

INDEPENDENT SCHOOL DISTRICT #832  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, April 10, 2008 - 7:00 PM  
Mahtomedi District Education Center - Community Room

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

**- AGENDA -**

1. CALL TO ORDER
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. Community Education - Linking, Learning and Leading  
Presenter: Russ Fraenkel
6. PUBLIC COMMENT  
Visitors attending the meeting who wish to address the school board on any issue that is on the agenda may do so at this time. Please refer to the last page for the procedure that has been established for public comments.
7. REPORT FROM STUDENT REPRESENTATIVE  
Presenter: Alec Nicholson, Student Representative
8. APPROVAL OF MINUTES
  - A. March 13, 2008 - Regular Meeting 6
  - B. March 27, 2008 - Study Session 11
9. ACTION ITEMS
  - A. Personnel
    1. Recommendation to Approve Employment for Licensed Personnel Who Will Continue to be on Probationary Status for the 2008-2009 School Year
      - a. Anderson, Derek
      - b. Bruyers, Melanie
      - c. Dowling, Walter
      - d. Falde, Nicolas
      - e. Farmer, Bryan

- f. Fusco, Cory
  - g. Govrick, Anthony
  - h. Green, Virginia
  - i. Haen, Elisabeth
  - j. Hemenway, Jenna
  - k. Kurtz-Huber, Christa (LTS)
  - l. James, Carolyn
  - m. Luchsinger, Melissa (.5 FTE)
  - n. Nelson, Teresa
  - o. Osborne, Emily
  - p. Ryan, Erica
  - q. Vedders, Angela
  - r. Wynveen, Leah
2. Recommendation to Approve Contract Status for Licensed Personnel Moving from Probationary Status to Contract Status for the 2008-2009 School Year
- a. Arlandson, John
  - b. Carlson, Brooke
  - c. Galbus, Ann
  - d. Heagle, Kristin
  - e. Hokanson, Carol
  - f. Hovan, Scot
  - g. Oswald, Jean
  - h. Robinson, Susan
  - i. Song, Thomas
  - j. Sorum, Briony
  - k. Springborg, Heidi
  - l. Walsh, Marilyn
  - m. Young, Matthew
  - n. Zieske, Carolyne
3. Approval of Resolution to Terminate and Nonrenew Probationary Teaching Contracts
- a. Blanchard, Sarah
  - b. Cappellen, Lara
  - c. Moyer, Laura
4. Approval of Resolution to Place on Unrequested Leave of Absence
- a. Hackney, Stephanie

10. DISCUSSION/INFORMATION ITEMS

- A. Calendar of Events 13
- B. Policies
  - 1. First Reading of Policy 705 - Investments 16
  - 2. First Reading of Policy 706 - Acceptance of Gifts 20
  - 3. First Reading of Policy 706.1 - Expenditures - Payment for Goods and Services 21

11. SCHOOL BOARD COMMITTEE REPORTS
  - A. Association of Metropolitan School Districts (AMSD) Board  
Presenter: Steve Wolgamot
  - B. East Metro Integration District 6067 (EMID)  
Presenter: Kevin Donovan
  - C. Minnesota School Boards Association (MSBA) Legislative Liaison  
Presenter: Cathy Dalton
  - D. Northeast Metro 916 Board  
Presenter: John Belisle
  
12. SUPERINTENDENT'S REPORT
  - A. Mahtomedi Area Educational Foundation Gala Event - Successes
  - B. Celebration of Excellence - Wednesday, April 16, 6:30 p.m.,  
Dellwood Hills Golf Club
  
13. ADJOURNMENT
  
14. CONSENT AGENDA ITEMS (Items Approved Under #4)
  - A. Approval to Pay Bills 23
  - B. Approval of Wire Transfer Transactions 33
  - C. Approval of Revised Diversity/Integration Budget (2007-2008) 34
  - D. Approval of Diversity/Integration Plan and Budget (2008-2009) 41
  - E. Approval of Field Experience Agreement with Luther College 52
  - F. Gifts/Grants
    1. Approval of Donation from Zephyr Youth Football Association to Community Education - \$4,000
    2. Approval of Donation from John Schwieters to Mahtomedi High School Baseball - \$2,000
    3. Approval of Donation from Sam's Club Foundation to Community Education - \$2,000
    4. Approval of Grant from Dakota County to Mahtomedi Adventure Camp - \$1,975
    5. Approval of Donation from Paragon Pool & Patio to Mahtomedi High School Wrestling - \$1,000
    6. Approval of Donation from Amlot Scholastic Recognition Inc. to Mahtomedi High School Celebration of Excellence - \$500
    7. Approval of Donation from Paul D. Anderson, D.D.S. to Mahtomedi High School Celebration of Excellence - \$250
    8. Approval of Donation from the White Bear Lake Rotary Foundation to Mahtomedi High School Celebration of Excellence - \$250
  - G. Personnel
    1. Approval of Contracts and Work Agreements
      - a. Steven Brown - Custodian - Wildwood Elementary School (4/7/08)

**Agenda - April 10, 2008**

- b. Jonathan Pascoe - Custodian - Mahtomedi High School (4/7/08)
- 2. Approval of Job Share Agreements
  - a. Danielle Baker - Fourth Grade Teacher - O. H. Anderson Elementary School (2008-2009)
  - b. Stacey Fesser - Second Grade Teacher - Wildwood Elementary School (2008-2009)
  - c. Anne Miller - Second Grade Teacher - Wildwood Elementary School (2008-2009)
  - d. Marie Sortland - Fourth Grade Teacher - O. H. Anderson Elementary School (2008-2009)
- 3. Approval of Leave of Absence
  - a. Dee Brust - Spanish Teacher - Mahtomedi Middle School (2008-2009)
  - b. Laurie Ring - Occupational Therapist - O. H. Anderson Elementary School (2008-2009)
  - c. Cynthia Sherar - Third Grade Teacher - O. H. Anderson Elementary School (2008-2009)
  - d. Diane Tjornhom - Spanish Teacher - Mahtomedi Middle School (2008-2009)
  - e. Amy Walch - Special Education Teacher - Mahtomedi Middle School (5/8/08 to 6/6/08)
- 4. Approval of Resignations/Retirements/Terminations
  - a. Barbara Larson - Fifth Grade Teacher - O. H. Anderson Elementary School (6/6/08)
  - b. Jeff Lien - Special Education Teacher - Mahtomedi High School (6/6/08)

## **PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS REGULAR SCHOOL BOARD MEETING**

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

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

# Minutes of Regular Meeting

## Board of Education Mahtomedi Public Schools

---

A Regular meeting of the Board of Education of the Mahtomedi Public Schools was held **March 13, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

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

2. ROLL CALL OF ATTENDANCE

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

3. APPROVAL OF THE AGENDA

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

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

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

5. PRESENTATIONS/RECOGNITION

A. Mahtomedi High School - Minnesota Student Survey

Chris Moore, Assistant Principal at Mahtomedi High School, presented a summary of findings from the 2007 Minnesota Student Survey. Students from grades 6, 9, and 12 voluntarily participated in the survey which is conducted statewide every three years. A summary report is available for statewide analysis and monitoring of trends in student behavior and perceptions. Staff members from the Middle and High School are developing a plan to address primary concerns at each school.

B. Mahtomedi High School - Engineering Program (Grades 6-12)

Kathe Nickleby, Director of the Mahtomedi Engineering Leadership Program, provided a progress report on the development of the program. For up-to-date information, visit our website at <http://www.mahtomedi.k12.mn.us> and under Our Schools click on Mahtomedi Engineering Leadership Program. Curriculum design and development is a major aspect of program development and a team

of teachers representing math, science, technology education, art, language arts and other subject areas is working on the integration of engineering into coursework. Nickleby shared the mission of the program, the partnerships established with colleges and universities, business partners, various grants supporting the work of the teachers, and current activities. Project Lead the Way (PLTW) is a primary component of the course selection at the Middle School. The High School includes both PLTW and courses designed by Mahtomedi teachers. Additional strategic planning for the program design is scheduled for this spring.

6. PUBLIC COMMENT

None.

7. REPORT FROM STUDENT REPRESENTATIVE

Student Representative Alec Nicholson provided a written report in lieu of his absence from the meeting.

8. APPROVAL OF MINUTES

A. February 14, 2008 - Regular Meeting

Roberts moved, Belisle seconded, approval of the minutes from the February 14, 2008, regular school board meeting. Carried.

B. February 28, 2008 - Study Session

Roberts moved, Belisle seconded, approval of the minutes from the February 28, 2008, school board study session. Carried.

9. ACTION ITEMS

A. Approval of Revised 2007-2008 Budget

Denise Sundstrom, Director of Business Services, presented a revised 2007-2008 budget for approval. The current budget is within \$20,000 of the preliminary budget adopted in June 2007. Sundstrom noted the financial impact if state leaders prorate special education funding or delay state payments to the school district. Roberts moved, Schwartz seconded, approval of the revised 2007-2008 budget. Carried.

B. Approval of Student Travel Request - Interact Club

Superintendent Mark Wolak requested approval for the Interact Club travel request to Jamaica as required by school board policy. Roberts moved, Belisle seconded, approval of student travel request. Carried.

C. Policies

1. Approval of Policy 701 - Establishment and Adoption of School District Budget

Donovan moved, Schwartz seconded, approval of Policy 701- Establishment and Adoption of School District Budget. Carried.

2. Approval of Policy 701.1 - Modification of School District Budget

Donovan moved, Schwartz seconded, approval of Policy 701.1- Modification of School District Budget. Carried.

3. Approval of Policy 701.2 - Fund Balance Policy

Donovan moved, Schwartz seconded, approval of Policy 701.2-Fund Balance Policy. Carried.

4. Approval of Policy 702 - Accounting

Donovan moved, Schwartz seconded, approval of Policy 702-Accounting. Carried.

5. Approval of Policy 703 - Annual Audit

Donovan moved, Schwartz seconded, approval of Policy 703-Annual Audit. Carried.

10. DISCUSSION/INFORMATION ITEMS

A. Calendar of Events

Chair Steve Wolgamot reviewed the calendar of events.

11. SCHOOL BOARD COMMITTEE REPORTS

A. Association of Metropolitan School Districts (AMSD) Board

No report.

B. East Metro Integration District 6067 (EMID)

School board member Kevin Donovan shared the results of a recent enrollment survey conducted with families residing in North St Paul-Maplewood-Oakdale School District 622.

