

**INDEPENDENT SCHOOL DISTRICT #832**  
**REGULAR MEETING – BOARD OF EDUCATION**  
Thursday, January 12, 2012 - 7:00 PM  
Mahtomedi District Education Center - Community Room

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

**- AGENDA -**

1. CALL TO ORDER BY TEMPORARY CHAIRPERSON
2. ROLL CALL OF ATTENDANCE
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE CONSENT AGENDA - See #15 for Consent Agenda Items
5. ORGANIZATIONAL MATTERS
  - A. Election of Chairperson
  - B. Election of Clerk/Vice Chair
  - C. Election of Treasurer
  - D. Salaries of Board Members and Officers (Review of Policy 202.1-School Board Compensation) 5
  - E. Consideration of Board Member Appointments for 2012 7
6. PRESENTATIONS/RECOGNITION
  - A. Staff Recognition
  - B. Wildwood Elementary School - Kindergarten Reading Instruction with Read Well  
Presenter: Mark Hamre Paula Tansom
7. 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.
8. REPORT FROM STUDENT REPRESENTATIVE
  - A. Alexandra Atkins, Student Representative
9. APPROVAL OF MINUTES
  - A. November 11, 2011 - Special Meeting 9
  - B. December 8, 2011 - Regular Meeting 10
  - C. December 13, 2011 - Study Session 14
10. DISCUSSION/INFORMATION ITEMS
  - A. Calendar of Events 16

11. ACTION ITEMS

- A. Approval of Resolution Directing the Administration to Prepare Recommendations for Reductions in Programs and Positions and Reasons Therefor (2012-2013) 18  
Presenter: Mark Larson
- B. Approval of Operating Practices 19  
Presenter: Mark Larson
- C. Approval of Revised 2011-2012 School Calendar 23  
Last day of school for grades 9-12 changed from June 7 to June 5, 2012.  
Presenter: Mark Larson
- D. Approval of Revised 2012 School Board Meeting Schedule 24

12. SCHOOL BOARD COMMITTEE REPORTS

- A. Association of Metropolitan School Districts (AMSD) Board  
Presenter: Mary Jo Deters
- B. Integration District: Educational Equity Alliance (EEA)  
Presenter: Mary Jo Deters
- C. Minnesota School Boards Association (MSBA) Legislative Liaison  
Presenter: Kevin Donovan
- D. Northeast Metro 916 Board 25  
Presenter: Judy Schwartz
- E. Other Items/Reports

13. SUPERINTENDENT'S REPORT

14. ADJOURNMENT

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

- A. Approval to Pay Bills - Check No. 373897 to 374312 and 80001924 to 80002018 32
- B. Approval of Wire Transfer Transactions 44
- C. Approval of Agreement for Student Teaching with the Regents of the University of Minnesota 45
- D. Approval of Revised Records Retention Schedule
- E. Selection of Official School Publication: *White Bear Press* 46
- F. Selection of Official School District Depositories: *Associated Bank Corp, MN Trust, PMA Financial Network Inc., Smith Barney, U. S. Bank of St. Paul, U. S. Bank of White Bear Lake, and designated depositories of the Minnesota School District Liquid Asset Fund*
- G. Designation of Legal Counsel: *Kennedy & Graven; Karen Kepple at Northeast Metro 916; Knutson, Flynn & Deans; Ratwik, Roszak, and Maloney; and others as needed*
- H. Designation of Financial Advisor: *Ehlers and Associates, Inc. and Springsted,*

*Inc.*

- I. Approval of Resolution Providing Limited Authorization for Superintendent and Business Manager to Sign Contracts 47
- J. Approval of Resolution Relating to Authorization and Use of Facsimile Signatures by School District Officers 48
- K. Authorization to Approve and Pay Vendors before School Board Meetings and Use Wire Transfers
- L. Approval of Donations/Grants Totaling \$2,300
  - 1. From Dr. Thomas and Joan Briggs to Mahtomedi High School Scholarship Fund - \$1,800
  - 2. From Barry and Sewall Industrial Supply Co. to Mahtomedi Engineering Program - \$500
- M. Personnel
  - 1. Approval of Contracts and Work Agreements
    - a. Jim Hering - Technology Specialist - District Wide (2011-2012)
    - b. Tonya Kostuch - Technology Specialist - District Wide (2011-2012)
    - c. Mahtomedi Education Association (2011-2013)
    - d. Kimberly O'Connor - .114 FTE Math Coach - O. H. Anderson Elementary School (2011-2012)
    - e. Kalpana Parsons - Paraprofessional - Wildwood Elementary School (1/3/12)
    - f. Rebecca Wilson-Abbott - .1 FTE Early Childhood Special Education Teacher - ECSE (12/8/11)
  - 2. Approval of Resignations/Retirements/Terminations
    - a. Lisa French-Austin - Special Education Paraprofessional - Wildwood Elementary School (12/22/11)

## **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 [mark.larson@mahtomedi.k12.mn.us](mailto:mark.larson@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.

**202.1 - SCHOOL BOARD COMPENSATION**

- I.** The School Board and its officers shall be compensated at the same rate as the average of Intermediate School District 916 school boards.
- Compensation shall be chair \$5,000; clerk/vice chair \$4,400; treasurer \$4,400, and other members \$4,400. (The school board decreased their compensation in 2010. They chose to be paid at the same rate as the school board members in the Stillwater School District.)
  - The School Board members shall be paid in March, June, September, and December and shall have the deductions withheld required by law.
- II.** School Board members are eligible for reimbursement of expenses directly related to fulfilling a Board member's official responsibilities. Reimbursed expenses normally include:
- Mileage to and from School Board members homes to school district seminars and meetings. Board members will not be reimbursed for mileage to and from regularly scheduled school board meetings or to and from school district events. Parking and other required transportation will also be reimbursed at rates established by the Board.
  - Meals required in conjunction with official school board activities and duties will be up to the per diem established by the School Board.
- III.** Requests for reimbursement are submitted to the Superintendent for review. Reimbursement will occur through normal payment processing procedures after approval by the School Board.

*ADOPTED – September 8, 1994*

*REVISED – January 12, 1995; January 11, 1996; January 13, 2000; January 11, 2001; January 10, 2002; January 12, 2006; January 11, 2007; January 10, 2008; January 7, 2010*

<b>2011/2011-12 SCHOOL BOARD COMPENSATION</b>							
<b>DISTRICT</b>	<b>Chairperson</b>	<b>V-Chairperson</b>	<b>Clerk</b>	<b>Treasurer</b>	<b>Directors</b>	<b>Prescheduled Meetings Per Year</b>	<b>Additional Meetings</b>
Centennial	\$5,342	\$4,773	\$5,114	\$4,773	\$4,546	21	10
Columbia Hts	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	22	12
Spring Lk Pk	\$5,400	\$5,000	\$5,400	\$5,400	\$5,000	24	10
Mounds View	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	27	As needed
NSP-M-Oakd	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	20	12
Roseville	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	23	10
White Bear Lk	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500	24	As needed
Mahtomedi	\$5,000	-	\$4,400	\$4,400	\$4,400	21	As needed
So Wash Cty	\$4,800	\$4,800	\$4,800	\$4,800	\$4,800	24	15
Stillwater	\$5,000	\$4,400	\$4,400	\$4,400	\$4,400	22 Business	22 Wk Sessions
NE Metro 916	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	13	As needed
<b>Average</b>	<b>\$5,707</b>	<b>\$5,223</b>	<b>\$5,216</b>	<b>\$5,158</b>	<b>\$5,073</b>	<b>20</b>	<b>9</b>
<b>Average without highest and lowest</b>	<b>\$5,642</b>	<b>\$5,129</b>	<b>\$5,164</b>	<b>\$5,093</b>	<b>\$4,990</b>		
<b>NOTES:</b>							
1. Averages do not include expense reimbursements							
12/21/2011							



**SCHOOL BOARD ORGANIZATIONAL MEETING**

**ELECTION OF OFFICERS**

<b><u>OFFICE</u></b>	<b><u>PURPOSE</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Chairperson	The Chairperson presides at all meetings of the school board, countersigns all orders upon the Treasurer for claims allowed by the board, represents the school district in all actions, and performs all of the duties usually incumbent on such officer.	Kevin Donovan	_____
Clerk/Vice Chair	The Clerk keeps records of all meetings of the school board, oversees all elections conducted by the district, and files a report on or before October 15 of each year of the revenues, expenditures, and balances in each fund for the preceding fiscal year. / The Vice Chair shall perform the duties of the chair in the event of the chair's temporary absence.	Cathy Dalton	_____
Treasurer	The Treasurer shall deposit the funds of the school district in the official depository, make all reports that may be called for by the school board, and performs all of the duties usually incumbent on such officer.	Mary Jo Deters	_____

**COMMITTEE APPOINTMENTS**

<b><u>COMMITTEE</u></b>	<b><u>PURPOSE</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Facilities Committee	The purpose of the Facilities Committee is to assist the school board and administration to achieve safe, clean, well-maintained, and attractive buildings and grounds. The committee will review and comment on proposed budgets for buildings and grounds, significant system or staffing changes, and proposed capital projects prior to final review or action by the board.	Cathy Dalton Mary Jo Deters Steven Wolgamot	_____ _____ _____
Finance Committee	The purpose of the Finance Committee is to assist the school board and administration with long-range planning related to district finance. The committee will work with the superintendent and director of business services and selected community members to identify long-range economic strategies and maintain district financial health.	Robert Donohoe Judith Schwartz Steven Wolgamot	_____ _____ _____
Personnel Committee	The purpose of the Personnel Committee is to assist the school board and administration to maintain a quality work force, resolve employee grievances, and negotiate individual and group employment contracts. This will be accomplished by providing parameters and guidance on contract negotiations, employee grievances, and reviewing significant changes in staffing or personnel policies prior to final review or action by the board.	Cathy Dalton Kevin Donovan, <i>chair</i> Judith Schwartz	_____ _____ _____

**ADVISORY BOARD APPOINTMENTS**

<b><u>ADVISORY BOARD</u></b>	<b><u>PURPOSE</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Association of Metropolitan School Districts (AMSD)	The Association of Metropolitan School Districts exists to represent member school districts in the legislative process and to initiate and support legislation in the best interests of public education, member school districts, students, and works to achieve funding equity.	Mary Jo Deters Steven Wolgamot(A)	_____ _____ <u>(A)</u>
Minnesota School Boards Association (MSBA) Legislative Committee Liaison	During the legislative session, the Minnesota School Boards Association Legislative Liaisons will serve as the contact person for MSBA’s legislative effort. Legislative Liaisons should stay current on key education issues and provide reports to his/her board at each meeting during the legislative session.	Kevin Donovan Mary Jo Deters (A)	_____ _____ <u>(A)</u>
Minnesota State High School League (MSHSL)	This individual serves as the district representative for Minnesota State High School League matters in combination with the superintendent and serves as a voting member on specific policy issues.	Robert Donohoe Mary Jo Deters (A)	_____ _____ <u>(A)</u>

**GOVERNING BOARD APPOINTMENTS**

<b><u>GOVERNING BOARD</u></b>	<b><u>PURPOSE</u></b>	<b><u>2011</u></b>	<b><u>2012</u></b>
Integration District: Educational Equity Alliance	The integration district partnership with North St. Paul-Maplewood-Oakdale School District was formed to address the Minnesota Desegregation Law.	Mary Jo Deters Cathy Dalton (A)	_____ _____ <u>(A)</u>
Mahtomedi Area Educational Foundation (MAEF)	The mission of the Mahtomedi Area Educational Foundation is to recognize and develop the full potential of all people living and working within District 832 through teaching and learning.	Kevin Donovan Mark Wolak, ex officio	_____ Mark Larson, ex officio
Northeast Metro 916 Governing Board	Northeast Metropolitan Intermediate School District-916, in cooperation with member school districts, provides programs and services to students including secondary vocational, special education, telecommunications, and other low-incidence specialties.	Judith Schwartz Steven Wolgamot(A)	_____ _____ <u>(A)</u>
TIES Joint Board Rep	TIES is an education technology collaborative that offers cutting-edge school administration software, hardware, Internet services, and professional development designed by educators for education.	Robert Donohoe Cathy Dalton (A)	_____ _____ <u>(A)</u>

## Minutes of Special Meeting

### Board of Education Mahtomedi Public Schools

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A Special meeting of the Board of Education of the Mahtomedi Public Schools was held **Friday, November 11, 2011**, beginning at 7:00 AM in the Mahtomedi District Education Center - Board Room.

