1.0 CALL TO ORDER (Brunnette)

2.0 ROLL CALL OF ATTENDANCE (Buchholz)

3.0 APPROVAL OF AGENDA (Brunnette)
Motion by:_______________ Seconded by:_______________ Vote: ____________

4.0 ELECTION OF OFFICERS (Brunnette)
4.01 The new officers must be nominated and elected:
   a. Chairperson
      Motion by:_______________ Seconded by:_______________ Vote: ____________

   b. Vice-Chairperson
      Motion by:_______________ Seconded by:_______________ Vote: ____________

   c. Clerk
      Motion by:_______________ Seconded by:_______________ Vote: ____________

   d. Treasurer
      Motion by:_______________ Seconded by:_______________ Vote: ____________

5.0 BOARD CALENDAR DATES
➢ Thursday and Friday, January 17 and 18, 2013 – MSBA Leadership Conference at Minneapolis Convention Center
➢ Tuesday, February 5, 2013 – School Board meeting at 6:00 p.m.
➢ Friday, February 22, 2013 – 916 Education Foundation Taste of Northeast Metro 916 Gala at Jimmy’s from 5:30-9:00 p.m.

6.0 QUESTIONS AND/OR COMMENTS FROM CITIZENS PRESENT ON NON-AGENDA ITEMS
Visitors attending the meeting who wish to address the school board on any issue that is not on the agenda may do so at this time.

7.0 PRESENTATION AND DISCUSSION ITEMS
7.01 Presentation: FY’12 Audit Report – Jim Eichten, MMKR (Carr)
7.02 Presentation: Education Assistant Retention – Dan Naidicz, Marian Meyer and Megan McAllister, Human Resources
7.03 Update School Safety Focus from Last Several Years (Carr)

8.0 CONSENT ITEMS (Hayes)
Consent items, January 9, 2013 – School Board Agenda as warranted including approval of:
   ● Minutes – Meeting Minutes of December 4, 2012
   ● Payment of Bills and Acknowledgment of Wire Transfer Report
• Personnel – Resignations, Employment, Leaves of Absence, Transfer, Rescind Leave of Absence
• Donations
• Organizational Items:
  ◆ Designation of Primary Depositories, Investment Brokers and Paying Agents
  ◆ Designation of Official Newspaper
  ◆ Facsimile Signatures
  ◆ Prepayment of Bills
  ◆ Petty Cash
  ◆ Investment Collateral
  ◆ Resolution Delegating Authority to Make Electronic Funds Transfers
  ◆ Authorization to Seek Legal Counsel
  ◆ Approval of Credit Cards and Card Holders
  ◆ Resolution Delegating Contract Approval to Superintendent
• 2013 Pay Equity Report
• Acceptance of Grants
• Approval of Joint Purchasing Agreement

The Superintendent recommends the School Board approve the Consent Items as detailed in the enclosure.

Motion by:_______________   Seconded by: _______________   Vote: ____________

9.0  ACTION ITEMS
9.01 Resolution Directing Administration to Make Recommendations for Discontinuance and Reductions

WHEREAS, the financial condition and student enrollment variables of the school district dictates that the school board must reduce expenditures immediately, and
WHEREAS, this reduction in expenditure and student enrollment variables must include discontinuance of positions and discontinuance or curtailment of programs, and
WHEREAS, a determination must be made as to which teachers’ contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,
BE IT RESOLVED by the School Board of Northeast Metropolitan Intermediate School District 916 that the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions to effectuate economies in the School District and reduce expenditures, and as a result of student enrollment variables, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

Motion by:_______________   Seconded by: _______________   Vote: ____________
9.02 **Board Compensation**  
(Brunnette)  
The 2012 per annum level set for members of the Northeast Metro 916 Board is as follows:

- Directors $5,000
- Vice-Chair $5,100
- Chairperson $5,700
- Clerk $5,200
- Treasurer $5,100

The annual survey of member district school board compensation for 2012 is attached.

The Executive Committee recommends that the members of the School Board establish compensation levels for 2013 as follows:

- Directors $_____
- Chairperson $_____
- Vice-Chair $_____
- Clerk $_____
- Treasurer $_____

and direct the administration to survey the component districts annually for their established board compensation levels.

*Motion by:_______________  Seconded by: _______________  Vote: ____________ *

10.0 **BOARD FORUM**

11.0 **ADJOURNMENT**
NORTHEAST METRO 916 SCHOOL BOARD MEETING  
Tuesday, January 9, 2013  
CONSENT AGENDA ATTACHMENT

8.0 CONSENT ITEMS

8.01 Approval of Minutes:
- Regular School Board Meeting Minutes of December 4, 2012

8.02 Payment of Bills and Acknowledgment of Wire Transfer

Report: $3,077,615.08 for check numbers 468680-469109 except for voids as presented; and the wire transfer report for the period November 24 to December 28, 2012.

8.03 Personnel:

Resignation
Ashlee Achtenberg, Education Assistant, effective 1/4/13
Amy Gode, Teacher, effective 12/20/12
Julie Soderlund, Education Assistant, effective 12/21/12

Employment*
Lisa Carlson, Education Assistant, $13.75/hr, 7 hrs/day, 183 days, effective 1/2/13
Anne Derus, Intervener – LTS, $18.32/hr, 7.5 hrs/day, effective 1/7/12 - 2/18/13
Aimee Eriksen, Education Assistant, $14.35/hr, 6.5 hrs/day, 183 days, effective 1/2/13
Rachael Geng, Education Assistant, $13.75/hr, 7 hrs/day, 183 days, effective 1/2/13
Dell Gullistanti, Custodian, $14.53/hr, 8 hrs/day, 12 month, effective 1/7/13
Kevin Kumlin, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 1/7/13
Christopher McDonald, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 1/7/13
Mia Meyers, School Health Specialist II, $21.18/hr, 8 hrs/day, 184 days, $5,500 stipend (pro-rated), effective 1/7/13
*(All new hire offers of employment are contingent upon background check; licensed staff hires are contingent upon receipt of official transcripts and licensure.)