- C. Minnesota School Boards Association (MSBA) Legislative Liaison

No report.

- D. Northeast Metro 916 Board

School board member John Belisle reported on recent activity of the Northeast Metro 916 Board.

12. SUPERINTENDENT'S REPORT

- A. Staff Recognition Breakfast - Friday, April 4, 7:30-8:30 a.m.

Superintendent Mark Wolak noted the upcoming Staff Recognition Breakfast and the generous sponsorship of this annual event by the Mahtomedi Area Educational Foundation. MAEF leaders will be present to announce a financial gift to the school district in support of technology in the classrooms.

- B. Facility Planning Process Update

Superintendent Mark Wolak reported recent planning activities with administration and Johnson Controls Solutions Team. A demography study is under way. Also, educational adequacy assessments are under way for all learning sites.

13. ADJOURNMENT

Roberts moved, Belisle seconded, adjournment. Meeting adjourned at 8:01 p.m. Carried.

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

- A. Approval to Pay Bills
- B. Approval of Wire Transfer Transactions
- C. Gifts/Grants
  - 1. Approval of Grant from Anonymous Fund of the Saint Paul Foundation to Mahtomedi High School Athletic Department Helmet Initiative - \$22,000
  - 2. Approval of Donation from Kevin and Lisa Helmer to Mahtomedi High School Wrestling for Uniforms - \$1,000
  - 3. Approval of Donation from Patrick and Patti Groff to Mahtomedi High School Wrestling - \$500
  - 4. Approval of Donation from Steven and Karen Wolgamot to Mahtomedi High School Celebration of Excellence - \$500
- D. Personnel
  - 1. Approval of Leave of Absence
    - a. Deb Carlson - Special Education Teacher - Early Childhood Special Education (ECSE) (2008-2009, .2 FTE LOA)
    - b. Debra Clarke - Special Education Teacher - Wildwood Elementary School (2008-2009, .4 FTE LOA)

- c. Carolyn James - Art Teacher - Wildwood Elementary School  
(4/21/08 to 6/6/08)
  - d. Sue Katzke - Math Teacher - Mahtomedi High School (2008-2009,  
.33 FTE LOA)
  - e. Nicole Poirier - Speech Pathologist - Early Childhood Special  
Education (ECSE) (2008-2009, .2 FTE LOA)
2. Approval of Resignations/Retirements/Terminations
- a. Patricia Bigalk - Physical Education/Health Teacher - Mahtomedi  
Middle School (6/9/08)
  - b. James Cardinal - Custodian - Mahtomedi High School (2/21/08)

KEVIN P. DONOVAN, CLERK

# Minutes of Study Session

## Board of Education Mahtomedi Public Schools

---

A Study Session of the Board of Education of the Mahtomedi Public Schools was held **March 27, 2008**, beginning at 7:00 PM in the Mahtomedi District Education Center - Community Room.

1. CALL TO ORDER

Chair Steve Wolgamot called the study session to order at 7:02 p.m.

2. ROLL CALL OF ATTENDANCE

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

3. DISCUSSION/INFORMATION ITEMS

A. Hear Update on Teacher Q-Comp Planning

Sue Ann Gruver, Assistant Superintendent, provided information regarding the current work of teachers in the development of a Minnesota Q-Comp (Quality Compensation) proposal. Committee members viewed presentations from a number of school districts including Wayzata, Orono, and Eden Prairie prior to developing a plan. A plan will be submitted to the Minnesota Department of Education before the end of the school year.

B. Review Spending Reduction Plan 2008-2009

Superintendent Mark Wolak and Denise Sundstrom, Director of Business Services, reviewed a proposed list of spending reductions for 2008-2009. District administration estimates a spending reduction of \$300,000 is necessary to balance the revenue and expenditure budgets for 2008-2009. More than fifty percent of the reductions will occur at the district level with the remaining amount by school; calculated as a percent of total enrollment. Development of the Mahtomedi Engineering Leadership Program (Grades 6-12) and Literacy Skills (K-5) continue to be priorities for the school district.

C. Discuss YMCA Market Feasibility Study

Superintendent Mark Wolak provided information about the YMCA Market Feasibility Study shared by area school districts and city governments.

Participation in the study will assist school district leaders in future decisions regarding the feasibility of a northeast area community center and how the Mahtomedi school community and families might participate.

D. Review Facility Planning Timeline Proposed by Johnson Controls Solutions Team

A timeline of proposed planning activities was reviewed. The demography study will be completed soon and presented to the School Board in April.

4. ADJOURNMENT

Schwartz moved, Dalton seconded, adjournment. Meeting adjourned at 8:14 p.m.  
Carried.

KEVIN DONOVAN, CLERK

## CALENDAR OF EVENTS

<b>APRIL</b>		
<b>DATE/TIME</b>	<b>MEETING/EVENT</b>	<b>LOCATION</b>
<b><u>Tuesday, April 8</u></b> 6:30 p.m.	Community Education Advisory Council Meeting ( <i>Judy Schwartz is scheduled to attend</i> )	District Education Center - Board Room
<b><u>Wednesday, April 9</u></b> 9:30 a.m.	Mahtomedi Middle School Parent Association Meeting ( <i>Cathy Dalton is scheduled to attend</i> )	Mahtomedi Middle School - Room 266
<b><u>Thursday, April 10</u></b> 8:00 a.m. 5:00 p.m.  7:00 p.m. 7:30 p.m.	MSBA Joint Legislative Conference School Board Dinner Session – <i>JCI Demography Report</i> Regular School Board Meeting Study Session – <i>District Strategies 2008-2011, Dennis Cheesebrow</i>	Crowne Plaza, St. Paul District Education Center - Board Room  District Education Center - Community Room District Education Center - Community Room
<b><u>Monday, April 14</u></b> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<b><u>Tuesday, April 15</u></b> 8:00 a.m.  6:00 p.m.	Mahtomedi High School Advisory Council Meeting ( <i>Steve Wolgamot is scheduled to attend</i> ) Northeast Metro 916 School Board Meeting	Mahtomedi High School - Staff Lunchroom  Bellaire School, White Bear Lake
<b><u>Wednesday, April 16</u></b> 6:30 p.m.	Mahtomedi High School Celebration of Excellence	Dellwood Hills Country Club
<b><u>Friday, April 18</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building-3rd Floor Cafeteria, St. Paul
<b><u>Wednesday, April 23</u></b> 8:00 a.m.	Wildwood and O. H. Anderson School Advisory Council Meeting ( <i>John Belisle is scheduled to attend</i> )	O. H. Anderson School - Multipurpose Room
<b><u>Thursday, April 24</u></b> 7:00 p.m.	School Board Study Session - <i>Development of Scorecard for School Board</i>	District Education Center - Community Room
<b><u>Monday, April 28</u></b> 6:30 p.m.	Senior Fine Arts Banquet	Lake Elmo Event Center
<b><u>Tuesday, April 29</u></b> 7:30 p.m.	Mahtomedi High School Band Spring Concert	Chautauqua Center

## CALENDAR OF EVENTS

<b>MAY</b>		
DATE/TIME	MEETING/EVENT	LOCATION
<b><u>Friday, May 2</u></b> 7:30 a.m.	City Leaders Meeting	District Education Center – Board Room
<b><u>Monday, May 5</u></b> 7:00 p.m.	6 <sup>th</sup> Grade Band Concert	Chautauqua Center
<b><u>Tuesday, May 6</u></b> 6:00 p.m. 6:30 p.m. 8:00 p.m.	Northeast Metro 916 School Board Meeting 7 <sup>th</sup> Grade Band Concert 8 <sup>th</sup> Grade Band Concert	Bellaire School, White Bear Lake Chautauqua Center Chautauqua Center
<b><u>Thursday, May 8</u></b> 7:00 p.m.	School Board Meeting	District Education Center - Community Room
<b><u>Friday, May 9</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building-3rd Floor Cafeteria, St. Paul
<b><u>Monday, May 12</u></b> 7:30 p.m.	MAEF Board of Trustees Meeting	District Education Center - Board Room
<b><u>Tuesday, May 13</u></b> 6:30 p.m.  6:30 p.m. 7:45 p.m.	Community Education Advisory Council Meeting ( <i>Steve Wolgamot is scheduled to attend</i> ) 6 <sup>th</sup> Grade Choir Concert 7 <sup>th</sup> Grade Choir Concert	District Education Center - Board Room  Chautauqua Center Chautauqua Center
<b><u>Wednesday, May 14</u></b> 9:30 a.m.	Mahtomedi Middle School Parent Association Meeting ( <i>Judy Schwartz is scheduled to attend</i> )	Mahtomedi Middle School – Room 266
<b><u>Monday, May 19</u></b> 8:00 p.m.	Chamber Singers Concert	Chautauqua Center
<b><u>Tuesday, May 20</u></b> 8:00 p.m.	Mahtomedi High School Choir Concert	Chautauqua Center
<b><u>Wednesday, May 21</u></b> 10:00 a.m. & 1:30 p.m. 7:00 p.m.	Tiny Tot Graduation Junior/Senior Scholarship Night	District Education Center - Community Room Chautauqua Center
<b><u>Thursday, May 22</u></b> 7:00 p.m.	School Board Study Session	District Education Center - Community Room
<b><u>Friday, May 23</u></b> 7:00 a.m.	AMSD Board of Directors Meeting	TIES Building-3rd Floor Cafeteria, St. Paul

**MAY Cont.**

<b><u>Monday, May 26</u></b>	No School - Memorial Day Holiday	
<b><u>Thursday, May 29</u></b> 7:30 p.m.	8 <sup>th</sup> Grade Choir Concert	Black Box Theater
<b><u>Saturday, May 31</u></b> 7:00 p.m.	High School Graduation	Aldrich Arena

# Draft of Proposed Policy to Replace Current Policy 306

Mahtomedi School Board Policy 705

## **705 - INVESTMENTS**

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minnesota Statute Chapter 118A and any other applicable law or written administrative procedures. The school district's investment portfolio shall be managed in a manner to attain a market rate of return throughout the budgetary and economic cycles while preserving and protecting capital in the overall portfolio.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are safety, liquidity, and yield.

### **V. DELEGATION OF AUTHORITY**

The director of business services of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities.