#### 1. CALL TO ORDER

Chair Kevin Donovan called the special meeting to order at 7:05 a.m.

#### 2. ROLL CALL OF ATTENDANCE

Present: Bob Donohoe; Kevin Donovan; Judy Schwartz; Steve Wolgamot; and Superintendent Mark Larson, ex officio. Absent: Cathy Dalton and Mary Jo Deters.

#### 3. ACTION ITEMS

##### A. Approval of Resolution Canvassing Returns of Special Election

The school board reviewed the results of the special election held on Tuesday, November 8: Renewal of School District Capital Project Levy (for technology). The ballot question received approval of a majority of the votes cast with 1,707 yes votes and 1,314 no votes. Wolgamot moved, Schwartz seconded, approval of resolution canvassing returns of votes of school district special election. Carried.

#### 4. ADJOURNMENT

Schwartz moved, Wolgamot seconded, adjournment. Meeting adjourned at 7:15 a.m. Carried.

CATHY DALTON, CLERK

# Minutes of Regular Meeting

## Board of Education Mahtomedi Public Schools

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A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **Thursday, December 8, 2011**, 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 Kevin Donovan.

### 2. ROLL CALL OF ATTENDANCE

Present: Mary Jo Deters; Bob Donohoe; Kevin Donovan; Judy Schwartz; Steve Wolgamot; Superintendent Mark Larson, ex officio; and Allie Atkins, Student Representative. Absent: Cathy Dalton.

### 3. APPROVAL OF THE AGENDA

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

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

Donohoe moved, Schwartz seconded, approval of the actions recommended on the consent agenda. Carried.

### 5. PRESENTATIONS/RECOGNITION

#### A. Student Recognition

The following students were recognized by the school board and administration:  
Artistic Talents - Geno Long. Motivated/Enthusiastic/Polite - Cole Armitage. State Honors Choir - Jack Scharrer. WBL Rotary Academic Achiever - Andreana Finn. 916 Careers Program - Leah Hennes, Erin Martinson, Laura Sundmark. Not Present: Broc Bartylla. Debate Team - Beau Berger, Sean Carroll, Dallas Keate, Jeremy Miraglia. Not Present: Sean Indrelie.

#### B. Mahtomedi High School - A Day in the Life of MHS Students

Kathe Nickleby, Principal at Mahtomedi High School, showed a video presenting a day in the life of Mahtomedi High School students. Two students were picked from each grade level and with the help of the 6<sup>th</sup> hour video productions class were

videotaped during their school day. The students who shared their day were Jake Audorff, Shawn Barry, Hannah Buller, Evan Carlson, Connie Dale, Abby Golden, Lexi Helmer, and Cal Knickerbocker.

C. Truth-in-Taxation Presentation

Denise Sundstrom, Director of Business Services, presented information regarding the proposed levy payable in 2012 and the tax impact for residents. The School Board adopts a proposed levy in September and adopts a final levy in December. The 2012 levy is proposed to increase by \$23,803 or 0.20%.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

A. Alexandra Atkins, Student Representative

School Board Student Representative Allie Atkins reported on the following events at Mahtomedi High School: NHS Fall blood drive, SADD Chapter photo contest, NHS provided treats at parent/teacher conferences, NHS and MSP partnering in a clothes/mittens drive, SLC planning Parents' Night Out and blanket drive, Sadie's dance, electronic sign in front of High School will be fixed soon, Veteran's Day panel, FABLAB open house, *Christmas Carroll* school play, and the robotics show today at Century College.

8. APPROVAL OF MINUTES

A. November 10, 2011 - Regular Meeting

Schwartz moved, Donohoe seconded, approval of the minutes from the November 10, 2011, school board meeting. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Kevin Donovan reviewed the calendar of events.

B. Facilities Update

Superintendent Mark Larson updated the school board on the following as it relates to construction: closing out punch list items at Mahtomedi High School, Mahtomedi

Middle School, and O. H. Anderson School, grading permits were issued and for the last two weeks earth was being moved and the pad (compacted base) has been completed for new Wildwood School. This will give a four week head start in the spring when the footings, vapor barrier, etc will be done. Still planning for August 2013 opening. The January study session may also be a special meeting for approval to go out for some bids.

10. ACTION ITEMS

A. Approval to Certify Levy for 2012

Wolgamot moved, Schwartz seconded, approval to certify the levy for 2012. Carried.

B. Approval to Hold a Study Session on Tuesday, December 13, 2011 at 7:00 p.m.

Wolgamot moved, Donohoe seconded, approval to schedule a study session on Tuesday, December 13, 2011 at 7:00 p.m. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Treasurer Mary Jo Deters handed out AMSD's 2012 Legislative Platform brochure and Superintendent Mark Larson summarized last Friday's AMSD meeting.

B. Integration District: Educational Equity Alliance (EEA)

None.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

School Board Chair Kevin Donovan reported on MSBA's Delegate Assembly and District 6 meeting.

D. Northeast Metro 916 Board

School Board Director Judy Schwartz discussed the 916 Talking Points that she distributed and the 916 facilities planning that is under way.

E. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson gave an update on: continuous improvements (one of the strategic areas of focus) being done at each of the buildings, MAEF strategic planning meeting, WBL Area Chamber of Commerce meeting, area Foundations meeting, 4<sup>th</sup> grade *Blizzard of Oz* performance, substitute dad for Dad's Day in kindergarten, and the upcoming TIES Conference.

13. ADJOURNMENT

Donohoe moved, Deters seconded, adjournment. Meeting adjourned at 8:08 p.m. Carried.

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

A. Approval to Pay Bills - Check No. 373571 to 373896 and 80001802 to 80001923

B. Approval of Wire Transfer Transactions

C. Approval of Donations/Grants Totaling \$2,690.80

1. From Mahtomedi PTO to Mahtomedi Engineering Program - \$790.80

2. From Mahtomedi "M" Club to Mahtomedi High School Girls' Gymnastics Program - \$700

3. From Mahtomedi "M" Club to Mahtomedi High School Girls' Track Program - \$700

4. From Kramer-Berg American Legion Post 507 to Mahtomedi High School Choir Program - \$500

D. Personnel

1. Approval of Contracts and Work Agreements

a. Jennifer DeKrey - Paraprofessional - O. H. Anderson Elementary School (11/29/11)

b. Jane Lyden - Long-Term Substitute Reading Teacher - Mahtomedi Middle School (11/21/11 to 2/17/12)

c. Mark Scherer - Paraprofessional - Wildwood Elementary School (11/21/11 to 12/22/11)

d. Teri Steger - Long-Term Substitute Special Education Teacher - O. H. Anderson Elementary School (11/28/11 to 2/17/12)

e. Jean Woodberry - Paraprofessional - Early Childhood Family Education (ECFE) (12/5/11)

2. Approval of Resignations/Retirements/Terminations

a. Jenifer Johnson - Paraprofessional - O. H. Anderson Elementary School (10/25/11)

b. Laura Lindwall - Paraprofessional - Mahtomedi Middle School (10/28/11)

ROBERT DONOHOE, ACTING CLERK

# Minutes of Study Session

## Board of Education Mahtomedi Public Schools

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A Study Session of the Board of Education of the Mahtomedi Public Schools was held **Tuesday, December 13, 2011**, beginning at 7:00 PM in the Mahtomedi District Education Center - Board Room.

### 1. CALL TO ORDER

Meeting called to order at 7:03 p.m. by Chair Kevin Donovan.

### 2. ROLL CALL OF ATTENDANCE

Present: Cathy Dalton; Mary Jo Deters; Bob Donohoe; Kevin Donovan; Steve Wolgamot; and Superintendent Mark Larson, ex officio. Absent: Judy Schwartz.

Also Present: Lynne Viker, Director of Teaching and Learning and Support Services.

### 3. APPROVAL OF THE AGENDA

Donohoe moved, Dalton seconded, approval of the agenda. Carried.

### 4. DISCUSSION/INFORMATION ITEMS

#### A. Planning for January Organizational Meeting

##### 1. Officers

In planning for the January organizational meeting where school board officers will be elected, board members discussed who would have interest in being chair, vice chair/clerk, and treasurer. The history of how long officers usually held those positions was also discussed.

##### 2. Salaries

Salaries for school board members will be decided on at the January organizational meeting. Board members discussed having salaries, like they currently do, or having no pay and returning to a volunteer board.

##### 3. Appointments

School board members also discussed their current appointments on various

committees, advisory boards, and governing boards and who would like to do what next year.

4. 2012 Meeting Calendar

Superintendent Mark Larson discussed with school board members the 2012 school board meeting calendar and conflicts that may arise in January and September. Canvassing the November 6 school board election cannot be done on November 8 so that meeting will be changed to November 15.

B. Superintendent Evaluation Process

Superintendent Mark Larson discussed with school board members the next steps in the superintendent's evaluation process and the timeline for completing it.

C. Review of Campaign for Renewal of Capital Levy Project (for technology)

Superintendent Mark Larson recapped with school board members the campaign that was used for the renewal of the capital levy project (for technology). The district will be going out for renewal of its operating levy in 2013 and Larson and the board discussed planning the campaign for it.

D. Gluten-Free Lunches

Superintendent Mark Larson and Lynne Viker, Director of Teaching and Learning and Support Services, presented to school board members the standard process used when working with all families with special diet requests.

5. ADJOURNMENT

Donohoe moved, Deters seconded, adjournment. Meeting adjourned at 8:58 p.m. Carried.