Leave of Absence
Lori Balza, Teacher, effective 2/16/13 - 4/08/13 (approx. dates)
Aislinn Dwyer, Education Assistant, effective 1/22/13 - 4/19/13 (approx. dates)
Sarah Estrem, Teacher, effective 1/14/13 - 1/18/13
Melody Henricks, Teacher, effective 1/17/13 - 1/25/13
Andrea Lemon, Teacher, effective 12/19/12 - 01/21/13 (approx. dates)
Naomi Lepore, Assistant Manager, effective 12/04/12 - 12/14/12

School Board Meeting – January 9, 2013
Rose Lind, Education Assistant, effective 12/07/12 - 12/14/12
Marcella Stein, Education Assistant, effective 12/19/12 – 1/25/13 (approx. dates)
Abbie Stiner, Education Assistant, 11/26/12 - 12/05/12
Dana Thibodeau-Skinner, Education Assistant, effective 12/17/12 - 12/21/12

Transfer
Jerome Urmann, Education Assistant, from John Glenn to CAP, effective 12/12/12
Jennifer Thorsen, Teacher, from ALP Capitol View to Transition, effective 12/21/12 - 2/1/13

Rescind
Faith Schultz, Psychologist, Leave of absence, effective 5/6/13 - 5/10/12

8.04 Donations:
  ✔ Valley Crossing Community School received $42.50 from Truist on behalf of an anonymous donor
  ✔ Auto Dismantling received a 1997 Oldsmobile Cutlass Supreme from Rebecca M. Lawrence
  ✔ Auto Dismantling received a 1999 Lincoln Town Car from Kenneth and Rose Partch
  ✔ South Campus received three (3) Target gift cards from Nora E. Reid
  ✔ Diesel Trucks & Engine Tech received a 318 engine from a 1973 Challenger from Lawrence O. Arntzen
  ✔ Auto Dismantling received a 2003 Mitsubishi Montero from Lisa M. Edstrom

8.05 Designation of Primary Depositories, Investment Brokers and Paying Agents
The primary depository has been evaluated for services provided during the past year. We recommend that the district continue to have this service provided by MSDLAF+/US Bank. A summary of the current status of investment brokers/dealers is attached.

The Superintendent recommends that the Board designate the following banks as depositories for district funds and authorize use of the following investment brokers/dealers and paying agents for the period of January 3, 2013, to January 7, 2014.

PRIMARY DEPOSITORIES
US Bank - White Bear Lake
MSDLAF+ (Minnesota School District Liquid Asset Fund)

INVESTMENT BROKERS/DEALERS
MSDLAF+
US Bank
Wells Fargo Brokerage Services
8.06 **Designation of Official Newspaper**

In past years, legal notices and minutes have been published in the *Vadnais Heights Press*, (which under M.S. 31.02 qualifies as the district’s official newspaper because it is published within the district). In addition, the full minutes are available on the district’s website [www.nemetro.k12.mn.us](http://www.nemetro.k12.mn.us). A proposal has been submitted by Press Publications for the *Vadnais Heights Press* to remain the official school district/legal publication newspaper for 2013. They have proposed a rate increase to $4.25 due to paper price increases and expenses (since 2008 our rate has been $4.15 per column inch in 7 point type at 9-lines per inch).

The Superintendent recommends the School Board approve the continuation of *Vadnais Heights Press* as the legal publication for the school district for 2013.

8.07 **Facsimile Signatures**

The Superintendent recommends that the School Board approve the resolution to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

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

THEREFORE BE IT RESOLVED by Northeast Metropolitan Intermediate School District 916 as follows:

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

2. Pursuant to M.S. 47.42, the School Board of said District approves the use of such facsimile signatures and hereby determines to insure the School District with an insurance company authorized to do business within the State in the amount of $500,000 in the form of a surety bond or otherwise against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures and the officers of said School District or other person as provided therein shall not be
personally liable for loss, if any, resulting from the use of any facsimile signatures unless said loss occurs by reason of any officer's wrongful act.

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

8.08 **Prepayment of Bills**
The monthly treasurer’s report and list of bills are audited. All bills processed for payment will include the required voucher packet (purchase order, receiving report, and invoice) and required staff authorizations. All prepayments will be so noted on the list of bills for audit by the treasurer. Those for which payment has been made prior to board approval will be asterisked on the summarized list of check totals. This motion is also used by member districts.

The Superintendent recommends that in instances where it is in the best interest of the school district to make payment prior to a meeting at which bills are approved by the board and when such payment is provided for in the approved preliminary or final budget, the superintendent or an agent, be authorized to make such payment subject to subsequent ratification by the school board.

8.09 **Petty Cash**
Designation for Calendar 2013 of petty cash amounts of $100.00 or more. Authorized petty cash amounts may be greater than amounts currently in use.

The Superintendent recommends that the Board renew designation of the following petty cash locations and amounts of $100.00 or more.