### **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and

# Draft of Proposed Policy to Replace Current Policy 306

## Mahtomedi School Board Policy 705

care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

### **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

### **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions by officers, employees or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping, avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

### **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minnesota Statute § 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds.

### **X. PORTFOLIO DIVERSIFICATION: MATURITIES**

The school district will diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities.

	<u>Maximum Percent of Portfolio</u>
Diversification by Instrument:	
U.S. Treasury Obligations (bills, notes and bonds)	100%
U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations	100%
Bankers' Acceptances (Ba)	75%

# Draft of Proposed Policy to Replace Current Policy 306

Mahtomedi School Board Policy 705

Commercial Paper - Prime (C)	75%
Repurchase Agreements (Repos)	50%
Certificates of Deposit (CDs)	75%
Local Government Investment Pool	100%

Diversification by Financial Institution:

No more than 50% of the total portfolio will be with any one instrument.

Maturity Scheduling:

Investment maturities shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (payroll, bond payments) as well as considering sizeable blocks of anticipated revenue (property tax and state aid payments).

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

The director of business services or designee shall receive quotes on interest rates from various financial institutions.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

Collateralization shall be as required by Minnesota Statute § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.

## **XIV. DEPOSITORIES**

The school board shall annually designate official depositories for school district funds. The school district and the depository shall each comply with the provisions of Minnesota Statute § 118A.03 and any other applicable law, including any provisions relating to

## Draft of Proposed Policy to Replace Current Policy 306

### Mahtomedi School Board Policy 705

designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

#### **XV. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minnesota Statute § 471.38.

**Legal References:** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)

**Cross References:** Mahtomedi School Board Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

*FIRST READING – April 10, 2008*

# **Draft of Proposed Policy to Replace Current Policies 303 and 329**

Mahtomedi School Board Policy 706

## **706 - ACCEPTANCE OF GIFTS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to accept gifts only in compliance with state law.

### **III. ACCEPTANCE OF GIFTS GENERALLY**

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

### **IV. GIFTS OF REAL OR PERSONAL PROPERTY**

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The real or personal property so accepted may not be used for religious or sectarian purposes.

*[Note: This voting requirement and gift use provision is specified by Minn. Stat. § 465.03.]*

### **V. ADMINISTRATION IN ACCORDANCE WITH TERMS**

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)  
Minn. Stat. § 465.03 (Gifts)

*FIRST READING – April 10, 2008*

# Draft of Proposed Policy to Replace Current Policy 305

Mahtomedi School Board Policy 706.1

## 706.1 - EXPENDITURES – PAYMENT FOR GOODS AND SERVICES

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for purchases made with district funds and to identify allowable expenditures.

### **II. GENERAL STATEMENT OF POLICY**

District funds include all monies available for spending on school, department, district or related expenses, regardless of the source of the funds (property taxes, state aid, grants, gifts, fundraising, donations, vending machine receipts, etc.), that are under the authority of the school district, use the district's tax exempt number, and are subject to audit by the school district.

District funds are public funds and, in accordance with state law, must be spent for a public purpose in a way that benefits the public and is directly related to the school district's mission to educate students. Examples of appropriate expenditures of the district funds include, but are not limited to:

- A. Staff, supplies, furniture and equipment for instructional, classroom and office use;
- B. Co-curricular staff, supplies, and equipment;
- C. Audio-visual staff, supplies and equipment;
- D. Reference materials;
- E. Remodeling, repairing or maintaining district buildings, grounds and equipment;
- F. Professional services such as auditors, lawyers, architects, engineers, interpreters, etc.;
- G. Contracted services such as election judges, snow plowing, garbage removal, electricians, mechanics, etc.;
- H. Costs incurred to hold meetings related to district issues, including facility rental, speakers and materials;
- I. Employees participating in approved out-of-district workshops, conferences and seminars (including registration fees, transportation, lodging, meals and materials, within certain guidelines);
- J. Meals for employees and/or school board members at district-sponsored or school-sponsored workshops or meetings which run over a meal hour when there is no opportunity for the participants to leave the activity to purchase their own meal;
- K. Reimbursement of employees' expenses incurred while performing their duties, such as parking fees, work-related telephone calls, travel and meals at meetings with non-district employees when it is necessary to meet over a meal hour;
- L. Purchases of staff, services, supplies and equipment to provide student food services (through the Food Service department) and transportation services (through Laidlaw);
- M. Cost of supplies, materials and other expenses related to school fundraising activities; and
- N. Grant monies may be expended for the purposes authorized in the applicable grant.

## **Draft of Proposed Policy to Replace Current Policy 305**

Mahtomedi School Board Policy 706.1

- O. The director of business services, or designee, is designated as the program administrator of the school district's procurement card system. The school district shall maintain a list of procurement cardholders, which are approved by the cardholder's supervisor and program administrator. Procurement card purchases follow the same guidelines for appropriate expenditures of the school district's funds.

This policy applies to all expenditures of district funds made by schools, departments, individuals, or other groups considered part of the Mahtomedi Public Schools ISD 832.

**Legal References:**    Minn. Stat. 471.382 Credit Cards  
                              Minn. Stat. 123B.02, Subd. 23 General Powers of Independent School  
                              Districts

*FIRST READING – April 10, 2008*

**FUND SUMMARY**  
**FOR BANK 02 - ACCOUNTS PAYABLE CHECKS**  
**DATE RANGE: 3/01/2008 - 3/31/2008**

<u>FUND</u>	<u>FUND NAME</u>	<u>ISSUED TOTAL</u>	<u>VOIDED TOTAL</u>
001	GENERAL FUND	644,005.10	127.64
002	FUND SERVICE	110,031.47	
003	TRANSPORTATION	120,918.86	
004	COMMUNITY SERVICE	73,484.98	740.07
005	CAPITAL OUTLAY	93,299.89	
007	DEBT REDEMPTION	1,293.75	
025	DONATIONS / ACTIVITIES	22,088.56	1,997.00
050	HS STUDENT ACTIVITIES	14,079.86	
	<b>TOTALS</b>	<u><b>1,079,202.47</b></u>	<u><b>2,864.71</b></u>

## Check Register Report March-08

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	320769	C	\$386.14	03/03/08	00094	AMERICAN FAMILY ASSURANCE
2	320770	C	\$190.00	03/03/08	01003	GREATER TWIN CITIES UNITED WAY
2	320771		\$21.90	03/03/08	01556	MAHTOMEDI AREA EDUC.FOUNDATION
2	320772	C	\$272.00	03/03/08	01740	MINN NCPERS GROUP LIFE INS
2	320773	C	\$1,171.02	03/03/08	06011	MINNESOTA LIFE INS.CO
2	320774	C	\$65,734.24	03/03/08	01807	MN TEACHERS RETIREMENT ASSN
2	320775	C	\$14.90	03/03/08	01888	NATIONAL INSURANCE SERVICES
2	320776	C	\$691.50	03/03/08	02017	OFFICE & PROFESSIONAL
2	320777	C	\$733.24	03/03/08	02048	OPERATING ENGINEERS LOCAL #70
2	320778	C	\$67.08	03/03/08	01499	UNITE HERE
2	320779	C	\$250.00	03/04/08	04889	MICHAEL FORBESS
2	320780	C	\$138.00	03/06/08	00031	ACCESS COMMUNICATIONS INC
2	320781	C	\$3,289.60	03/06/08	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
2	320782	C	\$118.74	03/06/08	00085	AMAZON.COM
2	320783	C	\$130.16	03/06/08	06451	ANDERSON'S PIN COLLECTION
2	320784	C	\$39.68	03/06/08	05887	ANDREA BARBOUR
2	320785	C	\$58.58	03/06/08	01733	ANNE MILLER
2	320786	C	\$25.00	03/06/08	06447	ANOKA COUNTY
2	320787	C	\$59.51	03/06/08	00208	BARNES & NOBLE
2	320788	C	\$1,390.00	03/06/08	02530	BETHANY SNEDEN
2	320789	C	\$6,540.28	03/06/08	03340	BIX PRODUCE CO
2	320790	C	\$342.00	03/06/08	06449	BOB PARKER
2	320791	C	\$47.75	03/06/08	06450	BONNIE PETERSON
2	320792	C	\$1,364.00	03/06/08	03057	BRAD BERGIE
2	320793	C	\$56.49	03/06/08	05024	BROOKES PUBLISHING CO.
2	320794	C	\$64.30	03/06/08	00353	BROWN'S ICE CREAM
2	320795	C	\$341.08	03/06/08	03115	CHARLES LINDERKAMP
2	320796	C	\$198.09	03/06/08	05926	CHRISTOPHER MOORE
2	320797	C	\$2,585.00	03/06/08	00490	CLIMB INC
2	320798	C	\$104.60	03/06/08	00553	CORPORATE EXPRESS
2	320799	C	\$891.58	03/06/08	00558	COURAGE CENTER
2	320800	C	\$986.69	03/06/08	00599	DALCO
2	320801	C	\$472.67	03/06/08	05454	DAVE POPE
2	320802	C	\$4,150.18	03/06/08	03433	DELL COMPUTER CORP.
2	320803	C	\$230.76	03/06/08	00659	DICK BLICK
2	320804	C	\$8,673.40	03/06/08	03328	DIVERSIFIED SNACK DIVISION
2	320805	C	\$1,219.50	03/06/08	00678	DOMINO'S PIZZA
2	320806	C	\$142.67	03/06/08	00679	DONATELLI'S
2	320807	C	\$368.21	03/06/08	00679	DONATELLI'S
2	320808	C	\$768.00	03/06/08	00714	EAGLE SCREEN PRINTING
2	320809	C	\$55.95	03/06/08	06380	ELLEN ISAACSON
2	320810	C	\$420.00	03/06/08	03969	ENERGYWISE CONSULTING,LLC
2	320811	C	\$598.80	03/06/08	00803	EXPRESS PERSONNEL SERVICES INC
2	320812	C	\$10,102.00	03/06/08	04314	GIBSON INDUSTRIES
2	320813	C	\$40.00	03/06/08	06452	GINA BUCHAL
2	320814	C	\$2,707.97	03/06/08	06146	GOPHER
2	320815	C	\$106.33	03/06/08	03527	HARCOURT ASSESSMENT INC
2	320816	C	\$49.72	03/06/08	00884	HOWARD FREEMAN
2	320817	C	\$106.65	03/06/08	01171	HUMAN KINETICS

