



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

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INDEPENDENT SCHOOL DISTRICT NO. 152

1 9 9 4 - 1 9 9 5  
A N N U A L  
O P E R A T I O N A L  
P L A N

1990-93 HISTORICAL DATA  
1993-94 BUDGET PLANNING  
1995-98 BUDGET PROJECTIONS

SEPTEMBER, 1993

DR. BRUCE R. ANDERSON, SUPERINTENDENT  
MRS. BRENDA FRANKLIN, ASSISTANT SUPERINTENDENT,  
EMPLOYEE RESOURCES  
MR. ROBERT JERNBERG, ASSISTANT SUPERINTENDENT,  
INSTRUCTION  
MR. ROBERT LACHER, ASSISTANT SUPERINTENDENT,  
BUSINESS

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MOORHEAD AREA PUBLIC SCHOOLS  
GENERAL FUND BUDGET  
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To Approve the 1994-95 Annual Operational Plan Assumptions and Recommendations in the Areas of Basic Programs, Staffing, and Program Needs for the Timely Development of the 1994-95 Budget.
- II. To Approve the 1993.94 Final Budget.
- III. To Approve the 1994.95 Preliminary Budget.
- IV. To Project District 152 Revenues and Expenditures for a three year period.
- V. To Present Historical and Projected Revenues and Expenditures.
- VI. To Provide Support Data for Revenue and Expenditure Projections.

I. GENERAL FUND PROJECTIONS

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GENERAL FUNDRevenue Assumptions

1. A. Pupil population estimates will be based on current enrollment and projections from October, 1993. (See Exhibit F)

| Year               | <u>Enrollment</u> | <u>Pupil Units</u> | <u>% Inc.</u> | <u>Unit Inc.</u> | <u>7-12 Sec. Weight</u> | <u>1-6 Elem. Weight</u> |
|--------------------|-------------------|--------------------|---------------|------------------|-------------------------|-------------------------|
| 1990-91 Actual     | 5608.97           | 6136.66            |               |                  | 1.35                    | 1.00                    |
| 1991-92 Actual     | 5716.00           | *6180.00           | .7%           | 44.00            | 1.30                    | 1.00                    |
| 1992-93 Actual     | 5945.00           | 6430.00            | 4.1%          | 250.00           | 1.30                    | 1.00                    |
| 1993-94 Budget     | 6054.00           | **6655.00          | 3.5%          | 225.00           | 1.30                    | 1.03                    |
| 1994-95 Projected  | 6249.00           | 6994.00            | 5.1%          | 339.00           | 1.30                    | 1.06                    |
| 1995-96 Projected  | 6394.00           | 7194.00            | 2.9%          | 200.00           | 1.30                    | 1.06                    |
| 1996-97 Projected  | 6503.00           | 7363.00            | 2.4%          | 169.00           | 1.30                    | 1.06                    |
| *1997-98 Projected | 6602.00           | 7478.00            | 1.6%          | 115.00           | 1.30                    | 1.06                    |

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

| <u>Year</u>         | <u>Allowance Per Pupil</u> | <u>% Inc.</u> | <u>\$ Inc.</u> |
|---------------------|----------------------------|---------------|----------------|
| 1990-91 Actual      | 2953                       | 4.00%         |                |
| *1991-92 Actual     | 3050                       | 3.00%         | \$97           |
| 1992-93 Actual      | 3050                       | 0.00%         | 0              |
| 1993-94 Budget      | 3050                       | 0.00%         | 0              |
| **1994-95 Projected | *3150                      | 3.28%         | \$100          |
| 1995-96 Projected   | 3213                       | 2.00%         | \$63           |
| 1996-97 Projected   | 3277                       | 2.00%         | \$64           |
| 1997-98 Projected   | 3342                       | 2.00%         | \$66           |

\* Secondary pupil units were reduced by .05. Net increase in Revenues is 1.2%  
 \*\* Referendum reduced by 100

3. Compensatory Revenue (AFDC Units)

| <u>YEAR</u>       | <u>Pupil Units</u> | <u>Revenue</u> | <u>% Inc.</u> | <u>\$ Inc.</u> |
|-------------------|--------------------|----------------|---------------|----------------|
| 1990-91 Actual    | 333.00             | 983,349        |               |                |
| 1991-92 Actual    | 440.00             | 1,342,000      | 36.50%        | \$358,651      |
| 1992-93 Actual    | 440.00             | 1,342,000      | 0             |                |
| 1993-94 Budget    | 547.95             | 1,608,875      | 19.89%        | \$266,875      |
| 1994-95 Projected | 547.95             | 1,692,849      | 5.22%         | \$ 83,974      |
| 1995-96 Projected | 547.95             | 1,726,705      | 2.00%         | \$ 33,857      |
| 1996-97 Projected | 547.95             | 1,761,240      | 2.00%         | \$ 34,534      |
| 1997.98 Projected | 547.95             | 1,796,464      | 2.00%         | \$ 35,225      |

4. a. General Fund Revenue from Tax Levies will increase at the rate indicated by the changes in taxable valuations.

| <u>Year</u>          | <u>Levy</u> | <u>Payable</u> | <u>Amount</u> | <u>% Inc.</u> | <u>\$ Inc.</u> |
|----------------------|-------------|----------------|---------------|---------------|----------------|
| 1990-91 Audited Act. | 89          | 90             | 4,840,548.00  |               |                |
| 1991-92 Actual       | 90          | 91             | 4,594,824.53  | ( 5.10)%      | -245,723.47    |
| 1992-93 Est. Budget  | 91          | 92             | 5,035,514.67  | 9.60%         | 440,690.14     |
| 1993-94 Budget       | 92          | 93             | 5,931,686.45  | 17.80%        | 896,171.78     |
| 1994-95 Projected    | 93          | 94             | 6,393,594.00  | 7.79%         | 461,908.00     |
| 1995-96 Projected    | 94          | 95             | 6,777,210.00  | 6.00%         | 383,616.00     |
| 1996-97 Projected    | 95          | 96             | 7,183,842.00  | 6.00%         | 406,633.00     |
| 1997-98 Projected    | 96          | 97             | 7,614,873.00  | 6.00%         | 431,031.00     |

- b. Market value 1991 - \$732,747,325  
 1992 - \$761,155,200

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 .6 for kindergarten, 1.03, 1993.94 and 1.06, 1994.95, for elementary and 1.3 for secondary students. (Change from 1.35, 1990.91 to 1.30 there after.)
  
2. General Education Allowance: These estimates are based on data provided by the State Department of Education, modified by our board. The \$100 increase for 1994.95 will be off set by a \$100 reduction in Referendum income.
  
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 the future.
  
- 4.a. Tax Levies: These amounts are actual dollars levied for 1991-92 through 1993-94 and estimated levies for 1994-95 through 1997-98 based on estimated changes in net tax capacity of the District of 63% per year increase.
  
- b. Market Value: Based on Minnesota Department of Revenue actuals.

**REVENUE ASSUMPTIONS**

4.c. Adjusted net tax capacity.

| <u>Year</u>       | <u>Amount</u> | <u>% Increase</u> |
|-------------------|---------------|-------------------|
| 1990-91 Actual    | 13,207,659    |                   |
| 1991-92 Actual    | 13,880,721    | 5.10%             |
| 1992-93 Actual    | 14,060,067    | 1.29%             |
| 1993-94 Budget    | 14,341,268    | 2.00%             |
| 1994-95 Projected | 14,628,094    | 2.00%             |
| 1995-96 Projected | 14,920,656    | 2.00%             |
| 1996-97 Projected | 15,219,069    | 2.00%             |
| 1997-98 Projected | 15,523,450    | 2.00%             |

5. Other State Aids will increase at the annual rates listed and or as noted.

| <u>Year</u>         | <u>Rate</u> |
|---------------------|-------------|
| 1991-92 Actual      | 0.80%       |
| 1992-93 Est. Actual | 0.00%       |
| 1993-94 Budget      | 0.00%       |
| 1994-95 Projected   | 2.69%       |
| 1995-96 Projected   | 2.00%       |
| 1996-97 Projected   | 2.00%       |
| 1997-98 Projected   | 2.00%       |



## REVENUE RATIONALE

4.c. Adjusted Net Tax Capacity: 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 property evaluations will effect these projections.)

5. Other State Aids: These estimates are based on data provided by the State Revenue Department, modified by recommendation of the School Board.

Beginning in 1994.95 the district cooperation funds will increase from \$50,000 to \$50 per pupil unit. (\$351,460)

Revenue AssumptionsExhibit A

6. Income from interest on investment will be as follows.

| <u>School Year</u> | <u>Anticipated<br/>Rate of Return</u> | <u>Income</u> |
|--------------------|---------------------------------------|---------------|
| 1990-91 Actual     | 6-7%                                  | \$92,237.00   |
| 1991-92 Actual     | 5-6%                                  | \$50,957.00   |
| 1992-93 Actual     | 5-4%                                  | \$19,897.31   |
| 1993-94 Budget     | 4-3%                                  | \$25,000.00   |
| 1994-95 Projected  | 3-2%                                  | \$15,000.00   |
| 1995-96 Projected  | 3-2%                                  | \$15,000.00   |
| 1996-97 Projected  | 3-2%                                  | \$15,000.00   |
| 1997-98 Projected  | 3-2%                                  | \$15,000.00   |

7. The revenue from Federal sources will increase at the annual rates listed below.

| <u>Year</u>       | <u>Rate</u> | <u>Amount</u> |
|-------------------|-------------|---------------|
| 1990-91 Actual    |             | 711,243       |
| 1991-92 Actual    | 33.10%      | 946,706       |
| 1992-93 Actual    | -3.03%      | 918,006       |
| 1993-94 Budget    | 49.79%      | 1,375,121     |
| 1994-95 Projected | 0           | 1,375,121     |
| 1995-96 Projected | 2.00%       | 1,402,623     |
| 1996-97 Projected | 2.00%       | 1,430,676     |
| 1997-98 Projected | 2.00%       | 1,459,289     |

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<br/>Fees</u> | <u>Athletic<br/>Ticket Sales</u> | <u>Drivers Ed<br/>Fees</u> | <u>Resale<br/>Supplies</u> | <u>Total<br/>Revenue</u> |
|--------------|--------------------------|----------------------------------|----------------------------|----------------------------|--------------------------|
| 1990-91 Act. | 20,915                   | 39,040                           | 32,460                     | 5,602                      | 98,017                   |
| 1991-92 Act. | 19,765                   | 47,346                           | 29,877                     | 7,190                      | 104,178                  |
| 1992-93 Act. | 21,666                   | 62,805                           | 32,290                     | 5,179                      | 121,938                  |
| 1993-94 Bud. | 25,750                   | 50,000                           | 42,000                     | 6,588                      | 124,338                  |
| 1994-95 Pro. | 26,523                   | 51,000                           | 44,000                     | 6,786                      | 127,258                  |
| 1995-96 Pro. | 27,053                   | 52,530                           | 45,000                     | 6,989                      | 131,572                  |
| 1996-97 Pro. | 27,594                   | 54,106                           | 46,000                     | 7,199                      | 134,898                  |
| 1997-98 Pro. | 28,000                   | 54,600                           | 47,000                     | 7,500                      | 137,000                  |

9. The District will not lose any revenue due to excess operating fund balances. (\$787.50 x 6,674 per WPU = \$5,255,755 allowable operating fund balances for 93-94).

10. Rental Revenue - Facilities excluding Townsite

| <u>Year</u>         | <u>Amount</u> |
|---------------------|---------------|
| 1990-91 Actual      | 9,668         |
| 1991-92 Actual      | 2,299         |
| 1992-93 Est. Actual | 5,551         |
| 1993-94 Budget      | 3,000         |
| 1994-95 Projected   | 3,000         |
| 1995-96 Projected   | 3,000         |
| 1996-97 Projected   | 3,000         |
| 1997-98 Projected   | 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, investments will consist of tax anticipation warrant proceeds and cash balances. Property cash shifts have taken away much of our investable cash. Tax effect of increasing the property tax shift to 50% has decreased our investment income nearly \$30,000 per year.
  
7. Federal programs are reimbursed at 100% of expenses. The 50% increase in 93.94 revenue was due to an increase in low income students based on 1990 census. Future 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. 1993.94 Revenue in Driver Education increased by 7,000 to cover expenses.
  
9. The total of the operating fund balances will remain below allowable \$787.50 per pupil unit through the foreseeable future. (Balance was \$600.00 last year.)
  
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.

\*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.

GENERAL EDUCATION REVENUE  
93 Payable 94 (For 1993-94 and 1994.95 School Year)

|                               |               |               |                               |
|-------------------------------|---------------|---------------|-------------------------------|
| WADM:                         |               | 6,994.46      | 6,655.00                      |
|                               |               | <u>Amount</u> | <u>Revenue Per 1994.95</u>    |
|                               |               |               | <u>Per Pupil Unit 1993.94</u> |
| Basic Education Revenue:      | 22,151,980.00 | 3,150.00      | 3,050.00                      |
| Compensatory Ed. Revenue:     | 1,692,849.38  | 240.83        | 227.53                        |
| Sparsity:                     | 0             |               |                               |
| Training & Experience:        | 107.32        | 565,780.31    | 80.49                         |
|                               |               |               | 53.56                         |
| Supplemental:                 |               | 0             |                               |
| Fund Balance Reduction 92.93: |               | 0             |                               |
| Allowable: \$5,255,755        |               |               |                               |
| Current: <u>2,529,300</u>     |               |               |                               |
| Balance: \$2,726,455          |               |               |                               |
| Referendum Revenue:           | 207,009.94    | 29.45         | 129.58                        |
| Special Education:            | 1,060,747.53  | 150.91        | 136.11                        |
| Inter-district Cooperation:   | 351,460.00    | 50.00         | 7.50                          |
| Unemployment Insurance:       | 24,001.25     | 3.41          | 3.31                          |
| Crime Levy:                   | 37,093.00     | 5.28          | 5.59                          |
| Total Revenue Per Pupil Unit  |               | 3,710.37      | 3,613.18                      |

\* Estimates used by the SDE to calculate the 1993 payable 1994 levy and aid.

Expenditure Assumptions

Exhibit B

Basic Assumptions

1. Salary Expenditures

a. Projected staff positions/costs are based on the staff planning ratios/budgets, as detailed below.

| Classification        | FTE<br>&/or<br>Budget<br>1993-94 | 1994.95<br>Planned<br>Student<br>To<br>Staff<br>Ratio | Changes  |          |          |          |
|-----------------------|----------------------------------|---|----------|----------|----------|----------|
|                       |                                  |   | 1994-95  | 1995-96  | 1996-97  | 1997-98  |
| Instructional Staff   |                                  |   |          |          |          |          |
| Elem. K-4             | 89                               | 25:1  | 1.00     | 0        | 0        | -1       |
| Spec. Elem. Leg.      |                                  |   | 7.54     |          |          |          |
| Elem. 5-6             | 35                               | 28:1  | 2.00     | 0        | 0        | 0        |
| Jr High 7-8           | 43.196                           | 28:1  | 2.30     | .3       | 1.7      | 1.5      |
| Sr High 9-12          | 69.153                           | 28:1  | 3.40     | 5.4      | 3.6      | 3.1      |
| Elem. Support         | 40.797                           |   |          |          |          |          |
| Sec. Support          | 12.086                           |   |          |          |          |          |
| Special Assignments   | 2.143                            |   |          |          |          |          |
| Extended Year         | 44,897                           |   | 533      |          |          |          |
| Extra Curricular      | 318,842                          |   | 3,785    |          |          |          |
| Teacher Leadership    | 13,919                           |   | 166      |          |          |          |
| Custodial             | 30.5 *                           |   | 1.0      |          |          |          |
| Clerical/Sec.         | 54.991**                         |   |          |          |          |          |
| Paraprofessional      | 14.508                           |   |          |          |          |          |
| Building Adm.         | 12                               |   |          |          |          |          |
| District Adm.         | 4                                |   |          |          |          |          |
| Supervisors           | 9.35***                          |   |          |          |          |          |
| Other *Admin. In Turn |                                  |   | \$20,000 |          |          |          |
| Special Ed.           |                                  |   |          |          |          |          |
| Alt. Education        |                                  |   | 2.0      |          |          |          |
| Teacher               | 105.683****                      |   |          |          |          |          |
| Paraprofessionals     | 86.392*****                      |   | 1.0      |          |          |          |
| Contingency (Net)     | 25,000*****                      |   | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Support Staff/Other   | 3.5 *****                        |   |          |          |          |          |
| Alt. Education        |                                  |   |          |          |          |          |
| Substitutes           | 251,535                          |   |          |          |          |          |
| Early Retirement      | 390,000                          |   | 11,700   |          |          |          |
| Homebound/            |                                  |   |          |          |          |          |
| Hospital Tutor        | 14,900                           |   |          |          |          |          |
| Chapter I Teachers    | 10.642                           |   |          |          |          |          |

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.

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

| Year            | Actual/Estimated<br>Salaries Paid | Actual/Estimated<br>Benefit Costs | Percentage<br>Increase |
|-----------------|-----------------------------------|-----------------------------------|------------------------|
| 1990-91 Actual  | 16,947,557                        | 3,954,482                         |                        |
| 1991-92 Actual  | 18,255,832                        | 4,244,342                         | 7.65%                  |
| 1992-93 Actual  | 19,387,447                        | 4,496,347                         | 6.15%                  |
| 1993-94 Budget. | 19,997,590                        | 4,552,037                         | 2.79%                  |
| 1994-95 Pro.    | 21,748,400                        | 4,688,598                         | 7.69%                  |
| 1995-96 Pro.    | 22,764,806                        | 4,829,256                         | 4.38%                  |
| 1996-97 Pro.    | 23,807,183                        | 4,998,280                         | 4.39%                  |
| 1997-98 Pro.    | 24,693,231                        | 5,148,228                         | 3.60%                  |

GENERAL FUND  
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

- \* 2 FTE coded to Townsite Fund and 1 FTE coded to Transportation.
- \*\* Deb Krupich additional .150 FTE; Diane Rix reduced from 12 month to 10 month still has 1 FTE; Marnie Weltstein recoded from paraprofessional to secretary plus .594 FTE; 1 FTE Food Service; 1 FTE Transportation; and 3.25 FTE Community Education.
- \*\*\* Dan Bacon charged to Transportation Fund; Joel Ortega's position open but included as 1 FTE; Mary Bonemeyer coded to Food Service; teachers: Marge McGuire and Lynn Johnson filling Anne Moyano's position; Rose Anderson, Mary Davies, Darla Roy, and Lauri Winterfeldt-Shanks recoded to Community Education 3.75 FTE.
- \*\*\*\* Current FTE 105.683 compared to 104.670 authorized approximately 1 FTE is due to teachers Marge McGuire and Lynn Johnson who are charged to Teacher but are assigned as replacement of Anne Moyano in Supervisors and an added .2 FTE of Michelle Mogen's time funded by ECSU to serve other districts.
- \*\*\*\*\* Special education paraprofessional 86.293 listed in 1992-93 Annual Operational Plan revised to 87.522 in that some paraprofessionals were on time sheet rather than contract payroll; 1.13 reduced for 1993-94 to 86.392. This number has been increased by 4.6347. 4.6347 added FTE and cost attached as a part of the Contingency (Net)
- \*\*\*\*\* Community Liaisons, Indian Education Coordinator, and Bilingual Counselor employed through grant funding.

TOWNSITE FUND  
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

| <u>Classification</u> | Townsite<br>Fund |
|-----------------------|------------------|
| Custodial *           | 2.0              |

FOOD SERVICE FUND  
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

| <u>Classification</u>                      | Food Service<br>Fund |
|--|----------------------|
| Clerical/Secretary **                      | 1.0                  |
| Supervisor ***                             | 1.0                  |
| Food Service Workers                       | 18.848               |
| Lunchroom                                  | 7.346                |
| Lunchroom Supervisors (contributed toward) | \$20,000             |

TRANSPORTATION FUND  
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

| <u>Classification</u>                     | Transportation<br>Fund |
|---|------------------------|
| Custodial *                               | 1.0                    |
| Clerical/Secretary **                     | 1.0                    |
| Supervisor ***                            | 1.0                    |
| Bus Drivers and Transportation Assistants | 19.55                  |

COMMUNITY EDUCATION FUND  
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

| <u>Classification</u> | Community Education<br>Fund |
|-----------------------|-----------------------------|
| Clerical/Secretary ** | 3.25                        |
| Supervisor ***        | 3.75                        |

| Staff-<br>Member | Projected<br>Salary | Amt. Charged<br>To Contingency<br>Fund | HRS/DAY | FTE    |
|------------------|---------------------|--|---------|--------|
| Flores           | 9563.19             | 5108.48                                | 6.500   | 0.9286 |
| Ferguson         | 7037.53             | 3131.70                                | 4.783   | 0.6834 |
| T.Schatz         | 4152.75             | 1847.97                                | 3.500   | 0.4032 |
| Gerlach          | 2709.17             | 1205.58                                | 2.500   | 0.2630 |
| Lucking          | 3966.00             | 1764.87                                | 3.250   | 0.4642 |
| Moditabai        | 7096.75             | 2658.60                                | 6.500   | 0.9286 |
| K. JACKSO        | 504.40              | 224.46                                 | 0.500   | 0.0710 |
| LINCOLN          | 2825.61             | 1257.40                                | 3.000   | 0.4285 |
| JOE COAC         | 2544.30             | 0.00                                   | 3.250   | 0.4642 |
| TOTAL            | 40399.70            | 17199.06                               | 33.783  | 4.6347 |

Expenditure Rationale

Exhibit B

Expenditures will increase as noted. 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.

Basic Assumptions

1. Salary Expenditures

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

| <u>Building Ratios</u><br><u>Grade Levels</u> | <u>1992.93</u><br><u>Class Size</u><br><u>Ratio</u> | <u>1993.94</u><br><u>Class Size</u><br><u>Ratio</u> | <u>1994.95</u><br><u>Class Size</u><br><u>Ratio</u> |
|---|---|---|---|
| Elementary K-4                                | 25:1  | 25:1  | 25.0:1  |
| Elementary 5-6                                | 28:1  | 28:1  | 28:1  |
| Junior High                                   | 27:1  | 28:1  | 28:1  |
| Senior High                                   | 27:1  | 28:1  | 28:1  |

Support staff guidelines will be established by the administration.

Any changes will be reflected in the Annual Program Plan. K-4 class size ration will be less than listed above due to special legislation.

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

Includes staff additions, salaries and fringe benefit increases as noted.



Expenditure AssumptionsExhibit BBasic 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 Actual    | 13                       | 11,979                   | 149,221       |                 |
| 1991.92 Actual    | 18                       | 12,192                   | 219,462       | 47.07%          |
| 1992.93 Actual    | 24                       | 16,276                   | 390,630       | 77.99%          |
| 1993.94 Budget    | 20                       | 19,500                   | 390,000       | - .16%          |
| 1994.95 Projected | 20                       | 20,085                   | 401,700       | 3.00%           |
| 1995.96 Projected | 20                       | 20,788                   | 415,760       | 3.50%           |
| 1996.97 Projected | 20                       | 21,516                   | 430,311       | 3.50%           |
| 1997.98 Projected | 20                       | 22,161                   | 443,220       | 3.00%           |

## b. Federal Program Expenses

| <u>Year</u>       | <u>Act./Est. Expenditures</u> | <u>\$ Increase</u> | <u>Percentage Increase</u> |
|-------------------|-------------------------------|--------------------|----------------------------|
| 1990.91 Actual    | 711,243                       |                    |                            |
| 1991.92 Actual    | 946,706                       | 235,463            | 33.1%                      |
| 1992.93 Act.      | 918,006                       | (28,700)           | (3.0%)                     |
| 1993.94 Budget    | 1,375,121                     | 457,115            | 49.8%                      |
| 1994.95 Projected | 1,375,121                     | 0                  | 0                          |
| 1995.96 Projected | 1,402,623                     | 27,502             | 2.0%                       |
| 1996.97 Projected | 1,430,676                     | 28,052             | 2.0%                       |
| 1997.98 Projected | 1,459,289                     | 28,614             | 2.0%                       |

Expenditure Rationale

Exhibit B

Basic Assumptions

2. a. The District is bound by statutory requirement and negotiated contracts for the payment of all benefits. Significant increase in costs due to legislative early retirement incentive.
  
- b. Federal program costs will increase in relation to the revenue received to provide the programs for students. Federal cost for 93.94 increasing do to revenue increase based on increase of low income students.

Expenditure Assumptions

Exhibit B

Basic Assumptions

3. The non-salary costs are expected to increase as follows.

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,<br>Edison, Probstfield<br>Washington Schools | %<br>Inc | Robert Asp and<br>Voyager Schools | %<br>Inc | Jr High and<br>Sr. High Schools | %<br>Inc |
|---------|---|----------|-----------------------------------|----------|---------------------------------|----------|
| 1990-91 | 64.42 per student   |          | 69.07 per student                 |          | 86.67 per student               |          |
| 1991-92 | 67.65 per student   | 5.01     | 2.52 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 | 62.06 per student-  | 8.30     | 69.72 per student-                | 3.9      | 86.53 per student-              | 4.9      |
| 1994-95 | 73.25 per student   | 18.00    | 81.46 per student                 | 16.8     | 95.96 per student               | 10.9     |
| 1995-96 | 76.19 per student   | 5.00     | 85.53 per student                 | 5        | 100.76 per student              | 5        |
| 1996-97 | 80.75 per student   | 5.00     | 89.81 per student                 | 5        | 105.80 per student              | 5        |
| 1997-98 | 83.17 per student   | 3.00     | 92.50 per student                 | 3        | 108.97 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 Actual    | 85,991  |            |
| 1991-92 Actual    | 81,931  | (4.72)     |
| 1992-93 Est. Act. | 86,000  | 4.97       |
| 1993-94 Budget    | 87,607  | 1.9        |
| 1994-95 Pro.      | 94,615  | 8          |
| 1995-96 Pro.      | 99,346  | 5          |
| 1996-97 Pro.      | 104,317 | 5          |
| 1997-98 Pro.      | 107,443 | 3          |

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

| Year              | Amount | % Increase |
|-------------------|--------|------------|
| 1990-91 Actual    | 32,467 |            |
| 1991-92 Actual    | 33,441 | 3          |
| 1992-93 Est. Act. | 33,441 | 0          |
| 1993-94 Budget    | 31,756 | - 5        |
| 1994-95 Pro.      | 33,344 | 5          |
| 1995-96 Pro.      | 35,011 | 5          |
| 1996-97 Pro.      | 36,061 | 3          |
| 1997-98 Pro.      | 38,110 | 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. Staff Development funding will be reduced to \$30.50 per pupil for 1993.94. Increase to \$63.00 per pupil for 1994.95 and there after to coincide with legislation.
  - 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 ASSUMPTIONSEXHIBIT B

Summary of all accounts by major categories.

Basic Assumptions

3.d. Supplies will increase at the annual rates listed below.  
(Includes allowance for new students)

| <u>Year</u>       | <u>Amount</u> | <u>% Increase</u> |
|-------------------|---------------|-------------------|
| 1990-91 Actual    | 846,868       |                   |
| 1991-92 Actual    | 781,420       | - 7.73%           |
| 1992-93 Actual    | 784,868       | .44%              |
| 1993-94 Budget    | 933,318       | 19.44%            |
| 1994-95 Projected | 1,048,639     | 3.00%             |
| 1995-96 Projected | 1,087,760     | 3.50%             |
| 1996-97 Projected | 1,138,679     | 3.50%             |
| 1997-98 Projected | 1,167,827     | 3.00%             |

e. Energy Items will increase as noted:

| <u>Year</u>       | <u>Amount</u> | <u>% Increase</u> |
|-------------------|---------------|-------------------|
| 1990-91 Actual    | 359,190       |                   |
| 1991-92 Actual    | 396,823       | 10.48%            |
| 1992-93 Actual    | 443,473       | 11.76%            |
| 1993-94 Budget    | 446,895       | .77%              |
| 1994-95 Projected | 491,585       | 10.00%            |
| 1995-96 Projected | 516,164       | 5.00%             |
| 1996-97 Projected | 541,972       | 5.00%             |
| 1997-98 Projected | 588,231       | 3.00%             |

f. Other costs will increase as listed.

| <u>Year</u>       | <u>Amount</u> | <u>% Increase</u> |
|-------------------|---------------|-------------------|
| 1990-91 Actual    | 1,681,588     | 0                 |
| 1991-92 Actual    | 1,892,313     | 12.53%            |
| 1992-93 Actual    | 2,308,539     | 22.00%            |
| 1993-94 Budget    | 2,235,053     | 3.85%             |
| 1994-95 Projected | 2,551,806     | 10.54%            |
| 1995-96 Projected | 2,704,396     | 21.00%            |
| 1996-97 Projected | 2,839,616     | 11.28%            |
| 1997-98 Projected | 2,924,804     | 8.15%             |

Expenditure Assumptions

Exhibit B

Basic Assumptions

- 3.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 and future years. All transfers of all telephone costs in 1992.93 to go to Capital Outlay.

- e. The costs for electricity along with the additional space is reflected in the increasing costs.

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

Will need to replace state aid to interdistrict cooperative programs.

|          |          |
|----------|----------|
| Region 8 |          |
| Ecsu     | \$60,000 |
| CCCPSP   |          |
| YES      |          |

I GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

06-Dec-93 PRINT DATE

|                                | 1990-91           | 1991-92           | 1992-93           | 1992-93           | 1993-94           | 1994-95               | 1995-96           | 1996-97           | 1997-98           |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-------------------|
|                                | ACTUALS           | ACTUAL            | FINAL<br>BUDGET   | ACTUAL            | BUDGET            | Preliminary<br>Budget | P R O J E C T E D |                   |                   |
| Basic Education Revenue        | 2,953             | 3,050             | 3,050             | 3,050             | 3,050             | 3,132                 | 3,195             | 3,259             | 3,324             |
| UNAPPROPRIATED REVENUES        |                   |                   |                   |                   |                   | 3150                  | 3213              | 3277              | 3342              |
| Taxes & cnty apptmnt           | 3,507,850         | 3,623,807         | 3,878,100         | 3,982,369         | 5,430,180         | 5,576,219             | 5,687,744         | 5,801,499         | 5,917,528         |
| Interest                       | 92,237            | 50,957            | 50,000            | 19,897            | 25,000            | 25,672                | 26,186            | 26,710            | 27,244            |
| Tax shift                      | (72,710)          | 344,316           |                   | 781,496           | 0                 | 0                     | 0                 | 0                 | 0                 |
| Other local                    | 122,668           | 215,041           | 335,659           | 368,879           | 253,213           | 260,023               | 265,223           | 270,528           | 275,938           |
| Tax credits                    | 1,316,576         | 964,402           | 1,161,040         | 1,161,042         | 550,120           | 564,915               | 576,213           | 587,737           | 599,492           |
| Foundation aid                 | 15,796,424        | 16,897,419        | 17,569,000        | 17,547,409        | 18,080,700        | 19,630,160            | 20,661,186        | 21,625,171        | 22,440,303        |
| Special ed aid                 | 1,791,987         | 1,963,134         | 2,206,400         | 2,251,623         | 2,600,000         | 2,669,924             | 2,723,323         | 2,777,789         | 2,833,345         |
| Other state aids               | 318,598           | 328,986           | 435,655           | 423,433           | 492,795           | 506,048               | 516,169           | 526,493           | 537,022           |
| Tax shift                      | 72,710            | (344,316)         |                   | (781,496)         | 0                 | 0                     | 0                 | 0                 | 0                 |
| Federal aids                   | 711,243           | 946,706           | 924,909           | 918,006           | 1,375,121         | 1,412,104             | 1,440,346         | 1,469,152         | 1,498,536         |
| Conversion of assets           | 6,153             | 8,627             | 11,500            | 5,209             | 8,550             | 8,780                 | 8,956             | 9,135             | 9,317             |
| Tuition                        | 221,382           | 232,007           | 201,350           | 240,435           | 247,500           | 254,156               | 259,239           | 264,424           | 269,713           |
| State reduction                |                   |                   |                   |                   |                   |                       |                   |                   |                   |
| <b>TOTAL REVENUES</b>          | <b>23,885,118</b> | <b>25,231,086</b> | <b>26,773,613</b> | <b>26,918,302</b> | <b>29,063,179</b> | <b>30,908,002</b>     | <b>32,164,584</b> | <b>33,358,638</b> | <b>34,408,439</b> |
| % CHANGE                       |                   | 5.64%             | 6.11%             | 6.69%             | 8.55%             | 6.35%                 | 4.07%             | 3.71%             | 3.15%             |
| \$ CHANGE                      |                   | 1,345,968         | 1,542,527         | 1,687,216         | 2,289,566         | 1,844,823             | 1,256,582         | 1,194,054         | 1,049,801         |
|                                | ++++              | ++++              | ++++              | ++++              | ++++              | ++++                  | ++++              | ++++              | ++++              |
| Admin salaries                 | 1,441,898         | 1,573,361         | 1,643,503         | 1,674,166         | 1,679,279         | 1,729,657             | 1,790,195         | 1,852,852         | 1,908,438         |
| Admin supplies                 | 31,838            | 47,666            | 34,810            | 26,053            | 29,100            | 32,010                | 33,611            | 35,291            | 36,350            |
| Admin fringe benefits          | 271,380           | 289,079           | 283,357           | 287,813           | 293,598           | 302,406               | 311,478           | 322,380           | 332,051           |
| Admin other                    | 67,290            | 156,776           | 320,008           | 314,145           | 251,043           | 283,595               | 297,775           | 312,664           | 322,044           |
| Instruct salaries(reg & voc)   | 9,273,983         | 9,579,106         | 9,656,261         | 9,865,784         | 10,014,634        | 10,831,196            | 12,026,780        | 12,711,862        | 13,346,195        |
| Allowance for new staff:       |                   |                   |                   |                   | 184,585           | 788,882               | 255,212           | 245,608           | 171,833           |
| Instruct supplies              | 532,285           | 442,261           | 650,031           | 472,729           | 552,460           | 607,706               | 638,091           | 669,996           | 690,096           |
| Allowance for new students:    |                   |                   |                   |                   | 6,241             | 28,854                | 16,986            | 14,367            | 9,785             |
| Instruct fringe benefits       | 2,127,554         | 2,225,682         | 2,307,193         | 2,295,789         | 2,314,762         | 2,384,205             | 2,455,731         | 2,541,682         | 2,617,932         |
| Instruct other                 | 619,039           | 534,394           | 474,290           | 565,472           | 478,706           | 602,641               | 632,773           | 664,412           | 684,344           |
| Spec ed salaries               | 4,223,557         | 4,909,801         | 5,146,740         | 5,374,223         | 5,497,213         | 5,675,129             | 5,873,759         | 6,079,340         | 6,261,721         |
| Spec ed supplies               | 109,639           | 103,308           | 103,743           | 97,034            | 118,769           | 130,646               | 137,178           | 144,037           | 148,358           |
| Spec ed fringe benefits        | 918,905           | 1,053,591         | 1,180,363         | 1,155,378         | 1,170,597         | 1,205,715             | 1,241,886         | 1,285,352         | 1,323,913         |
| Spec ed other                  | 427,960           | 587,558           | 717,477           | 873,102           | 924,673           | 995,907               | 1,070,702         | 1,124,237         | 1,157,964         |
| Instruct support salaries      | 713,948           | 746,062           | 811,010           | 850,601           | 954,483           | 983,117               | 1,017,527         | 1,053,140         | 1,084,734         |
| Instruct support supplies      | 62,219            | 82,121            | 68,469            | 77,306            | 125,680           | 138,248               | 145,160           | 152,418           | 156,991           |
| Instruct support fringe benefi | 133,131           | 137,103           | 126,285           | 150,745           | 140,403           | 144,615               | 148,954           | 154,167           | 158,792           |
| Instruct support other         | 253,006           | 285,087           | 280,135           | 271,390           | 234,569           | 246,297               | 258,612           | 271,543           | 279,689           |
| Pupil support salaries         | 496,015           | 526,937           | 546,070           | 544,552           | 586,180           | 603,765               | 624,897           | 646,769           | 666,172           |
| Pupil support supplies         | 8,830             | 9,136             | 8,372             | 8,135             | 11,168            | 12,285                | 12,899            | 13,544            | 13,950            |
| Pupil support fringe benefits  | 107,532           | 114,604           | 119,450           | 117,597           | 129,817           | 133,712               | 137,723           | 142,543           | 146,819           |

I GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

06-Dec-93 PRINT DATE

|                                | 1990-91           | 1991-92           | 1992-93           | 1992-93           | 1993-94           | 1994-95           | 1995-96           | 1996-97           | 1997-98           |   |   |   |   |   |   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---|---|---|---|---|---|
|                                | ACTUALS           | ACTUAL            | FINAL             | ACTUAL            | BUDGET            | Preliminary       | -----1            |                   |                   |   |   |   |   |   |   |
|                                |                   |                   | BUDGET            |                   |                   | Budget            | P                 | R                 | O                 | J | K | C | T | K | D |
| Pupil support other            | 24,044            | 29,082            | 45,330            | 37,295            | 56,302            | 119,117           | 125,073           | 131,327           | 135,266           |   |   |   |   |   |   |
| Bldgs & grounds salaries       | 648,935           | 701,103           | 675,203           | 687,491           | 691,216           | 734,952           | 760,676           | 787,299           | 810,918           |   |   |   |   |   |   |
| Bldgs & grounds energy exp     | 359,190           | 396,823           | 420,856           | 443,473           | 446,895           | 491,585           | 516,164           | 541,972           | 558,231           |   |   |   |   |   |   |
| Bldgs & grounds supplies       | 102,057           | 96,928            | 95,132            | 103,611           | 89,900            | 98,890            | 103,835           | 109,026           | 112,297           |   |   |   |   |   |   |
| Bldgs & grounds fringe benefit | 111,830           | 121,675           | 127,598           | 118,585           | 128,605           | 132,463           | 136,437           | 141,212           | 145,449           |   |   |   |   |   |   |
| Bldgs & grounds other          | 209,692           | 223,912           | 229,352           | 169,917           | 212,260           | 222,873           | 234,017           | 245,717           | 253,089           |   |   |   |   |   |   |
| Early retirement pay           | 149,221           | 219,462           | 208,580           | 390,630           | 390,000           | 401,700           | 415,760           | 430,311           | 443,220           |   |   |   |   |   |   |
| Fringe benefits                | 284,150           | 302,608           | 237,900           | 370,440           | 374,255           | 385,483           | 397,047           | 410,944           | 423,272           |   |   |   |   |   |   |
| Other fixed costs              | 80,557            | 75,504            | 85,500            | 77,218            | 77,500            | 81,375            | 85,444            | 89,716            | 92,407            |   |   |   |   |   |   |
| <b>TOTAL EXPENDITURES</b>      | <b>23,789,685</b> | <b>25,570,730</b> | <b>26,603,018</b> | <b>27,420,674</b> | <b>28,164,893</b> | <b>30,529,027</b> | <b>31,902,382</b> | <b>33,325,730</b> | <b>34,492,322</b> |   |   |   |   |   |   |
| % CHANGE                       |                   | 7.49%             | 4.04%             |                   | 5.87%             | 8.39%             | 4.50%             | 4.46%             | 3.50%             |   |   |   |   |   |   |
| \$ CHANGE                      |                   | 1,781,045         | 1,032,288         |                   | 744,219           | 2,364,134         | 1,373,355         | 1,423,347         | 1,166,593         |   |   |   |   |   |   |
| REV OVER EXP (EXP OVER REV)    | 95,433            | (339,644)         | 170,595           | (502,372)         | 898,286           | 378,975           | 262,202           | 32,908            | (83,884)          |   |   |   |   |   |   |
| BEGINNING FUND BALANCE *       | 2,366,511         | 2,461,944         | 2,122,300         | 2,122,300         | 1,619,928         | 2,518,214         | 2,897,189         | 3,159,391         | 3,192,300         |   |   |   |   |   |   |
| ENDING FUND BALANCE *          | 2,461,944         | 2,122,300         | 2,292,895         | 1,619,928         | 2,518,214         | 2,897,189         | 3,159,391         | 3,192,300         | 3,108,416         |   |   |   |   |   |   |

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

CHANGE FACTORS

|                                  |     |            |            |            |            |            |            |            |            |            |
|----------------------------------|-----|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| SALARIES                         | N/A | 16,947,557 | 18,255,832 | 18,687,367 | 19,387,447 | 19,997,590 | 21,748,400 | 22,764,806 | 23,807,183 | 24,693,231 |
| SUPPLIES                         | N/A | 846,868    | 781,420    | 960,557    | 784,868    | 933,318    | 1,048,639  | 1,087,760  | 1,138,679  | 1,167,827  |
| ENERGY ITEMS                     | N/A | 359,190    | 396,823    | 420,856    | 443,473    | 446,895    | 491,585    | 516,164    | 541,972    | 558,231    |
| OTHER                            | N/A | 1,681,588  | 1,892,313  | 2,152,092  | 2,308,539  | 2,235,053  | 2,551,806  | 2,704,396  | 2,839,616  | 2,924,804  |
| FRINGE BENEFITS                  | N/A | 3,954,482  | 4,244,342  | 4,382,146  | 4,496,347  | 4,552,037  | 4,688,598  | 4,829,256  | 4,998,280  | 5,148,228  |
| REVENUES                         | N/A | 23,885,118 | 25,231,086 | 26,773,613 | 26,918,302 | 29,063,179 | 30,908,002 | 32,164,584 | 33,358,638 | 34,408,439 |
| PUPIL UNITS                      |     |            | 6,180      | 6,430      |            | 6,655.00   | 6,994.46   | 7,194.30   | 7,363.32   | 7,478.44   |
| Increase in Weighted Pupil Units |     |            |            | 250        |            | 225        | 339        | 200        | 169        | 115        |

\*\*\*\*\*

ASSUMPTIONS

CHANGE FACTORS

|              |  |         |         |         |         |         |         |         |         |
|--------------|--|---------|---------|---------|---------|---------|---------|---------|---------|
| SALARIES     |  | 107.72% | 104.29% | 103.75% | 103.15% | 103.00% | 103.50% | 103.50% | 103.00% |
| SUPPLIES     |  | 92.27%  | 100.00% | 81.71%  | 118.91% | 110.00% | 105.00% | 105.00% | 103.00% |
| ENERGY ITEMS |  | 110.48% | 100.00% | 105.37% | 100.77% | 110.00% | 105.00% | 105.00% | 103.00% |
| OTHER        |  | 112.53% | 100.00% | 107.27% | 96.82%  | 105.00% | 105.00% | 105.00% | 103.00% |



I GENERAL FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

06-Dec-93 PRINT DATE

|  | 1990-91<br>ACTUALS | 1991-92<br>ACTUAL | 1992-93<br>FINAL<br>BUDGET | 1992-93<br>ACTUAL | 1993-94<br>BUDGET | 1994-95<br>Preliminary<br>Budget | 1995-96<br>P R O J E C T E D | 1996-97<br>P R O J E C T E D | 1997-98<br>P R O J E C T E D |
|--|--------------------|-------------------|----------------------------|-------------------|-------------------|----------------------------------|------------------------------|------------------------------|------------------------------|
| FRINGE BENEFITS  |                    | 107.33%           | 104.65%                    | 102.61%           | 101.24%           | 103.00%                          | 103.50%                      | 103.50%                      | 103.00%                      |
| REVENUES   |                    | 105.64%           | 104.65%                    | 100.54%           | 107.97%           | 102.69%                          | 102.00%                      | 102.00%                      | 102.00%                      |
| Kindergarten   | 493                | 492               |                            | 499               | 490               | 501                              | 472                          | 446                          | 461                          |
| 1-6  | 2,844              | 2,907             |                            | 2,968             | 2,992             | 3,045                            | 3,089                        | 3,106                        | 3,064                        |
| 7-12   | 2,152              | 2,295             |                            | 2,447             | 2,572             | 2,703                            | 2,833                        | 2,951                        | 3,097                        |
|  | 5,489              | 5,694             |                            | 5,914             | 6,054             | 6,249                            | 6,394                        | 6,503                        | 6,602                        |
| STUDENTS-BASED ON CURRENT YEAR, OCTOBER CENSUS & COHOR |                    |                   | 5,694                      | 220               | 120               | 217                              | 144                          | 119                          | 88                           |
| PUPIL UNITS  |                    |                   | 250.00                     |                   | 225.00            | 339.46                           | 199.84                       | 169.02                       | 115.12                       |
| AFDC UNITS   |                    |                   |                            |                   | 0                 | 0                                |                              |                              |                              |
| CATAGORY I - TEACHERS K-12                             |                    |                   |                            |                   | 4.39              | 18.2358                          | 5.7000                       | 5.3000                       | 3.6000                       |
| Average Salary and Fringe Benefit Cost:                |                    |                   |                            |                   | 42,000            | 43,260                           | 44,774                       | 46,341                       | 47,731                       |
| Special Elementary Legislation                         |                    |                   |                            |                   | 188,000           | 326,000                          | 326,000                      | 326,000                      | 326,000                      |
| CATAGORY II - LICENSED SPECIALISTS                     |                    |                   |                            |                   | 25,000            | 25,000                           | 25,000                       | 25,000                       | 25,000                       |
| CATAGORY IIA - NON-LICENSED SPECIALISTS                |                    |                   |                            |                   | 40,000            | 23,000                           |                              |                              |                              |
| Alternative Education                                  |                    |                   |                            |                   |                   | 13,000                           |                              |                              |                              |
| CATAGORY IIB - ADMINISTRATIVE AND OTHER SUPPORT        |                    |                   |                            |                   |                   | 20,000                           |                              |                              |                              |
| CATAGORY IIC - EXTRA CURRICULAR PROGRAMS               |                    |                   |                            |                   |                   |                                  |                              |                              |                              |
| CATAGORY IIE - HUMAN RESOURCES                         |                    |                   |                            |                   |                   |                                  |                              |                              |                              |
| CATAGORY III - CURRICULUM AND INSTRUCTION              |                    |                   |                            |                   |                   |                                  |                              |                              |                              |
| New Students supply allocation:                        |                    |                   |                            |                   | 6,241             | 28,854                           | 16,986                       | 14,367                       | 9,785                        |
| ALLOWANCE  |                    |                   |                            |                   | 79                | 85                               | 85                           | 85                           | 85                           |
| Staff Development                                      |                    |                   |                            |                   |                   | 100,000                          |                              |                              |                              |
| Class size   |                    |                   |                            |                   |                   | 326,000                          |                              |                              |                              |
| DISK: BUDGET 90.91, 91.92: PROGRAM "93GRFIN"           |                    |                   |                            |                   |                   |                                  |                              |                              |                              |
| Instruction and Pupil Support                          | 79.32%             | 78.67%            | 78.77%                     | 78.07%            | 78.28%            | 79.01%                           | 79.15%                       | 79.26%                       | 79.36%                       |
| District & Building Administrati                       | 7.62%              | 8.08%             | 8.58%                      | 8.40%             | 8.00%             | 7.69%                            | 7.63%                        | 7.57%                        | 7.53%                        |
| District Support Services                              | 4.89%              | 4.89%             | 4.83%                      | 4.92%             | 5.17%             | 4.95%                            | 4.92%                        | 4.89%                        | 4.87%                        |
| Building Operation and Maintenanc                      | 6.02%              | 6.02%             | 5.82%                      | 5.55%             | 5.57%             | 5.51%                            | 5.49%                        | 5.48%                        | 5.45%                        |
| Other  | 2.16%              | 2.34%             | 2.00%                      | 3.06%             | 2.99%             | 2.85%                            | 2.82%                        | 2.79%                        | 2.78%                        |

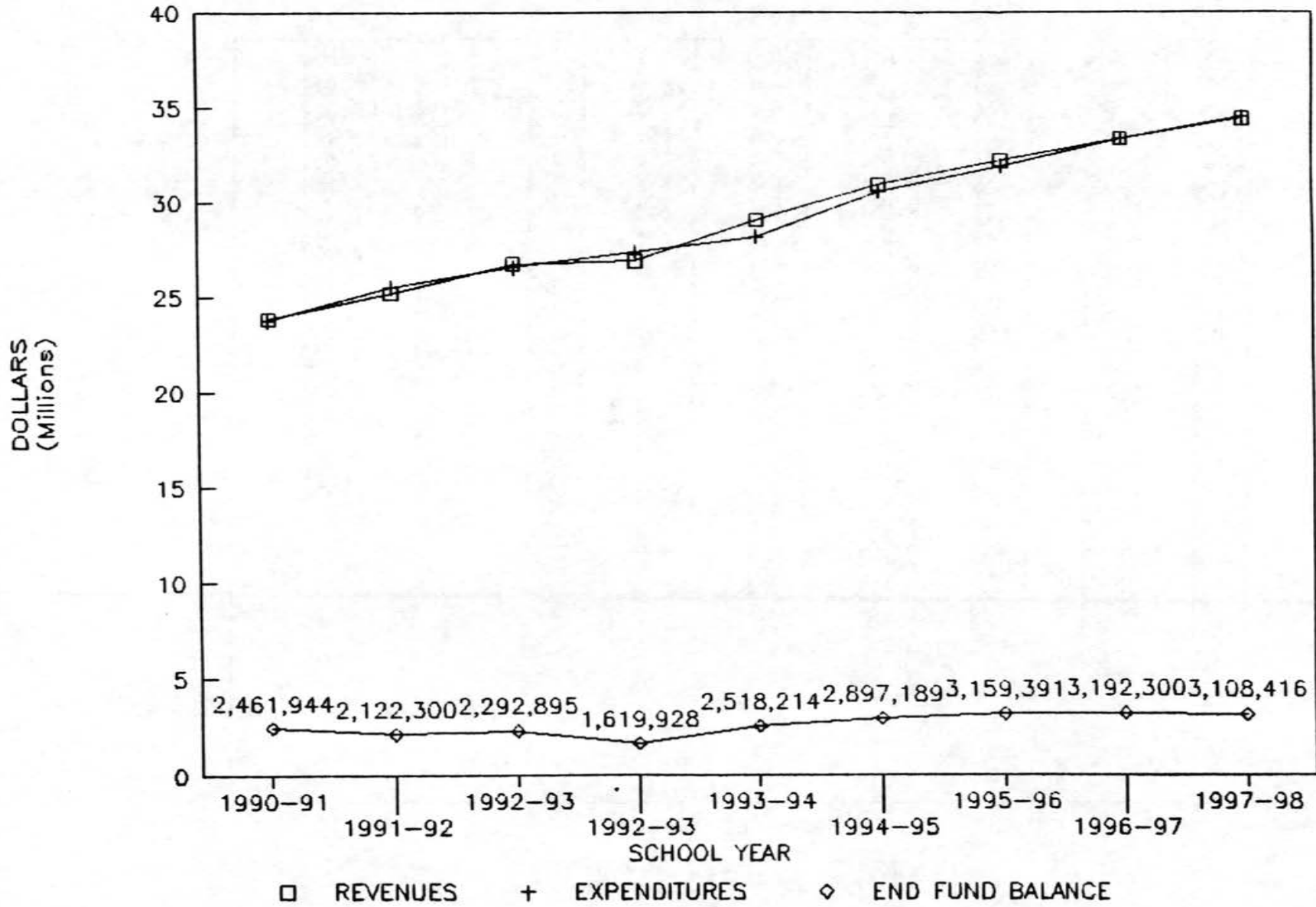
ENDING FUND BALANCE PROJECTIONS

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

| <u>YEAR</u>                | <u>AMOUNT</u> |
|----------------------------|---------------|
| 1990.91 Actual             | \$2,461,944   |
| 1991.92 Actual             | 2,122,300     |
| 1992.93 Actual             | 1,619,928     |
| 1993.94 Budget             | 2,518,214     |
| 1994-95 Preliminary Budget | 2,897,189     |
| 1995-96 Projected          | 3,159,391     |
| 1996-97 Projected          | 3,192,300     |
| 1997-98 Projected          | 3,108,416     |

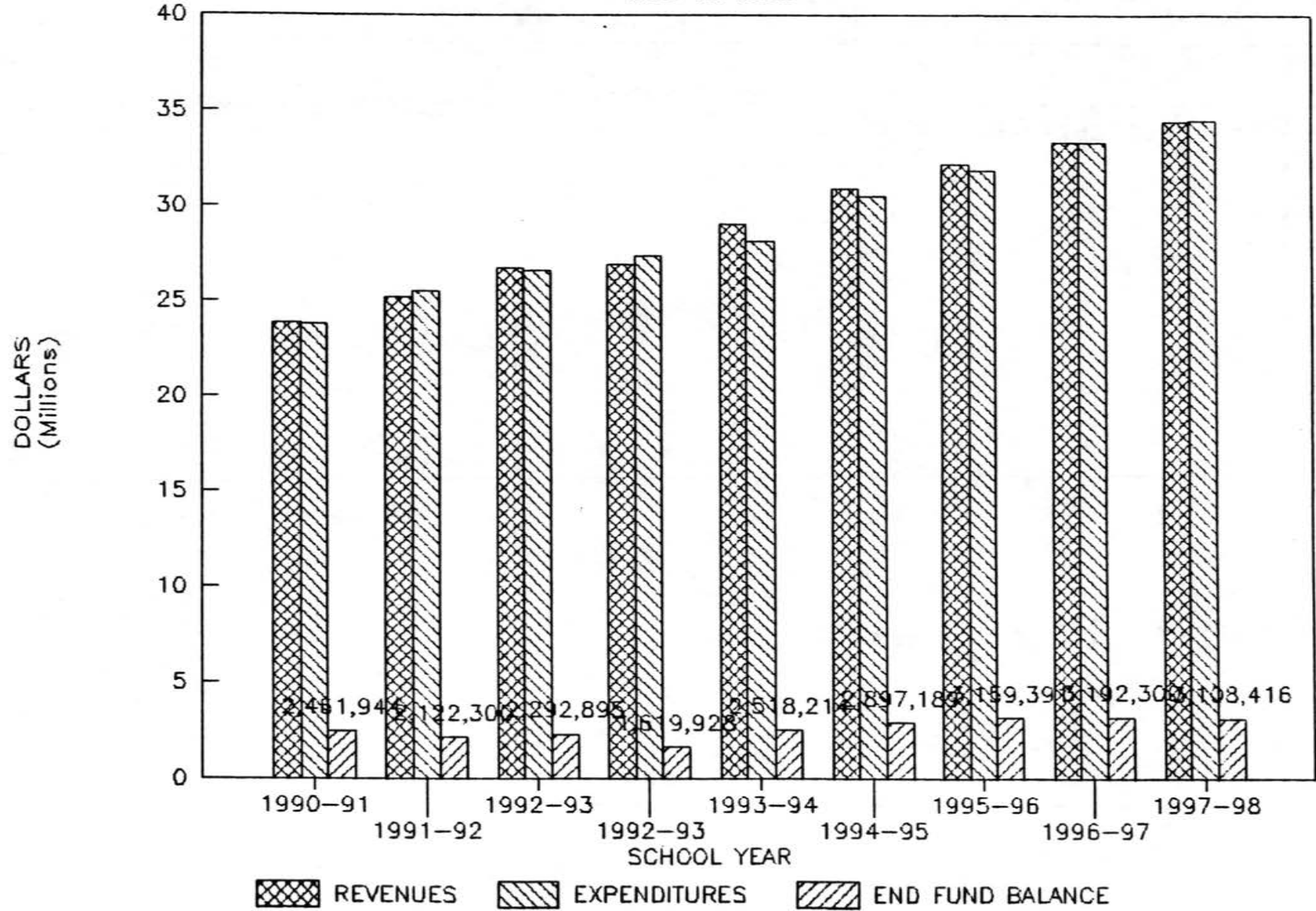
# I GENERAL FUND

1990 TO 1998



# I GENERAL FUND

1990 TO 1998



MEMO #: S-94-060

TO: School Board

FROM: Bruce Anderson, Supt. *YKA*

RE: Projected 1993-94 Preliminary General Fund Balance

DATE: October 7, 1993

|   | <u>EXPENSES</u>          | <u>REVENUES</u> |
|---|--------------------------|-----------------|
| Current Estimated 92-93 Excess:                   | \$678,508                |                 |
| <u>Major Categories:</u>                          |                          |                 |
| o Additional severance -<br>(Special Legislation) | \$177,366                |                 |
| o Special Education                               | \$225,000 -<br>\$275,000 |                 |
| o Substitute Costs                                | \$115,000                |                 |

Possible options to move toward the Annual Operation Plan projected 1993-94 balance:

1992-93 Costs

|   |             |             |
|---|-------------|-------------|
| o Receivable from HeartLand                             |             | + \$ 55,000 |
| o Move appropriate General Fund costs to Capital Outlay | - \$199,400 |             |
| o Move G.F. costs to Transportation                     | - \$ 4,840  |             |

\$204,240

1993-94 Costs

|   |             |  |
|---|-------------|--|
| o Increase severance                        | + \$100,000 |  |
| o Add Special Education summer school costs | + \$180,840 |  |
| o Add Special Education tuition             | + \$132,000 |  |
| o Add teacher settlement costs              | + \$ 75,369 |  |
| o Add lane change costs                     | + \$ 14,000 |  |

SUB TOTAL \$502,209

|   |             |             |
|---|-------------|-------------|
| o Additional 2% for Special Education salaries                                |             | + \$ 73,000 |
| o Move appropriate G.F. costs to Capital Outlay                               | - \$177,624 |             |
| o Move appropriate G.F. costs to Transportation                               | - \$ 2,550  |             |
| o Reduce related staff development  | - \$100,000 |             |
| o Reduce staff training & experience costs                                    | - \$477,051 |             |
| o Reduce costs related to 495 Genesis, St. Ansgar, Odyssey & Treatment Center | - \$ 56,940 |             |
| o Reduce casual & student help  | - \$ 17,406 |             |
| o Reduce supplies   | - \$ 48,444 |             |
| o Reduce building deficits  | - \$ 48,997 |             |
| o Reduce contributions to Nokomis   | - \$ 1,500  |             |
| o Reduce after-school gym   | - \$ 45,000 |             |

SUB TOTAL - \$975,512

NET - \$473,303

Memo #: B94.121

Date: 07-Oct-93

Memo To: Dr. Anderson

Memo From: R. Lacher

Subject: Budget Expenditures for 92.93

Attached are two preliminary expenditure reports for the year ended 92.93.

1. Sorted by program total
2. Sorted by object

Please review this data. I hve a more complete report by program showing all the details if you need it.

