

INDEPENDENT SCHOOL DISTRICT #832
REGULAR MEETING – BOARD OF EDUCATION
Thursday, September 13, 2012 - 7:00 PM
Mahtomedi District Education Center - Community Room

Mission Statement - Mahtomedi Public Schools will ensure a rigorous and relevant education where: all learners are valued and supported, positive relationships are developed, and students are empowered to reach their full potential in a global society.

- 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. Mahtomedi Area Educational Foundation - Annual Pledge Drive
 - B. Student and Staff Recognition
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.
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University (2012-2015)	
F. Personnel	
1. Approval of Contracts and Work Agreements	
a. Mark Conkie - Math Teacher - O. H. Anderson Elementary, Mahtomedi	
Middle School, and Mahtomedi High School (2012-2013)	
b. Chelsea Henry - Behavior Specialist - Mahtomedi Middle School (2012-	
2013)	
c. Rebekah Kendrick - Art Teacher - Mahtomedi Middle School (2012-	
2013)	
d. Mary Lampright - Paraprofessional - Wildwood Elementary and St. Jude	
of the Lake School	
e. Jane Lyden - Long-Term Substitute Language Arts Teacher - Mahtomedi	
Middle School (8/27/12 to 1/18/13)	
f. Daniel Marrinan - Work Experience Coordinator/Teacher - Mahtomedi	

High School (2012-2013)

- g. Heather Ritzer - Paraprofessional - O. H. Anderson Elementary School (2012-2013)
 - h. Samantha Ross - Social Studies Teacher - Mahtomedi High School (2012-2013)
 - i. Robert Traxler - Paraprofessional - Mahtomedi Middle School (2012-2013)
 - j. Susan Van Dale - Cleaner - Mahtomedi Middle School (9/10/12)
2. Approval of Leaves of Absence
- a. Morgan Deneen - Spanish Teacher - Mahtomedi Middle School (12/15/12)
3. Approval of Resignations/Retirements/Terminations
- a. Vickie Bonse - Food Service - Wildwood Elementary School (9/4/12)
 - b. Ahri Lee - Paraprofessional - Mahtomedi Middle School (8/8/12)
 - c. Sarah Rammer - Paraprofessional - Mahtomedi Middle School (8/23/12)
 - d. Dean Shawbold - Work Experience Teacher - Mahtomedi High School (8/14/12)

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 or 651-407-2001.
- If you would like to speak to the school board, you will be recognized during the Public Comment portion of the meeting. 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 **Thursday, August 9, 2012**, 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 Acting Chair Mary Jo Deters.

2. ROLL CALL OF ATTENDANCE

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

3. APPROVAL OF THE AGENDA

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

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

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

5. PRESENTATIONS/RECOGNITION

A. PTO, MMSPA, M Club, and Parent Communication Network Leaders

The following parents were recognized by the school board and administration for their involvement in our parent organizations: Sandy Cedergren, Andrea Cegielski, Wendy Doyle, Angie Gallwas, Carol Mager, Joyce Rohrig, and Anna Shelander. Not Present: Margie Grilley, Stan Malinowski, Darcy Mears, Anne Meyer, Tara Morrison, Jean Olson, Kathy Smith, and Ann Tessier.

B. Jeff Whisler, Director of Student Activities

Acting School Board Chair Mary Jo Deters presented Director of Student Activities Jeff Whisler with a bell and thanked him for his years of services and many accomplishments to the school district.

6. PUBLIC COMMENT

None

7. REPORT FROM STUDENT REPRESENTATIVE

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

8. APPROVAL OF MINUTES

A. July 12, 2012 - Regular Meeting

Schwartz moved, Wolgamot seconded, approval of the minutes from the July 12, 2012, school board meeting. Carried.

9. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Acting Chair Mary Jo Deters reviewed the calendar of events.

B. Facilities Update

Todd Richter, Project Manager from JCI, reviewed with the school board the construction project schedules for Mahtomedi High School and new Wildwood Elementary.

C. Policies

1. First Reading

a. Policy 611 - Home Schooling

Lynne Viker, Director of Teaching and Learning and Support Services reviewed with school board members changes to the current Home Schooling policy. Policy 611 - Home Schooling will be brought back to the September 13, 2012, school board meeting for a second reading.

D. MCA Results

Lynne Viker, Director of Teaching and Learning and Student Services, presented the 2012 MCA test results in reading, writing, and mathematics to the school board. Our students were 92% proficient in reading and 82% proficient in math.

E. Superintendent Evaluation

Acting Chair Mary Jo Deters read a statement regarding the evaluation of Superintendent Mark Larson and the outstanding job that he is doing in moving the district forward in the school board's strategic areas of focus.

10. ACTION ITEMS

A. Approval of Resolution Relating to 2012-2013 Open Enrollment (Closing All Grades)

In February, the school board closed grade 12 to open enrollment due to class size and building capacity. Superintendent Mark Larson recommended the school board now close grades K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 to open enrollment due to class size and building capacity. Donovan moved, Schwartz seconded, approval of the resolution relating to 2012-2013 open enrollment. Carried.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

School Board Treasurer Bob Donohoe reported that the next AMSD meeting is tomorrow morning.

B. Integration District: Educational Equity Alliance (EEA)

Acting Chair Mary Jo Deters reported that Lindsey Olson will be asked to do some SEED training with the school board in the near future.

C. Minnesota School Boards Association (MSBA) Legislative Liaison

Superintendent Mark Larson reported on the MSBA Summer Seminar that he recently attended.

D. Northeast Metro 916 Board

School Board Director Judy Schwartz reported on the 916 meeting that took place last night.

E. Other Items/Reports

None.

12. SUPERINTENDENT'S REPORT

Superintendent Mark Larson reported on the following: summer institutes, MDE/MASA Conference, upcoming Data Retreat, collaborative welcome back with District #622 with the Dr. Thomas Guskey kickoff.

13. ADJOURNMENT

Schwartz moved, Wolgamot seconded, adjournment. Meeting adjourned at 7:55 p.m. Carried.

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

A. Approval to Pay Bills - Check No. 376681 to 376950 and 80002709 to 80002779

B. Approval of Wire Transfer Transactions

C. Approval of Parent/Student Handbooks

1. Wildwood Elementary School

2. O. H. Anderson Elementary School

3. Mahtomedi Middle School

4. Mahtomedi High School

D. Approval of Resolution Relating to the Election of School Board Members and Calling the School District General Election

E. Personnel

1. Approval of Contracts and Work Agreements

a. Individual Contracts (2012-2014)

b. Peggy Neubeck - Building RN - Mahtomedi High School (2012-2013)

c. Maureen Reilly - Long-Term Substitute Reading Teacher - O. H. Anderson Elementary School (2012-2013)

2. Approval of Resignations/Retirements/Terminations

a. Heidi Springborg - School Psychologist - Mahtomedi Middle School (8/31/12)

b. Jeff Whisler - Director of Student Activities - Mahtomedi High School (8/10/12)

ROBERT DONOHOE, ACTING CLERK

Public notice for solicitation of bids, requests for quotes, and requests for proposals are located on the ISD 832 website, www.mahtomedi.k12.mn.us.

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 **Thursday, August 23, 2012**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Chair Cathy Dalton called the study session to order at 7:06 p.m.

2. ROLL CALL OF ATTENDANCE

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

Also Present: Chuck Corliss, from the Center for Efficient School Operations, and Lynne Viker, Director of Teaching and Learning and Support Services.

3. APPROVAL OF THE AGENDA

Donohoe moved, Schwartz seconded, approval of the agenda with the following additions:
4. D. Athletic Director Position and 4. E. Mahtomedi High School Traffic. Carried.

4. DISCUSSION/INFORMATION ITEMS

A. Open Enrollment Busing

Chuck Corliss, Center for Efficient School Operations, reviewed with school board members the bus stops for open enrollment students. Students are picked up along Portland Avenue (the route from the bus garage to the district), in Birchwood, and two stops were moved out of the district for safety reasons. The fee is \$250 per student with a cap of \$500 per family. School board members discussed continuing this practice along with sending a letter to school districts notifying them of this practice. Corliss also reviewed the bus routes for the upcoming school year with school board members.

B. Data Retreat Recap

Lynne Viker, Director of Teaching and Learning and Support Services, briefed school board members on the two-day data retreat. Viker shared with board members the key initiative action card, the Why? Hypothesis, and the math, reading, and building choice action plans for each school.

C. Back-to-School Update

Superintendent Mark Larson invited school board members to two welcome back events for employees next week, one being a shared event with the North St. Paul-Maplewood, Oakdale School District.

D. Athletic Director Position

Superintendent Mark Larson informed school board members that the school district will be hiring an interim activities director for this school year. The Assistant Principal/Activities Director position will be posted again in the spring.

E. Mahtomedi High School Traffic

Superintendent Mark Larson discussed with school board members concerns related to the increased morning traffic on Stillwater Road going to Mahtomedi High School/Middle School. Larson reviewed with school board members discussions that led up to the agreement with St. Andrew's Church to no longer allow school vehicle traffic, other than buses, to use St. Andrew's Church parking lot to get from East Avenue to Mahtomedi High School.

5. ADJOURNMENT

Donohoe moved, Donovan seconded, adjournment. Meeting adjourned at 8:33 p.m. Carried.

MARY JO DETERS, CLERK

CALENDAR OF EVENTS

SEPTEMBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Monday, September 10</u> 4:30 p.m.-7:00 p.m. 6:00 p.m. 7:00 p.m.	High School Curriculum Night Zephyr "M" Club Meeting MAEF Board of Trustees Meeting-(<i>Donovan</i>)	Mahtomedi High School Mahtomedi High School - Media Center District Education Center - Community Room
<u>Tuesday, September 18</u> 6:30-8:30 p.m.	Community Education Advisory Council Mtg.	District Education Center - Board Room
<u>Thursday, September 13</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Tuesday, September 18</u> 6:00-7:30 p.m.	Wildwood School Curriculum Night	Wildwood Elementary School
<u>Thursday, September 20</u> 6:00-8:00 p.m.	Middle School Curriculum Night	Mahtomedi Middle School
<u>Friday, September 21</u> 4:00 p.m. 5:00-6:45 p.m. 7:00 p.m.	<i>Homecoming</i> <ul style="list-style-type: none"> • Parade • Tours • Football Game 	Mahtomedi High School
<u>Thursday, September 27</u> 6:00 p.m. 7:00 p.m.	O. H. Anderson School Curriculum Night School Board Study Session	O. H. Anderson Elementary School District Education Center - Community Room
<u>Friday, September 28</u> 7:30 a.m. 7:00 p.m.	City/School Leaders Meeting-(<i>Dalton/Wolgamot</i>) Wildwood Artist Series - <i>WAS Summer Camp Grant Recipient Recital</i>	District Education Center - Board Room Black Box Theatre
OCTOBER		
DATE/TIME	MEETING/EVENT	LOCATION
<u>Tuesday, October 2</u> 6:00 p.m.	Northeast Metro 916 School Board Meeting-(<i>Schwartz</i>)	Bellaire School, White Bear Lake
<u>Friday, October 7</u> 7:00 a.m.	AMSD Board of Directors Meeting-(<i>Donohoe</i>)	TIES Building, St. Paul
<u>Monday, October 8</u> 6:00 p.m. 7:00 p.m.	Zephyr "M" Club Meeting MAEF Board of Trustees Meeting-(<i>Donovan</i>)	Mahtomedi High School - Media Center District Education Center - Community Room
<u>Thursday, October 11</u> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<u>Saturday, October 13</u> 7:30 p.m.	Wildwood Artist Series - <i>JazzMN Orchestra with Connie Evingson</i>	Chautauqua Fine Arts Center
<u>Thursday, October 18</u>	No School - Professional Conference	
<u>Friday, October 19</u>	No School - Professional Conference	
<u>Thursday, October 25</u> 7:00 p.m.	School Board Study Session	District Education Center - Community Room

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #9. C.

TOPIC: Aegom - Interactive SMARTBoard Lessons

PURPOSE OF PRESENTATION: Cate Willers and Liz Johnson will present a ready-made interactive SMART Board system called Aegom.

ACTION RECOMMENDED: None.

Submitted By:

Concurrence By:

Lynne Viker

Name

Director of Teaching & Learning & Support Systems

Title



Dr. Mark Larson

Superintendent of Schools

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #9. D.

TOPIC: Minnesota Reward School - OHA

PURPOSE OF PRESENTATION: Share with the Board MDE's new accountability system Multiple Measurement Rating (MMR) and our outcomes.

ACTION RECOMMENDED: None.

Submitted By:

Concurrence By:

Lynne Viker

Name

Director of Teaching & Learning & Support Systems

Title



Dr. Mark Larson

Superintendent of Schools

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #9. E.

TOPIC: District Action Plans

PURPOSE OF PRESENTATION: Present to the Board the “Now What” Action Plans for each building.

ACTION RECOMMENDED: None.

Submitted By:

Concurrence By:

Lynne Viker

Name

Director of Teaching & Learning & Support Systems

Title



Dr. Mark Larson

Superintendent of Schools

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #9. F.

TOPIC: Opening of School Report

PURPOSE OF PRESENTATION: Inform the School Board and the Community of some of the highlights of the opening of the school year. The report will include class size and enrollment information.

ACTION RECOMMENDED: None.

Submitted By:

Concurrence By:

Mark Larson

Mark Larson

Name

Dr. Mark Larson

Superintendent of Schools

Superintendent of Schools

Title

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #G. 1. a.

TOPIC: Second Reading of Policy 611 - Home Schooling

PURPOSE OF PRESENTATION: Second reading of the Home Schooling policy. No changes were made after the first reading in August.

ACTION RECOMMENDED: None.

Submitted By:



Name
Superintendent of Schools
Title

Concurrence By:



Dr. Mark Larson
Superintendent of Schools

611 - HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to set forth requirements for credits accepted by Mahtomedi High School from home schooling.

II. GENERAL STATEMENT OF POLICY

It is the policy of the Mahtomedi School District that all students, in order to earn a high school diploma, must meet established Minnesota K-12 academic standards, required state tests, and Mahtomedi graduation requirements.

The Mahtomedi School District will provide a comprehensive academic program, which addresses knowledge, skills, concepts, and processes as determined by the setting of high academic standards that meet or exceed state and national standards.

Special Education students who properly complete the programs specified in their Individual Education Plan (IEP) and have received the recommendation of their IEP Team shall be awarded a diploma.

III. DEFINITIONS

A. "Home schooling" means students who are provided instruction at home in compliance with Minn. Stat. § 120A.22 regarding compulsory instruction.

IV. FULL-TIME HOME EDUCATED STUDENTS

A. Students who choose to be full-time home educated, grades 9-12, will not receive a diploma from Mahtomedi High School.

V. SHARED TIME PROGRAMS

A. Home schooled students' access to Mahtomedi classes:

1. Elementary and middle school students: A home schooled child who is a resident of the school district may enroll in classes in the school district's elementary or middle schools as a shared time pupil on the same basis as other nonpublic school students, and not more than one-half of a school day.