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	320818	C	\$90.38	03/06/08	01480	JEFF LIEN
2	320819	C	\$192.85	03/06/08	03464	JIM HERING
2	320820	C	\$465.77	03/06/08	01061	JOHN HARDGROVE
2	320821		\$14.95	03/06/08	02000	JUDY LIVINGSTON
2	320822	C	\$292.48	03/06/08	01950	KATHE NICKLEBY
2	320823	C	\$219.00	03/06/08	01339	KELVIN
2	320824		\$69.51	03/06/08	01509	KIM LOOS
2	320825	C	\$119.65	03/06/08	06318	KNOWLEDGE UNLIMITED INC
2	320826	C	\$875.00	03/06/08	06063	KRAMER ENTERTAINMENT
2	320827	C	\$28,675.12	03/06/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	320828	C	\$17.46	03/06/08	01512	LAURA LORENZ
2	320829	C	\$1,247.00	03/06/08	05495	LIFELINE AMPLIFICATION SYSTEMS
2	320830	C	\$1,060.50	03/06/08	06445	M&K PROMOTIONAL PRODUCTS & DESIGNS
2	320831		\$4,694.00	03/06/08	06448	MAHTOMEDI YOUTH BASEBALL INC
2	320832	C	\$32.00	03/06/08	03490	MARIANNE THOLE
2	320833	C	\$1,079.49	03/06/08	03161	MARK LEFEBER
2	320834	V	\$117.03	03/06/08	01101	MARY JO HEI
2	320835	C	\$60.10	03/06/08	02410	MARY SCHNELL
2	320836	C	\$454.00	03/06/08	01651	MCEA EXEXUTIVE OFFICE
2	320837	C	\$25.04	03/06/08	01684	MENARDS OAKDALE CASHWAY LUMBER
2	320838	C	\$30.00	03/06/08	01699	METRO ECSU
2	320839	C	\$75.00	03/06/08	06144	MICHAEL SCHUMACHER
2	320840	C	\$500.71	03/06/08	03384	MID CITY LAUNDRY
2	320841	C	\$95.00	03/06/08	06446	MILWAUKEE PUBLIC MUSEUM
2	320842	C	\$208.13	03/06/08	04099	MINNCOR INDUSTRIES
2	320843	C	\$95.00	03/06/08	05066	MNSTA
2	320844	C	\$2,405.71	03/06/08	06302	MODERN OFFICE
2	320845	C	\$42.81	03/06/08	01681	NANCY MELQUIST
2	320846	C	\$133.95	03/06/08	01893	NATIONAL SCHOOL PRODUCTS
2	320847	C	\$105.00	03/06/08	01879	NBEA-NATIONAL BUSINESS EDUCATION AS
2	320848	C	\$142.75	03/06/08	06395	NCS PEARSON INC
2	320849	C	\$381.19	03/06/08	01961	NORCOSTCO INC
2	320850	C	\$50.00	03/06/08	02043	ON SITE SANITATION INC
2	320851	C	\$110.00	03/06/08	05818	ONE MORE STORY
2	320852	C	\$32.00	03/06/08	04488	ORANGE TREE EMPLOYMENT SCREENING
2	320853	C	\$1,399.46	03/06/08	05985	PAMS LUNCHROOM LLC
2	320854	C	\$316.25	03/06/08	02078	PARK BUS CO / COLUMBIA TRANSIT
2	320855	C	\$32.68	03/06/08	03472	PAT BIGALK
2	320856	C	\$81.10	03/06/08	02151	PLUNKETTS INC
2	320857	C	\$82.00	03/06/08	02180	PRESS PUBLICATIONS
2	320858	C	\$300.00	03/06/08	02231	RAMSEY COUNTY PARKS & RECREATI
2	320859	C	\$3,800.00	03/06/08	02257	REHBEIN TRANSIT INC
2	320860	C	\$1,138.92	03/06/08	06292	RICHARD CLARK
2	320861	C	\$216.00	03/06/08	04507	ROMAN MARKET INC
2	320862	C	\$10.00	03/06/08	06444	SARAH ROYTEK
2	320863	C	\$1,135.80	03/06/08	02384	SAX ARTS & CRAFTS
2	320864	C	\$247.50	03/06/08	04578	SEAN BARRETT
2	320865	C	\$225.00	03/06/08	06441	SEAN PADDON
2	320866	C	\$66.49	03/06/08	02610	STATE SUPPLY CO INC
2	320867	V	\$10.61	03/06/08	00335	STEVE BRAWN
2	320868	C	\$742.07	03/06/08	03088	STEVE HAMMERSCHMIDT
2	320869	C	\$152.95	03/06/08	05635	STEVE LOOMIS
2	320870	C	\$48.55	03/06/08	02777	TERRY J TRAUTMAN

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	320871	C	\$505.62	03/06/08	02745	THYSSENKRUPP ELEVATOR
2	320872	C	\$279.00	03/06/08	02747	TIERNEY BROTHERS INC
2	320873	C	\$5,870.15	03/06/08	06442	TRINITY ENVIRONMENTAL SPECIALISTS INC
2	320874	C	\$614.90	03/06/08	03345	TRIO SUPPLY CO
2	320875	C	\$2,510.00	03/06/08	02789	TROLLHAUGEN
2	320876	C	\$149.25	03/06/08	02800	TWIN CITY FILTER SERVICE INC
2	320877	C	\$1,293.75	03/06/08	02807	U S BANK TRUST N A
2	320878	C	\$30.04	03/06/08	02858	VERIZON WIRELESS
2	320879	C	\$270.00	03/06/08	02863	VIKING ELECTRIC SUPPLY
2	320880	C	\$50.50	03/06/08	05941	WALTER DOWLING
2	320881	C	\$1,928.95	03/06/08	02903	WASTE MANAGEMENT-BLAINE MN
2	320882	C	\$69.95	03/06/08	04788	WATER CARE
2	320883	C	\$11.00	03/06/08	03439	WENDY DOYLE
2	320884	C	\$55,670.66	03/06/08	00723	XCEL ENERGY
2	320885	C	\$217.56	03/06/08	03017	XEROX CORPORATION
2	320886	C	\$8,813.90	03/06/08	03017	XEROX CORPORATION
2	320887	C	\$112.50	03/13/08	00009	AAA AWARDS
2	320888	C	\$170.00	03/13/08	03455	AARP
2	320889	C	\$49.73	03/13/08	00016	ABBOTT PAINT & CARPET CO
2	320890	C	\$88.64	03/13/08	00085	AMAZON.COM
2	320891	C	\$72.22	03/13/08	00343	ANN BROOKE
2	320892	C	\$65.00	03/13/08	05286	BILL SLONEKER
2	320893	C	\$47.13	03/13/08	04678	BONNIE FICK
2	320894	C	\$35.69	03/13/08	02642	BONNY KAY STREGE
2	320895	C	\$104.13	03/13/08	04186	BROOKE CARLSON
2	320896	C	\$238.44	03/13/08	00353	BROWN'S ICE CREAM
2	320897	C	\$18.00	03/13/08	06455	CARLEEN OR RANDALL STONE
2	320898	C	\$149.00	03/13/08	00438	CE & D
2	320899	C	\$827.35	03/13/08	03115	CHARLES LINDERKAMP
2	320900	C	\$1,239.45	03/13/08	00541	CONTINENTAL CLAY COMPANY
2	320901	C	\$441.91	03/13/08	00553	CORPORATE EXPRESS
2	320902	C	\$135.31	03/13/08	02359	CYNTHIA SAMELS
2	320903	C	\$479.92	03/13/08	00599	DALCO
2	320904	C	\$65.00	03/13/08	06458	DAN HOFFMAN
2	320905	C	\$100.00	03/13/08	03129	DAN NELSON
2	320906	C	\$8.00	03/13/08	06454	DEBBIE OR BRIAN STAEDT
2	320907	C	\$710.92	03/13/08	03433	DELL COMPUTER CORP.
2	320908	C	\$8.68	03/13/08	00635	DENNESON AUTO PARTS & MACHINE
2	320909		\$53.30	03/13/08	00809	DIANNA FALDE
2	320910	C	\$1,056.00	03/13/08	00678	DOMINO'S PIZZA
2	320911	C	\$155.44	03/13/08	00679	DONATELLI'S
2	320912	C	\$974.18	03/13/08	03304	DONNA HRYNIEWICKI
2	320913	C	\$72.00	03/13/08	05314	DOUG JAKACKI
2	320914	C	\$70.00	03/13/08	06463	DOWN SYNDROME ASSOC.OF MN
2	320915	C	\$1,597.92	03/13/08	06030	EARTHGRAINS BAKING CO.INC
2	320916	C	\$934.00	03/13/08	00725	ECKROTH MUSIC COMPANY
2	320917	C	\$875.14	03/13/08	00787	ERICKSON OIL PRODUCTS INC
2	320918	C	\$319.02	03/13/08	03087	ERIKA HAMMERSCHMIDT
2	320919	C	\$898.20	03/13/08	00803	EXPRESS PERSONNEL SERVICES INC
2	320920	C	\$148.00	03/13/08	00826	FESTIVAL OF NATIONS
2	320921	C	\$704.08	03/13/08	05296	FINN SISU, INC
2	320922	C	\$1,372.96	03/13/08	06396	G C PETERSON MACHINERY CO.INC
2	320923	C	\$72.00	03/13/08	05259	GERALD JOHNSON

