



Clay County (Minn.):
Independent School District
No. 152 (Moorhead).

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INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

5-M9-805
MIN
8/11/92

Notice is hereby given that a REGULAR meeting of the Moorhead School Board will be held on TUESDAY, AUGUST 11, 1992, at 7:00 p.m. in the BOARD ROOM at TOWNSITE CENTRE.

Robert M. Jernberg
Robert Jernberg, Interim Superintendent

MISSION STATEMENT

To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Robert Jernberg _____

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PREVIEW OF AGENDA - Robert Jernberg, Interim Superintendent

IV. APPROVAL OF AGENDA

Moved by _____ Seconded by _____
Comments _____

V. APPROVAL OF MINUTES

Appendix A

Recommendation: Move to approve the minutes of July 1 and 28, 1992.

Moved by _____ Seconded by _____
Comments _____

VI. CONSENT AGENDA (Items: VII

All items listed with an asterisk () are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in the normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

Moved by _____ Seconded by _____
Comments _____

***VII. CONSIDERATION OF CLAIMS**

Appendix B

VIII. COMMUNICATIONS

IX. OPPORTUNITY FOR COMMUNITY/STAFF TO SPEAK

X. FOR YOUR INFORMATION

Appendix Z

1. Nokomis Child Care Center Update - Jernberg
2. Community Education 1991-92 Update - Appendix Z-2
Explanation: Rose Andersen will present the Community Education annual report and update the Board with the status of Community Education since the proposed changes were approved by the Board in May. A report will also be given regarding the district Learning Readiness plan. Mary Davies will report on Parent Involvement activities from last year and plans for 1992-93.
3. Technology Video - Jernberg
Explanation: Technology Coordinator, Jan Buckner has created a 19 minute video of the district's current technology applications and future plans.

XI. COMMITTEE/MEETING REPORTS

Joint Powers - Hunt (8/6)

XII. PRE-SCHOOL--K - 12 PROGRAM--COMMUNITY EDUCATION

A. UNFINISHED BUSINESS

1. Consider 1992-93 (Bacon) Appendix C
Late Activity
Transportation

Explanation: Below is a summary of the options available for Late Activity transportation:

- 1) No Service - no cost.
- 2) School bus services with only 2 buses per night. This option would service only rural students effectively.
Cost estimate - \$16,700.
- 3) School bus service to rural areas, Moorhead Area Transit (MAT) buses would be utilized for areas within the city limits. This option is the only option which would cost more than the levy amount. The district could charge a fee to cover the cost above levy revenues.
Cost Estimate - \$28,390.

Option #3 would offer the highest quality service available given the funding constraints on this program.

Recommendation: Move to direct administration to take steps to implement option #3 as presented above.

Moved by _____ Seconded by _____
Comments _____

B. NEW BUSINESS

1. Consider D.A.R.E. (Jernberg) Appendix D
Program/Youth
Intervention
Officer Expansion

Explanation: In 1991 the Board approved a one time Crime levy of one dollar (\$1) per capita for drug abuse prevention programs and liaison services. The legislature has extended this to an annual levy which will generate approximately \$37,000 annually.

Mike McCarthy of the Moorhead police department will discuss the plans to expand the D.A.R.E. program and to increase the Youth Intervention program to emphasize violence reduction and conflict resolution.

Recommendation: Move to approve the utilization of funds, in the amount of \$33,3000 for D.A.R.E. program expansion and the remaining funds of the Crime levy for Youth Intervention programming to emphasize violence reduction and conflict resolution.

Moved by _____ Seconded by _____
Comments _____

2. Consider Voyager (Schmid) Appendix E
School Handbook

Explanation: The Board received a draft of the handbook in a previous mailing.

Recommendation: Move to approve the school handbook for Voyager School.

Moved by _____ Seconded by _____
Comments _____

3. Consider Senior High (Siggerud) Appendix F
Student Handbook

Explanation: The Board received a draft of the handbook in a previous mailing.

Recommendation: Move to approve the student handbook for Moorhead Senior High.

Moved by _____ Seconded by _____
Comments _____

4. Consider Secretarial (Andersen)
Positions - Community
Education

Appendix G

Explanation: Appendix G-1 contains a letter outlining the filling of 2 additional part-time Community Education secretaries and the job descriptions.

Recommendation: Move to approve the computer secretary and ABE/ECFE secretary positions as presented.

Moved by _____ Seconded by _____
Comments _____

5. Consider 1992-93 (Bonemeyer)
Meal Prices

Appendix H

Explanation: The following is a summary of the 1992-93 adult meal prices as set by the state child nutrition office:

Adult Lunch..... \$1.90
Adult Breakfast..... 1.15

The school district must adjust the ala carte prices to reflect an increase in the full meal price as follows:

Adult Entree..... \$1.60
Adult Roll..... .55

These prices represent a 5¢ increase over 1991-92.

Recommendation: Move to approve the 1992-93 adult meal prices as presented.

Moved by _____ Seconded by _____
Comments _____

6. Consider Personnel (Franklin)

Appendix I

New Employees (All are effective for the 92-93 school year unless stated otherwise.)

Scott Allen - Biology Teacher, Senior High, BA
(0-4), \$23,164

Gwen Sallberg - Reading Teacher, Senior High, 1st
Semester, BA (7), .643, \$7,484.01

Jay Raymond - Art Teacher, Senior High, BA (0-4),
.786, \$18,206.90

Leave of Absence

Shirley Tufton - EBD Paraprofessional, Senior High,
one year leave for 1992-1993

6. Consider Personnel (continued....)

Resignations

Ruth LePoidevin - 5th Grade Teacher, Robert Asp
Elementary, effective immediately

Pamela Butterfield - Paraprofessional, Lincoln
Elementary, effective immediately

D. Allison Grohnke- MSMH Paraprofessional, Senior
High, effective immediately

Recommendation: Move to approve the personnel items
as presented.

Moved by _____ Seconded by _____
Comments _____

*7. Consider Dairy/ Bakery Bids (Bonemeyer) Appendix J

Explanation: Appendix J-1 contains bid summaries of
the dairy and bakery bids for the 1992-93 school
year.

Recommendation: Move to award the bakery bid to
Metz Bakery and award the dairy bid to Cass-Clay, as
presented.

Moved by _____ Seconded by _____
Comments _____

*8. Consider Title VI Resolution (Swedberg) Appendix K

Explanation: Appendix K-1 contains the Title VI
resolution which authorizes the Moorhead Schools to
apply for financial assistance for the districts of
Moorhead and Dilworth/Glyndon-Felton. Robert
Jernberg, Interim Superintendent of Moorhead Public
Schools will be named the local agency
representative to route and file application on
behalf of of the school district and otherwise act
as an authorized representative of the school
districts in all activities related to P.L. 101-476
for the 1992-93 school year.

Recommendation: Move to approve the Title VI
resolution as presented.

Moved by _____ Seconded by _____
Comments _____

XIII. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

1. Referendum Update - Jernberg
2. Superintendent Search Update - Cummings

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MEEP Adm. Workshop	Sun., Aug. 9 - Tues., Aug. 11		Brainerd
New Staff Breakfast	Thurs. Aug. 27	7:00 a.m.	Speak Easy
Elements of Instruction	Thurs., Aug. 27- Fri., Aug 28	8:30 a.m.	Townsite
MEEP Day (K-6)	Mon., Aug. 31		
All Staff Welcome	Mon., Sept. 1	8:00 a.m.	Sr. High
All-District Workshops	Tues., Sept. 1- Thurs., Sept. 3		District- wide
Assessments & OBE Workshop - Iris McGinnes	Fri., Sept. 4		Sr. High
First Day of Classes	Tues., Sept. 8		
Primary Election Day (Bond Referendum)	Tues., Sept. 15		

XIV. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, August 25, 1992 - 7:00 p.m.
Board Room - Townsite Centre

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 1, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Robert Jernberg.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cummings called the meeting to order at 5:32 p.m. and led all in attendance in the Pledge of Allegiance.

PREVIEW OF AGENDA: Jernberg previewed the agenda.

APPROVAL OF AGENDA: Hastad moved, seconded by Borgen, to approve the agenda as presented. Motion carried 7-0.

ORGANIZATION OF THE SCHOOL BOARD

Election of Officers - Borgen moved, seconded by Cox, to nominate Ellen Hunt for Chairperson.

Hunt moved, seconded by Hastad, to nominate Jim Cummings for Chairperson.

Nominations ceased.

Roll-call vote was taken: Jim Cummings-4; Ellen Hunt-3.

Borgen moved, seconded Hunt, to cast a unanimous ballot for Jim Cummings as Chairperson. Motion carried 7-0.

Hastad moved, seconded by Cox, to cast a unanimous ballot for Ellen Hunt as Vice-Chairperson. Motion carried 7-0.

Cox moved, seconded by Borgen, to cast a unanimous ballot for Bill Cox as Clerk. Motion carried 7-0.

Borgen moved, seconded by Hunt, to nominate Mark Gustafson as Treasurer.

Cox moved, seconded by Hastad, to nominate Ladwig as Treasurer.

Roll-call vote was taken: Ladwig-6; Gustafson-1.

MEETING DATE, TIME AND LOCATION: The Board discussed changing nights and times for the meetings.

Borgen moved, seconded by Hastad, to set board meetings for the second and fourth Tuesday of each month, 7:00 p.m. at Townsite Centre unless specified otherwise. motion carried 7-0.

Cox moved, seconded by Gustafson, to cancel the July 14 regular meeting. Motion carried 7-0.

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Cox moved, seconded by Hunt, to begin the July 28th meeting at 5:00 p.m. to allow board members the option of attending the MINNESOTA 2000 Town Meeting. Motion carried 7-0.

The MINNESOTA 2000 Town Meeting will be held at Concordia and begin at 7:30 p.m. Laurie Winterfeldt-Shanks will be in Washington, D.C. discussing Goal 1: Readiness with Commissioner of Education, Lemar Alexander.

SCHOOL BOARD COMPENSATION: Hastad moved, seconded by Cummings, to approve the rate of \$5,400.00 per year as compensation for 1992-93. Motion carried 7-0.

COMMITTEE APPOINTMENTS: Hastad moved, seconded by Gustafson, to approve the following committee appointments:

<u>Committee Title</u>	<u>Representatives</u>
Adopt-A-School	Senior High- Ladwig Robert Asp- Gustafson/Ladwig Junior High- Gustafson Edison- Hunt Probstfield- Cox Riverside/ Lincoln- Cummings Washington- Borgen Voyager- Hastad Appointed Rep. Northwest Technical College - Borgen/ Gustafson
Activities Council	Gustafson/Cox
CAPP (Comprehensive Arts Planning Program)	Ladwig
Calendar	Gustafson/Borgen
Chemical Use (TAHC- Teenage Health Consultants)	Gustafson/Hunt
City Planning	Hastad
Community Education Advisory	Borgen
Community Health Advisor	Hastad
ComNet (MSBA Legislation)	Cummings
Continuing Education	Hastad
Early Interagency Intervention	Ladwig/Hunt

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Health Care	Cummings
Human Rights	Ladwig/Hunt
Joint Powers	Ladwig/Hunt
Learning Bank	Hastad
Long Range Planning (Futures)	Ladwig
Negotiations	Gustafson/Cox
PER (Planning, Evaluating and Reporting)	Ladwig/Cummings
Police Liaison	Hunt
Policy Review	Hastad
S.T.E.P. Advisory Board (Supplemental Teaching and Enrichment Program)	Gustafson/Hastad
Sabbatical Leave	Gustafson
Supervision/Evaluation	Cox
Technology	Hastad
Title I PAC (Parent Advisory Committee)	Hunt
Transportation	Cox/Hastad
VRC (Vocational Relicensure Committee)	Borgen

CONSENT AGENDA: Borgen moved, seconded by Hastad, to approve the following items on the consent agenda:

Official Newspaper - Approved the Fargo Forum as the official school district newspaper.

Official Depositories - Approved the investment brokers and depositories as follows: Norwest Bank; American Bank and Trust; Moorhead State Bank; American Federal Savings and Loan; Moorhead Federal Savings and Loan Association; F & M Marquette National; Kiene-Wooters, Dain Bosworth, Merrill-Lynch; Piper Jaffray & Hopwood; First Bank, Fargo National; Dakota Bank and Trust; NRX; American Savings & Loan; High Yield Management; Financial Northeastern; Citi Bank-Card; MSBA Liquid Asset Fund Plus; Witt Financial, and Peak Financial Management; Great Eastern Management, Inc.; Mutual Money Desk, Inc.; United Savings of the South-west; and, C.D. Securities, Inc. Bonds are handled by American National, St. Paul; Norwest, Minneapolis; and, Depository Trust Corporation. Tax and aid anticipation certificates are handled by First Wisconsin Trust Co, Depository Trust Co., and National City Bank.

Legal Assistance - Approved administration to obtain legal assistance and services on a time and materials basis.

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Minnesota State High School League (MSHSL) Membership - Approved the membership for 1992-93.

Minnesota School Boards Association (MSBA) Membership - Approved the K-12 membership for 1992-93, in the amount of \$4,775.00.

Authorization Procedures for the Investment of Excess Funds - Approved the authorization allowing administration to invest funds which are not currently needed in accordance with Minnesota statutes.

Authorization for Payment of Goods and Services Advance of Board Approval - Approve the authorization as presented.

1992-93 Tuition Fees - Approved the 1992-93 tuition fees as follows: Kindergarten-\$1982.00; Elementary-\$2963.00; and, Secondary-\$5151.90.

Motion carried 7-0.

FOR YOUR INFORMATION

Student Handbooks will be reviewed by the Board. Approval will be recommended at the second meeting in July. Discussion was held regarding printing the books in Bilingual languages. This will be pursued with regards to costs and timelines.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board discussed the need for an In-town Retreat after school begins. This would allow board members to develop goals and general discussion regarding the direction the Board wants to pursue for the future. Ladwig, Gustafson and Hastad will research information and present it to the Board later.

Board members welcomed new member Carol Ladwig and wished her well in her term.

ADJOURNMENT: Gustafson moved, seconded by Cox, to adjourn the meeting at 6:07 p.m. Motion carried 7-0.

Carol Ladwig, Clerk

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MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Robert Jernberg.

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 5:05 p.m.

PLEDGE OF ALLEGIANCE: Chairperson Cummings led the Board, audience and administration in the Pledge of Allegiance.

PREVIEW OF AGENDA: Jernberg previewed the agenda removing part of item #7 and the student handbooks from the consent agenda. Voyager Student Handbook was removed from the entire agenda until August 11th.

APPROVE OF AGENDA: Borgen moved, seconded by Gustafson, to approve the agenda as amended. Motion carried 7-0.

APPROVAL OF MINUTES: Hunt moved, seconded by Cox, to approve the minutes of June 9, 16, 23, and 30, 1992 as presented. Motion carried 7-0.

CONSENT AGENDA: Borgen moved, seconded by Hastad, to approve the following items on the consent agenda: Consideration of Claims, Special Services Contracts, Chapter I and Title V Resolutions, West Central ECSU Membership, Athletic Ticket Prices, NSF Checks, Investments/Trust Transfers, and Capital Outlay Bid Awards. Motion carried 7-0.

CONSIDERATION OF CLAIMS: As part of the consent agenda, the Board approved the claims, subject to audit, in the amount of \$904,997.18.

General Fund:	\$491,014.50
Food Service:	16,338.39
Transportation:	20,267.68
Community Service:	14,162.74
Capital Expenditure:	199,380.01
Debt Redemption:	9,050.00
MTC-General Fund:	74,038.39
MTC-Special Revenue Fund:	15,398.40
MTC-Adult Education:	24,519.04
MTC-Equipment Fund:	14,274.28
MTC-Building Fund:	1,447.17
MTC-Repair & Replacement:	916.45
Federal Financial Aid:	15,286.60
Student Funds:	3,797.71
Townsite Centre:	5,105.82
TOTAL	\$ 904,997.18

Motion carried 7-0.

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FOR YOUR INFORMATION

Orv Kaste reviewed the progress of the summer maintenance, cleaning, renovations and construction being done throughout the district. Kaste reported everything is on schedule with the exception of the addition at Robert Asp.

Jernberg briefly updated the Board regarding the progress of the referendum steering committees. Service club presentations are being confirmed and brochures are ready to be printed.

Dan Bacon reviewed alternatives the Board may choose to continue to provide late activity transportation for the 92-93 school year. A recommendation will be presented at the August 11th meeting.

DISCIPLINE HANDBOOK: Hastad moved, seconded by Hunt, to approve the revised Discipline Handbook for the 92-93 school year. Motion carried 7-0.

ELEMENTARY PREP-TIME RESOLUTION: Borgen moved, seconded by Hastad, to approve the resolution requesting a variance for the 92-93 school year. Motion carried 7-0.

SPECIAL ELECTION RESOLUTION: Hunt moved, seconded by Cox, to approve the resolution Relating to Issuance of Building Bonds and Calling a Special Election. Motion carried 7-0.

SPECIAL ELECTION RESOLUTION: Hunt moved, seconded by Borgen, to approve the Notice of Special Election resolution as presented. Motion carried 7-0.

REVIEW PAY EQUITY PLAN: Gustafson moved, seconded by Hastad, to approve hiring Ernst and Young to conduct an update of the district's pay equity plan. Motion carried 7-0.

PERSONNEL: Ladwig moved, seconded by Hastad, to approve the following personnel items:

New Employees (All are effective for the 92-93 school year unless stated otherwise.)

Rick Morgan - MSMH Paraprofessional, Edison Elementary, B 21 (0), \$7.91/hour
Jacalyn Migler - LD Coordinator, C 52 (6), \$40,028.00
Laurie Dalebout - 1st grade Teacher, Washington Elementary, BA (0-4), \$23,164
Kyle Edgerton - EBD Teacher, Robert Asp Elementary, BA (0-4), \$23,164

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Steven Olson - Life Science Teacher, Junior High, BA (0-4), .571,
\$13,226.64 (23,164)
Keith Radke - German Teacher, Senior High, BA (0-4), .214,
\$4,957.10 (23,164)
Diane Houglum - Band Teacher, Junior High, MA (0-4), \$28,101, One
year contract
Brad Stroup - Social Studies Teacher, Senior High, MA+45 (0-4),
\$31,805
Carol Bennett - English Teacher, Senior High, BA (0-4), \$23,164
Shirley Davis - LD Paraprofessional, Robert Asp, B21 (0),
\$7.91/hour
Lowell Buysse - Speech Teacher, MA (0-4), \$28,101
Kalan Malchow - Social Studies, Senior High, BA (0-4), \$23,164
Erik Kristoffersen - Science Teacher, Senior High, BA (0-4),
.786, \$18,206.90 (23,164)

Resignations

Jeanne Erickson - Health Technician Secretary, Edison Elementary,
effective August 15, 1992
Coleen Roller - Paraprofessional on leave, effective immediately
Elizabeth Wolf - Interpreter of Deaf, effective immediately
Mary Thompson - Inclusion Paraprofessional, Riverside Elementary,
effective immediately
Shirley Nelson - Secretary Activities Director, Senior High, June
19, 1992

Maternity Leave

Ronette Miller - Secretary Special Services, on or about August
27, 1992, for six weeks

Change in Contract

Mary Clausen - Music, from Voyager Elementary to Washington
Elementary, .214
Bev Ruud - Secretary at Voyager to Secretary at Senior High
Margaret Hanson - Speech Teacher at Riverside from full time to
.542
Stephanie Holm - Speech Teacher at Riverside from .642 to full
time
Ann Krier - Health Technician and Library Secretary Voyager to
Health Secretary at Thomas Edison, 6.5 hours daily

Change in Leave

Michelle Bonito - EBD Resource Teacher at Robert Asp, August 1992
- January 29, 1993

Motion carried 7-0.

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HOME SALES AGREEMENTS (9th AVENUE NORTH): Hastad moved, seconded by Hunt, to approve the sales agreements with the specified homeowners/renters, including the option cost of \$250.00, as presented. Motion carried 7-0.

SPECIAL SERVICES AGREEMENTS: Borgen moved, seconded by Cox, to approve the contract agreement with Fargo Clinic Ltd. for psychiatrist services. Motion carried 6-0-1; Ladwig abstaining.

Borgen moved, seconded by Hastad, to approve the contract agreement with PT/OT Associates for physical therapist services. Motion carried 6-0-1; Cox abstaining.

ROBERT ASP HANDBOOK: Hastad moved, seconded by Borgen, to approve the 92-93 handbook for Robert Asp School. Motion carried 7-0.

It was noted a Spanish version of the handbook will be prepared this year.

VOYAGER STUDENT HANDBOOK: This item was removed from the agenda until the August 11th meeting.

JUNIOR HIGH STUDENT/PARENT HANDBOOK: Hastad moved, seconded by Gustafson, to approve the 92-93 student/parent handbook for Moorhead Junior High. Motion carried 7-0.

CONSENT AGENDA: As part of the consent agenda, the Board:

Special Services Contracts - Approved the contract agreements with Dilworth-Glyndon/Felton, Moorhead Technical College Childcare Center, Clay County Health, and St. Ansgar Hospital for the 92-93 school year.

Chapter I/Title V Resolution - Approved the resolutions relating to Chapter I-Reading & Math Improvement and Chapter I-Detention Center and Title V, as presented.

92-93 West Central ECSU Membership - Approve the membership into the West Central Educational Cooperative Service Unit for the 92-93 school year, in the amount of \$3,700.00.

Athletic Ticket Prices - Approved the athletic ticket prices for the 92-93 school year as follows: Student-\$1.00; Adult- \$3.00; Student/Staff Season Pass-\$15.00; and, Adult Season Pass-\$35.00.

NSF Check Write-Off - Approved writing-off non-sufficient funds (NSF) checks, in the amount of \$822.88.

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Investments/Trust Transfers - Approved the investments and trust transfers from April, 1992 through June, 1992.

Capital Outlay Bids - Approve the low bidders meeting specifications for furniture capital outlay bids to: Northern School Supply, Fargo-\$25,073.30; Valley School Supply, Appleton, WI.-\$6,590.14; PM Johnson, St. Paul, MN.-\$2,948.75; Dallas Midwest, Dallas, TX.-\$1,221.12.

ADJOURNMENT: Gustafson moved, seconded by Hunt, to adjourn the meeting at 6:15 p.m. Motion carried 7-0.

Bill Cox, Clerk

TO: RJERNBER TOWNSITE Robert Jernberg
 RLACHER TOWNSITE Robert Lacher

FROM: DBACON TRANS Dan Bacon

DATE: July 21, 1992

TIME: 10:50:09 AM

SUBJECT: Late activity transportation

REFERENCE: For discussion at the School Board meeting

MEMO ID: FJZN500484/*INTDOC

In May the Minnesota State Legislature enacted a school funding law which permits School Districts to Levy for Late Activity Transportation. The limits placed on this levy allows a funding of the lessor of actual cost, or 2% of our Regular to from revenue for the year the levy is certified. This will allow approximately \$18,000, for the 1992-93 school year.

In 1991 this had been a \$50,000 program.

With the revenues available we could provide two school buses each night which would serve three school sites each. One would start at the Junior High to serve North Rural, the other at Asp/Voyager to serve South rural, both would go to the senior high. Non-rural areas would be served by Metro Area Transit buses.

Cost estimates for this option:

1 bus cost	= \$50.00 per night for 167 nights
	= \$8,350
MAT cost	= \$.35 per student per night
	(assume) 200 students for 167 nights
	= \$11,690
2 School busses	= \$16,700
Total	= \$28,390
Minus funding	= \$18,000
District cost	= \$10,390

To cover the cost which would excede the revenue from our levy authority we would charge a fee to students of \$.30 per ride. To charge a fee the school district must have a public hearing to establish the fee.

To charge a fee for the service we would make up a coupon booklet or sell individual coupons permitting students to ride either the MAT bus or the School Bus during specified hours. The Moorhead Transit authority would then bill us for the coupons used on there routes, School bus drivers would return the coupons to the transportation office to maintain a record of ridership.

At the end of the year actual costs would be evaluated and adjustments would be made next year for the fees charged.

Difficulties with this plan:

1. What if more students present themselves to the bus than we have capacity for?
 - a. The driver would reject excess passengers on a first come first serve basis.
 - b. The driver would order a 2nd bus from the transportation office. This would add cost.
 - c. The driver would complete the route and return for a second trip. This would add cost.
2. The district cannot deny transportation due to a student's inability to pay.
 - a. The district would cover the costs for students in this situation with any funds remaining from the fees charged, then use program budgets for the difference.
3. The Rural routes with one bus going in each direction will be quite lengthy. Depending on how many students ride and where the students live the routes will be from 60 to 90 minutes in length.
 - a. By limiting the stops made to be at specific centrally located sites, and requiring parents to pick students up at these sites time on the route may be reduced.

A second option would be to provide without charge 2 school buses following the same schedule as indicated above. Students who reside within the city limits would ride the school bus to either Senior High, South Campus, or Asp Elementary rather than the MAT bus. This plan could be done without costs exceeding the levy authority amount and no fee would be required. Parents would then be responsible to provide transportation from those central sites to the home.

COPY LIST: CPETERSON TOWNSITE Cindy Peterson

MEMORANDUM

COMMUNITY ED HAS MOVED
TO TOWNSITE ...810 4th Ave. S.
233-6010
Adult Ed classes will meet at
the Junior and Senior Highs

TO: Bob Jernberg
FROM: Rose Andersen *RJ*
DATE: August 5, 1992
RE: Secretarial support for Community Education

We are now ready to fill the additional two half-time secretarial positions for Community Education. (See the attached job descriptions nos. 4 and 5.) The two half-time nine-month secretarial positions were included in the budget that was presented to the School Board in May but we were not sure of the responsibilities at that time so decided to wait.

Now that we know the office location, what the phone system is and have worked through some of the other organizational procedures, we have a better understanding of the responsibilities of these positions. These positions were banded and graded in June when you, Brenda and I met. (See the attached organizational chart.) Barb Jorgenson and Jan Kiser who filled these positions previously are still available and qualified and I highly recommend them.

I had budgeted a total of \$63,061 for secretaries on the budget that was approved by the board May 19, 1992. (See attached.) The secretaries that have been hired to date are:

Delores Krabbenhoft	\$17,400
Lisa Gail	\$ 7,500
Sheila Wacławik	\$12,500
Total committed	\$37,400
Balance on secretarial budget	\$25,661

Proposed positions:

Computer secretary #4	
20 hrs./wk. x \$7.64 x 36 wks.	\$ 5,600
ABE/ECFE secretary #5	
20 hrs./wk. x \$8.09 x 36 wks.	\$ 6,000
Total amount for these two positions	\$11,600

Secretary four and five are basically the same positions that we had last year with a few minor changes. In 1991-92 they were funded with Community Education funds. How do we proceed with the filling of these two positions? I hope they can be filled soon so these employees would be working when we start our adult education program in September.

POSITION TITLE: Community Education Secretary-Computer Operator (4) A-12

QUALIFICATIONS: 1. Good telephone techniques
2. Above average computer and typing skills
3. Ability to deal with the public
4. Ability to file
5. Ability to organize

TERMS OF EMPLOYMENT: Four hours per day for nine months. Additional hours will be required during adult education registration. Conditions according to negotiated contract

ACCOUNTABLE TO: Director of Community Education

EVALUATION: Performance of this job will be evaluated by the Director of Community Education

JOB RESPONSIBILITIES

1. Set up registration book. Enter registrations on the computer, run and update class lists, run certificates and other reports as needed. File registrations. Assign class numbers.
2. Responsible for organizing registrations and setting up a registration file. Enter registrations in log book, set up a log sheet and tally daily.
3. Answer phone calls. Assist caller and/or take messages.
4. Assist students when registering for community education classes and programs. Assist with registration in the evening when necessary.
5. Check registrants who haven't paid.
6. Enter and maintain all mailing lists. Arrange for preparation of mailing lists of previous participants and call-ins.
7. Assist in calling students and teachers regarding status of classes. Assist with word processing, computerized records and office work when needed.
8. Code and figure payroll time-sheets. Send out paychecks and W-4's. Record address changes. Keep salary information confidential. Verify district payroll printout, correct errors.
9. Responsible for maintaining and operating the IBM computer.
10. Organize and maintain files.
11. Coordinate materials for evening secretaries. Communicate schedule to the schools and coordinate building activities.
12. Be knowledgeable about all Community Education programs
13. Additional responsibilities as assigned by the Community Education Director.

A-12

POSITION TITLE: Community Education Secretary - (5)

QUALIFICATIONS: 1. Good telephone techniques
2. Must have access to car
3. Ability to deal with the public
4. Above average typing and computer skills
5. Ability to file
6. Ability to organize

TERMS OF EMPLOYMENT: Five hours per day four days/week for nine months. Additional hours will be required during adult education registration. Conditions according to negotiated contract

ACCOUNTABLE TO: Director of Community Education

EVALUATION: Performance of this job will be evaluated by the Director of Community Education

JOB RESPONSIBILITIES

1. Organize and maintain files for ECFE and ABE. Maintain records of ECFE immunizations and ABE database. Complete data for ECFE and ABE state reports.
2. Purchase food for ECFE
3. Order supplies and educational material for ECFE and ABE.
4. Maintain ECFE activity kits, professional library, parent library and literacy materials.
5. Be knowledgeable about all Community Education programs
6. Additional responsibilities as assigned by the Community Education Director.

7/92

1992-93 BREAD BID SUMMARY

	<u>PAN-O-GOLD</u>	<u>METZ</u>	<u>INTERSTATE</u>
<u>DESCRIPTION</u>			
1 1/2 Lb.Bread, white slices per loaf _____	<u>.80</u>	<u>.72</u>	<u>.89</u>
1 1/2 Lb.Bread, whole wheat or rye slices per loaf _____	<u>.80</u>	<u>.74</u>	<u>.94</u>
Coney Buns, sliced, bulk pack, standard length	<u>.80</u>	<u>.74</u>	<u>.89</u>
Hamburger buns, sliced, bulk pack, 4"	<u>.80</u>	<u>.73</u>	<u>.94</u>
Hamburger buns, sliced, bulk pack, 4", sesame seeds	<u>.80</u>	<u>.73</u>	<u>.94</u>
French Bread, 1 lb.	<u>.78</u>	<u>.77</u>	<u>.89</u>
Footlong Buns, sliced bulk pack, 10"	<u>1.20 dz</u>	<u>1.20-8 ct</u>	<u>.94</u>
Tea Biscuit, dozen	<u>.80</u>	<u>.82</u>	<u>.89</u>
Steak Bun, 6" sliced, dozen	<u>1.00 dz</u>	<u>1.00</u>	<u>1.80</u>
Steak Bun, 6" sliced, dozen, sesame seed sesame seeds	<u>1.00 dz</u>	<u>1.00</u>	<u>1.80</u>
1 1/2 Lb. Pullman	<u>.80</u>	<u>.72</u>	<u>.89</u>
Texas Toast, 2#	<u>.80</u>	<u>.70</u>	<u>.89</u>
4" Croissant (4 per pkg)	<u>1.40 dz</u>	<u>1.35</u>	<u>N/A</u>
Jumbo Donuts, dozen	<u>1.10</u>	<u>1.35</u>	<u>1.29</u>

1992-93 MILK BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>Bridgeman</u>	<u>Cass Clay</u>
1.	Half Pint Size 3.25% White/per container	<u>.1565</u>	<u>.1418</u>
2.	Half Pint Size 1.0% Chocolate/per container	<u>.1773</u>	<u>.1432</u>
3.	Half Pint Size 2.0% Butterfat White/per container	<u>.1559</u>	<u>.1356</u>
4.	Half Pint Size Skim Milk/per container	<u>.1530</u>	<u>.1274</u>
5.	NU-A Milk 1/2 Gallon	<u>1.216</u>	<u>1.0530</u>
6.	Shake Mix-Vanilla	<u>2.34</u>	<u>2.86</u>
7.	Shake Mix-Chocolate	<u>2.50</u>	<u>3.12</u>
8.	Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream	<u>4.64</u>	<u>3.85</u>
	Sherbert	<u>3.95</u>	<u>3.20</u>
	B. Creme Freeze	<u>2.76</u>	<u>4.22</u>
	C. Fudgesicles	<u>3.04</u>	<u>3.84</u>
	D. Cheerios	<u>3.97</u>	<u>4.96</u>
9.	1/2 Gallon Homo Milk	<u>1.124</u>	<u>1.1150</u>
10.	-4- Lb. Sour Cream	<u>4.00</u>	<u>2.80</u>
11.	Quarts 2%	<u>.5570</u>	<u>.5445</u>
12.	Lb. Butter A Parch	<u>1.06</u>	<u>1.08</u>
13.	Lb. Butter Chip 90	<u>1.32</u>	<u>6.64 5#</u>
14.	Lb. Butter Tray Pak	<u>1.46</u>	<u>17.73 12#</u>
15.	-5- Lb. Cottage Cheese Small Curd	<u>6.3375</u>	<u>4.12 4lb.</u>

16. Pt. - Whipping Cream	<u>.872</u>	<u>.89</u>
17. Qt. - Buttermilk	<u>.596</u>	<u>.5375</u>
18. Pt. - Half & Half	<u>.453</u>	<u>.4045</u>
19. 8 oz. Fruit Drink	<u>.11</u>	<u>.2575</u>
20. -5- Lb. American Cheese	<u>8.56</u>	<u>9.23</u>
21. -5- Cheddar Cheese	<u>10.49</u>	<u>10.75</u>
22. -5- Lb. Swiss Cheese	<u>2.85/lb.</u>	<u>11.88</u>
23. -2- Lb. Rolled Butter	<u>2.03</u>	<u>2.16</u>
24. -5- Lb. Monteray Jack Cheese	<u>10.49</u>	<u>11.50</u>
25. 8 oz. Sport Shakes	<u>.77</u>	<u>.7675</u>
26. -8- Lb. Butter Cups	<u>13.98</u>	<u>13.32</u>

Base Price if escalator clause proposed (per hundredweight). Adjusted for: 2% escalator clause attached.	<u>13.66</u>	<u>firm</u>
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TITLE VI RESOLUTION

School Year 1992-93

WHEREAS, School District #152 has declared its intention to carry out the policy of Congress of the United States and State of Minnesota Legislation by developing projects in connection with current State and Federal 101-476 Regulations and Guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special education needs of handicapped children.

BE IT RESOLVED, That School district #152 apply for financial assistance under P.L. 101-476 for the School Districts of Moorhead, Dilworth and Glyndon-Felton and that Robert Jernberg, Interim Superintendent of Schools of Moorhead, be named as the Local Agency Representative and be directed to execute and file applications on behalf of the School Districts and otherwise act as an authorized representative of the School Districts in all activities related to P.L. 101-476 for the 1992-93 school year.

Clerk

Date

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

5-119-805
MIN
8-25-92

Notice is hereby given that a REGULAR meeting of the Moorhead School Board will be held on TUESDAY, AUGUST 25, 1992 at 7:00 p.m. in the BOARD ROOM at TOWNSITE CENTRE.

Robert M. Jernberg
Robert Jernberg, Interim Superintendent

MISSION STATEMENT

To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Robert Jernberg _____

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PREVIEW OF AGENDA - Robert Jernberg, Interim Superintendent
- IV. APPROVAL OF AGENDA

Recommendation: Move to approve the agenda as presented.

Moved by _____ Seconded by _____
Comments _____

- V. CONSENT AGENDA (Items: XI. B. 8-10)

All items listed with an asterisk () are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in the normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

Moved by _____ Seconded by _____
Comments _____

- VI. COMMUNICATIONS
- VII. OPPORTUNITY FOR COMMUNITY/STAFF TO SPEAK

VIII. FOR YOUR INFORMATION

Appendix Z

1. Update from District Social Workers - Appendix Z-1
2. Outreach Center Update - Kate Wedll
3. Referendum Update - Jernberg
4. Enrollment Update - Jernberg

IX. "WE ARE PROUD"

1. Moorhead High senior Melissa Cummings received 2nd place in news writing in a write-off competition at the National Scholastic Press Association journalism workshop. The workshop took place at the University of Minnesota and included students from all over the United States.
2. Jerry Harter, Assistant Principal at Moorhead Senior High, was inducted into the North Dakota State Hall of Fame for coaching the Fargo American Legion baseball team to 1000 victories in his 18 year career. Harter was the only person inducted this year.
3. Ashland Oil Incorporated in cooperation with the Minnesota Academic Excellence Foundation has recognized the outstanding efforts of Junior Achievement of the Upper Midwest and Moorhead Public Schools in their joint program Economic Education for High School Students. This program builds long-range business-education partnerships that benefit students by helping prepare them for the work place.

X. COMMITTEE/MEETING REPORTS

XI. PRE-SCHOOL--K - 12 PROGRAM--COMMUNITY EDUCATION

A. UNFINISHED BUSINESS

1. Set Public Hearing (Bacon) Appendix A
Date for Late Activity
Transportation

Explanation: A public hearing is required to allow the district to levy for late activity transportation in the 1992-93 school year. September 8th is the recommended date to hold this hearing.

Recommendation: Move to approve conducting a public hearing regarding the late activity transportation levy on Tuesday, September 8 at 7:00 p.m. in the board room at Townsite Centre.

Moved by _____ Seconded by _____
Comments _____

B. NEW BUSINESS

1. Consider Home (Lacher) Appendix B
Purchase Agreements
for 9th Avenue North

Explanation: Appendix B-1 contains information regarding purchase agreements with 9th Avenue North homeowners. The district is paying \$250 earnest money for entering into a contingent agreement.

The school district will pay actual closing costs they may incur in purchasing a new home.

Recommendation: Move to approve the purchase agreements as outlined in Appendix B-1.

Moved by _____ Seconded by _____
Comments _____

2. Consider Public (Lacher) Appendix C
Hearing Dates

Explanation: To comply with legal requirements, the district must set the following date for a public hearing:

December 14, 1992 - 7:00 p.m. - Townsite Centre
and if necessary for completion,
December 21, 1992 - 7:00 p.m. - Townsite Centre

Recommendation: Move to approve the dates of: Monday, December 14, 1992, 7:00 p.m., Townsite Centre, and if necessary for completion, Monday, December 21, 1992, 7:00 p.m. - Townsite Centre, as dates to hold public hearings regarding the 1993 property tax levy.

Moved by _____ Seconded by _____
Comments _____

3. Consider Music (Dulski) Appendix D
Accompanist Position

Explanation: Appendix D-1 contains a proposal for a Vocal Music Accompanist position for the 1992-93 school year.

The cost to the district would be \$338 (based on .015 extra-curricular salary schedule.)

Recommendation: Move to approve the Vocal Music Accompanist position as presented.

Moved by _____ Seconded by _____
Comments _____

4. Consider Part-time/
Substitute Employee
Salary Schedule

(Franklin)

Appendix E

Explanation: Appendix E-1 contains the recommended 1992-93 salary schedule for part-time and substitute employees.

Recommendation: Move to approve the salary schedule as presented.

Moved by _____ Seconded by _____
Comments _____

5. Consider Personnel

(Franklin)

Appendix F

New Employees (All are effective for the '92-93 school year unless stated otherwise.)

Katherine Koch - 5th Grade, Robert Asp, BA (0-4), \$23,164
Sara Miller - EBD Teacher, Asp, Filling Maternity Leave, BA (0-4), \$12,218.88 for 96 days
Teresa Herk - Spanish, Junior High, BA (0-4), .429, \$9,937.36 (\$23,164)
Kim Helland - LD Teacher, Voyager, BA (0-4), \$23,164
Joan Degerness - Music, Voyager, BA (0-4).729, \$16,886.56 (\$23,164)
Jill Moe - Hearing Interpreter, B23 (3), \$9.07/hour
Lisa Gilbertson - Inclusion Paraprofessional, Probstfield, B21 (1), \$8.06/hour
Scott Vosper - MSMH Paraprofessional, Washington Elementary, B21 (0), \$7.91/hour
Jennifer Autumnstar - MSMH Paraprofessional, Washington Elementary, B21 (0), \$7.91/hour
Delores Sandbeck - Substitute Teacher Caller, Non-Aligned Contract, B23 (0), \$8.27/hour
Donna Bosh - Substitute Teacher Caller, Non-Aligned Contract, B23 (0), \$8.27/hour
Karen Derby - Kindergarten Paraprofessional, Riverside, B21 (0), \$7.91/hour

Rehire

Ernestina Gaona - 5th Grade, Voyager, BA (8) \$24,684

Resignations

Michele Barrett - AOM Paraprofessional, Edison, effective immediately
Kathy Melarvie - LD Paraprofessional, Probstfield, effective immediately

Change in Contract

Terry Warkenthien - Paraprofessional Senior High to EBD Teacher Outreach Senior High, BA (0-4) \$23,164

Leave of Absence

Mary Leikas - O.T. Teacher District Wide from
September 3, 1992 until October 6, 1992 to travel
China and study Chinese Medicine at the Ancient
Chinese Academy in Beijing.

Recommendation: Move to approve the personnel items
as presented.

Moved by _____ Seconded by _____
Comments _____

-
6. Consider Salary (Jernberg) Appendix G
Adjustment -
Interim Superintendent

Explanation: Refer to Appendix G-1.

Recommendation: Move to approve the salary
adjustment for the Interim Superintendent position
as presented in Memo #S-93-013 (Appendix G-1).

Moved by _____ Seconded by _____
Comments _____

-
7. Review Milk/Meal (Lacher) Appendix H
Card Procedures

Explanation: Appendix H-1 contains the following
information dealing with the procedures being used
for the milk/meal cards:

- 1) Memo dated June 22, 1992 from Mary Bonemeyer
- 2) Informational packet sent to parents

Recommendation: For Your Information

-
- *8. Consider ECFE (Andersen) Appendix I
Classroom Space
Rental

Explanation: The Early Childhood Family Education
program is in need of additional classroom space.
Trinity Lutheran Church is willing to rent the
needed space at a rate of \$42.00 per session with
the space available 3 nights per week for fall,
winter and spring quarters.

The additional classroom space will be used for a
parent room and child room. The rent also includes
use of the equipment for the child activities and
parent education classes.

Recommendation: Move to approve the rental with
Trinity Lutheran Church as presented.

Moved by _____ Seconded by _____
Comments _____

*9. Consider Lease -
Townsite Centre

(Lacher)

Appendix J

Explanation: The following is a summary of the lease agreement reached between Bonnie Haney's School of Ballet and the school district:

1,500 S.F. @ \$2.35/s.ft. = \$3,525 Annual Rent

The agreement is for January 1, 1992 through December 31, 1992.

Recommendation: Move to approve the lease agreement with Bonnie Haney's School of Ballet as presented.

Moved by _____ Seconded by _____
Comments _____

*10. Consider Non-
Resident Agreements

(Jernberg)

Appendix K

Explanation: The following non-resident agreements have been received:

To Attend Halstad-Hendrum Public Schools

Ernest P. Kim - 1108 Belsly Blvd., Mhd, Grade 9

Daniel L. Danielson Jr. - Rt. 1 Box 89, Georgetown,
Grade 3

Robert J. Hermann - Rt. 1 Box 94, Georgetown,
Grade 7

Recommendation: Move to approve the non-resident agreements, subject to board approval of the appropriate districts.

Moved by _____ Seconded by _____
Comments _____

XII. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

1. Discuss Levy Certification

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
New Staff Breakfast	Thurs. Aug. 27	7:00 a.m.	Speak Easy
Elements of Instruction	Thurs., Aug. 27- Fri., Aug 28	8:30 a.m.	Townsite
MEEP Day (K-6)	Mon., Aug. 31		
All Staff Welcome	Mon., Sept. 1	8:00 a.m.	Sr. High
All-District Workshops	Tues., Sept. 1- Thurs., Sept. 3		District-wide
Assessments & OBE Workshop - Iris McGinnes	Fri., Sept. 4		Sr. High
First Day of Classes	Tues., Sept. 8		
Primary Election Day (Bond Referendum)	Tues., Sept. 15		
Supt. Anderson Arrives	Tues., Sept. 7		
Northwest Technical College CEO Visit - Dr. Raymond Cross	Tues., Oct. 13	6:30 p.m.	Townsite

XIII. ADJOURNMENT

NEXT SCHEDULED MEETING TUESDAY, SEPTEMBER 8, 1992 - 7:00 P.M.
TOWNSITE CENTRE - BOARD ROOM

August, 1991

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1992-93 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Senior High School

TOPICS OF PROPOSAL: Vocal Music Accompanist

SUBMITTED BY: Don Dulski DATE: 8/18/92
Dr. Rod Rothlisberger

SUBMITTED TO: Brenda Franklin DATE TO BE IMPLEMENTED:
Bob Jernberg September 8, 1992

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: _____

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Brenda Franklin Brenda Franklin

Recommendation (by person responsible):

Approve ☒ Disapprove ☐ Hold ☐ Refer to Cabinet ☐

Date August 19, 1992

DISTRICT MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.

Funding to provide for a piano accompanist/vocal coach for the high school choirs and choir students:

- a. prepare soloists and ensembles by serving as coach/accompanist for choir students during February, March and April.
- b. rehearse with the choirs up to two weeks prior to performances.
- c. perform with choirs.
- d. travel with musical organizations when necessary.

2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school.)

A keyboard accompanist is necessary to prepare performing choral ensembles to a high degree of excellence for public performances. The accompanist will assist rehearsals and performances and will accompany/coach the preparation of soloists and ensembles for local, regional and state contests.

Precedents for coaches/accompanists are in place in the following schools in our area: Detroit Lakes, Fargo North, West Fargo, and East Grand Forks high schools. No choir director in Region 8AA does his/her own accompanying for contests, as is the case at Moorhead High School, or for concerts.

At Moorhead High School, student accompanists are allowed to accompany up to three events for solo and ensemble contest, so as to prevent exploitation and/or a decline in performance standards.

3. State the negative implications if the proposal is not approved.

As choir enrollments continue to increase (from 70 in 1989 to 170 in 1992), the number of performing opportunities for the choirs, soloists, and small ensembles will need to be limited to 1990-91 levels (85 students), thereby minimizing the experiences of more than half of the students participating in the choir program. At the same time, with increasing choir enrollments, increasing numbers of students request the opportunity to perform solos or in small ensembles (30 events in spring of 89; 50 events in spring of 92; i.e., a 66 percent increase in just three years). There is simply not enough time to rehearse established ensembles (Carolers and Renaissance Singers) AND give attention to the increasing number of students wishing to participate in the choral program and its concomitant activities.

The repertoire available for performance by the choirs is greatly limited if accompanied music is eliminated, thereby limiting the cultural exposure of the students.

4. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

1. Hire an outside coach/accompanist. This would be the easiest alternative, logistically, but it would be difficult to find a person as qualified as Mrs. Geston and the plan is the most expensive alternative.
2. Hire an additional paraprofessional for the music department.
3. Hire an additional part-time certified teacher.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM

*1 PERSONNEL	Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net Dist. Cost
Administrators					
Teachers					
Clerical					
Paraprofessional					
No. & Hrs/Day					
Teacher Para					
Noon Para					
FRINGE BENEFITS	Total Salaries X 30% Worker's Compensation X salary X .005 =				
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
Extra-curricular contract at .015 extra-curricular salary.					\$338
*3 TOTAL COST \$338					NET DISTRICT COST
Comments on budgetary items:					

1. F.T.E. (Full-time equivalent)
2. Equipment, remodeling, site improvement, etc.
3. Review by Business Office before Superintendent's approval

6. Space implications (short/long range).

No changes/additions currently necessary - in fact, utilization of practice rooms, ensemble room, rehearsal rooms, and theatre will be enhanced.

7. Equity implications.

Assist ALL students who wish special assistance.

8. Technology implications.

No further technological equipment, materials, or supplies are currently necessary.

9. Suggested timelines for implementation.

Implement for Fall semester 1992.

10. Who has been involved in this decision?

Moorhead High School Music Faculty, Music Liaison, and Principals (Dulski and Siggerud), Bob Jernberg, and Brenda Franklin.

11. Other comments:

Medium to large public school music departments in Minnesota with quality choral programs have part-time paraprofessional keyboard assistance. The Moorhead Public Schools have provided this type of assistance at various times in the past.

Part Time and Substitute Pay Schedule
1992 - 1993

ADULT ED

Vocational Licensed Teacher	18.17
Avocational Teacher	12.41

SUBSTITUTE TEACHERS

Daily	60.00
Long-Term	89.00

NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS

Part-time (non-contract)	5.00 (or .15 over
Substitute	previous rate)

SECRETARIES

Part-time (non-contract)	6.35
Substitute - Kelly Services (schedule through Employee Resources)	

PARAPROFESSIONALS (TEACHERS ASSISTANTS)

Part-time (non-contract)	7.06
Substitute	7.06

CUSTODIANS

Part-time (non-contract)	5.00
--------------------------	------

WORK STUDY/STUDENT HELP	4.25
-------------------------	------

Part time pay is for employees that are not included in a contract. Generally this will be employees working less than 14 hours a week or casual employees who work less than 67 days. Pay rates will be determined by the Employee Resources Office with this schedule and contracts in mind.

Revised August 1992

Memo #: S-93-013

TO: Board of Education
FROM: Jim Cummings
RE: Interim Superintendent Agreement
DATE: August 21, 1992

I have discussed the Interim Superintendent Agreement with Mr. Jernberg. The original agreement was made on September 24, 1991. It is recommended that agreement be adjusted from the period of July 1, 1992 until Dr. Anderson commences employment on September 7, 1992.

It is recommended that the salary amount be based on an annual salary of \$80,000 from July 1, 1992 through September 6, 1992 with the remaining conditions being the same as was outlined in the original agreement. Mr. Jernberg's contract will revert to the salary and fringe benefits of the Moorhead Administrator's Association Master Contract on September 7, 1992.