2. High school students: A home schooled child who is a resident of the school district may enroll in classes in the school district's high school as a shared time pupil on the same basis as other nonpublic school students, and up to two classes at one time. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

- B. **Enrollment capacity:** The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

- C. **Students enrolled in Mahtomedi Public Schools:** A child enrolled as a student in the Mahtomedi School District is not entitled to attend home school classes, while attending public school for the remainder of the school day. Instead, the student must enroll in home school and attend Mahtomedi classes on a shared time basis.

VI. TESTING FOR HOME SCHOOLED STUDENTS

Home schooled students may take the standardized tests administered by the school district for enrolled students. The school district may charge a fee for these tests consistent with Minn. Stat. § 123B.42. Since home schools are private schools, a home school student's standardized test results will not be reported with enrolled student results.

VII. MAHTOMEDI HIGH SCHOOL DIPLOMA OPTION

- A. Home educated students may earn a diploma from Mahtomedi High School if they are enrolled in at least one Mahtomedi High School course, between the hours of 8:00 a.m. and 2:30 p.m., during the second semester of their 12th grade year of high school and only if:
 - a. Students meet the Minnesota Academic Standards, Required State Tests, and Mahtomedi Graduation Requirements;
 - b. Students submit home education credits to their high school guidance counselor before the beginning of the last semester of their senior year to determine eligibility for graduation; and
 - c. Credits submitted come directly from the home school, the publisher, or organization that evaluates the curriculum being used for home school (*Documentation including description of curriculum, instructional process, and methods used for assessment will be used by the high school counselor to determine the credits eligible for transfer. For unaccredited homes schools, the school district may also require mastery of key subject areas to determine eligibility of credits for transfer.*)

- B. Credits from the home school will be entered on the student's official transcript as home school credits and will be transferred into semester credits and will count towards meeting Mahtomedi High School graduation requirements.

Draft of Current Policy - SECOND READING - September 13, 2012

Highlighted: New Language

Highlighted/Strike Through: Old Language

Mahtomedi School Board Policy 611

- C. Transfer credits will be evaluated on an individual basis by the principal, counselor, and/or teacher to determine if courses meet graduation requirements. Students may be subject to a placement evaluation to determine appropriate placement for sequential courses.
- D. Mahtomedi High School will not adopt the grades that a student has received in the home school to be used for class rank, awards programs, and other student recognition programs.

VIII. Registration Information:

- A. For more information regarding enrollment in Mahtomedi High School call the Mahtomedi High School Guidance Office.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
~~Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)~~
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
~~Minn. Stat. § 123B.44 (Provision of Pupil Support Services)~~
~~Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)~~
~~Minn. Stat. § 123B.86 (Equal Treatment – Transportation)~~
~~Minn. Stat. § 123B.92 (Transportation Aid Entitlement)~~
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 126C.19 (Shared Time Aid)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
~~MSBA/MASA Model Policy 510 (School Activities)~~

*ADOPTED - BOARD OF EDUCATION
January 13, 2011*

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

Regular Meeting - Board of Education

Date: September 13, 2012

Agenda Item #10. A.

TOPIC: Approval of Preliminary Levy Payable 2013-2014

PURPOSE OF PRESENTATION: The Preliminary Levy must be certified by the board and submitted to the county by October 8, 2012. Washington County uses the amount of this preliminary levy to prepare the tax statements that are mailed in November. The district has historically levied the "MAXIMUM" each September. Most districts typically certify the "MAXIMUM". This allows for any changes or corrections to calculations to be made until the final certification in December. If an exact dollar amount is certified in September then we are held to that number. The Preliminary Levy may change due to pupil unit projections, health & safety projects, and corrections in formulas made by the Department of Education.

The Truth In Taxation Hearing (TNT) will be held at the December 13, 2012 school board meeting at 7:00 p.m.

ACTION RECOMMENDED: Approval of the Preliminary Levy at "MAXIMUM".

Submitted By:

Concurrence By:



Denise Sundstrom
Director of Business Services

Dr. Mark Larson
Superintendent of Schools



TO: Northeast Metro 916 Board of Education
FROM: Connie Hayes
DATE: August 9, 2012
RE: August 8 Board of Education Meeting Talking Points

Members present: Brunnette-833, Buchholz-834, Edstrom-623, Forsberg-16, Lodico-12, Newberg-624, Sturdevant-13, Sager-621, and Schwartz-832.

Members absent: Auge[?]-622.

Among a number of topics discussed at the August 8, 2012, meeting of the Northeast Metro 916 Board of Education, the following agenda items were addressed:

1. **Land for the New K-8 Facility in the NW Part of Northeast Metro 916:**
Kristine Carr, director of administrative services, gave an update on the options being considered for purchase. The Letter of Agreement we have to purchase in the City of Shoreview may not be viable due to zoning challenges, although that option is not completely off the table. We have several other options we are looking at and some are coming together better than the Shoreview property. We hope to have a purchase agreement for the board to consider in the next month.
2. **Selection of Construction Management, Architect and Mechanical and Electrical Engineer Firms:**
 - **Architect:** The school board approved BWBR Architects. The process to select was comprehensive, objective, and fair. We have chosen the firm which we feel will not only give us the best service for the best price, but this firm demonstrated their understanding of the challenges we face in serving this population regarding safety for students and staff. Because of BWBR's experience with programs that deal with behavioral health, we feel the design will be uniquely suited to our needs and not a design where our needs "fit into" traditional design. Fees are expected to be 5.2% of construction costs (\$14 million).
 - **Construction Management:** The school board approved Kraus Anderson. Fees are expected to be \$505,000.
 - **Mechanical and Electrical Engineer:** The school board approved Hallberg Engineering, which has been working with the district for the past 10 years. Fees are expected to be 6% of mechanical and electrical costs.
3. **Wireless Access:** This project was slated for FY'12 but was delayed when our IS Supervisor left for a new job last year. The proposal approved will install Aruba

Networks as the WLAN with a cost for installation for hardware and software at \$73,616. TR Cabling was approved to install additional cabling as necessary for the wireless network; the cost of cabling for nine district facilities is \$39,725.

4. **Minnesota School Forest Joint Powers Agreement:** Principal Tom Hoffman at the Transition Program has been developing a plan over the last year to implement a school forest project with the MN Department of Natural Resources and White Bear Lake Township. This will encompass the land adjacent to the ball fields to the east of Bellaire School called Bellaire Park. The board adopted a resolution entering into a joint powers agreement with the Township and establishing a Minnesota School Forest. This project is part of some curriculum improvements that will allow more experiential learning for the students.
5. **School Nutrition Services:** The board approved agreements for services from South Washington County Schools for Valley Crossing Community School and White Bear Lake for the Transition Program.
6. **Open Houses:** Two open houses to be aware of:
 - 916 Mahtomedi Academy – New location across the street from prior location; August 29 from 11:30 am – 1:00 pm (2735 County Road D, White Bear Lake)
 - ECFE Open House – This is the new building in Stillwater where the Auditory/Oral program (young hearing impaired children) has moved to from a leased space with White Bear Lake Schools; September 8 from 10:00 am – 12:00 noon (1111 S. Holcombe Street, Stillwater)

AUGUST 2012 CHECK REGISTER

Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Check Status Description
08/01/2012	376951	155.68	00094	AMERICAN FAMILY ASSURANCE	Cleared
08/01/2012	376952	388.00	01556	MAHTOMEDI AREA EDUC.FOUNDATION	Cleared
08/01/2012	376953	9.90	01888	NATIONAL INSURANCE SERVICES	Cleared
08/01/2012	376954	272.00	01740	NCPERS MINNESOTA-179220	Cleared
08/01/2012	376955	239.50	02017	OFFICE & PROFESSIONAL	Cleared
08/01/2012	376956	815.50	02048	OPERATING ENGINEERS LOCAL #70	Cleared
08/02/2012	376957	51,000.00	02558	AUL	Cleared
08/02/2012	376958	7,410.00	03196	BF LAUZON ENTERPRISES INC	Cleared
08/02/2012	376959	101.57	08391	DEBORAH GRANT	Cleared
08/02/2012	376960	110.00	01096	HEALTHPARTNERS/GROUP HEALTHIN	Cleared
08/02/2012	376961	127.48	07817	JULIE MCGRAW	Cleared
08/02/2012	376962	45.00	01780	MN DEPT OF HEALTH	Cleared
08/02/2012	376963	1,272.00	01971	NORTHEAST METRO 916	Cleared
08/02/2012	376964	6,113.67	00031	ACCESS COMMUNICATIONS INC	Cleared
08/02/2012	376965	127.50	00031	ACCESS COMMUNICATIONS INC	Cleared
08/02/2012	376966	74.25	08192	ALYSSA MALMER	Cleared
08/02/2012	376967	500.00	09355	ANDRE MORMILE	Cleared
08/02/2012	376968	110.00	09359	ANTHONY PALUMBO	Cleared
08/02/2012	376969	130.00	00286	BJORKLUND COMPENSATION CONSULT	Cleared
08/02/2012	376970	337.00	04234	BLUE CROSS BLUE SHIELD OF MN	Cleared
08/02/2012	376971	1,114.14	03057	BRAD BERGIE	Cleared
08/02/2012	376972	241.20	03115	CHARLES LINDERKAMP	Cleared
08/02/2012	376973	312.17	00522	CLMI-COMPREHENSIVE LOSS MANAGEMENT INC	Cleared
08/02/2012	376974	80.00	09354	DANA DVORAK	Outstanding
08/02/2012	376975	156.40	00679	DONATELLI'S	Cleared
08/02/2012	376976	120.00	03453	DONNA BOHNEN	Outstanding
08/02/2012	376977	250.00	09356	DOUGLAS OUIMET	Cleared
08/02/2012	376978	1,147.00	00714	EAGLE SCREEN PRINTING/JEFFREY POESCHL	Cleared
08/02/2012	376979	248.00	03241	ELECTRONIC DESIGN CO	Cleared
08/02/2012	376980	22.00	08734	EMILIE AUDORFF	Cleared
08/02/2012	376981	3,000.00	03248	I.S.D # 834 STILLWATER	Cleared
08/02/2012	376982	90.14	08077	JOHN DEERE LANDSCAPES/ LESCO	Cleared
08/02/2012	376983	4,322.11	03182	MADISON NATIONAL LIFE	Cleared
08/02/2012	376984	100.50	09357	MEGAN LUGER	Cleared
08/02/2012	376985	21,640.50	09328	MIDLAND PAPER	Cleared
08/02/2012	376986	155.35	02043	ON SITE SANITATION INC	Cleared
08/02/2012	376987	29.02	02161	POPP.COM INC	Cleared
08/02/2012	376988	464.32	02165	POSTMASTER	Cleared
08/02/2012	376989	95.00	09358	RICHARD ANDERSON	Cleared
08/02/2012	376990	315.00	04507	ROMAN MARKET INC	Cleared
08/02/2012	376991	524.98	02473	SHERWIN-WILLIAMS CO	Cleared
08/02/2012	376992	155.81	00553	STAPLES	Cleared
08/02/2012	376993	444.24	08947	SY-SERV INC.	Cleared
08/02/2012	376994	780.00	02685	TALLY'S DOCKSIDE	Cleared
08/02/2012	376995	2,082.96	02748	TIES	Cleared
08/02/2012	376996	18,123.78	00723	XCEL ENERGY	Cleared
08/02/2012	376997	251.63	03017	XEROX CORPORATION	Cleared
08/09/2012	376998	119,986.54	08214	AMERICAN HEALTH RESOURCES	Cleared
08/09/2012	376999	110.00	04137	ANNE OGREN	Cleared
08/09/2012	377000	54.00	03510	GREATER MIDWEST FUNDRAISING,LLC	Cleared
08/09/2012	377001	50,702.40	03248	I.S.D # 834 STILLWATER	Cleared

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08/09/2012	377002	1,398.75	01210	INDIAN HILLS GOLF CLUB	Cleared
08/09/2012	377003	54,128.42	01971	NORTHEAST METRO 916	Cleared
08/09/2012	377004	19,945.00	08411	WEST METRO LEARNING CONNECTIONS INC	Cleared
08/09/2012	377005	45.30	03017	XEROX CORPORATION	Cleared
08/09/2012	377006	1,950.00	03959	ADVANCED ROOFING SOLUTIONS,LLC	Cleared
08/09/2012	377007	325.00	09361	ALYCE MEYER	Cleared
08/09/2012	377008	898.00	03865	AMERICAN CHALLENGE	Void
08/09/2012	377009	110.00	09359	ANTHONY PALUMBO	Cleared
08/09/2012	377010	300.00	03636	APPLE COMPUTER	Cleared
08/09/2012	377011	767.48	00175	ASSET RECOVERY CORPORATION	Cleared
08/09/2012	377012	1,043.27	08859	AWS SERVICE CENTER	Cleared
08/09/2012	377013	35.23	00220	BATTERIES PLUS	Cleared
08/09/2012	377014	595.00	04130	BIGGER FASTER STRONGER	Cleared
08/09/2012	377015	250.00	07574	BRENTON BRADDOCK	Cleared
08/09/2012	377016	1,219.00	07031	CARRIE ARDITO	Cleared
08/09/2012	377017	1,507.71	02227	CENTURYLINK	Cleared
08/09/2012	377018	13,507.00	00527	COMSTOCK & SONS INC	Cleared
08/09/2012	377019	600.00	03228	CRAIG ZIMANSKE	Cleared
08/09/2012	377020	55.00	08789	DREW WHITAKER	Cleared
08/09/2012	377021	817.72	03969	ENERGYWISE CONSULTING,LLC	Cleared
08/09/2012	377022	200.00	08186	ERIN BENNETT	Cleared
08/09/2012	377023	20,617.62	06819	FIRST STUDENT	Cleared
08/09/2012	377024	125.00	09129	FOREST LAKE HIGH SCHOOL	Cleared
08/09/2012	377025	33,634.74	01096	HEALTHPARTNERS	Cleared
08/09/2012	377026	110.00	01096	HEALTHPARTNERS/GROUP HEALTHIN	Cleared
08/09/2012	377027	2,490.00	02167	JULIE POTVIN KIRCHNER	Cleared
08/09/2012	377028	50.00	08764	JULIE ROLLING	Cleared
08/09/2012	377029	338.00	06056	KELSEY ENGBRECHT	Cleared
08/09/2012	377030	2,384.84	07999	LIDS TEAM SPORTS	Cleared
08/09/2012	377031	128.00	01557	MAHTOMEDI AUTO SERVICE	Cleared
08/09/2012	377032	1,420.60	03229	MATTHEW SOBIESKI	Cleared
08/09/2012	377033	152.69	01684	MENARDS OAKDALE CASHWAY LUMBER	Cleared
08/09/2012	377034	2,142.75	08739	NAC NECHANICAL & ELECTRICAL SERVICE	Cleared
08/09/2012	377035	417.42	01961	NORCOSTCO INC	Cleared
08/09/2012	377036	120.00	08220	OLIVIA IAZZO	Cleared
08/09/2012	377037	910.00	02043	ON SITE SANITATION INC	Cleared
08/09/2012	377038	38.60	05985	PAMS LUNCHROOM LLC	Cleared
08/09/2012	377039	219,618.44	08212	PREFERRED ONE	Cleared
08/09/2012	377040	582.10	02180	PRESS PUBLICATIONS	Cleared
08/09/2012	377041	325.00	08209	REBECCA GOULSON	Cleared
08/09/2012	377042	85.00	09358	RICHARD ANDERSON	Cleared
08/09/2012	377043	4,646.18	02420	SCHOOL SPECIALTY INC/PREMIER AGENDAS	Cleared
08/09/2012	377044	275.00	03123	SHEILA MERZER M A	Cleared
08/09/2012	377045	5,354.76	02747	TIERNEY BROTHERS INC	Cleared
08/09/2012	377046	200.00	08784	TRUSTED EMPLOYEES	Cleared
08/09/2012	377047	425.00	02807	U S BANK TRUST N A	Cleared
08/09/2012	377048	2,194.00	09362	UNDERGROUND UTILITIES INC	Cleared
08/09/2012	377049	500.00	02827	UNIVERSITY OF ST THOMAS	Cleared
08/09/2012	377050	250.00	02936	WHITE BEAR AREA CHAMBER OF COM	Cleared
08/09/2012	377051	125.42	02946	WHITE BEAR LOCKSMITH	Cleared
08/09/2012	377052	175.80	03017	XEROX CORPORATION	Cleared