Based on this preliminary information we need to increase Revenue and or decrease Expenditures for the years noted:

|       |       |
|-------|-------|
| 93.94 | 94.95 |
|-------|-------|

Report by object:

| Description Code # | 92.93<br>Budget | 92.93<br>Expendit. | 92.93 Under<br>Outstanding (Over)<br>IncumbrancesBudget | Percent<br>Expended |
|--------------------|-----------------|--------------------|---|---------------------|
| Salaries           | 100 18,690,536  | 19,354,935         | (664,399)   | 103.55%             |
| Fringe             |                 |                    |   |                     |
| Benefits           | 200 4,407,146   | 4,496,045          | (88,899)  | 102.02%             |
| Travel/Cont        |                 |                    |   |                     |
| Serv./Utili        | 300 1,652,628   | 1,786,457          | (133,829)   | 108.10%             |
| Supplies           | 400 1,205,226   | 1,171,416          | 33,810  | 97.19%              |
| Equipment          | 500 97,272      | 79,761             | 17,511  | 82.00%              |
| Int. Exp           | 700 500         | 137,044            | (136,544)   | 27408.80%           |
| Misc.              | 800 485,498     | 423,475            | 62,023  | 87.22%              |
| Flow Thru          | 900 89,212      | 81,685             | 7,527   | 91.56%              |
|                    | -----           | -----              | -----   | -----               |
|                    | 26,628,018      | 27,488,083         | (860,065)   | 103.23%             |

Programs with Significant deficits:

| Description Code # | 92.93<br>Budget | 92.93<br>Expendit. | 92.93 Under<br>Outstanding (Over)<br>IncumbrancesBudget | Percent<br>Expended |
|--------------------|-----------------|--------------------|---|---------------------|
| Employee Benefits: | 01.005.930.000  | 00191.000          |   |                     |
| Severance          | 191 208,580     | 353,591            | (145,011)   | 169.52%             |
| FICA               |                 | 27,697             | (27,697)  | ERR                 |
| PERA               |                 | 1,598              | (1,598)   | ERR                 |
| TRA                |                 | 3,060              | (3,060)   | ERR                 |
|                    | -----           | -----              | -----   | -----               |
|                    | 208,580         | 385,946            | (177,366)   | 185.03%             |

Special Ed. Summer School: 01.299.420.740.00154.000

|              |     |       |         |           |          |
|--------------|-----|-------|---------|-----------|----------|
| Teachers     | 154 | 2,000 | 124,935 | (122,935) | 6246.75% |
| Aids         | 164 |       | 29,432  | (29,432)  | ERR      |
| Sec/Clerical | 170 |       | 168     | (168)     | ERR      |
| FICA         | 210 |       | 11,613  | (11,613)  | ERR      |
| PERA         | 214 |       | 1,144   | (1,144)   | ERR      |
| TRA          | 219 |       | 10,058  | (10,058)  | ERR      |
| Group Life   | 230 |       | 10      | (10)      | ERR      |
| Dental       | 235 |       | 14      | (14)      | ERR      |

2,000 177,374 0 (175,374) 8868.70%

Tuition Deficits

124,000 399,000 (275,000) 321.77%

124,000 399,000 0 (275,000) 321.77%

Salaries with deficits:

Substitutes 01.xxx.xxx.xxx.00145.xxx

203,650 305,521 (101,871) 150.02%

FICA 7,793 ERR

TRA 8,292 ERR

203,650 321,606 0 (101,871) 157.92%

Total impact of these three items on the deficit: 538,230 1,283,926 0 (729,611) 84.33%

| Description | Code # | Budget | 92.93 Expendit. | 92.93 Under Encumbrances | Percent Expended |
|-------------|--------|--------|-----------------|--------------------------|------------------|
|-------------|--------|--------|-----------------|--------------------------|------------------|

|                |     |            |            |           |         |
|----------------|-----|------------|------------|-----------|---------|
| Adm Salaries   | 110 | 2,003      | 2,003      | 0         | 100.00% |
| Supt Salary    | 111 | 95,500     | 96,375     | 125       | 99.96%  |
| Preg Director  | 112 | 303,910    | 304,402    | (1,392)   | 100.46% |
| Asst. Supt.    | 114 | 133,120    | 134,541    | (1,421)   | 101.07% |
| Principals     | 115 | 703,810    | 698,048    | 5,762     | 99.19%  |
| Marketing-Spe  | 117 | 0          | 0          | 0         | ERR     |
| Coordinators   | 118 | 206,370    | 211,364    | (4,994)   | 102.42% |
| Librarians     | 120 | 261,890    | 261,621    | 269       | 99.90%  |
| Guid Counsl    | 121 | 329,370    | 331,348    | (1,978)   | 100.69% |
| Nurse          | 124 | 51,500     | 54,153     | (2,553)   | 104.95% |
| Chem Dep Coun  | 125 | 42,130     | 41,438     | 692       | 98.36%  |
| Psychologists  | 126 | 144,770    | 147,391    | (2,621)   | 101.81% |
| Social Work    | 128 | 108,250    | 107,997    | 253       | 99.77%  |
| After School   | 129 | 37,020     | 39,640     | (2,620)   | 107.08% |
| Activity Advi  | 130 | 5,530      | 5,501      | 29        | 99.48%  |
| Parent Involv  | 131 | 0          | 0          | 0         | ERR     |
| Parent involv  | 132 | 17,973     | 12,507     | 5,356     | 69.98%  |
| Teacher Train  | 135 | 38,200     | 39,022     | (822)     | 102.15% |
| Interpreters   | 136 | 0          | 0          | 0         | ERR     |
| ACT Advisors   | 139 | 5,190      | 6,138      | (948)     | 118.27% |
| Instructional  | 140 | 12,625,942 | 12,659,442 | (42,501)  | 100.34% |
| Paraprofession | 141 | 1,050,792  | 1,155,433  | (104,641) | 109.96% |
| OBE Cord       | 142 | 34,270     | 42,122     | (7,852)   | 122.91% |
| Curric Writin  | 144 | 61,830     | 68,552     | (6,662)   | 110.76% |

|    |               |     |         |         |           |          |
|----|---------------|-----|---------|---------|-----------|----------|
| 1  | Substitutes   | 145 | 203,650 | 335,472 | (101,822) | 150.00%  |
| 2  | In-School Sus | 149 | 39,310  | 30,881  | 8,429     | 78.56%   |
| 3  | Coaching      | 151 | 238,290 | 244,886 | (6,596)   | 102.77%  |
| 4  | Sal-Cntr Exce | 152 | 0       | 0       | 0         | ERR      |
| 5  | Sp Ed S/S     | 154 | -2,000  | 123,467 | (121,467) | 6173.36% |
| 6  | Student Tchr  | 156 | 10,500  | 11,644  | (744)     | 106.93%  |
| 7  | Pool Workers  | 161 | 1,880   | 2,111   | (231)     | 112.30%  |
| 8  | Non Tech Heal | 162 | 95,650  | 80,424  | 5,426     | 93.68%   |
| 9  | Sp Ed S/S Aid | 164 | 0       | 29,432  | (29,432)  | ERR      |
| 10 | Brailist      | 165 | 0       | 0       | 0         | ERR      |
| 11 | Ret To Work   | 166 | 0       | 1,159   | (1,159)   | ERR      |
| 12 | Supt's Sec    | 168 | 22,590  | 23,497  | (907)     | 104.01%  |
| 13 | Noon Hour/Det | 169 | 80,356  | 86,360  | (6,004)   | 107.47%  |
| 14 | Sec/Clerical  | 170 | 610,771 | 657,573 | (46,802)  | 107.66%  |
| 15 | Bus Driver    | 171 | 0       | 17,704  | (17,704)  | ERR      |
| 16 | Personal Sec  | 172 | 67,040  | 68,944  | (1,804)   | 102.69%  |
| 17 | Secret Overtm | 173 | 3,200   | 2,955   | 245       | 92.34%   |
| 18 | Other Busines | 174 | 133,950 | 153,601 | (19,651)  | 114.67%  |
| 19 | Food Serv     | 175 | 13,000  | 12,978  | 922       | 92.91%   |
| 20 | Paraprofessio | 177 | 30,550  | 28,019  | 2,531     | 91.71%   |
| 21 | Student Help  | 179 | 32,571  | 27,972  | 4,599     | 85.88%   |
| 22 | Custodial     | 180 | 545,350 | 533,040 | 12,310    | 97.74%   |
| 23 | Sick Pay 810  | 183 | 14,128  | 26,171  | (12,043)  | 185.24%  |
| 24 | Overtime      | 184 | 15,150  | 21,081  | (5,931)   | 139.15%  |
| 25 | Casual Labor  | 185 | 37,125  | 50,593  | (13,568)  | 136.55%  |
| 26 | Equipment Mgr | 186 | 22,480  | 22,485  | (5)       | 100.02%  |
| 27 | School Patrol | 187 | 7,820   | 7,815   | 5         | 99.93%   |
| 28 | Audiv. Coord. | 188 | 10,300  | 8,171   | 2,129     | 79.33%   |
| 29 | Sabbatical Le | 190 | 0       | 0       | 0         | ERR      |
| 30 | Severance Pay | 191 | 208,580 | 353,591 | (145,011) | 169.52%  |
| 31 | Non-Licensed  | 192 | 0       | 0       | 0         | ERR      |
| 32 | Crossing Guar | 193 | 0       | 0       | 0         | ERR      |

-----  
18,687,371 19,350,164 0 (662,793) 103.55%

|              | 1990.91    | 1991.92    | 1992.93    | 1992.93     | 1993.94       | 1994.95          | 1995.96          | 1996.97          | 1997.98          |
|--------------|------------|------------|------------|-------------|---------------|------------------|------------------|------------------|------------------|
|              | ACTUALS    | ACTUALS    | BUDGET     | EST ACTUALS | PRELIM BUDGET | PROJECTED BUDGET | PROJECTED BUDGET | PROJECTED BUDGET | PROJECTED BUDGET |
| REVENUES     | 23,885,118 | 25,231,086 | 26,750,251 | 26,827,615  | 27,399,301    | 28,655,450       | 30,122,591       | 31,412,039       |                  |
| Unemployment |            |            | 25,000     | 25,000      |               |                  |                  |                  |                  |
| Title 1      |            |            | 23,362     | 23,362      |               |                  |                  |                  |                  |
|              |            |            | 26,798,613 | 26,875,977  |               |                  |                  |                  |                  |

|              |            |            |            |            |            |            |            |            |  |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| EXPENDITURES | 23,789,685 | 25,570,730 | 26,579,656 | 27,335,528 | 27,399,301 | 28,655,450 | 30,122,591 | 31,412,039 |  |
| Unemployment |            |            | 25,000     | 25,000     |            |            |            |            |  |
| Title 1      |            |            | 23,362     | 23,362     |            |            |            |            |  |

Report Date 9/01/93 26,628,018 27,383,890  
(OVER) UNDER 95,433 (339,544) 170,595 (507,913) 0 0 0 0

|               |           |           |           |           |           |           |           |           |           |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| BEG. FUND BAL | 2,366,511 | 2,461,944 | 2,122,300 | 2,122,300 | 1,614,387 | 1,614,387 | 1,614,387 | 1,614,387 | 1,614,387 |
| END FUND BAL  | 2,461,944 | 2,122,300 | 2,292,895 | 1,614,387 | 1,614,387 | 1,614,387 | 1,614,387 | 1,614,387 | 1,614,387 |
| Goal          |           |           |           |           | 678508    |           |           |           |           |

\*\*\* Upper figures revised to Est Actual 10/6/93 \*\*\*



SUGGESTED STEPS TO REDUCE DEFICIT:

Revenues:

|                                       |        |        |           |
|---------------------------------------|--------|--------|-----------|
| Eliminate 2-1/2% increase for 94.95   |        |        |           |
| 76                                    | 6837.7 |        | (519,665) |
| School Dist. Cooperation              |        |        | 301,460   |
| Receivable from Heartland             | 55,000 |        |           |
| Additional 2% for Special Ed Salaries |        | 73,000 |           |

Move to Capital Outlay:

|  |           |           |  |
|--|-----------|-----------|--|
| Communication Expenses                           |           |           |  |
| 5  |           |           |  |
| 95   | (280)     | (280)     |  |
| 136 Edison                                       | (240)     | (204)     |  |
| 187 Voyager                                      |           |           |  |
| 190 Probstfield                                  | (962)     | (260)     |  |
| 191 Riverside                                    | (436)     | (260)     |  |
| 194 Washington                                   |           |           |  |
| 382 Sr. High                                     |           |           |  |
| 384 Asp  | (1,453)   | (260)     |  |
| 385 Jr. High                                     | (1,489)   | (360)     |  |
| Move Text Book Adoptions                         |           |           |  |
| 01.100.200.000.00461.000                         | (8,933)   | (12,000)  |  |
| 01.300.211.000.00461.000                         | (150,682) | (150,000) |  |
| Capital projects charged to General Fund:        |           |           |  |
| 01.005.810.000.00350.400                         | (17,899)  |           |  |
| 01.005.810.000.00899.000                         | (1,044)   |           |  |
| Move to Transportation                           |           |           |  |
| 01.005.810.000.00363.000                         | (4,840)   | (2,550)   |  |
| Move Salaries to Health & Safety Capital Outlay: |           |           |  |
| 01.005.810.000.00112.000                         | (12,000)  | (12,000)  |  |
| 01.005.810.000.00170.000                         | (2,000)   | (2,000)   |  |
| 01.005.810.000.00189.000                         | (2,000)   |           |  |

EXPENDITURES:

|   |         |           |  |
|---|---------|-----------|--|
| Reduce staff development                            |         | (100,000) |  |
| Reduction due to staff turnover                     |         | (477,051) |  |
| Reduction due to Elementary Administrative turnover |         | Included  |  |
| Reduction due to Coordinator exchange               |         | Included  |  |
| Reduction due to Secondary Administrative turnover  |         | Included  |  |
| Net Reduction for:                                  |         | (56,940)  |  |
| Genesis   |         |           |  |
| St. Ansgar Odyssey                                  |         |           |  |
| St. Ansgar Day Treatment                            |         |           |  |
| Reduce by 25%:                                      |         |           |  |
| Student Help 01.xxx.xxx.xxx.00179.000               |         | (8,125)   |  |
|   | 5       | 10,620    |  |
|   | 200.050 | 12,530    |  |
|   | 200.620 | 7,500     |  |
|   | 300     | 1,921     |  |
|   |         | -----     |  |
|   |         | 32,571    |  |
| Casual Labor 01.005.810.000.00185.000               |         | (9,281)   |  |

|    |                           |           |             |             |             |  |  |  |
|----|---------------------------|-----------|-------------|-------------|-------------|--|--|--|
| 1  | Reduce Supplies by 5%     | (48,444)  |             |             |             |  |  |  |
| 2  | Reduce Building Deficits: |           |             |             |             |  |  |  |
| 3  | 186 Edison                | (15,354)  |             |             |             |  |  |  |
| 4  | 187 Voyager               | (212)     |             |             |             |  |  |  |
| 5  | 190 Probstfield           | (6,984)   |             |             |             |  |  |  |
| 6  | 191 Riverside             | (5,292)   |             |             |             |  |  |  |
| 7  | 194 Washington            | (9,389)   |             |             |             |  |  |  |
| 8  | 382 Sr. High              | (19,474)  |             |             |             |  |  |  |
| 9  | 384 Asp                   | (12,156)  |             |             |             |  |  |  |
| 10 | 385 Jr. High              | (57,693)  |             |             |             |  |  |  |
| 11 | Athletics                 | (20,736)  | (45,000)    |             |             |  |  |  |
| 12 | -----                     |           |             |             |             |  |  |  |
| 13 |                           | (146,990) | (48,996.67) | (48,996.67) | (48,996.67) |  |  |  |

|    |   |           |           |         |         |         |         |  |
|----|---|-----------|-----------|---------|---------|---------|---------|--|
| 14 | Increase Expenditures to cover anticipated costs: |           |           |         |         |         |         |  |
| 15 | Severance   | 100,000   |           |         |         |         |         |  |
| 16 | Special Ed. Secondary Summer School               | 180,840   |           |         |         |         |         |  |
| 17 | Special Ed. Tuition                               | 132,000   |           |         |         |         |         |  |
| 18 | Staff Development                                 |           | 200,000   |         |         |         |         |  |
| 19 | Cover for Previous year Expenditures              | 0         | 0         | 456,834 | 431,837 | 446,251 |         |  |
| 20 | Cost for teacher settlement                       | 75,369    | 85,650    |         |         |         |         |  |
| 21 | Lane changes                                      | 14,000    | 15,000    | 15,450  | 15,914  | 16,391  |         |  |
| 22 | Contribution to Nokomis                           | (1,500)   | (1,500)   | (1,500) | (1,500) |         |         |  |
| 23 | Contribution to Hjenkest                          | 0         | (1,475)   |         |         |         |         |  |
| 24 | -----   |           |           |         |         |         |         |  |
| 25 |   | (204,240) | (473,303) | 248,678 | 431,837 | 446,251 | 462,642 |  |

|               | 1990.91    | 1991.92    | 1992.93    | 1992.93     | 1993.94       | 1994.95          | 1995.96          | 1996.97          | 1997.98          |
|---------------|------------|------------|------------|-------------|---------------|------------------|------------------|------------------|------------------|
|               | ACTUALS    | ACTUALS    | BUDGET     | EST ACTUALS | PRELIM BUDGET | PROJECTED BUDGET | PROJECTED BUDGET | PROJECTED BUDGET | PROJECTED BUDGET |
| REVENUES      | 23,885,118 | 25,231,086 | 26,750,251 | 26,827,615  | 27,472,301    | 28,437,245       | 30,122,591       | 31,412,039       |                  |
| EXPENDITURES  | 23,789,685 | 25,570,730 | 26,579,656 | 27,335,528  | 26,925,938    | 28,904,128       | 30,554,428       | 31,858,290       |                  |
| (OVER) UNDER  | 95,433     | (339,644)  | 170,595    | (507,913)   | 546,303       | (466,884)        | (431,837)        | (446,251)        |                  |
| BEG. FUND BAL | 2,366,511  | 2,461,944  | 2,122,300  | 2,122,300   | 1,614,387     | 2,160,690        | 1,693,807        | 1,261,970        | 815,719          |
| END FUND BAL  | 2,461,944  | 2,122,300  | 2,292,895  | 1,614,387   | 2,160,690     | 1,693,807        | 1,261,970        | 815,719          |                  |

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

January 11, 1994  
7:00 p.m.

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

ATTENDANCE:

Bill Cox \_\_\_\_\_ Anton Hastad \_\_\_\_\_  
James Cummings \_\_\_\_\_ James Hewitt \_\_\_\_\_  
Stacey Foss \_\_\_\_\_ 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. "We Are Proud"

\*\*\* Don Ellingson, elementary counselor, has been named the West Central 1993-94 Elementary Counselor of the Year by the West Central Counselors Association. Mr. Ellingson was selected, in part, by diligently promoting the field of counseling through active involvement with students, staff, community members, and professional organizations. His boundless energy, the use of innovative programs along with creative, positive approaches make people like Mr. Ellingson successful in counseling.

\*\*\* Jaimes Swenson and Heather Strand, 6th graders at Robert Asp School, won first and second prizes in the local Lion's Club International Peace poster contest. As first prize winner, Jaimes' poster will advance to regional competition.

\*\*\* Angie Smith, 6th grader at Robert Asp School, designed the Dakota Hospital Christmas card for 1993. Angie's art work carried holiday greetings to over 1000 people.

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

S-179-805  
MIN  
1-11-94

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, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Gifts - Page 6

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Townsite Lease Agreement -  
Val Ed Joint Venture - Page 7  
(2) Approval of Investment Guidelines Resolution -  
Pages 9-10  
(3) Approval of Insurance Policy Renewals - Pages 11-12

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Family Leaves - Page 13  
(2) Approval of New Employees - Page 14  
(3) Approval of Additional Assignment - Page 15  
(4) Approval of Transfer - Page 16  
(5) Approval of Change in Contract - Page 17  
(6) Approval of Resignation - Page 18

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of December 7, 14 and 22, 1993 Minutes -  
Pages 19-24  
(2) Approval of January Claims  
(3) Approval of Nonresident Agreement - Page 25

Suggested Resolution: Move to approve the Consent Agenda as presented.

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

3. COMMITTEE REPORTS

4. ISD 152 FIVE YEAR EDUCATIONAL PLAN, STRATEGIC AREA -  
CURRICULUM & INSTRUCTION: Priority - Enhanced C & I -  
Anderson Page 26

Overview of the Reading Recovery Program by Principal Mr. Kevin Kopperud, and teachers, Mr. Tom Doohar and Vickie Anderson.

5. 1994-95 ANNUAL OPERATIONAL PLAN - Lacher  
Page 27

Initial review of the General and Community Education funds.

6. POLICY APPROVAL - Anderson  
Page 28

Suggested Resolution: Move to approve the Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) policy (JHCF) as presented.

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

7. POLICY APPROVAL - Anderson  
Pages 29-32

Suggested Resolution: Move to approve the Communicable Disease Control policy (JHCC) as presented.

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

8. POLICY DELETION - Anderson  
Pages 33-34

Suggested Resolution: Move to approve the deletion of the Immunization policy (JHCB) as a district policy.

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

9. POLICY APPROVAL - Anderson  
Pages 35-41

Suggested Resolution: Move to approve the Student Records policy (JO) as presented.

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

10. POLICY APPROVAL - Anderson  
Page 42

Suggested Resolution: Move to approve the Special Education Policies and Procedures policy (IGB) as presented, and authorize the deletion of all other Board policies pertaining to special education policies and procedures.

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

11. POLICY APPROVAL - Anderson  
Page 43

Suggested Resolution: Move to approve the Surveillance Equipment on School Buses policy (EEAC) as presented.

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

12. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

13. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>                              | <u>Date</u>                        | <u>Time</u> | <u>Place</u>      |
|---|------------------------------------|-------------|-------------------|
| Activities Council                        | Tues., Jan. 11                     | 7:00 a.m.   | Townsite          |
| MSBA Conference                           | Thurs., Jan. 12 -<br>Fri., Jan. 14 |             | St. Paul          |
| Long Range Planning                       | Tues., Jan. 18                     | 3:45 p.m.   | Townsite          |
| PER                                       | Thurs., Jan. 20                    | 7:00 a.m.   | Townsite          |
| Supt. Advisory Council                    | Thurs., Jan. 20                    | 7:00 p.m.   | Townsite          |
| End of 2nd Qtr.                           | Fri., Jan. 21                      |             |                   |
| K-12 Teacher<br>Workshops<br>(no classes) | Fri., Jan. 21                      |             | District-<br>wide |
| Intergovt. Retreat                        | Fri., Jan. 21 -<br>Sat., Jan. 22   |             | Detroit<br>Lakes  |
| Policy Review                             | Mon., Jan. 24                      | 7:00 p.m.   | Townsite          |
| Joint Powers                              | Thurs., Feb. 3                     | 7:00 a.m.   | Townsite          |

MEMO #: I-94-211  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gifts  
DATE: January 4, 1994

The District received manuals for oxygen sensor engines on December 28, 1993 from Bill McGrath, Automotive Quick Reference, Northfield, Minnesota.

The manuals will be utilized in the District's automotive program. The value of these manuals is \$1,500.

Lynn Greenwaldt, Riverside School, donated a computer printer to the District in 1993. The estimated value is \$50.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm



MEMO #: S-94-117

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: Val-Ed Joint Venture Lease Agreement  
DATE: January 6, 1994

Attached please find details of a two year lease agreement of Suite 142 at Townsite Centre by the Val-Ed Joint Venture.

The original lease agreements may be viewed in the Business Office.

Suggested Resolution: Move to approve the lease agreement with Val-Ed Joint Ventures, in the amounts of \$7,560 for 12/1/93 thru 11/30/94, and \$7,787 for 12/1/94 thru 11/30/95.

BRA:cbp  
Attachment

DEC 21 1993

MEMO #: B94.251

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 17, 1993

SUBJECT: RENTAL - TOWNSITE

Attached is a two year lease for Suite 142 by Val Ed Joint Venture.

| <u>Suite #</u> | <u>Sq. Ft.</u> | <u>Annual Rent</u> | <u>Lease Period</u>              |
|----------------|----------------|--------------------|----------------------------------|
| 142            | 840 sq. ft.    | \$7,560.00         | Dec. 1, 1993 to<br>Nov. 30, 1994 |
| 142            | 840 sq. ft.    | \$7,787.00         | Dec. 1, 1994 to<br>Nov. 30, 1995 |

They will pay all fit up costs.

DEC 21 1993

MEMO #: B94.244

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 16, 1993

SUBJECT: INVESTMENT GUIDELINES

Financial institutions are requesting an updated copy of a resolution authorizing Ruth Legg and myself to invest school funds.

Attached is the proposed resolution.

Suggested Resolution: Approve resolution.

To Whom It May Concern:

On January 11, 1994, the Board passed the following:

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

**RESOLUTION ON INVESTMENTS GUIDELINES**

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

The board of directors authorizes all federally insured banks and savings and loans as depositories for Independent School District No. 152. Robert Lacher and Ruth Legg are authorized to select depositories paying interest rates which they deem most beneficial to the district. At no time shall the deposits at any one bank exceed the federal insurance coverage and 90% of the pledged collateral coverage.

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: James Cummings, Anton Hastad, Mark Gustafson, Bill Cox, Carol Ladwig, Jim Hewitt, and Stacey Foss. The following voted against:

whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Robert Lacher  
Asst. Superintendent - Business

MEMO #: S-94-118

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BR.A*  
RE: Renewal of Insurance Policies  
DATE: January 6, 1994

Attached please find details pertaining to renewing the district's property/liability/garagekeepers and boiler insurance policies.

The actual policies may be viewed in the Business Office.

Suggested Resolution: Move to approve the renewal of the property/liability/garagekeepers and boiler insurances for 1994, in the amounts of \$55,137 and \$3,493, respectively.

BRA:cbp  
Attachment

DEC 21 1993

MEMO #: B94.250

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 17, 1993

SUBJECT: PROPERTY, LIABILITY AND GARAGE KEEPERS LEGAL PACKAGE  
COVERAGE BOILER INSURANCE

Attached is the renewal proposal for:

|          | 92       | 93       | \$<br>Inc. | %<br>Inc. |
|----------|----------|----------|------------|-----------|
| Property | \$55,137 | \$55,467 | 330        | .60%      |
| Boiler   | 3,493    | 3,647    | 154        | 4.41%     |

Attachment: Dec. 15, 1993 letter from Warner & Co.

cc: Ruth Legg

MEMORANDUM P 93.101

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 3, 1994  
SUBJECT: Family Leave

The administration requests family leave for the following persons:

Sarah King - Speech Language Pathologist, Townsite Centre,  
to begin about January 30th, 1994 through the  
1993-94 school year.

Jodi LaFayette - Computer/Community Issues Secretary, Townsite  
Centre, to begin about March 27 to May 27, 1994.

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

BMF:sdh

MEMORANDUM P 93.102

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 3, 1994  
SUBJECT: New Employees

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

Robert Arman - Paraprofessional, Outreach Center Senior High,  
B21 (0) \$8.04 per hour effective November 29,  
1993.  
(replace Jennifer Autumnstar)

Jeanne Erickson - Paraprofessional, Chapter I Riverside  
Elementary, B21 (0) \$8.04 per hour effective  
January 5, 1994.  
(New)

-- Patricia Frahm - Paraprofessional, Inclusion Probstfield  
Elementary, B21 (0) \$8.04 per hour effective  
December 13, 1993.  
(replace Lisa Gilbertson)

Lynn Jenson - Paraprofessional, Community Education Service  
Learning Grant, Junior High, \$8.04 per hour  
effective December 13, 1993. (2 days a week)

Suggested Resolution: Move to approve the employments as  
presented.

BMF:sdh



MEMORANDUM P 93.103

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 4, 1993  
SUBJECT: Additional Assignment

The administration requests approval of the following persons for an additional assignment:

Scott Matheson and Thomas Docher - Summer Migrant Co-Coordiators  
(salary to be determined by Minnesota Department of Education)

Suggested Resolution: Move to approve the additional assignment as presented.

BMF:sdh

MEMORANDUM P 93.104

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 4, 1993  
SUBJECT: Transfer

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

Nancy Krupich - Switchboard Senior High School B21 (5) to A.V. Secretary Senior High School A13 (5) effective January 3, 1994.  
(replace Dona Lein)

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

MEMORANDUM P 93.105

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 4, 1993  
SUBJECT: Change in Contract

The administration requests approval of the change in contract for the following person:

Lauri Winterfeldt-Shanks - ECFE Coordinator from .75 to full time effective January 1, 1994.  
(Community Education Funds)

Suggested Resolution: Move to approve the change in contract as presented.

BMF:sdh

MEMORANDUM P 93.107

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 5, 1994  
SUBJECT: Resignation of District Employee

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

Sherry Dennis - Paraprofessional Riverside Elementary,  
effective January 3, 1994.

SUGGESTED RESOLUTION: Move to accept the resignation as presented.

BMF:sdh

MEMO #: S-94-119

TO: School Board  
FROM: Bruce Anderson, Supt. *BA*  
RE: Nonresident Student Agreement  
DATE: January 6, 1994

The following nonresident agreement has been received:

To Attend Moorhead Public Schools  
Derek Baird - P.O. Box 179, Glyndon, Grade 12

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

BRA:cbp

MEMO #: I-94-210  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Reading Recovery Program  
DATE: January 4, 1994

The District has reviewed the Reading Recovery Program as developed in New Zealand, utilized intensively in Ohio and currently implemented in several school districts throughout the United States.

We are planning implementation utilizing Chapter I and Learning and Development Revenue funds. Principal, Kevin Kopperud, and teachers, Tom Doohar and Vickie Anderson, will review the Reading Recovery Program, our current utilization of teachers for intensive reading assistance in grade 1, and issues related to full implementation of this program.

Suggested Resolution: This item is for your information.

RMJ/mdm

MEMO #: S-94-120

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: 1994-95 Annual Operational Plan  
DATE: January 7, 1994

The Five Year Educational Plan is the primary focus of our energies and actions in our school district. The Plan identifies the district's five year priorities and the strategies being utilized to address these priorities.

The Annual Operational Plan is the component of the "Quality Management and Strategic Planning System," which identifies the necessary fiscal resources required to address the Five Year Plan priorities.

The Annual Operational Plan includes fiscal planning data related to eight funds. To provide a more orderly and in-depth review of the funds, the General and Community Education funds will be addressed at tonight's meeting and the remaining six funds at the meeting on the 25th.

It is anticipated that approval of the 1994-95 Annual Operational Plan can be obtained in February so necessary actions related to the implementation of the plan may begin.

BRA: *cbp*

|  |   |
|--|---|
| POLICY OF THE<br>BOARD OF EDUCATION<br>MOORHEAD, MN. | DISTRICT CODE: JHCF<br>DATE ADOPTED: 1/11/94<br>REVIEWED/REVISED: |
|--|---|

DO NOT RESUSCITATE/DO NOT INTUBATE ORDERS (DNR/DNI)

Education is the primary mission of ISD 152 and ISD 152 has a responsibility to promote a healthful school environment for students. The parent/guardian has the primary responsibility for the maintenance of his/her child's health and medical care.

ISD 152 recognizes that because of the complexity and severity of the medical conditions of some students, their parent/guardian may request school staff to withhold emergency care from the student in the event of a life-threatening situation.

ISD 152 staff will not accept or honor DNR/DNI orders. DNR/DNI orders shall not be incorporated into a student's individual education plan.

ISD 152 staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. Reasonable emergency care will not be withheld.

The parent/guardian will be notified of the emergency as soon as possible.

Parents/guardians who request that emergency care be withheld for their child or who present DNR/DNI orders shall be advised of the above-stated policy.



# COMMUNITY EDUCATION

## OPERATIONAL PLAN

### IV. COMMUNITY EDUCATION FUNDS PROJECTIONS

| <u>Exhibits</u>                          | <u>Page</u> |
|--|-------------|
| A. Revenue Assumptions and Rationale     | IV 1-6      |
| B. Expenditure Assumptions and Rationale | IV 7-10     |
| C. Revenues and Rationale                | IV 11-12    |
| D. Expenditures and Rationale            | IV 13-14    |
| E. Fund Balance                          | IV 15       |

11/9/93

COMMUNITY EDUCATION FUND

Exhibit A

Revenue Assumption

1. A combination of local levy and state aid provide the funding for the following community education programs:

a. General Community levy

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 120,187           | 71,191           | 191,378      | Levied          |
| 1990-91     | 134,661           | 89,713           | 224,434      | Levied          |
| 1991-92     | 125,313           | 107,821          | 233,134      | Levied          |
| 1992-93     | 144,624           | 107,609          | 252,232      | Levied*         |
| 1993-94     | 151,994           | 100,239          | 252,232      | Levied          |
| 1994-95     | 156,002           | 101,795          | 257,796      | 2%              |
| 1995-96     | 156,002           | 101,795          | 257,796      | 0%              |
| 1996-97     | 156,002           | 101,795          | 257,796      | 0%              |
| 1997-98     | 156,002           | 101,795          | 257,796      | 0%              |

b. Early Childhood Family Education levy

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 74,111            | 118,751          | 192,862      | Levied          |
| 1990-91     | 47,533            | 71,299           | 118,832      | Levied-60%      |
| 1991-92     | 63,242            | 146,130          | 209,372      | Levied          |
| 1992-93     | 78,718            | 133,033          | 211,751      | Levied          |
| 1993-94     | 70,000            | 110,437          | 180,437      | Levied-84.6%    |
| 1994-95     | 66,012            | 115,175          | 181,187      | Levy-75%        |
| 1995-96     | 69,138            | 119,769          | 188,907      | Levy-80%        |
| 1996-97     | 69,138            | 119,769          | 188,907      | Levy-80%        |
| 1997-98     | 86,422            | 142,225          | 228,647      | Levy-100%       |

c. Disabled Adult levy and state aid

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 10,500            | 10,500           | 21,000       | Actual          |
| 1990-91     | 13,000            | 13,000           | 26,000       | Actual          |
| 1991-92     | 13,000            | 13,000           | 26,000       | Actual          |
| 1992-93     | 13,000            | 13,000           | 26,000       | Actual          |
| 1993-94     | 13,000            | 13,000           | 26,000       | Budget          |
| 1994-95     | 13,000            | 13,000           | 26,000       | 0%              |
| 1995-96     | 13,000            | 13,000           | 26,000       | 0%              |
| 1996-97     | 13,000            | 13,000           | 26,000       | 0%              |
| 1997-98     | 13,000            | 13,000           | 26,000       | 0%              |

\*increase because of population increase

Revenue Rationale

The funds are: General Community Education, Early Childhood Family Education, Adult Basic Education and Disabled Adult. Youth Service is a designated amount in the General Community Education fund.

1. All levies are certified in October of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.

- a. This revenue is based on district population. We requested a population increase from 34,795 to 37,093 for 1992-93 funding. The population will remain constant until the 2000 census. Recent increases in the General Community Education levy have been directed specifically to youth service. The additional 15¢ per capita for 1994-95 is a one-year only amount added for youth service. Past levy amounts are:

|         |         |
|---------|---------|
| 1988-89 | \$ 5.50 |
| 1989-90 | \$ 6.25 |
| 1990-91 | \$ 6.45 |
| 1991-92 | \$ 6.70 |
| 1992-93 | \$ 6.80 |
| 1993-94 | \$ 6.80 |
| 1994-95 | \$ 6.95 |
| 1995-96 | \$ 6.95 |
| 1996-97 | \$ 6.95 |
| 1997-98 | \$ 6.95 |

- b. The state grant and local levy are based on the number of children in the district age 0-4 (2,174 in 1993-94). In those figures, the state grant is prorated 95%. The aid per child age 0-4 had increased every year until the last two years; however, the population for this age group has fluctuated. In 1992-93 we were allowed to apply for \$1.60 per child for in-service for home visitors for violence prevention. History of the levy is:

|         |                           |
|---------|---------------------------|
| 1989-90 | 2,257 x \$ 84.50          |
| 1990-91 | 2,257 x \$ 87.75          |
| 1991-92 | 2,132 x \$ 96.50          |
| 1992-93 | 2,132 x \$101.25 + \$1.60 |
| 1993-94 | 2,174 x \$101.25 + \$1.60 |
| 1994-95 | 2,386 x \$101.25 + \$1.60 |
| 1995-96 | 2,410 x \$101.25 + \$1.60 |
| 1996-97 | 2,410 x \$101.25 + \$1.60 |
| 1997-98 | 2,410 x \$101.25 + \$1.60 |

- c. Based upon a grant from the state and local levy authority. It is unlikely there will be an increase. There has been no increase since 1990-91.

Revenue Assumptions

Exhibit A

d. Adult Basic Education levy

| <u>Year</u> | <u>Local Levy</u> | <u>State &amp; Federal Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|--------------------------------|--------------|-----------------|
| 1989-90     | 15,023            | 113,451                        | 128,474      | Actual          |
| 1990-91     | 29,341            | 96,354                         | 125,695      | Actual          |
| 1991-92     | 24,594            | 112,000                        | 136,594      | Actual          |
| 1992-93     | 27,736            | 112,003                        | 139,739      | Actual          |
| 1993-94     | 29,150            | 105,961                        | 135,111      | -3.3%           |
| 1994-95     | 16,567            | 105,961                        | 122,528      | -9.3%           |
| 1995-96     | 16,567            | 105,961                        | 122,528      | 0%              |
| 1996-97     | 16,567            | 105,961                        | 122,528      | 0%              |
| 1997-98     | 16,567            | 105,961                        | 122,528      | 0%              |

e. Preschool screening

| <u>Year</u> | <u>State Aid</u> | <u>Increase</u> |
|-------------|------------------|-----------------|
| 1989-90     | 8,328            | Actual          |
| 1990-91     | 8,369            | Actual          |
| 1991-92     | 15,227           | Actual          |
| 1992-93     | 14,700           | Actual          |
| 1993-94     | 15,000           | Budget          |
| 1994-95     | 15,000           | 0%              |
| 1995-96     | 15,000           | 0%              |
| 1996-97     | 15,000           | 0%              |
| 1997-98     | 15,000           | 0%              |

f. Non-Public funding

| <u>Year</u> | <u>State Aid</u> | <u>Increase</u> |
|-------------|------------------|-----------------|
| 1989-90     | 23,471           | Actual          |
| 1990-91     | 19,819           | Actual          |
| 1991-92     | 10,425           | Actual          |
| 1992-93     | 16,571           | Actual          |
| 1993-94     | 16,369           | Budget          |
| 1994-95     | 16,000           | 0%              |
| 1995-96     | 16,000           | 0%              |
| 1996-97     | 16,000           | 0%              |
| 1997-98     | 16,000           | 0%              |

2. Some programs have tuition or fees (adult classes, ECFE, CHOICES, Seniors, Summer Music and GED tests). Community Education will receive income from programs that are operated by their staff (ABE, Parent Involvement, Early Childhood Family Education, KIDsource and Learning Readiness). Fees and other income will supplement the cost of the Community Education programs. Income will increase by the rates indicated below.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 48,721        | Actual          |
| 1990-91     | 40,866        | Actual          |
| 1991-92     | 75,042        | Actual          |
| 1992-93     | 99,843        | Actual          |
| 1993-94     | 104,835       | Budget          |
| 1994-95     | 110,077       | 5%              |
| 1995-96     | 115,581       | 5%              |
| 1996-97     | 121,360       | 5%              |
| 1997-98     | 127,428       | 5%              |

**Revenue Rationale**

**Exhibit A**

d. ABE local levy is based upon tax capacity. The State and Federal grant is applied for annually and was frozen at 1991-92 level. The local levy has been decreased for 1994-95.

e. Based upon the number of students screened.

f. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count will remain stable.

**AUTHORIZED RATES OF ENTITLEMENT:**

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1992-93 are as follows:

|  |          |
|--|----------|
| Textbooks, standardized tests and individualized instructional materials | \$ 51.48 |
| Public Health Services   | \$ 27.17 |
| Secondary pupil guidance and counseling services                         | \$118.33 |

2. The increase in fees is affected by increased salary costs and increased participation in programs. Other income is related to contracted services for managing programs.

Revenue Assumptions

Exhibit A

3. Income from interest on investments will be as follows:

| <u>Year</u> | <u>Income</u> |
|-------------|---------------|
| 1989-90     | 11,855        |
| 1990-91     | 10,357        |
| 1991-92     | 12,039        |
| 1992-93     | 8,092         |
| 1993-94     | 6,878         |
| 1994-95     | 5,915         |
| 1995-96     | 5,028         |
| 1996-97     | 4,274         |
| 1997-98     | 3,633         |

4. In the past Community Education has received grants. These cannot be anticipated but will impact revenue and expenditures.

Revenue Rationale

Exhibit A

3. Interest income will drop as the fund balance and interest rate decrease. Interest is projected to drop 15% each year.

4. Grants for 1993-94 are:

|  |                 |
|--|-----------------|
| Co-location  | \$ 3,665        |
| Serve America Grant  | \$ 9,900        |
| -to implement a service-learning component into seventh grade English/Reading curriculum |                 |
| Community Resource   | \$ 500          |
| -for compiling International Speakers Bureau listing and distributing it to K-12 staff   |                 |
| Leadership Empowerment Grant from YMCA-Ridgedale for HotSHOT Partners                    | \$ 3,000        |
| <b>TOTAL</b>   | <b>\$17,065</b> |

Expenditure Assumption

1. Little or no change is anticipated in full or part-time staff in the Community Arts, CHOICES, Service Learning, Literacy, ABE, Seniors, Community Resource, Sabin Community Program and general Community Education staff as revenues remain unchanged. Salaries will be increased at the standard rate which has been 2.5%; however, staffing pattern will be analyzed.

2. Additional certified and paraprofessional staff will be needed for the Early Childhood Family Education program because of increased participation and to reach "at risk" families.

3. Staff to teach classes will be increased or decreased as affected by participation in fee-based programs or to work in grant programs. The budget will increase by 2% per year.

4. Total Community Education staff expenditures will be:

| <u>Year</u> | <u>Increase</u> |
|-------------|-----------------|
| 1990-91     | Actual          |
| 1991-92     | Actual          |
| 1992-93     | Actual          |
| 1993-94     | Budget          |
| 1994-95     | 2%              |
| 1995-96     | 2%              |
| 1996-97     | 2%              |
| 1997-98     | 2%              |

5. Equipment expenditures will depend on program growth.

|         |        |
|---------|--------|
| 1989-90 | 10,329 |
| 1990-91 | 6,758  |
| 1991-92 | 8,003  |
| 1992-93 | 9,575  |
| 1993-94 | 4,500  |
| 1994-95 | 3,000  |
| 1995-96 | 2,000  |
| 1996-97 | 2,000  |
| 1997-98 | 2,000  |



1. No additional full or part-time regular staff are anticipated in these programs, however, community needs may change. Needs are identified and responses generated and recommended by the Community Education Advisory Committee. Actual salary and benefit settlements will be used for the budget. As income decreases or remains stable, current programs will be examined and cuts will have to be made.

Some fringe benefits will continue to be supplemented. Law requires the district to transfer money from the general fund to the Community Education fund for TRA and FICA obligations for licensed personnel involved in Community Education programs.

2. The Early Childhood Family Education (ECFE) program participation has shown overall growth. Eight hundred families were involved in the ECFE program in 1992-93. We anticipate increased participation resulting from strengthened marketing efforts. A space study is being done which may dictate a change in the program site, thus rent may change.

It is difficult to spend the total Early Childhood Family Education allocation because of the rigid program requirements. This program is for parents of children age 0-5 and parents must be present with the children a substantial amount of time.

3. Some staff costs are based upon staff for fee-based programs. As participation increases, staff costs will increase but income also increases. Fees that are collected cover the increased program costs and also supplement other programs.

Summer Music and HotSHOTS Partners were added in 1992-93. The Serve American and Co-location grants require staff for 1993-94.

5. Equipment expenditures have been primarily for Early Childhood Family Education. The increase in 1992-93 was due to administrative equipment needs. Future purchases will be for Early Childhood Family Education growth and for upgrading administrative equipment..

Expenditure Assumption

Exhibit B

6. The supply expenses will increase less than the standard inflation rate each year.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 45,669        | Actual          |
| 1990-91     | 38,508        | Actual          |
| 1991-92     | 38,434        | Actual          |
| 1992-93     | 47,730        | Actual          |
| 1993-94     | 51,470        | Budget          |
| 1994-95     | 51,984        | 1%              |
| 1995-96     | 52,505        | 1%              |
| 1996-97     | 53,030        | 1%              |
| 1997-98     | 53,030        | 0%              |

7. Miscellaneous expense will not increase.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 30,137        | Actual          |
| 1990-91     | 32,923        | Actual          |
| 1991-92     | 44,340        | Actual          |
| 1992-93     | 41,724        | Actual          |
| 1993-94     | 44,351        | Budget          |
| 1994-95     | 42,953        | 0%              |
| 1995-96     | 42,953        | 0%              |
| 1996-97     | 42,953        | 0%              |
| 1997-98     | 42,953        | 0%              |

8. Contracted Services will not increase.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 95,836        | Actual          |
| 1990-91     | 86,879        | Actual          |
| 1991-92     | 86,479        | Actual          |
| 1992-93     | 120,447       | Actual          |
| 1993-94     | 162,946       | Budget          |
| 1994-95     | 162,946       | 0%              |
| 1995-96     | 162,946       | 0%              |
| 1996-97     | 162,946       | 0%              |
| 1997-98     | 162,946       | 0%              |

9. Non-public expenses (\$16,369 in 1993-94) and Preschool Screening (\$15,290 in 1993-94) are included in the above figures. Expenses equal revenues in both of these programs. They are in the Community Education fund (04) but are not managed by Community Education.

**Expenditure Rationale**

Exhibit B

6. Supply costs include both office and program expenses. In some programs participants pay the cost of the supplies as part of the cost of the program.
  
7. Miscellaneous expenses include special program needs and will remain stable.
  
8. Contracted services include Chemical Outreach Worker, Youth Intervention Officer, travel, student transportation, Learning Readiness preschool placements, rent, Community Arts residencies, after-school recreation program, equipment repair, KIDsource and other printing. The after-school recreation program was new in 1993-94. Some expenses will increase and some will decrease; however, overall the expenses will remain the same.
  
9. Non-public funding is flow-through funding that supplies textbooks, health services and guidance service to non-public schools in the district. Preschool screening expenditures are determined by the number of children screened. Revenues will equal expenses. Screening of children ages 3½-5 year old must be completed prior to entering kindergarten. Revenues will equal expenses.

|                | REVENUES  |           |           |           | Exhibit C |           |           |           |           |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                | 1989-97   |           |           |           | 1993-94   | 1994-95   | 1995-96   | 1996-97   | 1997-98   |
|                | 1989-90   | 1990-91   | 1991-92   | 1992-93   |           |           |           |           |           |
| Gen. Comm. Ed. | \$191,378 | \$224,434 | \$233,134 | \$257,201 | \$252,232 | \$257,796 | \$257,796 | \$257,796 | \$257,796 |
| ECFE           | \$192,862 | \$118,832 | \$209,372 | \$216,153 | \$180,437 | \$175,428 | \$188,907 | \$188,907 | \$228,647 |
| ABE            | \$128,474 | \$125,695 | \$136,594 | \$146,077 | \$135,111 | \$122,528 | \$122,528 | \$122,528 | \$122,528 |
| Disabled       | \$21,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  |
| Fees           | \$48,721  | \$40,866  | \$74,802  | \$99,843  | \$104,835 | \$110,077 | \$115,581 | \$121,360 | \$127,428 |
| Interest       | \$11,855  | \$10,357  | \$12,039  | \$8,092   | \$6,878   | \$5,915   | \$5,028   | \$4,274   | \$3,633   |
| Other*         | \$69,163  | \$122,350 | \$68,988  | \$145,106 | \$136,310 | \$119,310 | \$119,000 | \$119,000 | \$119,000 |
|                | \$663,453 | \$668,534 | \$760,929 | \$898,472 | \$841,803 | \$817,054 | \$834,840 | \$839,865 | \$885,032 |

\*Includes Learning Readiness, Preschool Screening, non-public education, grants, TRA and FICA. 1994-95 revenues are lower because of reduction in grants.

Reduced ECFE local levy and state grant to be 85% of allowable in 1993-94, 75% in 1994-95, 80% in 1995-96 and 1996-97 and 100% in 1997-98.

## **REVENUE RATIONALE**

**Exhibit C**

Revenue increases in the Community Education Fund are based on increases in the School District census, increases in state and local funding, contracting Community Education staff to operate programs, grants and fees from increased participation in the Community Education programs. Categorical funding will provide ample revenue in the Early Childhood Family Education programs but limited revenue in other programs. The Community Education budget provides the mechanism for flow-through dollars for several programs (Preschool Screening and non-public).

Little to no increase in revenue is expected over the five year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, grants and contracting to operate programs.

COMMUNITY EDUCATION  
EXPENDITURES

Exhibit D

|                 | 1989-90   | 1990-91   | 1991-92   | 1988-97<br>1992-93 | 1993-94   | 1994-95   | 1995-96   | 1996-97   | 1997-98   |
|-----------------|-----------|-----------|-----------|--------------------|-----------|-----------|-----------|-----------|-----------|
| Salaries        | \$364,310 | \$386,802 | \$429,017 | \$512,053          | \$551,181 | \$550,863 | \$561,881 | \$573,118 | \$584,578 |
| Benefits        | \$49,993  | \$56,111  | \$65,709  | \$80,875           | \$85,594  | \$85,724  | \$87,438  | \$89,187  | \$90,971  |
| General Supplie | \$45,669  | \$38,508  | \$38,434  | \$47,730           | \$51,470  | \$51,984  | \$52,505  | \$53,030  | \$53,560  |
| Purchased Servi | \$95,836  | \$86,899  | \$86,479  | \$120,447          | \$162,946 | \$162,946 | \$162,946 | \$162,946 | \$162,946 |
| Equipment       | \$10,329  | \$6,758   | \$8,003   | \$9,575            | \$4,500   | \$3,000   | \$2,000   | \$2,000   | \$2,000   |
| Miscellaneous   | \$30,137  | \$32,923  | \$44,340  | \$41,724           | \$44,351  | \$42,953  | \$42,953  | \$42,953  | \$42,953  |
|                 | \$596,274 | \$608,001 | \$671,982 | \$812,404          | \$900,042 | \$897,470 | \$909,723 | \$923,234 | \$937,008 |

1993-94 includes the following grants which may be one year only: Serve America-\$9,900; Co-location grant-\$3665; YMCA HotSHOT Partners-\$3,000 and Community Resource-International Speakers Bureau-\$500; total = \$17,065

New programs started in 1993-94 were. Summer Music-\$6,960 and After School Recreation-\$2,000. Total = \$8,690.

**Exhibit D**

**EXPENDITURE RATIONALE**

Community Education expenditures fluctuate with participation in Community Education programs. State guidelines restrict the flexibility of program expenditures. Funds cannot be transferred from one fund to another. In areas where funding is provided by state or local sources, all program expenditures are held within revenue allocations. If funding decreases, program costs will be reduced.

Community Education programs change and as they do, costs will change. As these changes take place, ways need to be found to streamline program operations and to develop cost-effective procedures.

COMMUNITY EDUCATION  
TOTAL FUND BALANCE  
1990-97

Exhibit E

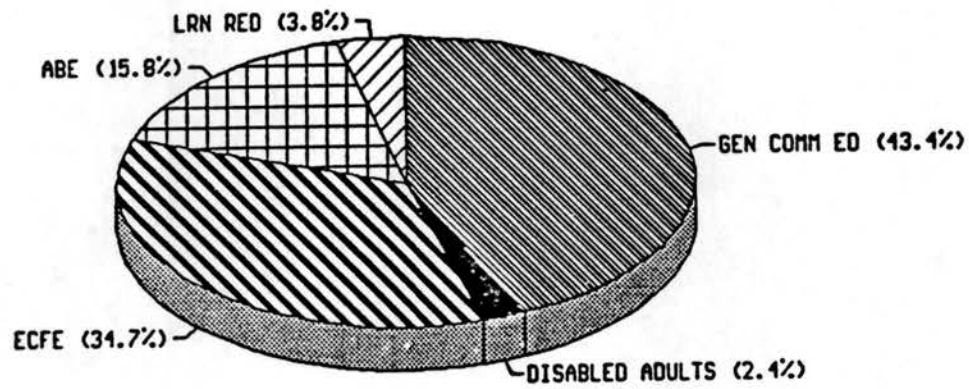
|                  | 1990-91   | 1991-92   | 1992-93     | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98   |
|------------------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-----------|
| Balance - July 1 | \$144,781 | \$205,313 | \$294,260   | \$380,328   | \$322,089   | \$241,673   | \$166,790   | \$83,421  |
| Revenues         | \$668,534 | \$760,929 | \$898,472   | \$841,803   | \$817,054   | \$834,840   | \$839,865   | \$885,032 |
| Total Resources  | \$813,315 | \$966,242 | \$1,192,732 | \$1,222,131 | \$1,139,143 | \$1,076,513 | \$1,006,655 | \$968,453 |
| Expenditures     | \$603,315 | \$671,982 | \$812,404   | \$900,042   | \$897,470   | \$909,723   | \$923,234   | \$937,008 |
| Fund Balance     | \$205,313 | \$294,260 | \$380,328   | \$322,089   | \$241,673   | \$166,790   | \$83,421    | \$31,445  |

BREAKDOWN OF 1992-93 FUND BALANCE - \$380,328

|                          |      |
|--------------------------|------|
| GEN. COMM. EDUCATION     | 36%  |
| LEARNING READINESS       | 11%  |
| ADULT BASIC EDUC.        | 7%   |
| EARLY CHILDHOOD FAM. ED. | 46%  |
| DISABLED ADULTS          | 0%   |
|                          | 100% |



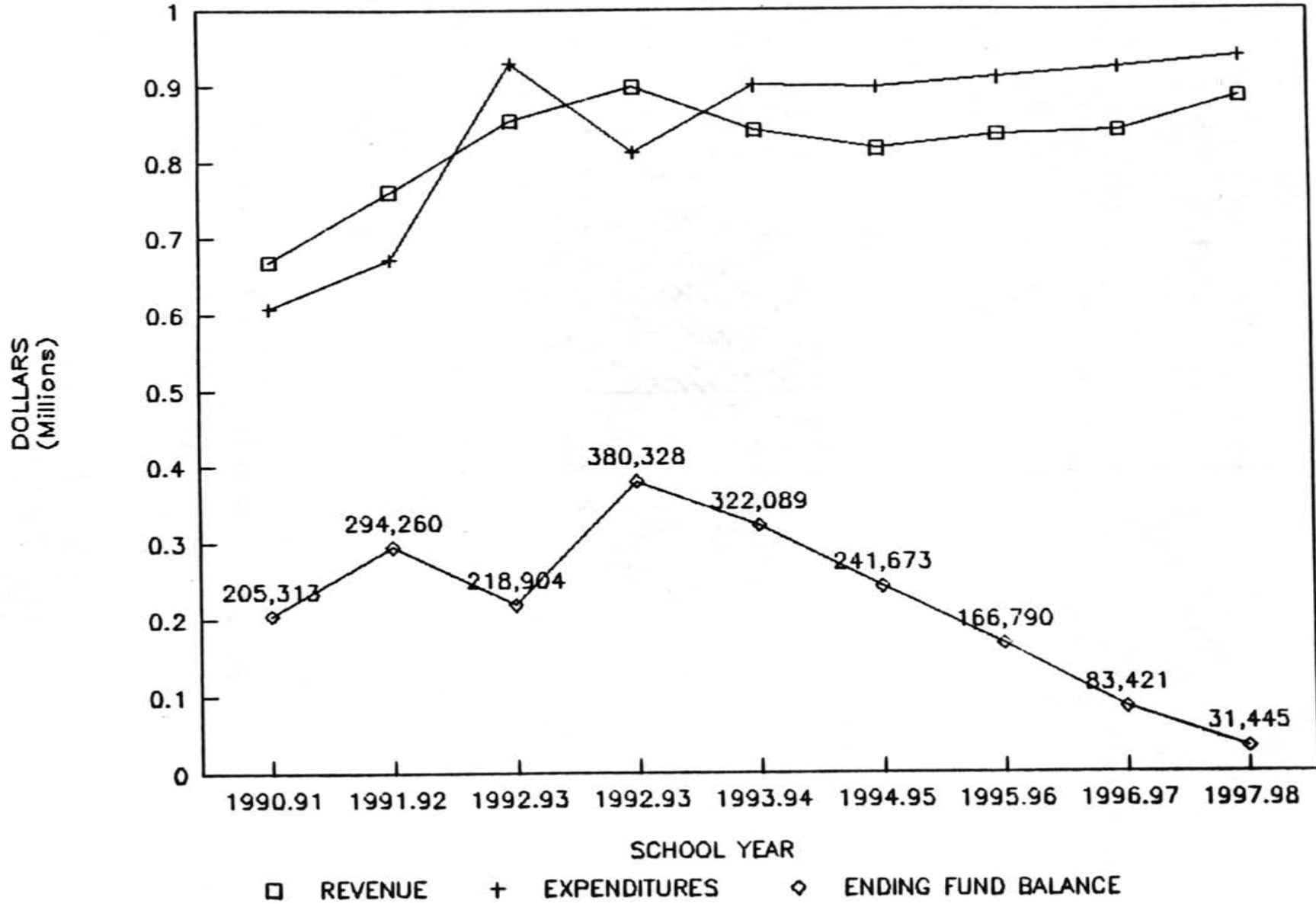
COMMUNITY EDUCATION REVENUE BY PROGRAM  
1993-94



|                             |             |
|-----------------------------|-------------|
| GENERAL COMMUNITY EDUCATION | \$496,300   |
| DISABLED ADULTS             | \$27,000    |
| ECFE                        | \$396,923   |
| ABE                         | \$180,344   |
| LEARNING READINESS          | \$43,672    |
|                             | <hr/>       |
|                             | \$1,144,239 |

# IV COMMUNITY SERVICE FUND

1990 TO 1998



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JHCC  
DATE ADOPTED: 4/22/88  
REVISED: 1/11/94

COMMUNICABLE DISEASE CONTROL

The Moorhead Public School District will work cooperatively with the Clay County Health Department to enforce and adhere to Minnesota Statutes Chapter 123.70 for prevention, control and containment of communicable diseases in schools.

- A. Pre-K special needs and K-12 students are expected to be in compliance with one of the following:
- a) completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella; and haemophilus influenza type b.
  - b) immunized against measles, mumps and rubella, and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis and/or polio;
  - c) legally exempt from one or more of the required immunizations.
- A student who has begun but not yet completed the primary series of immunizations will be excluded from attendance according to the schedule of exclusion dates (See Appendix A, Schedule of Exclusion Dates). The building administrator shall exclude students from school attendance who are not in compliance with immunizations required by M.S. 123.70. School personnel will cooperate in completing and coordinating all immunization dates, waivers, and exclusions including reports to provide for preventable communicable disease control.
- B. The superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (7 MCAR 1.316) will be reported to the Clay County Health Department.
- C. Upon receiving notification of a student with a serious chronic communicable disease, the parent/guardian will be contacted by the Superintendent, district nurse, and/or school principal to discuss the situation and determine facts. Written consent to communicate with the treating physician will be secured from the parent/guardian. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.

## Policy JHCC

When appropriate, an advisory committee will be convened with the assistance of the Minnesota Commissioner of Health. The advisory committee might include the State epidemiologist, a Minnesota Department of Education representative, a pediatrician or physician with expertise in infectious diseases, the student's personal physician, the superintendent of schools or designee, and the school district nurse. This committee would review the case and provide recommendations for the student.

Each student with HIV infection is considered handicapped according to Section 504 of the federal Vocational Rehabilitation Act. The need for the development of an Individual Education Plan (IEP) shall be determined according to policies governing eligibility for special education services. If an Individual Health Plan (IHP) is developed which relates to the educational objectives of the IEP, the IHP is to be included in the IEP.

- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not required as a condition for school entry or for employment or continued employment.
- E. Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. See policy JHCC-A.

In-service training on blood-borne pathogens will be provided to all personnel, drawing on district, community and public health resources. Information will include local district policies, infectious agents, transmission of diseases, universal precautions, prevention, risk reduction and community resources for information and referral. Periodic updates will be provided through in-service or memoranda.

- F. The district protects the privacy rights of staff and learners of all ages pursuant to M.S. 13.32 and M.S. 13.43. Therefore, knowledge that a specific staff or student is infected with a communicable disease that is known not to be spread by casual contact will be shared only with the permission of the employee, parent/guardian, or student if over 18 years old.

In accordance with federal and state data privacy requirements, educators will be notified about students with chronic infectious diseases only as it is necessary to provide an appropriate education for students.

- G. Student services will be readily available so that staff and students can receive specific information regarding HIV infection, counseling and assistance in locating and using health services and social services.

Policy JHCC

H. Sexual Health and Responsibility as prescribed by M.S. 121.203:

1. Early Childhood and Elementary

Students in early childhood, primary and intermediate grades will receive instruction in sexual health and responsibility including age-appropriate information about anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships; and information about sexually transmitted diseases, including HIV infection, in answer to questions and concerns.

2. High School and Adult Learners

Junior high, senior high and adult learners will receive instruction in sexual health and responsibility including information on anatomy and physiology; rights and responsibilities of individuals to make personal choices in behavior and relationships, respect for the choices of individuals; and specific information about sexually transmitted diseases, including AIDS, and including prevention, risk reduction and access to community resources. Programs will be planned and implemented in coordination with community resources.

3. Chemical Health and Responsibility

Learners of all ages will have specific instruction about the risks of chronic infectious diseases such as HIV infection and Hepatitis-B incorporated into the chemical health and responsibility curriculum. Also, the effects of chemical use on decisions and behavior related to the risk of HIV transmission will be addressed.

4. Equity Education

Learners of all ages will review concepts of the rights of individuals, including data privacy rights, tolerance of differences in lifestyle, and how fear and lack information can lead to prejudice or other forms of minimizing the rights of individuals. AIDS and other chronic infectious diseases will be included.

I. School/Community Relations

Community Network. The district Planning, Evaluation and Reporting (PER) Committee is established to review the district's AIDS related curricular and policy on a regular basis.

Relationship to Other Education Agencies

Cooperation and coordination between other districts and ECSUs will be encouraged when designing and implementing and AIDS prevention and risk reduction program.

SCHEDULE OF EXCLUSION DATES MAKING IT POSSIBLE TO ACHIEVE COMPLETE PRIMARY IMMUNIZATION WITHIN 18 MONTHS OF ENROLLMENT

For Students 6 Years of Age and Younger Not Complete for DTP

| Number of Doses Recorded at Time of Enrollment | Maximum Time Interval Allowable Before Student Must be Excluded |  |  |
|--|---|--|--|
|  | Dose #2   | Dose #3  | Dose #4  |
| One  | 5 mos after Dose #1   | 6 mos after Dose #1 but no sooner than 4 wks after Dose #2 | 18 mos after Dose #1 but no sooner than 12 mos after Dose #3 |
| Two  | N/A   | 6 mos after Dose #2  | 18 mos after Dose #2 but no sooner than 12 mos after Dose #3 |
| Three  | N/A   | N/A  | 18 mos after Dose #3   |

For students 4 years of age and younger will need to provide proof of appropriate immunization against haemophilus influenza type b.

For Students 6 Years of Age and Younger Not Complete for Polio

|     |                      |   |     |
|-----|----------------------|---|-----|
| One | 12 mos after Dose #1 | 18 mos after Dose #1 but no sooner than 6 mos after Dose #2 | N/A |
| Two | N/A                  | 18 mos after Dose #2  | N/A |

For Students 7 Years of Age and Older Not Complete for DTP and/or Polio

|     |                      |   |     |
|-----|----------------------|---|-----|
| One | 12 mos after Dose #1 | 18 mos after Dose #1 but no sooner than 6 mos after Dose #2 | N/A |
| Two | N/A                  | 18 mos after Dose #2  | N/A |

A Second Mumps/Measles/Rubella (MMR) is Required Upon Enrollment As Follows:

|  |   |
|--|---|
| 1993-94 - 7th, 8th and 12th graders            | Dose #1 must be after 1 yr. old.            |
| 1994-95 - 7th, 8th, 9th, and 12th graders      | Dose #2 no sooner than 1 mo. after Dose #1. |
| 1995-96 - 7th, 8th, 9th, 10th and 12th graders |   |
| 1996 + - All students 7th to 12th graders      |   |

For students born after 1956 and at least 20 years of age will be excluded after 30 days unless they have had one T/D within 10 years and one MMR immunity up to 10 years.

IMMUNIZATION POLICY

The School Immunization Law, Minnesota Statute Section 123.70, governs students enrolled in elementary and secondary schools and day care facility attendees. In order to enroll or remain enrolled in any elementary or secondary school or day care facility, the parent/guardian of a child/student who is two months of age or older must submit a statement to the school/facility administrator that shows that the child/student is either:

- a/ completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, or
- b/ immunized against measles, mumps and rubella and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis, and/or polio, or
- c/ legally exempt to one or more of the required immunizations.

A student who has begun but not completed the primary series of immunizations will be excluded from attendance until additional doses are received.

SCHEDULE OF EXCLUSION DATES

For Students 6 Years of Age and Younger NOT COMPLETE FOR DTP

| Number of Doses<br>Recorded at Time<br>of Enrollment | Maximum Time Interval Allowable Before<br>Student Must be Excluded |   |  |
|--|--|---|--|
|  | Dose #2  | Dose #3   | Dose #4  |
| One<br>//////////                                    | 5 mos after<br>Dose #1   | 6 mos after<br>Dose #1 but no<br>sooner than 4 wks<br>after Dose #2 | 18 mos after<br>Dose #1 but<br>no sooner than<br>12 mos after<br>Dose #3 |
| Two<br>//////////                                    | N/A  | 6 mos after<br>Dose #2  | 18 mos after<br>Dose #2 but<br>no sooner than<br>12 mos after<br>Dose #3 |
| Three<br>//////////                                  | N/A  | N/A   | 18 mos after<br>Dose #3  |

For Students 6 Years of Age and Younger NOT COMPLETE FOR POLIO

|     |                         |  |     |
|-----|-------------------------|--|-----|
| One | 12 mos after<br>Dose #1 | 18 mos after<br>Dose #1 but no<br>sooner than 6 mos<br>after Dose #2 | N/A |
| Two | N/A                     | 18 mos after Dose #2   | N/A |

For Students 7 Years of Age and Older NOT COMPLETE FOR DTP &/OR POLIO

|     |                         |  |     |
|-----|-------------------------|--|-----|
| One | 12 mos after<br>Dose #1 | 18 mos after<br>Dose #1 but no<br>sooner than 6 mos<br>after Dose #2 | N/A |
| Two | N/A                     | 18 mos after Dose #2   | N/A |



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JO  
DATE ADOPTED: 4-27-82  
REVISED: 1/11/94

STUDENT RECORDS

A. STATEMENT OF RATIONALE FOR A POLICY

It is the policy of the Moorhead School District No. 152 to secure and maintain adequate information about each student to aid in individual instruction, educational decision making, and to preserve a record of essential and pertinent educational achievement and growth.

The state and federal governments have enacted laws and regulations to protect the privacy of students and parents through the application of safeguards with respect to the collection, security and release of student information.

The following policy and procedures regarding data privacy and student records are adopted by Independent School District No. 152 pursuant to the requirements of the Family Educational Rights and Privacy Act (P.L. 93-380, 93-586). Education of the Handicapped Act (P.K. 94-142), and are consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes 15.1611 to 15.17.

B. STATE LAW (Xerox copies of federal law.)

C. DEFINITION OF TERMS

alumni records - means records which relate to the student after he/she no longer attends classes.

anecdotal records - means personal impressions, behavior charting and other observations recorded regarding a student by educational personnel which may be used to make educational decisions about the student. All anecdotal records are dated and signed by the recorder. Anecdotal records are considered private data.

cumulative record - means data gathered on each student which aids in educational decision making. This record is maintained by the records manager.

designee - means any person designated by the records manager to be in charge of individual files to receive and comply with requests for data.

eligible student - means a resident student who is 18 years of age or older, married, graduated or is attending a post-secondary school. An eligible student has adult rights with regard to access to records and related matters and the student's parent's rights are correspondingly terminated.

hearing officer - Commissioner of Administration, Data Privacy Division, State of Minnesota, Department of Administration, St. Paul, MN.

parent - a parent, for purposes of these guidelines, is the person responsible for the student whether he/she be a guardian or natural parent.

party of record - means the person whose name appears as a file heading and a parent if he/she is under the age of 18.

permanent record - means the grades, total attendance record and standardized test results maintained by the school system.

private Special Education Data and private Education Data - means data which are not accessible to the public, but which are accessible to the parents of a student or an eligible student and to school districts and other agents as authorized by law.

records manager - means the person responsible for maintaining and preserving the confidentiality of pupil records. The records manager is usually the principal of each building.

requesting party - means the person whose name appears as a file heading and a parent or any person who desires examination of record.

service provider's file - means the file that contains private educational data and is maintained by the service provider.

D. CLASSIFICATION OF RECORDS

- |                              |                                |
|------------------------------|--------------------------------|
| 1. Alumni Records            | 6. Attendance Records          |
| 2. Anecdotal Records         | 7. Daily Records               |
| 3. Cumulative Record         | 8. Part-Time Student Records   |
| 4. Health Records            | 9. Videotape from Surveillance |
| 5. Special Education Records | Equipment                      |

Refer to administrative policy JO-A, School District General Records Retention Schedule, for the detailed record descriptions, retention periods, data practices classification, and data practices statute.

Limitation on Destruction

The school district will not destroy any private education data if there is an outstanding request for inspection.

The school district will not destroy any private educational data without parental consent if any conciliation or hearing procedures have been requested or initiated.

E. REQUEST TO AMEND EDUCATIONAL RECORDS

The parent, guardian or eligible student may legally request that the student's educational record entries, other than grades, be amended on the grounds they believe the entries contain information that is inaccurate, misleading, or in violation of the student's rights of privacy.

The request to amend the student's educational record entries is to be made initially to the building principal in writing. The request must identify the part of the record the requesting party wants changed and specify why the requesting party believes it to be inaccurate, misleading or in violation of the students' rights. The building principal has 30 days in which to respond to the request.

The building principal is to confer with the person who made the entry, if possible, and determine the authenticity of the allegations. If the allegations are sustained, the building principal will arrange for the student's educational record entries to be amended and inform the requesting party of this action. If the allegations are denied and/or the building principal refuses to amend the student's educational records entries as requested, the building principal must notify the parent, guardian or eligible student of decision and advise the requesting party of the right to appeal the decision to the Commissioner of Administration.

F. HANDLING OF RECORDS

The records manager shall be responsible for the care and keeping of the records pursuant to the guidelines of this policy. The records manager or designee shall be on hand to explain and interpret the record to the "party of record" when examination is made. The records manager should maintain a system to record all events of examination of records in the party of record.

G. TRANSFER OF STUDENT RECORDS

When a student transfers from one school to another within the school district, the complete permanent and cumulative record file, including health record, is sent to the receiving school. No release form is required, but the parent, guardian, or eligible student, upon request, shall be provided with a copy, or the opportunity to review the education records which are being transferred. Charges may be made for the copies at a reasonable price as established by the administration.

Within District - Parent, guardian, or eligible student authorization or notification is not required for records to be transferred within the school district.

Into the District - When a student transfers into the district and the local school requests that the student's records be forwarded, the parents, guardians, or eligible students shall be notified that they have the right to review the records, to receive a copy of them, and to challenge their contents. The parent, guardian, or eligible student should sign a request for record transfer. The request should include permanent records, cumulative file, and other appropriate records of educational progress.

Out of District - When a student transfers to a school outside of the district, the cumulative file, health record, and other appropriate records of educational progress will be forwarded to the receiving school, along with a copy of the permanent record. No release form is required.

When a senior requests a transcript (copy of permanent record) to be attached to the application to a post-secondary institution, the signature on the application form constitutes permission to release the transcript. No charge will be made on the first three (3) requests. A recording of this transcript is to be noted on the permanent record card and in the appropriate transcript file.

H. CONTENTS OF FILES (CUMULATIVE FOLDER)

| <u>Senior High</u>                               | <u>Junior High*</u>      |
|--|--------------------------|
| Psychological reports                            | Standardized test scores |
| Standardized test scores                         | Personal data            |
| Special service records                          | Special service records  |
| Interest and inventory scores                    | Deficiency reports       |
| Information blank                                |                          |
| Test scores                                      |                          |
| Parent conference report                         |                          |
| Vocational Education programs                    |                          |
| WECEP-work exploration career experience program |                          |
| WED-work experience for the disadvantaged        |                          |
| DE-distributive education                        |                          |
| OE-office education                              |                          |
| WEH-work experience handicapped                  |                          |

Elementary\*  
Attendance records  
Progress reports  
Achievement tests  
Special services records  
Personal data  
Other schools attended

\*Elementary & Junior High information will be retained in the Senior High.

I. RELEASE OF INFORMATION

- A. An eligible student, parent, or guardian shall have access to their records.
1. A student, parent, or guardian should be given the opportunity to see the student file within the time period prescribed by law. The only time a parent can be denied access to student records is when a divorce or separation agreement or court order contains a clause which denies the parent access to student records. It is the responsibility of the parent to notify school authorities of the agreement or court order and also supply a copy of such an order.

2. It is important that the principal or designee interpret the record to the student or parent whenever possible.
3. A copy of the record may be furnished without cost at the request of the parent, guardian, or student. The words "Personal Copy" should be written in large letters across the middle of the record so that it could not be presented as an official record.

If the parent, guardian or eligible student requests to carry the record to another school district, this request will be refused. The official record will be sent directly to a school or agency upon request.

4. When a student transfers, or when a request for a file is made by another school district in state, it will be the policy to forward all materials in the file to the district. The original copy of the permanent record card will be retained by the high school.
5. When a request is received from a community agency for information from a student's cumulative folder, a signed release form will be forwarded to the principal or designee. He/she will select the appropriate items and send copies to the agency and then return the folder to the proper storage.
6. In the case of a subpoena, the principal shall notify the parent before releasing the record. If the principal cannot locate the parent, the judge who issued the subpoena should be informed of the situation. The parent may, through an attorney, challenge the use of the record in court. However, the school district is required by law to release the records regardless of parental objection.
7. Written consent of the parent, guardian or eligible student must be received prior to the release of any personally identifiable records or files or personal information contained therein, to any individuals, agencies or organizations other than those indicated above. This request shall be recorded on the permanent record.
8. Directory information which shall be released may include the student's name, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent and previous education agency or institution attended by the student, and other similar information. Student telephone numbers and addresses will not be disclosed pursuant to this section.