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	320924	C	\$222.95	03/13/08	06459	HANDY HITCH & WELDING CO.INC
2	320925	C	\$282,334.03	03/13/08	01096	HEALTHPARTNERS
2	320926	C	\$7.93	03/13/08	00953	HELEN GILBERTSON
2	320927	C	\$150.00	03/13/08	03408	I.S.D # 287 - PLYMOUTH
2	320928	C	\$46,178.44	03/13/08	03248	I.S.D # 834 STILLWATER
2	320929	C	\$65.00	03/13/08	06332	JEFF LINEHAN
2	320930		\$15.15	03/13/08	01263	JIM JENSEN
2	320931	C	\$125.56	03/13/08	03335	JUDY BURSHTEN
2	320932	C	\$371.00	03/13/08	03364	JUDY DEANS
2	320933	C	\$20.77	03/13/08	01945	KEITH NEWMAN
2	320934	C	\$23,626.01	03/13/08	03378	KELLY SERVICES, INC
2	320935	C	\$63.25	03/13/08	01354	KING TECHNOLOGIES (APC DIV )
2	320936	C	\$647.00	03/13/08	01372	KNOWLAN'S SUPER MARKETS
2	320937		\$36.81	03/13/08	05443	KRISTINA VAUGHAN
2	320938	C	\$124.15	03/13/08	03571	L & N HARDWARE HANK
2	320939	C	\$5,503.99	03/13/08	01411	LAFAYETTE LIFE INSURANCE CO
2	320940	C	\$1,312.90	03/13/08	03195	LASERPLUS, LLC
2	320941	C	\$113.40	03/13/08	00949	LAURIE GERVER
2	320942		\$39.36	03/13/08	05948	LEAH WYNVEEN
2	320943	C	\$461.50	03/13/08	01464	LEEF SERVICES
2	320944	C	\$1,800.00	03/13/08	05455	LEGACY PRODUCTIONS
2	320945	C	\$927.00	03/13/08	05495	LIFELINE AMPLIFICATION SYSTEMS
2	320946	C	\$75.00	03/13/08	04844	LINDER'S GARDEN CENTER
2	320947	C	\$577.07	03/13/08	01557	MAHTOMEDI AUTOMOTIVE SERVICE
2	320948		\$249.00	03/13/08	01609	MASA/MASE
2	320949	C	\$16.15	03/13/08	01638	MCCALLS & BUTTERICK CO
2	320950	C	\$196.10	03/13/08	01683	MENARDS
2	320951	C	\$2,075.00	03/13/08	01699	METRO ECSU
2	320952		\$60.00	03/13/08	01780	MN DEPT OF HEALTH
2	320953	C	\$133.40	03/13/08	01862	MUSIC CONNECTION INC
2	320954	C	\$15.94	03/13/08	05488	NANETTE CHOW
2	320955	C	\$135.85	03/13/08	05028	NICK FALDE
2	320956	C	\$495.00	03/13/08	06138	NIGHTLIFE ENTERTAINMENT
2	320957	C	\$36,326.11	03/13/08	01971	NORTHEAST METRO 916
2	320958	C	\$39.71	03/13/08	03472	PAT BIGALK
2	320959	C	\$9.98	03/13/08	05821	PATTI PRATT
2	320960		\$410.00	03/13/08	02165	POSTMASTER
2	320961	C	\$95.99	03/13/08	06012	PREMIUM WATERS INC
2	320962	C	\$3,252.24	03/13/08	02227	QWEST
2	320963	C	\$776.00	03/13/08	02252	REGION 4AA
2	320964	C	\$3,800.00	03/13/08	02257	REHBEIN TRANSIT INC
2	320965	C	\$122.19	03/13/08	02160	ROBERT PONTIOUS
2	320966	C	\$75.00	03/13/08	06028	ROETTGER WELDING INC
2	320967	C	\$80.00	03/13/08	01518	ROLAND LOZIER
2	320968	C	\$35.00	03/13/08	02367	SAM'S CLUB
2	320969	C	\$101.46	03/13/08	02367	SAM'S CLUB
2	320970	C	\$2,023.87	03/13/08	02363	SAM'S CLUB DISCOVER
2	320971	C	\$100.64	03/13/08	01390	SANDY KRAUSE
2	320972	C	\$54.76	03/13/08	02420	SCHOOL SPECIALTY INC
2	320973	C	\$161.45	03/13/08	02421	SCHOOL SPIRIT
2	320974		\$290.00	03/13/08	06462	SCHOOLHOUSE EDUCATIONAL SERVICES LLC
2	320975	C	\$8,065.65	03/13/08	05988	SCHROEDER CO INC
2	320976	C	\$50.95	03/13/08	02441	SCIENCE KIT LLC

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	320977	C	\$1,200.00	03/13/08	03055	SCOTT ANDERSON
2	320978	C	\$62.63	03/13/08	01353	SHARON KIND
2	320979	C	\$30.99	03/13/08	04404	SHEET MUSIC PLUS
2	320980	C	\$47.08	03/13/08	03990	SIMONDELIVERS, INC
2	320981	C	\$14.00	03/13/08	05956	SIMPLICITY PATTERN CO. INC
2	320982		\$4,396.00	03/13/08	06417	SKILLS TUTOR-HOUGHTON MIFFIN LEARNING TECH.
2	320983	C	\$98.79	03/13/08	02535	SOCIAL STUDIES SCHOOL SERVICE
2	320984	C	\$144.49	03/13/08	02544	SOPRIS WEST
2	320985	C	\$75.00	03/13/08	06461	ST CROIX RIVER ED .DISTRICT
2	320986	V	\$740.07	03/13/08	03088	STEVE HAMMERSCHMIDT
2	320987	C	\$357.40	03/13/08	03105	STEVE KIMBALL
2	320988	C	\$60.95	03/13/08	03610	STEVEN LOOMIS
2	320989		\$41.41	03/13/08	03297	SUE ROBINSON
2	320990	C	\$1,349.74	03/13/08	04176	SUNBURST CHEMICALS, INC.
2	320991		\$8.00	03/13/08	06453	SUSAN AND RICHARD HJELSETH
2	320992	C	\$3,681.18	03/13/08	02707	TEAM SPORTING GOODS INC
2	320993	C	\$1,899.06	03/13/08	02747	TIERNEY BROTHERS INC
2	320994		\$210.08	03/13/08	05393	TONYA KOSTUCH
2	320995	C	\$339.20	03/13/08	02785	TRIARCO ARTS AND CRAFTS
2	320996	C	\$730.25	03/13/08	02789	TROLLHAUGEN
2	320997	C	\$705.60	03/13/08	06460	TROPICANA CHILLED DSD
2	320998	C	\$503.65	03/13/08	02800	TWIN CITY FILTER SERVICE INC
2	320999	C	\$30,473.56	03/13/08	03341	UPPER LAKES FOODS, INC
2	321000	C	\$29.00	03/13/08	01703	USA MOBILITY
2	321001	C	\$251.63	03/13/08	03017	XEROX CORPORATION
2	321002	C	\$1,330.32	03/13/08	03021	YOCUM OIL CO INC
2	321003	C	\$97.75	03/14/08	02949	WHITE BEAR TOWNSHIP THEATRE
2	321004	C	\$3,325.56	03/14/08	00406	CHASE CARD SERVICE/BANK ONE
2	321005		\$1,171.02	03/14/08	06011	MINNESOTA LIFE INS.CO
2	321006	C	\$64,810.68	03/14/08	01807	MN TEACHERS RETIREMENT ASSN
2	321007	C	\$600.00	03/14/08	04342	WISCONSIN SCTF
2	321008	C	\$740.07	03/14/08	03088	STEVE HAMMERSCHMIDT
2	321009	C	\$225.00	03/25/08	00478	CITIBUSINESS CARD
2	321011	C	\$1,132.50	03/27/08	00031	ACCESS COMMUNICATIONS INC
2	321012	C	\$334.13	03/27/08	00047	ADT SECURITY SYSTEMS
2	321013		\$1,618.80	03/27/08	00153	AES-APPLIED ENVIRONMENTAL SCIENCES INC
2	321014	C	\$2,902.00	03/27/08	00059	AFTON ALPS SKI AREA
2	321015	C	\$429.07	03/27/08	05433	ALLESON ATHLETIC
2	321016	C	\$171.00	03/27/08	03483	AMY ALBRECHT
2	321017	C	\$75.00	03/27/08	00363	ANGELA BUCKINGHAM
2	321018	C	\$112.20	03/27/08	06010	ANN GALBUS
2	321019	C	\$20.67	03/27/08	00788	ANNE ERICKSON
2	321020	C	\$77.39	03/27/08	00149	APPERSON EDUCATIONAL PRODUCTS
2	321021	C	\$185.00	03/27/08	00171	ASBO INTERNATIONAL
2	321022		\$1,065.00	03/27/08	06168	ASHLAND PRODUCTIONS
2	321023	C	\$110.06	03/27/08	00208	BARNES & NOBLE
2	321024	C	\$68.26	03/27/08	00260	BEST BUY CO GOV/ED LLC
2	321025		\$145.32	03/27/08	04678	BONNIE FICK
2	321026	C	\$1,550.00	03/27/08	03057	BRAD BERGIE
2	321027	C	\$250.00	03/27/08	06393	BRIAN MIELKE
2	321028		\$150.85	03/27/08	04186	BROOKE CARLSON
2	321029	C	\$130.00	03/27/08	04978	BROOKLYN CENTER HIGH SCHOOL
2	321030		\$189.00	03/27/08	00077	BRYAN ALLEN