To : Robert Lacher
From : Mary Bonemeyer
Re : 1992-93 Milk/Meal Card Procedures
Date : June 22, 1992

This is a summary of our June 17 meeting.

In order to control the outstanding accounts the following procedures are recommended :

- 1) Milk/Meal accounts will not be set up and cards will not be issued to students or staff who have outstanding debts from 1991-92.

A letter explaining this policy will be sent to parents with outstanding bills.

- 2) Students with negative balances will not be permitted to purchase ala carte items (morning milk, lunch milk, shakes).
- 3) If an account becomes overdue by \$4.50 (5 days of meals), a letter will be sent to the parent requesting payment within 5 calendar days. If payment is not received, the account will be closed and the meal card held in the office until the bill is paid.

Identification Cards:

Students in grades 5-8 will be charged \$3 if they lose or damage their card. This money will be deducted from their account.

Card replacements for free/reduced students will be in accordance with federal guidelines (see attached).

Meal arrangements for cards left at home:

Students in grades 5-8 are responsible for keeping their own cards. Students without cards (lost or left at home) must go to the end of the lunch line.

At this time, the problem of students in grades 5-6 leaving their card at home is minimal. Therefore the \$1 charge for leaving the card at home will be dropped.

We still have a significant problem at the Junior High with students leaving their card at home.

In an effort to have a uniform policy for both needy and non-needy students, paying students at the Junior High will be allowed three meal arrangements for cards left at

home. After the third time, they will be charged an additional \$1 each time they leave their card at home.

Federal guidelines for free/reduced students on handling lost, stolen and misused meal tickets will be followed. After three ticket replacements and/or meal arrangements and parent notification, the student will be expected to either bring lunch from home or pay the full price for lunch.

Outstanding accounts:

The outstanding debt as of June 10, 1992 is attached.

The majority of the debt from free students is at grades 5-8 and due to the \$1 and \$3 charges. The debt from free students at the K-4 buildings is due to morning milk and late applications.

The \$1 charges for grades 5-8 students is uncollectible because we cannot collect free reimbursement and charge the extra fee. We have spent much time trying to collect the remaining elementary debt without much success.

Therefore I recommend deleting the outstanding debt from the free accounts. The procedures outlined in this memo will hopefully prevent accumulating debt from free students in the future.

Please contact me if you have any questions or other ideas on procedures.

OUTSTANDING ACCOUNTS

6/10/92

<u>SCHOOL</u>	<u>FREE</u>	<u>REDUCED</u>	<u>PAID</u>	<u>STAFF</u>
Junior High	865	144	1469	70
Asp	554	37	184	28
Voyager	163	12	205	2
Edison	334	2	12	4
Probst	1	0	9	1
Riverside	46	2	163	9
Washington	75	20	133	15
TOTAL	\$2038	\$217	\$2175	\$129

Grand Total Outstanding = \$4559

Students = \$4430

Staff = \$129

SIZE OF OUTSTANDING ACCOUNTS

\$100 + = 2

\$50-99 = 8

\$25-49 = 20

\$10-24 = 63

\$5-10 = 94

Less than \$5 = 532

HANDLING LOST, STOLEN, AND MISUSED MEAL TICKETS

We have just received an Instruction from the Food and Nutrition Service, Alexandria, Virginia, explaining policy with respect to needy students (students who qualify for free and reduced price meals/milk) who report lost or stolen meal tickets. Please note that item 1 below states that parents/students must be notified in writing of this new policy at the time applications are distributed to households or upon approval to receive free or reduced price benefits. We ask your cooperation in providing this information to households as applications are approved.

This Instruction sets forth policy with respect to needy students who report lost or stolen meal tickets in schools and institutions that participate in the National School Lunch, School Breakfast, Commodity School or Special Milk Programs. In this Instruction the term "ticket" refers to any and all forms of exchange used in the schools' or institutions' food service collection systems, including daily, weekly, or monthly paper tickets, cards, coins, or tokens. It should be noted that, when handling instances of missing tickets, schools need not actually issue a replacement ticket if appropriate meal arrangements, such as accompanying the student through the cafeteria line, are made.

Each school food authority's system for ticket replacements for needy students which limits the number of tickets reissued must conform to the following standards:

1. Parents and students must be advised in writing of the school's policy regarding missing meal tickets and of the students' corresponding responsibility for their tickets. Such notice shall be provided at the time applications are distributed to households or upon approval for free or reduced price benefits.
2. A minimin of three ticket replacements, or special meal arrangements resulting from three lost or stolen tickets, must be allowed each student within each school year.
3. The school must maintain a list of students who have reported missing original ticket(s) in the current school year and the number of occurrences for each student. Prior to denying a meal to any student without a ticket, the list should always be reviewed to determine if the student has already had at least three ticket replacements or special meal arrangements for lost or stolen tickets within that school year.
4. At least one advance written warning must be given to the student and the parent(s) prior to refusal to allow additional meals or ticket replacements. The written warning must include an explanation that the student has repeatedly requested replacement tickets and that each subsequent time the student fails to have a ticket, he/she will be expected to either bring lunch or pay full price for lunch.

(over)

5. Meals must always be provided to preschool and K-3 students or for any handicapped students who may be unable to take full responsibility for a meal ticket.

Using the above criteria, school food authorities should develop the most administratively feasible system to handle missing tickets as determined by individual school circumstances and frequency of ticket issuance. In cases of repeated ticket loss or misuse, school administrators may wish to contact an adult household member to arrange a meeting to discuss the problem.

It is recommended that the meal or ticket replacement policy for missing free and reduced price tickets be extended to the loss of full price tickets. If such a uniform policy covering both needy and non-needy students is not implemented, schools must exercise care to preclude the overt identification of needy students when reissuing free or reduced price meal tickets or making arrangements to provide meals to students whose tickets are missing.

Each district's/school's system for ticket replacement will be evaluated for compliance with this Instruction during the administrative review.

July 30, 1992

Dear Students and Parents,

This letter contains important information regarding the school food service program. Please read it carefully and save it for future reference.

1992-93 PRICES

Elementary Lunch 85¢ Secondary Lunch 90¢ Milk 25¢
Breakfast 65¢ (Breakfast is available at Washington, Edison,
Riverside, Lincoln, and the Senior High).

Computerized Lunch Program

The Moorhead Schools use a computerized meal accounting program in grades 1-8. The Senior High School uses a paper ticket system.

EVERY student in the elementary and junior high schools will be issued a plastic identification card with a bar code number. Students will need this card EVERY DAY when they wish to eat a meal or purchase milk. The ID card can only be used to purchase one lunch and one breakfast each day. Therefore, students cannot loan their card to a friend.

Students must PREPAY for their meals/milk in the school office. Money received will be recorded in each child's "account". When a student uses the card to purchase a meal or milk, the cashier will use an electronic card scanner to read the account number. The cost of the meal or milk will automatically be deducted from the account.

STUDENTS WILL NOT BE PERMITTED TO CHARGE MEALS OR MILK. The cashier will let students know when their cash account is low by the following procedures :

- A. When a student has less than \$5.00 remaining in the account :
 1. In grades 1-4, the cashier will stamp the child's hand (with an apple logo) which indicates the account is low.
 2. In grades 5-8, the cashier will verbally remind the students that the account is low.

It is a parent/student responsibility to make sure that students have money in their account.

In order for this program to operate efficiently and accurately for students, parents and the school, we are asking for your assistance in following these guidelines:

1. Students must PREPAY for their meals/milk. This is an identification card not a charge card.

2. Decide on a regular pre-payment schedule--weekly, monthly etc. Write on a calendar or your school lunch menu each time that you send money to school. By establishing a regular payment schedule, you will know when it is time to send money and thereby eliminate phone calls to the school. It is time consuming for the school to answer phone calls regarding balances for hundreds of students.
3. If possible, please pay by check rather than cash. Your cancelled check will serve as your receipt.
4. Pre-payments must be received in the school office by 10:00 A.M. in order to be deposited in the account before lunch.

MILK/MEAL ACCOUNT INFORMATION

IF YOU HAVE ANY QUESTIONS REGARDING THE FOOD SERVICE PROGRAM OR YOUR CHILD'S ACCOUNT, FEEL FREE TO CALL THE FOOD SERVICE OFFICE AT 299-6254.

IDENTIFICATION CARDS

Teachers in grades 1-4 will keep the student ID cards in the classroom to avoid lost cards.

Students in grades 5-8 are responsible for keeping their own cards. If you come to school without your card, you must be at the end of the lunch line to eat in order not to cause a delay, as it takes a few moments to find your ID number.

Students at the Junior High school will be allowed three meal arrangements for cards left at home. After the third time, they will be charged an additional \$1 each time they leave their card at home. This money will be deducted from their account.

Students in grades 5-8 will be charged \$3.00 if they lose or damage their card. This money will be deducted from their account.

PREPAYMENTS FOR LUNCH/MILK

To avoid standing in line the first day of school, all buildings (grades 1-8) will be open August 31-September 4 so that you can make a prepayment in your child's account.

1991-92 REFUNDS AND OVERDUE ACCOUNTS

If the school owed you a refund for 1991-92, it will be deposited in your child's account for 1992-93.

STUDENTS WHO OWE THE SCHOOL FOR UNPAID MILK AND/OR LUNCHES FROM THE 1991-92 SCHOOL YEAR WILL NOT BE ISSUED A MILK/MEAL CARD FOR THE 1992-93 SCHOOL YEAR UNTIL THE BALANCE IS PAID.

Senior High School freshman may pick up their 1991-92 (Junior High) refunds during the first week of school at the Senior High Food Service office.

MORNING MILK

The cost of morning milk for ALL students in grades 1-6 is 25 cents per carton. Enclosed is a consent form for you to complete and return to the classroom teacher if you want your child to participate in the milk program. You must prepay for the milk in the school office.

FREE/REDUCED MEAL APPLICATIONS

Enclosed is income information and an application for free/reduced price meals.

Please note the following changes:

1. Meal Applications or Department of Human Services "Free School Meals" Notices should be sent to:

Food Service Department
Moorhead Senior High School
2300 4th Avenue South
Moorhead, Minnesota 56560
3. Due to the large number of applications at the beginning of the school year, it will take approximately 10 days to process your application once it has been received in the Food Service office. Applications will be processed on a first received basis.
4. You will be notified by letter if your child has been approved.
5. Students are not eligible for free/reduced meals until you receive your notification letter. You must pay the full price for any meals purchased prior to receiving a notification of approval letter.

MORNING MILK

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE CLASSROOM TEACHER
IF YOU WISH TO HAVE YOUR CHILD PARTICIPATE IN THE MORNING MILK
PROGRAM.

YOU MUST PREPAY FOR YOUR CHILD'S MILK IN THE SCHOOL OFFICE.

STUDENT NAME _____

SCHOOL _____

I understand that morning milk is available for purchase to all
students in grades 1-6 at a cost of 25 cents per carton.

I give my consent to have my child participate in the morning
milk program and I accept responsibility for payment of milk
purchased by my child.

Signature of Parent/Guardian _____

Date _____

MORNING MILK

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE CLASSROOM TEACHER
IF YOU WISH TO HAVE YOUR CHILD PARTICIPATE IN THE MORNING MILK
PROGRAM.

YOU MUST PREPAY FOR YOUR CHILD'S MILK IN THE SCHOOL OFFICE.

STUDENT NAME _____

SCHOOL _____

I understand that morning milk is available for purchase to all
students in grades 1-6 at a cost of 25 cents per carton.

I give my consent to have my child participate in the morning
milk program and I accept responsibility for payment of milk
purchased by my child.

Signature of Parent/Guardian _____

Date _____

NOTICE
Independent School District #152
Food Service Department
2300 4th Avenue South
Moorhead, Minnesota 56560
July 27, 1992

Dear Parent or Guardian:

The Moorhead Public Schools serve nutritious meals each school day. Children may buy daily lunch for \$.85 for Elementary Students and \$.90 for Secondary Students. The cost for breakfast is \$.65. Children also may get meals free or at a reduced price. The reduced price is \$.40 for lunch and \$.30 for breakfast.

If you now get food stamps or AFDC for your child(ren), your child(ren) can get free meals. **IMPORTANT:** The Minnesota Department of Human Services in August 1992 mailed each household a "Free School Meals" notice for each child in the household approved for food stamps or AFDC as of August 1, 1992. If you want free school meals for your child, mail or bring the original notice to the above address before school starts. Your child will automatically be approved for free meals and you will not need to complete a meal application. If you did not receive a "Free School Meals" notice for your child or have misplaced the notice, you must apply for free or reduced price meals by completing a meals application.

If your total household income is the same or less than the amounts on the Income Chart below, your child(ren) can get free meals or reduced price meals. A foster child may get free or reduced priced meals regardless of your income.

INCOME CHART

Household Size	Yearly	Monthly	Weekly
1	\$12,599	\$1,050	\$ 243
2	17,002	1,417	327
3	21,405	1,784	412
4	25,808	2,151	497
5	30,211	2,518	581
6	34,614	2,885	666
7	39,017	3,252	751
8	43,420	3,619	835
For each additional household member, add:	+4,403	+ 367	+ 85

HOW TO APPLY BY COMPLETING A MEAL APPLICATION:

If you now get food stamps or AFDC for your child(ren) but did not get or have misplaced the DHS "Free School Meals" notice, you can apply for free meals by completing Section II of the application. The application must have the child(ren)'s names, a food stamp or AFDC case number for each child, and the signature of an adult household member. If you have child(ren) in your household who do not have a food stamp or AFDC case number, then complete Section III of the application and include all the children's names, the names of all household members, the amount of income each person got last month and where it came from, the signature of an adult household member and that adult's Social Security number or the word "none" if the adult does not have a Social Security number. If you are applying for a foster child complete Section I of the application and include the child's

name, the child's "personal use" income, and an adult signature. We cannot approve an application that is not complete.

Verification: If you complete a meal application your eligibility may be checked at any time during the school year. School officials may ask you to send papers showing that your child(ren) should get free or reduced price meals.

Fair Hearing: You may talk to school officials if you do not agree with the school's decision on your application or the results of verification. You also may ask for a fair hearing. You may do this by calling or writing:

ROBERT LACHER
TOWNSITE CENTER
810 4TH AVE. SO.
MOORHEAD, MN 56560
(218)299-6220

Reporting Changes: If your child(ren) get free or reduced price meals because of your income, you must tell the school if your household size decreases or your income increases by more than \$50 per month or \$600 per year. If your child(ren) get free meals because they get food stamps or AFDC, you must tell the school when you are not getting AFDC or food stamps for them. You may then fill out another application giving income information.

Confidentiality: School officials use the information on the application only to decide if your child(ren) should get free or reduced price meals.

Reapplication: You may apply for meals any time during the school year. If you are not eligible now but have a change, like a decrease in household income, an increase in household size, become unemployed, or get food stamps or AFDC for your child(ren), complete an application then.

IN THE OPERATION OF THE CHILD FEEDING PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, SEX, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASHINGTON, D.C. 20250.

Help with Application: If you have any questions or need help in filling out the application form, please contact the Food Service Office at 299-6254. We will let you know when your application is approved or denied.

Please note the following:

APPLICATIONS SHOULD BE SENT TO :

Food Service Department
Moorhead Senior High School
2300 4th Avenue South
Moorhead, Minnesota 56560

Sincerely,
Mary Bonemeyer
Mary Bonemeyer
Food Service Director
Moorhead Public Schools

DO NOT complete for your child/children who have submitted a DHS Free School Meals Notice.

Application for Free or Reduced Price School Meals for Children

FY 1992-93

ONE APPLICATION PER FAMILY

An adult household member must carefully complete, sign, and return this application to the school. If you need help with this form, please call the school. Complete whichever sections apply to your household. A signature is required on every application. This application cannot be approved for households completing Section III unless the Social Security number of the signer of the application is provided or an indication made that the signer does not have a Social Security number.

APPENDIX H-1
Page 12 of 13

SECTION I.

☐ **FOSTER CHILD:** In certain cases a foster child is eligible for free or reduced price meals regardless of household income. If you have a foster child living with you who meets the definition of a foster child as defined on the back of this application, complete Section I and SIGN THIS APPLICATION. Check the box at the left if you are applying for a foster child. You must complete a separate application for each foster child.

Child's Name	School	Grade	Monthly Income: List monies provided for personal use and child's full-time employment. If no income, write "0".

II.

FOOD STAMP HOUSEHOLDS OR AFDC RECIPIENTS: If you are NOW receiving food stamps or AFDC for your child/children but did not receive a DHS notice or misplaced the DHS notice for a child, list that child's name and current food stamp or AFDC case number. SIGN THIS APPLICATION and return it to the school. If you have other children who do not receive food stamps or AFDC, list their names in Section III below along with other requested information.

Child's Name	School	Grade	Case Number	Child's Name	School	Grade	Case Number
1.				4.			
2.				5.			
3.				6.			

III.

ALL OTHER HOUSEHOLDS: If your household does NOT RECEIVE FOOD STAMPS OR IF YOU DO NOT RECEIVE AFDC for one or more of your school age children, you must provide the following information, SIGN THE APPLICATION and LIST YOUR SOCIAL SECURITY NUMBER or indicate that you do not have a Social Security number, or your application cannot be approved. (1) List the names of EVERYONE living in your household whether they receive income or not. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. If you need more space, attach a separate sheet of paper. (2) List the amount of income each household member received last month, before taxes or anything else was taken out, and where the income came from, such as earnings, unemployment compensation, pensions, public assistance, child support, self employment and other income, in columns a-f. If any income last month was more or less than usual, list that person's usual monthly income. SEE THE BACK OF THIS APPLICATION FOR ADDITIONAL HELP WITH INCOME.

(1) HOUSEHOLD MEMBERS: List the names of everyone living in your household.			(2) MONTHLY INCOME: (Received last month.)					
	School	Grade	Gross Earnings from work (Include all jobs) (a)	Pension, Retirement, Social Security (b)	Unemployment Workers Comp., Strike Benefits (c)	Public Assistance, Child Support, Alimony (d)	Net Income Farmer/Self Employed (e)	Other Income (f)
1.			\$	\$	\$	\$	\$	\$
2.			\$	\$	\$	\$	\$	\$
3.			\$	\$	\$	\$	\$	\$
4.			\$	\$	\$	\$	\$	\$
5.			\$	\$	\$	\$	\$	\$
6.			\$	\$	\$	\$	\$	\$
7.			\$	\$	\$	\$	\$	\$
8.			\$	\$	\$	\$	\$	\$

SIGNATURE AND SOCIAL SECURITY NUMBER: I certify that all the above information is true and correct and that all the income is reported and/or the food stamp or AFDC case number is reported correctly. I understand that this information is being given for the receipt of federal funds; that school officials may verify the information on the application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal laws.

X _____ X _____
Signature of Adult Household Member Social Security Number (required if Section III completed)

PRINTED NAME _____ HOME TELEPHONE NO. _____ WORK TELEPHONE NO. _____

STREET/APT. NO. _____ CITY/STATE/ZIP _____ DATE _____

FOR SCHOOL USE ONLY — DO NOT WRITE BELOW THIS LINE

TOTAL HOUSEHOLD SIZE _____ MONTHLY INCOME _____ FOOD STAMP/AFDC _____ MONTHLY INCOME CONVERSION WEEKLY $\times 4.33$ EVERY 2 WEEKS $\times 2.15$ TWICE A MONTH $\times 2$

ELIGIBILITY DETERMINATION: APPROVED FREE _____ APPROVED REDUCED PRICE _____ TEMPORARY _____
 { UNTIL _____ DENIED _____
 { UNTIL _____ INCOMPLETE APPLICATION _____
 { OTHER _____
 CHANGE IN STATUS { REASON _____
 { DATE _____

SIGNATURE OF DETERMINING OFFICIAL _____ DATE _____ DATE WITHDRAWN: _____

PRIVACY ACT STATEMENT:

Section 9 of the National School Lunch Act requires that, unless your child's food stamp or AFDC case number is provided, you must include the Social Security number of the adult household member signing the application or indicate that the household member does not have a Social Security number. Provision of a Social Security number is not mandatory, but if a Social Security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The Social Security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or AFDC benefits, contacting the state employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

Households selected for verification must provide the Social Security number of each adult household member or an indication that he/she does not possess one. Provision of a Social Security number is not mandatory but if a Social Security number is not provided for each adult household member or an indication is not made that he/she does not possess one, benefits will be terminated.

CIVIL RIGHTS SURVEY: Please check your child's racial or ethnic group. You are not required to answer this question. We need this information to be sure that everyone receives benefits on a fair basis.

<input type="checkbox"/> White, not of Hispanic Origin	<input type="checkbox"/> Black, not of Hispanic Origin	<input type="checkbox"/> Hispanic
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian or Pacific Islander	

**NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE,
COLOR, NATIONAL ORIGIN, AGE, SEX, OR HANDICAP.**

HELP WITH INCOME

To determine monthly income:

If paid every week, multiply the total gross income by 4.33.

If paid every two weeks, multiply the total gross income by 2.15.

If paid twice a month or bi-monthly, multiply the total gross income by 2.

If paid once a month, use the total gross income.

If paid once a year, divide the total gross income by 12.

INCOME TO REPORT UNDER EACH COLUMN

(a) <u>Gross Earnings from Work</u> Wages/salaries/tips (Gross earnings before deductions)	(b) <u>Pension/Retirement/Social Security</u> Pensions Supplemental Security income Retirement income Veteran's payments Social security	(c) <u>Unemployment/Workers Comp/Strike Benefits</u> Unemployment compensation Worker's compensation Strike benefits
(d) <u>Public Assistance</u> <u>Child Support/Alimony</u> Public Assistance payments Alimony/child support payments	(e) <u>Net Income</u> <u>Farmer/Self Employed</u> Net income from self-owned business or farm (Gross farm or business income minus farm or business expenses)	(f) <u>Other Income</u> Disability benefits Cash withdrawn from savings Interest/Dividends Income from Estates/Trusts/ Investments Regular contributions from persons not living in the household Net royalties/annuities/net rental income Any other income

FOSTER CHILD

DEFINITION • A foster child is a child who is living with a household but is the legal responsibility of the Dept. of Human Services or court. A foster child is considered a household of one.

INCOME FOR FOSTER CHILDREN • In determining income for the foster child, only the following should be considered:

1. Funds provided by the Dept. of Human Services which are specifically identified by category for personal use of the child, such as for clothing, school fees, and allowances. Funds identified by category for shelter and care, and those identified as special needs funds, such as those for medical and therapeutic needs are not considered as income. Where funds cannot be identified by category, no portion of the provided funds are considered as income.
2. Other funds received by the child. This includes, but is not limited to, monies provided by the child's family for personal use and earnings from child's full-time or regular part-time jobs.

FOR SCHOOL USE ONLY — DO NOT WRITE BELOW THIS LINE

DATE VERIFICATION NOTICE SENT: _____	RESPONSE DUE FROM HOUSEHOLD: _____	SECOND NOTICE SENT: _____
VERIFICATION RESULT: NO CHANGE _____	FREE TO REDUCED PRICE _____	FREE TO PAID _____
REASON FOR ELIGIBILITY CHANGE: INCOME _____	HOUSEHOLD SIZE _____	REDUCED PRICE TO FREE _____
DATE "NOTICE OF CHANGE" SENT TO PARENT/GUARDIAN: _____	OTHER _____	REFUSED TO COOPERATE _____
SIGNATURE OF VERIFYING OFFICIAL: _____	CHANGE IN FOOD STAMP/AFDC _____	REDUCED PRICE TO PAID _____
	DATE: _____	

SCHOOL SOCIAL WORK

MOORHEAD PUBLIC SCHOOLS

AUGUST 25, 1992

School social work is one of the support services provided through the Special Services Department of Moorhead Schools. Because of State Special Education contribution to school social work salaries, our primary responsibility is to work with students who are handicapped or potentially handicapped. We work closely with the Child Study Team in each building. We consult with regular and special education staff and network with community agencies. We provide some direct service to students and parents through individual and group support. School social workers also provide some services in the areas of crisis-intervention and child protection.

The School Social Work job description includes the following:

1. Consultation with teachers and other school staff about family, social, emotional, behavioral, and health issues.
2. In situations where there is evidence of neglect, physical or sexual abuse, or where there is evidence of other crisis situations in the student's environment, the school social worker will provide consultation and support within the school setting and will assist the building team in utilizing and networking with whatever support services are appropriate.
3. Work cooperatively with the the multi-disciplinary Child Study Team in identifying the needs of individual students and in developing a program to resolve those problems which interfere with a student's functioning .
4. Provide direct services to handicapped students to assist in their growth in social, emotional or behavioral areas.
5. Provide direct services to families of handicapped students to help them better understand the student's needs, to participate more effectively in resolving problems, to help them make use of appropriate resources available.
6. Make referrals to community agencies when necessary, which will assist students and their families in meeting their needs. ~
7. Serve as a liaison between home, school, and community which assists in the networking and effective use of services.
8. Program planning with district and community committees which focus on meeting the needs of students at risk and their families.
9. Maintain sufficient records for use by school staff and when appropriate by community agencies.

SUMMARY OF SCHOOL SOCIAL WORK ACTIVITIES
1991-1992 SCHOOL YEAR

Gerald Koenig

Students Served through Child Study Meetings, Individual Contacts, Group Activities, Parent Contact, Consultation with School Staff, Community Outreach.

George Washington School - 84 Students

Group Activities included a classroom group for EBD Students, A Parent Group for Students involved in the Full Inclusion Program. I also participated in the Crisis Management Team

Robert Asp School - 81 Students

Group Activities included classroom groups in the self-contained LD and EBD classrooms, and participation in the Hispanic Students at Risk Program

Voyager School - 24 Students

Co-facilitated two groups with Lynn Johnson, EBD Resource Teacher.

District and Community Activities:

Special Services Staff Meetings

Inclusion Workshops

Child Abuse Policy Development

Hispanic Students at Risk Committee

Homeless Students Workshop and Grant Writing

Valley Fest - Kid's Fest

FM Area Foundation Leadership Grant Advisory Task Force

District and Mayor's Human Rights Councils

Trinity Lost and Found Library Volunteer

SUMMARY OF SCHOOL SOCIAL WORK ACTIVITIES
1991-1992 SCHOOL YEAR

Lynn Sipe

Students served through Child Study Meetings, Individual Contacts, Group Activities, Parent Contact, Consultation with School Staff, Community Outreach.

Senior High School - 39 Students

Co-facilitated two grief groups.

Riverside School - 101 Students

Co-facilitated two Kindergarten Self-esteem groups.

Co-facilitated two grief groups.

District and Community Activities

Chairperson for District Crisis Management Steering Committee

Presenter at Elementary Crisis Management Workshop in Detroit Lakes

District Chemical Use Steering Committee

Riverside Crisis Management Team member

Nokomis Advisory Board member

Hispanic Students at Risk Committee

Migrant Issues Task Force

Teacher and Parent Groups for Full Inclusion

Clay County Child Protection Team

District Child Abuse Policy Development

President of Clay County Residence Board

Minnesota School Social Workers Association

Special Services Staff Meetings

SUMMARY OF SCHOOL SOCIAL WORK ACTIVITIES
1911-1992 SCHOOL YEAR

Robert Haseltine (Employed Jan - May '92)

Students served through Child Study Meetings, Individual
Contacts, Group Activities, Parent Contacts, Consultation with
School Staff, Community Outreach

Probstfield School - 27 Students

Family Consortium Project

Crisis Management Team

Junior High School - 31 Students

Liaison for Clay County Outreach Program

Group Activity for OT/POHI Students

Thomas Edison School - 43 Students

Crisis Management Team member

District and Community Activities:

Special Services Staff Meetings

Clay County Child Protection Team

Hispanic Students at Risk Committee

District Crisis Management Steering Committee

Teacher and Parent groups for Full Inclusion

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Notice is hereby given that a REGULAR meeting of the Moorhead School Board will be held on TUESDAY, SEPTEMBER 8, 1992, at 7:00 p.m. in the BOARD ROOM at TOWNSITE CENTRE.

Robert M. Jernberg
Robert Jernberg, Interim Superintendent

MISSION STATEMENT

To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Robert Jernberg _____

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

=====

RECESS MEETING FOR THE PURPOSE OF CONDUCTING A PUBLIC HEARING REGARDING ESTABLISHING A FEE FOR LATE ACTIVITY TRANSPORTATION.

Moved by _____ Seconded by _____
Comments _____

MOVE TO CLOSE THE PUBLIC HEARING AND RECONVENE THE REGULAR SCHOOL BOARD MEETING AT _____ P.M.

Moved by _____ Seconded by _____
Comments _____

=====

III. PREVIEW OF AGENDA - Robert Jernberg, Interim Superintendent

IV. APPROVAL OF AGENDA

Moved by _____ Seconded by _____
Comments _____

V. APPROVAL OF MINUTES

Appendix A

Recommendation: Move to approve the minutes of August 5, 6, 7, 11, and 25, 1992 as presented.

Moved by _____ Seconded by _____
Comments _____

S-19-BOS
MM
9-8-92

VI. CONSENT AGENDA (Items: VII; XIII - B. 4)

All items listed with an asterisk () are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in the normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

Moved by _____ Seconded by _____
Comments _____

*VII. CONSIDERATION OF CLAIMS

Appendix B

VIII. COMMUNICATIONS

IX. OPPORTUNITY FOR COMMUNITY/STAFF TO SPEAK

X. FOR YOUR INFORMATION

Appendix Z

1. Enrollment Update - Jernberg
2. Referendum Update - Jernberg

XI. "WE ARE PROUD"

1. The school leadership team from Voyager has been selected as one of twenty schools in the State to participate in the Minnesota Chamber Foundation's Professional Development Challenge Grant Program. The team will receive training in leadership skills as well as consultation services through the Minnesota Chamber of Commerce Foundation. Two of the final 20 teams will be awarded a grant of \$15,000. Team members include: Lynn Johnson, Karen Smith, Norm Olthoff, Mary Jo Schmid, Clareen Thureen-PAC President, Jim Cummings-Parent.

XII. COMMITTEE/MEETING REPORTS

Joint Powers - Ladwig (9/3)

III. PRE-SCHOOL--K - 12 PROGRAM--COMMUNITY EDUCATION

A. UNFINISHED BUSINESS

1. Consider 1992-93 (Bacon) Appendix C
Late Activity
Transportation

Explanation: Below is a summary of the options available for Late Activity transportation:

- 1) No Service - no cost.
- 2) School bus services with only 2 buses per night. This option would service only rural students effectively.
Cost estimate - \$16,700.
- 3) School bus service to rural areas, Moorhead Area Transit (MAT) buses would be utilized for areas within the city limits. This option is the only option which would cost more than the levy amount. The district could charge a fee to cover the cost above levy revenues.
Cost Estimate - \$28,390.

Option #3 would offer the highest quality service available given the funding constraints on this program.

Recommendation: Move to approve establishing a fee and to provide transportation as presented in Option #3 above, commencing October 1, 1992, subject to State approval. (A revision may be made at the meeting based on Public Hearing input.)

Moved by _____ Seconded by _____
Comments _____

B. NEW BUSINESS

1. Consider 1992 (Jernberg) Appendix D
Payable 1993
Property Tax Levy

Explanation: Levy information was received on September 3rd. This information will be reviewed and the Board will be given a copy at the meeting.

Recommendation: Move to approve the proposed 1992 payable 1993 levy submitted to the Department of Education.

Moved by _____ Seconded by _____
Comments _____

2. Review 1992-97
Long Range Plan

(Jernberg)

Appendix E

Explanation: David Shaw, chairperson of the LRP committee, will review the long range plan with the Board.

Recommendation: For Discussion Only

3. Consider Personnel

(Franklin)

Appendix F

NEW EMPLOYEES

Charlette Moe - Junior High Music Teacher BA+15
(0-4), .286, \$6977.83 (23164)
Carolyn Juell - Inclusion Teacher Washington, BA+45
(0-4) .5, \$13,433.00 (26866)
Joyce Habiger - Special Services Secretary Townsite
Centre, B21 (0), \$7.91/hr effective September 2,
1992
Darlene Braun - Library and Health Technican
Secretary Voyager Elementary, A12 (0) \$7.62/hr-4hrs
daily, A13 (0) \$7.34/hr-4hrs
Rhonda Wang - Paraprofessional Riverside, B21 (0)
\$7.91/hr-7 hrs daily
Stephaine Walter - MSMH Paraprofessional Senior
High, B21 (0) \$7.91/hr-7 hrs daily
Shauna Salmi - Hearing Interpretor
Paraprofessional, B23 (3) \$9.07/hr- 7 hrs daily
Jane Rawlings - Kindergarten Paraprofessional
Lincoln, B21 (0) \$7.91/hr- 3.5 hrs daily
Barbara Olson - MSMH Paraprofessional Edison, B21
(0) \$7.91/hr-7 hrs daily
Jana Jess - In-School Suspension and Detention -
Junior High, \$8.00 and \$12.00/hr
Carol Blattenbauer - Attendance Clerk, Non-Aligned -
B21 (1) \$7.71/hr-7 hours daily

RESIGNATION

Gloria Anderson - Reading Teacher Senior High
effective immediately
Barbara Olson - Chapter I/AOM Paraprofessional
Riverside effective immediately
Nancy Hagen - Chapter I/AOM Paraprofessional Edison
effective immediately

Recommendation: Move to approve the personnel items
as presented.

Moved by _____ Seconded by _____
Comments _____

*4. Consider Non-Resident Agreements

(Jernberg)

Appendix G

Explanation: The following non-resident agreements have been received:

To Attend Norman County West

Matthew G. Sondreaal - Rt. 1 Box 215, Mhd, Grade 2

To Attend Moorhead Public Schools

Dale E. Trista - Box 21, Shelly, MN, Grade 3

Rolando Flores - Box 113, Comstock, MN, Grade 7

Jose I. Flores - Box 113, Comstock, MN, Grade 7

J. Marcos Flores - Box 113, Comstock, MN, Grade 5

Recommendation: Move to approve the non-resident agreements, subject to action of the appropriate districts.

Moved by _____ Seconded by _____
Comments _____

XIV. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

1. Negotiations Strategy Session

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
First Day of Classes	Tues., Sept. 8		
Supt. Anderson Arrives	Tues., Sept. 14		
Community Ed. Advisory Council Mtg.	Tues., Sept. 14	7:30 p.m.	Townsite
Primary Election Day (Bond Referendum)	Tues., Sept. 15		
Community Ed. Classes Begin	Mon., Sept. 28		
Northwest Technical College CEO Visit - Dr. Raymond Cross	Tues., Oct. 13	6:30 p.m.	Townsite
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite

XV. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, September 22, 1992 - 7:00 p.m.
Board Room - Townsite Centre

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 5, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, Jim Cummings, Anton Hastad, Ellen Hunt, and Carol Ladwig.

MEMBERS ABSENT: Mark Gustafson

CALL TO ORDER: Chairperson Cummings called the meeting to order at 5:30 p.m.

SUPERINTENDENT INTERVIEWS: The Board interviewed Dr. Stephen Swanson of Manchester, Iowa, for the position of Superintendent of Schools.

MEETING RECESSED: The meeting was recessed at 8:30 p.m. until 5:30 p.m. on Thursday, August 6, 1992.

Bill Cox, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 6, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, Jim Cummings, Anton Hastad, Ellen Hunt, and Carol Ladwig.

MEMBERS ABSENT: Mark Gustafson

CALL TO ORDER: Chairperson Cummings called the meeting to order at 5:30 p.m.

SUPERINTENDENT INTERVIEWS: The Board interviewed Dr. Bruce Anderson of Richfield, Minnesota, for the position of Superintendent of Schools.

MEETING RECESSED: The meeting was recessed at 7:45 p.m. until 5:30 p.m. on Friday, August 7, 1992.

Bill Cox, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 7, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, Jim Cummings, Anton Hastad, Ellen Hunt, and Carol Ladwig.

MEMBERS ABSENT: Mark Gustafson

CALL TO ORDER: Chairperson Cummings called the meeting to order at 5:30 p.m.

SUPERINTENDENT INTERVIEWS: The Board interviewed Dr. Robert Beach of Joliet, Illinois, for the position of Superintendent of Schools.

MEETING RECESSED: Hunt moved, seconded by Cummings, to adjourn at 8:00 p.m.

Bill Cox, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 11, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox (7:40 p.m.), James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Robert Jernberg.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cummings called the meeting to order at 7:00 p.m. and led all in attendance in the Pledge of Allegiance.

PREVIEW OF AGENDA: Jernberg previewed the agenda.

APPROVAL OF AGENDA: Gustafson moved, seconded by Hastad, to approve the agenda as presented. Motion carried 6-0.

APPROVAL OF MINUTES: Borgen moved, seconded by Hastad, to approve the minutes of July 1 and 28, 1992 as presented. Motion carried 6-0.

CONSENT AGENDA: Borgen moved, seconded by Hunt, to approve the following items on the consent agenda: Consideration of Claims, Dairy/Bakery Bids, and Title VI Resolution. Motion carried 6-0

CONSIDERATION OF CLAIMS: As part of the consent agenda, the Board approved the claims, subject to audit, in the amount of \$845,533.24.

General Fund:	\$557,422.80
Food Service:	4,241.30
Transportation:	15,892.44
Community Service:	9,985.79
Capital Expenditure:	251,936.42
Post-Secondary:	2033.80
Townsite Centre:	4,020.69
TOTAL	\$ 845,533.24

Motion carried 6-0.

FOR YOUR INFORMATION

Nokomis Child Care Center Update - Gayle Johnson, Director of Nokomis Child Care Center, reviewed the 1991-92 statistics with the Board. The Center served 30 children and has an enrollment of 21 for the 92-93 school year. The majority of children served are from students attending the local colleges. Seven (7) children were from students attending the high school and YES program. Goals for 1992-93 are to achieve accreditation through the National Academy of Early Childhood Education, develop financial stability, begin an intensive parenting program, and continue working with Moorhead State University in utilizing student teachers at the Center.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 11, 1992
PAGE 2

The Center had a budget deficit of \$12,137. This was primarily due to parents paying at the low end of the subsidized fee scale, unacquired grants and donations, and holding enrollment spots for unborn children and the parents decided not to return to school.

1991-92 Community Education Update - Rose Andersen reviewed the annual report with the Board.

Mary Davies reported on the Parent Involvement activities from last year and plans for 1992-93.

Technology Video - Jernberg noted a video is available regarding the district's current and future plans for technology applications.

Cox joined the meeting at 7:40 p.m.

LATE ACTIVITY TRANSPORTATION: Gustafson moved, seconded by Borgen, to direct administration to take steps in implementing late activity transportation utilizing school bus service and Moorhead Area Transit, in an estimated cost of \$28,390. Motion carried 7-0.

D.A.R.E. PROGRAM/YOUTH INTERVENTION OFFICER EXPANSION: Borgen moved, seconded by Hunt, to approve the utilization of funds, in the amount of \$33,000, for Drug Abuse Resistance Education (D.A.R.E.) program expansion and the remaining funds of the Crime levy for youth intervention programming to emphasize violence reduction and conflict resolution. Motion carried 7-0.

VOYAGER SCHOOL HANDBOOK: Borgen moved, seconded Ladwig, to approve the school handbook for Voyager School as presented. Motion carried 7-0.

SENIOR HIGH STUDENT HANDBOOK: Hunt moved, seconded by Gustafson, to approve the student handbook for Moorhead Senior High as presented. Motion carried 7-0.

COMMUNITY EDUCATION SECRETARIAL POSITIONS: Gustafson moved, seconded by Hunt, to approve the part-time computer secretary and ABE/ECFE secretary positions for Community Education. Motion carried 7-0.

1992-93 MEAL PRICES: Borgen moved, seconded by Ladwig, to approve the 1992-93 adult meal prices as follows: Adult Lunch-\$1.90; Adult Breakfast-\$1.15; Adult Entree-\$1.60; and, Adult Roll-.55¢. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 11, 1992
PAGE 3

PERSONNEL: Hastad moved, seconded by Borgen, to approve the following personnel items:

New Employees (All are effective for the 92-93 school year unless stated otherwise.)

Scott Allen - Biology Teacher, Senior High, BA (0-4),
\$23,164
Gwen Sallberg - Reading Teacher, Senior High, 1st Semester,
BA (7), .643, \$7,484.01
Jay Raymond - Art Teacher, Senior High, BA (0-4), .786,
\$18,206.90

Leave of Absence

Shirley Tufton - EBD Paraprofessional, Senior High, one year
leave for 1992-93

Resignations

Ruth LePoidevin - 5th Grade Teacher, Robert Asp Elementary,
effective immediately
Pamela Butterfield - Paraprofessional, Lincoln Elementary,
effective immediately
D. Allison Grohnke - MSMH Paraprofessional, Senior High,
effective immediately

Motion carried 7-0.

PLANNING, EVALUATING AND REPORTING (PER) REPORT: Hastad moved, seconded by Ladwig, to approve the 1992 PER Report and directed administration to distribute it to all district residents as required. Motion carried 7-0.

CONSENT AGENDA: As part of the consent agenda, the Board:

Dairy/Bakery Bids - Awarded the bakery bid to Metz Bakery and the dairy bid to Cass-Clay for the 1992-93 school year.

Title VI Resolution - Approved the resolution authorizing the submission of the Title VI financial assistance application for the 1992-93 school year.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The board discussed the upcoming referendum meetings. Public meetings have been scheduled for Georgetown, Sabin, Moorhead Junior High, and Robert Asp to inform the public with the September 15 bond referendum.

ADJOURNMENT: Borgen moved, seconded by Cummings, to adjourn the meeting at 8:45 p.m. Motion carried 7-0.

Bill Cox, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 25, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen (7:10 p.m.), Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen hunt, Carol Ladwig, and Robert Jernberg.

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 7:03 p.m.

PLEDGE OF ALLEGIANCE: Chairperson Cummings led the Board, audience and administration in the Pledge of Allegiance.

PREVIEW OF AGENDA: Jernberg previewed the agenda adding Irrigation System - Senior High.

APPROVAL OF AGENDA: Gustafson moved, seconded by Hastad, to approve the agenda as amended. Motion carried 6-0; Borgen absent.

CONSENT AGENDA: Ladwig moved, seconded by Hastad, to approve the following items on the consent agenda: ECFE Classroom Space Rental; Lease Agreement-Townsite Centre; and, Non-Resident Agreements. Motion carried 6-0; Borgen absent.

Curt Borgen joined the meeting.

FOR YOUR INFORMATION

Social Work Department Report

Jerry Koenig, Lynn Sipe and Rob Hazeltine reviewed with the Board the history of the school social workers. They expressed their thanks and appreciation to the Board and administration for the support and team-work approach to this department.

Outreach Center Update

Kate Severson-Wedll, Center director, and Deb Swanson, social worker, reported regarding the daily routine of the Outreach Center, enrollment figures and projections, and what type of student the Center services. The Outreach Center is partially funded by Clay County Social Services and Lakeland Mental Health Services.

Referendum Update

Jernberg reported a press conference was held announcing the "Vote Yes for Education" Citizen's Committee. Many presentations have been made to local service clubs and public information meetings are scheduled for September 2, 3 and 10.

Enrollment Update

Jernberg reviewed the student enrollment numbers for the 92-93 school year. As of August 25, 1992 there were 5,849 enrolled kindergarten through grade 12.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 25, 1992
PAGE 2

LATE ACTIVITY TRANSPORTATION PUBLIC HEARING: Hastad moved, seconded by Borgen, to approve conducting a public hearing regarding the late activity transportation fee on Tuesday, September 8 at 7:00 p.m. in the Board Room of Townsite Centre. Motion carried 7-0.

9TH AVENUE NORTH HOME PURCHASE AGREEMENTS: Borgen moved, seconded by Hunt, to approve the purchase agreements for properties located at 814-11th St. No. and 814-12th St. No. Motion carried 7-0.

SET PUBLIC HEARING DATES: Borgen moved, seconded by Gustafson, to approve the dates of: Monday, December 14, 1992, 7:00 p.m., Townsite Centre, and if necessary for completion, Monday, December 21, 1992, 7:00 p.m., Townsite Centre, as dates to conduct public hearings regarding the 1993 property tax levy. Motion carried 7-0.

MUSIC ACCOMPANIST POSITION: Hastad moved, seconded by Hunt, to approved the vocal music accompanist position, at a cost of \$338, for the 1992-93 school year. Motion carried 7-0.

PART-TIME/SUBSTITUTE EMPLOYEE SALARY SCHEDULE: Hunt moved, seconded by Cox, to approve the salary schedule as follows: ADULT ED: Vocational Licensed Teacher-\$18.17, Avocational Teacher-\$12.41; SUBSTITUTE TEACHERS: Daily-\$60.00, Long-Term-\$89.00; NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS: Part-time (non-contract)-\$5.00 (or .15 over previous rate); SECRETARIES: Part-time (non-contract)-\$6.35, Substitute - Kelly Services (schedule through Employee Resources); PARAPROFESSIONALS (TEACHERS ASSISTANTS): Part-time (non-contract)-\$7.06, Substitute-\$7.06; CUSTODIANS: Part-time (non-contract)-\$5.00; WORK STUDY/STUDENT HELP-\$4.25. Motion carried 7-0.

PERSONNEL: Borgen moved, seconded by Cox, to approve the personnel items as amended:

New Employees (All are effective for the 92-93 school year unless stated otherwise.)

Katherine Koch - 5th Grade, Robert Asp, BA (0-4), \$23,164
Sara Miller - EBD Teacher, Asp, Filling Maternity Leave, BA (0-4), \$12,218.88 for 96 days
Teresa Herk - Spanish, Junior High, BA (0-4), .429, \$9,937.36 (\$23,164)
Kim Helland - LD Teacher, Voyager, BA (0-4), \$23,164
Joan Degerness - Music, Voyager, BA (0-4).729, \$16,886.56 (\$23,164)
Jill Moe - Hearing Interpreter, B23 (3), \$9.07/hour

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 25, 1992
PAGE 3

Lisa Gilbertson - Inclusion Paraprofessional, Probstfield, B21
(1), \$8.06/hour
Scott Vosper - MSMH Paraprofessional, Washington Elementary, B21
(0), \$7.91/hour
Jennifer Autumnstar - MSMH Paraprofessional, Washington
Elementary, B21 (0), \$7.91/hour
Delores Sandbeck - Substitute Teacher Caller, Non-Aligned
Contract, B23 (0), \$8.27/hour
Donna Bosh - Substitute Teacher Caller, Non-Aligned Contract, B23
(0), \$8.27/hour

Rehire

Ernestina Gaona - 5th Grade, Voyager, BA (8) \$24,684

Resignations

Michele Barrett - AOM Paraprofessional, Edison, effective
immediately
Kathy Melarvie - LD Paraprofessional, Probstfield, effective
immediately

Change in Contract

Terry Warkenthien - Paraprofessional Senior High to EBD Teacher
Outreach Senior High, BA (0-4) \$23,164

Leave of Absence

Mary Leikas - O.T. Teacher District Wide from September 3, 1992
until October 6, 1992 - to study Chinese Medicine at the Ancient
Chinese Academy in Beijing.

Motion carried 7-0.

INTERIM SUPERINTENDENT SALARY ADJUSTMENT: Hastad moved, seconded
by Gustafson, to approve the salary adjustment for July 1 through
September 6, 1992 of the Interim Superintendent, in the amount of
\$1,198.54. Motion carried 7-0.

REVIEW MILK/MEAL CARD PROCEDURES: The Board briefly discussed
information dealing with the procedures that will be used for the
milk/meal cards for the 1992-93 school year. Information has
been sent to parents from the Food Service department.

IRRIGATION SYSTEM - ATHLETIC & SOCCER FIELDS: Hunt moved,
seconded by Borgen, approve the bid of \$24,800 to Robert Gibb and
Sons for installation of an irrigation system for the athletic
and soccer fields at Moorhead High, based on administrations
interpretation of the bid.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
AUGUST 25, 1992
PAGE 4

Gustafson moved, seconded by Cummings, to postpone the question until the September 8th meeting. Motion failed 3-4; Hastad, Cummings, Gustafson in the minority.

The original motion was voted on. Motion passed 5-2; Cummings, Hastad dissenting.

CONSENT AGENDA: As part of the consent agenda, the Board:

ECFE Classroom Space Rental - Approved the Early Childhood Family Education Program to rent space from Trinity Lutheran Church, at a rate of \$42.00 per session 3 nights per week for fall, winter and spring quarters.

Townsite Leases - Approved the lease agreement with Bonnie Haney's School of Ballet, in the annual amount of \$3,525, for January through December, 1992.

Non-Resident Agreements - Approved the following non-resident agreements, subject to board action of the appropriate districts:

To Attend Halstad-Hendrum Public Schools

Ernest P. Kim - 1108 Belsly Blvd., Mhd, Grade 9

Daniel L. Danielson Jr. - Rt. 1 Box 89, Georgetown, Grade 3

Robert J. Hermann - Rt. 1 Box 94, Georgetown, Grade 7

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Levy Certification

The property tax levy must be certified before September 15th. If the levy sheets are not available for the September 8th meeting, a special meeting must be scheduled to certify the levy.

Sports Center Advertising

The Board requested administration keep them informed as to what type of advertising will be done at the Sports Center. The school district and city have an understanding that no alcohol or tobacco ads will be allowed in the building. The Board requested documentation of this issue.

ADJOURNMENT: Cox moved, seconded by Gustafson, to adjourn the meeting at 8:40 p.m.