9. The school district will disclose personally identifiable information from student records without written consent of the parent or eligible student only to:
  - a) Other school officials within the school system who have legitimate educational interest in it or school-related projects. For the purposes of this policy, "legitimate educational interest" is interpreted as meaning the interest of any licensed or classified employee charged with the responsibility for providing education programs and/or services to the individual student.
  - b) Clerical personnel supervised by licensed staff in the performance of routine duties in maintaining records.
  - c) Law enforcement and child protection personnel.

J. FILING

The following recommendations are submitted regarding the care, format and storage of student records:

1. Students should be assigned a student number. Rationale: Numerical sorting would be available.
2. The district should explore the possibility of storing active student records on new technology equipment such as microfiche, microfilm, word processing, or computer files. Rationale: The present system is nearly unmanageable.
3. Student records K-12 should be on similar formats. Rationale: At the present time, several different formats are being used.
4. Storage of records is compounding challenge every year. Rationale: At the senior high building, the student record storage has outgrown the available storage area.
5. A duplicate copy should be made and stored off school premises. Rationale: Student records in the district are susceptible to a number of perils.
6. A committee should be formed to investigate a possible change in record format that would accommodate ease of storage and record management.
7. A central location should be established for the storage of records of the Moorhead Public School system.

Policy JO

K. FORMS

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

(Caption of Matter)

REPORT OF HEARING  
EXAMINER

Based upon all the files, evidence, records, arguments, briefs, and proceedings in the above matter, I make the following findings, conclusions, and recommendations:

FINDINGS

(Set out in numbered paragraphs, with particularity)

CONCLUSIONS

(Set out in numbered paragraphs with particularity, the conclusions upon each contested issue of fact necessary to its decision, including references to statutory authority, fulfillment of all substantial and procedural requirements including notice.)

RECOMMENDATIONS

I recommend that applicant's demand for amendment of his/her records be (granted/denied).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hearing Examiner

|  |  |
|--|--|
| POLICY OF THE<br>BOARD OF EDUCATION<br>MOORHEAD, MN. | DISTRICT CODE: IGB<br>DATE ADOPTED: 1/11/94<br>REVIEWED/REVISED: |
|--|--|

SPECIAL EDUCATION POLICIES AND PROCEDURES

It shall be the policy of Moorhead Independent School District No. 152 to adhere to the state and federal policies and procedures as outlined in the Total Special Education Systems (TSES) Policies and Procedures Manual, dated July 1992, and including future amendments thereof.

Copies of the TSES: Policies and Procedures Manual are available in the building principal's office, media center's office, Special Education director's office, and the Office of Instruction.



POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: EEAC  
DATE ADOPTED: 1/11/94  
REVIEWED/REVISED:

SURVEILLANCE EQUIPMENT ON SCHOOL BUSES

Purpose

The use of audio/video surveillance equipment on school buses is appropriate as a means of enhancing the safety and security of pupils and staff on school buses. The equipment serves as a deterrent to inappropriate and disruptive behavior. Secondly, the tape recording would be available as evidence in the event of needed disciplinary action.

Procedure

The surveillance equipment will be rotated on a random basis from bus to bus. Equipment may occasionally be used to target bus routes identified or suspected by drivers or other district staff as a problem. Neither driver nor students will have prior knowledge of the camera being placed.

Either the original or a duplicate tape will be kept for a period of time as set forth in the school district's Records Retention Policy. Tapes will be viewed under the following conditions:

1. A complaint or report from a student, driver, parent, or other citizen.
2. At the request of a school administrator or law enforcement agency.
3. Periodical review at the discretion of the transportation supervisor or other school or school district administrator.

Tapes will not be made available for viewing by parents except as provided in the Minnesota Government Data Practices Act and the Family Educational Right to Privacy Act, and rules and/or regulations promulgated thereafter.

Tapes or copies of tapes used as evidence in school policy or safety violations will be kept as set forth in the school district's Records Retention Schedule (JO-A).

Tapes used as evidence in criminal proceedings will be retained until released to be destroyed by the court order or law enforcement officials.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 11, 1994  
PAGE 1

S-119-005  
MIN  
1-11-94

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox called the meeting to order at 7:08 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda as presented.

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

"WE ARE PROUD"

\*\*\* Don Ellingson, elementary counselor, has been named the West Central 1993-94 Elementary Counselor of the Year by the West Central Counselors Association. Mr. Ellingson was selected, in part, by diligently promoting the field of counseling through active involvement with students, staff, community members, and professional organizations. His boundless energy, the use of innovative programs along with creative, positive approaches make people like Mr. Ellingson successful in counseling.

\*\*\* Jaimes Swenson and Heather Strand, 6th graders at Robert Asp School, won first and second prizes in the local Lion's Club International Peace poster contest. As first prize winner, Jaimes' poster will advance to regional competition.

\*\*\* Angie Smith, 6th grader at Robert Asp School, designed the Dakota Hospital Christmas card for 1993. Angie's art work carried holiday greetings to over 1000 people.

CONSENT AGENDA: Hewitt moved, seconded by Foss, to approve the following items on the Consent Agenda:

Gifts - Accepted the gift of manuals for oxygen sensor engines, value of \$1,500.00, from Bill McGrath, Automotive Quick Reference, Northfield, Minnesota.

Accepted a computer printer from Lynn Greenwaldt with an estimated value of \$50.00

Townsite Lease Agreement - Approved the lease agreement with Val-Ed Joint Venture, in the amounts of \$7,560 for 12/1/93 thru 11/30/94, and \$7,787 for 12/1/94 thru 11/30/95.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 11, 1994  
PAGE 2

Investment Guidelines Resolution - Approved the resolution authorizing the business office to invest school funds.

Insurance Policy Renewals - Approved the renewal of the property/liability/garagekeepers and boiler insurance for 1994, in the amounts of \$55,137 and \$3,493, respectively.

Family Leaves

Sarah King - Speech Language Pathologist, Townsite Centre, to begin about January 30, 1994 through the 1993-94 school year  
Jodi LaFayette - Technology/Community Issues Secretary, Townsite Centre, to begin about March 27 to May 27, 1994

New Employees

Robert Arman - Paraprofessional, Outreach Center-Senior High, B21 (0) \$8.04/hr., effective November 29, 1993  
Jeanne Erickson - Chapter I Paraprofessional, Riverside, B21 (0) \$8.04/hr., effective January 5, 1994  
Patricia Frahm - Inclusion Paraprofessional, Probstfield, B21 (0) \$8.04/hr., effective December 13, 1993  
Lynn Jenson - Paraprofessional, Community Education Service Learning Grant, Junior High, \$8.04/hr., 2 days/wk., effective December 13, 1993

Additional Assignment

Scott Matheson - Summer Migrant Co-Coordinator, salary to be determined by Minnesota Department of Education  
Thomas Doohr - Summer Migrant School Co-Coordinator, salary to be determined by Minnesota Department of Education

Transfer

Nancy Krupich - Switchboard Operator, Senior High, B21 (5) to A.V. Secretary, Senior High, A13 (5), effective January 3, 1994

Change in Contract

Lauri Winterfeldt-Shanks - ECFE Coordinator, Community Education, from .75 to full time, effective January 1, 1994

Resignation

Sherry Dennis - Paraprofessional, Riverside, effective January 3, 1994

Nonresident Agreement - Approved the following non-resident agreement, subject to action by the appropriate districts:

To Attend Moorhead Public Schools

Derek Baird - P.O. Box 179, Glyndon, Grade 12

Minutes - Approved the minutes of December 7, 14 and 22, 1993 as presented.

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 11, 1994  
PAGE 3**

Claims - Approved the January claims, subject to audit, in the amount of \$947,292.88.

|                        |                  |
|------------------------|------------------|
| General Fund:          | \$242,008.31     |
| Food Service:          | 33,050.64        |
| Transportation:        | 185,918.75       |
| Community Service:     | 15,206.77        |
| Capital Expenditure:   | 106,854.78       |
| Building Construction: | 281,379.85       |
| Debt Redemption:       | 72,720.00        |
| Townsite Centre:       | <u>10,153.78</u> |
| TOTAL                  | \$947,292.88     |

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard regarding the PER and Student Activities Council meetings.

ISD 152 FIVE YEAR EDUCATIONAL PLAN, STRATEGIC AREA - CURRICULUM & INSTRUCTION: Priority - Enhanced C & I: Principal Mr. Kevin Kopperud, and teachers, Mr. Tom Doohar and Ms. Vickie Anderson reviewed the Reading Recovery Program which is being implemented using Chapter I and Learning Development funds. The program focuses on one-on-one instruction for Grade 1 students who are struggling with reading. It is a data driven, research based program that requires trained instructors and teaches students to read at the average level of other students.

The meeting recessed for a 10 minute break at 8:15 p.m. and resumed at 8:25 p.m.

1994-95 ANNUAL OPERATIONAL PLAN: Superintendent Anderson reviewed the preliminary General fund. The Community Education fund will be reviewed at the January 28th meeting. Other funds will be reviewed with action taken in February.

POLICY APPROVAL: Cummings moved, seconded by Gustafson, to approve the Do Not Resuscitate/Do Not Intubate Orders (DNR/DNI) policy (JHCF) as presented. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Gustafson, to approve the Communicable Disease Control policy (JHCC) as presented. Motion carried 7-0.

POLICY DELETION: Ladwig moved, seconded by Cummings, to approve the deletion of the Immunization policy (JHCB) as a district policy. Motion carried 7-0.

POLICY APPROVAL: Ladwig moved, seconded Cummings, to approve the Student Records policy (JO) noting the change in Classification of Records section (D.) only. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 11, 1994  
PAGE 4

POLICY APPROVAL: Foss moved, seconded by Ladwig, to approve the Special Education Policies and Procedures policy (IGB) as presented, and authorize the deletion of all other Board policies pertaining to special education policies and procedures. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board briefly discussed possible changes in the school boundary configurations for the 94-95 school year.

ADJOURNMENT: Cummings moved, seconded by Ladwig, to adjourn the meeting at 9:50 p.m. Motion carried 7-0.

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Carol Ladwig, Clerk

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

January 25, 1994  
7:00 p.m.

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

**ATTENDANCE:**

|                      |                         |
|----------------------|-------------------------|
| Bill Cox _____       | Anton Hastad _____      |
| James Cummings _____ | James Hewitt _____      |
| Stacey Foss _____    | 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. \*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, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

S-199-BOS  
MIN  
1-25-94

- A. INSTRUCTIONAL MATTERS - Bob Jernberg
  - (1) Acceptance of Grant - Page 5
  - (2) Approval of Tuition Agreement - Page 6
- B. BUSINESS AFFAIRS - Bob Lacher
- C. PERSONNEL MATTERS - Brenda Franklin
  - (1) Approval of Family Leaves - Page 7
  - (2) Approval of Resignations - Page 8
  - (3) Approval of New Employees - Page 9
  - (4) Approval of Long-Term Substitutes - Page 10
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of Major Magnitude Field Trip - Pages 11-14
  - (2) Approval of Nonresident Agreement - Page 15

Suggested Resolution: Move to approve the Consent Agenda as presented.

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

3. COMMITTEE REPORTS

4. HEALTHY COMMUNITY INITIATIVE - Anderson

Overview of the Healthy Community Initiative project with Dr. Peter Benson of Search Institute in Minneapolis.

5. CHOICES PROGRAM UPDATE - Andersen  
Page 16

Overview of the CHOICES Program, a Community Education program, that offers opportunities for adults with disabilities, by coordinator, Ms. Jane Rawlings.

6. MENTORSHIP COURSE OFFERING - Jernberg  
Page 17-28

Suggested Resolution: Move to approve the Mentorship course offering as presented with the stipulations recommended by the PER Committee.

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

7. 1994-95 ANNUAL OPERATIONAL PLAN - Anderson  
Page 29

Initial review of the Community Education and Transportation funds.

8. TECHNOLOGY BID AWARD - Lacher  
Page 30-31

Suggested Resolution: Move to award the bid the low bidder meeting specifications, Network Center, in the amount of \$25,910.

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

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



CALENDAR OF EVENTS

| <u>Event</u>                              | <u>Date</u>                      | <u>Time</u> | <u>Place</u>      |
|---|----------------------------------|-------------|-------------------|
| End of 2nd Qtr.                           | Fri., Jan. 21                    |             |                   |
| K-12 Teacher<br>Workshops<br>(no classes) | Fri., Jan. 21                    |             | District-<br>wide |
| Intergovt. Retreat                        | Fri., Jan. 21 -<br>Sat., Jan. 22 |             | Detroit<br>Lakes  |
| Activities Council<br>(Special)           | Tues., Jan. 25                   | 7:00 a.m.   | Townsite          |
| School Board Mtg.                         | Tues., Jan. 25                   | 7:00 p.m.   | Townsite          |
| Policy Review                             | Mon., Jan. 24                    | 7:00 p.m.   | Townsite          |
| Joint Powers                              | Thurs., Feb. 3                   | 7:00 a.m.   | Townsite          |
| Activities Council                        | Tues., Feb. 8                    | 7:00 a.m.   | Townsite          |
| School Board Mtg.                         | Tues., Feb. 8                    | 7:00 p.m.   | Townsite          |
| Long Range Planning                       | Tues., Feb. 15                   | 3:45 p.m.   | Sr. High          |
| PER                                       | Thurs., Feb. 17                  | 7:00 a.m.   | Townsite          |
| Supt. Advisory Council                    | Thurs., Feb. 17                  | 7:00 p.m.   | Townsite          |
| K-12 Workshops<br>(no classes)            | Fri., Feb. 18                    |             | District-<br>wide |
| President's Day<br>(no classes)           | Mon., Feb. 21                    |             |                   |
| School Board Mtg.                         | Tues., Feb. 22                   | 7:00 p.m.   | Robert Asp        |

**MEMO #:** I-94-228  
**TO:** Dr. Bruce Anderson  
**FROM:** Bob Jernberg *RJ*  
**SUBJECT:** Acceptance of Grant  
**DATE:** January 20, 1994

The District has received a grant from the Minnesota Department of Education in the amount of \$14,611. This grant will provide for training teaching staff to use technology in the IEP process, networking for students with IEPs and developing teacher collaboration. Grant funds will be used to purchase networking equipment, instructional supplies, and curriculum salaries for IEP and staff development.

All teacher involvement will be reimbursing time which is beyond the school day.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

MEMO #: I-94-224  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Tuition Agreement  
DATE: January 19, 1994

The District is in receipt of a tuition agreement with Beach Public Schools (Beach, North Dakota), for a high school student who has been placed in the Home on the Range (Beach, North Dakota) through court order.

The cost of placement for this student will be \$26.63 per day. The District will receive foundation aid and sixty percent of the difference between the foundation aid and the nonresident tuition amount from the Minnesota Department of Education.

Suggested Resolution: Move to approve the tuition agreement as presented.

RMJ/mdm

MEMORANDUM P 93.108

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 17, 1994  
SUBJECT: Family Leave

The administration requests family leave for the following persons:

Katie Russell - Grade 5, Robert Asp, to begin approximately April 13, 1994 for six weeks.

Kathryn Koch - Grade 5, Robert Asp, to begin approximately March 13, 1994 until April 18, 1994.

Margaret Hanson - Speech Language Pathologist, Probstfield, to begin approximately April 15, 1994 for the remainder of the 1993-94 school year.

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

BMF:sdh

MEMORANDUM P 93.109

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 19, 1994  
SUBJECT: Resignation of District Employee

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

Collen Welle - Food Service, Riverside Elementary, effective  
January 21, 1994.

Ellie Johnson - Noon Supervisor, Washington Elementary, effective  
January 25, 1994.

SUGGESTED RESOLUTION: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 93.110

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 19, 1994  
SUBJECT: New Employees

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

Cindy Antonson - Collaborative Paraprofessional, Lincoln Elementary, 3 hrs daily, B21 \$8.04 per hour, effective January 26, 1994.  
(New - \$1257.40 taken from Special Ed Contingency - balance remaining is \$7800.94)

Lorie Shasky - Switchboard Secretary, Senior High, 4.75 hrs daily, B21 \$8.04 per hour, effective February 28, 1994.  
(replaces Nancy Krupich)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM P 93.111

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: January 19, 1994  
SUBJECT: Long Term Substitutes

The administration requests approval of the employment of the following Long-Term Substitutes:

Steve Zielenski - Grade 3, Washington Elementary, from August 30, 1993 until June 2, 1994, for Anita Arndt.

Kim Hillsheim - L.D. Teacher, Probstfield Elementary, from December 1, 1993 until June 2, 1994, for Marcy Christenson.

Jennifer Heisler - Speech Language Pathologist, from December 15, 1993 until June 2, 1994, for Steph Holm and Sarah King.

Lori Gaffney - Grade 2 half-time, Probstfield Elementary, from August 30, 1993 until June 2, 1994 for Sharon Nelson.

Laura Tellefsen - Science Teacher, Senior High, from January 26, 1994 until June 3, 1994 for Jana Kasper.

Shelly Zahradka - M.S.M.I. Teacher, Senior High, from August 31, 1993 until February 25, 1994 for Dale Johnson.

Suggested Resolution: Move to approve the contracts as presented.

BMF:sdh

MEMO #: S-94-125

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BRA*  
RE: Orchestra Department Field Trip  
DATE: January 21, 1994

Attached please find information detailing the proposed field trip to Minneapolis for the orchestra students of the district. The trip is scheduled for February 24-25, 1994.

Suggested Resolution: Move to approve the field trip for the orchestra students as presented.

:cbp  
Attachment



JAN 20 1994

# MOORHEAD STRINGS

*Independent School District Number 152*

*Moorhead, MN 56560*

*Teaching Staff:*

*Carole Nelson 299-6284*

*Nancy Dudenkirk 299-6292*

*Jim Lund 299-6329*



---

Townsite Center  
Independent School District #152  
Moorhead, Minnesota 56560

Dear School Board and Dr. Anderson

The Moorhead High School Orchestra requests permission to travel to the Twin Cities for an educational field trip. We are interested in seeing the Minnesota Symphony Orchestra perform in Orchestra Hall. Student concerts are scheduled at 11:00 each Friday morning, and on the 25th we would have the thrill of listening to cello soloist Lynn Herold. Pre-concert talk begins at 10:30 with the description of the concert as well as the history of the Orchestra. Mixing business with pleasure makes this trip also a reward to the students for their continued hard work.

Details of the proposed trip are described in the student handout. I should also mention that the trip is open to all orchestra members who wish to go. Each student will be responsible for their own finances. Money has been budgeted for those students who want to go, but can not afford to do so. Each student understands that they are responsible to make up their missed class work before they leave school on Thursday. As always, we understand that we will be representing Moorhead High School and will conduct ourselves in a manner fitting of this privilege.

Sincerely,

*James F. Lund*

James Lund

Director of Orchestras

Moorhead High School

# Minneapolis Trip Schedule of Events

Moorhead High School Orchestra  
Moorhead, Mn



## THURSDAY, FEBRUARY 24

- 3:30pm Depart Moorhead High School enroute to the Crown Sterling Suites in St. Paul. We will stop along the way to eat supper at a fast food restaurant.
- 8:15 - 8:45 Room registration and check-in.
- 8:45 - 12:30 Free time in the hotel. You may want to swim, visit the game room, watch a movie...  
Students are required to be in their assigned room by 12:30. BED CHECK WILL BEGIN AT 12:30!!

## FRIDAY, FEBRUARY 25

- 7:00 - 9:00 Full breakfast will be served in the atrium for those who wish to eat. This meal is free of charge!!
- 9:00 - 9:30 Check out of rooms and store luggage in Mr. Lund and Ms. Nelson's room. At this time you will be dressed for the symphony and ready to load the bus.
- 9:30 Depart the Crown Sterling Suites enroute to Orchestra Hall.
- 10:30 - 11:00 Pre-concert talk by the symphony association.
- 11:00 - 12:30 The Minnesota Symphony Orchestra.
- 12:30 - 1:00 Post-concert talk by the cello soloist in green room.
- 1:15 Depart Orchestra Hall enroute to the Crown Sterling Suites to change into mall clothes. Those who wish to see the Minnesota Historical Society Museum will be given this opportunity while others are at the Mall.
- 3:00 - 9:00 Shop till ya drop!!
- 9:00 - 1:30 Depart Minneapolis enroute to Moorhead. Arrive at High School - go home and sleep!!

## **THINGS TO REMEMBER:**

**THE MOORHEAD AND MINNESOTA STATE HIGH SCHOOL RULES** concerning the use of alcohol, tobacco, and mood-altering drugs will be strictly enforced. Violation of these rules will result in an immediate telephone conference with parent or parents. Actions appropriate to the offense will be taken which will include the return of that student via public transportation or by the parents. Any costs which are incurred during this process will be charged to the student and/or parent. Other actions may include isolation of that student from the rest of the group, and/or legal action.

**ROOM ASSIGNMENTS** will be made in advance and are not to be changed unless you have secured permission to do so from a chaperone or myself. After bed check, no student is to leave his or her room for any reason unless he or she has received permission to do so. Moorhead High students are not allowed to enter rooms outside of our "block", nor will the students be permitted to invite outsiders into MHS rooms.

**CHAPERONES** will include Carole Nelson/Asp string instructor, Nancy Ouder Kirk/Junior High string instructor, and myself.

**OUR SCHEDULE** is not a demanding one! We have plenty of time to get from one place to the next therefore lateness will not be accepted. Be on time (if not early) for everything on this trip.

**THE COST** to each student participating will be \$50.00. Checks can be made out to Moorhead High School and will be due Thursday, February 10th. The cost includes travel, accommodations, and breakfast. Extra money for shopping, fast food at the Mall, or during our Thursday bus ride is at the discretion of each student. Please do not bring large sums of money.

**EMERGENCY TELEPHONE NUMBERS** are:

|                       |                |
|-----------------------|----------------|
| Crown Sterling Suites | (612) 244-5400 |
| Orchestra Hall        | (612) 371-5671 |

**THE CROWN STERLING SUITES** cater to a large number of people each day. Because of this fact, it is very easy for them to assign room damage to an innocent party. To protect ourselves from paying an unjust fine, each room must report any room problems to the chaperones the minute we enter our individual rooms. Your room will also be checked again prior to our departure for Orchestra Hall. All luggage will be stored in designated changing areas following check-out.

**ADDITIONAL CHARGES** to your room will be avoided due to the fact that long distance calling service and pay movie channels will be disconnected!

**DRESS** for travel in comfortable clothes. Please remember that you are representing Moorhead High School. Please DRESS UP for the Symphony!!!

**ENJOY** yourself on this trip because you deserve it. Please remember to conduct yourself in a manner that will leave a positive memory for all those around you, chaperones included!!

**RESPONSIBILITY** for a great trip is dependent upon each student but in the end, I am responsible for each of you. Because of this, you must receive permission from a chaperone or myself before you deviate from the GROUP or the SCHEDULE in any way. WHILE WE ARE AT THE MALL, YOU MUST TRAVEL IN A GROUP OF AT LEAST TWO PEOPLE!!

**ALL OF THE RULES** as listed, and those found in the MHS handbook, are to ensure that we have a safe and fun trip. I do not expect any problems, nor should we have any. Please remember that if you are in the company of someone who is breaking a rule, you are just as much to blame as they are. For example, if you are in a room where another student is consuming alcohol, you are subject to the same actions that will be taken against the person who is actually drinking. In other words, isolate yourself from the problem and get help, or you are just as guilty as the violator is because you did not care enough to save him or her from being sent home. NO EXCEPTIONS!!

**RULES PERTAIN TO EVERYONE REGARDLESS OF "WHO YOU ARE" OR WHAT YOU PLAY!!!**

MEMO #: S-94-126

TO: School Board  
FROM: Bruce Anderson, Supt. *BRA*  
RE: Nonresident Student Agreement  
DATE: January 21, 1994

The following nonresident agreement has been received:

To Attend Moorhead Public Schools  
Joseph Canales - 54 3rd Ave. No. #80, St. James, MN,  
Grade 2

Suggested Resolution: Move to approve the nonresident agreement, subject to action of the appropriate district.

BRA:cbp

M E M O R A N D U M

TO: Dr. Anderson  
FROM: Rose Andersen  
RE: School Board Presentation for the CHOICES Program  
DATE: January 19, 1994

Jane Rawlings, coordinator for the CHOICES Program, a program of Community Education, will make a presentation on the activities for the 1993-94 school year.

CHOICES offers a variety of opportunities to adults with disabilities to assist them in becoming involved in Community Education. Inclusion in regular adult education classes, adaptive classes designed specifically for persons with special needs, bi-monthly activities through the Good Times Social Club, and an annual theatrical event, are the opportunities available through CHOICES for adults with disabilities.

CHOICES reaches a very diverse group of individuals. Those presently involved in Moorhead Community Education are mentally ill, physically disabled, hearing impaired, visually impaired, and varied levels of developmentally disabled.

Each year the CHOICES coordinator develops and is involved in several community awareness projects for the disabled.

MEMO #: I-94-223  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Mentorship Program  
DATE: January 19, 1994

A curriculum proposal to add Mentorship as a .5 credit elective for juniors and seniors has been developed based on input from the Moorhead 2000 Committee and the Five Year Educational Plan - STRATEGIC AREA: Curriculum and Instruction, PRIORITY: Enhanced Curriculum and Instruction and STRATEGIC AREA: Community Involvement, PRIORITY: Lifelong Learning.

The information has been reviewed by the PER Committee which recommends that the Mentorship proposal be instituted for a three-year period with an annual report to be made to the PER Committee as well as a status report after three years to determine if the program should continue beyond that point.

The expenses for staff training, materials and supplies will come from existing budgets. Staffing at the Senior High School will not be increased beyond the original FTE as a part of the Annual Operational Plan.

Principal Doug Price and teachers Beth Lenius and Lois Brown will review the attached proposal with the Board.

Suggested Resolution: Move to approve the Mentorship course offering as presented with the stipulations recommended by the PER Committee.

RMJ/mdm  
Attachment

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1993-94 School Year

CURRICULUM PROPOSAL FORM

Complete a description of your program proposal. All eight (8) areas must be addressed. Information in support of your proposal should be as comprehensive as possible.

Section I. Statement of Proposal

It is proposed to add an elective course, Mentorship, as a senior high course offering open to grades 11 and 12. The course shall be for one-half credit. The course will require student application. Students will be admitted based on application and screening. Students and parents will be required to provide transportation to and from the mentor's place of business/profession.

Attachment A provides a more complete description of the Mentorship Program.

Section II. Rationale and Need

A. History of present curriculum.

There is no Mentorship class offered at Moorhead Senior High School. Some mentorships have been organized for a very few students.

B. Reasons for proposed changes in present program.

Research and literature indicate that Mentorships provide high school students with demonstrated achievement and/or potential ability with significant growth. By working with mentors in fields of their choice, students learn skills that would not be taught at such a challenging level in their high schools. Students also experience personal gains in confidence, persistence, personal empowerment, and interpersonal skills. Students report that they increase a sense of autonomy, educational and career path awareness, friendship and support, research and critical thinking skills, and connections between other areas of study and their own interest area. The proposed program will be based on a Mentoring Connections Program which has been very successful in the Minneapolis-St. Paul metropolitan area.

### Section III. Objectives of Proposal

#### A. Summary of objectives of proposal.

The Mentor Connection will allow students who apply and are accepted to increase their knowledge and skills as discussed above. Students will develop individualized programs which will increase independence, responsibility, problem solving abilities, knowledge of the community, and extend learning beyond the high school curriculum. Students will have the opportunity for understanding the needed preparation and functions of a potential career area. The mentor will assist the student in extended learnings.

#### B. Specific objectives.

1. To develop independence and responsibility for the student's own learning.
2. To enhance oral and written communications skills necessary to successfully function in the adult world.
3. To increase research and problem solving skills.
4. To give students the opportunity to learn beyond the limits of the Moorhead Senior High School curriculum.
5. To give students access to resources and facilities not available within the Moorhead Senior High School.
6. To give students access to professional leadership role models in the community.
7. To increase student awareness of education and career options and making decisions concerning these options.
8. This program will actively involve students in the community at an earlier age and increase their likelihood of becoming participatory citizens and life-long learners in their community.
9. This program will provide positive role models for students and enhance the image of high school students within the community.
10. The community mentors will provide regular evaluation to the Moorhead Schools on the students' preparation for the work world.

### Section IV. Procedures for Program Development and Coordination

The proposal is a result of planning by the Moorhead 2000 Goal 3 Committee and encouragement from the Office of Instruction. Research has been gathered and individuals have visited the Mentor Connections Program in several Minneapolis-St. Paul metropolitan area sites. Extensive reading regarding mentoring and its successes has been conducted. The proposal is submitted after preparation by Assistant Superintendent Jernberg and review by Senior High School Principal Doug Price, Marilyn Green, Lois Brown, Linda Johnson, Mike Siggerud, Carol Ladwig, and Beth Lenius. Course planning has been based on literature review and assistance from a variety of people who have been



involved with the Mentor Connections Program in Minneapolis. Lois Brown was also instrumental in the development of a mentoring course in the Bismarck Public Schools.

#### Section V. Implementation

Beth Lenius, English teacher at Moorhead Senior High School, will teach the course commencing in the 1994-95 school year. He will visit the Mentor Connections Program in a suburban Minneapolis school and will utilize materials from that program. The persons named in Section IV will assist in program implementation including student recruitment and selection and in insuring that an ongoing advisory committee is formulated.

The course will be taught in a regular senior high classroom with approximately 15 students in a classroom section. Fewer than 15 students will be in the first year program in order to ensure successful implementation. The textual materials will include a Mentor Connections notebook and a journal to be kept by the students. All costs will come from existing senior high and district-wide budgets. In that the Senior High School must meet an overall class size ratio of 27 to 1, this will be within the existing guidelines. Therefore, there will be no additional program costs after the initial staff visits and preparation for teaching.

Transportation to and from the mentor site will be the responsibility of the student and their parents.

The class will be offered during period seven in order to facilitate a student leaving school to meet with the mentor as appropriate. Class selection will be as follows:

|                   |   |
|-------------------|---|
| December 1, 1993  | Proposal written.                                     |
| December 16, 1993 | Proposal submitted to PER Committee.                  |
| January 24, 1994  | Proposal approved by the Board of Education.          |
| March 1, 1994     | Advisory Committee and Selection Committee selected.  |
| April 15, 1994    | Student Applications reviewed by Selection Committee. |
| May 1, 1994       | Students selected.                                    |
| May 15, 1994      | Most Mentors and Job Sites identified.                |
| September 6, 1994 | Class begins.   |

## Section VI. Evaluation

The advisory committee will be established to review and assist in implementation, review and evaluation. Focus groups with parents, students and mentors will be conducted each semester for program review. In addition, regular feedback will be gathered by the teacher through visits with the student and mentors.

The students and mentors will receive surveys which will be reviewed by the advisory committee. Evaluation results will be shared with the PER Committee after one and two years of implementation. In addition, the course will be evaluated as a part of the Business Education and STEP program reviews.

## Section VII. Learner Outcomes

The learner outcomes are as follows:

1. The learner will demonstrate setting expectations for self-directed experiences.
2. The learner will demonstrate increased proficiency in the skills and processes in an area of interest.
3. The learner will demonstrate an awareness of educational and career opportunities in an area of interest.
4. The learner will demonstrate the ability to use human and material resources to actively seek new experiences in an area of interest.
5. The learner will express the oral and written communications skills necessary to successfully function in the adult world.
6. The learner will demonstrate increased research and problem solving skills.
7. The learner will demonstrate understanding of the interactions of professional leadership role models in the community.
8. The learner will demonstrate an understanding of effective management of resources in business and/or government.

## Section VIII. Course Description

Mentorship - one semester; grades 11-12; 1/2 elective credit.

The Mentorship class is available for junior and senior high school students for one semester of 1/2 credit during seventh period. The course is designed for students who are interested in a professional career. Students will have the opportunity to learn more about a career and to participate in an on-the-job experience with a professional in the Fargo-Moorhead area in areas such as business management, architecture, law, engineering, etc. This is an advanced level course requiring classroom work, on-the-job participation and independent work.

The learner outcomes are as follows:

1. The learner will demonstrate setting expectations for self-directed experiences.
2. The learner will demonstrate increased proficiency in the skills and processes in an area of interest.
3. The learner will demonstrate an awareness of educational and career opportunities in an area of interest.
4. The learner will demonstrate the ability to use human and material resources to actively seek new experiences in an area of interest.
5. The learner will express the oral and written communications skills necessary to successfully function in the adult world.
6. The learner will demonstrate increased research and problem solving skills.
7. The learner will demonstrate understanding of the interactions of professional leadership role models in the community.
8. The learner will demonstrate an understanding of effective management of resources in business and/or government.

Students wishing to enroll in this course must receive a mentorship application from the guidance office or the Supplemental Teaching and Enrichment Program Coordinator. A screening committee will interview and select Mentorship participants. Mentors and their parents will be required to provide transportation to and from the mentor's place of business.

Attachment B is a draft Mentorship Application.

ATTACHMENT A  
MENTORSHIP PROGRAM

Mentoring is a teaching/learning technique that has been used for centuries, including such people as Plato, Alexander the Great and King David. Mentoring is a partnership with an adult from the community who shares his/her expertise in a field with a student. The mentor is not simply a teacher but also a guide. In the Mentorship Program, the student is provided with an opportunity to explore the world of business, professions, or research. The mentorship provides a unique experience because the students choose their own field of study with guidance from the mentor with emphasis placed on the student's strengths and specific areas of interest.

In the Mentorship Program both the student and the mentor benefit. The student has the opportunity to study and to learn on a close personal level with an expert in his/her field of interest. This association allows the student to study career and academic interests in depth. In addition, the mentor may be able to introduce the student to other experts in the field to expand the student's range of study. This program allows the student to work independently and also to work with an adult to expand general and specific knowledge and skills. The mentors benefit by having the opportunity to introduce to their field of expertise students who may continue in that field of study in college. Furthermore, the mentor gains a sense of satisfaction and accomplishment from his/her involvement in enhancing a student's education.

Mentors are people from the community who are knowledgeable in an area or study or a profession and who can convey that knowledge with enthusiasm. It is important that they like to work with young adults and are able to relate well with bright students. The mentor will provide information, advice, and encouragement to the student. In addition, the mentor may assign specific tasks to the student in order to assist the student in learning more about that profession. The mentor needs to be constantly aware of the individual needs of the student in order to maximize the learning process. Since the student joins the mentor at his/her place of work, the mentor need not take time off from work in order to participate in this program. Throughout the mentorship, the mentor will be in communication with the Mentorship Coordinator concerning the progress of the student and any problems that may arise. Finally, the mentor will evaluate the progress of the student.

The students involved in the Mentorship Program have several common characteristics. They must be able to work independently with a minimal amount of supervision and also be able to work in group situations. They must have interests and/or abilities in professional fields that extend beyond the classroom. Other characteristics include the ability to work closely with adults and to have good motivation, communication and research skills. The students will spend the first few weeks of the semester in the classroom learning more about their chosen profession. Following this orientation session, they will work with a mentor for four hours per week. During this time, in addition to the work with their mentor, they will keep a journal of their work, read and write summaries of articles pertinent to that profession, and work on a major project or paper. Throughout the on-site mentorship the students will meet once a week with the Mentorship Program Coordinator. The last weeks of the semester are spent back in the classroom, completing and presenting the project.

The Mentorship Program Coordinator is a faculty member who is responsible for coordinating the program, screens the applicants to the program, matches the students to the mentors, and assists students in their study. The Coordinator will meet with the students during the first few weeks of the semester in order to provide orientation for them and to assist them in learning more about their chosen field of study. The students will then work with the mentors for approximately four hours per week for 12-13 weeks in addition to attending class two hours per week.

MOORHEAD SENIOR HIGH SCHOOL  
MENTORING APPLICATION

Name \_\_\_\_\_  
Last First

Address \_\_\_\_\_

Parents' Name \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) Mentor Year \_\_\_\_\_

Grade Level \_\_\_\_\_

Mentorship Area Requested \_\_\_\_\_  
(be specific)

List the classes taken and the grade earned:

| 9th Grade | 10th Grade | 11th Grade |
|-----------|------------|------------|
| _____     | _____      | _____      |
| _____     | _____      | _____      |
| _____     | _____      | _____      |
| _____     | _____      | _____      |
| _____     | _____      | _____      |
| _____     | _____      | _____      |
| _____     | _____      | _____      |

List the classes that you area currently taking:

| Class | First 9 weeks grade | Second 9 weeks grade to date |
|-------|---------------------|------------------------------|
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |
| _____ | _____               | _____                        |

I give permission to the screening committee to check past test scores, such as Iowa Basic, that are in my file.

---

Student signature

Student:

Your responsibilities as a participant in the Mentorship Program are:

1. to understand that high school classes are important and good grades must be maintained.
2. to report to your supervising teacher at least once a week.
3. to keep your supervising teacher informed of mentorship activities.
4. to be present and on time each day as required, both in school and at the mentorship.
5. to understand that you will remain in the Mentorship Program for the designated time period and further to understand that you may be dropped from the program for lack of progress or cooperation.
6. to notify the mentor and Program Coordinator well in advance when absence or tardiness is unavoidable.
7. to not report to the mentorship on any school day during which you have not attended high school classes unless cleared through the Program Coordinator.
8. to understand that school suspension also means that you are suspended from the mentorship for the period of concern.
9. to realize that regular company/work setting policies and regulations also apply to you.
10. to understand that any breach of confidentiality is grounds for immediate dismissal from the mentorship.
11. to understand that the school does not provide transportation and that this is the responsibility of the student/parent/guardian.
12. to understand that all school rules and policies apply to the student's behavior whether in the classroom or with the mentor.

**AREAS OF INTEREST (Please RANK in order of preference):**

**Choice 1**

- a. Brief description of subject or interest area
  
- b. Previous experience in the area
  
- c. What particular part of the area would you like to work on in depth? (i.e. business administration - finance, business administration - retail management, engineering - environmental)
  
- d. What method(s) would you like to use to carry out this work?

**Choice 2**

- a. Brief description of subject or interest area
  
- b. Previous experience in the area
  
- c. What particular part of the area would you like to work on in depth? (i.e. business administration - finance, business administration - retail management, engineering - environmental)
  
- d. What method(s) would you like to use to carry out this work?



On an attached sheet, submit a short writing expressing your area of interest and your reasons for being included in the Mentorship Program.

Along with this application form, submit two letters of recommendation from former grade 9-12 teachers.

A screening committee will review all of the applications, and each applicant will be invited to an interview. Following the interviews, students will be notified by letter as to whether or not they have been accepted into the Mentorship Program. Return all application materials to the Moorhead Senior High School Guidance Office by April 1.

Parents:

The responsibility of the parent is to assist the student in making use of the educational experience provided, to ensure that the student has adequate transportation as needed during his/her participation in the Mentorship Program, and to give permission for the student to work on his/her coursework outside of the classroom. Please indicate your approval for your child's application to the Mentorship Program.

---

Parent signature

# COMMUNITY EDUCATION

## OPERATIONAL PLAN

### IV. COMMUNITY EDUCATION FUNDS PROJECTIONS

| <u>Exhibits</u>                          | <u>Page</u> |
|--|-------------|
| A. Revenue Assumptions and Rationale     | IV 1-6      |
| B. Expenditure Assumptions and Rationale | IV 7-10     |
| C. Revenues and Rationale                | IV 11-12    |
| D. Expenditures and Rationale            | IV 13-14    |
| E. Fund Balance                          | IV 15       |

11/9/93

COMMUNITY EDUCATION FUND

Exhibit A

Revenue Assumption

1. A combination of local levy and state aid provide the funding for the following community education programs:

a. General Community levy

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 120,187           | 71,191           | 191,378      | Levied          |
| 1990-91     | 134,661           | 89,713           | 224,434      | Levied          |
| 1991-92     | 125,313           | 107,821          | 233,134      | Levied          |
| 1992-93     | 144,624           | 107,609          | 252,232      | Levied*         |
| 1993-94     | 151,994           | 100,239          | 252,232      | Levied          |
| 1994-95     | 156,002           | 101,795          | 257,796      | 2%              |
| 1995-96     | 156,002           | 101,795          | 257,796      | 0%              |
| 1996-97     | 156,002           | 101,795          | 257,796      | 0%              |
| 1997-98     | 156,002           | 101,795          | 257,796      | 0%              |

b. Early Childhood Family Education levy

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 74,111            | 118,751          | 192,862      | Levied          |
| 1990-91     | 47,533            | 71,299           | 118,832      | Levied-60%      |
| 1991-92     | 63,242            | 146,130          | 209,372      | Levied          |
| 1992-93     | 78,718            | 133,033          | 211,751      | Levied          |
| 1993-94     | 70,000            | 110,437          | 180,437      | Levied-84.6%    |
| 1994-95     | 66,012            | 115,175          | 181,187      | Levy-75%        |
| 1995-96     | 69,138            | 119,769          | 188,907      | Levy-80%        |
| 1996-97     | 69,138            | 119,769          | 188,907      | Levy-80%        |
| 1997-98     | 86,422            | 142,225          | 228,647      | Levy-100%       |

c. Disabled Adult levy and state aid

| <u>Year</u> | <u>Local Levy</u> | <u>State Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-------------------|------------------|--------------|-----------------|
| 1989-90     | 10,500            | 10,500           | 21,000       | Actual          |
| 1990-91     | 13,000            | 13,000           | 26,000       | Actual          |
| 1991-92     | 13,000            | 13,000           | 26,000       | Actual          |
| 1992-93     | 13,000            | 13,000           | 26,000       | Actual          |
| 1993-94     | 13,000            | 13,000           | 26,000       | Budget          |
| 1994-95     | 13,000            | 13,000           | 26,000       | 0%              |
| 1995-96     | 13,000            | 13,000           | 26,000       | 0%              |
| 1996-97     | 13,000            | 13,000           | 26,000       | 0%              |
| 1997-98     | 13,000            | 13,000           | 26,000       | 0%              |

\*increase because of population increase

**Revenue Rationale**

The funds are: General Community Education, Early Childhood Family Education, Adult Basic Education and Disabled Adult. Youth Service is a designated amount in the General Community Education fund.

1. All levies are certified in October of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.

- a. This revenue is based on district population. We requested a population increase from 34,795 to 37,093 for 1992-93 funding. The population will remain constant until the 2000 census. Recent increases in the General Community Education levy have been directed specifically to youth service. The additional 15¢ per capita for 1994-95 is a one-year only amount added for youth service. Past levy amounts are:

|         |         |
|---------|---------|
| 1988-89 | \$ 5.50 |
| 1989-90 | \$ 6.25 |
| 1990-91 | \$ 6.45 |
| 1991-92 | \$ 6.70 |
| 1992-93 | \$ 6.80 |
| 1993-94 | \$ 6.80 |
| 1994-95 | \$ 6.95 |
| 1995-96 | \$ 6.95 |
| 1996-97 | \$ 6.95 |
| 1997-98 | \$ 6.95 |

- b. The state grant and local levy are based on the number of children in the district age 0-4 (2,174 in 1993-94). In those figures, the state grant is prorated 95%. The aid per child age 0-4 had increased every year until the last two years; however, the population for this age group has fluctuated. In 1992-93 we were allowed to apply for \$1.60 per child for in-service for home visitors for violence prevention. History of the levy is:

|         |                           |
|---------|---------------------------|
| 1989-90 | 2,257 x \$ 84.50          |
| 1990-91 | 2,257 x \$ 87.75          |
| 1991-92 | 2,132 x \$ 96.50          |
| 1992-93 | 2,132 x \$101.25 + \$1.60 |
| 1993-94 | 2,174 x \$101.25 + \$1.60 |
| 1994-95 | 2,386 x \$101.25 + \$1.60 |
| 1995-96 | 2,410 x \$101.25 + \$1.60 |
| 1996-97 | 2,410 x \$101.25 + \$1.60 |
| 1997-98 | 2,410 x \$101.25 + \$1.60 |

- c. Based upon a grant from the state and local levy authority. It is unlikely there will be an increase. There has been no increase since 1990-91.

Revenue Assumptions

Exhibit A

d. Adult Basic Education levy

| <u>Year</u> | <u>Local<br/>Levy</u> | <u>State &amp;<br/>Federal<br/>Aid</u> | <u>Total</u> | <u>Increase</u> |
|-------------|-----------------------|--|--------------|-----------------|
| 1989-90     | 15,023                | 113,451                                | 128,474      | Actual          |
| 1990-91     | 29,341                | 96,354                                 | 125,695      | Actual          |
| 1991-92     | 24,594                | 112,000                                | 136,594      | Actual          |
| 1992-93     | 27,736                | 112,003                                | 139,739      | Actual          |
| 1993-94     | 29,150                | 105,961                                | 135,111      | -3.3%           |
| 1994-95     | 16,567                | 105,961                                | 122,528      | -9.3%           |
| 1995-96     | 16,567                | 105,961                                | 122,528      | 0%              |
| 1996-97     | 16,567                | 105,961                                | 122,528      | 0%              |
| 1997-98     | 16,567                | 105,961                                | 122,528      | 0%              |

e. Preschool screening

| <u>Year</u> | <u>State<br/>Aid</u> | <u>Increase</u> |
|-------------|----------------------|-----------------|
| 1989-90     | 8,328                | Actual          |
| 1990-91     | 8,369                | Actual          |
| 1991-92     | 15,227               | Actual          |
| 1992-93     | 14,700               | Actual          |
| 1993-94     | 15,000               | Budget          |
| 1994-95     | 15,000               | 0%              |
| 1995-96     | 15,000               | 0%              |
| 1996-97     | 15,000               | 0%              |
| 1997-98     | 15,000               | 0%              |

f. Non-Public funding

| <u>Year</u> | <u>State<br/>Aid</u> | <u>Increase</u> |
|-------------|----------------------|-----------------|
| 1989-90     | 23,471               | Actual          |
| 1990-91     | 19,819               | Actual          |
| 1991-92     | 10,425               | Actual          |
| 1992-93     | 16,571               | Actual          |
| 1993-94     | 16,369               | Budget          |
| 1994-95     | 16,000               | 0%              |
| 1995-96     | 16,000               | 0%              |
| 1996-97     | 16,000               | 0%              |
| 1997-98     | 16,000               | 0%              |

2. Some programs have tuition or fees (adult classes, ECFE, CHOICES, Seniors, Summer Music and GED tests). Community Education will receive income from programs that are operated by their staff (ABE, Parent Involvement, Early Childhood Family Education, KIDsource and Learning Readiness). Fees and other income will supplement the cost of the Community Education programs. Income will increase by the rates indicated below.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 48,721        | Actual          |
| 1990-91     | 40,866        | Actual          |
| 1991-92     | 75,042        | Actual          |
| 1992-93     | 99,843        | Actual          |
| 1993-94     | 104,835       | Budget          |
| 1994-95     | 110,077       | 5%              |
| 1995-96     | 115,581       | 5%              |
| 1996-97     | 121,360       | 5%              |
| 1997-98     | 127,428       | 5%              |

d. ABE local levy is based upon tax capacity. The State and Federal grant is applied for annually and was frozen at 1991-92 level. The local levy has been decreased for 1994-95.

e. Based upon the number of students screened.

f. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count will remain stable.

**AUTHORIZED RATES OF ENTITLEMENT:**

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1992-93 are as follows:

|  |          |
|--|----------|
| Textbooks, standardized tests and individualized instructional materials | \$ 51.48 |
| Public Health Services   | \$ 27.17 |
| Secondary pupil guidance and counseling services                         | \$118.33 |

2. The increase in fees is affected by increased salary costs and increased participation in programs. Other income is related to contracted services for managing programs.

Revenue Assumptions

Exhibit A

3. Income from interest on investments will be as follows:

| <u>Year</u> | <u>Income</u> |
|-------------|---------------|
| 1989-90     | 11,855        |
| 1990-91     | 10,357        |
| 1991-92     | 12,039        |
| 1992-93     | 8,092         |
| 1993-94     | 6,878         |
| 1994-95     | 5,915         |
| 1995-96     | 5,028         |
| 1996-97     | 4,274         |
| 1997-98     | 3,633         |

4. In the past Community Education has received grants. These cannot be anticipated but will impact revenue and expenditures.

**Revenue Rationale**

**Exhibit A**

3. Interest income will drop as the fund balance and interest rate decrease. Interest is projected to drop 15% each year.

4. Grants for 1993-94 are:

|  |                 |
|--|-----------------|
| Co-location  | \$ 3,665        |
| Serve America Grant  | \$ 9,900        |
| -to implement a service-learning component into seventh grade English/Reading curriculum |                 |
| Community Resource   | \$ 500          |
| -for compiling International Speakers Bureau listing and distributing it to K-12 staff   |                 |
| Leadership Empowerment Grant from YMCA-Ridgedale for HotSHOT Partners                    | \$ 3,000        |
| <b>TOTAL</b>   | <b>\$17,065</b> |



Expenditure Assumption

1. Little or no change is anticipated in full or part-time staff in the Community Arts, CHOICES, Service Learning, Literacy, ABE, Seniors, Community Resource, Sabin Community Program and general Community Education staff as revenues remain unchanged. Salaries will be increased at the standard rate which has been 2.5%; however, staffing pattern will be analyzed.

2. Additional certified and paraprofessional staff will be needed for the Early Childhood Family Education program because of increased participation and to reach "at risk" families.

3. Staff to teach classes will be increased or decreased as affected by participation in fee-based programs or to work in grant programs. The budget will increase by 2% per year.

4. Total Community Education staff expenditures will be:

| <u>Year</u> | <u>Increase</u> |
|-------------|-----------------|
| 1990-91     | Actual          |
| 1991-92     | Actual          |
| 1992-93     | Actual          |
| 1993-94     | Budget          |
| 1994-95     | 2%              |
| 1995-96     | 2%              |
| 1996-97     | 2%              |
| 1997-98     | 2%              |

5. Equipment expenditures will depend on program growth.

|         |        |
|---------|--------|
| 1989-90 | 10,329 |
| 1990-91 | 6,758  |
| 1991-92 | 8,003  |
| 1992-93 | 9,575  |
| 1993-94 | 4,500  |
| 1994-95 | 3,000  |
| 1995-96 | 2,000  |
| 1996-97 | 2,000  |
| 1997-98 | 2,000  |

1. No additional full or part-time regular staff are anticipated in these programs, however, community needs may change. Needs are identified and responses generated and recommended by the Community Education Advisory Committee. Actual salary and benefit settlements will be used for the budget. As income decreases or remains stable, current programs will be examined and cuts will have to be made.

Some fringe benefits will continue to be supplemented. Law requires the district to transfer money from the general fund to the Community Education fund for TRA and FICA obligations for licensed personnel involved in Community Education programs.

2. The Early Childhood Family Education (ECFE) program participation has shown overall growth. Eight hundred families were involved in the ECFE program in 1992-93. We anticipate increased participation resulting from strengthened marketing efforts. A space study is being done which may dictate a change in the program site, thus rent may change.

It is difficult to spend the total Early Childhood Family Education allocation because of the rigid program requirements. This program is for parents of children age 0-5 and parents must be present with the children a substantial amount of time.

3. Some staff costs are based upon staff for fee-based programs. As participation increases, staff costs will increase but income also increases. Fees that are collected cover the increased program costs and also supplement other programs.

Summer Music and HotSHOTS Partners were added in 1992-93. The Serve American and Co-location grants require staff for 1993-94.

5. Equipment expenditures have been primarily for Early Childhood Family Education. The increase in 1992-93 was due to administrative equipment needs. Future purchases will be for Early Childhood Family Education growth and for upgrading administrative equipment..

Expenditure Assumption

Exhibit B

6. The supply expenses will increase less than the standard inflation rate each year.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 45,669        | Actual          |
| 1990-91     | 38,508        | Actual          |
| 1991-92     | 38,434        | Actual          |
| 1992-93     | 47,730        | Actual          |
| 1993-94     | 51,470        | Budget          |
| 1994-95     | 51,984        | 1%              |
| 1995-96     | 52,505        | 1%              |
| 1996-97     | 53,030        | 1%              |
| 1997-98     | 53,030        | 0%              |

7. Miscellaneous expense will not increase.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 30,137        | Actual          |
| 1990-91     | 32,923        | Actual          |
| 1991-92     | 44,340        | Actual          |
| 1992-93     | 41,724        | Actual          |
| 1993-94     | 44,351        | Budget          |
| 1994-95     | 42,953        | 0%              |
| 1995-96     | 42,953        | 0%              |
| 1996-97     | 42,953        | 0%              |
| 1997-98     | 42,953        | 0%              |

8. Contracted Services will not increase.

| <u>Year</u> | <u>Amount</u> | <u>Increase</u> |
|-------------|---------------|-----------------|
| 1989-90     | 95,836        | Actual          |
| 1990-91     | 86,879        | Actual          |
| 1991-92     | 86,479        | Actual          |
| 1992-93     | 120,447       | Actual          |
| 1993-94     | 162,946       | Budget          |
| 1994-95     | 162,946       | 0%              |
| 1995-96     | 162,946       | 0%              |
| 1996-97     | 162,946       | 0%              |
| 1997-98     | 162,946       | 0%              |

9. Non-public expenses (\$16,369 in 1993-94) and Preschool Screening (\$15,290 in 1993-94) are included in the above figures. Expenses equal revenues in both of these programs. They are in the Community Education fund (04) but are not managed by Community Education.

**Expenditure Rationale**

Exhibit B

6. Supply costs include both office and program expenses. In some programs participants pay the cost of the supplies as part of the cost of the program.
  
7. Miscellaneous expenses include special program needs and will remain stable.
  
8. Contracted services include Chemical Outreach Worker, Youth Intervention Officer, travel, student transportation, Learning Readiness preschool placements, rent, Community Arts residencies, after-school recreation program, equipment repair, KIDsource and other printing. The after-school recreation program was new in 1993-94. Some expenses will increase and some will decrease; however, overall the expenses will remain the same.
  
9. Non-public funding is flow-through funding that supplies textbooks, health services and guidance service to non-public schools in the district. Preschool screening expenditures are determined by the number of children screened. Revenues will equal expenses. Screening of children ages 3½-5 year old must be completed prior to entering kindergarten. Revenues will equal expenses.

|                | REVENUES  |           |           |                    |           |           |           |           |           |
|----------------|-----------|-----------|-----------|--------------------|-----------|-----------|-----------|-----------|-----------|
|                | Exhibit C |           |           |                    |           |           |           |           |           |
|                | 1989-90   | 1990-91   | 1991-92   | 1989-97<br>1992-93 | 1993-94   | 1994-95   | 1995-96   | 1996-97   | 1997-98   |
| Gen. Comm. Ed. | \$191,378 | \$224,434 | \$233,134 | \$257,201          | \$252,232 | \$257,796 | \$257,796 | \$257,796 | \$257,796 |
| ECFE           | \$192,862 | \$118,832 | \$209,372 | \$216,153          | \$180,437 | \$175,428 | \$188,907 | \$188,907 | \$228,647 |
| ABE            | \$128,474 | \$125,695 | \$136,594 | \$146,077          | \$135,111 | \$122,528 | \$122,528 | \$122,528 | \$122,528 |
| Disabled       | \$21,000  | \$26,000  | \$26,000  | \$26,000           | \$26,000  | \$26,000  | \$26,000  | \$26,000  | \$26,000  |
| Fees           | \$48,721  | \$40,866  | \$74,802  | \$99,843           | \$104,835 | \$110,077 | \$115,581 | \$121,360 | \$127,428 |
| Interest       | \$11,855  | \$10,357  | \$12,039  | \$8,092            | \$6,878   | \$5,915   | \$5,028   | \$4,274   | \$3,633   |
| Other*         | \$69,163  | \$122,350 | \$68,988  | \$145,106          | \$136,310 | \$119,310 | \$119,000 | \$119,000 | \$119,000 |
|                | \$663,453 | \$668,534 | \$760,929 | \$898,472          | \$841,803 | \$817,054 | \$834,840 | \$839,865 | \$885,032 |

\*Includes Learning Readiness, Preschool Screening, non-public education, grants, TRA and FICA. 1994-95 revenues are lower because of reduction in grants.

Reduced ECFE local levy and state grant to be 85% of allowable in 1993-94, 75% in 1994-95, 80% in 1995-96 and 1996-97 and 100% in 1997-98.

## **REVENUE RATIONALE**

**Exhibit C**

Revenue increases in the Community Education Fund are based on increases in the School District census, increases in state and local funding, contracting Community Education staff to operate programs, grants and fees from increased participation in the Community Education programs. Categorical funding will provide ample revenue in the Early Childhood Family Education programs but limited revenue in other programs. The Community Education budget provides the mechanism for flow-through dollars for several programs (Preschool Screening and non-public).

Little to no increase in revenue is expected over the five year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, grants and contracting to operate programs.

COMMUNITY EDUCATION  
EXPENDITURES

Exhibit D

|                 | 1988-97   |           |           |           |           |           |           |           |           |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                 | 1989-90   | 1990-91   | 1991-92   | 1992-93   | 1993-94   | 1994-95   | 1995-96   | 1996-97   | 1997-98   |
| Salaries        | \$364,310 | \$386,802 | \$429,017 | \$512,053 | \$551,181 | \$550,863 | \$561,881 | \$573,118 | \$584,578 |
| Benefits        | \$49,993  | \$56,111  | \$65,709  | \$80,875  | \$85,594  | \$85,724  | \$87,438  | \$89,187  | \$90,971  |
| General Supplie | \$45,669  | \$38,508  | \$38,434  | \$47,730  | \$51,470  | \$51,984  | \$52,505  | \$53,030  | \$53,560  |
| Purchased Servi | \$95,836  | \$86,899  | \$86,479  | \$120,447 | \$162,946 | \$162,946 | \$162,946 | \$162,946 | \$162,946 |
| Equipment       | \$10,329  | \$6,758   | \$8,003   | \$9,575   | \$4,500   | \$3,000   | \$2,000   | \$2,000   | \$2,000   |
| Miscellaneous   | \$30,137  | \$32,923  | \$44,340  | \$41,724  | \$44,351  | \$42,953  | \$42,953  | \$42,953  | \$42,953  |
|                 | \$596,274 | \$608,001 | \$671,982 | \$812,404 | \$900,042 | \$897,470 | \$909,723 | \$923,234 | \$937,008 |

1993-94 includes the following grants which may be one year only: Serve America-\$9,900; Co-location grant-\$3665; YMCA HotSHOT Partners-\$3,000 and Community Resource-International Speakers Bureau-\$500; total = \$17,065

New programs started in 1993-94 were. Summer Music-\$6,960 and After School Recreation-\$2,000. Total = \$8,690.

Exhibit D

**EXPENDITURE RATIONALE**

Community Education expenditures fluctuate with participation in Community Education programs. State guidelines restrict the flexibility of program expenditures. Funds cannot be transferred from one fund to another. In areas where funding is provided by state or local sources, all program expenditures are held within revenue allocations. If funding decreases, program costs will be reduced.

Community Education programs change and as they do, costs will change. As these changes take place, ways need to be found to streamline program operations and to develop cost-effective procedures.



COMMUNITY EDUCATION  
TOTAL FUND BALANCE  
1990-97

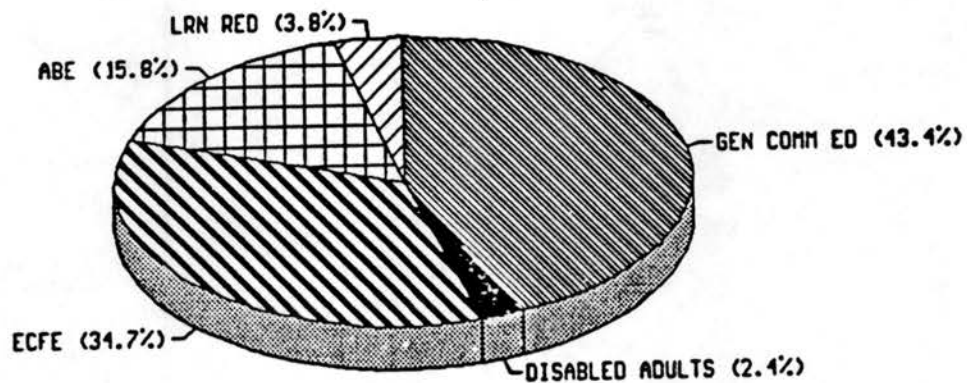
Exhibit E

|                  | 1990-91   | 1991-92   | 1992-93     | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98   |
|------------------|-----------|-----------|-------------|-------------|-------------|-------------|-------------|-----------|
| Balance - July 1 | \$144,781 | \$205,313 | \$294,260   | \$380,328   | \$322,089   | \$241,673   | \$166,790   | \$83,421  |
| Revenues         | \$668,534 | \$760,929 | \$898,472   | \$841,803   | \$817,054   | \$834,840   | \$839,865   | \$885,032 |
| Total Resources  | \$813,315 | \$966,242 | \$1,192,732 | \$1,222,131 | \$1,139,143 | \$1,076,513 | \$1,006,655 | \$968,453 |
| Expenditures     | \$603,315 | \$671,982 | \$812,404   | \$900,042   | \$897,470   | \$909,723   | \$923,234   | \$937,008 |
| Fund Balance     | \$205,313 | \$294,260 | \$380,328   | \$322,089   | \$241,673   | \$166,790   | \$83,421    | \$31,445  |

BREAKDOWN OF 1992-93 FUND BALANCE - \$380,328

|                          |      |
|--------------------------|------|
| GEN. COMM. EDUCATION     | 36%  |
| LEARNING READINESS       | 11%  |
| ADULT BASIC EDUC.        | 7%   |
| EARLY CHILDHOOD FAM. ED. | 46%  |
| DISABLED ADULTS          | 0%   |
|                          | 100% |

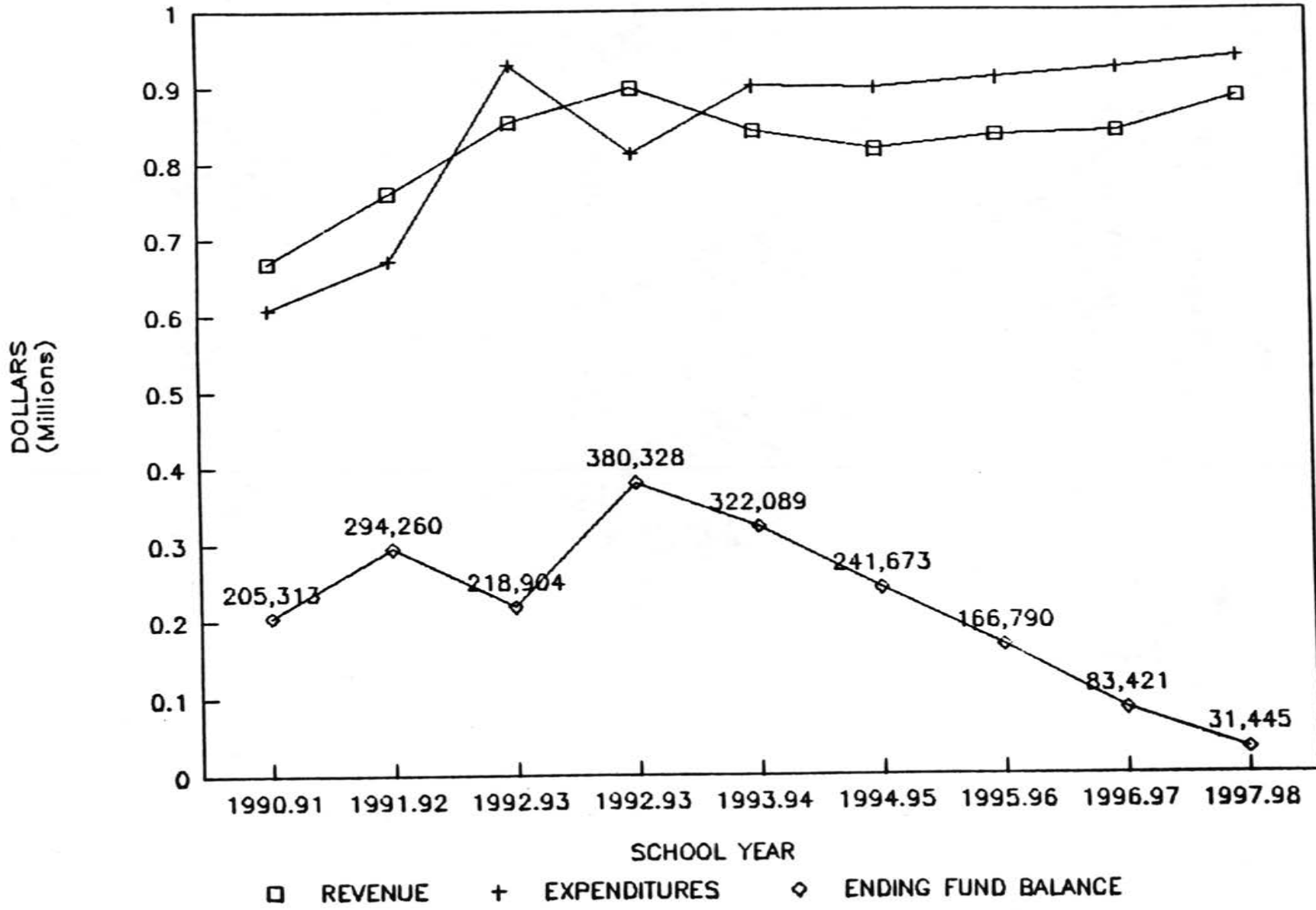
COMMUNITY EDUCATION REVENUE BY PROGRAM  
1993-94



|                             |             |
|-----------------------------|-------------|
| GENERAL COMMUNITY EDUCATION | \$496,300   |
| DISABLED ADULTS             | \$27,000    |
| ECFE                        | \$396,923   |
| ABE                         | \$180,344   |
| LEARNING READINESS          | \$43,672    |
|                             | <hr/>       |
|                             | \$1,144,239 |

# IV COMMUNITY SERVICE FUND

1990 TO 1998



MEMO#: B94.268

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JANUARY 19, 1994

SUBJECT: 1994-95 ANNUAL OPERATIONAL PLAN

Attached is the following fund:

III. Transportation

Please review Revenue Assumptions, Expenditure Assumptions and Rationale. If you have any questions or need explanations, please call. We will ask for approval in February.

