needed, and update (at least annually).
- ✓ • Identify Hazard communications functional areas (e.g. kitchen, shops, art, maintenance, etc.).
- ✓ • Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards.
- ✓ • Manage Material Safety Data Sheet (MSDS) acquisition, compilation and distribution. Ideally, MSDS would be available in functional area.
- ✓ • Perform Chemical Inventory. Update at least annually. Ideally, chemical inventory would be available with MSDSs in functional area.
- ✓ • Monitor use and markings on Secondary Use Containers.
- ✓ • Ensure placement of ERTK Minnesota-approved posters.
- ✓ • Perform initial and annual functional area training.
- ✓ • Provide all record keeping activities and procedures.
- ✓ • Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- ✓ • Monitor or provide updates on regulatory changes and new developments.
- ✓ • Review program and obtain school board approval at least annually.

Individual Hazards Identified In H&S Management Assistance Reports

Location	Equipment	Brief Description of Hazard	Work to be accomplished	Anticipated Completion
High School Kitchen	Exit Sign	Evacuation Hazard	Relocate Exit sign	Completed Jan 10th 2008
High School Room 1025	Eye Wash Station	Missing eye wash station	No longer conduct activities that require an eye wash station	11/19/07
High School Room 1025	AV Cart	Ungrounded	Replaced power cord	11/19/07□

Date: July 10th 2008

School District: Mahtomedi Schools I.S.D. 832

Person Affirming: Steven Wolgamot

Signature: _____

Telephone with ext. _____

I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. § 123B.57 regardless of whether or not funding is requested. A copy of the school board minutes is attached.
Additional comments:

As Coordinator of Health and Safety I feel that the District is 95% compliant with local, state, and federal regulations. I feel that the program is working well because we have few staff concerns and even with a slight increase of reported injuries/illnesses we have had a decrease in work days lost due to injuries and illnesses. We will keep working towards regulations compliance.

I would also like to thank the Health & Safety Committee members and a special thank you to Julie Osterbauer with her assistance with the Health and Safety program.

Phillip Belden

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing the summary.

Using the Log, count the individual entries you made in each category. Then write the total below, making sure you've added the entries from every page of the Log. If you no cases write "0".

Employees, former employees and their representatives have the right to review the OSHA 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days with job transfer or restriction
(K)	(L)

Injury and Illness Types

Total number of ...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions	(4) Poisonings	(5) Hearing loss	(6) All other illnesses
(M)	0	0	0	0	0	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.



Year 2007

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment information	
Establishment name	Mahtomedi Public Schools #832
Location	
District Education Center	
Street	1620 Mahtomedi Ave
City	Mahtomedi
State	MIN
Zip	55116
Industry Description	
Elementary and secondary schools	
Standard Industry Classification (SIC)	
821	
North American Industrial Classification (NAICS), if known	
N/A	
Employment Information	
Annual average number of employees	N/A
Total hours worked by all employees last year	N/A
Sign Here	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete	
Company Executive	<i>Debra Anderson</i>
Phone	651-407-2000
Date	2/1/08

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing the summary. Using the Log, count the individual entries you made in each category. Then write the total below, making sure you've added the entries from every page of the Log. If you no cases write "0".

Employers, former employees and their representatives have the right to review the OSHA 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	3
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work _____

Total number of days with job transfer or restriction _____

(K) _____ (L) _____

Injury and Illness Types

Total number of ... (M)

(1) Injuries	3	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection is estimated to average 50 minutes per response, including time for reviewing the instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Office, Bureau for the Paperwork Project, Washington, DC 20503. Do not send this information to the OSHA Office of Statistics, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.



Year 2007

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0178

Establishment information

Establishment name
Mahtomedi Public Schools #632

Location
Mahtomedi High School

Street
8000 75th Street N

City
Mahtomedi

State
MN

Zip
55116

Industry Description
Elementary and secondary schools

Standard Industry Classification (SIC)
821

North American Industrial Classification (NAICS), if known
N/A

Employment information

Annual average number of employees
N/A

Total hours worked by all employees last year
N/A

Sign Here

Knowingly falsifying this document may result in a fine. I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

Denise Lundstrom
Company Executive

(651) 407-2000
Phone

2/1/08
Date

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing the summary. Using the Log, count the individual entries you made in each category. Then write the total below, making sure you've added the entries from every page of the Log. If you no cases write "0".

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	2
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days with job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of ... (M)	(1) Injuries	2	(4) Poisonings	0
	(2) Skin disorders	0	(5) Hearing loss	0
	(3) Respiratory conditions	0	(6) All other illnesses	0

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Year 2007

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment information

Establishment name
Mahtomedi Public Schools #32

Location

Mahtomedi Middle School

Street

8100 76th Street N

City

Mahtomedi

State

MN

Zip

55116

Industry Description

Elementary and secondary schools

Standard Industry Classification (SIC)

821

North American Industrial Classification (NAICS), if known

N/A

Employment information

Annual average number of employees

N/A

Total hours worked by all employees last year

N/A

Sign Here

Knowingly falsifying this document may result in a fine. I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete

Denise Anderson
Company Executive

Phone (51) 407-2000
Date 2/1/08

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

Year 2007

U.S. Department of Labor
Occupational Safety and Health Administration

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	1
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work

(K) _____ (L)

Injury and Illness Types

Total number of ... (M)	(1) Injuries	1	(4) Poisonings	0
	(2) Skin disorders	0	(5) Hearing loss	0
	(3) Respiratory conditions	0	(6) All other illnesses	0

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Form approved OMB no. 1218-0176

Establishment information

Establishment name
Mahtomedi Public Schools #832

Location
O.H. Anderson Elementary School

Street
666 North Warner Ave

City
Mahtomedi

State
MN

Zip
55115

Industry Description
Elementary and secondary schools

Standard Industry Classification (SIC)
821

North American Industrial Classification (NAICS), if known
N/A

Employment Information
Annual average number of employees
N/A

Total hours worked by all employees last year
N/A

Sign Here
Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete

Denise Lundstrom
Company Executive Title
Date 2/1/08

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

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Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0 (G)	0 (H)	0 (I)	2 (J)

Number of Days	
Total number of days away from work	Total number of days with job transfer or restriction
(K)	(L)

Injury and Illness Types			
Total number of ...	(M)	(N)	(O)
(1) Injuries	1	(4) Poisonings	0
(2) Skin disorders	1	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

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Year 2007

U.S. Department of Labor

Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Establishment information	
Establishment name	Mahtomedi Public Schools #832
Location	Wildwood Elementary School
Street	535 North Warner Ave
City	Mahtomedi
State	State MN
Zip	Zip 55116
Industry Description	Elementary and secondary schools
Standard Industry Classification (SIC)	821
North American Industrial Classification (NAICS), if known	N/A
Employment information	
Annual average number of employees	N/A
Total hours worked by all employees last year	N/A
Sign Here	
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete	
 Denise Anderson Company Executive	
Phone	651 407-2000
Date	2/11/08

OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work _____

Total number of days with job transfer or restriction _____

(K) _____ (L) _____

Injury and Illness Types

Total number of ... _____

(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

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Year 2007

U.S. Department of Labor

Occupational Safety and Health Administration

Form approved OMB no. 1218-0178

Establishment information

Establishment name

Marlton Medi Public Schools #632

Location

Alternative Learning Program

Street

3132 Century Ave N

City

White Bear Lake

State

MN

Zip

55110

Industry Description

Elementary and secondary schools

Standard Industry Classification (SIC)

821

North American Industrial Classification (NAICS), if known

N/A

Employment information

Annual average number of employees

N/A

Total hours worked by all employees last year

N/A

Sign Here

Knowingly falsifying this document may result in a fine. I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.

Debrae Jundtson
Company Executive

Phone (651) 407-2000 Date 2/11/08

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT #832
(Mahtomedi)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a _____ meeting of School Board of Independent School District No. 832, State of Minnesota, was held on _____, 2008, at _____-o'clock __m., for the purpose, in part, of approving the Northeast Metropolitan Intermediate School District No. 916's health and safety program budget and authorizing the inclusion of a proportionate share of Intermediate School District's health and safety projects in the district's application for health and safety revenue.

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING NORTHEAST METROPOLITAN
INTERMEDIATE SCHOOL DISTRICT NO. 916'S HEALTH AND
SAFETY PROGRAM BUDGET AND AUTHORIZING THE INCLUSION
OF A PROPORTIONATE SHARE OF THOSE PROJECTS IN THE
DISTRICT'S APPLICATION FOR HEALTH AND SAFETY REVENUE**

BE IT RESOLVED by the School Board of Independent School District No. 832, State of Minnesota, as follows:

1. The school board of Northeast Metropolitan Intermediate School District No. 916 has approved a health and safety program budget for its facilities for the 2008-2009 school year in the amount of \$77,159. The various components of this program budget are attached as EXHIBIT A hereto and are incorporated herein by reference. Said budget is hereby approved.

2. Minnesota Statutes, Section 123B.57, Subdivision 1, as amended, provides that if an intermediate school district's health and safety budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its health and safety revenue application.

3. The proportionate share of the costs of the intermediate school district's health and safety program for each member school district to be included in its application shall be determined by utilizing a blended rate where half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of the member school district's net tax capacity to the total net tax capacity of the intermediate school district and half of the rate is determined by multiplying the total cost of the intermediate school district health and safety program times the ratio of ADM utilization by district to the total ADM utilization. The inclusion of this proportionate share in the district's health and safety revenue application for fiscal year

2009 is hereby approved, subject to approval by the Commissioner of the Minnesota Department of Education.

4. Upon receipt of the proportionate share of health and safety revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

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.

STATE OF MINNESOTA

COUNTY OF Washington

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 832, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Independent School District No. 832 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Northeast Metropolitan Intermediate School District No. 916's health and safety program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's health and safety projects in the district's application for health and safety revenue.

WITNESS MY HAND officially as such Clerk this 10th day of July, 2008.