Bill Cox, Clerk

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

September 22, 1992
7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Robert Jernberg _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

E. "We Are Proud"

*** Thomas Dooher, teacher at Probstfield School, has been recognized by the Sallie Mae First-Year Teacher Award, Student Loan Marketing Association, as one of the nation's 100 outstanding first-year teachers.

*** A new book, Making Schools Better, by Larry Martz features Moorhead Senior High's Student Assistant Program developed and run by James Thom. Larry Martz interviewed 150 educators and their programs; from these, he chose to highlight 12. The chapter that features Thom and his program is called "When Archie and Veronica Need a Friend." In 1990, Jim Thom was named one of the Reader's Digest Heroes of the Year in Education with awards of \$10,000 to be spent on his program.

*** Thank you to Bob Jernberg, Assistant Superintendent for Instruction, for the strong leadership and commitment while serving as Interim Superintendent. Also for the outstanding job performed in guiding the district through a successful bond election.

S-M9-BOS
MIN
9-22-92

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, the Board Member inquiries on the Consent Agenda items are to be made directly to the District Administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of special education service agreement with PT/OT Associates - Pages 5-7
- (2) Approval of special education service agreement with Clay County Diversified Services Inc. - Pages 8-10

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Jobs & Training Lease at Townsite Centre - Page 11

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Recommendation for Employment - Page 12
- (2) Resignations of Staff - Page 13
- (3) Request for Leave of Absence - Page 14

D. ADMINISTRATIVE MATTERS - Anderson

- (3) Approval of Non-Resident Agreements - Page 15

SUGGESTED RESOLUTION:

Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

PER - Ladwig (9/17)

4. CANVASS OF SCHOOL DISTRICT SPECIAL REFERENDUM ELECTION - Jernberg

Resolution to approve canvassing returns of votes of school district special election. Pages 16-20

Moved by _____ Seconded by _____
Comments _____

5. 1992-93 BUS DRIVERS/TRANSPORTATION ASSISTANTS AGREEMENT - Franklin

Resolution to approve 1992-93 master agreement. Page 21

Moved by _____ Seconded by _____
Comments _____

6. PARAPROFESSIONAL POSITION - Swedberg

Resolution to approve additional paraprofessional position in the moderate/severe mentally impaired program.
Pages 22-26

Moved by _____ Seconded by _____
Comments _____

7. FOOD SERVICE EQUIPMENT - Lacher

Resolution to approve the purchase of food service equipment for the junior and senior high schools, Washington and Robert Asp. Pages 27-29

Moved by _____ Seconded by _____
Comments _____

8. STUDENT/SCHOOL BOARD MEMBER MEETINGS - Cummings

Discussion of conducting Student/School Board meetings for 1992-93 as required by Minnesota Statute.

Moved by _____ Seconded by _____
Comments _____

9. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152
September 22, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MSBA Area Meeting	Mon., Sept. 21	7:00 p.m.	Pelican Rapids
Back-to-School Night	Mon., Sept. 21	6:30 p.m.	Probstfield
New Faculty Reception (Chamber of Commerce)	Wed., Sept. 23	5:00 p.m.	Hjemkomst Center
Back-to-School Night	Thurs., Sept. 24	7:00 p.m.	Senior High
Homecoming	Fri., Sept. 25		
Community Ed. Classes Begin	Mon., Sept. 28		District-wide
Learning Bank Mtg.	Tues., Sept. 29	7:15 a.m.	Townsite
Chamber of Commerce Annual Dinner	Tues., Oct. 6	6:00 p.m.	Madison Hotel
Northwest Technical College CEO Visit - Dr. Raymond Cross	Tues., Oct. 13	6:30 p.m.	Townsite
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite

MEMO #: I-93-033

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *rg*

DATE: September 17, 1992

SUBJECT: Consider Special Education Contract - PT/OT Associates

Attached is a contract agreement with PT/OT Associates for a physical therapist to work up to 78.5 hours at a rate of \$45 per hour for the period of September 1, 1992 to October 6, 1992. This contract will provide services to replace a district physical therapist on leave.

Mr. Al Swedberg, Director of Special Education, will be present at the September 22 board meeting to respond to any questions on this matter.

SUGGESTED RESOLUTION:

Move to approve the contract with PT/OT Associates as presented.

RMJ/mdm
Attachment

MEMORANDUM OF AGREEMENT FOR
PHYSICAL THERAPY SERVICES FOR
SCHOOL YEAR 1992-93

This contract, entered into this 1st day of September 1992 by and between Moorhed Public Schools, Independent School District #152, and PT/OT Associates affirms that:

WHEREAS, THE AGENCY has determined that it is necessary to retain the services of a qualified physical therapist for handicapped children; WHEREAS, THE CONSULTANT is duly qualified to perform these services; NOW THEREFORE, the parties agree as follows:

1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
 - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
 - b. evaluate each client, informally;
 - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
 - d. orient, train, and supervise non-professional staff in the prescribed treatment methods and educational techniques;
 - e. provide periodic verbal and written reports to the AGENCY;
 - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin is on or about September 1, 1992. The number of hours contracted will be up to 78.5 hours during the 92-93 school year.

- Mike Krue

Name _____

Partner

Title

CARLO, ND

city

9-14-92

Date

MEMO #: I-93-034

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

DATE: September 17, 1992

SUBJECT: Consider Renewal of Contract with Clay
County Diversified Services Inc.

The district is in receipt of the attached contract with Clay County Diversified Services Inc. to provide job coaching to students with moderate and severe impairments in their last year of school. The contract will cover the period of September 2, 1992 through September 1, 1993 at a cost not to exceed \$4,500. It is anticipated that the net cost to the district after reimbursements will be \$2,160. This contract is a reduction from \$10,000 in 1991-92 due to the unavailability to supply job coaches. We will need to employ four hours of paraprofessional time to continue the job coach services which fulfill IEPs.

SUGGESTED RESOLUTION:

Move to approve the contract with Clay County Diversified Services Inc. in an amount not to exceed \$4,500.

RMJ/mdm
Attachment

CONTRACTUAL AGREEMENT

This contractual agreement, made and entered into this 2nd of September 1992 by and between Clay County Diversified Services, Inc., a non-profit corporation, and Independent School District No. 152.

WITNESSETH:

1. The term of this contractual agreement shall be for a period of twelve months commencing on the 2nd day of September 1992, to and including, September 1 1993, for an agreed cost during the full term of the contract agreement as follows:
 - A. \$9.71 per hour for on-site vocational services for each student, not to exceed amount determined by each student's Individual Education Plan team.
 - B. \$9.71 per hour for on-site vocational assessment, not to exceed 36 hours per assessment.
 - C. Transportation expense will be billed at a rate of 28 cents per mile.
 - D. Technical assistance can be provided upon request from Independent School District No. 152.
 - E. Technical assistance will be billed at \$25.00 per hour.
 - F. Total cost of the contract will not exceed \$4,500.00 for the period of time September 2 1992 through September 1 1993.
2. Clay County Diversified Services, Inc. agrees to provide supported employment services to independent School District No. 152 MMH-SP/PMH students, who are in their last year of school, at a community business site upon written approval from Independent School District No. 152.
3. Clay County Diversified Services, Inc. agrees to provide services included in each student's Individual Education/Transition Plan and document according to the request from the student's instructor.
4. Clay County Diversified Services, Inc. agrees to bill Independent School District No. 152 the tenth of every month to include a description of:
 - A. Days and hours of service
 - B. Daily Mileage

5. Clay County Diversified Services, Inc. agrees to assist in coordinating an on-site visit for school personnel and the student's family on or before the targeted date.
6. Independent School District No. 152 agrees to provide a copy of the student's Individual Education/Transition Plan to Clay County Diversified Services, Inc. before initiating supported employment services.
7. Independent School District No. 152 agrees to pay for supported employment services and mileage on the 30th day of each month.
8. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.



CLAY COUNTY DIVERSIFIED
SERVICES, INC.

INDEPENDENT SCHOOL DISTRICT
#152

DATE

9-2-92

DATE

MEMO #: B93.134

MEMO TO: DR. BRUCE ANDERSON

FROM: ROBERT LACHER 

DATE: SEPTEMBER 16, 1992

SUBJECT: JOBS & TRAINING LEASE
TOWNSITE CENTRE

Lease expired: June 30, 1992

	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual Rent</u>
	4,742 sq. ft.	\$ 7.65	\$36,276.30
Revised Terms:			
7/01-7/30/92	4,742 sq. ft.	\$ 8.03	\$ 3,173.19
8/01-8/14/92	4,742 sq. ft.	\$ 8.03	\$ 1,433.04
8/15-8/31/92	4,069 sq. ft.	\$ 8.03	<u>\$ 1,493.11</u>
			\$33,327.74

Lessee To Pay For:

Labor and materials for (8) lever hardware w/locks	\$ 966.25
Install 2x3 window and relocate sink and cabinets	<u>\$ 425.00</u>
	\$ 1,391.25

SUGGESTED RESOLUTION:

Recommend that we approve the lease as noted.

MEMORANDUM P 93.001

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 16, 1992
SUBJECT: Employment of New Staff

The administration requests approval of the employment of the following persons:

Peggy Tri - Chapter I/AOM Paraprofessional Edison Elementary
B21 (0) \$7.91 per hour/5 hrs daily

Judy Kleven - Chapter I/AOM Paraprofessional Riverside
B21 (0) \$7.91 per hour/5 hrs daily 4 days wk

June Knopp - Food Server Riverside \$5.00 per hour/2 hrs daily

Brenda Kerr - Food Server Riverside \$5.00 per hour/2 hrs daily

Marleen Holtgard - Dishwasher Senior High \$5.00 per hour/2.25
hrs daily

Dawne Possehl - Dishwasher Senior High \$5.00 per hour/2.25 hrs
daily

Beth Hilde - Computer Operator Food Service Edison \$5.00 per
hour/2.25 hrs daily

Sheila Lavelle - POHI Paraprofessional Junior High B21(0)
\$7.91 per hour/7 hrs daily effective 9/18/92

SUGGESTED RESOLUTION:

Acceptance of employment of Peggy Tri and Judy Kleven as Chapter I/AOM Paraprofessionals, June Knopp and Brenda Kerr as Food Servers at Riverside, Marleen Holtgard and Dawne Possehl as Dishwashers at Moorhead Senior High, Beth Hilde as Computer Operator at Edison and Sheila Lavelle as POHI Paraprofessional at Junior High.

BMF:sdh

MEMORANDUM P 93.002

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 16, 1992
SUBJECT: Resignations of District Employees

The administration requests approval of the resignation of the following person:

Kristin Campbell - Chapter I/AOM Paraprofessional at Robert Asp, effective immediately.

SUGGESTED RESOLUTION:

Acceptance of resignation of Kristin Campbell, Chapter I/AOM Paraprofessional at Robert Asp effective immediately.

BMF:sdh

MEMORANDUM

P 93.003

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 16, 1992
SUBJECT: Medical leave for district employee

The administration requests approval of the leave of the following person:

Diane Lee-Falk - 2nd grade Teacher Thomas Edison, commencing on or about October 31, 1992 until approximately January 11, 1993. At this time request to be assigned to a half-time position for the remainder of the year.

SUGGESTED RESOLUTION:

Acceptance of medical leave for Diane Lee-Falk, 2nd grade teacher at Thomas Edison. Acceptance of her half-time reduction of contract to the end of the 1992-93 school year.

BMF:sdh

MEMO #: S-93-028
TO: Board of Education
FROM: Dr. Bruce Anderson BRX
DATE: September 17, 1992
SUBJECT: Consideration of Nonresident
Student Attendance Agreement

The following nonresident agreements have been received:

To Attend Norman County West

Alisha Ann Ziegler - Georgetown, MN, Grade 4

Laura Lynn Ziegler - Georgetown, MN, Grade 8

SUGGESTED RESOLUTION:

Move to approve the nonresident agreements, subject to action of the appropriate district.

BRA/cbp

MEMO #: S-93-027

TO: Board of Education

FROM: Dr. Bruce Anderson *BA*

DATE: September 18, 1992

SUBJECT: Resolution Canvassing Returns of Votes
of the School District Special Election

Attached is a resolution canvassing returns of votes of the school district special election which includes an abstract and return of votes cast. This resolution authorizes the issuance of school building bonds for a school acquisition and betterment program.

SUGGESTED RESOLUTION:

Move to approve the attached resolution.

BA/cp
Attachment

RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 152, as follows:

1. It is hereby found, determined and declared that the special election of the voters of this school district held on September 15, 1992, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 5,949 voters of the district voted at the said election on the question of authorizing the issuance of school building bonds for a school acquisition and betterment program, of which 3,289 voted in favor, 1,956 voted against the same, and there were 56 completely blank or defective ballots related to this question.

3. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

4. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Jim Cummings, Chair

Bill Cox, Clerk

Date

ABSTRACT AND RETURN OF VOTES CAST
FOR SPECIAL ELECTION
HELD ON DAY OF STATEWIDE PRIMARY ELECTION

INDEPENDENT SCHOOL DISTRICT NO. 152
STATE OF MINNESOTA

SEPTEMBER 15, 1992

A. Number of persons registered at 7 o'clock . m. 18,101
B. Number of new registrations on election day: 356

C. Number of signatures on the polling place roster: 5,871
D. Number of accepted regular, military and overseas
absentee ballots: 78
E. Total number of persons voting in the special
election: (add: C + D = E) 5,949

F. Number of completely blank ballots in the
ballot box: 42
G. Number of completely defective ballots in the
ballot box: 14

H. Number of spoiled ballots in the spoiled
ballot envelope: 96
I. Number of unused ballots returned to the Clerk: 10,170

SUMMARY OF ELECTION TOTALS

PROPOSITION ON ISSUANCE OF
\$7,000,000 OF SCHOOL BUILDING BONDS

YES 3,289
NO 1,956

Completely Blank Ballots 42
Completely Defective Ballots 14
TOTAL BALLOTS COUNTED FOR THIS QUESTION 5,301

MEMORANDUM

P 93.004

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: September 16, 1992
SUBJECT: 1992-93 Agreement for Bus Drivers and Transportation Assistants

The administration requests approval of the attached agreement for Bus Drivers and Transportation Assistants. The total cost of this agreement will be an additional \$21,000 for the 1992-93 school year. This agreement will be a one year agreement rather than a two year agreement with the intent that future agreements will be two years or more. Following please find 91-92 schedules and 92-93 schedules which reflect the negotiated increases.

	Transportation Assistants		Bus Drivers	
	Salary Schedules		Salary Schedules	
	91-92	92-93	91-92	92-93
O	5.75	6.05	5.75	6.20
A	5.90	6.20	6.25	6.70
B	6.05	6.35	6.40	6.85
C	6.20	6.50	6.55	7.00
D	6.35	6.65	6.70	7.15
E	6.50	6.80	6.85	7.30
F	6.65	6.95	7.00	7.45
G	6.80	7.10	7.15	7.60
H		7.25	7.30	7.75
I				7.90
			Prelicensure Rate	
			5.00	5.60

SUGGESTED RESOLUTION:

Move to approve the agreement with the Bus Drivers and Transportation Assistants for July 1, 1992 through June 30, 1993.

BMF:sdh
attachment

MEMO #: I-93-035

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

DATE: September 17, 1992

SUBJECT: Approval of Paraprofessional for Job Coaching

It is recommended that we seek authorization from the board of education to employ a paraprofessional to assist in "job coaching" students in the moderate/severe mentally impaired program. This request is a result of the continued need to meet the needs of students as outlined in their IEP and the reduction in the contract the district has with Clay County Diversified Services, Inc.

The contract with DSI in 1991-92 was for an amount up to \$10,000. For the 1992-93 year our contract with them is up to \$4,500 thus leaving an amount of \$5,500 available for other job coaching expenses. It is estimated the proposed .571 FTE job coach paraprofessional will cost the district after reimbursement \$2,817. The general fund effect of the reduction in the DSI contract and this proposed job coach is a savings of \$2,683.

SUGGESTED RESOLUTION

Move to approve the paraprofessional position to assist in "job coaching" students.

RMJ/lms
Attachment

September, 1990

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

<u>(Year)</u>	Budget
1960	100
1961	100
1962	100
1963	100
1964	100
1965	100
1966	100
1967	100
1968	100
1969	100
1970	100
1971	100
1972	100
1973	100
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2092	100
2093	100
2094	100
2095	100
2096	100
2097	100
2098	100
2099	100
2100	100

PROPOSAL FORM

NAME OF BUILDING: Moorhead Senior High School

TOPICS OF PROPOSAL: Employment of Paraprofessional for Job Coaching

SUBMITTED BY: Mike Siggerud' - Al Swedberg **DATE:** 09-17-92

SUBMITTED TO: Robert Jernberg _____ **DATE TO BE IMPLEMENTED:**
_____ 09-21-92

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: _____

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve X Disapprove Hold Refer to Cabinet

Date 9/17/92

DISTRICT MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.

Request authorization to employ a 4/7 .571 FTE Paraprofessional to assist in meeting . Students IEP needs as stated in their IEP's.

2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school.)

For the past few years the district has had a contract with Clay County Diversified Services, Inc. to assist us to "Job coach" students classified as MSMI in the community. Due to the agencies relocation in their supervisory staff to supervise the job coaches they have limited their contract with us to serve only students in their last year in the MSMI program. In order for the district to meet the needs as outlined in the students IEP's, we need to employ a .571 FTE Para-professional to continue the job coaching activities.

3. State the negative implications if the proposal is not approved.

The needs of students as outlined in the student IEP would not be addressed and subject to a hearing.

4. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

- Attempt to locate another agency to contrast the job coaching responsibilities.
- Request staff and students parents.

Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM

*1 PERSONNEL	Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net Dist. Cost		
Administrators							
Teachers							
Clerical							
Paraprofessional	1	4914	01.382.450.740.00141	2712	2202		
No. & Hrs/Day	.571-FTE						
Teacher Para							
Noon Para							
FRINGE BENEFITS	Total Salaries X 30% Worker's Compensation X salary X .005 =				615		
SUPPLIES							
*2 CAPITAL OUTLAY							
OTHER EXPENSES							
*3 TOTAL COST		5529	NET DISTRICT COST		2817		
Comments on budgetary items:							

1. F.T.E. (Full-time equivalent)
2. Equipment, remodeling, site improvement, etc.
3. Review by Business Office before Superintendent's approval

6. Space implications (short/long range).

NONE

7. Equity implications.

NONE

8. Technology implications.

NONE

9. Suggested timelines for implementation.

By Septmeber 21, 1992

10. Who has been involved in this decision?

Dale Johnson, Marilyn Larson, Carol Feir - Teachers

Al Swedberg, Mike Siggerud

Robert Jernberg

11. Other comments:

B93.135

MEMO TO: Dr. Anderson

FROM: Robert Lacher *R. Lacher*

DATE: September 18, 1992

SUBJECT: Food Service Equipment

Based on the recommendations made by the City Director of Environmental Health we are requesting approval to purchase the attached list of equipment for the buildings as noted.

SUGGESTED RESOLUTION

Approve the \$35,000.00 for equipment purchases, contingent on approval by MDE as a Food Service Capital Outlay Expenditure.

Attachment

165

To : Robert Lacher
From : Mary Bonemeyer
Re : Capital Outlay
Date : June 22, 1992

Attached are equipment lists for Senior and Junior High Schools, Washington and Asp. These items are needed to meet the orders written by Don Lawrence, Moorhead Director of Environmental Health.

These costs are for equipment only. They do not include remodeling costs which would be required at Washington and Asp.

At this time I recommend using approximately \$30,000 from the food service fund to help pay for two hot and cold food counters each at the Junior and Senior High Schools.

The total cost of these items is approximately \$35,000. The remainder will be paid for with the 1992-93 food service capital outlay funds.

I expect a 1991-92 ending fund balance of \$110,000.

If approved by the Board, this will also have to be submitted to the Department of Education.

Capital expenditures for the purchase of food service equipment must be made from the capital fund and not the food service fund, unless two condition apply:

- 1) The unreserved balance in the food service fund at the end of the last fiscal year is greater than the cost of the equipment to be purchased.
- 2) The department of education has approved the purchase of the equipment.

FOOD SERVICE CAPITAL OUTLAY REQUESTS

In order of priority:

<u>SCHOOL</u>	<u>ITEM</u>	<u>COST</u>	<u>DATE</u>
Junior High	2 Hot food counters	7,000	1992
	2 Cold food counters	10,500	1992
Senior High	2 Hot food counters	7,000	1992
	2 Cold food counters	10,500	1992
	1 Hot food counter	3,500	1993
	1 Cold food counter	5,250	1993
	2 Work tables/shelves	6,000	1993
	Cooler shelving	2,000	1993
Junior High	Freezer shelving	2,000	1993
	Tray stands	1,500	1993
	Steamer	3,000	1993
Asp	See attached itemized list.	19,150	1993
Washington	See attached itemized list.	51,100	1993
	Remodeling costs	?	1993

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

October 13, 1992

7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

E. "We Are Proud"

*** Congratulations to the September Students of the Month at Moorhead Senior High: Freshman - Chris Wheeler; Sophomore - Stacy Kunka; Junior - Trevor Kratzke; and, Senior - Heather Beaton.

*** A high school student support group has been formed by Lynn Sipe and Christy Raukar to assist students who have experienced the loss of family or friends.

S-49-B05
MIN
10-13-92

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, the Board Member inquiries on the Consent Agenda items are to be made directly to the District Administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

1. Acceptance of Gift from TCI Cablevision of Moorhead - Page 1
2. Approval of Eisenhower Mathematics & Science Grant Application - Pages 2-11
3. Approval of special education service agreement with Production Alternatives, Inc. - Pages 12-14

B. BUSINESS AFFAIRS - Bob Lacher

1. Approval of lease agreement with Minnesota Department of Revenue at Townsite Centre - Page 15

C. PERSONNEL MATTERS - Brenda Franklin

1. Recommendation for Employment - Page 16
2. Request for Leave of Absence - Page 17

D. ADMINISTRATIVE MATTERS - Anderson

1. Approval of September 8 and 22, 1992 Minutes - Pages 18-24

SUGGESTED RESOLUTION:

Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

Joint Powers - Ladwig (10/8)

Activities Council - Gustafson (10/13)

4. FOCUS ON COMMUNITY ARTS - Jernberg

Carole Kline, Community Arts coordinator, will give a brief presentation entitled "Focus on Community Arts." Page 25

5. REFERENDUM PROJECT PLANNING - Anderson

Overview of the referendum project planning and timelines by Bill Cowman of Foss Associates. Pages 26-27

Moved by _____ Seconded by _____
Comments _____

6. ISD #152 STRATEGIC PLANNING AND MANAGEMENT SYSTEM - Anderson

Overview of the strategic planning and management system. Pages 28-40

Moved by _____ Seconded by _____
Comments _____

7. 1993-94 ANNUAL OPERATIONAL PLAN - Anderson/Lacher

Overview of draft and recommended annual fiscal planning process. Pages 41-55

Moved by _____ Seconded by _____
Comments _____

8. PURCHASE AGREEMENTS FOR HOMES ON 9TH AVENUE NORTH - Lacher

Resolution to approve purchase agreements for two (2) homes located on 9th Avenue North. Page 56

Moved by _____ Seconded by _____
Comments _____

9. PARAPROFESSIONAL POSITION - Jernberg

Resolution to approve the additional paraprofessional position at Moorhead Senior High in the moderate/severe mentally impaired program. Pages 57-66

Moved by _____ Seconded by _____
Comments _____

10. ENROLLMENT DATA AND PROJECTIONS - Jernberg

Review of October enrollment and future projections. Pages 67-76

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - October 13, 1992
PAGE 4

11. SET SPECIAL BOARD MEETING - Anderson

Resolution to approve special meeting on Saturday, October 17, 1992. Page 77

Moved by _____ Seconded by _____
Comments _____

12. CHANGE MEETING TIME - Anderson

Resolution to change the time of the October 27, 1992 board meeting. Page 78

Moved by _____ Seconded by _____
Comments _____


13. OTHER PERTINENT ITEMS

14. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152
October 13, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MEA Break (No Classes)	Thurs., Oct. 15 - Friday, Oct. 16		
PER	Thurs., Oct. 15	7:00 a.m.	Townsite
"Welcome" Open House for Dr. Anderson	Tues., Oct. 20	4-6 p.m.	Townsite Board Room
School Board Mtg.	Tues., Oct. 27	7:00 p.m.	Townsite
Halloween	Sat., Oct. 31		
Joint Powers	Thurs., Nov. 5	7:00 a.m.	Courthouse
End of 1st Qtr.	Fri., Nov. 6		
MEEP (K-12) (No Classes)	Fri., Nov. 6		
School Board Mtg.	Tues., Nov. 10	7:00 p.m.	Townsite
P/T Conferences (K-only)	Fri., Nov. 20		
P/T Conferences (K-day; 1-12 eve)	Mon., Nov. 23		
P/T Conferences (K-12 all day)	Tues., Nov. 24		
School Board Mtg.	Tues., Nov. 25	7:00 p.m.	Townsite
Teacher Comp. Day (No Classes K-12)	Wed., Nov. 25		
Thanksgiving Break	Thurs., Nov. 26 - Fri., Nov. 27		
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite

MEMO #: I-93-051
TO: Dr. Bruce R. Anderson
FROM: Bob Jernberg 
DATE: October 6, 1992
SUBJECT: Acceptance of Gift

The district has received a gift of two VCR recorders/players and two 25-inch televisions from TCI Cablevision of Moorhead. The VCRs and televisions will be utilized at Riverside Elementary School and the Junior High School. The value of the gift is \$1,300.

SUGGESTED RESOLUTION

Move to accept the gift.

RMJ/mdm

MEMO #: I-93-045

TO: Dr. Bruce R. Anderson

FROM: Robert Jernberg *RJ*

DATE: September 30, 1992


SUBJECT: Consider Dwight D. Eisenhower Mathematics & Science
Education Act Flow Through Application 1992-93

Attached is the 1992-93 Dwight D. Eisenhower Mathematics and Science Education Act Flow Through Application. The amount of the grant proposal is \$12,017. Seventy-three percent of the funds must be used for training elementary teachers in math and science. The school board must authorize the district to execute and file this application for funds provided under P.L. 100-297, Title II.

SUGGESTED RESOLUTION

Move to approve the 1992-93 Eisenhower Grant Application.

RMJ/l
Attachment

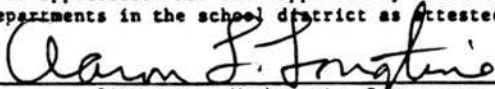
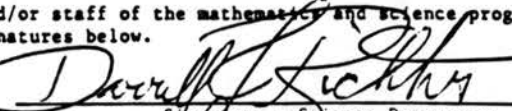
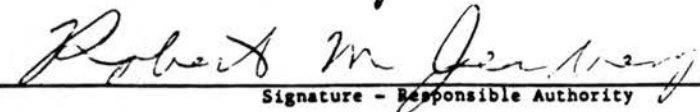
	Education Development Section 926 Capitol Square - 550 Cedar St. Paul, MN 55101-2273	DWIGHT D. EISENHOWER MATHEMATICS & SCIENCE EDUCATION ACT FLOW THROUGH APPLICATION 1992-93	ED-01732-08

GENERAL INFORMATION AND INSTRUCTIONS: This form is to be used in making application for funds under the provisions of the Dwight D. Eisenhower Mathematics and Science Education Act, P.L. 100-297, Title II, for the purpose of improving skills of teachers and quality of instruction in mathematics and science. Submit two copies of this application to the above address.

IDENTIFICATION INFORMATION			
District Name Moorhead I.S.D.		District Number 152	
Address 810 4th Ave. So.		City Moorhead	Zip Code 56560
Contact Person Bob Jernberg		Title Assistant Superintendent	Telephone Number 918'299-6227

APPLICATION / APPLICANT INFORMATION		
Project Title		Program Duration July 1, 1992 - June 30, 1993
Application Type (check one) <input checked="" type="checkbox"/> Application for 1992-93 School Year <input type="checkbox"/> Amendment to Application	Applicant Classification (check one) <input type="checkbox"/> School District/Host LEA Cooperative (Provide Information at Right) <input checked="" type="checkbox"/> Single School District* (Complete Remainder of Application) * Waiver required if allocation is less than \$6,000. (See page 7)	Program Allocation is to be paid directly to (Host LEA Identification): Our Allocation is \$ <u>12,017</u> Refer to page 1 of the instructions for further completion and forwarding directions.

COOPERATING AGENCIES	Enter names of agencies cooperating in this in-service effort, such as school districts, institutions of higher education, ECSUs, private agencies, etc.		
AGENCY NAME	AGENCY NUMBER	CITY	AGENCY TYPE / CLASSIFICATION
Concordia College		Moorhead	4-year college
Moorhead State University		Moorhead	4-year college

STATEMENT OF ASSURANCES	
<p>THE APPLICANT ASSURES AND CERTIFIES THAT:</p> <ol style="list-style-type: none"> The School Board, at a meeting held on _____, 1992, authorized the undersigned to execute and file this application for funds provided under P.L. 100-297, Title II. Equitable participation of nonpublic schools (if any) will be provided. Nonpublic representatives participated in planning and their needs were addressed through this application. Funds will be used to supplement, not supplant, non-federal funds for mathematics and science. Planning took into account the need for greater access to and participation in mathematics and science by students and teachers from historically underrepresented groups including females, minorities, individuals with limited English proficiency, the economically disadvantaged and the handicapped. Evaluation reports will be submitted as specified by MDE including numbers of teachers and students affected. This application has been approved by the chairpersons and/or staff of the mathematics and science programs/departments in the school district as attested by the signatures below. 	
 Signature - Mathematics Department	 Signature - Science Department
 Signature - Responsible Authority	9/29/92 Date

2. STAFF NEEDS ASSESSMENT						
LICENSED ELEMENTARY TEACHERS	Provide the total number of licensed public and nonpublic elementary teachers including full and part-time teachers:	PUBLIC 123	NONPUBLIC 8			
SECONDARY TEACHERS	Provide the total number of public and nonpublic secondary teachers including full and part-time teachers:	PUBLIC 31	NONPUBLIC			
INSTRUCTIONS		STAFF CATEGORY	PUBLIC		NONPUBLIC	
			MATH	SCIENCE	MATH	SCIENCE
ELEMENTARY	ELEMENTARY TEACHER SELF-RATING: Provide the results of your local survey indicating public and nonpublic teacher self-rating by subjects for the three categories given at the right:	1. FULLY QUALIFIED	113	96	8	8
		2. MODERATELY QUALIFIED	8	22	0	0
		3. INADEQUATELY QUALIFIED	2	5	0	0
SECONDARY	SECONDARY TEACHERS: Enter the total numbers of public and nonpublic secondary teachers of mathematics & science (including full and part-time) for the three categories given at the right:	1. NUMBER TEACHING	15	16		
		2. NUMBER FULLY LICENSED	15	16		
		3. NUMBER ATTENDING SUBJECT MATTER IN-SERVICE IN LAST THREE YEARS	42	26		

SHORTAGES OF QUALIFIED PUBLIC INSTRUCTIONAL STAFF				
CURRENT / FUTURE SHORTAGES	MATHEMATICS		SCIENCE	
	ELEMENTARY	SECONDARY	ELEMENTARY	SECONDARY
For all participating public agencies, provide the current shortage (numbers) of qualified teachers by subject area and school classification. For each entry made, provide an explanation below.	1 0	2 0	3 0	4 0
For all participating public agencies, provide the shortage (numbers) of qualified teachers as projected for the 1995-1996 school year, by subject area and school classification. For each entry made, provide an explanation below.	5 0	6 0	7 0	8 0
For EACH item (1 through 8 above) in which a number is entered, provide an explanation of the shortage(s):				

STUDENT ACHIEVEMENT	
Provide levels of student achievement for each subject below. Indicate the source of the reference material(s) used (such as State assessment results, standardized test results, teacher judgement, North Central Reports, progress over last three years, etc.). Attach additional pages if necessary.	
MATHEMATICS: ACT tests have been far above the state and national average. In 1991-92 196 or 72 percent of our seniors took ACT tests with a composite of 22.0 compared to a state 21.0 and national 20.0.	SCIENCE: ACT tests have been at or above state and national averages in science reasoning. Our composite was 21.8 compared to the state's 21.8 and a national 20.7. Overall scores of 9th graders improved on achievement tests significantly.

CURRICULUM NEEDS

3.

Indicate current curriculum needs for each of the subject areas below. Use your district PER Plan, teacher suggestions, learner outcomes, assessment results, etc. for reference material.

MATHEMATICS: Elementary

Staff requests indicate a need for bringing curriculum and instruction in alignment with the NCTM Standards. This would include: working with a consultant to better understand the philosophy of the Standards, receiving inservice in using math manipulatives, and participating in a regional NCTM conference for training on topics from the Standards.

see attached

SCIENCE: Elementary

Staff requests support for their participation in the Moorhead State University Science programs designed to train elementary teachers in: Physics, Astronomy, and Biology. Our curriculum adoption includes resources that utilize the "Learning Cycles" approach. Staff requests training in this approach as well as training in the writing of authentic science assessments.

see attached

PROGRAM DESCRIPTION

List specific activities starting with elementary and middle school and number each activity so that it will correlate with estimated expenditures on page 4 of this application. Indicate specific name of activity, specific mathematics or science content, number of teachers, length in days, and location. Indicate how funds will be used to meet the needs on previous page and/or above.

Mathematics:

Activity 1 Elementary - Ten staff members will attend summer inservice (in district) on Implications of the NCTM Standards for teaching math July 7-8 with consultant Bill Tomhave. Materials will be purchased.

Activity 2 Elementary - Sixteen staff members will attend 5 half day district inservice sessions with 2 consultants from Concordia: Bill Tomhave and Carolyn Schiebelhut. The focus will be on changes in the Math Standards. These teachers will then inservice the rest of the math teachers on MEEP days at no cost to this grant. 9/30; 10/29; 1/29; 3/5, 4/16

Activity 3 Elementary - Fourteen staff members will attend the regional NCTM Conference in Minneapolis to receive training in topics from the Standards. November 5-7.

Activity 7 Junior High - Two staff members will attend the national NCTM conference during April. Upon their return - they will inservice the rest of their department.

Activity 8 Senior High - Ten staff members will receive half-day training on using the Graphing Calculators from Bill Tomhave, Concordia, during the end of February.

Science:

Activity 4 Elementary - Twelve staff members will receive support to attend science inservice at Moorhead State University during June and July 1993.

Activity 5 Elementary - The entire elementary staff will receive inservice on the Science Learning Cycles approach during January 22 district workshop day. Consultant will be Joe Premo or MDE representative.

Activity 6 Elementary - An assessment team will receive training from a consultant in writing authentic science assessments.

Activity 9 Junior High - Four staff members will attend the Minneapolis conference on November 6 for "Increasing Student Science Achievement (cooperative learning and critical thinking techniques). They will present to their department upon return.

Activity 10 Junior High - Three staff members will receive training at the Earth Science conference on February 5. They will present to their department upon return.

see attached

EXPENDITURE ESTIMATES FOR ACTIVITIES

List expenditure estimates for each activity listed in Program Description. Totals must equal those in Budget Summary on Page 5.

EXCESS FUNDS FOR ELEMENTARY AND MIDDLE SCHOOL(S)

ACTIVITY NO. (See Page 3)	PROGRAM DIMENSION #256 MATH #260 SCIENCE	UFARS OBJECT SERIES CODE (See Page 5)	EXPENDITURE ITEM	NO. OF UNITS	COST PER UNIT	TOTAL COST
1	256	100	Summer Inservice Salaries		\$	\$ 1,577.00
		200	Summer Inservice Benefits			247.90
2	256	100	School Year Inservice Salaries			420.00
		200	School Year Inservice Benefits			66.36
3	256	100	Substitute Salaries			840.00
		200	Substitute Benefits			132.58
		367	NCTM Conference			2,551.00
SUBTOTAL*						\$ 5,834.84

OTHER ELEMENTARY AND MIDDLE SCHOOL(S)

1	256	400	Summer Inservice Materials			388.00
2	256	100	Consultant Honorariums			375.00
3	256	367	NCTM Conference			74.00
4	260	300	Summer Science Institute			1,500.00
5	260	100	Science Workshops			300.00
6	260	100	Assessment Training			300.00
SUBTOTAL						\$ 2,937.00
TOTAL ELEMENTARY & MIDDLE SCHOOL(S)**						\$ 8,772.00

SECONDARY SCHOOL(S)

7	256	366	NCTM Conference			800.00
8	256	100	Math Inservice			400.00
9	260	367	Science Conference			190.12
		100	Science Conference Substitutes			240.00
		200	Substitute Benefits			37.88
10	260	367	Earth Science Conference			143.59
		100	Science Conference Substitutes			180.00
		200	Substitute Benefits			28.41
11	260	367	NSTC Convention			800.00
12	260	100	Science/Tech. Inservice			300.00
13	260	367	Science Workshop			125.00
TOTAL SECONDARY						\$ 3,245.00
TOTAL DIRECT COSTS →						\$ 12,017.00

* This amount must equal the "excess" allocation (1992-93 allocation minus the 1990-91 allocation).

** This amount should equal at least 73% of allocation.

Note: See allocation memo for the amounts above.

Continuation of Page 3 CURRICULUM NEEDS

MATHEMATICS:

Junior High

Staff indicates a need to update teaching strategies and focus on the Math Standards by participating in the national NCTM Conference.

Senior High

Staff requests additional training in using the "Graphing Calculators."

SCIENCE:

Junior High

Requests training in cooperative learning and critical thinking skills through participation in two science conferences.

Senior High

Staff needs training in using the latest science technologies and requests professional growth through participation in two science conferences.

Continuation of Page 3 PROGRAM DESCRIPTION

Activity 11 Senior High - One staff member will receive support to attend the Kansas City NSTC convention held April 1-4.

Activity 12 Senior High - Ten staff members will receive training in using science/technology materials. Inservice will be provided by Moorhead State University Science Department at the end of February.

Activity 13 - Senior High - One staff member will receive support to attend the physical science workshop to be held in Minneapolis on October 16.

BUDGET SUMMARY			Summarize program expenditures according to the UFARS object codes and descriptions. UFARS Finance Code 414 should be used in conjunction with this program.
OBJECT SERIES	EXPENDITURE DESCRIPTION	PROGRAM BUDGET	
100	SALARIES AND WAGES	\$ 4,932.00	
200	EMPLOYEE BENEFITS	513.13	
366, 367 and/or 368	TRAVEL	4,683.71	
300	ALL OTHER PURCHASED SERVICES *	1,500.00	
400	SUPPLIES AND MATERIALS	388.00	
500	CAPITAL EXPENDITURES **		
800	OTHER EXPENSE		
TOTAL DIRECT COSTS			
RESTRICTED INDIRECT COST RATE: ____% (Total admin. costs may not exceed 5%) (CANNOT be charged against Capital Expenditures)			
GRANT TOTAL		\$12,016.84	

* Include Rental / Leasing of Facilities

** Include Equipment Purchases

PROJECTED USE OF FUNDS		Summarize expenditures by area and by public and nonpublic schools. Include expenditure area percentages in relation to the public/nonpublic expenditure area amounts.				
INSERVICE EXPENDITURE AREA	UFARS PROGRAM CODES	PROGRAM BUDGET AMOUNT	PUBLIC		NONPUBLIC	
			TOTAL AMOUNT	PERCENT OF PUBLIC PROGRAM TOTAL	TOTAL AMOUNT	PERCENT OF NONPUBLIC PROGRAM TOTAL
MATHEMATICS	256	\$ 7,872	\$ 7,505	64.4 %	\$ 367	100 %
SCIENCE	260	4,145	4,145	35.6		
COMPUTER/TELECOMMUNICATIONS * EQUIPMENT FOR MATH	256					
COMPUTER/TELECOMMUNICATIONS * EQUIPMENT FOR SCIENCE	260					
TOTAL DIRECT COSTS		\$12,017	\$ 11,650	100.0 %	\$ 367	100.0 %

* NOTE: A waiver must be granted to expend funds in these areas.

6.

NONPUBLIC SCHOOL PARTICIPATION	Check one of the following regarding program participation by nonpublic schools within your district.
<input type="checkbox"/> There are no nonpublic schools in the school district.	
<input type="checkbox"/> All nonpublic schools within the district have been contacted and none wish to participate.	
<input checked="" type="checkbox"/> All nonpublic schools within the district have been contacted and the following wish to participate. (If more space is needed, attach an additional page)	
St. Joseph Catholic School, 202 10th Street South, Moorhead, MN 56560	
<hr/> <hr/> <hr/> <hr/>	

LEVELS	PUBLIC				NONPUBLIC			
	MATHEMATICS		SCIENCE		MATHEMATICS		SCIENCE	
	TEACHERS	STUDENTS	TEACHERS	STUDENTS	TEACHERS	STUDENTS	TEACHERS	STUDENTS
ELEMENTARY	123	3,409	123	3,409	8	188	8	188
MIDDLE SCHOOL *								
SECONDARY	15	1,901	16	1,848				
TOTALS PROJECTED	138	5,310	139	5,257	8	188	8	188

* As defined by State law.

COORDINATION WITH OTHER RESOURCES	
1. If funds from other State, local, and/or federal (especially National Science Foundation, Department of Energy, or both) resources are being expended for the same purpose, describe how resources are being coordinated. \$1,500 support in coordination with grant monies for elementary science workshops through Moorhead State University.	2. If resources from the community are being used such as those from public agencies, private industry, institutions of higher education, public and private nonprofit organizations, and other institutions, describe how resources are being coordinated.

REQUEST FOR WAIVER

Complete this section only if waiver(s) is/are requested.

7.

1. Any LEA that receives an allocation of less than \$6,000 shall form a consortium with at least one other LEA or institution of higher education receiving assistance from Title II. These collective funds must total at least \$6,000. A waiver may be granted if the LEA demonstrates that the amount of allocation can provide a program of sufficient size, scope & quality to be effective. In granting a waiver, MDE shall:

- a. give special consideration to rural LEAs
- b. consider cash or in-kind contributions provided from State or local sources that may be combined with the LEA's allocation for the purposes of the law.

[] CHECK IF REQUESTING WAIVER.

Supporting Documentation:

To support waiver request, explain how the amount of the allocation can provide a program of sufficient size, scope, & quality to be effective.

2. If an LEA receives an increase in funding, the amount of increase in the 1992-93 allocation over the 1990-91 allocation (See allocation memo for excess amount - statewide average = 46% estimate.) shall first be used to provide training for mathematics and science teachers in elementary and middle schools. A waiver may be granted in the case an LEA demonstrates that mathematics and science teachers in elementary and middle school will receive adequate training without using such excess amounts for said training. Waiver can only be granted by Secretary of U.S. Department of Education.

[] CHECK IF REQUESTING WAIVER.

Supporting Documentation:

If requesting a waiver, call Dick Peterson at (612) 296-9866 for a description of required documentation.

3. Equipment may be purchased as part of this program only in special circumstances. A waiver may be granted which may include the purchase of computers or other telecommunications equipment for mathematics or science programs in schools with an enrollment of 50% or more from low income families but only after all other training needs have been met.

[] CHECK IF REQUESTING WAIVER.

Supporting Documentation:

To support waiver request, indicate that the enrollment is 50% or more from low income families and present student achievement data as documentation that teacher training is not needed in mathematics and science and explain budget.

**REQUEST FOR
AUTHORIZATION**

Complete this section only if requesting authorization to spend more than the excess amount but less than 73% for elementary and middle school.

[] CHECK IF REQUESTING AUTHORIZATION.

Supporting Justification:

To support authorization request, indicate how elementary and middle school teachers will secure adequate training.

MEMORANDUM

DATE: October 6, 1992
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
RE: Consider Special Education Agreement Renewal with Production Alternatives, Inc.

Attached is a Contract Agreement with Production Alternatives, Inc., for their agency to provide supported employment services to a student classified as mild/moderate mentally impaired in a sheltered environment, in accordance with the student's IEP and Transition Plan. The agreement will cover the period October 19, 1992 through August 17, 1993 at a cost not to exceed \$3,164. It is anticipated that the net cost to the district after reimbursement will be \$1,519. The previous agreement with Production Alternatives, Inc., was for \$3,425.76, covering the period March 1991 through July 1991. There were no students who needed this transitional service during the 1991-1992 school year.

Suggested Resolution:

Move to approve the agreement with Production Alternatives, Inc., in an amount not to exceed \$3,164.

CONTRACTUAL AGREEMENT

This contractual agreement, made and entered into this 13th of October 1992 by and between Production Alternatives, Inc., a non-profit corporation, and Independent School District No. 152.

WITNESSETH:

1. The term of this contractual agreement shall be for a period of ten months commencing on the 19th day of October 1992, to and including August 20, 1993, for an agreed cost during the full term of the contract agreement as follows:
 - A. \$7.91 per hour for Work Adjustment Training for each student, not to exceed amount determined by each student's Individual Education Plan team.
 - B. Technical assistance can be provided upon request from Independent School District No. 152.
 - C. Total cost of the contract will not exceed \$3,164.00 for the period of time October 19, 1992 through August 20, 1993.
2. Production Alternatives, Inc., agrees to provide supported employment services to Independent School District No. 152 MMH-MSMH students at a community business site upon written approval from Independent School District No. 152.
3. Production Alternatives, Inc., agrees to provide services included in each student's Individual Education/Transition Plan and document according to the request from the student's instructor.
4. Production Alternatives, Inc., agrees to bill Independent School District No. 152 the tenth of every month to include a description of:
 - A. Name of the student
 - B. Days and hours of service
 - C. Amount per student

5. Production Alternatives, Inc., agrees to assist in coordinating an on-site visit for school personnel and the student's family on or before the targeted start date.
6. Independent School District No. 152 agrees to provide a copy of the student's Individualized Education/Transition Plan to Production Alternatives, Inc.
7. Independent School District No. 152 agrees to pay for supported employment services each month.

Production Alternatives, Inc.

INDEPENDENT SCHOOL DISTRICT #152

DATE _____

DATE October 13, 1992

SEP 25 1992

MEMO #: B92.142

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 24, 1992

SUBJECT: LEASE FOR MINNESOTA REVENUE OFFICE

Room: 200 Townsite Centre

Lease #: 9178

<u>Sq. Ft.</u>	<u>Rate</u>	<u>Lease Length</u>	<u>Lease Amount</u>	<u>Per Month</u>
900	\$9.25	2 years	\$16,650	\$693.75

This lease would begin on January 1, 1993 thru December 31, 1994.

SUGGESTED RESOLUTION

Approve the lease as noted.

MEMORANDUM

P 93.005

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 7, 1992
SUBJECT: Employment of New Staff

The administration requests approval of the employment of the following persons:

Pamela Twedt - In School Suspension Robert Asp School \$8.01 per hour/6.5 hrs daily effective 10/19/92
(new position)
Mark Soehren - EBD Paraprofessional Outreach Center B21 (0) \$7.91 per hour/ 7 hrs daily effective 9/14/92
(replacement for Terry Warkenthein)
Susan Anderson - MSMH Paraprofessional Junior High B21 (0) \$7.91 per hour/7 hrs daily effective 9/24/92
(replacement for Kyle Olthoff)
Jan Beimdiek - Hall Monitor Senior High A13 (0) \$7.91 per hour/4 hrs daily
(replacement for Carol Blattenbauer)

SUGGESTED RESOLUTION:

Acceptance of employment of Pamela Twedt as In School Suspension, Mark Soehren and Susan Anderson as Paraprofessionals and Jan Beimdiek as Hall Monitor.

BMF:sdh

MEMORANDUM

P 93.006

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 7, 1992
SUBJECT: Medical leave for district employee

The administration requests approval of the leave of the following person:

Diane Johnson - 3rd grade Teacher Thomas Edison, Medical leave from Tuesday October 6, 1992 through Tuesday October 20, 1992.

SUGGESTED RESOLUTION:

Acceptance of medical leave for Diane Johnson, 3rd grade teacher at Thomas Edison.

BMF:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 8, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, and Carol Ladwig.

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Chairperson Cummings led the Board, audience and administration in the Pledge of Allegiance.

RECESS MEETING FOR PUBLIC HEARING: Borgen moved, seconded by Hastad, to recess the school board meeting for the purpose of conducting a public hearing regarding establishing a fee for late activity transportation. Motion carried 7-0.

Dan Bacon, director of transportation, reviewed the recommended option for transportation of students who participate in after school activities. A recommendation will be presented to charge a fee of .30¢ per day for late activity transportation. The district would utilize a bus from its fleet for rural students and city students will ride the Metropolitan Area Transit (MAT) system.

Borgen moved, seconded by Gustafson, to close the public hearing and reconvene the regular school board meeting at 7:05 p.m. Motion carried 7-0.

PREVIEW OF AGENDA: Lacher previewed the agenda adding Consideration of 1992 Payable 1993 Property Tax Levy.

APPROVAL OF AGENDA: Gustafson moved, seconded by Hunt, to approve the agenda as presented. Motion carried 7-0.

APPROVAL OF MINUTES: Borgen moved, seconded by Hunt, to approve the minutes of August 5, 6, 7, 11, and 25, 1992 as presented. Motion carried 7-0.

CONSENT AGENDA: Hunt moved, seconded by Hastad, to approve the following items on the consent agenda Consideration of Claims and Non-Resident Agreements. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 8, 1992
PAGE 2

CONSIDERATION OF CLAIMS: As part of the consent agenda, the Board approved the claims, subject to audit, in the amount of \$487,765.11.

