



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

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5-149-B05  
MIN  
11-16-92

RETREAT MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD AREA CHAMBER OF COMMERCE  
NOVEMBER 16, 1992  
PAGE 1

MEMBERS PRESENT: Bill Cox, Jim Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce Anderson.

MEMBERS ABSENT: Curt Borgen

CALL TO ORDER: The meeting was called to order at 5:15 p.m.

Jerry Dahl and Steve Dahl, Strategic Team Makers, reviewed personality assessments with the Board and Superintendent.

Board to Board, Board to Superintendent expectations and ethics were discussed.

The Long Range Plan priorities were reviewed.

ADJOURNMENT: Hunt moved, seconded by Cox, to adjourn at 9:15 p.m. Motion carried 6-0.

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Bill Cox, Clerk

S-149-B05  
MIN  
11-24-92

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 24, 1992  
PAGE 1

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

MEMBERS ABSENT: None

Chairperson Cummings welcomed the Political Science students from Concordia College to the meeting.

CALL TO ORDER: Chairperson Cummings called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Anderson previewed the agenda noting corrections to the Calendar of Events and deleting item #6 pertaining to Heartland Medical Center.

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

MATTERS PRESENTED BY Citizens/OTHER COMMUNICATIONS

Ken Lucier, 1222 North 19th Street, expressed concerns regarding the district's Discipline Policy. Concerns centered on the "Weapons" section of the policy where weapons are designated in two groups. Mr. Lucier requested the district review the category where look-alike guns is classified.

Lucier also accused the district of violating the Pupil Fair Dismissal Act of 1974 by not serving a copy of this Act to the student before suspension.

Administration will refer the policy to the district Policy Review Committee for review and report back to Mr. Lucier the committee's recommendation.

"WE ARE PROUD"

Junior Tammy Barstad was presented a certificate for being selected to serve a one-year term on the National Youth Leadership Council's Youth Board.

Karin Schumacher, high school teacher, was presented a certificate for being featured in Coaching Volleyball magazine.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 24, 1992  
PAGE 2

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

Long Range Planning - Ladwig reported the committee reviewed the 5-year planning process and set timelines, and broke into small groups for prioritizing issues for the upcoming year.

PER - Ladwig reported the committee viewed a MDE Outcome Based Education (OBE) video where Moorhead teachers and students were featured, discussed scheduling, parent/teacher conferences and the North Central Association visit to review Science, Health and Physical Education curriculum in December.

EMINENT DOMAIN ACTIONS: Hunt moved, seconded by Gustafson, to approve the eminent domain proceedings on three (3) properties, 814 North 11th Street, 812 North 12th Street, and 817 North 13th Street. Motion carried 7-0.

1993-94 ANNUAL OPERATIONAL PLAN: Administration reviewed the revenue and expenditure fund balance projections for the Food Service, Building Construction, Debt Redemption, and General funds.

Administration reviewed two options regarding the General fund. The first was to maintain status quo with regard to spending which would project a fund balance of \$1,167,578 for the 1993-94 school year. The second scenario was to reduce spending by \$250,000 beginning with the 1992-93 budgets which would place the projected fund balance at \$1,667,578.

The consensus of the Board is to maintain a minimum \$2 million dollar General fund balance.

The Food Service fund is looking at a possible price change in the 1994-95 school year.

HEARTLAND MEDICAL CENTER CONTRACT: This item was removed due to the request by Heartland Medical Center's.

PARAPROFESSIONAL POSITION: Hunt moved, seconded by Ladwig, to approve the new paraprofessional position at Riverside School for a severe mentally handicapped classroom at six and one-half (6 1/2) hours per day. Motion carried 7-0.

ADJOURNMENT: Hunt moved, seconded by Cox, to adjourn the meeting at 9:55 p.m. Motion carried 7-0.

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Bill Cox, Clerk

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

NOVEMBER 24, 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"

\*\*\* Tammy Barstad, junior at Moorhead High, has been selected to serve a one-year term on the National Youth Leadership Council's Youth Board.

Seventeen students from across the country were selected and will assist in planning and implementation of training and conferences. This is a sponsored program of Moorhead Community Education.

\*\*\* Karin Schumacher, Senior High teacher, was featured in Coaching Volleyball magazine. The article stated Schumacher "has set a tremendous standard of excellence."

S-149-B05  
HIN  
11-24-92

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 Position Elimination - Page 5

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

(1) Approval of Resignations - Page 6

(2) Approval of Leave of Absence - Page 7

D. ADMINISTRATIVE MATTERS - Anderson

Suggested Resolution: Move to approve the consent agenda as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

Long Range Planning - Ladwig (11/17)

PER - Ladwig (11/19)

4. EMINENT DOMAIN ACTIONS - Lacher  
Pages 8-9

Suggested Resolution: Move to approve the eminent domain proceedings on three (3) properties located on Eighth Avenue North.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

5. 1993-94 ANNUAL OPERATIONAL PLAN - Anderson  
Pages 10-16

Overview of the revenue and expenditure fund balance projections for the following funds: Food Service, Building Construction, Debt Redemption, and General.

6. HEARTLAND MEDICAL CENTER CONTRACT - Jernberg  
Pages 17-23

Suggested Resolution: Move to approve the Transitional Service Agreement with Heartland Medical Center for the period of December 1, 1992 to June 4, 1993.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. PARAPROFESSIONAL POSITION - Jernberg  
Pages 24-28

Suggested Resolution: Move to approve the paraprofessional position at Riverside School for a severe mentally handicapped classroom at six and one-half hours per day.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD
9. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152  
November 24, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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. 24	7:00 p.m.	Townsite
Teacher Comp. Day (No Classes K-12)	Wed., Nov. 25		
Thanksgiving Break	Thurs., Nov. 26 - Fri., Nov. 27		
Human Rights Committee	Wed., Dec. 2	7:00 a.m.	Townsite
Joint Powers	Thurs., Dec. 3	7:00 a.m.	Courthouse
Activities Council	Tues., Dec. 8	7:00 a.m.	Townsite
School Board Mtg.	Tues., Dec. 8	7:00 p.m.	Townsite
Retirement Tea - Gert Solum	Thurs., Dec. 10	3:30 p.m.	Washington School
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Supt. Advisory Council	Thurs., Dec. 17	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite
School Board Mtg.	Tues., Dec. 22	7:00 p.m.	Townsite
Teacher Comp. Day (K-6 no classes)	Wed., Dec. 23		
Winter Vacation	Thurs., Dec. 24 - Sun., Jan. 3		District- wide
Classes Resume	Mon., Jan. 4		District- wide

MEMO #: I-93-083

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Elimination of Early Childhood Special  
Education Paraprofessional Position

DATE: November 18, 1992

It was determined at a child study meeting that we could eliminate a seven hour per day paraprofessional position for early childhood special education. This elimination would be effective on November 18, 1992. There would be a reduction of \$7,447.44 in salary and \$1,043.90 in fringe benefits.

Suggested Resolution: Move to approve the elimination of a paraprofessional position for early childhood special education.

RMJ/mdm

MEMORANDUM

P 93.014

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: November 17, 1992  
SUBJECT: Resignations of District Employees

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

Janice Kreps - AOM Paraprofessional Robert Asp effective November 13, 1992.

Susan Anderson - EBD Paraprofessional Senior High effective November 9, 1992.

Suggested Resoltuion: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 93.015

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: November 17, 1992  
SUBJECT: Family leave for district employee

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

Debra Larson - Third grade teacher Thomas Edison to begin on or about March 5, 1992 for the remainder of the 1992-93 school year.

Suggested Resolution: Move to approve the family leave as presented.

BMF:sdh

NOV 04 1992

*Not for  
Nov Agenda*

MEMO #: B93.163

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *Robert Lacher*

DATE: NOVEMBER 3, 1992

SUBJECT: EMINENT DOMAIN ACTION

We have not been able to reach an agreement on the following properties:

814 No. 11th St.  
812 No. 12th St.  
817 No. 13th St.

We have sales agreements on six of the nine properties and have closed on four of them.

We have re-located one of the three tenants.

In order to proceed with the project we recommend that we begin eminent domain proceedings. Mr. Hannaher has attached a letter outlining the steps and costs.

SUGGESTED RESOLUTION

Approve eminent domain proceedings on the three properties noted above.

Attachments: Letter from Mr. Hannaher - 10/21/92  
List of properties and actions to date

October 21, 1992

Mr. Robert Lacher  
Assistant Superintendent - Business  
Moorhead Public Schools  
Moorhead, MN 56560

Dear Mr. Lacher:

You have requested a letter from our office outlining the procedures and costs regarding eminent domain proceedings. This specifically relates to three homes in north Moorhead which the School District needs in connection with the expansion of the Asp-Washington-Voyager Schools.

An eminent domain proceeding is commenced by filing a petition with District Court. The Court, after determining that the School District does, in fact, need the property for a legitimate school propose, would appoint three independent commissioners to value the property. Those commissioners have 90 days to file a report with the District Court as to what the value of the property is. Either the owner of the property or the School District has the right to appeal from that award if they don't think the value is correct.

Possession of the property can be taken by the School District prior to final determination of the award by giving 90 days' notice to the property owner. This would require paying in to the court our appraised value of the property prior to the commissioners entering their award. Even though 90 days' notice would mean we could start the proceeding in January, I would prefer to have the School District authorize the proceedings at this time to avoid any unexpected delays.

Our fees for commencing these eminent domain proceedings would be \$100 per hour. If this matter did go to a jury trial with each home owner, we would handle each case separately and charge up to \$3,300.00 for legal fees for preparing the case and trying it before the jury. The fees charged would be less than this, of course, if the matter was settled prior to a jury trial. While it would be unlikely that either party would appeal to the Court of Appeals, any fees for such appeals to the Minnesota Court of Appeals would be in addition to the trial fees.

MEMO #: S-93-085

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BR*  
RE: 1993-94 Annual Operational Plan  
DATE: November 20, 1992

It is the anticipation of the administration that the Board review and discuss any questions you might have in relationship to the funds under discussion this evening.

It is important that we move toward closure on the projected 1993-94 general fund project balance on which the Board reaches consensus. Once a fund balance target is identified, recommendations can be prepared for presentation to the Board for the December 1st meeting.

BRA:cbp

**1993-94 ANNUAL OPERATIONAL PLAN**  
**REVENUE ASSUMPTIONS**

- 1. PUPIL POPULATION ESTIMATES**
- 2. GENERAL EDUCATIONAL ALLOWANCES**
- 3. COMPENSATORY REVENUE**
- 4. GENERAL FUND REVENUE FROM TAX LEVIES**
- 5. STATE AIDS**
- 6. INTEREST INCOME**
- 7. FEDERAL SOURCES**
- 8. STUDENT FEES**
- 9. NO LOSS DUE TO EXCESS OPERATING FUNDS**
- 10. RENTAL REVENUE**

I. GENERAL FUND  
1992.94

REVENUES:

PAGE

I-1

YEAR	ENROLLMENT	INC.	PUPIL UNIT	INC.
91.92	5661		6180	
92.93	5945	284	6430	250
93.94	6104	159	6655	225

I-1 GENERAL EDUCATION ALLOWANCE:

YEAR	PER PUPIL UNIT	INC.
91.92	\$3050	0
92.93	\$3050	0
93.94	\$3050	0

I-23 TOTAL REVENUES

YEAR	REVENUES	\$ INC.	% INC.
91.92	\$25,231,086		
92.93	\$26,757,035	\$1,525,949	6.05%
93.94	\$27,026,057	\$ 269,022	1.01%
94.95	\$27,632,465	\$ 606,408	2.24%
95.96	\$29,068,917	\$1,436,452	5.20%
96.97	\$30,326,754	\$1,257,838	4.33%

B93.173

**1993-94 ANNUAL OPERATIONAL PLAN**  
**EXPENDITURE ASSUMPTIONS**

**1. STAFFING**

- K-4 = 25:1    5-6 = 28:1    7-12 = 27:1
- OTHER STAFFING REMAIN AT 92-93 LEVELS

**2. WAGE & BENEFITS**

**3. SEVERANCE PAYMENTS**

**4. FEDERAL PROGRAM COSTS**

**5. NON-WAGE COSTS**

- INSTRUCTIONAL BUDGETS
- LIBRARY/AV
- ATHLETIC SUPPLIES
- SUPPLIES
- ENERGY
- OTHER COSTS

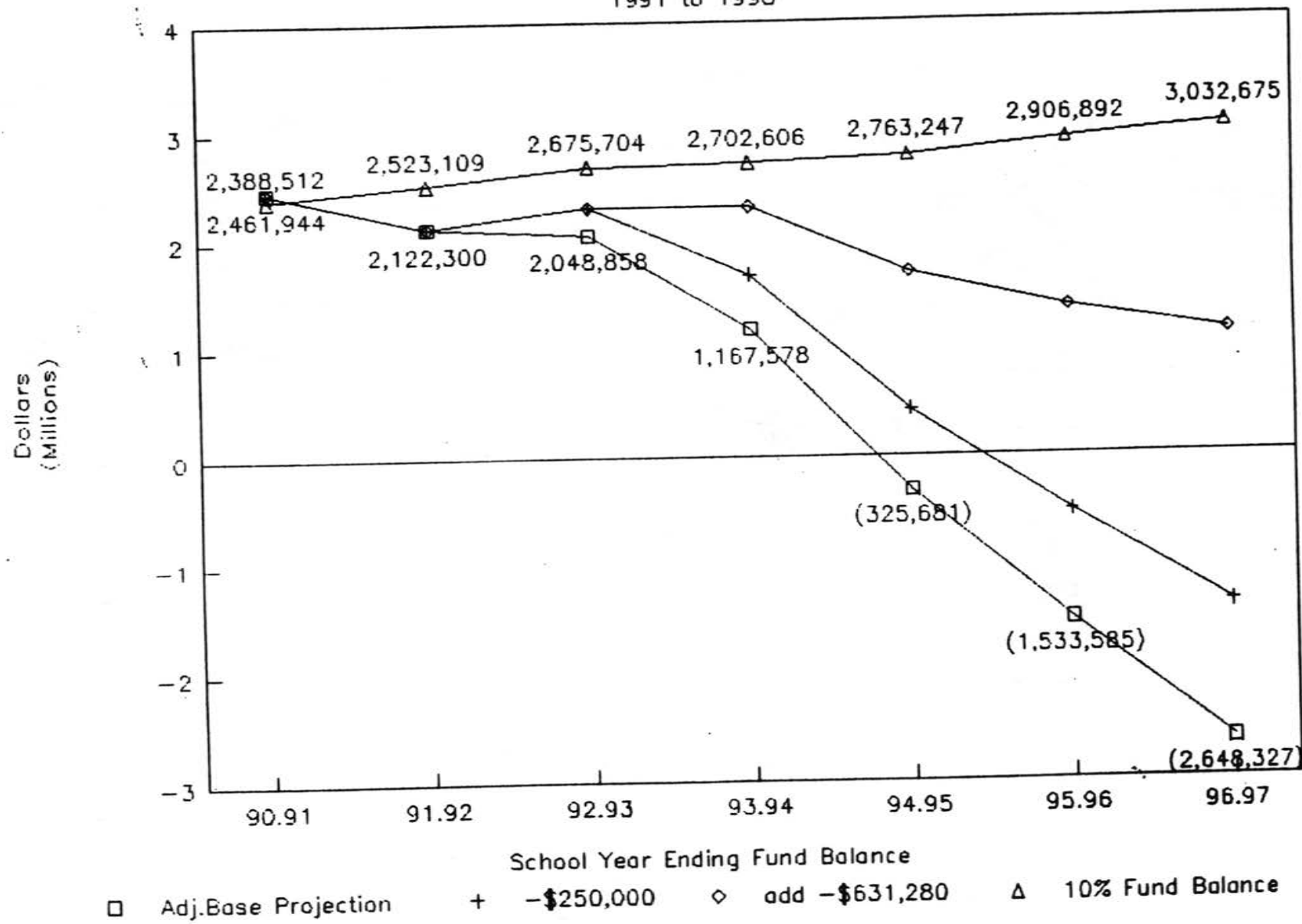
I. GENERAL FUND

**EXPENDITURES**

	EST. ACTUAL 1991.92	REVISED PRELIM. 1992.93	PROJECTED 1993.94	PROJECTED 1994.95	PROJECTED 1995.96	PROJECTED 1996.97
<b>GENERAL FUND</b>						
STAFFING		104.20%	103.00%	103.00%	103.00%	103.00%
SUPPLIES		100.00%	100.00%	102.00%	103.00%	103.00%
ENERGY ITEMS		100.00%	100.00%	102.00%	103.00%	103.00%
OTHERS		100.00%	100.00%	102.00%	103.00%	103.00%
FRINGE BENEFITS		104.65%	103.00%	103.00%	103.00%	103.00%
REVENUES			100.00%	102.00%	103.00%	103.00%
PUPIL UNITS		250.0	225.0	182.7	189.6	116.9
AFDC UNITS			88	21		
CATEGORY I - TEACHERS K-12			8.80	9.70	6.30	5.70
AVERAGE SALARY & FRINGE BENEFIT COSTS:			42,000	43,260	44,558	45,895
CATEGORY II - LICENSED SPECIALISTS						
CATEGORY IIA - NON-LICENSED SPECIALISTS						
CATEGORY IIB - ADMINISTRATIVE & OTHER SUPPORT						
CATEGORY IIC - EXTRA CURRICULAR PROGRAMS						
CATEGORY IID - HUMAN RESOURCES						
CATEGORY III - CURRICULUM & INSTRUCTION						
NEW STUDENT ALLOWANCE FOR SUPPLIES			14,378	13,699	10,707	5,814

# I General Fund

1991 to 1998



	EST. ACTUAL 1991.92	REVISED PRELIM. 1992.93	PROJECTED 1993.94	PROJECTED 1994.95	PROJECTED 1995.96	PROJECTED 1996.97
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## ADJUSTMENT:

REV. OVER EXP. (EXP. OVER REV.)	\$ (339,644)	(73,442)	(881,280)	(1,493,259)	(1,207,904)	(1,114,742)
BEGINNING FUND BALANCE*	2,461,944	2,122,300	2,048,858	1,167,578	(325,681)	(1,533,585)
ENDING FUND BALANCE*	2,122,300	2,048,858	1,167,578	(325,681)	(1,533,585)	(2,648,327)

## IF WE REDUCE EXPENDITURES BY \$250,000 IN 1992.93:

REV. OVER EXP. (EXP. OVER REV.)	\$ (339,644)	176,558	(631,280)	(1,243,259)	(957,890)	(864,742)
BEGINNING FUND BALANCE*	2,461,944	2,122,300	2,298,858	1,667,578	424,319	(533,585)
ENDING FUND BALANCE*	2,122,300	2,298,858	1,667,578	424,319	(533,585)	(1,398,327)

IMPROVEMENT IN ENDING FUND BALANCE		250,000	500,000	750,000	1,000,000	1,250,000
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## IF IN ADDITION TO THE ABOVE, WE DEVELOPED A BALANCED BUDGET FOR 1993.94: REDUCE EXPENDITURES OR INCREASE REVENUES BY \$631,280:

REV. OVER EXP. (EXP. OVER REV.)	\$ (339,644)	176,558	0	(611,979)	(326,624)	(233,462)
BEGINNING FUND BALANCE*	2,461,944	2,122,300	2,298,858	2,298,858	1,686,879	1,360,255
ENDING FUND BALANCE*	2,122,300	2,298,858	2,298,858	1,686,879	1,360,255	1,126,793

CUMULATIVE IMPROVEMENT IN ENDING FUND BALANCE		250,000	1,131,280	2,012,560	2,893,840	3,775,120
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PROJECTED FUND BALANCE: 10% OF GENERAL FUND REVENUES	\$2,523,109	2,675,704	2,702,606	2,763,247	2,906,892	3,032,675
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OP93.64

MEMO #: I-93-085

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg

SUBJECT: Amended Contract with Heartland Medical Center

DATE: November 18, 1992

Attached are the following:

1. A one-page Transitional Service Agreement with Heartland Medical Center for the term of December 1, 1992 to June 4, 1993.
2. An Adolescent Education/Treatment Program Agreement with St. Ansgar Hospital currently transferred to Heartland Medical Center dated June 3, 1992, which is amended by the Transitional Service Agreement.
3. Appendix A - Estimated Costs for Educational Component.

Programs currently operated by Heartland Medical Center will be transferred to Fargo during December of 1992. Moorhead School District staff will continue to operate the program for the remaining 1992-93 school year. Moorhead's relationship with the program will be discontinued after June 4, 1993 and the program will be jointly operated by Fargo Schools and Heartland Medical Center after that date.

Suggested Resolution: Move to approve the Transitional Service Agreement with Heartland Medical Center for the period of December 1, 1992 to June 4, 1993.

RMJ/mdm  
Attachments

Moorhead Public Schools  
Moorhead Independent School District #152  
and  
Heartland Medical Center  
Transitional Service Agreement  
December 1, 1992 to June 4, 1992.

WHEREAS, the Heartland Medical Center has purchased St. Ansgar's and St. Johns Hospitals, and

WHEREAS, the Heartland Medical Center will be transferring the Odyssey Treatment Program, the Partial Care Program, and the Genesis Program from Moorhead to Fargo beginning December 1, 1992 and

WHEREAS, the Moorhead Public Schools currently employ three teachers, a paraprofessional, psychologist, a child study facilitator and an educational behavioral specialist for the purpose of providing education to children and adolescents enrolled in these three programs, and

WHEREAS, the Moorhead Public School District per existing contract is willing to continue to employ these personnel in these programs for the remainder of the 1992/93 school year, and

WHEREAS, the Fargo Public Schools are willing to collect tuition on behalf of the Moorhead Public Schools and the Heartland Medical Center

NOWHEREFORE, the Moorhead Public Schools and Heartland Medical Center agree to the following exceptions to the existing attached agreement:

A. Change or Termination of Agreement

1. The term of this agreement shall be for seven months beginning December 1, 1992 through June 4, 1993.
2. This agreement may be altered at any time in writing as agreed upon by both parties.

B. Mutual Obligation of the School District and the Hospital

1. The total compensation for services rendered by School District employees and for supplies/equipment purchased and utilized in the programs will be paid to the School District by the Hospital. The Hospital will make payment to the School District upon receipt of monthly statements.

\* Appendix A provides an estimate of costs from December 1992 through June 4, 1993.

Approved and executed this \_\_\_\_ date of \_\_\_\_\_, 1992.

Independent School District #152  
Moorhead, Minnesota 56560

Heartland Medical Center  
Fargo, North Dakota 58102

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

## ADOLESCENT EDUCATION/TREATMENT PROGRAM AGREEMENT

Independent School District #152 Moorhead, Minnesota (hereinafter referred to as the School District) and St. Ansgar Hospital, Moorhead, Minnesota (hereinafter referred to as the Hospital), hereby agree to the following terms and conditions for the primary purpose of providing optimum treatment and educational services to children and adolescent patients with emotional behavioral disorders and adolescent patients with chemical dependency concerns who are admitted to the hospital for treatment.

### A. Goals and Objectives

Both parties recognize that they share the mutual goals of optimum health care, education, and community service. Therefore, this agreement provides a means for improved communications between the parties and for better coordination of their efforts in accomplishing their mutual goals.

It is agreed by both parties that the responsibility for nursing treatment care and of related activities of those patients is retained by the Hospital's adolescent psychiatric treatment department and the chemical dependency department. It is also agreed by both parties that responsibility for education, and related assessment of patients is retained by the School District.

### B. Change or Termination of Agreement

1. The term of this agreement shall be for the period of twelve months (July 1, 1992 through June 30, 1993) and shall be subject to renewal from year to year thereafter.
2. This agreement may be altered at any time in writing as agreed upon by both parties and either party shall have the right to terminate the agreement without cause at the end of the 1992-93 school year (May 31, 1993) by giving the other party three months prior written notice of its intent to do so.

### C. Obligations of the School District

1. The School District will provide the Hospital with the services of teachers (full and part-time), the part-time services of an educational/behavioral specialist and a school psychologist licensed by the Board of Teaching in the State of Minnesota to provide liaison/teaching and assessment/consultation for school age patients in the children's and adolescent unit.

2. The School District will provide educational/assessment services on days the School District is in session.
3. The School District will compensate its employees for basic services rendered and provide fringe benefits including workman compensation.
4. The School District's educational/behavioral specialist will supervise the hospital-school liaison/teachers.
5. The School District agrees to hold harmless and indemnify the Hospital for any losses or action resulting from the education program component.
6. The School District agrees to provide educational/assessment services to patients/students in the children's and adolescent treatment unit and the chemical dependency unit regardless of school district residence.

D. Obligations of the Hospital

1. The Hospital shall allow a reasonable amount of hospital staff time for joint conferences and planning with the School District and for such other assistance as may be mutually agreed upon. Department heads or area supervisors within the Hospital may be asked to provide orientation assistance for School District staff, providing that such assistance does not detract from the normal activities of the day and providing that no patient, Hospital employee, or member of the medical staff is inconvenienced by such assistance.
2. The Hospital shall arrange locker or closet space for School District staff assigned there. It shall make available classroom assessment and staff space with a desk, chairs, table and telephone that is suitable for the above activities.
3. School District employees who are injured or become ill while providing educational and/or assessment responsibilities shall have the injury or illness reported to the School District and the Hospital's Coordinator of Adolescents Treatment Program in the same manner as for other employees. Expedient and emergency medical care will be provided by the Hospital. Costs of necessary treatment shall be the responsibility of the individual School District employee.

4. No employee of the School District participating in a program at the Hospital pursuant to this agreement shall be considered an employee, agent or representative of the Hospital for any purpose.
5. The Hospital shall have the right to exclude from its premises any person participating in any program hereunder who does not meet the standards established by the Hospital for health, safety and ethical behavior.
6. The Hospital agrees to hold harmless and indemnify the School District for any losses or action resulting from the Hospital treatment program component.

E. Mutual Obligation of the School District and the Hospital

1. The total compensation for services rendered by School District employees will be paid to the School District by the hospital. Payment not to exceed the actual cost of providing the services minus State Special Education Aids and tuition received from billing resident school districts. Payment for services will be made in October for the prior regular school year and in December for the prior summer session.
2. The agency-school liaison/teachers, the educational emotional/behavioral specialist and school psychologist will also be expected to apply for and receive Hospital privileges at the Hospital.
3. The agency-school liaison/teachers selected by the School District to provide these services will be acceptable to the Hospital psychiatrists and Hospital administration.
4. The agency-school liaison/teachers, the educational/behavioral specialist and school psychologist will be expected to be included and to participate in case reviews at the Hospital to discuss the patients being treated at the Hospital and to secure advice on counseling protocol and educational services that may be provided to better meet the needs of the Hospital.
5. Hours of service the School District provides will be flexible. Educational services will be provided at the Hospital on an agreed upon weekly schedule by the Hospital's medical staff and the School District's educational/behavioral specialist with on services available on School District non-school days.

St. Ansgar/District #152  
Contract  
Page 4

6. The program operated under this agreement must be so conducted as not to interfere with or compromise the primary responsibility of the Hospital to treat and care for its patients.
7. No employee of either the School District or the Hospital shall be discriminated against by virtue of sex, race, color, creed or national origin in programs operated under this agreement.
8. Appropriate representatives of the School District and the Hospital shall meet at least twice a year, in October and March, to review and evaluate the services provided adolescent students in the treatment program. Written documentation of these meetings shall be kept on file at the School District.

Approved and executed this 3 date of June, 1992.

Independent School District #152  
Moorhead, Minnesota 56560

By: [Signature]

Chair

Title

St. Ansgar Hospital  
Moorhead, Minnesota 56560

By: [Signature]

V. Pres.

Title

# Appendix A

## Estimated Costs for Educational Component

Staff	Rate Per Day	Dec 1-23 Days	Total	Jan Days	Total	Feb Days	Total	Mar Days	Total	Apr Days	Total	May Days	Total
Zander	192.67	6	1156.02	20	3853.40	19	3660.73	23	4431.41	20	3853.40	24	4624.08
Pemble	182.52	16	2920.32	20	3650.40	19	3467.88	23	4197.96	20	3650.40	24	4380.48
Butler	231.81	6	1390.86	20	4636.20	19	4404.39	23	5331.63	20	4636.20	24	5563.44
Bowden	73.98	16	1183.68	20	1479.60	19	1405.62	23	1701.54	20	1479.60	24	1775.52

	Rate Per Hour	Dec 1-23 Hours	Total	Jan Hours	Total	Feb Hours	Total	Mar Hours	Total	Apr Hours	Total	May Hours	Total
Ortega	30.47	10.5	319.94	14	426.58	14	426.58	17.5	533.23	14	426.58	17.5	533.23
Bekkerus**	30.33	5.4167	164.29	7	212.31	7	212.31	8.75	265.39	5.4167	164.29	8.75	265.39
Enderle	41.13	5.4167	222.79	7	287.91	7	287.91	8.75	359.89	5.4167	222.79	8.75	359.89
			<u>7357.89</u>		<u>14546.40</u>		<u>13865.42</u>		<u>16621.04</u>		<u>14433.26</u>		<u>17502.02</u>

SUBTOTAL 84526.03

\*Plus a charge back to the Hospital for equipment and materials (\$430) and for supplies of \$1783.  
These costs are based on two-thirds of the costs.

2213.00

\*\*Plus, for each assessment which is anticipated, take 3 hours per assessment at \$30.33/Hour.

DEC THRU MAY  
TOTAL

86739.03

In school year 1991-92, the per/student membership cost for administration and operations, as set by the Minnesota Department of Education, was \$7.41. Moorhead schools will bill Heartland that dollar amount monthly based on student membership. Upon receiving the 1992-93 rate from the Minnesota Department of Education, the billing will be adjusted in June 1993.