<table>
<thead>
<tr>
<th>Authorized Location</th>
<th>Amount</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career &amp; Tech</td>
<td>$ 100.00</td>
<td>Patricia Ludack</td>
</tr>
<tr>
<td>Capitol View Spec Ed</td>
<td>250.00</td>
<td>Cheri Schouweiler</td>
</tr>
<tr>
<td>John Glenn Spec Ed</td>
<td>250.00</td>
<td>Margaret Heiskary</td>
</tr>
<tr>
<td>District Petty Cash</td>
<td>2,500.00</td>
<td>Chris Zschau</td>
</tr>
<tr>
<td>Otter Lake Spec Ed</td>
<td>300.00</td>
<td>Linda Espy</td>
</tr>
<tr>
<td>South Campus Spec Ed</td>
<td>250.00</td>
<td>Linda Espy</td>
</tr>
<tr>
<td>WELS South Spec Ed</td>
<td>100.00</td>
<td>Linda Espy</td>
</tr>
<tr>
<td>Transition Program/WELS SpEd</td>
<td>700.00</td>
<td>Tamara Wishard</td>
</tr>
<tr>
<td>VC Community School</td>
<td>1,000.00</td>
<td>Catherine St. Michel</td>
</tr>
</tbody>
</table>

8.10 **Investment Collateral**
The Superintendent recommends that the School Board authorize the Director of Administrative Services and/or designee to conduct collateral transactions for the district.
CURRENT STATUS OF INVESTMENT BROKERS/DEALERS

<table>
<thead>
<tr>
<th>Depository-Contact Person-Comments</th>
<th>Investments As of 11/30/12</th>
<th>Rate Ranges As Of 11/30/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. US Bank Lakewood</td>
<td>$ 0</td>
<td>N/A</td>
</tr>
<tr>
<td>Sharon Peloski</td>
<td>Primary Bank</td>
<td></td>
</tr>
<tr>
<td>2. MSDLAF+</td>
<td>Operating Acct $6,708,002</td>
<td>.02% - .04%</td>
</tr>
<tr>
<td>Carole Loehr</td>
<td>Payroll 12,829</td>
<td>.02% - .04%</td>
</tr>
<tr>
<td>Offers liquid asset fund, CDs</td>
<td>Acct 600008 41,385</td>
<td>.02% - .04%</td>
</tr>
<tr>
<td>3. Wells Fargo Brokerage Services</td>
<td>$ 0</td>
<td>N/A</td>
</tr>
<tr>
<td>Heather Berscheit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offers CDs &amp; CM at competitive rates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Morgan Stanley Smith Barney LLC.</td>
<td>$ 0</td>
<td>N/A</td>
</tr>
<tr>
<td>Nicholas Nerland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offers CDs &amp; CM at competitive rates.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. US Bank Corporate Trust Services</td>
<td>$107,931</td>
<td>0%</td>
</tr>
<tr>
<td>Jaymes Paulson</td>
<td>Paying Agent</td>
<td></td>
</tr>
<tr>
<td>Valley Crossing</td>
<td>Offers money market fund</td>
<td></td>
</tr>
<tr>
<td>at competitive rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. PMA – MnTrust</td>
<td>$5,933,296</td>
<td>.10% - .80%</td>
</tr>
<tr>
<td>Brandon May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offers CDs &amp; CM at competitive rates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend:
CM = Commercial Paper
CD = Certificates of Deposit

8.11 Resolution Delegating Authority to Make Electronic Funds Transfers

In order to be in compliance with MN Statute Section 471.38, it is necessary to annually designate specific district staff members with the authority to make electronic funds transfers for the district. It is in the best interest of the district to utilize electronic fund transfers rather than execute written authorizations, instructions and releases given the instant liquidity of the transfer dollars.

The Superintendent recommends that the Board authorize Kristine Carr and Susan Joy to execute the Domestic and International Funds (Wire) Transfer Agreement from January 3, 2013, to January 7, 2014, on behalf of Northeast Metropolitan Intermediate School District 916 with US Bank White Bear Lake and other depositories and investment agencies for the telephonic request for the transmission of funds belonging to Northeast Metropolitan Intermediate School District 916. That the Board also authorize Tom DeWell to execute the Domestic Funds (Wire) Transfer
Agreement from January 3, 2013, to January 7, 2014, for the telephonic request for the transmission of funds (payroll taxes) belonging to Northeast Metropolitan Intermediate School District 916.

8.12 **Authorization to Seek Legal Counsel**

The designation by school board resolution of a specific attorney to serve as District legal counsel is not necessary. However, it is advisable to designate by resolution of the school board that the superintendent and the School Board chair are delegated the authority to contract legal counsel when necessary without first having to consult with the school board.

The Superintendent recommends that the School Board chairperson, superintendent, and other staff specifically designated by the superintendent be authorized to seek legal counsel as required within the approved budget.

8.13 **Approval of Credit Cards and Card Holders**

In order to be in compliance with MN Statute Section 123B.02, it is necessary to annually designate specific staff members with the authority to use credit cards held by Northeast Metro 916. It is in the best interest of the district to utilize these cards so that our programs can continue to run their daily operations in an efficient and time saving manner.