MOORHEAD AREA PUBLIC SCHOOLS

III. PUPIL TRANSPORTATION BUDGET HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1993.98 Pupil Transportation Fund, Assumptions and Rationale.
- II. To present projected revenue and expense information for a three year period.
- III. To provide support data for revenue and expenditure projections.

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| C. Fund Balance Projection               | III- 5      |

EXHIBITS

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| B. Revenue and Expense Summary for the 8 Year Period<br>Beginning 1991 | III- 7 |
| C. Graphic of Combined Bus Purchase and Operating<br>Fund Balance      | III- 8 |
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### III. PUPIL TRANSPORTATION FUND

#### INTRODUCTION:

This fund must be established in a district that provides a pupil transportation program. All authorized expenditures for transportation shall be entered in the Transportation Fund. Expenditures for student activities and field trips must be coded to the General Fund, by year end. All other non-authorized 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 non-public) 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.

Non-authorized 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, non-residents, 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.

### III. PUPIL TRANSPORTATION FUND

#### REVENUE INFORMATION AND RATIONALE:

- 1.1 The revenue 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. (NOTE 1993: This trend has continued, non-regular transportation is not fully funded.)
- 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 the 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. (NOTE 1993: This is still being talked about in the Department of Education but has not yet occurred.)
- 1.4 The inflation factors for regular to from transportation 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 objectives 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 Programs in the foreseeable future. (NOTE 1993: State wide funding is predicted to be at 85 - 90% of actual cost.)
- 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 the 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.



### III. PUPIL TRANSPORTATION FUND

#### REVENUE ASSUMPTIONS:

|                            |             |
|----------------------------|-------------|
| 1990.91 ACTUAL             | \$1,661,407 |
| 1991.92 ACTUAL             | 1,590,509   |
| 1992.93 UNAUDITED ACTUAL   | 1,531,951   |
| 1993.94 BUDGET             | 1,491,212   |
| 1994.95 PRELIMINARY BUDGET | 1,530,397   |
| 1995.96 PROJECTED          | 1,576,158   |
| 1996.97 PROJECTED          | 1,623,294   |
| 1997-98 PROJECTED          | 1,671,843   |

### III. PUPIL TRANSPORTATION FUND

#### EXPENDITURE INFORMATION AND RATIONALE:

- 1.1 1993-97 the district will purchase school buses to replace older vehicles as well as prepare to increase fleet size to accommodate a growing student population.
- 1.2 We ought to 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 this early class would be a factor in putting our costs over funding resources.

In the funding year 1993-94 the state legislature has made the statement that pupil transportation will be under funded by 10 to 15% for the next biennium.

- 1.3 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. For school year 1993-94 and beyond this is still a true statement. The state funding formula will not fully fund transportation for program items such as this.
- 1.4 A three (3) percent increase in costs was assumed for each operating year.
- 1.5 No further changes in non-regular programs were assumed.
- 1.6 The transportation employees are negotiating a salary increase. An agreement was reached several years ago to begin to slowly move them into line with the custodial pay scale. This is impacting salaries in all areas of transportation, including general fund expense for extra-curricular and co-curricular trips.
- 1.7 Pupil needs for special transportation services has been steadily increasing. Those needs have impacted non-regular costs dramatically, due to a growing IEP requirement that certain students must have one on one transportation due to the following circumstances: 1. Behavior, 2. Specific program requirements (such as location or time), 3. Disabilities requiring shorter than normal ride time.

### III. PUPIL TRANSPORTATION FUND

#### EXPENDITURE ASSUMPTIONS:

|                            |             |
|----------------------------|-------------|
| 1990.91 ACTUAL             | \$1,477,414 |
| 1991.92 ACTUAL             | 1,357,892   |
| 1992.93 UNAUDITED ACTUAL   | 1,489,089   |
| 1993.94 PRELIMINARY BUDGET | 1,651,190   |
| 1994.95 PROJECTED          | 1,502,501   |
| 1995.96 PROJECTED          | 1,496,076   |
| 1996.97 PROJECTED          | 1,740,958   |
| 1997.98 PROJECTED          | 1,587,187   |

### III. PUPIL TRANSPORTATION FUND

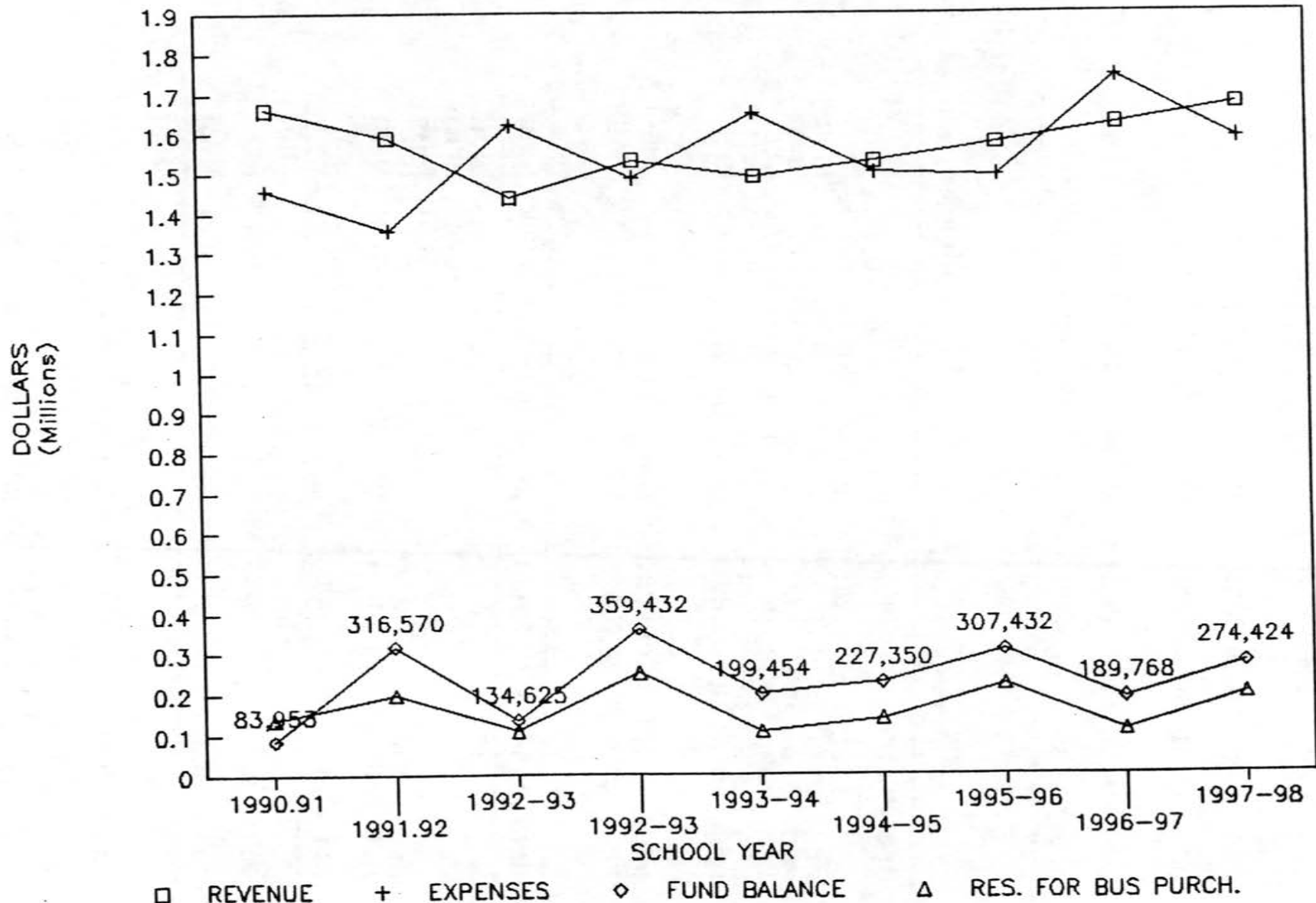
#### FUND BALANCE PROJECTIONS:

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 & EXP

1991-1998



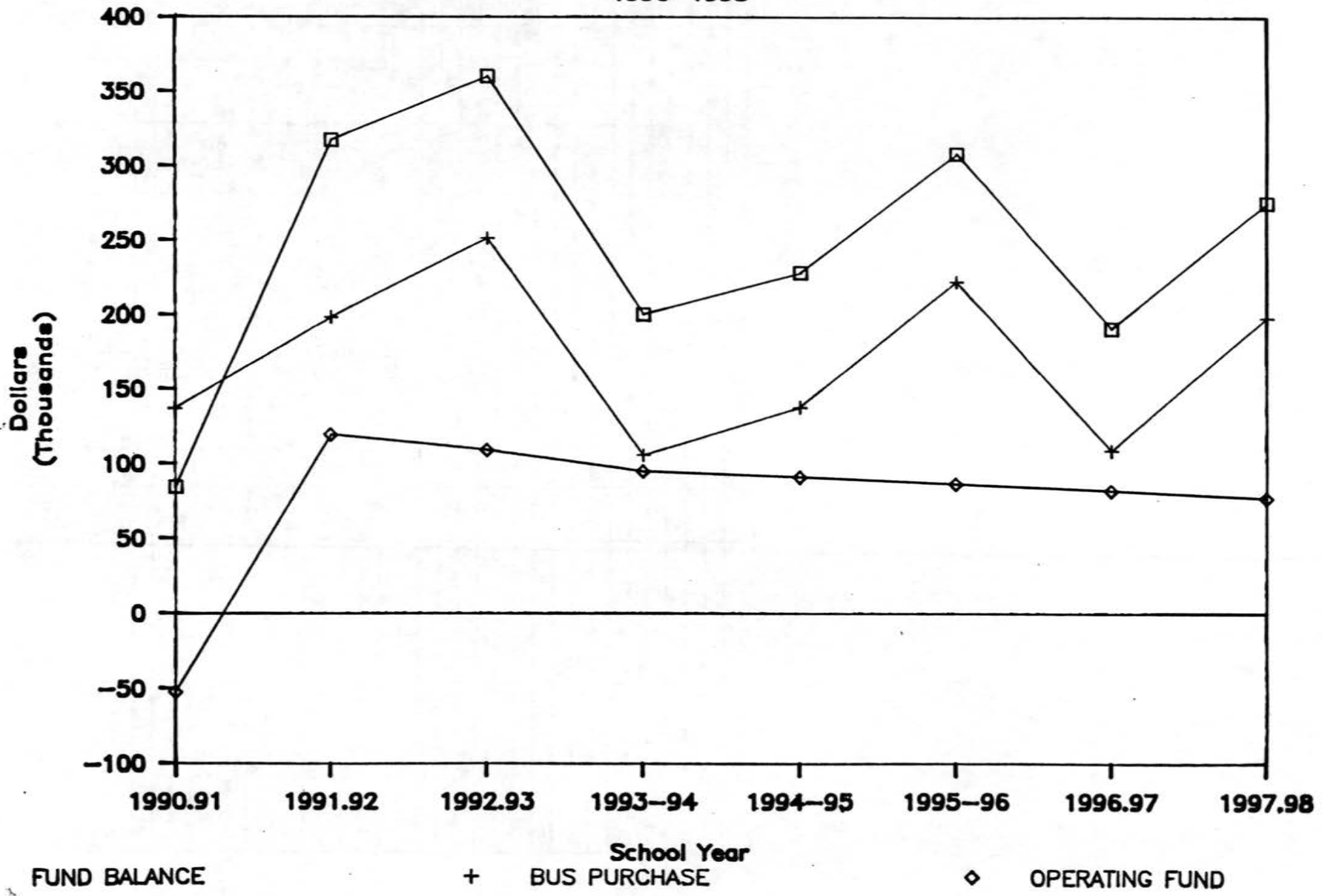
PRINT DATE

III PUPIL TRANSPORTATION FUND  
20-Jan-94 INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

|  | 1990.91   | 1991.92   | 1992-93   | 1992-93   | 1993-94       | 1994-95           | 1995-96   | 1996-97   | 1997-98   |
|--|-----------|-----------|-----------|-----------|---------------|-------------------|-----------|-----------|-----------|
|  | ACTUAL    | ACTUAL    | BUDGET    | Actual    | PRELIM BUDGET | P R O J E C T E D |           |           |           |
| <b>REVENUES</b>  |           |           |           |           |               |                   |           |           |           |
| Local property Taxes                                   |           |           |           |           |               |                   |           |           |           |
| Transprotration levy                                   | 445,289   | 485,765   | 538,650   | 358,415   | 558,501       | 589,902           | 607,599   | 625,827   | 644,602   |
| Bus purchase levy                                      | (11,603)  | (18,974)  | 0         | 79,813    | 0             | 0                 | 0         | 0         | 0         |
| Property tax shift                                     |           |           |           |           |               |                   |           |           |           |
|  | 433,686   | 466,791   | 538,650   | 438,228   | 558,501       | 589,902           | 607,599   | 625,827   | 644,602   |
| Other local and county sources:                        |           |           |           |           |               |                   |           |           |           |
| Interest   |           | 7,532     | 8,000     | 6,463     | 5,000         | 5,000             | 5,000     | 5,000     | 5,000     |
| Miscelaeous local revenues                             | 20,425    | 29,324    | 30,950    | 25,284    |               |                   |           |           |           |
|  | 20,425    | 36,856    | 38,950    | 31,747    | 5,000         | 5,000             | 5,000     | 5,000     | 5,000     |
| State Sources:   |           |           |           |           |               |                   |           |           |           |
| Transportation aid                                     | 957,304   | 768,140   | 793,730   | 881,750   | 858,311       | 853,611           | 879,219   | 905,596   | 932,764   |
| Bus Depreciation Aid                                   | 68563     | 68564     | 68565     | 68,564    | 69,400        | 81,884            | 84,340    | 86,871    | 89,477    |
| Tax Credits (HACA) **                                  | 89,970    | 162,442   |           | 144,859   |               |                   |           |           |           |
| Other appropriations                                   | 79,856    | 64,524    |           | 46,616    |               |                   |           |           |           |
| State aid adjustment                                   | 11,603    | 18,974    | 0         | (79,813)  | 0             | 0                 | 0         |           |           |
|  | 1,207,296 | 1,082,644 | 862,295   | 1,061,976 | 927,711       | 935,495           | 963,559   | 992,467   | 1,022,241 |
| Sales and other conversions of assets:                 |           |           |           |           |               |                   |           |           |           |
| Insurance recoveries                                   |           | 4,218     |           |           |               |                   |           |           |           |
| <b>Total revenues</b>                                  | 1,661,407 | 1,590,509 | 1,439,895 | 1,531,951 | 1,491,212     | 1,530,397         | 1,576,158 | 1,623,294 | 1,671,843 |
| <b>EXPENDITURES:</b>                                   |           |           |           |           |               |                   |           |           |           |
| Pupil support services:                                |           |           |           |           |               |                   |           |           |           |
| Salaries and wages                                     | 282,424   | 277,265   | 332,000   | 343,649   | 302,000       | 311,060           | 320,392   | 330,004   | 339,904   |
| Employee benefits                                      | 35,547    | 47,756    | 56,440    | 55,776    | 48,890        | 50,357            | 51,867    | 53,423    | 55,026    |
| Contracted bus services                                | 811,278   | 797,330   | 886,500   | 851,407   | 892,500       | 892,500           | 919,275   | 946,853   | 975,259   |
| Other purchased services                               | 66,249    | 29,129    | 39,050    | 10,802    | 37,500        | 38,625            | 39,784    | 40,977    | 42,207    |
| Supplies and materials                                 | 234,422   | 179,839   | 198,500   | 196,962   | 227,300       | 234,119           | 241,143   | 248,377   | 255,828   |
| Equipment  |           | 7,288     | 158,000   | 15,545    | 215,000       | 50,000            |           | 200,000   |           |
| Other expenditures                                     | 27,977    | 19,285    | 21,000    | 14,948    |               |                   |           |           |           |
| Chargebacks  |           |           | (69,650)  |           | (72,000)      | (74,160)          | (76,385)  | (78,676)  | (81,037)  |
| <b>Total operating expenses</b>                        | 1,457,897 | 1,357,892 | 1,621,840 | 1,489,089 | 1,651,190     | 1,502,501         | 1,496,076 | 1,740,958 | 1,587,187 |
| Fiscal and Other fixed cost programs:                  |           |           |           |           |               |                   |           |           |           |
| Employee benefits                                      |           | 19,517    |           |           |               |                   |           |           |           |
| <b>Total expenditures</b>                              | 1,477,414 | 1,357,892 | 1,621,840 | 1,489,089 | 1,651,190     | 1,502,501         | 1,496,076 | 1,740,958 | 1,587,187 |
| Revenues over (under) expenditures:                    | 183,993   | 232,617   | (181,945) | 42,862    | (159,978)     | 27,896            | 80,082    | (117,664) | 84,656    |
| FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **          | (100,040) | 83,953    | 316,570   | 316,570   | 359,432       | 199,454           | 227,350   | 307,432   | 189,768   |
| RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR | 83,953    | 316,570   | 134,625   | 359,432   | 199,454       | 227,350           | 307,432   | 189,768   | 274,424   |
| Fund Balance reserved for bus purchase                 | 136,419   | 197,695   | 107,222   | 251,296   | 105,696       | 137,580           | 221,920   | 108,791   | 198,268   |
| Operating Fund Balance                                 | (52,466)  | 118,875   | 118,875   | 108,136   | 93,728        | 89,740            | 85,482    | 80,947    | 76,126    |

# Bus Purchase / Operating Fund Balance

1990-1998



III-8

TRANSPORTATION EQUIPMENT INVENTORY

| ID #   | Vehicle Type | Model Year | Chassis | Body      | Fuel Type | Capacity | Miles  | Special Equipment | Scheduled replacement |
|--|--------------|------------|---------|-----------|-----------|----------|--------|-------------------|-----------------------|
| 2B   | SCHOOL BUS   | 1977       | IHC     |           | GASOLINE  | 24       | 13882  | Lift/ tie-downs   | 1994                  |
| 73   | SCHOOL BUS   | 1978       | FORD    |           | GASOLINE  | 65       | 10524  |                   | 1994                  |
| 74   | SCHOOL BUS   | 1978       | IHC     | CARPENTER | GASOLINE  | 59       | 33198  |                   | 1994                  |
| 81   | SCHOOL BUS   | 1978       | IHC     |           | GASOLINE  | 47       | 144314 |                   | 1995                  |
| 75   | SCHOOL BUS   | 1979       | IHC     |           | GASOLINE  | 65       | 18483  |                   | 1995                  |
| 78   | SCHOOL BUS   | 1980       | FORD    |           | GASOLINE  | 59       | 9332   |                   | 1995                  |
| 83   | SCHOOL BUS   | 1980       | IHC     |           | GASOLINE  | 24       | 27807  | Lift/ tie-downs   | 1996                  |
| 84   | SCHOOL BUS   | 1981       | IHC     |           | GASOLINE  | 36       | 115363 | Lift/ tie-downs   | 1996                  |
| 88   | SCHOOL BUS   | 1981       | FORD    |           | DIESEL    | 46       | 25756  | Lift/ tie-downs   | 1996                  |
| 82   | SCHOOL BUS   | 1986       | GMC     |           | GASOLINE  | 35       | 93359  | Lift/ tie-downs   | 1997                  |
| 70   | SCHOOL BUS   | 1988       | FORD    | CARPENTER | DIESEL    | 71       | 57301  |                   | 1997                  |
| 76   | SCHOOL BUS   | 1988       | IHC     | CARPENTER | DIESEL    | 65       | 79825  |                   | 1997                  |
| 77   | SCHOOL BUS   | 1988       | GMC     | CARPENTER | DIESEL    | 65       | 76694  |                   | 1998                  |
| 79   | SCHOOL BUS   | 1988       | FORD    | CARPENTER | DIESEL    | 71       | 54919  |                   | 1998                  |
| 85   | SCHOOL BUS   | 1988       | FORD    | CARPENTER | DIESEL    | 35       | 59694  | Lift/ tie-downs   | 1998                  |
| 90   | SCHOOL BUS   | 1988       | GMC     | CARPENTER | DIESEL    | 65       | 80083  |                   | 1998                  |
|  | MINI-VAN     | 1988       | FORD    | AEROSTAR  | GASOLINE  | 7        | 14533  |                   | 1996                  |
| 61   | SCHOOL BUS   | 1989       | GMC     | CARPENTER | DIESEL    | 44       | 53180  |                   | 1999                  |
| 62   | SCHOOL BUS   | 1989       | GMC     | CARPENTER | DIESEL    | 44       | 51931  |                   | 1999                  |
| 91   | SCHOOL BUS   | 1989       | FORD    | CARPENTER | DIESEL    | 65       | 55048  |                   | 1999                  |
| 92   | SCHOOL BUS   | 1989       | FORD    | CARPENTER | DIESEL    | 65       | 48516  |                   | 1999                  |
|  | MINI-VAN     | 1993       | DODGE   | CARAVAN   | GASOLINE  | 7        | 5311   |                   | 2001                  |
| 93   | SCHOOL BUS   | 1993       | IHC     | THOMAS    | DIESEL    | 78       | 0      |                   | 2004                  |
| 94*  | SCHOOL BUS   | 1993       | IHC     | THOMAS    | DIESEL    | 78       | 0      |                   | 2004                  |
| * Bus 94 has not arrived but is due in January of 1994 |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |
|  |              |            |         |           |           |          |        |                   |                       |



DISTRICT NO. 0152 TYPE 1  
 DISTRICT NAME MOORHEAD  
 ECSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
 LEVY LIMITATION ADJUST CERTIFICATION  
 1993 PAYABLE 1994

ED 111-15

PAGE 18 OF 21  
 DATE OF RUN: 09/10/93

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

| LIMITATION COMPONENTS                       | LIMITATION       | *** PROPOSED *** |                     | LIMITATION COMPONENTS                  | LIMITATION       | *** PROPOSED *** |                     |
|---|------------------|------------------|---------------------|--|------------------|------------------|---------------------|
|   |                  | /                | CERTIFIED LEVY *2 / |  |                  | /                | CERTIFIED LEVY *2 / |
| (306)<br>BASIC TRANSPORTATION               | 314,764.58<br>*1 | /                | /                   | (1301)<br>OFF-FORMULA ADJUST<br>(MEMO) |                  | /                | /                   |
| (319)<br>NONREGULAR TRANS                   | 109,634.41<br>*1 | /                | /                   | (1305)<br>FY 94 NONREGULAR ADJUST      | 4,260.64-<br>*1  | /                | 4,260.64- /         |
| (324)<br>CONTRACT TRANS                     | 91,560.00        | /                | /                   | (1309)<br>FY 93 CONTRACT ADJUST        | 640.00           | /                | /                   |
| (339)<br>EXCESS<br>TRANSPORTATION           | 165,503.66       | /                | /                   | (1316)<br>FY 92 NONREGULAR ADJUST      | 8,783.07         | /                | /                   |
| (344)<br>LATE ACTIVITY                      | 6,000.00         | /                | /                   | (1320)<br>FY 92 EXCESS ADJUST          | 6,096.80-        | /                | 6,096.80- /         |
| (345)<br>BUS PURCHASE                       |                  | /                | /                   | (1324)<br>FY 93 LATE ACTIVITY ADJ      |                  | /                | /                   |
| (346)<br>LEASED SCHOOL IN<br>OTHER DISTRICT |                  | /                | /                   | (1328)<br>FY 92 POST-SECONDARY ADJ     |                  | /                | /                   |
| (347)<br>POST-SECONDARY<br>TRANSPORTATION   |                  | /                | /                   | (1329)<br>OTHER ADJUST (MEMO)          | 561.76-          | /                | 561.76- /           |
|   |                  | /                | /                   | (2066)<br>ABATEMENT ADJUST             | 158.88           | /                | /                   |
|   |                  | /                | /                   | (3026)<br>TACONITE ADJUST              |                  | /                | /                   |
|   |                  | /                | /                   | TOTAL<br>TRANSPORTATION                | 686,125.40<br>*2 | /                | /                   |

III-10

TRANSPORTATION FOOTNOTES:

- \*1 DISTRICT UNDERLEVY IN THIS COMPONENT WILL RESULT IN PROPORTIONATE REDUCTION IN CORRESPONDING STATE AID.
- \*2 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED TRANSPORTATION LEVY ON PAGE 14 OF 21.

JAN 20 1994

MEMO #: B94.269  
MEMO TO: DR. ANDERSON  
FROM: ROBERT LACHER *R. Lacher*  
DATE: JANUARY 19, 1994

SUBJECT: TECHNOLOGY BID AWARD: HARDWARE AND SOFTWARE FOR SENIOR  
AND JUNIOR HIGH CD-ROM NETWORK FOR MEDIA CENTERS

We received bids from four vendors:

| <u>VENDOR</u>                              | <u>AMOUNT</u> |
|--|---------------|
| 1. Network Center; Fargo, ND               | \$25,910      |
| 2. Nova Technology, Inc.; Eden Prairie, MN | 27,107        |
| 3. Computerland, Fargo, ND                 | 24,759        |
| 4. PC Express, Inc.; Richfield, MN         | 26,486        |

The hardware and software bid summary is attached. The bid received from PC Express was not a complete bid as they did not bid the CD-ROM Network/Software; therefore, it was not considered. The type of network proposed by Computerland provided a daisy chain solution rather than a star topology which is the desired method.

Bid data can be seen in the business office.

Suggested Resolution: Award bid to low bidder meeting specifications; Network Center \$25,910 (1993.94 Capital Outlay Budget \$42,500.)

TECHNOLOGY BID AWARD: HARDWARE AND SOFTWARE SUMMARY for CD-ROM Network at Secondary Media Centers

| ITEM  | # | NETWORK CENTER   |              | NOVA    |              | PC EXPRESS |                                    | ComputerLand |                 |
|---|---|--|--------------|---------|--------------|------------|------------------------------------|--------------|-----------------|
|   |   | Cost/Each  | TOTALS       | Cost/Ea | TOTALS       | Cost/Each  | TOTALS                             | Cost Each    | TOTALS          |
| SERVER  | 2 | 4260   | 8520         | 4979    | 9958         | 3385       | 6770                               | 4732.54      | 9465.08         |
| Add'l for 1 gig   | 2 | inc above  |              | 357     | 714          | 389        | 778                                | 354.55       | 709.1           |
| Shipping  | 2 |  |              | 20      | 40           | 20         | 40                                 |              | 0               |
| CDROM   |   |  |              |         | 0            |            | 0                                  |              | 0               |
| SCSI Express  | 2 | 600  | 1200         | 625     | 1250         | No BID     |                                    | 575          | 1150            |
| 4 stack cd rom  | 2 | 2610   | 5220         | 2908    | 5816         | 3610       | 7220                               | 2600         | 5200            |
| 2 add'l stacks  | 2 | 1310   | 2620         | 1574    | 3148         | 3610       | 7220                               | 1300         | 2600            |
| Add'l daisy chain   | 2 | 50   | 100          | inc     |              | ?          |                                    | 42           | 84              |
| Host Adapter  | 2 | 395  | 790          | inc     |              | ?          |                                    | 575          | 1150            |
|   |   |  | <b>18450</b> |         | <b>20926</b> |            | <b>22028</b>                       |              | <b>20358.18</b> |
| NETWORKING  |   |  |              |         |              |            |                                    |              |                 |
| Novell Software   |   | <b>Note: Quotes were requested from vendors, but a lower price was obtained direct from Novell.</b>                                  |              |         |              |            |                                    |              |                 |
| NETWORK CARDS   |   |  |              |         |              |            |                                    |              |                 |
| IBM-SR-DOS  | 9 | 140  | 1260         | 107     | 963          | 108        | 972                                | 175          | 1575            |
|   |   | <b>Note: Macintosh Ethernet cards were bid; however, a new release from Apple was half the low bid card in the quotes 12/20/93..</b> |              |         |              |            |                                    |              |                 |
| Concentrators   |   |  |              |         |              |            |                                    |              |                 |
| MJH   | 2 | 570  | 1140         | 273     | 546          | 275        | 550                                | Daisey Chain |                 |
| UPS   | 2 | 580  | 1160         | 696     | 1392         | 369        | 738                                | 442.59       | 885.18          |
| Tape Backup   | 2 | 1950   | 3900         | 1640    | 3280         | 1099       | 2198                               | 970.59       | 1941.18         |
| <b>TOTALS</b>   |   |  | <b>25910</b> |         | <b>27107</b> |            | <b>26486</b>                       |              | <b>24759.54</b> |
|   |   |  |              |         |              |            | (no bid on core of network-CD-ROM) |              |                 |
| <p><b>Network Center, Fargo, is low bid meeting specifications. Based on a detailed comparison of features of the server, the server proposed by Network Center will provide the best performance, but it is also the low bid. The neworking topology recommended by ComputerLand is a daisey chain solution without hubs/concentrators which is not desired. Network Center is a local vendor who will be able to support the network in a timely fashion.</b></p> |   |  |              |         |              |            |                                    |              |                 |

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 25, 1994  
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson (7:50 pm), Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cox called the meeting to order at 7:03 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

CONSENT AGENDA: Hewitt moved, seconded by Cummings, to approve the following items on the Consent Agenda:

Grant - Accepted a grant from the Minnesota Department of Education, in the amount of \$14,611, to provide training in completing student IEPs.

Tuition Agreement - Approved the tuition agreement with Beach Public Schools as presented.

Family Leaves

Katie Russell - Grade 5, Robert Asp, to begin approximately April 13, 1994 for six weeks.  
Kathryn Koch - Grade 5, Robert Asp, to begin approximately March 13, 1994 until April 18, 1994.  
Margaret Hanson - Speech Language Pathologist, Probstfield, to begin approximately April 15, 1994 for the remainder of the 1993-94 school year.

Resignations

Collen Welle - Food Service, Riverside, effective January 21, 1994.  
Ellie Johnson - Noon Supervisor, Washington, effective January 25, 1994.

New Employees

Cindy Antonson - Collaborative Paraprofessional, Lincoln, 3 hrs/day, B21 \$8.04/hr, effective January 26, 1994.  
Lorie Shasky - Switchboard Secretary, Senior High, 4.75hrs/day, B21 \$8.04 per hour, effective February 28, 1994.

Long-Term Substitutes

Steve Zielenski - Grade 3, Washington, from August 30, 1993 until June 2, 1994.  
Kim Hillsheim - L.D. Teacher, Probstfield, from December 1, 1993 until June 2, 1994.  
Jennifer Heisler - Speech Language Pathologist, from December 15, 1993 until June 2, 1994.

S-129-B05  
MIN  
1-25-94

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 25, 1994  
PAGE 2

Lori Gaffney - Grade 2 half-time, Probstfield, from August 30, 1993 until June 2, 1994.  
Laura Tellefsen - Science Teacher, Senior High, from January 26, 1994 until June 3, 1994.  
Shelly Zahradka - M.S.M.I. Teacher, Senior High, from August 31, 1993 until February 25, 1994.

Major Magnitude Field Trip - Approved the field trip for orchestra students to Minneapolis on February 24-25, 1994.

Nonresident Agreement - Approved the following nonresident agreement, subject to action of the appropriate districts:

To Attend Moorhead Public Schools

Joseph Canales - 54 3rd Ave. No. #80, St. James, MN,  
Grade 2

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Student Activities Council meeting.

HEALTHY COMMUNITY INITIATIVE: Dr. Peter Benson, president of Search Institute in Minneapolis, presented an overview of the Healthy Community Initiative project that is being organized in Moorhead. The project is aimed at reducing at-risk factors in the community and promoting positive assets to make Moorhead a healthier community for youth. The project is to be a collaborative effort for a healthy community. People throughout the community are involved and it is anticipated to be totally self-supported.

CHOICES PROGRAM UPDATE: Jane Rawlings, coordinator for the CHOICES Program of Community Education, presented an overview of the activities for the 1993-94 school year. CHOICES offers a variety of opportunities to adults with disabilities.

Gustafson joined the meeting at 7:50 p.m.

MENTORSHIP COURSE OFFERING: Hastad moved, seconded by Ladwig, to approve the Mentorship course offering with the stipulations recommended by the PER Committee. Motion carried 7-0.

The meeting recessed from 8:30 to 8:40 p.m.

1994-95 ANNUAL OPERATIONAL PLAN: Rose Andersen, director of Community Education, and Dan Bacon, director of Transportation, reviewed the 1994-95 Annual Operation Plans for their respective funds. The Plan will be sent to the Board for approval in February.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 25, 1994  
PAGE 3

TECHNOLOGY BID AWARD: Cummings moved, seconded by Gustafson, to award the bid to the low bidder meeting specifications, Network Center of Fargo, in the amount of \$25,910. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Board members were reminded the superintendent's mid-year evaluation is due back to Bill Cox on or before February 4th.

Brief discussion was held regarding meeting requirements of drug-testing for transportation drivers.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 9:45 p.m. Motion carried 7-0.

---

Carol Ladwig, Clerk

MEMO #: S-94-133

TO: School Board  
FROM: Bruce R. Anderson, Supt.  
RE: School Board Election Resolution  
DATE: February 3, 1994

Attached please find the resolution Establishing Dates for Filing Affidavits of Candidacy for the annual school board election.

Suggested Resolution: Move to approve the resolution Establishing Dates for Filing Affidavits of Candidacy as presented.

:cbp  
Attachment

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

February 8, 1994  
7:00 p.m.

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

**ATTENDANCE:**

Bill Cox \_\_\_\_\_ Anton Hastad \_\_\_\_\_  
James Cummings \_\_\_\_\_ James Hewitt \_\_\_\_\_  
Stacey Foss \_\_\_\_\_ 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. "We Are Proud"

\*\*\* Congratulations to the winners of the Grade Spelling Bee recently held for grades 5 through 8:

Grade 5  
1st - Amanda Nygaard  
2nd - Scott Stuart  
3rd - Peter Morsch  
4th - Alyssa Tjosaas  
5th - Ryan Schumacher  
6th - Lindsay Bachman

Grade 6  
Tyler Estrem  
Sam Saarion  
Larissa Forde  
Caitlain Walseth  
Leah Moore  
Andrea Shogren

Grade 7  
1st - Rachel Sherman  
2nd - Andy Roller  
3rd - Stephanie Holte  
4th - Berkley Brun  
5th - Lisa Anderson  
6th - Maria Castillo

Grade 8  
Sean Larson  
Liz Amble  
Stacy Van de Loo  
Matt Zitzow  
Ryan Griggs  
Mandy Isabell

The winners will compete in the District Spelling Bee scheduled for February 14th for advancement to regional competition.

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

S-179-805  
MIN  
2-8-94



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, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Gifts - Pages 5-7
- (2) Acceptance of Chapter I Fund Reallocation - Pages 8-11

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Townsite Lease Agreements
  - MN Department of Corrections - Page 12
  - Association for Retarded Citizens - Page 13
- (2) Approval of Bid Award for Tax Anticipation Certificates - Pages 14-18

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Change in Contracts - Page 19
- (2) Approval of New Employees - Page 20
- (3) Approval of Resignation - Page 21
- (4) Approval of Resolution to Discontinue and Reduce Programs - Pages 22-23

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of December 2, 1993 and January 11 & 25, 1994 Minutes - Pages 24-31
- (2) Approval of January Claims
- (3) Approval of School Board Election Resolution - Pages 32-33

Suggested Resolution: Move to approve the Consent Agenda as presented.

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

3. **COMMITTEE REPORTS**

4. **MOORHEAD PUBLIC SCHOOLS PARKING & TRAFFIC CIRCULATION STUDY**  
- Jernberg Pages 34-41

Overview of a study regarding on-street and off-street parking, traffic circulation, intersection control, and signage around all Moorhead schools by Mr. Steve Grabill, Metropolitan Council of Governments.

5. CLAY COUNTY/MOORHEAD JUNIOR HIGH CRISIS PREVENTION PROGRAM - Swedberg Pages 42-45

Overview of the county and school district Family Intervention Program by Ms. Carol Beckstrom, Clay County Social Services; Mr. Dale Twedt, Center for Parents & Children; and, Mr. Al Swedberg.

6. LEASE OF ST. FRANCIS PROPERTY - Lacher  
Page 46

Suggested Resolution: Move to approve the lease for St. Francis school, convent and parish office for the 1994-95 school year from July 1, 1994 through June 30, 1995, in the amount of \$100,000.00.

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

7. PURCHASE OF ST. FRANCIS PROPERTY - Anderson  
Page 47

Suggested Resolution: Move to approve the Memorandum of Understanding for the sale and purchase of the St. Francis de Sales property.

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

8. 1994-95 ANNUAL OPERATIONAL PLAN - Lacher  
Page 48

Initial review of the Food Service and Townsite Leasing funds.

9. CLOSE PUBLIC MEETING - Cox

Suggested Resolution: In accordance with M.S. 471.05, move to close the meeting for the purpose of discussing the superintendent progress evaluation.

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

10. REOPEN PUBLIC MEETING - Cox

Suggested Resolution: Move to reconvene the public meeting at \_\_\_\_\_ p.m.

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

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>                         | <u>Date</u>     | <u>Time</u>            | <u>Place</u>      |
|--------------------------------------|-----------------|------------------------|-------------------|
| Activities Council                   | Tues., Feb. 8   | 7:00 a.m.              | Townsite          |
| School Board Mtg.                    | Tues., Feb. 8   | 7:00 p.m.              | Townsite          |
| Long Range Planning                  | Tues., Feb. 15  | 3:45 p.m.              | Sr. High          |
| PER                                  | Thurs., Feb. 17 | 7:00 a.m.              | Townsite          |
| Supt. Advisory Council               | Thurs., Feb. 17 | 7:00 p.m.              | Townsite          |
| K-12 Workshops<br>(no classes)       | Fri., Feb. 18   |                        | District-<br>wide |
| President's Day<br>(no classes)      | Mon., Feb. 21   |                        |                   |
| School Board Mtg.<br>(Building Tour) | Tues., Feb. 22  | 7:00 p.m.<br>6:30 p.m. | Robert Asp        |
| Joint Powers                         | Thurs., Mar. 3  | 7:00 a.m.              | Townsite          |
| Activities Council                   | Tues., Mar. 8   | 7:00 a.m.              | Townsite          |
| School Board Mtg.                    | Tues., Mar. 8   | 7:00 p.m.              | Townsite          |

MEMO #: I-94-237  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gift  
DATE: February 2, 1994

The District has received a 1993 Ford Festiva (VIN KNJPT05H3P6141587) from Ford Motor Company and W W Wallwork Incorporated. The vehicle is valued at \$7,236. The vehicle is donated for use by the Moorhead Senior High School Industrial Education - Automotive Program with the stipulation that it be used for classroom instruction. The vehicle is restricted to off-road purposes.

The District appreciates the gift from Ford Motor Company and W W Wallwork Incorporated and also Darvin Miller, automotive instructor, in his efforts to secure updated equipment for his class.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-94-238  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
SUBJECT: Acceptance of Gift  
DATE: February 2, 1994

The District has received a gift of a trombone (serial number 511634) and case from Greg Anderson. The gift is valued at \$80 and will be utilized by the Band Department at Robert Asp School.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

**MEMO #:** I-94-240  
**TO:** Dr. Bruce Anderson  
**FROM:** Bob Jernberg *BJ*  
**SUBJECT:** Acceptance of Gift  
**DATE:** February 2, 1994

The District has received two computer systems from Brian Wittman, F-M Civic Opera. The approximate value is \$400.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-94-239  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *Bj*  
SUBJECT: Chapter 1 Reallocation Funds  
DATE: February 2, 1994

The Minnesota Department of Education has approved \$46,500 of Chapter 1 reallocation funds for District utilization. The funds are to be used to employ the following positions for the remainder of the 1993-94 school year:

- 1) Employing six 5-hour paraprofessionals, one at each of the elementary schools, to improve services, especially English as a second language and migrant students.
- 2) Employ one additional paraprofessional for assistance at each K-4 building to support the existing grade one program.
- 3) Employ an additional part-time kindergarten home-school liaison.

Suggested Resolution: Move to accept the Chapter I reallocation funds in the amount of \$46,500 to be utilized as outlined above.

RMJ/mdm

Attachments: MDE 1/27/94 Memo  
12/29/93 Letter from P. Swedberg to MDE

Capitol Square 550 Cedar Street  
Saint Paul, Minnesota 55101 612/296-6104

## MEMORANDUM

**TO:** Pat Swedberg  
Moorhead Public Schools

**FROM:** Jessie Montano, Director *Jessie Montano*  
Office of State and Federal Programs

**SUBJECT:** Chapter 1 Reallocation Funds

**DATE:** January 27, 1994

We have reviewed your district's letter of intent to apply for Chapter 1 reallocation funds. Based on this letter as well as review of the district's needs and resources as described in your present and previous project applications, we have approved \$46,500 for the following services during school year 1993-94:

### **Additional paraprofessional time and Home School Teacher**

In approving these expenditures, we have considered such factors as the number and grade level of students who are now being served, as well as the number and grade level of eligible students not being served or whose needs require increased or different services. We also considered the nature of the services your district proposes to offer. Expenditures which were not approved did not meet the criteria which I outlined in my memorandum of December 2, 1993.

By approving your request for reallocation funds, we have given you authority to obligate funds for the activities described in your letter of intent. However, to be reimbursed for these funds you must apply for them by amending your 1993-94 project application to reflect the services cited above and the increased budget amounts.

If you have any questions, or need further information on how to apply for these funds, please call your Area Director at 612/296-2181.





December 29, 1993

Pat Swedberg  
Chapter I Coordinator  
Moorhead Public Schools  
Moorhead, MN 56560

Jessie R. Montano, Supervisor  
Special Programs Unit  
Minnesota Department of Education  
Capitol Square 550 Cedar Street  
St. Paul, MN 55101

Dear Ms. Montano,

With this letter I would like to express the Moorhead Public Schools' interest in applying for reallocation funds available through the Chapter I program. With the increased enrollment of educationally disadvantaged students we have found that our current program does not meet the needs of all students eligible for the Chapter I program. With additional funding our intent would be to improve our current program in three ways. First, to hire a paraprofessional for each elementary school to work with English as a Second Language (ESL), and migrant students. Second, to add additional paraprofessional time to meet the needs of first grade students. Third, to hire a part-time Kindergarten Home School teacher to help the present teacher meet the needs of kindergarten students.

Currently, the Chapter I program uses matching funds with the Assurance of Mastery Program to hire paraprofessionals to work within the regular education classroom to provide direct and immediate assistance to Chapter I students. This program has been successful, however with the increase of students considered to be ESL and/or migrant, our resources do not allow us to provide the needed assistance for these students. First, with reallocation funds, paraprofessionals would be hired resulting in increased student contact for the remainder of the 1993-94 school year. Second, with reallocation funds we would expand our first grade program. Currently, we have four part-time Chapter I teachers, working with first grade students in the four elementary schools. We would like to add more paraprofessional time in the first grade classrooms to meet the needs of students. Third, with reallocation funds we would expand the Kindergarten Home School Program by adding a part-time teacher. Currently, the teacher in this program is seeing 25 students and has 15 students on a waiting list, with more being added. This is a new program for us and we did not anticipate the need to be this great. We feel it is important to provide a part-time teacher to assist parents in providing educational experiences, in the home, for their children.

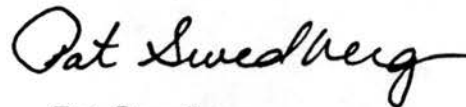
To meet these needs, we are requesting additional funds of \$46,410.16.  
Estimated costs are described below.

1. An additional five hour paraprofessional for each of the six elementary schools, for the remainder of the 1993-94 school year.  
\$8.00/hour X five hours = \$40.00/day X 90 days = \$3,600.00 X 6  
Paraprofessionals = \$21,600.00 + .1301% (fringe benefits) = \$24,410.16.
2. Additional paraprofessional time to support the existing first grade program.  
\$16,000
3. Adding a part-time Kindergarten Home School teacher.  
\$6,000

Total Funds Requested: \$46,410.16

It is our hope that our request for Chapter I reallocation funds will be considered for the 1993-94 school year.

Sincerely,



Pat Swedberg  
Chapter I Coordinator

JAN 21 1994

MEMO #: B94.256

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JANUARY 3, 1994

SUBJECT: LEASE FOR DEPARTMENT OF CORRECTIONS

Attached is the lease renewal for the Department of Corrections.  
It is for one year (May 1, 1994 to April 30, 1995).

| <u>Suite #</u> | <u>Sq. Ft.</u> | <u>Annual Rent</u> |
|----------------|----------------|--------------------|
| 204            | 600            | \$5,550.00         |

Suggested Resolution: Move to approve the above lease renewal  
for the Department of Corrections for May 1, 1994 to April 30,  
1995.

MEMO #: L94.104

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JANUARY 31, 1994

SUBJECT: LEASE RENEWAL FOR ASSOCIATION FOR RETARDED CITIZENS OF  
CLAY COUNTY

| <u>SUITE</u> | <u>SQ. FT.</u> | <u>RATE</u> | <u>ANNUAL</u> | <u>MONTHLY</u> |
|--------------|----------------|-------------|---------------|----------------|
| 141          | 388.8 SQ. FT.  | \$9.11      | \$3,541.97    | \$295.16       |

Option for second year at same rate.

Suggested Resolution: Approve lease with Association for Retarded Citizens from January 1, 1994 through December 31, 1994 in the amount of \$3,541.97.

MEMO #: B94.279

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: FEBRUARY 2, 1994

SUBJECT: TAX ANTICIPATION CERTIFICATES

Bids will be received by Evensen Dodge, Inc. They will be opened at 1:00 p.m. C.T., February 8, 1994, and the amount will be \$4,465,000.00.

Suggested Resolution: Award bids for Tax Anticipation Certificates as recommended by Bond Consultants the night of the Board Meeting.

Attached: Memo from Evensen Dodge, Inc., dated January 26, 1994



# EVENSEN DODGE INC

## SALE MEMO

*Sub-  
T-10, all your  
copies -  
Jey*

**DATE:** January 26, 1994

**TO:** James H. Stewart, Esq.  
Arntson & Stewart, P.C.  
500 Second Avenue North, Suite 250  
Fargo, ND 58107

**RE:** \$4,465,000 General Obligation Tax Anticipation  
Certificates of Indebtedness of 1994  
I.S.D. No. 152 (Moorhead), Minnesota

**PRICE:** Not less than \$4,465,000.

**SALE:** February 8, 1994. Bid opening at 1:00 P.M.,  
C.T., offices of Evensen Dodge, Inc.;  
consideration at 7:00 P.M., C.T.

**DATED AND DELIVERED:** February 24, 1994.

**DUE:** March 24, 1995.

**INTEREST:** Due at maturity, March 24, 1995.

**CALL FEATURE:** The Certificates are not subject to prior  
redemption.

**RATES:** Rates are to be expressed in integral multiples of  
1/20 or 1/8 of 1%, in non-descending order, one  
rate per maturity.

**DENOMINATION:** \$5,000 or integral multiples thereof.

**QUALIFIED TAX EX-  
EMPT OBLIGATIONS:** The Certificates are qualified tax-exempt  
obligations.

Columbus, Ohio  
(Delaware)  
614/363-5577  
800/628-7900  
614/363-4887 Fax

Costa Mesa, California  
714/545-1212  
800/322-0171  
714/557-9126 Fax

Des Moines, Iowa  
515/282-6138  
515/282-0252 Fax

Detroit, Michigan  
(Livonia)  
313/591-4040  
800/589-2800  
313/591-4554 Fax

Fargo, North Dakota  
701/235-4416  
800/328-8200  
701/239-4597 Fax

Indianapolis, Indiana  
800/328-8200  
612/338-7264 Fax

Irving, Texas  
214/444-2599  
800/842-6574  
214/869-7230 Fax

New York, New York  
212/541-3917  
212/541-3919 Fax

Orlando, Florida  
407/841-0757  
800/624-8222  
407/872-2326 Fax

Portland, Oregon  
503/220-1688  
800/554-7221  
509/493-4901 Fax

San Francisco, California  
415/955-2675  
415/955-2676 Fax

601 Second Avenue South, Suite 5100  
Minneapolis, MN 55402  
612/338-3535 800/328-8200  
612/338-7264 FAX

FORM: The Certificates will be issued as book entry only securities through The Depository Trust Company.

STATE CREDIT  
ENHANCEMENT  
PROGRAM: The District will participate.

REGISTRAR/  
PAYING AGENT: Norwest Bank Minnesota, N.A.

CUSIP NUMBERS: The issuer will assume no obligation for the assignment of CUSIP numbers on the Certificates or for the correctness of any numbers printed thereon, but will permit such printing to be done at the expense of the purchaser, if the purchaser waives any extension of the time of delivery caused thereby.

GOOD FAITH DEPOSIT: \$44,650, to be wired after bid opening.


DELIVERY: Anywhere in the United States within 40 days against payment in immediately available funds. Delivery is anticipated on or about February 24, 1994.

FUNDS INCLUDED: 1 - 5.

|                |   |                    |
|----------------|---|--------------------|
| CALCULATION OF | Maximum deficit, funds 1 - 4                  | \$1,967,900        |
| ISSUE SIZE:    | Maximum deficit, fund 5                       | 947,666            |
|                | 5% of fiscal 1993 expenditures, funds 1 - 4   | 1,535,328          |
|                | 5% of fiscal 1993 expenditures, fund 5        | 104,725            |
|                | Less: Projected interest earnings on proceeds | <u>(89,770)</u>    |
|                | Maximum allowable issue size                  | <u>\$4,465,849</u> |

ACTION: Please prepare necessary resolutions and a form of legal opinion and forward to the District and to Evensen Dodge, Inc.

**EVENSEN DODGE, INC.**

  
Jay L. Greiter  
Associate  
moorh2/b

MOORHEAD S.D. TAC SIZING CALCULATION - 1994

**FUNDS 1-4**

| PERIOD BEGINNING | BEG. BALANCE | RECEIPTS            | DISBURSEMENTS       | ENDING BALANCE BEFORE INTEREST | INTEREST EARNED @ 3% | INTEREST COST | ENDING BALANCE |
|------------------|--------------|---------------------|---------------------|--------------------------------|----------------------|---------------|----------------|
| Feb 24, 94       | \$8,543,043  | \$2,938,000         | \$2,830,000         | \$8,651,043                    | \$2,826              | \$0           | \$8,653,869    |
| Mar 1            | 8,653,869    | 3,140,000           | 7,854,000           | 3,939,869                      | 15,742               | 0             | 3,955,611      |
| Apr 1            | 3,955,611    | 2,936,000           | 2,750,000           | 4,141,611                      | 10,122               | 0             | 4,151,733      |
| May 1            | 4,151,733    | 3,029,300           | 2,940,000           | 4,241,033                      | 10,491               | 0             | 4,251,524      |
| Jun 1            | 4,251,524    | 1,594,300           | 2,460,000           | 3,385,824                      | 9,547                | 0             | 3,395,371      |
| Jul 1            | 3,395,371    | 3,225,000           | 2,140,000           | 4,480,371                      | 9,845                | 0             | 4,490,215      |
| Aug 1            | 4,490,215    | 1,580,000           | 2,800,000           | 3,270,215                      | 9,701                | 0             | 3,279,916      |
| Sep 1            | 3,279,916    | 2,220,000           | 2,900,000           | 2,599,916                      | 7,350                | 0             | 2,607,266      |
| Oct 1            | 2,607,266    | 3,692,000           | 3,000,000           | 3,299,266                      | 7,383                | 0             | 3,306,649      |
| Nov 1            | 3,306,649    | 1,092,000           | 2,850,000           | 1,548,649                      | 6,069                | 0             | 1,554,718      |
|                  |              | <u>\$25,446,600</u> | <u>\$32,524,000</u> |                                | <u>\$89,075</u>      |               |                |

**FUND 5**

| PERIOD BEGINNING | BEG. BALANCE | RECEIPTS         | DISBURSEMENTS    | ENDING BALANCE BEFORE INTEREST | INTEREST EARNED @ 3% | INTEREST COST | ENDING BALANCE |
|------------------|--------------|------------------|------------------|--------------------------------|----------------------|---------------|----------------|
| Feb 24, 94       | \$209,591    | \$107,000        | \$147,000        | \$169,591                      | \$62                 | \$0           | \$169,654      |
| Mar 1            | 169,654      | 103,400          | 147,000          | 126,054                        | 370                  | 0             | 126,423        |
| Apr 1            | 126,423      | 104,800          | 147,000          | 84,223                         | 263                  | 0             | 84,486         |
|                  |              | <u>\$315,200</u> | <u>\$441,000</u> |                                | <u>\$695</u>         |               |                |

**Issue size \$4,465,000**

F 1-4 portion  
Bal. before 5,109,500  
Bal. after \$8,543,043

Funds 1-4 max. deficit (11/30/94) \$1,967,900

Funds 1-4 prior yr's expenditures \$30,706,561

Fund 5 max. deficit (4/30/94) 947,666

Fund 5 prior yr's expenditures 2,094,501

F 5 portion  
Bal. before (821,866)  
Bal. after \$209,591

5% of prior yr's expenditures 1,640,053

Total \$32,801,062

Total (cap) \$4,555,619

Interest 89,770  
Issue + int. 4,554,770  
Cap 4,555,819



Moorhead 1994 TACs

Cash flow

Funds 1-4

| <u>Month</u> | <u>Receipts</u> | <u>Disb.</u> | <u>Fund Balance</u> | <u>Proceeds (Repay.)</u> | <u>Balance After Borrowing</u> |
|--------------|-----------------|--------------|---------------------|--------------------------|--------------------------------|
| Beg. balance |                 |              | 4,954,500           |                          | 4,954,500                      |
| January      | 2,875,000       | 2,720,000    | 5,109,500           |                          | 5,109,500                      |
| February     | 2,938,000       | 2,830,000    | 5,217,500           | 3,433,543                | 8,651,043                      |
| March        | 3,140,000       | 7,854,000    | 503,500             |                          | 3,937,043                      |
| April        | 2,936,000       | 2,750,000    | 689,500             |                          | 4,123,043                      |
| May          | 3,029,300       | 2,940,000    | 778,800             |                          | 4,212,343                      |
| June         | 1,594,300       | 2,460,000    | (86,900)            |                          | 3,346,643                      |
| July         | 3,225,000       | 2,140,000    | 998,100             |                          | 4,431,643                      |
| August       | 1,580,000       | 2,800,000    | (221,900)           |                          | 3,211,643                      |
| September    | 2,220,000       | 2,900,000    | (901,900)           |                          | 2,531,643                      |
| October      | 3,692,000       | 3,000,000    | (209,900)           |                          | 3,223,643                      |
| November     | 1,092,000       | 2,850,000    | (1,967,900)         |                          | 1,465,643                      |
| December     | 3,323,000       | 2,850,000    | (1,494,900)         |                          | 1,938,643                      |
| January      | 2,950,000       | 2,930,000    | (1,474,900)         |                          | 1,958,643                      |
| February     | 3,050,000       | 3,050,000    | (1,474,900)         |                          | 1,958,643                      |
| March        | 3,240,000       | 2,920,000    | (1,154,900)         | (3,433,543)              | (1,154,900)                    |

Fund 5

| <u>Month</u> | <u>Receipts</u> | <u>Disb.</u> | <u>Fund Balance</u> | <u>Proceeds (Repay.)</u> | <u>Balance After Borrowing</u> |
|--------------|-----------------|--------------|---------------------|--------------------------|--------------------------------|
| Beg. balance |                 |              | (807,266)           |                          | (807,266)                      |
| January      | 132,400         | 147,000      | (821,866)           |                          | (821,866)                      |
| February     | 107,000         | 147,000      | (861,866)           | 1,031,457                | 169,591                        |
| March        | 103,400         | 147,000      | (905,466)           |                          | 125,991                        |
| April        | 104,800         | 147,000      | (947,666)           |                          | 83,791                         |
| May          | 211,200         | 147,000      | (883,466)           |                          | 147,991                        |
| June         | 209,300         | 147,000      | (821,166)           |                          | 210,291                        |
| July         | 142,000         | 110,000      | (789,166)           |                          | 242,291                        |
| August       | 108,500         | 110,000      | (790,666)           |                          | 240,791                        |
| September    | 93,000          | 110,000      | (807,666)           |                          | 223,791                        |
| October      | 258,000         | 110,000      | (659,666)           |                          | 371,791                        |
| November     | 207,700         | 110,000      | (561,966)           |                          | 469,491                        |
| December     | 202,000         | 110,000      | (469,966)           |                          | 561,491                        |
| January      | 133,000         | 110,000      | (446,966)           |                          | 584,491                        |
| February     | 108,000         | 110,000      | (448,966)           |                          | 582,491                        |
| March        | 104,000         | 110,000      | (454,966)           | (1,031,457)              | (454,966)                      |

MEMORANDUM P 94.113

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 2, 1994  
SUBJECT: Change in Contract

The administration requests approval of the change in contract for the following persons:

- Jay Raymond - Art Teacher, Senior High, increase .286 for \$3352.44.  
(increase 2 class periods-falls within Annual Operating Plan Allocation)
- Margaret Olson - Home Economics - Senior High, increase .143 for \$2691.78.  
(increase 1 class period-falls within Annual Operating Plan Allocation)
- Cheryl Feigum - Science, Senior High, increase .143 for \$2538.90.  
(replace David Stone overload)
- Melissa Eidsness - Math, Senior High, increase .143 for \$1676.22.  
(increase 1 class period-falls within Annual Operating Plan Allocation)
- Charles Watson - Social Studies, Senior High, .286 for \$5834.92.  
(continuation of first semester contract for 2 class periods-falls within Annual Operating Plan Allocation)

Suggested Resolution: Move to approve the change in contract as presented.

BMF:sdh

MEMORANDUM P 94.114

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 2, 1994  
SUBJECT: New Employees

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

Philip Peterson - Community Resource Program Coordinator, \$12.27 per hour effective February 9, 1994.  
(replace Kay Batterman)

Peggy Haugstad - Community Education Secretary, Townsite Centre B21 \$8.04 per hour effective February 9, 1994.  
(replace Delores Krabbenhoft)

Tana Wilkens - MSMH Paraprofessional, Riverside Elementary, B21 \$8.04 per hour effective February 9, 1994.  
(replace Sherri Dennis)

Suggested Resolution: Move to approve the employments as presented.

BMF:sdh

MEMORANDUM P 94.116

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 2, 1994  
SUBJECT: Resignation of District Employee

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

Denise Jensen - Guidance Secretary, Junior High, effective  
February 18, 1994.

SUGGESTED RESOLUTION: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM

P 94.115

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: February 2, 1994

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

Consider the attached resolution directing the administration to discontinue and reduce educational programs and postions.

Suggested Resolution:

Move to approve the resolution as presented.

BMF:sdh

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

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

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE  
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND  
POSITIONS AND REASONS THEREFOR.

WHEREAS, the financial condition of the school district #152 dictates that the School Board must reduce expenditures, and,

WHEREAS, there is a fluctuating student enrollment, and,

WHEREAS, this reduction in expenditures and fluctuating enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and,

WHEREAS, a determination must be made as to which teachers contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

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

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economics in the school district and reduce expenditures and, as a result of fluctuating enrollments, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote

theron, the following voted in favor thereof

and the following voted against

Whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
DECEMBER 2, 1993  
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

OTHERS PRESENT: Brenda Franklin, Asst. Supt.-Human resources; Robert Jernberg, Asst. Supt.-Instruction; Robert Lacher, Asst. Supt.-Business Affairs; and, Jan Rhode, Minnesota School Boards Association.

CALL TO ORDER: The meeting was called to order at 5:00 p.m.

BOARD/ADMINISTRATION TRAINING SESSION: A Board development and leadership training session was conducted for the school board and central administration.

ADJOURNMENT: Chair Cox adjourned the meeting at 9:45 p.m.

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Carol Ladwig, Clerk

RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on March 8, 1994, and shall close on March 22, 1994. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 p.m. on March 22, 1994.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in The Forum, the official newspaper of the district, at least two weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 152 shall begin on March 8, 1994, and shall close at 5:00 p.m. on March 22, 1994.

The general election shall be held on Tuesday, May 17, 1994. At the election, two (2) members will be elected to the School Board for terms of three years each.

Affidavits of Candidacy are available from the school district clerk, 810 Fourth Avenue South. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for 30 days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 p.m. on March 22, 1994.

Dated: \_\_\_\_\_

BY ORDER OF THE SCHOOL BOARD

\_\_\_\_\_  
School District Clerk



MEMO #: I-94-242

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Moorhead Schools Parking and Traffic Circulation Study

DATE: February 2, 1994

Attached is a memo from Steve Grabill, Transportation Engineer - Metropolitan Council of Governments, regarding the Scope of Work of the Moorhead Schools Parking and Traffic Circulation Study.

Mr. Grabill will briefly discuss the study with the Board.

RMJ/mdm  
Attachment

# Metropolitan Council of Governments

701-232-3242 • FAX 701-232-5043 • Case Plaza • One No. 2nd St. • Suite 232 • Fargo, North Dakota 58102

## MEMORANDUM

**TO:** Bob Jernberg  
Dan Bacon  
Bob Martin

**FROM:** Steve A. Grabill, Transportation Engineer *Steve*

**DATE:** January 17, 1994

**SUBJECT:** Project Agreement for Moorhead Schools Parking and Traffic Circulation Study

Per our discussion with the City of Moorhead and Moorhead Independent School District #152, the F-M Council of Governments will conduct the Moorhead School Parking and Traffic Circulation Study during 1994.

On January 12, 1994, COG staff met with Bob Martin, Moorhead Public Works Director, at his request, to discuss concerns received from a number of citizens related to parking around the Moorhead Junior High School. At that time, Mr. Martin asked whether it was possible to begin the study in January, and to concentrate efforts to resolve the issues at the Moorhead Junior High prior to addressing the needs present at the other public schools. COG staff responded affirmatively, and suggested that Probstfield Elementary School be studied concurrently with Moorhead Junior High School.

Prompted by this earlier than expected desire to begin the project, COG staff prepared a draft Scope of Work (see attached) for the Study. Additionally, we felt that it was important that all parties involved with this project clearly understand and accept ancillary budget and study process terms. This is especially important since COG is concerned that the attached Scope of Work and the number of schools to be addressed by it are very ambitious and may prove to be beyond the budget. As you recall, I mentioned this concern at our October 27, 1993 meeting. Therefore, in addition to your review of the Scope of Work, please review the following process and budget terms:

- \* Since the tasks listed in the Scope of Work will very possibly require more funds than the \$6,000 budgeted, COG staff will address as many schools as possible within the current budget, and in the order established by this memo and later

joint discussions. If the full budget is spent prior to completion of all work, the City of Moorhead and Moorhead Independent School District will have the option either to discontinue the Study, or to provide additional funding at the current 50% City/50% School District rate to respond to the remaining School's needs.

- \* The Study will begin with the Moorhead Junior High School and Probstfield Elementary School, and then move on to other schools. The City and the School District will provide direction to COG concerning the order of remaining schools to be studied.
- \* While the School District will not be required to pay their \$3,000 share of the Study until after July 1, 1994 (their new budget year), all costs incurred from January 1, 1994 on through the term of the project will be the equal responsibility of the School District and the City.

Please review this information and provide COG your comments by noon, January 20, 1994. If we have not heard from you by that date, we will understand that the Scope of Work and ancillary terms are acceptable and will seek approval of them from our Policy Board that afternoon. I know that does not give you much time, however, the only remaining option is to delay the start of the Study until after February 17, 1994.

Please feel free to call me if you wish to further discuss the project Scope of Work or the items listed in this memo that are encompassed in our agreement.

# SCOPE OF WORK

## MOORHEAD SCHOOLS PARKING AND TRAFFIC CIRCULATION STUDY

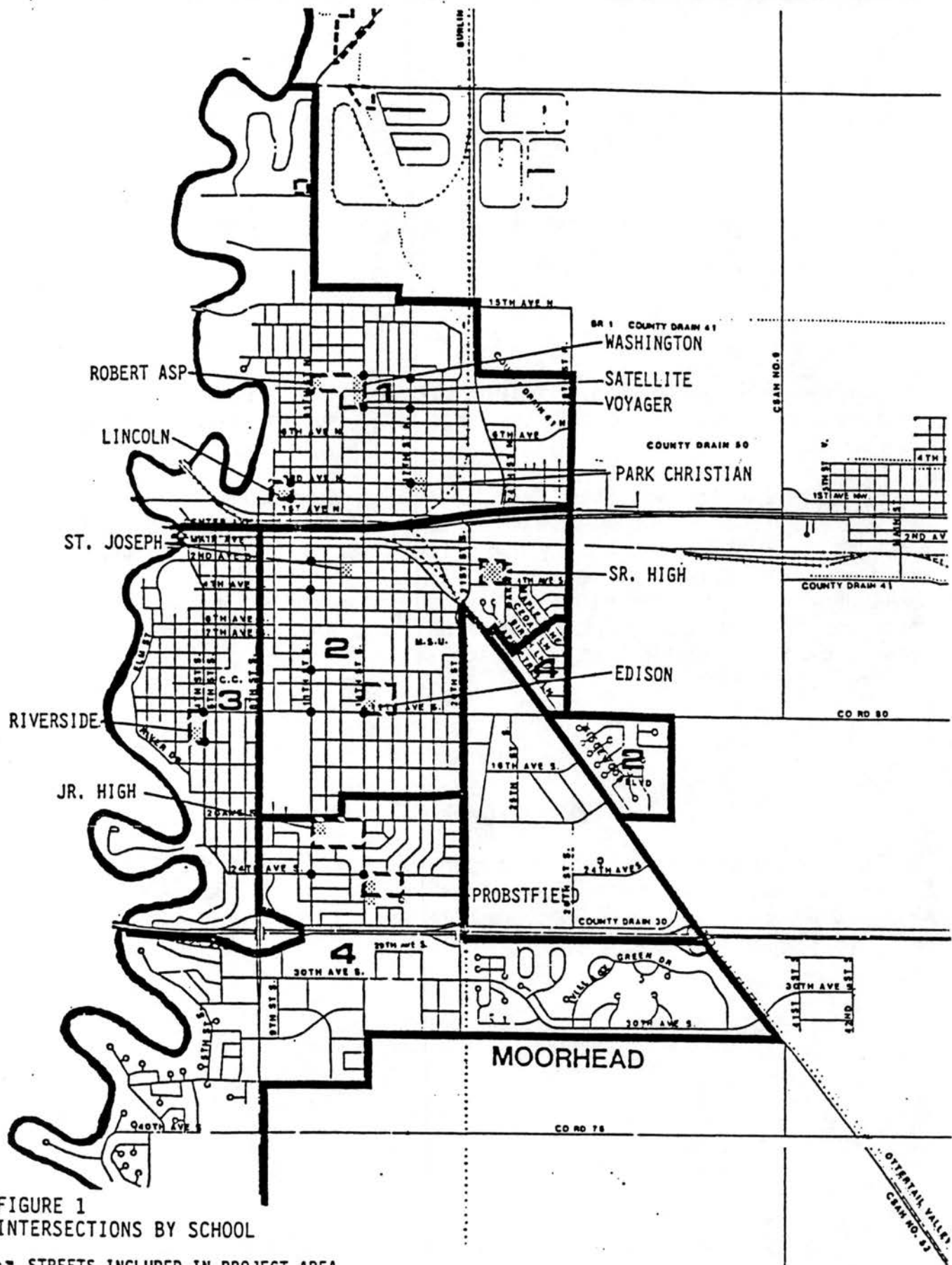
### OBJECTIVE

The objective of this task will be to complete a study of on-street and off-street parking, traffic circulation, intersection control and signage around each of the public schools in Moorhead.