CATHY DALTON, CLERK

## CALENDAR OF EVENTS

<b>JANUARY</b>		
<b>DATE/TIME</b>	<b>MEETING/EVENT</b>	<b>LOCATION</b>
<b><u>Monday, January 9</u></b> 6:30 p.m. 7:00 p.m.	MHS Parent Association Meeting MAEF Board of Trustees Meeting	Mahtomedi High School - Media Center District Education Center - Board Room
<b><u>Tuesday, January 10</u></b> 6:30-8:30 p.m.	Community Education Advisory Council Mtg.	District Education Center - Board Room
<b><u>Thursday, January 12- Friday, January 13</u></b>	MSBA Leadership Conference	Minneapolis Convention Center
<b><u>Thursday, January 12</u></b> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<b><u>Friday, January 13</u></b> 8:00 a.m.	WW/OHA PTO “Before the Bell” Meeting	Wildwood Elementary School
<b><u>Monday, January 16</u></b>	No School - Martin Luther King, Jr. Day	
<b><u>Tuesday, January 17</u></b> 7:30 a.m.-1:30 p.m.	AMSD Winter Conference	TIES Building, St. Paul
<b><u>Thursday, January 19</u></b> 7:00 p.m.	MMS Jazz Band Concert	Chautauqua Center
<b><u>Monday, January 23</u></b>	No School - Staff Development	
<b><u>Thursday, January 26</u></b> 7:00 p.m.	School Board Special Meeting/Study Session	District Education Center - Community Room

## CALENDAR OF EVENTS

<b>FEBRUARY</b>		
<b>DATE/TIME</b>	<b>MEETING/EVENT</b>	<b>LOCATION</b>
<b><u>Friday, February 3</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building, St. Paul
<b><u>Wednesday, February 8</u></b> 6:00 p.m.	Northeast Metro 916 School Board Meeting	Bellaire School, White Bear Lake
<b><u>Thursday, February 9</u></b> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<b><u>Friday, February 10</u></b> 7:30-9:00 a.m.	City Leaders Meeting	District Education Center - Board Room
<b><u>Monday, February 13</u></b> 6:30 p.m. 7:00 p.m.	MHS Parent Association Meeting MAEF Board of Trustees Meeting	Mahtomedi High School - Media Center District Education Center - Board Room
<b><u>Tuesday, February 14</u></b> 6:30-8:30 p.m.	Community Education Advisory Council Mtg.	District Education Center - Board Room
<b><u>Monday, February 20</u></b>	No School - Presidents' Day Holiday	
<b><u>Thursday, February 23</u></b> 7:00 p.m.	School Board Study Session	District Education Center - Community Room
<b><u>Friday, February 24</u></b>	No School - Staff Development/Conferences	



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

**RESOLUTION DIRECTING THE ADMINISTRATION TO PREPARE  
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND  
REASONS THEREFOR**

WHEREAS, the financial condition of the school district because of declining enrollment and corresponding state reductions in revenue dictate that the School Board may need to reduce expenditures for the 2012-2013 school year, and

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

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

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

That the School Board hereby directs the Superintendent of Schools and administration to prepare recommendations for potential discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and prepare recommendations for the School Board for the potential discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by 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.

**Mahtomedi Public Schools**  
**Independent School District #832**  
**1520 Mahtomedi Avenue**  
**Mahtomedi, MN 55115**

**Regular Meeting - Board of Education**

**Date: January 12, 2012**

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**Agenda Item #11. B.**

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**TOPIC:** Operating Practices

**PURPOSE OF PRESENTATION:** At the December Study Session, the Board reviews the Operating Practices and makes suggestions and changes. At the Organizational Meeting in January, the Board adopts the practices and follows them until they are re-examined.

Board members may, with the Chair's approval, request placing a specific practice(s) on the agenda at a future Board meeting with the purpose of re-examining at a time other than the December Study Session.

**ACTION RECOMMENDED:** The Board approve and adopt the Operating Practices as presented.

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**Submitted By:**

*Mark Larson*

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**Name**

Superintendent of Schools

**Title**

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**Concurrence By:**

*Mark Larson*

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**Dr. Mark Larson**

**Superintendent of Schools**

## **Mahtomedi School Board and Superintendent Leadership Team Operating Practices**

*"The following expectations have been developed and agreed upon to in order to provide structure to the operation of the School Board and to strengthen the relationship among School Board members and between the School Board and Superintendent:"*

### **1. How we relate to one another (unity, conflict and decision making)**

- Board members will relate to one another with honesty, integrity, and respect. Once a clear majority of the Board has agreed to a certain position and discussed it thoroughly, other Board members will not renew discussion of that topic provided that a full discussion and vote has taken place.
- Both Board unity and honest disagreement are legitimate and have their appropriate place (individual responsibility, member responsibility, chair responsibility).
- When a majority of the Board makes a decision, the minority members will respect majority rule and exemplify the standard, "I did not agree with this action, but I will respect and support the position of the Board."
- Board members and Superintendent will not criticize or second guess each other behind the scenes.
- Board members agree to devote time on an annual basis to review these norms/guiding principles

### **2. How we communicate (boundaries, transparency, being informed)**

- The Superintendent will respect the need for all Board members to have the same information that relates to issues coming before the Board.
- The Superintendent will provide written updates on a regular basis on issues of interest and concern affecting the school district.
- Board members will channel requests for information, reports, etc. through the Superintendent rather than directly to staff.
- All official communication between Board members and other school district staff will be channeled through the Superintendent, particularly if it relates to performance of school district employees (*Exception – thank you notes from board members to staff*).

### **3. How we govern (roles, responsibilities and expectations)**

- It is agreed that the Board Chair and Superintendent will meet prior to each meeting so that he or she is fully prepared to run the meeting.
- Legal questions should be forwarded to the Superintendent who will contact an attorney for assistance.
- Board members will contact the Superintendent when they receive parental complaints rather than contacting the staff directly.
- All routine personnel recommendations will be approved unless the Superintendent is contacted in advance.
- Board members receiving complaints will encourage parents to follow channels (teacher, principal, superintendent, etc.) and avoid communicating the "I'll fix it" message.
- Board members will appropriately clarify their role; i.e. citizen, parent, or school board member in their interactions with teachers and other staff.
- Board members will set the general parameters for subcommittee and task force committee assignments
- Board members will notify building principals when visiting a building in their official capacity as a member of the Board.
- Board members will attempt to visit each building at least once per year.
- Board members who are not in attendance at assigned school board committee meetings are responsible for getting information discussed prior to any full school board meeting where the same issue may be discussed.
- Board members will focus on policy and board parameters and not on administrative/management activities.
- Board members will recognize and respect that their authority exists where a quorum of the Board meets and not as individuals.

#### **4. How we conduct meetings (meeting protocol/process and participation)**

- It is the Board Chair's responsibility to remind members, when necessary to limit discussions to the agenda.
- Board members may bring to the Board items they think are important policy issues. They begin this process by bringing the item to the attention of the Superintendent or the Board Chair who will then schedule the item for a future Board meeting. The Board Chair will be the "gatekeeper" for these issues. At the beginning of a meeting, the Board Chair will discuss what requests have been made and any decision about whether or not to add the item. If the Board Chair determines that an item will not be added to the agenda, the Board member who made that request can ask the Board for approval to add the item. If there is a "second" to the motion and a majority vote for the item, it will be added.
- Board members agree to prepare for discussions in advance and review the materials distributed in the packet before the meeting.
- Board members who disagree with recommendations in the addendum or need more information before making a decision will contact the Superintendent or School Board Chair prior to the meeting.
- The Board Chair will welcome visitors and make it clear at the beginning of the meeting how they can participate. Citizens in the audience can be recognized and comment from the podium at the beginning of the meeting during the "Public Comment" time period.
- Board members needing additional information about consent list recommendations or wishing to move items from the consent list will contact the Superintendent or Board Chair before the meeting.
- An agenda, addendum, and background material for each board meeting will be provided the Friday before each meeting. Additional items may be added at a later date, as needed.
- "No surprises" is an important management standard in regard to public board meetings and is a shared responsibility of the Superintendent and individual Board members.

CREATED—August 2010

ADOPTED—January 12, 2012

Due to the MHS construction schedule, the last day of school for grades 9-12 will be Tuesday, June 5, 2012.

MAHTOMEDI PUBLIC SCHOOLS ISD#832  
2011-2012 School Calendar

ADOPTED - February 10, 2011  
REVISED - May 12, 2011  
REVISED - January 12, 2012

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	<del>24</del>	<del>25</del>	<del>26</del>	27
28	29	30	31			

September 2011						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2011						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2012						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					




May 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Aug 24-26 New Employee Orientation
- Aug 29-31 Staff Development
- Sept 1 Staff Development
- Sept 2 Non-Duty Day
- Sept 5 Labor Day {No School}
- SEPT 6 SCHOOL STARTS, GRADES 1-12
- Sept 6-7 Kindergarten Assessment
- SEPT 8 SCHOOL STARTS, GRADE K
- Oct 20-21 Professional Conference {No School}
- Nov 3 End of 1st Quarter (41)
- Nov 3 Evening Conferences 6-12
- Nov 4 Staff Development {No School}
- Nov 10 Evening Conferences K-12
- Nov 11 Conferences K-12 {No School}
- Nov 15 Evening Conferences K-2
- Nov 17 Evening Conferences 3-5
- Nov 23 Staff Development {No School}
- Nov 24-25 Thanksgiving Break {No School}
- Dec 23 Winter Break {No School}
- Dec 26-30 Winter Break {No School}
- Jan 2 Winter Break {No School}
- Jan 16 Martin Luther King, Jr. Day {No School}
- Jan 20 End of 2nd Quarter (43)
- Jan 23 Staff Development {No School}
- Feb 16 Evening Conferences 6-12
- Feb 20 President's Day {No School}
- Feb 21 Evening Conferences K
- Feb 23 Evening Conferences K, 6-12
- Feb 24 Staff Dev. 1-5/Conf. K, 6-12 {No School}
- Mar 1 K-Round-Up - No School for Half-Day K
- Mar 12-16 Spring Break {No School}
- Mar 29 End of 3rd Quarter (41)
- Mar 29 Evening Conferences 1-5
- Mar 30 Conf. 1-5 / Staff Dev. K, 6-12 {No School}
- Apr 3 Evening Conferences 1-2
- Apr 5 Evening Conferences 3-5
- Apr 6 {No School}
- May 28 Memorial Day {No School}
- June 5 Grades 9-12 - Last Day of School
- June 7 Grades K-8 - Last Day of School
- June 7 End of 4th Quarter (47)
- June 8 Staff Development
- June 9 Graduation - Aldrich Arena

Student Days = 172

Teacher Days = 185

-  = New Employee Orientation
-  = Teacher Duty Day - No School
-  = No School



<b>SCHOOL BOARD MEETING SCHEDULE - 2012</b>				
<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Type</b>	<b>Location</b>
Thursday	January 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	January 26	7:00 p.m.	Study Session	DEC - Community Room
Thursday	February 9	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	February 23	7:00 p.m.	Study Session	DEC - Community Room
Thursday	March 8	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	March 22	7:00 p.m.	Study Session	DEC - Community Room
Thursday	April 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	April 26	7:00 p.m.	Study Session	DEC - Community Room
Thursday	May 10	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	May 24	7:00 p.m.	Study Session	DEC - Community Room
Thursday	June 14	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	June 28	7:00 p.m.	Study Session	DEC - Community Room
Thursday	July 12	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 9	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	August 23	7:00 p.m.	Study Session	DEC - Community Room
Thursday	September 13	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	September 27	7:00 p.m.	Study Session	DEC - Community Room
Thursday	October 11	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	October 25	7:00 p.m.	Study Session	DEC - Community Room
Thursday	November 15 (3 <sup>rd</sup> Thurs)	7:00 p.m.	Regular Meeting	DEC - Community Room
Thursday	December 13	5:45 p.m.	Dinner Session	DEC - Board Room
		7:00 p.m.	Regular Meeting	DEC - Community Room

**Additional meetings will be scheduled as needed.**

The District Education Center (DEC) is located at: 1520 Mahtomedi Avenue, Mahtomedi, MN 55115

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**From:** Hayes, Connie [Connie.Hayes@nemetro.k12.mn.us]  
**Sent:** Tuesday, December 20, 2011 2:23 PM  
**Subject:** Board Report

**1. Meetings with other collaboratives:** In the spirit of "collaboratives collaborating", I am meeting with other collaboratives our member districts interact with. I have met with EMID and Metro ECSU and will meet with NW Suburban Integration after the holidays. This first meeting is to open up the discussion and try to decide if there is enough interest for a next step. This will be a slow process and I will report as information moves ahead. In that same vein, in March some of the ESA's in the state (educational service agencies) will come together over at Capitol View as we consider ways we might begin working differently to support our members.