General Fund:	\$268,090.84
Food Service:	29,336.98
Transportation:	74,554.71
Community Service:	9,134.85
Capital Expenditure:	105,626.85
Post-Secondary:	85.66
Extension:	99.82
Townsite Centre:	835.40
TOTAL	<u>\$487,765.11</u>

Motion carried 7-0.

OPPORTUNITY FOR COMMUNITY/STAFF TO SPEAK

Members of the Motor Team presented a letter to the Board expressing their concerns regarding the proposed renovations and additions to some schools. The team requested the Board consider the handicapped accessibility if these projects are completed.

FOR YOUR INFORMATION

Enrollment Update - Lacher reported the opening day enrollment was 5,963, Pre-school through 12.

Referendum Update - Franklin reported the public informational meetings went well.

COMMITTEE/MEETING REPORTS

Joint Powers - Ladwig reported the committee discussed advertising at the Sports Center, the sale of St. Ansgar Hospital and its affect on current programs housed there, and the Community Issues Project was reviewed.

CONSIDER 1992-93 LATE ACTIVITY TRANSPORTATION: Hunt moved, seconded by Hastad, to approve establishing a fee of .30¢ per ride and to provide transportation through school bus service and Moorhead Area Transit (MAT), commencing October 1, 1992, subject to State approval. Motion carried 7-0.

CONSIDER 1992 PAYABLE 1993 PROPERTY TAX LEVY: Hunt moved, seconded by Hastad, to approve the proposed 1992 payable 1993 property tax levy submitted to the Minnesota Department of Education, in the amount of \$8,156,203.33. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 8, 1992
PAGE 3

REVIEW 1992-97 LONG RANGE PLAN: David Shaw, chairperson of the Long Range Planning Committee, reviewed the long range plan with the Board. Mr. Shaw concluded by requesting Board input to better the Plan in the future.

CONSIDER PERSONNEL: Borgen moved, seconded by Hunt, to approve the following personnel items:

NEW EMPLOYEES

Charlette Moe - Junior High Music Teacher BA+15 (0-4), .286, \$6977.83 (23164)
Carolyn Juell - Inclusion Teacher Washington, BA+45 (0-4) .5, \$13,433.00 (26866)
Joyce Habiger - Special Services Secretary Townsite Centre, B21 (0), \$7.91/hr, effective September 2, 1992
Darlene Braun - Library and Health Technician Secretary Voyager Elementary, A12 (0) \$7.62/hr-4hrs daily, A13 (0) \$7.34/hr-4hrs
Rhonda Wang - Paraprofessional Riverside, B21 (0) \$7.91/hr-7 hrs daily
Stephaine Walter - MSMH Paraprofessional Senior High, B21 (0) \$7.91/hr-7 hrs daily
Shauna Salmi - Hearing Interpreter Paraprofessional, B23 (3) \$9.07/hr- 7 hrs daily
Jane Rawlings - Kindergarten Paraprofessional Lincoln, B21 (0) \$7.91/hr- 3.5 hrs daily
Barbara Olson - MSMH Paraprofessional Edison, B21 (0) \$7.91/hr-7 hrs daily
Jana Jess - In-School Suspension and Detention, Junior High, \$8.00 and \$12.00/hr
Carol Blattenbauer - Attendance Clerk, Non-Aligned, B21 (1) \$7.71/hr-7 hours daily

RESIGNATION

Gloria Anderson - Reading Teacher, Senior High, effective immediately
Barbara Olson - Chapter I/AOM Paraprofessional, Riverside, effective immediately
Nancy Hagen - Chapter I/AOM Paraprofessional, Edison, effective immediately

Motion carried 7-0.

CONSENT AGENDA: As part of the consent agenda, the Board:

Non-Resident Agreements & Approved the following non-resident agreements:

To Attend Norman County West

Matthew G. Sondreaal - Rt. 1 Box 215, Mhd, Grade 2

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 8, 1992
PAGE 4

To Attend Moorhead Public Schools

Dale E. Trista - Box 21, Shelly, MN, Grade 3
Rolando Flores - Box 113, Comstock, MN, Grade 7
Jose I. Flores - Box 113, Comstock, MN, Grade 7
J. Marcos Flores - Box 113, Comstock, MN, Grade 5

The meeting recessed at 8:20 p.m. for 10 minutes.

The Board discussed negotiations strategies.

ADJOURNMENT: Gustafson moved, seconded by Borgen, to adjourn the meeting at 10:04 p.m. Motion carried

Bill Cox, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 22, 1992
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Ellen Hunt

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Chairperson Cummings led the Board, audience and administration in the Pledge of Allegiance.

At this time, Dr. Bruce R. Anderson introduced himself as new Superintendent of Schools. Dr. Anderson presented a brief background and work history of himself to the audience and Board.

PREVIEW OF AGENDA: Dr. Anderson previewed the agenda noting the new format and requesting suggestions from the Board regarding the same.

APPROVAL OF AGENDA: Gustafson moved, seconded by Ladwig, to approve the agenda as presented. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:

Wayne Ingersoll, MEA President, thanked Brenda Franklin and Robert Jernberg, on behalf of the Moorhead Education Association and staff, for their work on the bond referendum.

CONSENT AGENDA: Borgen moved, seconded by Hastad, to approve the following items on the consent agenda:

Special Education Service Agreements - Approved service agreements with PT/OT Associates and Clay County Diversified Services Inc., in the amounts of \$45.00 per hour and \$2,160, respectively.

Townsite Centre Lease - Approved the lease with the Minnesota Department of Jobs & Training at Townsite Centre, in the amount of \$33,327.74.

Personnel - Approved the following personnel items:

New Employees

Peggy Tri - Chapter I/AOM Para, Edison, B21 (0), \$7.91/hour, 5 hrs/day
Judy Kleven - Chapter I/AOM Para, Riverside, B21 (0), \$7.91/hour, 5 hrs/day, 4 days/wk
June Knopp - Food Server, Riverside, \$5.00/hour, 2 hrs/day
Brenda Kerr - Food Server, Riverside, \$5.00/hour, 2 hrs/day
Marleen Holtgard - Dishwasher, Sr. High, \$5.00/hour, 2.25 hrs/day
Dawne Possehl - Dishwasher, Senior High, \$5.00/hour-2.25 hrs/day
Beth Hilde - Computer Operator-Food Service, Edison, \$5.00/hour, 2.25 hrs/day
Sheila Lavelle - POHI Para, Junior High, B21(0), \$7.91/hour, 7 hrs/day, effective 9/18/92

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 22, 1992
PAGE 2

Resignations

Kristin Campbell - Chapter I/AOM Paraprofessional, Robert Asp, effective immediately.

Medical Leave

Diane Lee-Falk - 2nd grade Teacher, Edison, commencing on or about October 31, 1992 until approximately January 11, 1993. To be assigned to a .5 FTE for the remainder of the year.

Non-Resident Agreements - Approved the following non-resident agreements:

To Attend Norman County West

Alisha Ann Ziegler - Georgetown, MN, Grade 4
Laura Lynn Ziegler - Georgetown, MN, Grade 8

Motion carried 6-0.

COMMITTEE/MEETING REPORTS

PER - Ladwig reported the election of officers and meeting dates and times were set. The committee also reviewed the annual report, received a report from Rose Andersen regarding Community Education, discussed Pod instruction at the Junior High and the Long Range Plan.

MSBA Legislative Session - Cummings distributed a summary of the items discussed at the meeting. This included general funding, pupil aid, sales tax exemptions, equity law suites, collective bargaining, school start date, school district consolidation, the voucher system, charter school program, and special needs funding.

CANVASS OF SCHOOL DISTRICT SPECIAL REFERENDUM ELECTION:

Gustafson moved, seconded by Hastad, to approved the Resolution Canvassing Returns of Votes of School District Special Election. Motion carried 6-0.

The total number of votes were: Yes - 3,289; No - 1,956.

1992-93 BUS DRIVER/TRANSPORTATION ASSISTANTS AGREEMENT: Cox moved, seconded by Borgen, to approve the master agreement for July 1, 1992 through June 30, 1993, in the amount of \$21,000. Motion carried 6-0.

PARAPROFESSIONAL POSITION: Borgen moved, seconded by Ladwig, to approve the paraprofessional position for job coaching students, in the amount of \$2,817 after reimbursement. Motion carried 6-0.

FOOD SERVICE EQUIPMENT: Gustafson moved, seconded by Hastad, to approve \$35,000 for food service equipment purchases, contingent on approval from the Minnesota Department of Education as a Food Service capitol outlay expenditure. Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
SEPTEMBER 22, 1992
PAGE 3

STUDENT/SCHOOL BOARD MEMBER MEETINGS: The Board discussed procedures to be used for meeting the requirements of involving students with school board meetings. Options discussed were to conduct meetings as last year or change the procedure to benefit all involved. The consensus of the Board was to research new ideas that would not only meeting the intent of the law but benefit everyone involved. Administrators will be contacted regarding ideas and this item will be returned to the Board in October.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

ADJOURNMENT: Borgen moved, seconded by Cummings, to adjourn the meeting at 7:50 p.m. Motion carried 6-0.

Bill Cox, Clerk

MEMO #: I-92-050
TO: Dr. Bruce R. Anderson
FROM: Bob Jernberg *RJ*
DATE: October 6, 1992
SUBJECT: Focus on Community Arts

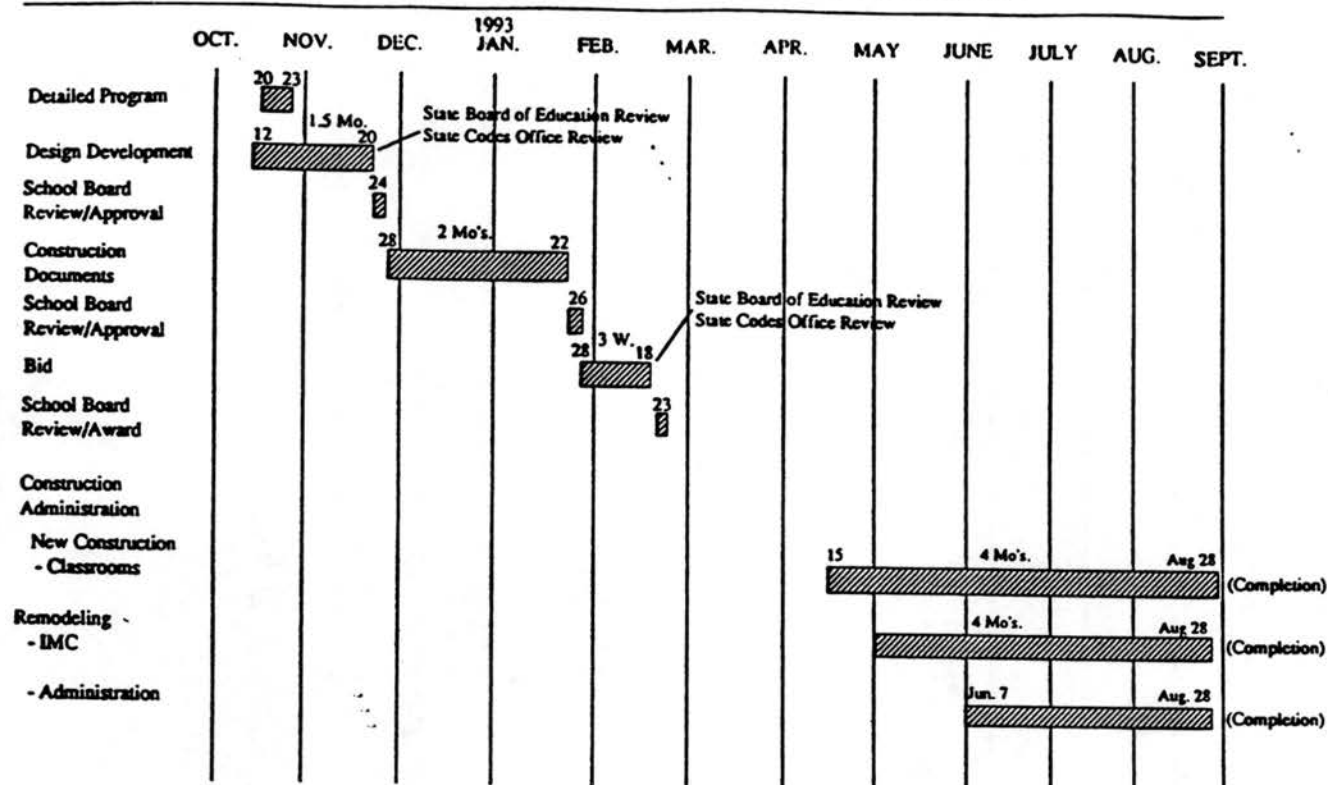
Carole Kline, Community Art Coordinator, will give a short presentation to the Board of Education entitled "Focus on Community Arts" at the Tuesday, October 13 Board meeting.

In her presentation she will review the Community Arts Program and update the Board regarding special community arts events.

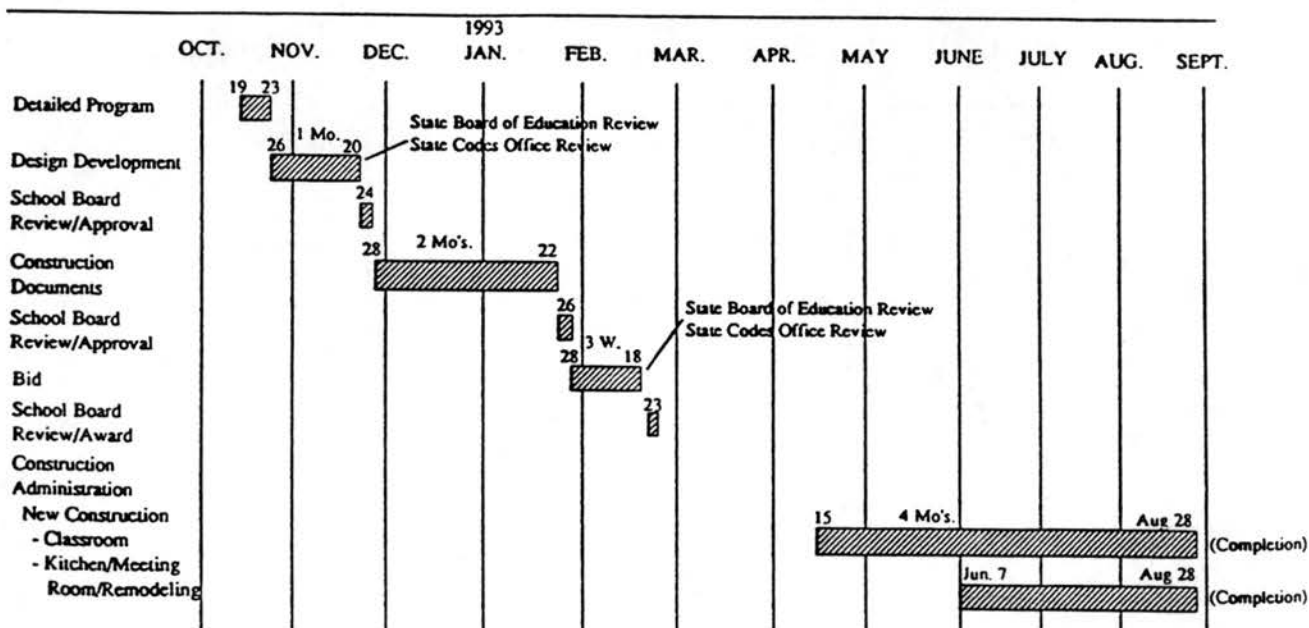
Community arts is a Community Education program which provides for the needs of the entire community including significant opportunities for K-12 students to become acquainted with the rich cultural programs within the Fargo-Moorhead area.

RMJ/mdm

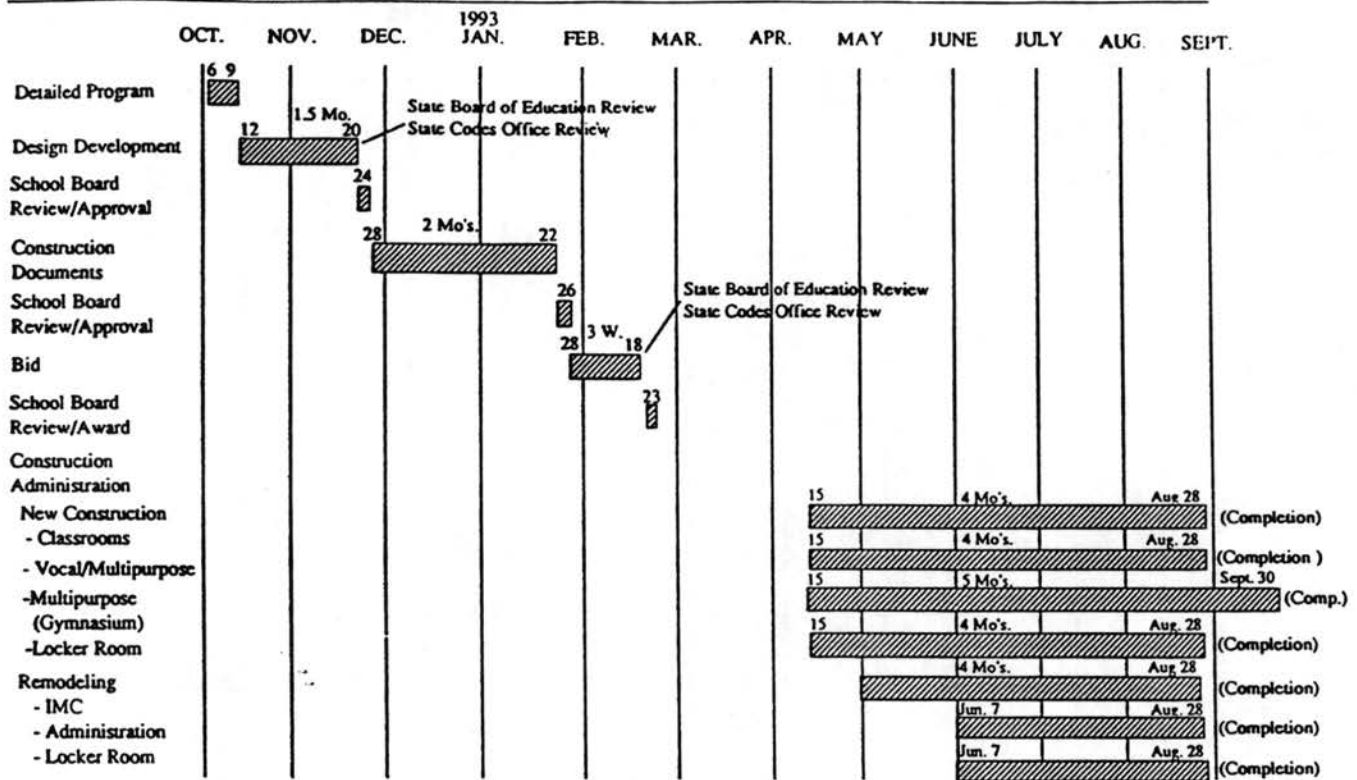
9001-35 ROBERT ASP ADDITION/REMODELING



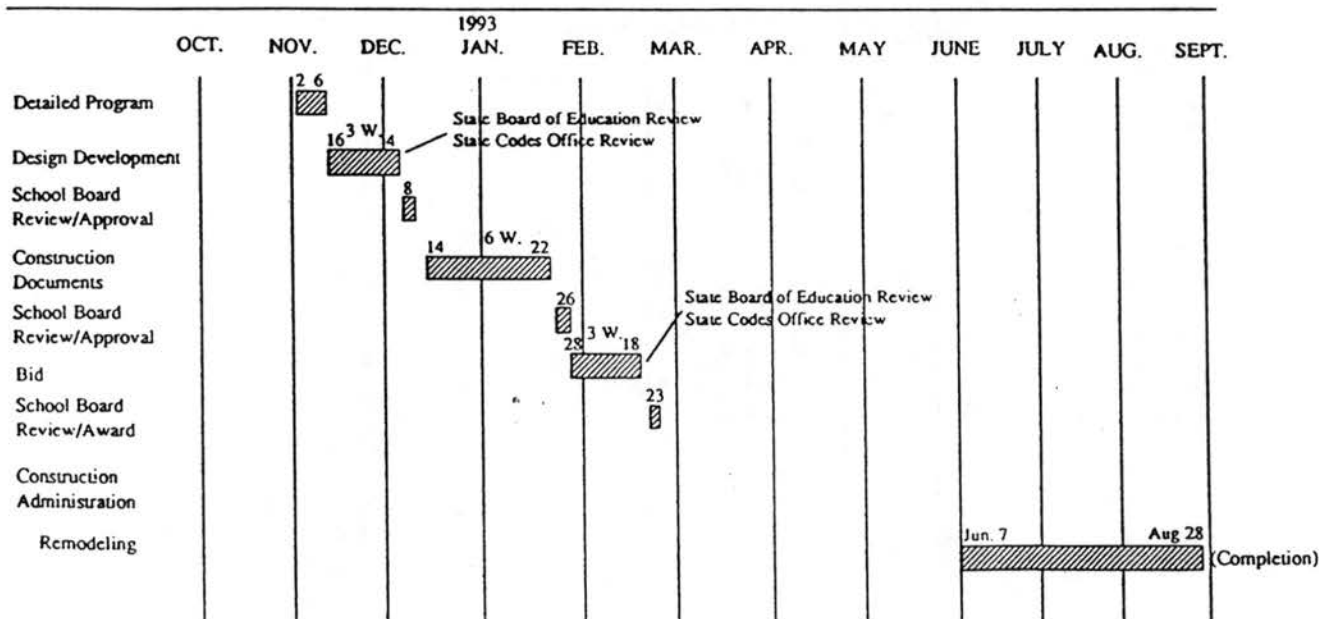
9001-36 PROBSTFIELD ELEMENTARY ADDITION/REMODELING



9001-37 MOORHEAD JUNIOR HIGH SCHOOL ADDITION/ REMODELING



9001-45 MOORHEAD SENIOR HIGH SCHOOL REMODELING



MEMO #: S-93-047

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: ISD 152 Strategic Planning & Management System
DATE: October 9, 1992

Excellent planning has occurred historically in ISD 152. The board, administration and staff should feel proud of the efforts to date. The Strategic Long Range Planning plan is an excellent document resulting from a carefully developed involvement process. The document will serve as the basis of what we will be calling the Five Year Educational Plan.

It seems appropriate to move the strategic planning process to date to the next step which I am suggesting is the Development & Implementation of the Strategic Planning and Management System.

The general purposes of the comprehensive system are as follows:

1. Establish a clear district focus and direction,
2. Interrelate all planning components to the school board's Five Year Educational Plan,
3. Concentrate resources on Board approved priorities and objectives,
4. Implement an action plan which increases the likelihood that objectives will be accomplished,
5. Build district-wide support for the Educational Plan with the involvement of the various constituents, and to
6. Monitor or extend decisions on the basis of valid information.

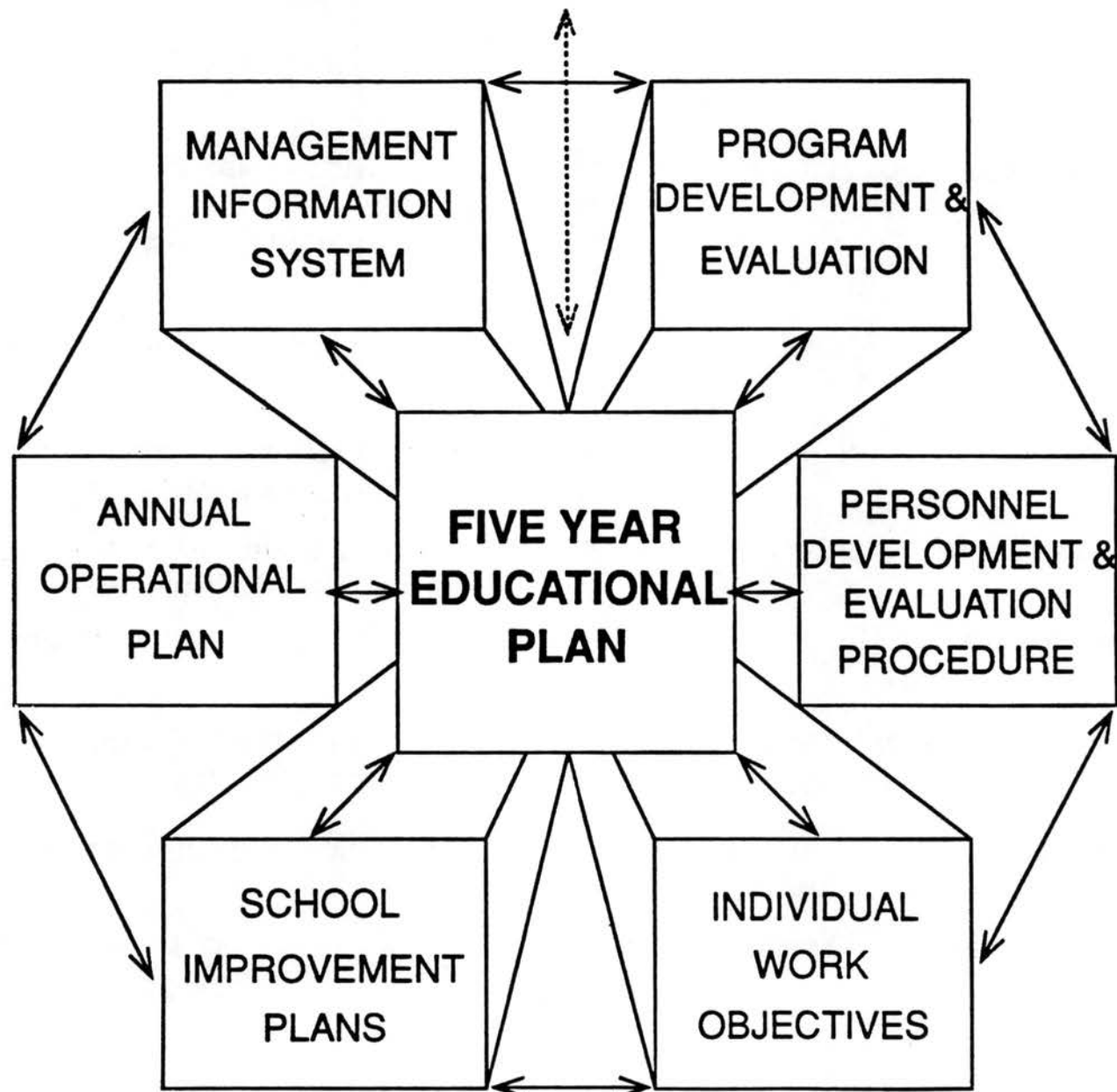
The purpose of tonight's meeting is to present an overview of the model and to begin initial discussion. Please view it as a draft at this point. We will proceed at a pace in which the full Board is comfortable.

BRA: *(cbp)*

Attachment

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System **Strategic Long Range Planning**



INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components

Strategic Long Range Planning:	Reviewing beliefs, visions, missions, survey of needs and other data collection in guiding the formation and direction of the District's Five Year Educational Plan
Five-Year Educational Plan:	Where ISD #152 will be in five years and how it will get there
Annual Operational Plan:	ISD #152 program and finance parameters for a given year and forecasts for future years
School Improvement Plans:	What each school will do in a given year to help achieve District and school objectives
Individual Work Objectives:	Individual work plans to achieve District and/or school objectives
Personnel Development and Evaluation System:	Orientation, Development and Measurement of performance in reaching objectives
Program Development and Evaluation System:	Measuring performance in reaching program objectives
Management Information System:	Evaluating system performance and what needs to be changed

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components Strategic Long Range Planning:

Reviewing beliefs, visions, missions, survey of needs and other data collection in guiding the formation and direction of the District's Five Year Educational Plan

- Steering of Process
- Liaisons to Priority(Goal/Objectives) Task Forces
- Conducts Survey for Five-Year Plan
- Internal Analysis and Scanning
- External Analysis and Scanning
- Critical Issue Review for Consensus
- Review of Beliefs and Mission
- Review of Planning Policies and Procedures
- Review of Strategies
- Receives and Reports Evidence of Progress

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components Five Year Educational Plan:

- A Five Year Educational Activity Plan Which Includes Goals, Priority Objectives, Activities, Completion Dates, Persons Responsible for Action, Resources Required, Performance Standards and Cost/Benefit Analysis When Necessary.
- The Plan is Revised Annually Linking Existing, Revised and Added Objectives (when needed) to Priorities and Reporting Results of Objectives Accomplished Over the Span of the Five Year Plan.
- Indepth Community, Student and Staff Surveys Will be Conducted During the Fourth Year of the Five Year Plan to Serve as a Basis of Providing new Priorities. Continual Strategic Planning Activities Will be Ongoing to Insure that the Process is Sensitive to Current Research, Legislation, Minnesota Department of Education Rules, and Community Values.

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components

Annual Operational Plan:

ISD #152 program and finance parameters for a given year and forecasts for future years

- General Fund Forecasting and Planning
- Capital Outlay Forecasting and Planning
- Community Education Forecasting and Planning
- Transportation Forecasting and Planning
- Food Service Forecasting and Planning

Operational Plans in each Area Include:

- Revenue Plans and Assumptions
- Expenditure Plans and Assumptions
- Fund Balance History and Projections

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components School Improvement Plans:

What each school will do in a given year to help achieve
District and school objectives

- Plans Adopted Annually by the School's Minnesota Educational Effectiveness Leadership Team; Reviewed by the School's Parent Advisory Committee and Approved by the Board of Education Describing What Each School Will do in a Given Year to Assist in Achievement of School and District Objectives
- Review and Report of Progress

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components Individual Work Objectives:

Individual work plans to achieve District and/or school objectives

- Administrator and Supervisory Work Plans as to How the Individual Will Assist in Achievement of School and or District Objectives
- Review and Reporting of Progress

These are Individual Annual Action Plans Which Relate to the District and School Plans. Work Plans Include an Individuals Annual Goals, Objectives, Activities, Timelines, and Criteria for Accomplishment. These Will be Reviewed Annually for Reporting Progress as a New Plan is Developed.

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components

Personnel Development and Evaluation System:

Orientation, Development and Measurement of performance
in reaching objectives

- Selection and Recruitment
- Staff Development
- Employee Evaluation Procedures
- Contract Compliance
- Negotiations
- Professional and Personnel Growth Plans

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components

Program Development and Evaluation System:

Measuring performance in reaching program objectives

- Planning, Evaluating and Reporting
- Prairie Lakes Curriculum Review
- North Central Association Review
- Moorhead 2000
- Proposal Processing
- Student Discipline Management
- State and Federal Monitoring
- Policy Review

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System Strategic Long Range Planning

Major Components Management Information System:

Evaluating system performance and what needs to be changed

- MARSS(Minnesota Automated Reporting Student System)
- UFARS(Uniform Financial Accounting and Reporting System)
- Employee Handbook
- Board Policy Book
- Student Handbooks
- Student Records
 - IEPs, ILPs, Reporting of Grades and Outcomes
 - Family Information, Directory Information, Food Service Information, Transportation Information, etc.
- Employee and Payroll Reports
- Fixed Asset Inventory
- Information Media System
- State, National, and Local Data Networks
- Reporting to Stakeholders (PER, Back to School, Community Newsletter, Press Release, Parent Newsletters, etc.)
- Marketing Information
- Planning Surveys and Reports

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan

Strategic Area: CURRICULUM AND INSTRUCTION

Priority Goal: Independent School District #152 will design/adopt programs and curriculum to help all learners as individuals develop the skills and abilities needed for productive citizenship and life-long learning.

Priority Objective: By 1996, outcome-based education with methods of instruction and means of evaluation will be developed in all curriculum areas.

Activity: Major action steps to achieve objectives	Completion Date	Person(s) Responsible	Resources Required	Performance Standard: Criteria for Accomplishment
1. Individual learning plans K-6 will be implemented for all areas.	June 1996	Assistant Superintendent of C & I; Principals; OBE Facilitator	Staff development & instructional budgets	Individual learning plans will be in place for all students
a. Individual learning plans will be adopted for grades K-3.	November 1, 1992	Assistant Superintendent of C & I; Principals of K-4 schools; OBE Facilitator	Staff development & instructional budgets	Individual learning plans used at Fall Conferences
b. Individual learning plans will be adopted for grade 4.	November 1, 1993	Assistant Superintendent of C & I; Principals of K-4 schools; OBE Facilitator	Staff development & instructional budgets	Individual learning plans used at Fall Conferences
c. Individual learning plans will be adopted for grades 5 and 6.	November 1, 1994	Assistant Superintendent of C & I; Principals of Voyager and Asp schools; OBE Facilitator	Staff development & instructional budgets	Individual learning plans used at Fall Conferences
2. By 1995, requirement, an assessment plan, and record-keeping system for competency based graduation will be implemented.	June 1, 1995	Assistant Superintendent of C & I; Technology Director; OBE Facilitator; Principals	Staff development & instructional budgets; MN Department of Education; OBE Grant	All Teachers will utilize system as part of grade reporting

INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan 1993-94 Annual Report and Update

PRIORITY OBJECTIVE: By 1996, outcome-based education with methods of instruction and means of evaluation will be developed in all curriculum areas.

1992-93 Results

Individual learning plans used in grades K-2 beginning 1992

Individual learning plans used in grade 3 beginning 1993

Paper or computer assessment plan and recording system used in grades K-6 in communications in 1991-92

All K-6 teachers inserviced on several computer models for assessment and recording in 1992-93

Secondary staff inserviced on several computer models for assessment and recording in 1992-93

1993-94 Objectives

Individual learning plans for all students in grade 4

Assessment plan in place for grades K-6 for mathematics and communications

Secondary teachers pilot district software and SARP management programs

MEMO #: S-93-048

TO: School Board
FROM: Bruce R. Anderson, Supt. BRA
RE: 1993-94 Annual Operational Plan
DATE: October 9, 1992

The Annual Operational Plan is one of the planning components of the ISD 152 Strategic Planning & Management System. The Five Year Educational Plan approved by the Board must be supported by available resources within the District.

The Annual Operational Plan is the first step in the development of the next year's budget. It also provides projections in future fund balances based on identified parameters. These projected balances become less accurate after the forthcoming year. But are an important guide as the Five Year Educational Plan is updated on an annual basis.


Proposed program changes may still occur through the proposal process with which the staff is familiar.

Please view the attached document as a draft. We welcome input to make our planning process open, accountable and effective.

BRA:cbp

MEMO #: B93.150

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: OCTOBER 9, 1992

SUBJECT: FIRST DRAFT OF MODEL FOR DEVELOPMENT OF AN ANNUAL
OPERATIONAL PLAN FOR THE SCHOOL DISTRICT

Attached is the preliminary and tentative draft of what the plan would look like for all funds. The following information is provided from the Plan and General Fund Revenue Section.

- Cover Sheet
- Table of Contents
- Introduction
- Objectives
- General Fund Revenue Assumptions
and Rationale

We will be developing the other sections of the plan in the next few months.

**PRELIMINARY AND
TENTATIVE**
Date 10-9-92

INDEPENDENT SCHOOL DISTRICT NO. 152

**1993-94 ANNUAL OPERATIONAL PLAN
1990-91/1991-92 HISTORICAL DATA
1992-93/1993-94 BUDGET PLANNING
1994-97 PROJECTIONS (3 YEARS)**

OCTOBER, 1992

**DR. BRUCE R. ANDERSON
SUPERINTENDENT**

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OBJECTIVES

I. General Fund

Revenue Assumptions and Rationale
Expenditure Assumptions and Rationale
Revenues and Rationale
Expenditures and Rationale
Fund Balance

II. Food Service Fund

Revenue Assumptions and Rationale
Expenditure Assumptions and Rationale
Revenues and Rationale
Expenditures and Rationale
Fund Balance

III. Pupil Transportation Fund

Revenue Assumptions and Rationale
Expenditure Assumptions and Rationale
Revenues and Rationale
Expenditures and Rationale
Fund Balance

IV. Community Education Fund

Revenue Assumptions and Rationale
Expenditure Assumptions and Rationale
Revenues and Rationale
Expenditures and Rationale
Fund Balance

V. Capital Expenditure Fund

Revenue Assumptions and Rationale
Expenditure Assumptions and Rationale
Revenues and Rationale
Expenditures and Rationale
Fund Balance

VI. Building Construction Fund

VII. Debt Redemption Fund

VIII. Townsite Enterprise Fund

IX. Supplementary Information

Net Levy Information
Enrollment Projections
Staff Summary
Staffing Analysis - Secondary
Staffing Analysis - Elementary
Salary Cost Calculations
Instructional Supply Allocations

INTRODUCTION

The Budget Planning Process for the 1993-94 school year will span the time from October, when the Annual Operation Planning begins, until the following October or when the following actions are completed:

1. The previous years audit is completed in November or December.
2. Major salary settlements are completed for the current year, possibly in January.
3. April to meet the time lines for staff changes (latest that action needs to be taken.)
4. The final budget is approved.

The first step in the process is the Annual Operational Plan which follows. The plan is developed by fund and will be presented as follow.

A. Revenue Assumptions with:

1990.91 Audited Actual History
1991.92 Un-audited Actual History
1992.93 Preliminary Budget
1993.94 Preliminary Budget
1994.97 Three Year Projections

B. Revenue Rationale that went into the preliminary and projected figures.

C. Expenditure Assumptions with:

1990.91 Audited Actual History
1991.92 Un-audited Actual History
1992.93 Preliminary Budget
1993.94 Preliminary Budget
1994.97 Three Year Projections

D. Expenditure Rationale that went into the preliminary and projected figures.

Expenditures will be summarized by object. The object dimension identifies the service or commodity obtained as the result of the expenditure. Every expenditure has an applicable object.

The object dimension is subdivided into eight major divisions:

Series Codes

- | | |
|-----|---|
| 100 | Salaries - Expenditures related to all full and part-time employees (not including independent contractors or self-employed) of the district. |
| 200 | Employee Benefits - Details of employer contributions of employee benefits. |
| 300 | Purchased Services - Expenditures related to personal services rendered by personnel not on the payroll and other services purchased. |

- 400 Supplies and Materials - Expenditures related to tangible items of an expendable nature.
- 500 Capital Expenditures - Expenditures related to the acquisition of, or additions to, fixed assets. (Include replacement of equipment.) *Most equipment is purchased in the Capital Outlay Fund.
- 700 Debt Service - Expenditures related to principal, interest, and other charges to service or retire bonds, and long or short-term loans.
- 800 Other Expense - All expenditures not otherwise classified.
- 900 Transfer - Permanent transfers to and transfers from which represent adjustments to revenues and expenditures.

The decisions that the School Board makes in approving the Operational Plan will form the foundation for the 1993-94 budget proposal.

The second step in the Planning Process will be budget development. The assumptions approved in the Financial Plan will be the assumptions defined to each principal and department head for the development of their program's budget. The budget development process will occur in February and March.

The final step in the Planning Process will be approval of a final and preliminary budgets by the School Board in March.

Current Calendar Year

Next Calendar Year

October 1993.94 Assumptions
 November
 December Past Year Audit 91.92
 January Approval of 93.94
 Annual Operational Plan
 February
 March
 April
 May
 June
 July
 August
 September
 October

Final 1992.93 Budget
 Preliminary 1993.94 Budget

End 1992.93 Fiscal Year

1994.95 Assumptions (22 months prior to the end of the fiscal year)

The nature of budgets and projections is to provide a guide of where the organization is going based on the accuracy of the assumptions used to develop the data. For 1993.94 we are attempting to see twenty two months into the future and predict decisions and actions over which we have no control. i.e. Legislation, where families will live and children will go to school, weather, local, national and global economic conditions.

The data enclosed will be constantly updated as facts effecting our assumptions change. Given the present dismal nature of our states economics, the three year projection appears to be a cause for concern.

We have no intent in allowing this preliminary projection to become reality. As required by State Statute the administration will be recommending actions to maintain a balanced budget for each fund.

Where deficits are shown, we must increase revenues where possible and/or reduce expenditures. In most instances our ability to increase revenues is very limited. We therefore are forced to manage the expenditures.

**MOORHEAD AREA PUBLIC SCHOOLS
GENERAL FUND BUDGET
HISTORY AND PROJECTIONS**

OBJECTIVES

- I. To Approve the 1993-94 Annual Operational Plan Assumptions and Recommendations in the Areas of Basic Programs, Staffing, and Program Needs for the Timely Development of the 1993-94 Budget.
- II. To Project District 152 Revenues and Expenditures for a three year period.
- III. To Present Historical and Projected Revenues and Expenditures.
- IV. To Provide Support Data for Revenue and Expenditure Projections.

I. GENERAL FUND PROJECTIONS

Exhibits

Page

- A. Revenue Assumptions and Rationale**
- B. Expenditure Assumptions and Rationale**
- C. Revenues and Rationale**
- D. Expenditures and Rationale**
- E. Fund Balance**

GENERAL FUND

Revenue Assumptions

1. Pupil population estimates will be based on current enrollment projections from October, 1991. (See Exhibit F)

Year	<u>Enrollment</u>	<u>Pupil Units</u>	<u>% INC.</u>	<u>Unit Inc.</u>
1990-91 Actual	5608.97	(1.35) 6136.66		
1991-92 Budget	5661.00	(1.30) 6180.00		
1992-93 Projection	5945.00	(1.30) 6430.00	4.0%	250.00
1993-94 Projection	6104.00	(1.30) 6655.00	3.5%	225.00
1994-95 Projection	6275.00	(1.30) 6837.70	2.7%	182.70
1995-96 Projection	6404.00	(1.30) 7027.30	2.8%	189.60
1996-97 Projection	6472.00	(1.30) 7144.20	1.7%	116.90

2. The General Education allowance will increase at the annual rates listed below.

Year	<u>Allowance Per Pupil</u>	<u>% Increase</u>
1990-91 Actual	2953	4.0%
*1991-92 Actual	3050	3.0%
1992-93 Estimated	3050	0.0%
1993-94 Estimated	3050	0.0%
1994-95 Estimated	3111	2.0%
1995-96 Estimated	3204	3.0%
1996-97 Estimated	3300	3.0%

* Secondary pupil units were reduced by .05. Net increase in Revenues is 1.2%

3. Compensatory Revenue (AFDC Units)

<u>YEAR</u>	<u>Pupil Units</u>	<u>Revenue</u>	<u>% Increase</u>	<u>Increase</u>
1990-91 Actual	333.00	983,349		
1991-92 Actual	440.00	1,342,000	36.5%	
1992-93 Estimated	440.00	1,342,000	0	
1993-94 Estimated	528.13	1,610,797	20.0%	
1994-95 Estimated	549.25	1,708,717	6.1%	
1995-96 Estimated	549.25	1,759,797	3.0%	
1996-97 Estimated	549.25	1,794,949	2.0%	

1. a. General Fund Revenue from Tax Levies will increase at the rate indicated changes in taxable valuations.

<u>Year</u>	<u>Levy</u>	<u>Payable</u>	<u>Amount</u>
1990-91 Actual	89	90	4,840,548.00
1991-92 Actual	90	91	4,594,824.53
1992-93 Actual	91	92	5,035,514.67
1993-94 Estimated	92	93	5,931,686.45
1994-95 Estimated	93	94	6,109,637.00
1995-96 Estimated	94	95	6,292,926.00

b. Market value 1991 - \$732,747,325.00

Revenue Rationale

Exhibit A

1. **Enrollment:** The October enrollment projections have been used to project pupil population as in past years. The Pupil unit weighting factors are .5 for kindergarten, 1.0 for elementary and 1.3 for secondary students. (Change from 1.35, 1990-91 to 1.30 thereafter)
2. **General Education Allowance:** These estimates are based on data provided by the State Department of Education, modified by our board.
3. **Compensatory Revenue:** These estimates are based on data provided by the State Department of Education with the assumptions that AFDC Units will remain constant for 1995-96 & 1996-97.
4. **Tax Levies:** These amounts are actual dollars levied for 1990-91 through 1992-93 and estimated levies for 1993-94 through 1995-96 based on estimated changes in net tax capacity of the District of 3% per year increase.

REVENUE ASSUMPTIONS

c. Adjusted net tax capacity.

<u>Year</u>	<u>Amount</u>	<u>% Increase</u>
1990-91 Actual	13,207,659	
1991-92 Actual	13,880,721	5.095%
1992-93 Estimated	14,297,143	3.000%
1993-94 Estimated	14,726,057	3.000%
1994-95 Estimated	15,167,839	3.000%
1995-96 Estimated	15,622,874	3.000%
1996-97 Estimated	16,091,560	3.000%

5. Other State Aids will increase at the annual rates listed below.

<u>Year</u>	<u>Rate</u>
1991-92 Actual	0.8%
1992-93 Estimated	0.0%
1993-94 Estimated	0.0%
1994-95 Estimated	2.0%
1995-96 Estimated	3.0%
1996-97 Estimated	3.0%

REVENUE RATIONALE

5. Other State Aids: These estimates are based on data provided by the State Revenue Department, modified by recommendation of the School Board.

Revenue AssumptionsExhibit A

6. Income from interest on investment will be as follows.

<u>School Year</u>	<u>Anticipated Rate of Return</u>	<u>Income</u>
1990-91 Actual	6-7%	\$92,237
1991-92 Actual	5-6%	\$50,957
1992-93 Budget	5-4%	
1993-94 Projected	4-3%	
1994-95 Projected	4-3%	
1995-96 Projected	4-3%	
1996-97 Projected	4-3%	

7. The revenue from Federal sources will increase at the annual rates listed below.

<u>Year</u>	<u>Rate</u>	<u>Amount</u>
1990-91 Actual		711,243
1991-92 Budget		975,628
1992-93 Budget	3%	1,004,897
1993-94 Projected	3%	1,035,044
1994-95 Projected	3%	1,066,095
1995-96 Projected	3%	1,098,078
1996-97 Projected	3%	1,131,020

8. Student fees and ticket sales will generate revenue indicated per year each of the five years of the projection.

<u>Year</u>	<u>Activity</u>	<u>Athletic Ticket Sales</u>	<u>Drivers Ed Fees</u>	<u>Resale Supplies</u>	<u>Total Revenue</u>
1990-91 Act.	20,915	39,040	32,460	5,602	98,017
1991-92 Bud.	19,765	47,346	29,877	7,190	104,178
1992-93 Bud.	25,000	50,000	30,773	6,396	112,169
1993-94 Pro.	25,750	50,000	31,697	6,588	114,034
1994-95 Pro.	26,523	51,000	32,647	6,786	116,955
1995-96 Pro.	27,053	52,530	33,627	6,989	120,199
1996-97 Pro.	27,594	54,106	34,636	7,199	123,534

9. The District will not lose any revenue due to excess operating fund balances. (\$600 per WPU = \$3,681,996 allowable operating fund balances for 91-92).

10. Rental Revenue - Facilities excluding Townsite

<u>Year</u>	<u>Amount</u>
1990-91 Actual	9,668
1991-92 Actual	2,299
1992-93	3,000
1993-94	3,000
1994-95	3,000
1995-96	3,000
1996-97	3,000

Revenue Rationale

Exhibit A

6. Projections indicate that interest rates will be quite low over the next two to five years. The average invested balance will decrease over the next three years as fund balances fall and consist of tax anticipation warrant proceeds and cash balances that will be invested over the year. Property cash shifts have taken away much of our investable cash.
7. Federal programs are reimbursed at 100% of expenses and totals for all programs will increase by the standard inflation factors for expenditures.
8. Student Fees will be charged where appropriate to help defray the cost of certain programs.
9. The total of the operating fund balances will remain below \$600.00 per pupil unit through 1995-96.
10. Space will continue to be leased on a permit basis when not in use for school purposes.

Rentals are initiated by outside groups and organizations and needs vary from year to year. A major source of revenue for 1990.91 was the State Conventions for the American Legion and V.F.W. renting space at the Sr. High School.

*As a funding source, rentals are not considered reliable and are not expected to exceed the 1993-1994 estimates.

*Rental rates will remain constant during this period unless the policy is changed.

SEP 25 1992

MEMO #: B93.139

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 21, 1992

SUBJECT: PURCHASE OF HOMES ON 9TH AVE. NO.

Mr. Dan Wilson has signed agreements for the following properties:

<u>Owners</u>	<u>Addresses</u>	<u>Price</u>
Carla Nelson	811 12th St. No.	\$47,900.00
Mitchell Hextell	812 11th St. No.	\$37,000.00

Other expenses as noted in previous communications.

SUGGESTED RESOLUTION

Approve the agreements for purchase.

MEMORANDUM

DATE: October 6, 1992
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
RE: Approval of Paraprofessional Positions at Moorhead Senior High
in the Moderate/Severe Mentally Impaired Program

It is recommended that we seek authorization from the Board of Education to employ two paraprofessionals to assist in programming for students in the Moderate/Severe Mentally Impaired Program at Moorhead Senior High. This request is a result of new students who have moved into the district. Each of the student's needs are great and require the assistance of a paraprofessional one-on-one to insure the safety of other students and to meet the IEP needs of the students.

In an attempt to reduce costs, it is recommended that the paraprofessional positions be employed for 6.5 hours per day rather than 7 hours, as requested. This reduces the cost after reimbursement of special education aids by \$785.39 to \$12,286.02. This allows for 15 minutes before and 15 minutes after school rather than 30 minutes before and after for services and consultation with teachers. It is also recommended that we review the length of day for all other paraprofessional personnel.

Suggested Resolution:

Move to approve the two paraprofessional positions for the Moderate/Severe Mentally Impaired Program at Moorhead Senior High for 6.5 hours/day.