MEMO #: I-93-084

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Proposal for a Paraprofessional for Moderate to Severe Mentally Handicapped Classroom

DATE: November 18, 1992

Attached is a proposal for an additional paraprofessional position in a severe mentally handicapped classroom at Riverside School. Although there was a request this Fall, we did not employ that person as there was a student teacher in the classroom until this time. The position was suggested at seven hours per day, but the suggested resolution is at six and a half hours per day.

Suggested Resolution: Move to approve the paraprofessional position at Riverside School for a severe mentally handicapped classroom at six and a half hours per day.

RMJ/mdm  
Attachment

*Swedberg*

August, 1991

MOORHEAD PUBLIC SCHOOLS  
Moorhead Minnesota

1992-93 Budget  
(Year)

**PROPOSAL FORM**

NAME OF BUILDING: Riverside Elementary

TOPICS OF PROPOSAL: Paraprofessional for Moderate to Severe Mentally Handicapped  
Child Study Team Classroom

SUBMITTED BY: Camille Bloom and DATE: 11-4-92

SUBMITTED TO: Don Iverson DATE TO BE IMPLEMENTED:  
Al Swedberg  
Bob Jernberg

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: \_\_\_\_\_

PERSON RESPONSIBLE TO RECOMMEND  
TO SUPERINTENDENT: *Robert M Jernberg*

Recommendation (by person responsible): *Approve at 6 1/2 hrs per day*

Approve *X* Disapprove      Hold      Refer to Cabinet     

Date *11/16/92*

**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.**

I am requesting the addition of a full time staff paraprofessional to our MSMH classroom. This staff person would assist in the daily personal, social, and educational needs of students with multihandicaps both in the MSMH classroom and in the inclusive environments within Riverside Elementary.

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.)

Our classroom student number has increased with two additional students this fall. Our class ratio had previously been 5 students to 4 adults. Five students are non-verbal and 5 are non-ambulatory with health factors and one ambulatory student exhibits extreme challenging behaviors and requires one to one supervision. The needs of the other children range from direct care, supervision, and teaching to facilitation within small group and peer activities within the MSMH and inclusive classrooms. Consistency is a key to success in the learning environment; a constant staff member is opposed to a student teacher or part-time aide is, of course, the most desirable solution.

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

Should this request be denied, the negative implications could range from student down-time and decreased inclusive opportunities to exposure to safety and health concerns. These, in turn, could influence the maintenance and growth of student IEP goals. When several students need constant supervision for health and/or sensory needs, and other children need supervision for behavior and/or sensory needs, it is crucial that adequate staff be on hand to prevent and/or remedy challenging situations within the school environment.

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

This proposal was initially submitted on August 4, 1992. Because a special education student teacher was assigned to the classroom for fall quarter, the proposal was not submitted to the board. The tasks carried out by the student teacher have been essential to meeting the children's needs.

- \* hiring of noon aid from 11:25 - 1:00 to assist in the personal and feeding needs of students with multihandicaps
- \* increased environmental control within the MSMH site via screens and barriers to prevent endangerment to students whose primary positions include use of floor space
- \* maximize student teachers and practicum students from area colleges  
However, special education student teachers are not available for winter and spring quarter. Speech-pathology students are utilized for several hours per week but are not available for extended periods of times.

*would need to use all 3 alternatives. This is not possible at this time.*

## PROPOSAL FORM

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.

November 19, 1992 or sooner

10. Who has been involved in this decision?

Camille Bloom, MSMI Teacher  
Maggie Hanson, Speech-Language pathologist  
Don Iverson, Principal  
Paraprofessionals - Barb Skjefte, Ree Denis, Sherry Fingarson  
Wendy Paulson, Occupational Therapist

11. Other comments:

While one on one instruction is not always desired, the purpose of this proposal is to insure the best possible environment for meeting individual needs and for involving children in inclusive environments. An adequate staff ratio is essential to meet these goals.

S-149-805  
MIN  
12-1-92

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

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

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 7:03 p.m. Chairperson Cummings led everyone in attendance in the Pledge of Allegiance.

Preview of Agenda - Anderson previewed the agenda noting no changes.

Approval of Agenda - Borgen moved, seconded by Hunt, to approve the agenda as presented. Motion carried 7-0.

1991-92 FINANCIAL AUDIT: Dave Stende and Barb Aasen of Eide Helmeke reviewed the audit report. The district had a budget deficit of \$349,553 which resulted in an ending fund balance of \$2,103,797.

Hastad moved, seconded by Borgen, to approve the 1991-92 audit report as presented. Motion carried 7-0.

The meeting recessed for 10 minutes at 8:30 p.m.

1992-93 ANNUAL OPERATIONAL PLAN: Anderson reviewed the assumptions and forecasted balances of district funds. The 1992-93 budgets will be reduced by \$258,918. The 1993-94 budgets are projected to be reduced by \$429,120. These reductions will assist the district in maintaining at \$2 million fund balance as directed by the Board.

ADJOURNMENT: Hunt moved, seconded by Borgen, to adjourn the meeting at 9:32 p.m. Motion carried 7-0.

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Bill Cox, Clerk

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

Leave of Absence

Michelle Bonitto - EBD Teacher, Robert Asp, continue family leave to June 4, 1993.

ADMINISTRATIVE MATTERS

Approval of Minutes - Approved the minutes of November 10 and 24, 1992 as presented.

Approval of Claims - Approved the claims, subject to audit, in the amount of \$400,122.44.

General Fund:	\$191,771.29
Food Service:	23,281.59
Transportation:	110,071.04
Community Service:	7,285.42
Capital Expenditure:	59,826.90
Building Construction:	893.30
Townsite Centre:	<u>6,992.90</u>
TOTAL	\$400,122.44

Motion carried 5-0.

COMMITTEE/MEETING REPORTS

Policy Review - Hastad reported the committee discussed reorganization and developing a schedule to review/revise all district policies over a 4 year period.

Human Rights - Ladwig reported the committee discussed life management skills, coordination of a joint meeting with the City in January regarding human rights issues and performed individual slang analysis.

Activities Council - This meeting was cancelled.

Joint Powers - Ladwig reported the committee received an election update regarding the new equipment the County purchased and discussed joint purchases of precinct counters by the City, County and School District. An update of the Migrant Issues Project was given and Dilworth Mayor Paul Marquart was elected Chair of the Joint Powers Committee for 1993.

INDIVIDUAL LEARNER PLANS: Teachers Arlene Mickley and Sandy Kortan reviewed the learning plans which are used by for Kindergarten and Grade 2.

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

DECEMBER 1, 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)

**2. 1991-92 FINANCIAL AUDIT**

Dave Stende and Barb Aasen, Eide Helmeke representatives, will review the 1991-92 audit.

Suggested Resolution: Move to approve the 1991-92 audit report as presented by Eide Helemeke Inc.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

**3. 1992-93 ANNUAL OPERATIONAL PLAN**

Review and discussion of assumptions and forecasted balances of district funds.

**4. ADJOURNMENT**

S-M9-B05  
MIN  
12-1-92

INDEPENDENT SCHOOL DISTRICT #152  
December 1, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Human Rights Committee	Wed., Dec. 2	7:00 a.m.	Townsite
Joint Powers	Thurs., Dec. 3	7:00 a.m.	Courthouse
Activities Council	Tues., Dec. 8	7:00 a.m.	Townsite
School Board Mtg.	Tues., Dec. 8	7:00 p.m.	Townsite
Retirement Tea - Gert Solum	Thurs., Dec. 10	3:30 p.m.	Washington School
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Student/School Board Meeting	Tues., Dec. 16	11:30 a.m.	Senior High
Supt. Advisory Council	Thurs., Dec. 17	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite
Teacher Comp. Day (K-6 no classes)	Wed., Dec. 23		
Winter Vacation	Thurs., Dec. 24 - Sun., Jan. 3		District- wide
Classes Resume	Mon., Jan. 4		District- wide

S-49-805  
MIN  
12-8-92

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

**MEMBERS PRESENT;** Curt Borgen, James Cummings (8:35 p.m.), Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce R. Anderson.

**MEMBERS ABSENT:** Bill Cox

**CALL TO ORDER:** The meeting was called to order at 7:05 p.m. Vice-Chair Hunt led everyone in attendance with the Pledge of Allegiance.

**Preview of Agenda** - Anderson previewed the agenda noting no changes.

**Approval of Agenda** - Borgen moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 5-0.

**"WE ARE PROUD"**

\*\*\* Mary Trowbridge, teacher at Thomas Edison Elementary, has been selected by Governor Carlson to serve on the Minnesota Academic Excellence Foundation's Board of Directors. The MAEF is chartered by the legislature in partnership with the private sector to promote and recognize the importance of academic excellence in Minnesota's elementary and secondary students.

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

**PERSONNEL MATTERS**

**Employment**

Deborah Hooker - Principal's Secretary, Washington, A13 (0) \$7.62/hr, effective December 7, 1992  
Pam Togstad - MSMI Paraprofessional, Riverside, B21 (0) \$7.91/hr, 6.5hrs/day, effective December 1, 1992  
Robert Garcia - MSMI Paraprofessional, Senior High, B21 (0) \$7.91/hr, 6.5 hrs/day, effective November 13, 1992  
Tim Angstman - MIMI Paraprofessional, Washington, B21 (0) \$7.91/hr, 6.5 hrs/day, effective December 14, 1992

**Resignation**

Ruth Wilson - POHI Paraprofessional, Riverside, effective December 2, 1992

**Retirements**

H. Yvonne Johnson - Chapter I Teacher, Robert Asp, effective December 31, 1992  
Marcella Artz - LD Teacher, Robert Asp, effective December 31, 1992

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

HOME PURCHASE AGREEMENTS: Borgen moved, seconded by Gustafson, to approve the purchase agreements for the homes located at 812 12th Street North and 814 11th Street North, in the amounts of \$48,950 and \$38,350, respectively. Motion carried 6-0.

ADJOURNMENT: Ladwig moved, seconded by Hunt, to adjourn at 10:00 p.m. Motion carried 6-0.

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Bill Cox, Clerk

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

1993-94, 1994-95 CALENDAR COMMITTEE: Committee chair, Dick Jones reviewed the process used to develop the school calendar. Questions were asked regarding applying to the Commissioner of Education for a waiver to begin school before Labor Day, however, this cannot be done because of it being law. The legislature must make changes.

1992-93 SUMMER SCHOOL PROGRAM: Gustafson moved, seconded by Ladwig, to approve the summer school program as proposed. Motion carried 5-0.

5 YEAR EDUCATIONAL PLAN: Bob Jernberg presented an overview of the five-year education planning process. Included in the report was a sample Activity Plan, Results Report and the Annual Planning Timeline. This item will be presented at the first meeting in January for the Board to achieve consensus on the five-year School Board priorities.

Cummings joined the meeting at 8:35 p.m.

BOND REFERENDUM CONSTRUCTION DESIGN: Anderson reviewed the timelines set by Foss Associates for the construction projects. Bill Cowman of Foss Associates reviewed the project plans and responded to questions for the buildings involved.

Borgen moved, seconded by Hastad, to bid items 1 and 2 as alternates and consider items 3, 5 and 6 in the base bid for the junior high projects.

After discussion, Hastad withdrew the second.

Motion died due to lack of a second.

Cummings moved, seconded by Borgen, to have Alternates 1 and 2 bid separately and items 3, 5 and 6 bid as one alternate (three alternates total) for projects at Moorhead Junior High. Motion carried 4-2; Gustafson, Hastad dissenting.

Borgen moved, seconded by Cummings, to approve the base bid and Alternate 1 for the projects at Robert Asp. Motion carried 6-0.

Cummings moved, seconded by Hastad to approve the base bid and Alternates 1 and 2 (separately) for the projects at Probstfield. Motion carried 6-0.

Borgen moved, seconded by Ladwig, to approve the base bid for the projects at Moorhead Senior High. Motion carried 6-0.

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting  
Board Room - Townsite Centre  
810 Fourth Avenue South

DECEMBER 8, 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"

\*\*\* Mary Trowbridge, teacher at Thomas Edison Elementary, has been selected by Governor Carlson to serve on the Minnesota Academic Excellence Foundation's Board of Directors. The MAEF is chartered by the legislature in partnership with the private sector to promote and recognize the importance of academic excellence in Minnesota's elementary and secondary students.

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

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Employment - Page 5
- (2) Approval of Resignations - Page 6
- (3) Approval of Retirements - Page 7
- (4) Approval of Leaves - Page 8

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes for November 10 and 24, 1992  
Pages 9-13

Suggested Resolution:

Move to approve the Consent Agenda as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE REPORTS

Policy Review - Hastad (11/30)

Human Rights - Ladwig (12/2)

Activities Council - Gustafson (12/8)

4. INDIVIDUAL LEARNER PLANS - Jernberg  
Pages 14-22

Overview of kindergarten and grade 2 Individualized Learning Plans by Arlene Mickley-Edison and Sandy Kortan-Washington.

5. 1993-94 and 1994-95 CALENDAR COMMITTEE - Jones  
Pages 23-25

Dick Jones, chair of the committee, will review the process of developing the school calendar.

6. 1992-93 SUMMER SCHOOL PROGRAM - Jernberg  
Pages 26-34

Suggested Resolution: Move to approve the summer school program as proposed.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. 5 YEAR EDUCATIONAL PLAN - Jernberg  
Pages 35-45

Progress report on the Long Range Committee's activities leading to the development of the Five-Year Educational Plan.

8. BOND REFERENDUM CONSTRUCTION DESIGN - Anderson  
Pages 46-50

Suggested Resolution: Move to approve the design development drawings and alternate bids for Moorhead Junior High, Robert Asp, Probstfield, and Moorhead Senior High as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

9. HOME PURCHASE AGREEMENTS - Lacher  
Pages 51-52

Suggested Resolution: Move to approve the purchase agreements for the home located at 812 12th Street North as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

10. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152  
December 8, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Activities Council	Tues., Dec. 8	7:00 a.m.	Townsite
School Board Mtg.	Tues., Dec. 8	7:00 p.m.	Townsite
Retirement Tea - Gert Solum	Thurs., Dec. 10	3:30 p.m.	Washington School
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Student/School Board Meeting	Tues., Dec. 16	11:30 a.m.	Senior High
Supt. Advisory Council	Thurs., Dec. 17	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite
Teacher Comp. Day (K-6 no classes)	Wed., Dec. 23		
Winter Vacation	Thurs., Dec. 24 - Sun., Jan. 3		District- wide
Classes Resume	Mon., Jan. 4		District- wide
School Board	Tues., Jan. 12	7:00 p.m.	Townsite
MSBA Convention	Thurs., Jan. 13 - Fri., Jan. 15		St. Paul
Intergovt. Retreat (Chamber of Commerce)	Fri., Jan. 22 - Sat., Jan. 23		Detroit Lakes
Winter Community Ed. Classes Begin	Mon., Jan. 25		District- wide
School Board Mtg.	Tues., Jan. 26	7:00 p.m.	Townsite

MEMORANDUM P 93.016

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: December 2, 1992  
SUBJECT: New Employees

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

Deborah Hooker - Principal's Secretary Washington Elementary  
A13 (0) \$7.62 per hour effective December 7,  
1992 (replace Denise Johnson)

Pam Togstad - MSMI Paraprofessional Riverside Elementary  
B21 (0) \$7.91 per hour 6.5 hours daily  
effective December 1, 1992 (new)

Robert Garcia - MSMI Paraprofessional Senior High B21 (0) \$7.91  
per hour 6.5 hours daily effective November 13,  
1992 (replace Susan Anderson)

Tim Angstman - MMMI Paraprofessional Washington Elementary  
B21 (0) \$7.91 per hour 6.5 hrs daily effective  
December 14, 1992  
(replace Jennifer Autumnstar)

SUGGESTED RESOLUTION:

Move to approve the employment as presented.

BMF:sdh

MEMORANDUM

P 93.017

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: December 2, 1992  
SUBJECT: Resignation of District Employee

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

Ruth Wilson - POHI Paraprofessional Riverside Elementary  
effective December 2, 1992

Suggested Resoltuion: Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM      P 93.018

TO:            Dr. Bruce Anderson  
FROM:          Brenda Franklin  
DATE:          December 2, 1992  
SUBJECT:      Retirement of district employees

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

H. Yvonne Johnson - Chapter I Teacher at Robert Asp effective  
December 31, 1992

Marcella Artz -        LD Teacher Robert Asp effective December 31,  
1992

SUGGESTED RESOLUTION:

Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM

P 93.019

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: December 2, 1992  
SUBJECT: Extended family leave

The administration requests approval of the extended family leave for the following person:

Michelle Bonitto - EBD Teacher Robert Asp to continue her family leave to June 4, 1993. She will rejoin our staff for the 1993-94 school year.

SUGGESTED RESOLUTION:

Move to approve the extended family leave  
BMF:sh

**MEMO #:** I-93-097  
**TO:** Dr. Bruce R. Anderson  
**FROM:** Bob Jernberg  
**SUBJECT:** ILP/Reporting  
**DATE:** December 2, 1992

Attached are copies of kindergarten and grade 2 Individual Learning Plans along with copies of letters that were sent to parents regarding the ILP/reporting process. ILPs are being used in kindergarten through grade 3.

Arlene Mickley, kindergarten teacher, and Sandy Kortan, grade 2 teacher, will review with the Board the utilization of these plans and reactions from parents. The teachers will also briefly discuss how the Individual Learning Development Aid is utilized to further lower the student/teacher ratio and improve assessment and outcome achievement.

RMJ/mdm  
Attachments

## KINDERGARTEN PARENTS:

During Kindergarten Conferences, we use a basic form of evaluation, with the two major headings of Personal Development and Knowledge and Skills. Your child's performance in school is rated as satisfactory or not yet. A short explanation is given below to assist you in having a more meaningful conference.

### Personal Development

1. Shares and takes turns: shows how well a child adjusts to functions in a group situation.
2. Displays self-confidence: indicates how a child feels about himself, which has a direct effect on his performance, attitudes and success in school.
3. Assumes responsibility for materials and possessions: indicates maturity, independence and dependability.
4. Listens to and follows directions.
5. Participates in group activities.
6. Initiates own activities: indicates creativity, maturity and ability to plan time in a school setting.
7. Exhibits appropriate behavior in a group.
8. Has adequate attention span: to participate in class discussion: to contribute ideas and listen to others.
9. Attends to a task: shows rate of work, willingness to "stick-to-it."
10. Attend in a listening situation: listening to a story, watching a film, field trip, resource people, circle time, etc.
11. Responds appropriately to positive reinforcement and correction.
12. Demonstrates coordination in large muscle play.
13. Uses pencils and scissors in a coordinated way.

### Knowledge and Skills

1. Identifies basic colors.
2. Creates and reads pictorially and/or in writing: can describe own drawing.
3. Recognizes visual likenesses and differences: child can tell difference between two objects, letters, shapes, etc. Noticing detail is an essential pre-reading skill.
4. Recognizes own first name.
5. Prints own first name: using the lower case letters except for the first letter.
6. Recognizes upper and lower case letters: (out of order).
7. Identifies letter sounds: shows ability to match sound to corresponding letter.
8. Recognizes and uses pattern: reading and math are based on pattern and prediction.
9. Demonstrates ability to rote count by 1's: child verbalizes numbers in order.
10. Demonstrates 1 to 1 correspondence: counts objects, more advanced than simple rote counting. Implies understanding of one-to-one relationships.
11. Demonstrates ways to sort and classify: child chooses objects to put in like groups. This is basic to understanding math and science.
12. Names numerals out of sequence: identifies number symbols 0-30.

# INDEPENDENT SCHOOL DISTRICT #152 KINDERGARTEN INDIVIDUALIZED LEARNING PLAN

Pupil's Name \_\_\_\_\_

Birthdate \_\_\_\_\_

School \_\_\_\_\_ Year \_\_\_\_\_

Teacher \_\_\_\_\_

CODE: S - Satisfactory N - Not Yet

## PERSONAL DEVELOPMENT (SOCIAL, EMOTIONAL, ATTITUDES)

It is difficult to record a child's progress in terms of a standard mark. This is the teacher's evaluation of your child's progress in the school setting.

### FALL SPRING

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Shares and takes turns.   |
| _____ | _____ | 2. Displays self-confidence.   |
| _____ | _____ | 3. Assumes responsibility for materials and possessions.             |
| _____ | _____ | 4. Follows directions.   |
| _____ | _____ | 5. Participates in group activities.                                 |
| _____ | _____ | 6. Initiates own activities.   |
| _____ | _____ | 7. Exhibits appropriate behavior in group.                           |
| _____ | _____ | 8. Participates in class discussion.                                 |
| _____ | _____ | 9. Attends to a task.  |
| _____ | _____ | 10. Attends in a listening situation.                                |
| _____ | _____ | 11. Responds appropriately to positive reinforcement and correction. |
| _____ | _____ | 12. Demonstrates coordination in large muscle play.                  |
| _____ | _____ | 13. Uses pencils and scissors in a coordinated way.                  |

## KNOWLEDGE AND SKILLS

### FALL SPRING

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Identifies basic colors.                               |
| _____ | _____ | 2. Creates and reads pictorially and/or in writing.       |
| _____ | _____ | 3. Recognizes visual likenesses and differences.          |
| _____ | _____ | 4. Recognizes own first name.                             |
| _____ | _____ | 5. Prints own first name.                                 |
| _____ | _____ | 6. Recognizes upper and lower case letters circled below. |
| _____ | _____ | 7. Identifies letter sounds checked below.                |

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
a	b	c	d	e	f	g	h	i	j	k	l	m
n	o	p	q	r	s	t	u	v	w	x	y	z

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 8. Recognizes and uses patterns.                  |
| _____ | _____ | 9. Demonstrates ability to rote count by 1's.     |
| _____ | _____ | 10. Demonstrates 1 to 1 correspondence.           |
| _____ | _____ | 11. Demonstrates ways to sort and classify.       |
| _____ | _____ | 12. Names numerals out of sequence circled below. |

0	1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	

COMMENTS/RECOMMENDATIONS:

Student \_\_\_\_\_

School \_\_\_\_\_

**Level Two Progress Report****1992-93 Learning Plan****Progress Code:**

Going beyond expectations

	X
--	---

Meeting expectations

X	
---	--

Not meeting expectations yet

X	
---	--

(Items unmarked have not been evaluated at this time.)

**Strengths/Interests:**

In addition to the regular program, the following support/learning extensions will be provided:

**Personal Development:**

1. Displays self confidence.
2. Takes pride in doing something well.
3. Works and plays cooperatively.
4. Demonstrates appropriate classroom behavior.
5. Uses self-directed time appropriately.
6. Assumes responsibility for materials and possessions.
7. Feels secure in taking risks.
8. Demonstrates a positive attitude toward learning.

Mid Yr.	Yr. End

**Communications:**

9. Demonstrates comprehension of what has been read, seen, or heard.
10. Applies reading strategies/processes.
11. Uses an expanded vocabulary in meaningful ways.
12. Uses a variety of resources and technology to access information.
13. Experiences a variety of literature.
14. Uses the writing process to compose.
15. Writes complete sentences using capitalization and punctuation skills.
16. Uses inventive and conventional spelling.
17. Produces legible manuscript writing.
18. Participates in a variety of experiences in listening and speaking.

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**Mathematics:**

19. Writes numerals through 999.
20. Counts by 2's, 5's, 10's, 25's, 50's & 100's.
21. Solves problems using addition facts to 18.
22. Solves problems using subtraction facts to 18.
23. Estimates to determine reasonable answer.
24. Writes time to the quarter hour.
25. Measures with units of length and temperature.
26. Identifies fractional parts: halves & fourths.
27. Counts mixed coins up to \$1.00.
28. Interprets tables, charts, and graphs.

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**Science, Health, and Social Studies:**

29. Observes and compares through scientific exploration.
30. Develops an awareness of healthy choices.
31. Begins to understand diversity of people and cultures through community studies.

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**Art and Music:**

32. Creates and displays ideas through illustration, construction, and other forms of art.
33. Differentiates between steady & melodic beats.
34. Identifies and performs melody.

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**Physical Education:**

35. Develops specific skills that lead to participation in lifetime recreational activities.
36. Develops a healthy attitude toward physical fitness and wellness.

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The family will:

I/We have conferred with District #152 staff regarding this Individual Learning Plan.

Parents/Guardian \_\_\_\_\_

Teacher \_\_\_\_\_

**Special Programs:** IEP \_\_\_ ESL \_\_\_  
 Chapter/AOM Reading \_\_\_ Chapter/AOM Math \_\_\_

School attendance was a concern. Yes No | Yes No  
 Mid-Yr. | Yr. End

## INDIVIDUAL LEARNING PLAN AND PROGRESS REPORT



The mission of Moorhead Independent School District #152 is to develop the maximum potential of every learner to thrive in a changing world.

To achieve this mission the district supports the implementation of Outcome Based Education as defined by the Minnesota Legislature.

Outcome-based education is a pupil-centered, results-orientated system premised on the belief that all individuals can learn. In this system:

1. what a pupil is to learn is clearly identified;
2. each pupil's progress is based on the pupil's demonstrated achievement;
3. each pupil's needs are accommodated through multiple instructional strategies and assessment tools; and
4. each pupil is provided time and assistance to realize her or his potential.



# Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

November 19, 1992

Dear Parents,

This letter will explain our District's elementary reporting process to you. The process will vary somewhat between K-3 Grades and 4-6 Grades. The underlined words, as well as other terms used in reporting, are explained in a Glossary attached to this letter.

## Parent-Teacher Conferences

Parents of Kindergarten through Sixth Grade students will have conferences in the fall and spring. The teacher can share examples of the child's work and describe what has been learned in specific units of study. Parents can offer insight concerning their child's strengths and interests outside the school setting and discuss ways to support the learning process at home. We believe that conversations between parents and teachers are the best way to understand the child's learning progress.

## Individual Learning Plans K-3

Kindergarten through Third Grade students will have a combination Individual Learning Plan (ILP) and Progress Report. At fall and spring conferences, your child's ILP will be discussed. The teaching staff considers each child's strengths and interests as they develop a personalized plan for learning. You will be invited to participate in the planning by sharing your ideas and by giving your child encouragement at home.

## Progress Reports K-6

A Progress Report is an overview or summary of how teachers evaluate your child's learning progress. It contains learner outcomes that are marked to describe your child's progress towards meeting the learner expectations for this grade level at this time of the year.

Kindergarten and First Grade progress is marked in the fall and spring. Students in Grades Two through Six receive progress marks in January and May. Your child's progress will be evaluated and compared to a set of learner expectations for the grade level. Even though Progress Reports will not be marked at fall conferences for 4th-6th Graders, your child's teacher will give you a copy of the reporting form so that you will be familiar with it before January.

Progress Reports in Grades One through Six will use the following progress code:

Going beyond the expectations	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
Meeting the expectations	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Not meeting the expectations yet	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

We believe that a single test or a single mark cannot clearly describe what your child has learned. Therefore, we discuss progress at conferences and explain the specific Needs/Recommendations for learning on the Progress Report. These Needs or Recommendations may involve a Special Program; learning extensions provided by the classroom teacher; recommendations for additional practice or study at home; and recommendations for the following year's placement.

We would appreciate feedback on our reporting system which includes Parent-Teacher Conferences, Individual Learning Plans, and Progress Reports. You could share your impressions with your child's teacher or your school administrator. We are always looking for ways to improve communication about learning.

Sincerely,

*Robert M. Jernberg*  
Robert Jernberg,

Assistant Superintendent for Curriculum & Instruction

RMJ:mer

## GLOSSARY OF REPORTING TERMS

<b>Outcome-Based Education,</b>	<p>according to Minnesota Statute 126.661, is a pupil-centered, results-oriented system premised on the belief that all individuals can learn. In this system:</p> <ul style="list-style-type: none"> <li>• what a pupil is to learn is clearly identified; (refer to Moorhead's Learner Outcomes and Learner Expectations)</li> <li>• each pupil's progress is based on the pupil's demonstrated achievement; (refer to Moorhead's Progress Report)</li> <li>• each pupil's needs are accommodated through multiple instructional strategies and assessment tools; (refer to Moorhead's Individual Learning Plans and Needs/Recommendations on the Progress Reports)</li> <li>• and each pupil is provided time and assistance to realize her or his potential (refer to Moorhead's Mission Statement and Special Program areas).</li> </ul> <p>For further information, contact Mary Regelstad, Townsite.</p>
<b>Individual Learning Plans</b>	<p>include three planning elements: 1) the child's strengths and interests are considered in planning, 2) parent involvement is encouraged in developing the plan, 3) and the teaching staff indicates what they plan to do to personalize learning for this child.</p>
<b>Learner outcomes</b>	<p>are statements of what a pupil is expected to learn. (Written Expression Example: The learner will effectively communicate their ideas by writing sentences.)</p>
<b>Learner expectations</b>	<p>are explanations for achieving the learner outcomes. They describe what students at specific grade levels should know or be able to do. (Written Expression Level 2 Example: Edits sentences to form complete thoughts.)</p>
<b>Moorhead's Mission</b>	<p>is to develop the maximum potential of every student to thrive in a changing world.</p>
<b>Needs/Recommendations</b>	<p>are statements of what will or should be done to improve learning after a student's needs are identified. Comments describe what is, while recommendations describe what actions should be taken. (Comment Example: Tom needs to complete his work. Needs/Recommendation Example: We need to work together to develop a work completion plan with Tom.)</p>
<b>Progress Reports</b>	<p>show marks which describe the child's progress towards meeting the learner expectations for this grade level. The written portion focuses on the child's strengths/interests, indicates areas of need, and provides recommendations for improvement. Participation in special programs is indicated on reports.</p>
<b>Special Programs</b>	<p>are offered to meet the child's special needs, whether they are programs that provide enrichment or other learning modifications. Services may be offered either in or out of the regular classroom and some services are only available at certain grade levels. The following special programs may be checked on elementary Progress Reports:</p>

<b>Advanced Math</b>	is an accelerated math program offered to fifth and sixth grade students who need a challenging curriculum. (For further information, contact Linda Johnson, Asp.)
<b>Chapter I/Assurance of Mastery</b>	is a program for first through sixth graders who need additional assistance in the areas of reading and/or math. (For further information, contact Mary Jo Schmid, Voyager.)
<b>ESL</b>	means English as a Second Language. This is a program for students who have limited proficiency with the English language and/or who are learning English as their second language. (For further information, contact Cynthia Sillers, Townsite)
<b>IEP</b>	means Individual Education Plan. There are several Special Services programs such as Speech, Specific Learning Disabilities, etc., which follow special procedures for developing an IEP for the child's program. Teachers with Special Services licensure provide modified instruction and consult with classroom teachers. If your child is in a special program, their Progress Report may indicate "with IEP modifications" for some areas. (For further information, contact Al Swedberg, Townsite.)
<b>STEP</b>	means Supplemental Teaching and Enrichment Program. This enrichment program provides services to first and second grade students within the regular classroom and offers special classes to enhance the regular program for third through sixth grade elementary students. (For further information, contact Linda Johnson, Asp.)