Clerk
Independent School District No. 832

Northeast Metro 916
 FY09 Health and Safety
 Exhibit A

District #	District Name	Weighted Average*
	12 Centennial	\$ 4,436.26
	13 Columbia Heights	\$ 7,167.57
	832 Mahtomedi	\$ 2,593.14
	621 Moundsview	\$ 8,420.97
	622 North St. Paul	\$ 13,249.02
	623 Roseville	\$ 9,233.54
	833 South Washington County	\$ 12,752.65
	16 Spring Lake Park	\$ 3,776.66
	834 Stillwater	\$ 7,287.30
	624 White Bear Lake	\$ 8,241.89
		\$ 77,159.00

Health and safety category:

347 Physical Hazard Control	\$ 10,250.00
349 Hazardous Substance	\$ 1,000.00
352 H&S Management	\$ 40,209.00
358 Asbestos	\$ 22,200.00
363 Fire and Life Safety	\$ 3,500.00
366 Indoor air quality	\$ -
	\$ 77,159.00

RESOLUTION OF INDEPENDENT SCHOOL DISTRICT 832

Resolved:

WHEREAS: A group of prominent district residents has proposed a private fund-raising effort to fund dramatic improvements in the district's athletic facilities, and;

WHEREAS: The proposal includes a pledge and commitment that facilities so built and funded will be endowed and self-sustaining, including provision for a separate tax-exempt entity to provide for their operation, ensuring that such facilities will not adversely affect the district's educational budget and will not increase taxes, and;

WHEREAS: The initial proposed facilities will include at least upgraded and replaced tennis courts; field improvements; and an indoor arena for the district's renowned ice hockey programs, with facilities to be located on land now owned by the district, and;

WHEREAS: The district has a proud and well-established tradition of both academic and athletic excellence, and acknowledges the vital importance of physical activity and competition in building character, confidence and pride, and;

WHEREAS: The provision of first-class athletic facilities serves an additional important district goal of retaining and attracting qualified, talented and motivated students, and;

WHEREAS: The plan includes the additional commitment that construction will not begin until funds are in hand;

BE IT RESOLVED THAT:

Independent School District 832 endorses this community effort to raise funds for athletic improvements; expresses great appreciation for those community leaders willing to step forward with their leadership and their financial commitment in this effort; and looks forward to stunning success in this privately managed campaign.

EMPLOYMENT AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 832
AND
SUPERINTENDENT OF SCHOOLS

July 1, 2008 – June 30, 2011

THIS AGREEMENT, entered into this 10th day of July 2008, by and between Independent School District 832, a public corporation of the state of Minnesota, hereinafter referred to as the "School District" or "District," and Dr. Mark Wolak, a legally qualified and licensed Superintendent, hereinafter referred to as the "Superintendent," shall constitute the terms and conditions of employment.

I. Applicable Statute

This contract is entered into between the School District and the Superintendent in conformance with Minn. Stat. §123B.143, Subd. 1.

II. Licensure

The Superintendent shall furnish throughout the life of this contract a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

III. Duration, Expiration, Termination and Mutual Consent

A. Duration:

This contract is for a term of three (3) years commencing July 1, 2008 and ending June 30, 2011. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent, or unless terminated as provided herein.

B. Subsequent contract:

1. **Notice by Superintendent:** The notice provisions of this contract shall obligate the School Board only if no later than July 15 immediately prior to the expiration of this contract the Superintendent provides written notice to each member of the School Board calling to the attention of members of the School Board the notice requirements as contained in this section of the Superintendent's contract; provided that if the Superintendent provides this notice after July 15, the September 15 and November 15 deadlines in subparagraphs 2 and 5 shall be extended by the same number of days that the Superintendent's notice is delayed beyond July 15.
2. **Preliminary Notice—School Board:** In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than September 15 immediately preceding the date of expiration of this contract.
3. **Request for Meeting:** Within ten (10) calendar days after receipt of an intent not to renew, as provided in paragraph 2 hereof, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
4. **Meeting between the Parties:** Upon receipt of such request, the School Board shall within fifteen (15) calendar days hold a meeting with the Superintendent.
5. **Final Action—School Board:** The School Board shall delay taking final action on a subsequent contract for at least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than November 15 and shall notify the Superintendent of such action in writing.

6. **Effect:** The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written contract between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.

C. Expiration:

This contract shall expire at the end of the term specified in Section IIIA unless a subsequent contract is entered into or as otherwise provided herein. At the conclusion of its term, unless a subsequent contract is entered into, neither part shall have any further claim against the other, and the School District's employment of the Superintendent shall cease.

D. Termination during the Term:

The Superintendent's employment may be terminated during the term of this contract only for cause as defined in Minn. Stat. § 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of Minn. Stat. § 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the contract term for cause as described in Minn. Stat. § 122A.40, Subds. 9 or 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within fifteen (15) calendar day period, it shall be deemed acquiescence by the Superintendent to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

E. Mutual Consent:

This contract may be terminated at any time by the parties by mutual consent.

IV. Duties

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the chief executive officer of the School Board; shall direct and assign teachers and other employees of the schools under the Superintendent's supervision; shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall from time to time suggest policies, regulations, rules and procedures deemed necessary for the School District, and in general perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies,

regulations, rules and procedures established by the School Board and the State Board of Education. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees and provide administrative recommendations on each item of business considered by each of these groups.

V. Duty Year and Leaves

A. Basic Work Year:

The Superintendent's duty year shall be for the entire year as provided herein and the Superintendent shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused by the School Board or its designee.

B. Vacation:

The Superintendent shall earn thirty (30) days of paid vacation each contract year. The School Board encourages the Superintendent to use the vacation time. Each year's vacation shall be taken during the year or within twelve (12) months following the contractual year. If this contract is terminated during a contractual year, the Superintendent shall be entitled to pro rata vacation benefits during that year and such days' vacation shall be taken prior to the effective termination date of the contract. If the School Board desires to have the Superintendent work until the effective date of termination, it shall pay the Superintendent an amount equal to the salary for the number of accumulated vacation days not used. In case of the death of the Superintendent, the value of his/her unused accrued vacation days, not to exceed a total of thirty (30) days, shall be paid to his designated beneficiary, or, if there be none, to the Superintendent's estate.

C. Holidays:

The Superintendent shall be entitled to the following twelve (12) paid holidays each contract year:

July 4	New Year's Eve Day
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day After Thanksgiving	Presidents' Day
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day

If school is in session, the School Board reserves the right to cancel any of the above holidays and establish another holiday in lieu thereof.

D. Sick Leave:

1. At the beginning of each contract year, the Superintendent shall be credited with fifteen (15) days' sick leave allowance to be used for absences caused by illness or physical disability of the Superintendent or the Superintendent's children. In addition, the Superintendent shall be credited with a one-time credit of thirty (30) days of sick leave effective upon his/her employment with the School District.
2. Sick leave may be accumulated to a maximum credit of one hundred ninety-two (192) days.

3. Upon the completion of each contract year, a total of twenty, (20) accumulated unused sick leave days will be contributed by the district on behalf of the Superintendent into the District sponsored Health Care Savings Plan. The total number of accumulated unused sick leave days contributed into the Health Care Savings Plan on an annual basis will be deducted from the one hundred twenty-five, (125) days available upon separation of service.
4. Upon termination of employment with the School District by non-renewal, resignation, retirement or termination, except if termination is for cause as defined in Minn. Stat. § 122A.40, Subd. 9 or 13, the Superintendent shall be entitled to per diem compensation for any accrued and unused sick leave, not to exceed a total of one hundred twenty-five (125) days' pay, including the days paid into the Health Care Savings Plan described above.

E. Personal Leave:

The Superintendent may be granted a paid leave at the discretion of the School Board of no more than two (2) days per year, non-accumulative, for situations requiring the Superintendent's personal attention that arise during the normal work day. Days approved for personal leave are deducted from accumulated sick leave.

F. Bereavement Leave:

Paid leave will be granted to the Superintendent upon a death in the Superintendent's immediate or close family. The particular amount of leave pursuant to this section will be subject to the approval of the School Board chair.

G. Jury Duty Leave:

The Superintendent will receive regular pay from the School District during the time of service on jury duty. Any sum given the Superintendent for service on jury duty, but not for travel expenses, shall be reimbursed by the Superintendent to the School District.

H. Long-term Disability Leave:

If the Superintendent is unable to perform his/her duties because of personal illness or disability, the School District shall continue to pay his/her regular salary until he/she qualifies for long-term disability insurance as provided in this contract.

I. Medical Leave:

1. The Superintendent and School District agree to incorporate by reference and be bound by the provisions of Minn. Stat. § 122A.40, Subd. 12 relating to suspension and leave of absence for health reasons.
2. If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to Minn. Stat. § 122A.40, Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one (1) year in duration. The School Board may, at its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. While on medical leave, the Superintendent is eligible to continue to participate in group

insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the entire premium for such programs as the Superintendent wishes to retain, commencing with the beginning of the leave. If medical leave of at least one (1) full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled pursuant to Minn. Stat. § 122A.40, Subd. 12.

J. Professional Leave:

The School Board recognizes the importance of encouraging the Superintendent to attend or participate in educational conferences or meetings as a necessary part of professional growth. The Superintendent is encouraged to attend appropriate professional meetings at the local, state and national level, the expenses of such attendance to be paid by the School District. The School Board expects the Superintendent to continue his professional development on an annual basis and expects him to participate in relevant learning experiences consistent with the budget adopted by the School Board. The Superintendent shall file an itemized expense statement with the Business Office of the School District, to be processed as provided by law. The Superintendent shall from time to time advise and report to the School Board on the meeting and conferences he/she will be attending or has attended.

VI. Insurance

A. Health and Hospitalization:

1. The selection of the insurance carrier and the policy shall be made by the School District.
2. The School District shall contribute an amount equal to the full premium of single coverage for the co-pay plan for the Superintendent who is qualified and is enrolled in the School District's health and hospitalization plan.
3. The School District shall contribute up to the sum of \$14,991.76 for the first year of the contract, \$17,090.61 for the second year of the contract and to be negotiated for the third year of the contract toward the premium for family coverage for the Superintendent who is qualified and enrolled in the School District's health and hospitalization plan. Any additional costs of the premium shall be borne by the Superintendent and paid by payroll deduction.

B. Dental Insurance:

The School District shall provide the Superintendent with a dental insurance plan and shall pay the total premium for family coverage.

C. Life Insurance:

The School District shall purchase four hundred thousand dollars (\$400,000) of group term life insurance on the life of the Superintendent. The School District shall pay the entire premium for this coverage. Coverage shall provide double indemnity protection in case of accidental death.