The Superintendent recommends that the Board approve the following credit cards and card holders for use within the various Northeast Metro 916 programs:

<table>
<thead>
<tr>
<th>Vendor/Account</th>
<th>SAM’S CLUB</th>
<th>SAM’S CLUB</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>XXXXXXXXXXX6033</td>
<td>XXXXXXXXXXX8216</td>
</tr>
<tr>
<td>Credit Limit</td>
<td>$5,000</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Card Holders</th>
<th>Card Holders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Office</td>
<td>Valley Crossing</td>
</tr>
<tr>
<td>Shelley Walsh</td>
<td>Cathy St. Michel</td>
</tr>
<tr>
<td></td>
<td>Jody Zemke</td>
</tr>
<tr>
<td>CTC</td>
<td></td>
</tr>
<tr>
<td>Dan Fleming</td>
<td></td>
</tr>
<tr>
<td>Dixie McLean</td>
<td></td>
</tr>
<tr>
<td>Brigid Shea</td>
<td></td>
</tr>
<tr>
<td>Staff Development</td>
<td></td>
</tr>
<tr>
<td>Karen Chase</td>
<td></td>
</tr>
<tr>
<td>Cathy Hull</td>
<td></td>
</tr>
<tr>
<td>Special Ed</td>
<td></td>
</tr>
</tbody>
</table>
Rae Ann Brusten  Mary Magnuson
Sara Dankers   Nancy Maloney
Gary Delaney   Wayne Mundt
Linnea Dumke   Merilee Read
Linda Espy     Cheri Schouweiler
Deanna Giller  Elizabeth Shopbell
Angela Gustafson Michelle Sorman
Colleen Hampel Amanda Stambaugh
Cheryl Johnson Pam Sullivan
Brenda Luna    Larry Turner

ALC
Jonas Beugen
Amy Just
Ann Peterson

Vendor/Account

HOME DEPOT
XXXX XXXX XXXX 5895
Credit Limit: $15,000

Card Holders
Bellaire – Rhonda Glaser
          Steve Holets
CTC    -Tom Spehn
VCCS – Kenneth Ullmann

Vendor/Account

SA FLEET ONE LLC
XXX XXXX XXXX 9020
Credit Limit: $2,000

Cards
Card 1 (0010) Rice Street Store – Roseville
Card 2 (0028) Hwy 96 Store – White Bear Lake
Card 3 (0036) Nancy Maloney
Card 4 (0044) Bellaire (Safe)

Vendor/Account

KWIK TRIP
XXXXXXXXXXXXXXXXXXXX0011
Credit Limit: $1,000

Oneka – Van Drivers

Vendor/Account
Resolution Delegating Contract Approval to Superintendent

WHEREAS, the School Board desires to delegate to the Superintendent or designee the negotiation, approval and signing of certain contracts or agreements; and

NOW, THEREFORE, BE IT RESOLVED by the School Board of Northeast Metropolitan Intermediate School District 916 as follows:

The School Board hereby adopts a resolution authorizing the Superintendent or designee of the School District to negotiate, approve and sign contracts or agreements under the amount of $50,000, which are included in the board approved budget, without further board action required.

2013 Pay Equity Report
Pay equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. The District has met the test that determines if female classes are paid
consistently lower than male classes, as well as the test that compares longevity and performance pay. However, the district failed the test that compares the average number of years it takes for individuals to move through salary ranges established for female classes compared to male classes. The district will be working to correct this in the upcoming negotiation cycle and will be able to resubmit these changes.

The Superintendent recommends that the School Board approve the 2013 Pay Equity Implementation Report for submission to Minnesota Pay Equity Management System.

8.16 **Acceptance of Grants**
- From the Minnesota Department of Education, on behalf of Valley Crossing Community School, in the amount of $11,927.63 for FY13 Title I, Part A – Improving the Academic Achievement of the Disadvantaged and FY12 Carryover funds of $969.19 for the period July 1, 2012 through June 30, 2013.

8.17 **Approval of Joint Purchasing Agreement**
As part of our purchasing and procurement initiative, Pat Harris is working with other school districts to gain access to contracts that are already bid at favorable rates. These agreements allow Northeast Metro 916 to access purchasing contracts already in existence in the listed school districts and the listed school districts then have access to contracts bid and awarded by Northeast Metro 916. The pricing from these contracts will in turn be available to our member districts to potentially gain better purchasing discounts on materials and services.

The Superintendent recommends that the School Board approve the joint purchasing agreement listed below. This agreement will remain in effect unless specifically rescinded by either party:

ISD 277 – Westonka Public Schools, Mound, Minnesota
CHALLENGES OF RECRUITING & RETAINING

Education Assistants

Education Assistant Issues

• Beginning to explore options to increase our ability to attract and retain qualified Education Assistants

• Upcoming Contract Negotiations for 7/1/2013-6/30/2015 contract
Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.

Demographics

- 212 Education Assistant positions district wide
- 175 Level IV Special Education Assistant positions

Mission

Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.

Hiring Statistics YTD
2012-2013 school year

- Hired 24 Level IV Education Assistants
- 13 current openings (7%)
- Consistent average of 10+ openings this school year

Mission

Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.
Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.

Elementary Program Openings:

<table>
<thead>
<tr>
<th>School</th>
<th>Filled</th>
<th>Openings</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALP at John Glenn</td>
<td>9</td>
<td>2</td>
<td>22%</td>
</tr>
<tr>
<td>ALP at Oneka</td>
<td>6</td>
<td>3</td>
<td>33%</td>
</tr>
<tr>
<td>ALP at Valley Crossing</td>
<td>4</td>
<td>1</td>
<td>20%</td>
</tr>
<tr>
<td>CID Program at Otter Lake</td>
<td>8</td>
<td>1</td>
<td>11%</td>
</tr>
</tbody>
</table>

Impact of Vacant Positions

- High utilization of substitute staff
- Inability to develop a strong cohesive team
- Staff consistency for students
- Limited program enrollment in small elementary sites
Traditional K-12 vs. Federal Setting IV

Education Assistants

- PCM or CPI trained
- Behavior Tools trained
- Data collection requirements
- Direct instruction
- Crisis intervention
- Physical demands (lifting, holding, running)

__Mission__

Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.