MEMO #: S-93-095

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: 1993-94 and 1994-95 Calendar Committee  
DATE: December 4, 1992

Attached are copies of the Calendar Committee Charge Statement and a tentative list of Calendar Committee members. Committee members unable to serve are annually replaced.

Dr. Richard Jones, chair of the committee, will review the calendar process and receive any input the Board wishes to provide.

BRA:cbp  
Attachments

**TENTATIVE CALENDAR COMMITTEE MEMBERS FOR 1993-94 AND 1994-95**

**SCHOOL BOARD**

Curt Borgen  
Route 1

Mark Gustafson  
2710 18th Street South

**ADMINISTRATION**

Elementary

Kevin Kopperud

Junior High

Dick Jones

Senior High

Jerry Harter

Central Office

Bob Jernberg

**TEACHERS**

Grades K-4

Ira Bailey  
Arlene Mickley  
Marlene Rayment  
Annette Wasfaret

Grades 5-6

Charlie Leitheiser  
Dennis Mitchell

Junior High

Pat Enderle

**TEACHERS**

Senior High

Jim Westra

**NON-LICENSED STAFF**

Secretarial

Rita Ludemann

Custodial

Clint Talley

Paraprofessional

Jeanette Grinde

**PARENTS**

Doug Fagerlie  
409 Horn Avenue  
236-8513

Joe Moore  
2849 Village Green  
Drive West Loop S  
233-3424

DiAnn Streifel  
101 71st Avenue North  
237-4223

**STUDENTS**

Junior High

Vacant

Senior High

Vacant

## CALENDAR COMMITTEE CHARGE STATEMENT

## I. PURPOSE:

- \* Design the 1993-94 and 1994-95 school calendars.

## II. ORGANIZATION:

- \* The committee shall consist of 18 members: one (1) Board member; one (1) administrator from each organizational unit (elementary, junior high, senior high, central office); one (1) teacher from the organizational units of K-4, 5-6, junior high, and senior high; two (2) students (one (1) junior high and one (1) senior high); three (3) non-licensed staff; and three (3) parents.

## III. SCOPE OF RESPONSIBILITY:

- \* Develop recommendations for the Board's consideration.

## IV. LEVEL OF AUTHORITY:

- \* A recommending body to the school board.

## V. COMMUNICATIONS:

- \* Each committee member will solicit input from the stakeholders they represent.

## VI. RESULTS DESIRED:

- \* A calendar for the 1993-94 and 1994-95 school year that is acceptable to the stakeholders (students, community and staff).

## VI. EXPECTATIONS:

- a) Review current and previous calendars
- b) Understand the master agreements.
- c) Understanding of the legal holidays; starting dates for Bible schools and summer school.
- d) Optional inclusion of three (3) days for inclement weather.
- e) Provisions for fall and mid-year workshop options.
- f) Four (4) days of elementary parent-teacher conferences.
- g) Two (2) days of secondary parent-teacher conferences.
- h) Consideration of state requirements governing a "legal school day."
- i) Creative calendar.
- j) Consider evening conferences as part of the calendar.

## VII. TIMELINES:

- \* January 11, 1993 - Committee to have begun their task.
- \* March 9, 1993 - Committee makes recommendation to School Board on the 1993-94 and 1994-95 calendars.

MEMO #: I-93-096

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg

SUBJECT: 1992-93 Summer School Proposal

DATE: December 2, 1992

Attached is information regarding the proposed summer school program for 1992-93, which will serve secondary regular education students. This program will be based on student success and academic progress. Students attending will be addressing specifically identified skills and processes based on Minnesota Proposed Graduation Outcomes and district established essential learner outcomes which were not achieved during the regular school year.

We will also continue to operate the special education extended year program (summer school) for those students whose Individual Education Plan (IEP) indicates a necessity for summer school to avoid having the student regress significantly and not regain lost skills in a timely manner.

Suggested Resolution: Move to approve the summer school program as proposed.

RMJ/mdm  
Attachment

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota  
1992-1993 Budget

PROPOSAL FORM

NAME OF BUILDING: Moorhead Junior High School

TOPICS OF PROPOSAL: Success Based Summer School

SUBMITTED BY: Mr. Darrel Tomlinson, Mr. Robert Jernberg, Mr. Steve Morben, Mr. Ken Welken, Mr. Wayne Ingersoll, Mr. John Ostlie, Mrs. Julie Morben, Mrs. Joanne Drenkow, Mrs. Sharon Hulett, Mrs. Pat Enderle, Mrs. Laura Noesen and Dr. Richard Jones  
DATE: November 12, 1992

SUBMITTED TO: Mr. Robert Jernberg  
Dr. Bruce Anderson

DATE TO BE IMPLEMENTED: June 1992

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO RECOMMEND TO SUPERINTENDENT: Mr. Robert Jernberg, Assistant Superintendent for Curriculum and Instruction

Recommendation (by person responsible):

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Hold \_\_\_\_\_ Refer to Cabinet \_\_\_\_\_

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:

The proposal is for a newly restructured summer school that is based on student success instead of seat time, except in the CEP courses.

The summer school program in the past has been based on a requirement of "seat time" and academic progress. Our proposal is for the summer school to be based on student success on specifically identified skills that are based on the State of Minnesota graduation outcomes and district established essential learner outcomes for the proposed academic areas.

Students would obtain the opportunity to attend summer school through various means:

A. They would qualify if they have not completed the required materials for the course. This would mean that they have failed the semester or semesters due to incomplete work and failing test grades.

B. They would qualify if they did not complete the semester re-test to the

necessary level of mastery. This would be after re-testing opportunities had been offered.

C. Students who would benefit from a continuation of educational skills during the summer.

D. Those students whose I.E.P. require their participation in summer school program.

E. Those students who are enrolled in the Minnesota Rural C.E.P. program.

**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.)**

The State of Minnesota and Independent School District #152 have for the past several years moved in the direction of outcome based instruction. This change in philosophy is based on the beliefs that all students can learn and the only variable is time.

As with other things in life, it may take some longer to grasp the concept than is allowed. Our proposal is for these students to have an additional time period to achieve success.

The success summer school proposal is based on the fact that successful experiences are a critical motivator. In the past the student in summer school would be there for so many clock hours whether they were able to complete the material in a shorter time or not. This program would allow for students to control their own educational time during the summer program. If the student had one or two objectives to show mastery on, they could be completed with summer school in a few days instead of the full four weeks.

Please refer to the article from *Education Week* of October 14, 1992 referring to graduation being based on performance not seat time.

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

Should the summer school opportunity not be offered to students who fail, school board policy IKF-AB would deal with those students who have not meet the requirements. This would result in increased class sizes and a delay in the normal academic progression of the student in their school career.

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

They are spelled out in Board Policy IKF-AB. Copy is attached.

**FOR FINANCIAL CONSIDERATIONS AND THE SUGGESTED 1993 SUMMER SCHOOL PROGRAM, SEE THE ATTACHED SHEETS.**

**6. Space implications (short/long range).**

The space implication would not impact any of the existing programs due to the fact that this would be held from June 7 to July 2, 1992.

The facility that would need to be used would be Moorhead Senior High School. This facility is best suited for a summer school program due to the anticipated construction that will

be taking place at Moorhead Junior High School and Robert Asp School this summer.  
The facility is also air-conditioned which the other building are not.

**7. Equity Implications.**

Would allow students another opportunity to be successful in their educational programs.

**8. Technology implications.**

The students should have access to the computer labs as deemed necessary by the summer school instructional staff.

There would also be a need for the use of the audio visual materials such as VCR's and monitors during the summer school program.

**9. Suggested timelines for implementation.**

As soon as possible for the approval of the summer school program. This would allow for the counselors and staff to begin planning for the needs of those students who qualify for summer school.

It would also allow for communications with parents and students regarding their options for the summer.

**10. Who has been involved in this decision?**

Mr. Robert Jernberg, Assistant Superintendent for Curriculum and Instruction  
Mrs. Mary Regalstad, OBE Facilitator for ISD #152  
Mr. Darrel Tomlinson, Director of Summer School  
Mr. Ken Welken, Math Teacher  
Mr. Tom Trautman, Math Teacher  
Mr. Alan Swedberg, Director of Special Education  
Mrs. Joanne Drenkow, Science Teacher  
Mrs. Julie Morben, Counselor  
Mr. John Ostlie, Counselor  
Mrs. Sharon Hulett, English/LD Teacher  
Mr. Steve Morben, Social Studies Teacher  
Mr. Rod Thompson, Social Studies Teacher  
Mr. Wayne Ingersoll, English Teacher  
Mr. Doyle Dotson, Science Teacher  
Mrs. Pat Enderle, LD Teacher  
Mrs. Laura Noesen, LD Teacher  
Mrs. Betty Peterson, EDB Teacher  
Mrs. Linda Rundquist, Secretary  
Mr. Don Dulski, Principal Moorhead Senior High School  
Dr. Richard Jones, Principal Moorhead Junior High School  
PER Committee

**11. Other comments:**

As the educational process in the State of Minnesota continues to progress toward a success directed program, this proposal would allow students to be in control of their own rate of success. No longer would they be required to be in summer school for a specific amount of time but only until they demonstrate success in the essential learner outcomes for that class.



Thomas Tilton

## COMMENTARY

# Base Graduation on Performance, Not Seat Time

By Judy Westerberg  
and Tim Westerberg

<sup>①</sup> The suburban Denver schools in which we work are among the first large, comprehensive public high schools in the nation to convert to a performance-based system. That is to say, to graduate from our high schools (beginning with the class of 1996 at one and the class of 1996 at the other), students must demonstrate that they know and can do those things identified in our two, somewhat different, sets of board of education approved performance-based graduation requirements. There are no Carnegie units or credits required for graduation at either school, nor are there any required courses in the traditional sense of the word. Instead, in order to demonstrate that they understand the processes of science, for example, students at

public are told "up front" exactly what the school expects of its graduates.

● *Make students responsible for learning.* Teachers become very frustrated with students who simply put in their time, doing as little as possible but still earning credits toward graduation. In a performance-based system students are held responsible for demonstrating that they actually know and can do some specific things. In other words, four years of English with C's and D's will not get you a diploma if you cannot write the essay, read for comprehension, and speak articulately and effectively.

● *Hold schools accountable.* When a school states up front exactly what students must know and be able to do it is also

<sup>③</sup> instruction), like assessment, must include active student involvement. When the system rewards seat time, students sit. When the system rewards performance, students perform.

● *Allow for educational programs/progress tailored to individual student needs.* In a traditional time-based system, courses are the ends of the system. Complete the required number of courses with grades of D- or higher and you get a diploma. In a performance-based system, student performance becomes the end of the system and coursework becomes the means to that end. Therefore, individualized programs of study can be designed for each student given that student's strengths, weaknesses, goals, and interests. Students can be remediated and accelerated without worrying about collect-

① our schools must be able to set up and conduct a scientific experiment. To show their command of the English lan-

See the Commentaries "What Parents Really Look for in a School" and "Teacher 2000" on pages 27 and 28.

guage, they must be able not simply to eke out a C- in English class, but to compose a multiparagraph piece of expository writing that meets certain standards.

Given the pioneering work our two schools have done in this area (See *Education Week*, April 22, 1992), we are often asked to provide a rationale for our position. Below are 13 reasons why we believe graduation should be based on performance rather than seat time.

Performance-based graduation requirements:

- *Have universal appeal; they align education with the world outside the school.* Requiring students to prove that they know something in order to get a diploma makes sense to most Americans. There is a perception that much of what goes on in school is not aligned with the realities of the outside world. The global economy and this country's steadily declining share of world markets has focused the attention of the business world on performance. Employers demand performance from their employees. Educators must do the same.

- *Communicate clearly what is expected of students to students, parents, and the tax-paying public; they define graduation.* Go to almost any high school and ask members of the professional staff (not to mention students, parents, or members of the general public) exactly what it is that students will know and be able to do when they graduate and you will get as many different answers as people asked. Part of our recent credibility problem in education may be due to the fact that we have failed to define for the public, in concrete, specific, understandable terms, exactly what it is that we are trying to accomplish. How can we convince people outside the school that we are being productive when those of us inside the school do not know what the product is? With performance-based graduation requirements and their attendant assessments and standards, students, parents, and the

② identifying exactly what it is that the school is accepting responsibility for teaching. Schools can successfully answer the public cries for accountability when everyone in the school community is measuring the school's performance against the same set of expectations.

- *Promote interdisciplinary teaching and learning.* Performance-based graduation requirements (assuming that they are few in number) do not all fall neatly into subject matter or departmental categories. Understanding broad concepts and applying important skills cut across disciplines. It has been our experience that, when graduation is defined in performance-based terms, teachers begin to see the inter-relatedness of the disciplines and look for ways to tie learning together across the curriculum.

- *Free teachers from the impossible burden of "covering the material."* Teachers in the traditional time-based system are constantly battling against the pressure to get through the book or cover the curriculum. It is a battle that we cannot win. Given the knowledge explosion that is sure to continue, covering the material is no longer a realistic option (if it ever was). We must find new ways to guide and direct our work and abandon the system that forces history teachers to cover the decades of the 50's, 60's, 70's, and 80's in the last two weeks of the school year. Using our scarce time to teach the knowledge and the skills leading to performance-based graduation requirements can focus our efforts.

- *Focus the efforts of the professional staff.* In a performance-based system, members of the professional staff work from a precise set of performance expectations. Consequently those requirements become the focal points for the entire school. They are so important that everything revolves around them, and all education in some way is directed toward helping students master them. Teachers will do a better job when they know exactly what the school's educational targets are.

- *Promote student involvement.* Performance-based graduation requirements, by definition, require activity (performances) on the part of students. Students cannot sit through a performance-based system. Teachers in such a system approach lesson design with the realization that learning (in-

③ ing the right number and kinds of credits needed for graduation. No longer is every student required to take 10th-grade English just because it is required for graduation. For older students, seminars, internships, independent studies, community-service work, and co-enrollments with neighboring colleges and universities become viable options for learning.

- *Focus on learning itself, not the artificial symbols or the "game" of learning.* How many times have teachers heard a student say, "What is the lowest grade I can get on the final and still get a C in the class?" Or how about the student who refuses to take a difficult course or a non-weighted course in a weighted-grade system because it might affect his or her grade-point average by some fraction of a point? Such questions are legitimate from a student's perspective in the system operating in most of our high schools today. A system that rewards students based on performance and not just grades can help focus students' attention on learning.

- *Promote frequent, meaningful revision.* In the traditional

Continued on Page 29

Judy Westerberg is a mathematics teacher at Heritage High School, and Tim Westerberg is the principal of Littleton High School. Both schools are part of the Littleton Public School System in Littleton, Colo.

# Graduation Should Be Performance-Based

Continued from Page 36

system of Carnegie units, every few years we add a semester of "this" and reduce a semester of "that" in response to prevailing political winds or pressure from powerful special-interest groups. But those changes usually do not result in meaningful changes for students because the requirements are so vague and general. Performance-based graduation requirements, assessments, and standards are specific and well-defined. Specific and well-defined requirements are unacceptable when they are misaligned with outside-of-school realities. Five credits of business education may always be appropriate. Having to perform keyboarding skills in a voice-input world may not.

• *Create a system in which curriculum revision, staff development, and changes in the structure of the school (master schedule, allocation of resources, staffing, etc.) are tied together in a natural way.* For years teachers have been involved in staff-development activities in which they are herded into some common area and "inserviced" on the latest educational development. Writing across the curriculum and cooperative learning come to mind. Teachers in these situations are polite, correct their papers, and work on their knitting. Although well-intentioned in most cases, after the inservice they go back to doing things the way they have always done them. The problem is that

these staff-development activities are added on to the old system rather than made an integral part of it. Curriculum revision in most schools happens because "it's your turn," not because of a specific need. Likewise, schedule changes, staffing changes, and other changes in the way the school works are introduced without re-



Thomas Tilton

gard to the system as a whole. Adopting performance-based graduation requirements means accepting the notion of beginning with the end clearly in mind. Pedagogical, curricular, and system changes all come about in response to needs dictated by the graduation requirements. In our schools curriculum is modified when it is dis-

covered that students lack the curricular opportunities necessary to meet the graduation requirements. Staff development arises out of the needs of teachers (the need to know more about alternative assessment, for example). And new schedules are evaluated for their effect on our ability to help students reach school goals. Performance-based graduation requirements form the foundation of systemic school change.

• *Reverse the "tide of mediocrity."* Performance-based education is not to be confused with the minimum-competency movement of the 1970's. Our schools have been motivated by a strong desire to increase academic standards. The graduation requirements encompass the knowledge, skills, and standards that equip students to thrive in the 21st century. Make no mistake, students will have to be truly well educated to graduate from either of our schools in the future.

Performance-based graduation requirements are not a panacea for all of society's ills. The systems in our schools are relatively new, and there remain in both schools many unanswered questions. What we do know is that the traditional time-based system is not working well for many students, and that a sound rationale exists for moving toward performance-based graduation requirements. We think that the answer to the question, "Should graduation be based on performance rather than seat time?" has become quite clear. ■

**SUMMER SCHOOL PROGRAM  
1993**

**PLACE:** Moorhead Senior High School

**REGULAR SECONDARY SUMMER SCHOOL**

**ESL ELEMENTARY SUMMER SCHOOL**

**DATES:** June 8, 1993 to July 2, 1993

June 8, 1993 to July 2, 1993

**TIMES:** Session 1: 7:30-10:00  
Session 2: 10:05-12:30

Session: 8:00-12:00

**TRANSPORTATION:** There will be no bus transportation for regular summer school or ESL elementary summer school.

**STUDENTS:** The Summer School program is designed for the following:

1. Students who have failed the course and need to make it up for credit or grade advancement.
2. Students who may not have failed, however would benefit from reinforcement and continued development of skills. Also in this group are some students who may not have completed the necessary course requirements and need to accomplish that to receive complete credit.
3. Students enrolled with C.E.P., Rural Minnesota Concentrated Employment Program. The Summer School will provide the educational component of the Summer Youth Literacy Program.
4. Students whose I.E.P. dictate that they attend Summer School.

**THE PROGRAM SHALL INCLUDE THE FOLLOWING:**

**ENGLISH**

English	Grade 7
English	Grade 8
English as a Second Language	Grades K-12
English/Reading (C.E.P.)	Grades 7-12

**MATHEMATICS**

Math	Grade 7
Math	Grade 8
General Math (C.E.P.)	Grades 9-10-11-12

**SOCIAL STUDIES**

Geography	Grade 7
Social Studies	Grade 8

**SCIENCE**

Science	Grades 7
Science	Grades 8

These course offerings shall be augmented by the use of special service teacher under the A.L.E.M. model and/or other appropriate educational methods.

The 1993 Summer School program is based on successful completion of outcomes, which were not achieved during the regular school year (including specifically identified skills which lead to the state of Minnesota graduation outcomes).

**REVENUE****1992-93 Budget**

\$ 500.00 Supplies  
\$30,000.00 Secondary Salaries  
\$ 5,400.00 Rural Minnesota C.E.P.  
Literacy Program

---

\$35,900.00 Total

**EXPENSES**

Nine Secondary Teachers \$22,914.00  
One Summer School Director \$ 2,959.00  
One Secretary \$ 1,364.00  
FICA and TRA Teachers \$ 4,085.35  
Secretary PERA and FICA \$ 165.45  
Supplies \$ 300.00

---

Total \$31,787.80

MEMO #: I-93-099

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg

SUBJECT: Five Year Educational Plan/Strategic  
Long Range Planning

DATE: December 2, 1992

Attached are copies of the following:

1. Strategic Long Range Planning and Management System
2. A Sample Activity Plan
3. A Sample Results Report
3. The Annual Planning Timelines
2. An outline of the goal areas, priority objectives and potential activity items for the preparation of the 1992-93 through 1996-97 Five Year Educational Plan.

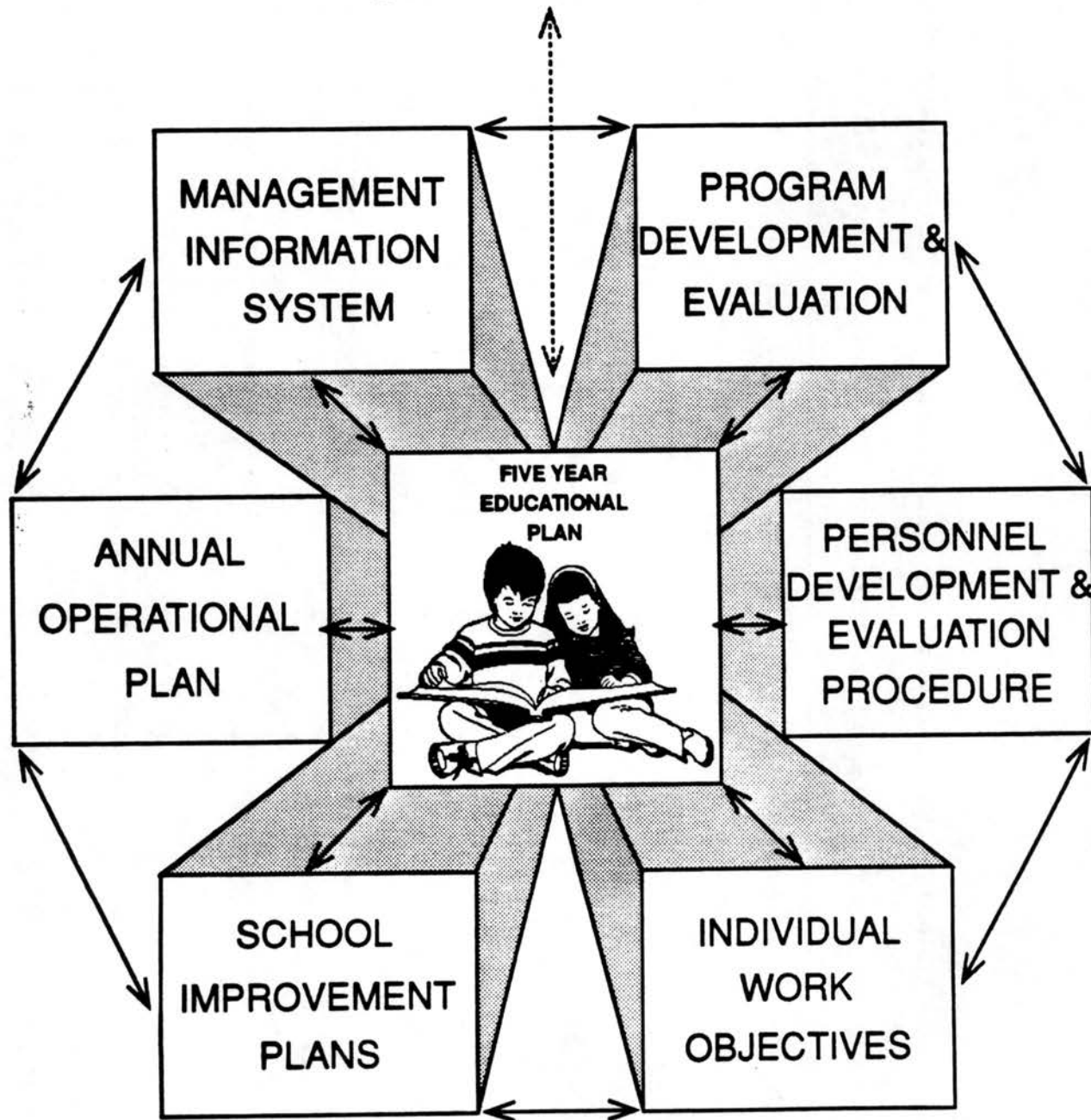
The proposed priority objectives and potential activity items will be reviewed with the Board.

Suggested Resolution: The Board shall review these items and provide input for action teams who will develop the Five Year Educational Plan prior to its presentation to the Board at the March 9 meeting. The Board may provide input at this time. This item will also be reviewed at the January 12 meeting.

RMJ/mdm  
Attachments

# INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

## *Quality Management and Strategic Planning System*



# INDEPENDENT SCHOOL DISTRICT #152 MOORHEAD, MINNESOTA

## Five Year Educational Plan Activity Plan

Strategic Area: CURRICULUM AND INSTRUCTION

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, requirements, 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

SAMPLE

SAMPLE

## *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

## **LONG RANGE PLANNING COMMITTEE**

### **ANNUAL PLANNING TIMELINES**

<b>November 17</b>	LRP Orientation to Five-Year Planning Process Review of Current LRP Preliminary Selection of Priorities and Action Plans
<b>November 30</b>	Steering Committee (Goal Area Chairs) Meet and Review Process
<b>December 1</b>	Review Format and Prepare Preliminary Plan for Submitting to Cabinet, Central Office Team, Board, PER Committee Members, PACs, Building Leadership (MEEP Teams), and Others Format: <ul style="list-style-type: none"><li>A. Goals</li><li>B. Priority Objectives</li><li>C. Tentative Activities for Action Plan</li></ul>
<b>January 4</b>	Steering Committee (Goal Area Chairs) Meet and Review Process
<b>January 19</b>	Review of Input from Board, Cabinet, Central Office Team, PER Committee Members, PACs, Building Leadership (MEEP Teams), and Others Six Action Teams Meet and Begin to Develop Five-Year Plan
<b>February 16</b>	Action Teams Meet and Complete Action Plan for LRP Steering Committee Review Drafts Sent to Cabinet and Central Office Team for Review
<b>March 2</b>	Review Written Reports of Action Teams and Submit for Cabinet and Board Review. This Draft Five-Year Plan is a Recommendation. The Board may Add, Delete or Revise Priorities and Activities.
<b>March 9</b>	Board Reviews Five-Year Plan (may delay approval to March 23 if necessary)
<b>April 20</b>	Visioning - Review the Year
<b>March - June 1</b>	Building Action Plans are Developed, Approved by Leadership Teams and Reviewed by PACs.
<b>May</b>	LRP Final Meeting and Dinner
<b>May 15 - June 30</b>	Board Approves Building Action Plans
<b>May 15 - August 1</b>	All Supervisors, Principals and Central Office Administrators Prepare Individual Work Plans and have them Reviewed by their Supervisor

INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan

Strategic Area: CURRICULUM AND INSTRUCTION

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.

Priorities:

1. Outcome based education supported by diverse methods of instruction and assessment will be developed in all curriculum areas.

Potential Activity Items:

- a. Technology
  - b. Competency based graduation
  - c. ILPs
  - d. Continuous progress
2. Alternative, enhanced and/or new curriculum for learners of all ages will be developed.

Potential Activity Items:

- a. Review of curriculum review cycle
  - b. Conflict resolution
  - c. Partnerships
  - d. Community service
  - e. Integrated curriculum
  - f. Readiness
  - g. Transition
  - h. Technology
  - i. Environmental education
  - j. Student assistance
3. Curriculum and instruction will address learner needs in problem solving, communication, creative thinking, real life application, cultural diversity, and global perspectives.

Potential Activity Items:

- a. Expanded world languages
- b. Global curriculum
- c. Affective learning
- d. Cultural differences
- e. Technology

INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan

Strategic Area: FINANCE

Goal: Independent School District #152 will secure financial resources to meet program needs.

Priorities:

1. The District's fund balance will be maintained through creative, supplemental, and cost effective measures.

Potential Activity Items:

- a. Up-to-date financial planning
  - b. Employee negotiations done in timely basis
  - c. Development Director hired
  - d. New ways to fund staff development
  - e. Support Moorhead Education Area Foundation efforts
  - f. Communication with legislators and Minnesota Department of Education
  - g. Seek business/organization partnerships
2. District finances will reflect efforts to reduce, reuse, and recycle resources.

Potential Activity Items:

- a. Site conservation programs
3. Research alternative educational delivery systems to demonstrate reduced costs, improved services and better results.

Potential Activity Items:

- a. Year-around schooling
- b. Site-based management
- c. Full-day (every day) Kindergarten
- d. Calendar/schedule changes
- e. Supplement special services
- f. Technology applications

INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan

Strategic Area: FACILITIES

Goal: Independent School District #152 will provide appropriate facilities to implement present and future programs.