August, 1991

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1992-1993 Budget

PROPOSAL FORM

NAME OF BUILDING: Moorhead Senior High School

TOPICS OF PROPOSAL: Need for 2 Full-Time Paraprofessionals

SUBMITTED BY: Carol Feir, Linda Wolbaum DATE: October 5, 1992

SUBMITTED TO: Alan Swedberg DATE TO BE IMPLEMENTED:
Mike Siggerud
Bob Jernberg Immediately

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: _____

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Bob Jernberg

Recommendation (by person responsible):

Approve X Disapprove _____ Hold _____ Refer to Cabinet _____
Date 10/7/92 Fill Positions at 6.5 hours.

DISTRICT MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) areas must be addressed. Information in support of your proposal should be as comprehensive as possible and must support the district philosophy.

1. Describe the proposal for funding.

Two additional full-time 7-hour paraprofessionals are needed in the MSMH classrooms at the high school.

2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school.)

See attached sheet.

3. State the negative implications if the proposal is not approved.

The environment will not be safe for students and staff. Present IEP's will not be able to be implemented as written. Community outings for students will be reduced. Vocational programs will not be implemented for some students because of the need for one to one in the community. Inclusion into regular education will not be possible.

4. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

Rewrite IEP's. Eliminate community outings, inclusion in regular education, and/or vocational placements which probably would not be agreed to by parents/guardians.

The students will be at a significantly greater risk in an unsafe environment.

Position #1 (Feir)

December of '91 a student arrived with significant behavior problems. She is aggressive towards staff and students, physically throwing objects and hitting. She will also remove all of her clothing and throw it when she becomes agitated. She has difficulty with boundaries in her environment which make her a high risk for injury in the school as well as in the community.

September of '92 a new student entered our MSMH program from another district. He does not stop for traffic or respect the space of others. He does not have a sensation of pain which puts him at great risk in community and some school activities (cooking). This student has an attention span of about 2 to 3 minutes. This requires constant supervision by staff in order for him to remain on task and also remain in his seat. He needs supervision in toileting because he flushes inappropriate objects and plugs up the plumbing.

A student who moved up from the Junior High is included in regular Home Economics and therefore requires a para-professional for 55 minutes daily on a one to one.

A seven hour position is needed because there are six students in the classroom and they need assistance to and from the bus. Consultation and communication between staff must take place prior to the students' arrival in the A.M.

Position #2 (Wolbaum)

A new student arrived on September 25th. He requires a one on one staff to student ratio because of his physical, mental and behavioral limitations. This student seizes frequently and will fall to the floor rigid. A staff member needs to be near him at all times because of the seizures and his lack of balance at times.* He also exhibits severe behavior problems that present a danger to himself as well as other students and staff (i.e. biting, scratching, hitting, head banging, wandering without regard for students positioned on the floor, tipping back chair while seated.) This student also requires complete assistance in all activities (i.e. feeding, toileting, dressing, cooking, etc.)

We are unable to pull a staff member from another student because it has already been established that the other three students in the classroom require one to one. This is due to the fact that each of them are multiply impaired and are completely dependent on others for all of their needs.

A seven hour paraprofessional is needed because this student, as well as the other students, require one on one while entering and leaving the building and throughout the day. Consultation between the classroom teacher and the paraprofessionals about the students must take place prior to the students' arrival.

- * This student injured himself his third day of school because of a seizure in which he hit the back of his head on the floor. There was no staff member in close enough proximity to prevent the fall.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSAL FORM

*1 PERSONNEL	Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net Dist. Cost
Administrators					
Teachers					
Clerical					
Paraprofessional	2	19268.76	01.200.450.740.00141	10636.35	8632.41
No. & Hrs/Day					
Teacher Para					
Noon Para					
					4439
FRINGE BENEFITS					
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
<p>*3 TOTAL COST <u>23707.76</u> NET DISTRICT COST <u>13071.41</u></p> <p>Comments on budgetary items:</p>					

1. F.T.E. (Full-time equivalent)
2. Equipment, remodeling, site improvement, etc.
3. Review by Business Office before Superintendent's approval

6. Space implications (short/long range).

None.

7. Equity implications.

None.

8. Technology implications.

None.

9. Suggested timelines for implementation.

Immediately.

10. Who has been involved in this decision?

Alan Swedberg
Mike Siggerud
Carol Feir
Linda Wolbaum

11. Other comments:

5.0 Instructional Delivery of Programs

5.1 Free Appropriate Public Education

Definition: Instructional delivery of programs is the system the local education agency (LEA) uses to ensure that a continuum of alternative placements is available to meet the needs of learners with disabilities for special education services. Programs may have categorical or noncategorical labels. Placement referral pertains to the time after a learner has been determined eligible for special education services and the individual education program (IEP) goals and objectives have been written. Then the learner may be referred for a special placement, such as a state academy, private school, or residential facility.

5.0 Instructional Delivery of Programs

The district ensures that all learners with disabilities are provided the special education and related services which are appropriate to their needs. The district will make available special education services to all eligible learners regardless of whether they attend a nonpublic school.

34 CFR 200.1 (a)	M.S. 120.17 Subd. 3a.(1)
34 CFR 300.121	M.R. 3525.0300
34 CFR 300.600	M.R. 3525.1150

S Statements of Assurance (ED-01350-XX)

5.1 Free Appropriate Public Education (FAPE)

Each learner who has a disability and who is eligible for special education and related services, from birth through September 1 after he or she becomes twenty-one years old, who is residing in the district's jurisdiction, is provided a free appropriate public education, regardless of the nature or severity of the learner's disabilities. The special education will be suited to the learner's individual needs based on appropriate individual assessment and according to the IEP. The provision of an appropriate education is the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of learners with disabilities as adequately as the needs of learners without disabilities are met.

34 CFR 104.33 (a)(b)	M.S. 120.17 Subd.1,3a.(1)
34 CFR 300.1(a) M.R. 3525.0300	
34 CFR 300.4(a),(c)	
34 CFR 300.121(a)	
34 CFR 300.122	
34 CFR 300.300(a)	
34 CFR 300.552, Comment	

S Statements of Assurance (ED-01350-XX)

5.1.1 Services at No Cost to Parent(s)

The provision of a free education is the provision of educational and related services without cost to the learner with disabilities or to his or her parent(s) or guardian(s), except for those fees that are imposed on learners without disabilities or their parents or guardians.

B. Home-Based or Community-Based Team

A home- or community-based team consists of an ECSE teacher and no more than two related services professionals whose combined assignment is equal to that of the teacher. The ECSE teacher and assigned related services professionals shall function as a team to provide special education services through consultation, cooperative planning, and implementation of the IEP by consulting a minimum of once every two weeks to plan for the learner. Direct or indirect special education services will be provided a minimum of an average of one hour every week with instruction by the teacher occurring a minimum of an average of once every two weeks unless the parent(s) requests or the team recommends an alternative. The maximum number of learners that can be assigned to a full-time home- or community-based team is 24. The teams' caseloads will be adjusted downward based on learner's age, severity of disability or delay, travel time necessary to serve learners, and amount of services necessary to meet the IEP goals and objectives. Additional related services are provided as appropriate.

M.R. 3525.2335 Subp. 5. B.

5.42 Caseloads for School-Age Educational Service Alternatives

Items A and B set the maximum number of school-age learners that may be assigned to a teacher.

A. 50% of Day or More

For learners who receive direct instruction from a teacher 50 percent or more of the instructional day, but less than a full day:

	Caseload
1. learners with autism, deaf-blindness or who are severely multiply impaired.	3
a. with one program support assistant.	6
2. learners who are mildly mentally impaired or who have specific learning disabilities.	12
a. with one program support assistant.	15
3. learners with any other disabilities.	
a. with one program support assistant.	10
b. with two program support assistants.	12

M.R. 3525.2340 Subp. 4.A.

B. Full Day

For learners who receive special education for a full day:

Caseload

1. learners with autism, deaf-blindness or who are severely multiply impaired.

- a. with one program support assistant.

- b. with two program support assistants.

2. learners with any other disabilities with one program support assistant

8

M.R. 3525.2340 Subp. 4.B.

C. Less than 50% of Day

For learners who receive special education less than 50 percent of the instructional day, caseloads are to be determined by the local district's policy based on the amount of time and services required by the learners' IEP.

M.R. 3525.2340 Subp. 4.C.

5.4.3 Caseload Reduction

The district reduces caseloads, to the extent necessary, to ensure the provision of services delineated in each learner's IEP, if a teacher:

- o is assigned to more than one early childhood program alternative;
- o is assigned to learners in more than one service alternative;
- o is serving learners representing a significant range in severity of problems; or
- o is providing instruction at more than one building.

M.R. 3525.2380 Subp. 3.

5.4.4 Variance from Staff to Learner Ratios

The district may apply to the State Board of Education or its designee for a variance from the caseloads in Minnesota Rules, parts 3525.2335 and 3525.2340 (see 5.4.1 and 5.4.2). The state board or its designee grants a variance for less than 90 days when it is demonstrated that unanticipated special education enrollment increases have occurred.

M.R. 3525.2380 Subp. 1.

5.4.5 Caseloads for Multidisability Team Teaching Models

If the Multidisability Team consists of one or more teachers and a related services professional whose assignment is equal to that of the teachers who work together in a program in the same location, the teachers' caseloads may be increased. A pupil or program support assistant may be a part of the team but must not be counted when determining caseloads for the multidisciplinary team.

M.R. 3525.1500

M.R. 3525.2350

MEMO #: I-93-052

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg *BJ*

DATE: October 6, 1992

SUBJECT: Enrollment Data and Projections

The attached contains October 1992 enrollment data, cohort projections for the next five years, graphs of enrollment data from 1991-92 through 1997-98 as projected, a report of the ethnic makeup of the student population, and a count of students in exceptional educational areas.

This information should be reviewed at the Tuesday, October 13 Board meeting.

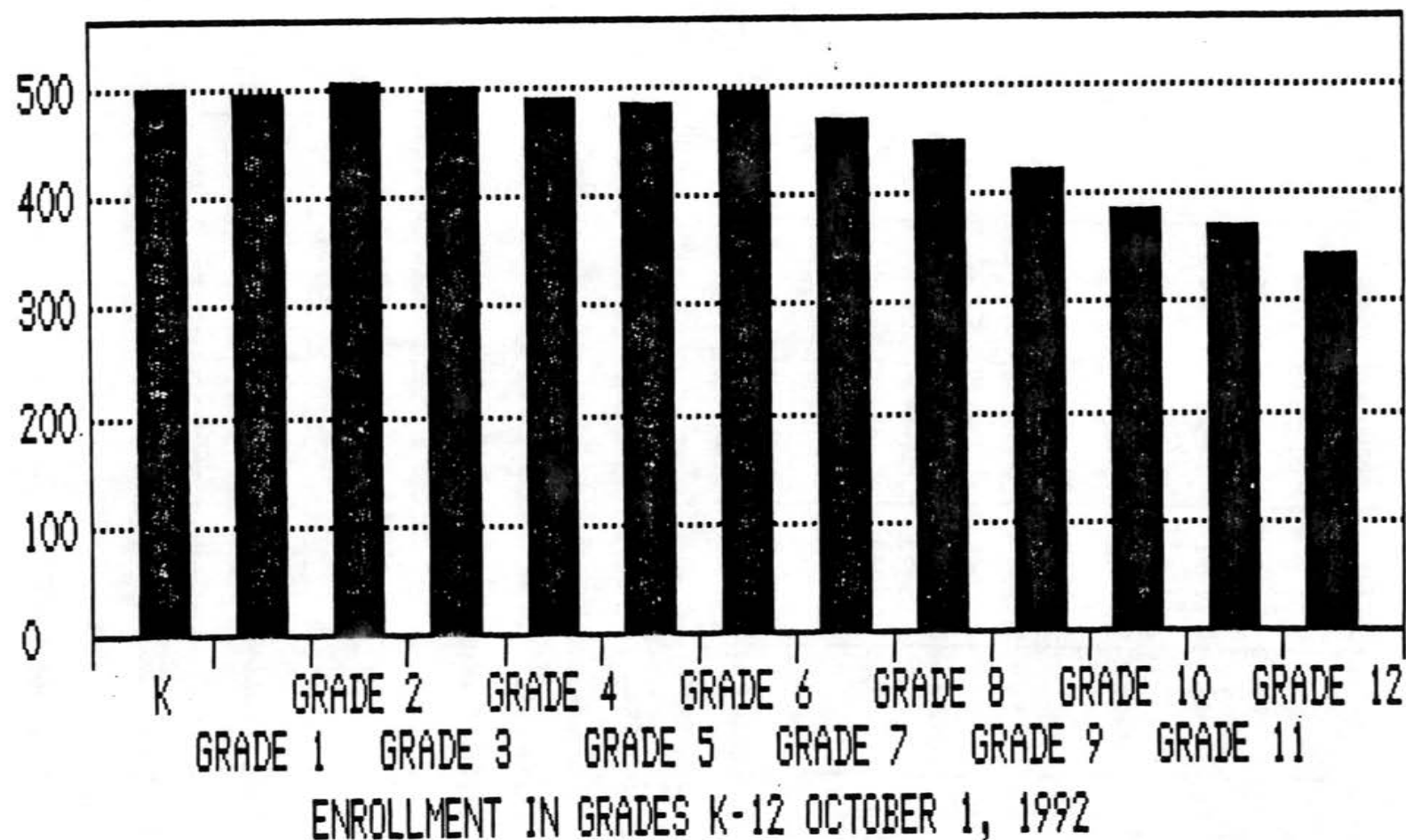
RMJ/mdm
Attachments

**ENROLLMENT
MOORHEAD PUBLIC SCHOOLS**

DATE: October 1, 1992

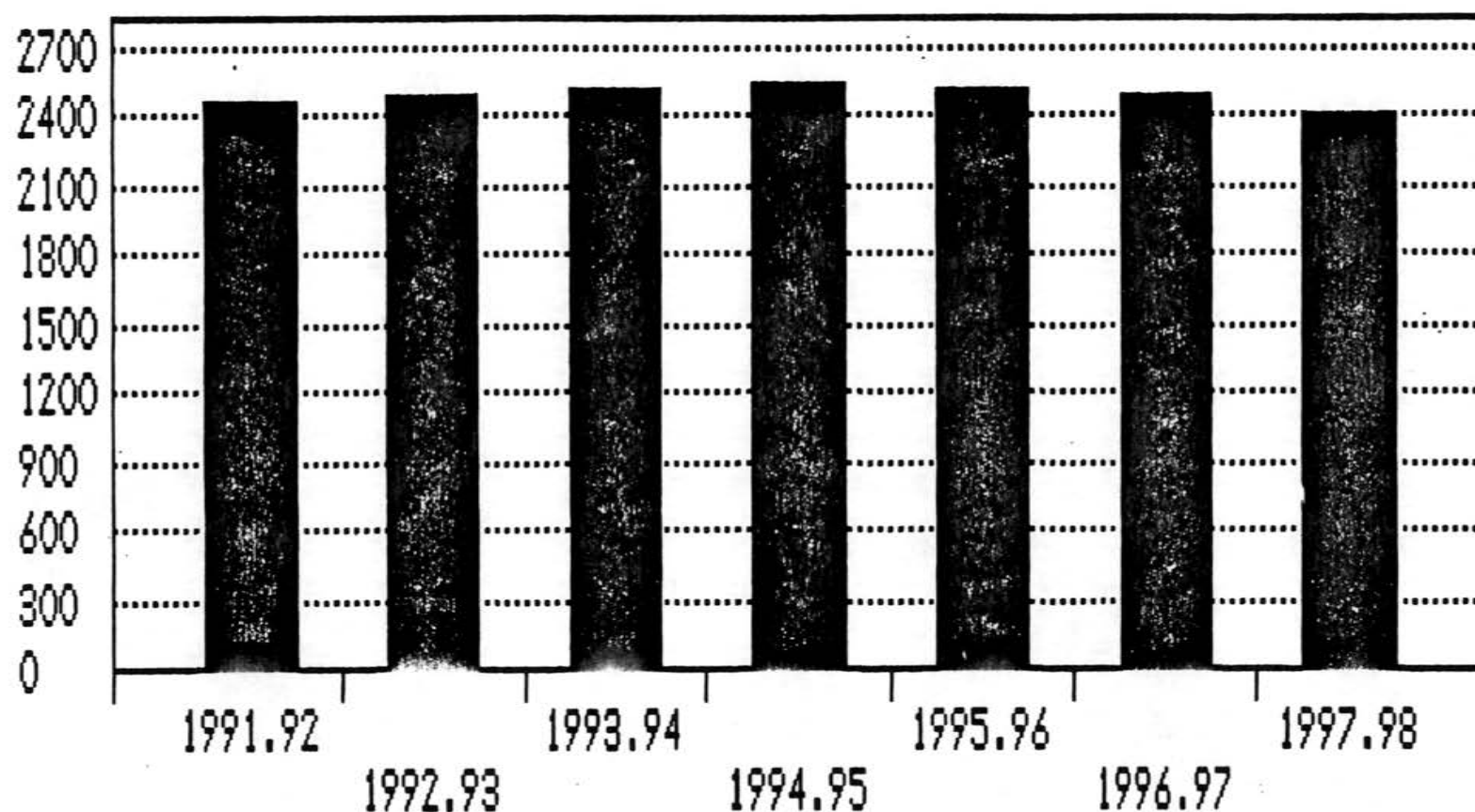
SCHOOL BLDGS	KINDER	GRADE 1	GRADE 2	GRADE 3	GRADE 4	SPECIAL EDUC.	TOTALS	SEPT '92 TOTALS
	25-25 25-25	22-22 22-22 21	23-22 24-23 23	25-25 26-24 25	25-24 25-26 25	17		
Edison	100	109	115	125	125	17	591	586
	25-25 25-25 25-24	23-22 23-21 24-23	24-27 27-27 27-26	26-23 26-26 26-25	28-28 28-26 27	11		
Probstfield	149	136	158	152	137	11	743	751
	25-25							
Lincoln	50						50	49
	25-25 25-25	24-24 24-23	26-27 27	27-22 25	26-26 25	13		
Riverside	100	95	80	74	77	13	439	441
	25-25 24-24	24-24 24-24 23-23	24-24 24-23 25-24	27-27 26-27 26	28-27 28-27 27	12		
Washington	98	142	144	133	137	12	666	667
Total By Grade	497	482	497	484	476	53	2,489	2,494
K - 4								
Special Educ.	2	14	10	14	12	53		
Grade 5 Grade 6 Special Ed.								
Robert Asp	363	375	Included				738	739
Voyager	122	118		0			240	238
Elementary Preschool - Lincoln School							15	16
TOTAL ELEMENTARY (Preschool & Special Ed.)							3,485	3,487
Grade 7 Grade 8 Special Ed.								
Junior High School	453	445		23			920	920
Grade 9 Grade 10 Grade 11 Grade 12								
Senior High	421	385	364	341			1,511	1,542
Senior High								
Special Ed.	3	2	8	3			16	14
SENIOR HIGH TOTAL							1,527	1,556
TOTAL KINDERGARTEN THROUGH GRADE 12							5,914	5,947
TOTAL PRESCHOOL THROUGH GRADE 12							5,929	5,963

MOORHEAD PUBLIC SCHOOLS



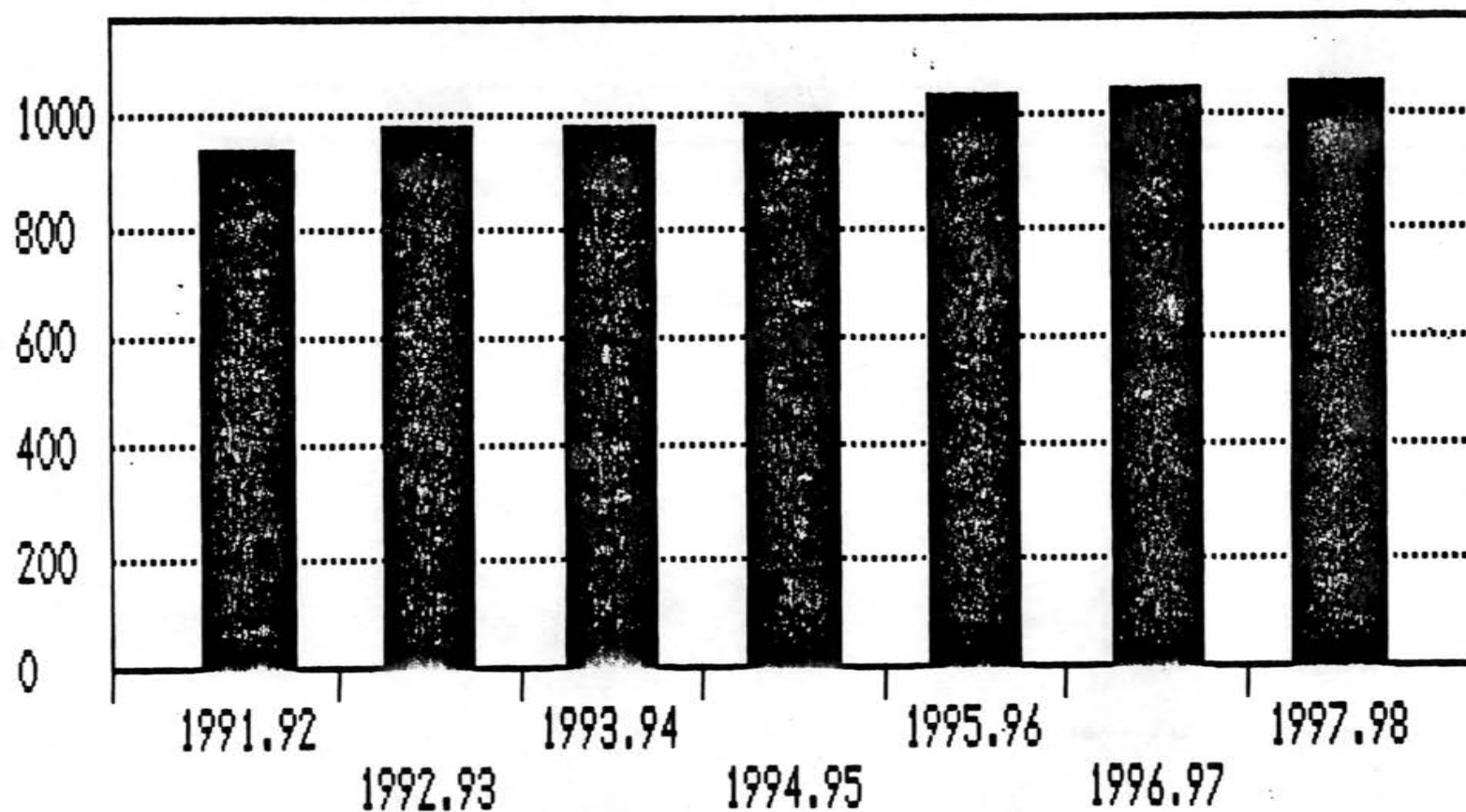
MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS OCT 1												1991 projected for Oct 1 1992	Variance
October 92	GRADE	* 88/89	89/90	90/91	91/92	92/93	93/94	94/95	95/96	96/97	97/98*		
	KINDERGARTEN	* 463	474	493	492	499 *	489	501	472	456	440 *	470	29
	GRADE 1	* 480	467	516	496	496 *	513	491	504	474	458 *	503	-7
	GRADE 2	* 457	448	491	502	507 *	498	516	494	506	477 *	492	15
	GRADE 3	* 438	463	485	495	499 *	519	510	528	506	518 *	511	-12
	GRADE 4	* 410	431	488	475	488 *	499	520	511	528	506 *	496	-8
	GRADE 5	* 381	416	441	497	485 *	497	509	530	521	538 *	486	-1
	GRADE 6	* 371	381	423	442	493 *	486	499	511	531	522 *	505	-12
	GRADES K-4	* 2228	2283	2473	2460	2489 *	2519	2538	2508	2471	2399 *	2472	17
	GRADES K-5	* 2609	2699	2914	2957	2974 *	3016	3047	3038	2991	2938 *	2958	16
	GRADES 5 & 6	* 752	797	864	939	978 *	984	1008	1040	1052	1061 *	991	-13
	GRADE 7	* 361	376	409	444	470 *	513	506	519	531	552 *	457	13
	GRADE 8	* 345	370	387	429	450 *	479	523	516	529	542 *	455	-5
	GRADES 7 & 8	* 706	746	796	871	920 *	992	1029	1035	1060	1094 *	912	8
	GRADE 9	* 324	362	386	395	424 *	461	489	533	526	540 *	441	-17
	GRADE 10	* 326	321	353	389	387 *	419	455	483	527	520 *	389	-2
	GRADE 11	* 338	313	314	340	372 *	377	408	443	471	513 *	364	8
	GRADE 12	* 383	344	303	300	344 *	368	372	403	438	465 *	332	12
	GRADES 9-12	* 1371	1340	1356	1424	1527 *	1624	1725	1863	1962	2038 *	1526	1
	GRADES K-6	* 2980	3080	3337	3399	3467 *	3503	3546	3548	3522	3460 *	3463	4
	GRADES 7-12	* 2077	2086	2152	2295	2447 *	2616	2754	2898	3022	3132 *	2438	9
	GRADES K-12	* 5057	5166	5489	5694	5914 0	6119	6299	6446	6544	6592 *	5901	13

MOORHEAD ENROLLMENT K-4



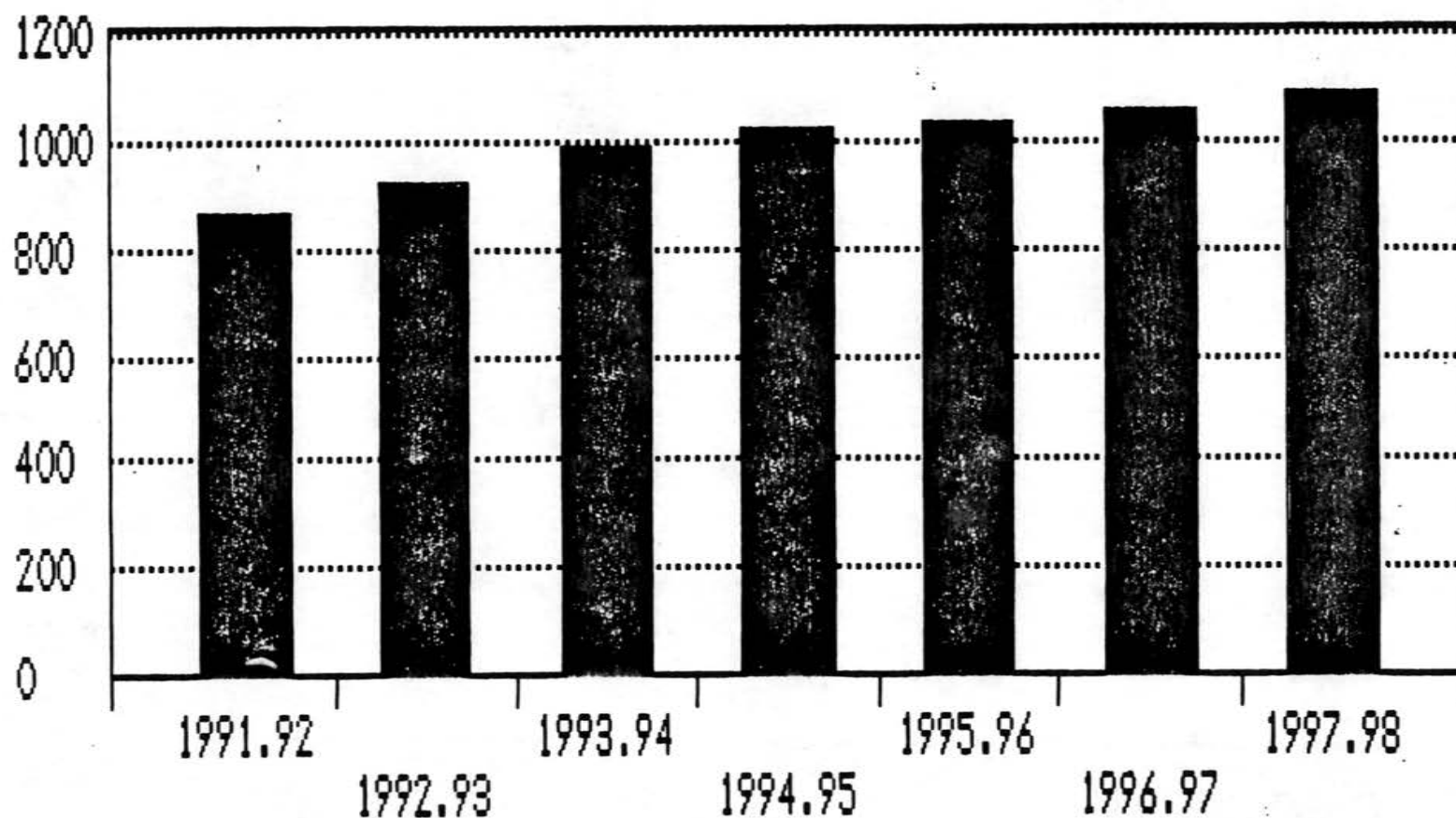
BASED ON COHORT PROJECTION OF OCTOBER 1, 1992

MOORHEAD ENROLLMENT GRADES 5&6



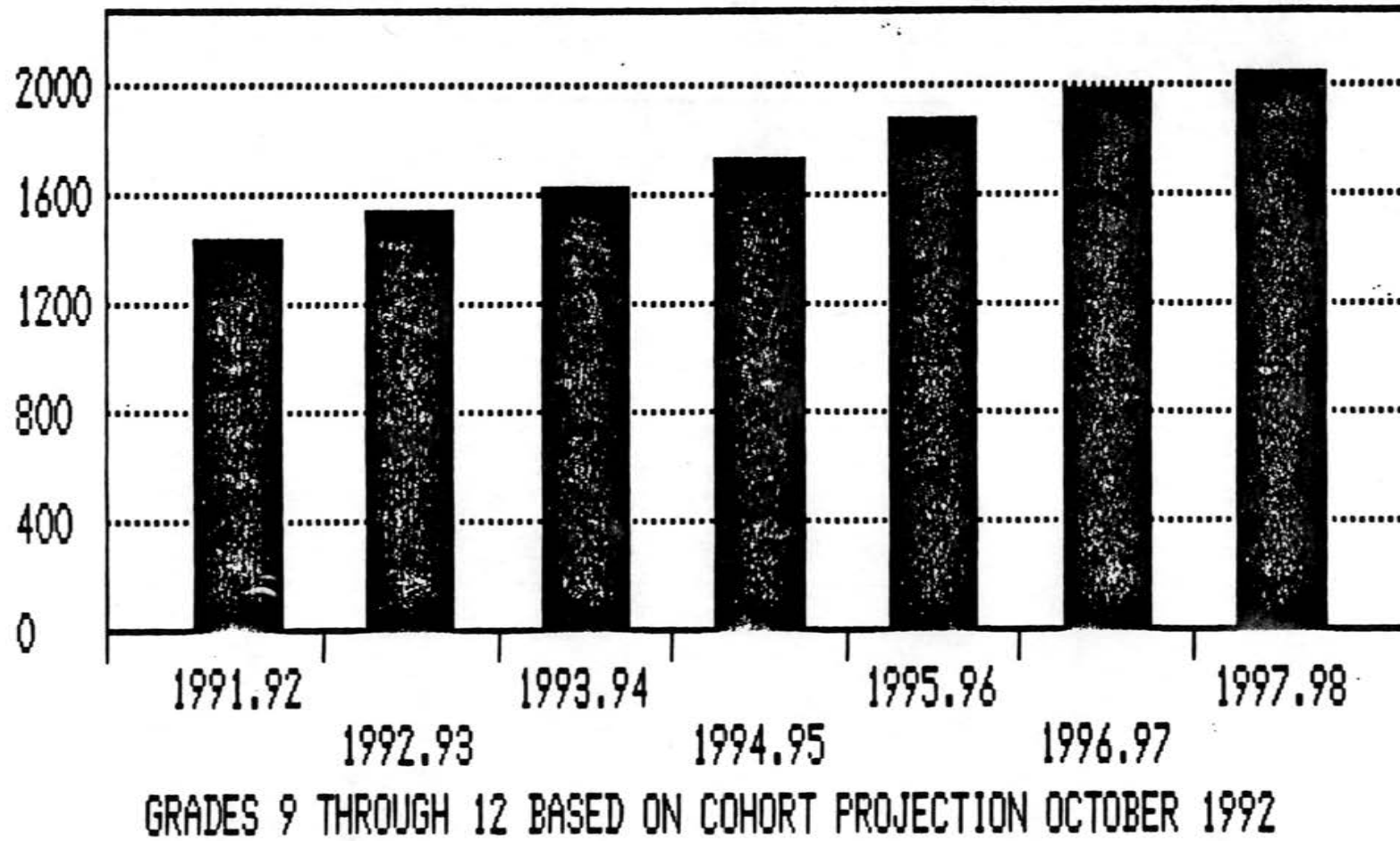
BASED ON COHOR PROJECTION OF OCTOBER 1, 1992

MOORHEAD ENROLLMENT GRADES 7&8



BASED ON COHORT PROJECTION OF OCTOBER 1, 1992

MOORHEAD SR. HIGH ENROLLMENT



MOORHEAD PUBLIC SCHOOLS
COUNT AND PERCENTAGE OF STUDENTS ENROLLED/ATTENDING
BY SCHOOL AND RACIAL/ETHNIC CATEGORY

October 1, 1992

SCHOOL	AMERICAN INDIAN	ASIAN	HISPANIC	BLACK	WHITE	MINORITIES
Senior High PERCENT	22 1%	55 4%	50 3%	8 .5%	1,410 91%	135 9%
Junior High PERCENT	19 2%	9 1%	54 6%	13 1%	808 89%	95 11%
Edison PERCENT	24 4%	8 1%	78 13%	8 1%	475 80%	118 20%
Probstfield PERCENT	21 3%	6 .8%	31 4%	6 .8%	684 91%	64 9%
Washington PERCENT	15 2%	6 1%	42 6%	3 .5%	600 90%	66 10%
Riverside/Lincoln PERCENT	26 5%	2 .4%	44 9%	5 1%	408 84%	77 16%
Asp PERCENT	21 3%	7 1%	44 6%	6 .8%	654 89%	78 11%
Voyager PERCENT	8 3%	2 .8%	11 4%	3 1%	221 90%	24 10%
TOTAL PERCENT	156 3%	95 2%	354 6%	52 .8%	5,260 89%	657 11%

SPECIAL EDUCATION STUDENTS SERVED

<u>Disability Area</u>	<u>Spec. Ed. Code</u>	<u>Number Served</u>
Adaptive Physical Education	DP	68
Early Childhood Special Education	12	47
Emotional/Behavioral Disability	08	268
Hearing Impaired	05	25
Mild Mentally Impaired	02	54
Moderately and Severely/Profoundly Mentally Impaired	03	37
Occupational Therapy	OT	124
Other Health Impaired	10	17
Physical Therapy	PT	57
Physically Impaired	04	33
Psychological Services	PS	17
Specific Learning Disability	07	358
Speech/Language Impaired	01	269
Social Work	SW	13
Visually Impaired	06	14

TOTAL

1,401**UNDUPLICATED SPECIAL EDUCATION STUDENTS SERVED****784****ENGLISH AS A SECOND LANGUAGE STUDENTS SERVED**

Elementary	119
Secondary	72

STEP STUDENTS SERVED

Elementary	104
Junior High	301
Senior High	638

MOORHEAD NONPUBLIC SCHOOLS STUDENTS

Park Christian	150
St. Joseph	148
Home Schooled	18

MEMO #: S-93-045

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Set Special School Board Meeting
DATE: October 9, 1992

It will be necessary to officially set a special meeting for Saturday, October 17, 1992, from 8:00 a.m. to 12 noon for the purpose of conducting a retreat for the school board. The date is subject to change due to availability of board members.

SUGGESTED RESOLUTION

Move to approve calling a special meeting for Saturday, October 17, 1992 for the purpose of conducting a retreat for school board members.

BRA:cbp

MEMO #: S-93-046

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Change in Meeting Time
DATE: October 9, 1992

Due to the visit by the Commissioner of Education, Gene Mammenga on Tuesday, October 27th. It is requested the Board change the starting time of the October 27th board meeting from 7:00 p.m. to 8:00 p.m. This would allow the superintendents in the area to meet with the Commissioner to discuss issues pertinent to our area.

If this is possible, the Commissioner would also attend this board meeting briefly.

SUGGESTED RESOLUTION

Move to approve changing the time of the October 27, 1992 school board meeting to begin at 8:00 p.m.

BRA:cbp

S-M9-B05
MIN
10-27-92

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

OCTOBER 27, 1992
8:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Suggested Resolution: Move to approve the agenda as presented.

Moved by _____ Seconded by _____
Comments _____

D. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

E. "We Are Proud"

- * Laurie Winterfeldt-Shanks, Early Childhood Family Education coordinator and Deb Trygstad, coordinator for Community Education's 55 and Learning program were presenters at the annual conference of the North Dakota Association for the Education of Young Children in Fargo. Winterfeldt-Shanks talked on parents as partners. Trygstad presented information on promoting imagination in early childhood.
- * The Moorhead High School Renaissance Singers have been invited to sing at the Minnesota state convention of the American Choral Directors Association. Under the direction of Dr. Rod Rothlisberger, the Renaissance Singers have performed at the state conference of the Minnesota Music Educators Association as well as at the 10-state regional convention of the Music Educators National Conference. Members include: Erin Ageson, Ann Barden, Chris Boerner, Kristina Brown, Colin Carlson, Carly Charleston, Kris Delaney, Ryan Frazee, Matt Gasper, Brian Johnson, Chad Johnson, Randy Loffelmacher, Michael Miller, Marti Nansen, Kristina Pierce, Naomi Quam, Jessica Schaff, Stacia Schott, Leah Sorenson, and Stephanie Strathman.

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, the Board Member inquiries on the Consent Agenda items are to be made directly to the District Administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of Major Magnitude Field Trip to Mexico -
Pages 5-8

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Request from City of Large Evergreen -
Pages 9-10

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Resignation - Page 11
- (2) Approval of Temporary Employment - Page 12

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. COMMISSIONER OF MINNESOTA DEPARTMENT OF EDUCATION - Anderson

Observations from Commissioner Gene Mammenga regarding the condition of education in Minnesota.

5. 1993-94 ANNUAL OPERATIONAL PLAN - Anderson
Pages 13-133

Review of the Capital Outlay, Building Construction, Debt Redemption, Townsite Centre Leasing, Community Education, Pupil Transportation, and Food Service fund data as part of the Annual Operational Plan.

6. MOORHEAD EDUCATION ASSOCIATION GRIEVANCE - Anderson
Pages 134

Suggested Resolution: Move to deny the grievance of Angelique Ford et al., based upon the findings and recommendations of the School Board Committee.

Moved by _____ Seconded by _____
Comments _____

7. MOORHEAD PRINCIPALS ASSOCIATION AGREEMENT - Anderson
Pages 135-142

Suggested Resolution: Move to approve the 1992-94 master contract with the Moorhead Principals Association.

Moved by _____ Seconded by _____
Comments _____

8. PURCHASE AGREEMENTS FOR HOMES ON 9TH AVENUE NORTH - Lacher
Page 143

Suggested Resolution: Move to approve the purchase agreements as presented.

Moved by _____ Seconded by _____
Comments _____

9. LEASE AGREEMENT FOR PURCHASED HOME - Lacher
Page 144

Suggested Resolution: Move to approve the lease agreement as presented.

Moved by _____ Seconded by _____
Comments _____

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152
October 27, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Community Education Open House	Thurs., Oct. 29	2 - 4 p.m.	Townsite
Halloween	Sat., Oct. 31		
Joint Powers	Thurs., Nov. 5	7:00 a.m.	Courthouse
End of 1st Qtr.	Fri., Nov. 6		
MEEP (K-12) (No Classes)	Fri., Nov. 6		
School Board Mtg.	Tues., Nov. 10	7:00 p.m.	Townsite
P/T Conferences (K-only)	Fri., Nov. 20		
P/T Conferences (K-day; 1-12 eve)	Mon., Nov. 23		
P/T Conferences (K-12 all day)	Tues., Nov. 24		
School Board Mtg.	Tues., Nov. 25	7:00 p.m.	Townsite
Teacher Comp. Day (No Classes K-12)	Wed., Nov. 25		
Thanksgiving Break	Thurs., Nov. 26 - Fri., Nov. 27		
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite

MEMO #: I-93-062

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Field Trip Proposal (Major Magnitude)

DATE: October 21, 1992

In accordance with school board policy IICCA-AB, the administration recommends approval of the major magnitude field trip to Mexico for Spanish class students. The trip arrangements by Joanne Schafer will be April 3-10, 1993. Students have been doing fund-raising activities to pay for the trip.

SUGGESTED RESOLUTION

Approve the field trip for the Spanish class as presented.

RMJ/mdm
Attachments

OCT 19 1992

*** * * Field Trip Proposal (Major Magnitude) * * ***

Date: October 19, 1992
To: Members of the Moorhead School Board
From: Joanne Schafer
Spanish Instructor, Senior High
Re: Spanish trip to Mexico

This letter and the enclosed information are a request for approval of a Spanish field trip to Mexico from April 3 - April 10, 1993. This is during conferences so students would miss only two and one-half days of school. The trip would be offered only to juniors and seniors who are currently enrolled in Spanish at MHS. It is organized through Intra-American Student Programs, a St. Paul group that has been sponsoring trips for high school students since 1971.

IASP offers a quality, structured, educationally sound travel experience. Students are able to become involved in and learn about the native language and culture of the Mexican people in a safe and organized environment. Included in the program is a teaching staff of bilingual U.S. educators, and an administrative staff which is on location and available 24 hours a day.

Students would fly out of Minneapolis with the IASP group. They will make arrangements with the hotels and the air carrier. Transportation to Minneapolis would be provided by parents. In Mexico, the students may be joined by other students, chaperones, one bus teacher (in charge of all group activities) and one administrative staff person.

This is a student-funded trip costing \$1,150 plus spending money. There is no cost to the district. Students who wish to go but are unable to afford the cost have the option of fund-raising through the sale of candy bars.

Six successful trips to Mexico and one trip to Spain have been taken by MHS students from 1986-1992. Based on past experience, the number of students involved will probably be between eight and twelve.

This trip has already been approved by Mr. Dulski.

Enclosed is the trip itinerary and other information that you may find useful. If you have any questions, please contact me at extension 289. Thank you for your consideration in this matter.



MEXICO CITY/PUERTO VALLARTA

8-Day Itinerary- April 3-10, 1993

DAY 1 Arriving in Mexico City's international airport, you'll be whisked off by your bus teacher in an a motorcoach to your hotel in the elegant Zona Rosa district. Once settled in the hotel, your bus teacher will take you on a walking tour of the area.

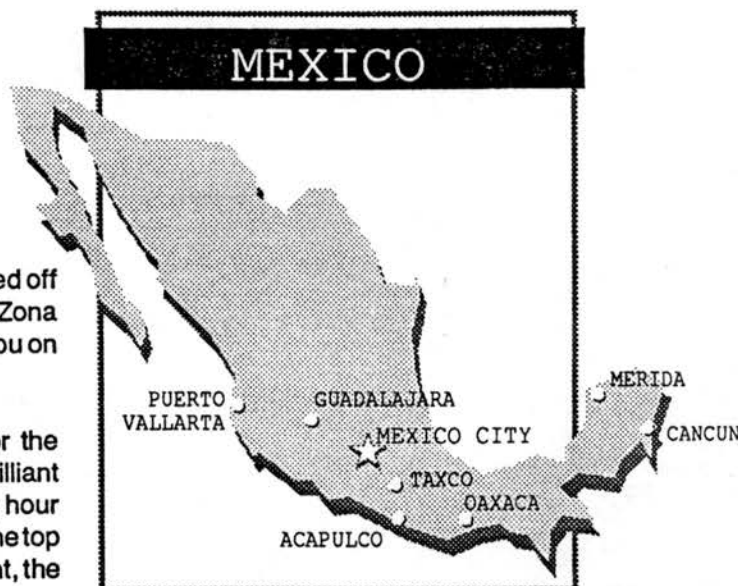
DAY 2 After your authentic Mexican breakfast you're bound for the amazing Ballet Folklorico. Get ready for Mexican style dance with brilliant colors whooping song and stomping "charros". Then, travel one hour north outside of Mexico City to ancient Teotihuacan. You'll climb to the top of the Sun and the Moon pyramids, learn about the feathered serpent, the revered jaguar and the human sacrifices onced performed there.

DAY 3 Discover the ultra-modern metro to downtown in "el Distrito Federal" as natives call their city. The main plaza, el zocalo, boasts some of Mexico's most important monuments: the cathedral, built during the Spaniards' conquista, the Templo Mayor--an Aztec worship site, and finally, like in most Mexican central plazas, the center of government, El Palacio Nacional. Within its walls, your bus teacher will entertain you with the history behind Diego Rivera's murals. Next, you'll stop for a lunch break at a downtown restaurant to sample some real tacos. After lunch it is off to Tlatelolco, the Plaza of Three Cultures which mixes the 14th, 16th and 20th centuries. Stand amongst Aztec ruins, a colonial church and modern apartment buildings. Continue on to hear legends about Mexico's holiest shrine--the Basilica of Guadalupe.

DAY 4 You're off like a real Mexico City native as you board the subway to the local food and flower market. Test your Spanish and bargaining prowess when you purchase your picnic lunch for the day. Then, continue on to enjoy the greenery of Chapultepec Park, with its castle and the world-reknowned Museum of Anthropology. The afternoon is yours to practice your bargaining skills in one of Mexico City's open markets.

DAYS 5, 6 & 7 This morning you fly to the sunny shores of Puerto Vallarta. How about a Catamaran or yacht cruise? Maybe you would prefer a horesback ride into the jungle? Or you can relax on the beach and sample some local cuisine. These three days are your own to enjoy. The last evening we will enjoy a final night dinner with the group.

DAY 8 Firmly place your roommate directly on top of your suitcase as you'll surely have enough souvenirs to make packing an adventure. You're on your way home to the U.S.



INCLUDED IN THE PROGRAM PRICE

- Round-trip air transportation between the U.S. and Mexico.
- All departure taxes, both U.S. and Mexican
- Transfers within Mexico
- Transportation within Mexico via chartered motorcoach, public transportation or flight as in sample itinerary
- Hotel accommodations based on 3 to 4 persons per room
- Health and accident insurance
- Gratuities for maids and bellboys
- Meals: All breakfasts; 3 lunches and 1 dinner
- On-location services of IASP teaching and administrative staff
- Educational excursions as in sample itinerary, including entrance fees (Order may vary.)
- Written pre-departure and arrival materials
- \$150.00 reservation fee

NOT INCLUDED IN THE PROGRAM PRICE

- Porterage
- Beverages (unless offered with meals)
- Cost of individual recreation
- Laundry and personal expenses
- Optional, extra-cost activities

Before completing the reservation form, please read carefully all the information contained in this flyer, especially the sections on the payment schedule and the cancellation policy.

Attached is the \$150.00 non-refundable reservation fee for my trip next spring to Mexico City/Puerto Vallarta (8-day).

Legal Last Name _____ Legal First name _____ Middle Name or Initial _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Sex _____ Age on January 1, 1993 _____

I, _____, have read, understand, and agree to all of the terms and conditions set forth in this flyer.
(signature of parent or guardian)

Checks should be made payable to IASP. Organizing teacher _____
Your cancelled check is your receipt.

PAYMENT SCHEDULE: Four payments: \$150.00 + \$350.00 + 250.00 + Balance

Checks should be made payable to IASP. All payments should be turned in to the organizing teacher who will then mail them to the IASP office. A \$10.00 service fee will be charged for any returned checks. **PLEASE DO NOT SEND CASH.** Your cancelled check is your receipt.

The deadlines are important for the following reasons: The reservation fee is the participant's guarantee of a space on a preferred date. The final payment must be received before IASP can process final documents, tickets, etc. Late payments could result in participant's cancellation.

- **\$150.00** non-refundable reservation fee. (Only \$75.00 processing fee will be assessed if an increase in program price exceeds 10%.) Students are accepted on a first-come, first-served basis. Reservation fee must be accompanied by a signed reservation form before participant's reservation can be confirmed.
- **\$350.00** post-marked on or before November 15, 1992.
- **\$250.00** post-marked on or before January 20, 1993.
- **Balance** Postmarked on or before February 12, 1993. A \$10 late fee will be assessed to any late payment.

PRICE: \$1150 from Minneapolis/St. Paul or \$1175 from Des Moines. For prices from other cities please contact the IASP office.

PRICING BASIS

Program prices have been determined based on August 31, 1992 airfares between U.S. and Mexico and projected currency and inflation rates in Mexico. Any price increase should not exceed 10% of the listed price. If a price increase is greater than 10% of the listed price, the normal cancellation policy will be suspended for 2 weeks upon notification of price increase, and participants will be allowed to cancel with refund of monies paid less a \$75 processing fee. **Payment in full guarantees price.**

CANCELLATIONS

Cancellations must be made in writing by the participant and/or his/her parents and sent directly to the IASP office. The responsibility for meeting cancellation deadlines lies with the student or his/her parents; it is not the responsibility of the organizing teacher. Refund checks will be processed within 30 days of receipt of cancellation notice by IASP.