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08/09/2012	377053	200.00	06250	MAHTOMEDI AREA FOOD SHELF	Cleared
08/17/2012	377054	52.00	01773	MN CHILD SUPPORT	Cleared
08/17/2012	377055	376.14	05124	MN DEPT. OF REVENUE	Cleared
08/17/2012	377056	700.00	04342	WISCONSIN SCTF	Cleared
08/23/2012	377057	6,233.23	08757	GORHAM OIEN MECHANICAL INC	Cleared
08/23/2012	377058	14,926.61	01425	LANDMARK ENVIRONMENTAL, LLC	Cleared
08/23/2012	377059	1,100.00	09340	NITTI ROLLOFF SERVICE INC	Cleared
08/23/2012	377060	5,197.71	01971	NORTHEAST METRO 916	Cleared
08/23/2012	377061	900.00	01336	PEG KELLY	Cleared
08/23/2012	377062	32,572.19	02902	WASHINGTON COUNTY SHERIFF'S OFFICE	Outstanding
08/23/2012	377063	595.00	00049	ADVANCED SPORTSWEAR INC	Cleared
08/23/2012	377064	431.49	09140	AFFINETY SOLUTIONS INC	Cleared
08/23/2012	377065	144.62	00084	AMAZON ENVIRONMENTAL INC	Cleared
08/23/2012	377066	500.00	09364	ANN OR ANTHONY FREKING	Cleared
08/23/2012	377067	17,820.00	07590	APEX LEARNING	Cleared
08/23/2012	377068	4,990.00	00257	BERRYS FLOOR COVERING/STEVEN BERRY	Cleared
08/23/2012	377069	9,379.50	00334	BRAUN INTERTEC CORPORATION	Cleared
08/23/2012	377070	250.00	00427	CASH	Cleared
08/23/2012	377071	3,500.00	06869	CASH (HS)	Cleared
08/23/2012	377072	188.00	00439	CEC	Cleared
08/23/2012	377073	5,885.70	05881	CESO-THE CENTER FOR EFFICIENT	Cleared
08/23/2012	377074	241.20	03115	CHARLES LINDERKAMP	Cleared
08/23/2012	377075	1,120.00	01572	CITY OF MAHTOMEDI	Cleared
08/23/2012	377076	1,620.61	00536	CONNEY SAFETY PRODUCTS	Cleared
08/23/2012	377077	230.00	00542	CONTINENTAL MATHEMATICS LEAGUE INC	Outstanding
08/23/2012	377078	1,077.84	00599	DALCO	Cleared
08/23/2012	377079	80.00	08630	DART PORTABLE STORAGE INC	Cleared
08/23/2012	377080	65.88	00679	DONATELLI'S	Cleared
08/23/2012	377081	124.41	00725	ECKROTH MUSIC COMPANY	Cleared
08/23/2012	377082	735.08	08793	EKO BACKEN	Cleared
08/23/2012	377083	1,000.00	09365	ENVIRONMENTAL TECHNICAL SERVICES, LC	Cleared
08/23/2012	377084	586.17	00787	ERICKSON OIL PRODUCTS INC	Cleared
08/23/2012	377085	76,956.18	09122	EI-JAY PLUMBING & HEATING INC	Cleared
08/23/2012	377086	4,374.00	06819	FIRST STUDENT	Cleared
08/23/2012	377087	1,172.65	00856	FOLLETT EDUCATIONAL SERVICES	Cleared
08/23/2012	377088	275.97	06697	FRATTALLONE'S ACE HARDWARE STORES	Cleared
08/23/2012	377089	1,409.63	01464	G&K SERVICES	Cleared
08/23/2012	377090	180.00	08883	GINA CROSBY BOOGREN	Outstanding
08/23/2012	377091	25,971.77	08757	GORHAM OIEN MECHANICAL INC	Cleared
08/23/2012	377092	130.00	03081	GRAY SEEVER	Cleared
08/23/2012	377093	384,750.00	09339	GRESSER COMPANIES INC	Cleared
08/23/2012	377094	1,041.75	01038	HAAS MUSICAL INSTRUMENT REPAIR	Cleared
08/23/2012	377095	90,511.00	01042	HALDEMAN HOMME INC	Cleared
08/23/2012	377096	5,142.00	06591	HANOVER INSURANCE GROUP	Cleared
08/23/2012	377097	5,550.00	06591	HANOVER INSURANCE GROUP	Cleared
08/23/2012	377098	77,668.23	06591	HANOVER INSURANCE GROUP	Cleared
08/23/2012	377099	35,483.76	09337	HANSON STRUCTURAL PRECAST INC	Outstanding
08/23/2012	377100	40,714.00	09360	INSULATION MIDWEST INC	Cleared
08/23/2012	377101	8,259.00	01256	JC ENVIRONMENTAL & DEMOLITION	Cleared
08/23/2012	377102	401.25	01276	JHF -JOHN HENRY FOSTER	Cleared
08/23/2012	377103	73,008.85	06303	JOHNSON CONTROLS	Cleared

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08/23/2012	377104	79,339.25	08758	KENDELL DOORS & HARDWARE	Cleared
08/23/2012	377105	43,676.25	09338	KMH ERECTORS INC	Cleared
08/23/2012	377106	1.79	01372	KNOWLAN'S SUPER MARKETS	Cleared
08/23/2012	377107	28.25	01394	KROMER CO LLC	Cleared
08/23/2012	377108	1,230.00	08645	LARKIN HOFFMAN DALY & LINDGREN LTD	Cleared
08/23/2012	377109	4,410.00	07606	LOFFLER COMPANY INC	Cleared
08/23/2012	377110	3,087.53	07606	LOFFLER COMPANY INC	Cleared
08/23/2012	377111	352,920.65	08756	LS BLACK CONSTRUCTION	Outstanding
08/23/2012	377112	189.00	07956	MAPLEWOOD COMMUNITY CENTER	Cleared
08/23/2012	377113	36,235.85	08760	MARGOLIS CO	Cleared
08/23/2012	377114	828.00	01618	MASSP-MN ASSOC.OF SEC.SCH PRINCIPALS	Cleared
08/23/2012	377115	3,150.00	08289	MATRIX COMMUNICATIONS	Cleared
08/23/2012	377116	420.00	03229	MATTHEW SOBIESKI	Cleared
08/23/2012	377117	19,136.23	04685	MAX STEININGER INC	Cleared
08/23/2012	377118	117,843.22	08738	MCDOWALL CO	Cleared
08/23/2012	377119	581.34	01684	MENARDS OAKDALE CASHWAY LUMBER	Cleared
08/23/2012	377120	1,110.36	09187	MIDWAY TRAINING SERVICES INC	Cleared
08/23/2012	377121	5,300.00	01764	MMKR- MALLOY MONTAGUE KARNOWSK	Cleared
08/23/2012	377122	37.50	01771	MN BOARD OF SCHOOL ADMINISTRATORS	Cleared
08/23/2012	377123	266.55	01780	MN DEPT OF HUMAN SERVICES	Cleared
08/23/2012	377124	2,050.00	01799	MSBA-MN SCHOOL BOARDS ASSOC	Outstanding
08/23/2012	377125	253,392.08	08739	NAC NECHANICAL & ELECTRICAL SERVICE	Cleared
08/23/2012	377126	335.93	02205	NCS PEARSON INC	Cleared
08/23/2012	377127	6,612.00	09340	NITTI ROLLOFF SERVICE INC	Cleared
08/23/2012	377128	13,561.00	08786	NORTH COUNTRY CONCRETE INC	Cleared
08/23/2012	377129	577.51	02043	ON SITE SANITATION INC	Cleared
08/23/2012	377130	425.00	03538	PARTSTOCK COMPUTER	Cleared
08/23/2012	377131	188,507.36	08741	PETERSON CO INC	Cleared
08/23/2012	377132	380,950.00	08740	PHASOR ELECTRIC CO	Cleared
08/23/2012	377133	2,502.00	02420	PREMIER AGENDAS/SCHOOL SPECIALTY INC	Cleared
08/23/2012	377134	54.00	06012	PREMIUM WATERS INC	Cleared
08/23/2012	377135	1,415.00	02186	PRINTING RESOURCES	Cleared
08/23/2012	377136	1,521.90	02346	RYCO SUPPLY COMPANY	Cleared
08/23/2012	377137	1,257.92	07113	SAM'S CLUB	Cleared
08/23/2012	377138	12,339.20	03866	SCHOLASTIC EQUIPMENT CO.	Cleared
08/23/2012	377139	4,593.11	02415	SCHOOL DATEBOOKS INC	Cleared
08/23/2012	377140	65.06	03467	SCHOOL SPECIALTY	Cleared
08/23/2012	377141	491.78	02473	SHERWIN-WILLIAMS CO	Cleared
08/23/2012	377142	582.14	08401	SPRIGGS PLUMBING /HEATING	Cleared
08/23/2012	377143	1,951.42	00553	STAPLES	Outstanding
08/23/2012	377144	47.45	02610	STATE SUPPLY CO INC	Cleared
08/23/2012	377145	506,350.00	02680	T A SCHIFSKY & SONS INC	Cleared
08/23/2012	377146	9,864.55	09352	THOMAS FINN COMPANY	Cleared
08/23/2012	377147	11,875.00	09299	THURNBECK STEEL FABRICATION INC	Cleared
08/23/2012	377148	2,762.00	02745	THYSSENKRUPP ELEVATOR	Cleared
08/23/2012	377149	2,578.20	02748	TIES	Cleared
08/23/2012	377150	2,388.00	02750	TIME FOR KIDS	Outstanding
08/23/2012	377151	815.00	04027	ULTIMATE DRAIN SERVICES, INC	Cleared
08/23/2012	377152	1,597.20	02873	VOSS LIGHTING	Cleared
08/23/2012	377153	276.10	02926	WESTERN PSYCHOLOGICAL SERVICE	Outstanding
08/23/2012	377154	10,683.02	03021	YOCUM OIL CO INC	Cleared

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08/30/2012	377155	219.23	06253	DEAN SHAWBOLD	Outstanding
08/30/2012	377156	100.98	09217	GEETHA DAMODARAN	Outstanding
08/30/2012	377157	6,024.54	04155	I.S.D. # 621- MOUNDS VIEW PUBLIC SCHOOLS	Outstanding
08/30/2012	377162	147.95	00032	ACCURATE LABEL DESIGNS	Outstanding
08/30/2012	377163	1,113.20	03870	ALL CITIES CLEANING,LLC	Outstanding
08/30/2012	377164	3,886.00	08294	ANCOM COMMUNICATIONS	Outstanding
08/30/2012	377165	5,770.00	03196	BF LAUZON ENTERPRISES INC	Outstanding
08/30/2012	377166	380.07	00281	BIO CORPORATION	Outstanding
08/30/2012	377167	67.50	00364	BUDGET SIGN AND GRAPHICS INC	Outstanding
08/30/2012	377168	1,101.39	08892	CAMBIUM LEARNING GROUP	Outstanding
08/30/2012	377169	110.00	00491	CLOSING THE GAP	Outstanding
08/30/2012	377170	4,017.05	06754	COMMANDING EDGE INC	Outstanding
08/30/2012	377171	996.67	00558	COURAGE CENTER	Outstanding
08/30/2012	377172	755.38	00599	DALCO	Outstanding
08/30/2012	377173	357.59	00667	DISCOUNT SCHOOL SUPPLY	Outstanding
08/30/2012	377174	283.03	00679	DONATELLI'S	Outstanding
08/30/2012	377175	375.92	03304	DONNA HRYNIEWICKI	Outstanding
08/30/2012	377176	162.80	00725	ECKROTH MUSIC COMPANY	Outstanding
08/30/2012	377177	25.03	00817	FEDEX	Outstanding
08/30/2012	377178	162.00	06819	FIRST STUDENT	Outstanding
08/30/2012	377179	100.00	06554	FULL BLOOM	Outstanding
08/30/2012	377180	596.97	00936	GBC/ACCO BRANDS USA LLC	Outstanding
08/30/2012	377181	693.16	00987	GRAINGER	Outstanding
08/30/2012	377182	200.00	09369	HISTORY COMES TO LIFE	Outstanding
08/30/2012	377183	1,141.99	01240	J W PEPPER INC.	Outstanding
08/30/2012	377184	441.76	08077	JOHN DEERE LANDSCAPES/ LESCO	Outstanding
08/30/2012	377185	39.05	09367	JOHN SOCHA	Outstanding
08/30/2012	377186	12.50	09370	JONATHAN & CORDELIA EARLY	Outstanding
08/30/2012	377187	20.10	09368	KAMRON MUSCHA	Outstanding
08/30/2012	377188	91.08	06022	KAREN KARLSON	Outstanding
08/30/2012	377189	886.80	01419	LAKESHORE LEARNING MATERIALS	Outstanding
08/30/2012	377190	50.00	06990	MASA REGION 9	Outstanding
08/30/2012	377191	248.00	03604	MATHSTORIES.COM	Outstanding
08/30/2012	377192	133.91	01684	MENARDS OAKDALE CASHWAY LUMBER	Outstanding
08/30/2012	377193	12,581.80	09328	MIDLAND PAPER	Outstanding
08/30/2012	377194	179.42	07908	NEOPOST	Outstanding
08/30/2012	377195	910.00	02043	ON SITE SANITATION INC	Outstanding
08/30/2012	377196	502.55	09309	PWF SOLUTIONS INC	Outstanding
08/30/2012	377197	1,351.00	01518	ROLAND LOZIER	Outstanding
08/30/2012	377198	870.50	08374	SCHOOL CHECK IN	Outstanding
08/30/2012	377199	221.37	02441	SCIENCE KIT LLC	Outstanding
08/30/2012	377200	1,305.00	08167	SERVICE FIRE PROTECTION INC	Outstanding
08/30/2012	377201	131.08	00553	STAPLES	Outstanding
08/30/2012	377202	66.90	08514	THINKING MOVES	Outstanding
08/30/2012	377203	3,850.00	03284	TOM WEYER/WEYER-FOR-HIRE LLC	Outstanding
08/30/2012	377204	1,291.96	03345	TRIO SUPPLY CO	Outstanding
08/30/2012	377211	362.92	00047	TYCO INTEGRATED SECURITY LLC	Outstanding
08/30/2012	377212	827.86	07086	VEOLIA ENVIRONMENTAL SERVICES	Outstanding
08/30/2012	377213	40.74	02858	VERIZON WIRELESS	Outstanding
08/30/2012	377214	482.00	02941	WHITE BEAR GLASS INC	Outstanding
08/30/2012	377215	285.00	03009	WORDMASTERS LLC	Outstanding