Priorities:

1. Provide space and facilities with emphasis on quality and quantity as related to program needs.

Potential Activity Items:

a. Quality Space

- o Year-around school
- o Instructional techniques
- o Energy efficient
- o Technology
- o Management of materials (reduce/reuse/recycle)

b. Quantity

- o All day Kindergarten
- o More high school space

c. Sites

- o Land for new schools
- o Out-of-school instruction

INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA

Five Year Educational Plan Activity Plan

Strategic Area: COMMUNICATION

Goal: Independent School District #152 will communicate to all interested parties what the schools are doing and provide ways to gather community input.

Priorities:

1. The Board of Education will adopt a policy on public relations and allocate resources to carry out the policy.

Potential Activity Items:

- a. Hire a communications person (preferably bilingual)
2. Staff will develop a communications plan to reach both employees and the public.

Potential Activity Items:

- a. Community newsletter
- b. Use radio
- c. Televisе board meeting
- d. Use school building signs
- e. Publicized board agendas
3. Development of a plan and process for community input.

**INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA**

**Five Year Educational Plan Activity Plan**

**Strategic Area: HUMAN RESOURCES**

**Goal:** Independent School District #152 will activate and support human resources to help educate the learner.

**Priorities:**

1. Develop and implement wellness programs.

**Potential Activity Items:**

- a. Utilize Sports Center for staff programs
- b. Extend counseling support/services and offer employee assistance program
- c. Provide inservice on: stress management and interpersonal relations
- d. Study health care-cost containment

2. Assist in implementation of site-based management.

**Potential Activity Items:**

- a. Communicate District goals
- b. District statement of support
- c. Define roles/responsibilities of central office, board and buildings

3. Utilize and develop the potential of staff.

**Potential Activity Items:**

- a. Prepare staff for change (e.g., communication, collaboration skills)
- b. Inservice
  - o multicultural issues
  - o helping children living in poverty
  - o technology
  - o inclusion
- c. Pilot nongraded K-4 classrooms utilizing teaching teams (generalists, specialists)
- d. Investigate alternatives for extended school day and year
- e. Time management

**INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD, MINNESOTA**

**Five Year Educational Plan Activity Plan**

**Strategic Area: COMMUNITY INVOLVEMENT**

**Goal: Independent School District #152 will seek commitment from community members to become involved in education.**

**Priorities:**

- 1. Expand to provide more opportunities for community members to become involved in the education process.**

**Potential Activity Items:**

- a. Develop a program or course for mentorships for school-age students (Minnesota 2000 - Goal Three).**
- b. Increase the quality and quantity of parent involvement.**
- c. Community Education will extend learning opportunities to residents of all ages and abilities.**

MEMO #: S-93-094

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: Bond Issue: Design Development Phase  
DATE: December 3, 1992

Mr. Bill Cowman will be present to provide an overview of the design development for each of the projects and to respond to additional questions you may have.

Attached please find:

1. Design development phase estimates for each of the four projects (including original square footage and cost estimates along with revisions which have resulted from the meetings with each building's staff)
2. Memo I-93-100 regarding Capital Outlay-Facility Fund Six Year Summary
3. Floor plans of the projects

Project funding is as follows: (note the Building Facility Revenue is the decision of each building)

	Bldg. <u>Constr.</u> (base bid)	Bldg. <u>Fac. Revenue</u> (alt. bid)	Contingency/Future <u>Facility Revenue</u> (alt. bid)
Junior High	\$1,877,000	\$104,000	\$421,623
Robert Asp	1,160,100	-0-	20,000
Probstfield	877,600	21,000	-0-
Senior High	142,000	-0-	-0-

Suggested Resolution: Move to approve the design development drawings and alternate bids for Moorhead Junior High, Robert Asp, Probstfield, and Moorhead Senior High as presented above.

*BRA*  
Attachment

REFERENDUM COST ESTIMATES  
SEPTEMBER 14, 1992

03-Dec-92

JR HIGH

	Budget	Revised 12/1/93	Over Budget (Under Budget)	REMODELED S.F.	PROPOSED FOR BID		
					NEW S.F.	REMODELED S.F.	NEW S.F.
CLASSROOM ADDITION (6)	374,200	375,600			5900		6260
IMC INFILL	333,500	354,500		2300	3200	2300	3200
CONFERENCE/STAFF ROOMS	104,500	104,500		1260		1260	
EXISTING L.R.M.	68,400	70,000				1600	
VOCAL/MULTIPURPOSE ROOM	452,800	377,400			5252		
NEW ADDITION: VOCAL/MULTIPURPOSE		96,000					1600
MULTIPURPOSE(GYMNASIUM)	333,000	333,000		1600	6000		11900
ADMINISTRATIVE	117,000	117,000		3265		3265	
AUTO. SPRINKLER SYSTEM	59,500	59,000					
<b>TOTAL</b>	<b>1,842,900</b>	<b>1,887,000</b>	<b>44,100</b>				
FEES 5 1/2%	101,360	90,000					
Soil Investigation		2,295					
Printing/Postage		3,000					
CONTINGENCY 6%	110,574	72,605					
	<b>2,054,834</b>	<b>2,054,900</b>					

JR HIGH GRAND TOTAL

2,054,834

Alternates:

- |                                   |   |
|-----------------------------------|---|
| 1. Light Monitor I.M.C.           | 20,000 Building Finance                         |
| 2. Sound Panels Gymnasium         | 11,000 Building Finance                         |
| 3. Alternate Music Suite          | 62,000 Contingency or Future Facilities Revenue |
| 4. Alternate Existing Locker Room | 73,000 Building Finance                         |
| 5. Technology Education           | 198,000 Future Facilities Revenue               |
| 6. Equipment and Software         | 171,623 Future Facilities Revenue               |

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 1,520,000 0

ASP

CLASSROOM ADDITION (8)	576,600	605,100		9300		10100
IMC	333,500	333,500		2300	3200	2300
CONFERENCE/STAFF ROOM	104,500	104,500		1260		1260
ADMINISTRATIVE	117,000	117,000		3265		3265
	<b>1,131,600</b>	<b>1,160,100</b>	<b>28,500</b>			
FEES 5 1/2%	62,238	63,900				
Soil Investigation		2,093				

REFERENDUM COST ESTIMATES  
SEPTEMBER 14, 1992

03-Dec-92

PROPOSED FOR  
BID

	Budget	Revised 12/1/93	Over Budget (Under Budget)	REMODELED S.F.	NEW S.F.	REMODELED S.F.	NEW S.F.
Printing/postage		2,500					
CONTINGENCY 6%	67,896	33,307					
	<u>1,261,734</u>	<u>1,261,800</u>					

ASP GRAND TOTAL

1,261,734

Alternates:

1. Light Monitor I.M.C.

20,000 Contingency or Building Finance

PROBSTFIELD

KITCHEN, MEETING ROOMS	404,000	418,500		510	3310	510	3310
CLASSROOM (4)	383,000	410,000			6000		6000
	<u>787,000</u>	<u>828,500</u>	41,500				
FEEES 5 1/2%	43,285	45,500					
Soil Investigation		1,730					
Printing/Postage		1,870					
CONTINGENCY 6%	47,220						
	<u>877,505</u>	<u>877,600</u>					

PROBSTFIELD GRAND TOTAL

877,505

Alternates:

1. Classroom Caswork
2. Sidewalks

16,000 Building Finance  
5,000 Building Finance

ADDED LATER:

SR. HIGH	142,360	142,000		2950	2950		
	<u>142,400</u>	<u>142,000</u>	(400)				
FEEES 5 1/2%	7,832	7,832					
Printing/Postage		1,000					
CONTINGENCY 6%	8,544	7,900					

SR. HIGH GRAND TOTAL

158,776 158,776 158,732 (44)

\*TECHNOLOGY

1,040,000 1,040,000

Sub Total

6,912,849 6,913,032 184 18,710 42,162 18,710 45,570

Contingency not Committed: 6%

234,234 2.91% 113,812 (120,422)

Bond issuance cost  
Bond discount

30,000  
105,000

REFERENDUM COST ESTIMATES  
SEPTEMBER 14, 1992

03-Dec-92

PROPOSED FOR  
BID

	Budget	Revised 12/1/93	Over Budget (Under Budget)	REMODELED S.F.	NEW S.F.	REMODELED S.F.	NEW S.F.
	135,000	135,000	135,000				
GRAND TOTAL		7,047,849	7,048,032				
REVENUES - NET		6,895,057	6,895,057				
EXPENDITURES OVER REVENUE		(152,792)	(152,975)				
ALTERNATES:							
Contingency			82,000				
Building Finance			125,000				
Future Facilities Revenue			421,623				
			628,623				
A&E Fees to Bid:							
4.40%			27,659				
A&E Fees for Construction							
1.10%			6,915				
Possible Total			7,704,314				

\*Technology category consists of these general areas:

Electrical Upgrade to all buildings.  
Upgrade or replacement of Building communications systems/  
Equipment

40,000  
159,000  
841,000  
-----  
1,040,000

Referendum "REFPROJ"

MEMO #: 1-93-100

~~TO: Mr. Bob Jernberg~~

FROM: Bob Jernberg

SUBJECT: Capital Outlay/Supplementing the Referendum

DATE: December 3, 1992

As we review accepting alternate bids, we may wish to consider the buildings wanting to utilize building allocations of facilities dollars to pay for alternates such as sidewalks, classroom casework, light monitors, sound panels for the gymnasium, and/or other items.

Listed below are the building facility projections for 1993-94 through 1996-97.

School Year	Probstfield	Robert Asp	Junior High
1993-94	\$6,200	\$5,952	\$10,317
1994-95	\$6,264	\$6,144	\$10,702
1995-96	\$6,224	\$6,400	\$10,764
1996-97	\$6,168	\$6,496	\$11,024

The Capital Outlay Facility Expenditure Summary for 1991-92 through 1996-97 are as follows:

FACILITY	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
Building Allocation	\$0	\$0	\$55,230	\$57,010	\$58,529	\$58,961
Interest	\$54,010	\$51,676	\$67,431	\$31,295	\$1,164	\$0
TOTAL	\$1,297,770	\$999,862	\$571,891	\$547,441	\$930,258	\$1,041,962

The Capital Facility Fund Balance Summary is as follows:

	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)	(\$1,358,608)	(\$657,182)	\$84,908	\$473,410	\$775,932

Please note that the expenditures include an estimated \$900,000 for building construction at Moorhead Senior High School for the years 1995-97.

RMJ/mdm

cc: Dr. Bruce R. Anderson

MEMO #: B93.184

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 3, 1992

SUBJECT: ROBERT WENTZEL TENTATIVE PURCHASE AGREEMENT TERMS

Attached are the purchase agreement terms for Robert Wentzel. We will need to get the signed sales agreement as soon as it is obtainable.

Robert Wentzel  
Purchase Price  
Replacement Housing  
Self Move

812 12th St. No.  
\$40,500  
7,400 plus  
1,050

Suggested Resolution: Move to approve the terms of the agreement but changing the possession date to April 1, 1993.



## FAX TRANSMITTAL

# of pages 1

To: Mike	From: Dan
Co. School District	Co. Wilson Development Services
Dept. Wentzel	Phone # (612) 448-4630
Fax # 218-236-6602	Fax # (612) 448-4676

Lacher 218-233-1610

December 3, 1992

Memo to: Mike Hannaher &amp; Bob Lacher

From: Dan Wilson

RE: Robert Wentzel  
Purchase Agreement Terms

The following terms and condition have been arrived at for the School District acquisition and relocation for Mr. Wentzel.

812 12th Street North  
Lots 17 & 18 Block 11, Mooris 1st Addition

Purchase Price: \$ 40,500  
Earnest Money: 200

Replacement Housing Payment: \$7,400 plus "incidental closing costs" to be determined later. RHP to be paid at closing on replacement dwelling on or before 1/31/93.

Self-Move Relocation Claim: \$1,050 to be paid at time of displacement.

Closing Date: January 27, 1993

Possession Date: Needs to be worked out, Mr. Wentzel wants until 4/15/93, cautioned him that the District was probably not in a position to allow him that much time.

Salvage: Mr. Wentzel did not ask for any salvage rights.

S-119-805  
MIN  
12-14-92

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

DECEMBER 14, 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

2. TRUTH IN TAXATION PROPERTY TAX HEARING - Lacher  
Pages 3-6

Suggested Resolution: Move to approve the certified levy for \$8,638,232.02 less \$110,630 reduction for Debt Service, for a net levy of \$8,527,602.02

Moved By \_\_\_\_\_ Seconded By \_\_\_\_\_  
Comments \_\_\_\_\_

3. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152  
December 14, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Student/School Board Meeting	Tues., Dec. 16	11:30 a.m.	Senior High
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite
Teacher Comp. Day (K-6 no classes)	Wed., Dec. 23		
Winter Vacation	Thurs., Dec. 24 - Sun., Jan. 3		District- wide
Classes Resume	Mon., Jan. 4		District- wide
School Board	Tues., Jan. 12	7:00 p.m.	Townsite
MSBA Convention	Thurs., Jan. 13 - Fri., Jan. 15		St. Paul
Intergovt. Retreat (Chamber of Commerce)	Fri., Jan. 22 - Sat., Jan. 23		Detroit Lakes
Winter Community Ed. Classes Begin	Mon., Jan. 25		District- wide
School Board Mtg.	Tues., Jan. 26	7:00 p.m.	Townsite

MEMO #: B93.197

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 10, 1992

SUBJECT: 1992 PAYABLE 1993 LEVY

Recommend we levy the maximum allowable in all funds except:

	<u>Limitation</u>	<u>Levy</u>	<u>Under Levy</u>
Community Service Fund:			
Early Child/Family	\$ 82,729.10	\$ 70,000.00	\$ 12,729.10
Capital Expenditure Fund:			
Disability Access	\$ <u>300,000.00</u> 382,729.10	\$ <u>60,000.00</u> 130,000.00	\$252,729.10

This represents a reduction of the Maximum Levy Limitation of 2.84%.

\$8,890,961.12	\$8,638,232.02	\$252,729.10
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Suggested Resolution: Move to approve Certified Levy for \$8,638,232.02 less \$110,630 reduction for Debt Service, for a net levy of \$8,527,602.02.

DISTRICT NO. 0152 TYPE 1  
DISTRICT NAME MOOREHEAD  
EDSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
LEVY LIMITATION AND CERTIFICATION  
1992 PAYABLE 1993

ED-00111-14

PAGE 13 OF 19  
DATE OF RUN: 11/19/92

SCHOOL DISTRICT FUND	EQUALIZED LEVIES EXCLUDED FROM HACA ALLOCATION *		ALL OTHER LEVY COMPONENTS (INCLUDED IN HACA ALLOCATION)		TOTAL LEVY	
	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY	MAXIMUM LEVY LIMITATION	FINAL CERTIFIED LEVY
GENERAL - SPREAD ON MARKET VALUE (REFERENDUM **)			NONE	NONE		
OTHER GENERAL - ON TAX CAPACITY	4,261,881.35		1,670,805.10		5,931,686.45	5,931,686.45
TRANSPORTATION	295,659.36		316,820.44		612,479.80	612,479.80
COMMUNITY SERVICE	NONE	NONE	276,832.38		276,832.38	264,103.38
CAPITAL EXPENDITURE	266,856.34		768,028.42		1,034,884.76	794,884.76
GENERAL DEBT SERVICE	NONE	NONE	1,035,077.73		1,035,077.73	1,035,077.73
TECHNICAL COLLEGE/ DEBT SERVICE	NONE	NONE				
TECHNICAL COLLEGE/ OTHER	NONE	NONE				
TOTAL LEVY BEFORE ADJUSTMENT	4,823,897.05		4,067,064.07		8,890,961.12	8,638,232.02

\* THE FOLLOWING EQUALIZED LEVIES ARE EXCLUDED FROM HACA ALLOCATION:  
MARKET VALUE REFERENDUM, GENERAL EDUCATION, SUPPLEMENTAL, BASIC  
TRANSPORTATION, CAPITAL EXPENDITURE FACILITIES, AND CAPITAL EXPENDITURE  
EQUIPMENT.

\*\* DISTRICT UNDERLEVY IN THIS COMPONENT MAY RESULT IN A PROPORTIONATE  
REDUCTION IN AID (SEE FOOTNOTE \*2, PAGE 14).

\*\*\* NET DEBT EXCESS IS THE DEBT SERVICE EXCESS AMOUNT CERTIFIED TO THE  
MINNESOTA DEPARTMENT OF EDUCATION LESS ANY AMOUNT APPROVED BY THE  
COMMISSIONER OF EDUCATION TO BE RETAINED. THE COUNTY AUDITOR MUST  
REDUCE THE GENERAL DEBT SERVICE LEVY BY THE FULL AMOUNT SHOWN AT RIGHT.  
THE COUNTY AUDITOR MUST ALSO REDUCE THE TECHNICAL COLLEGE DEBT SERVICE  
LEVY BY THE AMOUNT OF THE STATE AID SHOWN AT RIGHT.

SCHOOL DISTRICTS CERTIFYING LESS THAN THE MAXIMUM LEVY LIMITATION FOR ANY  
FUND MUST COMPLETE THE APPROPRIATE SECTIONS OF PAGES 15 THROUGH 19 AS  
NEEDED TO DOCUMENT THE SPECIFIC AMOUNTS CERTIFIED FOR EACH LEVY COMPONENT.

THE SCHOOL DISTRICT MUST SUBMIT THE COMPLETED ORIGINAL OF THIS FORM TO THE  
HOME COUNTY AUDITOR BY SEPTEMBER 15, 1992. A DUPLICATED COPY MUST BE  
SUBMITTED TO THE MINNESOTA DEPARTMENT OF EDUCATION, EDUCATION FINANCE &  
ANALYSIS, BY SEPTEMBER 15, 1992.

REDUCTION FOR NET GENERAL  
DEBT SERVICE EXCESS \*\*\* 110,630.00

CERTIFIED LEVY REDUCTION FOR  
TO DEBT SERVICE EXCESS

LEVY REDUCTION FOR STATE TO  
DEBT SERVICE AID

SUBTOTAL CERTIFIED LEVY SPREAD  
ON TAX CAPACITY AFTER ADJUST'S  
(EXCLUDES MKT VALUE REFERENDUM)

GRAND TOTAL CERTIFIED LEVY  
AFTER ADJUSTMENTS 8,527,602.02

THE CERTIFIED LEVY LISTED ABOVE IS THE LEVY VOTED  
BY THE SCHOOL BOARD FOR TAXES PAYABLE IN 1993.

SIGNATURE OF  
SCHOOL BOARD CLERK

DATE OF CERTIFICATION

P.14

DEC 10 '92 11:07PM DEPT OF ED FIN/ANALYSIS DIV.

DISTRICT NO. 0152 TYPE 1  
DISTRICT NAME MOOREHEAD  
SCHOOL REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
LEVY LIMITATION AND CERTIFICATION  
1992 PAYABLE 1993

ED-00111-14

PAGE 17 OF 19  
DATE OF RUN: 11/19/92

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM COMMUNITY SERVICE LEVY LIMITATIONS)

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** CERTIFIED LEVY *8
(408) BASIC COMMUNITY EDUC	151,993.89 *1	151,993.89
(410) COMMUNITY ED GRANDFATHER		
(418) EARLY CHILD FAMILY	82,729.10 *2	70,000.00
(418) HANDICAPPED ADULTS	13,000.00	13,000.00
(419) ADULT BASIC EDUCATION	29,149.51	29,149.51
(420) EXTENDED DAY - DISABLED		

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** CERTIFIED LEVY *8
(1408) FY 93 EARLY CHILD FAMILY ADJUST		
(1409) HANDICAPPED ADULTS ADJ	570.89 *2	570.89
(1410) OTHER ADJUST (MEMO)		
(2056) ABATEMENT ADJUSTMENT	530.27	530.27
(3025) TACONITE ADJUSTMENT		
TOTAL COMMUNITY SERVICE	276,632.88 *8	264,102.78

COMMUNITY EDUCATION FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*2 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID. DISTRICT MUST PROVIDE A COMMUNITY EDUCATION PROGRAM TO QUALIFY FOR THIS LEVY.  
\*3 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED COMMUNITY SERVICE LEVY ON PAGE 18 OF 19.

DISTRICT NO. 0152 TYPE 1  
DISTRICT NAME SBOORHEAD  
BOON REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
LEVY LIMITATION AND CERTIFICATION  
1992 PAYABLE 1993

ED-00111-14

PAGE 18 OF 19  
DATE OF RUN: 11/19/92

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM CAPITAL EXPENDITURE LEVY LIMITATION)

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** /CERTIFIED LEVY *4/
(510) FACILITIES	278,835.66 *1	178,835.66
(516) EQUIPMENT	88,020.68 *1	88,020.68
(536) HEALTH AND SAFETY	615,058.20 *2	615,058.20
(539) LEASE/LEASE PURCHASE	255,100.98	255,100.98
(545) ENERGY LOAN	11,295.71	11,295.71
(546) INTERACTIVE TELEVISION		
(547) COOP BUILDING REPAIR		
(548) DOWN PAYMENT		
(549) DISABLED ACCESS LIMIT	60,000.00	60,000.00
(550) CONSOLIDATION/TRANSITION		

LIMITATION COMPONENTS	LIMITATION	*** FINAL *** /CERTIFIED LEVY *4/
(1504) FY 93 FACILITIES ADJUST	2,416.72 *1	2,416.72
(1511) FY 92 FACILITIES ADJUST		
(1515) FY 91 FACILITIES ADJUST	.26	.26
(1519) FY 93 EQUIPMENT ADJUST	2,416.52 *1	2,416.52
(1528) FY 91 EQUIPMENT ADJUST	.13	.13
(1531) FY 93 HEALTH & SFTY ADJ	586.22 *3	586.22
(1538) FY 91 HEALTH & SFTY ADJ	528,217.99	528,217.99
(1534) PUPIL VARIANCE (MEMO)		
(1535) BUS TRANSFER ADJUST		
(1536) OTHER ADJUST (MEMO)	115,242.15	115,242.15
(2059) ABATEMENT ADJUST	31.56	31.56
(3024) TACONITE ADJUST		
TOTAL CAPITAL EXPEND	1,884,884.76 *4	794,884.76

CAPITAL EXPENDITURE FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*2 DISTRICT UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 6, LINE 532 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*3 DISTRICT UNDERLEVY BELOW THE AMOUNT SHOWN ON PAGE 10, LINE 1527 WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.  
\*4 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED CAPITAL EXPENDITURE LEVY ON PAGE 13 OF 19.

S-149-B05  
MIN  
12-14-92

**SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
MOORHEAD SENIOR HIGH  
DECEMBER 14, 1992  
PAGE 1**

**MEMBERS PRESENT:** Curt Borgen, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce Anderson.

**MEMBERS ABSENT:** Bill Cox

**CALL TO ORDER:** The meeting was called to order at 11:30 a.m.

Board members met with interested students to discuss the following agenda items which were provided by the students: Harassment, School Mural, Color of Letters, Speed Bumps, and Sexuality. The additional item of minority issues was not discussed due to it being covered under another topic.

**ADJOURNMENT:** Ladwig moved, seconded by Cummings, to adjourn the meeting at 12:30 p.m. Motion carried 6-0.

---

Bill Cox, Clerk

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

NOVEMBER 10, 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)

1. Board Room Art Display - Anderson

E. "We Are Proud"

\*\* Jennifer Gilbery, junior at Moorhead High, has been selected to serve a one year position on Governor Carlson's Youth Advisory Council. The Youth Advisory Council will assist Carlson's Action for Children by providing a youth perspective to state policies and initiatives for children and youth. The council is made up of 24 Minnesotans between the ages of 12 and 18.

\*\* Congratulations to the Moorhead High students of the month for November: freshman-John Aaker; sophomore-Joel Jamison; junior-Mike Sjothun; and, senior-Rolf Wagstrom.

S-M 9-805  
HIN  
11-10-92

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

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Resignations - Page 5
- (2) Approval of Medical Leave of Absence - Page 6
- (3) Approval of Family Leave of Absence - Page 7
- (4) Approval of One Year Leave of Absence - Page 8

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes of October 13 and 27, 1992 - Pages 9-15
- (2) Approval of Claims
- (3) Approval of Change Orders-Robert Asp School - Pages 16-20
- (4) Acceptance of Gifts - Pages 21-22

SUGGESTED RESOLUTION:

Move to approve the Consent Agenda as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

3. COMMITTEE/MEETING REPORTS

Joint Powers - Hunt (11/5)

4. MINNESOTA STUDENT SURVEY REPORT - Jernberg  
Page 23

A review of the 1992 Minnesota Student Survey by Jim Thom, Chemical Dependency Counselor at Moorhead Senior High.

5. 1993-94 ANNUAL OPERATIONAL PLAN - Anderson  
Pages 24-74

Overview of the revenue and expenditure fund balance projections for the following funds: General, Building Construction, and Pupil Transportation.

6. EMINENT DOMAIN ACTIONS - Lacher  
Pages 75-78

Suggested Resolution: Move to approve eminent domain proceedings as presented.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

7. SALE OF GENERAL OBLIGATION BONDS - Lacher  
Pages 79-94

Suggested Resolution: Move to approve the sale of bonds as recommended by Mr. Knutson of Evenson-Dodge Incorporated.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Comments \_\_\_\_\_

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD  
Pages 95-97

1. Expansion Management Article - Jernberg

9. ADJOURNMENT

INDEPENDENT SCHOOL DISTRICT #152  
November 10, 1992

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Activities Council	Tues., Nov. 10	7:00 a.m.	Townsite
School Board Retreat	Mon., Nov. 16	5:30 p.m.	Townsite
Long Range Planning	Tues., Nov. 17	3:30 p.m.	Townsite
PER	Thurs., Nov. 19	7:00 a.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. 24	7:00 p.m.	Townsite
Teacher Comp. Day (No Classes K-12)	Wed., Nov. 25		
Thanksgiving Break	Thurs., Nov. 26 - Fri., Nov. 27		
Human Rights Committee	Wed., Dec. 2	7:00 a.m.	Townsite
Joint Powers	Thurs., Dec. 3	7:00 a.m.	Courthouse
Activities Council	Tues., Dec. 8	7:00 a.m.	Townsite
School Board Mtg.	Tues., Dec. 8	7:00 p.m.	Townsite
Retirement Tea - Gert Solum	Thurs., Dec. 10	3:30 p.m.	Washington School
Property Tax Levy Public Hearing	Mon., Dec. 14	7:00 p.m.	Townsite
Supt. Advisory Council	Thurs., Dec. 17	7:00 p.m.	Townsite
Property Tax Levy Public Hearing (cont.)	Mon., Dec. 21	7:00 p.m.	Townsite
School Board Mtg.	Tues., Dec. 22	7:00 p.m.	Townsite
Teacher Comp. Day (K-6 no classes)	Wed., Dec. 23		
Winter Vacacion	Thurs., Dec. 24 - Sun., Jan. 3		District- wide
Classes Resume	Mon., Jan. 4		District- wide

MEMORANDUM

P 93.010

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: November 2, 1992  
SUBJECT: Resignations of District Employees

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

Tracy Erickson - ECSE Teacher Lincoln Elementary effective  
November 24, 1992.

Kimberly Swedberg - EBD Paraprofessional Outreach Program  
Sports Center effective November 13, 1992.

SUGGESTED RESOLUTION:

Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM      P 93.011

TO:            Dr. Bruce Anderson  
FROM:          Brenda Franklin  
DATE:          November 2, 1992  
SUBJECT:      Medical leave for district employee

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

Brian Jernberg - Custodian Probstfield Elementary from September 29, 1992 until February 1, 1993.

SUGGESTED RESOLUTION:

Move to approve the medical leave as presented.

BMF:sdh

MEMORANDUM

P 93.012

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: November 2, 1992  
SUBJECT: Family leave for district employee

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

Barb Skjefte - Paraprofessional Riverside Elementary to begin about December 23, 1992 until February 16th 1993.

SUGGESTED RESOLUTION:

Move to approve the family leave as presented.

BMF:sdh

MEMORANDUM

P 93.013

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: November 2, 1992  
SUBJECT: One year leave

The administration reuests approval of the one year leave of absence of the following person:

Denise Johnson - Secretary Washington Elementary to begin November 30, 1992 and continue through November, 1993. She wishes to finish her Bachelor's degree at MSU.

SUGGESTED RESOLUTION:

Move to approve the one year leave as presented.

BMF:sh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1992  
PAGE 1

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

MEMBERS ABSENT: Curt Borgen

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.

PREVIEW OF AGENDA: The agenda was previewed.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Chairperson Cummings welcomed students in the audience from the Professional Teaching class at Moorhead State University.

"WE ARE PROUD"

High School students Mark Capps, Brent Newman and Ben Deist reviewed the objectives the student support group, Grief Helpers. This group was formed for students to help students who have experienced the loss of family or friends.

CONSENT AGENDA: Hunt moved, seconded by Ladwig, to approve the following items on the consent agenda:

Acceptance of Gift - Approved the gift from TCI Cablevision of Moorhead of two VCR recorders/players and two 25-inch televisions to be used at Riverside Elementary and Moorhead Junior High. The value of the gift is \$1,300.00.

Eisenhower Mathematics & Science Grant Application - Approved the filing grant proposal to be used for training elementary teachers in math and science, in an amount of \$12,017.00.

Special Education Service Agreement - Approved a contract renewal with Production Alternatives, Inc. to provide employment of mild/moderate mentally impaired students from October 19, 1992 through August 17, 1993, at a net cost not to exceed \$3,164.

