

2001 Project Abstract
For the period ending June 30, 2003

FINAL REPORT

FEB 07 2003

Title: Integrated Pest Management in Schools

Project Manager: Jeanne Ciborowski

Affiliation: Minnesota Department of Agriculture,
Agricultural Resources Management & Development Division

Mailing Address: 90 West Plato Boulevard, St. Paul, MN 55107-2094

Telephone Number: 651-297-3217

E-Mail: jeanne.ciborowski@state.mn.us

Fax: 651-297-7678

Web Address: <http://www.mda.state.mn.us/ipm/IPMinSchools.html>

Fund: Minnesota Future Resources Fund

Legal Citation: ML 2001, First Special Section, Chapter 2, Section 14, Subd. 10(d)

Appropriation Amount: \$180,000.00

The Minnesota Department of Agriculture (MDA) developed pest management informational materials and an integrated pest management (IPM) training workshop for K-12 public and private school personnel in maintenance roles. An IPM in schools trainer was hired in a full time temporary position. The MDA produced eight new IPM in schools facts sheets. These new IPM fact sheets along with eight previously produced IPM fact sheets were mass produced. The fact sheets included an IPM overview, eight for different insects, three for weed management, two on plant disease, one for rats and mice, and one for pesticide management. Fact sheets are available on the MDA web site at: www.mda.state.mn.us/ipm/ipmpubs.html In addition to fact sheets, IPM in schools resource materials and five IPM in Schools Power Point Presentations were developed for use in the workshops. The trainer completed a total of 22 workshops. A total of 414 Independent School Districts and 658 private schools were invited to workshops held state-wide of which a total of 327 individuals attended the workshops. This included individuals from 64 Independent School Districts, 15 private schools, and ten individuals from health and safety organizations who work with schools. Individuals who attended the workshops received an overview of how to use IPM in their school settings. Participants were satisfied to learn that if they have a pest problem, there are many management alternatives to the use of pesticides. The workshop information also helped them in understanding the Parents' Right to Know legislation. Additionally, the MDA completed a state-wide mailing of IPM in Schools informational materials to 2,830 school principals. The mailing included a cover letter, set of IPM fact sheets, head lice poster, and resource material handout.

JRV _____
SAT _____
SVM _____
YF _____
SS _____

WORK PROGRAM

Date of Report: January 31, 2003
LCMR Final Work Program Report

LCMR WORK PROGRAM 2001

I. Project Title:

Integrated Pest Management in Schools

Project Manager: Jeanne Ciborowski

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Web Address: <http://www.mda.state.mn.us/ipm/IPMinSchools.html>

Total Biennial Project Budget:

\$ 180,000.00 LCMR Appropriation - \$60,058.66 Amount Spent = \$119,941.34 Balance

Legal Citation: MN Laws 2001, First Special Section, Chapter 2, Section 14, Subd. 10(d)

Appropriation Language: 10 (d) Integrated Pest Management in Schools

This appropriation is from the future resources fund to the commissioner of agriculture to implement integrated pest management (IPM) practices in Minnesota K-12 schools.

II & III. FINAL PROJECT SUMMARY:

The Minnesota Department of Agriculture (MDA) developed pest management informational materials and an integrated pest management (IPM) training workshop for K-12 public and private school personnel in maintenance roles. An IPM in schools trainer was hired in a full time temporary position. The MDA produced eight new IPM in schools facts sheets. These new IPM fact sheets along with eight previously produced IPM fact sheets were mass produced. The fact sheets included an IPM overview, eight for different insects, three for weed management, two on plant disease, one for rats and mice, and one for pesticide management. Fact sheets are available on the MDA web site at: www.mda.state.mn.us/ipm/ipmpubs.html In addition to fact sheets, IPM in schools resource materials and five IPM in Schools Power Point Presentations were developed for use in the workshops. The trainer completed a total of 22 workshops. A total of 414 Independent School Districts and 658 private schools were invited to workshops held state-wide of which a total of 327 individuals attended the workshops. This included individuals from 64 Independent School Districts, 15 private schools, and ten individuals from health and safety organizations who work with schools. Individuals who attended the workshops received an overview of how to use IPM in their school settings. Participants were satisfied to learn that if they have a pest problem, there are many management alternatives to the use of pesticides. The

workshop information also helped them in understanding the Parents' Right to Know legislation. Additionally, the MDA completed a state-wide mailing of IPM in Schools informational materials to 2,830 school principals. The packet included a cover letter, set of IPM fact sheets, head lice poster, and resource material handout.