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08/30/2012	377216	403.38	00723	XCEL ENERGY	Outstanding
08/02/2012	80002780	32.40	99999	Nickleby, Kathe	Cleared
08/02/2012	80002781	150.96	99999	Nickleby, Kathe	Cleared
08/02/2012	80002782	105.45	99999	Moore, Christopher	Cleared
08/02/2012	80002783	25.81	99999	Poirier, Nicole	Cleared
08/02/2012	80002784	325.00	99999	Rohrig, Joyce L	Cleared
08/02/2012	80002785	500.00	99999	Rohrig, Joyce L	Cleared
08/09/2012	80002786	261.70	99999	Green, Virginia	Cleared
08/09/2012	80002787	50.00	99999	Bouwens, Kirsten	Cleared
08/09/2012	80002788	50.00	99999	Hamre, Mark B	Cleared
08/09/2012	80002789	50.00	99999	Larson, Mark	Cleared
08/09/2012	80002790	50.00	99999	Moore, Christopher	Cleared
08/09/2012	80002791	50.00	99999	Neubeck, Michael	Cleared
08/09/2012	80002792	50.00	99999	Nickleby, Kathe	Cleared
08/09/2012	80002793	45.83	99999	Sorenson, Susan	Cleared
08/09/2012	80002794	50.00	99999	Sundstrom, Denise	Cleared
08/09/2012	80002795	50.00	99999	Viker, Lynne M	Cleared
08/09/2012	80002796	50.00	99999	Whisler, Jeff	Cleared
08/09/2012	80002797	25.00	99999	Crothers, Patrick	Cleared
08/09/2012	80002798	25.00	99999	Hering, James P	Cleared
08/09/2012	80002799	25.00	99999	Kostuch, Tonya M	Cleared
08/09/2012	80002800	50.00	99999	Albrecht, Daniel	Cleared
08/09/2012	80002801	13.32	99999	Crothers, Patrick	Cleared
08/09/2012	80002802	18.07	99999	Hering, James P	Cleared
08/09/2012	80002803	47.73	99999	Bouwens, Kirsten	Cleared
08/09/2012	80002804	326.37	99999	Sneden, Bethany	Cleared
08/09/2012	80002805	173.61	99999	Sneden, Bethany	Cleared
08/09/2012	80002806	17.58	99999	Osterbauer, Julie	Cleared
08/09/2012	80002807	69.88	99999	Metling, Paula	Cleared
08/23/2012	80002808	11.47	99999	O'Hara, Jamie M	Cleared
08/23/2012	80002809	267.41	99999	Grandlienard, Wendy	Cleared
08/23/2012	80002810	15.39	99999	O'Hara, Jamie M	Cleared
08/23/2012	80002811	109.80	99999	Sneden, Bethany	Cleared
08/23/2012	80002812	35.52	99999	Lovgren, Dyan L	Cleared
08/23/2012	80002813	727.77	99999	Radabaugh-Triplat, Stacy	Cleared
08/23/2012	80002814	135.19	99999	Harein, Pamela L	Cleared
08/23/2012	80002815	27.84	99999	Hei, Mary Jo	Cleared
08/23/2012	80002816	54.82	99999	Stang, Frances H	Cleared
08/23/2012	80002817	1,735.85	99999	Hovan, Scot A	Cleared
08/23/2012	80002818	73.26	99999	Jensen, James	Cleared
08/23/2012	80002819	103.05	99999	Radabaugh-Triplat, Stacy	Cleared
08/23/2012	80002820	107.13	99999	Warren, Jeanna S	Cleared
08/23/2012	80002821	154.75	99999	Robinson, Susan	Cleared
08/23/2012	80002822	175.24	99999	Eckert, Kristi	Cleared
08/23/2012	80002823	39.95	99999	Conzemius, Julie	Cleared
08/30/2012	80002824	195.00	99999	Jackson, David R	Cleared
08/30/2012	80002825	201.00	99999	Anderson, Christy	Cleared
08/30/2012	80002826	28.86	99999	Barrette, Dawn M	Cleared
08/30/2012	80002827	239.97	99999	Crothers, Patrick	Cleared
08/30/2012	80002828	33.98	99999	Crothers, Patrick	Cleared
08/30/2012	80002829	269.94	99999	Bacon, Carol	Cleared

AUGUST 2012 CHECK REGISTER

Check Date	Check Number	Check Amount	Vendor Number	Vendor Name	Check Status Description
08/30/2012	80002830	52.84	99999	Morreim, Edward	Cleared
08/30/2012	80002831	60.83	99999	Channon, Lisa	Cleared
08/30/2012	80002832	115.70	99999	Driscoll, Deborah	Cleared
08/30/2012	80002833	174.02	99999	Dusek, Sara A	Cleared
08/30/2012	80002834	41.97	99999	Burshten, Judy A	Cleared
08/30/2012	80002835	3.56	99999	Hudak, Amanda L	Cleared
08/30/2012	80002836	7.77	99999	Arvesen, Catherine	Cleared
08/30/2012	80002837	21.98	99999	Arvesen, Catherine	Cleared
08/30/2012	80002838	368.26	99999	Irsfeld, Lisa M	Cleared
08/30/2012	80002839	359.64	99999	Beggin, Paul	Cleared
08/30/2012	80002840	9.62	99999	Sneden, Bethany	Cleared
08/30/2012	80002841	279.71	99999	Sneden, Bethany	Cleared
08/30/2012	80002842	8.33	99999	McCormick, Joan	Cleared
08/30/2012	80002843	423.38	99999	Krause, Sandra M	Cleared
	TOTAL	3,799,763.84			

**INDEPENDENT SCHOOL DISTRICT #832
WIRE TRANSFER TRANSACTIONS
MONTH OF AUGUST 2012**

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
8/2/12	State of Minnesota	MN Trust	\$2,014.54	direct state payment
8/6/12	US Bank	Preferred One	\$9,121.28	claims payment
8/7/12	State of Minnesota	MN Trust	\$4,450.00	direct state payment
8/8/12	State of Minnesota	MN Trust	\$65,274.33	direct state payment
8/8/12	MN Trust	MSDLAF	\$300,000.00	cover checks
8/10/12	MN Trust	MSDLAF	\$250,000.00	cover checks
8/13/12	US Bank	Chase Card Service/Bank One	\$11,946.18	cardmember payment
8/13/12	US Bank	Preferred One	\$27,431.23	claims payment
8/14/12	US Bank	Peoples Bank of Commerce-EBC Flex	\$843.75	flex benefits
8/14/12	US Bank	Peoples Bank of Commerce-403-B/457	\$8,981.82	TSA payment/Deferred Comp
8/15/12	MSDLAF	US Bank	\$146,677.20	cover checks
8/15/12	US Bank	IRS	\$49,502.34	federal & fica taxes
8/15/12	US Bank	MN Dept of Revenue	\$8,914.82	state payroll taxes
8/15/12	US Bank	Public Emp. Retirement Assoc.	\$14,056.12	pera retirement
8/15/12	US Bank	Mn Teachers Retirement	\$10,645.40	teachers retirement
8/15/12	State of Minnesota	MN Trust	\$8,117.72	direct state payment
8/15/12	State of Minnesota	MN Trust	\$2,128,471.63	direct state payment
8/16/12	US Bank	MN Dept of Revenue	\$31.00	sales tax payment
8/20/12	US Bank	Preferred One	\$6,453.37	claims payment
8/21/12	MN Trust	MSDLAF	\$250,000.00	cover checks
8/27/12	MSDLAF	US Bank	\$1,200,000.00	cover checks
8/27/12	US Bank	Preferred One	\$18,922.91	claims payment
8/29/12	State of Minnesota	MN Trust	\$346.33	direct state payment
8/30/12	US Bank	Peoples Bank of Commerce-EBC Flex	\$8,254.20	flex benefits
8/30/12	US Bank	Peoples Bank of Commerce-403-B/457	\$55,367.70	TSA payment/Deferred Comp
8/31/12	MSDLAF	US Bank	\$532,447.90	cover checks
8/31/12	US Bank	IRS	\$191,263.83	federal & fica taxes
8/31/12	US Bank	MN Dept of Revenue	\$35,695.47	state payroll taxes
8/31/12	US Bank	Public Emp. Retirement Assoc.	\$14,747.21	pera retirement
8/31/12	US Bank	Mn Teachers Retirement	\$90,525.54	TRA payment
8/31/12	State of Minnesota	MN Trust	\$3,197,360.00	direct state payment

Independent School District #832
1520 Mahtomedi Avenue
Mahtomedi, MN 55115

PUPIL TRANSPORTATION SERVICES AGREEMENT

In accordance with Minn. Stat. 123(b).52, subdivision 1 or 3, this agreement is made and entered into as of the ___th day of ____, 2012, by and between Independent School District #832, Mahtomedi, Washington County, Minnesota, hereinafter called "District" and First Student, Inc., hereinafter called "Contractor."

WITNESSETH

WHEREAS, District has selected Contractor to provide the pupil transportation services described herein; and

WHEREAS, Contractor desires to provide such pupil transportation service to the District,

NOW, THEREFORE, in consideration of the covenants hereinafter contained, the parties agree as follows:

1. TERM

The term of this agreement shall commence August 1, 2012 and shall continue through July 31, 2014. For Purposes of this Agreement, the term "Contract Year" shall mean each one year period commencing August 1 during the term of this Agreement. In addition, the District parties reserves the right to negotiate extensions to the contract.

2. SCOPE OF SERVICES REQUIRED

Contractor shall, during the term of this Agreement, supply and maintain such number of school buses and personnel as are required to fulfill District's needs for pupil transportation services as described in the **Bus Transportation Specifications and Conditions, see Exhibit B**, which is incorporated by reference in this Agreement.

3. COMPENSATION AND BILLING

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in **Exhibit A** attached hereto and made a part hereof, as may be adjusted from time to time as provided herein.

Regular Transportation:

Regular To and From, Midday and Specialized Services Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in **Exhibit A** attached hereto no later than 30 calendar days after the receipt of invoice.

Supplemental Transportation

In consideration for services rendered hereunder, District shall pay to Contractor all sums due and owing and calculated in accordance with the rates set forth in **Exhibit A** attached hereto for the service categories – all other school transportation services, extra-curricular and athletic trips, and activity and field trips. After verification of the statement, District shall pay the amount due to Contractor within 30 days of receipt of invoice.

4. FUEL COST ADJUSTMENT

Contractor shall furnish all fuel to be used in its performance of this agreement with copies of invoices to be provided to the district monthly. Contractor's "Base Fuel Cost" shall be \$2.00 per gallon (gasoline or diesel) exclusive of applicable federal gasoline taxes. The Contractor's invoice shall include an adjustment for increases or decreases in fuel costs as specified in **Bus Transportation Specifications and Conditions, Exhibit B**.

5. CONTRACTOR RESPONSIBILITIES

Upon request, Contractor shall provide the District preceding each Contract Year with a "service plan for pupil transportation services." Contractor shall work with District's Administration or designee in planning services and otherwise implementing the Agreement. The "service plan" must include at a minimum the following:

- a. list of drivers, both primary and substitutes
- b. list of bus and van equipment that will be used in providing the contract services, along with make of equipment, year of manufacture, mileage, vehicle type, passenger size, and special equipment.
- c. Staffing plan of employees, in addition to the above drivers, who will be assigned to fulfill the responsibilities contemplated in the Contract.
- d. Insurance information required by the Agreement.
- e. Staff training plan including materials and schedule.

District shall notify Contractor whenever changes are necessary in routes, stops, and schedules and Contractor shall make a reasonable effort to adjust its operations to incorporate such changes within two (2) business days after notice is received from District. The Contractor is encouraged to recommend changes in bus stops and routes and must receive prior District approval before implementing said changes.

The Contractor shall support student bus and traffic training classes at the beginning of each school year at each school. Evacuation practices will be conducted twice yearly.

6. RECORDS AND REPORTS

Contractor shall provide those reports and records, which may be reasonably requested by District and necessary for proper payment, for evaluation of Contractor's performance or for state and District reporting hereunder. Reports may include, but are not limited to:

- Crash Reports
- Student Discipline Reports
- Bus Inspections
- Monthly or Yearly Mileage, Hour or Route Reports
- Bus Ridership Reports - for each route including special education transportation routes
- Driver Qualification Reports

7. STATUS OF CONTRACTOR

In the interpretation of this Agreement and the relations between Contractor and District, Contractor shall be construed as being an independent contractor hired to provide pupil transportation services only. Neither Contractor nor any of its employees shall be held or deemed in any way to be an employee or official of the District. Contractor shall be responsible for, and hold district harmless from any liability for unemployment taxes or contributions, payroll taxes or other federal or state employment taxes.

8. INSURANCE

Contractor shall, at its expense, procure and keep in force during the entire term of this Agreement, public liability and property damage liability insurance protecting District, its board, officers, employees and agents, and Contractor, its drivers and other personnel. Contractor must provide the above referenced insurance with the following minimum limits:

Minimum limits of insurance shall be:	Per Person	Per Accident
Bodily injury liability	\$500,000	\$5,000,000
Property Damage liability		\$100,000
Medical Payments	Statutory Coverage	
Worker's Compensation	Statutory Coverage	
Umbrella Liability	\$5,000,000	\$5,000,000

Contractor agrees to provide District a certificate of insurance evidencing such coverage and designating District as an additional insured. Worker's compensation insurance shall be maintained as required by law. All insurance policies shall provide that no coverage shall be cancelled except by thirty (30) days written notice to District.