Townsite Lease Agreement - Approved the lease agreement with the Minnesota Department of Revenue from January 1, 1993 through December 31, 1994, in the amount of \$16,650.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1992  
PAGE 2

Recommendation for Employment - Approved the employment of:

Kimberly Carver - In-School Suspension, Asp, \$8.01/hr, 6.5 hrs/day, effective October 19, 1992 (new position)

Mark Soehren - EBD Paraprofessional, OutReach Center, B21 (0) \$7.91/hr, 7 hrs/day, effective September 14, 1992

Susan Anderson - MSMH Paraprofessional, Junior High, B21 (0) \$7.91/hr, 7 hrs/day, effective September 24, 1992

Jan Beimdiek - Hall Monitor, Senior High, A13 (0), \$7.91/hr, 4 hrs/day

Request for Leave of Absence - Approved the request for leave of:

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

Approval of Minutes - Approved the minutes of September 8 and 22, 1992 as presented.

Motion carried 6-0.

COMMITTEE REPORTS

Joint Powers - Ladwig reported the committee discussed solid waste legislation, the sale of St. Ansgar Hospital, and a possible joint board/meeting facility between the city, county and school district.

Activities Council - Gustafson noted this was the first meeting of the year. The committee reviewed Homecoming activities, the use of school facilities on weekends, and equity requirements from the State (required to review every 2 years).

FOCUS ON COMMUNITY ARTS: Carol Kline, Community Arts coordinator, reported how that program affects the community. Kline noted that 80% of the Community Arts budget is used for K-12 programs in the Moorhead schools. Programs involved with Community Arts are Early Childhood Family Education, 55 Alive, and after-school workshops. Kline also represents the District on many committees throughout the Moorhead/Fargo community.

REFERENDUM PROJECT PLANNING: Bill Cowman, Foss Associates, reviewed the referendum projects. Cowman noted all bids will be let at once and vendors may combine bids or separate projects. Letting bids is tentatively planned for February, 1993 to assure project completion by the start of the 93-94 school year.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1992  
PAGE 3

**ISD #152 STRATEGIC PLANNING AND MANAGEMENT SYSTEM:** Anderson reviewed the Plan with the Board. This plan would replace the Management Plan which was previously used. This document will serve as the basis of what will be the Five Year Educational Plan. It is comprised of 6 components, which are: Management Information System, Program Development & Evaluation, Personnel Development & Evaluation Procedure, Individual Work Objectives, School Improvement Plans, and the Annual Operational Plan. The purpose of the system is to establish a clear district focus and direction, interrelate all planning components to the school board's Five Year Educational Plan, concentrate resources on Board approved priorities and objectives, implement an action plan which increases the likelihood that objectives will be accomplished, build district-wide support for the Educational Plan with the involvement of various constituents, and, monitor or extend decisions on the basis of valid information.

**1993-94 ANNUAL OPERATIONAL PLAN:** Lacher reviewed a draft of the Plan with the Board. The Annual Operational Plan is the first step in the development of the upcoming year's budget. It also provides projections in future fund balances based on identified parameters. Projections become less accurate after the forthcoming year but are an important guide as the Five Year Educational Plan is updated on an annual basis.

**PURCHASE AGREEMENTS FOR HOMES ON 9TH AVENUE NORTH:** Gustafson moved, seconded by Cox, to approve the purchase agreements for the homes of Carla Nelson, 811 12th Street North; and, Mitchell Hextell, 812 11th Street North, as presented. Motion carried 6-0.

**PARAPROFESSIONAL POSITIONS:** Hunt moved, seconded by Gustafson, to approve the additional paraprofessional position at the high school in the moderate/severe mentally impaired program, at a cost of \$12,286.02, after reimbursement. Motion carried 6-0.

**ENROLLMENT DATA AND PROJECTIONS:** Jernberg reviewed October enrollment data and cohort projections for the next five years. Projections call for the K-4 enrollments to peak in the 1994-95 school year. Therefore, grades 5-12 will see the K-4 enrollment peak move through its grades starting in 1994 and continue through 2000.

**SET SPECIAL MEETING:** Gustafson moved, seconded by Hunt, to approve setting a special meeting for Monday, November 16, 1992 at 5:00 p.m. for the purpose of conducting a retreat for the Board. Motion carried 6-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 13, 1992  
PAGE 4

CHANGE MEETING TIME: Hunt moved, seconded by Ladwig, to change the time of the October 27, 1992 meeting to 8:00 p.m. to accommodate a visit by the Commissioner of Education, Gene Mammenga. Motion carried 6-0.

ADJOURNMENT: Gustafson moved, seconded by Cox, to adjourn the meeting at 9:45 p.m. Motion carried 6-0.

---

Bill Cox, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1992  
PAGE 1

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

MEMBERS ABSENT: Bill Cox

CALL TO ORDER: The meeting was called to order at 8:00 p.m.

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

PREVIEW OF AGENDA: Anderson previewed the agenda noting the Board may act on a resolution regarding reimbursement of expenditures of Bond proceeds.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

John Brewster, 1304 13th Avenue North, addressed the Board regarding the tolerance or intolerance of Halloween. Mr. Brewster has requested his daughter not participate in Halloween activities but she did so this year. Administration will review if there is a policy which pertains to this request and report back to Mr. Brewster.

"WE ARE PROUD"

A certificate was presented to Lauri Winterfeldt-Shanks for presenting at the annual conference of the North Dakota Association for the Education of Young Children. Deb Trygstad was recognized for her presentation at that same conference.

The Moorhead High School Renaissance Singers were recognized for being invited to sing at the Minnesota state convention of the American Choral Directors Association. Members include: Erin Aageson, 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. The Renaissance Singers are directed by Dr. Rod Rothlisberger.

CONSENT AGENDA: Hunt moved, seconded by Ladwig, to approve the following items on the consent agenda:

Major Magnitude Field Trip to Mexico - Approved the field trip for Spanish class students to Mexico, scheduled for April 3-10, 1993.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1992  
PAGE 2

Request from City of Moorhead - Approved the request from the City of Moorhead to use a large evergreen tree, located at 821 13th Street North, for a community Christmas tree.

Personnel - Approved the following personnel items:

Temporary Employment

Janice Ertl - AOM Paraprofessional, Edison, from approximately November 2, 1992 until the end of April, 1993.

Resignation

Lois Owens - Indian Education Coordinator, effective October 30, 1992

Motion carried 6-0.

COMMISSIONER OF EDUCATION - GENE MAMMENG: The Commissioner discussed how the Department of Education is committed to change and that the K-12 programs are its main concern for legislative actions. Mr. Mammenga encouraged everyone concerned to talk to their legislators promoting support for funding of education. Total Quality Management, Site Based Management and funding for inservice training were also discussed.

1993-94 ANNUAL OPERATIONAL PLAN: Draft revenue and expenditure assumptions were reviewed for the Capital Outlay, Community Education and Townsite Centre Leasing funds. The General, Pupil Transportation and Food Service funds will be discussed at a later meeting.

MOORHEAD EDUCATION ASSOCIATION GRIEVANCE: Borgen moved, seconded by Hunt, to deny the grievance of Angelique Ford et. al., based upon the findings and recommendations of the School Board Committee. Motion carried by roll-call vote 6-0: Cox absent.

MOORHEAD PRINCIPALS ASSOCIATION AGREEMENT: Hunt moved, seconded by Gustafson, to approve the 1992-93 and 1993-94 master contracts with the Principals Association, in the amounts of 3.9 and 3.0 percent, respectively. Motion carried 6-0.

9TH AVENUE NORTH HOME PURCHASE AGREEMENTS: Hastad moved, seconded by Hunt, to approve the purchase agreements for homes located at 812 11th Street North and 821 13th Street North, in the amounts of \$49,000 and \$50,000 plus relocation fees, respectively. Motion carried 6-0.

LEASE AGREEMENT FOR PURCHASED HOME: Borgen moved, seconded by Gustafson, to approve the lease agreement with Carla Nelson. Motion carried 6-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
OCTOBER 27, 1992  
PAGE 3

RESOLUTION FOR THE USE OF BOND PROCEEDS: Hastad moved, seconded by Borgen, to approve the resolution establishing procedures for reimbursement of certain expenditures from proceeds of future bond issues or other borrowings. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hastad discussed the Imagine program. Hastad is the school district representative on its Advisory Board. Hastad noted he believes the Program has changed its focus and questions whether it is appropriate for the school district to serve on its Advisory Board. Hastad questioned if the school district should change to a supportive role rather than an advisory role to the Program. The consensus of the School Board was to remain a representative.

Student School Board representatives were discussed. The consensus of the Board was to meet with students on their time and let them prepare the agendas for such meetings. Administration will arrange the details and report back to the Board at a later meeting.

ADJOURNMENT: Gustafson moved, seconded by Cummings, to adjourn the meeting at 10:00 p.m. Motion carried 6-0.

---

Bill Cox, Clerk

MEMO: S93-059

TO: School Board Members

FROM: Bruce R. Anderson, Supt. *BRA*

DATE: October 22, 1992

RE: Change Orders-Robert Asp

Attached are small change orders that I approved to enable continued progress on the project.

BRA:cbp  
Attachment

OCT '1 5 1992

MEMO #: B93.151

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: OCTOBER 13, 1992

SUBJECT: CHANGE ORDERS - ROBERT ASP SCHOOL

#1: Needed to relocate existing condensate drain.

The sink where the drain was located was removed.

Cost: \$123.19

#2: Additional electrical duplex outlets in classrooms.

2 - Existing #08

4 - New #1101

4 - New #1102

10 Total

Cost: \$698.50

RECOMMENDED RESOLUTION

Approve change orders for \$821.69.

\$123.19 to be charged to 1992.93 Capital Outlay Budget.

\$698.50 to be charged to 1993.94 Building Capital Outlay  
Facilities Budget.

## CHANGE ORDER

PROJECT: Miscellaneous Remodeling Project  
Robert Asp School  
Ind. School District #152  
Moorhead, Minnesota

CHANGE ORDER NO.: 02

PROJECT NO: 9001-33

CONTRACT FOR: All Work

TO: Gast Construction Co., Inc.  
P. O. Box 833  
Wahpeton, ND 58074

CONTRACT DATE: July 1, 1992

You are authorized to make the following changes in this Contract:

Classroom No. 1106: Relocate existing condensate drain located at wash sink which was removed.

Add \$123.19

### CONTRACT SUMMARY:

Original Contract Sum	\$ 251,836.00
Net change by previous Change Orders	\$ 533.50
Contract Sum prior to this Change Order was	\$ 252,369.50
Contract Sum will be (increased) (decreased) by this Change Order	\$ 123.19
New Contract Sum including this Change Order will be	\$ 252,492.69
unchanged	
Contract Time will be (increased) (decreased) by	0 Days

FOSS ASSOCIATES  
Architecture, Engineering  
& Interiors

Gast Construction Co. Inc.  
Wahpeton, ND

Independent School District #152  
Moorhead, MN

Contractor

Owner

By W. L. Lerman  
Title Project Architect  
Date October 7, 1992

By James Dast  
Title Proj. Mgr.  
Date 10-8-92

By Bruce R. Anderson  
Title Super.  
Date 10/20/92



FOSS ASSOCIATES  
Architecture Engineering & Interiors

P.O. Box 306, Moorhead, MN 56561  
218-236-1202

Page 2

Robert Asp School Change Orders

3/4" condensate drain that was dumping into wash fountain that was removed:

Metro Plumbers:

15 3/4 L copper	24.55	
2 10% misc. fitting	3.96	
1 hole in wall	6.60	
Materials	35.11	
3.2 hrs. labor x 17.60	56.32	
10% overhead	9.14	
10% profit	9.14	
Tax 6.5%	2.28	
Total	111.99	
Gast Const. 10%	11.20	
Total plumbing		<u>123.19</u>

Total Condensate Drain

\$123.19

## PROPOSAL REQUEST

PROJECT: Miscellaneous Remodeling Project  
Robert Asp School  
Ind. School District No. 152  
Moorhead, MN

REQUEST NO: 01  
DATE: October 2, 1992

OWNER: Independent School District No. 152  
Moorhead, Minnesota

PROJECT NO: 9001-33  
CONTRACT FOR: All Work

TO: Gast Construction Co., Inc.  
P. O. Box 833  
Wahpeton, ND 58074

CONTRACT DATE: July 1, 1992

Please submit an itemized quotation for changes in the Contract sum and/or time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH WORK DESCRIBED HEREIN.

### DESCRIPTION:

Provide additional electrical duplex outlets in classrooms as follows:

Existing Classroom No. 08 - Add 2  
New Classroom No. 1101 - Add 4  
New Classroom No. 1102 - Add 4

Provide two 4'-0" fluorescent fixtures in Mechanical Room 1103. Existing fixtures need to be removed to allow for ductwork to be installed.

Proposed modifications will (increase)  
(decrease) Contract sum by \$ 698.50


ATTACH ITEMIZED COST BREAKDOWN  
TO SUPPORT ABOVE STATED AMOUNT

Gast Construction Co., Inc.  
Contractor

By James J. Gast  
Title Proj. Mgr.  
Date 10/5/92

INITIATED BY: Owner PROJECT ARCHITECT: W. Cowman DATE: 10/2/92

WRITTEN BY: D. Wirth OWNER'S APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

 FOSS ASSOCIATES  
Architecture Engineering & Interiors

P.O. Box 306, Moorhead, MN 56561  
218-236-1202

MEMO #: S-93-072

TO: School Board  
FROM: Bruce R. Anderson, Supt.  
RE: Donation by Central Auto Supply  
DATE: October 30, 1992

Attached please find a message from Jim Haugstad, sales representative, from Central Auto Supply in Fargo making a donation of equipment to the Auto department of Moorhead Senior High. The donation is valued at \$250.00.

Suggested Resolution: Move to accept the donation and send a letter of thanks to Central Auto Supply, Fargo.

BRA:cbp  
Attachment

5126  
October 23, 1992



Central Auto Supply wishes to donate an Atlas Ignition Simulator Modle 45-701, serial number 819072, to Moorhead Senior High School Automotive Department.

The simulator is to be used for instructional purposes. The simulator is valued at \$250.00.

Sincerely,

*Jim Haugstad*

Jim Haugstad  
Sales Representative

MEMO #: I-93-070

TO: Dr. Bruce R. Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Minnesota Student Survey Report

DATE: October 28, 1992

Mr. Jim Thom, Chemical Dependency Counselor at the Moorhead Senior High School, will review the 1992 Minnesota Student Survey Report which was conducted in nearly all Minnesota school districts. The survey is utilized to identify at-risk and health-related problems and concerns among students. Local and statewide information is available for use by policy makers at local, state and federal levels.

The survey, which was administered to students in grades 6, 9 and 12, includes longitudinal information comparing current findings with findings in 1989. The information from this report will assist in providing information and direction for working with students who are struggling with a range of issues that interfere with learning.

RMJ/mdm

MEMO #: S-93-073

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: 1993-94 Operational Plan  
DATE: November 5, 1992

The attached material provides draft revenue and expenditure assumptions and estimated balances for the General and Pupil Transportation funds.

The Pupil Transportation information has been revised since the October 27th meeting.

The information for the Building Construction fund was included in the October 27th meeting agenda.

BRA: cbp

MEMO #: OP93.E  
MEMO TO: DR. ANDERSON  
FROM: ROBERT LACHER  
DATE: NOVEMBER 4, 1992  
  
SUBJECT: I GENERAL FUND

Attached is the data for Section I, General Fund, of the Annual Operational Plan.

SUGGESTED RESOLUTION

Move to accept for placement in the Annual Operational Plan

cc: Ruth Legg

MEMO #: B93150.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: NOVEMBER 4, 1992

SUBJECT: FIRST COMPLETE 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 the General Fund. The following information is provided from the Plan and General Fund Section.

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

**1993-94 ANNUAL OPERATIONAL PLAN  
INDEPENDENT SCHOOL DISTRICT NO. 152**

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

**OCTOBER, 1992**

**DR. BRUCE R. ANDERSON  
SUPERINTENDENT**

## 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   Past Year Audit 91.92  
 December   Final 1992.93 Budget  
              Preliminary 1993.94 Budget

January  
 February  
 March

Approval of 93.94  
 Annual Operational Plan

April  
 May  
 June  
 July  
 August  
 September  
 October

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 rojection 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.

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### II. Food Service Fund

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### IV. Community Education Fund

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Expenditure Assumptions and Rationale		
Revenues Rationale		
Expenditures Rationale		
Fund Balance		

### V. Capital Expenditure Fund

Revenue Assumptions and Rationale		
Expenditure Assumptions and Rationale		
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I. GENERAL FUND PROJECTIONS

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GENERAL FUNDRevenue 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 Audited Act.	5608.97	(1.35) 6136.66		
1991-92 Est. Actual	5661.00	(1.30) 6180.00		
1992-93 Budget	5945.00	(1.30) 6430.00	4.0%	250.00
1993-94 Budget	6104.00	(1.30) 6655.00	3.5%	225.00
1994-95 Projected	6275.00	(1.30) 6837.70	2.7%	182.70
1995-96 Projected	6404.00	(1.30) 7027.30	2.8%	189.60
1996-97 Projected	6472.00	(1.30) 7144.20	1.7%	116.90

2. The General Education allowance will increase at the annual rates listed below.

<u>Year</u>	<u>Allowance Per Pupil</u>	<u>% Increase</u>
1990-91 Audited Act.	2953	4.0%
*1991-92 Est. Actual	3050	3.0%
1992-93 Budget	3050	0.0%
1993-94 Budget	3050	0.0%
1994-95 Projected	3111	2.0%
1995-96 Projected	3204	3.0%
1996-97 Projected	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 Audited Act.	333.00	983,349		
1991-92 Est. Actual	440.00	1,342,000	36.5%	
1992-93 Budget	440.00	1,342,000	0	
1993-94 Budget	528.13	1,610,797	20.0%	
1994-95 Projected	549.25	1,708,717	6.1%	
1995-96 Projected	549.25	1,759,797	3.0%	
1996-97 Projected	549.25	1,794,949	2.0%	

4. 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 Audited Act.	89	90	4,840,548.00
1991-92 Est. Actual	90	91	4,594,824.53
1992-93 Budget	91	92	5,035,514.67
1993-94 Budget	92	93	5,931,686.45
1994-95 Projected	93	94	6,109,637.00
1995-96 Projected	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 Audited Act.	13,207,659	
1991-92 Est. Actual	13,880,721	5.095%
1992-93 Budget	14,297,143	3.000%
1993-94 Budget	14,726,057	3.000%
1994-95 Projected	15,167,839	3.000%
1995-96 Projected	15,622,874	3.000%
1996-97 Projected	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 Audited Act.	0.8%
1992-93 Budget	0.0%
1993-94 Budget	0.0%
1994-95 Projected	2.0%
1995-96 Projected	3.0%
1996-97 Projected	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 Assumptions

## Exhibit 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 Audited Act.	6-7%	\$92,237
1991-92 Est. Actual	5-6%	\$50,957
1992-93 Preliminary	5-4%	\$50,000
1993-94 Preliminary	4-3%	\$50,000
1994-95 Preliminary	4-3%	\$51,000
1995-96 Preliminary	4-3%	\$52,530
1996-97 Preliminary	4-3%	\$54,106

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 Audited Act.	33.1%	711,243
1991-92 Est. Actual	- 4.4%	946,706
1992-93 Preliminary	0%	904,980
1993-94 Preliminary	2%	904,980
1994-95 Preliminary	3%	923,080
1995-96 Preliminary	3%	950,772
1996-97 Preliminary	3%	979,295

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 Fees</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 Est.	19,765	47,346	29,877	7,190	104,178
1992-93 Pre.	25,000	50,000	30,773	6,396	112,169
1993-94 Pre.	25,750	50,000	31,697	6,588	114,034
1994-95 Pre.	26,523	51,000	32,647	6,786	116,955
1995-96 Pre.	27,053	52,530	33,627	6,989	120,199
1996-97 Pre.	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 Audited Act.	9,668
1991-92 Est. Actual	2,299
1992-93 Preliminary	3,000
1993-94 Preliminary	3,000
1994-95 Preliminary	3,000
1995-96 Preliminary	3,000
1996-97 Preliminary	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.

05-Nov-92 PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97					
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM BUDGET	P	R	O	J	K	C	T	K	D
Basic foundation aid allowa	2838	2953	3050	3050	3050	3050			3111		3204			3300
UNAPPROPRIATED REVENUES														
Taxes & cnty apptmnt	4239681	3507850	3667160	3623807	4363980	4363980	4451260	4584797	4722341					
Interest	165159	92237	60000	50957	50000	50000	51000	52530	54106					
Tax shift	44447	-72710	0	344316		0	0	0	0					
Other local	156359	122668	178875	215041	246160	246160	251083	258616	266374					
Tax credits	2259592	1316576	964400	964402	679860	679860	693457	714261	735689					
Foundation aid	12237297	15796424	17135000	16897419	17569000	17838022	18260669	19415967	20384216					
Special ed aid	1681886	1791987	1953000	1963134	2257000	2257000	2302140	2371204	2442340					
Other state aids	76553	318598	335312	328986	438655	438655	447428	460851	474676					
Tax shift	-44447	72710	0	-344316		0	0	0	0					
Federal aids	614018	711243	969575	946706	904980	904980	923080	950772	979295					
Conversion of assets	11669	6153	10000	8627	10000	10000	10200	10506	10821					
Tuition	195099	221382	236500	232007	237400	237400	242148	249412	256895					
State reduction														
TOTAL REVENUES	21637313	23885118	25509822	25231086	26757035	27026057	27632465	29068917	30326754					
% CHANGE		10.39%	6.80%	-1.09%	6.05%	1.01%	2.24%	5.20%	4.33%					
\$ CHANGE		2247805	1624704	-278736	1525949	269022	606408	1436452	1257838					

Expenditure AssumptionsExhibit BBasic Assumptions

## 1. Salary Expenditures

- a. Projected staff positions are based on the staff planning ratios, as detailed below. (Also see exhibits , page ; exhibit , page ; and , page for additional details)

<u>Classification</u>	<u>1991-92 Actual Staff Count</u>	<u>Planned Student To Staff Ratio</u>	<u>Changes in Staff</u>				
			<u>1992-93</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
Instructional Staff							
Elem. K-4				1	1	0	0
Elem. 5-6				0	2	0	0
Jr High 7-8				3.7	2.4	.4	2.0
Sr High 9-12				4.1	3.5	5.9	3.7
Elem. Music, PE							
Art & World Lang							
Media							
Sec. Counselors							
Elem. Counselors							
Extra Assignments							
Other Instructional							
Custodial							
Clerical							
Paraprofessional							
Building Adm.							
District Adm.							
Supervisors							
Substitutes							
Other							
Special Ed.							
Classroom Teacher							
Paraprofessionals							

All other staffing is expected to remain unchanged over the five year period of the Financial Plan.

- b. Wages and fringe benefits, after adjusting for all personnel changes, may be expected to increase as listed below. Wherever salary settlements have occurred, the actual settlement will be used. (See Exhibit , page .)

Fringe benefits will average 23.6% of the total salaries paid.

<u>Year</u>	<u>*Actual/Estimated Salaries Paid</u>	<u>Actual/Estimated Benefit Costs</u>	<u>Percentage Increase</u>
1990-91	16,947,557	3,954,482	
1991-92	18,255,832	2,553,050	- .45%
1992-93	18,729,293	4,366,761	10.99%
1993-94	20,030,372	4,497,764	6.20%
1994-95	21,089,839	4,632,679	4.76%
1995-96	21,851,766	4,771,678	3.50%
1996-97	22,741,355	4,914,828	3.88%

\*Includes staff additions

Expenditure Rationale

Exhibit B

Basic Assumptions

1. Salary Expenditures

- a. This assumption establishes student to teacher ratios as follows:

<u>Building Ratios</u> <u>Grade Levels</u>	<u>Class Size Ratio</u>
Elementary K-4	25:1
Elementary 5-6	28:1
Junior High	27:1
Senior High	27:1

Support staff guidelines will be established by the administration.

Any changes will be reflected in the Annual Program Plan

- b. These inflation projections are based on the recommendation of the administration and maintenance of the staffing ratios.

Includes staff additions and 3% increase in salaries.

## Expenditure Assumptions

Exhibit B

### Basic Assumptions

2. Employee Benefits will be paid according to statutory requirements and contract agreements for employees.

a. Severance pay will be paid to employees opting for early retirement whose contract agreement have a severance pay provision.

<u>Year</u>	<u>Early Retirements</u>	<u>Average Severance</u>	<u>Amount</u>	<u>Increase</u>
1990.91 Act	13	16,004	149,221	
1991.92 Est Act	18	12,227	219,462	5.78%
1992.93 Budget	20	12,000	208,580	3.0%
1993.94 Projected	20	12,360	214,837	3.0%
1994.95 Projected	20	12,731	221,283	3.0%
1995.96 Projected	20	13,113	227,921	3.0%
1996.97 Projected	20	13,506	234,759	3.0%

b. Federal Program Expenses

<u>Year</u>	<u>Actual/Estimated Expenditures</u>	<u>Percentage Increase</u>
1990.91	711,243	
1991.92	946,706	33.1%
1992.93	904,980	- 4.4%
1993.94	904,980	0%
1994.95	923,080	2.0%
1995.96	950,722	3.0%
1996.97	979,295	3.0%

Expenditure Rationale

Exhibit B

Basic Assumptions

2. a. The District is bound by statutory requirement and negotiated contracts for the payment of all benefits.
  
- b. Federal program costs will increase in relation to the revenue received to provide the programs for students.

## Expenditure Assumptions

## Exhibit B

### Basic Assumptions

3. The non-salary costs are expected to increase as follows. (See exhibit , page .)
- a. Instructional Budgets by building - Includes supplies, building staff development, MEEP, etc. Costs will increase at an annual rate per pupil as follows.

Year	Riverside/Lincoln, Edison, Probstfield Washington Schools	% Inc	Robert Asp and Voyager Schools	% Inc	Jr High and Sr. High Schools	% Inc
1990-91	64.42 per student		69.07 per student		86.67 per student	
1991-92	67.65 per student	5.01	72.52 per student	5	91.00 per student	5
1992-93	67.65 per student	0	72.52 per student	0	91.00 per student	0
1993-94	67.65 per student	0	72.52 per student	0	91.00 per student	0
1994-95	69.00 per student	2.00	73.97 per student	2	92.82 per student	2
1995-96	71.07 per student	3.00	76.19 per student	3	95.60 per student	3
1996-97	73.20 per student	3.00	78.47 per student	3	98.47 per student	3

- b. Library and audio visual material costs including contracted services, will increase at the annual rates listed below.

Year	Amount	Increase
1990-91	85,991	Actual
1991-92	81,931	Actual (4.72%)
1992-93	86,000	Budgeted (4.97%)
1993-94	86,000	0%
1994-95	87,720	2%
1995-96	90,352	3%
1996-97	93,062	3%

- c. Athletic supplies will increase at the annual rates listed below:

Year	Amount	Increase
1990-91	32,467	Actual
1991-92	33,441	Budget
1992-93	33,441	Budget
1993-94	33,441	0
1994-95	34,110	2
1995-96	35,133	3
1996-97	36,187	3

Expenditure Rationale

Exhibit B

Basic Assumptions

3. These inflation factors represent data provided by the State Department of Education and modified by recommendation of staff.
  - a. Supply and material allocations will be applied on a per student basis for an equitable distribution of supplies among schools.
  - b. Library and audio-visual allocations will be applied on a per student basis for an equitable distribution of supplies among media centers.
  - c. Athletic supply allocations will be applied on a per participant basis for an equitable distribution among sports.

**EXPENDITURE ASSUMPTIONS****EXHIBIT B**

Summary of all accounts by major categories.

**Basic Assumptions**

d. Supplies will increase at the annual rates listed below.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1990-91 Actual	846,868	
1991-92 Actual	781,420	- 7.73%
1992-93 Budget	1,026,372	31.35%
1993-94 Prelim. Budget	1,040,750	1.40%
1994-95 Projected	1,060,598	1.91%
1995-96 Projected	1,089,013	2.68%
1996-97 Projected	1,116,470	2.52%

e. Energy Items will increase as noted:

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1990-91 Actual	359,190	Actual
1991-92 Actual	396,823	Est. Actual
1992-93 Budget	428,137	Budget
1993-94 Prelim. Budget	428,137	0%
1994-95 Projected	436,700	2.0%
1995-96 Projected	449,801	3.0%
1996-97 Projected	463,295	3.0%

f. Other costs will increase as listed.

<u>Year</u>	<u>Amount</u>	<u>Increase</u>
1990-91 Actual	1,681,588	Actual
1991-92 Actual	1,892,313	Est. Actual
1992-93 Budget	2,279,914	Budget
1993-94 Prelim. Budget	2,279,914	0%
1994-95 Projected	2,325,512	2.0%
1995-96 Projected	2,395,278	3.0%
1996-97 Projected	2,467,136	3.0%

Expenditure Assumptions

Exhibit B

Basic Assumptions

- d. Supplies will increase at standard inflation rates for non-salary costs.

Includes allowance for new students.

91.92 and 92.93 fluctuations represent the transfer of new textbook expenditures to Capital Outlay in 1991.92.

- e. Energy costs will continue to increase. The added space will require more energy consumption.

- f. Other costs: Will increase at standard inflation rates for non-salary costs.