- Postmarked on or before September 30, 1992: no penalty
- Postmarked on October 1, 1992 but before January 20, 1993: \$150.00 penalty
- Postmarked on January 21, 1993 but before February 12, 1993: \$200.00 penalty.
- Postmarked after February 12, 1993: \$300 penalty plus any non-refundable costs. If a suitable replacement can be found only the \$75 processing fee will apply. (PVE)

MEMO #: B93.154

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: OCTOBER 15, 1992

SUBJECT: ATTACHED REQUEST FROM CITY TO USE LARGE EVERGREEN

We have a tentative agreement with the property owner and hope to have a closing in the near future. I suggest that we follow through with this contingent on our being able to close the purchase agreement. The removal cannot damage the existing buildings on the property nor hinder the use by the tenants.

RECOMMENDED RESOLUTION:

Approve the city's request with the above requirements.

cc: Mr. Mike Hannaher
Mr. Dan Wilson
Mr. Bob Fogel
Mr. Orv Kaste

OCT 12 1992

CITY OF
MOORHEAD
MINNESOTA

500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561
(218) 299-5301

October 12, 1992

Dear Bob:

Recently I spoke with Orv Kaste concerning a spruce tree located at 821 13 Street North in Moorhead. My interest is to use this tree for a community Christmas tree if it has to be removed because of the realignment of Ninth Avenue North.

Orv asked that our request be submitted in writing. It is obviously better that the tree could remain. However, if it must come down we propose to use it as our Christmas tree this fall before next year's construction.

We would cut the tree in mid-November and move it to the south side of the Center Mall. The tree would be decorated and lights turned on after the Thanksgiving holiday.

We would provide stump grinding and cleanup. The work would be scheduled at your preference, either this fall or next spring.

Please forward this to your Board for consideration and let me know the results as soon as possible so that arrangements or alternate plans can be made. Thank you.

Sincerely,



Bob Fogel
Director of Park Maintenance

SHR from HOME

MEMORANDUM P 93.007

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 27, 1992
SUBJECT: Resignations of District Employees

The administration requests approval of the resignation of the following person:

Lois Owens - Indian Education Coordinator effective October 30, 1992

SUGGESTED RESOLUTION:

Acceptance of resignation of Lois Owens, Indian Education Coordinator effective October 30, 1992.

BMF:sdh

MEMORANDUM

P 93.008

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 27, 1992
SUBJECT: Employment of Temporary Replacement

The administration requests approval of the temporary replacement of the present AOM paraprofessional who is replacing a regular classroom teacher on family leave:

Janice Ertl - AOM Paraprofessional Edison Elementary from approximately November 2, 1992 until the end of April 1993.

SUGGESTED RESOLUTION:

Acceptance of temporary employment of Janice Ertl as AOM Paraprofessional at Edison Elementary.

BMF:sdh

MEMO #: S-93-056

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: 1993-94 Operational Plan
DATE: October 22, 1992

The Annual Operational Plan identifies the fiscal parameters for the forthcoming year which will be available for the delivery of the Five Year Educational Plan. It also provides a fiscal forecast of the resources available through the 1995-96 school year. The 1993-94 Annual Operational Plan decision timeline calls for the approval by the Board of the 1993-94 Plan no later than January, 1993.

The Annual Operational Plan will include the revenue and expenditure assumptions and resulting estimated fund balances for the following funds:

- General
- Food Service
- Pupil Transportation
- Community Education
- Capital Outlay
- Building Construction
- Debt Redemption
- Townsite Enterprise

The attached material provides draft revenue and expenditure assumptions and estimated balances for all of the funds except the general fund. General fund information will be provided for review at the next school board meeting.

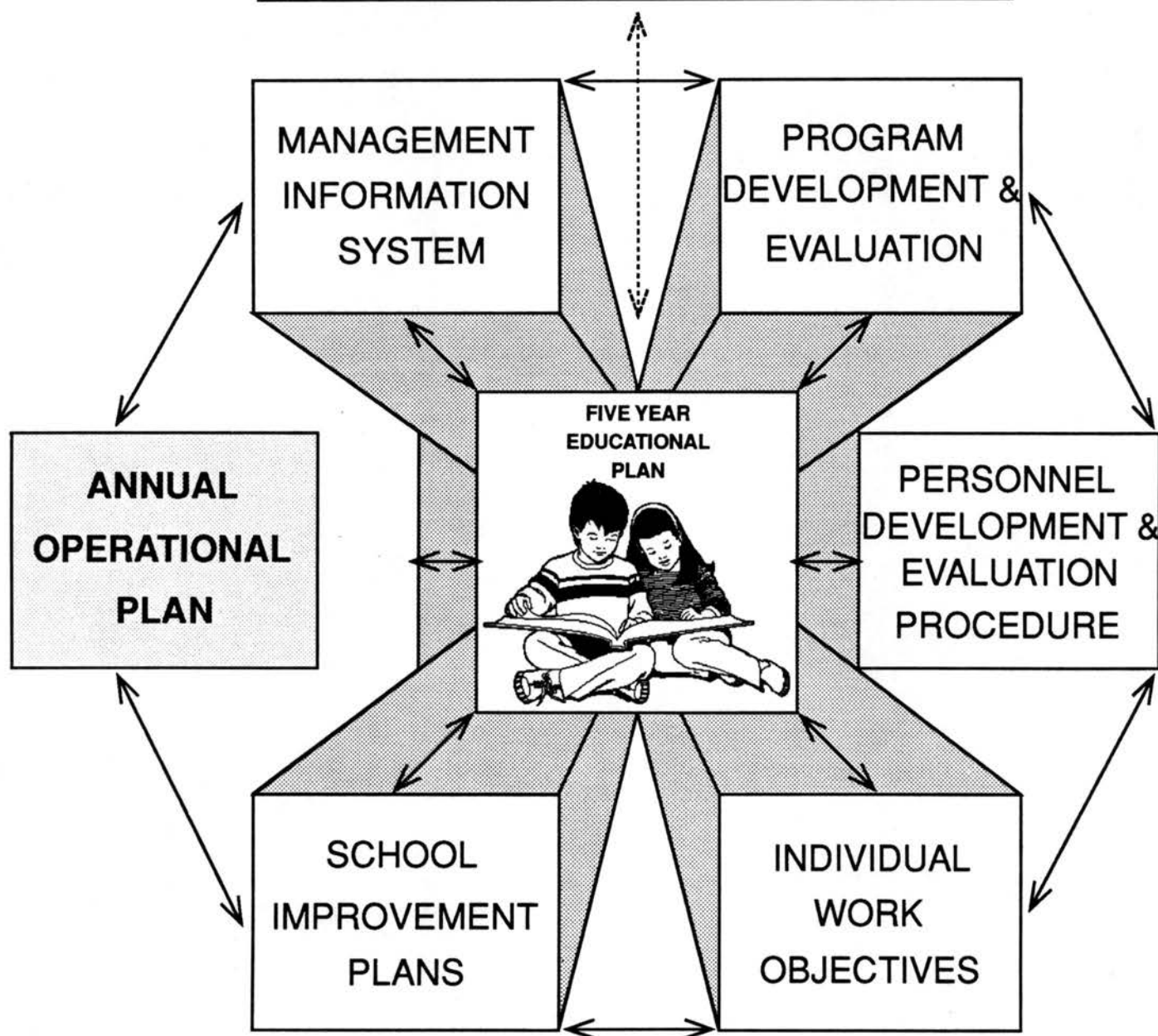
The ISD #152 Planning and Management System model which follows is a visual reminder that the Annual Operational Plan is one of the planning components of our Five Year Educational Plan.

BRA:cbp
Attachment

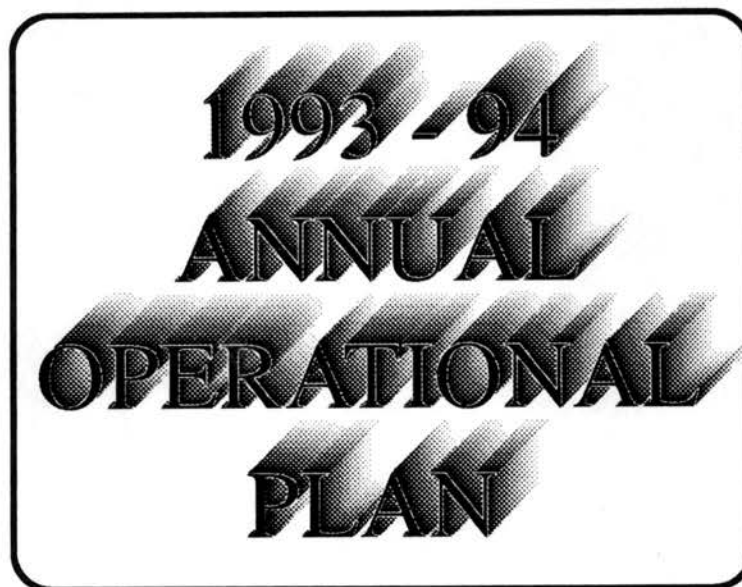
INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

Planning and Management System

Strategic Long Range Planning



INDEPENDENT SCHOOL DISTRICT #152
MOORHEAD, MINNESOTA



OCTOBER, 1992

DR. BRUCE R. ANDERSON
Superintendent of Schools

Brenda Franklin
Director of Employee Resources

Robert Jernberg
Asst. Superintendent - Instruction

Robert Lacher
Asst. Superintendent - Business

V. CAPITAL EXPENDITURE FUND PROJECTIONS

<u>Exhibits</u>	<u>Page</u>
A. Revenue Assumptions and Rationale	
1. Facilities	V 1-4
2. Equipment	V 5-6
3. Health and Safety	V 5-6
B. Expenditure Assumptions and Rationale	
1. Facilities	V 7-12
2. Equipment	V 13-18
3. Health and Safety	V 19-20
C. Capital Outlay Fund Revenues Summary	
1. Facilities	V 21
2. Equipment	V 21
3. Health and Safety	V 21
D. Capital Outlay Fund Expenditures Summary	
1. Facilities	V 22
2. Equipment	V 22
3. Health and Safety	V 22
E. Fund Balances and Rationale	
1. Facilities	V 23-24
2. Equipment	V 25-26
3. Health and Safety	V 27-28

**PRELIMINARY AND
TENTATIVE**

Exhibit A

CAPITAL FUND

Revenue Assumptions

1. Capital Outlay Defined: "Site improvements, building improvements and capital repairs are of such magnitude that they represent an expenditure with a minimum of individual project cost of \$1,000 with the useful life of at least ten years, and significantly increase the value and/or extend the useful life in the instance of capital repair. Equipment represents an expenditure with a minimum unit cost of \$250 with a useful life of at least four years.

Capital outlay will be allocated in the areas as follows:

Facilities (requires a hearing of five-year plans before July 1 each odd year)
Equipment
Health and Safety

CAPITAL FACILITY REVENUE

The levy for facilities capital funds will be dependent on pupil units, legislation, and interest from Townsite leasing. A deficit will continue due to state action in not allowing 1990-91 senior high expenditures to be considered health and safety expenses. Revenue will include \$60,000 for handicapped access each year from 1993-94 through 1997-98.

1. Facilities Revenue	Facilities	Facilities
School Year	Per Pupil	Revenue
1991-92	\$130	\$ 811,768
1992-93	\$130	\$ 894,097
1993-94	\$128	\$ 909,920
1994-95	\$128	\$ 935,226
1995-96	\$128	\$ 959,494
1996-97	\$128	\$ 974,458

2. Lease levy will continue to be based on approved lease expenses with revenue lagging expenses by one year.

School Year	Lease Levy	Percent
	Revenue	Increase
1991-92	\$126,000	Actual
1992-93	\$114,938	Actual
1993-94	\$255,101	Actual
1994-95	\$248,230	1993-94 Expense
1995-96	\$255,677	1994-95 Expense
1996-97	\$263,347	1995-96 Expense

REVENUE RATIONALE

Exhibit A

Capital outlay major parameters will continue to be based on legislation, Minnesota Department Regulations, and local levy decisions within those parameters.

Statutes require a school board to adopt a capital expenditure facilities program by a two-thirds vote after notice and hearing as part of a five-year program which must be reviewed by the district before July 1 of each odd-numbered year. after notice and hearing; after the biennial review, the program may be amended to include the ensuing five-year period.

1. The capital facilities revenue is based on pupil units. The legislature reduced the per pupil allocation to \$128 per student for 1993-94. It is assumed that due to the Minnesota economy, the allocation will remain at \$128 per pupil for the period of 1993-94 through 1996-97.
2. Lease levy will continue to be utilized for athletic facility rental, community education space, Voyager School rental, and rental of the Moorhead Sport Center spaces available for school use.

REVENUE ASSUMPTIONS**Exhibit A****3. Other Facility Revenue**

School Year	Interest Income	Income from Townsite Enterprise Fund	Miscellaneous Income
1991-92	\$0	\$61,066	\$71,078
1992-93	\$0	\$57,066	\$0
1993-94	\$0	\$53,066	\$0
1994-95	\$0	\$49,066	\$0
1995-96	\$0	\$45,066	\$0
1996-97	\$6,000	\$41,066	\$0

REVENUE RATIONALE

Exhibit A

3. Interest income will not be available until 1996-97 due to a deficit in the facilities capital budget. Income from the Townsite Enterprise fund will continue as rents are paid and the receivable is reduced.

The Townsite Centre receivable which is nearly \$1,000,000 will continue to be reduced slightly on an annual basis providing income to the facility revenue fund.

REVENUE ASSUMPTIONS**Exhibit A****CAPITAL EQUIPMENT REVENUE**

The levy for equipment capital expenditure funds will be dependent on pupil units and legislation.

Equipment Revenue School Year	Equipment Per Pupil	Equipment Revenue
1991-92	\$65	\$396,820
1992-93	\$65	\$413,849
1993-94	\$63	\$418,320
1994-95	\$63	\$430,775
1995-96	\$63	\$442,720
1996-97	\$63	\$450,085

HEALTH AND SAFETY REVENUE

Health and safety revenue will be dependent upon legislation and identified project need.

School Year	Health and Safety Revenue
1991-92	\$688,584
1992-93	\$100,564
1993-94	(\$523,218)
1994-95	\$650,000
1995-96	\$675,000
1996-97	\$450,000

CAPITAL EQUIPMENT REVENUE RATIONALE

Exhibit A

Capital equipment revenue is based on pupil units. It is assumed that the current legislated rate of \$63.00 per student will continue for the period of 1993-94 through 1996-97 due to the uncertain Minnesota economy. The pupil units are based on the district cohort projections.

HEALTH AND SAFETY REVENUE RATIONALE

Health and safety aid and levy revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used for removal or incapsulation of asbestos, asbestos-related repairs, or for the removal of PCBs or clean-up removal disposal and repairs related to storing heating fuel or transportation fuels. It is assumed that all projects will receive prior approval before the levy is authorized.

**PRELIMINARY AND
TENTATIVE**

FACILITIES EXPENDITURE ASSUMPTIONS

Exhibit B

CAPITAL FACILITIES EXPENDITURES

Due to lack of facilities funding, bond issue funds will be utilized for referendum projects (see debt redemption expenditures) including equipment for new areas.

1. Food service will utilize facility revenue for walk-in coolers and remodeling.

School Year	Food Service Capital Facilities Expenses
1991-92	\$10,000
1992-93	\$10,000
1993-94	\$10,000
1994-95	\$10,000
1995-96	\$10,000
1996-97	\$10,000

2. The District's obligation to ESV Region I will be eliminated by 1993-94.

School Year	Region I ESV Capital Facilities Expenses
1991-92	\$6,000
1992-93	\$7,085
1993-94	\$0
1994-95	\$0
1995-96	\$0
1996-97	\$0

CAPITAL FACILITIES RATIONALE

Exhibit B

Facilities revenue may be used for repair and restoration of existing district-owned facilities, new construction, correcting existing health and safety hazards, equipping buildings, surplus school buildings that are used substantially for public non-school purposes, leasing buildings, and purchasing or leasing interactive telecommunications equipment.

Priority for allocations of facilities revenue (in priority are as follows):

1. Health and Safety
 2. Energy Conservation
 3. Building Preservation
 4. Needed Space for Continuing Programs
 5. Telecommunications
 6. Convenience
 7. Appearance
1. Food service will be self supporting for its equipment. However, there is a need to utilize facilities capital for built-in equipment such as walk-in coolers and necessary remodeling projects related to preparation and serving of food.
 2. The District will complete its obligations to ESV Region I for equipment purchase in 1992-93. In that the District owns its own AS400 computer system, no capital obligations are anticipated to ESV Region 8 to which the district now belongs.

FACILITIES EXPENDITURE ASSUMPTIONS

Exhibit B

3. Special Assessments will be paid on an annual basis.

School Year	Special Assessment Capital Facilities Expenses
1991-92	\$16,836
1992-93	\$16,788
1993-94	\$ 8,000
1994-95	\$ 8,000
1995-96	\$ 8,000
1996-97	\$ 8,000

4. Capital maintenance projects for buildings and grounds will increase at the standard rate.

School Year	Maintenance Facilities Expenses	Percent Increase
1991-92	\$53,000	Actual
1992-93	\$57,000	Actual
1993-94	\$57,000	0
1994-95	\$58,140	2 %
1995-96	\$59,884	3 %
1996-97	\$61,681	3 %

5. Facilities capital for telephone/telecommunications will increase at the standard rate.

School Year	Telecommunications Facilities Expense	Percent Increase
1991-92	\$62,000	Actual
1992-93	\$66,000	Actual
1993-94	\$66,000	0
1994-95	\$67,320	2 %
1995-96	\$69,340	3 %
1996-97	\$71,420	3 %

6. Use of capital facilities for building construction will be limited to maintenance repairs during the 1993-94 through 1995-96 school years.

School Year	Building Construction Facilities Expense
1991-92	\$396,000
1992-93	\$550,313
1993-94	\$0
1994-95	\$0
1995-96	\$400,000
1996-97	\$500,000

FACILITIES EXPENDITURE RATIONALE

Exhibit B

3. Special assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. At this time it is anticipated that a replacement for Ninth Avenue North will be constructed during 1993 and will be paid from bond issue revenues authorized by the September 15, 1992 referendum.
4. Capital maintenance projects for buildings and grounds will be based on priorities established through input from principals to the Director of Buildings and Grounds, who will recommend the priority needs to the Superintendent or his designee. It is assumed that the capital maintenance projects will increase at the standard rate.
5. Telephone/telecommunication expenses include equipment and line lease expense. It is anticipated that in addition to lease expenses ??? will increase at the standard rates. It is assumed that major improvements in the area of telephone/intercom communication within buildings will be completed through bond issue revenue authorized by the September 15, 1992 referendum and will be completed between January 1, 1992 ?? and January 1, 1994.
6. It is anticipated that all building construction during the period of July 1, 1993 through July 1, 1996 will be completed through referendum expenses and that construction in 1995-96 and 1996-97 will include needed roof repair and Senior High School addition and renovations to meet increased student enrollment.

1992-93 construction projects are as follows:

Roof repair	\$295,000	Probstfield
Roof repair	\$35,000	Washington
Special education, art and locker rooms	\$250,000	Robert Asp
Special education space	\$5,000	Junior High
Pavement and fencing	\$5,313	Senior High
Irrigation	\$20,000	Senior High

FACILITIES EXPENDITURE ASSUMPTIONS

Exhibit B

7. Lease/levy will continue based on state approved leases.

School Year	Lease/Levy Facilities Expense	Percent Increase
1991-92	\$240,000	Actual
1992-93	\$241,000	Actual
1993-94	\$248,230	3 %
1994-95	\$255,677	3 %
1995-96	\$263,347	3 %
1996-97	\$271,248	3 %

8. Handicapped access projects will be completed based on state approval of an annual \$60,000 lease during the 1993-94 through 1997-98 school years.

School Year	Handicap Access Expense
1991-92	\$ 0
1992-93	\$ 0
1993-94	\$60,000
1994-95	\$60,000
1995-96	\$60,000
1996-97	\$60,000

9. Capital interest expense will be charged to the capital facility budget.
The amounts are:

School Year	Capital Interest Expense
1991-92	\$54,010
1992-93	\$51,676
1993-94	\$67,431
1994-95	\$31,295
1995-96	\$1,164
1996-97	\$0

FACILITIES EXPENDITURE RATIONALE

Exhibit B

7. Lease levy facility expenses will continue to include space for community education, Moorhead Sport Center spaces, and rental of football fields and other athletic activity areas. The leases will be dependent on annual prior approval by the Minnesota Department of Education.

8. Legislation passed in 1992 allowing district to levy \$300,000 over a period of up to five years for the purpose of providing handicapped access to district facilities. It is anticipated that the district will expend \$60,000 annually during the 1993-94 through 1996-97 school years after first securing approval from the Minnesota Department of Education for specific projects.

9. Capital interest expense is charged to the facilities budget based on an estimated cash balance which includes the receivable from the Townsite Centre Enterprise fund. The Enterprise fund increases the cash deficit and requires additional interest expense. However, this expense is offset by facility revenues based on income from the Townsite Centre Enterprise fund.

EXPENDITURE ASSUMPTIONS**Exhibit B****CAPITAL EQUIPMENT EXPENDITURES**

1. Technology expenses will continue in the area of technology support and long-term purchase and equipment needs.

School Year	Technology Support Expense	Technology Long-Term Expense	Percent Increase
1991-92	\$23,800	\$50,000	Actual
1992-93	\$23,800	\$50,000	Actual
1993-94	\$23,800	\$50,000	0 %
1994-95	\$24,276	\$51,000	2 %
1995-96	\$25,004	\$52,530	3 %
1996-97	\$25,754	\$54,105	3 %

2. Replacement of equipment will continue with a contingency budget for emergencies to replace equipment which is essential to replace immediately.

School Year	Replacement Equipment Expense
1991-92	\$10,000
1992-93	\$10,000
1993-94	\$10,000
1994-95	\$10,000
1995-96	\$10,000
1996-97	\$10,000

EQUIPMENT EXPENDITURE RATIONALE

Exhibit B

Capital equipment revenue may be used to pay capital expenditure related assessments of any entity formed under a cooperative agreement between two or more districts, to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment, to purchase or lease equipment for instructional programs, to purchase textbooks, to purchase library books, and to purchase vehicles other than school buses. Most items can readily be classified as equipment. However, the following are examples of equipment items that could appear to qualify as supplies: encyclopedias, large wall maps, large free-standing globes, band and choir uniforms, chairs, and library books representing initial adoptions and later substantive improvements.

Equipment revenue will be allocated based on the following (in priority):

1. Essential furniture (used if available)
 2. Technology
 3. Specialized equipment needed for instruction
 4. Specialized equipment needed for maintenance and transportation
 5. Equipment to support curriculum and instruction
 6. Convenience
 7. Appearance
-
1. Technology expenses will include technology support and software upgrades for the District's computer systems and for purchase of equipment for long-term technology needs and replacements. This expense will increase at the standard rate. These expenses are in addition to the technology improvements authorized by the September 15, 1992 referendum which will be paid for by bond issues during the period of January 1992 through January 1994.

 2. Equipment which must be replaced immediately for continuity of instructional programs or for equipment essential for school district operation will be purchased when necessary from this contingency budget. Non-emergency items will not be replaced from this budget.

EQUIPMENT EXPENDITURE ASSUMPTIONS**Exhibit B**

3. Maintenance/transportation equipment will be purchased as necessary to insure the continued smooth operation of these departments.

School Year	Maintenance/Transportation Equipment Expense	Percent Increase
1991-92	\$14,000	Actual
1992-93	\$14,000	Actual
1993-94	\$14,000	0 %
1994-95	\$14,708	2 %
1995-96	\$15,149	3 %
1996-97	\$15,604	3 %

4. The district will continue to replace its fleet of vehicles for out-of-town transportation on a rotating basis by purchasing used vehicles.

School Year	Vehicle Equipment Expense	Percent Increase
1991-92	\$15,000	Actual
1992-93	\$15,000	Actual
1993-94	\$15,000	Actual
1994-95	\$15,000	0 %
1995-96	\$15,000	0 %
1996-97	\$15,000	0 %

5. Media/A.V. and application software expense will continue to be purchased based on the standard inflation increase and increase of pupil units.

School Year	Media/AV & Application Software Equip. Expense	Percent Increase
1991-92	\$31,000	Actual
1992-93	\$33,000	Actual
1993-94	\$33,000	0 %
1994-95	\$33,660	2 %
1995-96	\$34,670	3 %
1996-97	\$35,709	3 %

6. Media/library books equipment expense will continue to be purchased based on the standard inflation increase and increase of pupil units.

School Year	Media/Library Books Equipment Expense	Percent Increase
1991-92	\$24,500	Actual
1992-93	\$27,000	Actual
1993-94	\$27,000	0 %
1994-95	\$27,540	2 %
1995-96	\$28,366	3 %
1996-97	\$29,217	3 %

EQUIPMENT EXPENDITURE RATIONALE

Exhibit B

3. Maintenance/transportation equipment will be purchased based on the recommendations of the Director of Buildings and Grounds and Director of Transportation. These expenditures do not include school bus purchase or repair. The expenses for maintenance/transportation will increase at the standard rate.
4. Vehicle equipment expense will be utilized to replace used vehicles for out-of-town transportation. The Director of Transportation will make recommendations regarding purchasing of vehicles. It is assumed that the budget for these expenditures will remain constant for the period of projections.
5. Media/A.V. equipment and application software will be purchased based on recommendations of the Director of Media Services after consultation with principals, building media personnel and other staff. Attention will be given to curricular areas who are implementing program changes as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate.
6. Media/library books will be purchased based on recommendations of the Director of Media Services based on specific needs as identified by the building principals with assistance of media personnel and other staff. Attention will be given to specific needs related to curriculum and learner outcome attainment. Expenditures in this budget area will increase at the standard rate.

EQUIPMENT EXPENDITURE ASSUMPTIONS

Exhibit B

7. District-wide equipment expense will continue to meet district-wide needs including teacher desks and cabinets for new rooms and for programs that cannot be addressed in discretionary building funds. A major emphasis will be made to use these funds for program which will be purchasing in the year following the North Central Association Review to meet needs in specific curriculum areas.

School Year	District-Wide Equipment Expense	Percent Increase
1991-92	\$58,800	Actual
1992-93	\$61,528	Actual
1993-94	\$86,528	0 %
1994-95	\$62,758	2 %
1995-96	\$64,641	3 %
1996-97	\$66,580	3 %

8. Music equipment expenses for replacement of musical instruments and other needs within the music department will continue to be funded through equipment capital expenses.

School Year	Music Equipment Expense	Percent Increase
1991-92	\$15,000	Actual
1992-93	\$18,750	Actual
1993-94	\$15,000	0 % from 1991-92
1994-95	\$15,300	2 %
1995-96	\$15,760	3 %
1996-97	\$16,232	3 %

9. Capital equipment revenue dedicated to buildings will be based on the total legislated equipment per pupil allocation and the current ratio of equipment expended. Estimated allocations are as follows:

School Year	Allocation (Per Pupil K)					Robert		Junior	Senior	Total Bldg. Allocation
	Per Pupil Unit 1-12	Edison	Probstfield	Riverside	Washington	Asp	Voyager	High	High	
1991-92	\$23.75	\$14,369	\$17,646	\$11,566	\$15,295	\$15,343	\$ 5,178	\$25,522	\$43,477	\$148,396
1992-93	\$23.75	\$14,250	\$17,813	\$11,566	\$15,699	\$16,744	\$ 5,558	\$26,892	\$44,028	\$152,548
1993-94	\$23.00	\$13,800	\$17,825	\$10,902	\$15,410	\$17,112	\$ 5,520	\$29,661	\$48,558	\$158,787
1994-95	\$23.00	\$13,800	\$18,009	\$10,925	\$15,640	\$17,664	\$ 5,520	\$30,767	\$51,578	\$163,903
1995-96	\$23.00	\$13,570	\$17,894	\$10,810	\$15,400	\$18,400	\$ 5,520	\$30,947	\$55,704	\$168,254
1996-97	\$23.00	\$13,340	\$17,733	\$10,580	\$15,180	\$18,676	\$ 5,520	\$31,694	\$58,664	\$171,387

EQUIPMENT EXPENDITURE RATIONALE

Exhibit B

7. District-wide equipment expenses will be utilized for purchasing equipment for new construction, each new classroom will be equipped with intercoms, a teacher's desk, student desks, and a file cabinet. This budget will be utilized for district-wide programs such as ESL, gifted education, district office needs, and equipment needed to support newly adopted programs. A significant portion of this budget area will be utilized as a follow-up to implementation of programs as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate and will be supplemented in 1992-93 with an additional \$25,000 for support of equipment in rooms constructed utilizing the bond issue revenues from the September 15, 1992 referendum.
8. District expense for musical instrument purchase and replacement will be based on recommendations from the District's music staff. An increase was made in this area for 1992-93 in order to purchase choir robes.
9. Capital equipment will continue to be allocated to buildings. The allocation for 1991-92 and 1992-93 is \$23.75 per pupil unit. A reduction to \$23 per pupil unit for 1993-94 and beyond is due to legislative action which reduced the equipment funding from \$65 to \$63.

HEALTH AND SAFETY ASSUMPTIONS**Exhibit B**

1. School Year	Tank Replacement	Electrical Retrofit	Asbestos Removal	Asbestos Loan Payback	Hazardous Substance Consultation	Total Expenditure
1991-92	\$770,999	\$25,000	\$ 0	\$76,400	\$ 0	\$851,400
1992-93	\$ 0	\$40,000	\$105,000	\$76,400	\$ 0	\$221,400
1993-94	\$ 0	\$ 0	\$441,950	\$76,400	\$25,000	\$553,350
1994-95	\$100,000	\$ 0	\$475,550	\$76,400	\$25,000	\$676,950
1995-96	\$ 0	\$ 0	\$350,300	\$76,400	\$25,000	\$451,700
1996-97	\$ 0	\$ 0	\$350,140	\$76,400	\$25,000	\$451,540

HEALTH AND SAFETY RATIONALE

Exhibit B

This revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used to correct fire safety hazards of life safety hazards or for the removal or incapsulation of asbestos, asbestos-related repairs, clean-up and disposal of PCBs or clean-up removal, disposal and repairs related to storing heating fuel or transportation fuels.

Asbestos removal is for removal of floor tile in various buildings. This will require prior approval from the Minnesota Department of Education.

**PRELIMINARY AND
TENTATIVE**

Exhibit C

CAPITAL OUTLAY FUND REVENUES SUMMARY

1991-97

<u>FACILITY</u>	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Facilities Revenue	\$811,768	\$894,097	\$909,920	\$935,226	\$959,494	\$974,458
Lease Levy	\$126,000	\$114,938	\$255,101	\$248,230	\$255,677	\$263,347
Interest Income	\$0	\$0	\$0	\$0	\$0	\$6,000
Income from Townsite Enterprise Fund	\$61,066	\$57,066	\$53,066	\$49,066	\$45,066	\$41,066
Miscellaneous Income	\$71,087	\$0	\$0	\$0	\$0	\$0
TOTAL	\$1,069,921	\$1,066,101	\$1,218,087	\$1,232,522	\$1,260,237	\$1,284,871
 <u>EQUIPMENT</u>	 1991-92	 1992-93	 1993-94	 1994-95	 1995-96	 1996-97
Equipment Revenue	\$396,820	\$413,849	\$418,320	\$430,775	\$442,720	\$450,085
 <u>HEALTH AND SAFETY</u>	 1991-92	 1992-93	 1993-94	 1994-95	 1995-96	 1996-97
Health and Safety Revenue	\$688,584	\$100,564	(\$523,218)	\$650,000	\$675,000	\$450,000

**PRELIMINARY AND
TENTATIVE**

Exhibit D

CAPITAL OUTLAY FUND EXPENDITURES SUMMARY

1991-97

<u>FACILITY</u>	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Food Service	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Region I	\$6,000	\$7,085	\$0	\$0	\$0	\$0
Special Assessments	\$16,836	\$16,788	\$8,000	\$8,000	\$8,000	\$8,000
Maintenance	\$53,000	\$57,000	\$57,000	\$58,140	\$59,884	\$61,681
Telephone/ Telecommunications	\$62,000	\$66,000	\$66,000	\$67,320	\$69,340	\$71,420
Building Construction	\$909,934	\$550,313	\$0	\$0	\$400,000	\$500,000
Lease Levy	\$240,000	\$241,000	\$248,230	\$255,677	\$263,347	\$271,248
Handicap Access	\$0	\$0	\$60,000	\$60,000	\$60,000	\$60,000
Interest	\$54,010	\$51,676	\$67,431	\$31,295	\$1,164	\$0
TOTAL	\$1,297,770	\$999,862	\$516,661	\$490,432	\$871,735	\$982,349
<u>EQUIPMENT</u>	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Technology	\$23,800	\$23,800	\$23,800	\$24,276	\$25,004	\$25,754
Technology Long-Term	\$50,000	\$50,000	\$50,000	\$51,000	\$52,530	\$54,105
Replacement of Equip.	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Maint./Transportation	\$14,000	\$14,000	\$14,000	\$14,708	\$15,149	\$15,604
Vehicles	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Media/A.V.	\$31,000	\$33,000	\$33,000	\$33,000	\$34,670	\$35,709
Media/Library	\$24,500	\$27,000	\$27,000	\$27,540	\$28,366	\$29,217
District-Wide Equip.	\$52,349	\$61,528	\$86,528	\$62,758	\$64,641	\$66,580
Music	\$15,000	\$18,750	\$15,000	\$15,300	\$15,760	\$16,232
Building Allocation	\$148,396	\$152,548	\$158,787	\$163,903	\$168,254	\$171,387
TOTAL	\$374,045	\$405,626	\$433,115	\$417,485	\$429,374	\$439,585
<u>HEALTH AND SAFETY</u>	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Tank Replacement	\$770,999	\$0	\$0	\$100,000	\$0	\$0
Electrical Retrofit	\$25,000	\$40,000	\$0	\$0	\$0	\$0
Asbestos Removal	\$0	\$105,000	\$451,940	\$475,550	\$350,300	\$350,140
Asbestos Loan Payback	\$76,400	\$76,400	\$76,400	\$76,400	\$76,400	\$76,400
Hazardous Substance Consultation	\$0	\$0	\$25,000	\$25,000	\$25,000	\$25,000
TOTAL	\$872,399	\$221,400	\$553,340	\$676,950	\$451,700	\$451,540

**PRELIMINARY AND
TENTATIVE**

Exhibit E

CAPITAL FACILITY FUND BALANCE SUMMARY

	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Beginning Balance	(\$102,669)	(\$520,581)	(\$1,363,608)	(\$662,182)	\$79,908	\$468,410
Revenue	\$1,069,921	\$1,066,101	\$1,218,087	\$1,232,522	\$1,260,237	\$1,284,871
Expenditures	\$1,297,770	\$999,862	\$516,661	\$490,432	\$871,735	\$982,349
Transfer Expense from Health and Safety	\$190,063	\$904,266				
Ending Balance	(\$520,581)	(\$1,363,608)	(\$662,182)	\$79,908	\$468,410	\$770,932

CAPITAL FACILITY FUND BALANCE RATIONALE

Exhibit E

The capital facility fund deficit is increasing due to the action of the Minnesota Department of Education as it relates to the funding of the Senior High School construction, completed in 1990 and 1991. A transfer of expenses from the health and safety budget significantly increases the deficit by limiting expenditures by the 1993-94 and 1994-95 school years. This deficit will be eliminated.

PRELIMINARY AND
TENTATIVE

Exhibit E

CAPITAL EQUIPMENT FUND BALANCE SUMMARY

	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Beginning Balance	\$2,738	\$25,513	\$33,736	\$18,941	\$32,231	\$45,577
Revenue	\$396,820	\$413,849	\$418,320	\$430,775	\$442,720	\$450,085
Expenditures	\$374,045	\$405,626	\$433,115	\$417,485	\$429,374	\$439,585
Ending Balance	\$25,513	\$33,736	\$18,941	\$32,231	\$45,577	\$56,077

CAPITAL EQUIPMENT FUND BALANCE RATIONALE

Exhibit E

The capital equipment fund will continue to have a positive fund balance. Equipment expenditures will be adjusted as necessary in reaction to any changes in legislation which would change the anticipated revenue amounts.

PRELIMINARY AND
TENTATIVE

Exhibit E

HEALTH AND SAFETY FUND BALANCE SUMMARY

	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
Beginning Balance	\$332,739	\$339,012	\$1,122,442	\$45,874	\$18,924	\$242,224
Revenue	\$688,584	\$100,564	(\$523,218)	\$650,000	\$675,000	\$450,000
Expenditures	\$872,399	\$221,400	\$553,350	\$676,950	\$451,700	\$451,540
Transfer Expense to Facilities	\$190,063	\$904,266				
Ending Balance	\$339,012	\$1,122,442	\$45,874	\$18,924	\$242,224	\$240,684

HEALTH AND SAFETY FUND BALANCE RATIONALE

Exhibit E

The health and safety fund balance will continue to fluctuate based on expenditures which will only be completed upon prior State approval and the resulting adjusted revenue to insure funding for payment of those expenditures.

Significant expenditures continue to be for asbestos removal as it relates to asbestos tile flooring. The State is determining whether it is advisable to remove asbestos tile or to continue to insure that the asbestos is incapsulated. Asbestos removal will not occur without prior state approval. Therefore, estimated revenues and expenditures may vary from projections.

MOORHEAD AREA PUBLIC SCHOOLS

VI. BUILDING CONSTRUCTION FUND BUDGET PROJECTIONS

OBJECTIVES

- I. To approve the 1993-94 Building Construction Fund, Assumptions and Recommendations. To achieve the objectives of the \$7,000,000 Referendum of September 15, 1992.
- II. To project Revenues and Expenditures for a two year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VI. BUILDING CONSTRUCTION FUND PROJECTIONS

<u>Table of Contents</u>	<u>Page</u>
Revenue Assumptions and Rationale	VI 1-2
Expenditure Assumptions and Rationale	VI 3-4
Fund Balance	VI 5
 <u>Exhibits</u>	
A. Fund Summary	VI 6
B.1 Construction Schedule (ASP & Probstfield)	VI 7
B.2 Construction Schedule (Jr. High & Sr. High)	VI 8
C.1 Construction Cost Estimates (Jr. High, Voyager & Probstfield)	VI 9
C.2 Construction Cost Estimates (Sr. High & Technology)	VI 10
D. Preliminary Instructional Technology	VI 11
E. Ballot Question For Referendum	VI 12

VI BUILDING CONSTRUCTION FUND

INTRODUCTION:

The building construction fund must be used to account for all the activity in completing the projects being financed by the September 1992 referendum.

A fund is an independent accounting entity having its own set of accounts, assets, liabilities, fund balances, revenues, and expenditures. It is established to account for those specific resources provided for the attainment of particular public objectives as designated by statute or regulation.

This fund must be established in a district where building construction has been authorized by a bond issue.

Construction costs for buildings and additions consist of expenditures for general construction; advertisement for contracts; payments on contracts of construction; installations of plumbing, heating, lighting, ventilating and electrical systems; lockers, elevators, and other equipment; architectural and engineering services; travel expenses; paint and decorating; and any other related costs. Include the costs of floating the bond issue in this fund.

Where a balance remains from a bond issue in the Building Construction Fund after the project has been completed and all claims against the Building Construction Fund have been paid, the balance shall be permanently transferred to the Debt Redemption Fund by official board resolution and used to pay the bonded indebtedness incurred in the project.

There shall be no borrowing from the Building Construction Fund. Any cash balance or investment in a Building Construction Fund is held in trust for authorized building projects and must not be used to support cash deficits in other funds (M.S. 121.911, Subd. 4)¹.

¹ Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools ppII-2 & III-5

VI. BUILDING CONSTRUCTION FUND

REVENUE ASSUMPTIONS

1. Estimated revenue from Bond Sale

1992.93 Preliminary Budget	\$6,895,000
----------------------------	-------------

2. Interest Income

1992.93	\$46,000
1993.94	25,000
1994.95	12,500

VI-1

Revenue Rationale

1. Bond Sale: We will sell the bonds in November 1992 and will realize a net of \$6,895,000.
2. Interest Income: Interest rates will remain low for short term investments.

Expenditure Assumption

Basic Assumptions

1. Bond Discount

<u>Fiscal Year</u>	<u>Amount</u>
1992.93	\$ 105,000

2. Bond Consultant Expenses

1992.93	\$ 30,000
---------	-----------

3. Building Construction Expenses

1992.93	\$ 700,000
1993.94	4,300,000
1994.95	2,000,000

Expenditure Rationale

Basic Assumptions

1. As estimated by bond consultant
2. As bid by bond consultant
3. To comply with Federal Arbitrage Requirements

Construction priorities are:

1. Building space
2. School Site
3. Instructional Equipment

See Exhibit VI-A for Fund Summary.

See Exhibit VI-B for construction schedules and see Exhibit VI-C for estimated construction costs.

See Exhibit VI-D for list of instructional suggestions.

See Exhibit VI-E for Ballot Question.

Fund Balance Projections

Given the assumptions of the data in this document, our fund activity will be completed during the 1993.94 fiscal year.

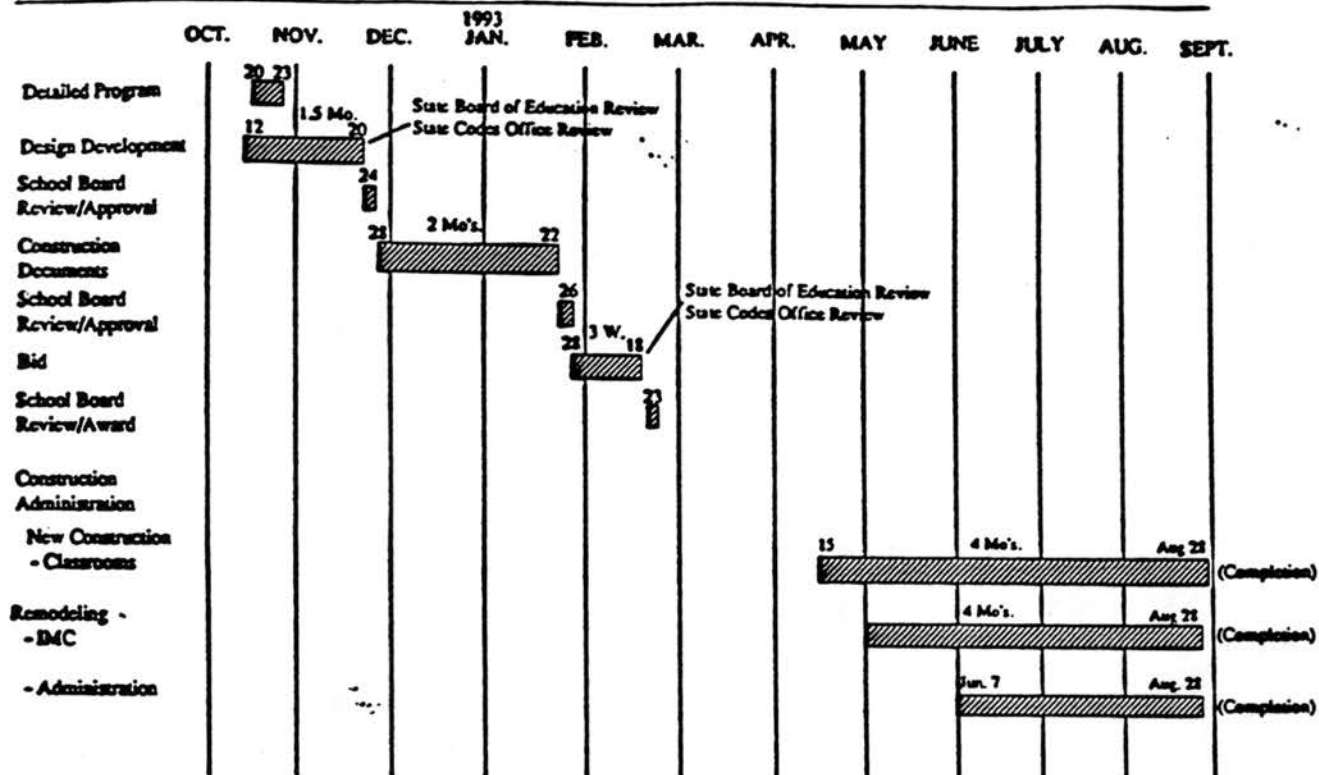
See Exhibit VI-A, Page VI-6.

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

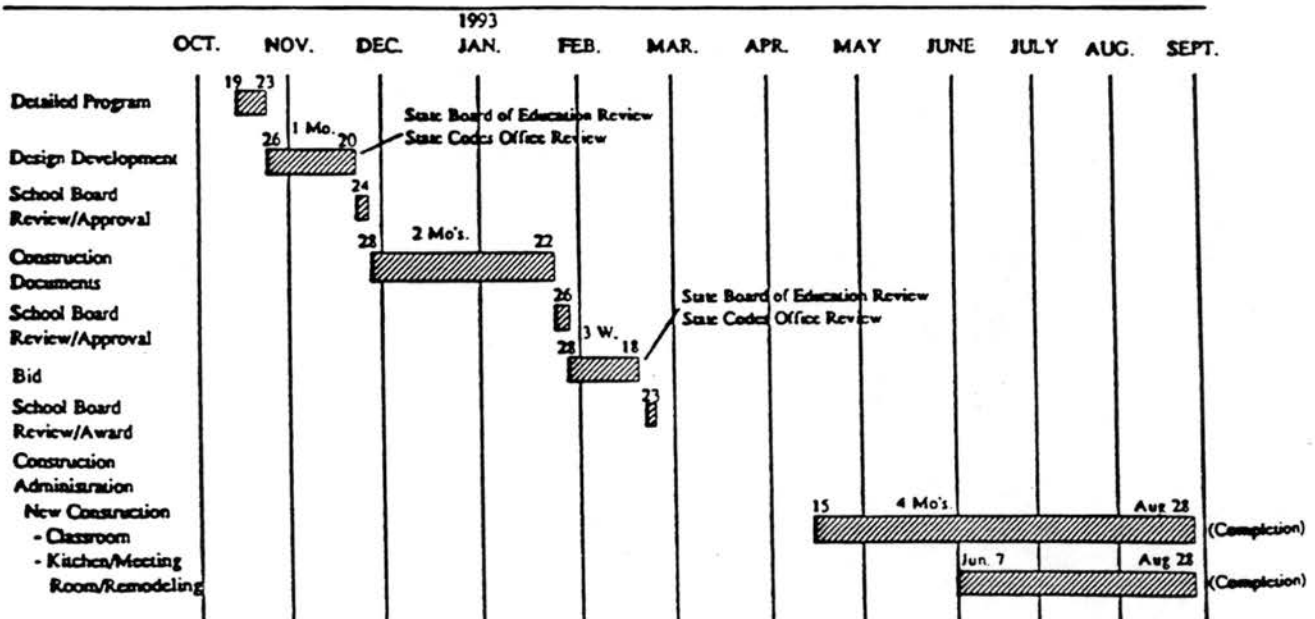
BUILDING CONSTRUCTION FUND	1992-93 PRELIM BUDGET	1993-94 P	1994-95 R O	1995-96 J E C T E D	1996-97
UNAPPROPRIATED REVENUES					
Bond Sale (Nov. 92)	7,000,000				
Interest	46,000	25,000	12,500		
TOTAL REVENUES	7,046,000	25,000	12,500	0	0
UNAPPROPRIATED EXPENDITURES					
Bond discount	105000				
Issuance cost	30000				
Professional Services	214,715				
Buildings	4,103,900				
Sites		1,320,000			
Equipment	500,000	500,000			
Miscellaneous	234,234		75,651		
TOTAL EXPENDITURES	5,187,849	1,820,000	75,651	0	0
REV OVER EXP (EXP OVER REV)	1,858,151	(1,795,000)	(63,151)	0	0
BEGINNING FUND BALANCE *	0	1,858,151	63,151	0	0
ENDING FUND BALANCE *	1,858,151	63,151	0	0	0

DISK: BUDGET 93.94, Prelim: PROGRAM "93BLDGCONST"

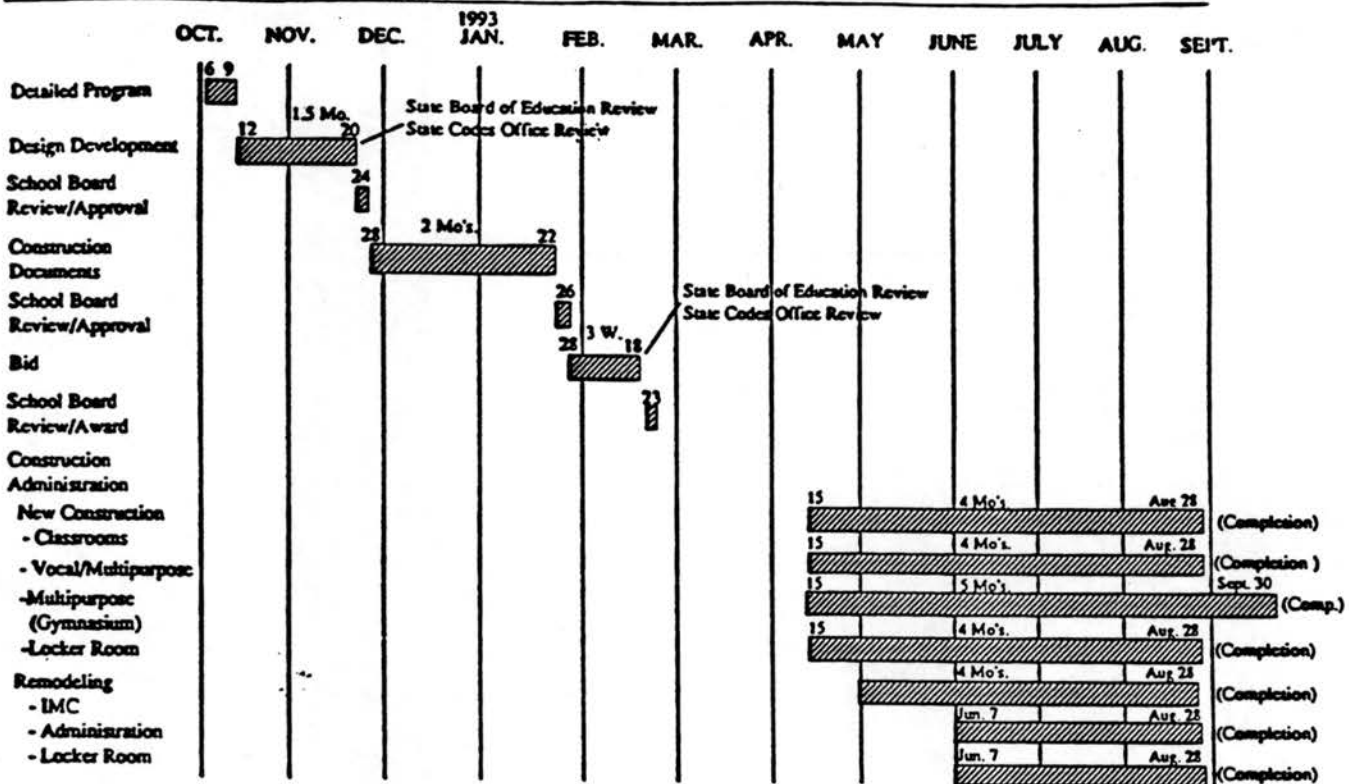
9001-35 ROBERT ASP ADDITION/REMODELING



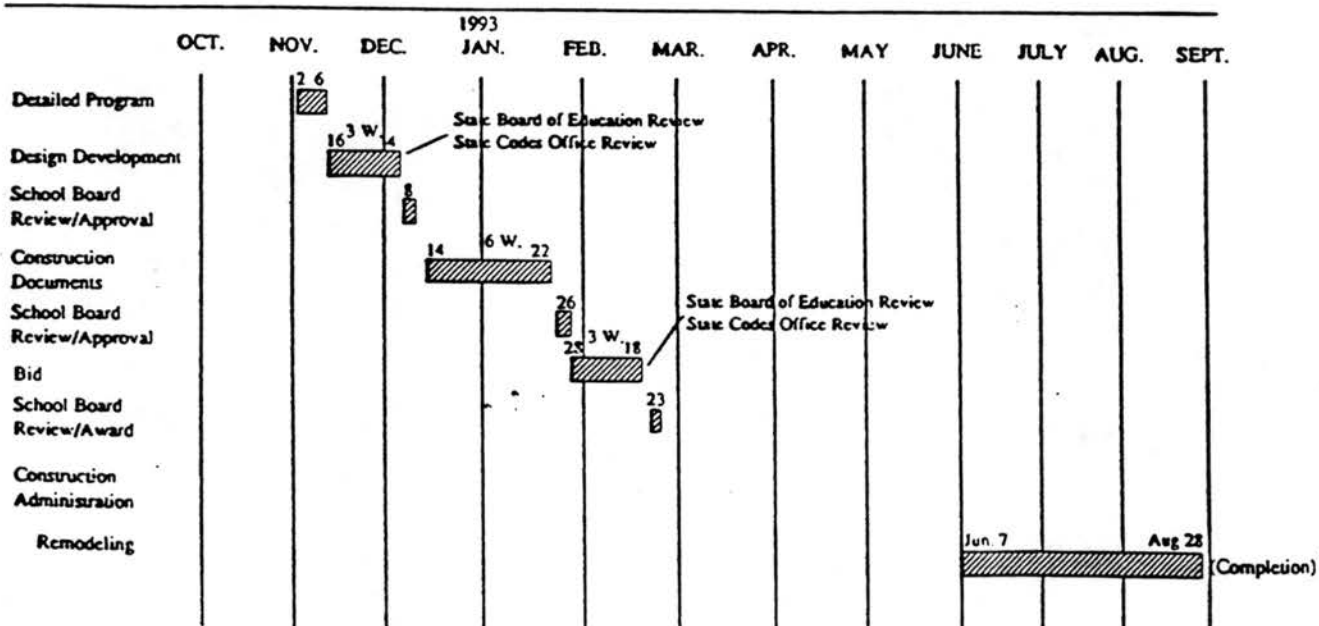
9001-36 PROBSTFIELD ELEMENTARY ADDITION/REMODELING



9001-37 MOORHEAD JUNIOR HIGH SCHOOL ADDITION/ REMODELING



9001-45 MOORHEAD SENIOR HIGH SCHOOL REMODELING



REFERENDUM COST ESTIMATES
SEPTEMBER 14, 1992

21-Oct-92

JR HIGH

REMODELED
S.F. NEW
S.F.