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	321031		\$740.00	03/27/08	00370	BUREAU OF EDUCATION & RESEARCH
2	321032	C	\$711.75	03/27/08	00384	C F I SYSTEMS
2	321033		\$61.15	03/27/08	04185	CAROLYNE ZIESKE
2	321034		\$276.92	03/27/08	00437	CDW GOVERNMENT INC
2	321035	C	\$901.48	03/27/08	03115	CHARLES LINDERKAMP
2	321036	C	\$139.19	03/27/08	05926	CHRISTOPHER MOORE
2	321037	C	\$171.00	03/27/08	01832	CINDY MORRIEM
2	321038	C	\$1,000.00	03/27/08	00541	CONTINENTAL CLAY COMPANY
2	321039	C	\$413.39	03/27/08	00553	CORPORATE EXPRESS
2	321040	C	\$9,765.15	03/27/08	03433	DELL COMPUTER CORP.
2	321041	C	\$160.50	03/27/08	00678	DOMINO'S PIZZA
2	321042	C	\$114.39	03/27/08	00679	DONATELLI'S
2	321043		\$6,819.26	03/27/08	03304	DONNA HRYNIEWICKI
2	321044	C	\$70.00	03/27/08	06463	DOWN SYNDROME ASSOC.OF MN
2	321045		\$66.00	03/27/08	00714	EAGLE SCREEN PRINTING
2	321046		\$30,691.16	03/27/08	03203	EMID
2	321047	C	\$315.00	03/27/08	03969	ENERGYWISE CONSULTING,LLC
2	321048	C	\$155.00	03/27/08	06472	ERI SEKINO
2	321049		\$79.33	03/27/08	00129	ERIKA ANDERSON
2	321050	C	\$3,581.58	03/27/08	00803	EXPRESS PERSONNEL SERVICES INC
2	321051	C	\$85.00	03/27/08	00814	FARMINGTON SENIOR HIGH SCHOOL
2	321052	C	\$284.07	03/27/08	06397	GEXRPO
2	321053	C	\$85.72	03/27/08	00987	GRAINGER
2	321054		\$120.00	03/27/08	03081	GRAY SEEVER
2	321055		\$278.85	03/27/08	03527	HARCOURT ASSESSMENT INC
2	321056	C	\$3,154.49	03/27/08	01116	HERITAGE PRINTING
2	321057		\$100.00	03/27/08	05114	HIGHLAND PARK HIGH SCHOOL
2	321058		\$160.20	03/27/08	03415	HOSPITALITY MINNESOTA
2	321059		\$1,702.00	03/27/08	01173	HUMAN SERVICES INC
2	321060		\$6.55	03/27/08	03408	I.S.D # 287 - PLYMOUTH
2	321061	C	\$900.00	03/27/08	04153	INSTITUTE FOR MULTI-SENSORY EDUCATION
2	321062		\$23.92	03/27/08	05151	JAN LONNQUIST
2	321063	C	\$5,310.00	03/27/08	03654	JERRY OLSON EXTERIORS
2	321064	C	\$12.12	03/27/08	03464	JIM HERING
2	321065	C	\$200.00	03/27/08	03656	JOE CRUZ
2	321066	C	\$171.00	03/27/08	01277	JOHN ALLEN
2	321067	C	\$64.09	03/27/08	01950	KATHE NICKLEBY
2	321068	C	\$100.00	03/27/08	06122	KATHY MCKENNA
2	321069		\$15.15	03/27/08	01730	KEITH W MILEY
2	321070	C	\$7,464.34	03/27/08	03378	KELLY SERVICES, INC
2	321071		\$151.50	03/27/08	01339	KELVIN
2	321072	C	\$330.78	03/27/08	01372	KNOWLAN'S SUPER MARKETS
2	321073	C	\$171.00	03/27/08	04205	KRISTIN HEAGLE
2	321074		\$184.89	03/27/08	01400	KULLY SUPPLY COMPANY
2	321075	C	\$97,042.23	03/27/08	01414	LAIDLAW TRANSIT-EDUCATION SERVICES
2	321076	C	\$588.97	03/27/08	03195	LASERPLUS, LLC
2	321077	V	\$1,997.00	03/27/08	04485	LEARNING OPPORTUNITIES
2	321078	C	\$20.00	03/27/08	04769	LEE ERICKSON
2	321079		\$171.00	03/27/08	02880	LESLIE WAGNER- BEEK
2	321080	C	\$457.26	03/27/08	04898	LOREN W.LANGAN
2	321081		\$276.50	03/27/08	00231	LORRAINE (LORRIE) BEAULIEU
2	321082	C	\$2,321.08	03/27/08	01539	MACKIN LIBRARY MEDIA
2	321083		\$305.00	03/27/08	01542	MACMH

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	321084	C	\$603.18	03/27/08	06464	MAGGIE REINHARDT
2	321085	C	\$308.08	03/27/08	01557	MAHTOMEDI AUTOMOTIVE SERVICE
2	321086	C	\$1,000.00	03/27/08	05444	MARGARET REINHARDT
2	321087	C	\$171.00	03/27/08	01501	MARILYN LODOEN
2	321088		\$51.96	03/27/08	04036	MARILYN WALSH
2	321089	C	\$1,311.92	03/27/08	06470	MARK A PAULSON
2	321090		\$160.56	03/27/08	03161	MARK LEFEBER
2	321091	C	\$250.00	03/27/08	01604	MARY MARSHALL
2	321092	C	\$100.00	03/27/08	01610	MASBO
2	321093	C	\$113.60	03/27/08	01684	MENARDS OAKDALE CASHWAY LUMBER
2	321094	C	\$110.00	03/27/08	01699	METRO ECSU
2	321095	C	\$320.00	03/27/08	06144	MICHAEL SCHUMACHER
2	321096	C	\$5.00	03/27/08	01841	MPRC
2	321097	C	\$75.00	03/27/08	01862	MUSIC CONNECTION INC
2	321098		\$82.00	03/27/08	05488	NANETTE CHOW
2	321099		\$27.00	03/27/08	06439	NEW YORK TIMES
2	321100	C	\$15,376.77	03/27/08	01971	NORTHEAST METRO 916
2	321101	C	\$75.00	03/27/08	02043	ON SITE SANITATION INC
2	321102	C	\$182.00	03/27/08	04488	ORANGE TREE EMPLOYMENT SCREENING
2	321103		\$37.50	03/27/08	06457	OT IDEAS, INC
2	321104		\$21.77	03/27/08	03472	PAT BIGALK
2	321105		\$624.00	03/27/08	01051	PAT HAMPLE
2	321106		\$10.00	03/27/08	05600	PAT RECH
2	321107		\$91.48	03/27/08	00580	PATRICK CROTHERS
2	321108		\$114.90	03/27/08	06465	PC-SECURITY
2	321109		\$41.31	03/27/08	03215	PEARSON LEARNING GROUP/PEARSON EDUCATION
2	321110	C	\$2,957.50	03/27/08	03987	PETERSON'S A NELNET CO
2	321111	C	\$692.79	03/27/08	02145	PITNEY BOWES
2	321112	C	\$259.40	03/27/08	02151	PLUNKETTS INC
2	321113	C	\$1,381.07	03/27/08	02175	PRENTICE HALL SC DIV/PEARSON ED.
2	321114		\$160.00	03/27/08	02176	PREP CENTER
2	321115		\$104.50	03/27/08	02179	PRESIDENT'S EDUCATION AWARDS P
2	321116	C	\$1,167.00	03/27/08	03136	RATWIK ROSZAK & MALONEY P A
2	321117	C	\$137.57	03/27/08	00875	RUSSELL FRAENKEL
2	321118		\$738.50	03/27/08	06473	SAINTS NORTH ROLLER RINK
2	321119	C	\$176.77	03/27/08	01127	SARAH HILL
2	321120		\$353.50	03/27/08	05265	SARAH ROSENGREN
2	321121	C	\$385.51	03/27/08	02417	SCHOOL HEALTH CORPORATION
2	321122	C	\$83.70	03/27/08	02473	SHERWIN-WILLIAMS CO
2	321123	C	\$108.31	03/27/08	03990	SIMONDELIVERS, INC
2	321124		\$100.00	03/27/08	02548	SOUTH ST PAUL HIGH SCHOOL
2	321125	C	\$287.56	03/27/08	02585	ST CROIX VALLEY RECREATION CE
2	321126	C	\$195.00	03/27/08	02599	STAFF DEVELOPMENT RESOURCES
2	321127	C	\$10.61	03/27/08	06468	STEVE BROWN
2	321128	C	\$742.07	03/27/08	03088	STEVE HAMMERSCHMIDT
2	321129	C	\$176.80	03/27/08	03105	STEVE KIMBALL
2	321130	C	\$33,440.00	03/27/08	05802	SUNERGI SOFTWARE INC
2	321131		\$3.47	03/27/08	04000	SUSAN KUCHAR
2	321132	C	\$81.25	03/27/08	02754	T-MOBILE
2	321133	C	\$288.50	03/27/08	02747	TIERNEY BROTHERS INC
2	321134	C	\$541.33	03/27/08	02748	TIES
2	321135	C	\$9.85	03/27/08	02776	TRANS-MISSISSIPPI BIOLOGICAL
2	321136	C	\$948.25	03/27/08	03345	TRIO SUPPLY CO

Bank Number	Check Number	Check Status	Check Amount	Check Date	Vendor Number	Vendor Name
2	321137		\$139.00	03/27/08	06466	UNIVERSITY OF NEBRASKA
2	321138	C	\$109.72	03/27/08	02858	VERIZON WIRELESS
2	321139	C	\$839.44	03/27/08	02859	VERNIER SOFTWARE & TECHNOLOGY
2	321140		\$3,602.00	03/27/08	02861	VERSATRANS SOLUTIONS, INC
2	321141		\$51.53	03/27/08	02873	VOSS LIGHTING
2	321142	C	\$844.23	03/27/08	02889	WALMART COMMUNITY
2	321143	C	\$6,758.63	03/27/08	02916	WELSH COMPANIES LLC
2	321144		\$108.56	03/27/08	02980	WILSON RIBBON CO
2	321145		\$400.00	03/27/08	06471	WOODBURY GIRLS BASKETBALL BOOSTER CLUB
2	321146	C	\$647.00	03/27/08	00723	XCEL ENERGY
2	321147	C	\$220.00	03/27/08	03017	XEROX CORPORATION
2	321148		\$240.00	03/27/08	06104	XPRESS
2	321149	C	\$828.74	03/27/08	03041	ZEPHYR GRAF-X
<b>Check Count</b>	<b>380</b>	<b>Grand Total</b>	<b>\$1,082,067.18</b>			

**MAHTOMEDI CONSTRUCTION PAYMENTS - FEBRUARY 29, 2008 TO MARCH 31, 2008**

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
3/27/08	The Center for Efficient School Operations	Invoice # 1105 Owner's Representation for Facility Construction And Improvement	\$4,875.00
<b>TOTAL</b>			<b>\$4,875.00</b>

**MAHTOMEDI CONSTRUCTION PAYMENTS - MARCH 31, 2008 TO APRIL 30, 2008**

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
4/10/08	Siemans	Invoice # 5440531516 MS Environmental Control Automation System Installed	\$4,805.00
<b>TOTAL</b>			<b>\$4,805.00</b>