05-MAY-92 PRINT DATE

## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90 ACTUALS	1990-91 ACTUALS	1991-92 REVISED BUDGET	1991-92 ESTIMATED ACTUAL	1992-93 REVISED PRELIM BUDGET	1993-94 P R O J E C T E D	1994-95 J E C T E D	1995-96 C T E D	1996-97 E D
Basic foundation aid allowa	2838	2953	3050	3050	3050	3050	3111	3204	3300
<b>UNAPPROPRIATED REVENUES</b>									
Taxes & cnty apptmnt	4239681	3507850	3667160	3623807	4363980	4363980	4451260	4504797	4722341
Interest	165159	92237	60000	50957	50000	50000	51000	52530	54106
Tax shift	44447	-72710	0	344316	0	0	0	0	0
Other local	156359	122668	178875	215041	246160	246160	251083	258616	266374
Tax credits	2259592	1316576	964400	964402	679860	679860	693457	714261	735689
Foundation aid	12237297	15796424	17135000	16897419	17569000	17838022	18260669	19415967	20384216
Special ed aid	1681886	1791987	1953000	1963134	2257000	2257000	2302140	2371204	2442340
Other state aids	76553	318598	335312	328986	438655	438655	447428	460851	474676
Tax shift	-44447	72710	0	-344316	0	0	0	0	0
Federal aids	614018	711243	969575	946706	904980	904980	923080	950772	979295
Conversion of assets	11669	6153	10000	8627	10000	10000	10200	10506	10821
Tuition	195099	221382	236500	232007	237400	237400	242148	249412	256895
State reduction									
<b>TOTAL REVENUES</b>	<b>21637313</b>	<b>23885118</b>	<b>25509822</b>	<b>25231086</b>	<b>26757035</b>	<b>27026057</b>	<b>27632465</b>	<b>29068917</b>	<b>30326754</b>
<b>% CHANGE</b>		<b>10.39%</b>	<b>6.80%</b>	<b>-1.09%</b>	<b>6.05%</b>	<b>1.01%</b>	<b>2.24%</b>	<b>5.20%</b>	<b>4.33%</b>
<b>\$ CHANGE</b>		<b>2247805</b>	<b>1624704</b>	<b>-278736</b>	<b>1525949</b>	<b>269022</b>	<b>606408</b>	<b>1436452</b>	<b>1257838</b>

GENERAL EDUCATION REVENUE  
92 Payable 93 (For 1993-94 School Year)

		<u>Amount</u>	<u>Revenue Per WADM</u>
Basic:	3050.00		
93-94 WADM:	6640.00	20,252,000.00	3050.00
Compensatory Ed. Revenue:		1,610,781.25	227.53
Sparsity:		0	
Training & Expenditures:	107.12	355,638.40	53.56
Supplemental:		0	
Fund Balance Reduction:		0	
Allowable:	3,846,600		
Current:	<u>2,924,643</u>		
Balance:	921,957		
Referendum Revenue:		860,411.20	129.58
Special Education:		903,751.85	136.11
Inter-district Cooperation:		50,000.00	7.53
Unemployment Insurance:		21,999.84	3.31
Crime Levy:		37,093.00	5.59

**I. REVENUE RATIONALE**

- c. The revenue will be quite flat over the five years of the projection. This is related to several factors. The district population has leveled out and is expected to increase by 3.5% to 1.7% each year for the next five years. The general education revenue provided by state law is not anticipated to increase significantly over the life of this projection. (Changes in the formulas, pupil weighting factors and evaluations will effect these projections.)

05-Nov-92 PRINT DATE

## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM	P R O J E C T E			
UNAPPROPRIATED EXPENDITURES									
Admin salaries	1237588	1441898	1449590	1573361	1655445	1705108	1756262	1808949	186
Admin supplies	42041	31838	34710	47666	34810	34810	35506	36571	3
Admin fringe benefits		271380	263005	289079	285977	294556	303393	312495	32
Admin other	93396	67290	228150	156776	339396	339396	346184	356569	36
Instruct salaries(reg & voc)	8655708	9273983	9385004	9579106	9643683	10302593	11031293	11642960	1225
Allowance for new staff:						369600	419622	280714	26
Instruct supplies	535349	532285	550716	442261	682298	682298	695944	716822	73
Allowance for new students:						14378	13699	10707	
Instruct fringe benefits		2127554	2162739	2225682	2305018	2374169	2445394	2518755	259
Instruct other	529574	619039	591145	534394	495427	495427	505336	520496	53
Spec ed salaries	3523992	4223557	4907357	4909801	5180946	5336374	5496466	5661360	583
Spec ed supplies	88636	109639	94082	103308	111162	111162	113385	116787	12
Spec ed fringe benefits		918905	1002894	1053591	1180363	1215774	1252247	1289815	132
Spec ed other	390755	427960	714626	587558	765757	765757	781072	804504	82
Instruct support salaries	627896	713948	766547	746062	803556	827663	852493	878067	90
Instruct support supplies	53559	62219	76477	82121	75887	75887	77405	79727	8
Instruct support fringe benefits		133131	115623	137103	123455	127159	130973	134903	13
Instruct support other	183033	253006	320017	285087	306832	306832	312969	322358	33
Pupil support salaries	427370	496015	513000	526937	534980	551029	567560	584587	60
Pupil support supplies	8761	8830	10670	9136	10020	10020	10220	10527	1
Pupil support fringe benefits		107532	109950	114604	119450	123034	126725	130526	13
Pupil support other	14434	24044	44866	29082	45430	45430	46339	47729	4
Bldgs & grounds salaries	627006	648935	671620	701103	702103	723166	744861	767207	79
Bldgs & grounds energy exp	359936	359190	428137	396823	428137	428137	436700	449801	46
Bldgs & grounds supplies	107677	102057	112195	96928	112195	112195	114439	117872	12
Bldgs & grounds fringe benefits		111830	121380	121675	127598	131426	135369	139430	14
Bldgs & grounds other	208748	209692	239352	223912	239352	239352	244139	251463	25
Early retirement pay	217204	149221	200000	219462	208580	214837	221283	227921	23
Fringe benefits	3769318	284150	216060	302608	224900	231647	238596	245754	25
Other fixed costs	93723	80557	87720	75504	87720	87720	89474	92159	9
<b>TOTAL EXPENDITURES</b>	<b>21795704</b>	<b>23789685</b>	<b>25417632</b>	<b>25570730</b>	<b>26830477</b>	<b>28276937</b>	<b>29545346</b>	<b>30557535</b>	<b>3170</b>
% CHANGE		9.15%	6.84%	0.60%	4.93%	5.39%	4.49%	3.43%	
\$ CHANGE		1993981	1627947	153098	1259747	1446460	1268409	1012189	114
REV OVER EXP (EXP OVER REV)	(158,391)	95,433	92,190	(339,644)	(73,442)	(1,250,880)	(1,912,881)	(1,488,618)	(1,376
BEGINNING FUND BALANCE *	2,524,902	2,366,511	2,461,944	2,461,944	2,122,300	2,048,858	797,978	(1,114,903)	(2,603
ENDING FUND BALANCE *	2,366,511	2,461,944	2,554,134	2,122,300	2,048,858	797,978	(1,114,903)	(2,603,521)	(3,979

05-Nov-92 PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90 ACTUALS	1990-91 ACTUALS	1991-92 REVISED BUDGET	1991-92 ESTIMATED ACTUAL	1992-93 REVISED PRELIM	1993-94 P	1994-95 R	1994-95 O	1994-95 J	1994-95 K	1995-96 C	1995-96 T	1996-97 K	1996-97 D
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\*\* After 89-90 retirement & medical/life insurances are budgeted with the programs.

ASSUMPTIONS FOR 91-92

CHANGE FACTORS

SALARIES	N/A	15316764	16947557	17893118	18255832	18729293	20030372	21089839	21851766	22741355
SUPPLIES	N/A	836023	846868	878850	781420	1026372	1040750	1060598	1089013	1116470
ENERGY ITEMS	N/A	359936	359190	428137	396823	428137	428137	436700	449801	463295
OTHER	N/A	1513663	1681588	2225876	1892313	2279914	2279914	2325512	2395278	2467136
FRINGE BENEFITS	N/A	3769318	3954482	3991651	2553054	4366761	4497764	4632697	4771678	4914828
REVENUES	N/A	21637313	23885118	25509822	25231086	26757035				

PUPIL UNITS +250 FROM +250 FROM 91-92

\*\*\*\*\*

ASSUMPTIONS

CHANGE FACTORS

SALARIES	104.29%	103.00%	103.00%	103.00%	103.00%
SUPPLIES	100.00%	100.00%	102.00%	103.00%	103.00%
ENERGY ITEMS	100.00%	100.00%	102.00%	103.00%	103.00%
OTHER	100.00%	100.00%	102.00%	103.00%	103.00%
FRINGE BENEFITS	104.65%	103.00%	103.00%	103.00%	103.00%
REVENUES		100.00%	102.00%	103.00%	103.00%
PUPIL UNITS	250	225	182.7	189.6	116.9
AFDC UNITS		88	21		

CATEGORY I - TEACHERS K-12

Average Salary and Fringe Benefit Cost:

8.80	9.70	6.30	5.70
42,000	43,260	44,558	45,895

CATEGORY II - LICENSED SPECIALISTS

CATEGORY IIA - NON-LICENSED SPECIALISTS

CATEGORY IIB - ADMINISTRATIVE AND OTHER SUPPORT

CATEGORY IIC - EXTRA CURRICULAR PROGRAMS

CATEGORY IIE - HUMAN RESOURCES

CATEGORY III - CURRICULUM AND INSTRUCTION

DISK: BUDGET 90.91, 91.92: PROGRAM "93GRAPH"

I. EXPENDITURE RATIONALE

- d. Expenditures will increase at approximately 0.3% per year. This increase will be adjusted based on the inflation rates assumed in this document, legislative actions and changes in staff that will be necessary due to the revenues available. Mandates in the areas of comparable worth and special education are also impacting the levels of increase in District services.

We will be hard pressed to maintain the programs we presently have.

## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM	P R O J E C T E D			
REV OVER EXP (EXP OVER REV)	(158,391)	95,433	92,190	(339,644)	(73,442)	(1,250,880)	(1,912,881)	(1,488,618)	(1,376,329)
BEGINNING FUND BALANCE *	2,524,902	2,366,511	2,461,944	2,461,944	2,122,300	2,048,858	797,978	(1,114,903)	(2,603,521)
ENDING FUND BALANCE *	2,366,511	2,461,944	2,554,134	2,122,300	2,048,858	797,978	(1,114,903)	(2,603,521)	(3,979,850)

\*\* After 89-90 retirement & medical/life insurances are budgeted with the programs.

## ASSUMPTIONS FOR 91-92

## CHANGE FACTORS

	N/A	15316764	16947557	17893118	18255832	18729293	20030372	21089839	21851766	22741355
SALARIES	N/A	836023	846868	878850	781420	1026372	1040750	1060598	1089013	1116470
SUPPLIES	N/A	359936	359190	428137	396823	428137	428137	436700	449801	463295
ENERGY ITEMS	N/A	1513663	1681588	2225876	1892313	2279914	2279914	2325512	2395278	2467136
OTHER	N/A	3769318	3954482	3991651	2553054	4366761	4497764	4632697	4771678	4914828
FRINGE BENEFITS	N/A	21637313	23885118	25509822	25231086	26757035				
REVENUES	N/A									

PUPIL UNITS +250 FROM +250 FROM 91-92

\*\*\*\*\*

## ASSUMPTIONS

## CHANGE FACTORS

SALARIES	104.29%	103.00%	103.00%	103.00%	103.00%
SUPPLIES	100.00%	100.00%	102.00%	103.00%	103.00%
ENERGY ITEMS	100.00%	100.00%	102.00%	103.00%	103.00%
OTHER	100.00%	100.00%	102.00%	103.00%	103.00%
FRINGE BENEFITS	104.65%	103.00%	103.00%	103.00%	103.00%
REVENUES		100.00%	102.00%	103.00%	103.00%
PUPIL UNITS	250	225	182.7	189.6	116.9
AFDC UNITS		88	21		
CATEGORY I - TEACHERS K-12		8.80	9.70	6.30	5.70
Average Salary and Fringe Benefit Cost:		42,000	43,260	44,558	45,895
CATEGORY II - LICENSED SPECIALISTS					
CATEGORY IIA - NON-LICENSED SPECIALISTS					
CATEGORY IIB - ADMINISTRATIVE AND OTHER SUPPORT					
CATEGORY IIC - EXTRA CURRICULAR PROGRAMS					

**FUND BALANCE PROJECTIONS**

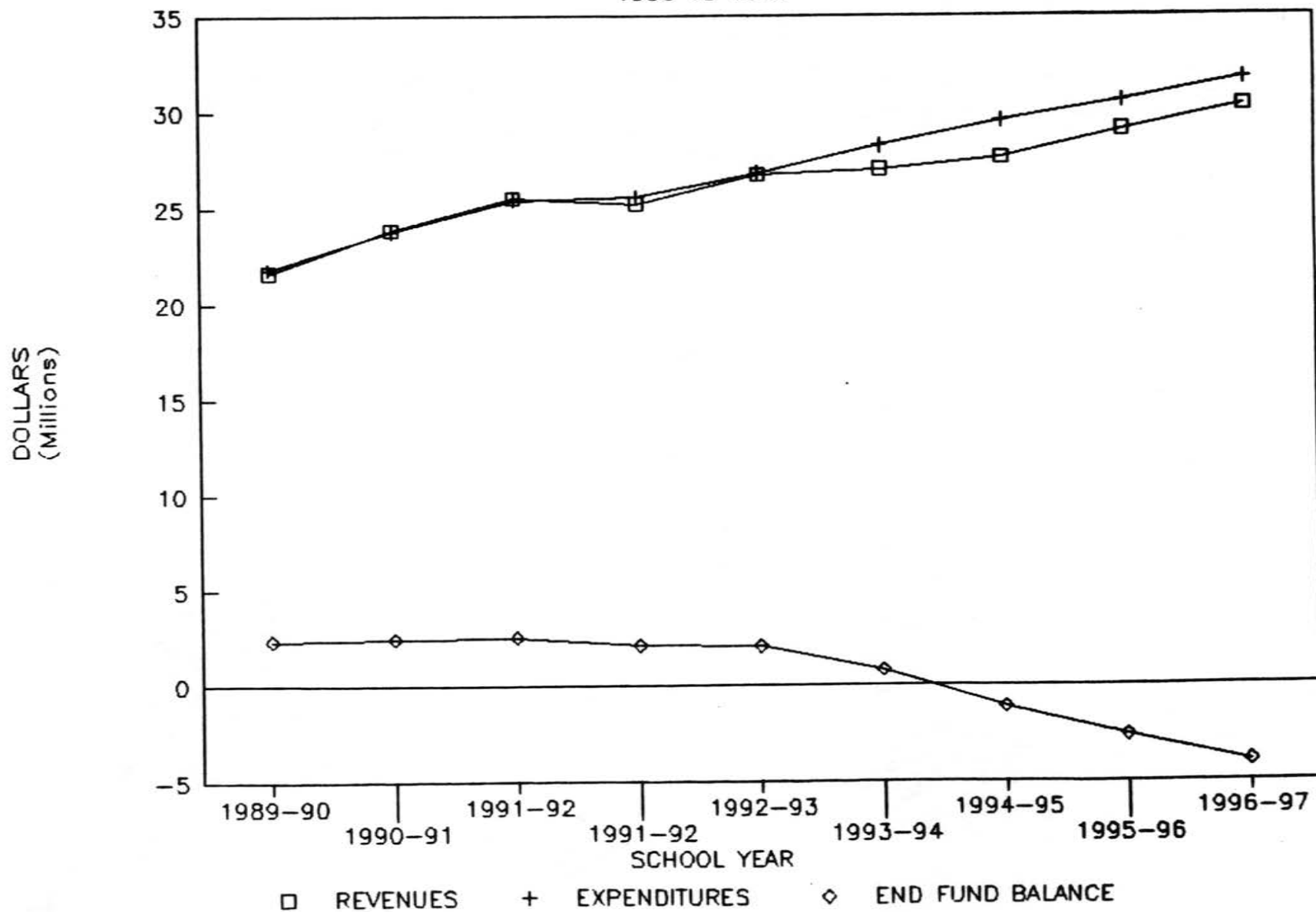
Given the assumptions of the data in this document, our fund balance will decline from:

<u>1990-91</u>	<u>1996-97</u>
\$2,461,944	(\$3,979,850)

(See graph "A")

# I GENERAL FUND

1990 TO 1997



05-Nov-92 PRINT DATE

## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM BUDGET	P R O J E C T E			
Basic foundation aid allowa	2838	2953	3050	3050	3050	3050	3111	3204	33
UNAPPROPRIATED REVENUES									
Taxes & cnty apptnmt	4239681	3507850	3667160	3623807	4363980	4363980	4451260	4584797	47223
Interest	165159	92237	60000	50957	50000	50000	51000	52530	54
Tax shift	44447	-72710	0	344316		0	0	0	
Other local	156359	122668	178875	215041	246160	246160	251083	258616	266
Tax credits	2259592	1316576	964400	964402	679860	679860	693457	714261	735
Foundation aid	12237297	15796424	17135000	16897419	17569000	17838022	18260669	19415967	20384
Special ed aid	1681886	1791987	1953000	1963134	2257000	2257000	2302140	2371204	2442
Other state aids	76553	318598	335312	328986	438655	438655	447428	460851	474
Tax shift	-44447	72710	0	-344316		0	0	0	
Federal aids	614018	711243	969575	946706	904980	904980	923080	950772	979
Conversion of assets	11669	6153	10000	8627	10000	10000	10200	10506	10
Tuition	195099	221382	236500	232007	237400	237400	242148	249412	256
State reduction									
TOTAL REVENUES	21637313	23885118	25509822	25231086	26757035	27026057	27632465	29068917	30326
% CHANGE		10.39%	6.80%	-1.09%	6.05%	1.01%	2.24%	5.20%	4
\$ CHANGE		2247805	1624704	-278736	1525949	269022	606408	1436452	1257
UNAPPROPRIATED EXPENDITURES									
Admin salaries	1237588	1441898	1449590	1573361	1655445	1705108	1756262	1808949	1863
Admin supplies	42041	31838	34710	47666	34810	34810	35506	36571	37
Admin fringe benefits		271380	263005	289079	285977	294556	303393	312495	321
Admin other	93396	67290	228150	156776	339396	339396	346184	356569	367
Instruct salaries(reg & voc)	8655708	9273983	9385004	9579106	9643683	10302593	11031293	11642960	12253
Allowance for new staff:						369600	419622	280714	261
Instruct supplies	535349	532285	550716	442261	682298	682298	695944	716822	738
Allowance for new students:						14378	13699	10707	9
Instruct fringe benefits		2127554	2162739	2225682	2305018	2374169	2445394	2518755	2594
Instruct other	529574	619039	591145	534394	495427	495427	505336	520496	536
Spec ed salaries	3523992	4223557	4907357	4909801	5180946	5336374	5496466	5661360	5831
Spec ed supplies	88636	109639	94082	103308	111162	111162	113385	116787	120
Spec ed fringe benefits		918905	1002894	1053591	1180363	1215774	1252247	1289815	1328
Spec ed other	390755	427960	714626	587558	765757	765757	781072	804504	829
Instruct support salaries	627896	713948	766547	746062	803556	827663	852493	878067	904
Instruct support supplies	53559	62219	76477	82121	75887	75887	77405	79727	82
Instruct support fringe benefits		133131	115623	137103	123455	127159	130973	134903	138
Instruct support other	183033	253006	320017	285087	306832	306832	312969	322358	332
Pupil support salaries	427370	496015	513000	526937	534980	551029	567560	584587	602
Pupil support supplies	8761	8830	10670	9136	10020	10020	10220	10527	10
Pupil support fringe benefits		107532	109950	114604	119450	123034	126725	130526	134
Pupil support other	14434	24044	44866	29082	45430	45430	46339	47729	49

## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM	P R O J E C T E D			
Bldgs & grounds salaries	627006	648935	671620	701103	702103	723166	744861	767207	790223
Bldgs & grounds energy exp	359936	359190	428137	396823	428137	428137	436700	449801	463295
Bldgs & grounds supplies	107677	102057	112195	96928	112195	112195	114439	117872	121408
Bldgs & grounds fringe benefits		111830	121380	121675	127598	131426	135369	139430	143613
Bldgs & grounds other	208748	209692	239352	223912	239352	239352	244139	251463	259007
Early retirement pay	217204	149221	200000	219462	208580	214837	221283	227921	234759
Fringe benefits	3769318	284150	216060	302608	224900	231647	238596	245754	253127
Other fixed costs	93723	80557	87720	75504	87720	87720	89474	92159	94923
TOTAL EXPENDITURES	21795704	23789685	25417632	25570730	26830477	28276937	29545346	30557535	31703083
% CHANGE		9.15%	6.84%	0.60%	4.93%	5.39%	4.49%	3.43%	3.75%
\$ CHANGE		1993981	1627947	153098	1259747	1446460	1268409	1012189	1145548
REV OVER EXP (EXP OVER REV)	(158,391)	95,433	92,190	(339,644)	(73,442)	(1,250,880)	(1,912,881)	(1,488,618)	(1,376,329)
BEGINNING FUND BALANCE *	2,524,902	2,366,511	2,461,944	2,461,944	2,122,300	2,048,858	797,978	(1,114,903)	(2,603,521)
ENDING FUND BALANCE *	2,366,511	2,461,944	2,554,134	2,122,300	2,048,858	797,978	(1,114,903)	(2,603,521)	(3,979,850)

\*\* After 89-90 retirement & medical/life insurances are budgeted with the programs.

## ASSUMPTIONS FOR 91-92

## CHANGE FACTORS

SALARIES	N/A	15316764	16947557	17893118	18255832	18729293	20030372	21089839	21851766	22741355
SUPPLIES	N/A	836023	846868	878850	781420	1026372	1040750	1060598	1089013	1116470
ENERGY ITEMS	N/A	359936	359190	428137	396823	428137	428137	436700	449801	463295
OTHER	N/A	1513663	1681588	2225876	1892313	2279914	2279914	2325512	2395278	2467136
FRINGE BENEFITS	N/A	3769318	3954482	3991651	2553054	4366761	4497764	4632697	4771678	4914828
REVENUES	N/A	21637313	23885118	25509822	25231086	26757035				

PUPIL UNITS +250 FROM +250 FROM 91-92

\*\*\*\*\*

## ASSUMPTIONS

## CHANGE FACTORS

SALARIES	104.29%	103.00%	103.00%	103.00%	103.00%
----------	---------	---------	---------	---------	---------

05-Nov-92 PRINT DATE

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

GENERAL FUND	1989-90	1990-91	1991-92	1991-92	1992-93	1993-94	1994-95	1995-96	1996-
	ACTUALS	ACTUALS	REVISED BUDGET	ESTIMATED ACTUAL	REVISED PRELIM	P R O	J E C	T E	
SUPPLIES					100.00%	100.00%	102.00%	103.00%	103
ENERGY ITEMS					100.00%	100.00%	102.00%	103.00%	103
OTHER					100.00%	100.00%	102.00%	103.00%	103
FRINGE BENEFITS					104.65%	103.00%	103.00%	103.00%	103
REVENUES						100.00%	102.00%	103.00%	103
PUPIL UNITS					250	225	182.7	189.6	11
AFDC UNITS						88	21		
CATEGORY I - TEACHERS K-12						8.80	9.70	6.30	9
Average Salary and Fringe Benefit Cost:						42,000	43,260	44,558	45,
CATEGORY II - LICENSED SPECIALISTS									
CATEGORY IIA - NON-LICENSED SPECIALISTS									
CATEGORY IIB - ADMINISTRATIVE AND OTHER SUPPORT									
CATEGORY IIC - EXTRA CURRICULAR PROGRAMS									
CATEGORY IIE - HUMAN RESOURCES									
CATEGORY III - CURRICULUM AND INSTRUCTION									

DISK: BUDGET 90.91, 91.92: PROGRAM "93GRAPH"

**MOORHEAD AREA PUBLIC SCHOOLS**

**III. PUPIL TRANSPORTATION BUDGET HISTORY AND PROJECTIONS**

**OBJECTIVES**

- I. To approve the 1993-97 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.

TABLE OF CONTENTS

A. Revenue Assumptions and Rationale	III 4.
B. Expenditure Assumptions and Rationale	III 6.
C. Fund Balance Projection	III 8.

EXIBITS

A. Graphic of Transportation Fund 1991-1997	III-9
B. Revenue and expense summary for the 7 year period begining 1991.	III-1
C. Graphic of bus Purchase Account 1991-1997	III-1
D. Graphic of Combined Bus Purchase and Operating Fund Balance	III-1
E. Final page of Pupil Transportation Funding Worksheet	III-1

## I. 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

1.	1990.91	Actual	\$1,592,842
2.	1991.92	Actual	1,521,945
3.	1992.93	Budget	1,491,506
4.	1993.94	Projected	1,594,799
5.	1994.95	Projected	1,640,831
6.	1995.96	Projected	1,669,084
7.	1996.97	Projected	1,702,656

## 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 Regular To - From Transportation Program. Extremely conservative funding was estimated by assuming a no growth in eligible pupils. This keeps the funding at a low 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 Regular to from Transportation Program 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.

1.6 For purposes of this projection I have assumed no change in funding formulas, the Funding rules will not be changed until next spring.

EXPENDITURE ASSUMPTION

1.	1990.91	ACTUAL	1,477,413
2.	1991.92	ACTUAL	1,350,605
3.	1992.93	BUDGET	1,463,840
4.	1993.94	PROJECTED	1,507,755
5.	1994.95	PROJECTED	1,552,988
6.	1995.96	PROJECTED	1,599,577
7.	1996.97	PROJECTED	1,647,565

#### 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.

1.2 1992-97 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.

1.3 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. The reason this should be done will only be true if the State acts to reduce the Regular to from funding formula. Our costs as a result of the early class would be a factor in putting our costs over funding resources.

1.4 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.

1.5 A three % increase in costs was assumed for each operating year.

1.6 No further changes in non-regular programs were assumed.

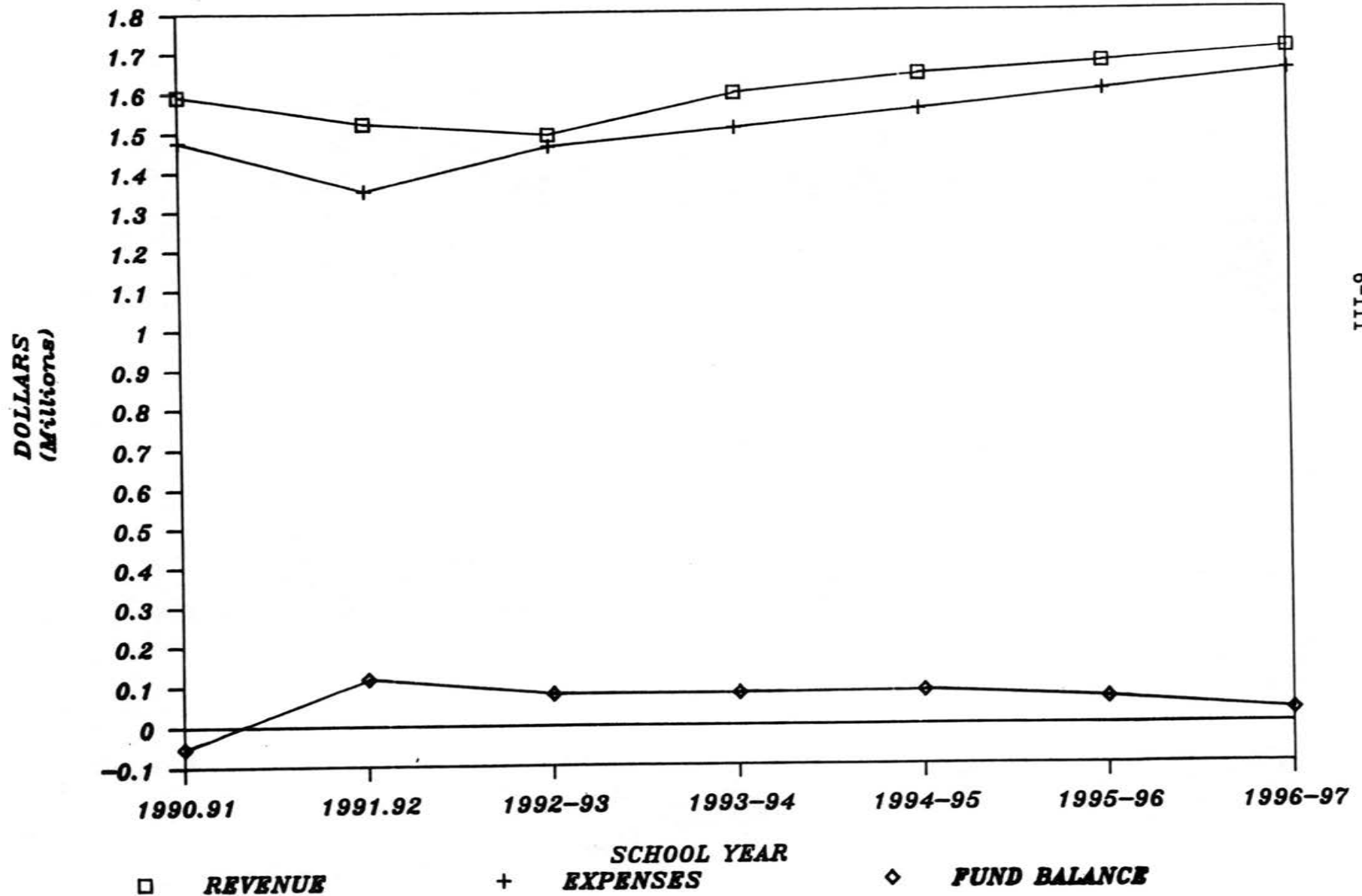
#### FUND BALANCE PROJECTIONS

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 operating fund balance expected to remain positive level of approximately 80,000. This will remain true as long as the relationship of our actual cost stays below the states predicted costs for our school district, and we have no drastic increases in the non-regular program.

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. This will put a greater burden on the local district for the transportation to and from during day programs.