D. Long-Term Disability Insurance:

The Superintendent will be eligible to participate in the School District's long-term disability/income protection plan. The School District will pay the annual premium. The

income of the Superintendent, if the Superintendent becomes disabled from a sickness or accident, will be insured after ninety (90) consecutive calendar days to the extent of 66 2/3% of the Superintendent's regular salary. Benefits will be payable as long as the Superintendent remains totally disabled but not beyond the Superintendent's 65th birthday. Benefits to a disabled Superintendent will be determined and paid as described in the long-term disability policy.

E. Liability and Errors and Omission Insurance:

1. The School District shall provide, at School District expense, liability insurance naming the Superintendent as an insured, along with the School District, in an amount not less than that which is required by law for the School District.
2. The School District shall provide the Superintendent with errors and omissions coverage applicable to the performance of the Superintendent's job responsibilities.

F. Retiree Insurance:

The Superintendent shall be eligible upon retirement to continue in the School District's group health, dental and life insurance plans as described in Minn. Stat. § 471.61, Sub 2b at his/her own expense if an active participant at the time of retirement.

G. Claims against the School District:

The parties agree that the eligibility of the Superintendent for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District, pursuant to this contract. It is further understood that the School District's obligation is to purchase insurance policies as described herein and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

VII. Other Benefits

A. Travel

When using a personal car to conduct School District business, the Superintendent will be reimbursed according to District Policy. The School District will establish a standard mileage rate applicable to all employees of the School District.

B. Conferences and Meetings:

The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereat is required, directed or permitted by the School Board.

C. Professional and Civic Organizations:

The Superintendent is expected to maintain memberships in MASA and AASA and other appropriate professional organizations. The School District shall pay for the memberships in such organizations and additional expenses for attendance at state and national conventions of such organizations consistent with the amount provided for such use in the School District's general fund budget. The District shall also pay for the Superintendent's membership in the Lions and/or Kiwanas and Chamber of Commerce.

D. Severance Pay:

1. The Superintendent shall be eligible for earned and accrued severance pay as outlined in this section if he/she retires from the School District after qualifying for the "Rule of 90" under the Teachers' Retirement Act (TRA).
2. The Superintendent will be eligible for earned and accrued severance pay if he/she leaves the employment of the School District prior to reaching the "Rule of 90" in the event that the School District determines not to offer the Superintendent a subsequent contract.
3. The Superintendent will not be eligible for earned and accrued severance pay if the Superintendent, at his/her election, leaves the School District prior to reaching the "Rule of 90."
4. The Superintendent will earn fifteen (15) days' salary as severance for each full year of employment with the School District to a maximum of six (6) months of annual base salary.
5. Payment of severance pay shall be paid to the Superintendent within sixty (60) days following the Superintendent's separation of employment from the School District. If the Superintendent dies after separation from the School District but before disbursement of severance pay has been made, the payment will be made to the Superintendent's named beneficiary or, if none is named, to the Superintendent's estate.
6. Severance pay shall not be granted in the event of discharge by the School District pursuant to Article III, Paragraph D herein.

E. 403(b) Match:

The School District shall contribute up to eight thousand dollars (\$8,000) per contract year to a 403(b) matching contribution plan, as permitted by Minn. Stat. § 356.24, for the Superintendent, provided that the Superintendent contributes at least that amount to the plan during the year and participates in the plan for the entire contract year.

F. Technology Reimbursement:

The Superintendent is eligible for a benefit of up to one thousand five hundred dollars (\$1,500) during each contract year for reimbursement for technology hardware and/or software used for professional development and/or a home workstation.

VIII. Annual Salary:

The Superintendent shall be paid an annual salary of \$155,000 for the first year of the contract, \$160,000 for the second year of the contract, and to be negotiated for the third year of the contract. The Superintendent shall devote, with due diligence, his full-time efforts to the affairs and activities of the School District. The annual salary may be modified but shall not be reduced during the term of this contract.

A. Performance Pay: The Superintendent shall earn performance pay of \$10,000 for the first year of the contract and subsequent years to be set by the School Board based on its evaluation of the Superintendent's performance. Performance pay will be based on measurable progress toward the accomplishment of District goals, strategies, and desired results as specified.

IX. Other Provisions

A. Outside Activities:

The Superintendent shall perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract. The Superintendent may serve as a consultant to other school districts or educational agencies, lecture, and engage in writing and speaking activities with permission of the School Board Chair.

B. Indemnification and Provision of Counsel:

In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment, and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office of willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes, Chapter 466.

C. Per Diem Calculation:

For purposes of calculating a per diem salary under this agreement, the Superintendent's annual salary as provided in Article VIII shall be divided by 261 to obtain the per diem rate.

X. Severability

If any provision of this contract is held to be invalid by operation of law, the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

XI. Effect

This constitutes the full and complete contract between the School District and the Superintendent. The provisions of this contract supersede any and all prior contracts, resolutions, practices, policies, rules or regulations concerning specific items in this contract and which are inconsistent with this agreement.

This contract shall be effective only upon signature of the officers of the School Board and after authorization for such signature was taken by the School Board and appropriate action recorded in its minutes.

IN WITNESS WHEREOF, I have subscribed my signature this 10th day of July, 2008.

IN WITNESS WHEREOF, we have subscribed our signatures this 10th day of July, 2008.

Mark A. Wolak, Superintendent

Chair, Board of Education

Clerk, Board of Education

CALENDAR OF EVENTS

JULY

DATE/TIME	MEETING/EVENT	LOCATION
<u>Thursday, July 10</u> 7:00 a.m.	School Board Meeting	District Education Center - Community Room
<u>Monday, July 14</u> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Thursday, July 17</u> 1:00 p.m. 6:00 p.m.	“The Works” Follow-up Meeting Citizen Group Facility Planning Meeting	District Education Center - Board Room District Education Center - Community Room

AUGUST

DATE/TIME	MEETING/EVENT	LOCATION
<u>Wednesday, August 6</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<u>Friday, August 8</u> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building-Third Floor Cafeteria, St. Paul
<u>Monday, August 11</u> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<u>Thursday, August 14</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Wednesday, August 27</u> 6:00 p.m.	EMID Joint Powers School Board Meeting	Harambee Elementary School, Maplewood
<u>Thursday, August 28</u> 5:45 p.m. 7:00 p.m.	School Board Dinner Session School Board Study Session	District Education Center - Board Room District Education Center - Community Room

Project Description and Goals

- Development of a complete Identity Program for Mahtomedi School District.
- Creating a set of Brand Identity Standards to assist the district in applying the identity consistently across all communications.
- Logo must translate through stationery, signage, direct mail to all media applications.
- To update the district’s image to reflect current and projected services
- To coordinate an attractive and consistent image, message and identity throughout the school system

Target Audience

Residents of Mahtomedi which include current and potential new school members, children and families, media outlets and board members

Deliverables

- Design files will be supplied on CD to the selected print/production vendor for final output.
- Logo must be available in both 1-color and 4-color for multiple uses, including print, web and electronic formats.
- Provide sample templates for stationery package, signage, and misc. print pieces.

Creative Strategy**Phase 1: Research and Review**

This process involves 1-2 input meetings with representatives from staff, board, and community people, where our creative team would lead brainstorming sessions. The purpose of these sessions is to encourage participation from each member to clarify the style and personality of the identity.

The creative team will gather key information as to what is most important in their vision of the Mahtomedi District now and in the future. This includes reviewing a sampling of different styles of globe artwork.

The team will then synthesize the information into a creative brief that will guide the project. Here it would be necessary to identify the top three decision makers who will give approval of the creative brief before proceeding with this project.

Phase 2: Concept Development

Process involves creating 3-4 logo designs that fulfill the above statement. A meeting will be held with the decision makers to review concepts, receive initial feedback and discuss overall theme and mission statement.

Phase 3: Logo Refinement and General Applications

This stage includes refining the selected design direction and reviewing samples of how it can be used in applications such as a stationery package, or web site to demonstrate how the system works together. From these concepts, the District will select one design for refinement.

Phase 4: Logo Standards and Format Guidelines

Once logo design has been approved, this process includes creating a set of Logo Identity Standards to assist the District on how the logo is to be used, what fonts are acceptable, 1-color, 2-color and 4-color formats. Sample templates will be provided to show usage in print and web.

Estimated Costs	Phase 1: Research and Review Estimated timeline: 2 monthly meetings	\$1,000
	Phase 2: Concept Development Estimated timeline: 3 weeks	\$3,000
	Phase 3 Logo Refinement and General Application Estimated timeline: 2 weeks	\$1,000
	Phase 4: Logo Standards and Format Guidelines Estimated timeline: 1 week	\$1,000
	Estimated Total:	\$6,000

Billing Practices One third of the project fees upfront, one third after logo selection, and one third upon final deliverables.

All fees assume a maximum of one round each of design, two rounds of production corrections and/or revisions. If during the project process the scope of work or number of corrections becomes greater than what is outlined in this proposal, Zetah reserves the right to renegotiate fees. The client would be advised of the need for such revisions in a timely manner.

Case Study

Communicating a Position

Client: VEE Corporation

Target Audience: Current and potential customers

Objectives:

- Develop a high-end communication piece that clearly positions VEE Corporation as a complete supplier of entertainment needs, ranging from costumes and set design, touring, marketing and promotion of corporate and special events



Key Issues:

- This communications vehicle must work both with and without a salesperson
- Unify all of VEE's services to overcome their current image as only Sesame Street Live productions
- Each of VEE's services had been using various logos and typefaces which confused customers as to who is VEE Corporation

Process:

- Photography was used to highlight various projects and emphasize the versatility of VEE Corporation's services
- To make the piece interactive for the customer, large die-cuts were added to reveal more projects and story
- Used color to create and sustain excitement
- Used a simple typeface and create a tagline that sums up what VEE corporation stands for

Results:

Repositioning a company using visual communications required integrations with Sales and top management to ensure the entire team was aligned. The final catalog was only a piece of the repositioning; VEE's salesforce needed to communicate directly with clients. However the catalog's vibrancy acted as a catalyst that resulted in a change in the way VEE's client base thought of VEE and the company's capabilities. Sales are up and business continues to grow.