**2. Communications specialist:** Stillwater and 916 are pursuing the hiring of a shared intern in the area of communications. The individual will be a 916 hire. Stillwater's person will go on maternity leave later this year. 916 is looking to maximize our budget dollars. This person will work under the consultant I have been contracting with for projects, Christine Wroblewski. This is a great opportunity for both of our districts. I know you have heard me say before, but I will say it again: Collaboration will be successful when three elements are in place – Timing, Fit and Trust. Each of these elements is core to this particular shared staff plan.

**3. Cabinet market analysis:** I have attached the market analysis requested at the board meeting. If you have any questions about it, please give me a call. I am *not* planning on including this in the board packet and will not provide to others in the district unless specifically requested to do so. We will send a copy to member district business managers and thank them for their contribution.

**4. Legislative white papers:** The three intermediates are working with Valerie Dosland again to develop our legislative initiatives. She will be at a board meeting in January or February to present the document and give you an opportunity to ask questions. Currently our draft includes: a) Address the increasing costs of special education, especially the high needs students; b) Allow school districts to use appropriate restraint measures to ensure student and staff safety; c) Continue to support the voluntary shared services efforts while looking at ways to remove barriers and provide incentives to encourage more shared services arrangements; and, d) Support efforts to increase opportunities for students and maximize resources for school districts.

**5. Assistant manager position for Mollie Wise:** You might remember my recent e-mail about the dramatic challenges at our John Glenn site we have been experiencing this fall. To help manage the situation, we placed assistant manager, Naomi Lepore, at that site full time about a month ago rather than sharing her across sites. This has created some other management issues under Tom Hoffman as we have recently added the Willows site last year and the Oneka site this year. Those two additional programs have filled up faster than we anticipated. Mollie has graciously agreed to accept the management of the Otter Lake program mid-year, which means she now has three sites. She is the only manager without an assistant. So we have posted for an assistant position to support her. Also, due to the legislative mandate to

collect complex data regarding the use of restrictive procedures as MDE gets ready to report on this controversial issue to the legislature, all the sites that use these procedures are spending a great deal of time reporting, analyzing, and planning around that data. MDE is studying the intermediates in great detail for their legislative report as they need to have sufficient information if the advocates try to present a “delete all” approach to the use of prone restraint.

**6. Meeting with MDE:** Last week we, along with 917, had a private meeting at MDE. We requested the meeting due to the significant and ongoing challenges 287 is having with MDE regarding the tuition billing system. It is a complex set of circumstances, but in a nutshell, it appears that 287 has such high central office administrative costs that their finance system does not fit within the parameters of tuition billing. They have annually been seeking, and will apparently continue to seek, a waiver from MDE regarding the tuition billing. This means that the members of 287 will see adjustments in their revenues as a result of the waiver. Some of these adjustments are very large (one as high as one million dollars). The letters informing their members went out in the last few days. We have been concerned about this because of the possible connection members of 916 and 917 might raise if they hear about this in the education circles and assume the same here. It is important for you to know that this *has not been* and *will not be* an issue for our two intermediates. We have been assured by MDE that our finances fit well within the tuition billing system and our members will not see these adjustments to their revenues (because we are not submitting waivers). So if you hear some questions from colleague board members from across the river, or if questions arise from your local administrators, you can confidently say this will not be the case for our member districts. As you might expect, this subject is a little touchy when the three intermediates get together. We can't really tell 287 how to do their business but we hope that eventually they will see a way to reduce their costs and fit into the billing system. Please handle this information carefully in any conversation you might have so that we do not damage our working relationship with our partners over at 287.

**7. Document for AMSD and the legislature:** Last year 287 developed a paper articulating the tipping point we are all facing between the rights of students and the safety needs of our staff. 916 and 917 have drafted our own version of this kind of document to help policy makers understand the challenges we are facing. The 287 superintendent will be presenting at the AMSD legislative meeting on January 6th at which time she will speak for all three intermediates on this issue. Our document will be provided as a handout to augment her presentation. I will send you a copy of our document after Christmas when we send it to AMSD for printing. Over time, we are getting better at articulating our story but have been struggling with what we want to present as a legislative solution. Last week I recommended to the intermediate superintendents that we request AMSD and Valerie lobby the legislature to protect and increase the community mental health grants. These grants help pay for the mental health services we have been purchasing from HSI for some of our programs. Those grants were on the chopping block during the last session. Hopefully we can develop consensus on this revenue source for this population of challenging students. In addition, our paper also raises the concern about how much more limited residential placements are being made available – and that some of these students’ needs reach well beyond educational needs. We don't have a good recommendation on that front at this time so we are just using this document to better inform policy makers. We will produce a video using clips from sites at 916 and 917 that we hope to use during this legislative session to continue this need to better inform.

That's it for now. If I don't talk to any of you before the holidays, I want to wish you all a wonderful season with your family and friends. During this season I often reflect on how the strong family I have had along with the great educational opportunities provided for me have laid the foundation for such a rewarding life. All those wonderful relationships and opportunities give me the hope and motivation I need to continue to find ways to support other families and their children.

See you in the New Year!

Connie

**Connie S. Hayes**

Superintendent

# 916 Market Analysis for Director of Administrative Services

*Oversees finance, operations, technology, human resources*

## **MEMBER DISTRICTS**

>The positions listed were provided by the member districts as comparable. In some instances several positions were provided and in that case, the most comparable cabinet level position is shown. Some of the positions chosen are not cabinet level at the member district.

>If a position had additional pay of some kind (i.e., performance, variable, off schedule) it is included in the pay unless the district said it was not applied.

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Columbia Heights	Dir Fin & Oper	\$116,000	TBD	FY 09, FY 10, FY 11	No
Mounds View	Dir of Finance	\$118,488	TBD	No	No
<b>NE Metro 916</b>	<b>Dir Admin Serv</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
South Washington	Dir Operations	\$126,712	\$128,062	FY 10	Yes
Spring Lake Park	Dir Bus	\$129,500	TBD	FY 10; FY 11	Yes
Mahtomedi	Dir of Bus Services	\$129,948	\$131,247	FY 10	No
Centennial	Business Affairs	\$132,000	\$132,000	FY 12	No
North St. Paul	Dir of Bus Serv	\$135,587	TBD	No	No
Stillwater	Asst Sup Bus & Oper	\$137,683	\$137,683	FY 12; FY 13	Yes
Roseville	Dir HR & Oper	\$142,888	TBD	No	No
White Bear Lake	Dir Fin and Operations	\$143,241	TBD	FY 10 with off sched \$3,000	No

## **INTERMEDIATE DISTRICTS**

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Intermediate 917	Business Manager	\$116,600	TBD	No	No
<b>Intermediate 916</b>	<b>Dir Admin Services</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
Intermediate 287	*Ex Dir Admin Services	\$136,098	\$136,098	FY 12	No

\*Note: Converted to 1.0 from .7FTE

# 916 Market Analysis for Director of Special Education

Oversees all 15 special education programs/sites

## MEMBER DISTRICTS

>The positions listed were provided by the member districts as comparable. In some instances several positions were provided and in that case, the most comparable cabinet level position is shown. Some of the positions chosen are not cabinet level at the member district.

>If a position had additional pay of some kind (i.e., performance, variable, off schedule) it is included in the pay unless the district said it was not applied.

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Stillwater	Dir Spec Ed	\$104,924	\$104,924	FY 12; FY 13	Yes
Mounds View	Dir Spec Serv	\$110,957	TBD	No	No
Columbia Heights	Dir Spec Ed	\$113,000	TBD	FY 09, FY 10, FY 11	No
Spring Lake Park	Dir Spec Ed	\$114,900	TBD	FY 11	No
<b>NE Metro 916</b>	<b>Dir Spec Ed</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
White Bear Lake	Dir Spec Serv	\$122,327	TBD	FY 10 with off sched \$3,000	No
South Washington	Dir Spec Ed	\$122,500	\$123,850	FY 10	Yes
North St. Paul	Dir Spec Serv	\$124,901	TBD	No	No
Mahtomedi	Dir Curriculum / Accountability	\$125,000	\$140,000	FY 10	No
Centennial	*Dir Spec Ed	\$126,877	\$126,877	FY 12	No
Roseville	Dir Spec Ed	\$142,888	TBD	No	No

## INTERMEDIATE DISTRICTS

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Intermediate 917	Spec Ed Dir	\$114,363	TBD	No	No
<b>Intermediate 916</b>	<b>Dir Spec Ed</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
Intermediate 287	Ex Dir Spec Ed	\$132,821	\$132,821	FY 12	No

\*Note: Converted from 223 days to 260 days

## 916 Market Analysis for Director of Educational Services

Oversees staff development, curriculum, evaluation, all general education programs (3 principals & 2 asst. principals), the east metro curriculum advisory, and collaborative projects with 287

### MEMBER DISTRICTS

>The positions listed were provided by the member districts as comparable. In some instances several positions were provided and in that case, the most comparable cabinet level position is shown. Some of the positions chosen are not cabinet level at the member districts.

>If a position had additional pay of some kind (i.e., performance, variable, off schedule) it is included in the pay unless the district said it was not applied.