## TRANSPORTATION FUND REV &amp; EXP

1991-1997



30-Oct-92

PRINT DATE

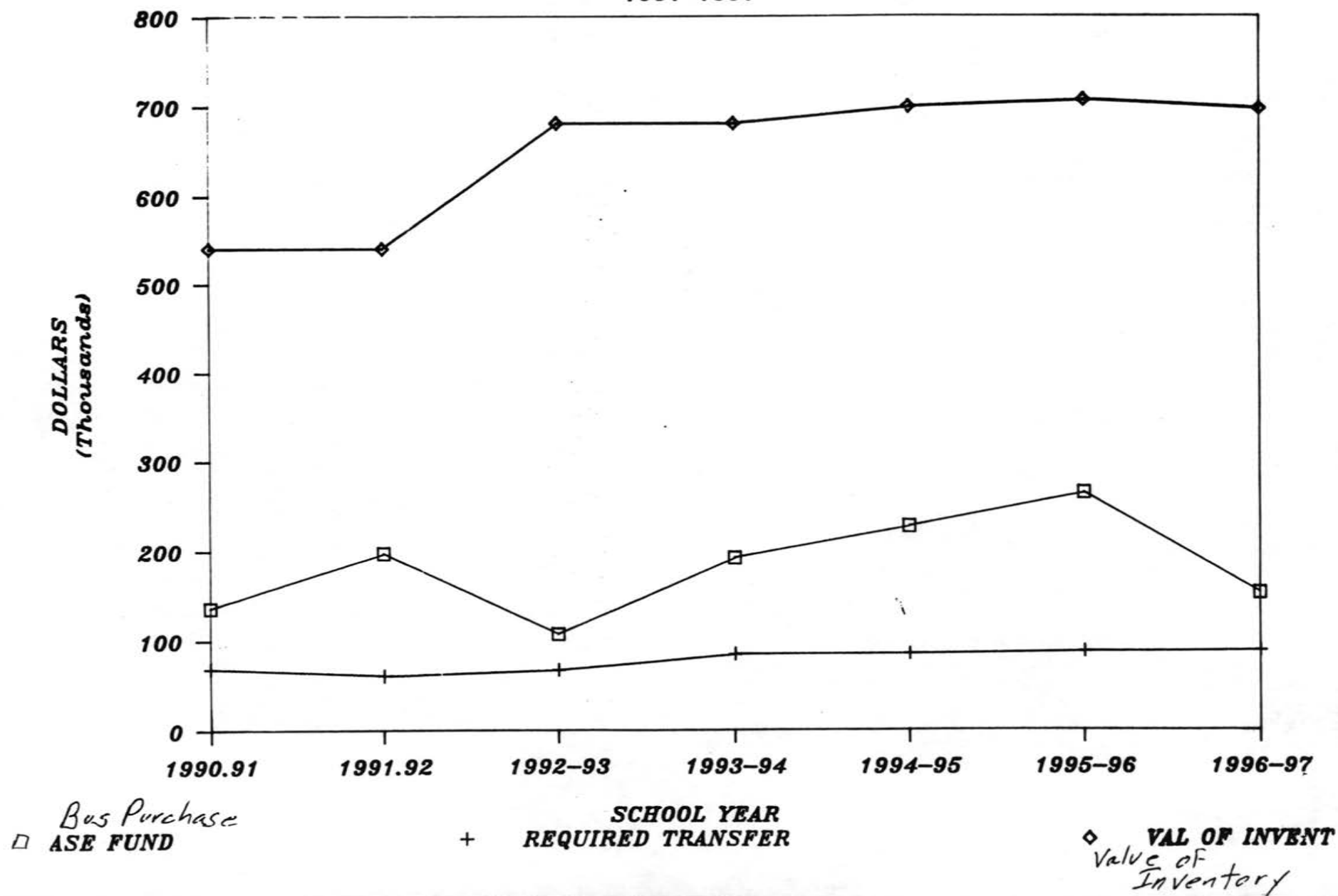
## INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

III PUPIL TRANSPORTATION FUND	1990.91 ACTUAL	1991.92 ACTUAL	1992-93 PRELIM BUDGET	1993-94 !-----!	1994-95 -----!	1995-96 -----!	1996-97 -----!
REVENUES							
Local property Taxes							
Transprotration levy	445,288	485,765	590,240	651,380	671,026	671,134	676,294
Bus purchase levy							
Property tax shift	(11,603)	(18,974)	(19,543)	(20,130)	(20,733)	(21,355)	(21,966)
	433,685	466,791	570,697	631,250	650,293	649,779	654,328
Other local and county sources:							
Miscelaeous local revenues	20,425	41,073	38,950	40,119	41,322	42,562	43,839
State Sources:							
Transportation aid	957,304	768,140	862,316	903,301	928,483	955,389	982,494
Agriculture aid credit							
Homestead credit							
Tax Credits (HACA) **	169,825	226,967					
Other appropriations							
State aid adjustment	11,603	18,974	19543	20130	20733	21355	21996
	1,138,732	1,014,081	881,859	923,431	949,216	976,744	1,004,490
Total revenues	1,592,842	1,521,945	1,491,506	1,594,799	1,640,831	1,669,084	1,702,656
EXPENDITURES:							
Pupil support services:							
Salaries and wages	282,424	277,265	332,000	341,960	352,219	362,785	373,669
Employee benefits	44,282	47,756	56,440	58,133	59,877	61,674	63,524
Contracted bus services	858,119	809,497	886,500	913,095	940,488	968,702	997,764
Other purchased services	10,782		39050	40,222	41,428	42,671	43,951
Supplies and materials	207,263	149723	198500	204,455	210,589	216,906	223,413
Other expenditures	74,543	66,364	21,000	21,630	22,279	22,947	23,636
Charbacks			(69,650)	(71,740)	(73,892)	(76,108)	(78,392)
Total operating expenses	1,477,413	1,350,605	1,463,840	1,507,755	1,552,988	1,599,577	1,647,565
Fiscal and Other fixed cost programs:							
Employee benefits							
Total expenditures	1,477,413	1,350,605	1,463,840	1,507,755	1,552,988	1,599,577	1,647,565
Revenues over (under) expenditures	115,429	171,340	27,666	87,044	87,843	69,507	55,091
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **	(167,894)	(52,465)	118,842	78,992	80,889	83,595	65,670
RETAINED EARNINGS (DEFICIT)/							
FUND BALANCE, END OF YEAR	(52,465)	118,875	146,508	166,026	168,732	153,102	120,761
Fund minus required transfer	(52,465)	118,875	78,982	80,889	83,595	65,670	32,397
OPERATING + BUS PURCHASE FUND BALANCE	83,954	316,570	186,203	273,248	311,091	330,598	185,689

Required Transfer to Bus	68,568	61,276	67,527	85,137	85,137	87,433	88,364
Purchase Acnt			158,000		50,000	50,000	200,000
Bus purchase projection							
Bus Purchase Balance	136,418	197,695	187,222	192,359	227,496	264,928	153,292
Value of buses	540,214	540,214	681,095	681,095	699,463	706,911	697,047

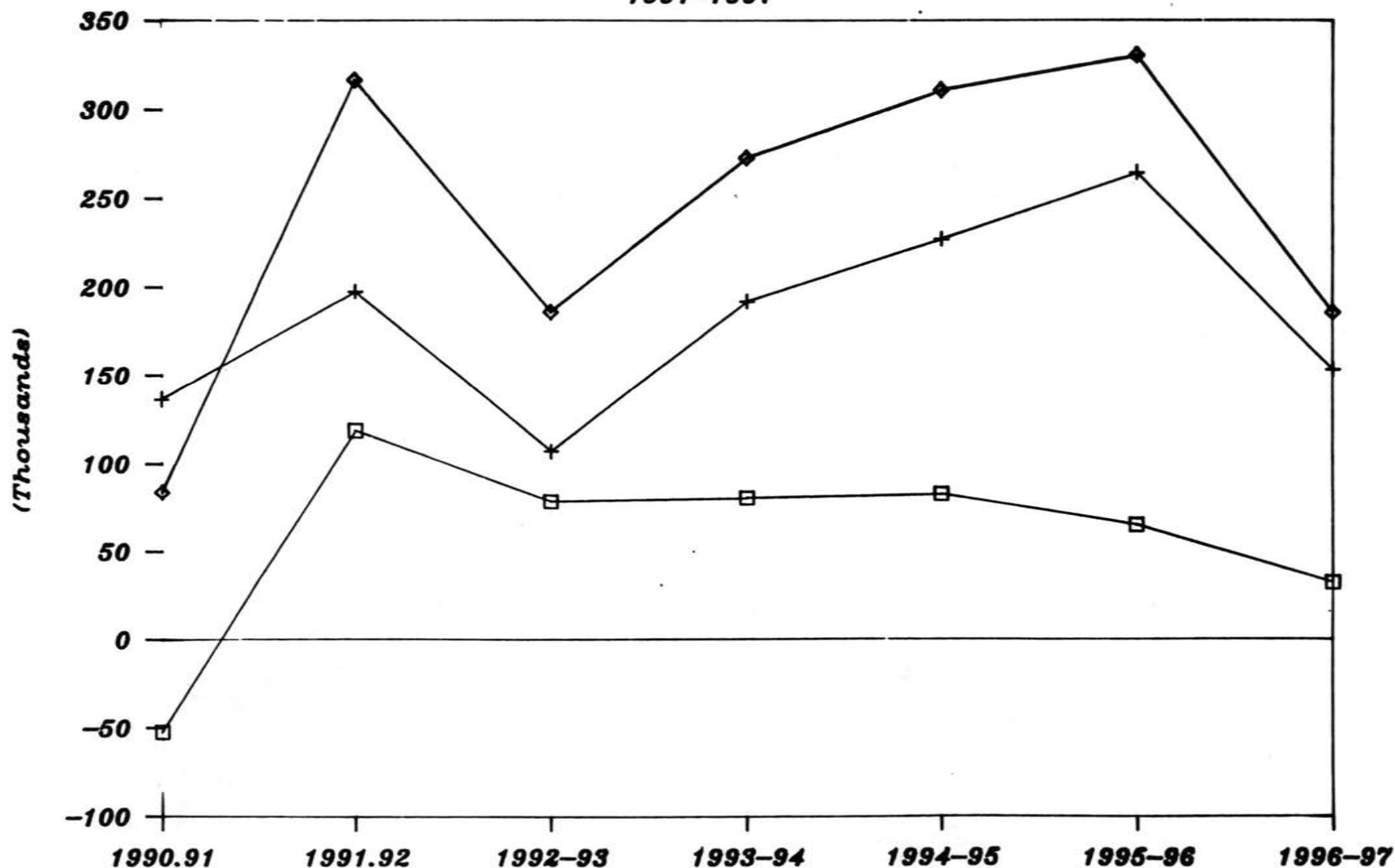
# BUS PURCHASE ACCOUNT

1991-1997



# TRANS. OPERATION vs. BUS PURCHASE FUNDS

1991-1997



Operating  
Fund

+ BUS PURCHASE FUND

◇ COMBINED FUND BALANCE

## COMPUTATION OF TOTAL 1992-93 TRANSPORTATION REVENUE, AID AND LEVY

92-93 Rev

93-94 rev

94-95 rev

95-96 rev

96-97 rev

(4) Regular + Nonregular + Excess Revenue (41)+(49)+(73)	1,434,556.47	1,534,680.96	1,579,009.09	1,606,022.77	1,637,741.33
(5) Nonregular + Contract + Basic + Excess Levy (55)+(62)+(64)+(73)	572,240.30	631,380.00	650,526.08	650,633.92	655,247.71
(76) Gross Transportation Aid (74)-(75)	862,316.17	903,300.96	928,483.01	955,388.85	982,493.62
(77) Average Daily Membership (1992-93)	6000	6400	6400	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)	862,316.17	903,300.96	928,483.01	955,388.85	982,493.62
(81) Levy Reduction Due to Proration (If proration is greater than gross aid)	0.00	0.00	0.00	0.00	0.00

TRN93V1

NOV 04 1992

MEMO #: B93.163

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: NOVEMBER 3, 1992

SUBJECT: EMINENT DOMAIN ACTION

We have not been able to reach an agreement on the following properties:

814 No. 11th St.  
812 No. 12th St.  
817 No. 13th St.

We have sales agreements on six of the nine properties and have closed on four of them.

We have re-located one of the three tenants.

In order to proceed with the project we recommend that we begin eminent domain proceedings. Mr. Hannaher has attached a letter outlining the steps and costs.

SUGGESTED RESOLUTION

Approve eminent domain proceedings on the three properties noted above.

Attachments: Letter from Mr. Hannaher - 10/21/92  
List of properties and actions to date

October 21, 1992

Mr. Robert Lacher  
Assistant Superintendent - Business  
Moorhead Public Schools  
Moorhead, MN 56560

Dear Mr. Lacher:

You have requested a letter from our office outlining the procedures and costs regarding eminent domain proceedings. This specifically relates to three homes in north Moorhead which the School District needs in connection with the expansion of the Asp-Washington-Voyager Schools.

An eminent domain proceeding is commenced by filing a petition with District Court. The Court, after determining that the School District does, in fact, need the property for a legitimate school propose, would appoint three independent commissioners to value the property. Those commissioners have 90 days to file a report with the District Court as to what the value of the property is. Either the owner of the property or the School District has the right to appeal from that award if they don't think the value is correct.

Possession of the property can be taken by the School District prior to final determination of the award by giving 90 days' notice to the property owner. This would require paying in to the court our appraised value of the property prior to the commissioners entering their award. Even though 90 days' notice would mean we could start the proceeding in January, I would prefer to have the School District authorize the proceedings at this time to avoid any unexpected delays.

Our fees for commencing these eminent domain proceedings would be \$100 per hour. If this matter did go to a jury trial with each home owner, we would handle each case separately and charge up to \$3,300.00 for legal fees for preparing the case and trying it before the jury. The fees charged would be less than this, of course, if the matter was settled prior to a jury trial. While it would be unlikely that either party would appeal to the Court of Appeals, any fees for such appeals to the Minnesota Court of Appeals would be in addition to the trial fees.

Page 2

There would also be a variety of costs incurred. We will have to pay for abstracting costs for all the properties, and there will be real estate taxes that we will have to pay. We would have to pay for these items even without the eminent domain proceeding, however. There is also a provision for awarding a property owner \$500.00 for hiring his or her own appraiser. In addition, the fees of the three commissioners appointed to appraise the property would be the responsibility of the School District.

The School District should adopt a resolution at this time authorizing the eminent domain proceedings.

Please let me know as soon as the Board has done so so that we might proceed.

Very truly yours,

Michael J. Hannaher

MJH/ss

ESTIMATED VALUES FOR 9TH AVENUE NORTH NEIGHBORHOOD  
03-Nov-92

		Assessor 10.00%				VARIANCE				Additional				Additional		
		Estimate Estimated				FROM				Cost over				Cost over		
Property	Address	Market	Market Value			APPRaisal	ESTIMATED			SALE	Appraisal			App	Value	
Owner		Value	Telephone #			DATE	VALUE	MARKET					Replaceme	Moving	Incidentals	
-----																
4	Norberg	1109 North 9th Ave.	21000	23100	234-2568	5/16/92	21500	-1600	-6.93%	24000	2500	11.63%	0	0	125	2625 Agreement
5	Thielges	812 North 11th. St.	47000	51700	236-5402 NO APPRAISAL NOW		51700	0	0.00%	49000	-2700	-5.22%	5400	1500	125	4325 Closed 10/30/92
6	Bergeson	814 North 11th. St.	24500	26950	233-3639	5/5/92	29000	2050	7.61%	29000	0	0.00%	5900	850	125	6875 Agreement
7	Hilde, Tenant										5670	5670		850		6520 Completed 10/27/92
8	Nelson	811 North 12th. St.	39100	43010	236-7665	5/7/92	47500	4490	10.44%	47900	400	0.84%	5500	1500	125	7525 Closed 10/15/92
9	Wentzell	812 North 12th. St.	35400	38940	236-7460 DOES NOT WANT TO S		41666	2726	7.00%	55000	13334	32.00%	3500	1500	125	18459
10	Hextell	813 North 12th. St.	31800	34980	236-5218	5/13/92	37000	2020	5.77%	37000	0	0.00%	900	850	125	1875 Closed 10/30/92
11	Berger, Tenant										5670	5670		850		6520
12	Henderson	814 North 12th. St.	10100	11110	293-7514 236-5755	5/7/92	12000	890	8.01%	12000	0	0.00%		1500	125	1625 Agreement
13	Lyle Henderson, Tenant										5670	5670		850		6520
14	Cederberg	817 North 13th. St.	38600	42460	293-6981 DOES NOT	6/8/92	49000	6540	15.40%	49000	0	0.00%	6900	1150	125	8175
15	Schrom	821 North 13th. St.	42900	47190	236-7754	5/5/92	49000	1810	3.84%	50000	1000	2.04%	3900	1500	125	6525 Closed 10/30/92

9 290400 319440 338366 18926 5.68% 369910 31544 4.59% 32000 12900 1125 77569  
369910

AVERAGE 32267 35493 37596 2102 7.08%  
Estimated Actual Cost: 353890 447479  
Options

Consultant: Wilson Development 25800  
Legal for Eminent Domain Proceedings: 10000

Possible total: 463279

Replacement housing costs will be determined in April, when the owners  
will have to relocate. The only exception is the Hextell property which  
is completed.

NOTE: Estimated Market Value = Assessor's Value x 10%.

FACILITIES: LEASES PROGRAM "PRUCH9TH"

MEMO #: B93.162

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: NOVEMBER 3, 1992

SUBJECT: SALE OF \$7,000,000 GENERAL OBLIGATION BUILDING BONDS

Attached are the legal documents that will need to be completed after the award of the bonds to the successful low bidder at the board meeting. Mr. Myron Knutson, of Evenson-Dodge Inc., will have the results of the bids taken earlier in the afternoon.

**SUGGESTED RESOLUTION**

Approve the sale of the bonds as recommended by Mr. Knutson of Evenson-Dodge Inc., our bond consultant.

**KNUTSON, FLYNN, HETLAND, DEANS & OLSEN**

**NOV 02 1992**

JAMES E. KNUTSON  
JOSEPH E. FLYNN  
PAUL W. HETLAND  
THOMAS S. DEANS  
PATRICK J. FLYNN  
GLORIA BLAINE OLSEN  
STEPHEN M. KNUTSON

PROFESSIONAL ASSOCIATION  
SUITE 1900, MINNESOTA WORLD TRADE CENTER  
30 EAST SEVENTH STREET  
ST. PAUL, MINNESOTA 55101  
TELEPHONE: (612) 222-2811 FAX: (612) 225-0600

MICHAEL J. FLYNN  
JOHN J. O'DONNELL  
MARIE C. SKINNER  
MAGGIE R. WALLNER  
SUSAN E. TORGERSON  
PAUL M. ZEIG  
DIANE M. CORNELL  
ELIZABETH B. DAVIES

**October 29, 1992**

**Mr. Bruce Anderson  
Superintendent  
Independent School District No. 152  
810 4th Avenue So.  
Moorhead, MN 56560**

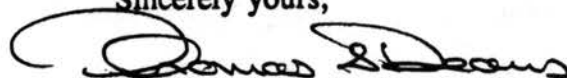
**Re: \$7,000,000 General Obligation School Building Bonds of 1992**

**Dear Superintendent Anderson:**

As requested by Evensen Dodge, Inc., enclosed please find the Resolution Awarding the Sale for the District's above-entitled bonds to be adopted at the November 10, 1992 Board meeting. The fiscal consultant will provide the information to fill in the blanks.

If you have any questions, we shall be available at your convenience.

Sincerely yours,



**Thomas S. Deans**

TSD:pw  
Enclosure  
cc: Chuck Upcraft

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION AWARDING THE SALE, DETERMINING  
THE FORM AND DETAILS, AUTHORIZING  
THE EXECUTION, DELIVERY AND REGISTRATION, AND PROVIDING  
FOR THE PAYMENT OF \$7,000,000 GENERAL OBLIGATION  
SCHOOL BUILDING BONDS OF 1992**

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

**Section 1.     Authorization and Sale.**

1.01 Authorization. This Board hereby determines to sell and issue general obligation bonds of Independent School District No. 152 (the "District" or the "Issuer") which were authorized by the voters of the District at the special election held September 15, 1992, for the acquisition and betterment of school sites and facilities.

1.02 Sale. The Board, having been advised by Evensen Dodge Inc., its independent financial advisor, has determined that this Issue shall be privately sold after receipt of written proposals, as authorized pursuant to Minnesota Statutes, Section 475.60, Subdivision 2. The Board has publicly received and considered all proposals presented in conformity with the Official Terms of Offering, which are ratified and confirmed in all respects and are incorporated herein by reference as though fully specified in this paragraph. The most favorable of such proposals is ascertained to be that of \_\_\_\_\_ (the "Purchaser") to purchase the Bonds at a price of \$ \_\_\_\_\_ plus interest accrued to settlement, and upon the further terms and conditions set forth in the Official Terms of Offering and this resolution. Said proposal is hereby accepted and the sale of the Bonds is hereby awarded to said Purchaser.

1.03 Execution of Proposals: Return of Good Faith Deposits. The Chair and Clerk are authorized and directed to endorse an acceptance on both copies of the most favorable proposal and to send one copy to the Purchaser. The Treasurer is directed to retain the good faith deposit of the Purchaser pending delivery of the Bonds and payment therefor, and the good faith deposits of the other proposal makers shall forthwith be returned to them.

1.04 Compliance with Law. All acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen and to be performed precedent to the issuance of the Bonds having been done, having happened and having been performed in regular and due form, time and manner as required by law, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to provide for the issuance of the Bonds forthwith.

## Section 2. Bond Terms.

### 2.01 Designation: Original Issue Date: Registration: Denominations: Maturities.

The \$7,000,000 principal amount of general obligation bonds sold on this date shall be designated General Obligation School Building Bonds of 1992 (the "Bonds"), shall be dated December 1, 1992, as the date of original issue, and shall be issued forthwith on or after such date using a global book entry system. The Bonds shall be issued as fully registered bonds and shall be numbered R-1 upward in the denomination of \$5,000 each or any integral multiple thereof of a single maturity. The Bonds shall mature on February 1 in the years and amounts set forth below, and shall bear interest from the most recent Interest Payment Date to which interest has been paid or provided for, or, if no interest has been paid or provided for, from the date of original issue until paid or duly called for redemption at the rates per annum set forth below opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
1994	\$155,000		2004	\$340,000	
1995	225,000		2005	355,000	
1996	235,000		2006	375,000	
1997	240,000		2007	400,000	
1998	250,000		2008	425,000	
1999	265,000		2009	450,000	
2000	275,000		2010	475,000	
2001	290,000		2011	505,000	
2002	305,000		2012	540,000	
2003	320,000		2013	575,000	

These maturities, together with the maturities of all other outstanding general obligation bonds of the Issuer, meet the requirements of Minnesota Statutes, Section 475.54.

2.02 Interest Payments. Interest shall be payable semi-annually on each February 1 and August 1 to maturity (each an "Interest Payment Date"), commencing August 1, 1993. Interest will be calculated on the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the MSRB. Interest will be payable in the manner set forth in the form of Global Certificate or Replacement Bond and Paragraph 4.06 of this resolution.

### **2.03 Use of Global Book Entry System.**

(a) **Description of System.** In order to issue obligations in "global book entry form", the obligations are issued in certificated form in large denominations, are registered on the books of the Issuer in the name of a depository or its nominee, and are immobilized and held in safekeeping by the depository. The depository, as part of the computerized National Securities Clearance and Settlement System (the "National System"), registers transfers of ownership interests in the obligations by making computerized book entries on its own books and distributing payments on the obligations to its participants shown on its books as the owners of such interests. These participants, which include financial institutions for whom the depository effects book entry transfers of securities deposited and immobilized with the depository, and other banks, brokers and dealers participating in the National System will do likewise if not the beneficial owners of the obligations.

(b) **Designation of Depository: Approval of Depository Letter Agreement.** Depository Trust Company ("DTC") of New York, New York, a Securities and Exchange Commission designated depository, a limited purpose New York trust company, a member of the Federal Reserve System, and a "clearing corporation" within the meaning of the New York Uniform Commercial Code, is hereby designated as the depository (the "Depository") with respect to the Bonds issued hereunder in global book-entry form. There has been submitted to this Board a form of letter agreement (the "Depository Letter Agreement") between the Issuer, the Bond Registrar and the Depository setting forth various matters relating to the Depository and its role with respect to the Bonds. This Depository Letter Agreement is hereby approved. The Bond Registrar, the Chair and the Clerk are hereby authorized and directed to execute the Depository Letter Agreement in substantially the form attached hereto as EXHIBIT C, with only such variations therein as may be required to complete the Depository Letter Agreement, or which are not, in the opinion of bond counsel, materially adverse to the interests of the Issuer. Execution of the Depository Letter Agreement by such officials shall be conclusive evidence as to the necessity and propriety of such changes and their approval by bond counsel. So long as DTC is the Depository or it or its nominee is the Holder of any Global Certificate, the District shall comply with the provisions of the Depository Letter Agreement, as it may be amended or supplemented by the District from time to time with the agreement or consent of DTC.

(c) **Global Certificates.** Upon their original issuance, the Bonds will be issued in the form of a single Global Certificate for each maturity which shall represent the aggregate principal amount of the Bonds due on a particular maturity date (the "Global Certificates"). The Global Certificates will be originally issued and fully registered as to principal and interest in the name of Cede & Co., as nominee of DTC. The Global Certificates will be deposited with the Depository by the Purchaser and will be immobilized as further provided herein. No beneficial owners of interest in the Bonds will receive certificates representing their respective interests in the Bonds except as provided below in clause (e) of this Paragraph 2.03. Except as so provided, during the term of the Bonds, beneficial ownership (and subsequent transfers of beneficial ownership) of interests in the Global Certificates will be reflected by book entries made on the records of the Depository and its participants and other banks, brokers, and dealers participating in the National System. The Depository's book entries of beneficial ownership interest are authorized to be in integral increments of \$5,000, despite the larger authorized

denominations of the Global Certificates. Payment of principal of, premium, if any, and interest on the Global Certificates will be made to the Bond Registrar as paying agent, and in turn by the Bond Registrar to the Depository or its nominee as registered owner of the Global Certificates. The Depository, according to the laws and rules governing it, will receive and forward such payments on behalf of the beneficial owners of the Global Certificates.

(d) Immobilization of Global Certificates by the Depository. Pursuant to the request of the Purchaser to the Depository, immediately upon the original delivery of the Bonds the Purchaser will deposit the Global Certificates representing all of the Bonds with the Depository. The Global Certificates shall be in typewritten form or otherwise as acceptable to the Depository, shall be registered in the name of the Depository or its nominee and shall be held immobilized from circulation at the offices of the Depository on behalf of the Purchaser and subsequent Bondholders. The Depository or its nominee will be the sole holder of record of the Global Certificates and no investor or other party purchasing, selling or otherwise transferring ownership of interests in any Bond is to receive, hold or deliver any Global Certificates so long as the Depository holds the Global Certificates immobilized from circulation, except as provided below in clause (e) of this Paragraph 2.03.

(e) Transfer or exchange of Global Certificates: Substitute Depository: Replacement Bonds.

Global Certificates evidencing the Bonds may not, after their original delivery, be transferred or exchanged except:

(i) Upon exchange of a Global Certificate after a partial redemption, as provided in Paragraph 2.04 of this resolution;

(ii) To any successor of the Depository (or its nominee) or any substitute depository (a "Substitute Depository") designated pursuant to subclause (iii) of this clause (e); provided that any successor of the Depository or any Substitute Depository must be both a "clearing corporation" as defined in the Minnesota Uniform Commercial Code, Minnesota Statutes, Section 336.8-102, and a qualified and registered "clearing agency" as provided in Section 17A of the Securities Exchange Act of 1934, as amended;

(iii) To a Substitute Depository designated by and acceptable to the Issuer upon (a) the determination by the Depository that the Bonds shall no longer be eligible for its depository services or (b) a determination by the Issuer that the Depository is no longer able to carry out its functions; provided that any Substitute Depository must be qualified to act as such, as provided in subclause (ii) of this clause (e); or

(iv) In the event that (a) the Depository shall resign or discontinue its services for the Bonds or be declared no longer able to carry out its functions and the Issuer is unable to locate a Substitute Depository within two (2) months following the resignation or discontinuance or determination of noneligibility, or (b) the Issuer determines in its sole discretion that (1) the continuation of the book entry system described herein might adversely affect the interests of the beneficial owners of the Bonds, or (2) it is in the best interests of the beneficial owners of the

Bonds that they be able to obtain certificated Bonds, then the Issuer shall notify the Holders of its determination and of the availability of Replacement Bonds to Holders. The Issuer, the Bond Registrar and the Depository shall cooperate in providing Replacement Bonds to Holders requesting the same and the registration, transfer and exchange of such Bonds shall thereafter be conducted as provided in Paragraph 4.04 of this resolution.

In the event of the designation of a Substitute Depository as authorized by this clause (e), the Bond Registrar, upon presentation of the Global Certificates, shall register their transfer to the Substitute Depository, and the Substitute Depository shall be treated as the Depository for all purposes and functions under this resolution. The Depository Letter Agreement shall not apply to the Substitute Depository unless the Issuer and the Substitute Depository so agree, and the execution of a similar agreement is hereby authorized.

**2.04 Redemption.** (a) Optional Redemption. The Issuer may elect on February 1, 2001, and on any Interest Payment Date thereafter, to prepay Bonds due on or after February 1, 2002, at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the Issuer shall determine the order of redemption of Bonds; and if only part of the Bonds having a common maturity date are called for prepayment, the Global Certificates to be prepaid may be prepaid in \$5,000 increments of principal and, if applicable, the specific Replacement Bonds to be prepaid shall be chosen by lot by the Bond Registrar as provided below. Bonds or portions thereof called for redemption shall be due and payable on the designated redemption date, and interest thereon shall cease to accrue from and after the redemption date.