Physical Demands

- EA’s physical requirements:

  Ability to pass pre-placement physical exam; ability to lift, physically contain and withstand unpredictable pushing or pulling by students up to adult size; and the ability to move quickly to avoid unpredictable physical interactions.

__Mission__

Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.
2012 OSHA Work-Related Injury Report
Education Assistant Injuries

- Work-related injuries
  - Total recordable injuries with medical attention - 57
- Impact of injuries
  - Total number of days with lost time - 9 days
  - Total number of days with restrictions - 115 days

Staff Injuries Sept 2012 – Dec 2012

<table>
<thead>
<tr>
<th>Injury Report Summary</th>
<th>Number</th>
<th>% of Injuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of staff injuries</td>
<td>181</td>
<td></td>
</tr>
<tr>
<td>Total number of EdAsst Injuries</td>
<td>101</td>
<td>55.8%</td>
</tr>
</tbody>
</table>

Types of injury: Bruise, scratch, strain, bite, fall, puncture, sprain and fracture

Mission
Northeast Metro Intermediate School District 916 responds to the unique needs of students, educators and school districts with innovation, quality and trusted experience.
Candidate Profile

- Respond to increasingly challenging job responsibilities
- Skilled to manage behaviors and implement education plans
- Ability to meet physical demands
- Effective in high crisis environment

Hiring Challenges

- Attracting the most qualified candidates to serve our students requires competitive pay
- Our current starting hourly rate
- Average member district hourly rate
- Comparative district hourly rate
- Candidates decline due to non-competitive pay
Current Strategies

- Creation of 4 float EA positions
- Reassigned experienced staff
- Providing additional training to substitutes
- New K-8 facility

Building Capacity and Retaining Staff

- Create a district-wide options team that would respond to programs that are short staffed.
- To do this we need to have quality staff coming into the district to replace experienced and highly skill staff moving into these positions.
- Create leadership opportunities and options for staff from within the programs.
To Maintain High Quality Programs

- High quality staff are required to meet the challenging needs of Level IV students
- Unfilled positions significantly impact programs
Kristine reviewed with the ALT everything we have done over the past two years. This information can be shared with your staff and parents.

We have had two independent safety audits in the last ten years and both found our buildings overall to be safe by virtue of how many adult staff we have in our buildings. However the biggest concern in both audits was secure access to our buildings. As a result of these audits we began to keep exterior doors locked in our buildings and routed traffic to main doors for as much of the day as possible. Staff propping doors open continues to be an on-going issue for securing access to our buildings.

Two years ago we applied for a REMS grant in collaboration with Stillwater. As a result of this grant we have been working with two different security firms, RETA out of Illinois, and Safe Havens, out of Georgia. Staff from both firms have done emergency management training and site assessments with us over the past year. We have been working to implement many of the suggestions from those trainings and site assessments. Here are items that have been addressed so far:

- Most of our buildings, even prior to the grant, have been converted over to have secure access entrances. The sites that are not done do not lend themselves to an easy conversion so we continually look at what we can do to make them more secure. (For example, implementing key card access at doors.) In particular, Valley Crossing Community School is very open and that site will be looked at again in January with RETA staff when they are here for other training.
- Exterior paging, - now completed at all of our buildings.
- Changes in exterior landscaping to support site lines and visibility
- New digital radios district-wide.
- On-going meetings with our community partners and encouraging each program to invite their community partners into the programs during the year so they are familiar with student profile and the layout of the building.
- Staff training in multiple areas
- New interior building maps have been updated by our architects and prepared for posting at all of our sites and will be provided to all community partners.
- Laminated safety glass is now being used when replacing broken glass at our buildings.
- Emergency plans have been reviewed and updated with review from Safe Havens, internal staff and our community partners.
- Flip charts created and distributed to all sites containing the emergency plans.
- Training videos created on emergency protocols.
- Two district staff available to attend staff meetings at sites to review emergency management plans and train on protocols.
- Visitor and staff color coded lanyards (blue – staff; red- visitor)
- Numbering of all exterior doors for emergency responders – we need to finish this by also marking them on the interior
- Re-keyed Capitol View Center and make changes at sites as needed.
- Web site updated in for staff section that contains
  - Current emergency plans
  - Training videos on emergency protocols
  - FEMA link to training courses for school emergency issues – in particular the Incident Command System
  - Scenarios and table top exercises to review with staff throughout the year
The regular meeting of the Northeast Metropolitan Intermediate School District 916 School Board was held on Tuesday, December 4, 2012, at 6:00 p.m. at Bellaire School located at 2540 County Road F East, White Bear Lake, Minnesota 55110.

The meeting was called to order by Chair Brunnette at 6:00 p.m.

Members present: Lodico-12, Sturdevant-13, Forsberg-16, Sager-621, Auge’-622, Edstrom-623, Brunnette-833, and Buchholz-834.

Members absent: Newberg-624 and Schwartz-832.

Also present: Connie S. Hayes, superintendent.