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Columbia Heights	Dir T&L	\$109,800	TBD	FY 09, FY 10, FY 11	No
Mounds View	Dir Curr and Instruction	\$111,240	TBD	No	No
Centennial	Dir T&L	\$112,000	\$112,000	FY 12	No
<b>NE Metro 916</b>	<b>Dir Ed Serv</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
Mahtomedi	Dir Curr / Accountability	\$125,000	\$140,000	FY 10	No
White Bear Lake	Asst Sup	\$129,000	TBD	FY 10 with off sched \$3,000	No
Spring Lake Park	Dir T&L	\$131,500	TBD	FY 11	Yes
South Washington	Asst Sup T&L	\$132,004	\$136,048	FY 10	Yes
Stillwater	Asst Sup T&L	\$137,683	\$137,683	FY 12; FY 13	Yes
North St. Paul	Asst Sup T&L	\$138,000	TBD	No	No
Roseville	Asst Sup	\$148,893	TBD	No	No

### INTERMEDIATE DISTRICTS

District	Position	FY 11	FY 12	Frozen Salary	Steps Available?
Intermediate 917	No Position	NA	NA	NA	NA
<b>Intermediate 916</b>	<b>Dir Ed Services</b>	<b>\$120,000</b>	<b>Prop. \$123,500</b>	<b>FY 10; FY 11</b>	<b>No</b>
Intermediate 287	Ex Dir T&L	\$137,034	\$137,034	FY 12	No



**TO: Northeast Metro 916 Board of Education**  
**FROM: Connie Hayes**  
**DATE: January 4, 2012**  
**RE: January 3 Board of Education Meeting Talking Points**

Members present: Brunnette-833, Buchholz-834, Forsberg-16, Livingston-622, Lodico-12, Majerus-623, Newberg-624, Roberts-13, Sager-621, and Schwartz-832

Members absent: None

Among a number of topics discussed at the January 3, 2012, meeting of the Northeast Metro 916 Board of Education, the following agenda items were addressed:

1. **Organizational Meeting:** Officers were elected for 2012 as follows:
  - Chairperson - Tracy Brunnette, South Washington County Schools;
  - Vice Chairperson – Marilyn Forsberg, Spring Lake Park;
  - Clerk – Nancy Livingston, North St. Paul-Maplewood-Oakdale;
  - Treasurer – Janet Newberg, White Bear Lake
2. **FY '11 Audit:** Auditor Jim Eichten from MMKR presented the audit from the prior fiscal year. The management report noted (a) there were no transactions for which there was lack of authoritative guidance; (b) the accounting estimates evaluated for severance benefits, special education aid, OPEB, and depreciation of assets were reasonable; (c) any misstatements identified were trivial and corrected; and (d) there were no difficulties in dealing with, or disagreements with, management during the audit process. Jim was highly complimentary of Administrative Services Director Kristine Carr and her staff for another excellent audit and told the school board they can have a high degree of confidence in the financial health and management of the school district.
3. **Animal Assisted Instruction:** Transition Assistant Manager Val Rae Boe gave the board a presentation on how staff are utilizing animals in many areas of the curriculum. Several staff testimonials were shared that demonstrate how helpful the animals can be in helping students in emotional or behavioral crisis to calm themselves and prevent sending students to the hospital. Data is showing good reduction in hospitalizations and use of restrictive procedures (i.e., seclusion rooms). The program leaders are working with Natural Connections and a University of Minnesota researcher to continue to develop the program. One of the resources used is a book authored by Val Rae titled, *Animal Related Guidance: Teaching Social Skills Using Pets or Puppets*.
4. **Directors' Contract Settlement:** After presenting the tentative agreement with the directors to the school board for approval in December, the board asked that a

market analysis be completed. The comparisons with member districts showed that the Northeast Metro 916 directors had fallen from mid-range to the member district comparatives during the hard salary freeze from the last two years. The board approved increases of \$3,500 for each of the next two fiscal years, as well as addition of the VEBA plan similar to other district contracts this round of negotiations.

5. **Confidential Classified Contract Settlement:** The board approved the tentative agreement with Classified Confidential staff which included step movement both years, a \$250 national certification stipend, elimination of the bottom step and the addition of a new top step, and the addition of VEBA for the health insurance.

**CHECK REGISTER****DEC'2011**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>STATUS</b>
120111 00373897	459.84 AES-APPLIED ENVIRONMENTAL SCIENCES INC	C
120111 00373898	109.00 ANDERS PRILEY	C
120111 00373899	75.00 ANTHONY CZECH	C
120111 00373900	54.00 ANTHONY GROFF	C
120111 00373901	2,072.00 APACHE GROUP	C
120111 00373902	1,348.87 APPERSON EDUCATIONAL PRODUCTS	C
120111 00373903	885.00 ASCD	C
120111 00373904	15,000.00 BERRYS FLOOR COVERING/STEVEN BERRY	C
120111 00373905	32,088.00 BERWALD ROOFING CO INC	C
120111 00373906	108.00 BILL WEIGEL SIGNS	C
120111 00373907	72.00 BRETT REEM	C
120111 00373908	90.00 CENTER FOR APPLIED LINGUISTICS	C
120111 00373909	540.00 CHISAGO LAKES SCHOOLS	O
120111 00373910	251.79 COBORNSDELIVERS LLC	C
120111 00373911	255.00 COMO PLANETARIUM	O
120111 00373912	2,019.38 COURAGE CENTER	C
120111 00373913	20,636.00 CTB INC.	C
120111 00373914	237.14 DART PORTABLE STORAGE INC	C
120111 00373915	1,570.00 DISCOVERY EDUCATION	C
120111 00373916	3,500.00 DORSEY & WHITNEY LLP	C
120111 00373917	1,379.00 EAGLE SCREEN PRINTING/JEFFREY POESCHL	C
120111 00373918	171.82 ECKROTH MUSIC COMPANY	C
120111 00373919	375.60 ERIKA HAMMERSCHMIDT	C
120111 00373920	894.46 EXPRESS SERVICES INC	C
120111 00373921	4,339.12 FIRST STUDENT	C
120111 00373922	120.00 GINA CROSBY BOOGREN	C
120111 00373923	257.13 GRAINGER	C
120111 00373924	58,200.83 I.S.D # 834 STILLWATER	C
120111 00373925	27,252.80 INNOVATIVE OFFICE SOLUTIONS, INC	C
120111 00373926	43.00 J W PEPPER & SONS,INC.	C
120111 00373927	56.00 JESSE LANGER	C
120111 00373928	46,983.25 JOHNSON CONTROLS	C
120111 00373929	75.00 JOSEPH HARRIS	C
120111 00373930	15,764.14 KELLY SERVICES, INC	C
120111 00373931	384.00 LANDS BEST FOODS	C
120111 00373932	677.68 LASERPLUS, LLC	C
120111 00373933	69.95 LINGUISYSTEMS INC	C
120111 00373934	107.00 LUCAS KARNAS	C
120111 00373935	72.95 MACKIN LIBRARY MEDIA/EDUCATIONAL RESOURCES	C
120111 00373936	579.48 MAHTOMEDI AUTO SERVICE	C
120111 00373937	20.00 MARIANNE THOLE	C
120111 00373938	50.00 MASA	C
120111 00373939	46.42 MENARDS OAKDALE CASHWAY LUMBER	C
120111 00373940	2,639.80 METRO ATHLETIC SUPPLY	C
120111 00373941	101.39 MIKE PLUMB	C
120111 00373942	6,339.95 MINNESOTA CONWAY FIRE & SAFETY	C

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120111 00373943	213.89 MINVALCO INC	C
120111 00373944	100.00 MN DEPT OF LABOR AND INDUSTRY	C
120111 00373945	30.00 MOM'S CLUB OF WHITE BEAR AREA	C
120111 00373946	55,741.25 NAC NECHANICAL & ELECTRICAL SERVICE	C
120111 00373947	332.55 NASCO	C
120111 00373948	177.55 NCS PEARSON INC	C
120111 00373949	120.00 OFFICE OF THE SECRETARY OF STATE	C
120111 00373950	1,195.00 PARK BUS CO	C
120111 00373951	20,809.17 PARKOS CONSTRUCTION CO	C
120111 00373952	207.68 PCI EDUCATIONAL PUBLISHING	C
120111 00373953	31,622.65 PEOPLES ELECTRICAL CONTRACTORS	C
120111 00373954	6,099.95 PETERSON CO INC	C
120111 00373955	69,350.00 PHASOR ELECTRIC CO	C
120111 00373956	3,065.40 PINE TREE APPLE ORCHARD	C
120111 00373957	474.80 POSTMASTER	O
120111 00373958	2,075.26 RATWIK ROSZAK & MALONEY P A	C
120111 00373959	54.00 RAY BROWN	C
120111 00373960	390.00 SASSED- IL PBIS NETWORK	O
120111 00373961	66.64 SCHOLASTIC INC	C
120111 00373962	407.61 SCHOOL SPECIALTY INC	C
120111 00373963	118.20 SCIENCE KIT LLC	C
120111 00373964	30.35 SCOTT BOYD	C
120111 00373965	54.00 STANLEY ROBERTS JR	C
120111 00373966	1,473.44 STAPLES	C
120111 00373967	666.90 STEVE HAMMERSCHMIDT	C
120111 00373968	102.65 STRATEGIC EQUIPMENT	C
120111 00373969	948.37 SUNBURST CHEMICALS, INC.	C
120111 00373970	444.24 SY-SERV INC.	C
120111 00373971	231.66 TEACHINGBOOKS.NET/NICHOLAS GLASS	C
120111 00373972	54.00 THOMAS ANDERSON	C
120111 00373973	597.09 THYSSENKRUPP ELEVATOR	C
120111 00373974	75.91 TIES	C
120111 00373975	107.00 TIM MCGOWAN	C
120111 00373976	401.77 TOWNSEND PRESS	C
120111 00373977	325.18 TRANS-MISSISSIPPI BIOLOGICAL	C
120111 00373978	1,488.60 ULINE	C
120111 00373979	1,694.10 VIRCO INC	C
120111 00373980	20,062.07 WESTWOOD PROFESSIONAL SERVICES	C
120111 00373981	6.00 WHITE BEAR BOWL INC- PLS OPERATION LLC	C
120111 00373982	100.00 WHITE BEAR LAKE HIGH SCHOOL	C
120111 00373983	27,279.81 XCEL ENERGY	C
120211 00373984	262.80 JODY COMFORT	C
120811 00373985	593.59 ADA BADMINTON & TENNIS	C
120811 00373986	44,872.17 AMERICAN HEALTH RESOURCES	C
120811 00373987	5.00 AMY BILLY	O
120811 00373988	2,137.64 AMY MAHLKE	C