Mahtomedi Public Schools

Individual attention with a world view



Mahtomedi Public Schools

Individual attention with a world view

FUND SUMMARY
FOR BANK 02 - ACCOUNTS PAYABLE CHECKS
DATE RANGE: 6/01/2008 - 6/30/2008

<u>FUND</u>	<u>FUND NAME</u>	<u>ISSUED TOTAL</u>	<u>VOIDED TOTAL</u>
001	GENERAL FUND	905,230.40	125.00
002	FUND SERVICE	66,578.57	
003	TRANSPORTATION	175,659.73	
004	COMMUNITY SERVICE	86,043.93	279.00
005	CAPITAL OUTLAY	138,655.07	
007	DEBT REDEMPTION		
025	DONATIONS / ACTIVITIES	81,135.87	
050	HS STUDENT ACTIVITIES	23,114.77	288.30
	TOTALS	1,476,418.34	692.30

Check Register Report

JUNE 2008

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322282	C	\$280.75	06/02/08	00678	DOMINO'S PIZZA
2	322283	C	\$250.00	06/02/08	00598	DAIRY QUEEN
2	322284	C	\$160.00	06/02/08	06653	RUBY TUESDAY'S
2	322285	C	\$1,150.00	06/04/08	06655	FUN SERVICES / FUN RENTAL
2	322287	C	\$46.00	06/05/08	00009	AAA AWARDS
2	322288	C	\$4,953.27	06/05/08	00031	ACCESS COMMUNICATIONS INC
2	322289		\$90.00	06/05/08	05413	ALISHA PHELPS
2	322290	C	\$2,500.00	06/05/08	06654	ANDERSON ,NIEBUHR & ASSOCIATES INC
2	322291	C	\$15.15	06/05/08	01733	ANNE MILLER
2	322292	C	\$19.41	06/05/08	06584	ANNE REICH
2	322293	C	\$56.50	06/05/08	06658	AUSTIN NELSON
2	322294	C	\$35.00	06/05/08	06659	BARBARA BURDINE
2	322295		\$769.81	06/05/08	00208	BARNES & NOBLE
2	322296	C	\$60.00	06/05/08	00303	BETH BOEGEL
2	322297	C	\$112.77	06/05/08	05415	BETH LINDBERG
2	322298	C	\$25.00	06/05/08	04574	BILL WEIGEL SIGNS
2	322299	C	\$8,067.69	06/05/08	03340	BIX PRODUCE CO
2	322300	C	\$1,349.80	06/05/08	00324	BOYER TRUCKS
2	322301	C	\$1,300.00	06/05/08	05877	BRENDA RATZLOFF
2	322302	C	\$60.00	06/05/08	06675	BRYAN BROBERG
2	322303	C	\$1,019.00	06/05/08	06661	BW T&F ENTERPRISES LLP
2	322304	C	\$60.00	06/05/08	06666	CAROL LINNEA SALMON
2	322305	C	\$20.28	06/05/08	06014	CAROLYN JAMES
2	322306	C	\$1,305.00	06/05/08	00437	CDW GOVERNMENT INC
2	322307	C	\$976.56	06/05/08	03115	CHARLES LINDERKAMP
2	322308	C	\$480.43	06/05/08	00466	CHILDCRAFT EDUCATION CORP
2	322309	C	\$10.25	06/05/08	05942	CHRISTA KURTZ-HUBER
2	322310	C	\$279.85	06/05/08	00541	CONTINENTAL CLAY COMPANY
2	322311	C	\$184.70	06/05/08	00553	CORPORATE EXPRESS
2	322312	C	\$60.00	06/05/08	06678	CRAIG DALE
2	322313	C	\$156.60	06/05/08	06586	CROPPER MEDICAL INC
2	322314	C	\$153.82	06/05/08	00586	CULTURE FOR KIDS
2	322315	C	\$60.00	06/05/08	06664	DAVID MOEN
2	322316	C	\$247.96	06/05/08	01444	DEBORAH LAUER
2	322317	C	\$10,394.35	06/05/08	03433	DELL COMPUTER CORP.
2	322318	C	\$374.48	06/05/08	05372	DELUXE BUSINESS CHECKS AND SOLUTIONS
2	322319	V	\$40.00	06/05/08	00635	DENNESON AUTO PARTS & MACHINE
2	322320	C	\$90.00	06/05/08	06663	DENNIS KREISSE
2	322321		\$36.00	06/05/08	00809	DIANNA FALDE
2	322322	C	\$6,210.22	06/05/08	03328	DIVERSIFIED SNACK DIVISION
2	322323	C	\$270.50	06/05/08	00678	DOMINO'S PIZZA
2	322324		\$1,461.27	06/05/08	03304	DONNA HRYNIEWICKI
2	322325	C	\$500.00	06/05/08	01421	EILEEN LAMBERT
2	322326		\$99.28	06/05/08	06380	ELLEN ISAACSON
2	322327	C	\$32,422.80	06/05/08	03203	EMID
2	322328	C	\$350.00	06/05/08	03969	ENERGYWISE CONSULTING,LLC
2	322329	C	\$620.90	06/05/08	04409	FAST SIGNS OF MAPLEWOOD
2	322330	C	\$249.00	06/05/08	00858	FOLLETT SOFTWARE COMPANY
2	322331	C	\$858.36	06/05/08	00929	GCS SERVICE INC
2	322332	C	\$120.00	06/05/08	06669	GEOFF SCHMID
2	322333	C	\$89.19	06/05/08	00355	GRETCHEN BRUNNER

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322334	C	\$1,041.65	06/05/08	01038	HAAS MUSICAL INSTRUMENT REPAIR
2	322335	C	\$17,797.00	06/05/08	06591	HANOVER INSURANCE GROUP
2	322336	C	\$60.00	06/05/08	06682	HAROLD KNECHT
2	322337	C	\$275,490.08	06/05/08	01096	HEALTHPARTNERS
2	322338	C	\$89.46	06/05/08	04468	HYDROLOGIC WATER MANAGEMENT
2	322339	C	\$1,597.45	06/05/08	01214	ING
2	322340	C	\$21.00	06/05/08	01240	J W PEPPER & SONS,INC.
2	322341	C	\$20.20	06/05/08	05151	JAN LONNQUIST
2	322342	C	\$68.08	06/05/08	04072	JANELLE WONG
2	322343	C	\$30.00	06/05/08	06685	JEAN OLSON
2	322344	C	\$200.00	06/05/08	03913	JEFF KING
2	322345	C	\$60.00	06/05/08	06676	JEFFREY BLASENA
2	322346	C	\$60.00	06/05/08	06683	JOHN LUND
2	322347		\$17.93	06/05/08	04246	JOYCE ROHRIG
2	322348	C	\$53.20	06/05/08	03335	JUDY BURSHTEN
2	322349	C	\$14.80	06/05/08	02921	JUDY WERNER
2	322350	C	\$55.59	06/05/08	00790	KARENA RYDLAND
2	322351	C	\$60.00	06/05/08	06670	KATHERYN SCHNEIDER
2	322352	C	\$500.00	06/05/08	06652	KATHRYN M.NOAH
2	322353	C	\$64.04	06/05/08	00877	KATHY FRANK
2	322354	C	\$26,145.11	06/05/08	03378	KELLY SERVICES, INC
2	322355	C	\$30.00	06/05/08	06662	KRIS GORMAN
2	322356	C	\$5,555.55	06/05/08	01411	LAFAYETTE LIFE INSURANCE CO
2	322357	C	\$24,774.37	06/05/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	322358	C	\$679.35	06/05/08	03195	LASERPLUS, LLC
2	322359	C	\$24.24	06/05/08	01512	LAURA LORENZ
2	322360	C	\$130.59	06/05/08	00949	LAURIE GERVER
2	322361	C	\$60.00	06/05/08	06680	LEE HUNT
2	322362	C	\$980.00	06/05/08	01504	LOGGERS TRAIL GOLF CLUB
2	322363	C	\$697.50	06/05/08	01511	LORENZ CORPORATION
2	322364	C	\$100.00	06/05/08	06689	LYNN & RAY OLSON
2	322365	C	\$1,573.27	06/05/08	01539	MACKIN LIBRARY MEDIA
2	322366	C	\$3,890.75	06/05/08	03182	MADISON NATIONAL LIFE
2	322367	C	\$96.00	06/05/08	01557	MAHTOMEDI AUTOMOTIVE SERVICE
2	322368	C	\$217.80	06/05/08	02281	MARIANNE RICE
2	322369	C	\$20.00	06/05/08	01501	MARILYN LODOEN
2	322370	C	\$60.00	06/05/08	06677	MARK BROOKS
2	322371	V	\$373.30	06/05/08	03161	MARK LEFEBER
2	322372	C	\$120.00	06/05/08	06665	MARK MOORES
2	322373	C	\$96.00	06/05/08	06684	MARY WATKINS
2	322374	C	\$100.00	06/05/08	01610	MASBO
2	322375	C	\$145.00	06/05/08	01612	MASE
2	322376	C	\$135.00	06/05/08	04866	MATT SOBIESKI
2	322377	C	\$37.45	06/05/08	06034	MATTHEW YOUNG
2	322378	C	\$88.56	06/05/08	01684	MENARDS OAKDALE CASHWAY LUMBER
2	322379	C	\$725.00	06/05/08	00249	MERCEDES BERGMAN
2	322380	C	\$500.00	06/05/08	00252	MICHAEL F.BERNAUER
2	322381	C	\$60.00	06/05/08	06667	MICHAEL NEELY
2	322382		\$75.00	06/05/08	01771	MN BOARD OF SCHOOL ADMINISTRAT
2	322383	C	\$88.95	06/05/08	01681	NANCY MELQUIST
2	322384	C	\$3,200.00	06/05/08	01896	NATIONAL STAFF DEVELOPMENT
2	322385	C	\$115.25	06/05/08	06216	NATIONWIDE LEARNING, INC
2	322386	C	\$1,580.00	06/05/08	05629	NAVIANCE
2	322387	C	\$57.57	06/05/08	02157	NICOLE POIRIER
2	322388	C	\$9,762.81	06/05/08	01971	NORTHEAST METRO 916
2	322389	C	\$2,608.94	06/05/08	03699	OAK GLEN