On motion by Member Sager, seconded by Member Auge’, with all members present voting aye that the School Board adopt the agenda as posted, limit discussion to the approved agenda, and accept the list of items proposed for consent adoption.

- Thursday, December 13, 2012 – 916 Mahtomedi Academy Winter Graduation at 6:00 p.m. at 916 Mahtomedi Academy, White Bear Lake
- Thursday, December 20, 2012 – East View Academy Winter Graduation at 6:00 p.m. at East View Academy, Little Canada
- Thursday, December 20, 2012 – Metro Heights Academy Winter Graduation at 7:00 p.m. at Metro Heights Academy, Columbia Heights
- Wednesday, January 9, 2013 – Regular School Board meeting at 6:00 p.m.

None.

Dan Porter has been recognized as social worker of the year by his professional association which is similar to the MN Teacher of the Year award. He is very active in a number of statewide initiatives that influence the development of mental health services which was one of the reasons he was given the award. Dan has been moved to a lead social worker position this year and is helping to direct the increasing availability of mental health services.
Northeast Metropolitan Intermediate School District 916 Board Minutes
December 4, 2012 – Page 2

services in the district.

Dr. Julie Hartmann started her position at Valley Crossing Community School this summer, replacing Mary Anderson. Many of the elements of the Valley program, like Responsive Classroom, were things that align with her leadership values making this a good fit. Julie comes to us from the Sioux Falls, SD school district.

Deanne DeGraff, Career & Tech Center principal, talked about the Career and Tech Center course offerings. Planning for the next year’s course offerings begins in the early fall so that the program brochure can be available for the member districts that begin enrollments in their own high schools early winter. The advisory committee recommended a new program, Introduction to Hospitality & Tourism Management, which will be included in the array of offerings for the 2013-2014 school year. A new brochure showing the courses available under each career category was shared.

Kristine Carr, director of administrative services, shared some of the impacts on the budget so far this year including additional spending in compensatory dollars to meet needs. In addition, special education enrollment is significantly higher this fall than has been the pattern for most of the recent past so additional staff have been hired to reflect those additional students.

Using a snapshot in time, Director of Special Education Dan Naidicz shared with the Board that approximately 93 students would move to the new building if it were to open today. Those students are the ones that live closest to the facility. The building will have capacity from between 120 to 140 students, depending upon how many students might need an individual classroom. That would leave 27 to 47 slots available for growth. In addition, the students moving would create open spots in the other program locations. So the new building will create a net gain of between 85 and 105 new spots for students within the district. The building is designed and situated on the land so that an additional “pod” could be readily added on if needed in the future.

On motion by Member Forsberg, seconded by Member Lodico, with all members present voting aye that the consent items, be accepted as part of the approval of the agenda, be approved consistent with the recommended actions presented by the administration.

✓ Regular School Board Meeting Minutes of November 7, 2012

INTRODUCTION OF VALLEY CROSSING COMMUNITY SCHOOL PRINCIPAL
(6.02)

PRESENTATION: CAREER & TECH CENTER COURSE OFFERINGS
(6.03)

FY12 REVISED BUDGET
(6.04)

STUDENT NUMBERS FOR SPECIAL EDUCATION NORTHWEST K-8 FACILITY
(6.05)

APPROVAL OF THE CONSENT AGENDA
(7.0)

APPROVAL OF MINUTES (7.01)
$3,220,980.73 for check numbers 468181-468679 except for voids as presented; and wire transfer report for the period October 27 to November 23, 2012.

Employment*
Christa Edwards, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 11/12/12
Jacqueline Gaulden, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 12/03/12
Melody Henricks, Teacher, $55,103, MA Step 9, 1.0 FTE, 184 days, effective 11/12/12
Erik Jahn, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 12/03/12
Annie Pedersen, School Health Spec II, $20.44/hr, $5,500/yr stipend, 7.5 hrs/day, 184 days, effective 11/12/12
Carol Rage, School Health Spec II, $21.18/hr, $6,500/yr stipend, 7 hrs/day, 184 days, effective 12/3/12
Desseray Sampoang, Teacher, $9,745 (approx. partial year prorated amount), BA+30, Step 1, .8 FTE, effective 11/28/12 - 2/25/13
Erik Teig, Education Assistant, $13.75/hr, 6.5 hrs/day, 183 days, effective 11/12/12

*(All new hire offers of employment are contingent upon background check; licensed staff hires are contingent upon receipt of official transcripts and licensure.)

Leave of Absence
Ashley Acosta, Education Assistant, effective 01/02/13 - 05/08/13
Patricia Gray, Education Assistant, effective 11/09/12 – 12/21/12 (approx. dates)
Paris Grotto, Education Assistant, effective 10/24/12 - 11/07/12
Beth Johnson, Education Assistant, effective 11/30/12 - 12/14/12
Melinda Myers, Education Assistant, effective 01/02/13 - 02/18/13 (approx. dates)
Ann Peterson, Assistant Manager, effective 11/6/12 – 11/16/12
Scott Satersmoen, Teacher, effective 11/15/12 – 12/04/12
Faith Schultz, Psychologist, effective 05/06/13 - 05/10/12

Transfer
Michael Gilbertson, Education Assistant, from John Glenn to ALP Capitol View, effective 11/16/12
Molly Gudim, Custodian, from Capitol View to Bellaire, effective 11/21/12
Rose Lind, Education Assistant, from Otter Lake to Wels North, effective 11/05/12
Jerome Urmann, Education Assistant, from CAP to John Glenn,
Northeast Metropolitan Intermediate School District 916 Board Minutes
December 4, 2012 – Page 4

effective 11/15/12
Katy Williams, Education Assistant, from John Glenn to CAP,
effective 11/01/12

Miscellaneous
Change the Substitute Teacher pay structure from the current
$15/hr for the first 20 days; $20/hr retroactively from their first day
of work, after 21 days to a single hourly rate.
Effective December 5, 2012, Substitute Teacher rate,
$20.00/hour for all hours worked.