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120811 00373989	78.00 ANTHONY WILLIAMS	C
120811 00373990	2,623.00 BF LAUZON ENTERPRISES INC	C
120811 00373991	131.00 BILL FINNEGAN	C
120811 00373992	265.27 BLICK ART MATERIALS	C
120811 00373993	2,318.13 BRAD BERGIE	C
120811 00373994	75.00 BRIAN LASHOMB	C
120811 00373995	400.00 BRIAN MIELKE	C
120811 00373996	66.86 CAMBIUM LEARNING/SOPRIS WEST	C
120811 00373997	2,014.68 CENTURYLINK	C
120811 00373998	669.30 CHARLES LINDERKAMP	C
120811 00373999	97.83 COBORNSDELIVERS LLC	C
120811 00374000	16,304.20 COMSTOCK & SONS INC	C
120811 00374001	24.00 COOKE CUSTOM SEWING	C
120811 00374002	131.00 DAN LICK	C
120811 00374003	780.00 DAVE'S SPORT SHOP	C
120811 00374004	54.00 DEAN JILEK	C
120811 00374005	1,691.02 DELLWOOD HILLS GOLF CLUB	C
120811 00374006	567.56 DEVELOPMENT DIRECTIONS INC	C
120811 00374007	3,938.80 DIVERSIFIED SNACK DIVISION	C
120811 00374008	1,092.00 DOMINO'S PIZZA	C
120811 00374009	107.00 DOUG VEITH	C
120811 00374010	1,149.65 EARTHGRAINS CO.INC	C
120811 00374011	149.98 ECKROTH MUSIC COMPANY	C
120811 00374012	960.00 EDUCATORS BENEFITS CONSULTANTS,LLC	C
120811 00374013	157.00 ELECTRONIC DESIGN CO	C
120811 00374014	1,182.63 ENERGYWISE CONSULTING,LLC	C
120811 00374015	109.00 ERIC ARNDT	C
120811 00374016	1,250.00 ERIC JOHNSON	C
120811 00374017	336.82 EXPRESS SERVICES INC	C
120811 00374018	91,375.31 FIRST STUDENT	C
120811 00374019	292.80 FOLLETT EDUCATIONAL SERVICES	C
120811 00374020	54.00 GENE WARNER	C
120811 00374021	1,458.11 GOPHER SPORT	C
120811 00374022	1,041.75 HAAS MUSICAL INSTRUMENT REPAIR	C
120811 00374023	6,787.16 HASTINGS CO-OP CREAMERY CO.	C
120811 00374024	200.00 HASTINGS HIGH SCHOOL	O
120811 00374025	31,965.65 HEALTHPARTNERS	C
120811 00374026	33,753.34 INNOVATIVE OFFICE SOLUTIONS, INC	C
120811 00374027	107.00 JOE LANGEVIN	C
120811 00374028	534.87 KATE SMITH	C
120811 00374029	54.00 KATIE BOWMAN	C
120811 00374030	10,217.75 KELLY SERVICES, INC	C
120811 00374031	72.00 KERRY GUERIN	C
120811 00374032	164.72 KNOWLAN'S SUPER MARKETS	C
120811 00374033	243.00 KUBITZ EDUCATIONAL SERVICES/JACK KUBITZ	C
120811 00374034	114.22 LASERPLUS, LLC	C

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120811 00374035	1,216.38 LIDS TEAM SPORTS	C
120811 00374036	1,500.00 LINDA FENWICK	C
120811 00374037	131.00 LLOYD KLAREN	C
120811 00374038	4,410.00 LOFFLER COMPANY INC	C
120811 00374039	74.40 LRP PUBLICATIONS	C
120811 00374040	109.32 LYNDA ST.MARTIN	C
120811 00374041	1,878.56 MACKIN LIBRARY MEDIA/EDUCATIONAL RESOURCES	C
120811 00374042	5,991.05 MADISON NATIONAL LIFE	C
120811 00374043	862.98 MAILFINANCE / NEOPOST LEASING	C
120811 00374044	131.00 MICHAEL VON FANGE	C
120811 00374045	119.44 MUSEUM TOUR/ INFORMAL EDUC.PRODUCTS	C
120811 00374046	131.00 NEIL TESSIER	C
120811 00374047	33,695.37 NORTHEAST METRO 916	C
120811 00374048	3,558.68 PAMS LUNCHROOM LLC	C
120811 00374049	98.79 PCI EDUCATIONAL PUBLISHING	C
120811 00374050	243,545.56 PREFERRED ONE	C
120811 00374051	4,000.00 PROFESSIONAL TRAVEL	C
120811 00374052	70.00 SAM'S CLUB	C
120811 00374053	417.00 SAMANTHA KURKOWSHI	C
120811 00374054	72.00 SARGENT-WELCH SCIENTIFIC CO	C
120811 00374055	136.38 SENSORY UNIVERSITY	O
120811 00374056	30.00 SOUTHEASTERN SECURITY CONSULTANTS INC	C
120811 00374057	17,813.75 ST CROIX VALLEY RECREATION CE	C
120811 00374058	252.98 STAPLES	C
120811 00374059	666.90 STEVE HAMMERSCHMIDT	C
120811 00374060	1,874.00 STRAUSS SKATES AND BICYCLES	C
120811 00374061	231.66 TEACHINGBOOKS.NET/NICHOLAS GLASS	C
120811 00374062	14,732.50 THE BOOKSOURCE	C
120811 00374063	0.00 UNISSUED	U
120811 00374064	266.00 THE PIANO WORKS	C
120811 00374065	316.00 TIERNEY BROTHERS INC	C
120811 00374066	163.32 TRIARCO	C
120811 00374067	270.00 TRUSTED EMPLOYEES	C
120811 00374068	39,110.82 US FOODSERVICE INC	C
120811 00374069	28,600.00 WEST METRO LEARNING CONNECTIONS INC	C
120811 00374070	54.00 WILLIAM BOLAND	C
120811 00374071	212.28 WINNICK SUPPLY INC	C
120811 00374072	4,434.82 XEROX CORPORATION	C
120811 00374073	1,830.00 MINNESOTA TIMBERWOLVES	C
121511 00374074	45.20 AAA AWARDS	O
121511 00374075	2,912.00 AL'S COFFEE	C
121511 00374076	78.00 ANTHONY WILLIAMS JR	C
121511 00374077	1,654.50 APACHE GROUP	C
121511 00374078	2,747.22 ASPEN WASTE SYSTEMS INC	C
121511 00374079	200.00 BEN MCCARTHY	C
121511 00374080	6,653.72 BIX PRODUCE CO LLC	C

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121511 00374081	901.10 BRAUN INTERTEC CORPORATION	C
121511 00374082	54.00 BRIAN PETERS	C
121511 00374083	248.99 CDW GOVERNMENT INC	C
121511 00374084	9,352.00 CENTURY COLLEGE	C
121511 00374085	73.44 CENTURYLINK	C
121511 00374086	20,885.70 CESO-THE CENTER FOR EFFICIENT SCHOOL OPERAT	O
121511 00374087	78.00 CHARLES RAFOWICZ	C
121511 00374088	569.97 CMI EDUCATION INSTITUTE/PESI HEALTHCARE	C
121511 00374089	82.85 COBORNSDELIVERS LLC	C
121511 00374090	1,152.00 COMPUTER EXPLORERS	O
121511 00374091	958.49 CONTINENTAL CLAY COMPANY	O
121511 00374092	48.00 COOPER HIGH SCHOOL	C
121511 00374093	2,830.00 CTB INC.	O
121511 00374094	2,090.40 DALCO	C
121511 00374095	80.00 DART PORTABLE STORAGE INC	C
121511 00374096	1,224.84 DOMINO'S PIZZA	C
121511 00374097	54.00 DON BOWMAN	C
121511 00374098	329.00 DONATELLI'S	C
121511 00374099	205.00 EAGAN DEBATE TEAM	O
121511 00374100	860.33 EAGAN SHIRT WERKS & PROMOTIONALS INC	C
121511 00374101	922.50 EAGLE SCREEN PRINTING/JEFFREY POESCHL	C
121511 00374102	185.60 ENERGY CONTROLS INC	O
121511 00374103	5,970.00 EPA AUDIO VISUAL	C
121511 00374104	483.98 ERICKSON OIL PRODUCTS INC	C
121511 00374105	598.80 EXPRESS SERVICES INC	C
121511 00374106	32,534.25 FIRST STUDENT	C
121511 00374107	60.00 FOREST LAKE DEBATE TEAM	C
121511 00374108	421.26 FRATTALLONE'S ACE HARDWARE STORES	C
121511 00374109	858.50 G&K SERVICES	C
121511 00374110	106.39 GENERAL INDUSTRIAL SUPPLY CO	C
121511 00374111	72.00 GERALD MILLER	C
121511 00374112	150.00 GINA CROSBY BOOGREN	C
121511 00374113	17.12 GRAINGER	C
121511 00374114	130.00 GRAY SEEVER	C
121511 00374115	70.00 GROTH MUSIC	C
121511 00374116	49,709.92 I.S.D # 834 STILLWATER	O
121511 00374117	72.00 ISAIAH CONRAD	C
121511 00374118	180.00 JANETTE HOWE	C
121511 00374119	131.00 JERILYN GLENN	C
121511 00374120	125.00 JIM BERNER	C
121511 00374121	54.00 JOE MICHALITSCH	C
121511 00374122	72.00 JOHN FAISON	C
121511 00374123	33,105.86 JOHNSON CONTROLS	C
121511 00374124	72.00 JOSH KLEM	C
121511 00374125	78.00 KEN COOPER	O
121511 00374126	11.48 KNOWLAN'S SUPER MARKETS	C

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121511 00374127	1,302.90 KORY ANDRY	C
121511 00374128	319.01 LAB SAFETY SUPPLY INC	C
121511 00374129	2,444.40 LARKIN HOFFMAN DALY & LINDGREN LTD	C
121511 00374130	1,488.84 LASERPLUS, LLC	C
121511 00374131	3,440.00 LINDA NORDGREN	C
121511 00374132	207,098.59 LS BLACK CONSTRUCTION	C
121511 00374133	56.00 MAHTOMEDI AUTO SERVICE	C
121511 00374134	180.00 MARY HALL	C
121511 00374135	800.00 MASA	O
121511 00374136	54.00 MATTHEW CAREY	C
121511 00374137	27.48 MENARDS OAKDALE CASHWAY LUMBER	C
121511 00374138	418.30 METRO ATHLETIC SUPPLY	C
121511 00374139	110.00 MIDWEST AUDIO VISUAL, INC.	O
121511 00374140	87.84 MIKE NIZIOLEK	O
121511 00374141	190.00 MN TRUE TEAM TRACK AND FIELD	O
121511 00374142	135.00 MOUND-WESTONKA HIGH SCHOOL	O
121511 00374143	594.00 NATIONAL GEOGRAPHIC SCHOOL PUBLISHING	O
121511 00374144	9,101.70 NORTHEAST METRO 916	C
121511 00374145	375.39 PLUNKETTS PEST CONTROL INC	O
121511 00374146	51.15 POPP.COM INC	C
121511 00374147	81.79 PREMIUM WATERS INC	C
121511 00374148	303.00 QSP INC	C
121511 00374149	131.00 RICK HARRINGTON	C
121511 00374150	1,435.16 RYCO SUPPLY COMPANY	C
121511 00374151	14.48 SAM'S CLUB	C
121511 00374152	693.00 SANDY SCHOENECKER	C
121511 00374153	728.37 SCHOLASTIC INC	C
121511 00374154	785.45 SCHOOL SPECIALTY INC	C
121511 00374155	358.00 SHAMROCK GROUP	C
121511 00374156	134.60 STAPLES	C
121511 00374157	119.99 STEPHANI ATKINS	C
121511 00374158	666.90 STEVE HAMMERSCHMIDT	C
121511 00374159	370.06 STRATEGIC EQUIPMENT	C
121511 00374160	189.37 TEACHER'S DISCOVERY	C
121511 00374161	616.23 THE BOOKSOURCE	C
121511 00374162	59.09 THE PARKE SYSTEM	C
121511 00374163	132.00 THE PIANO WORKS	C
121511 00374164	542.79 TIERNEY BROTHERS INC	C
121511 00374165	1,099.44 TIES	C
121511 00374166	107.00 TODD KLINGSPORN	C
121511 00374167	131.00 TOM KUBES	O
121511 00374168	107.00 TOM WOLLAN SR	C
121511 00374169	246.55 TRANS-MISSISSIPPI BIOLOGICAL	C
121511 00374170	287.52 TRI STATE BOBCAT INC	C
121511 00374171	20,103.00 UNITED HEARTLAND	C
121511 00374172	15,950.00 UNIVERSITY OF MINNESOTA	C