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322390		\$90.67	06/05/08	02004	OHA ELEM FUNCTIONAL FRIDAY
2	322391	C	\$1,242.47	06/05/08	05985	PAMS LUNCHROOM LLC
2	322392	C	\$41,850.00	06/05/08	03538	PARTSTOCK COMPUTER
2	322393	V	\$279.00	06/05/08	06686	PATRICK & CAROL MILLER
2	322394	C	\$116.90	06/05/08	06465	PC-SECURITY
2	322395	C	\$61.48	06/05/08	02161	POPP TELECOM
2	322396	C	\$120.17	06/05/08	02373	RACHEL SANDE
2	322397	C	\$1,324.22	06/05/08	03136	RATWIK ROSZAK & MALONEY P A
2	322398	C	\$60.00	06/05/08	06672	RICHARD SHAFER
2	322399	C	\$105.34	06/05/08	03046	RICHARD ZGONC
2	322400		\$357.20	06/05/08	02160	ROBERT PONTIOUS
2	322401	C	\$154.00	06/05/08	04507	ROMAN MARKET INC
2	322402	C	\$60.00	06/05/08	00875	RUSSELL FRAENKEL
2	322403	C	\$47.37	06/05/08	01390	SANDY KRAUSE
2	322404	C	\$389.55	06/05/08	02413	SCHOLASTIC BOOK CLUBS INC
2	322405	C	\$1,220.00	06/05/08	05515	SCHOLASTIC PRODUCTS
2	322406	C	\$60.00	06/05/08	06668	SCOTT OLSEN
2	322407	C	\$60.00	06/05/08	06673	SCOTT UTTLEY
2	322408	C	\$252.59	06/05/08	03990	SIMONDELIVERS, INC
2	322409	C	\$200.00	06/05/08	06657	STACY MADER
2	322410		\$55.00	06/05/08	02615	STEICHEN'S/GENE'S SPORTING GOODS
2	322411	C	\$33.58	06/05/08	06468	STEVE BROWN
2	322412	C	\$694.80	06/05/08	03105	STEVE KIMBALL
2	322413	C	\$60.00	06/05/08	06681	STEVEN KAHN
2	322414	C	\$149.96	06/05/08	06656	SUSAN KULENKAMP
2	322415	C	\$60.00	06/05/08	06674	THOMAS BERRY
2	322416	C	\$100.00	06/05/08	06688	TIM & AMY DIEZ
2	322417		\$60.00	06/05/08	06679	TIMOTHY FAGELY
2	322418	C	\$60.00	06/05/08	06671	TIMOTHY SCOTT
2	322419		\$100.00	06/05/08	06687	TOM SCHMIT & SHANNON KLINT
2	322420	C	\$92.92	06/05/08	05393	TONYA KOSTUCH
2	322421	C	\$31.40	06/05/08	02776	TRANS-MISSISSIPPI BIOLOGICAL
2	322422	C	\$36,637.38	06/05/08	03341	UPPER LAKES FOODS,INC
2	322423		\$50.00	06/05/08	00332	VALERIE BRASS
2	322424	C	\$30.09	06/05/08	02858	VERIZON WIRELESS
2	322425	C	\$48.48	06/05/08	05941	WALTER DOWLING
2	322426	C	\$68.95	06/05/08	04788	WATER CARE
2	322427	C	\$770.08	06/05/08	03017	XEROX CORPORATION
2	322428	C	\$9,065.53	06/05/08	03017	XEROX CORPORATION
2	322429	I	\$0.00	06/05/08	03017	XEROX CORPORATION
2	322430	C	\$4,864.46	06/06/08	06011	MINNESOTA LIFE INS.CO
2	322431	C	\$229,517.52	06/06/08	01807	MN TEACHERS RETIREMENT ASSN
2	322432	C	\$600.00	06/06/08	04342	WISCONSIN SCTF
2	322433	C	\$4,481.57	06/09/08	02363	SAM'S CLUB DISCOVER
2	322434	C	\$20.40	06/12/08	00009	AAA AWARDS
2	322435	C	\$35.00	06/12/08	03684	ABC'S BOOK SUPPLY
2	322436	C	\$1,212.00	06/12/08	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
2	322437	C	\$21.30	06/12/08	00084	AMAZON ENVIRONMENTAL INC
2	322438	C	\$23.34	06/12/08	03483	AMY ALBRECHT
2	322439	C	\$385.85	06/12/08	03264	AMY JEATRAN
2	322440	C	\$996.14	06/12/08	00363	ANGELA BUCKINGHAM
2	322441		\$162.96	06/12/08	06066	ANN CAPEDEP
2	322442	C	\$15.66	06/12/08	00788	ANNE ERICKSON
2	322443		\$39,123.00	06/12/08	05639	AP EXAMS
2	322444	C	\$3,612.50	06/12/08	00152	APPLEWOOD HILLS GOLF COURSE

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2	322445	C	\$118.13	06/12/08	05415	BETH LINDBERG
2	322446	C	\$277.16	06/12/08	02530	BETHANY SNEDEN
2	322447	C	\$95.00	06/12/08	06698	BILL CAGLEY
2	322448		\$212.07	06/12/08	05861	BILL GANGL
2	322449		\$34.38	06/12/08	02642	BONNY KAY STREGE
2	322450	C	\$240.00	06/12/08	00330	BRANSON ELECTRONICS
2	322451		\$2,318.75	06/12/08	03083	BRENDA GRUNDEEN STREHLOW
2	322452	C	\$145.09	06/12/08	05926	CHRISTOPHER MOORE
2	322453		\$380.00	06/12/08	00530	CONCORDIA UNIVERSITY, ST PAUL
2	322454	C	\$160.56	06/12/08	00550	COPY CATS DIGITAL MEDIA
2	322455	C	\$1,021.42	06/12/08	00558	COURAGE CENTER
2	322456	C	\$237.75	06/12/08	04151	DAN GRAY
2	322457	C	\$30.00	06/12/08	06077	DAVID WILLIAMS
2	322458	C	\$162.05	06/12/08	00412	DEB CARLSON
2	322459	C	\$42.84	06/12/08	06696	DEB STEELE
2	322460	C	\$161.00	06/12/08	00622	DECKER EQUIPMENT
2	322461	C	\$181.85	06/12/08	00634	DEMCO
2	322462	C	\$1,368.00	06/12/08	00678	DOMINO'S PIZZA
2	322463	C	\$65.00	06/12/08	00862	DONNA FORBES
2	322464	C	\$766.00	06/12/08	03241	ELECTRONIC DESIGN CO
2	322465		\$40.45	06/12/08	00820	GEORGE FELBER
2	322466	C	\$144.06	06/12/08	00355	GRETCHEN BRUNNER
2	322467	C	\$27,654.00	06/12/08	04138	HEWLETT PACKARD
2	322468	C	\$47,103.12	06/12/08	06613	HOLT,MCDOUGAL/ HARCOURT
2	322469	C	\$1,656.00	06/12/08	01173	HUMAN SERVICES INC
2	322470	C	\$72.64	06/12/08	01231	INTERSTATE MUSIC SUPPLY
2	322471	C	\$46.68	06/12/08	05151	JAN LONNQUIST
2	322472	C	\$42.84	06/12/08	04530	JANE DAVIES
2	322473		\$64.26	06/12/08	06695	JANE KREBSBACH
2	322474	C	\$21.42	06/12/08	06693	JANE NICHOLLS
2	322475		\$32.83	06/12/08	03743	JERILYN DZIURA
2	322476	C	\$15.66	06/12/08	00069	JOHN AKINS
2	322477	C	\$90.55	06/12/08	04068	JOHN DEIR
2	322478	C	\$28.00	06/12/08	04246	JOYCE ROHRIG
2	322479	C	\$27.67	06/12/08	02000	JUDY LIVINGSTON
2	322480	C	\$160.00	06/12/08	06701	JULIE BUSS
2	322481	C	\$508.26	06/12/08	06690	JULIE PERSOON
2	322482	C	\$318.15	06/12/08	05158	JULIE POOLER
2	322483	C	\$700.00	06/12/08	06692	JULIUS EROLIN
2	322484	C	\$175.89	06/12/08	01950	KATHE NICKLEBY
2	322485	C	\$30.81	06/12/08	01730	KEITH W MILEY
2	322486	C	\$26,714.50	06/12/08	03378	KELLY SERVICES, INC
2	322487	C	\$75.00	06/12/08	03750	KENNEDY & GRAVEN CHARTERED
2	322488	C	\$50.00	06/12/08	06699	KIM ELICERIO
2	322489	C	\$933.96	06/12/08	01372	KNOWLAN'S SUPER MARKETS
2	322490	C	\$108,666.07	06/12/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	322491	C	\$57.50	06/12/08	01420	LAKESIDE FLORAL INC
2	322492	C	\$431.35	06/12/08	03195	LASERPLUS, LLC
2	322493	C	\$435.00	06/12/08	03250	LASERPLUS/PRINTER GATE
2	322494	C	\$520.69	06/12/08	00949	LAURIE GERVER
2	322495		\$18.08	06/12/08	02880	LESLIE WAGNER- BEEK
2	322496	C	\$21.42	06/12/08	00376	LINDA BURNS
2	322497		\$21.42	06/12/08	06694	LONDON DEWEESE
2	322498	C	\$4,866.50	06/12/08	01539	MACKIN LIBRARY MEDIA
2	322499	C	\$80.00	06/12/08	04373	MARGARET HUMPHREY
2	322500		\$42.84	06/12/08	04133	MARJ RYAN