IV. OUTLINE OF PROJECT RESULTS:

Result 1: IPM training materials.

A total of eight new IPM in Schools fact sheets were developed by University personnel under contract. These include: Landscape Insect Management on School Grounds; Nuisance Invader Management in Schools; Silverfish and Firebrat Management in Schools; Broadleaf Weed Management on School Grounds and Athletic Fields; Grassy Weed Management on School Grounds and Athletic Fields; Diagnosing Plant Disease on School Grounds; Preventing Plant Disease on School Grounds; and, Management of Pesticides. In addition eight previously developed IPM in Schools fact sheets were reprinted with LCMR funds. These include: IPM Overview: School Integrated Pest Management - What Is It?; Ant Management in Schools; Cockroach Management in Schools; Head Lice Management in Schools and Homes; Small Fly Management in Schools; Wasp and Bee Management Around Schools; Weed Management on School Grounds and Athletic Fields; and, Rat and Mouse Management in Schools. (Copies provided of all 16 fact sheets). All fact sheets are available at: www.mda.state.mn.us/ipm/ipmpubs.html. In addition, an IPM in Schools reference notebook and five IPM in Schools Power Point presentations were developed. The presentations include an IPM in Schools Overview; What Are Pesticides?; Troublesome Pests; IPM in the Landscape; and IPM in Schools Virtual Walk Through. A state-wide mailing of IPM information for schools was sent out to 2,830 public and private K-12 school principals. The mailing included a cover letter, a set of IPM in Schools fact sheets, and a resource material handout.

An explanation has been included after each budget item explaining why there was unspent money. In hindsight, a third objective assisting selected MN K-12 schools in hands-on implementation of integrated pest management practices in their school would have been appropriate. This would have added to the project by allowing us to go into select schools and work one-on-one with them in the implementation of IPM in their schools.

Result 1:	LCMR Budget:	\$66,000.00
	Amount spent	\$31,848.81
	Balance:	\$34,151.19

Personnel: \$10,000.00 (Hire a student intern at 50% time for one year: The intern will work under the direction of the MDA IPM Program Coordinator. This individual will help gather and organize the information and data which will be used in the fact sheets and checklists.)

✓ This money was not spent. We were unable to hire a student intern. We posted the position at several colleges and universities and spoke to personnel at student employment offices on campuses but had no luck as there is a shortage of available student workers.

Other: \$ 1,000.00 (Contract for pre-testing of fact sheets and checklists: Materials will be pre-tested with target audiences by an independent educational consultant prior to implementation.)

✓ The money for pre-testing the materials was not spent. The IPM in Schools Working Group recommended that pre-testing was not necessary for the materials because the original set of materials developed with US EPA money were well received by the target audience.

 \$14,000.00 (Contract for the development of the fact sheets with the University of MN and the Extension Service.)

✓ Task was completed and most of the money was spent.

 \$22,000.00 (Printing of fact sheets and checklists: A set of ten two-sided color fact sheets and three checklists will be prepared for each K-12 public and private school building. Previously developed fact sheets will be reprinted.)

✓ The printing cost was lower than expected and there was about \$8,000.00 left over.

 \$11,000.00 (Mailing of fact sheets and checklists: Every public and private school in MN will receive a set.)

✓ The mailing cost was about half of what was budgeted.

 \$ 8,000.00 (Purchase binders to put materials in, envelopes for mailing fact sheets, and miscellaneous supplies for the workshops.)

✓ The supply costs were lower due to the fact that twenty two rather than ninety workshops were held state-wide.

Result 2: IPM training workshops.

The MDA hired a full time temporary staff person in January, 2002 to be the IPM in Schools Trainer. The trainer helped develop the presentation agenda and five IPM in schools Power Point Presentations. A letter and RSVP form were sent in February, 2002 to all public school superintendents and private school principals informing them of the IPM in Schools training opportunity. The workshops began in May. A total of 414 Independent School Districts and 658 private schools were invited to state-wide workshops. Twenty-two workshops were held with a total of 327 individuals in attendance. Individuals from 64 Independent School Districts, 15 private schools, and ten individuals from health and safety organizations who work with K-12 schools attended. The workshop locations included Belle Plaine, Brainerd, Duluth, Farmington, Fergus Falls, Fridley, Hopkins, Litchfield, Mankato, Pine City, Red Wing, Robbinsdale, Rochester, Roseville, South St. Paul, Springfield, St. Francis, St. Paul Buildings (2x), St. Paul Grounds, Thief River Falls, and Waconia.