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121511 00374173	118.28 VOSS LIGHTING	C
121511 00374174	110.00 WEST MUSIC	C
121511 00374175	412.00 WHITE BEAR GLASS INC	C
121511 00374176	125.00 WHITE BEAR LAKE HIGH SCHOOL	C
121911 00374177	414.59 STEWART ZLIMEN & JUNGERS LTD	C
121911 00374178	700.00 WISCONSIN SCTF	C
122211 00374179	33.50 AAA AWARDS	O
122211 00374180	385.00 ACADEMIC THERAPY PUBLICATIONS	O
122211 00374181	398.05 ADT SECURITY SYSTEMS	O
122211 00374182	250.00 ADVANCED ROOFING SOLUTIONS,LLC	O
122211 00374183	2,458.49 ADVANCED SPORTSWEAR INC	C
122211 00374184	744.10 AEGOM INTERACTIVE, LLC	O
122211 00374185	187.50 AIRTECH THERMEX CORP.	C
122211 00374186	131.00 ALICIAL HANRAHAN	O
122211 00374187	100.00 ALLINA HOSPITALS & CLINICS	O
122211 00374188	300.00 AMSD	O
122211 00374189	43.58 APPERSON EDUCATIONAL PRODUCTS	O
122211 00374190	21.73 ARBOR SCIENTIFIC	O
122211 00374191	72.00 ASHLEY DEISTING	O
122211 00374192	312.44 ASSET RECOVERY CORPORATION	O
122211 00374193	209.70 B & H PHOTO VIDEO	O
122211 00374194	72.00 BILL CAPOCASA	O
122211 00374195	75.00 BILL DANIELSON III	O
122211 00374196	1,011.00 BLUE CROSS BLUE SHIELD OF MN/SUPPORT SOURCE	O
122211 00374197	45.00 BRENT LARSON	C
122211 00374198	56.00 BROCK SIMON	O
122211 00374199	175.00 BROOKLYN CENTER HIGH SCHOOL	O
122211 00374200	75.00 BRUCE HAFEMEYER	C
122211 00374201	270.07 CDW GOVERNMENT INC	O
122211 00374202	80.00 CENTENNIAL HIGH SCHOOL	O
122211 00374203	911.70 CHARLES LINDERKAMP	C
122211 00374204	107.00 CHARLES RAFOWICZ	O
122211 00374205	140.00 CHINOOK BOOK	O
122211 00374206	1,720.97 D & J QUALITY SOURCING LLC	O
122211 00374207	8,745.11 DALCO	C
122211 00374208	74.99 DART PORTABLE STORAGE INC	C
122211 00374209	999.00 DAVE'S SPORT SHOP	O
122211 00374210	174.29 DECKER INC	O
122211 00374211	1,305.23 DEMCO	O
122211 00374212	1,128.15 DEVELOPMENTAL STUDIES CENTER	O
122211 00374213	570.00 DOMINO'S PIZZA	O
122211 00374214	78.00 DOUG JAKACKI	O
122211 00374215	91.27 DOUGLAS ATKINS	O
122211 00374216	929.00 EAGLE SCREEN PRINTING/JEFFREY POESCHL	O
122211 00374217	157.00 ELECTRONIC DESIGN CO	O
122211 00374218	598.80 EXPRESS SERVICES INC	C

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122211 00374219	327.44 FOLLETT SOFTWARE COMPANY	C
122211 00374220	205.82 GENERAL INDUSTRIAL SUPPLY CO	O
122211 00374221	30.08 GOODIN COMPANY	C
122211 00374222	29.31 GRAINGER	C
122211 00374223	5,983.48 GREATER MIDWEST FUNDRAISING,LLC	O
122211 00374224	73.00 HEATHER OLSON	O
122211 00374225	17,223.00 HSI-HUMAN SERVICES INC	O
122211 00374226	1,104.00 HUMAN SERVICES INC	C
122211 00374227	271.12 I.S.D # 622 COMMUNITY ED	O
122211 00374228	73.00 JAMIE GUDMUNDSON	C
122211 00374229	72.00 JASON PERKINS	O
122211 00374230	73.00 JENNIFER ENGELMAYER	O
122211 00374231	54.00 JOE MICHALITSCH	C
122211 00374232	100.00 JOLEEN KUENNEN	O
122211 00374233	423.00 JUDY DEANS	O
122211 00374234	54.00 KATIE BOWMAN	O
122211 00374235	54.00 KATYA LUDWIGSON	C
122211 00374236	16,074.33 KELLY SERVICES, INC	C
122211 00374237	54.00 KEN COOPER	O
122211 00374238	131.00 KRISTIAN THONVOLD	O
122211 00374239	990.50 LANDS BEST FOODS	C
122211 00374240	119.97 LASERPLUS, LLC	O
122211 00374241	131.00 LEAH WRAZIDLO	O
122211 00374242	495.00 LEGACY PRODUCTIONS	O
122211 00374243	744.00 LETTERMEN SPORTS	O
122211 00374244	61.89 LIBRARY VIDEO COMPANY	O
122211 00374245	243.30 LOFFLER	C
122211 00374246	107.00 LUCAS KARNAS	O
122211 00374247	47.88 MACKIN LIBRARY MEDIA/EDUCATIONAL RESOURCES	O
122211 00374248	4,055.39 MADISON NATIONAL LIFE	O
122211 00374249	10.00 MAHTOMEDI AUTO SERVICE	C
122211 00374250	78.00 MARK HERMES	O
122211 00374251	41.09 MENARDS OAKDALE CASHWAY LUMBER	O
122211 00374252	170.00 METRO ECSU	O
122211 00374253	400.00 MICHAEL FORBESS	O
122211 00374254	109.00 MIKE DIEBOLD	O
122211 00374255	134.95 MINNESOTA HISTORICAL SOCIETY	O
122211 00374256	43.54 MINVALCO INC	C
122211 00374257	7,341.00 MMKR- MALLOY MONTAGUE KARNOWSK RADOSEVICH	C
122211 00374258	47.98 MUSICIANS'S FRIEND	O
122211 00374259	636.65 NORTHEAST METRO 916	O
122211 00374260	14,095.67 NORTHWEST YOUTH & FAMILY SERVICES	O
122211 00374261	150.00 ON SITE SANITATION INC	C
122211 00374262	5,052.00 PARTSTOCK COMPUTER	C
122211 00374263	75.00 PATRICK BRITT	O
122211 00374264	21.93 PEARSON EDUCATION	O

**CHECK REGISTER****DEC'2011**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>STATUS</b>
122211 00374265	54.00 PETER JOHNSON	O
122211 00374266	672.50 QUICK COLOR INC	C
122211 00374267	2,990.66 RATWIK ROSZAK & MALONEY P A	O
122211 00374268	136.51 RENAISSANCE LEARNING,INC	C
122211 00374269	207.00 RESOURCES FOR EDUCATORS	O
122211 00374270	109.00 RICHARD LANDSHUT	O
122211 00374271	202.40 RIVERSIDE PUBLISHING CO/HM REC.CO LLC	C
122211 00374272	378.00 ROMAN MARKET INC	O
122211 00374273	978.11 SAM'S CLUB	O
122211 00374274	68.75 SCHOLASTIC INC	O
122211 00374275	205.45 SCIENCE KIT LLC	O
122211 00374276	1,225.00 SHEILA MERZER M A	C
122211 00374277	15.00 SOUTHEASTERN SECURITY CONSULTANTS INC	O
122211 00374278	2,500.00 SOWAH MENSAH	O
122211 00374279	750.00 SPRINGSTED INC	C
122211 00374280	278.63 STAPLES	O
122211 00374281	49.01 STATE SUPPLY CO INC	O
122211 00374282	666.90 STEVE HAMMERSCHMIDT	O
122211 00374283	54.00 STEVE PAYNE	O
122211 00374284	473.48 STRATEGIC EQUIPMENT	O
122211 00374285	131.00 TAI THORSHEIM	O
122211 00374286	214.00 TERRY BESEMAN	O
122211 00374287	355.00 THE BLAKE SCHOOL DEBATE TEAM	O
122211 00374288	7,686.06 THE BOOKSOURCE	O
122211 00374289	514.00 THE PIANO WORKS	O
122211 00374290	114.90 THE SPEECH GURUS LLC	C
122211 00374291	3,827.00 TIERNEY BROTHERS INC	O
122211 00374292	778.87 TIES	C
122211 00374293	72.00 TIM MCGOWAN	O
122211 00374294	72.00 TONY ANDERSON	O
122211 00374295	11.23 TRICIA HILTON	O
122211 00374296	1,358.14 TRIO SUPPLY CO	C
122211 00374297	568.37 TWIN CITY FILTER SERVICE INC	O
122211 00374298	136.30 ULINE	O
122211 00374299	40.71 VERIZON WIRELESS	O
122211 00374300	37.39 VERIZON WIRELESS	O
122211 00374301	156.84 VOSS LIGHTING	O
122211 00374302	7,130.00 WASHINGTON COUNTY	O
122211 00374303	20.00 WASHINGTON COUNTY	O
122211 00374304	700.00 WELCH VILLAGE SKI AREA INC	O
122211 00374305	6.00 WHITE BEAR BOWL INC- PLS OPERATION LLC	O
122211 00374306	478.00 WHITE BEAR GLASS INC	O
122211 00374307	662.28 XCEL ENERGY	C
122211 00374308	8,000.00 YARDWORKS	O
122211 00374309	54.00 ZACH JOHNSON	O
122211 00374310	85.50 B & H PHOTO VIDEO	O