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2	322501	C	\$458.30	06/12/08	03161	MARK LEFEBER
2	322502		\$158.97	06/12/08	01604	MARY MARSHALL
2	322503		\$18.18	06/12/08	02410	MARY SCHNELL
2	322504	C	\$45.00	06/12/08	06700	MAYMOLD CYRIAC
2	322505	C	\$35.13	06/12/08	06691	MELISSA STODDART
2	322506	C	\$85.68	06/12/08	04705	MICHAEL MCKENZIE
2	322507		\$25.00	06/12/08	06702	MICHELLE GUST
2	322508	C	\$604.44	06/12/08	03384	MID CITY LAUNDRY
2	322509	C	\$167.95	06/12/08	05819	MIKE'S LP GAS & RV SERVICE
2	322510	C	\$140.00	06/12/08	01780	MN DEPT OF HEALTH
2	322511	C	\$258.72	06/12/08	05028	NICK FALDE
2	322512	C	\$23.24	06/12/08	03472	PAT BIGALK
2	322513	C	\$340.40	06/12/08	00580	PATRICK CROTHERS
2	322514	C	\$40.00	06/12/08	06660	PETER SCHNEIDER
2	322515		\$81.89	06/12/08	00238	PHIL BELDEN
2	322516	C	\$340.50	06/12/08	02151	PLUNKETTS INC
2	322517	C	\$2,225.00	06/12/08	02186	PRINTING RESOURCES
2	322518	C	\$1,088.59	06/12/08	02218	QDS-QUALITY DOCUMENT SOLUTIONS
2	322519	C	\$3,240.70	06/12/08	02227	QWEST
2	322520	C	\$85.00	06/12/08	02231	RAMSEY COUNTY PARKS & RECREATI
2	322521		\$72.50	06/12/08	06512	RESCO
2	322522	C	\$360.57	06/12/08	05265	SARAH ROSENGREN
2	322523	C	\$86.99	06/12/08	02418	SCHOOL LIBRARY JOURNAL
2	322524	C	\$7,695.66	06/12/08	05988	SCHROEDER CO INC
2	322525		\$138.00	06/12/08	04426	SCOT HOVAN
2	322526	C	\$42.84	06/12/08	05446	SHARON OLSON
2	322527	C	\$600.00	06/12/08	02483	SIEMENS BUILDING TECHNOLOGIES
2	322528	C	\$158.65	06/12/08	02535	SOCIAL STUDIES SCHOOL SERVICE
2	322529	C	\$2,040.10	06/12/08	03747	SONIC CREEK PRODUCTIONS
2	322530	C	\$13.50	06/12/08	02551	SOUTHEASTERN SECURITY CONSULT
2	322531	C	\$28.00	06/12/08	00824	STACY FESSER
2	322532	C	\$891.63	06/12/08	02653	STRATEGIC
2	322533	C	\$194.36	06/12/08	04176	SUNBURST CHEMICALS, INC.
2	322534	C	\$25.22	06/12/08	03227	TAMARA ORDAHL
2	322535	C	\$53.43	06/12/08	02777	TERRY J TRAUTMAN
2	322536	C	\$257.87	06/12/08	02796	THAD TUMBLESON
2	322537	C	\$135.00	06/12/08	02135	THE PIANO WORKS
2	322538		\$49.25	06/12/08	02178	THE PRESIDENT'S CHALLENGE
2	322539	C	\$505.62	06/12/08	02745	THYSSENKRUPP ELEVATOR
2	322540	C	\$254.00	06/12/08	02747	TIERNEY BROTHERS INC
2	322541		\$21.42	06/12/08	05393	TONYA KOSTUCH
2	322542	C	\$86.80	06/12/08	02785	TRIARCO ARTS AND CRAFTS
2	322543	C	\$387.14	06/12/08	03345	TRIO SUPPLY CO
2	322544	C	\$325.03	06/12/08	06460	TROPICANA CHILLED DSD
2	322545	C	\$29.00	06/12/08	01703	USA MOBILITY WIRELESS INC
2	322546	C	\$2,850.00	06/12/08	03617	VENTURES FOR EXCELLENCE
2	322547	C	\$10.10	06/12/08	05941	WALTER DOWLING
2	322548	C	\$1,816.12	06/12/08	02903	WASTE MANAGEMENT-BLAINE MN
2	322549	C	\$561.71	06/12/08	02941	WHITE BEAR GLASS INC
2	322550	C	\$3,148.72	06/12/08	00723	XCEL ENERGY
2	322551	C	\$158.00	06/12/08	06104	XPRESS
2	322552	C	\$120.00	06/19/08	00009	AAA AWARDS
2	322553		\$12.10	06/19/08	06724	ALAN JUDD
2	322554		\$718.10	06/19/08	06762	ALEX PFIFFNER
2	322555	C	\$13.05	06/19/08	06737	ANDREW OGREN
2	322556		\$13.60	06/19/08	06713	ANDY FULTON

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322557	C	\$10.05	06/19/08	06747	ANNE DEVOUT SOLIE
2	322558	C	\$5.25	06/19/08	06744	ANTHONY SAMPAIR
2	322559	C	\$1,532.36	06/19/08	00208	BARNES & NOBLE
2	322560		\$1,234.00	06/19/08	03262	BEGGIN SPORTS
2	322561		\$7.60	06/19/08	00303	BETH BOEGEL
2	322562	C	\$6.90	06/19/08	06730	BETH MCDOWELL
2	322563	C	\$6.70	06/19/08	06725	BRIAN KASS
2	322564	C	\$247.50	06/19/08	04564	BRITTANY HENRY
2	322565		\$11.35	06/19/08	06717	CARRIE DIEVENY
2	322566	C	\$2,660.40	06/19/08	00448	CENTURY RESOURCES INC
2	322567		\$1,748.70	06/19/08	03115	CHARLES LINDERKAMP
2	322568	C	\$19,525.41	06/19/08	00406	CHASE CARD SERVICE/BANK ONE
2	322569		\$50.85	06/19/08	06708	CHERYL CORCORAN
2	322570	C	\$688.68	06/19/08	00478	CITIBUSINESS CARD
2	322571		\$400.00	06/19/08	06761	CLAIRE BLESER
2	322572	C	\$1,544.90	06/19/08	06754	COMMANDING EDGE INC
2	322573	C	\$18,788.31	06/19/08	00527	COMSTOCK & SONS INC
2	322574	C	\$261.00	06/19/08	02236	COREY RATZLOFF
2	322575	C	\$183.68	06/19/08	00553	CORPORATE EXPRESS
2	322576		\$35.37	06/19/08	06746	CRAIG SMITH
2	322577	C	\$1,977.58	06/19/08	00599	DALCO
2	322578	C	\$39.75	06/19/08	06740	DANIEL REINKE
2	322579	C	\$6.35	06/19/08	06742	DARRELL ROTH
2	322580	C	\$21.15	06/19/08	06712	DAVE FASOLI
2	322581	C	\$233.09	06/19/08	03885	DAVE WALD
2	322582		\$13.05	06/19/08	06715	DAVID GIBBS
2	322583		\$8.45	06/19/08	06732	DAVID MOEN
2	322584		\$7.35	06/19/08	06736	DAVID NIELSEN
2	322585	C	\$6.90	06/19/08	06741	DAVID ROSE
2	322586	C	\$19.15	06/19/08	06750	DAVID WARDEN
2	322587	C	\$2,988.60	06/19/08	03433	DELL COMPUTER CORP.
2	322588	C	\$314.54	06/19/08	03514	DENISE SUNDSTROM
2	322589		\$50.00	06/19/08	06758	DIANA WENSLEY
2	322590		\$91.59	06/19/08	00679	DONATELLI'S
2	322591	C	\$616.50	06/19/08	00714	EAGLE SCREEN PRINTING
2	322592	C	\$1,058.73	06/19/08	06030	EARTHGRAINS BAKING CO.INC
2	322593	C	\$9.03	06/19/08	00731	ED'S TROPHIES INC
2	322594	C	\$260.00	06/19/08	03792	ELENA FRUCI
2	322595	C	\$2,000.02	06/19/08	00760	ELITE SPORTSWEAR L P
2	322596	C	\$437.50	06/19/08	03969	ENERGYWISE CONSULTING,LLC
2	322597	C	\$184.00	06/19/08	06763	ERICA HJELLE
2	322598		\$1,592.10	06/19/08	03087	ERIKA HAMMERSCHMIDT
2	322599	C	\$4,038.17	06/19/08	00803	EXPRESS PERSONNEL SERVICES INC
2	322600	C	\$2,772.00	06/19/08	05516	FAIRVIEW
2	322601		\$75.00	06/19/08	00814	FARMINGTON SENIOR HIGH SCHOOL
2	322602	C	\$645.00	06/19/08	00835	FIRST STUDENT INC
2	322603	C	\$486.41	06/19/08	01464	G&K SERVICES -LEEF SERVICES
2	322604	C	\$22.95	06/19/08	06745	GEOFF SCHMID
2	322605	C	\$120.00	06/19/08	03081	GRAY SEEVER
2	322606	C	\$21,012.00	06/19/08	06591	HANOVER INSURANCE GROUP
2	322607		\$7.20	06/19/08	06714	HARVEY UGLEM
2	322608	C	\$100.00	06/19/08	06766	HAYDEN ESH
2	322609	C	\$436.01	06/19/08	01097	HEALY AWARDS INC
2	322610	C	\$104.00	06/19/08	04468	HYDROLOGIC WATER MANAGEMENT
2	322611	C	\$239.32	06/19/08	03298	I.S.D # 271 BLOOMINGTON PUBLIC SCHOOLS
2	322612		\$210.00	06/19/08	06289	IRONDALE HIGH SCHOOL