An explanation has been included after each budget item explaining why there was unspent money. In general, many schools chose not to participate due to budget restraints, even though they did not have to pay for the training, they would have had to allow personnel to leave work to attend and hire a substitute custodian for the day. This was not feasible for many because of tight budgets. The trainer was able to complete the project preparation and facilitate enough

workshops in 1/3 the time (6 ½ months) to meet the demand than had been originally anticipated. Once the workshops were complete, she left voluntarily to pursue other interests.

In hind-sight, if we had provided at least partial compensation to school districts to cover a portion of the cost of hiring a substitute custodian, more schools may have been willing to allow personnel to attend the workshop.

Result 2:	LCMR Budget:	\$114,000.00
	Amount spent	\$ 28,209.85
	Balance:	\$ 85,790.15

Personnel: \$72,000.00 (MDA will hire a full-time temporary trainer for 18 months to put together and conduct the regional IPM school workshops: The trainer will assist with the development of the workshops and will present the workshops and travel to and stay at the greater MN locations.)

✓ The cost for the trainer was much lower (approx. \$24,000) because the trainer worked for only 6 ½ months rather than eighteen months and finished the training in that time.

Other: \$ 4,000.00 (Contract for pre-testing of training workshop curriculum: Training workshop curriculum will be pre-tested with target audiences by an independent educational consultant prior to implementation.)

✓ The money for pre-testing the curriculum was not used. The IPM in Schools Working Group previewed the curriculum and presentation prior to use with school audiences. The first two workshops were used as additional pre-testing of the training curriculum and adjustments were made based on audience comments and evaluations.

\$13,000.00 When the budget was put together, we failed to put in the cost of box lunches for those attending the training seminars. Providing lunches would facilitate the training by keeping the participants onsite without having to disrupt the training schedule.

✓ The lunch cost was lower due to the fact that 22 rather than 90 workshops were held state-wide.

\$ 3,000.00 (Workshop space rental)

✓ Only two locations charged a nominal fee for room use.

\$ 1,500.00 (Printing of certificates of workshop completion.)

✓ Certificates were printed in-house and thus this cost was not incurred.

\$ 2,500.00 (Telephone and mail costs.)

✓ Cost was minimal, in part because the project ended early and a lot of correspondence was done by fax.

\$12,000.00 (Mileage for travel to and from workshops for MDA staff person conducting workshops.)

✓ The cost was nominal because the trainer worked for only 6 ½ months rather than 18 months and had very little long distance travel.

\$ 6,000.00 (Meal and hotel allowance for MDA staff person conducting workshops.)

✓ The cost was much lower because the trainer worked for only 6 ½ months rather than 18 months and had very minimal overnight travel.

V. TOTAL PROJECT BUDGET:

All Results: Personnel:	\$82,000.00
All Results: Other:	\$98,000.00
TOTAL BUDGET:	\$180,000.00

A. ATTACHMENT A

VI. Past, Present and Future Spending:

A. Past Spending:

The US EPA provided \$23,800.00 to the Minnesota Department of Agriculture during FY2000 to survey current pest management practices in Minnesota K-12 public and private schools statewide. The MDA provided a 15% in-kind match to this money. In addition, 10% of the MDA's IPM Program Coordinator's time was devoted to integrated pest management in schools.

B. Current and Future Spending:

The MDA was awarded \$28,000.00 of US EPA discretionary funding to carry out a pilot project to develop IPM fact sheets and conduct IPM training for select school personnel in Minnesota. The MDA provided a 15% in-kind match for this money. In addition, 10% of the MDA's IPM Program Coordinator's time is and will continue to be devoted to integrated pest management in schools. It is anticipated that the MDA will continue to maintain a basic IPM in schools training activity and supply of fact sheet and checklist sets. However, new general fund appropriations will be needed to update the fact sheets and checklists and to provide additional training in the future.