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

<u>DATE</u>	<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>	<u>PURPOSE</u>
3/4/08	State of Minnesota	MN Trust	\$3,309.60	direct state payment
3/5/08	MN Trust	MSDLAF	\$250,000.00	cover checks
3/13/08	MN Trust	MSDLAF	\$750,000.00	cover checks
3/13/08	US Bank	First Niagara Bank	\$51,704.15	OMNI tsa's
3/13/08	US Bank	Wells Fargo-EBC Flex	\$7,981.24	flex benefits
3/13/08	US Bank	Central Bank	\$881.28	para union dues
3/13/08	US Bank	Mid State Corp Federal CU	\$9,552.58	MEA teachers union dues
3/14/08	MSDLAF	US Bank	\$475,424.77	cover checks
3/14/08	US Bank	IRS	\$185,851.35	federal & fica taxes
3/14/08	US Bank	MN Dept of Revenue	\$28,026.16	state payroll taxes
3/14/08	US Bank	Wis. Dept. of Revenue	\$2,104.69	state payroll taxes
3/14/08	US Bank	Public Emp. Retirement Assoc.	\$18,440.14	pera retirement
3/15/08	State of Minnesota	MN Trust	\$1,229,251.02	direct state payment
3/15/08	State of Minnesota	MN Trust	\$59,621.22	direct state payment
3/18/08	MN Trust	MSDLAF	\$350,000.00	cover checks
3/27/08	US Bank	Mid State Corp Federal CU	\$9,552.58	MEA teachers union dues
3/27/08	US Bank	First Niagara Bank	\$52,239.15	OMNI tsa's
3/27/08	US Bank	Wells Fargo-EBC Flex	\$7,981.24	flex benefits
3/27/08	US Bank	Central Bank	\$881.28	para union dues
3/28/08	MN Trust	MSDLAF	\$750,000.00	cover checks
3/30/08	State of Minnesota	MN Trust	\$1,476,787.27	direct state payment
3/30/08	State of Minnesota	MN Trust	\$28,706.22	direct state payment
3/31/08	MSDLAF	US Bank	\$470,500.21	cover checks
3/31/08	US Bank	IRS	\$184,382.32	federal & fica taxes
3/31/08	US Bank	MN Dept of Revenue	\$28,118.74	state payroll taxes
3/31/08	US Bank	Wis. Dept. of Revenue	\$2,108.81	state payroll taxes
3/31/08	US Bank	Public Emp. Retirement Assoc.	\$18,913.02	pera retirement



## Integration Revenue Budget Worksheet FY08

Use this worksheet to provide updated budget data that will be used to calculate FY08 Integration Revenue. Address questions on Integration Revenue budget submission to the Office of School Choice Programs and Services, 651-582-8616. Return the completed worksheet with supporting pages from the locally approved budget by June 30th, 2007, to Joy.Moylan@state.mn.us. **Electronic submission is required.**

**District Name:** Mahtomedi Public Schools  
**District Number:** 832  
**Collaborative:** East Metro Integration District  
**District Contact:** Lynne Viker  
**Phone:** 651-407-2019  
**E-mail:** lviker@mahtomedi.k12.mn.us

<b>Partner Districts:</b>	St. Paul	South St. Paul	Inver Grove Heights
	North St. Paul	West St. Paul	
	So. Wash Co	South St. Paul	
	Roseville	Stillwater	

**List all Racially Identifiable school sites in your district:**

Integration Revenue	\$ 324,227.00
Alternative Attendance Revenue	\$ 1,759.00
<b>TOTAL REVENUE</b>	<b>\$ 325,986.00</b>
 Integration Revenue Contributed to Collaborative	 \$ 162,114.00

*Notes or Comments:*

**CERTIFICATION STATEMENT**

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2008 Integration Revenue budget that was approved by the school board.

Board Approval Date June 14, 2007

School Board Chair		Date	
Superintendent		Date	

**MDE Approval:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 1**

District Number: 832

District Name: Mahtomedi Public Schools

*Planning Area: Interracial/Intercultural Student Contact Goals: See integration plan Goals 1-4*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised Amount
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	
Classroom partnerships	-5	790	315	185/310/ 311/401/ 430/366	\$ 1,000.00	\$ 750.00
Curriculum Writing	-5	790	315	185/430/ 311	\$ 29,500.00	\$ 20,099.00
Supplemental curriculum	-5	790	315	430	\$ 2,700.00	\$ 5,648.00
Culture clubs	-5	790	315	310/311/ 366/899	\$ 750.00	\$ 1,000.00
<b>TOTAL</b>					\$ 33,950.00	\$ 27,497.00

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	1000	9		
Participation from Your District:	3500	357		
Total Program Participation:	4500	366		

*Programing and curriculum is to be written and shared with NSP and SPPS. Staff writing curriculum are give beyond those required by law. Partnerships are with isolated districts.*



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 2**

District Number: 832

District Name: Mahtomedi Public Schools

*Planning Area: High Academic Achievement Standards and Expectations for all. Goals: See Integration plan*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	
Literacy Partnership	-5	790	315	185/401/		
				430	\$ 3,000.00	\$ 1,132.00
All Day K Scholarships	-5	790	315	899	\$ 30,000.00	\$ 12,500.00
MAP testing	-5	790	315	311	\$ 8,000.00	\$ 8,000.00
<b>TOTAL</b>					\$ 41,000.00	\$ 21,632.00

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	300	10		
Participation from Your District:	3500	357		
Total Program Participation:	3800	367		

*Literacy partnership is with NSP and SPPS. At risk primary students will attend a summer warm-up camp in August. Teachers and principals in the buildings will continue to partner during the school year for staff development and curriculum sharing. MAP testing will be used to ensure proper placement for proper instruction as to allow students to achieve at the highest levels.*



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 3**

District Number: 832

District Name: Mahtomedi Public Schools

*Planning Area: Professional Development. Goals: See integration plan.*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	
In House	5	790	315	185/318		
				430	\$ 5,500.00	\$ 17,750.00
Out of District	5	790	315	185/367/		
				430/899	\$ 16,350.00	\$ 10,350.00
Communication	5	790	315		\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>					<b>\$ 31,850.00</b>	<b>\$ 38,100.00</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	100	20		
Participation from Your District:	3500	357		
Total Program Participation:	3600	377		

*Professional development opportunities will be offered to partner staff from isolated districts. SEED is a collaborative with NSP. Communication tools will be developed to encourage inter-district and open enrollment transfers and to create a marketing plan to welcome families from diverse populations.*



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 4**

District Number: 832

District Name: Mahtomedi Public Schools

*Planning Area: Recruitment and retention of teachers and staff of color. Goals: see Integration Plan.*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	R
FEA	5	790	315	185/311/ 367/899	\$ 2,000.00	
<b>TOTAL</b>					<b>\$ 2,000.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	300	6		
Participation from Your district:	50	1		
Total Program Participation:	350	7		

*Future Educators of America is a partnership with high schools throughout EMID.*



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 5**

District Number: 832

District Name: Mahtomedi Public Schools

*Planning Area: Support for EMID Goals and Programs. Goals: See Integration Plan Goal 2.*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	
Student fees for EMID Programs	5	790	315	311	\$ 1,000.00	\$ 2,000.00
<b>TOTAL</b>					<b>\$ 1,000.00</b>	<b>\$ 2,000.00</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	500	20		
Participation from Your District:	10	1		
Total Program Participation:	510	21		

*Notes or Comments:*



**Integration Revenue Budget Worksheet  
FY08 Revised  
Inter-District Budget: Goal 6**

District Number:

District Name:

*Coordination of plan and programming*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Revised
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	
Part-time coordinator and .5 secretary	5	790	315	143/210/ 213/218/ 220/230/ 235/240/ 366	\$ 50,000.00	\$ 71,543.00
Building Liaisons	5	790	315	143/210/ 213/218/ 220/230/ 235/240/ 366	\$ 4,000.00	\$ 600.00
<b>TOTAL</b>					<b>\$ 54,000.00</b>	<b>\$ 72,143.00</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/07)		Actual (9/15/08)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:				
Participation from Your District:	3500	357		
Total Program Participation:				

*Notes or Comments:*



# Mahtomedi Public Schools

Independent School District #832

Dellwood, Grant, Hugo, Lake Elmo, Mahtomedi, Oakdale, Pine Springs, White Bear Lake, and Willemie

## **Diversity/Integration Plan 2008-2009**

Independent School District #832

Lynne Viker, Integration Coordinator

Ann Capeder, Integration Supervisor

### **Purpose:**

*To address the Minnesota Desegregation Law in collaboration with North St. Paul/Maplewood/Oakdale District 622, EMID District 6067, and Mahtomedi's District 832 to provide equal educational opportunities for all students.*

### **District 622 Integration Equity Mission Statement:**

*"District 622 will create positive school and community environments, which provide equal opportunities for all students to be academically successful and multi-culturally literate citizens."*

### **EMID Program Goals:**

- 1. Create a broad base of teachers, administrators and staff who value a diverse society and are committed to providing integrated learning environments that support high expectations for all learners.*
- 2. Create safe, respectful environments for diverse learners of all ages.*
- 3. Create a mechanism/structure for linking and expanding EMID programs.*

### **District 832 Goals:**

- 1. Increase student performance and overall school excellence through continuous improvement strategies.*
- 2. Plan strategic program development and collaboration with racially isolated sites to improve student outcomes.*
- 3. Create classrooms that reflect the belief that there are individual differences in student and teacher talents, cultural and cognitive styles, and experiences that address the climate of culturally compatible classrooms.*

# Goal 1: Increase Interracial/Intercultural Student Contact

## Target Areas, Strategies/Activities and Budget Amount:

**Area A:** *Increase student participation in culture/diversity groups (such as Interact, Shades of Youth, language clubs).*

### **Possible Activities:**

- Work with NSP/EMID to provide training for these groups and their advisors
- Encourage and provide opportunities for partnerships with North St. Paul and/or St Paul students

### **Budget:**

- \$2,000

**Area B:** *Diverse ethnicities will be reflected in curriculum, activities, and artifacts, throughout the schools during the 2008-09 school year.*

### **Strategies/Activities include but not limited to:**

- Staff will be paid to create inclusive curriculum and activities
- Provide additional Trunk Training from the Multicultural Resource center
- Incorporate culturally specific speakers, films and performers in schools and individual classrooms for students, staff and community members

### **Budget Amount:**

- \$10,000

### **Supplemental Curriculum:**

- Supplemental curriculum used for ESL or students who need additional materials and do not qualify for Special Education

### **Budget Amount:**

- \$2,000

## **Goal 2: Improve Academic & Behavioral Programs and Student Activities to help close the Achievement GAP**

### **Target Areas, Strategies and Evaluation:**

**Area A:** *To increase number of North St. Paul/ St Paul partnerships, during the 2008-09 school year over the number of partnerships in 2007-08.*

#### **Strategies/Activities include but not limited to:**

- Use technology, such as the Video Conference equipment to help overcome distance and travel barriers
- Provide substitute or stipend for planning time
- Support building Principals and staff with partnership opportunities

#### **Budget Amount:**

- \$13,000

**Area B:** *Differentiate the instructional strategies to meet the needs of the students at their appropriate instructional level and learning style.*