**CHECK REGISTER****DEC'2011**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>STATUS</b>
122211 00374311	481.75 BF LAUZON ENTERPRISES INC	C
122211 00374312	1,020.00 MASSP-MN ASSOC.OF SEC.SCH PRINCIPALS	O
120111 80001924	85.33 Stang, Frances H	C
120111 80001925	6.63 Hennen, Beth A	C
120111 80001926	641.24 Hovan, Scot A	C
120111 80001927	241.13 Krause, Sandra M	C
120111 80001928	62.22 Donovan, Julie A	C
120111 80001929	39.90 Schnell, Mary M	C
120111 80001930	14.96 Schnell, Mary M	C
120111 80001931	45.85 Hatcher, Michelle	C
120111 80001932	106.38 Harein, Pamela L	C
120111 80001933	130.29 Falde, Nicolas S	C
120111 80001934	81.22 Hill, Sarah M	C
120111 80001935	62.43 Strand, Kaia	C
120111 80001936	70.86 Kuchar, Sue	C
120111 80001937	143.02 Hertel, Barbara	C
120111 80001938	11.79 Schneider, Maxine	C
120111 80001939	73.82 Moore, Christopher	C
120111 80001940	56.04 Lorntson, Sarah	C
120111 80001941	47.20 Harein, Pamela L	C
120811 80001942	108.25 Robinson, Susan	C
120811 80001943	67.74 Robinson, Susan	C
120811 80001944	127.00 Sneden, Bethany	C
120811 80001945	49.75 Kostuch, Tonya M	C
120811 80001946	42.18 Kostuch, Tonya M	C
120811 80001947	22.20 Kostuch, Tonya M	C
120811 80001948	75.48 Kostuch, Tonya M	C
120811 80001949	134.81 Trautman, Terry	C
120811 80001950	22.00 Carlson-Klem, Christine	C
120811 80001951	25.00 Sneden, Bethany	C
120811 80001952	249.93 Connelly, Barbara	C
120811 80001953	34.69 Arvesen, Catherine	C
120811 80001954	17.76 Arvesen, Catherine	C
120811 80001955	13.32 Arvesen, Catherine	C
120811 80001956	34.21 Fenton, Nancy J	C
120811 80001957	500.00 Blake, Lisa Boland	C
120811 80001958	52.73 Carlson, Debra K	C
120811 80001959	21.16 Carlson, Debra K	C
120811 80001960	654.68 Springborg, Heidi	C
120811 80001961	95.07 Gerver, Laurie	C
120811 80001962	181.49 Whisler, Jeff	C
120811 80001963	220.00 Polley, Shannon	C
120811 80001964	145.00 Polley, Shannon	C
120811 80001965	92.24 Polley, Shannon	C
120811 80001966	345.63 Vaughan, Kristin	C
120811 80001967	94.74 Driscoll, Deborah	C

**CHECK REGISTER****DEC'2011**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>STATUS</b>
120811 80001968	75.43 Rohrig, Joyce L	C
120811 80001969	37.65 Driscoll, Deborah	C
120811 80001970	42.40 Caskey, Jennifer	C
121511 80001971	125.43 Shawbold, Dean	C
121511 80001972	6.41 Burshten, Judy A	C
121511 80001973	112.11 Nickleby, Kathe	C
121511 80001974	37.47 McCormick, Joan	C
121511 80001975	38.50 Hampel, William	C
121511 80001976	1,500.00 Nelson, Janine B	C
121511 80001977	118.73 Lorntson, Sarah	C
121511 80001978	50.28 Falde, Nicolas S	C
121511 80001979	42.15 Murphy, Gloria J	C
121511 80001980	52.39 Loos, Kim	C
121511 80001981	50.51 Poirier, Nicole	C
121511 80001982	1,294.75 Poeschl, Jeffrey	C
121511 80001983	1,060.54 Mickelson, Craig	C
121511 80001984	138.20 Flesner, Nicole	C
121511 80001985	93.90 Rana, Marianne E	C
121511 80001986	118.69 Adams, Megan	C
121511 80001987	94.76 Murphy, Daniel W	C
121511 80001988	65.58 Dusek, Sara A	C
121511 80001989	250.00 Walsh, Marilyn D	C
122211 80001990	16.54 Olson, Lindsey S	C
122211 80001991	17.76 Rye, Geraldine M	C
122211 80001992	143.43 Olson, Lindsey S	C
122211 80001993	125.37 Blake, Lisa Boland	C
122211 80001994	30.95 Rana, Marianne E	C
122211 80001995	14.20 Mathies, Lisa W	C
122211 80001996	83.90 Ryan, Erica M	C
122211 80001997	27.34 Elvestrom, Kathryn	C
122211 80001998	24.41 Elvestrom, Kathryn	C
122211 80001999	226.00 Ratzloff, Corey	C
122211 80002000	112.68 Forbes, Donna M	C
122211 80002001	84.38 Radabaugh-Triplat, Stacy	C
122211 80002002	198.79 Radabaugh-Triplat, Stacy	C
122211 80002003	44.00 Rye, Geraldine M	C
122211 80002004	102.29 Farmer, Bryan J	C
122211 80002005	64.28 Olson, Lindsey S	C
122211 80002006	312.00 Smith, Roberta L	C
122211 80002007	10.02 Werner, Judy M	C
122211 80002008	135.85 Hovan, Scot A	C
122211 80002009	42.63 Erickson, Anne	C
122211 80002010	550.00 Pontious, Robert	C
122211 80002011	1,060.47 Pontious, Robert	C
122211 80002012	29.14 Lorntson, Sarah	C
122211 80002013	56.35 Mickelson, Craig	C

**CHECK REGISTER**

**DEC'2011**

<b>DATE</b>	<b>VENDOR NAME</b>	<b>STATUS</b>
122211 80002014	85.69 Sneden, Bethany	C
122211 80002015	295.74 Lauer, Deborah A	C
122211 80002016	174.77 Oswald, Jean G	C
122211 80002017	300.00 Pontious, Robert	C
122211 80002018	483.10 Lauer, Deborah A	C

**TOTAL 1,798,232.97**

**INDEPENDENT SCHOOL DISTRICT #832  
WIRE TRANSFER TRANSACTIONS  
MONTH OF DECEMBER 2011**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
12/1/11	Washington County	MN Trust	\$519,100.96	direct payment
12/9/11	US Bank	Chase Card Service/Bank One	\$14,585.81	cardmember payment
12/9/11	MN Trust	MSDLAF	\$500,000.00	cover checks
12/12/11	MN Trust	MSDLAF	\$1,200,000.00	cover checks
12/14/11	State of Minnesota	MN Trust	\$31,323.98	direct state payment
12/15/11	US Bank	Mid State Corp Federal CU	\$10,704.15	MEA teachers union dues
12/15/11	US Bank	Central Bank	\$586.78	para union dues
12/15/11	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,527.88	flex benefits
12/15/11	US Bank	Peoples Bank of Commerce-403-B/457	\$56,082.21	TSA payment/Deferred Comp
12/15/11	MSDLAF	US Bank	\$511,310.71	cover checks
12/15/11	US Bank	IRS	\$173,106.42	federal & fica taxes
12/15/11	US Bank	MN Dept of Revenue	\$31,825.28	state payroll taxes
12/15/11	US Bank	Public Emp. Retirement Assoc.	\$21,725.30	pera retirement
12/15/11	US Bank	Mn Teachers Retirement	\$74,535.68	teachers retirement
12/16/11	MN Trust	MSDLAF	\$500,000.00	cover checks
12/16/11	State of Minnesota	MN Trust	\$566.12	direct state payment
12/19/11	US Bank	MN Dept of Revenue	\$793.00	sales tax payment
12/20/11	State of Minnesota	MN Trust	\$212,885.07	direct state payment
12/21/11	US Bank	Central Bank	\$592.64	para union dues
12/21/11	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,527.88	flex benefits
12/21/11	US Bank	Peoples Bank of Commerce-403-B/457	\$56,082.09	TSA payment/Deferred Comp
12/21/11	US Bank	The United Educators CU	\$10,704.15	MEA teachers union dues
12/22/11	MSDLAF	US Bank	\$529,544.32	cover checks
12/22/11	US Bank	IRS	\$176,942.44	federal & fica taxes
12/22/11	US Bank	MN Dept of Revenue	\$32,538.88	state payroll taxes
12/22/11	US Bank	Public Emp. Retirement Assoc.	\$22,724.75	pera retirement
12/22/11	US Bank	Mn Teachers Retirement	\$74,494.34	TRA payment
12/28/11	State of Minnesota	MN Trust	\$30,936.45	direct state payment
12/29/11	State of Minnesota	MN Trust	\$328,191.58	direct state payment

RECOMMENDED AGREEMENT FOR STUDENT TEACHING BETWEEN THE

Mahtomedi Public Schools – Independent School District # 832  
(Title, Including Identification Number of School District)

AND THE REGENTS OF THE UNIVERSITY OF MINNESOTA

The Mahtomedi Public Schools – Mahtomedi, MN - Independent School Dist# 832 – Washington County  
(Name of City, Title of School District, County)

agrees to permit students from the University of Minnesota to devote a reasonable amount of time in observation, participation and student teaching in the Independent School District # 832 Public Schools.

Said student teaching and allied activities shall be under the direction of the Superintendent of Schools and said District, in accordance with the policy, procedures, and regulations determined by the parties.

In consideration of the above, the University of Minnesota will pay to the Independent School District # 832 the sum of two hundred dollar dollars (\$200) per semester per student  
(Title of School District)

teacher assigned full time. No extra compensation will be paid for conferences or other activities demanding the time of the supervising teacher in carrying out his/her obligations. The school shall be responsible for supervising teachers' attendance at appropriate conferences. The school district shall be responsible for further distribution of whatever amounts it receives in payment for student teaching supervision.

This agreement is for the period \_\_\_\_\_ and for the  
(If for Balance of a Year)

University fiscal year of 2011 – 2012 (July 1 to June 30), and shall remain in force from year to year thereafter subject to the right of either party hereto to terminate the agreement on two months' notice in writing to the other party, on or before May 1, in any year.

Dated this 8 day of December, 2011

School District # 832

IN PRESENCE OF: County Washington State Minnesota

\_\_\_\_\_  
(Witness to Signature)

Signed by \_\_\_\_\_  
(Superintendent)

UNIVERSITY OF MINNESOTA, MORRIS  
Morris, Minnesota 56267

Recommended by \_\_\_\_\_ Date \_\_\_\_\_  
(Chairman, Division of Education)

Recommended by \_\_\_\_\_ Date \_\_\_\_\_  
(UMM Finance Officer)



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 9, 2011

Ms. Dawn Maslowski  
Administrative Assistant  
Mahtomedi School District  
1520 Mahtomedi Avenue  
Mahtomedi, MN 55115

Dear Ms. Maslowski:

The *White Bear Press* newspaper wishes to be considered as your official newspaper for 2012.

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

We prefer submittal of legal notices by mail or fax at 651-429-1242, or e-mail your notices to [legals@presspubs.com](mailto:legals@presspubs.com) - clearly labeling them as "Legal Notices."

The rate will remain the same at \$14.15 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Thursday by 5:00 p.m. for the following Wednesday's publication. In an emergency we can receive notices until noon on Friday.

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

Sincerely,

A handwritten signature in black ink that reads "Lisa Graber".

Lisa Graber  
Legal Notice Coordinator



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

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

WHEREAS, Minnesota Statutes §123B.52, Subdivision 2 provides school boards with the authority to authorize superintendents and business managers to sign contracts within adopted budgets, and

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

WHEREAS, Minnesota Statutes §123B.52, subdivision 1 stipulates that contracts made without compliance to this section can be found to be void,

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

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



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

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

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

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

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

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

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