CLASSROOM ADDITION (6)	374,200		5900
IMC INFILL	333,500	2300	3200
CONFERENCE/STAFF ROOMS	104,500	1260	
EXISTING L.R.M.	68,400		
VOCAL/MULTIPURPOSE ROOM	452,800		5252
MULTIPURPOSE (GYMNASIUM)	333,000	1600	6000
ADMINISTRATIVE	117,000	3265	
AUTO. SPRINKLER SYSTEM	59,500		

TOTAL 1,842,900

FEES 5 1/2% 101,360

CONTINGENCY 6% 110,574

2,054,834

JR HIGH GRAND TOTAL

2,054,834

=====

VOYAGER

SITE PURCHASE	1,000,000
SITE DEVELOPMENT	320,000
FOOD SERVICE AREA	150,000
MEDIA CENTER	50,000

VOYAGER GRAND TOTAL

1,520,000 1,520,000

=====

ASP

CLASSROOM ADDITION (8)	576,600		9300
IMC	333,500	2300	3200
CONFERENCE/STAFF ROOM	104,500	1260	
ADMINISTRATIVE	117,000	3265	

1,131,600

FEES 5 1/2% 62,238

CONTINGENCY 6% 67,896

1,261,734

ASP GRAND TOTAL

1,261,734

=====

PROBSTFIELD

KITCHEN, MEETING ROOMS	404,000	510	3310
CLASSROOM (4)	383,000		6000

REFERENDUM COST ESTIMATES
SEPTEMBER 14, 1992

21-Oct-92

REMODELED NEW
S.F. S.F.

	787,000		
FEES 5 1/2%	43,285		
CONTINGENCY 6%	47,220		
	<u>877,505</u>		
PROBSTFIELD GRAND TOTAL	877,505		
	=====		
ADDED LATER:			
SR. HIGH	142,360	2950	
	<u>142,400</u>		
FEES 5 1/2%	7,832		
CONTINGENCY 6%	8,544		
	<u>158,776</u>	158,776	
SR. HIGH GRAND TOTAL	158,776		
	=====		
*TECHNOLOGY	1,040,000		

Sub Total	6,912,849	18,710	42,162
Bond issuance cost	30,000		
Bond discount	105,000		
	<u>135,000</u>	135,000	
	=====		
GRAND TOTAL	7,047,849		
*Technology catagory consists of these general areas:			
Electrical Upgrade to all buildings.		40,000	
Upgrade or replacement of Building communications sys		159,000	
Equipment		841,000	
		<u>1,040,000</u>	
Referendum "REFPROJ"			

TECHNOLOGY REQUESTS FOR FUNDING

PROJECTIONS FOR K-6		
Kindergarten	\$43134.00	
First Grade	\$126198.00	
Second Grade	\$88950.00	
Third Grade	\$95961.00	
Fourth Grade	\$60531.00	
Fifth Grade	\$84432.00	
Sixth Grade	\$39816.00	
Projection Devices	\$15000.00	
Laser Disk Players	\$14000.00	
Electronic Encyclopedias	\$10000.00	
TOTAL		\$578022.00
PROJECTIONS FOR 7-12		
MJH		
Mini-lab	\$14022.00	
Science Project	\$8000.00	
VCR's	\$1500.00	
Large Screen Monitors	\$10000.00	
Projection Devices	\$15000.00	
Laser Disk Players	\$7000.00	
Electronic Encyclopedia	\$2000.00	
TOTAL		\$57522.00
MHS		
Science Project	\$3754.00	
Math/Drafting Lab	\$30786.00	
Yearbook Project	\$3124.00	
Graphing Calculators	\$6397.00	
Projection Devices	\$15000.00	
Laser Disk Players	\$7000.00	
TOTALS		\$66061.00
DISTRICT PROJECTS		
CD ROM Players	\$13000.00	
VCR's	\$2250.00	
Computerized Card Catalog	\$122000.00	
Human Resource Package/400	\$16000.00	
	\$126,000	
TOTALS		\$153250.00
OBE Management		
Asp	\$4107.00	
Edison	\$20535.00	
MJH	\$56129.00	
Washington	\$27380.00	
Riverside	\$2188.00	
Probstfield	\$20535.00	
TOTALS		\$130874.00
GRAND TOTAL		\$985729.00

Summary:

District Long Range Plan recommends 4-6 computers/ elementary classroom and availability of CD-Rom, laser technology.

59 % of the total would accomplish that goal at the elementary level

6 % of the total would bring computers/laser disk to the junior high.

7 % of the total would add additional computers, CD-Rom to MSH.

16 % would bring electronic card catalog/ circulation systems to all school libraries + CD Rom. Also Human Resource package




13 % would provide computers for teachers to manage OBE.

SAMPLE BALLOT

NONPARTISAN PRIMARY BALLOT

CLAY COUNTY, MINNESOTA

SEPTEMBER 15, 1992

INSTRUCTIONS TO VOTERSTO VOTE, COMPLETE THE ARROW   POINTING TO YOUR CHOICE LIKE THIS **PROPOSITION**

To vote for the proposition, complete the arrow next to the word "YES". To vote against the proposition, complete the arrow next to the word "NO".

**SPECIAL ELECTION
INDEPENDENT SCHOOL
DISTRICT NO. 152
(Moorhead Area
Public Schools)
STATE OF MINNESOTA**

Vote on the proposition stated below:

Shall the School Board of Independent School District No. 152 (Moorhead Area Public Schools) be authorized to issue general obligation bonds in an amount not to exceed \$7,000,000 for the acquisition and betterment of school sites and facilities, including purchasing property, site preparation, remodeling and renovating buildings, constructing additions to current facilities, equipping facilities and making technology improvements?

By voting "Yes" on this ballot question, you are voting for a property tax increase.

YES NO 

MOORHEAD AREA PUBLIC SCHOOLS

VII. DEBT REDEMPTION FUND HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1993-94 Debt Redemption Fund, Assumptions and Recommendations. To comply with legal requirements for payment of Bonds.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VII. DEBT REDEMPTION FUND PROJECTIONS

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VII. DEBT REDEMPTION

INTRODUCTION

This fund must be established in a district that has outstanding bonded indebtedness whether for building construction or operating capital and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such a tax must be separately accounted for in a Debt Redemption Fund (M.S. 475.61).

Where the funds are not currently needed, the school board may authorize the investment of such funds in certain types of securities specified by law (M.S. 475.66). The earnings accruing from such investments become a part of the Debt Redemption Fund of the district.

Where an excess is accumulated in a debt redemption fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced, in whole or in part, as dictated by fund balances and debt retirement requirements. Where there are accumulation in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Redemption Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund.

Include in this fund net revenue (revenue minus operating expenditures) from rental or lease of property not currently being used for school purposes where there is outstanding debt on the property. The net revenue should be used to reduce the debt redemption levy in accordance with M.S. 123.36, Subd. 10. Revenue from sale or loss of property financed with bonds in an amount sufficient to pay remaining bonds and interest costs should be deposited in this fund (M.S. 123.36).

Manual for the Uniform Financial Accounting and Reporting System
for Minnesota Schools ppIII-6

VII. DEBT REDEMPTION FUND

REVENUE ASSUMPTIONS

	<u>AMOUNT</u>
1. Local Property Tax Levy	
1990.91 Actual	\$270,179
1991.92 Actual	254,480
1992.93 Budget	254,480
1993.94 Preliminary Budget	254,480
1994.95 Projected	254,480
1995.96 Projected	190,860
1996.97 Projected	190,860
2. Interest Income	
1990.91 Actual	28,540
1991.92 Actual	14,377
1992.93 Budget	14,000
1993.94 Preliminary Budget	14,000
1994.95 Projected	14,000
1995.96 Projected	14,000
1996-97 Projected	14,000
3. State Sources	
1990.91 Actual	101,131
1991.92 Actual	186,295
1992.93 Budget	184,300
1993.94 Preliminary Budget	184,300
1994.95 Projected	184,300
1995.96 Projected	138,225
1996.97 Projected	138,225

Revenue Rationale

1. Levy: This is determined by the bond payment schedule. We must levy 105% of the amount needed to pay principal and interest.
2. Interest Income: Interest rates will remain low for short term investments.
3. State Sources: These are aids the state pays to reduce the Local Property Tax Levy.

NOTE: All items will increase do to September 15, 1992 Referendum.

Expenditure Assumption

Basic Assumptions

1. Principal on Bonds

<u>Fiscal Year</u>	<u>Amount</u>
1990.91 Actual	\$224,750
1991.92 Actual	220,000
1992.93 Budget	235,000
1993.94 Preliminary Budget	245,000
1994.95 Projected	255,000
1995.96 Projected	200,000
1996.97 Projected	215,000

2. Interest on Bonds

1990.91 Actual	174,310
1991.92 Actual	128,688
1992.93 Budget	116,479
1993.94 Preliminary Budget	103,018
1994.95 Projected	91,485
1995.96 Projected	79,252
1996.97 Projected	68,452

Expenditure Rationale

Basic Assumptions

1. As required by Bond Redemption Schedule
2. As required by Bond Payment Schedule

NOTE: All items will increase do to September 15, 1992
Referendum

See Exhibit VII-A for Fund Summary.

See Exhibit VII-B for referendum bond payments and see Exhibit
VII-C for current outstanding bonds.

Fund Balance Projections

The County Auditor adjusts the Debt Redemption Levy based on excess revenue in the Fund Balance.

21-Oct-92

PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

VII DEBT REDEMPTION FUND	1990.91 ACTUAL	1991.92 ACTUAL	1992-93 PRELIM BUDGET	1993-94 P	1994-95 R	1995-96 O	1996-97 J	1997-98 E	1998-99 C	1999-00 T	2000-01 E	2001-02 D
REVENUES:												
Local property taxes levy	270,179	254,480	254,480	254,480	254,480	190,860	190,860					
Other local sources:												
Interest income	29,540	14,377	14,000	14,000	14,000	14,000	14,000					
State sources:												
Homestead credit	54,624	151,613	150,000	150,000	150,000	112,500	112,500					
Border city aid	46,168	34,344	34,000	34,000	34,000	25,500	25,500					
Other appropriations	339	338	300	300	300	225	225					
Vocational aid												
	101,131	186,295	184,300	184,300	184,300	138,225	138,225					
Total revenues	399,850	455,152	452,780	452,780	452,780	343,085	343,085					
EXPENDITURES:												
Fiscal and other fixed costs:												
Principal on bonds	224,750	220,000	235,000	245,000	255,000	200,000	215,000					
Interest on bonds	174,310	128,688	116,479	103,618	91,485	79,252	68,452					
Other debt service	1,158	1,255	1,300	1,300	1,300	1,300	1,300					
Total expenditures	400,218	349,943	352,779	349,918	347,785	280,552	284,752					
Revenues over (under) expenditures	(368)	105,209	100,001	103,462	104,995	62,533	58,333					
Other financing sources (uses):												
Proceeds from refunding bonds	1,783,593											
Payment to refunded bond escrow agent	(1,783,593)											
	0	0	0	0	0	0	0					
Revenues and other financing sources and uses over expenditures	(368)	105,209	100,001	103,462	104,995	62,533	58,333					
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR	217,029	216,661	321,870	421,871	525,333	630,328	692,361					
RETAINED EARNINGS (DEFICIT):												
FUND BALANCE, END OF YEAR	216,661	321,870	421,871	525,333	630,328	692,361	751,194					
DISK: BUDGET 93.94, Prelim: PROGRAM "93DEBTSRV"												

Moorhead Independent School District No. 152, Minnesota
\$7,000,000 General Obligation School Building Bonds
Scenario: 20 Year Level Debt Service

DEBT SERVICE SCHEDULE

DATE	PRINCIPAL	COUPON	INTEREST	PERIOD TOTAL	FISCAL TOTAL
8/ 1/93			263,828.33	263,828.33	
2/ 1/94	150,000.00	3.100000	197,871.25	347,871.25	611,699.58
8/ 1/94			195,546.25	195,546.25	
2/ 1/95	220,000.00	4.000000	195,546.25	415,546.25	611,092.50
8/ 1/95			191,146.25	191,146.25	
2/ 1/96	230,000.00	4.400000	191,146.25	421,146.25	612,292.50
8/ 1/96			186,086.25	186,086.25	
2/ 1/97	240,000.00	4.650000	186,086.25	426,086.25	612,172.50
8/ 1/97			180,506.25	180,506.25	
2/ 1/98	250,000.00	4.900000	180,506.25	430,506.25	611,012.50
8/ 1/98			174,381.25	174,381.25	
2/ 1/99	260,000.00	5.100000	174,381.25	434,381.25	608,762.50
8/ 1/99			167,751.25	167,751.25	
2/ 1/ 0	275,000.00	5.250000	167,751.25	442,751.25	610,502.50
8/ 1/ 0			160,532.50	160,532.50	
2/ 1/ 1	290,000.00	5.400000	160,532.50	450,532.50	611,065.00
8/ 1/ 1			152,702.50	152,702.50	
2/ 1/ 2	305,000.00	5.550000	152,702.50	457,702.50	610,405.00
8/ 1/ 2			144,238.75	144,238.75	
2/ 1/ 3	320,000.00	5.650000	144,238.75	464,238.75	608,477.50
8/ 1/ 3			135,198.75	135,198.75	
2/ 1/ 4	340,000.00	5.750000	135,198.75	475,198.75	610,397.50
8/ 1/ 4			125,423.75	125,423.75	
2/ 1/ 5	360,000.00	5.850000	125,423.75	485,423.75	610,847.50
8/ 1/ 5			114,893.75	114,893.75	
2/ 1/ 6	380,000.00	5.950000	114,893.75	494,893.75	609,787.50
8/ 1/ 6			103,588.75	103,588.75	
2/ 1/ 7	400,000.00	6.000000	103,588.75	503,588.75	607,177.50
8/ 1/ 7			91,588.75	91,588.75	
2/ 1/ 8	425,000.00	6.050000	91,588.75	516,588.75	608,177.50
8/ 1/ 8			78,732.50	78,732.50	
2/ 1/ 9	450,000.00	6.100000	78,732.50	528,732.50	607,465.00
8/ 1/ 9			65,007.50	65,007.50	
2/ 1/10	480,000.00	6.150000	65,007.50	545,007.50	610,015.00
8/ 1/10			50,247.50	50,247.50	
2/ 1/11	510,000.00	6.150000	50,247.50	560,247.50	610,495.00
8/ 1/11			34,565.00	34,565.00	
2/ 1/12	540,000.00	6.200000	34,565.00	574,565.00	609,130.00
8/ 1/12			17,825.00	17,825.00	
2/ 1/13	575,000.00	6.200000	17,825.00	592,825.00	610,650.00
	7,000,000.00		5,201,624.58	12,201,624.58	
ACCRUED	7,000,000.00		5,201,624.58	12,201,624.58	

Dated 12/ 1/92 with Delivery of 12/ 1/92

Bond Years 87,681.667

Average Coupon 5.932397

Average Life 12.525952

N I C % 6.052148 % Using 98.5000000

Prepared by Evensen Dodge, Inc.

RUNDATE: 07-16-1992 @ 08:51:41 FILENAME: MOOR KEY: GO20

Bonds Payable - Following is a summary of bonds payable as of June 30, 1991:

<u>Bond Description</u>	<u>Final Maturities</u>	<u>Interest Rates</u>	<u>Original Principal</u>	<u>Outstanding Principal</u>
General Obligation School Building Bonds of February 1, 1965	2/95	3.4-3.6	\$ 1,680,000	\$ 280,000
General Obligation School Building Bonds of December 1, 1985	2/01	5.6-8.25	2,500,000	275,000
General Obligation Refunding Bonds February 1, 1991	2/01	4.9-5.75	1,810,000	<u>1,810,000</u>
				<u>\$ 2,365,000</u>

Bond principal and interest payments are made by the debt service funds.

In 1991, the district issued \$1,810,000 in General Obligation Refunding Bonds to advance refund \$1,685,000 of outstanding General Obligation School Building Bonds of 1985. Proceeds of the refunding bond issue was placed in trust and used to purchase securities of the U.S. Government and related agencies at various interest rates and maturities sufficient to meet all debt service requirements of the refunded debt. These assets are administered by the trustees and are restricted for the retirement of the refunded debt. The liability for the refunded bonds and the related securities and escrow accounts are not included in the accompanying financial statements, as the district defeased its obligation for payment of the refunded bonded debt upon completion of the refunding transactions.

The district advance refunded the 1985 bonds to reduce its total debt service payments over the next 10 years by \$925,000 and to obtain an economic gain of \$668,000.

EPA Loans Payable - The district entered into two assistance agreements with the U.S. Environmental Protection Agency (EPA) which included two loans in the amounts of \$280,592 and \$1,093,576. The agreements require semiannual installments of principal on the loans be paid to EPA in an amount equal to 1/36 of the loans. The loans are noninterest bearing and mature in 2006. Payments are made from the K-12 capital expenditure fund.

Energy Loan - In 1991 the district entered into an energy loan agreement with the State of Minnesota in the amount of \$20,319. The agreement requires annual payments on the loan through the year 2000, with interest rates of 7.25% to 8.0%. Payments are made from the K-12 capital expenditure fund.

Post Employment Benefits Payable - This amount consists of vested health insurance benefits payable until age 65 and a portion of unused sick leave payable as severance to qualified retirees.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

RATIO OF GENERAL BONDED DEBT TO
ASSESSED VALUES AND GENERAL BONDED DEBT PER CAPITA
LAST TEN FISCAL YEARS
(Unaudited)

<u>Year Ended June 30</u>	<u>Population</u>	<u>Assessed Value of Real Estate</u>	<u>Bonded Debt</u>	<u>Ratio of Bonded Debt to Assessed Value/Tax Capacity</u>	<u>Bonded Debt Per Capita</u>
1982	\$ 34,796 (1)	\$ 121,085,807	\$ 4,535,000	3.75%	\$ 130.33
1983	34,796	123,481,595	3,940,000	3.19	113.23
1984	34,796	121,437,285	3,345,000	2.75	96.13
1985	34,796	121,720,206	2,750,000	2.26	79.03
1986	34,796	132,094,854	4,645,000	3.52	133.49
1987	34,796	129,341,890	3,980,000	3.08	114.38
1988	34,796	127,548,664	3,430,000	2.69	98.57
		<u>Tax Capacity</u>			
1989	34,796	16,522,482	3,025,000	18.31	86.94
1990	34,796	12,598,045	2,610,000	20.72	75.01
1991	37,093 (2)	12,217,117	2,365,000	17.99	73.23

(1) Based on 1980 census.

(2) Based on 1990 census.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

SCHEDULE OF BOND DEBT SERVICE REQUIREMENTS
JUNE 30, 1991

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1992	\$ 220,000	\$ 128,457	\$ 348,457
1993	235,000	116,479	351,479
1994	245,000	103,018	348,018
1995	255,000	91,485	346,485
1996	200,000	79,252	279,252
1997	215,000	68,452	283,452
1998	225,000	56,627	281,627
1999	240,000	44,027	284,027
2000	255,000	30,347	285,347
2001	<u>275,000</u>	<u>15,812</u>	<u>290,812</u>
	\$ <u>2,365,000</u>	\$ <u>733,956</u>	\$ <u>3,098,956</u>

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

COMPUTATION OF LEGAL DEBT MARGIN
JUNE 30, 1991
(Unaudited)

Estimated market value		\$ <u>724,987,500</u>
Debt limit - 10% of market value (1)		\$ 72,498,750
Amount of debt applicable to debt limit:		
Total bonded debt	\$ 2,365,000	
Less debt service fund assets	<u>550,627</u>	
Net debt applicable to limit		<u>1,814,373</u>
Legal debt margin		\$ <u>70,684,377</u>
Percent of legal debt incurred		2.5%

- (1) Minnesota Statutes - 475.53 LIMIT ON NET DEBT. Subdivision 4. Except as otherwise provided by law, no school district shall be subject to a net debt in excess of 10% of the actual market value of all taxable property and of exempt property.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

COMPUTATION OF DIRECT AND OVERLAPPING DEBT

JUNE 30, 1991

(Unaudited)

<u>Jurisdiction</u>	<u>General Obligation Debt Outstanding (1)</u>	<u>Percentage Applicable to District (2)</u>	<u>Direct and Overlapping Debt</u>
Independent School District No. 152	\$ 2,365,000	100.0	\$ 2,365,000
Clay County	3,145,000	65.2	2,050,540
City of Moorhead	31,985,000	100.0	31,985,000
City of Sabin	604,000	100.0	604,000
Clay County HRA	625,000	65.2	407,500
Oakport Township	115,000	100.0	<u>115,000</u>
			\$ <u>37,527,040</u>

(1) Debt for governments other than Independent School District No. 152 is as of December 31, 1990. Source - Clay County Auditor.

(2) Based on percentage of assessed valuation to total.

MOORHEAD AREA PUBLIC SCHOOLS

**VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND
HISTORY AND PROJECTIONS**

OBJECTIVES

- I. To approve the 1993-94 Townsite Centre Leasing Enterprise Fund, Assumptions and Recommendations. To lease space in the Townsite Centre in order to cover operating costs and a portion of depreciation.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND PROJECTIONS

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A Tenants Townsite Centre	VIII 7-8
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VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND

INTRODUCTION

ENTERPRISE FUNDS - To account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The enterprise fund of the district consists of the Townsite Centre Leasing Enterprise Fund which accounts for the operations of the Townsite Centre building which leases office space. Tenants are not related to the district, other than the district leasing administrative office space.

If the fund shows a profit the proceeds must be used to reduce the debt redemption levy.

Comprehensive Annual Financial Report for the fiscal year ended June 30, 1991

1991 Audit of ISD #152. Eide Helmeke & Co. pp 20.

VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND

REVENUE ASSUMPTIONS

	<u>Amount</u>
1. 1990.91 Actual	\$266,293
1991.92 Actual	286,754
1992.93 Budget	295,357
1993.94 Preliminary Budget	304,217
1994.95 Projected Budget	313,344
1995.96 Projected Budget	332,426
1996.97 Projected Budget	
2. Interest Income	
1990.91 Actual	\$ 4,773
1991.92 Actual	2,770
1992.93 Budget	3,000
1993.94 Preliminary Budget	3,500
1994.95 Projected Budget	4,500
1995.96 Projected Budget	5,000
1996.97 Projected Budget	6,000

REVENUE RATIONALE

1. Revenues will increase by three percent per year.
2. Interest Income: Interest rates will remain low for short term investments.
3. Total revenue will fluctuate based on the total square feet rented. The county has approached our tenants to relocate at their location (St. Ansgars).
 - State offices are reducing the total square footage rented. (673 Sq. Ft.)
 - Lakeland Mental Health has moved and vacated 3,450 Sq. Ft.
 - Migrant Health is considering increasing their space by 450 Sq. Ft.
 - Center for Parents and Children will be renting 1,245 more Sq. Ft.
 - Adult Education is a new tenant and is renting 450 Sq. Ft.

EXPENDITURE ASSUMPTION

Basic Assumption

1.	Total Operating Expenses	<u>Amount</u>
	1990.91 Actual	\$126,992
	1991.92 Actual	132,568
	1992.93 Budget	137,871
	1993.94 Preliminary Budget	142,007
	1994.95 Projected	146,267
	1995.96 Projected	150,655
	1996.97 Projected	155,175
2.	Depreciation	<u>Amount</u>
	1990.91 Actual	\$107,240
	1991.92 Actual	108,632
	1992.93 Budget	105,000
	1993.94 Preliminary Budget	102,000
	1994.95 Projected	99,000
	1995.96 Projected	96,000
	1996.97 Projected	93,000
3.	Interest Expense	<u>Amount</u>
	1990.91 Actual	(\$66,412)
	1991.92 Actual	(61,066)
	1992.93 Budget	(57,066)
	1993.94 Preliminary Budget	(53,066)
	1994.95 Projected	(49,066)
	1995.96 Projected	(45,066)
	1996.97 Projected	(41,066)

EXPENDITURE RATIONALE

Basic Assumptions

1. Expenses will increase by three percent per year.
2. Depreciation will decrease as the payable is reduced.
3. Interest expense will decline as payable is reduced.

Fund Balance Projections

While the Fund Balance deficit has grown due to depreciation. The Townsite Fund has a positive cash flow. The fund will cover a portion of the administrative expenses that would be charged to the General Fund and provides the school district with office, storage and instructional space at a reasonable cost.

MOORHEAD TOWNSITE LEASING

EXHIBIT A

ROOM # LESSEE	ENDING DATE OF LEASE	SG FT	RATE SG. FT	RENT PER MONTH	RENT YEAR
141 A.R.C.	12-31-92	370	8.93	275.34	3304.10
101B Special Education Offices	8-31-93	324	5.00	135.00	1620.00
101C O.B.E. Office	8-31-93	228	5.00	95.00	1140.00
250 Center Parents & Chil	12-31-92	1255	7.88	824.12	9889.40
220 Div Voc Rehab	12-31-92	900	8.50	637.50	7650.00
156 Employment Services	8-31-93	4069	8.03	2777.31	33327.74
	8-14-92	4742	673	0	
106 F-M Symphony	6-30-93	450	9.16	343.50	4122.00
142 Head Start - Administraton	1-01-92	901	9.45	709.54	8514.45
148 Head Start -Mezzanine	1-01-92	500	5.50	229.17	2750.00
148.1 Head Start - Above Phy Ed Office	1-01-92	500	4.80	200.00	2400.00
160 Community Education -Adult hall		728	3.00	182.00	2184.00
120 Migrant Health Ser	7-12-92	1188	8.92	883.08	10596.96
120.1 Migrant Storage	7-12-92	513	2.50	107.00	1282.50
126 Migrant Health Ser	7-12-92	150	8.92	111.50	1338.00
128 Migrant Health Ser	7-12-92	137	8.92	101.84	1222.04
130 Migrant Health Ser	7-12-92	142	8.92	105.55	1266.64
134 Special Ed Offices - Coordinat	8-31-93	470	5.00	195.83	2350.00
200 MN Dept Revenue	12-31-94	900	9.25	693.75	8325.00
230 Region I ESV	6-30-93	3050	7.04	1789.33	21472.00
146 Multi Regional Center	6-30-93	3180	6.85	1815.25	21783.00
144 Storage Region I	6-30-93	1800	3.52	528.00	6336.00
154 Rural MN CEP	6-30-93	3010	10.10	2533.42	30401.00
155A Community Education	8-31-93	728	5.00	303.33	3640.00
206 Service for Blind	12-31-92	600	8.00	400.00	4800.00
342 School Ballet	12-31-92	1500	2.35	375.00	3525.00
152 Lakeland Mental Health	10-31-92 10 months	2500	9.91	2064.58	24775.00 20645.83
140 Lakeland Mental Support	2-29-92	1270	9.91	1048.81	12585.70
	10/31/92 7 months		10.41	1101.73	13220.70 7712.08
131 Lakeland Mental Support	2-29-92 7 months	180	9.91	148.65	1783.80 1040.55
	10/31/92 7 months		10.41	156.15	1873.80 1093.05
204 Minn Correction	4-30-93	600	8.90	445.00	5340.00

20-Oct-92

PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

VIII TOWNSITE CENTRE LEASING ENTERPRISE FUND	1990.91 ACTUAL	1991.92 ACTUAL	1992-93 PRELIM BUDGET	1993-94 P R O	1994-95 J E C	1995-96 T E	1996-97 D
OPERATING REVENUES:			1.03	1.03	1.03	1.03	1.03
Rents	234,899	256,025	263,706	271,617	279,765	288,158	296,803
Rents from School District	31,394	30,729	31,651	32,600	33,578	34,586	35,623
	266,293	286,754	295,357	304,217	313,344	322,744	332,426
OPERATING EXPENSES:			1.04				
Salaries and benefits	61,362	67,693	70,401	72,513	74,688	76,929	79,237
Utilities and fuel	48,960	48,236	50,165	51,670	53,221	54,817	56,462
Insurance	5,633	4,153	4,319	4,449	4,582	4,720	4,861
Other operating expense	11,037	12,486	12,985	13,375	13,776	14,190	14,615
Total operating expenses	126,992	132,568	137,871	142,007	146,267	150,655	155,175
OPERATING INCOME BEFORE DEPRECIATION	139,301	154,186	157,486	162,210	167,077	172,089	177,252
DEPRECIATION	107,240	108,362	105,000	102,000	99,000	96,000	93,000
OPERATING INCOME	32,061	45,824	52,486	60,210	68,077	76,089	84,252
NONOPERATING REVENUES (EXPENSES):							
Interest revenue	4,773	2,770	3,000	3,500	4,500	5,000	6,000
Interest expense	(66,412)	(61,066)	(57,066)	(53,066)	(49,066)	(45,066)	(41,066)
Other	3,476	3,576	3,000	3,000	3,000	3,000	3,000
Net Nonoperating expense	(58,163)	(54,720)	(51,066)	(46,566)	(41,566)	(37,066)	(32,066)
NET LOSS	(26,102)	(8,896)	1,420	13,644	26,511	39,023	52,186
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(601,355)	(627,457)	(636,353)	(634,933)	(621,289)	(594,778)	(555,755)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(627,457)	(636,353)	(634,933)	(621,289)	(594,778)	(555,755)	(503,569)

IV. COMMUNITY EDUCATION FUNDS PROJECTION

Exhibits

Page

- A. Revenue Assumptions and Rationale
- B. Expenditure Assumptions and Rationale
- C. Revenues and Rationale
- D. Expenditures and Rational
- E. Fund Balance

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COMMUNITY EDUCATION FUND

Exhibit A

Revenue Assumption

1. A combination of local levy and state aid provide the funding for the following community education programs:

a. General Community levy

<u>Year</u>	<u>Local Levy Amount</u>	<u>State Aid</u>	<u>Total Allowable</u>	<u>Increase</u>
1989-90	120,187	71,191	191,378	Levied
1990-91	134,661	89,713	224,434	Levied
1991-92	125,313	107,821	233,134	Levied
1992-93	144,624	107,609	252,232	Levied*
1993-94	151,994	100,239	252,232	0%
1994-95	155,034	102,244	257,278	2%
1995-96	158,134	104,289	262,423	2%
1996-97	161,297	106,374	267,671	2%

b. Early Childhood Family Education levy

<u>Year</u>	<u>Local Levy Amount</u>	<u>State Aid</u>	<u>Total Allowable</u>	<u>Increase</u>
1989-90	74,111	118,751	192,862	Levied
1990-91	47,533	71,299	118,832	Levied-60%
1991-92	63,242	146,130	209,372	Levied
1992-93	78,718	137,147	215,865	Levied
1993-94	70,320	112,219	182,539	Levied-85%
1994-95	82,729	133,136	215,865	0%
1995-96	84,384	135,799	220,183	1%
1996-97	86,071	138,515	224,586	1%

c. Handicapped Adult levy and state aid

<u>Year</u>	<u>Levy Amount</u>	<u>State Aid</u>	<u>Total Allowable</u>	<u>Increase</u>
1988-89				
1989-90	10,500	10,500	21,000	Budget
1990-91	13,000	13,000	26,000	Levied
1991-92	13,000	13,000	26,000	Levied
1992-93	13,000	13,000	26,000	Levied
1993-94	13,000	13,000	26,000	0%
1994-95	13,000	13,000	26,000	0%
1995-96	13,000	13,000	26,000	0%
1996-97	13,000	13,000	26,000	0%

* increase because of population increase

1. All levies are certified in October of each year for the forthcoming school year. Community Education funds are categorical funds.

a. This revenue is based on district population. We requested a population increase from 34,795 to 37,093 for 1992-93 funding. The population will remain constant until the 2000 census.

b. State and local levy are based on the number of children in the district age 0-4 (2,132 in 1992-93). The aid per child age 0-4 has increased every year, however, the population for this age group has fluctuated. In 1992-93 there was a decrease in population but an increase in state allocation. Population projections indicate a gradual decline in preschoolers. History is:

1989-90	2,257 x	\$84.50
1991-92	2,386 x	\$87.75
1992-93	2,132 x	\$101.25

c. Based upon a grant from the state and local levy authority. It is unlikely there will be an increase. In 1992-93 Community Education allocated \$2,000 to allow some program growth.

Revenue Assumptions

Exhibit A

d. Adult Basic Education levy

<u>Year</u>	<u>Local Levy Amount</u>	<u>State & Federal Aid</u>	<u>Total Allowable</u>	<u>Increase</u>
1989-90	15,023	113,451	128,474	Levied
1990-91	29,341	96,354	125,695	Levied
1991-92	24,594	112,000	136,594	Levied
1992-93	27,736	112,003	139,739	Levied
1993-94	29,150	112,003	141,153	0%
1994-95	29,000	112,003	141,003	0%
1995-96	29,000	112,003	141,003	0%
1996-97	29,000	112,003	141,003	0%

e. Preschool screening

<u>Year</u>	<u>State Aid</u>	<u>Increase</u>
1989-90	8,328	Actual
1990-91	8,369	Actual
1991-92	15,227	Actual
1992-93	15,000	Budget
1993-94	14,500	0%
1994-95	14,500	0%
1995-96	14,000	0%
1996-97	14,000	0%

f. Non-Public funding

<u>Year</u>	<u>State Aid</u>	<u>Increase</u>
1989-90	23,471	Actual
1990-91	19,819	Actual
1991-92	10,425	Actual
1992-93	12,000	Budget
1993-94	12,000	0%
1994-95	12,000	0%
1995-96	12,000	0%
1996-97	12,000	0%

2. Some programs have fees (adult classes, ECFE, CHOICES, Seniors and GED tests). Community Education will receive income from programs that are operated by their staff (ABE, Parent Involvement, KIDsource, Learning Readiness and District 152 marketing). Fees and other income will supplement the cost of the Community Education programs. Income will increase by the rates indicated below.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	48,721	Actual
1990-91	40,866	Actual
1991-92	75,042	Actual
1992-93	92,452	Budget
1993-94	101,697	10%
1994-95	111,867	10%
1995-96	123,054	10%
1996-97	135,359	10%

Revenue Rationale

Exhibit A

d. ABE local levy is based upon tax capacity. The State and Federal grant is applied for annually and was frozen at 1991-92 level. It is unlikely there will be any increase in state and federal grant; thus any increases would come from increased local levy or outside grants.

e. Based upon the number of students screened. This amount will decrease because population projections indicate a gradual decline in preschoolers.

f. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count will remain stable.

AUTHORIZED RATES OF ENTITLEMENT:

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1992-93 are as follows:

Textbooks, standardized tests and individualized instructional materials	\$ 57.44
Public Health Services	\$ 26.44
Secondary pupil guidance and counseling services	\$124.14

2. The increase in fees is affected by increased salary costs and increased participation in programs. Other income is related to contracted services for managing programs. This number does not include Learning Readiness or Parent Involvement budgets.

Revenue Assumptions

Exhibit A

3. Income from interest on investments will be as follows:

<u>Year</u>	<u>Income</u>
1989-90	11,855
1990-91	10,357
1991-92	12,039
1992-93	10,000
1993-94	9,000
1994-95	6,000
1995-96	5,000
1996-97	4,000

4. In the past Community Education has received grants. These cannot be anticipated but will impact revenue.

Revenue Rationale

Exhibit A

3. Data indicates that interest rates will not increase over the next five years. Interest rate will drop as the fund balance decreases.

COMMUNITY EDUCATION FUND

Exhibit B

Expenditure Assumption

1. Little or no change is anticipated in full or part-time staff in the Community Arts, CHOICES, Service Learning, Literacy, ABE, Seniors, Community Resource, Sabin Community Program and general Community Education staff as revenues remain unchanged. Salaries will be increased at the standard rate which has been 3%; however, staffing pattern will be analyzed.

<u>Year</u>	<u>Increase</u>
1990-91	Actual
1991-92	Actual
1992-93	Budget
1993-94	2%
1994-95	2%
1995-96	2%
1996-97	2%

2. Additional certified and paraprofessional staff will be added to the Early Childhood Family Education program in relation to participation. Additional staff will be added to reach "at risk" families.

<u>Year</u>
1989-90
1990-91
1991-92
1992-93
1993-94
1994-95
1995-96
1996-97

3. Casual staff will be increased or decreased as affected by participation in fee-based programs. The budget will increase by 2% per year.

4. Equipment expenditures will depend on program growth.

1989-90	10,329
1990-91	6,758
1991-92	8,003
1992-93	8,000
1993-94	3,000
1994-95	2,000
1995-96	2,000
1996-97	2,000

1. No additional full or part-time regular staff are anticipated in these programs, however, community needs may change which will require an examination of current programs. Needs are identified and responses generated and recommended by the Community Education Advisory Committee. Actual salary and benefit settlements will be used for the budget.

Some fringe benefits will continue to be supplemented. The district is required to transfer money from the general fund to the Community Education fund for teacher retirement and FICA obligations attributable to the Community Education programs.

<u>Year</u>	<u>Staff Amount</u>	<u>Increase</u>
1989-90	\$357,116	Actual
1990-91	\$379,249	Actual
1992-93	\$409,310	Actual
1992-93	\$545,820	Budget

<u>Year</u>	<u>Fringe Amount</u>	<u>Increase</u>
1989-90	\$49,159	Actual
1990-91	\$55,295	Actual
1991-92	\$62,820	Actual
1992-93	\$81,179	Budget

2. The Early Childhood Family Education (ECFE) program participation has fluctuated each year, however, it has shown overall growth. We anticipate increased participation resulting from strengthened marketing efforts. We also plan to add an additional classroom site in north Moorhead in 1993-94.

It is difficult to spend the total Early Childhood Family Education allocation because program requirements are rigid e.g. this program is for parents of children age 0-5 and parents must be involved with the children a substantial amount of time.

3. These staff costs are based upon enrollment in fee-based programs. As participation increases, salaries increase but income also increases. Fees that are collected cover the increased program costs.
4. Equipment expenditures have been primarily for Early Childhood Family Education. The increase in 1992-93 is due to administrative equipment needs. Future purchases will be for Early Childhood Family Education growth.

Expenditure Assumption**Exhibit B**

5. The supply expenses will increase by the standard inflation rates each year.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	31,557	Actual
1990-91	28,238	Actual
1991-92	28,740	Actual
1992-93	41,627	Budget
1993-94	41,627	0%
1994-95	42,460	2%
1995-96	43,309	2%
1996-97	44,175	2%

6. Miscellaneous expense will increase by the standard inflation rates each year.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	30,137	Actual
1990-91	32,923	Actual
1991-92	44,340	Actual
1992-93	38,758	Budget
1993-94	38,800	0%
1994-95	38,800	0%
1995-96	38,800	0%
1996-97	38,800	0%

7. Contracted services will decrease.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	95,836	Actual
1990-91	77,350	Actual
1991-92	85,738	Actual
1992-93	170,121	Budget
1993-94	160,000	Decrease \$10,000
1994-95	155,200	-3%
1995-96	150,544	-3%
1996-97	146,028	-3%

8. Non-public expenses will exactly equal revenue as this is a flow-through cost project.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	23,471	Actual
1990-91	19,819	Actual
1991-92	10,425	Actual
1992-93	12,000	Budget
1993-94	12,000	0%
1994-95	12,000	0%
1995-96	12,000	0%
1996-97	12,000	0%

9. Preschool screening

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1989-90	8,328	Actual
1990-91	8,369	Actual
1991-92	15,227	Actual
1992-93	15,000	Budget
1993-94	14,500	0%
1994-95	14,500	0%
1995-96	14,000	0%
1996-97	14,000	0%

Expenditure Rationale

Exhibit B

5. Supply costs include both office and program expenses. In some programs participants pay the cost of the supplies as part of the cost of the program. These revenues will reflect this increase. 1992-93 supply costs were affected by program start-up costs, thus, no growth is anticipated for 1993-94.
6. Miscellaneous expenses include special program needs and will remain stable.
7. Contracted services includes contracts for Chemical Outreach Worker and Youth Intervention Officer, travel, student transportation, rent, Community Arts residencies and programs, equipment repair, publications and other printing. Change in Community Education activities caused a change in this budget. The larger increase in 1992-93 is due to the contracts for Learning Readiness, one-time start-up costs for Community Education and increased marketing for ECFE as costs. As income decreases, activities will be reduced.
8. Non-public funding is flow through funding that supplies textbooks, health services and guidance service to non-public schools in the district. It is a reimbursable program, therefore expenses will equal revenue.
9. Preschool screening is a reimbursed program. Expenses will equal revenue.

Exhibit C

COMMUNITY EDUCATION

REVENUES

1989-97

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
Local Levy Taxes	216,947	224,535	226,149	264,078	264,464**	279,913	283,519	288,368
State Aid	285,807	270,426	378,951	369,756	337,458**	360,380	365,088	369,890
Fees	48,721	40,866	75,049	92,452	101,697	111,867	123,054	135,359
Interest Income	11,855	10,357	12,039	10,000	8,000	6,000	5,000	4,000
Other*	<u>100,123</u>	<u>118,849</u>	<u>79,314</u>	<u>94,072</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
Total Revenue	<u>663,453</u>	<u>665,033</u>	<u>771,502</u>	<u>830,358</u>	<u>806,619</u>	<u>853,160</u>	<u>871,661</u>	<u>892,617</u>

* Includes TRA/FICA reimbursement and grants

** Reduced ECFE local levy and state grant to be 85% of allowable.

REVENUE RATIONALE

Exhibit C

Revenue increases in the Community Education Fund are based on increases in the School District census, increases in state and local funding, contracting Community Education staff to operate programs, grants and fees from increased participation in the Community Education programs. Categorical funding will provide ample revenue in the Early Childhood Family Education programs but limited revenue in other programs. The Community Education budget provides the mechanism for flow-through dollars for several programs (Preschool Screening and non-public). The projection is for modest increases in each of these areas, therefore a modest increase in revenue is expected over the five year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, grants and contracting to operate programs.

Exhibit D

COMMUNITY EDUCATION

EXPENDITURES

1989-97

	<u>1989-90</u>	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
Salaries	364,310	386,802	422,648	545,820	559,465	573,452	587,788	602,483
Benefits	49,993	56,111	64,703	81,179	83,208	85,289	87,421	89,606
General Supplies	45,669	38,508	38,424	41,627	41,627	42,876	44,162	45,487
Purchased Services	95,836	86,899	86,479	170,121	160,000	160,000	160,000	160,000
Equipment	10,329	6,758	8,003	10,500	3,000	2,000	2,000	2,000
Miscellaneous	<u>30,137</u>	<u>32,923</u>	<u>44,340</u>	<u>38,758</u>	<u>39,921</u>	<u>41,118</u>	<u>42,352</u>	<u>43,623</u>
Total Expenditures	<u>596,274</u>	<u>608,001</u>	<u>664,597</u>	<u>888,005</u>	<u>887,221</u>	<u>904,735</u>	<u>923,723</u>	<u>943,199</u>

EXPENDITURE RATIONALE

Exhibit D

The Community Education Fund is a break-even operating fund of the District. Expenditures are driven by participation in Community Education programs. In those areas where fees are appropriate, the fees cover the cost of the program. In areas where funding is provided by state or local sources, all programming is held within revenue allocations. If funding decreases, program costs will be reduced. Ways need to be found to streamline program operations.

Exhibit E

COMMUNITY EDUCATION

TOTAL FUND BALANCE

1990-97

	<u>1990-91</u>	<u>1991-92</u>	<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
Balance - July 1	148,282	205,313	312,218	254,138	173,536	121,961	63,581
Revenues	665,033	771,502	830,358	806,619	853,160	865,343	879,896
Total Resources	813,315	976,815	1,142,576	1,060,757	1,026,696	987,304	943,477
Expenditures	608,002	664,597	888,438	887,221	904,735	923,723	943,199
Fund Balance 6/30	205,313	312,218	254,138	173,536	121,961	63,581	278

MOORHEAD AREA PUBLIC SCHOOLS

III. PUPIL TRANSPORTATION BUDGET HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1993-94 Pupil Transportation Fund, Assumptions and Recommendations.
- II. To present projected revenue and expense information for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

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III. PUPIL TRANSPORTATION FUND

INTRODUCTION

This fund must be established in a district that provides a pupil transportation program. All authorized expenditures for transportation shall be entered in the Transportation Fund. Expenditures for student activities and field trips must be coded to the General Fund, by year end. All other Nonauthorized charges may be coded to any other operating or agency fund (i.e., transporting students to summer recreation programs may be coded to the Community Services Fund).

Authorized transportation consists of those activities that are supported by state aids or for which a transportation levy can be made. Authorized transportation services generally consist of those which provide eligible pupils (public and nonpublic) with one round trip daily to and from school. It includes transportation for pupils between school buildings during the school day for instruction such as pupils attending a state-board-approved secondary vocational center.

Nonauthorized transportation services generally consist of those which provide busing on trips for curricular and co-curricular activities as provided for in M. S. 123.38, Subd. 1. It also includes busing for ineligible pupils, nonresidents, lunch, community service, etc.