City of Moorhead and school district officials have identified parking use and availability, and traffic circulation around school facilities as continual transportation and safety problems. Staff will work with City and school personnel to better identify the transportation-related issues at each school site. An inventory of existing parking availability and usage, street widths, intersection control and signage will also be conducted. Finally the Study will identify alternatives to improve on-street and off-street parking, and to recommend roadway signage, striping, and lane use improvements surrounding school facilities.

### PROJECT AREAS

The Project Areas include the school sites at the seven Moorhead Public Elementary Schools (Robert Asp, Washington, Lincoln, Riverside, Edison, Voyager and Probstfield), Moorhead Junior and Senior High Schools and the adjacent roadways. (See Figure 1).



Fargo - Moorhead  
Metropolitan Council  
Of Governments  
Case Plans # 1 - And In. No. # June 1970  
Fargo, North Dakota 58102



## **PHASE I - DATA COLLECTION AND IDENTIFICATION OF ISSUE AREAS**

### **TASK 1.0 - Existing Conditions:**

The work under this task will involve detailed non-traffic related data collection in the project areas. The resources of the City of Moorhead, Moorhead Public Schools, and the F-M COG will be used to the greatest extent possible during this task.

- 1.1** Establish a contact person for each school located within the project area.
- 1.2** Collect site drawings for each school located within the project area.
- 1.3** Collect plat maps and aerial photographs for each school located within the project area.
- 1.4** Collect detailed roadway physical characteristics:
  - a. Roadway widths, number of lanes and lane use
  - b. Access point locations
- 1.5** Develop base maps for each school site.

### **TASK 2.0 - Traffic Operational Characteristics:**

The work under this task will involve traffic data collection for each school site as required to address the specific issues identified for the site. Depending on the issues identified, data collection activities may include some or all of the tasks listed below for each individual site.

- 2.1** Collect average daily traffic volume data.
- 2.2** Collect peak hour traffic volume data.
- 2.3** Collect peak hour turning movement data.
- 2.4** Collect parking data (on-street and off-street).
- 2.5** Collect accident information data for 1990-1993.
- 2.6** Collect traffic speed data.
- 2.7** Collect school and city bus route and drop-off location information.
- 2.8** Collect street sign type and location information.

### **TASK 3.0 - Public Participation Plan and Issue Identification:**

The work under this task will involve meeting with a contact person from each school site to identify issues related to parking, traffic circulation and safety near their respective location. Prior to completing the Study, a minimum of one public meeting will be held to obtain public input on the Study recommendations.

- 3.1 Meet with city and school officials to identify issues related to each school site.
- 3.2 Conduct a public neighborhood meeting jointly with the individual Parents/Teachers Advisory Councils (PTAC) to further identify issues related to each school site. The City of Moorhead will notify those residents that are directly affected by the Study.
- 3.3 Conduct at least one (1) public meeting near the end of the Study to receive public input on recommended improvements. Members of each PTAC will be invited to attend.

## **PHASE II - DATA ANALYSIS AND DEVELOPMENT OF ALTERNATIVES / DRAFT REPORT**

### **TASK 4.0 - Analysis of Issue Areas:**

The work under this task will involve detailed analysis of the issue areas identified by school and city officials. Data collected under Tasks 1 and 2 will be utilized in this effort. Further, the school sites will be reviewed to determine whether recommendations from the 1990 Moorhead School Crossing Study have been implemented and whether they adequately address pedestrian safety concerns.

- 4.1 Analyze the traffic conditions that exist at each school site relative to the various issues that were identified under Task 3.0.
- 4.2 Review the 1990 Moorhead School Crossing Study and identify locations that still require improvements based on the Study recommendations.

### **TASK 5.0 - Development of Alternatives and Draft Report:**

The work under this task will involve reviewing the analysis completed at this point of the Study and providing recommendations that address the various issue areas. COG staff will work closely with city and school staff to assure the feasibility of the recommendations that are made.

- 5.1 Develop Study alternatives with input from the PTAC, city and school staff.

- 5.2 Document all data gathered, analysis conducted and recommendations made in the draft Report.
- 5.3 Conduct a public meeting to receive public input concerning Study recommendations provided in the draft Report.

### **PHASE III - FINAL REPORT DEVELOPMENT**

#### **TASK 6.0 - Development of Final Report:**

The work under this task will involve incorporating comments received from the public meeting into the final Moorhead School Circulation and Parking Study Report for review and acceptance by the Moorhead School Board, the Moorhead City Council, and the F-M COG Policy Board. Upon acceptance of the Study recommendations, it will be the responsibility of the City of Moorhead and the Moorhead School Board to identify necessary project funding and scheduling to implement the Study recommendations.



MEMO #: I-94-243

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Crisis Prevention Program at  
Moorhead Junior High School

DATE: February 2, 1994

The school district is in receipt of a proposal from Clay County Social Services to assist in funding a crisis prevention program at Moorhead Junior High School from February 28, 1994 through December 31, 1994. The purpose of the crisis intervention program is outlined in the attached, along with the target population, goals, program characteristics, methods, referrals, and measurement of program effectiveness.

The proposed services are to be provided by the Center for Parents and Children. The administration will develop contracts with the Center for Parents and Children for the services provided and with Clay County Social Services for funding. Clay County Social Services will pay all costs in excess of state aids if the program is implemented.

Carol Beckstrom, Clay County Social Services; Dale Twedt, Center for Parents and Children; and Al Swedberg will briefly review this information with the Board.

It is anticipated that this item will be brought to the February 22 Board meeting for approval of contracts with Clay County Social Services and the Center for Parents and Children.

RMJ/mdm  
Attachment

CLAY COUNTY/MOORHEAD JUNIOR HIGH SCHOOL  
CRISIS PREVENTION PROGRAM

PURPOSE:

Often at the time a crisis is occurring or can be predicted accurately, services to the child and/or family are unavailable or cannot be mobilized in a timely manner. A valuable window of opportunity becomes lost and children become placed in a more restrictive costly environment with maladjustive patterns of behavior being developed by the child and parents.

The purpose of the Crisis Prevention Program is to intervene with children and their families early in the crisis, with quick responsiveness and intensity to meet the pressing needs created by the crisis. With the school and other resources we hope to enhance and empower the families ability to work effectively with the community in maintaining the child in as "normal" a classroom setting as possible.

TARGET POPULATION:

The target population is Junior High students and their families where the child is identified at risk of being placed in an alternative program, at risk of suspension, or in need of reintegration from an alternative placement into the "regular" classroom.

GOALS:

1. To increase parent involvement and effectiveness with their children.
2. To create positive school/parent supporting relationships.
3. To create a coherent context between school and parent in dealing with child's behavior.
4. To prevent placement of children outside the "regular" classroom.

PROGRAM CHARACTERISTICS:

1. Services would be focused within the families community
  - a. The family home
  - b. The school

2. Services would be intense
  - a. Caseload of 3 to 4 clients
  - b. Meet about 3 times per week
  - c. Duration of service up to 3 weeks
  - d. Very specific limited goals formed around the crisis
  - e. Community resource identification and referral
  
3. Establish and make available a parent group to focus on the following:
  - a. parenting and discipline
  - b. communication with child
  - c. crisis management
  - d. communication with the community
  
4. To provide a group for children to focus on the following:
  - a. problem solving skills
  - b. communication skills
  - c. relationships
  - d. crisis management

METHODS:

1. teaching skills
2. behavioral management skills
3. communication skills
4. cognitive restructuring skills
5. collaboration with referral resource services within the school to include teacher, counselor and administration
6. educational group for parents
7. educational group for child

8. community referrals
9. crisis management skills
10. collaboration

BILLING WILL BE:

1. hourly
2. client specific
3. billed to county social service agency
4. billed monthly

REFERRALS:

1. limited to at risk students and families
2. identified through Junior High School Administration and Counselor meetings and screenings held Thursday mornings.
3. families agreeing to the services

MEASUREMENTS:

Measurements of program effectiveness will be through a number of criteria.

1. avoidance of alternative classroom placement
2. feedback from referral sources regarding goals addressed
3. feedback from the classroom regarding behavior
4. feedback from the parents regarding child's behavior and program benefits

MEMO #: B94.281

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: FEBRUARY 2, 1994

SUBJECT: ST. FRANCIS LEASE FOR 1994.95 SCHOOL YEAR FOR SCHOOL,  
CONVENT AND PRESENT PARISH OFFICE

The Board has received a proposed lease agreement with St. Francis de Sales for the 1994.95 school year. The agreement is to lease the school, convent, parish offices and site for 1994.95 in the amount of \$100,000.00, payable by July 1, 1994.

The lease may be reviewed in the Business Office.

Suggested Resolution: Approve the lease of the St. Francis school, convent and parish office for the 1994.95 school year, July 1, 1994 through June 30, 1995, for the amount of \$100,000.00.

MEMO #: S-94-132

TO: School Board  
FROM: Bruce R. Anderson, Supt.  
RE: Purchase of St. Francis Property  
DATE: February 3, 1994

Negotiations have been successful between representatives of St. Francis Church and the school district. The elements of the sale and purchase of St. Francis properties are under review by school district legal counsel.

The recommended Memorandum of Understanding will be available at the meeting on Tuesday.

Suggested Resolution: Move to approve the Memorandum of Understanding for the sale and purchase of St. Francis de Sales property.

BRA:cbp  
Attachment

MEMO #: B94.278

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: FEBRUARY 1, 1994

SUBJECT: 1994.95 ANNUAL OPERATIONAL PLAN

Attached are the above referenced funds:

- II. Food Service Fund
- VIII. Townsite Leasing Fund

Suggested Resolution: Review the Assumptions and Rationale for Revenues and Expenditures for Food Service and Townsite Leasing.

MOORHEAD AREA PUBLIC SCHOOLS

II. FOOD SERVICE FUND BUDGET PROJECTIONS

OBJECTIVES

- I. To approve the 1994-95 Food Service Fund, Assumptions and Recommendations.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.



## II. FOOD SERVICE FUND PROJECTIONS

| <u>Table of Contents</u>                                    | <u>Page</u> |
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| A. Revenue Assumptions and Rationale                        | II 1-2      |
| B. Expenditure Assumptions and Rationale                    | II 3-4      |
| C. Fund Balance   | II 5        |
| <br><u>Exhibits</u>   |             |
| A. Fund Summary   | II 6        |
| B. Fund Graphic   | II 7        |
| C. Student participation in Food Service<br>Program 1978-93 | II 8-14     |
| D. Capital Outlay Requests                                  | II 15       |

## II. FOOD SERVICE FUND

### INTRODUCTION:

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include: application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.<sup>1</sup>

<sup>1</sup> Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools ppIII-2

## II. FOOD SERVICE FUND

### REVENUE ASSUMPTIONS

#### 1. Sales:

|                        | <u>AMOUNT</u> |
|------------------------|---------------|
| 1990.91 Actual         | \$414,201     |
| 1991.92 Actual         | 434,324       |
| 1992.93 Actual         | 434,580       |
| 1993.94 Budget         | 437,326       |
| 1994.95 Prelim. Budget | 448,589       |
| 1995.96 Projected      | 458,971       |
| 1996.97 Projected      | 467,198       |
| 1997.98 Projected      | 472,193       |

#### 2. Reimbursements:

|                        |         |
|------------------------|---------|
| 1990.91 Actual         | 456,093 |
| 1991.92 Actual         | 523,289 |
| 1992.93 Actual         | 557,625 |
| 1993.94 Budget         | 571,111 |
| 1994.95 Prelim. Budget | 594,491 |
| 1995.96 Projected      | 617,439 |
| 1996.97 Projected      | 637,601 |
| 1997.98 Projected      | 653,076 |

## II. FOOD SERVICE FUND

### Revenue Rationale

- 1.0 The percentage of meals served will remain the same as 1992.93
- 1.1 The percentage of paid, free and reduced meals will remain the same as 1992.93
- 1.2 All breakfast, milk, adult and ala Carte sales will remain the same as 1992.93
- 1.3 Meal & milk prices will remain the same as 1992.93

2. Reimbursements: The percentage of paid, free and reduced meals will remain constant.

The per meal reimbursements from the state (meals and milk) will remain constant.

The per meal reimbursements for commodities will remain constant.

The per meal federal reimbursements (cash) for paid meals will remain constant.

The per meal federal reimbursements (cash) for free and reduced meals will increase yearly by .0125 per breakfast and .0275 per lunch.

II. FOOD SERVICE FUND

Expenditure Assumption

Basic Assumptions

1. Total Operating Expenses

|                        | <u>Amount</u> |
|------------------------|---------------|
| 1990.91 Actual         | \$ 891,074    |
| 1991.92 Actual         | 931,285       |
| 1992.93 Est. Actual    | 965,374       |
| 1993.94 Budget         | 1,036,847     |
| 1994.95 Prelim. Budget | 1,041,902     |
| 1995.96 Projected      | 1,072,860     |
| 1996.97 Projected      | 1,104,745     |
| 1997.98 Projected      | 1,137,588     |

2. Capital Expenses

|         |        |
|---------|--------|
| 1990.91 | \$ 0   |
| 1991.92 | 6,261  |
| 1992.93 | 12,342 |
| 1993.94 | 35,000 |
| 1994.95 | 10,000 |
| 1995.96 | 10,000 |
| 1996.97 | 10,000 |
| 1997.98 | 10,000 |

## II. FOOD SERVICE FUND

### Expenditure Rationale

#### Basic Assumptions

- 1.1 Expenses will increase by three percent per year.
  
- 1.2 Food Service Fund will pay \$15,000 for capital equipment in 1993-94. This is equivalent to .04 for each paid student meal served.
  
2. Capital Expense: Food Service Fund will receive \$20,000 from the Capital Outlay Fund. (\$10,000 carry over from 1992.93 plus \$10,000 allocated for 1993.94.)

II. FOOD SERVICE FUND

Fund Balance Projections

|         |                | <u>Amount</u> |
|---------|----------------|---------------|
| 1990.91 | Actual         | \$ 52,569     |
| 1991.92 | Actual         | 89,383        |
| 1992.93 | Actual         | 119,192       |
| 1993.94 | Budget         | 115,352       |
| 1994.95 | Prelim. Budget | 131,190       |
| 1995.96 | Projected      | 149,493       |
| 1996.97 | Projected      | 164,395       |
| 1997.98 | Projected      | 167,022       |

II FOOD SERVICE FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGET

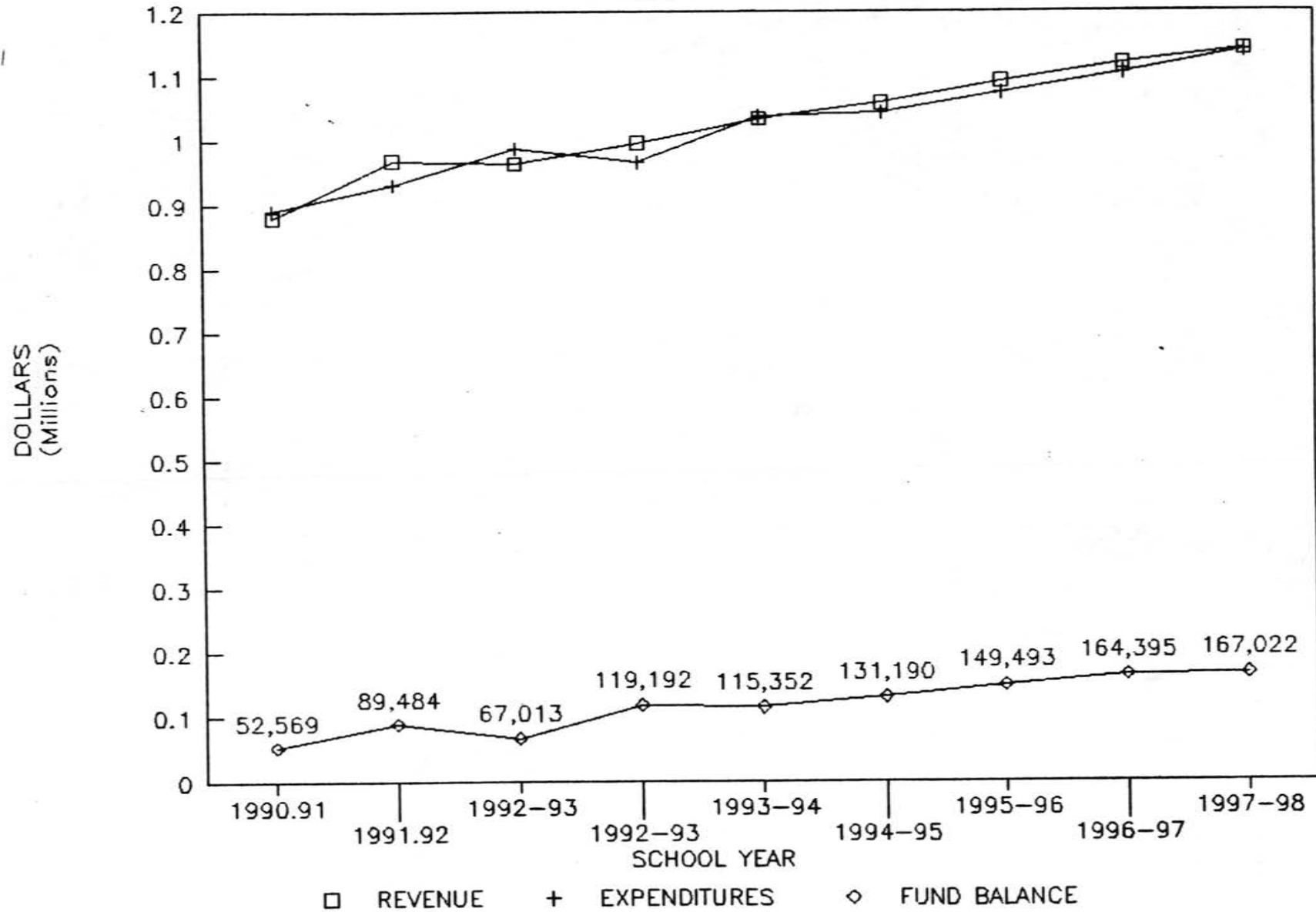
PRINT DATE 16-Nov-93 <sup>II-6</sup>

|  | 1990.91<br>ACTUAL | 1991.92<br>ACTUAL | 1992-93<br>BUDGET | 1992-93<br>Actual | 1993-94<br>BUDGET | 1994-95           | 1995-96          | 1996-97          | 1997-98          |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|
|  |                   |                   |                   |                   |                   | P R O J E C T E D |                  |                  |                  |
| <b>REVENUES:</b>   |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Other local and county sources:                                |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Interest   | 1,059             | 4,280             | 4,280             | 2,873             | 3,000             | 3,090             | 3,183            | 3,278            | 3,377            |
| Miscellaneous local revenues                                   | 8,581             | 44                |                   | 4                 | 1,570             | 1,570             | 1,570            | 1,570            | 1,570            |
|  | 9,640             | 4,324             | 4,280             | 2,877             | 4,570             | 4,660             | 4,753            | 4,848            | 4,947            |
| State sources:   |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Lunch program aid  | 35,955            | 43,507            | 28,350            | 38,597            | 40,993            | 42,062            | 43,048           | 43,828           | 44,302           |
| Federal sources:   |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Lunch program aid  | 327,039           | 380,927           | 409,315           | 423,325           | 441,321           | 461,275           | 480,516          | 497,390          | 510,404          |
| Food distribution program                                      | 93,099            | 98,855            | 76,430            | 95,703            | 88,797            | 91,154            | 93,875           | 96,383           | 98,370           |
|  | 420,138           | 479,782           | 485,745           | 519,028           | 530,118           | 552,429           | 574,391          | 593,773          | 608,774          |
| Sale of food   | 414,201           | 434,326           | 446,095           | 434,580           | 437,326           | 448,589           | 458,971          | 467,198          | 472,193          |
| Transfers (Equipment)  |                   | 6,261             | 0                 | 0                 | 20,000            | 10,000            | 10,000           | 10,000           | 10,000           |
| <b>Total revenues</b>  | <b>879,934</b>    | <b>968,200</b>    | <b>964,470</b>    | <b>995,082</b>    | <b>1,033,007</b>  | <b>1,057,740</b>  | <b>1,091,163</b> | <b>1,119,647</b> | <b>1,140,216</b> |
| <b>EXPENDITURES:</b>   |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Food support services:   |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Salaries and wages   | 280,922           | 291,294           | 291,921           | 297,217           | 306,103           | 315,266           | 324,745          | 334,487          | 344,522          |
| Employee benefits  | 30,379            | 44,421            | 51,430            | 45,150            | 52,611            | 54,189            | 55,815           | 57,489           | 59,214           |
| Purchased services   | 47,345            | 37,761            |                   |                   |                   |                   |                  |                  |                  |
| Food costs-USDA commodities                                    | 93,099            | 98,855            | 76,430            | 95,703            | 88,796            | 91,460            | 94,204           | 97,030           | 99,941           |
| Food costs and milk  | 411,127           | 438,482           | 442,000           | 429,956           | 458,000           | 471,740           | 485,892          | 500,469          | 515,483          |
| Equipment  | 0                 | 6,261             | 25,000            | 12,342            | 35,000            | 10,000            | 10,000           | 10,000           | 10,000           |
| Other expenditures   | 21,005            | 14,211            | 100,160           | 85,006            | 96,337            | 99,227            | 102,264          | 105,270          | 108,428          |
| <b>Total operating expenses</b>                                | <b>883,877</b>    | <b>931,285</b>    | <b>986,941</b>    | <b>965,374</b>    | <b>1,036,847</b>  | <b>1,041,902</b>  | <b>1,072,860</b> | <b>1,104,745</b> | <b>1,137,588</b> |
| Fiscal and Other fixed cost programs:                          |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Employee benefits  | 7,197             | 0                 |                   |                   |                   |                   |                  |                  |                  |
| <b>Total expenditures</b>                                      | <b>891,074</b>    | <b>931,285</b>    | <b>986,941</b>    | <b>965,374</b>    | <b>1,036,847</b>  | <b>1,041,902</b>  | <b>1,072,860</b> | <b>1,104,745</b> | <b>1,137,588</b> |
| Revenues over (under) expenditures                             | (11,140)          | 36,915            | (22,471)          | 29,708            | (3,840)           | 15,838            | 18,303           | 14,902           | 2,627            |
| Other financing sources:                                       |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Operating transfer from capital expenditure fund               |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| Revenues and other financing sources over (under) expenditures | (11,140)          | 36,915            | (22,471)          | 29,708            | (3,840)           | 15,838            | 18,303           | 14,902           | 2,627            |
| END BALANCE, (DEFICIT), BEGINNING                              |                   |                   |                   |                   |                   |                   |                  |                  |                  |
| THIS YEAR  | 63,709            | 52,569            | 89,484            | 89,484            | 119,192           | 115,352           | 131,190          | 149,493          | 164,395          |
| RETAINED EARNINGS (DEFICIT), FUND BALANCE, END OF YEAR         | 52,569            | 89,484            | 67,013            | 119,192           | 115,352           | 131,190           | 149,493          | 164,395          | 167,022          |



# FOOD SERVICE FUND

1990 TO 1998



ANALYSIS OF PARTICIPATION

| YEAR    | ADP  | % PARTICIPATION | NOTES                          |
|---------|------|-----------------|--------------------------------|
| 1978-79 | 3052 | 60.63           |                                |
| 1979-80 | 2969 | 62.68           |                                |
| 1980-81 | 2720 | 60.82           | 15 cent price increase         |
| 1981-82 | 2276 | 55.24           | 15 cent price increase         |
| 1982-83 | 2336 | 57.72           |                                |
| 1983-84 | 2346 | 59.60           | Strike                         |
| 1984-85 | 2499 | 63.10           |                                |
| 1985-86 | 2598 | 65.70           |                                |
| 1986-87 | 2696 | 65.30           |                                |
| 1987-88 | 2753 | 64.5            | 5 cent price increase          |
| -89     | 2935 | 66.0            |                                |
| 1989-90 | 3005 | 66.7            |                                |
| 1990-91 | 3157 | 66.3            | First full year of Bon Appetit |
| 1991-92 | 3226 | 65.2            |                                |
| 1992-93 | 3342 | 64.9            |                                |

ANALYSIS OF PARTICIPATION

| MONTH          | BP          | BR | BO | NO | ED | PR | RI | NA | BA | TOTAL        |
|----------------|-------------|----|----|----|----|----|----|----|----|--------------|
| <u>1978-79</u> |             |    |    |    |    |    |    |    |    |              |
| SEPTEMBER      | 3075        |    |    |    |    |    |    |    |    | 61.1         |
| OCTOBER        | 3170        |    |    |    |    |    |    |    |    | 62.9         |
| NOVEMBER       | 3185        |    |    |    |    |    |    |    |    | 63.3         |
| DECEMBER       | 3234        |    |    |    |    |    |    |    |    | 64.2         |
| JANUARY        | 3103        |    |    |    |    |    |    |    |    | 61.6         |
| FEBRUARY       | 2915        |    |    |    |    |    |    |    |    | 57.9         |
| MARCH          | 2999        |    |    |    |    |    |    |    |    | 59.6         |
| APRIL          | 2949        |    |    |    |    |    |    |    |    | 58.6         |
| MAY            | 2899        |    |    |    |    |    |    |    |    | 57.6         |
| <b>TOTAL</b>   | <b>3052</b> |    |    |    |    |    |    |    |    | <b>60.63</b> |

|                |             |      |      |      |      |      |      |      |      |              |
|----------------|-------------|------|------|------|------|------|------|------|------|--------------|
| <u>1979-80</u> |             |      |      |      |      |      |      |      |      |              |
| SEPTEMBER      | 2829        | 16.6 | 80.0 | 82.2 | 84.7 | 71.2 | 83.3 | 80.2 | 85.0 | 59.7         |
| OCTOBER        | 2863        | 18.0 | 80.7 | 79.9 | 84.3 | 75.7 | 83.9 | 80.2 | 85.0 | 60.4         |
| NOVEMBER       | 2877        | 20.9 | 72.0 | 79.7 | 83.9 | 78.5 | 88.5 | 81.7 | 76.7 | 60.7         |
| DECEMBER       | 3085        | 31.2 | 78.3 | 77.6 | 86.3 | 79.1 | 90.2 | 84.4 | 81.9 | 65.1         |
| JANUARY        | 3121        | 37.7 | 82.6 | 82.3 | 84.4 | 73.8 | 82.9 | 78.9 | 82.7 | 65.9         |
| FEBRUARY       | 3037        | 37.6 | 81.1 | 82.8 | 79.7 | 69.6 | 77.9 | 76.2 | 83.7 | 64.1         |
| MARCH          | 3102        | 37.3 | 83.5 | 85.7 | 83.4 | 71.8 | 78.5 | 77.3 | 84.6 | 65.5         |
| APRIL          | 3035        | 32.3 | 83.8 | 83.5 | 84.4 | 73.4 | 80.1 | 76.9 | 83.7 | 64.1         |
| MAY            | 2823        | 28.9 | 82.3 | 79.3 | 78.6 | 65.9 | 74.8 | 69.9 | 79.8 | 59.6         |
| <b>TOTAL</b>   | <b>2969</b> |      |      |      |      |      |      |      |      | <b>62.68</b> |

|   |             |      |      |      |      |      |      |      |      |              |
|---|-------------|------|------|------|------|------|------|------|------|--------------|
| <u>1980-81 (15 cent price increase)</u> |             |      |      |      |      |      |      |      |      |              |
| SEPTEMBER                               | 2589        | 29.6 | 71.6 | 74.3 | 82.4 | 63.2 | 71.8 | 67.5 | 75.2 | 57.9         |
| OCTOBER                                 | 2731        | 34.5 | 73.3 | 77.8 | 85.9 | 63.6 | 72.4 | 71.0 | 80.9 | 61.1         |
| NOVEMBER                                | 2804        | 36.6 | 74.2 | 79.3 | 86.8 | 69.4 | 73.8 | 70.8 | 78.2 | 62.7         |
| DECEMBER                                | 2853        | 39.9 | 73.5 | 79.9 | 88.1 | 68.2 | 74.5 | 71.6 | 77.2 | 64.6         |
| JANUARY                                 | 2796        | 38.8 | 71.7 | 79.8 | 86.1 | 64.8 | 73.9 | 71.1 | 74.0 | 63.4         |
| FEBRUARY                                | 2774        | 39.0 | 71.9 | 79.6 | 85.5 | 61.3 | 71.2 | 71.1 | 76.0 | 62.9         |
| MARCH                                   | 2666        | 36.3 | 69.3 | 78.1 | 82.2 | 58.9 | 68.4 | 69.5 | 74.0 | 60.5         |
| APRIL                                   | 2754        | 37.3 | 71.4 | 81.5 | 84.8 | 59.3 | 70.1 | 72.7 | 79.0 | 62.5         |
| MAY                                     | 2601        | 31.7 | 72.7 | 80.1 | 82.6 | 55.3 | 65.9 | 67.5 | 78.0 | 58.9         |
| <b>TOTAL</b>                            | <b>2720</b> |      |      |      |      |      |      |      |      | <b>60.82</b> |

ANALYSIS OF PARTICIPATION

| MONTH                             | ADP  | SR   | SO   | NO | ED   | PR   | RI   | MA   | SA   | TOTAL |
|-----------------------------------|------|------|------|----|------|------|------|------|------|-------|
| 1981-82 (15 cents price increase) |      |      |      |    |      |      |      |      |      |       |
| SEPTEMBER                         | 2087 | 30.9 | 71.0 |    | 73.0 | 51.4 | 64.3 | 55.0 | 64.7 | 50.7  |
| OCTOBER                           | 2288 | 34.9 | 74.1 |    | 76.6 | 59.2 | 69.1 | 62.5 | 72.5 | 55.5  |
| NOVEMBER                          | 2284 | 34.7 | 73.3 |    | 77.7 | 58.9 | 70.2 | 63.0 | 67.6 | 55.5  |
| DECEMBER                          | 2335 | 36.7 | 73.2 |    | 79.4 | 62.0 | 73.9 | 63.9 | 70.6 | 57.2  |
| JANUARY                           | 2384 | 37.9 | 75.0 |    | 80.9 | 59.4 | 76.8 | 63.2 | 68.6 | 57.9  |
| FEBRUARY                          | 2359 | 37.2 | 74.9 |    | 79.6 | 58.5 | 75.7 | 63.2 | 70.6 | 57.3  |
| MARCH                             | 2336 | 36.4 | 73.3 |    | 80.9 | 58.1 | 72.4 | 63.4 | 72.5 | 56.7  |
| APRIL                             | 2260 | 32.6 | 73.9 |    | 79.8 | 56.5 | 73.2 | 62.2 | 69.6 | 54.9  |
| MAY                               | 2186 | 29.8 | 73.5 |    | 78.8 | 54.5 | 68.8 | 61.8 | 72.5 | 53.1  |
| TOTAL                             | 2276 |      |      |    |      |      |      |      |      | 55.24 |

|           |      |      |      |  |      |      |      |      |  |       |
|-----------|------|------|------|--|------|------|------|------|--|-------|
| 1982-83   |      |      |      |  |      |      |      |      |  |       |
| SEPTEMBER | 2235 | 37.3 | 70.2 |  | 76.4 | 53.2 | 65.9 | 62.7 |  | 55.2  |
| OCTOBER   | 2397 | 40.0 | 73.6 |  | 80.4 | 57.7 | 71.2 | 69.1 |  | 59.2  |
| NOVEMBER  | 2398 | 41.2 | 73.3 |  | 79.7 | 57.5 | 72.6 | 66.7 |  | 59.3  |
| DECEMBER  | 2411 | 40.5 | 72.5 |  | 77.5 | 59.3 | 75.9 | 69.9 |  | 59.6  |
| JANUARY   | 2371 | 39.9 | 73.4 |  | 79.1 | 59.3 | 68.2 | 66.7 |  | 58.6  |
| FEBRUARY  | 2398 | 39.7 | 75.4 |  | 81.4 | 60.7 | 67.4 | 67.2 |  | 59.3  |
| MARCH     | 2350 | 39.1 | 73.3 |  | 78.7 | 59.3 | 66.1 | 67.0 |  | 58.0  |
| APRIL     | 2353 | 36.9 | 72.2 |  | 83.3 | 60.3 | 67.9 | 68.6 |  | 58.1  |
| MAY       | 2146 | 32.1 | 69.9 |  | 78.9 | 53.8 | 59.7 | 62.1 |  | 53.0  |
| TOTAL     | 2336 |      |      |  |      |      |      |      |  | 57.72 |

|                  |      |      |      |  |      |      |      |      |  |       |
|------------------|------|------|------|--|------|------|------|------|--|-------|
| 1983-84 (STRIKE) |      |      |      |  |      |      |      |      |  |       |
| SEPTEMBER        | 2315 | 38.2 | 74.1 |  | 80.8 | 60.2 | 64.9 | 68.1 |  | 58.5  |
| OCTOBER          | 2452 | 41.3 | 77.4 |  | 79.7 | 64.6 | 69.2 | 74.8 |  | 61.9  |
| NOVEMBER         | 2440 | 41.7 | 78.0 |  | 79.3 | 63.4 | 68.9 | 72.8 |  | 61.6  |
| DECEMBER         | 2481 | 42.9 | 77.1 |  | 79.9 | 66.5 | 70.1 | 73.9 |  | 62.7  |
| JANUARY          | 2420 | 41.0 | 79.9 |  | 76.3 | 63.4 | 68.6 | 71.1 |  | 61.1  |
| FEBRUARY         | 2095 | 36.2 | 62.9 |  | 66.1 | 58.0 | 59.9 | 64.2 |  | 52.9  |
| MARCH            | 2435 | 40.5 | 76.7 |  | 80.8 | 64.6 | 69.2 | 74.1 |  | 61.5  |
| APRIL            | 2417 | 38.6 | 78.3 |  | 79.5 | 65.5 | 68.3 | 74.4 |  | 61.1  |
| MAY              | 2244 | 32.8 | 75.8 |  | 76.5 | 61.9 | 62.9 | 70.1 |  | 56.7  |
| TOTAL            | 2346 |      |      |  |      |      |      |      |  | 59.60 |

ANALYSIS OF PARTICIPATION

| MONTH          | ADP  | SR   | JR   | ASP | ED   | PR   | RI   | MA   | TOTAL |
|----------------|------|------|------|-----|------|------|------|------|-------|
| <u>1984-85</u> |      |      |      |     |      |      |      |      |       |
| SEPTEMBER      | 2440 | 39.7 | 71.6 |     | 81.1 | 68.9 | 68.5 | 74.0 | 61.4  |
| OCTOBER        | 2578 | 43.7 | 72.2 |     | 83.6 | 72.6 | 73.4 | 79.7 | 64.9  |
| NOVEMBER       | 2604 | 44.8 | 72.9 |     | 84.2 | 72.4 | 74.6 | 79.5 | 65.5  |
| DECEMBER       | 2574 | 44.5 | 68.6 |     | 83.2 | 72.1 | 77.4 | 80.3 | 64.8  |
| JANUARY        | 2571 | 43.7 | 71.6 |     | 84.4 | 71.3 | 76.1 | 78.1 | 64.7  |
| FEBRUARY       | 2539 | 44.4 | 70.3 |     | 81.7 | 69.7 | 73.4 | 77.9 | 63.9  |
| MARCH          | 2515 | 41.8 | 70.6 |     | 82.6 | 70.0 | 73.7 | 78.2 | 63.3  |
| APRIL          | 2467 | 38.2 | 71.5 |     | 80.7 | 70.6 | 73.1 | 78.9 | 62.1  |
| MAY            | 2327 | 33.6 | 69.9 |     | 77.1 | 65.3 | 71.3 | 76.6 | 58.6  |
| TOTAL          | 2499 |      |      |     |      |      |      |      | 63.10 |

|                |      |      |      |      |      |      |      |      |      |
|----------------|------|------|------|------|------|------|------|------|------|
| <u>1985-86</u> |      |      |      |      |      |      |      |      |      |
| SEPTEMBER      | 2532 | 43.7 | 72.9 | 70.3 | 77.5 | 72.4 | 75.1 | 79.9 | 64.0 |
| OCTOBER        | 2657 | 47.1 | 74.3 | 73.3 | 78.7 | 78.1 | 77.4 | 84.4 | 67.2 |
| NOVEMBER       | 2698 | 47.5 | 74.9 | 75.9 | 77.8 | 80.2 | 80.4 | 86.3 | 68.2 |
| DECEMBER       | 2629 | 46.6 | 72.3 | 74.4 | 78.2 | 77.9 | 75.7 | 83.8 | 66.5 |
| JANUARY        | 2604 | 47.7 | 72.6 | 76.7 | 75.6 | 73.4 | 74.1 | 81.6 | 65.8 |
| FEBRUARY       | 2551 | 47.1 | 71.5 | 75.6 | 73.9 | 71.5 | 71.1 | 79.5 | 64.5 |
| MARCH          | 2650 | 46.9 | 74.3 | 80.1 | 76.6 | 77.9 | 74.8 | 83.5 | 66.9 |
| APRIL          | 2645 | 44.3 | 76.8 | 81.2 | 79.9 | 75.9 | 76.1 | 84.6 | 66.9 |
| MAY            | 2467 | 38.1 | 74.7 | 78.9 | 77.3 | 69.9 | 73.1 | 79.3 | 62.4 |
| TOTAL          | 2598 |      |      |      |      |      |      |      | 65.7 |

**ANALYSIS OF PARTICIPATION**

| <b>MONTH</b>                           | <b>ADP</b>  | <b>SR</b> | <b>JR</b> | <b>ASP</b> | <b>ED</b> | <b>PR</b> | <b>RI</b> | <b>MA</b> | <b>TOTAL</b> |
|--|-------------|-----------|-----------|------------|-----------|-----------|-----------|-----------|--------------|
| <b>1986-87</b>                         |             |           |           |            |           |           |           |           |              |
| SEPTEMBER                              | 2699        | 41.1      | 79.1      | 80.6       | 84.7      | 76.4      | 74.3      | 76.9      | 65.3         |
| OCTOBER                                | 2749        | 41.8      | 81.2      | 82.2       | 85.4      | 77.3      | 74.6      | 79.8      | 66.5         |
| NOVEMBER                               | 2819        | 44.1      | 80.9      | 83.5       | 87.3      | 79.0      | 76.9      | 81.5      | 68.2         |
| DECEMBER                               | 2784        | 44.1      | 78.9      | 81.2       | 86.8      | 77.7      | 76.6      | 80.2      | 67.4         |
| JANUARY                                | 2718        | 42.9      | 80.4      | 79.6       | 85.2      | 74.9      | 73.7      | 76.2      | 65.8         |
| FEBRUARY                               | 2714        | 41.3      | 78.6      | 84.8       | 85.4      | 74.7      | 73.4      | 79.4      | 65.7         |
| MARCH                                  | 2672        | 38.8      | 78.9      | 82.2       | 85.9      | 74.7      | 73.4      | 78.9      | 64.7         |
| APRIL                                  | 2707        | 36.7      | 80.4      | 84.8       | 87.8      | 78.3      | 76.3      | 81.3      | 65.5         |
| MAY                                    | 2527        | 33.6      | 77.0      | 77.7       | 83.8      | 72.6      | 72.2      | 75.0      | 61.2         |
| <b>TOTAL</b>                           | <b>2696</b> |           |           |            |           |           |           |           | <b>65.3</b>  |
| <b>1987-88 (5 cent price increase)</b> |             |           |           |            |           |           |           |           |              |
| SEPTEMBER                              | 2737        | 37.5      | 76.8      | 76.7       | 79.3      | 74.6      | 70.6      | 81.4      | 64.1         |
| OCTOBER                                | 2810        | 40.1      | 76.3      | 79.2       | 80.2      | 75.6      | 72.3      | 84.3      | 65.9         |
| NOVEMBER                               | 2830        | 41.1      | 75.7      | 80.7       | 79.6      | 75.4      | 74.8      | 84.5      | 66.3         |
| DECEMBER                               | 2776        | 39.4      | 73.9      | 77.3       | 78.9      | 74.7      | 75.2      | 84.1      | 65.1         |
| JANUARY                                | 2806        | 40.5      | 74.4      | 79.5       | 80.7      | 74.6      | 74.2      | 84.3      | 65.8         |
| FEBRUARY                               | 2781        | 40.3      | 73.6      | 79.5       | 81.1      | 74.1      | 72.3      | 82.6      | 65.2         |
| MARCH                                  | 2761        | 36.8      | 73.9      | 80.4       | 82.4      | 74.2      | 75.2      | 83.8      | 64.7         |
| APRIL                                  | 2753        | 33.7      | 75.4      | 77.3       | 85.2      | 76.8      | 77.7      | 83.8      | 64.5         |
| MAY                                    | 2567        | 31.2      | 70.6      | 74.9       | 79.3      | 70.6      | 72.9      | 77.6      | 60.2         |
| <b>TOTAL</b>                           | <b>2753</b> |           |           |            |           |           |           |           | <b>64.5</b>  |
| <b>1988-89</b>                         |             |           |           |            |           |           |           |           |              |
| SEPTEMBER                              | 2839        | 32.4      | 72.5      | 73.2       | 81.1      | 78.5      | 77.2      | 84.6      | 63.9         |
| OCTOBER                                | 3008        | 37.9      | 74.6      | 79.8       | 81.1      | 80.7      | 80.6      | 87.9      | 67.7         |
| NOVEMBER                               | 2992        | 39.3      | 74.6      | 80.4       | 78.5      | 77.2      | 80.2      | 86.4      | 67.3         |
| DECEMBER                               | 2981        | 38.5      | 72.0      | 80.9       | 78.3      | 80.5      | 78.7      | 86.7      | 67.1         |
| JANUARY                                | 2926        | 37.5      | 71.6      | 78.5       | 78.9      | 78.5      | 80.6      | 83.0      | 65.8         |
| FEBRUARY                               | 2952        | 38.6      | 71.7      | 80.4       | 77.3      | 76.1      | 80.6      | 86.2      | 66.4         |
| MARCH                                  | 2969        | 37.5      | 72.0      | 81.5       | 78.3      | 76.4      | 82.9      | 88.1      | 66.8         |
| APRIL                                  | 2922        | 33.9      | 72.5      | 81.5       | 78.3      | 77.2      | 82.1      | 87.4      | 65.7         |
| MAY                                    | 2827        | 30.4      | 71.6      | 77.4       | 78.5      | 78.5      | 82.9      | 82.9      | 63.6         |
| <b>TOTAL</b>                           | <b>2935</b> |           |           |            |           |           |           |           | <b>66.0</b>  |

ANALYSIS OF PARTICIPATION

| MONTH     | ADP  | SR   | JR   | ASP  | ED   | PR   | RI   | MA   | VOY | TOTAL |
|-----------|------|------|------|------|------|------|------|------|-----|-------|
| 1989-90   |      |      |      |      |      |      |      |      |     |       |
| SEPTEMBER | 2984 | 32.9 | 70.9 | 80.6 | 81.1 | 79.9 | 78.2 | 88.3 |     | 66.2  |
| OCTOBER   | 3065 | 35.3 | 71.4 | 84.5 | 80.4 | 83.1 | 80.0 | 88.9 |     | 68.0  |
| NOVEMBER  | 3104 | 37.7 | 75.2 | 84.0 | 78.5 | 81.1 | 79.7 | 89.8 |     | 68.9  |
| DECEMBER  | 3068 | 39.3 | 72.4 | 81.6 | 77.4 | 80.5 | 80.3 | 86.9 |     | 68.1  |
| JANUARY   | 3061 | 38.7 | 71.8 | 80.9 | 81.3 | 79.4 | 77.3 | 88.3 |     | 67.9  |
| FEBRUARY  | 3053 | 37.5 | 72.2 | 81.6 | 80.1 | 77.9 | 77.9 | 90.2 |     | 67.8  |
| MARCH     | 3008 | 35.4 | 72.1 | 80.5 | 80.6 | 77.6 | 76.9 | 88.9 |     | 66.8  |
| APRIL     | 2993 | 33.8 | 71.7 | 80.3 | 79.7 | 77.9 | 78.8 | 89.9 |     | 66.4  |
| MAY       | 2765 | 29.8 | 69.5 | 68.9 | 78.3 | 74.3 | 70.6 | 83.2 |     | 61.4  |
| TOTAL     | 3005 |      |      |      |      |      |      |      |     | 66.7  |

1990-91 (First full year of Bon Appetit)

|           |      |      |      |      |      |      |      |      |      |      |
|-----------|------|------|------|------|------|------|------|------|------|------|
| SEPTEMBER | 3133 | 34.0 | 69.6 | 79.3 | 78.9 | 78.4 | 75.6 | 85.3 | 78.7 | 65.8 |
| OCTOBER   | 3224 | 39.5 | 70.8 | 76.5 | 78.1 | 80.0 | 75.3 | 88.7 | 81.6 | 67.7 |
| NOVEMBER  | 3236 | 39.6 | 69.7 | 80.3 | 80.6 | 79.6 | 73.1 | 87.4 | 81.6 | 67.9 |
| DECEMBER  | 3223 | 40.4 | 68.4 | 76.7 | 80.4 | 80.9 | 72.5 | 88.3 | 81.6 | 67.7 |
| JANUARY   | 3202 | 41.8 | 67.2 | 75.9 | 79.2 | 79.3 | 72.8 | 88.7 | 74.9 | 67.2 |
| FEBRUARY  | 3148 | 39.9 | 69.9 | 74.6 | 80.4 | 77.7 | 71.9 | 85.5 | 77.3 | 66.4 |
| MARCH     | 3163 | 39.2 | 69.9 | 74.6 | 80.4 | 77.7 | 71.9 | 85.5 | 77.3 | 66.4 |
| APRIL     | 3128 | 35.7 | 70.1 | 75.4 | 81.5 | 77.9 | 69.8 | 85.3 | 80.2 | 65.7 |
| MAY       | 2999 | 33.9 | 69.3 | 64.9 | 80.4 | 76.3 | 67.9 | 83.2 | 77.8 | 62.9 |
| TOTAL     | 3157 |      |      |      |      |      |      |      |      | 66.3 |

1991-92

|           |      |      |      |      |      |      |      |      |      |      |
|-----------|------|------|------|------|------|------|------|------|------|------|
| SEPTEMBER | 3211 | 34.3 | 71.9 | 73.3 | 83.0 | 78.4 | 68.9 | 82.6 | 79.7 | 64.9 |
| OCTOBER   | 3289 | 37.0 | 72.2 | 73.1 | 85.0 | 81.5 | 71.1 | 84.7 | 77.5 | 66.5 |
| NOVEMBER  | 3307 | 40.1 | 69.5 | 74.0 | 82.6 | 81.2 | 70.5 | 86.2 | 77.0 | 66.8 |
| DECEMBER  | 3310 | 41.7 | 68.8 | 71.0 | 82.8 | 80.6 | 71.8 | 87.3 | 77.0 | 66.9 |
| JANUARY   | 3300 | 40.9 | 69.4 | 71.0 | 80.7 | 82.0 | 72.1 | 84.7 | 77.9 | 66.7 |
| FEBRUARY  | 3263 | 40.2 | 67.1 | 69.7 | 81.1 | 81.7 | 71.5 | 84.9 | 82.4 | 65.9 |
| MARCH     | 3219 | 37.7 | 67.9 | 71.5 | 81.3 | 79.8 | 70.5 | 83.6 | 78.4 | 65.1 |
| APRIL     | 3240 | 38.4 | 66.4 | 68.9 | 83.5 | 81.8 | 72.5 | 86.2 | 78.4 | 65.5 |
| MAY       | 2899 | 34.5 | 62.9 | 48.9 | 82.4 | 75.7 | 68.9 | 75.9 | 69.4 | 58.6 |
| TOTAL     | 3226 |      |      |      |      |      |      |      |      | 65.2 |

ANALYSIS OF PARTICIPATION

| MONTH     | ADP  | SR   | JR   | ASP  | ED   | PR   | RI   | WA   | VOY  | TOTAL |
|-----------|------|------|------|------|------|------|------|------|------|-------|
| -----     |      |      |      |      |      |      |      |      |      |       |
| 1992-93   |      |      |      |      |      |      |      |      |      |       |
| -----     |      |      |      |      |      |      |      |      |      |       |
| SEPTEMBER | 3370 | 34.5 | 71.3 | 76.7 | 81.5 | 81.0 | 70.5 | 84.3 | 83.3 | 65.5  |
| OCTOBER   | 3471 | 36.7 | 71.3 | 78.9 | 85.2 | 82.1 | 75.5 | 87.2 | 82.9 | 67.5  |
| NOVEMBER  | 3438 | 38.4 | 69.7 | 78.2 | 83.5 | 80.9 | 72.9 | 85.4 | 80.3 | 66.8  |
| DECEMBER  | 3372 | 38.0 | 67.5 | 75.2 | 83.7 | 79.8 | 72.9 | 85.4 | 73.2 | 65.5  |
| JANUARY   | 3368 | 38.9 | 67.8 | 73.5 | 83.3 | 78.2 | 70.5 | 84.4 | 80.3 | 65.4  |
| FEBRUARY  | 3343 | 38.6 | 66.0 | 74.0 | 84.9 | 75.7 | 71.1 | 83.3 | 81.1 | 64.9  |
| MARCH     | 3298 | 38.3 | 65.6 | 74.2 | 80.7 | 74.8 | 68.9 | 81.5 | 80.7 | 64.1  |
| APRIL     | 3371 | 35.9 | 67.7 | 76.5 | 87.9 | 77.7 | 71.7 | 84.1 | 82.9 | 65.5  |
| MAY       | 3122 | 32.9 | 67.2 | 59.8 | 85.8 | 75.7 | 66.8 | 78.5 | 75.9 | 60.7  |
| TOTAL     | 3342 |      |      |      |      |      |      |      |      | 64.9  |
| -----     |      |      |      |      |      |      |      |      |      |       |
| 1993-94   |      |      |      |      |      |      |      |      |      |       |
| -----     |      |      |      |      |      |      |      |      |      |       |
| SEPTEMBER | 3454 | 33.1 | 70.1 | 82.5 | 81.5 | 80.6 | 77.2 | 82.4 | 76.8 | 65.3  |
| OCTOBER   | 3564 | 36.7 | 70.2 | 82.8 | 85.9 | 82.5 | 80.4 | 84.0 | 77.7 | 67.4  |





**FOSS ASSOCIATES**  
Architecture Engineering & Interiors

**December 24, 1992**

**Schematic Cost Estimate  
Independent School District #152  
Moorhead, MN**

**1. Washington Elementary Kitchen**

|                             |                  |
|-----------------------------|------------------|
| General                     | \$ 45,000.00     |
| Mechanical                  | 52,000.00        |
| Electrical                  | 18,000.00        |
| Kitchen Equipment           | <u>75,000.00</u> |
| Sub Total Construction Cost | \$ 190,000.00    |

**2. Riverside Elementary Kitchen**

|                             |                  |
|-----------------------------|------------------|
| General                     | \$ 38,000.00     |
| Mechanical                  | 60,000.00        |
| Electrical                  | 19,000.00        |
| Kitchen Equipment           | <u>65,000.00</u> |
| Sub Total Construction Cost | \$ 182,000.00    |

**3. Non Construction Cost**

|                       |                 |
|-----------------------|-----------------|
| A. A/E Fees (Hourly)  | \$ 30,000.00    |
| B. Contingency at 10% | 37,000.00       |
| C. Printing/Postage   | <u>2,000.00</u> |
| Sub Total             | \$ 69,000.00    |

**Total Project Cost \$ 441,000.00**

**MOORHEAD AREA PUBLIC SCHOOLS**

**VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND  
HISTORY AND PROJECTIONS**

**OBJECTIVES**

- I. To approve the 1994-95 Townsite Centre Leasing Enterprise Fund, Assumptions and Recommendations. To lease space in the Townsite Centre in order to cover operating costs and a portion of depreciation.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

**VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND PROJECTIONS**

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|   |                 |
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| <b>A. Revenue Assumptions and Rationale</b>     | <b>VIII 1-2</b> |
| <b>B. Expenditure Assumptions and Rationale</b> | <b>VIII 3-4</b> |
| <b>C. Fund summary</b>                          | <b>VIII 5-6</b> |

**EXHIBITS**

|  |                 |
|--|-----------------|
| <b>A Tenants Townsite Centre</b>       | <b>VIII 7-8</b> |
| <b>B. Townsite Centre Fund Graphic</b> | <b>VIII 9</b>   |

## VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND

### INTRODUCTION

ENTERPRISE FUNDS - To account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The enterprise fund of the district consists of the Townsite Centre Leasing Enterprise Fund which accounts for the operations of the Townsite Centre building which leases office space. Tenants are not related to the district, other than the district leasing administrative office space.

If the fund shows a profit the proceeds must be used to reduce the debt redemption levy. (1)

- (1) Comprehensive Annual Financial Report for the fiscal year ended June 30, 1991

1991 Audit of ISD #152. Eide Helmeke & Co. pp 20.

VIII. TOWNSITE CENTRE LEASING ENTERPRISE FUND

REVENUE ASSUMPTIONS

|                            | <u>Amount</u> |
|----------------------------|---------------|
| 1. 1990.91 Actual          | \$266,293     |
| 1991.92 Actual             | 286,754       |
| 1992.93 Est. Actual        | 282,716       |
| 1993.94 Budget             | 288,370       |
| 1994.95 Preliminary Budget | 294,138       |
| 1995.96 Projected          | 300,020       |
| 1996.97 Projected          | 306,021       |
| 1997.98 Projected          | 312,141       |
|                            |               |
| 2. Interest Income         |               |
| 1990.91 Actual             | \$ 6,106      |
| 1991.92 Actual             | 2,770         |
| 1992.93 Est. Actual        | 1,384         |
| 1993.94 Budget             | 3,500         |
| 1994.95 Preliminary Budget | 4,500         |
| 1995.96 Projected          | 5,000         |
| 1996.97 Projected          | 6,000         |
| 1997.98 Projected          | 7,000         |

## REVENUE RATIONALE

1. Revenues will increase by two percent per year.
2. Interest Income: Interest rates will remain low for short term investments.
3. Total revenue will fluctuate based on the total square feet rented. The county has approached our tenants to relocate at their Family Service Center location (St. Ansgars).

They have been successful in having Head Start Relocate. Head Start had rented: 1,901 Sq. Ft. for \$14,337.92 annual rent.

We were able to lease 840 sq. ft. for \$7,560 annual rent. The net loss is \$6,777.92 per year.

Other tenants the county is pursuing are:

| <u>Tenant</u>                 | <u>Sq. Ft.</u>        | <u>Annual Rent</u>              |
|-------------------------------|-----------------------|---------------------------------|
| Center for Parents & Children | 2,500                 | \$24,250.00                     |
| Rural MN CEP                  | 3,010                 | 31,304.00                       |
| Employment Services           | <u>4,069</u><br>9,579 | <u>34,301.67</u><br>\$89,855.67 |

Given the quoted rate of \$10.75 per square foot for upper level space in the Family Service Center these tenants will pay \$102,974 for the space or \$13,118 or 14.6% more.

The range of increase will be 10.8%, 3.4% to 27.5%. In all cases dollars will be covering the increases.

1992.93 found a decrease of revenue due to:

- Tenants relocating.
- Expanded use by school district staff.

1993.94 will continue in this direction.

- We have the following space available:

| <u>Suite #</u> | <u>Sq. Ft.</u>                 |
|----------------|--------------------------------|
| 250A           | 557 (Option to F.M. Symphony). |
| 148            | 500                            |
| 142            | 500                            |

- The School District C.A.P. program is looking at space that may be vacated.

## EXPENDITURE ASSUMPTION

### Basic Assumption

|    |                            |               |
|----|----------------------------|---------------|
| 1. | Total Operating Expenses   | <u>Amount</u> |
|    | 1990.91 Actual             | \$126,992     |
|    | 1991.92 Actual             | 132,569       |
|    | 1992.93 Actual             | 143,618       |
|    | 1993.94 Budget             | 146,490       |
|    | 1994.95 Preliminary Budget | 149,420       |
|    | 1995.96 Projected          | 152,409       |
|    | 1996.97 Projected          | 155,457       |
|    | 1997.98 Projected          | 158,566       |
| 2. | Depreciation               | <u>Amount</u> |
|    | 1990.91 Actual             | \$107,240     |
|    | 1991.92 Actual             | 108,362       |
|    | 1992.93 Actual             | 108,451       |
|    | 1993.94 Budget             | 79,578        |
|    | 1994.95 Preliminary Budget | 37,337        |
|    | 1995.96 Projected          | 37,337        |
|    | 1996.97 Projected          | 37,337        |
|    | 1997.98 Projected          | 37,377        |
| 3. | Interest Expense           | <u>Amount</u> |
|    | 1990.91 Actual             | (\$66,412)    |
|    | 1991.92 Actual             | ( 61,066)     |
|    | 1992.93 Actual             | ( 56,364)     |
|    | 1993.94 Budget             | ( 53,066)     |
|    | 1994.95 Preliminary Budget | ( 49,066)     |
|    | 1995.96 Projected          | ( 45,066)     |
|    | 1996.97 Projected          | ( 41,066)     |
|    | 1997.98 Projected          | ( 37,066)     |

## EXPENDITURE RATIONALE

### Basic Assumptions

1. Expenses will increase by two percent per year.
2. Depreciation will decrease as the payable is reduced.
3. Interest expense will decline as payable is reduced.
4. Will have to replace tenants carpet and remodel for tenants as needed.



### Fund Balance Projections

While the Fund Balance deficit has grown due to depreciation, the Townsite Fund has a positive cash flow. The fund will cover a portion of the administrative expenses that would be charged to the General Fund and provides the school district with office, storage and instructional space at a reasonable cost.