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322613	C	\$59.95	06/19/08	01240	J W PEPPER OF MINNEAPOLIS
2	322614	C	\$8.50	06/19/08	01239	J.W. PEPPER & SON,INC
2	322615		\$23.06	06/19/08	00698	JAMES DRISCOLL
2	322616	C	\$23.95	06/19/08	06722	JAMES JANTZEN
2	322617		\$7.00	06/19/08	06710	JEREMY BORK
2	322618		\$8.80	06/19/08	03743	JERILYN DZIURA
2	322619		\$205.00	06/19/08	04753	JESSICA GRANEC
2	322620		\$28.20	06/19/08	06751	JILLENE GILLISPIE
2	322621		\$6.10	06/19/08	06735	JOHN D NEWMAN
2	322622	C	\$543.00	06/19/08	01061	JOHN HARDGROVE
2	322623	C	\$67.50	06/19/08	05863	JOHNSON & CONDON P.A.
2	322624		\$148.50	06/19/08	05829	JORDYN STREGE
2	322625	C	\$198.00	06/19/08	05866	JOSIE SOLIE
2	322626	C	\$15.80	06/19/08	01300	JOSTENS
2	322627	C	\$97.52	06/19/08	02921	JUDY WERNER
2	322628	C	\$540.00	06/19/08	05898	KAITLYN ANDERSON
2	322629		\$2,750.00	06/19/08	00475	KATE CHRISTOPHER
2	322630	C	\$2,506.00	06/19/08	03645	KEHOE OFFICE FURNISHINGS INC
2	322631	C	\$247.50	06/19/08	05830	KELLEY MCKENNA
2	322632		\$247.50	06/19/08	04557	KELSEY ZACHMAN
2	322633		\$16.24	06/19/08	06739	KEN RECH
2	322634	C	\$7.20	06/19/08	06704	KEVIN BETHKE
2	322635	C	\$38.42	06/19/08	01372	KNOWLAN'S SUPER MARKETS
2	322636		\$191.69	06/19/08	06755	KRISTIE MUETZEL
2	322637	C	\$283.86	06/19/08	03571	L & N HARDWARE HANK
2	322638	C	\$22,374.97	06/19/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	322639	C	\$26.55	06/19/08	06729	LAWRENCE MAHONEY
2	322640	C	\$900.00	06/19/08	05455	LEGACY PRODUCTIONS
2	322641	C	\$16.30	06/19/08	06733	LOUIS MOREN
2	322642	C	\$270.00	06/19/08	03486	LRP PUBLICATIONS
2	322643		\$198.00	06/19/08	03882	MADDY GERBER
2	322644		\$7.45	06/19/08	06716	MARK GRANGER
2	322645		\$15.55	06/19/08	06720	MARK HOLLERMAN
2	322646	C	\$25.85	06/19/08	06734	MARK NELSON
2	322647		\$11.45	06/19/08	06743	MARK RYAN
2	322648	C	\$217.81	06/19/08	02993	MARK WOLAK
2	322649	C	\$510.00	06/19/08	05828	MATT JEANS
2	322650	C	\$100.08	06/19/08	04866	MATT SOBIESKI
2	322651	C	\$510.00	06/19/08	04561	MATT SYMANIETZ
2	322652	C	\$42.16	06/19/08	01684	MENARDS OAKDALE CASHWAY LUMBER
2	322653	C	\$932.44	06/19/08	01696	METRO ATHLETIC SUPPLY
2	322654		\$68.10	06/19/08	06705	MICHAEL M BERTINI
2	322655	C	\$8.55	06/19/08	06749	MICHAEL WALSH
2	322656	C	\$909.41	06/19/08	06538	MID-AMERICA SPORTS ADVANTAGE
2	322657	C	\$40.00	06/19/08	01862	MUSIC CONNECTION INC
2	322658		\$69.00	06/19/08	06760	NANCY LEAHY
2	322659	C	\$409.95	06/19/08	01871	NASCO
2	322660	C	\$360.00	06/19/08	03061	NATHAN CALDERONE
2	322661		\$240.00	06/19/08	06764	NICK FISHER
2	322662	C	\$1,425.00	06/19/08	02043	ON SITE SANITATION INC
2	322663	C	\$182.50	06/19/08	06618	OTTERTUNITY INC
2	322664	C	\$100.00	06/19/08	06686	PATRICK & CAROL MILLER
2	322665	C	\$271.35	06/19/08	00580	PATRICK CROTHERS
2	322666		\$6.95	06/19/08	06731	PATRICK MERON
2	322667		\$25.20	06/19/08	06711	PAUL EVENSON
2	322668		\$1,607.35	06/19/08	03099	PAUL ISAACS

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322669		\$59.90	06/19/08	06727	PAUL LAPADAT
2	322670	C	\$574.75	06/19/08	02096	PEARSON EDUCATION
2	322671	C	\$6,618.93	06/19/08	04204	PEARSON EDUCATION
2	322672	C	\$12.40	06/19/08	06752	PEGGY WOHLERS
2	322673		\$50.00	06/19/08	06759	PETER OTTO
2	322674	C	\$11.20	06/19/08	06707	PHILLIP J.CASWELL
2	322675	C	\$1,543.78	06/19/08	06753	PLAISTED COMPANIES INC.
2	322676	C	\$874.32	06/19/08	02165	POSTMASTER
2	322677	C	\$625.60	06/19/08	02180	PRESS PUBLICATIONS
2	322678	C	\$2,000.00	06/19/08	03894	PROM MANAGEMENT /CATERING
2	322679	C	\$2,349.00	06/19/08	02218	QDS-QUALITY DOCUMENT SOLUTIONS
2	322680	C	\$120.00	06/19/08	02373	RACHEL SANDE
2	322681		\$5.43	06/19/08	06718	RICHARD HANSEN
2	322682	C	\$15.25	06/19/08	06748	RICHARD TRONESS
2	322683		\$77.24	06/19/08	06756	ROB GARRY
2	322684	C	\$90.00	06/19/08	01518	ROLAND LOZIER
2	322685		\$100.00	06/19/08	04981	ROSEMOUNT HIGH SCHOOL
2	322686	C	\$480.00	06/19/08	03918	SAM GILSRUD
2	322687	C	\$87.93	06/19/08	02367	SAM'S CLUB
2	322688	C	\$401.00	06/19/08	02417	SCHOOL HEALTH
2	322689	C	\$420.00	06/19/08	03053	SHARON ZWEBER
2	322690	C	\$1,530.00	06/19/08	02615	STEICHEN'S/GENE'S SPORTING GOODS
2	322691	C	\$86.00	06/19/08	05448	STEPHEN BRINK
2	322692		\$11.70	06/19/08	06709	STEPHEN CROOKS
2	322693		\$1,592.10	06/19/08	03088	STEVE HAMMERSCHMIDT
2	322694		\$1,194.60	06/19/08	03105	STEVE KIMBALL
2	322695	C	\$9.75	06/19/08	06721	STEVEN IHRKE
2	322696		\$12.39	06/19/08	06726	STEVEN KLEM
2	322697	C	\$6.25	06/19/08	06728	STEVEN LOOMIS
2	322698	C	\$48.25	06/19/08	06738	STEVEN RASSKE
2	322699		\$240.00	06/19/08	03667	STILLWATER AREA HIGH SCHOOL
2	322700	C	\$50.96	06/19/08	03297	SUE ROBINSON
2	322701	C	\$79.29	06/19/08	02754	T-MOBILE
2	322702	C	\$19.55	06/19/08	06723	TED J.JOHNSON
2	322703	C	\$429.63	06/19/08	05870	TESSMAN SEED CO.
2	322704	C	\$1,609.50	06/19/08	04660	THE LORENZ CORP
2	322705		\$1,447.68	06/19/08	06767	THE WESTIN RIVERWALK-SAN ANTONIO
2	322706	C	\$6.35	06/19/08	06706	THOMAS J.BUCHAL
2	322707	C	\$8.60	06/19/08	06703	THOMAS G.BERRY
2	322708	C	\$20.04	06/19/08	06719	THOMAS HEUER
2	322709	C	\$606.15	06/19/08	02748	TIES
2	322710		\$240.00	06/19/08	06765	TOM OLSON
2	322711	C	\$247.50	06/19/08	05746	TORY SCHILTGEN
2	322712		\$20.25	06/19/08	02776	TRANS-MISSISSIPPI BIOLOGICAL
2	322713		\$336.00	06/19/08	06768	WAY COOL COOKING SCHOOL
2	322714		\$160.00	06/19/08	05875	WHITE BEAR LAKE HIGH SCHOOL
2	322715	C	\$1,835.40	06/24/08	02842	VALLEYFAIR
2	322718		\$90.00	06/26/08	03455	AARP
2	322719		\$107.00	06/26/08	06777	ALYSSA ANDERSON
2	322720		\$150.00	06/26/08	04665	AMY LOOMIS
2	322721		\$62.52	06/26/08	00363	ANGELA BUCKINGHAM
2	322722		\$200.00	06/26/08	03890	ANTHONY KELLY
2	322723	C	\$275.00	06/26/08	06771	BEAR FENCE COMPANY
2	322724	C	\$250.00	06/26/08	05854	BERI DWYER
2	322725		\$350.00	06/26/08	03895	CHRIST LUTHERAN SCHOOL
2	322726		\$1,386.50	06/26/08	03897	CONCORDIA ACADEMY

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322727		\$175.00	06/26/08	03898	CONVENT OF THE VISITATION SCHOOL
2	322728	C	\$309.68	06/26/08	00553	CORPORATE EXPRESS
2	322729		\$350.00	06/26/08	03899	CRETIN-DERHAM HALL
2	322730		\$275.00	06/26/08	06057	DAN WARDEN
2	322731	C	\$220.00	06/26/08	06785	DANIKA JORDAHL
2	322732		\$240.00	06/26/08	04562	DAVID DONOHOE
2	322733	C	\$5,371.00	06/26/08	00714	EAGLE SCREEN PRINTING
2	322734		\$1,437.12	06/26/08	00803	EXPRESS PERSONNEL SERVICES INC
2	322735		\$645.00	06/26/08	00835	FIRST STUDENT INC
2	322736		\$170.00	06/26/08	06770	FLAHERTY'S ARDEN HILLS BOWL
2	322737		\$3,770.29	06/26/08	00856	FOLLETT EDUCATIONAL SERVICES
2	322738		\$1,101.26	06/26/08	00858	FOLLETT SOFTWARE COMPANY
2	322739		\$42.54	06/26/08	02602	FRANCES STANG
2	322740		\$100.00	06/26/08	06554	FULL BLOOM
2	322741		\$175.00	06/26/08	04279	GROVES ACADEMY
2	322742		\$176.00	06/26/08	06786	HANNAH FROST
2	322743	C	\$110.00	06/26/08	06783	HARRY WHITAKER
2	322744		\$4,710.60	06/26/08	03729	HILL MURRAY H.S
2	322745		\$1,610.88	06/26/08	01164	HOUGHTON MIFFLIN CO
2	322746		\$15,209.49	06/26/08	03409	I.S.D # 624 WHITE BEAR LAKE
2	322747	C	\$221.30	06/26/08	01211	INDUSTRIAL ARTS SUPPLY CO
2	322748		\$30.00	06/26/08	06773	IZASKUN LEJARCEGUI
2	322749		\$29.00	06/26/08	05151	JAN LONNQUIST
2	322750		\$115.75	06/26/08	06787	JENNIFER SCALZE
2	322751		\$240.00	06/26/08	06779	JON KREBS
2	322752		\$169.18	06/26/08	04068	JOHN DEIR
2	322753	C	\$90.39	06/26/08	01061	JOHN HARDGROVE
2	322754		\$150.00	06/26/08	03205	KATELYN DEAN
2	322755		\$120.32	06/26/08	00169	KATIE ARVESEN
2	322756		\$122.61	06/26/08	01945	KEITH NEWMAN
2	322757	C	\$5,151.65	06/26/08	03378	KELLY SERVICES, INC
2	322758		\$140.00	06/26/08	02463	KELLY SHAFER
2	322759		\$245.00	06/26/08	06056	KELSEY ENGBRECHT
2	322760		\$211.66	06/26/08	06775	KIM ELSHOLZ
2	322761		\$350.00	06/26/08	03901	KING OF KINGS LUTHERAN SCHOOL
2	322762		\$10,063.38	06/26/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	322763		\$361.51	06/26/08	05910	LAURA MOYER
2	322764		\$2,620.95	06/26/08	03916	LIBERTY CLASSICAL ACADEMY
2	322765		\$75.00	06/26/08	06772	LORIE REHLING-ANDERSON
2	322766	C	\$148.97	06/26/08	00557	LYNDA COUNIHAN
2	322767		\$3,967.75	06/26/08	03182	MADISON NATIONAL LIFE
2	322768	C	\$1,279.43	06/26/08	04866	MATT SOBIESKI
2	322769		\$6,561.59	06/26/08	03179	MCGRAW-HILL CO.
2	322770		\$320.00	06/26/08	06781	MIKE HAGEN
2	322771		\$1,551.50	06/26/08	05841	MN WALDORF
2	322772		\$420.00	06/26/08	05917	MOLLY HOLLIHAN
2	322773		\$6,450.60	06/26/08	03902	MOUNDS PARK ACADEMY
2	322774		\$94.50	06/26/08	01871	NASCO
2	322775	C	\$320.00	06/26/08	06780	NATE THIENES
2	322776		\$1,719.90	06/26/08	03904	NEW LIFE ACADEMY
2	322777	C	\$45.45	06/26/08	02157	NICOLE POIRIER
2	322778		\$50.00	06/26/08	06776	NICOLE WHITERABBIT
2	322779		\$700.00	06/26/08	03905	NORTH HEIGHTS CHRISTIAN ACADEMY
2	322780		\$686.70	06/26/08	05826	OAK HILL MONTESORI
2	322781		\$35.86	06/26/08	01363	PAM KLINKHAMMER
2	322782		\$409.39	06/26/08	00580	PATRICK CROTHERS

