

MTEEA State Safety Manual Proposal:

To do this at a statewide level a safety writing team would include:

- 3 middle school teachers
- 10 high school teachers (two from each of the 5 Tech Ed concentration areas: construction, manufacturing, transportation, power/energy, and communications).
- 2 MTEEA coordinators (probably Mike Lindstrom and Gary Gronquist, our former Executive Director; Mike coordinated the development of the AH safety manuals back about 15 years ago and Gary was a graphics instructor at Hastings, so he has strong background in formatting and assembling documents as well).

Option A: We suggest that the team meet 6 times over the span of the school year. Keep in mind that is asking a lot of team members' schools, because they would be missing classes 6 times with subs provided. Estimated expenses:

- We would need to provide a total of 78 subs (6 meetings times 15 teachers) for the project at an approximate cost (varies by district) of \$150 per substitute teacher totaling **\$13,500**.
- Mileage to a central location such as St. Cloud (120 miles round trip for 15 people, 6 times at \$.42 per mile) might be **\$4,536**.
- I believe that St. Cloud State University would be willing to provide meeting space free of charge, but we would probably need to pay for parking in the ramp (15 people, for 6 days at \$9 per person per day) for about **\$810**. Alternatively we can check with someplace like the St. Cloud Holiday Inn and see if we could get a meeting room each of the 6 days for less than \$810 total since parking would be free there. But meals might be cheaper on the SCSU campus.
- A meal and snacks might be around \$20 per person for each day (15 people times 6 meetings times

\$20) for about **\$1800**.

- The total for these items would be \$20,646. MTEEA would suggest a fiscal agency fee of 8% or about **\$1651**. We would provide a projector, a copier, coordinate communication and meeting agendas and post the final products to our website. The final product would be documents in digital form posted to the MTEEA website.
- So Option A would total about **\$22,300**.

Option B: It might work best to have the team meet twice during the school year and then complete their work with four full days in the summer, so that would look like this:

- We would need to provide a total of 30 subs (2 meetings times 15 teachers) for the project at an approximate cost (varies by district) of \$150 per substitute teacher totaling **\$4,500**.
- Mileage to a central location such as St. Cloud (120 miles round trip for 15 people, 3 times at \$.42 per mile) might be **\$2,268**.
- I believe that St. Cloud State University would be willing to provide meeting space free of charge, but we would probably need to pay for parking in the ramp (15 people, for 6 days at \$9 per person) for about **\$810**. Alternatively we can check with someplace like the St. Cloud Holiday Inn and see if we could get a meeting room each of the 6 days for less than \$810 total since parking would be free there. But meals might be cheaper on the SCSU campus.
- A meal and snacks might be around \$20 per person for each day during the school year (15 people times 2 meetings times \$20) for about \$600. Then for the four days in the summer we would need to provide three meals per person per day for about \$45 per person per day for a total of \$2700. Together that is **\$3,300**.
- A stipend would need to be provided for teachers in the summer and we think we could offer \$150 per person for each of those 4 days at a total of **\$9000**.
- Hotels would be needed for the summer days instead of paying mileage each day and that would

total about **\$3,840**.

- The total for these items would be \$23,718. MTEEA would suggest a fiscal agency fee of 8% or about **\$1898**. We would provide a projector, a copier, coordinate communication and meeting agendas and post the final products to our website.
- So Option B would total about **\$25,616**.

These are rough estimates.