#### Operating Income:

|         |           |           |
|---------|-----------|-----------|
| 1990.91 | Actual    | \$ 32,061 |
| 1991.92 | Actual    | 45,823    |
| 1992.93 | Actual    | 49,061    |
| 1993.94 | Budget    | 62,302    |
| 1994.95 | Projected | 107,381   |
| 1995.96 | Projected | 110,275   |
| 1996.97 | Projected | 113,227   |
| 1997.98 | Projected | 116,238   |

28-Jan-94 VIII TOWNSITE CENTRE LPRINT DATE  
ENTERPRISE FUND

INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

|  | 1990.91<br>ACTUAL | 1991.92<br>ACTUAL | 1992-93<br>BUDGET | 1992-93<br>Actual | 1993-94<br>PRELIM<br>BUDGET | 1994-95<br>P<br>R<br>O<br>J<br>E<br>C<br>T<br>E<br>D | 1995-96<br>P<br>R<br>O<br>J<br>E<br>C<br>T<br>E<br>D | 1996-97<br>P<br>R<br>O<br>J<br>E<br>C<br>T<br>E<br>D | 1997-98<br>P<br>R<br>O<br>J<br>E<br>C<br>T<br>E<br>D |
|--|-------------------|-------------------|-------------------|-------------------|-----------------------------|--|--|--|--|
| OPERATING REVENUES:  |                   |                   | 1.03              |                   | 1.02                        | 1.02   | 1.02   | 1.02   | 1.02   |
| Rents  | 234,899           | 256,025           | 263,706           | 247,863           | 252,820                     | 257,877  | 263,034  | 268,295  | 273,661  |
| Rents from School District   | 31,394            | 30,729            | 31,651            | 34,853            | 35,550                      | 36,261   | 36,986   | 37,726   | 38,481   |
|  | 266,293           | 286,754           | 295,357           | 282,716           | 288,370                     | 294,138  | 300,020  | 306,021  | 312,141  |
| Sq Feet  | 43,849.5          | \$6.07            | \$6.54            | \$6.74            | \$6.45                      | \$6.58   | \$6.71   | \$6.84   | \$6.98   |
| OPERATING EXPENSES:  |                   |                   | 1.04              |                   |                             |  |  |  |  |
| Salaries and benefits  | 61,362            | 67,693            | 70,401            | 71,499            | 72,929                      | 74,388   | 75,875   | 77,393   | 78,941   |
| Utilities and fuel   | 48,960            | 48,236            | 50,165            | 41,387            | 42,215                      | 43,059   | 43,920   | 44,799   | 45,695   |
| Insurance  | 5,633             | 4,153             | 4,319             | 6,170             | 6,293                       | 6,419  | 6,548  | 6,679  | 6,812  |
| Bldg. Improvement  |                   |                   |                   | 0                 | 0                           | 0  | 0  | 0  | 0  |
| Other operating expense  | 11,037            | 12,487            | 12,986            | 24,562            | 25,053                      | 25,554   | 26,065   | 26,587   | 27,118   |
| Total operating expenses   | 126,992           | 132,569           | 137,872           | 143,618           | 146,490                     | 149,420  | 152,409  | 155,457  | 158,566  |
| Per square foot  | \$2.90            | \$3.02            | \$3.14            | \$3.28            | \$3.34                      | \$3.41   | \$3.48   | \$3.55   | \$3.62   |
| OPERATING INCOME BEFORE DEPRECIATION                               | 139,301           | 154,185           | 157,485           | 139,098           | 141,880                     | 144,718  | 147,612  | 150,564  | 153,575  |
| DEPRECIATION   | 107,240           | 108,362           | 108,424           | 108,451           | 79,578                      | 37,337   | 37,337   | 37,337   | 37,337   |
| Per square foot  | \$2.45            | \$2.47            | \$2.47            | \$2.47            | \$1.81                      | \$0.85   | \$0.85   | \$0.85   | \$0.85   |
| OPERATING INCOME   | 32,061            | 45,823            | 49,061            | 30,647            | 62,302                      | 107,381  | 110,275  | 113,227  | 116,238  |
| NONOPERATING REVENUES (EXPENSES):                                  |                   |                   |                   |                   |                             |  |  |  |  |
| Interest revenue   | 6,106             | 2,770             | 3,000             | 1,384             | 3,500                       | 4,500  | 5,000  | 6,000  | 7,000  |
| Interest expense   | (66,412)          | (61,066)          | (57,066)          | (56,364)          | (53,066)                    | (49,066)   | (45,066)   | (41,066)   | (37,066)   |
| Other  | 2,143             | 3,576             | 3,000             | 4,393             | 3,000                       | 3,000  | 3,000  | 3,000  | 3,000  |
| Net Nonoperating expense   | (58,163)          | (54,720)          | (51,066)          | (50,587)          | (46,566)                    | (41,566)   | (37,066)   | (32,066)   | (27,066)   |
| Per square foot  | (\$1.33)          | (\$1.25)          | (\$1.16)          | (\$1.15)          | (\$1.06)                    | (\$0.95)   | (\$0.85)   | (\$0.73)   | (\$0.62)   |
| OPERATING EXPENSES   | 176,069           | 186,211           | 195,230           | 201,482           | 179,502                     | 145,191  | 152,680  | 160,728  | 168,837  |
| NET LOSS   | (26,102)          | (8,897)           | (2,005)           | (19,940)          | 15,736                      | 65,815   | 73,209   | 81,161   | 89,172   |
| RETAINED EARNINGS (DEFICIT)/<br>FUND BALANCE, BEGINNING<br>OF YEAR | (591,355)         | (627,457)         | (636,354)         | (636,354)         | (656,294)                   | (640,558)  | (574,743)  | (501,535)  | (420,373)  |
| RETAINED EARNINGS (DEFICIT)/<br>FUND BALANCE, END OF YEAR          | (617,457)         | (636,354)         | (638,359)         | (656,294)         | (640,558)                   | (574,743)  | (501,535)  | (420,373)  | (331,201)  |

DISK: BUDGET 93.94, Prelim: PROGRAM "93TOWNSITE"

MOORHEAD TOWNSHIP LEASING

| SUITE | LESSEE   | 28-Jan-94<br>ENDING DATE<br>OF LEASE | SQ. FT. | RATE<br>SQ. FT. MONTH | RENT PER<br>MONTH | RENT YEAR |
|-------|--|--------------------------------------|---------|-----------------------|-------------------|-----------|
| SD    | 101B O.B.E. Office                                   | 6-30-94                              | 324     | 5.00                  | 135.00            | 1620.00   |
| SD    | 101C Special Education Offices                       | 6-30-94                              | 228     | 3.40                  | 64.60             | 775.20    |
| SD    | 104B Superintendent's Office                         | 6-30-94                              | 301     | 5.00                  | 86.70             | 1505.00   |
| SD    | 104A Supt. Sec. Office                               | 6-30-94                              | 364     | 5.00                  | 110.50            | 1820.00   |
| SD    | 105 Migrant Issues Coordinator                       | 6-30-94                              | 124     | 3.40                  | 110.50            | 421.60    |
|       | 106 Migrant Health Ser                               | 6-30-94                              | 450     | 8.72                  | 54.50             | 654.00    |
|       | 120 Migrant Health Ser                               | 6-30-94                              | 1188    | 8.92                  | 883.08            | 10596.96  |
|       | 120.1 Migrant Storage                                | 6-30-94                              | 513     | 2.50                  | 107.00            | 1282.50   |
|       | 126 Migrant Health Ser                               | 6-30-94                              | 150     | 8.92                  | 111.50            | 1338.00   |
|       | 128 Migrant Health Ser                               | 6-30-94                              | 137     | 8.92                  | 101.84            | 1222.04   |
|       | 130 Migrant Health Ser                               | 6-30-94                              | 142     | 8.92                  | 105.55            | 1266.64   |
| SD    | 134 Special Ed Offices - Coordinat                   | 8-31-94                              | 470     | 5.00                  | 195.83            | 2350.00   |
| SD    | 140 Adult Basic Education                            | 8-31-94                              | 1456    | 5.00                  | 606.67            | 7280.00   |
|       | 141 A.R.C.   | 12-31-93                             | 388.8   | 8.93                  | 289.33            | 3471.98   |
| CNTY  | 142 Head Start - Administraton                       | 10-31-93                             | 901     | 9.92                  | 744.83            | 2979.32   |
|       | 142 Val Ed Joint Venture                             | 11-30-94                             | 840     | 9.00                  | 640.00            | 5120.00   |
|       | 144 Storage Region I                                 | 6-30-94 Option                       | 1800    | 3.52                  | 528.00            | 6336.00   |
|       | 146 Multi Regional Center                            | 6-30-94 Option                       | 3180    | 6.85                  | 1815.25           | 21783.00  |
| CNTY  | 148 Head Start -Mezzanine<br>Vacated                 | 9-31-93                              | 500     | 5.50                  | 229.17            | 687.51    |
| CNTY  | 148.1 Head Start - Above Phy Ed<br>Office<br>Vacated | 9-31-93                              | 500     | 5.00<br>1.20          | 200.00            | 600.00    |
| CNTY  | 152 Center for Parents & Children By Month           |                                      | 2500    | 9.70                  | 2020.83           | 24250.00  |
| CNTY  | 154 Rural MN CEP                                     | 6-30-94                              | 3010    | 10.40                 | 2608.67           | 31304.00  |
| SD    | 155A,B&C Community Education                         | 8-31-94                              | 728     | 5.00                  | 303.33            | 3640.00   |
| CNTY  | 156 Employment Services                              | 8-31-94 Option                       | 4069    | 8.43                  | 2858.47           | 34301.67  |
| CNTY  | 200 MN Dept Revenue                                  | 12-31-94                             | 900     | 9.25                  | 693.75            | 8325.00   |
| SD    | 201 Speical Ed Offices                               |                                      | 195     | 5.00                  | 81.25             | 975.00    |
| SD    | 202A Speical Ed Offices                              | 8-31-94                              | 868     | 5.00                  | 361.67            | 4340.00   |
| SD    | 202B Speical Ed Offices                              | 8-31-94                              | 272     | 5.00                  | 113.33            | 1360.00   |
| SD    | 203 Community Ed                                     | 9-31-94                              | 450     | 3.40                  | 127.50            | 1530.00   |
| CNTY  | 204 Minn Correction                                  | 4-30-94                              | 600     | 9.25                  | 462.50            | 5550.00   |
| CNTY  | 206 Service for Blind                                | 6-30-94                              | 600     | 8.50                  | 425.00            | 5100.00   |

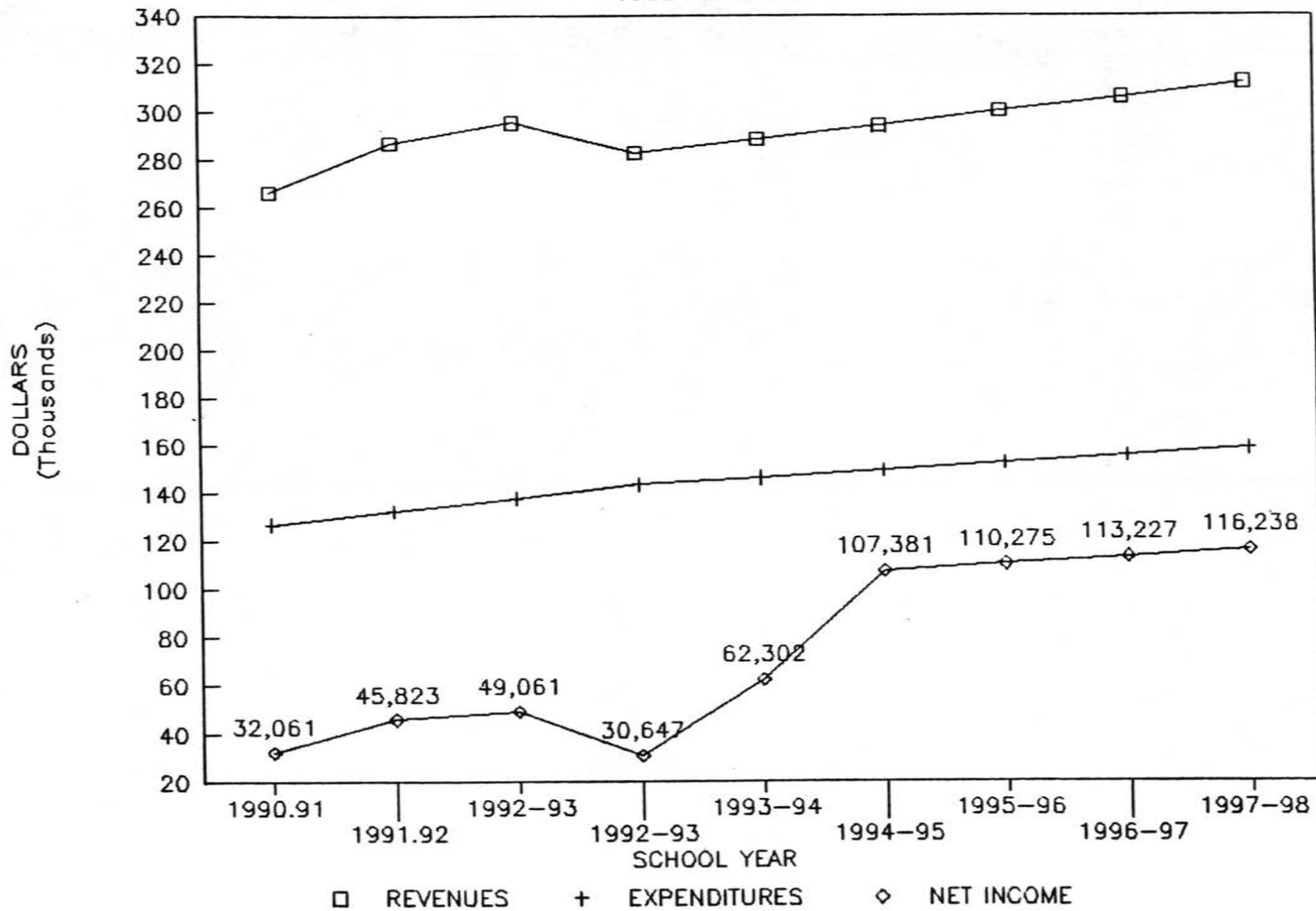
MOORHEAD TOWNSITE LEASING

| SUITE | LESSEE                                     | 28-Jan-94<br>ENDING DATE<br>OF LEASE | SQ. FT.    | RATE  | RENT PER<br>SQ. FT. MONTH | RENT YEAR  |
|-------|--|--------------------------------------|------------|-------|---------------------------|------------|
| CNTY  | 220 Div Voc Rehab                          | 6-30-94                              | 900        | 8.95  | 671.25                    | 8055.00    |
|       | 230 Region I ESV                           | 6-30-94 Option                       | 3050       | 7.04  | 1789.33                   | 21472.00   |
|       | 250B F-M Symphony<br>Move to 250 A&B 11/92 | 6-30-94 Option                       | 450<br>350 | 9.16  | 343.50                    | 4122.00    |
|       | 250A Vacant                                |                                      |            |       |                           |            |
|       | 260 Foss Associates                        | 2-28-94 Proposed                     | 2215.5     | 10.20 | 1883.18                   | 22598.10   |
|       | 261.1 Foss Associates Storage              | 2-28-94 Proposed                     | 936        | 3.70  | 286.60                    | 3463.20    |
|       | 261.2 Foss Unsecured Space                 | 2-28-94 Proposed                     | 888        | 2.65  | 196.10                    | 2353.20    |
|       | 265 East Otter Tail Telephone Co.          | 1-14-95                              | 600        | 2.63  | 131.25                    | 1575.00    |
|       | 342 School Ballet                          | 12-31-94                             | 1500       | 2.57  | 375.00                    | 3855.00    |
| ----- |  |                                      |            |       |                           |            |
|       | TOTALS                                     |                                      | 35082.30   | 7.45  | 22,854.36                 | 261,278.92 |
|       | 101A Independent School District Offices   |                                      | 6276.00    | 3.40  | 1,778.20                  | 21,338.40  |
| ----- |  |                                      |            |       |                           |            |
|       | TOTALS                                     |                                      | 41358.30   | 6.83  | 24,632.56                 | 282,617.32 |
| ----- |  |                                      |            |       |                           |            |
|       | Total School District Use                  |                                      | 11755      | 4.04  | 3,988.38                  | 47,450.20  |
|       |  | Percent of Total                     | 28.42%     |       |                           | 16.79%     |
|       | VACANT SPACE vacant 2nd floor (unfinished) |                                      | 1350       |       |                           |            |
|       |  |                                      | 3.26%      |       |                           |            |

28-Jan-94  
TOWNSITE LEASING, PROGRAM: LEASE94

# TOWNSITE CENTRE FUND

1990 TO 1998



VIII-9

S-M 9-805  
min  
2-8-94

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
FEBRUARY 8, 1994  
PAGE 1**

**MEMBERS PRESENT:** Bill Cox (7:10 pm), James Cummings, Stacey Foss, Mark Gustafson (7:10 pm), Anton Hastad, James Hewitt, Carol Ladwig, and Bruce R. Anderson.

**MEMBERS ABSENT:** None

**CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Cummings called the meeting to order at 7:01 p.m. and led everyone in attendance with the Pledge of Allegiance.

**PREVIEW OF AGENDA:** Superintendent Anderson previewed the agenda requesting to remove item B. 2, Bid Award for Tax Anticipation Certificates, from the Consent Agenda.

**APPROVAL OF AGENDA:** Hastad moved, seconded by Foss, to approve the agenda as modified. Motion carried 5-0.

**"WE ARE PROUD"**

\*\* Congratulations was extended to the winners of the Grade Spelling Bee recently held for grades 5 through 8:

Grade 5  
1st - Amanda Nygaard  
2nd - Scott Stuart  
3rd - Peter Morsch  
4th - Alyssa Tjosaas  
5th - Ryan Schumacher  
6th - Lindsay Bachman

Grade 6  
Tyler Estrem  
Sam Saarion  
Larissa Forde  
Caitlin Walseth  
Leah Moore  
Andrea Shogren

Grade 7  
1st - Rachel Sherman  
2nd - Andy Roller  
3rd - Stephanie Holte  
4th - Berkley Brun  
5th - Lisa Anderson  
6th - Maria Castillo

Grade 8  
Sean Larson  
Liz Amble  
Stacy Van de Loo  
Matt Zitzow  
Ryan Griggs  
Mandy Isabell

The winners will compete in the District Spelling Bee scheduled for February 14th for advancement to regional competition.

Cox and Gustafson joined the meeting at 7:10 p.m.

**CONSENT AGENDA:** Ladwig moved, seconded by Hastad, to approve the following items on the Consent Agenda as modified. Motion carried 7-0.

**Gifts** - Accepted the gift of a 1993 Ford Festiva from the Ford Motor Company and W.W. Wallwork Incorporated for the Moorhead Senior High automotive department.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
FEBRUARY 8, 1994  
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Accepted the gift of a trombone and case from Mr. Greg Anderson for the music department of Robert Asp School.

Accepted the gift of two computer systems from Mr. Brian Wittman, FM Civic Opera, with an approximate value of \$400.

Chapter I Fund Reallocation - Accepted the Chapter I reallocation of funds, in the amount of \$46,500 to be utilized to employ paraprofessionals and a kindergarten home/school liaison.

Townsite Lease Agreements - Approved the lease agreement with the Minnesota Department of Corrections from May 1, 1994 to April 30, 1995, in the amount of \$5,550.00.

Approved the lease agreement with the Association for Retarded Citizens from January 1, 1994 to December 31, 1994, in the amount of \$3,541.97.

Change in Contracts

Jay Raymond - Art Teacher, Senior High, increase .286 for \$3352.44

Margaret Olson - Home Economics, Senior High, increase .143 for \$2691.78

Cheryl Feigum - Science, Senior High, increase .143 for \$2538.90

Melissa Eidsness - Math, Senior High, increase .143 for \$1676.22

Charles Watson - Social Studies, Senior High, .286 for \$5834.92

New Employees

Philip Peterson - Community Resource Program Coordinator, \$12.27 per hour effective February 9, 1994.

Peggy Haugstad - Community Education Secretary, Townsite Centre B21 \$8.04 per hour effective February 9, 1994

Tana Wilkens - MSMH Paraprofessional, Riverside Elementary, B21 \$8.04 per hour effective February 9, 1994

Resignation

Denise Jensen - Guidance Secretary, Junior High, effective February 18, 1994

Resolution to Discontinue and Reduce Programs - Approved the resolution as presented.

Approval of Minutes - Approved the minutes of December 2, 1993 and January 11 & 25, 1994, as presented.

School Board Election Resolution - Approved the resolution establishing dates for filing affidavits of candidacy for the annual school board election to be held May 17, 1994.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
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Claims - Approved the February claims, subject to audit, in the amount of \$924,784.88.

|                        |                    |
|------------------------|--------------------|
| General Fund:          | \$391,365.35       |
| Food Service:          | 51,067.38          |
| Transportation:        | 156,815.40         |
| Community Service:     | 8,497.64           |
| Capital Expenditure:   | 76,660.92          |
| Building Construction: | 234,988.66         |
| Townsite Centre:       | <u>\$ 5,389.53</u> |
| TOTAL                  | \$924,784.88       |

Motion carried 7-0.

COMMITTEE REPORTS: Committee reports were heard related to the Interagency Early Intervention, Policy Review and the Parent Communication Network committees.

TAX ANTICIPATION CERTIFICATES: Cummings moved, seconded by Gustafson, to award \$4,465,000 in tax anticipation certifications bid to Norwest Investment Services, Inc., at an interest rate of 2.96 percent.

MOORHEAD PUBLIC SCHOOLS PARKING & TRAFFIC CIRCULATION STUDY: Mr. Steve Grabill, Metropolitan Council of Governments, presented an overview of a study regarding on-street and off-street parking, traffic circulation, intersection control, and signage around all Moorhead schools. The first schools to have an investigation will be Probstfield, Thomas Edison and Moorhead Junior High. The city and school district will split the \$6000.00 budget to perform this investigation. The primary objective is to identify problems utilizing staff and parents, develop an action plan to address issues and conduct public meetings for input and fine tuning of the action plan. Information is expected to be presented to the school board in mid-March or April. It is intended to perform investigations at all buildings as time and funds warrant.

CLAY COUNTY/MOORHEAD JUNIOR HIGH CRISIS PREVENTION PROGRAM: Ms. Carol Beckstrom, Clay County Social Services; Mr. Dale Twedt, Center for Parents & Children; and, Mr. Al Swedberg reviewed the proposed county and school district Family Intervention Program. Clay County Social Services has proposed to assist in funding a crisis prevention program at Moorhead Junior High from February 28, 1994 through December 31, 1994. The targeted population would be students and their families where the child is identified at-risk of being placed in an alternative program, of suspension, or in need of reintegration into the "regular" classroom.



REGULAR MEETING  
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The goals of the program are to increase parent involvement and effectiveness, create positive school/parent relationships, create a coherent context between the school and parent dealing with the child's behavior, and, prevent placement of children outside the "regular" classroom. The proposed services would be provided by The Center for Parents and Children. Clay County Social Services would pay all costs of the program in excess of state aids if the program is implemented.

LEASE OF ST. FRANCIS PROPERTY: Gustafson moved, seconded by Hewitt, to approve the lease for St. Francis School, convent and parish office for the 1994-95 school year from July 1, 1994 through June 30, 1995, in the amount of \$100,000.00. Motion carried 7-0.

PURCHASE OF ST. FRANCIS PROPERTY: Cummings moved, seconded by Gustafson, to approve the Memorandum of Understanding for the sale and purchase of the St. Francis de Sales property, in the amount of \$896,000. Motion carried 7-0.

1994-95 ANNUAL OPERATIONAL PLAN: Ms. Mary Bonemeyer, food service director, and Mr. Bob Lacher, assistant superintendent for business affairs, provided initial review of the Food Service and Townsite Leasing funds.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Hastad moved, seconded by Gustafson, to change the March 8th meeting to be held Monday, March 7, 1994 at 7:00 p.m. in the Board Room of Townsite Centre. Motion carried by majority roll call vote 4-3: Cummings, Hewitt, Ladwig dissenting.

The meeting recessed for 15 minutes at 8:47 p.m.

CLOSE PUBLIC MEETING: Ladwig moved, seconded by Foss, to close the meeting at 9:05 p.m., in accordance with M.S. 471.05, for the purpose of discussing the superintendent progress evaluation. Motion carried 7-0.

REOPEN PUBLIC MEETING: Cox moved, seconded by Cummings, to reconvene the public meeting at 10:40 p.m. Motion carried 7-0.

ADJOURNMENT: Hastad moved, seconded by Hewitt, to adjourn the meeting at 10:41 p.m. Motion carried 7-0.

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Carol Ladwig, Clerk

INDEPENDENT SCHOOL DISTRICT #152  
School Board Meeting

ROBERT ASP SCHOOL  
910 11th Street North

FEBRUARY 22, 1994  
7:00 p.m.

\*\*\*\*\*  
BUILDING TOUR  
6:30 p.m.  
\*\*\*\*\*

S-M 9-105  
MIN  
2-22-94

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

**ATTENDANCE:**

|                      |                         |
|----------------------|-------------------------|
| Bill Cox _____       | Anton Hastad _____      |
| James Cummings _____ | James Hewitt _____      |
| Stacey Foss _____    | 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. "We Are Proud"

\*\*\* Congratulations to the following winners of the District Spelling Bee: 1st Place - Sean Larson, grade 8; 2nd Place - Andrea Shogren, grade 6; and, 3rd Place - Ryan Griggs, grade 8.

The top two finishers will participate in the Regional Spelling Bee on March 5th.

\*\*\* Congratulations to the Moorhead Junior High Science Olympiad Team for a 2nd place finish at the Regional Science Olympiad tournament recently held. Team members include: Peter Dangerfield, Justin Gall, Chad Nelson, Jeremy Schultz, Chris Schaff, Todd Schultz, Andrew Cronkrite, Robert Davidson, James Nelson, and Eric Ulvog.

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

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, board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg  
(1) Acceptance of Gift - Page 6

B. BUSINESS AFFAIRS - Bob Lacher  
(1) Approval of Townsite Lease Agreements - Pages 7-8  
- Foss Associates  
- Elementary Avenue

C. PERSONNEL MATTERS - Brenda Franklin  
(1) Approval of Extended Leave of Absence - Page 9  
(2) Acceptance of Resignations - Page 10  
(3) Approval of Early Retirements - Page 11  
(4) Approval of Termination - Page 12  
(5) Approval of Recind Leave/Transfer - Page 13

D. ADMINISTRATIVE MATTERS - Anderson

Suggested Resolution: Move to approve the Consent Agenda as presented.

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

3. COMMITTEE REPORTS

4. SUPERINTENDENT EVALUATION REPORT - Cox  
Page 14

Chairperson Cox will report on the superintendent's mid-year progress evaluation which was held on February 8, 1994.

5. KINDERGARTEN HOME-SCHOOL PROGRAM - Schmid  
Pages 15-19

Overview of the Kindergarten Home-School Program by Ms. Pat King, program coordinator.

6. NORTH CENTRAL ASSOCIATION VISITATION REPORT - Jernberg  
Page 20

Overview of the NCA visitation conducted in December 1993 by Dr. John Backes, visitation committee chair.

7. MOORHEAD SCHOOLS CAREER PLANNING SURVEY - Jernberg  
Pages 21-41

Review of the Career Planning Survey for the Class of '93 by Mr. Russ Henegar, counselor at Moorhead High.

8. ISD 152 FIVE YEAR EDUCATIONAL PLAN: STRATEGIC AREA - COMMUNICATIONS: Priority - Public Relations/Communications Plan - Anderson Pages 42-56

Suggested Resolution: Move to accept the 1993-95 ISD 152 Communications Plan.

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

9. CLAY COUNTY/MOORHEAD JUNIOR HIGH CRISIS PREVENTION PROGRAM - Jernberg Page 57

Suggested Resolution: Move to approve the contracts with Clay County Social Services and The Village Family Services, in the amount of \$14,000.00, as presented.

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

10. 1993-95 ANNUAL OPERATIONAL PLAN - Lacher  
Page 58

Initial review of the Capital Outlay, Building Construction and Debt Redemption funds.

11. FIRST READING OF POLICIES - Anderson  
Pages 59-64

Conduct a first reading of the following policies: Gifts (KH); Graduation-Moorhead Senior High (IKF); Crisis Intervention (JHB); and, Sale, Disposal and Recycling of Books, Equipment and Supplies (DN).

12. ISD 152 FIVE YEAR EDUCATIONAL PLAN, STRATEGIC AREA - FACILITIES - Anderson

Overview of the acquisition of land and other bond issue projects still in progress.

13. ELEVATOR BID AWARD - Lacher  
Pages 65-66

Suggested Resolution: Move to approve the low bid meeting specifications for the elevator at Robert Asp School to Comstock Construction, Inc., in the amount of \$77,600.00.

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

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

15. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>  | <u>Date</u>                    | <u>Time</u>            | <u>Place</u> |
|---|--------------------------------|------------------------|--------------|
| President's Day<br>(no classes)                                     | Mon., Feb. 21                  |                        |              |
| School Board Mtg.<br>(Building Tour)                                | Tues., Feb. 22                 | 7:00 p.m.<br>6:30 p.m. | Robert Asp   |
| Joint Powers  | Thurs., Mar. 3                 | 7:00 a.m.              | Townsite     |
| School Board Mtg.   | Mon., Mar. 7                   | 7:00 p.m.              | Townsite     |
| Activities Council  | Tues., Mar. 8                  | 7:00 a.m.              | Townsite     |
| First Day to File<br>for Annual School<br>Board Election            | Tues., Mar. 8                  | 7:30 a.m.              | Townsite     |
| Township Elections<br>(no activities 6-8 p.m.)                      | Tues., Mar. 8                  |                        |              |
| Long Range Planning   | Tues., Mar. 15                 | 3:45 p.m.              | Townsite     |
| PER   | Thurs., Mar. 17                | 7:00 a.m.              | Townsite     |
| Supt. Advisory Council  | Thurs., Mar. 17                | 7:00 p.m.              | Townsite     |
| Last Day to File<br>for Annual School<br>Board Election             | Tues., Mar. 22                 | 5:00 p.m.              | Townsite     |
| School Board Mtg.   | Tues., Mar. 22                 | 7:00 p.m.              | Townsite     |
| Last Day to Withdraw<br>as a Candidate for<br>School Board Election | Wed., Mar. 23                  | 12:00 Noon             | Townsite     |
| End 3rd Qtr.  | Fri., Mar. 25                  |                        |              |
| P/T Conferences<br>(all classes held)                               | Mon., Mar. 28                  | K-All Day              |              |
| P/T Conferences   | Tues., Mar. 29                 | K-day/K-12 eve.        |              |
| P/T Conferences   | Wed., Mar. 29                  | K-day/1-12 to 6pm      |              |
| Teacher Comp. Day<br>(K-12 no classes)                              | Thurs., Mar. 31                |                        |              |
| Spring Break<br>(K-12)  | Fri., Apr. 1 -<br>Mon., Apr. 4 |                        |              |
| Teacher Comp. Day<br>(K-6)  | Tues., Apr. 5                  |                        |              |
| Classes Resume<br>(7-12)  | Tues., Apr. 5                  |                        |              |
| Classes Resume<br>(K-6)   | Wed., Apr. 6                   |                        |              |

**MEMO #:** I-94-255  
**TO:** Dr. Bruce Anderson  
**FROM:** Bob Jernberg *BJ*  
**SUBJECT:** Acceptance of Gift  
**DATE:** February 15, 1994

The District has received \$1,185 from the Washington School PTO to purchase music risers at Washington School.

Suggested Resolution: Move to approve the gift as presented.

RMJ/mdm

MEMO #: B94.291

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: FEBRUARY 14, 1994

SUBJECT: TOWNSITE LEASE - FOSS & ASSOCIATES

The lease for Suite 260, secured and unsecured storage space is proposed to be renewed for two (2) years:

March 1, 1993 to February 28, 1994 and March 1, 1994 to February 28, 1995.

Leases can be viewed in the Business Office.

SUGGESTED RECOMMENDATION

Approve a two year lease:

| <u>Suite #</u>    | <u>Sq. Ft.</u> | <u>Rate</u> | <u>Annual</u>   |
|-------------------|----------------|-------------|-----------------|
| 260               | 2,215.5        | \$10.20     | \$23,598.10     |
| Secured storage   | 936            | 3.70        | 3,463.20        |
| Unsecured storage | <u>888</u>     | 2.65        | <u>2,353.20</u> |
| Total             | 4,039.5        |             | \$28,414.50     |



FEB 17 1994

MEMO #: B94.296

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: FEBRUARY 11, 1994

SUBJECT: RENTAL OF SUITE #152 - TOWNSITE CENTRE

Elementary Avenue has accepted a lease as follows:

| Suite # | Sq. Ft. | Hourly Rate | Annual Rate | Dates                         |
|---------|---------|-------------|-------------|-------------------------------|
| 152     | 2,000   | \$9.00      | \$18,000    | May 1, 1994 to April 30, 1995 |
| 152     | 2,500   | \$9.20      | \$23,000    | May 1, 1995 to April 30, 1996 |

They will necessitate The Center For Parents And Children vacating Townsite. Attached is a copy of the lease and the August 1993 letter from The Village Family Service Center regarding the rental of the space.

Lease can be viewed in Business Office.

Suggested Resolution: Approve the two year lease for Suite # 152 beginning May 1, 1994 to April 30, 1995, 2000 sq. ft. for \$18,000. May 1, 1995 to April 30, 1996, 2500 sq. ft. for \$23,000.

MEMORANDUM P 93.121

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 16, 1994  
SUBJECT: Extended Leave of Absence

The administration requests a five year extended leave for the following person:

Joanne McCarl - Grade 3 Washington Elementary to begin with the 1994-95 school year.

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

BMF:sdh

MEMORANDUM P 94.120

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 16, 1994  
SUBJECT: Resignation of District Employees

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

Ernestina Gaona - Grade 5 Voyager Elementary, effective June 3, 1994.

Minka Leeser - Inclusion Paraprofessional, Robert Asp Elementary, effective June 3, 1994.

SUGGESTED RESOLUTION: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 94.119

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 16, 1994  
SUBJECT: Early Retirement of district employees

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

Mavis Lysaker - L.D. Teacher Senior High, effective June 3, 1994.

Arlene Mickley - Kindergarten Teacher Thomas Edison Elementary,  
effective June 2, 1994

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM P 94.123

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 16, 1994  
SUBJECT: Termination of a probationary employee

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

Scott Morey - Interpreter Paraprofessional, Senior High,  
effective February 3, 1994.

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM P 93.122

TO: Dr. Bruce Anderson  
FROM: Brenda Franklin  
DATE: February 16, 1994  
SUBJECT: Transfer

The administration requests to rescind the leave granted on November 23, 1993 and request the transfer of the following person:

Denise Johnson - Principal's Secretary Washington (on leave) to  
Guidance Secretary Junior High effective  
February 23, 1994.  
(replace Denise Jensen)

Suggested Resolution: Move to accept the transfer as presented.

BMF:sh

MEMO #: S-94-141

TO: School Board  
FROM: Bill Cox, Chairperson  
RE: Superintendent's Mid-Year Progress Review Report  
DATE: February 17, 1994

The Board meeting of February 8, 1994 was closed pursuant to M.S. 471.05 for the purpose of conducting the superintendent's mid-year progress review. This was the only business conducted at this closed session.

BC:cbp

MEMO

DATE: FEBRUARY 10, 1994

TO: DR. ANDERSON

FROM: PAT KING, KINDERGARTEN HOME SCHOOL

RE: BOARD MEETING, 2/22/94

KINDERGARTEN HOME SCHOOL PROGRAM

THE KINDERGARTEN HOME SCHOOL PROGRAM IS BASED ON THE BELIEF THAT YOUNG CHILDREN WILL EXPERIENCE GREATER SUCCESS IN SCHOOL WITH GREATER PARENT INVOLVEMENT. PARENTS AND CHILDREN ARE RECEIVING ONE-ON-ONE ASSISTANCE IN THE HOME. THE HOME SCHOOL TEACHER IS TEACHING PARENTS AS WELL AS CHILDREN WAYS TO DEVELOP AND ENHANCE PRE-MATH AND PRE-READING SKILLS.

THIS PROGRAM IS SERVING ABOUT 25 FAMILIES PER WEEK, (MAKING WEEKLY VISITS TO EACH FAMILY). THERE ARE 23 FAMILIES ON A WAITING LIST AND AN EXCELLENT POSSIBILITY FOR MORE REFERRALS FROM THE KINDERGARTEN TEACHERS.

ENCLOSED:  
KINDERGARTEN REFERRAL FORM  
PARENT CONTRACT  
NEWSLETTER  
CALLING CARDS



**LETTER OF AGREEMENT**  
**KINDERGARTEN HOME SCHOOL PROGRAM**

THE KINDERGARTEN HOME SCHOOL PROGRAM IS DESIGNED TO WORK WITH PARENTS AND CHILDREN WITHIN THE FAMILY SETTING. A TEACHER WILL COME INTO THE HOME, OR ANOTHER PLACE OF AGREEMENT, AND WORK WITH THE PARENTS AND CHILDREN TOGETHER.

**IN ORDER TO USE THE HOME SCHOOL PROGRAM I AGREE TO THE FOLLOWING**

CONDITIONS:

1. I WILL BE HOME FOR EACH VISIT OR WILL NOTIFY THE HOME VISITOR **TWO HOURS BEFORE** THE SCHEDULED VISIT IF I AM GOING TO CANCEL AND THE HOME VISITOR WILL DO THE SAME.
2. THE HOME VISITOR WILL NOT, UNDER ANY CIRCUMSTANCES WORK WITH THE CHILD WITHOUT THE PARENT PRESENT.
3. I WILL BE AN ACTIVE AND WILLING PARTICIPANT IN THIS PROGRAM IN ORDER TO HELP MY CHILD. (EXAMPLE: FOLLOW THROUGH WITH THINGS THE HOME VISITOR LEAVES OR SUGGESTS.)
4. THE RADIO, TV, AND STEREO ARE DISTRACTING TO THE VISIT, SO THEY WILL BE TURNED OFF.
5. THE VISIT TIME IS FOR **ME, MY CHILD(REN), AND THE HOME VISITOR,** IT IS NOT A GOOD TIME TO HAVE OTHER VISITORS.
6. I WILL ASK QUESTIONS, REQUEST INFORMATION AS NEEDED AND EXPRESS MY CONCERNS TO THE HOME VISITOR. THE HOME VISITOR WILL PROVIDE THE NECESSARY INFORMATION AS REQUESTED.

DATE: \_\_\_\_\_ CHILD'S NAME \_\_\_\_\_

PARENT'S SIGNATURE \_\_\_\_\_

HOME SCHOOL TEACHER SIGNATURE \_\_\_\_\_

REFERRAL FORM FOR KINDERGARTEN HOME SCHOOL

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

Parent's name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Brief Summary of Concerns: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEVELOPMENTAL /SOCIAL SKILLS NEEDING ATTENTION

- \_\_\_\_\_ Keep hands, feet & other objects to self
- \_\_\_\_\_ Listen and follow directions
- \_\_\_\_\_ Put things away when finished
- \_\_\_\_\_ Listen when others (adults) are speaking
- \_\_\_\_\_ Inside voices, walking feet
- \_\_\_\_\_ Share and take turns

KNOWLEDGE AND SKILLS NEEDING ATTENTION

- \_\_\_\_\_ Recognize/know difference between letter and number
- \_\_\_\_\_ Identify eight basic colors
- \_\_\_\_\_ Recognize name
- \_\_\_\_\_ Copy Name
- \_\_\_\_\_ Uses scissors, crayons, and pencil in a coordinated manner
- \_\_\_\_\_ Sorting by one attribute

Specific Areas to Be Worked On \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate when parents were notified and their reactions: \_\_\_\_\_

\_\_\_\_\_

# FEBRUARY

## KINDERGARTEN HOME SCHOOL NEWSLETTER

### PARENTS:

GREETINGS! HERE IT IS FEBRUARY ALREADY AND THE SCHOOL YEAR IS HALF OVER NOW! TIME SURE DOES GO BY FAST. THE **KINDERGARTEN HOME SCHOOL PROGRAM** IS OFF TO A GOOD START THANKS TO YOU. I CANNOT STRESS ENOUGH THAT **PARENTS DO MAKE THE DIFFERENCE** IN THEIR CHILDREN'S LIVES. I AM NOW SERVING ABOUT 25 FAMILIES IN THE MOORHEAD SCHOOL DISTRICT AND I HAVE MANY MORE ON A WAITING LIST. THERE ARE A LOT OF ILLNESSES GOING AROUND NOW SO PLEASE CALL ME IF YOU NEED TO CANCEL. **PLEASE TRY TO RESCHEDULE YOUR APPOINTMENT WHEN YOU MISS, IT IS IMPORTANT TO YOU AND YOUR CHILD TO TAKE ADVANTAGE OF THIS EXTRA HELP.**

WE WILL BE WORKING ON THE LETTERS OF THE ALPHABET QUITE A BIT. PLEASE LET ME KNOW IF THERE ARE CERTAIN LETTERS YOUR CHILD HAS TROUBLE WITH SO WE CAN ZERO IN ON THOSE. IT IS IMPORTANT TO HELP YOUR CHILD FEEL SUCCESSFUL WITH LEARNING. BE SURE TO BUILD UP THEIR CONFIDENCE BY PRAISING THEM AND TELLING THEM WHEN THEY DO A GOOD JOB. WHEN YOU ASK THEM TO TELL YOU LETTERS ALWAYS BEGIN WITH LETTERS THAT THEY KNOW (SUCH AS LETTERS IN THEIR NAME) AND THEN MOVE TO MORE DIFFICULT LETTERS.

THERE ARE SOME FUN, EASY GAMES THAT YOU AND YOUR CHILD CAN PLAY AT HOME TOGETHER, HERE IS AN EXAMPLE:  
\*\*\*WRITE A LETTER THAT YOU KNOW WILL BE EASY TO FIND, THEN HAVE THEM FIND THAT LETTER ON CEREAL BOXES, CANNED FOODS, BOOKS, NEWSPAPERS, OR WHATEVER HAPPENS TO BE IN THE ROOM. IF YOU ARE TRAVELING IN THE CAR DO THIS WITH STREET OR STORE SIGNS.

PARENTS ARE OFTEN CONCERNED ABOUT THE AMOUNT OF TIME A CHILD SPENDS PLAYING. **PLEASE REMEMBER THAT A CHILD'S WORK IS PLAY.** THIS IS HOW THEY MAKE SENSE OF THE WORLD AROUND THEM, IT IS IMPORTANT THAT THEY GET TIME TO PLAY EVERY DAY.

REMEMBER TO:   **READ TO YOUR CHILD**  
                  **TALK TO YOUR CHILD**  
                  **LISTEN TO YOUR CHILD**  
                  **AND YOU WILL HAVE A HAPPY CHILD!!!**

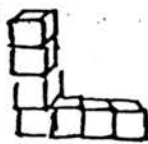
PAT KING  
KINDERGARTEN HOME SCHOOL TEACHER

# HANDWRITING TIME

Name \_\_\_\_\_



Make the letters with pipe cleaners.



Build the letter shapes with blocks.



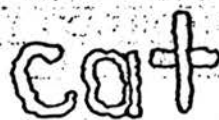
Take turns tracing letters on each other's back.



Hop out the letter shape.



Make a letter stitchery.



Make the letters with clay.



Feel the letters blindfolded. What are they?



Jump out the letter shape.



Write the letters in the sand.



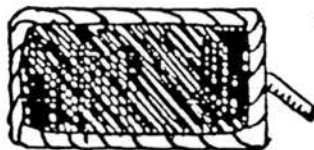
Trace the letter.



Paint the letters.



Crawl out the letter shape.



Write your letters on a chalkboard.



Make the letter into an animal.

**MEMO #:** I-94-256  
**TO:** Dr. Bruce Anderson  
**FROM:** Bob Jernberg *RJ*  
**SUBJECT:** North Central Association Visitation Report  
**DATE:** February 15, 1994

On December 5-8, a North Central Association Visitation Committee under the direction of Dr. John Backes, Assistant Professor of Educational Administration at the University of North Dakota, reviewed programs in the areas of Art, Business Education, Personal and Family Life Science, Industrial Arts, Work Experience/Handicapped, and Work Experience/Disadvantaged.

Dr. Backes, who has chaired the last three visitations, will briefly review his impressions of the curriculum review process in Moorhead as it relates to district self improvement and accountability. Dr. Backes will also highlight some of the committee's recommendations as attached.

RMJ/mdm  
Attachment

MEMO #: I-94-236

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Moorhead Schools - Career Planning Survey

DATE: February 15, 1994

Russ Henegar, Moorhead Senior High School Guidance Counselor, will review the attached Career Planning Survey (class of 1993) with the Board of Education.

The survey includes information regarding educational plans and experiences as well as questions related to perceptions of the student experiences at Moorhead Senior High School.

RMJ/mdm  
Attachment

**MOORHEAD SCHOOLS  
CAREER PLANNING SURVEY**

CLASS OF 1993

TABLE 1. SURVEY RESPONDENTS

|              | NUMBER     | PERCENT       |
|--------------|------------|---------------|
| MALES        | 181        | 55.02         |
| FEMALES      | 148        | 44.98         |
| <b>TOTAL</b> | <b>329</b> | <b>100.00</b> |

TABLE 2. EDUCATIONAL PLANS NEXT SPRING

|                       | MALES      | FEMALES    | TOTAL      | PERCENT       |
|-----------------------|------------|------------|------------|---------------|
| VOCATIONAL SCHOOL     | 20         | 11         | 31         | 10.99         |
| COMMUNITY COLLEGE     | 4          | 5          | 9          | 3.19          |
| COLLEGE OR UNIVERSITY | 98         | 100        | 198        | 70.21         |
| APPRENTICE PROGRAM    | 2          | 1          | 3          | 1.06          |
| OTHER                 | 10         | 3          | 13         | 4.60          |
| NO PLANS              | 18         | 10         | 28         | 9.92          |
| <b>TOTAL</b>          | <b>152</b> | <b>130</b> | <b>282</b> | <b>100.00</b> |

TABLE 3. AMOUNT OF TIME PLANNED FOR EDUCATION

|              | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------|------------|------------|------------|---------------|
| FULL-TIME    | 113        | 104        | 217        | 85.43         |
| PART-TIME    | 21         | 16         | 37         | 14.57         |
| <b>TOTAL</b> | <b>134</b> | <b>120</b> | <b>254</b> | <b>100.00</b> |

TABLE 4. NEEDS HELP WITH MONEY FOR SCHOOL

|              | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------|------------|------------|------------|---------------|
| YES          | 89         | 89         | 178        | 73.55         |
| NO           | 39         | 25         | 64         | 26.44         |
| <b>TOTAL</b> | <b>128</b> | <b>114</b> | <b>242</b> | <b>100.00</b> |

CAREER PLANNING SURVEY

CLASS OF 1993

TABLE 5. MAJOR SOURCE OF MONEY FOR SCHOOLING

|              | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------|------------|------------|------------|---------------|
| LOANS        | 53         | 64         | 117        | 46.98         |
| SCHOLARSHIPS | 15         | 12         | 27         | 10.84         |
| PARENTS      | 33         | 31         | 64         | 25.70         |
| EMPLOYMENT   | 26         | 8          | 34         | 13.65         |
| SAVINGS      | 4          | 3          | 7          | 2.81          |
| <b>TOTAL</b> | <b>131</b> | <b>118</b> | <b>249</b> | <b>100.00</b> |

TABLE 6. EMPLOYMENT PLANS NEXT SPRING

|                    | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------------|------------|------------|------------|---------------|
| EMPLOYED           | 125        | 117        | 242        | 86.42         |
| MILITARY FULL-TIME | 14         | 2          | 16         | 5.71          |
| PLAN NO EMPLOYMENT | 13         | 9          | 22         | 7.85          |
| <b>TOTAL</b>       | <b>152</b> | <b>128</b> | <b>280</b> | <b>100.00</b> |

TABLE 7. AMOUNT OF TIME PLANNING TO WORK

|              | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------|------------|------------|------------|---------------|
| FULL-TIME    | 53         | 29         | 82         | 32.03         |
| PART-TIME    | 85         | 89         | 174        | 67.97         |
| <b>TOTAL</b> | <b>138</b> | <b>118</b> | <b>256</b> | <b>100.00</b> |

TABLE 8. CERTAINTY OF PLANS

|                 | MALES      | FEMALES    | TOTAL      | PERCENT       |
|-----------------|------------|------------|------------|---------------|
| VERY SURE       | 47         | 43         | 90         | 35.01         |
| FAIRLY SURE     | 66         | 57         | 123        | 47.85         |
| A LITTLE UNSURE | 21         | 16         | 37         | 14.39         |
| VERY UNSURE     | 1          | 6          | 7          | 2.72          |
| <b>TOTAL</b>    | <b>135</b> | <b>122</b> | <b>257</b> | <b>100.00</b> |



CAREER PLANNING SURVEY

CLASS OF 1993

TABLE 9. HIGH SCHOOL PROGRAM

|                         | MALES      | FEMALES    | TOTAL      | PERCENT       |
|-------------------------|------------|------------|------------|---------------|
| VOCATIONAL-TECH COLLEGE | 21         | 17         | 38         | 13.52         |
| COMMUNITY COLLEGE       | 3          | 4          | 7          | 2.49          |
| COLLEGE OR UNIVERSITY   | 110        | 98         | 208        | 74.02         |
| EMPLOYMENT              | 6          | 2          | 8          | 2.84          |
| MILITARY                | 4          | 0          | 4          | 1.42          |
| TECH PREP               | 1          | 0          | 1          | .35           |
| APPRENTICESHIP TRAINING | 0          | 0          | 0          | .00           |
| OTHER, SPECIFY          | 6          | 9          | 15         | 5.33          |
| <b>TOTAL</b>            | <b>151</b> | <b>130</b> | <b>281</b> | <b>100.00</b> |

TABLE 10. PERSON WHO HELPED MOST

|                         | MALES      | FEMALES    | TOTAL      | PERCENT       |
|-------------------------|------------|------------|------------|---------------|
| PARENT                  | 21         | 17         | 38         | 13.57         |
| FRIEND                  | 6          | 7          | 13         | 4.64          |
| COUNSELOR               | 27         | 32         | 59         | 21.07         |
| TEACHER                 | 3          | 3          | 6          | 2.14          |
| PRINCIPAL/ADMINISTRATOR | 0          | 0          | 0          | .00           |
| I DID IT MYSELF         | 91         | 65         | 156        | 55.71         |
| OTHER, SPECIFY          | 4          | 4          | 8          | 2.85          |
| <b>TOTAL</b>            | <b>152</b> | <b>128</b> | <b>280</b> | <b>100.00</b> |

TABLE 11. SATISFIED WITH CHOICE OF HS PROGRAM

|              | MALES      | FEMALES    | TOTAL      | PERCENT       |
|--------------|------------|------------|------------|---------------|
| YES          | 129        | 115        | 244        | 84.72         |
| NO           | 26         | 18         | 44         | 15.27         |
| <b>TOTAL</b> | <b>155</b> | <b>133</b> | <b>288</b> | <b>100.00</b> |

# CAREER PLANNING SURVEY

CLASS OF 1993

TABLE 12. DIFFERENT HS PROGRAM CHOICE

|                         | MALES      | FEMALES    | TOTAL      | PERCENT       |
|-------------------------|------------|------------|------------|---------------|
| VOCATIONAL-TECH COLLEGE | 19         | 7          | 26         | 9.25          |
| COMMUNITY COLLEGE       | 2          | 3          | 5          | 1.77          |
| COLLEGE OR UNIVERSITY   | 115        | 108        | 223        | 79.35         |
| EMPLOYMENT              | 4          | 3          | 7          | 2.49          |
| MILITARY                | 5          | 1          | 6          | 2.13          |
| TECH PREP               | 0          | 0          | 0          | .00           |
| APPRENTICE TRAINING     | 3          | 1          | 4          | 1.42          |
| OTHER, SPECIFY          | 5          | 5          | 10         | 3.55          |
| <b>TOTAL</b>            | <b>153</b> | <b>128</b> | <b>281</b> | <b>100.00</b> |

TABLE 13. REASON FOR DISSATISFACTION

|                            | MALES     | FEMALES   | TOTAL     | PERCENT       |
|----------------------------|-----------|-----------|-----------|---------------|
| CLASSES NOT AVAILABLE      | 2         | 2         | 4         | 11.42         |
| SCHEDULE CONFLICTS         | 3         | 3         | 6         | 17.14         |
| DISCOURAGED BY OTHERS      | 3         | 0         | 3         | 8.57          |
| CLASSES TOO FULL           | 0         | 1         | 1         | 2.85          |
| PERSONAL GOALS CHANGED     | 4         | 3         | 7         | 20.00         |
| LACK OF TIME FOR ELECTIVES | 3         | 1         | 4         | 11.42         |
| OTHER, SPECIFY             | 5         | 5         | 10        | 28.57         |
| <b>TOTAL</b>               | <b>20</b> | <b>15</b> | <b>35</b> | <b>100.00</b> |

TABLE 14. STUDENT ORGANIZATION MEMBERSHIP

|                             | MALES    | FEMALES  | TOTAL     | PERCENT       |
|-----------------------------|----------|----------|-----------|---------------|
| AIASA (IND. ARTS ASSOC.)    | 2        | 1        | 3         | 23.07         |
| BPA (BUS. PROF. OF AMER.)   | 1        | 1        | 2         | 15.38         |
| FFA (FUTURE FARM. AMER.)    | 2        | 2        | 4         | 30.76         |
| FHA/FLA (FUT. HOME. AMER.)  | 1        | 2        | 3         | 23.07         |
| DECA (DISTR. ED. CLUBS AM.) | 0        | 0        | 0         | .00           |
| HERO (HOME EC. & RELATED)   | 0        | 0        | 0         | .00           |
| HOSA (HEALTH OCC. STU. AM.) | 0        | 0        | 0         | .00           |
| VICA (VOC. IND. CLUBS AM.)  | 0        | 0        | 0         | .00           |
| NATIONAL HONOR SOCIETY      | 0        | 1        | 1         | 7.69          |
| <b>TOTAL</b>                | <b>6</b> | <b>7</b> | <b>13</b> | <b>100.00</b> |

## CAREER PLANNING SURVEY

TABLE 15. STATE QUESTIONS

1. I received a good education.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 37                | 106   | 12       | 2                    | 157    |
| FEMALES     | 35                | 91    | 6        | 0                    | 132    |
| TOTAL       | 72                | 197   | 18       | 2                    | 289    |
| PERCENTAGES | 24.91             | 68.16 | 6.22     | .69                  | 100.00 |

2. I received adequate access to guidance services.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 32                | 101   | 16       | 4                    | 153    |
| FEMALES     | 34                | 87    | 6        | 4                    | 131    |
| TOTAL       | 66                | 188   | 22       | 8                    | 284    |
| PERCENTAGES | 23.23             | 66.19 | 7.74     | 2.81                 | 100.00 |

3. I felt safe (free of harassment, intimidation, etc.)

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 51                | 83    | 16       | 5                    | 155    |
| FEMALES     | 37                | 72    | 19       | 5                    | 133    |
| TOTAL       | 88                | 155   | 35       | 10                   | 288    |
| PERCENTAGES | 30.55             | 53.81 | 12.15    | 3.47                 | 100.00 |

4. I felt welcome to contribute suggestions for school improvement.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 11                | 89    | 38       | 17                   | 155    |
| FEMALES     | 12                | 63    | 47       | 9                    | 131    |
| TOTAL       | 23                | 152   | 85       | 26                   | 286    |
| PERCENTAGES | 8.04              | 53.14 | 29.72    | 9.09                 | 100.00 |

## 5. The curriculum was realistic and met my needs.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 22                | 112   | 16       | 3                    | 153    |
| FEMALES     | 20                | 95    | 10       | 3                    | 128    |
| TOTAL       | 42                | 207   | 26       | 6                    | 281    |
| PERCENTAGES | 14.94             | 73.66 | 9.25     | 2.13                 | 100.00 |

## 6. The staff seemed to care about me.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 17                | 95    | 25       | 16                   | 153    |
| FEMALES     | 23                | 87    | 16       | 5                    | 131    |
| TOTAL       | 40                | 182   | 41       | 21                   | 284    |
| PERCENTAGES | 14.08             | 64.08 | 14.43    | 7.39                 | 100.00 |

## 7. I received adequate career information to make my future plans.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 16                | 98    | 28       | 10                   | 152    |
| FEMALES     | 17                | 74    | 32       | 8                    | 131    |
| TOTAL       | 33                | 172   | 60       | 18                   | 283    |
| PERCENTAGES | 11.66             | 60.77 | 21.20    | 6.36                 | 100.00 |

## 8. Courses I wanted to take were offered.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 28                | 97    | 23       | 5                    | 153    |
| FEMALES     | 31                | 83    | 15       | 3                    | 132    |
| TOTAL       | 59                | 180   | 38       | 8                    | 285    |
| PERCENTAGES | 20.70             | 63.15 | 13.33    | 2.80                 | 100.00 |

## 9. The building was well equipped.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 33                | 105   | 15       | 3                    | 156    |
| FEMALES     | 32                | 88    | 10       | 1                    | 131    |
| TOTAL       | 65                | 193   | 25       | 4                    | 287    |
| PERCENTAGES | 22.64             | 67.24 | 8.71     | 1.39                 | 100.00 |

## 10. School rules were enforced fairly.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 18                | 80    | 33       | 21                   | 152    |
| FEMALES     | 14                | 58    | 50       | 11                   | 133    |
| TOTAL       | 32                | 138   | 83       | 32                   | 285    |
| PERCENTAGES | 11.22             | 48.42 | 29.12    | 11.22                | 100.00 |

## 11a. I felt I learned adequate skills in MATHEMATICS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 27                | 92    | 25       | 5                    | 149    |
| FEMALES     | 37                | 70    | 18       | 5                    | 130    |
| TOTAL       | 64                | 162   | 43       | 10                   | 279    |
| PERCENTAGES | 22.93             | 58.06 | 15.41    | 3.58                 | 100.00 |

## 11b. I wish I had learned more MATHEMATICS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 32                | 76    | 34       | 3                    | 145    |
| FEMALES     | 26                | 47    | 38       | 14                   | 125    |
| TOTAL       | 58                | 123   | 72       | 17                   | 270    |
| PERCENTAGES | 21.48             | 45.55 | 26.66    | 6.29                 | 100.00 |

## 12a. I felt I learned adequate skills in SCIENCE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 12                | 106   | 24       | 10                   | 152    |
| FEMALES     | 21                | 78    | 27       | 5                    | 131    |
| TOTAL       | 33                | 184   | 51       | 15                   | 283    |
| PERCENTAGES | 11.66             | 65.01 | 18.02    | 5.30                 | 100.00 |

## 12b. I wish I had learned more SCIENCE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 28                | 76    | 38       | 2                    | 144    |
| FEMALES     | 24                | 47    | 41       | 11                   | 123    |
| TOTAL       | 52                | 123   | 79       | 13                   | 267    |
| PERCENTAGES | 19.47             | 46.06 | 29.58    | 4.86                 | 100.00 |

## 13a. I felt I learned adequate skills in READING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 18                | 115   | 11       | 4                    | 148    |
| FEMALES     | 38                | 73    | 13       | 6                    | 130    |
| TOTAL       | 56                | 188   | 24       | 10                   | 278    |
| PERCENTAGES | 20.14             | 67.62 | 8.63     | 3.59                 | 100.00 |

## 13b. I wish I had learned more READING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 27                | 62    | 49       | 4                    | 142    |
| FEMALES     | 19                | 49    | 42       | 10                   | 120    |
| TOTAL       | 46                | 111   | 91       | 14                   | 262    |
| PERCENTAGES | 17.55             | 42.36 | 34.73    | 5.34                 | 100.00 |

## 14a. I felt I learned adequate skills in WRITING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 15                | 103   | 20       | 7                    | 145    |
| FEMALES     | 25                | 83    | 18       | 3                    | 129    |
| TOTAL       | 40                | 186   | 38       | 10                   | 274    |
| PERCENTAGES | 14.59             | 67.88 | 13.86    | 3.64                 | 100.00 |

## 14b. I wish I had learned more WRITING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 30                | 70    | 39       | 6                    | 145    |
| FEMALES     | 29                | 49    | 37       | 8                    | 123    |
| TOTAL       | 59                | 119   | 76       | 14                   | 268    |
| PERCENTAGES | 22.01             | 44.40 | 28.35    | 5.22                 | 100.00 |

## 15a. I felt I learned adequate skills in SPEAKING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 14                | 92    | 35       | 8                    | 149    |
| FEMALES     | 16                | 77    | 30       | 7                    | 130    |
| TOTAL       | 30                | 169   | 65       | 15                   | 279    |
| PERCENTAGES | 10.75             | 60.57 | 23.29    | 5.37                 | 100.00 |

## 15b. I wish I had learned more SPEAKING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 36                | 57    | 48       | 3                    | 144    |
| FEMALES     | 29                | 55    | 35       | 4                    | 123    |
| TOTAL       | 65                | 112   | 83       | 7                    | 267    |
| PERCENTAGES | 24.34             | 41.94 | 31.08    | 2.62                 | 100.00 |

## 16a. I felt I learned adequate skills in COMPUTER APPLICATION.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 10                | 75    | 41       | 21                   | 147    |
| FEMALES     | 18                | 49    | 49       | 11                   | 127    |
| TOTAL       | 28                | 124   | 90       | 32                   | 274    |
| PERCENTAGES | 10.21             | 45.25 | 32.84    | 11.67                | 100.00 |

## 16b. I wish I had learned more COMPUTER APPLICATION.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 46                | 66    | 26       | 3                    | 141    |
| FEMALES     | 44                | 61    | 13       | 6                    | 124    |
| TOTAL       | 90                | 127   | 39       | 9                    | 265    |
| PERCENTAGES | 33.96             | 47.92 | 14.71    | 3.39                 | 100.00 |

## 17a. I felt I learned adequate skills in WORLD LANGUAGE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 13                | 87    | 34       | 16                   | 150    |
| FEMALES     | 16                | 63    | 32       | 16                   | 127    |
| TOTAL       | 29                | 150   | 66       | 32                   | 277    |
| PERCENTAGES | 10.46             | 54.15 | 23.82    | 11.55                | 100.00 |

## 17b. I wish I had learned more WORLD LANGUAGE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 25                | 67    | 44       | 9                    | 145    |
| FEMALES     | 34                | 45    | 34       | 10                   | 123    |
| TOTAL       | 59                | 112   | 78       | 19                   | 268    |
| PERCENTAGES | 22.01             | 41.79 | 29.10    | 7.08                 | 100.00 |

## 18a. I felt I learned adequate skills in FINE ARTS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 16                | 73    | 28       | 27                   | 144    |
| FEMALES     | 22                | 68    | 26       | 12                   | 128    |
| TOTAL       | 38                | 141   | 54       | 39                   | 272    |
| PERCENTAGES | 13.97             | 51.83 | 19.85    | 14.33                | 100.00 |

## 18b. I wish I had learned more FINE ARTS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 26                | 64    | 39       | 14                   | 143    |
| FEMALES     | 33                | 50    | 35       | 7                    | 125    |
| TOTAL       | 59                | 114   | 74       | 21                   | 268    |
| PERCENTAGES | 22.01             | 42.53 | 27.61    | 7.83                 | 100.00 |

## 19a. I felt I learned adequate skills in UNDERSTANDING TECHNOLOGY

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 8                 | 87    | 40       | 14                   | 149    |
| FEMALES     | 4                 | 37    | 63       | 21                   | 125    |
| TOTAL       | 12                | 124   | 103      | 35                   | 274    |
| PERCENTAGES | 4.37              | 45.25 | 37.59    | 12.77                | 100.00 |

## 19b. I wish I had learned more UNDERSTANDING TECHNOLOGY.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 30                | 80    | 32       | 1                    | 143    |
| FEMALES     | 19                | 62    | 33       | 9                    | 123    |
| TOTAL       | 49                | 142   | 65       | 10                   | 266    |
| PERCENTAGES | 18.42             | 53.38 | 24.43    | 3.75                 | 100.00 |

## 20a. I felt I learned adequate skills in STUDY SKILLS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 7                 | 88    | 35       | 16                   | 146    |
| FEMALES     | 8                 | 76    | 28       | 13                   | 125    |
| TOTAL       | 15                | 164   | 63       | 29                   | 271    |
| PERCENTAGES | 5.53              | 60.51 | 23.24    | 10.70                | 100.00 |



## 20b. I wish I had learned more STUDY SKILLS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 32                | 71    | 38       | 2                    | 143    |
| FEMALES     | 35                | 57    | 22       | 8                    | 122    |
| TOTAL       | 67                | 128   | 60       | 10                   | 265    |
| PERCENTAGES | 25.28             | 48.30 | 22.64    | 3.77                 | 100.00 |

## 21a. I felt I learned adequate OCCUPATIONAL SKILLS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 7                 | 87    | 41       | 10                   | 145    |
| FEMALES     | 7                 | 61    | 48       | 10                   | 126    |
| TOTAL       | 14                | 148   | 89       | 20                   | 271    |
| PERCENTAGES | 5.16              | 54.61 | 32.84    | 7.38                 | 100.00 |

## 21b. I wish I had learned more OCCUPATIONAL SKILLS.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 31                | 75    | 38       | 3                    | 147    |
| FEMALES     | 26                | 64    | 26       | 8                    | 124    |
| TOTAL       | 57                | 139   | 64       | 11                   | 271    |
| PERCENTAGES | 21.03             | 51.29 | 23.61    | 4.05                 | 100.00 |

## 22a. I felt I learned adequate skills in PROBLEM SOLVING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 16                | 97    | 22       | 8                    | 143    |
| FEMALES     | 18                | 79    | 27       | 5                    | 129    |
| TOTAL       | 34                | 176   | 49       | 13                   | 272    |
| PERCENTAGES | 12.50             | 64.70 | 18.01    | 4.77                 | 100.00 |

## 22b. I wish I had learned more PROBLEM SOLVING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 24                | 79    | 36       | 3                    | 142    |
| FEMALES     | 16                | 60    | 38       | 8                    | 122    |
| TOTAL       | 40                | 139   | 74       | 11                   | 264    |
| PERCENTAGES | 15.15             | 52.65 | 28.03    | 4.16                 | 100.00 |

## 23a. I felt I learned adequate skills in DECISION MAKING.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 9                 | 104   | 23       | 9                    | 145    |
| FEMALES     | 17                | 71    | 32       | 5                    | 125    |
| TOTAL       | 26                | 175   | 55       | 14                   | 270    |
| PERCENTAGES | 9.62              | 64.81 | 20.37    | 5.18                 | 100.00 |

## 23b. I wish I had learned more DECISION MAKING skills.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 29                | 71    | 45       | 2                    | 147    |
| FEMALES     | 25                | 49    | 42       | 5                    | 121    |
| TOTAL       | 54                | 120   | 87       | 7                    | 268    |
| PERCENTAGES | 20.14             | 44.77 | 32.46    | 2.61                 | 100.00 |

## 24a. I felt I learned adequate skills in DEALING WITH CHANGE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 11                | 100   | 24       | 9                    | 144    |
| FEMALES     | 24                | 68    | 33       | 5                    | 130    |
| TOTAL       | 35                | 168   | 57       | 14                   | 274    |
| PERCENTAGES | 12.77             | 61.31 | 20.80    | 5.10                 | 100.00 |

## 24b. I wish I had learned more about DEALING WITH CHANGE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 20                | 72    | 47       | 5                    | 144    |
| FEMALES     | 21                | 44    | 47       | 9                    | 121    |
| TOTAL       | 41                | 116   | 94       | 14                   | 265    |
| PERCENTAGES | 15.47             | 43.77 | 35.47    | 5.28                 | 100.00 |

## 25a. I felt I learned adequate skills in DEALING WITH DIFFERENT KINDS OF PEOPLE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 15                | 94    | 30       | 8                    | 147    |
| FEMALES     | 19                | 72    | 29       | 8                    | 128    |
| TOTAL       | 34                | 166   | 59       | 16                   | 275    |
| PERCENTAGES | 12.36             | 60.36 | 21.45    | 5.81                 | 100.00 |

25b. I wish I had learned more skills for DEALING WITH DIFFERENT KINDS OF PEOPLE.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 27                | 68    | 44       | 6                    | 145    |
| FEMALES     | 26                | 50    | 38       | 7                    | 121    |
| TOTAL       | 53                | 118   | 82       | 13                   | 266    |
| PERCENTAGES | 19.92             | 44.36 | 30.82    | 4.88                 | 100.00 |

26a. I felt I learned adequate skills for HANDLING MY OWN FINANCES.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 8                 | 93    | 26       | 14                   | 141    |
| FEMALES     | 9                 | 59    | 43       | 19                   | 130    |
| TOTAL       | 17                | 152   | 69       | 33                   | 271    |
| PERCENTAGES | 6.27              | 56.08 | 25.46    | 12.17                | 100.00 |

26b. I wish I had learned more skills for HANDLING MY OWN FINANCES.

|             | STRONGLY<br>AGREE | AGREE | DISAGREE | STRONGLY<br>DISAGREE | TOTAL  |
|-------------|-------------------|-------|----------|----------------------|--------|
| MALES       | 34                | 75    | 33       | 2                    | 144    |
| FEMALES     | 34                | 55    | 28       | 4                    | 121    |
| TOTAL       | 68                | 130   | 61       | 6                    | 265    |
| PERCENTAGES | 25.66             | 49.05 | 23.01    | 2.26                 | 100.00 |

## CAREER PLANNING SURVEY

TABLE 16. DISTRICT QUESTIONS

| Dist. Q-1.     | -1-          | -2-         | -3-          | -4-        | -5-         | -6-        | -7-        | -8-        | -9-        | TOTAL         |
|----------------|--------------|-------------|--------------|------------|-------------|------------|------------|------------|------------|---------------|
| MALES          | 69           | 4           | 12           | 1          | 5           | 1          | 0          | 0          | 1          | 93            |
| FEMALES        | 25           | 2           | 7            | 0          | 2           | 0          | 0          | 0          | 0          | 36            |
| <b>TOTAL</b>   | <b>94</b>    | <b>6</b>    | <b>19</b>    | <b>1</b>   | <b>7</b>    | <b>1</b>   | <b>0</b>   | <b>0</b>   | <b>1</b>   | <b>129</b>    |
| <b>PERCENT</b> | <b>72.86</b> | <b>4.65</b> | <b>14.72</b> | <b>.77</b> | <b>5.42</b> | <b>.77</b> | <b>.00</b> | <b>.00</b> | <b>.77</b> | <b>100.00</b> |

| Dist. Q-2.     | -1-          | -2-         | -3-          | -4-         | -5-         | -6-        | -7-        | -8-        | -9-         | TOTAL         |
|----------------|--------------|-------------|--------------|-------------|-------------|------------|------------|------------|-------------|---------------|
| MALES          | 36           | 7           | 38           | 4           | 3           | 1          | 0          | 0          | 0           | 89            |
| FEMALES        | 19           | 3           | 32           | 1           | 2           | 0          | 0          | 0          | 2           | 59            |
| <b>TOTAL</b>   | <b>55</b>    | <b>10</b>   | <b>70</b>    | <b>5</b>    | <b>5</b>    | <b>1</b>   | <b>0</b>   | <b>0</b>   | <b>2</b>    | <b>148</b>    |
| <b>PERCENT</b> | <b>37.16</b> | <b>6.75</b> | <b>47.29</b> | <b>3.37</b> | <b>3.37</b> | <b>.67</b> | <b>.00</b> | <b>.00</b> | <b>1.35</b> | <b>100.00</b> |

| Dist. Q-3.     | -1-          | -2-         | -3-         | -4-         | -5-         | -6-         | -7-         | -8-         | -9-          | TOTAL         |
|----------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|---------------|
| MALES          | 19           | 2           | 3           | 4           | 2           | 3           | 12          | 0           | 40           | 85            |
| FEMALES        | 35           | 0           | 3           | 3           | 0           | 0           | 2           | 3           | 18           | 64            |
| <b>TOTAL</b>   | <b>54</b>    | <b>2</b>    | <b>6</b>    | <b>7</b>    | <b>2</b>    | <b>3</b>    | <b>14</b>   | <b>3</b>    | <b>58</b>    | <b>149</b>    |
| <b>PERCENT</b> | <b>36.24</b> | <b>1.34</b> | <b>4.02</b> | <b>4.69</b> | <b>1.34</b> | <b>2.01</b> | <b>9.39</b> | <b>2.01</b> | <b>38.92</b> | <b>100.00</b> |

| Dist. Q-4.     | -1-          | -2-          | -3-          | -4-          | -5-        | -6-         | -7-        | -8-        | -9-        | TOTAL         |
|----------------|--------------|--------------|--------------|--------------|------------|-------------|------------|------------|------------|---------------|
| MALES          | 40           | 51           | 27           | 17           | 0          | 3           | 0          | 0          | 0          | 138           |
| FEMALES        | 39           | 36           | 24           | 10           | 0          | 0           | 0          | 0          | 0          | 109           |
| <b>TOTAL</b>   | <b>79</b>    | <b>87</b>    | <b>51</b>    | <b>27</b>    | <b>0</b>   | <b>3</b>    | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>247</b>    |
| <b>PERCENT</b> | <b>31.98</b> | <b>35.22</b> | <b>20.64</b> | <b>10.93</b> | <b>.00</b> | <b>1.21</b> | <b>.00</b> | <b>.00</b> | <b>.00</b> | <b>100.00</b> |

| Dist. Q-5.     | -1-          | -2-         | -3-         | -4-         | -5-         | -6-        | -7-        | -8-        | -9-        | TOTAL         |
|----------------|--------------|-------------|-------------|-------------|-------------|------------|------------|------------|------------|---------------|
| MALES          | 93           | 17          | 8           | 5           | 6           | 1          | 0          | 0          | 2          | 132           |
| FEMALES        | 88           | 3           | 0           | 4           | 4           | 0          | 0          | 0          | 0          | 99            |
| <b>TOTAL</b>   | <b>181</b>   | <b>20</b>   | <b>8</b>    | <b>9</b>    | <b>10</b>   | <b>1</b>   | <b>0</b>   | <b>0</b>   | <b>2</b>   | <b>231</b>    |
| <b>PERCENT</b> | <b>78.35</b> | <b>8.65</b> | <b>3.46</b> | <b>3.89</b> | <b>4.32</b> | <b>.43</b> | <b>.00</b> | <b>.00</b> | <b>.86</b> | <b>100.00</b> |