C. Project Partners:

Dean Herzfeld - University of Minnesota Extension Service - 2% time, no cost to the project.
Phil Allmon - MN Department of Children, Families and Learning - 1% time, no cost to the project.

D. Time:

Project will not exceed two years.

VII. DISSEMINATION

Integrated pest management information was disseminated through the training workshop. Information included classroom instruction, hands-on training and written IPM information provided to workshop participants. IPM training materials are accessible on the MDA web site. A state-wide mailing of IPM in schools materials was sent to all public and private MN K-12 schools.

VIII. LOCATION:

State-wide for all K-12 public and private schools in Minnesota.

Locations included: Belle Plaine, Brainerd, Duluth, Farmington, Fergus Falls, Fridley, Hopkins, Litchfield, Mankato, Pine City, Red Wing, Robbinsdale, Rochester, Roseville, South St. Paul, Springfield, St. Francis, St. Paul Buildings (2x), St. Paul Grounds, Thief River Falls, and Waconia.

ATTACHMENT A (include the attachment in all future update reports.) Use as many results as necessary. Landscaping on legal size paper to fit in all the columns may be helpful.

BUDGET AMENDMENT

The commission will not allow office space rental fees or salary payments to officers or directors, this applies to ALL PROJECTS. See page 9 for Eligible and Ineligible expenses. GENERAL OTHER WILL NOT BE ACCEPTED. BE SPECIFIC AND USE AS MANY LINES AS NECESSARY.

Project Title: Integrated Pest Management in Schools

Project Number: 10 (d)

LCMR Recommended Funding: \$ 180,000.00

Attachment A Deliverable Products and Related Budget									
2001 LCMR Project Biennial Budget									
Budget Item (Title of Result)	Result 1 Budget as of 2-20-02	Result 1 Current expenditures to date: 1-17-03:	Result 1 Balance as of 1-17-03:	Result 2 Budget as of 20-02	Result 2 Current expenditures to date: 1-17-03:	Result 2 Balance as of 1-17-03:	PROJECT TOTAL:		
							BUDGET TOTAL: As of 2-20-02	CURRENT INVOICE TOTAL TO DATE: 1-17-03	BALANCE TOTAL: As of 1-17-03
Wages, salaries & benefits:									
A. F.T. Temporary MDA Employee				\$72,000.00	\$24,091.87	\$47,908.13	\$72,000.00	\$24,091.87	\$47,908.13
B. P.T. Seasonal MDA Student Worker	\$10,000.00	\$0.00	\$10,000.00				\$10,000.00		\$10,000.00
Contracts - Professional/technical:									
A. Educational Consultant to pre-test materials and workshop	\$1,000.00	\$0.00	\$1,000.00	\$4,000.00	\$0.00	\$4,000.00	\$5,000.00		\$5,000.00
B. U of MN and Extension Service to develop fact sheets	\$14,000.00	\$10,000.00	\$4,000.00				\$14,000.00	\$10,000.00	\$4,000.00
Other direct operating costs: Workshop space rental and lunches for workshop participants				\$16,000.00	\$2,593.97	\$13,406.03	\$16,000.00	\$2,593.97	\$13,406.03
Printing: Fact sheets, checklists, notebook materials	\$22,000.00	\$13,871.35	\$8,128.65	\$1,500.00	\$0.00	\$1,500.00	\$23,500.00	\$13,871.35	\$9,628.65
Communications, telephone, mail, etc.	\$11,000.00	\$5,160.61	\$5,839.39	\$2,500.00	\$0.00	\$2,500.00	\$13,500.00	\$5,160.61	\$8,339.39
Office Supplies: Purchase of binders, envelopes, nametags, and misc. supplies for workshop	\$8,000.00	\$2,816.85	\$5,183.15				\$8,000.00	\$2,816.85	\$5,183.15
Local automobile mileage paid: Travel to workshops for MDA staff				\$12,000.00	\$920.83	\$11,079.17	\$12,000.00	\$920.83	\$11,079.17
Other travel expenses in Minnesota: Meals and hotel				\$6,000.00	\$603.18	\$5,396.82	\$6,000.00	\$603.18	\$5,396.82
COLUMN TOTAL	\$66,000.00	\$31,848.81	\$34,151.19	\$114,000.00	\$28,209.85	\$85,790.15	\$180,000.00	\$60,058.66	\$119,941.34