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322783	C	\$88.88	06/26/08	05056	PAUL MCGIBBON
2	322784		\$584.47	06/26/08	02115	PERMA BOUND BOOKS
2	322785		\$682.79	06/26/08	02145	PITNEY BOWES
2	322786		\$259.40	06/26/08	02151	PLUNKETTS INC
2	322787		\$1,284.13	06/26/08	02165	POSTMASTER
2	322788		\$53.00	06/26/08	06778	RACHEL GROFF
2	322789		\$75.00	06/26/08	06774	RANDY ROHOFF
2	322790		\$570.00	06/26/08	03263	ROCHESTER 100 INC.
2	322791		\$150.00	06/26/08	03888	ROXIE FRANTA
2	322792	C	\$35.00	06/26/08	00875	RUSSELL FRAENKEL
2	322793		\$60.00	06/26/08	05860	RYLEY STONE
2	322794		\$288.00	06/26/08	06784	SANDY SCHOENECKER
2	322795		\$1,899.40	06/26/08	02420	SCHOOL SPECIALTY INC
2	322796		\$6,854.34	06/26/08	02451	SEDEY & ASSOCIATES INC
2	322797		\$202.50	06/26/08	02551	SOUTHEASTERN SECURITY CONSULT
2	322798	C	\$29,085.85	06/26/08	02558	AUL SPECIAL PAY TRUST
2	322799		\$23,042.00	06/26/08	02558	AUL SPECIAL PAY TRUST
2	322800		\$175.00	06/26/08	03906	ST AGNES HIGH SCHOOL
2	322801	C	\$4,911.19	06/26/08	02580	ST ANDREWS ACADEMY
2	322802		\$2,448.80	06/26/08	03909	ST PAUL ACADEMY
2	322803		\$1,400.00	06/26/08	02594	ST THOMAS ACADEMY
2	322804		\$135.96	06/26/08	01023	SUE ANN GRUVER
2	322805	C	\$5,246.00	06/26/08	02747	TIERNEY BROTHERS INC
2	322806	C	\$175.00	06/26/08	03910	TOTINO-GRACE SCHOOL
2	322807		\$175.00	06/26/08	05843	TRINITY SCHOOL AT RIVER RIDGE
2	322808		\$250.00	06/26/08	06782	TYLER CARLSON
2	322809		\$60.00	06/26/08	05858	TYLER STONE
2	322810		\$128.92	06/26/08	02858	VERIZON WIRELESS
2	322811	C	\$6,758.63	06/26/08	02916	WELSH COMPANIES LLC
2	322812		\$857.30	06/26/08	03911	WHITE BEAR MONTESSORI
2	322813	C	\$350.00	06/26/08	05842	WOODCREST BAPTIST ACADEMY
2	322814		\$312.00	06/26/08	03004	WOODDALE RECREATION CENTER
2	322815		\$240.00	06/26/08	04558	ZACH GOODWIN
2	322816		\$346.69	06/27/08	00047	ADT SECURITY SYSTEMS
2	322817		\$295.00	06/27/08	05924	BELLE SERVICES CORP.
2	322818		\$46.50	06/27/08	00541	CONTINENTAL CLAY COMPANY
2	322819		\$144.84	06/27/08	00679	DONATELLI'S
2	322820		\$1,550.00	06/27/08	00714	EAGLE SCREEN PRINTING
2	322821		\$40.00	06/27/08	01022	GRUBER PALLETS INC
2	322822		\$1,400.00	06/27/08	06631	HILDI INC
2	322823		\$102.21	06/27/08	01372	KNOWLAN'S SUPER MARKETS
2	322824		\$150.00	06/27/08	01641	MCCARTHY WELL COMPANY
2	322825		\$521.93	06/27/08	03179	MCGRAW-HILL CO.
2	322826		\$278.49	06/27/08	01684	MENARDS OAKDALE CASHWAY LUMBER
2	322827		\$275.00	06/27/08	01744	MINNESOTA CONWAY
2	322828		\$14,016.61	06/27/08	01971	NORTHEAST METRO 916
2	322829		\$168.30	06/27/08	05251	RAGHEAD SPORTSWEAR INC
2	322830		\$445.00	06/27/08	02564	SPEEDWAY SUPERAMERICA LLC
2	322831		\$350.75	06/27/08	02745	THYSSENKRUPP ELEVATOR
2	322832		\$452.72	06/27/08	00723	XCEL ENERGY
2	322833		\$452.70	06/27/08	00787	ERICKSON OIL PRODUCTS INC
2	322834		\$2,669.82	06/30/08	03934	DIRECT SAFETY
2	322835		\$350.00	06/30/08	03907	ST ANNE'S ACADEMY
2	322836		\$386.14	06/30/08	00094	AMERICAN FAMILY ASSURANCE
2	322837		\$36.61	06/30/08	01556	MAHTOMEDI AREA EDUC.FOUNDATION
2	322838		\$272.00	06/30/08	01740	MINN NCPERS GROUP LIFE INS

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	322839		\$10,953.62	06/30/08	01807	MN TEACHERS RETIREMENT ASSN
2	322840		\$14.90	06/30/08	01888	NATIONAL INSURANCE SERVICES
2	322841		\$691.50	06/30/08	02017	OFFICE & PROFESSIONAL
2	322842		\$635.04	06/30/08	02048	OPERATING ENGINEERS LOCAL #70
Check Count	558	Grand Total	\$1,477,110.64			

MAHTOMEDI CONSTRUCTION PAYMENTS - MAY 31, 2008 TO JUNE 30, 2008

<u>Check Number</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	<u>Code</u>
322286	6/5/08	Sunergi	Invoice # INY005529 Professional Services	\$16,000.00	06-005-870-000-311-000
322716	6/26/08	The Center for Efficient School Operations	Invoice # 1154 Owner's Representation for Facility Construction And Improvement	\$4,875.00	06-005-870-000-311-000
322717	6/26/08	Westwood Professional Services	Invoice # 0805082 Wetland Replacement Monitoring (Task # 4415 / Project # 20081037.00)	\$1,402.00	06-005-870-000-311-101
TOTAL				\$22,277.00	

MAHTOMEDI CONSTRUCTION PAYMENTS - JUNE 30, 2008 TO JULY 31, 2008

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/10/08	Sunergi	Order # ORD0128 Microsoft Dynamics / Rockton Software	\$17,573.48
7/10/08	Waldo	Invoice # 107 Annual Fee for FMSystems/Waldo	\$2,900.00
TOTAL			\$20,473.48

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF JUNE 2008**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
6/4/08	MN Trust	MSDLAF	\$3,000,000.00	cover checks
6/4/08	Washington County	Smith Barney	\$2,033,199.00	direct payment
6/4/08	US Bank	First Niagara Bank	\$173,060.36	OMNI tsa's
6/4/08	US Bank	Wells Fargo-EBC Flex	\$26,269.55	flex benefits
6/4/08	US Bank	Central Bank	\$881.28	para union dues
6/5/08	Washington County	Smith Barney	\$2,033,326.06	direct payment
6/6/08	MSDLAF	US Bank	\$1,422,770.91	cover checks
6/6/08	US Bank	IRS	\$549,123.74	federal & fica taxes
6/6/08	US Bank	MN Dept of Revenue	\$83,080.82	state payroll taxes
6/6/08	US Bank	Wis. Dept. of Revenue	\$8,212.47	state payroll taxes
6/6/08	US Bank	Public Emp. Retirement Assoc.	\$18,785.48	pera retirement
6/20/08	State of Minnesota	MN Trust	\$884,161.36	direct state payment
6/20/08	State of Minnesota	MN Trust	\$3,017.49	direct state payment
6/26/08	MN Trust	MSDLAF	\$800,000.00	cover checks
6/26/08	US Bank	First Niagara Bank	\$14,166.00	OMNI tsa's
6/26/08	US Bank	Wells Fargo-EBC Flex	\$1,370.75	flex benefits
6/26/08	US Bank	Central Bank	\$863.20	para union dues
6/30/08	State of Minnesota	MN Trust	\$4,206.05	direct state payment
6/30/08	State of Minnesota	MN Trust	\$8,558.32	direct state payment
6/30/08	MSDLAF	US Bank	\$284,152.00	cover checks
6/30/08	US Bank	IRS	\$96,986.12	federal & fica taxes
6/30/08	US Bank	MN Dept of Revenue	\$13,848.46	state payroll taxes
6/30/08	US Bank	Wis. Dept. of Revenue	\$756.37	state payroll taxes
6/30/08	US Bank	Public Emp. Retirement Assoc.	\$34,716.70	pera retirement