(b) Redemption of Global Certificates. Upon a partial redemption in the aggregate principal amount of a Global Certificate which results in the stated amount thereof being reduced, the Holder may in its discretion make a notation of such redemption on the panel provided on the Global Certificate stating the amount so redeemed, or may return the Global Certificate to the Bond Registrar in exchange for a new Global Certificate authenticated by the Bond Registrar, in proper principal amount. Such notation of redemption, if made by the Holder, shall be for reference only, and may not be relied upon by any other person as being in any way determinative of the principal amount of such Global Certificate outstanding, unless the Bond Registrar has signed the appropriate column of the panel.

(c) Redemption of Replacement Bonds. To effect a partial redemption of Replacement Bonds having a common maturity date, the Bond Registrar prior to giving a notice of redemption, shall assign to each Replacement Bond having a common maturity date a distinctive number for each \$5,000 of the principal amount of such Replacement Bond. The Bond Registrar shall then select by lot from the numbers so assigned to such Replacement Bonds, using such method of selection as it shall deem proper in its discretion, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Replacement Bonds to be redeemed. The Replacement Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Replacement Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 of principal amount for each number assigned to it and so selected. If a Replacement Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar

(with, if the Issuer or the Bond Registrar so requires, a written instrument of transfer in form satisfactory to the Issuer and the Bond Registrar duly executed by the Holder thereof or the Holder's attorney duly authorized in writing) and the Issuer shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the Holder of such Replacement Bond, without service charge, a new Replacement Bond or Bonds of the same series having the same stated maturity and interest rate and of any authorized denomination or denominations, as requested by such Holder, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Replacement Bond so surrendered.

(d) Notice of Redemption of Global Certificates and Replacement Bonds. The Bond Registrar shall call Bonds for redemption and payment as herein provided upon receipt by the Bond Registrar at least forty-five (45) days prior to the redemption date of a request of the Issuer. The request shall be in written form if the Bond Registrar is other than an official of the Issuer. The request shall specify the principal amount of Bonds to be called for redemption, the redemption date and the redemption price.

Published notice of redemption shall in each case be given in accordance with law, and mailed notice of redemption shall be given to the paying agent (if other than an official of the Issuer) and to each affected Holder. If and when the Issuer shall call any of the Bonds for redemption and payment prior to the stated maturity thereof, the Bond Registrar shall give written notice in the name of the Issuer of its intention to redeem and pay such Bonds at the office of the Bond Registrar. The Notice of Redemption shall be given by first class mail, postage prepaid, mailed not less than thirty (30) days prior to the redemption date, to each Holder of Bonds to be redeemed, at the address appearing in the records of the Bond Registrar. For the purpose of giving notice of the redemption of Global Certificates, the Holder of the Global Certificates shall be the Depository or its nominee. In connection with any such notice, the "CUSIP" numbers assigned to the Bonds shall be used. All notices of redemption shall state:

- (a) The redemption date;
- (b) The redemption price;
- (c) If less than all outstanding Bonds are to be redeemed, the identification (and, if the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed;
- (d) That on the redemption date, the redemption price will become due and payable upon each such Bond, and that interest thereon shall cease to accrue from and after said date; and
- (e) The place where such Bonds are to be surrendered for payment of the redemption price (which shall be the office of the Bond Registrar).

### Section 3. Form of Bonds.

The Bonds to be issued hereunder shall be in the form of Global Certificates unless and until Replacement Bonds are made available as provided herein.

**3.01 Global Certificates.** The Global Certificates to be issued hereunder, together with the Bond Registrar's Certificate of Authentication, the Register of Partial Payments, the form of Assignment, and the registration information thereon, shall be in substantially the form set forth in EXHIBIT A hereto, which exhibit is incorporated herein by reference as though fully specified in this paragraph, and may be typewritten rather than printed.

**3.02 Replacement Bonds.** If the Issuer has notified Holders that Replacement Bonds have been made available as provided in Paragraph 2.03(e) of this resolution, then for every Bond thereafter transferred or exchanged (including an exchange to reflect the partial prepayment of a Global Certificate not previously exchanged for Replacement Bonds) the Bond Registrar shall deliver a bond in the form of a Replacement Bond rather than a Global Certificate, but the Holder of a Global Certificate shall not otherwise be required to exchange the Global Certificate for one or more Replacement Bonds since the Issuer recognizes that some Holders may prefer the convenience of the Depository's registered ownership of the Bonds even though the entire issue is no longer required to be in global book-entry form. The Replacement Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereto, shall be in substantially the form set forth in EXHIBIT B hereto, which exhibit is incorporated herein by reference as though fully specified in this paragraph.

**Section 4. Execution; Delivery; Registration.**

**4.01 Appointment of Registrar.** The Clerk of the Issuer is appointed to act as the bond registrar and transfer agent (the "Bond Registrar") and shall do so until a successor Bond Registrar is duly appointed. A successor Bond Registrar shall be an official of the Issuer or a bank or trust company eligible for designation as bond registrar pursuant to Minnesota Statutes, Chapter 475. The terms of the appointment of the successor Bond Registrar and its duties shall be specified in a contract between the Issuer and such successor Bond Registrar that is consistent herewith and that the Chair and Clerk are hereby authorized to execute and deliver. The Bond Registrar shall also serve as paying agent until and unless a successor paying agent is duly appointed. The Bond Registrar shall pay principal and interest on the Bonds to the registered Holders (or record Holder) of the Bonds in the manner set forth in the form of Global Certificate or Replacement Bond, as applicable, and Paragraph 4.06 of this resolution.

**4.02 Execution of Bonds.** The Bonds shall be executed on behalf of the Issuer by the manual signatures of the Chair and Clerk of the School Board; provided, however that if a person authorized to act on behalf of a bank or trust company is later designated by the Board to act as authenticating agent, both of such signatures may then be printed facsimiles, in which event the Bonds shall also be executed manually by the authenticating agent as provided in Minnesota Statutes, Section 475.55. In the event of disability or resignation or other absence of either such officer, the Bonds may be signed by the manual or facsimile signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if that officer had remained in office until delivery. If the Issuer has adopted a corporate seal, it shall be omitted on the Bonds as permitted by law.

**4.03 Authentication: Date of Registration.** No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this resolution unless and until a Certificate of Authentication on such Bond, substantially in the form set forth in the form of Global Certificate or Replacement Bond, shall have been duly executed by the manual signature of an authorized representative of the Bond Registrar. The Bond Registrar shall authenticate each Bond by execution of the Certificate of Authentication on the Bond and shall date each Bond in the space provided as of the date on which the Bond is registered. For purposes of delivering the original Bonds (Global Certificates) to the Purchaser, the Bond Registrar shall insert as the date of registration the date of original issue; and the executed Certificate of Authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution.

**4.04 Transfer or Exchange.** The Issuer will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged as herein provided.

A Global Certificate shall be registered in the name of the payee on the books of the Bond Registrar by presenting the Global Certificate for registration to the Bond Registrar, who will endorse his or her name and note the date of registration opposite the name of the payee in the certificate of registration on the Global Certificate. Thereafter a Global Certificate may be transferred by delivery with an assignment duly executed by the Holder or the Holder's legal representative, and the Issuer and Bond Registrar may treat the Holder as the person exclusively entitled to exercise all the rights and powers of an owner until a Global Certificate is presented with such assignment for registration of transfer, accompanied by assurance of the nature provided by law that the assignment is genuine and effective, and until such transfer is registered on said books and noted thereon by the Bond Registrar, all subject to the terms and conditions provided in this resolution and to reasonable regulations of the Issuer contained in any agreement with, or notice to, the Bond Registrar.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the Issuer shall execute (if necessary), and the Bond Registrar shall authenticate, date (in the space designated Date of Registration) and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any authorized denomination or denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

When any Bond is presented to the Bond Registrar for transfer, the Bond Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Bond Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

At the option of the Holder of a Replacement Bond, Replacement Bonds may be exchanged for Replacement Bonds of any authorized denomination or denominations of a like aggregate principal amount and stated maturity, upon surrender of the Replacement Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Replacement Bonds are so surrendered for exchange, the Issuer shall execute (if necessary), and the Bond Registrar shall authenticate, date (in the space designated Date of Registration) and deliver the Replacement Bonds which the Holder making the exchange is entitled to receive. Global Certificates may not be exchanged for Global Certificates of smaller denominations.

All Bonds surrendered upon any exchange or transfer provided for in this resolution shall be promptly canceled by the Bond Registrar and thereafter disposed of as directed by the Issuer.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid general obligations of the Issuer evidencing the same debt, shall be entitled to the same benefits under this resolution as the Bonds surrendered for such exchange or transfer, and shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bonds.

Transfer of a Bond may be made on the Issuer's books by the registered owner in person or by the registered owner's attorney duly authorized in writing. Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the registered owner thereof, with signature guaranteed, or by the registered holder's attorney duly authorized in writing, and shall include written instructions as to the details of the transfer of the Bond.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost bonds.

Transfers shall also be subject to reasonable regulations of the Issuer contained in any agreement with, or notice to, the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates.

**4.05 Mutilated, Lost, Stolen or Destroyed Bonds.** In case any Bond shall become mutilated or be lost, stolen or destroyed, the Bond Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond lost, stolen or destroyed, upon payment of the reasonable expenses and charges of the Bond Registrar in connection therewith; and, in the case of a Bond lost, stolen or destroyed, upon filing with the Registrar of evidence satisfactory to it that such Bond was lost, stolen or destroyed, and of the ownership thereof, and upon furnishing to the Bond Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the Issuer and the Bond Registrar shall be named as obligees. All Bonds so surrendered to the Bond Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, lost, stolen or destroyed Bond has already matured, it shall not be necessary to issue a new Bond prior to payment.

**4.06 Interest Payments: Record Dates.** Interest on any Global Certificate shall be paid as provided in the first paragraph thereof and interest on any Replacement Bond shall be paid on each Interest Payment Date by check or draft mailed to the person in whose name the Bond is registered (the "holder") on the registration books of the Issuer maintained by the Bond Registrar and in each case at the address appearing thereon at the close of business on the fifteenth day of the calendar month next preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid or duly provided for shall cease to be payable to the person who is the holder thereof as of the Regular Record Date, and shall be payable to the person who is the holder thereof at the close of business on a date fixed for the payment of such defaulted interest (the "Special Record Date"). The Special Record Date shall be fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest, and notice of the Special Record Date shall be given by the Bond Registrar to the holders not less than ten (10) days prior thereto. The term "holder" shall also include those lawfully entitled to take actions on behalf of the beneficial owners of the Bonds for purposes of any consent or approvals given by holders.

If the date for payment of the principal of, premium, if any, or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the City of New York, New York, or the city where the principal office of the Bond Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

**4.07 Persons Deemed Owners.** The Issuer and the Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in Paragraph 4.06 above), on such Bond and for all other purposes whatsoever, whether or not such Bond shall be overdue, and neither the Issuer nor the Bond Registrar shall be affected by notice to the contrary.

For the purposes of all actions, consents and other matters affecting Holders of Bonds issued under this Resolution as from time to time supplemented, other than payments, redemptions, and purchases, the Issuer may (but shall not be obligated to) treat as the Holder of a Bond the beneficial owner of the Bond instead of the person in whose name the Bond is registered. For that purpose, the Issuer may ascertain the identity of the beneficial owner of the Bond by such means as the Bond Registrar in its sole discretion deems appropriate, including but not limited to a certificate from the Depository or other person in whose name the Bond is registered identifying such beneficial owner.

**4.08 Delivery.** The Bonds when so prepared and executed shall be delivered by the Treasurer of the Issuer to the Purchaser thereof upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

## **Section 5. Debt Redemption Fund and Tax Levies**

**5.01 Debt Redemption Fund.** The Bonds and the interest thereon shall be payable from the Debt Redemption Fund of the Issuer, which shall be maintained by the Treasurer separate and apart from all other funds of the Issuer so long as any Bonds issued hereunder may be outstanding and unpaid. Money in the Debt Redemption Fund shall be used for no purpose other than payment of principal and interest on obligations of the Issuer, including Bonds issued pursuant to this resolution. If any payment of principal or interest on the Bonds shall become due when there is not sufficient money in the Debt Redemption Fund to make such payment, the Treasurer shall pay the same from the General Fund of the Issuer, and the General Fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of such Bonds. The proceeds of all taxes levied pursuant to this resolution, any amount in excess of \$6,895,000 received from the Purchaser of the Bonds, and all moneys received for or appropriated to the payment of the Bonds and interest thereon shall be paid into the Debt Redemption Fund.

**5.02 Pledge of Full Faith and Credit: Tax Levies.** For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith and credit and taxing powers of the Issuer shall be and are hereby irrevocably pledged. In order to provide the moneys for the payment thereof required by Minnesota Statutes, Section 475.61, there is hereby levied upon all of the taxable property in the Issuer a direct annual ad valorem tax which shall be spread upon the tax rolls for collection in the years and amounts as specified on the levy computation sheet attached hereto as EXHIBIT D and incorporated herein by reference as though fully specified in this paragraph.

Said tax levies shall be irrevocable as long as any of said Bonds are outstanding and unpaid, provided that the Issuer reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61.

**5.03 Investment Restrictions.** No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent (5%) of the proceeds of the Bonds or \$100,000. To this effect, any proceeds of the Bonds and any sums from time to time held in the Construction Fund or Debt Redemption Fund (or any other District account which will be used to pay principal or interest to become due on the bonds payable therefrom) in excess of amounts which under then-applicable federal arbitrage restrictions may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in those funds shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

**5.04 Construction Fund.** The proceeds of the bonds not appropriated to the Debt Redemption Fund as provided in Paragraph 5.01 shall be credited to the Issuer's Construction Fund and be used to pay costs incurred in the acquisition and betterment of the school facilities authorized by the electors.

**Section 6. Exemption from Rebate Requirements.**

**6.01 Declaration of Exemption.** For purposes of compliance with the requirements of Section 148(f)(4)(C) of the Code, the Board hereby determines and declares that:

- (a) The Issuer is a governmental unit with general taxing powers;
- (b) The Bonds are not "private activity bonds" as defined in Section 141 of the Code;
- (c) Ninety-five percent of the net proceeds of the Bonds are to be used for the local government purposes of the Issuer; and
- (d) The Issuer will expend the Bond proceeds in such a manner and at such times as necessary to qualify for an exemption from the rebate requirements of the Code pursuant to Section 148(f)(4)(C) of the Code, as amended.
- (e) The Issuer reserves the right to treat the acquisition expenditures and the construction expenditures or portions thereof as separate issues for purposes of Section 148(f)(4)(B) of the Code. If it does so, it shall specify the expenditure limitations for each issue in greater detail in the arbitrage certification executed by the Chair and Clerk.

In order to account for the expenditure of the proceeds of the Bonds, all proceeds credited to the Construction Fund shall be maintained in one or more separate Construction Fund bookkeeping accounts in the financial records of the Issuer. All proceeds of the Bonds shall be expended from said accounts prior to any other moneys of the Issuer on hand and legally available for said expenditures. The books and accounts of the Issuer shall be maintained in such a manner as to demonstrate compliance with the expenditure requirements of Section 148(f)(4)(C) of the Code, as amended.

**6.02 Payment of Rebate.** Notwithstanding the intention of the Issuer to expend the Bond proceeds to meet the expenditure requirements of Section 148(f)(4)(C) of the Code, as amended, if the Issuer fails to meet the expenditure requirements specified in that amended provision, the Issuer agrees to make such calculations and to make such rebate payments to the United States as and when required by said Section 148 and the regulations promulgated thereunder. In construing this Section 6, all terms used herein shall have the meanings provided in Section 148 of the Code and the regulations promulgated thereunder.

**6.03 Opinion of Counsel.** Notwithstanding any other provision of this Section 6, any requirement imposed hereunder or under Paragraph 5.03 hereof may be deemed inapplicable and of no force or effect if an opinion of Counsel is rendered to the Issuer by nationally recognized bond counsel to the effect that the failure to impose such requirement will not adversely effect the tax exempt status of interest on the Bonds.

**Section 7. Certifications. Designations. Defeasance. Arbitrage. Reporting.**

**7.01 Filing of Resolution: County Auditor Certificate.** The Clerk is hereby authorized and directed to file with the County Auditor of each county in which the Issuer is located in whole or in part a certified copy of this resolution, together with such other information as said County Auditor shall require, and to obtain from said County Auditor a certificate that the tax required by law for the payment of said Bonds has been levied, and that said Bonds have been entered upon the County Auditor's Bond Register.

**7.02 Defeasance.** When all of the Bonds have been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution shall cease. The Issuer may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Bond Registrar on or before that date a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The Issuer may also discharge all Bonds of said issue at any time by irrevocably depositing in escrow with the Bond Registrar, for the purpose of paying all principal and interest due on such Bonds to maturity, or if prepayable, to an earlier date on which they may be called for redemption, a sum of cash or securities of the types described in Minnesota Statutes, Section 475.67, as amended, in such aggregate amount, bearing interest at such rates and maturing or callable at the Issuer's option on such dates as shall be required to provide funds sufficient for this purpose.

**7.03 Designation as Qualified Tax Exempt Obligations.** The Board finds that the reasonably anticipated amount of qualified tax exempt obligations (other than private activity bonds) which will be issued by the Issuer during the calendar year 1992 will not exceed \$10,000,000. The Bonds of this Issue are hereby designated as "Qualified Tax Exempt Obligations" for the purposes of Section 265 of the Code relating to the deduction of interest expenses allocable to the Bonds by financial institutions.

**7.04 Authentication of Transcript.** The officers of the Issuer and each said County Auditor are hereby authorized and requested to prepare and furnish to the Purchaser of said Bonds, and to the attorneys approving legality of the issuance thereof, certified copies of all proceedings and records of the Issuer relating to said Bonds and to the financial condition and affairs of the Issuer, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of said Bonds as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the Issuer as to the facts recited therein.

**7.05 Covenant to Continue Tax Exemption.** The Issuer covenants and agrees with the holders from time to time of the Bonds herein authorized, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest payable on the Bonds to become subject to taxation under the United States Internal Revenue Code, the regulations promulgated thereunder, or any other applicable federal tax law or regulation; and that it will take, or it will cause its officers, employees or agents to take, all affirmative actions within its powers which may be necessary to insure that such interest will not become subject to taxation under the Internal Revenue Code. The term "Internal Revenue Code"

or "Code" as used herein includes the Internal Revenue Code of 1986, as amended, and all regulations, amended regulations and proposed regulations issued thereunder, as now existing or as hereafter amended or proposed.

**7.06 Arbitrage Certification.** The Chair and School District Clerk, being the officers of the Issuer charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser an arbitrage certification in order to satisfy the provisions of the Code and the regulations promulgated thereunder.

**7.07 Official Statement.** The Official Statement relating to the Bonds, on file with the Clerk and presented to this meeting, is hereby approved, and the furnishing thereof to prospective purchasers of the Bonds is hereby ratified and confirmed, insofar as the same relates to the Bonds and the sale thereof.

**7.08 Information Reporting.** For purposes of compliance with the provisions of Section 149(e) of the Code, the Issuer shall submit to the Secretary of the Treasury, not later than the 15th day of the second calendar month after the close of the calendar quarter in which the Bonds are issued, a statement concerning the Bond issue which meets the requirements of Section 149(e) (2).

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

MEMO #: I-93-076

TO: Dr. Bruce R. Anderson  
FROM: Bob Jernberg  
RE: Expansion Management National Survey Results  
DATE: November 5, 1992

Expansion Management, a business magazine devoted to facility planning and site selection ranks Moorhead Public Schools in the top 25% of the nations schools. Moorhead received the highest score of Minnesota districts included in the survey, which was \$124.7.

The attached includes criteria utilized and a listing of selected school districts from the region and throughout in the nation included in the survey.

RMJ:cbp  
Attachment

## MOORHEAD SCHOOLS RATE HIGH IN NATIONAL SURVEY

School District 152 ranks in the top 25% of the nation's schools according to a study by *Expansion Management*, a business magazine devoted to facilities planning and site-selection.

The magazine recently published their second annual Education Quotient. This index of 500 school districts nationwide rates schools on their ability to produce a quality work force. Good schools are an important consideration when a company decides to relocate.

The index is a balance of eight factors. The relative weights and factors were determined by a panel of education and site selection experts. The education quotient (EQ) ranges from 50 to 150 with 100 indicating an average score.

The Moorhead schools received a score of 124.7. The highest scores (140-143) were earned by several suburban districts in New Jersey. Fargo scored 112.1. When compared with the other Minnesota districts included in the survey, Moorhead was superior to all of the other nine.

To measure how school districts compare with each other, the magazine collected data from a randomly selected sample of school districts with total enrollments of at least 450. For the EQ they computed a score based on the eight factors and averaged the scores for the district's rating.

The eight criteria used are:

1. The high school graduation rate - the percentage of enrolled ninth graders who graduate form high school four years later.
2. The district's average college board scores (ACT or SAT)
3. The district's average classroom teacher salary. This reflects the ability to attract and retain quality teachers.
4. The amount of money spent per pupil on instruction only - this figure does not reflect money spent on school administration or building maintenance.
5. The district's student-to-teacher ratio
6. The district's student-to-counselor ratio
7. The percentage of area residents who are high school graduates
8. The percentage of area residents who are college graduates

*Figures for average teacher salaries and amount of money spent per pupil were adjusted for different costs of living in different states using the American Chamber of Commerce Research Association cost-of-living indexes. See other side for an abridged listing of schools included.*

**A selected Sample of EQ '92**  
from *Expansion Management*, Sept./Oct. 1992

**MINNESOTA:**

Detroit Lakes	114.0
Duluth	114.2
Lac Qui Parle County (Dawson-Boyd)	89.4
Mankato	117.4
Minneapolis	104.7
Moorhead	124.7
Rochester	112.0
Sauk Rapids	103.7
St. Cloud	119.0
St. Paul	106.9

**NORTH DAKOTA:**

Bismarck	102.3
Carrington	84.1
Fargo	112.1
Jamestown	95.7
Williston	88.5

**SOUTH DAKOTA:**

Aberdeen	102.1
McLaughlin	90.6
Pierre	98.7
Rapid City	93.0
Sioux Falls	105.7

**WISCONSIN:**

BigFoot/Walworth	117.9
Eau Claire	125.8
Green Bay	122.8
Janesville	125.9
LaCrosse	120.5
Madison	135.5
Medford	108.1
Milwaukee	94.5
Racine	108.8
Wausau	117.0

**IOWA:**

Ames	133.6
Burlington	104.1
Cedar Rapids	118.2
Des Moines	107.0
Dubuque	116.8
Fort Dodge	111.0
Iowa City	110.0

Mason City	115.9
Sioux City	103.8

**MICHIGAN:**

Alpena	87.6
Ann Arbor	132.5
Bay City	86.8
Birmingham	138.0
Dearborn	108.8
Detroit	83.4
Flint	84.9
Grand Rapids	87.2
Holland	103.0
Kalamazoo	101.6
Lansing	96.8
Niles	82.5
Port Huron	85.3
Saginaw	82.5
Warren	114.3
Ypsilanti	90.9

**MONTANA:**

Billings	111.3
Bozeman	107.4
Butte	100.7
Great Falls	106.1
Helena	105.1

**ILLINOIS:**

Bloomington	106.8
Carbondale	128.0
Champaign	122.0
Clay City	80.0
Decatur	83.0
Dixon	93.8
East St. Louis	82.0
Elmhurst	130.9
Highland Park	140.6
Joliet	100.3
Marion	94.4
Park Ridge	137.8
Peoria	106.5
Rockford	101.7
Rock Island	105.6
Springfield	111.8
Waltonville	85.5
Winnebago	101.2

**OHIO:**

Akron	97.3
Cincinnati	96.3
Cincinnati (Norwood)	79.9
Cleveland	79.9
Columbus (Gahanna- Jefferson City)	114.9
Columbus (Upper Arlington)	142.3
Cuyahoga Falls	111.7
Dayton	96.4
Findlay	121.1
Hillsboro	78.9
Marysville	109.8
Shaker Heights	136.0
Springfield	90.2
Steubenville	101.2
Toledo	87.2
Xenia	92.8
Youngstown	85.9

**OTHER:**

Boulder, CO	121.9
Colorado Springs, CO	117.1
Denver, CO (County)	107.2
Fort Collins, CO (Poudre)	128.1
Greeley, CO	115.3
Boise City, ID	109.9
Cheyenne, WY (Laramie No. 1)	114.9
Fairbanks, AK	117.7
Anaheim, CA	96.9
Fresno, CA	84.9
Palo Alto, CA	124.9
Sacramento, CA	95.7
San Diego, CA	106.2
Portland, OR	103.3
Seattle, WA	102.9
Spokane, WA	108.5
Bridgeport, CT	88.3
Stamford, CT	127.4
Boston, MA	90.1
Albany, NY	117.2
New York City	98.5
Philadelphia, PA	85.5
Austin, TX	103.6

5-M9-805  
MIN  
11-10-92

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1992  
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**MEMBERS PRESENT:** Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce R. Anderson.

**MEMBERS ABSENT:** None

**CALL TO ORDER:** Chairperson Cummings called the meeting to order at 7:05 p.m. and led the Board, audience and administration in the Pledge of Allegiance.

Art teacher, Janine Myrold described the the various art projects which were on display in the board room. Students from the 7th grade art classes did the pieces in 1991-92.

**PREVIEW OF AGENDA:** Anderson previewed the agenda noting no changes.

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

**MATTER PRESENTED BY CITIZENS/OTHER COMMUNICATIONS**

Homeowners of property located on 9th Avenue North, Bob Wentzel, Keith Cederberg and Carla Nelson, expressed their displeasure with the proceedings regarding the purchase of their properties by the School District. They feel they have not been treated equitably.

The Board heard their statements and will consult with administration before taking further action.

**"WE ARE PROUD"**

Junior Jennifer Gilbery was presented with a certificate noting her selection to serve one year on Governor Carlson's Youth Advisory Council. The Council will provide a youth's perspective to state policies and initiative for children and youth.

The following "Students of the Month" at Moorhead high school received certificates: freshman-John Aaker; sophomore- Joel Jamison; junior-Mike Sjothun; and, senior-Rolf Wagstrom.

**CONSENT AGENDA:** Gustafson moved, seconded by Hunt, to approve the following items on the consent agenda:

**Resignations**

Tracy Erickson - ECSE Teacher, Lincoln, effective November 24, 1992  
Kimberly Swedberg - EBD Paraprofessional, Outreach Center, effective November 13, 1992

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
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Medical Leave

Brian Jernberg - Custodian, Probstfield, from September 29, 1992 until February 1, 1993

Family Leave

Barb Skjefte - Paraprofessional, Riverside, to begin about December 23, 1992 until February 16th 1993

One-Year Leave

Denise Johnson - Secretary, Washington, to begin November 30, 1992 through November, 1993.

Approval of Minutes - Approved the minutes of October 13 and 27, 1992 as presented.

Approval of Claims - Approved the claims, subject to audit, in the amount of \$1,088,916.76 and \$858,719.77 for the months of September and October, respectively.

	<u>Sept. 1992</u>	<u>Oct. 1992</u>
General Fund:	\$478,013.34	\$285,172.86
Food Service:	66,099.93	36,741.72
Transportation:	110,652.11	118,222.14
Community Service:	23,138.63	10,669.20
Capital Expenditure:	403,560.11	221,180.72
Building Construction:	-0-	184,986.75
Debt Redemption:	209.99	-0-
Townsite Centre:	<u>7,242.65</u>	<u>1,746.38</u>
TOTAL	\$1,088,916.76	858,719.77

Change Orders - Robert Asp - Approved the change orders for construction at Robert Asp School, in the amount of \$821.69.

Gifts - Accepted the gift of an Atlas Ignition Simulator from Central Auto Supply, Fargo.

Motion carried 7-0.

COMMITTEE/MEETING REPORTS

Joint Powers - Hunt reported the committee discussed the Migrant Issues Project and the sale of St. Ansgar Hospital. Beginning in January meetings will be hosted by Dilworth Schools for one year.

Activities Council - Gustafson reported a plan to ensure the refinished gymnasium floor at the high school is not destroyed by public traffic, coaching equity, and a request to utilize district space by the National Figure Skating Association during a competition in February were discussed.

MINNESOTA STUDENT SURVEY REPORT: Jim Thom, counselor at Moorhead High, reviewed the survey results specific to Moorhead. Thom stated the results are better than or equal to State statistics

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INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
NOVEMBER 10, 1992  
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**1993-94 ANNUAL OPERATIONAL PLAN:** The Board reviewed the revenue and expenditure fund balance projections for the General and Pupil Transportation funds. More discussion will take place on the General and Building Construction funds at the November 24th meeting. Board members were requested to think about what kind of fund balance they would feel comfortable with and report back at the November 24th meeting.

**EMINENT DOMAIN ACTIONS:** This item was delayed until November 24th to allow research of information.

**SALE OF GENERAL OBLIGATION BONDS:** Borgen moved, seconded by Gustafson, to approve the sale of bonds as recommended by Evenson-Dodge, Inc. to Kemper Securities, at an A-rating in the amount of 6.03 percent. Motion carried 7-0.

**CHANGE DECEMBER MEETING:** Hunt moved, seconded by Cox, to change the date of the second meeting in December from the 22nd to the 1st. Motion carried 7-0.

**ADJOURNMENT:** Cox moved, seconded by Borgen, to adjourn the meeting at 10:18 p.m. Motion carried 7-0.

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Bill Cox, Clerk