- Auto Dismantling received a 1990 Honda Accord from Adam
  J. Kiheri
- Auto Dismantling received a 2001 Saturn L30 from Melissa L.
  Matthews
- Auto Dismantling received a 1998 Mustang CP from William L.
  Smith
- Auto Dismantling received a 1998 Chevrolet Astro AWD van
  from Russell and Shelly Thoemke
- Auto Dismantling received a 1990 Isuzu Trooper from Cynthia
  G. Bush
- Automotive Technology received 1-floor jack, 2-jack stands, 2-
  wrench sets, 2-oil filter wrenches, 6-crescent wrenches, 1-2
  amp charger, 12-screwdrivers, 1-air ratchet, 1-impact gun, 1-
  25’ air hose, 2-hammers, 3-pipe wrenches, 3-pliers sets, 2-
  hack saws, 1-12v test light, 1-small compressor, 1-allen
  wrench set, 1-drop light 10’ cord, and 1-cross wrench from
  Lori Simon
- Auto Dismantling received a 2000 Pontiac Montana van from
  Donald and Nancy Pakko
- D/HH and Assessment Center received labor to dismantle a
  sound booth, transportation of the sound booth from Willows
  to Capitol View Center, and labor to reassemble the sound
  booth from Construction Management-Building Resources
  (CMBR)
- Valley Crossing Community School received $42.50 from
  Truist on behalf of an anonymous donor
- Valley Crossing Community School received three books for
  their Media Center in honor of Veteran’s Day from Drew
  Rhoades
- Auto Dismantling received a 1997 Lincoln Town Car from
  Diane L. O’Brien
- Auto Dismantling received a 1999 Chevrolet Venture van from
  Rose and Kenneth Partch

Set the regular meeting of the School Board at 6:00 p.m. at
Bellaire School on the first Tuesday of each month, except as
indicated below, which meetings may be recessed and adjourned
as deemed necessary by the Board, and such special meetings

DONATIONS
(7.04)

2013 REGULAR
MEETING DATES
(7.05)
may be called as provided by law:"

**Wednesday**, January 9, 2013 - 6:00 p.m.
Tuesday, January 29, 2013 – 6:00 p.m. (Work Session-as needed basis)
Tuesday, February 5, 2013 - 6:00 p.m.
Tuesday, March 5, 2013 - 6:00 p.m.
**Wednesday**, April 10, 2013 - 6:00 p.m.
Tuesday, April 30, 2013 – 6:00 p.m. (Work Session – as needed basis)
Tuesday, May 7, 2013 - 6:00 p.m.
**Wednesday**, June 12, 2013 – 6:00 p.m.
**Wednesday**, June 26, 2013 – 4:00 p.m. (Work Session)
Tuesday, July 30, 2013 - 6:00 p.m. (Work Session – as needed basis)
**Wednesday**, August 7, 2013 - 6:00 p.m. (due to National Night to Unite)
Tuesday, September 3, 2013 - 6:00 p.m.
Tuesday, October 1, 2013 - 6:00 p.m.
Tuesday, October 29, 2013 – 6:00 p.m. (Work Session-as needed basis)
**Wednesday**, November 6, 2013 - 6:00 p.m. (due to Election Day)
Tuesday, December 3, 2013 - 6:00 p.m.

- From the Minnesota Department of Education in the amount of $1,763.35 for FY13 Title II, Part A – Teacher and Principal Training and Recruitment and FY12 carry-over funds of $122.14 for the period July 1, 2012 through June 30, 2013.
- From the Minnesota Department of Education, on behalf of Valley Crossing Community School, in the amount of $10,098.16 for FY13 Title II, Part A – Teacher and Principal Training and Recruitment and FY12 carry-over funds of $5,397.89 for the period July 1, 2012 through June 30, 2013.
- From Ramsey County Community Human Services Department in the amount of $51,401 for Project Enhance for the period January 1, 2013 through December 31, 2013.

On motion by Member Buchholz, seconded by Member Sager, with all members present voting aye that the School Board approve the 2012-13 operating budget for Northeast Metropolitan Intermediate School District 916 as presented.

<table>
<thead>
<tr>
<th></th>
<th>Preliminary Revenues</th>
<th>Preliminary Expenditures</th>
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<tr>
<td>Career &amp; Technical</td>
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<tr>
<td>01</td>
<td>$2,119,644</td>
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<td>Area Learning Center</td>
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<td>Subtotal</td>
<td>$5,467,295</td>
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**ACCEPTANCE OF GRANTS (7.06)**

**FY13 REVISED BUDGET APPROVAL (8.01)**
### Special Ed General

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### Contract Svrs/Projects

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**Subtotal**

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### Contract Svrs/Projects

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**Subtotal**

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### Post Secondary Education

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<tr>
<td>Agency Fund</td>
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<td>Career &amp; Tech/SpEd Stud Clubs</td>
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<td>Projects Federal</td>
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**Subtotal**

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### Valley Crossing

<table>
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<tbody>
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<td>VC-General</td>
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<tr>
<td>VC-Reserve for Capital</td>
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<td>VC-Kdgn Plus Program</td>
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<td>VC-Debt Redemption</td>
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<td>VC-Student Clubs</td>
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**Subtotal**

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### District-Wide

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<td>Reserve for Health &amp; Safety</td>
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<tr>
<td>Internal Service Fund</td>
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<td>Dist Wide Resale</td>
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**Subtotal**

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**GRAND TOTAL**

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<td>$46,856,174</td>
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The Review and Comment process is required per MN Statute 123B.71 as a process to document the need and justifications for large capital projects. This document, prepared by Dr. Roger Worner, provides the detailed information requested by the Minnesota Department of Education to outline the project scope, purpose, and cost.