When servicing other funds, the Transportation Fund must credit a chargeback account to reflect expenditures for the benefit of the other fund and charge the other funds using proper finance dimension code identification.

Districts can only report the purchase of vehicles used in the transportation of pupils as a capital expenditure in the Pupil Transportation Fund. The purchase of equipment which updates pupil transportation vehicles currently in service may also be reported in the fund. This includes two-way communication equipment, handicapped lifts and ramps, wheelchair securing devices, etc.

Capital expenditures for vehicles used for other purposes cannot be reported in the Pupil Transportation Fund. This includes staff cars, snowplows, maintenance vehicles, etc.

If a deficit exists at June 30th and if that deficit is not eliminated by operations during the following year it shall then be eliminated by a permanent fund transfer from the General Fund.

REVENUE ASSUMPTIONS

			AMOUNT
1.	1990.91	Actual	\$1,661,407
2.	1991.92	Actual	1,590,508
3.	1992.93	Budget	1,440,994
4.	1993.94	Projected	1,537,777
5.	1994.95	Projected	1,558,036
6.	1995.96	Projected	1,556,785
7.	1996.97	Projected	1,598,436

REVENUE INFORMATION AND RATIONALE

1.1 The revenues assumptions are based on the best information available and assume the state will not change the formula used to fund the Transportation Program. The most conservative funding was estimated by assuming a no growth in eligible pupils. This keeps the funding at the lowest possible level.

1.2 Two years ago the state changed the non-regular funding formula in such a way that increased cost would not be fully funded by the formula. The assumption is this trend will continue.

1.3 The Non-regular funding formula may change to reflect different funding strategies for special education and Desegregation Vs. Between buildings, Noon Kindergarten, Late activity, and other during day transportation. This will result in slightly less than 100% funding for special Education and Substantially less than 100% funding for other areas of Non-regular.

1.4 The inflation factors for Regular to from will be less than previous years. It may result in the per pupil Predicted costs for funding staying static, or showing slower growth than past years. (This is consistent with the stated objective by the state of no increase and/or reduced spending). Moorhead's per pupil cost is well below the state predicted cost therefore this will not impact us in the foreseeable future. (actual cost approx. 213.00 per pupil the state predicted cost is 256.00 per pupil)

1.5 Some revenue in transportation from state and levy sources will, by legislative action, shift from fund 03 to fund 01. Especially transportation for program support between building, noon kindergarten, and other during day programs. Rationale: This is consistent with putting decisions at the district level, and consistent with state objectives to reduce expenditures in support service areas.

EXPENDITURE ASSUMPTION

1.	1990.91	ACTUAL	1,457,897
2.	1991.92	ACTUAL	1,357,926
3.	1992.93	BUDGET	1,585,040 (includes bus purchase)
4.	1993.94	PROJECTED	1,509,851
5.	1994.95	PROJECTED	1,558,945
6.	1995.96	PROJECTED	1,559,363
7.	1996.97	PROJECTED	1,606,144

EXPENDITURE INFORMATION AND RATIONALE

1.1 1993-94 begins a new contract year for bus service. Contractors have not had an increase in four years. They will be looking to make up some of that.

2.2 1992-94 The district will purchase school buses to replace older vehicles as well as prepare to increase fleet size to accommodate a growing student population, and to prepare for 1993 contract bids.

3.3 We will re-evaluate the need/ desirability of transporting for the early bird class(7:30) session at the high school. The marginal cost for this bus is \$15,000, greater cost savings would be if the primary starting time is changed from 8:30 to before 8:00 at the high school.

4.4 1992-93 The Art program increased the need for transportation days from 3 days per week to 5 days per week. Non-regular funding will only fund a 0 to 3% increase in this kind of transportation.

5.5 A three % increase in costs was assumed for each operating year.

FUND BALANCE PROJECTIONS

Since 1991 the transportation fund has seen steady growth and has a positive fund balance. This is due to the policy and school schedule changes which were made in 1989. The fund balance expected to remain stable at a level of approximately 200,000. This will remain true as long as the relationship of our actual cost stays below the states predicted costs for our type of school district.

The other factor which will influence fund balance is growth in non-regular transportation needs. The during day program transportation is no longer fully funded through the transportation formulas.

21-Oct-92

PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

III PUPIL TRANSPORTATION FUND	1990.91 ACTUAL	1991.92 ACTUAL	1992-93 PRELIM BUDGET	1993-94 P R O J E C T E D	1994-95 J E C T E D	1995-96 T E D	1996-97 D
REVENUES:				1.03	1.03	1.03	1.03
Local property taxes:		0					
Transportation levy	445,289		576,356	627,351	639,039	642,872	652,073
Bus purchase levy							
Property tax shift	(11,603)						
	433,686	0	576,356	627,351	639,039	642,872	652,073
Other local and county sources:							
Miscellaneous local revenues	20,425		12000	12000	12000		
State Sources:							
Transportation aid	957,304	1,590,508	852638	898426	906997	923913	946366
Bus depreciation aid	68,563						
Agriculture aid credit							
Homestead credit							
HACA	89,970						
Other appropriations	79,856						
State aid adjustment	11,603						
	1,207,296	1,590,508	852,638	898,426	906,997	923,913	946,366
Total revenues	1,661,407	1,590,508	1,440,994	1,537,777	1,558,036	1,566,785	1,598,439
EXPENDITURES:							
Pupil support services:							
Salaries and wages	282,424	277,265	302,000	311,060	320,391	330,003	339,903
Employee benefits	35,547	47,756	51,340	52,880	54,466	56,100	57,783
Contracted bus services	811,278	813,997	887,000	913,610	941,018	969,249	998,326
Other purchased services	66,249	32066	36850	37955	39094	40,267	41,475
Supplies and materials	234,422	182154	200000	206000	212180	218,545	225,102
Equipment		7288	158000	40000	45000	0	0
Other expenditures	27,977	14,388	19,500	20,085	20,687	21,308	21,947
Charbacks		(16,988)	-69650	-71740	-73891	(76,108)	(78,391)
Total operating expenses	1,457,897	1,357,926	1,585,040	1,509,851	1,558,945	1,559,363	1,606,144
Fiscal and Other fixed cost programs:							
Employee benefits	19,517						
Total expenditures	1,477,414	1,357,926	1,585,040	1,509,851	1,558,945	1,559,363	1,606,144
Revenues over (under) expenditures	183,993	232,582	(144,046)	27,927	(909)	7,422	(7,705)
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR	(100,040)	83,953	316,535	172,489	200,415	199,506	206,928
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	83,953	316,535	172,489	200,415	199,506	206,928	206,928

1992-93 PUPIL TRANSPORTATION FUNDING WORKSHEET

A. INPUT DATA:

Data Item	(a) 1990-91	(b) 1991-92	(c) 1992-93	(d) 1993-94	(e) 1994-95	(f) 1995-96	(g) 1996-97
PUPILS TRANSPORTED:							
(1) Pupils Transported Regular Category	3735	3768	3827	3893	3893	3893	3893
(2) Pupils Transported Excess Category	852	813	829	829	829	829	829
(3) Regular Category Pupils Transported on Contract Vehicles	3050	3015	3128	3128	3128	3128	3128
(4) Pupils Transp Desegregation Category	0	0	0	0	0	0	0
(5) Pupils Transported Disabled Category (To and From)	144.86	144	144	150	150	150	150
TRANSPORTATION COST:							
(6) Regular + Excess Cost (Excluding Traffic Hazards Walkers)	865,910.00	939,001.00	958,050.00	987822	1017456	1017980	1079419
(7) Est Cost--Traffic Hazards Walkers	7,626.55	11,065.00	13,000.00	13290	13792	14205	14632
(8) Bus Depreciation Cost	80,110.00	80,000.00	80,000.00	80000	80000	80000	80000
(9) Nonregular Cost (Exc. Late Bus and Nondisabled Summer)	387,917.03	367,133.57	385,350.00	396911	400818	421082	433715
1991 PAYABLE 1992 LEVY DATA:							
(10) Basic Transportation Levy Limit			242,427.18	255,659.36	255,659.36	255,659.36	255,659.36
(11) Nonregular Transportation Levy Limit			75,457.41	125,590.85	125,590.85	125,590.85	125,590.85
(12) Basic Transportation Levy Certified			242,427.18	255,659.36	255,659.36	255,659.36	255,659.36
(13) Nonregular Transportation Levy Certified			75,457.41	125,590.85	125,590.85	125,590.85	125,590.85
OTHER INPUT DATA:							
(14) 1990 Adjusted Net Tax Capacity (AMTC)	N/A	N/A	13,207,658	13,880,721	13,880,721	13,880,721	13,880,721
(15) Square Mile Area of District	211.410	211.410	211.410	211.410	211.410	211.410	211.410
(16) Regular Transportation Allowance	246	229	229	229	229	229	229
(17) Minimum Transportation Allowance (see 90-91 Aid Report)	209	209	209	204	204	204	204
(18) Average Daily Membership (ADM)	6006	6,009	6,000	6,100	6,100	6,100	6,100
(19) Proration Per ADM	N/A	0	0.00000000	0.00000000	0.00000000	0.00000000	0.00000000

B. COMPUTATION OF WEIGHTED PPS PUPILS TRANSPORTED

(20) Regular + Excess Pupils Transp (1)+(2)	4,587	4,581	4,656	4,722	4,722	4,722	4,722
(21) Square Miles per Pupil Transp (15)/(20)	0.04609549	0.04615586	0.04561237	0.04477764	0.04477764	0.04477764	0.04477764
(22) Line 21 raised to one-fifth power. (21) ^{0.2}	0.58042034	0.58056182	0.57880899	0.57729131	0.57729131	0.57729131	0.57729131
(23) Pupil Weighting Factor for Excess Category 0.4/(22)	0.74016459	0.73997087	0.74237811	0.74447094	0.74447094	0.74447054	0.74447094
(24) Excess Category Weighted PPS (2)*(23)	630.62	601.60	615.43	617.17	617.17	617.17	617.17
(25) Regular + Excess Weighted PPS (1)+(24)	4,365.62	4,369.60	4,642.43	4,510.17	4,510.17	4,510.17	4,510.17

Contract Factor (150*(32)/(13))

	31.74	30.35	30.35	30.35	30.35
(27) Sq Miles per Weighted PTE (154)/(25a)	0.04643256	0.04638887	0.04759557	0.04688072	0.04688072
(28) Sparsity Index (Gtr of .005 or (27))	0.04643298	0.04638887	0.04759557	0.04688072	0.04688072
(29) Density Index (Gtr of 1 or (2-(28)*20))	1.03134040	1.03222260	1.04008060	1.06238560	1.06238560
(30) Contract Transportation Index (Gtr of 1 or (154 or 1 or ((28)*20)) * (26))	79.17823570	77.76091409	76.46608039	75.33731704	75.33731704
(31) Sparsity Factor ((28) raised to .35 Power)	0.46912146	0.46901461	0.46708032	0.46531662	0.46531662
(32) Density Factor ((29) raised to .35 Power)	1.01085936	1.01116185	1.01657470	1.02140684	1.02140684
(33) Contract Factor ((30) raised to .85 Power)	1.24131487	1.24319160	1.24216452	1.24122498	1.24122498
(34) Predicted Base Cost (6434 * (31)*(32)*(33))	256.00	255.00	255.90	256.03	256.03

D. COMPUTATION OF 1992-93 REGULAR TRANSPORTATION REVENUE

(35) 1990-91 Actual Cost per Weighted PTE ((6a)+(8a))/(25a)	216.71	233.20	233.09	236.76	243.33
(36) Average of Line 35 and Line 34	236.40	244.54	244.94	246.39	249.68
(37) Adjusted Predicted Base Cost (Line 36, but not less than 80% or more than 105% of line 35)	227.55	244.54	244.94	246.39	249.68
(38) Statutory Inflation Factor	1.020	1.020	1.020	1.020	1.020
(39) Line 37 times line 38	232.10	249.43	249.84	251.32	254.67
(40) 1992-93 Regular Transportation Allowance (Greater of 37c or line 39, rounded off)	232.00	249.00	250.00	251.00	255.00
(41) 1992-93 Regular Transportation Revenue ((3c)+(4c)+(5c))*(40)	921,272.00	1,006,382.00	1,030,750.00	1,014,212.00	1,030,965.00

E. COMPUTATION OF 1992-93 NONREGULAR TRANSPORTATION REVENUE AND LEVY

(42) Estimated 1990-91 Nonregular Costs (42) * (40)	385,350.00	396,910.50	408,817.82	421,082.35	433,714.82
(43) Regular Revenue for 92-93 Desegregation Transp (43) * (40)	0.00	0.00	0.00	0.00	0.00
(44) Regular Revenue for 92-93 Disabled Transp (5c) * (40)	33,408.00	37,350.00	37,500.00	37,650.00	38,250.00
(45) Actual 1990-91 Nonregular Costs (9a)	387,947.03	367,433.57	385,350.00	396,910.50	408,817.82
(46) Adjusted 1990-91 Nonregular Costs ((45) * (18c/18a) * 1.061)	411,611.80	415,436.82	436,113.44	421,122.04	433,755.70
(47) Initial Nonregular Revenue (Lesser of (42) or (46))	385,350.00	396,910.50	408,817.82	421,082.35	433,714.82
(48) Excess Nonregular Transportation Revenue ((42) - (45) * 1.30 * (18c/18a) * .80)	0.00	0.00	0.00	0.00	0.00
(49) Nonregular Revenue Used In Formula ((47) - (43) - (44) + (48))	351,942.00	359,560.50	371,317.82	383,432.35	395,464.82
(50) 4.60 times 1992-93 ADM	360,000.00	384,000.00	384,000.00	384,000.00	384,000.00
(51) 50 Percent of Nonregular Revenue Exceeding (60 * ADM) ((49) - (50) * .50)	0.00	0.00	0.00	0.00	5,732.41
(52) Nonregular Levy Revenue (49) - (51)	351,942.00	359,560.50	371,317.82	383,432.35	389,732.41
(53) 1990 ANTC per 1992-93 ADM (14c) / (18c)	2,201.28	2,168.86	2,168.86	2,168.86	2,168.86
(54) Nonregular Levy Ratio (Lesser of 1 or (line 53 / \$8000))	0.27516000	0.27110750	0.27110750	0.27110750	0.27110750
(55) Nonregular Transportation Levy Authority (52) * (54)	96,840.36	97,479.55	100,667.05	103,351.39	105,659.38

F. COMPUTATION OF 1992-93 CONTRACTED SERVICES AID REDUCTION

(56) Predicted Base Cost Excluding Contract Factor ((434 * (31) * (32))	205.81	205.92	206.07	206.27	206.27
(57) Average of Line 35 and Line 56	211.26	219.51	219.98	221.52	224.80
(58) Adjusted Predicted Base Cost Excluding Contract Factor (Line 57, but not less than 80% or more than 105% of line 35)	211.26	219.51	219.98	221.52	224.80

(59) Statutory Inflation Factor	1.020	1.020	1.020	1.020	1.020
(60) Line 59 times line 59 (Rounded off)	215.00	224.00	224.00	224.00	229.00
(61) Contracted Services Allowance (39) - (60)	17.00	25.00	26.00	25.00	26.00
(62) Contracted Services Aid Reduction ((1c)+(4c)+(5c))*161	67,507.00	101,075.00	105,110.00	101,075.00	105,110.00

G. COMPUTATION OF TOTAL 1992-93 TRANSPORTATION AID

(63) Regular + Nonregular Revenue (41)+(49)	1,273,214.00	1,366,267.50	1,382,067.82	1,398,225.35	1,426,429.82
(64) Basic Transportation Levy (6.0194 * 1990 AMTC)	256,228.58	269,285.99	269,285.99	269,285.99	269,285.99
(65) Maximum Transportation Aid (Greater of Zero or ((63) - (55) - (62) - (64))	852,638.06	898,426.96	906,996.78	923,912.97	946,366.45
(66) Percent of Maximum Levy Certified (((12c)+(13c))/((11c)+(11c)))	1.00000000	1.00000000	1.00000000	1.00000000	1.00000000
(67) Total Transportation Aid (65)*(66)	852,638.06	898,426.96	906,996.78	923,912.97	946,366.45
(68) Required Transfer to Bus Purchase Account (Included in Total Transp Revenue)	80,000.00	80,000.00	80,000.00	80,000.00	80,000.00

H. COMPUTATION OF 1992-93 EXCESS TRANSPORTATION LEVY AUTHORITY

(69) 1992-93 Actual Cost per Weighted PTH (((6c)+(8c))/(25c))	233.89	236.76	243.33	250.10	257.07
(70) Excess Transportation Allowance (Lesser of line 69 or line 40)	232.00	236.76	243.33	250.10	255.00
(71) Initial Excess Levy Authority (Line 20c times line 70)	142,779.76	146,121.17	150,175.98	154,354.22	157,378.35
(72) Est Cost--Traffic Hazards Walkers (line 7c)	13,800.00	13,390.00	13,791.29	14,205.43	14,631.61
(73) Total Excess Levy Authority (Line 71 plus line 72)	156,579.76	159,511.17	163,967.27	168,559.67	172,009.96

COMPUTATION OF TOTAL 1992-93 TRANSPORTATION DEFICIT, AID AND LEVY

(74) Regular + Nonregular + Excess Revenue (41)+(49)+(73)	1,429,595.76	1,525,778.67	1,546,035.50	1,566,785.62	1,598,439.79
(75) Nonregular + Contract + Basic + Excess Levy (55)+(62)+(64)+(73)	576,355.70	627,351.71	639,038.72	642,872.05	652,073.33
(76) Gross Transportation Aid (74)-(75)	852,638.06	898,426.96	906,996.78	923,912.97	946,366.45
(77) Average Daily Membership (1992-93)	6000	6400	6000	6400	6400
(78) Proration Per ADM	0.00000000	0.00000000	0.00000000	0.00000000	0.00000000
(79) Proration Based on ADM (77) * (78)	0.00	0.00	0.00	0.00	0.00
(80) Prorated State Aid (76) * (79)	852,638.06	898,426.96	906,996.78	923,912.97	946,366.45
(81) Levy Reduction Due to Proration (If proration is greater than gross aid)	0.00	0.00	0.00	0.00	0.00

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MOORHEAD AREA PUBLIC SCHOOLS

II. FOOD SERVICE FUND BUDGET PROJECTIONS

OBJECTIVES

- I. To approve the 1993-94 Food Service Fund, Assumptions and Recommendations.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

II. FOOD SERVICE FUND PROJECTIONS

<u>Table of Contents</u>	<u>Page</u>
A. Revenue Assumptions and Rationale	II 1-2
B. Expenditure Assumptions and Rationale	II 3-4
C. Fund Balance	II 5-7
 <u>Exhibits</u>	
A. Student participation in Food Service Program 1978-92	II 8-13

II FOOD SERVICE FUND

INTRODUCTION:

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include: application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.

Manual for the Uniform Financial Accounting and Reporting System
for Minnesota Schools ppIII-2

II. FOOD SERVICE FUND

REVENUE ASSUMPTIONS

1. Sales:

	<u>AMOUNT</u>
1990.91 Actual	\$431,010
1991.92 Actual	429,379
1992.93 Budget	446,095
1993.94 Preliminary Budget	459,697
1994.95 Projected Budget	470,230
1995.96 Projected Budget	481,380
1996.97 Projected Budget	488,640

2. Reimbursements:

1990.91 Actual	456,093
1991.92 Actual	523,288
1992.93 Budget	514,095
1993.94 Preliminary Budget	532,706
1994.95 Projected Budget	547,982
1995.96 Projected Budget	563,253
1996.97 Projected Budget	574,203

Revenue Rationale

1. Revenues will increase by three percent per year.
 - 1.0 The percentage of meals served will remain the same as 1991.92
 - 1.1 The percentage of paid, free and reduced meals will remain the same as 1991.92
 - 1.2 All breakfast, adult and ala Carte sales, meals and milk sales will remain the same as 1991.92
 - 1.3 Meal & milk prices will remain the same as 1991.92
 - 1.4 Will need to increase prices in 1994-95:
 - Elementary - \$.10 increase
 - Secondary - \$.15 increase
2. Reimbursements: The percentage of paid, free and reduced meals will remain constant. The per meal reimbursements (cash and commodities) from Federal and State sources will remain the same as 1991.92.

Expenditure Assumption

Basic Assumptions

1. Total Operating Expenses

	<u>Amount</u>
1990.91 Actual	\$ 891,074
1991.92 Actual	
1992.93 Budget	986,941
1993.94 Preliminary Budget	1,004,911
1994.95 Projected	1,047,282
1995.96 Projected	1,091,529
1996.97 Projected	1,132,331

2. Capital Expenses

1990.91	(\$10,000)
1991.92	()
1992.93	(10,000)
1993.94	(10,000)
1994.95	(10,000)
1995.96	(10,000)
1996.97	(10,000)

Expenditure Rationale

Basic Assumptions

- 1.1 Expenses will increase by three percent per year except as noted on page II-6
- 1.2 Food Service Fund will pay \$25,000 for capital equipment in 1992-93. This is equivalent to .066 for each paid student meal served.
2. Capital Expense: Food Service Fund receives \$10,000 from the Capital Outlay Fund.

Fund Balance Projections

As the fund balance decreases we will need to increase prices.
The last meal cost increase was in 1987 - \$.05.

BUDGET PROJECTIONS	1992-93	1993-94	1994-95	1995-96	1996-97
DIRECTOR	41180	42415	43688	44998	46348
NOON SUPERVISION	20000	20000	20000	20000	20000
CLERICAL	17077	17589	18117	18660	19220
FS SALARIES	209000	215270	221728	228380	235231
CUSTODIAL SALARY	4664	4804	4948	5096	5249
OVERTIME					
TOTAL-FS SALARIES	291921	300079	308481	317135	326049
FOOD	312000	336000	358000	381500	401500
MILK	130000	135700	140000	145000	149500
TOTAL-FOOD & MILK	442000	471700	498000	526500	551000
COMMODITIES	76430	79380	82526	84960	87550
SEVERANCE PAY	3000	3000	3000	3000	3000
FICA	22415	23087	23780	24493	25228
PERA	11230	11567	11914	12271	12639
GRP HOSPITALIZATION	2523	2599	2677	2757	2840
GROUP LIFE	1020	1051	1082	1115	1148
DENTAL INS	292	301	310	319	329
LTD	850	876	902	929	957
WORK COMP	10100	10403	10715	11037	11368
TOTAL-FRinge BENEFITS	51430	52883	54379	55921	57508
CONTRACTED R & M	8000	8240	8487	8742	9004
INDISTRICT TRAVEL	360	371	382	393	405
TRAVEL-PRO DEVELOP	6500	4400	4532	4668	4808
ADMIN SERVICES	31300	32239	33206	34202	35228
SUPPLIES	36000	37080	38192	39338	40518
MISC EXP	18000	18540	19096	19669	20259
INTEREST EXP	0	0	0	0	0
TOTAL-OTHER EXPENSE	100160	100870	103896	107013	110223
CAPITAL OUTLAY	25000				
GRAND TOTAL	986941	1004911	1047282	1091529	1132331

REVENUE PROJECTIONS	1992-93	1993-94	1994-95	1995-96	1996-97
SALES	446095	459697	470230	481380	488640
INTEREST	4280	4200	3000	1500	0
OTHER LOCAL					
STATE AIDS	28350	29474	30344	31265	31865
FEDERAL AIDS (CASH)	409315	423852	435112	447028	454788
COMMODITIES	76430	79380	82526	84960	87550
GRAND TOTAL	964470	996603	1021212	1046133	1062843

REV OVER EXP (EXP OVER REV) (22471)	(8308)	(26070)	(45396)	(69488)
BEGINNING FUND BALANCE	90000	67529	59221	33151
ENDING FUND BALANCE	67529	59221	33151	(12245)

ANALYSIS OF PARTICIPATION

YEAR	ADP	% PARTICIPATION	NOTES
1978-79	3052	60.63	
1979-80	2969	62.68	
1980-81	2720	60.82	15 cent price increase
1981-82	2276	55.24	15 cent price increase
1982-83	2336	57.72	
1983-84	2346	59.60	Strike
1984-85	2499	63.10	
1985-86	2598	65.70	
1986-87	2696	65.30	
1987-88	2753	64.5	5 cent price increase
1988-89	2935	66.0	
1989-90	3005	66.7	
1990-91	3157	66.3	First full year of Bon Appetit
1991-92	3282	66.3	September through December only

ANALYSIS OF PARTICIPATION

MONTH	ADP	SR	SO	NO	ED	PR	RI	MA	SA	TOTAL
1978-79										
SEPTEMBER	3075									61.1
OCTOBER	3170									62.9
NOVEMBER	3185									63.3
DECEMBER	3234									64.2
JANUARY	3103									61.6
FEBRUARY	2915									57.9
MARCH	2999									59.6
APRIL	2949									58.6
MAY	2899									57.6
TOTAL	3052									60.63

1979-80										
SEPTEMBER	2829	16.6	80.0	82.2	84.7	71.2	83.3	80.2	85.0	59.7
OCTOBER	2863	18.0	80.7	79.9	84.3	75.7	83.9	80.2	85.0	60.4
NOVEMBER	2877	20.9	72.0	79.7	83.9	78.5	88.5	81.7	76.7	60.7
DECEMBER	3085	31.2	78.3	77.6	86.3	79.1	90.2	84.4	81.9	65.1
JANUARY	3121	37.7	82.6	82.3	84.4	73.8	82.9	78.9	82.7	65.9
FEBRUARY	3037	37.6	81.1	82.8	79.7	69.6	77.9	76.2	83.7	64.1
MARCH	3102	37.3	83.5	85.7	83.4	71.8	78.5	77.3	84.6	65.5
APRIL	3035	32.3	83.8	83.5	84.4	73.4	80.1	76.9	83.7	64.1
MAY	2823	28.9	82.3	79.3	78.6	65.9	74.8	69.9	79.8	59.6
TOTAL	2969									62.68

1980-81 (15 cent price increase)										
SEPTEMBER	2589	29.6	71.6	74.3	82.4	63.2	71.8	67.5	75.2	57.9
OCTOBER	2731	34.5	73.3	77.8	85.9	63.6	72.4	71.0	80.9	61.1
NOVEMBER	2804	36.6	74.2	79.3	86.8	69.4	73.8	70.8	76.2	62.7
DECEMBER	2853	39.9	73.5	79.9	88.1	68.2	74.5	71.6	77.2	64.6
JANUARY	2796	38.8	71.7	79.8	86.1	64.8	73.9	71.1	74.0	63.4
FEBRUARY	2774	39.0	71.9	79.6	85.5	61.3	71.2	71.1	76.0	62.9
MARCH	2666	36.3	69.3	78.1	82.2	58.9	68.4	69.5	74.0	60.5
APRIL	2754	37.3	71.4	81.5	84.8	59.3	70.1	72.7	79.0	62.5
MAY	2601	31.7	72.7	80.1	82.6	55.3	65.9	67.5	78.0	58.9
TOTAL	2720									60.82

ANALYSIS OF PARTICIPATION

MONTH	ADP	SR	SO	NO	ED	PR	RI	WA	SA	TOTAL
1981-82 (15 cents price increase)										
SEPTEMBER	2087	30.9	71.0		73.0	51.4	64.3	55.0	64.7	50.7
OCTOBER	2288	34.9	74.1		76.6	59.2	69.1	62.5	72.5	55.5
NOVEMBER	2284	34.7	73.3		77.7	58.9	70.2	63.0	67.6	55.5
DECEMBER	2355	36.7	73.2		79.4	62.0	73.9	63.9	70.6	57.2
JANUARY	2384	37.9	75.0		80.9	59.4	76.8	63.2	68.6	57.9
FEBRUARY	2359	37.2	74.9		79.6	58.5	75.7	63.2	70.6	57.3
MARCH	2336	36.4	73.3		80.9	58.1	72.4	63.4	72.5	56.7
APRIL	2260	32.6	73.9		79.8	56.5	73.2	62.2	69.6	54.9
MAY	2186	29.8	73.5		78.8	54.5	68.8	61.8	72.5	53.1
TOTAL	2276									55.24

1982-83										
SEPTEMBER	2235	37.3	70.2		76.4	53.2	65.9	62.7		55.2
OCTOBER	2397	40.0	73.6		80.4	57.7	71.2	69.1		59.2
NOVEMBER	2398	41.2	73.3		79.7	57.5	72.6	66.7		59.3
DECEMBER	2411	40.5	72.5		77.5	59.3	75.9	69.9		59.6
JANUARY	2371	39.9	73.4		79.1	59.3	68.2	66.7		58.6
FEBRUARY	2398	39.7	75.4		81.4	60.7	67.4	67.2		59.3
MARCH	2350	39.1	73.3		78.7	59.3	66.1	67.0		58.0
APRIL	2353	36.9	72.2		83.3	60.3	67.9	68.6		58.1
MAY	2146	32.1	69.9		78.9	53.6	59.7	62.1		53.0
TOTAL	2336									57.72

1983-84 (STRIKE)										
SEPTEMBER	2315	38.2	74.1		80.8	60.2	64.9	68.1		58.5
OCTOBER	2452	41.3	77.4		79.7	64.6	69.2	74.8		61.9
NOVEMBER	2440	41.7	78.0		79.3	63.4	68.9	72.8		61.6
DECEMBER	2481	42.9	77.1		79.9	65.5	70.1	73.9		62.7
JANUARY	2420	41.0	79.9		76.3	63.4	68.6	71.1		61.1
FEBRUARY	2095	36.2	62.9		66.1	58.0	59.9	64.2		52.9
MARCH	2435	40.5	76.7		80.8	64.6	69.2	74.1		61.5
APRIL	2417	38.6	78.3		79.5	65.5	68.3	74.4		61.1
MAY	2244	32.8	75.3		76.5	61.9	62.9	70.1		56.7
TOTAL	2346									59.60

ANALYSIS OF PARTICIPATION

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	TOTAL

1984-85									

SEPTEMBER	2440	39.7	71.6		81.1	68.9	68.5	74.0	61.4
OCTOBER	2578	43.7	72.2		83.6	72.6	73.4	79.7	64.9
NOVEMBER	2604	44.8	72.9		84.2	72.4	74.6	79.5	65.5
DECEMBER	2574	44.5	68.6		83.2	72.1	77.4	80.3	64.8
JANUARY	2571	43.7	71.6		84.4	71.3	76.1	78.1	64.7
FEBRUARY	2539	44.4	70.3		81.7	69.7	73.4	77.9	63.9
MARCH	2515	41.8	70.6		82.6	70.0	73.7	78.2	63.3
APRIL	2467	38.2	71.5		80.7	70.6	73.1	78.9	62.1
MAY	2327	33.6	69.9		77.1	65.3	71.3	76.6	58.6
TOTAL	2499								63.10

1985-86									

SEPTEMBER	2532	43.7	72.9	70.3	77.5	72.4	75.1	79.9	64.0
OCTOBER	2657	47.1	74.3	73.3	78.7	78.1	77.4	84.4	67.2
NOVEMBER	2698	47.5	74.9	75.9	77.8	80.2	80.4	86.3	68.2
DECEMBER	2629	46.6	72.3	74.4	78.2	77.9	75.7	83.8	66.5
JANUARY	2604	47.7	72.6	76.7	75.6	73.4	74.1	81.6	65.8
FEBRUARY	2551	47.1	71.5	75.6	73.9	71.5	71.1	79.5	64.5
MARCH	2650	46.9	74.3	80.1	76.6	77.9	74.8	83.5	66.9
APRIL	2645	44.3	76.8	81.2	79.9	75.9	76.1	84.6	66.9
MAY	2467	38.1	74.7	78.9	77.3	69.9	73.1	79.3	62.4
TOTAL	2596								65.7

ANALYSIS OF PARTICIPATION

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	TOTAL
1986-87									
SEPTEMBER	2699	41.1	79.1	80.6	84.7	76.4	74.3	76.9	65.3
OCTOBER	2749	41.8	81.2	82.2	85.4	77.3	74.6	79.8	66.5
NOVEMBER	2819	44.1	80.9	83.5	87.3	79.0	76.9	81.5	68.2
DECEMBER	2784	44.1	78.9	81.2	86.8	77.7	76.6	80.2	67.4
JANUARY	2718	42.9	80.4	79.6	85.2	74.9	73.7	76.2	65.8
FEBRUARY	2714	41.3	78.6	84.8	85.4	74.7	73.4	79.4	65.7
MARCH	2672	38.8	78.9	82.2	85.9	74.7	73.4	78.9	64.7
APRIL	2707	36.7	80.4	84.8	87.8	78.3	76.3	81.3	65.5
MAY	2527	33.6	77.0	77.7	83.8	72.6	72.2	75.0	61.2
TOTAL	2696								65.3

1987-88 (5 cent price increase)

SEPTEMBER	2737	37.5	76.8	76.7	79.3	74.6	70.6	81.4	64.1
OCTOBER	2810	40.1	76.3	79.2	80.2	75.6	72.3	84.3	65.9
NOVEMBER	2830	41.1	75.7	80.7	79.6	75.4	74.8	84.5	66.3
DECEMBER	2776	39.4	73.9	77.3	78.9	74.7	75.2	84.1	65.1
JANUARY	2806	40.5	74.4	79.5	80.7	74.6	74.2	84.3	65.8
FEBRUARY	2781	40.3	73.6	79.5	81.1	74.1	72.3	82.6	65.2
MARCH	2761	36.8	73.9	80.4	82.4	74.2	75.2	83.8	64.7
APRIL	2753	33.7	75.4	77.3	85.2	76.8	77.7	83.8	64.5
MAY	2567	31.2	70.6	74.9	79.3	70.6	72.9	77.6	60.2
TOTAL	2753								64.5

1988-89

SEPTEMBER	2839	32.4	72.5	73.2	81.1	78.5	77.2	84.6	63.9
OCTOBER	3008	37.9	74.6	79.8	81.1	80.7	80.6	87.9	67.7
NOVEMBER	2992	39.3	74.6	80.4	78.5	77.2	80.2	86.4	67.3
DECEMBER	2981	38.5	72.0	80.9	78.3	80.5	78.7	86.7	67.1
JANUARY	2926	37.5	71.6	78.5	78.9	78.5	80.6	83.0	65.8
FEBRUARY	2952	38.8	71.7	80.4	77.3	76.1	80.6	86.2	66.4
MARCH	2969	37.5	72.0	81.5	78.3	76.4	82.9	88.1	66.8
APRIL	2922	33.9	72.5	81.5	78.3	77.2	82.1	87.4	65.7
MAY	2827	30.4	71.6	77.4	78.5	78.5	82.9	82.9	63.6
TOTAL	2935								66.0

ANALYSIS OF PARTICIPATION

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	VOY	TOTAL
<hr/>										
1989-90										
<hr/>										
SEPTEMBER	2984	32.9	70.9	80.6	81.1	79.9	78.2	88.3		66.2
OCTOBER	3065	35.3	71.4	84.5	80.4	83.1	80.0	88.9		68.0
NOVEMBER	3104	37.7	75.2	84.0	78.5	81.1	79.7	89.8		68.9
DECEMBER	3068	39.3	72.4	81.6	77.4	80.5	80.3	86.9		68.1
JANUARY	3061	38.7	71.8	80.9	81.3	79.4	77.3	88.3		67.9
FEBRUARY	3053	37.5	72.2	81.6	80.1	77.9	77.9	90.2		67.8
MARCH	3008	35.4	72.1	80.5	80.6	77.6	76.9	88.9		66.8
APRIL	2993	33.8	71.7	80.3	79.7	77.9	78.8	89.9		66.4
MAY	2765	29.8	69.5	68.9	78.3	74.3	70.6	83.2		61.4
TOTAL	3005									66.7
<hr/>										
1990-91 (First full year of Bon Appetit)										
<hr/>										
SEPTEMBER	3133	34.0	69.6	79.3	78.9	78.4	75.6	85.3	78.7	65.8
OCTOBER	3224	39.5	70.8	76.5	78.1	80.0	75.3	88.7	81.6	67.7
NOVEMBER	3236	39.6	69.7	80.3	80.6	79.6	73.1	87.4	81.6	67.9
DECEMBER	3223	40.4	68.4	76.7	80.4	80.9	72.5	88.3	81.6	67.7
JANUARY	3202	41.8	67.2	75.9	79.2	79.3	72.8	88.7	74.9	67.2
FEBRUARY	3148	39.9	69.9	74.6	80.4	77.7	71.9	85.5	77.3	66.4
MARCH	3163	39.2	69.9	74.6	80.4	77.7	71.9	85.5	77.3	66.4
APRIL	3128	35.7	70.1	75.4	81.5	77.9	69.8	85.3	80.2	65.7
MAY	2999	33.9	69.3	64.9	80.4	76.3	67.9	83.2	77.8	62.9
TOTAL	3157									66.3
<hr/>										
1991-92										
<hr/>										
SEPTEMBER	3211	34.3	71.9	73.3	83.0	78.4	68.9	82.6	79.7	64.9
OCTOBER	3289	37.0	72.2	73.1	85.0	81.5	71.1	84.7	77.5	66.5
NOVEMBER	3307	40.1	69.5	74.0	82.6	81.2	70.5	86.2	77.0	66.8
DECEMBER	3310	41.7	68.8	71.0	82.8	80.6	71.8	87.3	77.0	66.9
JANUARY	3300	40.9	69.4	71.0	80.7	82.0	72.1	84.7	77.9	66.7
FEBRUARY	3263	40.2	67.1	69.7	81.1	81.7	71.5	84.9	82.4	65.9
MARCH	3219	37.7	67.9	71.5	81.3	79.8	70.5	83.6	78.4	65.1
APRIL	3240	38.4	66.4	68.9	83.5	81.8	72.5	86.2	78.4	65.5
MAY	2899	34.5	62.9	48.9	82.4	75.7	68.9	75.9	69.4	58.6
TOTAL	3226									65.2

October 27, 1992

Mr. Jim Cummings, Chair
School Board
Independent School District No. 152
Townsite Centre
810 Fourth Avenue South
Moorhead, Minnesota 56560

RE: Angelique Ford, et al. Grievance

Dear Mr. Cummings:

On October 14, 1992, a Committee of the School Board heard the grievance of Angelique Ford, et al., pursuant to the grievance procedure. Present at the meeting were Mr. Darrell Tomlinson and Mr. Wayne Ingersoll on behalf of the grievant and Mr. Bruce R. Anderson and Ms. Brenda Franklin on behalf of the School District.

As a result, the Committee hereby recommends that the grievance be denied based upon the following findings:

1. The grievance was not timely because it was filed more than thirty (30) days after the original event giving rise to the grievance occurred, and
2. There was no violation of the collective bargaining agreement.

Respectfully submitted,

Member of the School Board Committee

Member of the School Board Committee

MG/BC:cbp

MEMORANDUM

P 93.009

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: October 23, 1992

The following is the Total Package (Wages and Benefits) for the Principals Association for 1992-93 and 1993-94. The 1991-92 baseline is included for comparison.

<u>TOTAL PACKAGE 1991-92</u>	<u>TOTAL PACKAGE 1992-93</u>	<u>TOTAL PACKAGE 1993-94</u>
\$ 821,163.37	\$ 853,189.61	\$ 878,745.69
	TOTAL PACKAGE PERCENT INCREASE 3.9%	3.0%

SUGGESTED RESOLUTION:

Move to approve the 1992-94 Master Contract with the Moorhead Principals Association as presented.

MOORHEAD PRINCIPALS' ASSOCIATION

BOARD OF EDUCATION

Independent School District No. 152
Moorhead, MN

PRINCIPALS ASSOCIATION NEGOTIATIONS TEAM

Richard Jones, Chair
Mary Jo Schmid
Kevin Kopperud
Jerry Harter

SCHOOL BOARD

Mark Gustafson, Negotiations Committee
Bill Cox, Negotiations Committee
Dr. Bruce Anderson, Superintendent
Brenda Franklin, Director Employee Resources

August 1992 - July 1994

ARTICLE I

DEFINITION OF TERMS

~~Section 1. Principal - All employees who must be licensed as a principal or assistant principal to perform the duties to which they are assigned.~~

Section 1. Principal - The term "principal" shall mean all persons in the appropriate unit employed by the school board in a position for which the person must be licensed by the State of Minnesota as a principal who devote more than 50% of their time to such administrative and supervisory duties, excluding the following: superintendent, assistant superintendent, confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees' bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, and all other employees.

Section 5. PELRA - The Public Employee Labor Relations Act of 1971, as amended.

ARTICLE IV

SCOPE

Section 1. Statement - The Association shall be the authorized representative of said employees with respect to rates of pay, wages, hours and other conditions of employment, ~~and shall have the rights granted to it by the applicable laws of the State of Minnesota.~~ It is agreed that the Board will not bargain individually or collectively in regard to any matter affecting conditions of employment of said employees, or affecting the role of the association as the exclusive bargaining representative, with any organization or person except as required by law. This agreement represents the full and complete agreement between the parties and supersedes all previous agreements between the parties. With respect to matters not covered by this agreement which are a proper subject for negotiations, it shall be presumed that said matters are intentionally omitted from this agreement.

Other matters are not subject to further negotiation during the term of this agreement, and the parties specifically waive the right to negotiate with respect thereto during the term of this agreement, even though such subject matter may not have been in the knowledge of contemplation of the parties at the time this agreement was reached.

ARTICLE V

BOARD RIGHTS

Section 1. Statement - It is understood and agreed that the Board, on its behalf and on behalf of the citizens whom it represents, hereby possesses, retains and reserves unto itself the right to manage, direct and control all school district functions in all particulars except as limited by the terms of this Agreement. ~~or by applicable federal and state law/regulations.~~

ARTICLE VI

Section 4. Appointment To All Principal/Assistant Principal Positions

- 4.1 Vacancies for all principal/assistant principal positions will be publicized by posting such notices in each school and the central office.
- 4.2 No vacancy will be filled, except on a temporary basis, until such vacancy has been publicized for at least ten (10) days. ~~When a vacancy is filled on a temporary basis, the person selected shall be required to apply and follow the same procedures as other applicants for regular appointment.~~

ARTICLE VII

WORK YEAR ASSIGNMENT

Section 1. Work Year - All employees will have a standard work assignment of 260 days. ~~eight hours per day.~~

ARTICLE IX

INSURANCE

Section 1. Medical Insurance

- Subd. 1 The Board agrees to make available family health insurance for members of the Principal's Association until retirement.
- Subd. 2 The Board shall contribute the amount for single coverage.
~~as noted in Appendix "B".~~

Section 3. Dental

Subd. 1 The Board agrees to make available family group dental insurance for each member of the Principals Association.

Subd. 2 The Board shall contribute the amount for single dental coverage.

Subd. 3 ~~The Principal's may select an annual option for family insurance based on the billed rate for the given year. See Appendix B for the Board Contribution Rates.~~

ARTICLE X

LEAVES OF ABSENCE

Section 3. Sabbatical Leave -

Subd. 1 Purpose - The purpose is to study, travel, research or other teaching or employment involving probable advantage to the school district.

Subd. 2 Provisions for Leave - Members may apply for a leave. ~~after five years of continuous employment as a building administrator in the Moorhead district.~~ A request must be submitted 120 calendar days prior to the proposed leave. No more than one member may be granted a sabbatical leave at any one time. Each applicant shall complete the sabbatical leave form and send to the ~~Personnel Office.~~ Employee Resource Office. Upon receipt of the recommendation of the superintendent, the School Board shall grant or deny the leave request.

ARTICLE XI

TRAVEL

Section 2. Convention Reimbursement - ~~Each year the superintendent will prepare a line item in the budget for professional development of the membership.~~ Each member of the Association will be able to attend a state conference every year and a national conference every other year subject to superintendent review. The principal will be reimbursed for all pre-approved expenses.

ARTICLE XIV

SEVERANCE PAY

Section 2. Formula - Proration - A principal and assistant principals shall be eligible for severance pay based on the best highest annual salary of the last five years.

Age 55 through 57 75%
58 through 60 60%
61 50%
62 40%
63 30%
64 20%
65 through 69 0%

Section 3. Payments - Severance pay...shall be paid by the school district in: ~~(1) Five equal annual installments determined by principal/assistant principal,~~
(1) Equal annual installments or
(2) one lump sum payment as determined by the District.

ARTICLE XVI

MEET AND CONFER

Section 1. Statement - In accordance with ~~the Public Employees Labor Relations Act of 1971 as amended, and particularly Minnesota Statutes 179.73, subdivision 2, PELRA~~ the Moorhead Principals' Association shall designate a representative and certify his/her name to the Superintendent who shall serve as a representative to meet and confer with the Board. The time, place and numbers of meetings will be scheduled as deemed necessary.

ARTICLE XVII

GRIEVANCE PROCEDURE AND ARBITRATION

Section 6. Procedure

Step 1 The grievance should be prepared, dated and signed by the aggrieved, and sent by certified mail to the person holding the position of next highest authority and shall include the complete nature and date of the violation.
, and cite the particular provision(s) of the Master Agreement claimed to be violated.

~~Step 3 The pattern sequence and time limitation shall apply to all position levels of authority until it reaches the superintendent's office.~~

- Step 4 Upon acknowledged receipt of copies of all
3 correspondence and the original grievance by
the superintendent, she/he will then have ten
(10) days to set forth and hold a hearing and
notify, in his/her opinion, interested parties
so that they may attend. The superintendent
will then have ten (10) days to register
his/her written response to the aggrieved.
- Step 5 If the grievance is not resolved in Step 4, 3
4 ~~then the Superintendent must refer the~~
~~grievance to the board who will meet with the~~
~~aggrieved at a regular or special meeting, but~~
~~in no case shall this period of time extend~~
~~beyond thirty (30) days. the aggrieved may appeal~~
~~to the Board within eight (8) days. Notice~~
~~of appeal shall be filed with the Superintendent.~~
The Board may meet with the aggrieved at a
regular or special meeting, but in no case shall
this period of time extend beyond thirty (30)
days. Unlimited number of meetings may be held on
the grievance, but when either party requests a
formal answer, it shall be given in writing within
ten (10) days of a request made at a regular or
special meeting.
At the option of the Board, a committee or
representative(s) of the Board may be designated
by the Board to hear the appeal at this level,
and report its findings and recommendations to the
School Board. The Board shall then render its
decision.
- Step 6 If the aggrieved is not satisfied with the
5 disposition of the grievance by the Board, or
if no disposition has been made within the
period above provided, ~~the grievance may be~~
~~submitted to mediation. the aggrieved may~~
appeal to mediation by filing notice of this
intention with the Superintendent within eight
(8) days of the School Board's decision.
- Step 7 If mediation fails to resolve the grievance
6 of if the aggrieved does not desire mediation
of the grievance, the grievance may be submitted
appealed to arbitration before an impartial
arbitrator by the aggrieved through filing with
the Superintendent notice of this intention
within eight (8) days of the School Board's
decision or of the final unsuccessful mediation
meeting. Minnesota statutes pertaining to
mediation and arbitration will establish the
procedure in these matters, except the
arbitrator shall be selected from a list of
five (5) furnished by the Bureau of Mediation.
Unless both parties can agree upon an
arbitrator, she/he shall be selected by
striking four names alternately with the first
strike to be determined by the flip of a coin.
Failure of persons meeting time schedules
listed above shall be considered a denial and

permit the aggrieved to proceed onto the next step. If both parties agree in writing that the time may be extended this section is waived to the extend provided by the agreement.

- Section 7. Expenses - All matters required by law or mutually agreed upon which incur expense shall be borne equally by the Board and the Association. Expenses for all other matters shall be borne by the party making the request.

ARTICLE XIX

MISCELLANEOUS

- Section 1. Physical Exam (Biennial) - The Board will pay up to \$150 for a physical examination on a biennial basis for each principal and assistant principal.

- Section 2. ~~Other Fringe Benefits - Except for fringe benefits cited in this master agreement, all other fringe benefits provided for the school districts' exclusive representative for the teacher's association shall be extended to and apply to the principals' association.~~

MEMO #: B93139.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: OCTOBER 15, 1992

SUBJECT: PURCHASE OF HOMES ON 9TH AVE. NO.

Mr. Dan Wilson has signed agreements for the following property:

<u>Owners</u>	<u>Addresses</u>	<u>Price</u>	<u>Relocation</u>
Donna Thiegles	812 11th St. No.	\$49,000.00	\$6,900.00
Mark & Patricia Schrom	821 13th ST. No.	\$50,000.00	\$3,900.00

Other expenses may include moving, closing costs, and transfer costs.

SUGGESTED RESOLUTION

Approve the agreements for purchase.

OCT 19 1992

MEMO #: B93.152

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: OCTOBER 15, 1992

SUBJECT: LEASE AGREEMENTS FOR PURCHASED HOMES

The purchase agreements state:

10) POSSESSION: Possession of the premises shall be delivered to the seller no later than the date of closing, provided, however, that buyers will be allowed to remain in the properties, rent free, no later than the 30th day of April, 1993. Seller and buyer shall enter into a lease for the premises, the term of which shall run from the date of closing until April 30, 1993. The lease shall call for seller to live in the premises rent free and the seller's only responsibility shall be the payment of utilities and the reasonable maintenance of the property during the lease.

One agreement states:

10) POSSESSION: Possession of the premises shall be delivered to the buyer no later than the date of closing, provided, however, that seller will be allowed to remain in the property rent free, no later than the 30th day of April, 1993 or until the replacement housing payment is agreed upon by buyer and seller. The seller shall assume responsibility for any maintenance repair costs incurred to a maximum of \$75.00 during the time of leasing the property rent free.

Attached is a suggested lease for Carla Nelson.

SUGGESTED RESOLUTION

Approve the lease