9. INDEMNIFICATION

Contractor shall hold District, its governing board, officers and employees harmless and does hereby indemnify District, its governing board, officers and employees from and against every claim or demand which may be made by any person, firm or corporation, or other entity arising from or caused by any act of neglect, default or omission of Contractor in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees. The Contractor also agrees to indemnify and save the District harmless from any claims involving personal injury or property damage arising out of, or in the course of, Contractor's acts in providing transportation of assigned pupils.

To the extent permitted by law, District shall hold Contractor, its officers, employees, agents, successors and assigns harmless and does hereby indemnify Contractor, its officers, employees, agents, successors and assigns from and against every claim or demand which may be made by any act neglect, default or omission of District, its governing board, officers, employees or agents, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of Contractor, its agents or employees.

10. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT (E.E.O)

Contractor must show evidence of a non-discriminatory equal employment opportunity program in the selection of employees that follow the guidelines established by District E.E.O. program. Such program must provide E.E.O. opportunities regardless of person's race, creed, sex, national origin, and sexual orientation, or any other characteristic protected under state or federal law.

11 CONTRACT SECURITY

Contractor may be required to furnish District with performance security in an amount of 100% of performance of Contractor's duties under this Agreement. Such contract security may be in the form of a performance bond or other security acceptable to District and Contractor. District reserves the right to waive the performance security.

12. FORCE MAJEURE

In the event Contractor is unable to provide the transportation services herein specified because of any act of nature, civil disturbance, fire, flood, war, governmental action, labor dispute involving District personnel, picketing, strike, or lockout, or any condition or cause beyond Contractor's control, District may excuse Contractor from performance under this Agreement.

13. INCLEMENT WEATHER / SCHOOL CLOSINGS

In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, District shall notify Contractor not later than 2 hours prior to such cancellation or delay. Should the number of days transportation is required to decrease during the school year, as a result of weather conditions, strikes, gas shortages, school closing and emergencies, the base contract will be adjusted as specified in **Exhibit B**.

14. EMERGENCY RESPONSE PROGRAM

Contractor shall understand and participate in the District Emergency Plan. In addition, Contractor shall develop and implement an emergency plan responsive to the District Emergency Plan. District may review and require changes or additions to plan.

15. MANAGEMENT PERSONNEL

The contractor shall designate a permanent regular, full-time manager/supervisor to be directly responsible for the provision of all services required in the District contract. The manager/supervisor will be responsible for providing safe and efficient transportation services required by this Agreement and will supervise necessary support staff required for on-site management. This person shall work with the District Designee for purposes of service coordination. The District expects that the manager/supervisor is an experienced person who has demonstrated skills for fulfilling the responsibilities of this Agreement. Contractor shall inform District of the name(s) and business address(s) of such management personnel. The District reserves the right to interview and approve the Manager.

16. OPERATIONS PERSONNEL/DRIVER QUALIFICATIONS

Contractor shall employ a sufficient number of qualified drivers and support personnel to assure District of continuous and reliable service. The Contractor will consistently conduct a proactive recruitment campaign and periodically update the District on these efforts (may not be necessary to include). Contractor shall provide qualified drivers, trained and licensed in accordance with the laws of this State and the rules and regulations of District. Accordingly, Contractor agrees that each driver shall:

- a. Possess a valid license issued by this State (or a reciprocal state) authorizing such person to operate a school bus.
- b. Be certified by a duly licensed medical practitioner as medically qualified and free of medical or physical conditions, which, absent reasonable accommodation, would limit safe operation of a school bus qualified without reasonable accommodation, to safely operate a school bus. The physical examination shall be conducted prior to employment and periodically thereafter as required by State law.
- c. Successfully complete a course of training, including instruction in school bus safety, student discipline, human relations, behind-the-wheel school bus driving instruction, defensive driving, first aid, use of fire extinguisher, traffic laws, and applicable District policies and regulations.
- d. Possess a satisfactory driving record and criminal history record, after review of such records prior to employment and periodically thereafter to the extent permitted or available by law.
- f. Satisfy all applicable requirements of the U.S. Department of Transportation, Federal Highway Administration in rendering transportation services regulated by that agency.
- g. Meet any other criteria required by State law or by District's policies, rules or regulations.

Contractor shall hold each driver responsible for:

- a. Supervising the safe loading and unloading of his or her bus at every pick-up and delivery point.
- b. Keeping informed of all rules and regulations affecting the safe operation of school buses and standards of conduct.
- c. Complying with all federal, state and local traffic laws while operating buses under this agreement.

- d. Carrying appropriate identification at all times while on duty.
- e. Carrying a timepiece while on duty so that the driver can maintain established schedule times.
- f. Communicating to Staff any issues or needs related to the route assignment and all passengers transported.

A driver orientation and instruction program will be provided before a driver is allowed to drive while students are on board. Training must include:

- a. Enough to safely operate the type of school bus the driver will be driving
- b. Emergency procedures
- c. Student Management procedures, including issues relating to students with disabilities
- d. Knowledge of relevant laws, rules of the road, and local school bus safety policies
- e. Knowledge of student loading and unloading procedures

An ongoing performance monitoring and assistance program should include:

- a. Random drug testing
- b. Daily observance of employees to detect violations of drug policy
- c. Advance knowledge of routes, including substitutes
- d. Route accuracy including proper stops and updated paperwork
- e. Demonstrated driver-passenger professionalism
- f. Competency in physically driving the assigned vehicle and equipment

Contractor shall take reasonable steps to prevent its employees from exposing any student to impropriety of word or conduct. Contractor shall not knowingly permit its drivers to smoke on the bus nor to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs, which impair the safe operation of the bus. Contractor shall enforce all District Rules and Regulations in place.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that District shall have the right to require Contractor to remove from service under this agreement any employee who, at District's sole discretion, is deemed unsuitable for the performance of transportation services for District; and provided further that District shall make such request in writing and state the reasons therefore.

17. EQUIPMENT

All school buses supplied by Contractor pursuant to this Agreement shall meet or exceed the standards established by the laws and regulations of the State and the United States. Contractor shall maintain the school buses used to provide pupil transportation services under this Agreement in accordance with law and accepted industry maintenance standards. District reserves the right to request maintenance records at any time during Agreement.

Buses supplied by the Contractor shall comply with vehicle requirements outlined in **Bus Transportation Specifications and Conditions, see Appendix B.**

Age of vehicle maybe determined by date indicated on manufacturer's plate or date put into service.

Contractor shall provide buses in sufficient number to efficiently transport all students for whom District orders services, including an adequate number of spares.

Buses shall be of sufficient capacity to permit every student transported to be seated in conformance with State laws at all times. Buses must be clean, neat-appearing and display appropriate exterior and interior markings as required by state law.

INTERIOR MARKING

- a. All vehicles will display a poster of "Student Bus Behavior Rules"
- b. All vehicles will display a poster of "School Bus Danger Zone"

Contractor must provide contingency plan for vehicles that operate beyond range of two-way radio signal.

18. FACILITIES

Contractor shall provide a facility that enables the Contractor to respond to an emergency within 20 minutes. The location of the facility shall not impact the contract.

Contractor must equip facility with proper furniture, facsimile machine, maintenance equipment, and basic comforts for staff and employees.

Contractor must provide adequate phone lines and a facsimile machine. Contractor must provide a 24-hour answering "service."

Facility must be equipped with internet service, and all staff must have access and e-mail capabilities.

19. STUDENT DISCIPLINE/VANDALISM

The ultimate responsibility and authority to suspend or expel any student from transportation services hereunder shall rest with District. Contractor's drivers are responsible only for such discipline as is required to safely and properly operate Contractor's buses. Each driver shall handle all disciplinary matters in strict accordance with District policy. In no case will a driver eject a student from a bus without authorization. All discipline problems shall be reported in writing following completion of the route. Procedures and regulations for the administration of discipline shall be established cooperatively between District and Contractor.

Vandalism damages to Contractor's equipment or facilities shall be the responsibility of Contractor. However, District shall give Contractor reasonable assistance in obtaining restitution for damaged equipment or facilities.

20. ASSIGNMENT

The Contractor shall not assign or transfer any part of the obligation and responsibility in this contract without the prior written approval of the District.

21. TERMINATION

If either party shall willfully violate any of the covenants or duties imposed upon it by the Agreement, such material willful violation shall entitle the other party to terminate this Agreement. The party desiring to terminate for such cause shall give the offending party thirty (30) days written notice to remedy the violation. If at the end of such time the party notified has not removed the cause of complaint or remedied the purported violation, then this Agreement shall be deemed terminated.

District and Contractor agree to meet and make good faith efforts to resolve any disputes within thirty (30) days of the development of any dispute, prior to filing any action in a court of competent jurisdiction. Good faith efforts may include mediation and arbitration by mutual agreement.

22. PLACE OF CONTRACT

This Agreement shall be deemed to be made in and shall be construed in accordance with the laws of the State of Minnesota. All references in the contract to the "State" shall mean State of Minnesota.

23. SURVIVAL

The mutual obligations described in COMPENSATION AND BILLING; and INDEMNIFICATION hereof shall survive the termination or expiration of this Agreement.

24. SEVERABILITY

In the event any provision specified herein is held or determined by a court of competent jurisdiction to be illegal, void or in contravention of any applicable law, the remainder of the Agreement shall remain in full force and effect.

25. MODIFICATION

Contractor and District may modify the terms of this Agreement in whole or in part as circumstances may justify by mutual written agreement executed by the duly authorized representatives of the parties.

26. NOTICE TO PARTIES

All notices to be given by the parties to this Agreement shall be in writing and served by depositing same in the United States Mail, postage prepaid, registered or certified mail.

Notices to District shall be addressed to: Denise Sundstrom
Director of Business Services
Mahtomedi Public Schools – ISD #832
1520 Mahtomedi Avenue
Mahtomedi, MN 55115

Notices to Contractor shall be addressed to: Daniel Muehlbauer
First Student, Inc.
11911 Champlin Drive
Champlin, MN 55316

Either District or Contractor may change its address of record for receipt of official notice by giving the other written notice of such change and any necessary mailing instructions.

28. ENTIRE AGREEMENT

This Agreement sets forth the entire agreement between District and Contractor concerning the subject matter hereof. There are no prior representations, either oral or written, between District and Contractor other than those contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this ___th day of August 2012.

By:  _____

Cal Hull,
First Student, Inc.

By: _____

Chair, Board of Education

By: _____

Clerk, Board of Education

(Note: Exhibit A & B shall be attached)

EXHIBIT A

A. Regular Route Transportation to and from school as outlined in specifications above.

School Bus Cost Per Day:

Please enclose a list stating vehicle type, size, capacity, and equipment available for all vehicles that would be used on regular routes.

NOTE: Route time **does not** include time to get to and from the bus terminal (before and after routes).

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2012-13</u>	<u>2013-14</u>
4.5 hour route per day – Mahtomedi	<u>\$276.02</u>	<u>\$282.92</u>
Additional Cost per ¼ hour over 4.5 hours	<u>\$10.00</u>	<u>\$10.00</u>

B. Special Services Transportation to and from school as outlined in specifications above.

Special Services School Bus Cost Per Day:

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2012-13</u>	<u>2013-14</u>
Type B vehicle 4.0 hour route per day	<u>\$259.19</u>	<u>\$265.67</u>
Added Cost per ¼ hour - Type B vehicle	<u>\$10.00</u>	<u>\$10.00</u>
Type A vehicle 4.0 hour route per day	<u>\$236.98</u>	<u>\$242.91</u>
Added Cost per ¼ hour - Type A vehicle	<u>\$10.00</u>	<u>\$10.00</u>
Type III vehicle 3.0 hour route per day	<u>\$185.45</u>	<u>\$190.09</u>
Added Cost per ¼ hour - Type III vehicle	<u>\$10.00</u>	<u>\$10.00</u>
Added Cost per year for Lift Bus	<u>\$2511.38</u>	<u>\$2574.16</u>
Added Cost per live hour for Bus Aide	<u>\$24.73</u>	<u>\$225.35</u>

C. Extracurricular Trips

NOTE: Contractor shall supply the District with up to eight (8) trip vehicles with drivers at any given time on any given day during the duration of the contract with a one (1) week notice. All extracurricular trips are to be billed from scheduled pick up time until actual return time to the school, and does not include time from the terminal to the school.

	<u>2012-13</u>	/	<u>2013-14</u>
1. Activity/Field trip base charge per hour (2 hour min.):	\$ 47.00		\$47.00
2. In District – No stay or stay less than 2 hours:	\$ 70.66		\$70.66
3. PM route time conflict surcharge:	\$ 27.39		\$27.39
4. Trailer charge:	\$ 60.26		\$60.26
5. Cancellations			
a.	There will be a charge of <u>\$94.23</u> for any bus canceled on arrival at the destination point of origin.		
b.	There will be a charge of <u>\$47.11</u> for any bus canceled one (1) hour or less of the scheduled arrival time at the designated point of origin.		
c.	There will be no charge for any bus canceled more than one (1) hour from the scheduled pickup time at the designated point of origin.		

D. Summer Routes

Summer routes are defined as any route taking place between the last day of the school year and the first day of the new school year.

Full size buses as well as Special Needs buses with lifts must be available.

NOTE: Route time **does not** include time to get to and from the bus terminal (before and after routes).

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2012-13</u>	/	<u>2013-14</u>
Regular Route passenger bus 3 hour route per day	\$166.86		\$171.03
Added Cost per ¼ hour over 3 hours	\$10.00		\$10.00

Special Ed bus for 3 hour routs per day	<u>\$166.86</u> / <u>\$171.03</u>
Added Cost per ¼ hour over 3 hours	<u>\$10.00</u> / <u>\$10.00</u>
Type A vehicle 3 hour route per day	<u>\$166.86</u> / <u>\$171.03</u>
Added Cost per ¼ hour for Type A	<u>\$10.00</u> / <u>\$10.00</u>
Type III vehicle 3 hour route per day	<u>\$166.86</u> / <u>\$171.03</u>
Added Cost per ¼ hour for Type III	<u>\$10.00</u> / <u>\$10.00</u>
Added Cost per hour for an Aide	<u>\$24.73</u> / <u>\$25.35</u>

NOTE: Aide pay will be based on live time (generally the same as the route time).

E. Negotiated Changes to Transportation Contract Specifications

1. 7.4 Fuel Charges – Fuel charges shall be calculated based on all routed Versatrans miles including “live” and “terminal to terminal” miles.
2. The District shall pay a minimum of 1.5 hours for a midday run and/or a PM activity run.
3. The District shall consider all AM/PM routes to have a minimum of 4.5 hours live time.
4. Contractor shall provide access to their “Zonar” GPS system to the District.

EXHIBIT B

Bus Transportation Specifications & Conditions

Section II General Directions

2.1 Duration:

The service shall be for the 2006-2007 and 2007-2008 school years, with an option to extend the contract for additional years. The School District shall have the right to terminate the contract effective with the beginning of the school year by giving ninety (90) days written notice.