On motion by Member Lodico, seconded by Member Auge’, with all members present voting aye that the School Board authorize the administration to submit the Review and Comment document for the Special Education Northwest K-8 Facility to the Minnesota Department of Education for approval.

Member Sturdevant noted that tonight will be his last meeting as the representative from Columbia Heights. All of the security systems have been remodeled in their buildings.

Member Auge’ reported that the School Board Law Seminar hosted by Northeast Metro 916 on November 28 was phenomenal. The North St. Paul-Maplewood-Oakdale superintendent was wowed by the Children’s Mental Health Summit. The K-12 Education Committee chair is one of their...
legislators. They are preparing for some transition conversations about changes in the school board. The superintendent’s contract has been renewed for two more years. She will be attending the MSBA Delegate Assembly.

Member Buchholz attended the Mental Health Summit—it is a conversation that will continue to grow and expand. She introduced Dr. Mike Ptacek, a colleague member of the Stillwater School Board. Member Buchholz has served on the Northeast Metro 916 School Board for four years and will not be spending her time getting Stillwater ready for a levy next fall. They will be doing another budget cutback.

Member Lodico reported that Centennial has finally completed its strategic plan, which will be a part of their superintendent search. They are proposing an in-house health clinic. Interim Superintendent Keith Dixon has provided a lot of excellent leadership in the district. They hope to have their new superintendent in place by July 1. Centennial may also have a new board representative. Member Lodico will be attending the MSBA Delegate Assembly. Centennial does have one new board member.

Member Sager reported that Mounds View received an unqualified opinion on their audit. They are planning a second annual mayor and manager meeting. New compensation ranges for their technology staff was approved based on a study.

Member Forsberg commented that the Mental Health Summit was very well done. Spring Lake Park is still struggling with facilities and the need to add classrooms. Former superintendent Don Helmstetter and Member Forsberg will be presenting at the MSBA Leadership Conference on school board/superintendent relationships. EMID is making progress on repurposing its buildings. There will be a program on Channel 2 on December 28 at 7:00 p.m. called “Redesigning Minnesota—A Lesson in Change.”

Member Edstrom reported that Roseville extended its superintendent contract for one more year, until June 30, 2014. The school board just finished their equity training sessions (IDI) with Dan Jess. The Lake Owasso property is going up for sale—the building has already been demolished. They are getting ready to go out next fall for a levy. Roseville is very involved with what is going on with EMID buildings.

Member Brunnette reported that the South Washington County School Board chair is resigning and letters of interest were solicited from the community through November 25. Fourteen
residents are interested in the vacant board position. The district has a levy expiring in 2013 and 2014. The district is working on its level of service matrix. Member Brunnette reminded board members to become a member of the 916 Education Foundation if you have not.

Superintendent Hayes commented that she was very happy with the Mental Health Summit. There are three “asks” proposed to the legislature this year—(1) increase the school link mental health grants to school districts, (2) increase the safe schools levy, and (3) put some legislative support and dollars behind the PBIS. Superintendent Hayes thanked Member Sturdevant for his service on the school board. We are really good news on the prone restraint discussions, which will sunset at the end of the fiscal year. A plan is being developed to recommend to the state. There was a breakthrough and consensus has been built on some new language for support for two more years. We think we will have a unified message to the legislature.

There being no further business, Chair Brunnette adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Kathy Buchholz
Clerk

LZ
## 2012/2012-13 SCHOOL BOARD COMPENSATION

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>Chairperson</th>
<th>V-Chairperson</th>
<th>Clerk</th>
<th>Treasurer</th>
<th>Directors</th>
<th>Meetings Per Year</th>
<th>Additional Meetings</th>
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<td>Centennial</td>
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<td>$4,773</td>
<td>$5,114</td>
<td>$4,773</td>
<td>$4,546</td>
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<td>Columbia Hts</td>
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<td>$6,000</td>
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<td>$6,000</td>
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<td>12</td>
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<td>Spring Lk Pk</td>
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<td>$5,000</td>
<td>$5,400</td>
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<td>$5,000</td>
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<td>Mounds View</td>
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<td>$6,500</td>
<td>$6,500</td>
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<td>NSP-M-Oakd</td>
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<td>$5,700</td>
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<td>As needed</td>
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<tr>
<td>Mahtomedi</td>
<td>$5,000</td>
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<td>$4,400</td>
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<tr>
<td>So Wash Cty</td>
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<td>$4,400</td>
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<td>22 Wk Sessions</td>
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<td>$5,200</td>
<td>$5,100</td>
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<tr>
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<td>$5,158</td>
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<tr>
<td>Average (without highest and lowest)</td>
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<td>$5,164</td>
<td>$5,093</td>
<td>$4,990</td>
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**NOTES:**
1. Averages do not include expense reimbursements

12/18/2012