#### **Strategies/Activities include but not limited to:**

- Providing opportunity for students to practice at retrieval (N. St Paul and Mahtomedi Students)
- Disaggregate student data and use this information for instructional strategies (N. St Paul and Mahtomedi Students)
- Provide staff training for different instructional strategies (Possible Math training with EMID and/or North St. Paul)
- Organize learner center environment during the summer with N. St. Paul Teachers)
- Using technology to allow students alternate forms to represent their knowledge (N. St Paul and Mahtomedi Students)
- Use MAP and CBM testing to accurately place new and returning students in reading and math flexible Tiers of instruction for both North St Paul and Mahtomedi Students.
- SIOP for ESL Cluster teachers (\$1,600)

#### **Budget Amount:**

- \$5,000

**Area C:** *Decrease the number of office referrals for behavior incidence by providing a structured culturally responsive classroom.*

**Strategies include but not limited to:**

- Continue to communicate specific anti-bullying statements and procedures in all buildings (N. St. Paul and Mahtomedi)
- Providing suggestions and training on Responsive Classroom and PBIS (N. St. Paul and Mahtomedi)
- Work with the buildings to develop Positive Behavioral Interventions across all settings (N St Paul and Mahtomedi)

**Budget Amount:**

- \$10,000

**Area D:** *Create and support after school programs and summer activities to increase academic skills that will help close the achievement GAP.*

**Strategies/Activities include but not limited to:**

- Review student assessment and CBM to isolate the need area of academic instruction (N St Paul and Mahtomedi)
- Zephyr Action Program works with N St Paul
- Support staff training and organization of program development (Between N St Paul and Mahtomedi)
- Create scholarships to all day kindergarten for students on free and reduces lunch
- Create/support summer programming for at risk students (Inviting N St Paul Students to participate)

**Evaluation:**

- \$11,500

## **Goal 3: Through professional development create classrooms that reflect the individual differences in students.**

### **Target Areas, Strategies, and Evaluation:**

**Area A: Create classrooms that reflect the belief that there are individual differences in student and teacher talents, cultural and cognitive styles, and experiences that address the climate of a culturally compatible classroom.**

### **Strategies/Activities include but are not limited to:**

- In-depth Knowledge of different cultural groups
- Determination and desire to establish a strong student-teacher relationship with each student (Mentoring Program)
- Ability and strategies to build bridges between the community culture and school culture
- Extensive variety of Instructional Strategies
- Continue to provide SEED opportunities in collaboration with NSP/EMID.
- Offer training specifically for support staff
- Promote regional/local diversity training speakers
- Offer staff a variety of diversity training opportunities
- Encourage Building Liaison initiatives
- Promote staff development partnerships with NSP/EMID Districts and schools including Technology Training

### **Budget Amount:**

- \$5,000 Cultural Integration Training work w/ Equity Coach
- \$4,000 Integrated Academic Training work w/ Equity Coach
- \$2,400 FEA Stipend
- \$3,000 SEED Stipend

## **Goal 4: Improve communication and collaboration with NSP, EMID, and SPPS.**

### **Target Areas, Strategies, and Evaluation:**

**Area A:** *Educate families, students, and communities of Mahtomedi, North St. Paul/Maplewood/ Oakdale, and St. Paul about the school district and the district's integration programs.*

#### **Strategies include but not limited to:**

- Use communication devices already in place to communicate programs with families/community.
- Develop district and building marketing plan to welcome all families, including those from diverse populations and lower socio-economic households.

**Area B:** *Increase staff, student, and community understanding/involvement in EMID/NSP programs and activities.*

#### **Strategies include but not limited to:**

- Staff updates
- Coordinator meets with staff at each site each year
- Include articles in individual school newsletters.
- Encourage mention of NSP/EMID activities in the Globe, as part of individual school columns.
- Provide a link to NSP/EMID on our website

#### **Budget Amount:**

- \$2,500.



## Integration Revenue Budget Worksheet FY09

Use this worksheet to provide updated budget data that will be used to calculate FY09 Integration Revenue. Address questions on Integration Revenue budget submission to the Office of School Choice Programs and Services, 651-582-8616. Return the completed worksheet with supporting pages from the locally approved budget by April 15th, 2008, to Joy.Moylan@state.mn.us. **Electronic submission is required.**

**District Name:** Mahtomedi Public Schools  
**District Number:** 832  
**Collaborative:** East Metro Integration District  
**District Contact:** Lynne Viker  
**Phone:** 651-407-2019  
**E-mail:** lviker@mahtomedi.k12.mn.us

**Partner Districts:**

St Paul	South St. Paul	Inver Grove Heights
North St Paul	West St. Paul	
So Wash. Co.	South St. Paul	
Roseville	Stillwater	

**List all Racially Identifiable school sites in your district:**

Integration Revenue	\$ 332,417.00
Alternative Attendance Revenue	\$ 504.00
<b>TOTAL REVENUE</b>	<b>\$ 332,921.00</b>
Integration Revenue Contributed to Collaborative	\$ 187,888.00

*Notes or Comments:* Mahtomedi- \$ 144,529.00

**CERTIFICATION STATEMENT**

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2009 Integration Revenue budget that was approved by the school board.

**Board Approval Date** \_\_\_\_\_

**School Board Chair** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Superintendent** \_\_\_\_\_ **Date** \_\_\_\_\_

**MDE Approval:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Integration Revenue Budget Worksheet  
FY09  
Inter-District Budget: Goal 1**

District Number: 832

District Name: Mahtomedi Public Schools

*Goal 1 Increase Interracial/Intercultural Student Contact*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	Resubmit this form with the actual FY09 expenditures by 9/15/09
Integrated Culture Club Activities	-5	790	315		\$2,000	
Curriculum Writing	-5	790	315		\$10,000	
Supplemental Curriculum					\$ 2,000.00	
Supervisor/Facilitator					\$ 38,500.00	
<b>TOTAL</b>					<b>\$ 52,500.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/08)		Actual (9/15/09)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:				
Participation from Your District:				
Total Program Participation:				

*Notes or Comments:*



**Integration Revenue Budget Worksheet  
FY08  
Inter-District Budget: Goal 2**

District Number: 832

District Name: Mahtomedi Public Schools

*Goal 2: Improve Academic and Behavioral Programs and Student Activities to help close the Achievement GAP.*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	Resubmit this form with the actual FY09 expenditures by 9/15/09
Integrated Classroom Partnerships	-5	790	315		\$13,000	
Integrated Supported Assessment Training	-5	790	315		\$5,000	
SIOP Training	-5	790	315		\$1,600	
Integrated Responsive Classroom Training	-5	790	315		\$10,000	
Integrated After-school and Summer Programs	-5	790	315		\$11,500	
<b>TOTAL</b>					<b>\$ 41,100.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/08)		Actual (9/15/09)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:				
Participation from Your District:				
Total Program Participation:				

*Notes or Comments:*



**Integration Revenue Budget Worksheet  
FY09  
Inter-District Budget: Goal 3**

District Number:

District Name:

Goal 3: Professional Development ( See integration plan)

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	Resubmit this form with the actual FY09 expenditures by 9/15/09
Cultural Intergration	5	790	315		\$5,000	
Training w/ Equity Coac						
Intergrated Academic					\$ 4,000.00	
Training W/ Equity Coac						
FEA					\$ 2,400.00	
Facilator/supplies						
SEED					\$ 3,000.00	
Facilatator/supplies						
<b>TOTAL</b>					<b>\$ 14,400.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/08)		Actual (9/15/09)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Participation from Your District:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Program Participation:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes or Comments:



**Integration Revenue Budget Worksheet  
FY09  
Inter-District Budget: Goal 4**

District Number: 832

District Name: Mahtomedi Public Schools

*Goal 4: Improve communication and collaboration with EMID, SPPS, and NSP.*

Line Item Description	UFARS Code (Required)				Budgeted Amount	Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure. i.e. "Spanish Teachers"					Provide the total amount budgeted for this line item.	Resubmit this form with the actual FY09 expenditures by 9/15/09
Communication	5	790	315		\$ 2,500.00	
(Marketing/Liasions)						
PT Coordinator					\$ 34,000.00	
<b>TOTAL</b>					<b>\$ 36,500.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

	Projected (7/1/08)		Actual (9/15/09)	
	Students	Staff	Students	Staff
Participation from Identified Isolated District:				
Participation from Your District:				
Total Program Participation:				

*Notes or Comments:*



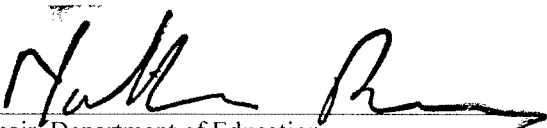
**FIELD EXPERIENCE CONTRACTUAL AGREEMENT**

This contract is made and entered into by and between the Luther College Department of Education, Decorah, Iowa and Mahtomedi Public School District.

**PROVISIONS:**

1. Luther College and Mahtomedi Public School District agree to participate, if placements are available, in the district in a field experience program, which includes, but is not limited to: Student Teaching, Student Observations, and other field experiences during the 2008-2009 academic year. This agreement may include assignments in elementary (grades Pre-K-6), secondary (grades 7-12), and special fields [Art, Music, Physical Education, and Health (K-12)].
2. Luther College will provide supervision by one or more of the following: faculty member(s), or trained and credentialed specialists in education, for students participating in Field Experiences who are placed in the school district identified under item 1, above.
3. **Luther College agrees to compensate the school district in the amount of \$100 for one-half a semester or \$200 for a full semester for each student placed as a student teacher.** Payment is to be made at the end of each semester after the Department of Education receives the written Student Teacher Evaluation from the Cooperating Teacher. Allocation of compensation to each cooperating teacher is to be directly made to the cooperating teacher, unless otherwise specified by the district. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period. **Other field experiences identified in this agreement will be compensated with regard to time involvement and course objective, and will be stated at the time of the request.**
4. Student Teachers and other field experience enrollees of Luther College Department of Education are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Mahtomedi Public School District, as well as the option of Luther College, should circumstances warrant such an action.

March 4, 2008

  
 \_\_\_\_\_  
 Chair, Department of Education  
 and the Luther College Board of Regents

March 4, 2008

  
 \_\_\_\_\_  
 Director of Field Placement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative for Mahtomedi Public School District