2.2 Service Within the District:

Contractor shall furnish equipment and personnel sufficient to provide daily transportation of students within the District for the contracted period to the various schools according to a time schedule and/or routes determined by the District. There shall be no change in any bus route or time schedule without the consent of the District. It is understood by the Contractor and the District the annual consideration provided in the contract is for the entire school year. In the event changes are made by the District concerning the number of student days or vehicles required, the payment to the contractor shall be changed accordingly.

2.3 Service Outside of the District:

Contractor shall furnish equipment and personnel as required by the School District to provide daily transportation of students outside the District to such locations according to the students' needs.

2.4 Contract and Performance Bond:

The Contractor shall enter into a formal contract based on the conditions and specifications as set forth herein. The Contractor may be required to supply a Performance Bond equal to 100% of the anticipated contract amount, before commencing services, and shall provide liability and property damage insurance as herein described.

2.5 School District Agent:

For purposes of communication with the School District regarding the transportation contemplated by the Contract, the Contractor shall communicate with the Manager of Auxiliary Services at (651) 407-7538.

2.6 Award:

District 832 reserves the right to waive any formalities and irregularities to accept or reject in whole or in part all proposals and to award a contract which in its judgement is in the best interest of the School District.

2.7 Proposal Form:

Contractors shall submit their proposal on the Form included with these specifications. Proposals may not be withdrawn for a period of 45 days without the consent of the School Board.

Section III Specific Conditions

3.1 Instructions for Submitting Proposal:

- 3.1.1 Any written proposal containing an alteration or erasure of price contained in the proposal may be rejected unless the alteration or erasure is corrected as follows: An alteration or erasure may be crossed out and the correction printed in ink or typewritten adjacent thereto, and initialed in ink by the person signing the proposal.
- 3.1.2 As part of the preparation, a contractor shall fully inform themselves of School District needs by personal visitation and conferences prior to submission of written proposal, and may examine maps, schedules, current routes, and other necessary information available at the office of the Director of Transportation. A mandatory pre-proposal meeting will be held with any interested contractor. See published notice for date.
- 3.1.3 Contractors shall furnish with their proposal a written biography and statement indicating the type and extent of transportation experience, references, a list of names of school districts currently serving and previously served, including dates of service. See Appendix A.
- 3.1.4 A financial statement with bank references is required, and shall be submitted with the proposal.

3.2 Vehicles:

- 3.2.1 School buses shall be approved by the District and sufficient vehicles shall be available. No scheduled route bus shall be more than 10 years old and no spare bus shall be more than 12 years old. The average age of route buses shall be no more than 6 years old.
- 3.2.2 Included in the proposal shall be a list of equipment the Contractor proposes to utilize in services provided. They shall include with the proposal evidence they have such equipment in their immediate possession, or certification from a manufacturer or authorized representative that such equipment will be provided for service prior to the start of the contract.

- 3.2.3 Additional equipment – Additional equipment such as wheelchair lifts may have to be added throughout the year and shall be provided as needed. Equipment which is unique to meet the needs of an individual student shall be identified by the School District.
- 3.2.4 All vehicles shall be equipped with:
 - A. 2-way radios
 - B. Back-up alarms
 - C. An external P.A. system
 - D. A swing gate
 - E. An electronic device that assures that the bus has been checked for students before the driver leaves the vehicle.
- 3.2.5 Two “base stations” a “mobile” radio and a “hand-held” radio must be supplied to the District for all frequencies used by buses operating under this contract.
- 3.2.6 The contractor must place GPS hardware on any vehicle used for the duration of the contract. See Appendix B for details. If the duration of contract is less than 6 years, the District will buy back the GPS equipment on a pro-rated basis.

3.3 Insurance:

- 3.3.1 Successful Contractor shall maintain during the life of the contract public liability and property damage and excess liability insurance within minimum limits as follows:
 - A. **Minimum limits:**

Bodily Injury	\$ 500,000	per individual
	\$2,000,000	per occurrence
Property Damage	\$ 100,000	each occurrence
Umbrella Liability	\$4,000,000	
- 3.3.2 Successful Contractor shall furnish and maintain during the life of the contract Worker’s Compensation coverage for the protection of his employees in the amount as required by law.
- 3.3.3 The Contractor agrees to hold harmless, indemnify and defend the School District, its agents and employees against any and all claims, personal and/or property damage, arising out of the operation of vehicles pursuant to the contract awarded here under.
- 3.3.4 Contractor’s liability insurance policy under this section shall name the School Districts and their employees as additional named insured.

3.4 Service Conditions

- 3.4.1 The number of students transported shall not exceed the rated manufacturer's capacity. Scheduling of the students for arrival at the various school locations shall conform to regular school schedules or the schedule established by the District.
- 3.4.2 Students with disabilities shall be picked up immediately in front or as near as possible to the home. A disabled student shall load or unload at home or school only from the right side of the vehicle, unless escorted across the street by an aide.
- 3.4.3 No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students. The District reserves the right to assign attendants to any vehicle if in the best interest of any student.
- 3.4.4 The successful Contractor shall be highly selective in the employment of drivers. The Contractor will be required to utilize only those drivers holding a valid Class A or Class B CDL with a school bus and passenger endorsement who has been thoroughly checked for ability, character, integrity, fitness, and who are acceptable to the District. The District reserves the right to comment on the performance of any employee of the Contractor, and Contractor shall take appropriate steps to improve services. The successful Contractor must agree to provide 8 hours annually of in-service time for all drivers utilized in the performance of the contract, including substitute drivers or additional drivers for routes which may be added during the year.

No driver shall be assigned to a route in the District because of their removal from another district for non-compliance of rules, regulations, laws, or procedures without permission from the District.
- 3.4.5 Smoking Policy: The School District Policy prohibits any person – employee, visitor, student, parent, etc., from smoking or using any tobacco on school grounds, in school owned buildings and in school owned or contracted vehicles. This smoking policy must be adhered to whether or not students are on board.
- 3.4.6 Successful Contractor shall be responsible for handling complaint and information calls regarding services provided.
- 3.4.7 The drivers shall be responsible for enforcement of the School District's "Student Bus Safety Code".
- 3.4.8 The District uses the VersaTrans computer routing software. The supplier shall furnish hardware at their terminal to accommodate VersaTrans. District will furnish software and training.

3.5 Use of Contractor's Equipment:

It is agreed by the Contractor and the District in the event the Contractor is unable to provide transportation services as specified in whole or in part because of acts of God, fire, riot, war, picketing, civil commotion, strikes, labor disputes, lack of fuel, or any other condition, the

District may solely, at its' option excuse the Contractor from performance and terminate the contract, or shall have the right to assume the operation of such buses, with school employees or other persons as the District may deem appropriate. The District shall pay to the Contractor for such buses the same amount specified in the heretofore mentioned rate schedule, less all expenses and costs incurred by the District in providing the services contemplated by the contract.

3.6 Payments:

Payments to the contractor by the School District will be made on a monthly basis. Payments will be made in ten (10) equal installments. Payments will be made on the 4th Friday of each month with the exceptions of the 3rd Friday of December and the 2nd Friday of June.

3.7 Assignments:

The Contractor shall not assign the whole or any part of this contract or any monies due or to become due hereunder without written consent of the District. In case the Contractor assigns all or any part of any monies due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to the contractor shall be subject to prior liens of all persons first, and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

During the contracted route times the School District reserves the right to utilize the Contractor's buses as it deems necessary.

The hours available to the School District is route time and **does not** include time to get to and from the bus terminal (before and after routes). The time spent during the first three weeks of school and during inclement weather may exceed the time allowed. No additional compensation will be paid for this time. Extra curricular, Athletic, and Field trips shall be billed from the Scheduled pick up time at the school until the return to the school.

3.8 Title IX Compliance Notice – Nondiscrimination Policy:

As required by Title IX of the Education Amendments of 1972, notification is being given to all contractors or entities providing benefits or services to Independent School District No. 832 employees of the non-discrimination policy adopted by Independent School District No. 832, stated as follows:

Equal Opportunity

“It is the policy of Independent School District No. 832, in compliance with current Federal and State statutes and regulations, and in recognition of its' obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, not to discriminate on the basis of sex, race, religion, color, national origin, economic status, disability, age or marital status in any area of the education program or personnel practices of the District. The Superintendent is designated as coordinator for compliance for all areas relating to education program and personnel practices.”

“Title IX prohibits school districts from doing business with any contractor or vendor not complying with Title IX requirements.”

All vendors must comply with OSHA regulations where applicable.

3.9 Taxes:

The Contractor shall pay all taxes imposed on any equipment, supplies or services to be furnished. It is recognized by and between the parties that there will be no liability on the part of the School District for any type of tax assessed thereon.

3.10 Scheduling:

The District shall schedule the routes and the Contractor shall operate the buses according to the routes established. The Contractor shall furnish the District any information pertinent to the scheduling of the routes. The Contractor shall cooperate with the District in maintaining a good public relations program with the community.

3.11 Equipment Maintenance:

Contractor shall maintain a regular staff of qualified mechanics to insure proper maintenance of all equipment used in the transportation of students in strict accordance with the State of Minnesota Standards for School Buses, and shall maintain said equipment in good mechanical order at all times. All buses shall be kept in a clean and sanitary condition and open to the District for inspection at all times.

3.12 Supervisory and Liaison Personnel:

Contractor shall provide a readily available supervisor to oversee vehicles, personnel, services required and to provide liaison with the School District staff.

3.13 Terminal Location, Office Facilities, and Standby Vehicles

The District prefers a terminal location within the District. If the Terminal is located outside the District, the contractor must have an adequate number of standby buses within the School District during route hours. State location of terminal.

Office facilities required: The office must be always occupied when bus routes are operating, so that messages are received and answered without delay. There shall also be a fax machine in the Dispatch Office which can receive and transmit faxes 24 hours/day.

The office shall include a connection to the internet or other network so that the District may communicate problems, route changes and reports electronically to the bus company and vice versa.

3.14 Safety Program:

The Contractor shall administer an effective driver safety program. A driver supervisor or trainer shall ride with every driver at least once per year for the purpose of observing their driving practices with respect to safety, mechanical operation, and conformance with applicable laws, rules and regulations, including adherence to published time schedules. Copies of these evaluations must be made available to the district. The District reserves the right to evaluate any driver at any time to assure compliance with driving practices and District procedures.

3.15 Driver Training:

All bus drivers operating buses under this contract shall receive training according to the standards below.

- a. New drivers not previously licensed to drive a school bus shall receive not less than 8 hours of classroom and 12 hours of in-vehicle (actual driving time) instruction.
- b. New drivers currently licensed to drive a school bus shall receive not less than 8 hours of classroom instruction, and an evaluation of their driving skills with necessary in-bus training to bring their skill levels up to acceptable levels.
- c. Continuing drivers and all new drivers shall also receive training through regular scheduled safety meetings and through School District bus driver meetings.

3.16 Contractor Not an Agent:

In the interpretation of this agreement and the relations between the Contractor and the District, the same shall be construed as being an independent agreement with the Contractor for furnishing of transportation only, and the Contractor shall not be held or deemed in any way to be an agent, employee, or official of the District.

3.17 Accident Reports:

In the event of an accident, a verbal report shall be given immediately to the District Transportation Office. If this office is not immediately available the District Dispatch Office shall be called, if no one is available there, the Director of Business Services shall be called, and if that person is not available the Superintendent of Schools shall be called. A written accident report will be submitted to the District Transportation Office within one working day of the accident.

Section IV Miscellaneous Provisions

4.1 Applicability of Laws:

- 4.1.1 Anything herein notwithstanding, successful Contractor shall comply with applicable provisions of the State of Minnesota Motor Vehicle Code, State Board of Education rules and regulations relating to student transportation, the construction, design, operation of equipment, safety accessories for equipment, vehicle codes and other

applicable laws, and rules and regulations prescribed by State and County relating to the transportation of students.

4.1.2 The attached proposal by the School District for the transportation contemplated by these specifications shall be reduced to a written contract, and the successful Contractor agrees to execute such contract for transportation, which will refer and include by reference these specifications. It is understood that no contract for transportation will be effective until executed by the successful Contractor and the School District.

4.1.3 The successful Contractor shall comply with the School District's adopted transportation regulations, which are part of its regulations, which are part of its administrative code, so far as is applicable to performance in the transportation of students, a copy of which will be made available to any person desiring to submit a proposal.

4.2 Reports:

The Contractor will comply with request for information by the District concerning miles traveled, employees, hours, buses, and routes which will assist the District with routing and filing reports required by the State.

Section V Conclusion

5.1 Independent School District No. 832, in compliance with the duties and obligations placed upon it by the Education Laws of the State of Minnesota and the rules, regulations, and directions of the Board of Education of the State of Minnesota has the responsibility to safeguard the comfort and safety of each student. In order to provide for the orderly operation of its academic program and education system, will require strict adherence to the specifications and of the contract to be awarded, including such specifications particularly but not limited to schedules, adequacy of equipment, maintenance of equipment, employment of qualified personnel, constant attendance of qualified supervisory personnel, enforcement of rules as to conduct of children while being transported, safety of operation under all conditions and strict and faithful compliance with all rules, regulations, directives and order of the School Board, Superintendent of Schools and any of his/her designated personnel, the officials and peace officers of any and all municipalities and of any and all other persons or bodies having jurisdiction or control of any subject matter or performance of the contract.

5.2 Contractors are instructed to read the specifications and be expected to comply in the event of award. In the event of any misunderstanding as to the meaning of specifications, the Contractor shall contact the Transportation Department for clarification.

Section VI Transportation Services Required

6.1 Regular Transportation:

6.1.1 Transportation for public and non-public schools.

- 6.1.2 From the assigned bus stops, and to various buildings as assigned.
- 6.1.3 The route information is based on the 2005-2006 school year. Routing information, including VersaTrans route sheets (with mileage data) will be made available upon request.
- 6.1.4 The Contractor shall have adequate spare buses to take care of emergencies and field trips. The number of spare buses should be shown with the list of buses attached to the proposal.
- 6.1.5 The Contractor shall provide written information with the proposal stating how emergencies, breakdowns, etc., are handled, including response time.
- 6.1.6 During the contracted route times the School District reserves the right to utilize the Contractor's buses as it deems necessary.

The hours available to the School District is actual route time and **does not** include time to get to and from the bus terminal (before and after routes). The time spent during the first three weeks of school and during inclement weather may exceed the time allowed. No additional compensation will be paid for this time.

For payment purposes, the route time totals will be determined based on the time shown in the Versatrans routing system.

See Appendix C for 2005-06 route data.

- 1.1.6 The starting time of the routes will be determined by the School District and adjusted as necessary.
- 1.1.7 Bus routes and stops will be determined by the School District. Bus drivers will be asked to cooperate in maintenance of bus stops. Safety, age of students and traffic conditions will be considered in routing and assignment of bus stops.
- 1.1.8 The School District reserves the right to change or alter routes. In the event such a change is necessary the School District shall give the Contractor reasonable notice of the change.
- 1.1.9 The School District reserves the right to reduce, or expand the number of Contractor buses, and to adjust the contract because of the change. Any change in the Contract will be discussed with the Contractor before changes are made.
- 1.1.10 If school is closed due to inclement weather, or for any other reason, the Contractor shall receive 50% of the normal route pay for the first 2 days (per year) and 25% for any additional days.