## CAREER PLANNING SURVEY

TABLE 16. DISTRICT QUESTIONS

| Dist. Q-6.  |       |       |       |       |      |      |     |     |     |        |
|-------------|-------|-------|-------|-------|------|------|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6-  | -7- | -8- | -9- | TOTAL  |
| MALES       | 37    | 20    | 52    | 20    | 11   | 1    | 0   | 0   | 0   | 141    |
| FEMALES     | 30    | 24    | 46    | 19    | 3    | 0    | 0   | 0   | 0   | 122    |
| TOTAL       | 67    | 44    | 98    | 39    | 14   | 1    | 0   | 0   | 0   | 263    |
| PERCENT     | 25.47 | 16.73 | 37.26 | 14.82 | 5.32 | .38  | .00 | .00 | .00 | 100.00 |
| Dist. Q-7.  |       |       |       |       |      |      |     |     |     |        |
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6-  | -7- | -8- | -9- | TOTAL  |
| MALES       | 88    | 15    | 0     | 5     | 3    | 4    | 0   | 0   | 0   | 115    |
| FEMALES     | 69    | 9     | 3     | 3     | 2    | 1    | 1   | 0   | 0   | 88     |
| TOTAL       | 157   | 24    | 3     | 8     | 5    | 5    | 1   | 0   | 0   | 203    |
| PERCENT     | 77.33 | 11.82 | 1.47  | 3.94  | 2.46 | 2.46 | .49 | .00 | .00 | 100.00 |
| Dist. Q-8.  |       |       |       |       |      |      |     |     |     |        |
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6-  | -7- | -8- | -9- | TOTAL  |
| MALES       | 7     | 91    | 26    | 12    | 1    | 1    | 2   | 1   | 0   | 141    |
| FEMALES     | 12    | 77    | 30    | 2     | 0    | 0    | 0   | 0   | 0   | 121    |
| TOTAL       | 19    | 168   | 56    | 14    | 1    | 1    | 2   | 1   | 0   | 262    |
| PERCENT     | 7.25  | 64.12 | 21.37 | 5.34  | .38  | .38  | .76 | .38 | .00 | 100.00 |
| Dist. Q-9.  |       |       |       |       |      |      |     |     |     |        |
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6-  | -7- | -8- | -9- | TOTAL  |
| MALES       | 22    | 89    | 19    | 8     | 1    | 2    | 1   | 0   | 0   | 142    |
| FEMALES     | 25    | 77    | 15    | 4     | 0    | 0    | 0   | 0   | 0   | 121    |
| TOTAL       | 47    | 166   | 34    | 12    | 1    | 2    | 1   | 0   | 0   | 263    |
| PERCENT     | 17.87 | 63.11 | 12.92 | 4.56  | .38  | .76  | .38 | .00 | .00 | 100.00 |
| Dist. Q-10. |       |       |       |       |      |      |     |     |     |        |
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6-  | -7- | -8- | -9- | TOTAL  |
| MALES       | 11    | 98    | 20    | 8     | 2    | 0    | 2   | 0   | 1   | 142    |
| FEMALES     | 15    | 85    | 15    | 6     | 0    | 0    | 0   | 0   | 0   | 121    |
| TOTAL       | 26    | 183   | 35    | 14    | 2    | 0    | 2   | 0   | 1   | 263    |
| PERCENT     | 9.88  | 69.58 | 13.30 | 5.32  | .76  | .00  | .76 | .00 | .38 | 100.00 |

## CAREER PLANNING SURVEY

TABLE 16. DISTRICT QUESTIONS

| Dist. Q-11. |       |       |       |      |     |     |     |     |     |        |
|-------------|-------|-------|-------|------|-----|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-  | -5- | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 28    | 86    | 18    | 5    | 1   | 0   | 0   | 0   | 0   | 138    |
| FEMALES     | 24    | 68    | 17    | 4    | 0   | 0   | 0   | 0   | 0   | 113    |
| TOTAL       | 52    | 154   | 35    | 9    | 1   | 0   | 0   | 0   | 0   | 251    |
| PERCENT     | 20.71 | 61.35 | 13.94 | 3.58 | .39 | .00 | .00 | .00 | .00 | 100.00 |

| Dist. Q-12. |       |       |       |      |     |     |     |     |     |        |
|-------------|-------|-------|-------|------|-----|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-  | -5- | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 35    | 70    | 22    | 9    | 0   | 0   | 0   | 0   | 0   | 136    |
| FEMALES     | 40    | 70    | 4     | 2    | 0   | 0   | 0   | 0   | 0   | 116    |
| TOTAL       | 75    | 140   | 26    | 11   | 0   | 0   | 0   | 0   | 0   | 252    |
| PERCENT     | 29.76 | 55.55 | 10.31 | 4.36 | .00 | .00 | .00 | .00 | .00 | 100.00 |

| Dist. Q-13. |      |       |       |      |     |     |     |     |     |        |
|-------------|------|-------|-------|------|-----|-----|-----|-----|-----|--------|
|             | -1-  | -2-   | -3-   | -4-  | -5- | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 13   | 77    | 34    | 12   | 0   | 1   | 0   | 2   | 0   | 139    |
| FEMALES     | 11   | 68    | 25    | 13   | 0   | 0   | 0   | 0   | 1   | 118    |
| TOTAL       | 24   | 145   | 59    | 25   | 0   | 1   | 0   | 2   | 1   | 257    |
| PERCENT     | 9.33 | 56.42 | 22.95 | 9.72 | .00 | .38 | .00 | .77 | .38 | 100.00 |

| Dist. Q-14. |       |       |      |      |     |     |     |     |     |        |
|-------------|-------|-------|------|------|-----|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-  | -4-  | -5- | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 40    | 75    | 13   | 8    | 1   | 0   | 0   | 0   | 0   | 137    |
| FEMALES     | 60    | 48    | 8    | 1    | 0   | 0   | 0   | 0   | 0   | 117    |
| TOTAL       | 100   | 123   | 21   | 9    | 1   | 0   | 0   | 0   | 0   | 254    |
| PERCENT     | 39.37 | 48.42 | 8.26 | 3.54 | .39 | .00 | .00 | .00 | .00 | 100.00 |

| Dist. Q-15. |       |       |       |      |     |     |     |     |     |        |
|-------------|-------|-------|-------|------|-----|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-  | -5- | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 42    | 69    | 16    | 7    | 0   | 0   | 0   | 0   | 0   | 134    |
| FEMALES     | 42    | 62    | 11    | 3    | 0   | 0   | 0   | 0   | 0   | 118    |
| TOTAL       | 84    | 131   | 27    | 10   | 0   | 0   | 0   | 0   | 0   | 252    |
| PERCENT     | 33.33 | 51.98 | 10.71 | 3.96 | .00 | .00 | .00 | .00 | .00 | 100.00 |

## CAREER PLANNING SURVEY

TABLE 16. DISTRICT QUESTIONS

| Dist. Q-16. |       |       |       |      |       |     |     |     |     |        |
|-------------|-------|-------|-------|------|-------|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-  | -5-   | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 29    | 56    | 22    | 11   | 16    | 0   | 0   | 0   | 0   | 134    |
| FEMALES     | 39    | 38    | 12    | 11   | 17    | 0   | 0   | 0   | 0   | 117    |
| TOTAL       | 68    | 94    | 34    | 22   | 33    | 0   | 0   | 0   | 0   | 251    |
| PERCENT     | 27.09 | 37.45 | 13.54 | 8.76 | 13.14 | .00 | .00 | .00 | .00 | 100.00 |

| Dist. Q-17. |       |       |      |      |      |      |      |       |      |        |
|-------------|-------|-------|------|------|------|------|------|-------|------|--------|
|             | -1-   | -2-   | -3-  | -4-  | -5-  | -6-  | -7-  | -8-   | -9-  | TOTAL  |
| MALES       | 32    | 16    | 9    | 4    | 3    | 4    | 13   | 19    | 8    | 108    |
| FEMALES     | 30    | 15    | 2    | 0    | 0    | 8    | 3    | 5     | 6    | 69     |
| TOTAL       | 62    | 31    | 11   | 4    | 3    | 12   | 16   | 24    | 14   | 177    |
| PERCENT     | 35.02 | 17.51 | 6.21 | 2.25 | 1.69 | 6.77 | 9.03 | 13.55 | 7.90 | 100.00 |

| Dist. Q-18. |       |       |       |       |      |     |     |     |     |        |
|-------------|-------|-------|-------|-------|------|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 18    | 41    | 46    | 21    | 5    | 0   | 0   | 0   | 2   | 133    |
| FEMALES     | 12    | 32    | 48    | 10    | 4    | 0   | 0   | 0   | 0   | 106    |
| TOTAL       | 30    | 73    | 94    | 31    | 9    | 0   | 0   | 0   | 2   | 239    |
| PERCENT     | 12.55 | 30.54 | 39.33 | 12.97 | 3.76 | .00 | .00 | .00 | .83 | 100.00 |

| Dist. Q-19. |       |       |       |       |      |     |     |     |     |        |
|-------------|-------|-------|-------|-------|------|-----|-----|-----|-----|--------|
|             | -1-   | -2-   | -3-   | -4-   | -5-  | -6- | -7- | -8- | -9- | TOTAL  |
| MALES       | 66    | 15    | 15    | 20    | 9    | 0   | 2   | 0   | 0   | 127    |
| FEMALES     | 56    | 10    | 21    | 14    | 11   | 0   | 0   | 0   | 0   | 112    |
| TOTAL       | 122   | 25    | 36    | 34    | 20   | 0   | 2   | 0   | 0   | 239    |
| PERCENT     | 51.04 | 10.46 | 15.06 | 14.22 | 8.36 | .00 | .83 | .00 | .00 | 100.00 |

| Dist. Q-20. |       |       |      |      |       |     |     |      |     |        |
|-------------|-------|-------|------|------|-------|-----|-----|------|-----|--------|
|             | -1-   | -2-   | -3-  | -4-  | -5-   | -6- | -7- | -8-  | -9- | TOTAL  |
| MALES       | 8     | 4     | 2    | 1    | 6     | 0   | 0   | 2    | 0   | 23     |
| FEMALES     | 1     | 2     | 0    | 0    | 2     | 0   | 0   | 0    | 0   | 5      |
| TOTAL       | 9     | 6     | 2    | 1    | 8     | 0   | 0   | 2    | 0   | 28     |
| PERCENT     | 32.14 | 21.42 | 7.14 | 3.57 | 28.57 | .00 | .00 | 7.14 | .00 | 100.00 |

The results of this survey are for follow-up information only. They will not be used as a personal evaluation. All results will be completely anonymous.

1. I participated in the following high school extra-curricular activities: (mark all that apply)
  1. athletics
  2. academics
  3. music/the arts
  4. communications\debate
  5. leadership
2. I did not participate in extra-curricular activities because:
  1. worked
  2. wasn't asked
  3. lack of interest
  4. lack of funds
  5. lack of transportation
  6. parent influence
3. I participated in activities not sponsored by the school.
  1. church activities
  2. American Gold gymnastics
  3. 4 - H
  4. F-M community theater
  5. Trollwood
  6. Boy Scouts
  7. Club sports
  8. FM Symphony
  9. other \_\_\_\_\_
4. I had a good experience in high school extra-curricular activities.
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
5. I was involved in community service activities.
  1. 0 - 5 hours/week
  2. 6 - 10 hours/week
  3. 11 - 15 hours/week
  4. 16 - 20 hours/week
  5. more than 20 hours/week
6. I worked during high school.
  1. did not work
  2. 1 - 10 hours/week
  3. 11 - 20 hours/week
  4. 21 - 30 hours/week
  5. over 30 hours/week
7. Work experience
  1. held a regular part-time job
  2. held a full-time paying job during the summer
  3. earned money by selling goods or services
  4. participated in a work-study, distributive education, cooperative work program while enrolled in high school.
  5. started my own business or service
  6. supervised the work of others.
  7. managed the financial affairs of some organization.
8. Grading practices and policies at Moorhead High were fair
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
9. Library or learning center at the high school is well equipped and up to date
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
10. Laboratory facilities at the high school are well equipped and up to date
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
11. Provisions are made for students needing special assistance in improving skills in reading, math, etc.
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
12. Provisions are made for academically outstanding students (e.g. honors program, accelerated courses, etc.)
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
13. The high school curriculum provides adequate information on sex education.
  1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree

(over)



14. I received encouragement from my parents during high school.
1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
15. My parents had high expectations for my high school academic achievements.
1. strongly agree
  2. agree
  3. disagree
  4. strongly disagree
16. I skipped school/classes
1. never skipped
  2. 1 - 5 times/year
  3. 6 - 10 times/year
  4. 11 - 20 times/year
  5. more than 20
17. I skipped because:
1. never skipped
  2. class was boring
  3. lack of challenge
  4. went to work
  5. family obligations
  6. personal problems
  7. for longer lunch
  8. do something with friends
  9. other \_\_\_\_\_
18. School created an atmosphere where cultural differences were:
1. welcomed
  2. accepted
  3. tolerated
  4. not accepted
  5. not addressed
19. During my school years, K - 12, I:
1. attended only Moorhead public schools
  2. attended Moorhead public and non public schools
  3. transferred to Moorhead during elementary
  4. transferred to Moorhead during junior high
  5. transferred to Moorhead during senior high

MEMO #: S-94-134

TO: School Board  
FROM: Bruce R. Anderson, Supt.  
RE: 1993-95 ISD 152 Communications Plan  
DATE: February 3, 1994

Attached please find the 1993-95 Communications Plan as prepared by Mrs. Mary Davies. Mrs. Davies has utilized input of broad constituents in pulling together a plan.

All of the recommended expenditures will be within the parameters identified in the Annual Operational Plan.

Suggested Resolution: Move to accept the 1993-95 ISD 152 Communications Plan as presented.

BRA:cbp  
Attachment

COMMUNICATIONS PLAN...1993-94 & 1994-95  
SCHOOL DISTRICT 152  
PREPARED BY Mary Davies

**I. SUMMARY**

The 1993-94 and 1994-95 School District 152 Communications Plan will focus on building communications with staff and parents. A secondary focus will be community residents (taxpayers).

**II. MARKET ANALYSIS**

Demographic changes in our community are making ISD 152 increasingly diverse. The school district is now 13% minority students and for the past several years the increase has been about 1% each year. This change needs to be considered in all of our planning and communications.

Both the city and the district continue to see growth. The population of Moorhead increased from 29,998 in 1980 to 32,295 in 1990. Enrollment in the school district in the fall of 1993 was 6,053 which is as high as it has been since 1973. The low was 4,616 in 1983. Over 2/3 of school district residents do not have children in school.

The median age for Moorhead is increasing. In 1990 the median age was 25.7, up from 23.8 in 1980. In 1990, 11 % of the population in Moorhead was over 65. The baby-boomers at 27% are the largest segment in Clay County. Educational level in Clay County is high. In 1990, 21.5% of residents aged 25 or older held a bachelors degree or higher. Clay County's high school drop-out rate is very low at 2.7%. Minnesota women are in the labor force at a much higher rate than the national average and Clay County exceeds the state percentage. In Clay County, 71.9% of women with children under 6 are in the labor force and 83% of women with children 6-17 years are in the labor force.

The most important demographic trend in the past few years has been the increased racial/ethnic mix. In September 1993 the Moorhead schools enrolled 803 minority students (13.3%) up from 10% in 1990. The largest minority group is Hispanic, but increases in American Indian and African-American students have also been significant.

Several groups were involved in analyzing our market. A district committee made up of representatives from various buildings met five times. An advisory committee of community public relations/marketing professionals met once. The coordinator also sought advice from other advisory committees and individuals in the district and in the community, for example reporters, realtors, the Chamber of

Commerce. (See Appendix A for committee lists.)

From input of the above groups and individuals, it seems that the greatest strengths of ISD 152 are its strong teaching staff, its successful students and graduates, the community support the district receives, the emphasis on technology and the visionary outlook. While the district has excellent programs and staff we need to brag about them. Also mentioned as a strength was the wide variety of enrichment activities available to Moorhead students.

Communicating with the community, increasing parent involvement and addressing minority issues, including conflicts among students, were all suggested as weaknesses with which the district should deal.

Persons outside the district also suggested the need to determine what exactly the district is called. Do we want to be known as ISD 152? Some thought this impersonal and not really telling the community anything. Or, is it Moorhead Area Schools or Moorhead Schools? The current logo is dated and there is a need to pull the buildings together with a cohesive design.

People want to know about school and student successes, what is being taught, what is being done to prepare students for the workforce and what is being done about minority issues,

### **III. CURRENT ACTIVITIES**

The Moorhead schools have not had a coordinated program to address public relations/marketing issues. Current communications from the District are usually media interviews and are reactive rather than proactive and on issues determined by the media. Most of the current marketing activities are a hit and miss effort on the building level. Exceptions to this generalization include the Back to School Newsletter, 152 Review, the facts card distributed in the fall, and a facts piece and brochure written three years ago.

In recent years, communications with parents have increased greatly at the building level. Most buildings have a building newsletter of some kind; some also have one from their parent-teacher group. Parent involvement monies are used to support these mailings. Parents are very appreciative of these publications.

A list of current activities was generated by the staff public relations task force. It is included as Appendix B.

### **IV. MARKETING OBJECTIVES**

A. Provide information on School District policies, activities and programs to

- staff and community.
- B. Help School District employees do their own public relations.
  - C. Communicate student and staff achievement to the stakeholders.
  - D. Build understanding, morale and support among staff.
  - E. Identify trends and concerns of the community.

## V. PRIORITY MARKET

The school district has at least 25 customers or stakeholder groups. These are listed in Appendix C. In discussing which of these audiences to target, general agreement from the advisory groups focused first on internal communications, that is marketing the district to district staff. Second priority are the parents of students. Third, would be the general group of taxpayers, particularly nonparents. Time and financial resources will determine whether and to what extent all of these people can be reached.

The primary activity for staff communications will be the institution of a regular staff newsletter. This will be copied in-house, not printed, and will be kept as short as possible. We may need to experiment before we come up with the best way to put it out with current office staff.

For parents, the primary activities will be to continue building newsletters, to make the most of times when parents are in the building and to produce videotapes to help with children's transitional years in school.

For the community, the plan will entail getting as many people, especially key people, into the schools as possible, either for group tours or events. We will continue to try to interest the media in stories about the schools. 152 Review will be mailed to all School District residents, staff and key people.

## VI. THE MESSAGE

- ISD 152 has a wide variety of quality programs for people of all ages, preschool through adult.
- ISD 152 has a progressive and visionary teaching staff that has received many state and national commendations.
- Students graduating from Moorhead Senior High are prepared and successful in the workplace.
- ISD 152 has excellent extracurricular programs.
- ISD 152 is a district that addresses the academic, social and emotional growth of its students.
- ISD 152 is small enough to provide access but large enough for choice.
- The schools are part of the community.
- All staff is working to ensure the best future for our students.
- The district strives to meet individual needs in a caring, nurturing environment.
- ISD 152 is in the forefront in teaching and using technology.
- The Moorhead schools work to provide a safe and secure environment for

all students and staff.

- Advanced Placement classes and the post-secondary options program (allowing juniors and seniors to take classes at MSU, Concordia and Northwest Technical College) extend high school offerings beyond the usual high school program.

**VII. BUDGET**

1993-94            \$17,800 (products) + \$17,219 (Davies)  
1994-95            \$17,449 + 17,570 (Davies)

| Source of funds: | <u>1993-94</u> |                                       | <u>1994-95 -proposed</u> |
|------------------|----------------|---------------------------------------|--------------------------|
|                  | \$ 7,500       | Community Education<br>for 152 Review | \$ 7,500                 |
|                  | \$19,000       | District marketing funds              | \$19,000                 |
|                  | \$ 8,519       | Parent Involvement                    | \$ 8,519                 |

### VIII. ACTIVITIES (1993-94, January-June)

| ACTIVITY  | PUBLIC REACHED                            | OBJECTIVES BEING MET | ESTIMATED COST                              | PERSON RESPONSIBLE  | TIMELINES   |
|---|---|----------------------|---|---|---|
| Continue 152 Review, mailing to all residents Feb. and May; emphasize student achievement in winter and staff in spring   | All residents of 152 plus media, agencies | A<br>C               | \$7500 for 3 issues (Community Ed)          | Mary Davies   | Distribute (Oct.), Feb. 4, May 6  |
| Develop design standards for news release, staff newsletter, Board Brief, etc. consider new logo  | All                                       | D                    | \$200                                       | Mary Davies to hire someone                                   | Complete by May 1st   |
| Continue sending building newsletters to parents  | Parents                                   | A, C                 | Building Budgets & Parent Involvement funds | Principals  | All year  |
| Start a district-wide monthly staff newsletter  | School district staff                     | D, A, C              | \$300 plus staff time                       | Mary Davies   | 1st issue - Feb   |
| Encourage buildings to use time when parents are in building, such as conferences, to supply information about schools, especially curriculum, to parents; also to show student produced videos on whats happening in building.(make available for check-out) | Parents                                   | A, C                 | Building Budgets                            | Principals & Staff  | Talk to principals. Before spring conferences, Davies to send list of suggestions |
| Reduce staff and public frustration with the phone system   | All                                       | B                    | District Budgets                            | Principals, Central Administration                            | Do research by May.   |
| Write feature articles or give media ideas about dedicated and talented staff   | All                                       | C, D                 | Time  | Mary Davies   | On-going 1/month  |
| Assist media with information requests  | News media                                | A, B, C              | Time  | M. Davies<br>C. Peterson                                      | On-going  |
| Publicize all of the enrichment activities in the Moorhead schools and achievement of students involved   | Students Community                        | A                    | Time  | M. Davies<br>D. Hulbert<br>L. Johnson<br>M. Green<br>L. Brown | Complete by June. Article in winter <u>152 Review</u> .                           |

| ACTIVITY  | PUBLIC REACHED                                 | OBJECTIVES BEING MET | ESTIMATED COST  | PERSON RESPONSIBLE                      | TIMELINES                        |
|---|--|----------------------|---|---|----------------------------------|
| Offer assistance to building MEEP teams working on making their building more welcoming           | Parents  |                      | Parent Involvement monies   | M. Davies<br>Building Teams             | Complete by June 1994            |
| Hold 1/2 day in-service on public relations for secretaries                                       | School & central office secretaries            | D                    | \$40 plus staff time  | M. Davies                               | Feb. 18 and one other date       |
| Make materials available in languages other than English when necessary                           | Hispanic<br>Laotian<br>Vietnamese<br>Cambodian | A                    | \$300 plus building & program budgets                                 | M. Davies                               | On-going                         |
| Do videotapes for families for transition years: 6 to 7, and 8 to 9. Evaluate                     | Parents  | A                    | \$1250 plus staff time<br>Parent Inv. funds                           | M. Davies<br>(hire person)              | Complete by April 1994           |
| Use KIDsource to get out information on school curriculum/policies                                | K-6  | A                    | Charge to Parent Inv. funds   | M. Davies                               | On-going                         |
| Have regular contact with media to alert them to school activities                                | Media  | A, B, C              | Time  | M. Davies                               | Weekly Fax                       |
| Send news releases to the news media  | Media  | A                    | Time  | M. Davies                               | As needed                        |
| Develop a process for staff to let communications coordinator or media know of a newsworthy event | All  | B, C                 | Time  | M. Davies                               | Meet with principals in February |
| Make greater use of electronic mail for staff communications                                      | Staff  | A, D                 | Time  | B. Anderson<br>C. Peterson<br>M. Davies | On-going                         |
| Help edit and produce progress report on 5-year plan  | Staff<br>Community                             | A, C                 | What Budget?<br>Depends in kind of publication.<br>Will it be mailed? | B. Jernberg<br>M. Davies                | ?                                |
| Convene advisory committees to review year  | Staff<br>Community                             | E                    | Time  | M. Davies                               | Meet in Feb. & May               |



| ACTIVITY   | PUBLIC REACHED           | OBJECTIVES BEING MET | ESTIMATED COST | PERSON RESPONSIBLE                      | TIMELINES                               |
|--|--------------------------|----------------------|----------------|---|---|
| Work on ways to communicate information such as policies or crises to staff in a timely manner   | Staff                    | A, D                 | Time           | M. Davies<br>B. Anderson                | On-going                                |
| Hold one building lunch/tour each month February, March and April. Possible groups to invite include:<br>a) College Officials<br>b) Service Club Presidents<br>c) Chamber Education Committee<br>d) Largest ten tax-payers in District | Key Decision Makers      | A, E                 | \$50           | M. Davies<br>Dr. Anderson               | Organize in January, February and March |
| Serve on Chamber of Commerce Education Committee. Continue Chamber - schools exchange  | Business Community       | A, C                 | Time           | M. Davies<br>R. Jernberg                | Monthly meetings                        |
| Have an informational session/reception for realtors.  | Realtors                 | A                    | Time           | M. Davies<br>B. Jernberg<br>C. Peterson | Spring                                  |
| Meet periodically with Superintendent's Advisory Committee for input   | Parents                  | E                    | Time           | M. Davies                               | Attend in March and May if possible     |
| Update Board Brief list adding other key community people  | Key People - influencers | A, C                 | Time           | M. Davies                               | Jan. 5 complete                         |
| Evaluate 93-94 activities  |                          |                      | Time           | M. Davies                               | Do in May-June '94                      |

### ACTIVITIES (1994-95)

| Activity   | PUBLIC REACHED                | OBJECTIVES BEING MEET | ESTIMATED COST                   | PERSON RESPONSIBLE                             | TIMELINES  |
|--|-------------------------------|-----------------------|----------------------------------|--|--|
| Investigate some recognition program for "program of the year", "accomplishment of the year", etc. to feature staff. Involve staff and parents in planning and developing criteria | Staff<br>Community            | C<br>D                | Time<br>Awards<br>(find sponsor) | M. Davies<br>B. Franklin                       | Research<br>spring 1995<br>for<br>implemen-<br>tation in<br>1995-96          |
| Adopt a district-wide theme for the year   | Staff<br>Parents<br>Community | D                     | Time                             | M. Davies                                      | Have ready<br>by July  |
| Edit PER Report and mail to all residents  | Parents<br>Community<br>Staff | A<br>C                | \$3,100                          | M. Davies                                      | Mail by Aug.<br>1, Board<br>approval July<br>12. To<br>interface<br>June 21. |
| Mail Back-to-School Newsletter to Parents & Staff  | Parents<br>Staff              | A                     | \$1,100                          | M. Davies                                      | Mail by<br>August 10,<br>1994  |
| Encourage service clubs to have speakers from schools  | Business<br>Professional      | A, C, D               | Time                             | M. Davies                                      | Send Letter<br>in September  |
| In-service to all staff on importance of public relations  | Staff                         | B                     | Time                             | M. Davies                                      | Suggest in<br>spring '94<br>for fall '94                                     |
| Hold an in-service training for principals/supervisors on doing newsletters  | Staff                         | B                     | Time<br>Speaker<br>\$50          | M. Davies                                      | Hold Jan. or<br>April '94  |
| Have elementary age children make videotape about living in/attending school in Moorhead to use with realtors and their clients  | Families                      | A                     | \$200                            | M. Davies                                      | Complete by<br>February  |
| Print a brochure for parents new to district   | Parents                       | A                     | \$200                            | M. Davies                                      | Complete by<br>March   |
| Work with personnel to have a staff directory  | Staff                         | D                     | ?                                | M. Davies<br>(Franklin,<br>Hegna and<br>Bauer) | Distribute in<br>September   |

| Activity  | PUBLIC REACHED                                      | OBJECTIVES BEING MEET | ESTIMATED COST                               | PERSON RESPONSIBLE               | TIMELINES                         |
|---|---|-----------------------|--|----------------------------------|-----------------------------------|
| Print a pocket-sized facts piece to use with staff, realtors, others who want basic information | Staff<br>Community                                  | A                     | \$400  | M. Davies                        | Print and distribute in September |
| Develop a plan for getting community input  | Community   | E                     | Times  | M. Davies                        | Plan ready by Jan. 1995           |
| Look into possibility of a radio program...find sponsor   | Parents<br>Community                                | A, C                  |  | M. Davies                        | Investigate in August             |
| Include information on district programs with Board Brief mailings                              | Influential citizens                                | A, C                  |  | M. Davies<br>C. Peterson         | Start in July                     |
| Offer communications workshop to PTAC leaders   | Parents   | ?                     | Time   | M. Davies                        | Hold in August                    |
| Continue 152 Review mailing to all residents in Oct., Feb. and May;                             | All residents                                       | A, C                  | \$7500<br>(Community Ed funds)               | M. Davies                        | Mail in Oct., Feb. and May        |
| Write feature articles or give media ideas about dedicated and talented staff                   | All   | C, D                  | Time   | M. Davies                        | On-going                          |
| Publicize all of the enrichment activities in the Moorhead schools                              | Parents<br>Students<br>Community                    | A                     | Time<br>Building activities booklets         | M. Davies<br>Bldg.<br>Principals | On-going                          |
| Continue informing parents through building newsletters   | Parents   | A, C                  | Building Budgets & Parent Involvement monies | Principals                       | All year                          |
| Make materials available in languages other than English when necessary                         | Families whose first language is <u>not</u> English | A                     | \$300  | M. Davies                        | On-going                          |
| Distribute a monthly district-wide staff newsletter. (evaluate what was done in Spring '94)     | Staff   | A, C, D               | \$600 for year                               | M. Davies                        | On-going                          |

| Activity  | PUBLIC REACHED              | OBJECTIVES BEING MEET | ESTIMATED COST        | PERSON RESPONSIBLE                       | TIMELINES  |
|---|-----------------------------|-----------------------|-----------------------|--|--|
| Encourage buildings to use time when parents are in building, such as conferences, to supply information about schools, especially curriculum, to parents | Parents                     | A, C                  | Building Budgets      | Principals & staff                       | On-going   |
| Use KIDsource to get out information on school curriculum/policies  | K-6 Parents                 | A                     | Charge to Parent Inv. | M. Davies                                | On-going   |
| Have regular contact with media to alert them to school activities  | Media                       | A, B, C               | Time                  | M. Davies                                | On-going, weekly fax                                 |
| Send news releases to the news media  | Media                       | A                     | Time                  | M. Davies                                | On-going   |
| Make greater use of electronic mail for staff communications  | Staff                       | A, D                  | Time                  | B. Anderson<br>C. Peterson<br>M. Davies  | On-going   |
| Hold three building lunch/tours during year: Oct., Jan., and April  | Community Leaders           | A, C, E               | \$50                  | M. Davies                                | Schedule tours for Oct., Jan., and April             |
| Showcase what's happening in the classroom (Hold in a place like Armory, Hjemkomst, Center Mall, Sports Center, or Sr. High gym?)                         | Parents Community           | A, C                  | ?                     | M. Davies and School Staff               | Start planning with staff in Sept., for spring event |
| Produce a video magazine or newsletter to be shown on MCAT three or four times a year.  | Moorhead residents          | A, C                  | \$4,000               | M. Davies                                |  |
| Develop a crisis communications plan  | Students, Staff & Community | A, D                  | Time                  | M. Davies with help of Central Admin.    | Spring 1995  |
| Work with personnel to put on an annual employee recognition event.   | Staff                       | D                     | \$ Depends on event   | B. Franklin<br>M. Davies<br>Dr. Anderson | Explore 94-95. Implement spring '95                  |

| Activity   | PUBLIC REACHED       | OBJECTIVES BEING MEET | ESTIMATED COST | PERSON RESPONSIBLE | TIMELINES                |
|--|----------------------|-----------------------|----------------|--------------------|--------------------------|
| Do district video to use with parents, community, realtors and prospective employees | Parents<br>Community | A                     | \$1,000        | M. Davies          | Complete by<br>March '95 |

19.communic.pl  
14.mktgpln.fm94

## Appendix A

### Communications Task Force

The following School District staff served on a task force to guide development of this plan. Their suggestions are the basis of the communications plan.

Lynette Anderson  
Mary Case  
Grace Fridgen  
Janice Johnson

Audrey Shafer  
Cynthia Sillers  
Clint Talley

### Public Relations Advisory Committee

The following community people met on October 27 and developed a list of ISD152 strengths and weaknesses, discussed the district's image, and suggested groups the communication plan should target.

Dan Anderson -- Concordia College  
Dave Braton -- former General Manager, The Forum  
John Brink -- marketing consultant  
Kathy Freise -- Moorhead State University  
Chris Olson -- Lake Agassiz Regional Library  
Cindy Mayerich -- communications consultant  
Pat Staples -- MeritCare

### Individual Interviews

The coordinator met with the following people:

Carol Renner -- Moorhead Public Service  
Lowell Larson -- Moorhead Chamber of Commerce  
Gary Larson -- MCAT  
Arnie Kuhn -- FM Board of Realtors  
Dave Olson -- The Forum  
Cindy Peterson -- ISD152  
Helen Friend -- Moorhead Education Association

I am grateful for the suggestions, insights, ideas and support from all of these volunteers. They will be called on again to assess and evaluate progress in reaching the marketing objectives outlined in this plan.

## APPENDIX B

### WHAT ARE WE DOING NOW TO MARKET THE MOORHEAD SCHOOLS?

152 Review  
public speaking  
newspaper, radio, tv interviews  
PER Report  
invite people to attend Board meetings  
special events  
PTAC meetings  
news releases to media  
through the Moorhead Foundation  
Community Education catalog  
KIDsource  
parent-teacher conferences  
letters to parents (English and Spanish)  
school handbooks (English and Spanish)  
Board Briefs (highlights of Board meetings sent to interested residents)  
sports  
performing groups such as band/orchestra concerts/Apollo Strings/choir  
building newsletters  
back-to-school nights/open houses  
building signs  
fundraising (students go out to community and residents ask about schools)  
building calendars  
Community Education  
feature articles in media  
MEA Teacher of the Year  
TV spots  
STEP/ Odyssey of the Mind  
individual teachers  
Back-to-school newsletter  
Junior High bumper stickers

APPENDIX C

WHO ARE THE CUSTOMERS OF THE MOORHEAD SCHOOLS?

|                 |                                     |               |
|-----------------|-------------------------------------|---------------|
| businesses      | senior citizens                     | service clubs |
| parents         | organizations                       | churches      |
| colleges        | retirement homes                    | relatives     |
| students        | grandparents                        | alumni        |
| neighbors       | athletic fans                       | employers     |
| patrons of arts | city/county govt.                   | farmers       |
| taxpayers       | limited English-speaking population | teachers      |
| state govt.     | administration                      |               |
| realtors        | support staff                       |               |



MEMO #: I-94-260

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Contracts with Clay County Social Services and  
Village Family Service Center and Center for  
Parents and Children

DATE: February 16, 1994

It is recommended that the school district enter into a contract with Clay County Social Services to provide funding for a crisis prevention program in the amount of \$14,000. This program was reviewed at the February 8 Board meeting. As was stated at that time, funds will cover all excess costs after special education reimbursements for this program.

Also, it is recommended that the school district enter into a contract with the Village Family Service Center and Center for Parents and Children to provide crisis prevention services in the amount not to exceed \$26,900. The revenue for this program will be provided by special education aid and funding from Clay County Social Services. This program was also reviewed at the February 8 Board meeting.

Contracts may be viewed in the Superintendent's Office.

Suggested Resolution: Move to approve the contracts with Clay County Social Services and the Village Family Service Center and Center for Parents and Children in the amounts of \$14,000 and \$26,900, respectively.

RMJ/mdm

MEMO #: B94.286

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 7, 1994

SUBJECT: 1994.95 ANNUAL OPERATIONAL PLAN

Attached are the following funds:

- V. Capital Outlay
- VI. Building Construction
- VII. Debt Redemption

Please review Revenue Assumptions, Expenditure Assumptions and Rationale. If you have any questions or need explanations, please call.

Suggested Resolution: Accept the rationale and assumptions for the funds:

- V. Capital Outlay
- VI. Building Construction
- VII. Debt Redemption

## CAPITAL EXPENDITURE FUND PROJECTIONS

In an effort to reduce the resources of time and materials devoted to the development of the Annual Operation Plan, we submit the Capital Fund in summary form. Last year these were 30 pages of data.

The summary sheets on page V-12 thru V-14 have line numbers in the left hand margin. These line numbers will be used to identify the data that fits with the assumptions and rationale. i.e. total beginning fund balance is found on line 4.

There are several items that will affect the long range assumptions:

1. State changing the way we cover the loan payments for the asbestos removal work at the Senior High and Jr. High that was done in 1989. See letter, page V-8.
2. Capital Equipment Projects being studied. See page V-9.
3. Five Year Facility Plan, see page V-10 for summary. We will have a public hearing on the projects prior to July 1st each year.

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V. CAPITAL EXPENDITURE FUND PROJECTION

|   | <u>PAGE</u> | <u>LINE ON<br/>BUDGET<br/>SUMMARY</u> |
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| A. Revenue Assumptions & Rationale          | V 1         |                                       |
| 1. Facilities & Lease                       | V 1         | 5- 9                                  |
| 2. Equipment                                | V 1         | 10-13                                 |
| 3. Health & Safety                          | V 2         | 14                                    |
| B. Expenditure Assumptions & Rationale      |             |                                       |
| 1. Facilities & Lease                       | V 2         | 16-35                                 |
| 2. Equipment                                | V 4         | 36-57                                 |
| 3. Health & Safety                          | V 7         | 58-60                                 |
| C. Capital Outlay Fund Revenues Summary     |             |                                       |
| 1. Facilities                               | V 12        | 9                                     |
| 2. Equipment                                | V 12        | 13                                    |
| 3. Health & Safety                          | V 12        | 14                                    |
| D. Capital Outlay Fund Expenditures Summary |             |                                       |
| 1. Facilities                               | V 12        | 35                                    |
| 2. Equipment                                | V 13        | 57                                    |
| 3. Health & Safety                          | V 14        | 64                                    |
| E. Fund Balances                            |             |                                       |
| 1. Facilities                               | V 12        | 1                                     |
| 2. Equipment                                | V 12        | 2                                     |
| 3. Health & Safety                          | V 12        | 3                                     |
| 4. Fund Projection Graph                    | V 15        |                                       |

CAPITAL OUTLAY FUND

CAPITAL OUTLAY DEFINED: "Site improvements, building improvements and capital repairs are of such magnitude that they represent an expenditure with a minimum of individual project cost of \$1,000 with the useful life of at least ten years, and significantly increase the value and/or extend the useful life in the instance of capital repair. Equipment represents an expenditure with a minimum unit cost of \$350 with a useful life of at least four years.

Capital Outlay will be allocated in the areas as follows:  
Facilities (requires a hearing of five-year plans before July 1 each year)  
Equipment  
Health and Safety

CAPITAL OUTLAY REVENUE ASSUMPTIONS & RATIONALE

Capital Outlay major parameters will continue to be based on legislation, Minnesota Department of Education Regulations, and local levy decisions within those parameters.

Statutes require a school board to adopt a capital expenditure facilities program by a two-thirds vote after notice and hearing as part of a five-year program which must be reviewed by the district before July 1 of each year. After notice and hearing; after the annual review, the program may be amended to include the ensuing five-year period.

Grants/Donations will only be added to revenue and expenditure budgets when appropriate.

LINE #

FACILITY . . . . . 5

The facilities revenue is based on pupil units. 1991.92 revenues include adjustments by Minnesota Department of Education dealing with asbestos removal at the Sr. High. The legislature reduced the per pupil allocation to \$128 per student for 1993.94. It is assumed that due to the Minnesota economy, the allocation will remain at \$128 per pupil for the period of 1993.94 through 1996.97.

LEASE LEVY . . . . . 6

Lease levy will continue to be utilized for athletic facility rental, community education space, Voyager School rental, and rental of the Moorhead Sport Center spaces available for school use. The levy will lag expenses by one year.

EQUIPMENT . . . . . 12

Equipment Revenue is based on pupil units. Revenues will increase in 1993.94 and 1994.95 due to an increase in elementary weighting and an increase in the allowance from \$63 to \$68 in 1995.96.

HEALTH & SAFETY . . . . . 14

Health and Safety aid and levy revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used for removal or encapsulation of asbestos, asbestos-related repairs, or for the removal of PCBs or clean-up removal, disposal and repairs related to radar and to storing heating fuel or transportation fuels. It is assumed that all projects will receive prior approval before the levy is authorized. Health and safety adjustments will be made as approved by the Minnesota Department of Education.

CAPITAL OUTLAY FACILITY EXPENDITURE ASSUMPTIONS AND RATIONALE

Facilities revenue may be used for repair and restoration of existing district-owned facilities, new construction, correcting existing health and safety hazards, equipping buildings, surplus school buildings that are used substantially for public non-school purposes, leasing buildings, and purchasing or leasing interactive telecommunications equipment.

Priority for allocations of facilities revenue (in priority are as follows):

1. Health and Safety
2. Energy conservation
3. Building preservation
4. Needed space for continuing programs
5. Telecommunications
6. Convenience
7. Appearance

FOOD SERVICE . . . . . 16

Food Service will be self supporting for its equipment. However, there is a need to utilize facilities capital for built-in equipment such as walk-in coolers, dishwashers, and necessary remodeling projects related to preparation and serving of food.

REGION I ESV/REGION 8 . . . . . 17

The District will complete its obligations to ESV Region I for equipment purchase in 1992.93. In that the District owns its own A/S 400 Computer System, no capital obligations are anticipated to ESV Region 8 to which the district now belongs.

**SPECIAL ASSESSMENTS . . . . . 18**

Special Assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. At this time it is anticipated that a replacement for Ninth Ave. No. will be constructed during 1993 and will be paid from bond issue revenues authorized by the September 15, 1992 referendum land or as a lease assessment.

**MAINTENANCE PROJECTS . . . . . 19**

Capital Maintenance Projects for buildings and grounds will be based on priorities established through input from principals to the Buildings and Grounds Supervisor, who will recommend the priority needs to the Superintendent or his designee. It is assumed that the capital maintenance projects will increase at the standard rate.

**TELEPHONE/TELECOMMUNICATIONS . . . . . 20**

Telephone/Telecommunication expenses include equipment and line lease expense. It is anticipated that lease expenses will increase at the standard rate. It is assumed that major improvements in the area of telephone/intercom communication within buildings will be completed through bond issue revenue authorized by the September 15, 1992 referendum and will be completed between January 1, 1993 and January 1, 1994. We should consider a review of our telecommunication network. What level of service do we want to provide?

**BUILDING CONSTRUCTION . . . . . 21**

It is anticipated that all building construction during the period of July 1, 1993 through July 1, 1996 will be completed through referendum expenses and that construction in 1995.96 and 1996.97 will include needed roof repair and Senior High School addition and renovations to meet increased student enrollment.

**LEASE LEVY . . . . . 22**

Lease Levy facility expenses will continue to include space for community education, Moorhead Sport Center spaces, and rental of football fields and other athletic activity areas. The leases will be dependent on annual prior approval by the Minnesota Department of Education. Lease for St. Francis will terminate if building is purchased.

LINE #

HANDICAP ACCESS . . . . . 23

Legislation passed in 1992 allowing district to levy \$300,000 over a period of up to five years for the purpose of providing handicapped access to district facilities. It is anticipated that the district will expend \$60,000 annually during the 1993.94 through 1996.97 school years after first securing approval from the Minnesota Department of Education for specific projects.

BUILDING ALLOCATION . . . . . FACILITIES 25-32  
EQUIPMENT 47-54

Due to legislative action restricting the use of equipment and facilities funds, it is necessary to allocate building funds in the areas of facilities and equipment beginning in 1993.94.

CAPITAL EQUIPMENT ASSUMPTIONS & RATIONALE

Capital equipment revenue may be used to pay capital expenditure related assessments of any entity formed under a cooperative agreement between two or more districts, to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment, to purchase or lease equipment for instructional programs, to purchase textbooks, to purchase library books, and to purchase vehicles other than school buses. Most items can readily be classified as equipment. However, the following are examples of equipment items that could appear to qualify as supplies: encyclopedias, large wall maps, large free-standing globes, band and choir uniforms, chairs, and library books representing initial adoptions and later substantive improvements. Beginning in 1993.94, shelving, cable networks and other items attached to buildings will be classified as facilities.

Equipment revenue will be allocated based on the following (in priority):

1. Essential furniture (used if available)
2. Technology
3. Specialized equipment needed for instruction
4. Specialized equipment needed for maintenance and transportation
5. Equipment to support curriculum and instruction
6. Convenience
7. Appearance



LINE #

TECHNOLOGY . . . . . 36 & 37

Technology expenses will include technology support and software upgrades or the District's computer systems and for purchase of equipment for long-term technology needs and replacements. This expense will increase at the standard rate. These expenses are in addition to the technology improvements authorized by the September 15, 1992 referendum which will be paid for by bond issues during the period of January 1992 through January 1994.

INTERACTIVE TELEVISION . . . . . 38

Interactive television will start in 1994.95. We are allowed a levy for this category. A plan needs to be developed to support instruction with this medium.

REPLACEMENT OF EQUIPMENT . . . . . 39

Equipment which must be replaced immediately for continuity of instructional programs or for equipment essential for school district operation will be purchased when necessary from this contingency budget. Non-emergency items will not be replaced from this budget.

MAINTENANCE/TRANSPORTATION . . . . . 40

Maintenance/transportation equipment will be purchased based on the recommendations of the Buildings and Grounds Supervisor and Transportation Supervisor. These expenditures do not include school bus purchases or repair. The expenses for maintenance/transportation will increase at the standard rate.

VEHICLES . . . . . 41

Vehicle equipment expense will be utilized to replace used vehicles for out-of-town transportation. The Director of Transportation will make recommendations regarding purchasing of vehicles. It is assumed that the budget for these expenditures will remain constant for the period of projections.

MEDIA/A.V. . . . . 42

Media/A.V. equipment and application software will be purchased based on recommendations of the Director of Media Services after consultation with principals, building media personnel and other staff. Attention will be given to curricular areas who are implementing program changes as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate.

LINE #

MEDIA/LIBRARY . . . . . 43

Media/Library books will be purchased based on recommendations of the Director of Media Services based on specific needs as identified by the building principals with assistance of media personnel and other staff. Attention will be given to specific needs related to curriculum and learner outcome attainment. Expenditures in this budget area will increase at the standard rate.

DISTRICT WIDE EQUIPMENT . . . . . 44

District wide equipment expenses will be utilized for purchasing equipment for new construction, each new classroom will be equipped with intercoms, a teacher's desk, student desks, and a file cabinet. This budget will be utilized for district wide programs such as ESL, gifted education, district office needs, and equipment needed to support newly adopted programs. A significant portion of this budget area will be utilized as a follow up to implementation of programs as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate and will be supplemented in 1992.93 with an additional \$25,000 for support of equipment in rooms constructed utilizing the bond issue revenues from the September 15, 1992 referendum.

MUSIC . . . . . 45

District expense for musical instrument purchase and replacement will be based on recommendations from the District's music staff. An increase was made in this area for 1992.93 in order to purchase choir robes.

BUILDING ALLOCATIONS . . . . . 46-54

Capital equipment will continue to be allocated to buildings. The allocation for 1991.92 and 1992.93 is \$23.75 per pupil unit. Legislative action reduced funding and placed restrictions on use of equipment and facilities funds. Facilities funds have been allocated to buildings beginning in 1993.94. NOTE: Probstfield School budget for equipment was reduced from \$11,625 to \$9,313 with an equal adjustment made to the facilities budget to accommodate referendum casework/sidewalk projects.

HEALTH AND SAFETY ASSUMPTIONS & RATIONALE . . . . . 58-64

This revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used to correct fire safety hazards of life safety hazards or for the removal or encapsulation of asbestos, asbestos-related repairs, clean-up and disposal of PCBs or clean-up removal, disposal and repairs related to storing heating fuel or transportation fuels. Asbestos removal is for removal of floor tile in various buildings. This will require prior approval from the Minnesota Department of Education.

CAPITAL FACILITY FUND BALANCE RATIONALE . . . . . 1

The Capital Facility Fund deficit is increasing due to the action of the Minnesota Department of Education as it relates to the funding of the Senior High School construction, completed in 1990 and 1991. A transfer of expenses from the health and safety budget significantly increases the deficit by limiting expenditures by the 1993.94 and 1994.95 school years. This deficit will be eliminated.

CAPITAL EQUIPMENT FUND BALANCE RATIONALE . . . . . 2

The Capital Equipment Fund will continue to have a positive fund balance. Equipment expenditures will be adjusted as necessary in reaction to any changes in legislation which would change the anticipated revenue amounts.

HEALTH AND SAFETY FUND BALANCE RATIONALE . . . . . 3

The health and safety fund balance will continue to fluctuate based on expenditures which will only be completed upon prior state approval and the resulting adjusted revenue to insure funding for payment of those expenditures. Significant expenditures continue to be for asbestos removal as it relates to asbestos tile flooring. The state is determining whether it is advisable to remove asbestos tile or to continue to insure that the asbestos is encapsulated. Asbestos removal will not occur without prior state approval. Therefore, estimated revenues and expenditures may vary from projections.



# Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

February 15, 1994

Mr. Len Nachman  
State Department of Education  
965 Capitol Square - 550 Cedar  
St. Paul MN 55101-2273

RE: Asbestos Loan Payback

Dear Len:

We were granted an EPA loan for the removal of friable asbestos in our school buildings. The amount of the loan was as follows:

|                          |                |
|--------------------------|----------------|
| Moorhead Senior High     | \$1,093,576.00 |
| Robert Asp Middle School | \$280,592.00   |

We have been paying back the loan over the past five years with Health and Safety Revenue. The annual payments are:

|                          |             |
|--------------------------|-------------|
| Moorhead Senior High     | \$60,800.00 |
| Robert Asp Middle School | \$15,600.00 |

We have been informed that this no longer will be eligible for Health and Safety Levy. Based on the planning change, we request that the remaining difference for the loan be transferred to the long term debt fund as was done with the energy loan amounts.

Sincerely,

Orv Kaste, Supervisor  
Property Services & Safety

OK:KP

cc: R. Lacher  
R. Legg

PS940156

CAPITAL EQUIPMENT PROJECTS BEING STUDIED FOR INCLUSION IN  
1994.95 FINAL BUDGET

1. Getting disk storage of correspondence, bids, quotes, board materials, etc.
2. Fax Network through the A/S 400.
3. Human Resource Program to monitor staffing through position allocation.
4. Automated Substitute Calling and Accounting System.
5. Increase processing and storage for A/S 400.
6. Study of Telecommunication/Data Network of the district

Allowable Capital Outlay Fund Balance is:

\$675 per pupil unit. This is an increase from \$270. We project 6,994.46 pupil units for 94.95, which would allow a fund balance of \$4,721,260.50.

## PROPERTY SERVICES

## SUMMARY - FIVE YEAR CAPITAL OUTLAY

|                  | 95-96     | 96-97     | 97-98     | 98-99     | 99-00     |
|------------------|-----------|-----------|-----------|-----------|-----------|
| SENIOR HIGH      | \$226,700 | \$100,800 | \$60,800  | \$111,200 | \$99,110  |
| JUNIOR HIGH      | \$32,600  | \$4,000   | \$25,000  | \$0       | \$0       |
| ROBERT ASP       | \$66,200  | \$15,600  | \$40,600  | \$15,600  | \$15,600  |
| WASHINGTON       | \$97,200  | \$5,000   | \$4,000   | \$7,000   | \$0       |
| EDISON           | \$5,000   | \$20,000  | \$0       | \$0       | \$0       |
| PROBSTFIELD      | \$17,300  | \$5,000   | \$30,000  | \$0       | \$0       |
| RIVERSIDE        | \$28,300  | \$22,900  | \$4,000   | \$25,000  | \$0       |
| LINCOLN          | \$0       | \$0       | \$0       | \$0       | \$0       |
| MAINTENANCE SHOP | \$5,000   | \$6,000   | \$0       | \$30,000  | \$4,000   |
| TOWNSITE         | \$0       | \$0       | \$0       | \$0       | \$4,000   |
| EQUIPMENT        | \$25,000  | \$35,000  | \$25,000  | \$25,000  | \$35,000  |
| TOTAL            | \$503,300 | \$214,300 | \$189,400 | \$213,800 | \$157,710 |

OK:KP  
CAPOUT9394KAP  
REV021594

ASBESTOS - NON-FRIABLE FLOOR TILE

Listed below is the square footages and projected costs of asbestos floor tile removal and replacement. There have been changes in the Health and Safety Levy and this can no longer be funded.

We will need to address this during remodeling and when it becomes friable.

| BUILDING    | SQUARE<br>FOOTAGE<br>(Sq Ft x \$6.00)= | COST        |
|-------------|--|-------------|
| SENIOR HIGH | 100,483                                | \$602,898   |
| JUNIOR HIGH | 27,903                                 | \$167,418   |
| ROBERT ASP  | 27,903                                 | \$167,418   |
| WASHINGTON  | 40,489                                 | \$242,934   |
| EDISON      | 31,035                                 | \$186,210   |
| PROBSTFIELD | 38,599                                 | \$231,594   |
| RIVERSIDE   | 26,323                                 | \$157,938   |
| LINCOLN     | 5,466                                  | \$32,796    |
| VOYAGER     | 14,720                                 | \$88,320    |
| SATELLITE   | 2,220                                  | \$13,320    |
| TOWNSITE    | 364                                    | \$2,184     |
| Total:      | 315,505                                | \$1,893,030 |

OK:KP  
CAPOUT93-1

V. CAPITAL OUTLAY FUND PROJECTIONS  
1991-92 TO 1996-97

| Line #                        | 1991.92                             | 1992.93            | 1992.93            | 1993.94            | 1994.95            | 1995.96            | 1996.97            | 1997.98            |                    |
|-------------------------------|-------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                               | ACTUALS                             | Budget             | Actual             | Prelin Budget      | P R O J E C T E D  |                    |                    |                    |                    |
| <b>BEGINNING FUND BALANCE</b> |                                     |                    |                    |                    |                    |                    |                    |                    |                    |
| 1                             | Facility                            | (\$102,669)        | (\$378,815)        | (\$378,815)        | (\$516,300)        | \$19,894           | \$522,543          | \$1,141,472        | \$1,865,751        |
| 2                             | Equipment                           | \$2,738            | (\$108,100)        | (\$108,100)        | (\$272,107)        | (\$231,672)        | (\$127,078)        | \$22,741           | \$207,722          |
| 3                             | Health and Safety                   | \$332,739          | \$339,012          | \$339,012          | \$44,527           | \$143,281          | \$31,031           | \$0                | \$0                |
| 4                             | <b>Total Beginning Fund Balance</b> | <b>\$232,808</b>   | <b>(\$147,903)</b> | <b>(\$147,903)</b> | <b>(\$743,880)</b> | <b>(\$68,498)</b>  | <b>\$426,496</b>   | <b>\$1,164,213</b> | <b>\$2,073,473</b> |
| <b>REVENUES</b>               |                                     |                    |                    |                    |                    |                    |                    |                    |                    |
| 5                             | Facility                            | \$894,674          | 91.50% \$818,637   | 103.09% \$843,926  | 107.82% \$909,920  | 102.78% \$935,226  | 102.59% \$959,494  | 101.56% \$974,458  | 101.65% \$990,500  |
| 6                             | Lease                               | \$126,000          | \$114,938          | \$114,938          | \$255,101          | \$257,821          | \$275,000          | \$280,000          | \$285,000          |
| 7                             | Other                               | \$132,144          | \$56,360           | \$56,364           | \$53,066           | \$49,066           | \$45,066           | \$41,066           | \$38,066           |
| 8                             | Disabled Access                     |                    |                    |                    | \$60,000           | \$60,000           | \$60,000           | \$60,000           | \$60,000           |
| 9                             | <b>TOTAL FACILITIES</b>             | <b>\$1,152,818</b> | <b>\$989,935</b>   | <b>\$1,015,228</b> | <b>\$1,278,087</b> | <b>\$1,302,113</b> | <b>\$1,339,560</b> | <b>\$1,355,524</b> | <b>\$1,373,566</b> |
| 10                            | Interactive Television              |                    |                    |                    |                    | \$69,027           | \$70,408           | \$71,816           | \$73,252           |
| 11                            | Interest Income                     |                    |                    | \$0                | \$0                | \$0                | \$0                | \$6,000            | \$6,000            |
| 12                            | Equipment                           | \$399,673          | \$431,454          | \$404,553          | \$418,320          | \$440,651          | \$489,212          | \$500,706          | \$508,534          |
| 13                            | <b>TOTAL EQUIPMENT</b>              | <b>\$399,673</b>   | <b>\$431,454</b>   | <b>\$404,553</b>   | <b>\$418,320</b>   | <b>\$509,678</b>   | <b>\$559,620</b>   | <b>\$578,521</b>   | <b>\$587,786</b>   |
| 14                            | Health and Safety                   | \$688,584          | (\$7,540)          | \$78,743           | \$652,104          | \$89,150           | \$70,369           | \$101,400          | \$101,400          |
| 15                            | <b>Total Revenues</b>               | <b>\$2,241,075</b> | <b>\$1,413,849</b> | <b>\$1,498,524</b> | <b>\$2,348,511</b> | <b>\$1,900,941</b> | <b>\$1,969,549</b> | <b>\$2,035,445</b> | <b>\$2,062,752</b> |
| <b>EXPENDITURES</b>           |                                     |                    |                    |                    |                    |                    |                    |                    |                    |
| <b>FACILITY</b>               |                                     |                    |                    |                    |                    |                    |                    |                    |                    |
| 16                            | Food Service                        | \$6,261            | \$10,000           | \$0                | \$20,000           | \$10,000           | \$10,000           | \$10,000           | \$10,000           |
| 16.1                          | Sr. High Dish Washer                |                    |                    |                    |                    | \$35,000           |                    |                    |                    |
| 17                            | Region I ESV/Region 8               | \$6,000            | \$7,085            | \$7,085            |                    |                    |                    |                    |                    |
| 18                            | Special Assessments                 | \$16,836           | \$16,788           | \$13,921           | \$14,000           | \$14,000           | \$14,000           | \$14,000           | \$14,000           |
| 19                            | Maintenance                         | \$53,000           | \$57,000           | \$52,947           | \$57,000           | \$57,000           | \$58,710           | \$60,471           | \$60,471           |
| 20                            | Telephone/Telecommunications        | \$62,000           | \$66,000           | \$65,932           | \$66,000           | \$67,320           | \$69,340           | \$71,420           | \$73,562           |
| 21                            | Building Construction               | \$1,064,384        | \$560,240          | \$731,487          | \$160,000          | \$30,000           |                    |                    |                    |
| 21.1                          | District Office Renovations         |                    |                    |                    |                    | \$50,000           | \$100,000          |                    |                    |
| 22                            | Lease Levy                          | \$166,473          | \$241,000          | \$218,944          | \$257,821          | \$275,000          | \$280,000          | \$285,000          | \$290,000          |
| 23                            | Handicap Access                     |                    |                    | \$2,022            | \$44,409           | \$105,591          | \$60,000           | \$60,000           | \$27,978           |
| 24                            | Building Allocation                 |                    |                    |                    |                    |                    |                    |                    |                    |
| 25                            | Edison                              |                    |                    |                    | \$4,800            | \$4,800            | \$4,800            | \$4,720            | \$4,640            |
| 26                            | Probstfield                         |                    |                    |                    | \$6,200            | \$6,200            | \$6,264            | \$6,224            | \$6,168            |
| 27                            | Riverside                           |                    |                    |                    | \$3,792            | \$3,792            | \$3,800            | \$3,760            | \$3,680            |
| 28                            | Washington                          |                    |                    |                    | \$5,360            | \$5,360            | \$5,440            | \$5,375            | \$5,280            |
| 29                            | Robert Asp                          |                    |                    |                    | \$5,952            | \$5,952            | \$6,144            | \$6,400            | \$6,496            |
| 30                            | Voyager                             |                    |                    |                    | \$1,920            | \$1,920            | \$1,920            | \$1,920            | \$1,920            |
| 31                            | Jr. High                            |                    |                    |                    | \$10,317           | \$10,317           | \$10,702           | \$10,764           | \$11,024           |
| 32                            | Sr. High                            |                    |                    |                    | \$16,890           | \$16,890           | \$17,940           | \$19,375           | \$20,405           |
| 33                            | Interactive Television              |                    |                    |                    |                    | \$69,027           | \$70,408           | \$71,816           | \$73,252           |
| 34                            | Interest                            | \$54,010           | \$41,749           | \$60,375           | \$67,432           | \$31,295           | \$1,164            |                    |                    |



V. CAPITAL OUTLAY FUND PROJECTIONS  
1991-92 TO 1996-97

| Line # | 1991.92                                    | 1992.93     | 1992.93     | 1993.94       | 1994.95           | 1995.96     | 1996.97     | 1997.98     |
|--------|--|-------------|-------------|---------------|-------------------|-------------|-------------|-------------|
|        | ACTUALS                                    | Budget      | Actual      | Prelim Budget | P R O J E C T E D |             |             |             |
| 35     | \$1,428,964                                | \$999,862   | \$1,152,713 | \$741,893     | \$799,464         | \$720,631   | \$631,245   | \$608,877   |
|        | <b>EQUIPMENT</b>                           |             |             |               |                   |             |             |             |
| 36     | \$23,800                                   | \$23,800    | \$23,562    | \$23,000      | \$23,000          | \$23,000    | \$23,000    | \$23,000    |
| 37     | \$26,350                                   | \$50,000    | \$54,430    | \$50,000      | \$30,000          | \$30,000    | \$40,000    | \$40,000    |
| 38     |  |             |             |               | \$69,027          | \$70,408    | \$71,816    | \$73,252    |
| 39     | \$10,000                                   | \$10,000    | \$11,452    | \$10,000      | \$5,000           | \$5,000     | \$10,000    | \$10,000    |
| 40     | \$14,000                                   | \$14,000    | \$13,006    | \$14,000      | \$7,000           | \$7,000     | \$14,000    | \$14,000    |
| 41     | \$15,000                                   | \$15,000    | \$19,361    | \$15,000      | \$7,500           | \$7,500     | \$15,000    | \$15,000    |
| 42     | \$31,000                                   | \$33,000    | \$31,866    | \$33,000      | \$27,000          | \$27,000    | \$27,000    | \$27,000    |
| 43     | \$24,500                                   | \$27,000    | \$25,858    | \$26,000      | \$26,000          | \$26,000    | \$26,000    | \$26,000    |
| 44     | \$62,000                                   | \$61,528    | \$67,022    | \$88,328      | \$95,000          | \$95,000    | \$45,000    | \$45,000    |
| 45     | \$15,000                                   | \$18,750    | \$18,724    | \$15,000      | \$12,000          | \$12,000    | \$12,000    | \$12,000    |
| 46     | \$148,396                                  | \$152,548   | \$143,664   |               |                   |             |             |             |
| 47     |  |             |             | \$9,000       | \$9,000           | \$9,000     | \$8,850     | \$8,700     |
| 48     |  |             |             | \$11,625      | \$11,625          | \$11,745    | \$11,670    | \$11,565    |
| 49     |  |             |             | \$7,110       | \$7,110           | \$7,125     | \$7,050     | \$6,900     |
| 50     |  |             |             | \$10,050      | \$10,050          | \$10,200    | \$10,043    | \$9,900     |
| 51     |  |             |             | \$11,160      | \$11,160          | \$11,520    | \$12,000    | \$12,832    |
| 52     |  |             |             | \$3,600       | \$3,600           | \$3,600     | \$3,600     | \$3,600     |
| 53     |  |             |             | \$19,344      | \$19,344          | \$20,065    | \$20,183    | \$20,670    |
| 54     |  |             |             | \$31,668      | \$31,668          | \$33,638    | \$36,329    | \$38,259    |
| 55     | \$140,465                                  |             | \$159,615   | \$0           | \$0               | \$0         | \$0         | \$0         |
| 56     |  | \$38,292    |             |               |                   |             |             |             |
| 57     | \$510,511                                  | \$443,918   | \$568,560   | \$377,885     | \$405,084         | \$409,801   | \$393,541   | \$397,678   |
|        | <b>HEALTH AND SAFETY</b>                   |             |             |               |                   |             |             |             |
| 58     | \$580,968                                  |             | \$118,531   | \$361,950     | \$100,000         |             |             |             |
| 59     | \$25,000                                   | \$40,000    |             |               |                   |             |             |             |
| 60     |  | \$105,000   | \$152,356   | \$90,000      |                   |             |             |             |
| 61     | \$76,343                                   | \$76,400    | \$76,343    | \$76,400      | \$76,400          | \$76,400    | \$76,400    | \$76,400    |
| 62     |  | \$0         | \$20,748    | \$25,000      | \$25,000          | \$25,000    | \$25,000    | \$25,000    |
| 63     |  | \$5,250     | \$5,250     |               |                   |             |             |             |
| 64     | \$682,311                                  | \$226,650   | \$373,228   | \$553,350     | \$201,400         | \$101,400   | \$101,400   | \$101,400   |
| 65     | \$2,621,786                                | \$1,670,430 | \$2,094,501 | \$1,673,128   | \$1,405,948       | \$1,231,832 | \$1,126,185 | \$1,107,955 |
| 66     | Total Revenue Over Expenditure (\$380,711) | (\$256,581) | (\$595,977) | \$675,383     | \$494,993         | \$737,717   | \$909,260   | \$954,797   |
| 67     | (Total Expenditure Over Revenue)           |             |             |               |                   |             |             |             |
| 67     | Total Ending Fund Balance (\$147,903)      | (\$404,484) | (\$743,880) | (\$68,498)    | \$426,496         | \$1,164,213 | \$2,073,473 | \$3,028,270 |

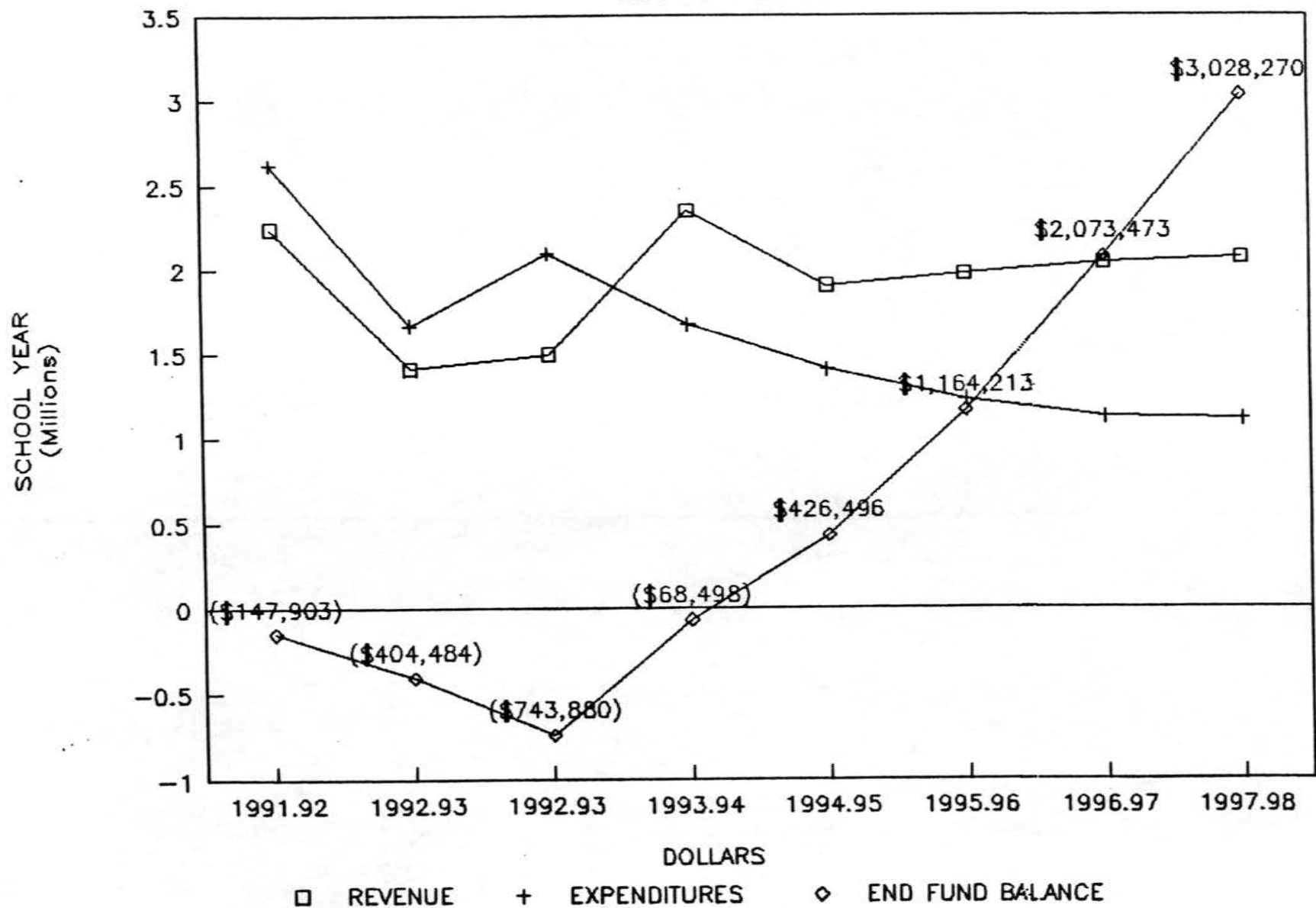
Enrollment

V. CAPITAL OUTLAY FUND PROJECTIONS  
1991-92 TO 1996-97

| Line # | GRADE           | 1991.92            | 1992.93           | 1992.93           | 1993.94           | 1994.95           | 1995.96   | 1996.97   | 1997.98   |
|--------|-----------------|--------------------|-------------------|-------------------|-------------------|-------------------|-----------|-----------|-----------|
|        |                 | ACTUALS<br>1991.92 | Budget<br>1992.93 | Actual<br>1992.93 | Budget<br>1993.94 | P R O J E C T E D |           |           |           |
| 67     |                 |                    |                   |                   |                   |                   |           |           |           |
| 68     | K               | 492                | 499               | 499               | 490               | 501               | 472       | 446       | 461       |
| 69     | 1-4             | 1968               | 1990              | 1990              | 2008              | 2042              | 2056      | 2050      | 2005      |
| 70     | 5 & 6           | 939                | 978               | 978               | 984               | 1004              | 1034      | 1067      | 1059      |
| 71     | 7 & 8           | 871                | 920               | 920               | 960               | 1033              | 1039      | 1060      | 1092      |
| 72     | 9-12            | 1424               | 1527              | 1527              | 1592              | 1671              | 1794      | 1891      | 1985      |
| WADM   |                 |                    |                   |                   |                   |                   |           |           |           |
| 73     | K               | 0.50               |                   | 249.50            | 245.00            | 250.50            | 236.00    | 223.00    | 230.50    |
| 74     | 1-4             | 1.00               | 1.06              | 1990.00           | 2068.24           | 2164.52           | 2179.36   | 2173.00   | 2125.30   |
| 75     | 5 & 6           | 1.00               | 1.06              | 978.00            | 1013.52           | 1064.24           | 1096.04   | 1131.02   | 1122.54   |
| 76     | 7 & 8           | 1.30               |                   | 1196.00           | 1248.00           | 1342.90           | 1350.70   | 1378.00   | 1419.60   |
| 77     | 9-12            | 1.30               |                   | 1985.10           | 2069.60           | 2172.30           | 2332.20   | 2458.30   | 2580.50   |
| 78     |                 |                    |                   | 6398.60           | 6644.36           | 6994.46           | 7194.30   | 7363.32   | 7478.44   |
| 79     | Facilities Fund | \$128              |                   | \$819,021         | \$850,478         | \$895,291         | \$920,870 | \$942,505 | \$957,240 |
| 80     | Equipment       | \$63               | \$68              | \$403,112         | \$418,595         | \$440,651         | \$489,212 | \$500,706 | \$508,534 |

# V. CAPITAL OUTLAY FUND

1990 TO 1998



**MOORHEAD AREA PUBLIC SCHOOLS**

**VI. BUILDING CONSTRUCTION FUND BUDGET PROJECTIONS**

**OBJECTIVES**

- I. To approve the 1994-95 Building Construction Fund, Assumptions and Recommendations. To achieve the objectives of the \$7,000,000 Referendum of September 15, 1992.
- II. To project Revenues and Expenditures for a two year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

**VI. BUILDING CONSTRUCTION FUND PROJECTIONS**

| <u>Table of Contents</u>              | <u>Page</u> |
|---------------------------------------|-------------|
| Revenue Assumptions and Rationale     | VI 1        |
| Expenditure Assumptions and Rationale | VI 2        |
| Fund Balance                          | VI 3        |
| <br><u>Exhibits</u>                   |             |
| A.1 Fund Summary                      | VI 4        |
| A.2 Fund Graphic                      | VI 5        |
| B.1 Actual Bid Award Summary          | VI 6        |

## **VI BUILDING CONSTRUCTION FUND**

### **INTRODUCTION:**

The building construction fund must be used to account for all the activity in completing the projects being financed by the September 1992 referendum.