6.2 Bus Route Information

The proposal shall be based on furnishing 20-24 school buses for the contract period for White Bear Lake, and 17-19 school buses for Mahtomedi. Service to District 916 will be added to base routes of the other districts. All regular route buses must be a minimum of 77 passenger capacity. The District has an interest in converting to 84+ passenger type D vehicles. 25% (10 for 2006-07) of the vehicles used must be this type.

The information pertaining to school times is as follows and is based on the 2006-07 school year:

School	Grades	Arrival Time	Classes Start	Classes Dismiss	Buses Depart
North Campus	9,10	7:00 a.m.	7:30 a.m.	2:18 p.m.	2:27 p.m.
South Campus	11,12	7:10a.m.	7:40 a.m.	2:30 p.m.	2:36 p.m.
Central Middle	6, 7, 8	8:05 a.m.	8:25 a.m.	2:45 p.m.	2:55 p.m.
Sunrise Middle	6, 7, 8	8:05 a.m.	8:25 a.m.	2:45 p.m.	2:55 p.m.
Birch Lk Elem.	K-5	8:45 a.m.	9:00 a.m.	3:15 p.m.	3:20 p.m.
Centerpoint	K-5	8:50 a.m.	9:00 a.m.	3:15 p.m.	3:20 p.m.
Hugo Elem.	K-5	9:15 a.m.	9:25 a.m.	3:40 p.m.	3:45 p.m.
Lakeaires Elem.	K-5	9:15 a.m.	9:25 a.m.	3:40 p.m.	3:45 p.m.
Lincoln Elem.	K-5	8:45 a.m.	9:00 a.m.	3:15 p.m.	3:20 p.m.
Otter Lk Elem.	K-5	9:15 a.m.	9:25 a.m.	3:40 p.m.	3:45 p.m.
Parkview Elem.	K-5	8:45 a.m.	9:00 a.m.	3:15 p.m.	3:20 p.m.
Vadnais Elem.	K-5	8:45 a.m.	9:00 a.m.	3:15 p.m.	3:20 p.m.
Willow Elem.	K-5	9:15 a.m.	9:25 a.m.	3:40 p.m.	3:45 p.m.
St John	K-8	9:00 a.m.	8:50 a.m.	3:15 p.m.	3:10 p.m.
St Mary	K-8	7:35 a.m.	7:40 a.m.	2:10 p.m.	2:15 p.m.
St Pius /Holy Fam.	K-8	7:30 a.m.	7:40 a.m.	2:10 p.m.	2:15 p.m.
Normandy ECSE	Pre-school	9:25 a.m. 1:10 p.m.	9:30 a.m. 1:15 p.m.	12:00 p.m. 3:45 p.m.	12:05 p.m. 3:50 p.m.
Mahtomedi HS	9-12	7:45 a.m.	8:00 a.m.	2:30 p.m.	2:36 p.m.
Mahtomedi MS	6,7,8	7:45 a.m.	8:00 a.m.	2:28 p.m.	2:36 p.m.
O.H. Anderson Elem.	3,4,5	9:05 a.m.	9:10 a.m.	3:40 p.m.	3:45 p.m.
Wildwood Elem.	K,1,2	8:50 a.m.	8:55 a.m.	3:25 p.m.	3:30 p.m.
St Jude	K-8	8:45 a.m.	9:00 a.m.	3:30 p.m.	3:35 p.m.

The current contractor provides 22 regular route vehicles and 1 special service vehicle in White Bear Lake. In Mahtomedi they currently provide 17 regular route vehicles and 1 special services vehicle. District 916 routes are added to the route time of routes that run in other districts.

6.3 Special Services Transportation

6.3.1 Type of transportation: School bus service for Special Education and students with disabilities to locations in and out of the School District.

- 6.3.2 Transportation for public and non-public schools, and other locations as required.
- 6.3.3 From home of the special needs students to various locations.
- 6.3.4 Questions regarding the specific routes should be directed to the Transportation office.
- 6.3.5 The Contractor shall have adequate spare buses to take care of emergencies. The number of spare buses should be shown with the list of buses attached to the quotation.
- 6.3.6 The starting time of the routes will be determined by the School District.
- 6.3.7 The School District reserves the right to change or alter routes. In the event such a change is necessary the School District shall give the Contractor reasonable notice of the change.
- 6.3.8 The School District reserves the right to reduce or expand the number of Contractor buses and to adjust the contract because of the change. The change in the contract will be discussed with the Contractor before changes are made.
- 6.3.9 If school is closed due to inclement weather, or for any other reason, the Contractor shall receive 50% of the normal route pay for the first 2 days (per year) and 25% for any additional days.
- 6.3.10 Type of service provided:
 - Wheelchair – a lift bus is required for some students
 - Bus Aides – aides are required on some routes
 - Car Seats/Booster Seats – are required for some students and provided by the district
 - Some students attending partial day programs.

Section VII. Other Contract Provisions

7.1 Assignments or Transfers:

- 7.1.1 The Contractor shall not assign or transfer any part of his obligations and responsibilities in this contract without the prior written approval of the School Board of Independent School District #832.
- 7.1.2 All Subcontractors hired by the Contractor to provide services required by this contract must be approved by the District. The use of subcontractors shall in no way reduce the obligations and responsibilities of the Contractor.

7.2 Changes in Routing and Scheduling

The School District reserves the right to change or alter the route of travel. In the event such change becomes necessary, the School District shall give the Contractor reasonable notice of such change.

In the event that the number or routes in the District is reduced or expanded, the District will alter the contract on a pro rated basis. Cancellation, interruption or change of established service can be made only with the authorization of the School District.

Should the number of days of transportation required change during the school year, the contracts will be adjusted on a prorated basis.

7.3 Fines and Penalties for Non-compliance:

Note: All fines are per occurrence and will be subtracted from the final check at the end of the school year.

1. A fine of twice the normal daily route pay may be imposed on the Contractor for any of the following:
 - allowing a driver to drive a route without the appropriate driver's license
 - not running a route due to lack of drivers or equipment
 - running a route with a vehicle that does not have a current inspection sticker
 - running a route without an aide, if an aide is required by the District

2. A fine of ½ time the normal daily route pay may be imposed on the Contractor for any of the following:
 - running a route without the required equipment as outlined above
 - running a route more than 15 minutes late unless due to a vehicle breakdown, poor weather, or an act of God
 - allowing a driver to drive in the District who has been suspended from the District for cause
 - transporting persons other than those assigned by District #832 without prior approval from the Transportation Department
 - transporting non-school age children on any bus during route time
 - use of a personal cell phone at any time while the bus is in motion, or when students are on board
 - smoking on a school bus contracted by the District

7.4 Fuel Charges

If fuel charges increase more than could reasonably be expected, the School District agrees to help defray the cost by contributing a negotiated amount. The District agrees to pay for fuel expenses in excess of \$2.00 per gallon. The contractor must reimburse the District for fuel purchased at less than \$2.00 per gallon. All costs are the actual pump head price as listed at the beginning of the month at Kath Fuel Oil Service and do not include transport costs, Minnesota petro cleanup costs, or federal tax. The total number of gallons used will be based on the round trip mileage including live and terminal to terminal miles of all routes as determined, using the VersaTrans routing system, divided by an average of 6 miles per gallon.

VIII. Proposal Form

Contractors to complete Section A, B, C, & D of this section.

NOTE: Route time **does not** include time to get to and from the bus terminal (before and after routes).

A. Regular Route Transportation to and from school as outlined in specifications above.

School Bus Cost Per Day:

Please enclose a list stating vehicle type, size, capacity, and equipment available for all vehicles that would be used on regular routes.

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2006-07</u>	<u>2007-08</u>
4 ½ hour route per day - Mahtomedi	\$ _____ / _____	
Additional Cost per ¼ hour over 4 ½ hours	\$ _____ / _____	
5 hour route per day – White Bear Lake	\$ _____ / _____	
Additional Cost per ¼ hour over 5 hours	\$ _____ / _____	
Added Cost per year for Lift Bus	\$ _____ / _____	

Any bus which has routes in both Mahtomedi and White Bear Lake will be paid as follows:

Less than 5 hours at the Mahtomedi route rate specified above
5 hours or over at the White Bear Lake route rate specified above

If there is any additional information that you would like to provide us about the regular transportation services you are proposing, please do so on a separate page. If there is any information that you would like to provide us about the costs listed on this page, please include it on this page.

B. Special Services Transportation to and from school as outlined in specifications above.

Special Services School Bus Cost Per Day:

Please enclose a list stating vehicle type, size, capacity and equipment available for all vehicles that would be used on Special Services routes.

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2006-07</u>	<u>2007-08</u>
Type C vehicle 4.0 hour route per day	\$ _____ / _____	_____ / _____
Type B vehicle 4.0 hour route per day	\$ _____ / _____	_____ / _____
Type A vehicle 3.0 hour route per day	\$ _____ / _____	_____ / _____
Type III vehicle 3.0 hour route per day	\$ _____ / _____	_____ / _____
Added Cost per ¼ hour over 4.0 hours	\$ _____ / _____	_____ / _____
Added Cost per ¼ hour for type A vehicle	\$ _____ / _____	_____ / _____
Added Cost per ¼ hour for type III vehicle	\$ _____ / _____	_____ / _____
Added Cost per year for Lift Bus	\$ _____ / _____	_____ / _____
Added Cost per hour for an Aide	\$ _____ / _____	_____ / _____

NOTE: Aide pay will be based on live time (generally the same as the route time).

If there is any additional information that you would like to provide us about the Special Services transportation you are proposing, please do so on a separate page. If there is any information that you would like to provide us about the costs listed for Special Services Transportation, please include it on this page.

C. Extracurricular Trips

NOTE: All contractors submitting proposals for Regular Route service must have the ability to supply the District with up to eight (8) trip vehicles with drivers at any given time on any given day during the duration of the contract with a one (1) week notice. All extracurricular trips are to be billed from scheduled pick up time until actual return time to the school, and does not include time from the terminal to the school.

1. Activity/Field trip charge:

Field trips/Activity trips will be charged at \$_____ per bus, per hour.

2. Trips during route times:

There will be an additional charge of \$_____ per bus for trips scheduled during regular route times (prior to 9:15 a.m. and between 2:00 p.m. and 4:15 p.m.).

3. Trailer charge:

There will be an additional charge of \$_____ per day for the use of a trailer.

4. Cancellations

d. There will be a charge of \$_____ for any bus canceled on arrival at the destination point of origin.

e. There will be a charge of \$_____ for any bus canceled one (1) hour or less of the scheduled arrival time at the designated point of origin.

f. There will be no charge for any bus canceled more than one (1) hour from the scheduled pickup time at the designated point of origin.

Field /Athletic trip orders.

Contractors are authorized to accept field/athletic trip orders only from the School District. In District #624 individual schools, principals, or school staff are not authorized to order extracurricular trips.

D. Summer Routes

Summer routes are defined as any route taking place between the last day of the school year and the first day of the new school year.

Full size buses as well as Special Needs buses with lifts must be available.

NOTE: Route time **does not** include time to get to and from the bus terminal (before and after routes).

NOTE: Routes will pay additional ¼ hour only, if they run more than 5 minutes over contracted time.

	<u>2006-07</u>	<u>2007-08</u>
Regular Route passenger bus 3 hour route per day	\$ _____ / _____	
Added Cost per ¼ hour over 3 hours	\$ _____ / _____	
Special Ed bus for 3 hour routs per day	\$ _____ / _____	
Added Cost per ¼ hour over 3 hours	\$ _____ / _____	
Type A vehicle 3 hour route per day	\$ _____ / _____	
Added Cost per ¼ hour for Type A	\$ _____ / _____	
Type III vehicle 3 hour route per day	\$ _____ / _____	
Added Cost per ¼ hour for Type III	\$ _____ / _____	
Added Cost per hour for an Aide	\$ _____ / _____	

NOTE: Aide pay will be based on live time (generally the same as the route time).

If there is any additional information that you would like to provide us about the regular transportation services you are proposing, please do so on a separate page. If there is any information that you would like to provide us about the costs listed on this page, please include it on this page.

Company Name _____

Authorized Signature _____

APPENDIX A

Company Operational Profile

Bus Company Data

Name of Company _____

Street Address _____

P.O. Address _____ Zip Code _____

Telephone Number (include area code) _____

Contractor is a Minnesota Corporation/Out of State Corporation/Partnership/Sole Proprietorship licensed to do business in Minnesota. **(Circle the correct one)**

Note: If accepted, the information submitted in this quotation shall be considered and addendum to the contract negotiated between the Contractor and the School Board and shall be binding between both parties. Contractor will notify School District in writing of changes in these areas.

References

List information for the districts that your company provided transportation services to during the last three years.

Name of District Contact	Address & Phone # of contact	Number of Years Services Provided	Number of Buses Used for Services	Rate per Bus

Data relative to number of personnel employed by your company.

Number of route drivers _____ Average years of employment _____
Number of substitute drivers _____ Average years of employment _____
Number of Dispatchers _____ Average years of employment _____
Number of Supervisory personnel _____ Average years of employment _____
Number of Office personnel _____ Average years of employment _____

Data relative to number of personnel to operate Districts 624, 832, 916 bus service.

Number of Dispatchers _____ Average years of employment _____
Number of Supervisors _____ Average years of employment _____
Number of Safety Supervisors _____ Average years of employment _____
Number of Office personnel _____ Average years of employment _____
Ratio of Mechanics to number of contracted buses _____

Driver Selection Procedures, Training and Supervisory Programs

Write a brief description of your driver selection criteria. Also, your training and supervisory programs. Copies of materials or forms used by the company for their driver selection procedures, or training program may be submitted to supplement this description.

Records detailing the most recent State inspection of our fleet:

Average Points Deducted: _____

Other: _____

Preventative maintenance and mechanical repair program

Describe the daily per-trip inspections made of all your vehicles (Attach documentation)
Describe what written reports are required of your drivers on vehicle, road conditions, etc.
(Attach documentation)
Describe the preventative maintenance and inspection services performed and how often they
are performed. (Attach documentation.)
Method in use to assure starting of engines in cold weather to maintain route schedules:

Location of garage and maintenance facilities for buses contracted under this quote.

Other information relative to equipment: _____

Responsibility for Compliance

List the person(s) in your company who will be ensure compliance with the provisions of this contract:

Name _____ Position _____ Phone # _____

Name _____ Position _____ Phone # _____

Vendor Initials _____

APPENDIX B

GPS Equipment

Synovia GPS equipment is to be installed on all buses

District #624 will install or assist with the installment of the equipment, whichever the contractor prefers.

The contractor must agree to pay District #624, \$250 per bus per year for costs incurred by the District for operation of the GPS units. This cost shall cover all monthly cellular charges, annual license fees, and costs associated with hosting the service on a District server.

Please see the attached quote for the initial costs for all units that must be purchased by the contractor.

If the duration of the contract is less than 6 years, the District will buy back the GPS equipment on a pro-rated basis.



Synovia streetSmart GPS Solution for School Bus Tracking

INITIAL COST FOR 40 GPS KITS

INCLUDING:

- GPS/CELLULAR HARDWARE
- GPS/CELLULAR ANTENNA
- INPUT/OUTPUT EXPANDER
- WIRING HARNESS

40 units @ \$925/each = **\$37,000**

Appendix C

2005-06 Route Buses Breakdown By Daily Hours

916 Shuttle Buses

- 1 special education lift bus at 6 hrs/day
- 1 bus at 6 hrs/day
- several shuttles combined with Mahtomedi or White Bear Lake route buses

Mahtomedi Route Buses

- 17 buses at daily base rate (4 ½ hours)
- 4 K buses added to daily buses
- 1 special education lift bus at 7 hrs/day

White Bear Lake Route Buses

Without shuttles

- 12 buses at daily base rate (5 ½ hours)
- 8 buses at 6 hrs/day
- 2 buses at 6 ½ hrs/day
- 1 special education lift bus at 6 ½ hrs/day

With 916 shuttles

- 9 buses at daily base rate (5 ½ hours)
- 10 buses at 6 hrs/day
- 3 buses at 6 ½ hrs/day
- 1 special education lift bus at 6 ½ hrs/day

The School District is in the process of adding special education routes to their fleet. During the duration of this contract, the number of special education buses may be reduced and the number of regular route buses may be increased.

**Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation**

CAPP Outcome #1 - All students K-12 participate in a comprehensive, standards-based, student-centered arts curricula that produces measurable results

CAPP Indicators	Site Outcomes (your outcomes here, noun @ beginning)	Site Indicators (what does it look like if you've achieved your outcome?)	Site Activities (verb @ beginning)	Arts Area	Year of plan (1-5)	Who benefits from this? Who will be impacted?	Responsible Party
1a - Within 5-7 years curriculum or assessment maps of how teachers meet standards are reviewed	Everybody recognizes and experiences CREATIVITY as a teachable discipline.	All students & staff can demonstrate creativity and understands creativity as a discipline.	define the common principles and language we'll use; assessment rubric (see Torrance Test of Creative Thinking)	all disciplines	5+	Students, teachers, school & community	CAPP team
1aa - Standards-based student learning in the arts is reported to the district.	System designed to track the inclusion of arts in academic standards.	1. Document with information from the curriculum review team for the area entering first year of review. 2. In future years, the document will also include information on the second year of an area's review (implementation).	1. Coordinator surveys first year curriculum review team regarding their impression of what standards they are meeting using the arts and, in general, how are you including the arts. 2. CAPP Team reviews, analyzes, and makes recommendations on Arts Standards for any matches to this curriculum area, as well as the logical arts area(s) to serve as consult to the department. 3. Information on what standards (subject area and arts) and activities can be implemented by the department.	all	2+	Students, teachers, school & community	CAPP Coordinator & Team, District Representative on curriculum review team
1b - The number of students in the standards-driven art curriculum is higher after the CAPP plan is implemented than before	not applicable to our plan						
1c - All the arts are offered in each school in the district (dance, media arts, music, theatre, and visual arts)	Arts are aligned with academic standards in every subject area.	Arts teacher on curriculum review committees for at least the first year of the cycle. Documentation of arts integration within content area.	Content area teacher and arts teacher collaboration. Use of artist-in-residence programming appropriate to the standards.	all	2-5+	Students, teachers, school & community	CAPP Coordinator & Team
	Arts are visible across the curriculum at all age levels including arts courses and arts integration .	All arts are visible through access to final products.	Identify existing arts programming & patterns of enrollment/participation. Explore Integration of Fab/Flex Labs Arts participation in content area curriculum reviews.	all	5+	Students, teachers, school & community	CAPP team

Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation

APP Outcome #2 - CAPP site develops a workable, sustainable CAPP plan specific to the district and community

CAPP Indicators	Site Outcomes (your outcomes here, noun @)	Site Indicators (what does it look like if you've achieved your outcome?)	Site Activities (verb @ beginning)	Arts Area	Year of plan (1-	Who benefits from this? Who will be impacted?	Responsible Party
-----------------	---	---	------------------------------------	-----------	------------------	--	-------------------

**Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation**

	beginning)				5)	
2a – 5-year arts plan is in place with specific goals and clear, measurable assessments	CAPP Plan is completed		work plan is implemented		2	CAPP Coordinator
2b – Yearly CAPP review process is in place to monitor CAPP plan progress and adjust the plan goals for the coming year	needs to be based upon Perpich/District requirements					CAPP Coordinator, administration

**Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation**

Outcome #3 - Group efficacy exists through collaboration between school arts programs and community arts organizations to deliver comprehensive arts education that is visible and accessible to the community

The arts are supported through consistent processes and established structures.(funding, coordination, comprehensive planning, and communication with the community)

CAPP Indicators	Site Outcomes (your outcomes here, noun @ beginning)	Site Indicators (what does it look like if you've achieved your outcome?)	Site Activities (verb @ beginning)	Arts Area	Year of plan (1-5)	Who benefits from this? Who will be impacted?	Responsible Party
3a - There is a process/vehicle in place that allows schools and community organizations to communicate on a regular basis	CAPP committee consisting of representation of all stakeholders is established.	Representation by all stakeholder areas attend each CAPP meeting. There are regularly scheduled meetings at a time convenient to all members.	Recruit stakeholder representation. Foster buy-in from currently uninterested/unaware stakeholder groups. Events held for local artists, community, and educators to collaborate.	all	2	students, school, community, teachers	CAPP coordinator
	Regular publicity and communication regarding the arts in the Mahtomedi schools.	Regular arts corner in the Globe. Consistent publicity and advocacy for the arts.	Arts events are systematically submitted for publicity purposes in a timely manner.	all	2-5	students, school, teachers	CAPP Coordinator, Arts Teachers
3b - Community arts opportunities exist in all 5 arts areas for all ages		All the arts are visible across the curriculum at all age levels including arts courses, arts integration & afterschool programs	Identify existing arts programming & patterns of enrollment/participation Secure involvement of elementary Spanish teachers Secure involvement of Fab Lab Secure involvement of Academic All Stars Utilize National Arts Honors Society Students in after school enrichment (MS) & summer school programs. Arts participation in content area curriculum reviews.	all	1, 2	students, school, community, teachers	CAPP Coordinator
3c - There are more residencies in schools that improve student performance	under discussion						

CAPP Outcome #4 - Sustainable arts education leadership within the school district and community that is reflective, collaborative, and facilitative

The arts are supported through consistent processes and established structures.(funding, coordination, comprehensive planning, and communication with the community)

CAPP Indicators	Site Outcomes (your outcomes here, noun @ beginning)	Site Indicators (what does it look like if you've achieved your outcome?)	Site Activities (verb @ beginning)	Arts Area	Year of plan (1-5)	Who benefits from this? Who will be impacted?	Responsible Party

**Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation**

4a - Visible, ongoing, sustainable leadership is in place within the community.	CAPP is visible within schools and community.	CAPP coordinator is in place. CAPP coordinator equally advocates for all art areas.	Supporting on-going placement of CAPP Coordinator.		1-5	students, school, community, teachers	current CAPP Coordinator, administration
		Administration representation that fully supports the arts and is willing and able to do the necessary networking for support (funding, etc.).			1-5	students, school, community, teachers	Current CAPP Coordinator, administration
4b - CAPP leadership fosters development of future leaders	CAPP is synonymous with its leadership.	CAPP coordinator is charismatic, passionate, and an authentic advocate for the arts.			1-5	students, school, community, teachers	Current CAPP Coordinator, administration
	Arts Teacher Leaders are identified for the 4-5 arts areas.	Each arts area has a designated Arts Teacher Leader on the CAPP Committee.		all	1, 2	students, school, community, teachers	Current CAPP Coordinator, administration

**Goals and Logic Model
Mahtomedi
CAPP 15
2011-2012 Year 1 Planning Phase
2012-13 Year 2 Implementation**

CAPP Outcome #5 - Professional development that is teacher directed and focuses on student work

CAPP Indicators	Site Outcomes (your outcomes here, noun @ beginning)	Site Indicators (what does it look like if you've achieved your outcome?)	Site Activities (verb @ beginning)	Arts Area	Year of plan (1-5)	Who benefits from this? Who will be impacted?	Responsible Party
5a - Arts teachers participate in ongoing (minimum of 3-4 times per year) professional development with other arts colleagues that focus on student work.	Arts Teacher Leaders participate in on-going professional development related to the implementation and use of the arts and the arts standards in non-arts courses.	Arts-based staff development for Arts Teacher Leaders is supported by staff development.	Attending staff development sessions that allow for networking with other arts colleagues.	all	1-5	students, school, community, teachers	CAPP Coordinator, Staff Development Committees, Arts Teacher Leaders
5b - Arts teachers are part of the planning process for their staff development, in collaboration with the curriculum director, staff development coordinator, arts coordinator, or administrator responsible for the arts.	Arts representation on staff development committees.	District sets local goal for arts-based staff development. (e.g. "This activity meets the District's goal of integrating the arts.") Arts-based staff development occurs on official staff development days.	Arts Teacher Leaders are utilized for this staff development.	all	1-5	students, school, community, teachers	CAPP Coordinator, Staff Development Committees, Arts Teacher Leaders

Use the "File" command in the upper left toolbar to download this template as an Excel file on your desktop. Record your Year
CAPP Year 1 Budget Report Form

Site: Mahtomedi Public Schools
 Co-Chairs: Lindsey Olson, Kim Loos, Alyssa Phelps
 Treasurer/Recorder:
 Date completed: 7/2012

	State CAPP Funds		Other Funds	
Beginning Balance	\$4000.00		District:	
CAPP State Meeting Expense (food, lodging, mileage)	Mileage	\$58.92		
	Subtotal	\$58.92		\$0.00
Local CAPP Meeting Expenses				
Publicity/Promotion of supported events (please attach examples)		\$0.00		
	Subtotal	\$0.00		\$0.00
CAPP 5-Year Plan Expenses (Printing, Secretarial)		\$209.97		
	Subtotal	\$209.97		
Other (specify-such as staff / professional development)	Consulting Fees	\$235.29	District In-Kind Contribution	\$2,695.82
	Consulting Fees	\$241.11		
	Sub Fees	\$200.00		
	Sub Fees	\$313.72		
	Subtotal	\$990.12		
Total Year 1 Expenditures:		\$1,259.01		\$2,695.82

AUG 30 2012

August 27, 2012

Dear Mahtomedi Public School Administration and School Board,

Greetings from Southwest Minnesota State University! SMSU, founded in 1963, is a four-year public university offering excellent career preparation and a high-quality liberal arts education. We are located in Southwest Minnesota in the community of Marshall.

SMSU has a very strong Teacher Education Program, both on-campus and a Distance Learning 2+2 Program. Our 2+2 program is made up of individuals who received their Associate Arts Degree in a Community College setting and then complete two years through SMSU to receive their Bachelor's Degree in Education. Currently our Distance Learning Program prepares Early Childhood Education/Birth to Grade 3 teachers.

Our programs require many field experiences/labs throughout their preparation. For example, Introduction to Education, Math Methods, Science Methods, Social Studies Methods, Language Arts/Reading Methods, Action Research, Leadership Internship, and Pre-Student Teaching Experience are completed during the Junior Mentoring Year, as well as, a full semester of student teaching, which is taken during their last semester of coursework with SMSU.

We are asking if Mahtomedi School District would partner with us to educate future educators both in field experiences/labs and/or student teaching. Student teachers complete a full semester upon completion of all course work, field experiences, and passing the Minnesota Teachers Licensing Examinations (MTLE) Basic Skills Reading, Writing, and Mathematics tests. SMSU pays \$10 per semester credit for each student teacher placed in one of your schools. Typically, our students are registered for 12 semester credits for a stipend of \$120/per student teacher. The district can put these dollars in an overall fund, or choose to give the stipend to the mentor teacher. In return, the school district agrees to supply the student teacher with the opportunity to work in a cooperative teaching and learning environment with teachers certified at standards equal or superior to the regulations of the State of Minnesota.

All placements are made through your building principals by our Placement Coordinator. We often have students requesting placements in your area. We would love to partner with Mahtomedi School District in educating Minnesota's future teachers.

Please feel free to contact us with any questions. If the Mahtomedi Administration and School Board would be willing to serve as a mentor district for our SMSU students, please complete and return the enclosed contract.

Sincerely,



Sheryl A. Kaiser
Director of Placement and Licensure
Southwest Minnesota State University
1501 State St. Marshall, MN 56258
Sheryl.kaiser@smsu.edu
507-537-6212



Dr. Dennis Lamb
Director of ECE Distance Learning/Professor of Education
Southwest Minnesota State University
1501 State St. Marshall, MN 56258
dennis.lamb@smsu.edu
507-537-7115

Telephone (507) 537-7678 • FAX (507) 537-7154
1501 State Street, Marshall MN 56258-1598 • www.SMSU.edu

A member of the Minnesota State Colleges and Universities System, Southwest Minnesota State University is an equal opportunity educator and employer.

RESOLUTION OF SCHOOL DISTRICT

Be it Resolved, that this school district entered into an agreement with the State of Minnesota, MnSCU, for the purpose of providing student teaching experiences for students from Southwest Minnesota State University.

Be it Resolved, that the chairman and the clerk be and they hereby are authorized to execute such agreement:

CERTIFICATION

State of Minnesota

County of **Washington**

I hereby certify that the foregoing Resolution is a true and correct copy of this resolution adopted by the board of **Mahtomedi School District, No. 832** of **Washington** County, at a duly authorized meeting thereof held on the _____ day of _____, 20____, as shown by the minutes of said meeting.

Clerk

(SEAL)

Minnesota State Colleges & Universities System
Southwest Minnesota State University
STUDENT TEACHER AGREEMENT

Mahtomedi School District, No. 832, of Washington County, Mahtomedi, MN, Minnesota, agrees with the State of Minnesota, acting through the Minnesota State College and University System, as follows:

During the school years beginning August 2012 and ending July 2015, Southwest Minnesota State University agrees to pay at a rate, not to exceed \$10.00 per semester credit hour for each student teacher placed in the Mahtomedi School District located in Mahtomedi, MN, Minnesota.

The school district agrees to supply to the student teacher opportunity to work in a teaching-learning situation cooperatively with teachers certified at standards equal or superior to the regulations of the State of Minnesota during the student teaching assignment.

Mahtomedi School District, No. 832
of **Washington** County, Minnesota.

By _____

Chairman

By _____

Clerk

Recommended for approval

Southwest Minnesota State University

By _____

Provost