A fund is an independent accounting entity having its own set of accounts, assets, liabilities, fund balances, revenues, and expenditures. It is established to account for those specific resources provided for the attainment of particular public objectives as designated by statute or regulation.

This fund must be established in a district where building construction has been authorized by a bond issue.

Construction costs for buildings and additions consist of expenditures for general construction; advertisement for contracts; payments on contracts of construction; installations of plumbing, heating, lighting, ventilating and electrical systems; lockers, elevators, and other equipment; architectural and engineering services; travel expenses; paint and decorating; and any other related costs. Include the costs of floating the bond issue in this fund.

Where a balance remains from a bond issue in the Building Construction Fund after the project has been completed and all claims against the Building Construction Fund have been paid, the balance shall be permanently transferred to the Debt Redemption Fund by official board resolution and used to pay the bonded indebtedness incurred in the project.

There shall be no borrowing from the Building Construction Fund. Any cash balance or investment in a Building Construction Fund is held in trust for authorized building projects and must not be used to support cash deficits in other funds (M.S. 121.911, Subd. 4)<sup>1</sup>.

<sup>1</sup> Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools ppII-2 & III-5

**VI. BUILDING CONSTRUCTION FUND**

**Revenue ASSUMPTIONS & Rationale**

LINE 1 Bond Sale: We sold the bonds in December 1992 and realized a net of \$6,895,057.

LINE 3 Interest Income: Interest rates will remain low for short term investments.

LINE Deficits in the building construction will be covered by 34 & 35 transfers from other funds.

VI. BUILDING CONSTRUCTION FUND

Expenditure Assumptions & Rationale

Basic Assumptions

LINE 5. Actual Costs

LINE 11. As paid. Projects were awarded March 1993. Completion will be December 1993.

LINE 25. To comply with Federal Arbitrage Requirements, we will need to expend all funds by December 1994.

Construction priorities are:

1. Building space
2. School Site
3. Instructional Equipment

See Exhibit VI-6 for Fund Summary.



**VI. BUILDING CONSTRUCTION FUND**

**Fund Balance Projections**

LINE 28    Given the assumptions of the data in this document, our fund activity will be completed during the 1994.95 fiscal year.

See Exhibit VI-6.

VI BUILDING CONSTRUCTION FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

PRINT DATE

08-Feb-94

| Line<br>No.                                 |                             | 1992-93<br>BUDGET | 1992-93<br>Actual | 1993-94<br>PRELIM<br>BUDGET | 1994-95<br>----- | 1995-96<br>----- | 1996-97<br>----- |
|---|-----------------------------|-------------------|-------------------|-----------------------------|------------------|------------------|------------------|
| <b>UNAPPROPRIATED REVENUES</b>              |                             |                   |                   |                             |                  |                  |                  |
| 1   | Bond Sale (Nov. 92)         | 6,895,000         | 6,895,057         |                             |                  |                  |                  |
| 2   | Interest                    | 46,000            | 136,608           | 131,241                     | 50,000           |                  |                  |
| 3   | Transfer from Other Funds   |                   |                   |                             | 663,057          |                  |                  |
| <hr style="border-top: 1px dashed black;"/> |                             |                   |                   |                             |                  |                  |                  |
| 4   | <b>TOTAL REVENUES</b>       | <b>6,941,000</b>  | <b>7,031,665</b>  | <b>131,241</b>              | <b>713,057</b>   | <b>0</b>         | <b>0</b>         |
| <b>UNAPPROPRIATED EXPENDITURES</b>          |                             |                   |                   |                             |                  |                  |                  |
| Issuance cost                               |                             |                   |                   |                             |                  |                  |                  |
| 5   | Bond Consultant             | 19,500            | 33,808            |                             |                  |                  |                  |
| 6   | Bond Rating                 | 6,500             |                   |                             |                  |                  |                  |
| 7   | Bond Attorney               | 6,851             |                   |                             |                  |                  |                  |
| 8   | Official Statement Printing | 300               |                   |                             |                  |                  |                  |
| 9   | Bond Transcript             | 175               |                   |                             |                  |                  |                  |
| 10  | Professional Services       | 214,715           |                   |                             |                  |                  |                  |
| 11  | Buildings                   | 4,103,900         |                   |                             |                  |                  |                  |
| 12  | Edison                      |                   | 9,734             | 41,886                      |                  |                  |                  |
| 13  | Voyager                     |                   | 935               | 199,065                     |                  |                  |                  |
| 14  | Probstfield                 |                   | 206,261           | 636,382                     |                  |                  |                  |
| 15  | Riverside                   |                   | 9,734             | 36,206                      |                  |                  |                  |
| 16  | Washington                  |                   | 20,467            | 33,493                      |                  |                  |                  |
| 17  | Sr. High                    |                   | 60,583            | 101,854                     |                  |                  |                  |
| 18  | Asp                         |                   | 452,216           | 985,837                     |                  |                  |                  |
| 19  | Jr. High                    |                   | 969,016           | 1,559,945                   |                  |                  |                  |
| Sites                                       |                             |                   |                   |                             |                  |                  |                  |
| 20  | Voyager                     |                   | 462,933           | 1,053,463                   |                  |                  |                  |
| 21  | Equipment                   | 500,000           |                   |                             |                  |                  |                  |
| 22  | Technology                  |                   | 14,474            | 874,006                     |                  |                  |                  |
| 23  | Contingency                 | 234,234           |                   |                             |                  |                  |                  |
| <hr style="border-top: 1px dashed black;"/> |                             |                   |                   |                             |                  |                  |                  |
| 24  | <b>TOTAL EXPENDITURES</b>   | <b>5,086,175</b>  | <b>2,320,161</b>  | <b>5,522,137</b>            | <b>0</b>         | <b>0</b>         | <b>0</b>         |
| 25  | REV OVER EXP (EXP OVER REV) | 1,854,825         | 4,711,504         | (5,390,896)                 | 713,057          | 0                | 0                |
| 26  | BEGINNING FUND BALANCE *    | 0                 | 0                 | 4,711,504                   | (679,392)        | 33,665           | 33,665           |
| 27  | ENDING FUND BALANCE *       | 1,854,825         | 4,711,504         | (679,392)                   | 33,665           | 33,665           | 33,665           |

Additional Revenue to cover deficit:

|    |                           |         |
|----|---------------------------|---------|
| 28 | City Jr. High             | 44,265  |
| 29 | City Asp/Voyager          | 150,000 |
| 30 | Health & Safety           | 247,758 |
| 31 | Handicap Access           | 10,656  |
| 32 | Buildings to Finance      | 53,182  |
|    |                           | -----   |
| 33 | Sub Total                 | 505,861 |
| 34 | Future Facilities Revenue | 157,196 |
|    |                           | -----   |
|    | Total                     | 663,057 |

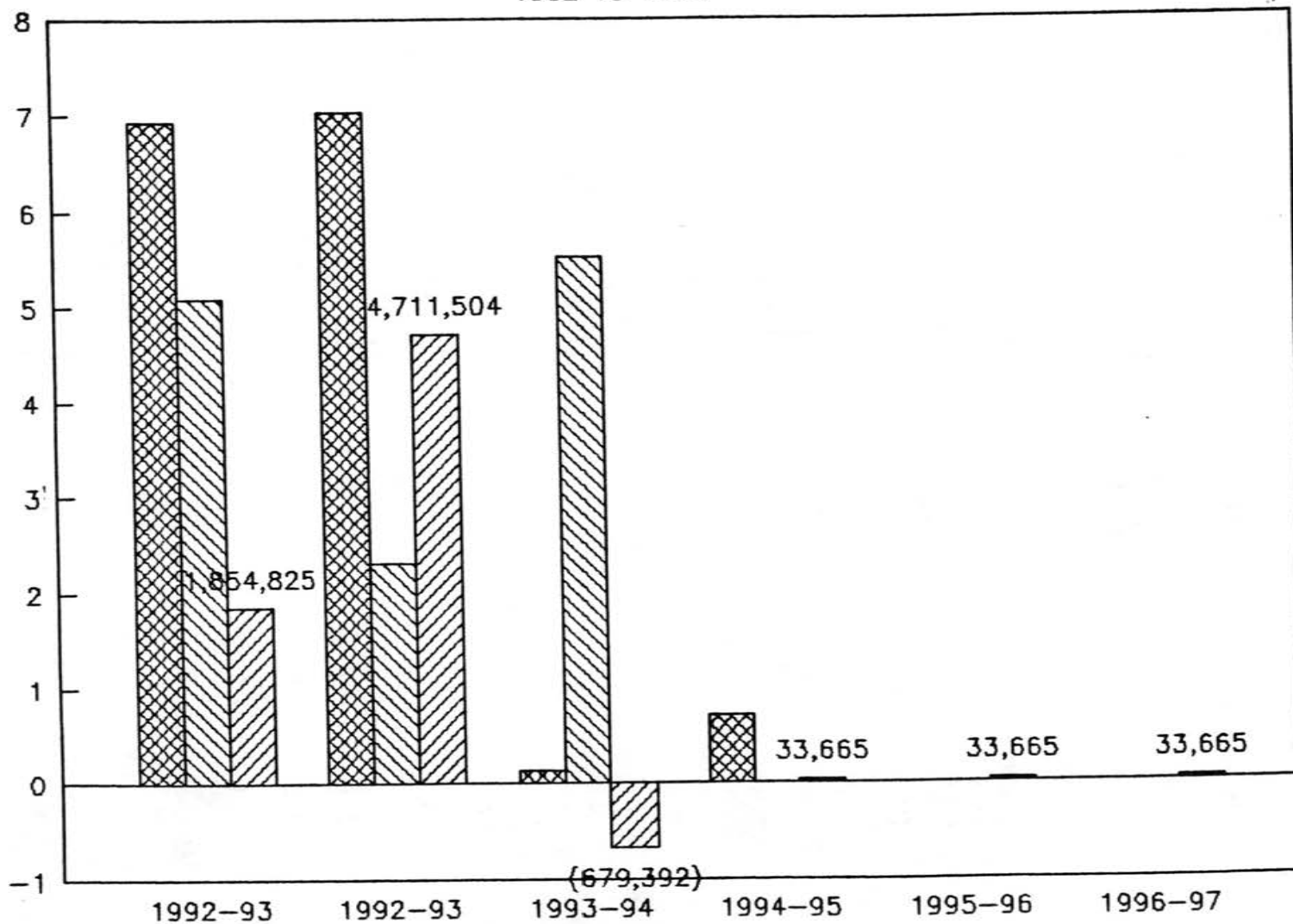
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# BUILDING FUND

1992 TO 1995

S-IA

DOLLARS  
(Millions)



REVENUE



EXPENDITURES



FUND BALANCE

SCHOOL YEAR

REFERENDUM COST ESTIMATES

REFERENDUM 0  
SEPTEMBER 14, 19 BUDGET

| 17-Feb-94                             | BUDGET Revised -12/1/92   | BUDGET Construct | BID AWARD MARCH 1993 | (OVER) UNDER   | Where Do We Want to Charge? | Health & Safety | Handicap Access | Building Facility | Future Facility |
|---------------------------------------|---|------------------|----------------------|----------------|-----------------------------|-----------------|-----------------|-------------------|-----------------|
| JR HIGH                               | CLASSROOM ADDITION (6)  | 375,600          | 1,702,013            | (1,326,413)    |                             |                 |                 |                   |                 |
|                                       | Add sewer pipe, control valve w/cabinet and install existing drinking fountain. |                  | 3,619                | (3,619)        |                             |                 |                 |                   |                 |
|                                       | IMC INFILL  | 333,500          | 0                    | 333,500        |                             |                 |                 |                   |                 |
|                                       | Library Furniture   | 29,754           | 29,754               | 0              | 29,754                      |                 |                 |                   |                 |
|                                       | Environmental Audit & App.  |                  | 3,434                | (3,434)        |                             | 3,434           |                 |                   |                 |
|                                       | CONFERENCE/STAFF ROOMS/ADM.   | 104,500          | 0                    | 104,500        |                             |                 |                 |                   |                 |
|                                       | EXISTING L.R.M.   | 85,000           | 0                    | 85,000         |                             |                 |                 |                   |                 |
|                                       | NEW ADDITION: VOCAL/MULTIPURPOS   | 96,000           | 0                    | 96,000         |                             |                 |                 |                   |                 |
|                                       | GYMNASIUM/LOCKER ROOM   | 731,400          | 0                    | 731,400        |                             |                 |                 |                   |                 |
|                                       | Roofing Materials   |                  | 41,188               | (41,188)       |                             |                 |                 |                   |                 |
|                                       | Communication   |                  | 68,800               | (68,800)       |                             |                 |                 |                   |                 |
|                                       | T.V. Cabling  |                  | 14,700               | (14,700)       |                             |                 |                 |                   |                 |
|                                       | Change Orders #4 & 9.   |                  | (2,851)              | (2,851)        |                             | 8,242           |                 | 1,618             |                 |
|                                       | Change Order #13  |                  | 3,136                | (3,136)        |                             |                 |                 | 260               |                 |
|                                       | Change Order #17  |                  | 4,909                | (4,909)        |                             |                 |                 |                   |                 |
|                                       | Replace Detriorated Piping  |                  | 0                    | 0              |                             |                 |                 |                   |                 |
|                                       | ADMINISTRATIVE  | 117,000          | 0                    | 0              |                             |                 |                 |                   |                 |
| <b>SUB TOTAL</b>                      |   | <b>1,872,754</b> | <b>1,868,702</b>     | <b>4,052</b>   | <b>29,754</b>               | <b>11,676</b>   | <b>0</b>        | <b>1,878</b>      | <b>0</b>        |
|                                       | FEES 5 1/2%   | 91,000           | 101,142              | (10,142)       | 0                           | 642             | 0               | 103               | 0               |
|                                       | Study of Detriorated Piping   |                  | 1,541                | (1,541)        |                             |                 |                 |                   |                 |
|                                       | Soil Investigation  | 2,295            | 2,295                | 0              |                             |                 |                 |                   |                 |
|                                       | Printing/Postage  | 3,000            | 2,028                | 972            |                             |                 |                 |                   |                 |
|                                       | Building set up   |                  | 7,830                | (7,830)        |                             |                 |                 |                   |                 |
|                                       | CONTINGENCY 6%  | 56,605           |                      | 56,605         |                             |                 |                 |                   |                 |
| <b>SUB TOTAL</b>                      |   | <b>152,900</b>   | <b>114,837</b>       | <b>38,063</b>  | <b>0</b>                    | <b>642</b>      | <b>0</b>        | <b>103</b>        | <b>0</b>        |
| <b>OTHER REVENUE:</b>                 |   |                  |                      |                |                             |                 |                 |                   |                 |
| 120,000                               | Health and Safety (Sprinklers)  | 83,970           | 83,970               | 0              |                             | 83,970          |                 |                   |                 |
| 60,000                                | Accessibility   | 6,200            | 6,200                | 0              |                             |                 | 6,200           |                   |                 |
| 159,000                               | Communication Alarms  | 29,322           | 29,322               | 0              |                             | 29,322          |                 |                   |                 |
| 40,000                                | Electrical  |                  |                      | 0              |                             |                 |                 |                   |                 |
|                                       | T.V. Cabling  |                  |                      | 0              |                             |                 |                 |                   |                 |
| 841,000                               | Technology Network  |                  |                      | 0              |                             |                 |                 |                   |                 |
| <b>FEES 5 1/2%</b>                    |   | <b>6,572</b>     | <b>6,572</b>         | <b>0</b>       | <b>0</b>                    | <b>6,231</b>    | <b>341</b>      | <b>0</b>          | <b>0</b>        |
| <b>SUB TOTAL</b>                      |   | <b>1,220,000</b> | <b>126,064</b>       | <b>126,064</b> | <b>0</b>                    | <b>0</b>        | <b>119,523</b>  | <b>6,541</b>      | <b>0</b>        |
| <b>Alternates:</b>                    |   |                  |                      |                |                             |                 |                 |                   |                 |
| MOORHEAD PARK DISTRICT OFFICE/STORAGE |   | 44,265           | 44,264.90            | 0              | CITY WILL FINANCE           |                 |                 |                   |                 |
| 1.                                    | Light Monitor I.M.C.  | 20,000           |                      | 0              |                             |                 |                 |                   |                 |
| 3.                                    | Alternate Music Suite   | 62,000           | 30,000               | 30,000         | 0                           | 30,000          |                 |                   |                 |

REFERENDUM COST ESTIMATES

REFERENDUM 0  
SEPTEMBER 14, 19 BUDGET

| 17-Feb-94                     | BUDGET<br>Revised<br>12/1/92 | BUDGET<br>Construct<br>MARCH 1993 | BID AWARD<br>(OVER)<br>UNDER | Where Do<br>We Want<br>to Charge? | Health<br>& Safety | Handicap<br>Access | Building<br>Facility | Future<br>Facility |
|-------------------------------|------------------------------|-----------------------------------|------------------------------|-----------------------------------|--------------------|--------------------|----------------------|--------------------|
| 5. Technology Ed. (IND. ARTS) | 188,000                      | 151,500                           | 151,500                      | 0                                 | 151,500            |                    |                      |                    |
| 6. Equipment and Software     | 171,623                      | 198,453                           | 198,453                      | 0                                 | 198,453            |                    |                      |                    |
| 7. Fees 5 1/2%                | 24,289                       | 3,016                             | 12,999                       | (9,983)                           | 12,999             |                    | 3,016                |                    |
| <b>SUB TOTAL</b>              | <b>465,912</b>               | <b>427,234</b>                    | <b>437,216</b>               | <b>(9,983)</b>                    | <b>392,951</b>     | <b>0</b>           | <b>0</b>             | <b>3,016</b>       |
| <b>JR. HIGH GRAND TOTAL</b>   | <b>2,054,834</b>             | <b>2,578,952</b>                  | <b>2,546,819</b>             | <b>32,132</b>                     | <b>422,705</b>     | <b>131,842</b>     | <b>6,541</b>         | <b>4,997</b>       |

**VOYAGER**

|                               |                  |                  |                  |                 |                              |          |          |          |
|-------------------------------|------------------|------------------|------------------|-----------------|------------------------------|----------|----------|----------|
| SITE PURCHASE                 | 1,000,000        |                  | 1,000,000        |                 |                              |          |          |          |
| Purchase of 9 homes           |                  |                  | 471,799          | (471,799)       |                              |          |          |          |
| *St. Francis                  |                  |                  | 837,000          | (837,000)       |                              |          |          |          |
| *80 Acres                     |                  |                  | 206,250          | (206,250)       |                              |          |          |          |
| SITE DEVELOPMENT              | 320,000          |                  | 320,000          |                 |                              |          |          |          |
| Demolition and Playground     | 93,785           | 93,785           | 0                | 18,785          | Amortize Lease Levy \$75,000 |          |          |          |
| Construction of 8 1/2 Ave. N. | 97,521           | 97,521           | 0                | 22,521          | Amortize Lease Levy \$75,000 |          |          |          |
| Plat work for site            |                  | 445              | (445)            |                 |                              |          |          |          |
| Fees                          |                  | 10,522           | (10,522)         | 10,522          |                              |          |          |          |
| Planning study                |                  | 5,000            | (5,000)          |                 |                              |          |          |          |
| **FOOD SERVICE AREA           | 150,000          | 0                | 150,000          |                 |                              |          |          |          |
| **MEDIA CENTER                | 50,000           | 0                | 50,000           |                 |                              |          |          |          |
| <b>VOYAGER GRAND TOTAL</b>    | <b>1,520,000</b> | <b>1,711,306</b> | <b>1,722,321</b> | <b>(11,015)</b> | <b>51,828</b>                | <b>0</b> | <b>0</b> | <b>0</b> |

**ROBERT ASP**

|   |                  |                  |                 |               |               |          |              |          |
|---|------------------|------------------|-----------------|---------------|---------------|----------|--------------|----------|
| CLASSROOM ADDITION (8)  | 605,100          | 1,093,994        | (488,894)       |               |               |          |              |          |
| Delete seperation wall in<br>Special Ed. Space and<br>delete operable partition on<br>second floor. |                  |                  |                 | (4,002)       |               |          |              |          |
| IMC   | 333,500          |                  | 333,500         |               |               |          |              |          |
| Library Furniture   | 21,242           | 21,242           | 0               | 21,242        |               |          |              |          |
| Environmental Audit & App.  |                  | 3,434            | (3,434)         |               | 3,434         |          |              |          |
| CONFERENCE/STAFF ROOM   | 104,500          |                  | 104,500         |               |               |          |              |          |
| ROOFING MATERIALS   |                  | 23,730           | (23,730)        |               |               |          |              |          |
| Communication   |                  | 68,700           | (68,700)        |               |               |          |              |          |
| T.V. Cabling  |                  | 22,500           | (22,500)        |               |               |          |              |          |
| Parking Lot extension   |                  | 17,860           | (17,860)        | 17,860        |               |          |              |          |
| Change Orders #3 & 8.   |                  | 16,292           | (16,292)        |               | 6,587         |          | 8,763        |          |
| Change Order #11  |                  | 1,870            | (1,870)         |               |               |          |              |          |
| Change Order #16  |                  | 273              | (273)           |               |               |          |              |          |
| ADMINISTRATIVE  | 117,000          |                  | 117,000         |               |               |          |              |          |
| <b>SUB TOTAL</b>  | <b>1,181,342</b> | <b>1,269,896</b> | <b>(88,553)</b> | <b>39,102</b> | <b>10,021</b> | <b>0</b> | <b>8,763</b> | <b>0</b> |
| FEEES 5 1/2%  | 64,974           | 68,676           | (3,702)         | 982           | 551           | 0        | 482          | 0        |
| Soil Investigation  | 2,093            | 2,093            | 0               |               |               |          |              |          |
| Printing/postage  | 2,500            | 1,690            | 810             |               |               |          |              |          |

REFERENDUM COST ESTIMATES

REFERENDUM 0  
SEPTEMBER 14, 19 BUDGET

| 17-Feb-94                      | BUDGET<br>Revised<br>12/1/92 | BUDGET<br>Construct<br>MARCH 1993 | BID AWARD<br>(OVER)<br>UNDER | Where Do<br>We Want<br>to Charge? | Health<br>&<br>Safety | Handicap<br>Access | Building<br>Facility | Future<br>Facility |        |
|--------------------------------|------------------------------|-----------------------------------|------------------------------|-----------------------------------|-----------------------|--------------------|----------------------|--------------------|--------|
| Building set up                |                              | 7,830                             | (7,830)                      |                                   |                       |                    |                      |                    |        |
| CONTINGENCY 6%                 |                              | 33,307                            | 33,307                       |                                   |                       |                    |                      |                    |        |
| <b>SUB TOTAL</b>               |                              | 102,874                           | 80,289                       | 22,584                            | 982                   | 551                | 0                    | 482                |        |
| <b>OTHER REVENUE:</b>          |                              |                                   |                              |                                   |                       |                    |                      |                    |        |
| Health and Safety (Sprinklers) |                              | 70,700                            | 70,700                       | 0                                 | 70,700                |                    |                      |                    |        |
| Accessibility                  |                              | 3,200                             | 3,200                        | 0                                 |                       | 3,200              |                      |                    |        |
| Alarms                         |                              | 16,678                            | 16,678                       | 0                                 | 16,678                |                    |                      |                    |        |
| FEES 5 1/2%                    |                              | 4,982                             | 4,982                        | 0                                 | 4,806                 | 176                | 0                    | 0                  |        |
| <b>SUB TOTAL</b>               |                              | 95,560                            | 95,560                       | 0                                 | 0                     | 92,184             | 3,376                | 0                  |        |
| <b>Alternates:</b>             |                              |                                   |                              |                                   |                       |                    |                      |                    |        |
| 1. Light Monitor I.M.C.        | 20,000                       |                                   |                              |                                   |                       |                    |                      |                    |        |
| 3. Fees 5 1/2%                 | 1,100                        | 2,400                             | 2,400                        | 0                                 |                       |                    | 2,400                |                    |        |
| <b>SUB TOTAL</b>               | 21,100                       | 2,400                             | 2,400                        | 0                                 | 0                     | 0                  | 0                    | 2,400              |        |
| <b>ASP GRAND TOTAL</b>         |                              | 1,261,734                         | 1,382,176                    | 1,448,145                         | (65,969)              | 40,085             | 102,756              | 3,376              | 11,645 |
| <b>PROBSTFIELD</b>             |                              |                                   |                              |                                   |                       |                    |                      |                    |        |
| KITCHEN, MEETING ROOMS         |                              | 418,500                           | 760,663                      | (342,163)                         |                       |                    |                      |                    |        |
| Change Orders #5 & 7.          |                              |                                   | 2,834                        | (2,834)                           |                       | 3,480              |                      |                    |        |
| Change Order #12               |                              |                                   | 7,000                        | (7,000)                           |                       |                    |                      |                    |        |
| Change Order #15               |                              |                                   | 345                          | (345)                             |                       |                    |                      |                    |        |
| Additional Electrical Work     |                              |                                   | 1,525                        | (1,525)                           |                       | 1,240              |                      | 285                |        |
| ROOFING MATERIALS              |                              |                                   | 17,080                       | (17,080)                          |                       |                    |                      |                    |        |
| Communication                  |                              |                                   | 40,800                       | (40,800)                          |                       |                    |                      |                    |        |
| T.V. Cabling                   |                              |                                   | 8,600                        | (8,600)                           |                       |                    |                      |                    |        |
| CLASSROOM (4)                  |                              | 410,000                           |                              | 410,000                           |                       |                    |                      |                    |        |
| <b>SUB TOTAL</b>               |                              | 828,500                           | 838,847                      | (10,347)                          | 0                     | 4,720              | 0                    | 285                |        |
| FEES 5 1/2%                    |                              | 45,500                            | 46,137                       | (637)                             |                       |                    |                      |                    |        |
| Soil Investigation             |                              | 1,730                             | 1,730                        | 0                                 |                       |                    |                      |                    |        |
| Printing/Postage               |                              | 1,870                             | 1,264                        | 606                               |                       |                    |                      |                    |        |
| CONTINGENCY 6%                 |                              | 0                                 | 0                            | 0                                 |                       |                    |                      |                    |        |
| <b>SUB TOTAL</b>               |                              | 49,100                            | 49,131                       | (31)                              | 0                     | 0                  | 0                    | 0                  |        |
| <b>OTHER REVENUE:</b>          |                              |                                   |                              |                                   |                       |                    |                      |                    |        |
| Accessibility                  |                              | 700                               | 700                          | 0                                 |                       | 700                |                      |                    |        |
| Alarms                         |                              | 8,000                             | 8,000                        | 0                                 | 8,000                 |                    |                      |                    |        |
| FEES 5 1/2%                    |                              | 479                               | 479                          | 0                                 | 440                   | 39                 | 0                    | 0                  |        |
| <b>SUB TOTAL</b>               |                              | 9,179                             | 9,179                        | 0                                 | 0                     | 8,440              | 739                  | 0                  |        |

REFERENDUM COST ESTIMATES

REFERENDUM 0  
SEPTEMBER 14, 19 BUDGET

| 17-Feb-94               | BUDGET<br>Revised<br>12/1/92 | BUDGET<br>Construct | BID AWARD<br>MARCH 1993 | (OVER)<br>UNDER | Where Do<br>We Want<br>to Charge? | Health<br>&<br>Safety | Handicap<br>Access | Building<br>Facility | Future<br>Facility |
|-------------------------|------------------------------|---------------------|-------------------------|-----------------|-----------------------------------|-----------------------|--------------------|----------------------|--------------------|
| -----                   |                              |                     |                         |                 |                                   |                       |                    |                      |                    |
| Alternates:             |                              |                     |                         |                 |                                   |                       |                    |                      |                    |
| 1. Classroom Caswork    | 16,000                       | 26,600              | 26,600                  | 0               |                                   |                       |                    | 26,600               |                    |
| 2. Sidewalks            | 5,000                        | 3,300               | 3,300                   | 0               |                                   |                       |                    | 3,300                |                    |
| 3. Fees 5 1/2%          | 1,155                        | 4,945               | 4,945                   | 0               |                                   |                       |                    | 4,945                |                    |
| -----                   |                              |                     |                         |                 |                                   |                       |                    |                      |                    |
| Sub total               | 22,155                       | 34,845              | 34,845                  | 0               | 0                                 | 0                     | 0                  | 34,845               | 0                  |
| -----                   |                              |                     |                         |                 |                                   |                       |                    |                      |                    |
| PROBSTFIELD GRAND TOTAL | 877,505                      | 921,624             | 932,001                 | (10,378)        | 0                                 | 13,160                | 739                | 35,130               | 0                  |
| =====                   |                              |                     |                         |                 |                                   |                       |                    |                      |                    |

ADDED LATER:

|                            |  |         |         |          |   |   |   |     |   |
|----------------------------|--|---------|---------|----------|---|---|---|-----|---|
| SR. HIGH                   |  | 142,000 | 142,000 |          |   |   |   |     |   |
| Change Orders #6, 10 & 20. |  |         | 2,628   |          |   |   |   | 420 |   |
| Change Order #14           |  |         | 733     |          |   |   |   |     |   |
| Communication              |  |         | 8,700   |          |   |   |   |     |   |
| -----                      |  |         |         |          |   |   |   |     |   |
| SUB TOTAL                  |  | 142,000 | 154,061 | (12,061) | 0 | 0 | 0 | 420 | 0 |
| -----                      |  |         |         |          |   |   |   |     |   |

|                      |  |         |         |         |         |   |   |     |   |
|----------------------|--|---------|---------|---------|---------|---|---|-----|---|
| FEES 5 1/2%          |  | 7,800   | 8,473   | (673)   |         |   |   |     |   |
| Printing/Postage     |  | 1,000   | 676     | 324     |         |   |   |     |   |
| CONTINGENCY 6%       |  | 7,932   |         | 7,932   |         |   |   |     |   |
| -----                |  |         |         |         |         |   |   |     |   |
| SUB TOTAL            |  | 16,732  | 9,149   | 7,583   | 0       | 0 | 0 | 0   | 0 |
| -----                |  |         |         |         |         |   |   |     |   |
| SR. HIGH GRAND TOTAL |  | 158,776 | 158,732 | 163,210 | (4,478) | 0 | 0 | 420 | 0 |
| =====                |  |         |         |         |         |   |   |     |   |

\*TECHNOLOGY

|                                |  |           |           |           |         |   |   |     |   |
|--------------------------------|--|-----------|-----------|-----------|---------|---|---|-----|---|
| Telecommunications             |  | 159,000   | 0         | 159,000   |         |   |   |     |   |
| Edison                         |  |           | 45,120    | (45,120)  |         |   |   |     |   |
| Riverside                      |  |           | 40,670    | (40,670)  |         |   |   |     |   |
| Additional Electrical Work     |  |           | 1,150     | (1,150)   |         |   |   | 990 |   |
| Washington                     |  |           | 45,600    | (45,600)  |         |   |   |     |   |
| Electrical                     |  | 40,000    |           | 40,000    |         |   |   |     |   |
| T.V. Cabling                   |  |           |           |           |         |   |   |     |   |
| Edison                         |  |           | 6,500     | (6,500)   |         |   |   |     |   |
| Riverside                      |  |           | 5,270     | (5,270)   |         |   |   |     |   |
| Washington                     |  |           | 8,360     | (8,360)   |         |   |   |     |   |
| Overtime costs Start of School |  |           | 5,000     | (5,000)   |         |   |   |     |   |
| **Equipment/Networks           |  | 211,956   | 241,880   | (29,924)  |         |   |   |     |   |
| Automated Library Systems      |  | 220,301   | 220,301   | (0)       |         |   |   |     |   |
| Building Equipment             |  | 408,743   | 408,743   | 0         |         |   |   |     |   |
| Professional Services          |  |           | 17,619    | (17,619)  |         |   |   |     |   |
| -----                          |  |           |           |           |         |   |   |     |   |
| TECHNOLOGY GRAND TOTAL         |  | 1,040,000 | 1,040,000 | 1,046,213 | (6,214) | 0 | 0 | 990 | 0 |
| =====                          |  |           |           |           |         |   |   |     |   |

REFERENDUM 0  
 - SEPTEMBER 14, 19 BUDGET

| 17-Feb-94            | BUDGET<br>Revised<br>12/1/92 | BUDGET<br>Construct | BID AWARD<br>MARCH 1993 | (OVER)<br>UNDER | Where Do<br>We Want<br>to Charge? | Health<br>& Safety | Handicap<br>Access | Building<br>Facility | Future<br>Facility |
|----------------------|------------------------------|---------------------|-------------------------|-----------------|-----------------------------------|--------------------|--------------------|----------------------|--------------------|
| <b>SUB TOTAL</b>     |                              | 7,792,789           | 7,858,710               | (65,921)        | 514,617                           | 247,758            | 10,656             | 53,182               | 0                  |
| -----                |                              |                     |                         |                 |                                   |                    |                    |                      |                    |
| Bond issuance cost   |                              | 0                   |                         |                 |                                   |                    |                    |                      |                    |
| Consultant           |                              |                     | 19,500                  | (19,500)        |                                   |                    |                    |                      |                    |
| Rating               |                              |                     | 6,500                   | (6,500)         |                                   |                    |                    |                      |                    |
| Attorney             |                              |                     | 6,851                   | (6,851)         |                                   |                    |                    |                      |                    |
| Statement & Printing |                              |                     | 957                     | (957)           |                                   |                    |                    |                      |                    |
| Bond discount        |                              | 0                   | 105,000                 | (105,000)       |                                   |                    |                    |                      |                    |
| <b>SUB TOTAL</b>     |                              | 0                   | 138,808                 | (138,808)       | 0                                 | 0                  | 0                  | 0                    | 0                  |
| =====                |                              |                     |                         |                 |                                   |                    |                    |                      |                    |
| <b>GRAND TOTAL</b>   |                              | 6,912,849           | 7,792,789               | 7,997,518       | (204,729)                         | 514,617            | 247,758            | 10,656               | 53,182             |

REVENUES - NET  
 Referendum

|                        |           |
|------------------------|-----------|
| Referendum             | 7,000,000 |
| Interest Income        | 284,241   |
| City Jr. High          | 44,265    |
| City Asp/Voyager       | 150,000   |
| Health & Safety        | 247,758   |
| Handicap Access        | 10,656    |
| Buildings to Finance   | 53,182    |
| Est. Future Facilities | 207,416   |

997,518  
 7,790,102 7,997,518 (207,416) Needed from future Facilities Revenue

Referendum "REPAWARD"



MOORHEAD AREA PUBLIC SCHOOLS

VII. DEBT REDEMPTION FUND HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1994-95 Debt Redemption Fund, Assumptions and Recommendations. To comply with legal requirements for payment of Bonds.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

**VII. DEBT REDEMPTION FUND PROJECTIONS**

| <u>Table of Contents</u>  | <u>Page</u> |
|---|-------------|
| Revenue Rationale, Expenditure Rationale<br>& Fund Balance            | VII 1       |
| <u>Exhibits</u>   |             |
| A. Fund Summary & Graphics  | VII 2A&B    |
| B Referendum Repayment Schedule                                       | VII 3       |
| C Bonds Payable   | VII 4       |
| D. Ratio Bonded Debt To Assessed Values &<br>Per Capita Last 10 Years | VII 6       |
| E. Schedule of Bond Debt Service Requirements                         | VII 7       |
| F. Legal Debt Limit   | VII 8       |
| G. Levy 1993 Payable 1994   | VII 9-10    |

## VII. DEBT REDEMPTION

### INTRODUCTION

This fund must be established in a district that has outstanding bonded indebtedness whether for building construction or operating capital and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such a tax must be separately accounted for in a Debt Redemption Fund (M.S. 475.61).

Where the funds are not currently needed, the school board may authorize the investment of such funds in certain types of securities specified by law (M.S. 475.66). The earnings accruing from such investments become a part of the Debt Redemption Fund of the district.

Where an excess is accumulated in a debt redemption fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced, in whole or in part, as dictated by fund balances and debt retirement requirements. Where there are accumulations in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Redemption Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund.

Include in this fund net revenue (revenue minus operating expenditures) from rental or lease of property not currently being used for school purposes where there is outstanding debt on the property. The net revenue should be used to reduce the debt redemption levy in accordance with M.S. 123.36, Subd. 10. Revenue from sale or loss of property financed with bonds in an amount sufficient to pay remaining bonds and interest costs should be deposited in this fund (M.S. 123.36).

Manual for the Uniform Financial Accounting and Reporting System  
for Minnesota Schools ppIII-6

VII. DEBT REDEMPTION FUND

Revenue Rationale

LINE 1. Levy: This is determined by the bond payment schedule. We must levy 105% of the amount needed to pay principal and interest.

LINE 2. 1993.94 and future Levy increase due to Building Bond Referendum of September 15, 1992.

LINE 4. Interest Income: Interest rates will remain low for short term investments.

LINE 5 & 6 State Sources: These are aids the state pays to reduce the Local Property Tax Levy.

Expenditure Rationale

Basic Assumptions

LINE 11. Principal on Bonds: As required by Bond Redemption Schedule including 1993.94 cost increase due to September 15, 1992 Referendum

LINE 12. Interest on Bonds: As required by Bond Payment Schedule

Fund Balance Projections

LINE 21. The County Auditor adjusts the Debt Redemption Levy based on excess revenue in the Fund Balance.

VII DEBT REDEMPTION FUND  
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

01-Feb-94 PRINT DATE

| Line No.                        | 1990-91<br>ACTUAL   | 1991-92<br>ACTUAL | 1992-93<br>BUDGET | 1992-93<br>Actual | 1993-94<br>BUDGET | 1994-95<br>PRELIM | 1995-96   | 1996-97   | 1997-98   |
|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|-----------|-----------|-----------|
| REVENUES:                       |   |                   |                   |                   |                   |                   |           |           |           |
| 1                               | 270,179   | 254,480           | 128,200           | 134,281           | 860,497           | 857,419           | 857,419   | 857,419   | 857,419   |
| 2                               |   |                   |                   |                   |                   |                   |           |           |           |
|                                 | Sub Total   | 270,179           | 254,480           | 128,200           | 134,281           | 860,497           | 857,419   | 857,419   | 857,419   |
| 3                               | Other local sources:  |                   |                   |                   |                   |                   |           |           |           |
| 4                               | 28,540  | 14,377            | 14,000            | 6,837             | 14,000            | 14,000            | 14,000    | 14,000    | 14,000    |
|                                 | State sources:  |                   |                   |                   |                   |                   |           |           |           |
| 5                               | 54,624  | 151,613           | 152,907           | 152,907           | 152,907           | 152,907           | 114,680   | 114,680   | 114,680   |
| 6                               | 46,168  | 34,344            | 19,060            | 19,060            | 19,060            | 19,060            | 19,060    | 19,060    | 19,060    |
| 7                               | 339   | 338               | 180               | 180               | 180               | 180               | 135       | 135       | 135       |
| 8                               | Vocational aid  |                   |                   |                   |                   |                   |           |           |           |
| 9                               | Sub Total   | 101,131           | 186,295           | 172,147           | 172,147           | 172,147           | 133,875   | 133,875   | 133,875   |
| 10                              | Total revenues  | 399,850           | 455,152           | 314,347           | 313,265           | 1,046,644         | 1,043,566 | 1,005,294 | 1,005,294 |
| EXPENDITURES:                   |   |                   |                   |                   |                   |                   |           |           |           |
| Fiscal and other fixed costs:   |   |                   |                   |                   |                   |                   |           |           |           |
| 11                              | 224,750   | 220,000           | 235,000           | 235,000           | 400,000           | 410,000           | 355,000   | 370,000   | 385,000   |
| 12                              | 174,310   | 128,688           | 116,620           | 116,877           | 584,822           | 584,822           | 584,822   | 584,822   | 584,822   |
| 13                              | 1,158   | 1,255             | 1,000             | 1,283             | 1,500             | 1,500             | 1,500     | 1,500     | 1,500     |
| 14                              | Total expenditures  | 400,218           | 349,943           | 352,620           | 353,160           | 986,322           | 996,322   | 941,322   | 971,322   |
| 15                              | Revenues over (under) expenditures                              | (368)             | 105,209           | (38,273)          | (39,895)          | 60,322            | 47,244    | 63,972    | 48,972    |
| Other financing sources (uses): |   |                   |                   |                   |                   |                   |           |           |           |
| 16                              | Proceeds from refunding bonds 1,783,593                         |                   |                   |                   |                   |                   |           |           |           |
| 17                              | Payment to refunded bond escrow agent (1,783,593)               |                   |                   |                   |                   |                   |           |           |           |
| 18                              | 0   | 0                 | 0                 | 0                 | 0                 | 0                 | 0         | 0         | 0         |
| 19                              | Revenues and other financing sources and uses over expenditures | (368)             | 105,209           | (38,273)          | (39,895)          | 60,322            | 47,244    | 63,972    | 48,972    |
| 20                              | FUND BALANCE, (DEFICIT), BEGINNING OF YEAR                      | 217,029           | 216,661           | 321,870           | 321,870           | 281,975           | 342,297   | 389,541   | 453,513   |
| 21                              | RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR          | 216,661           | 321,870           | 283,597           | 281,975           | 342,297           | 389,541   | 453,513   | 502,486   |

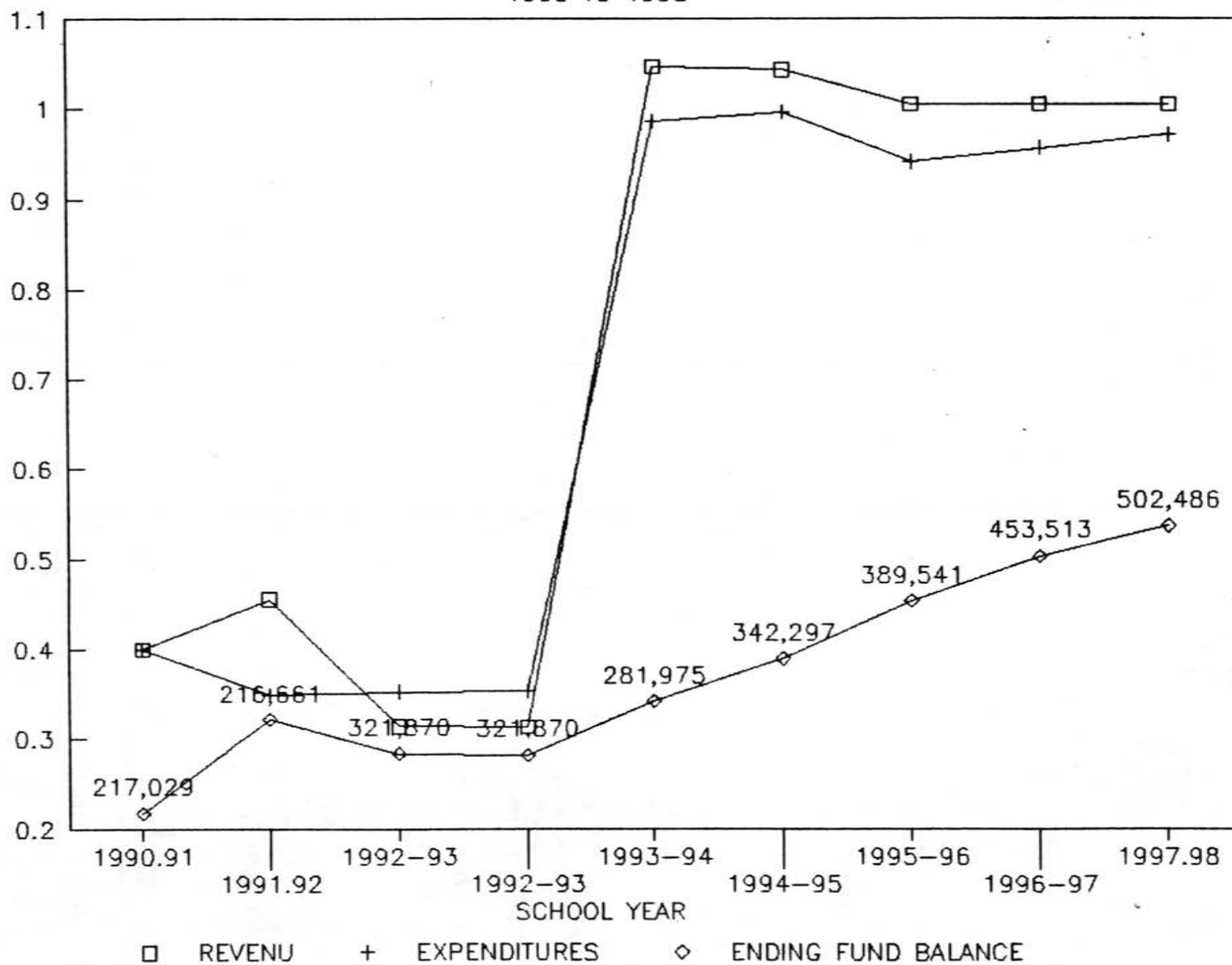
DISK: BUDGET 93.94, Prelim: PROGRAM "93DEBTSRV"

# DEBT SERVICE FUND

1990 TO 1998

VII-2B

DOLLARS  
(Millions)



**Worhead Independent School District No. 152, Minnesota**  
**\$7,000,000 General Obligation School Building Bonds**  
**Scenario: 20 Year Level Debt Service**

**DEBT SERVICE SCHEDULE**

| DATE    | PRINCIPAL    | COUPON   | INTEREST     | PERIOD TOTAL  | FISCAL TOTAL |
|---------|--------------|----------|--------------|---------------|--------------|
| 8/ 1/93 |              |          | 263,828.33   | 263,828.33    |              |
| 2/ 1/94 | 150,000.00   | 3.100000 | 197,871.25   | 347,871.25    | 611,699.58   |
| 8/ 1/94 |              |          | 195,546.25   | 195,546.25    |              |
| 2/ 1/95 | 220,000.00   | 4.800000 | 195,546.25   | 415,546.25    | 611,692.50   |
| 8/ 1/95 |              |          | 191,146.25   | 191,146.25    |              |
| 2/ 1/96 | 230,000.00   | 4.400000 | 191,146.25   | 421,146.25    | 612,892.50   |
| 8/ 1/96 |              |          | 186,086.25   | 186,086.25    |              |
| 2/ 1/97 | 240,000.00   | 4.650000 | 186,086.25   | 426,086.25    | 612,172.50   |
| 8/ 1/97 |              |          | 180,506.25   | 180,506.25    |              |
| 2/ 1/98 | 250,000.00   | 4.900000 | 180,506.25   | 430,506.25    | 611,812.50   |
| 8/ 1/98 |              |          | 174,381.25   | 174,381.25    |              |
| 2/ 1/99 | 260,000.00   | 5.100000 | 174,381.25   | 434,381.25    | 608,762.50   |
| 8/ 1/99 |              |          | 167,751.25   | 167,751.25    |              |
| 2/ 1/ 0 | 275,000.00   | 5.250000 | 167,751.25   | 442,751.25    | 610,502.50   |
| 8/ 1/ 0 |              |          | 160,532.50   | 160,532.50    |              |
| 2/ 1/ 1 | 290,000.00   | 5.400000 | 160,532.50   | 450,532.50    | 611,065.00   |
| 8/ 1/ 1 |              |          | 152,702.50   | 152,702.50    |              |
| 2/ 1/ 2 | 305,000.00   | 5.550000 | 152,702.50   | 457,702.50    | 610,405.00   |
| 8/ 1/ 2 |              |          | 144,238.75   | 144,238.75    |              |
| 2/ 1/ 3 | 320,000.00   | 5.650000 | 144,238.75   | 464,238.75    | 608,477.50   |
| 8/ 1/ 3 |              |          | 135,198.75   | 135,198.75    |              |
| 2/ 1/ 4 | 340,000.00   | 5.750000 | 135,198.75   | 475,198.75    | 610,397.50   |
| 8/ 1/ 4 |              |          | 125,423.75   | 125,423.75    |              |
| 2/ 1/ 5 | 360,000.00   | 5.850000 | 125,423.75   | 485,423.75    | 610,847.50   |
| 8/ 1/ 5 |              |          | 114,893.75   | 114,893.75    |              |
| 2/ 1/ 6 | 380,000.00   | 5.950000 | 114,893.75   | 494,893.75    | 609,787.50   |
| 8/ 1/ 6 |              |          | 103,588.75   | 103,588.75    |              |
| 2/ 1/ 7 | 400,000.00   | 6.000000 | 103,588.75   | 503,588.75    | 607,177.50   |
| 8/ 1/ 7 |              |          | 91,588.75    | 91,588.75     |              |
| 2/ 1/ 8 | 425,000.00   | 6.050000 | 91,588.75    | 516,588.75    | 608,177.50   |
| 8/ 1/ 8 |              |          | 78,732.50    | 78,732.50     |              |
| 2/ 1/ 9 | 450,000.00   | 6.100000 | 78,732.50    | 528,732.50    | 607,465.00   |
| 8/ 1/ 9 |              |          | 65,007.50    | 65,007.50     |              |
| 2/ 1/10 | 480,000.00   | 6.150000 | 65,007.50    | 545,007.50    | 610,015.00   |
| 8/ 1/10 |              |          | 50,247.50    | 50,247.50     |              |
| 2/ 1/11 | 510,000.00   | 6.150000 | 50,247.50    | 560,247.50    | 610,495.00   |
| 8/ 1/11 |              |          | 34,565.00    | 34,565.00     |              |
| 2/ 1/12 | 540,000.00   | 6.200000 | 34,565.00    | 574,565.00    | 609,130.00   |
| 8/ 1/12 |              |          | 17,825.00    | 17,825.00     |              |
| 2/ 1/13 | 575,000.00   | 6.200000 | 17,825.00    | 592,825.00    | 610,650.00   |
|         | 7,000,000.00 |          | 5,201,624.58 | 12,201,624.58 |              |
| ACCRUED | 7,000,000.00 |          | 5,201,624.58 | 12,201,624.58 |              |

Dated 12/ 1/92 with Delivery of 12/ 1/92  
 Bond Years 87,681.667  
 Average Coupon 5.932397  
 Average Life 12.525952  
 M I C % 6.052148 % Using 98.5000000

Prepared by Evensen Dodge, Inc.

BLNDATE: 07-16-1992 @ 08:51:41 FILENAME: ROCR KEY: 8020

**NOTE 9 - GENERAL LONG-TERM DEBT**

Changes in general long-term debt during the year ended June 30, 1993, were as follows:

|                          | <u>Balance<br/>7/1/92</u> | <u>Additions</u>    | <u>Payments</u>   | <u>Balance<br/>6/30/93</u> |
|--------------------------|---------------------------|---------------------|-------------------|----------------------------|
| Bonds payable            | \$ 2,145,000              | \$ 7,000,000        | \$ 235,000        | \$ 8,910,000               |
| EPA loans payable        | 1,091,384                 |                     | 76,346            | 1,015,038                  |
| Energy loan              | 17,271                    |                     | 5,333             | 11,938                     |
| Post-employment benefits | 166,281                   | 740,510             | 288,239           | 618,552                    |
| Special assessments      | <u>22,259</u>             | <u>6,222</u>        | <u>3,925</u>      | <u>24,556</u>              |
|                          | <u>\$ 3,442,195</u>       | <u>\$ 7,746,732</u> | <u>\$ 608,843</u> | <u>\$ 10,580,084</u>       |

**Bonds Payable** - Following is a summary of bonds payable as of June 30, 1993:

| <u>Bond<br/>Description</u>  | <u>Final<br/>Maturities</u> | <u>Interest<br/>Rates</u> | <u>Original<br/>Principal</u> | <u>Outstanding<br/>Principal</u> |
|--|-----------------------------|---------------------------|-------------------------------|----------------------------------|
| General Obligation<br>School Building Bonds<br>of February 1, 1965 | 2/95                        | 3.4-3.6                   | \$ 1,680,000                  | \$ 140,000                       |
| General Obligation<br>School Building Bonds<br>of December 1, 1992 | 2/13                        | 5.8-6.0                   | 7,000,000                     | 7,000,000                        |
| General Obligation<br>Refunding Bonds<br>February 1, 1991          | 2/01                        | 4.9-5.75                  | 1,810,000                     | <u>1,770,000</u>                 |
|  |                             |                           |                               | <u>\$ 8,910,000</u>              |

Bond principal and interest payments are made by the debt service funds.



**EPA Loans Payable** - The district has two assistance agreements with the U.S. Environmental Protection Agency (EPA) which included two loans. The agreements require semiannual installments of principal on the loans be paid to EPA in an amount equal to 1/36 of the loans. The loans are noninterest bearing and mature in 2006. Payments are made from the capital expenditure fund.

**Energy Loan** - The energy loan is due to the State of Minnesota. The loan requires annual payments on the loan through the year 2000, with interest rates of 7.25% to 8.0%. Payments are made from the capital expenditure fund.

**Post-Employment Benefits Payable** - This amount consists of vested health insurance benefits payable until age 65 and a portion of unused sick leave payable as severance to qualified retirees.

**Special Assessments Payable** - Special assessments payable with interest from 7% to 12% are due to the City of Moorhead, Minnesota. The payments required on these assessments will be made by the capital expenditure funds.

Future principal maturities of general long-term debt are as follows:

| Year<br>Ending<br>June 30 | Bonds                      | EPA<br>Loans               | Energy<br>Loan          | Post-<br>Employment<br>Benefits | Special<br>Assess-<br>ments | Total                       |
|---------------------------|----------------------------|----------------------------|-------------------------|---------------------------------|-----------------------------|-----------------------------|
| 1994                      | \$ 400,000                 | \$ 76,343                  | \$ 3,048                | \$ 114,060                      | \$ 4,400                    | \$ 597,851                  |
| 1995                      | 480,000                    | 76,343                     | 3,048                   | 96,210                          | 4,268                       | 659,869                     |
| 1996                      | 435,000                    | 76,343                     | 3,048                   | 80,725                          | 3,670                       | 598,786                     |
| 1997                      | 455,000                    | 76,343                     | 2,794                   | 62,334                          | 3,670                       | 600,141                     |
| 1998                      | 475,000                    | 76,343                     |                         | 44,091                          | 2,852                       | 598,286                     |
| Thereafter                | <u>6,665,000</u>           | <u>633,323</u>             | <u>      </u>           | <u>221,132</u>                  | <u>5,696</u>                | <u>7,525,151</u>            |
| <b>Total</b>              | <b>\$ <u>8,910,000</u></b> | <b>\$ <u>1,015,038</u></b> | <b>\$ <u>11,938</u></b> | <b>\$ <u>618,552</u></b>        | <b>\$ <u>24,556</u></b>     | <b>\$ <u>10,580,084</u></b> |

Total future interest to maturity is as follows:

\$ 5,657,121 \$        - \$ 2,845 \$        - \$ 5,100 \$ 5,665,066

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

RATIO OF GENERAL BONDED DEBT TO  
ASSESSED VALUES AND GENERAL BONDED DEBT PER CAPITA  
LAST TEN FISCAL YEARS  
(Unaudited)

| <u>Year Ended June 30</u> | <u>Population</u> | <u>Assessed Value of Real Estate</u> | <u>Bonded Debt</u> | <u>Ratio of Bonded Debt to Assessed Value/Tax Capacity</u> | <u>Bonded Debt Per Capita</u> |
|---------------------------|-------------------|--------------------------------------|--------------------|--|-------------------------------|
| 1984                      | 34,796 (1)        | \$ 121,437,285                       | \$ 3,345,000       | 2.75%  | \$ 96.13                      |
| 1985                      | 34,796            | 121,720,206                          | 2,750,000          | 2.26   | 79.03                         |
| 1986                      | 34,796            | 132,094,854                          | 4,645,000          | 3.52   | 133.49                        |
| 1987                      | 34,796            | 129,341,890                          | 3,980,000          | 3.08   | 114.38                        |
| 1988                      | 34,796            | 127,548,664                          | 3,430,000          | 2.69   | 98.57                         |
|                           |                   | <u>Tax Capacity</u>                  |                    |  |                               |
| 1989                      | 34,796            | 16,522,482                           | 3,025,000          | 18.31  | 86.94                         |
| 1990                      | 34,796            | 12,598,045                           | 2,610,000          | 20.72  | 75.01                         |
| 1991                      | 37,093 (2)        | 12,217,117                           | 2,365,000          | 17.99  | 73.23                         |
| 1992                      | 37,093            | 12,256,677                           | 2,145,000          | 17.50  | 57.83                         |
| 1993                      | 37,093            | 12,748,830                           | 8,910,000          | 69.89  | 240.21                        |

(1) Based on 1980 census.

(2) Based on 1990 census.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

SCHEDULE OF BOND DEBT SERVICE REQUIREMENTS  
JUNE 30, 1993

| <u>Fiscal Year</u> | <u>Principal</u>    | <u>Interest</u>     | <u>Total</u>         |
|--------------------|---------------------|---------------------|----------------------|
| 1994               | \$ 400,000          | \$ 584,822          | \$ 984,822           |
| 1995               | 480,000             | 495,470             | 975,470              |
| 1996               | 435,000             | 470,018             | 905,018              |
| 1997               | 455,000             | 445,412             | 900,412              |
| 1998               | 475,000             | 419,487             | 894,487              |
| 1999               | 505,000             | 392,199             | 897,199              |
| 2000               | 530,000             | 362,951             | 892,951              |
| 2001               | 565,000             | 332,260             | 897,260              |
| 2002               | 305,000             | 299,410             | 604,410              |
| 2003               | 320,000             | 281,416             | 601,416              |
| 2004               | 340,000             | 262,534             | 602,534              |
| 2005               | 355,000             | 242,476             | 597,476              |
| 2006               | 375,000             | 221,530             | 596,530              |
| 2007               | 400,000             | 199,406             | 599,406              |
| 2008               | 425,000             | 175,804             | 600,804              |
| 2009               | 450,000             | 150,730             | 600,730              |
| 2010               | 475,000             | 124,180             | 599,180              |
| 2011               | 505,000             | 96,156              | 601,156              |
| 2012               | 540,000             | 66,360              | 606,360              |
| 2013               | <u>575,000</u>      | <u>34,500</u>       | <u>609,500</u>       |
|                    | \$ <u>8,910,000</u> | \$ <u>5,657,121</u> | \$ <u>14,567,121</u> |

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

COMPUTATION OF LEGAL DEBT MARGIN  
JUNE 30, 1993  
(Unaudited)

|  |                |                       |
|--|----------------|-----------------------|
| Estimated market value                   |                | \$ <u>761,155,200</u> |
| Debt limit - 10% of market value (1)     |                | \$ 76,115,520         |
| Amount of debt applicable to debt limit: |                |                       |
| Total bonded debt                        | \$ 8,910,000   |                       |
| Less debt service fund assets            | <u>281,975</u> |                       |
| Net debt applicable to limit             |                | <u>8,628,025</u>      |
| Legal debt margin                        |                | \$ <u>67,487,495</u>  |
| Percent of legal debt incurred           |                | 11.3%                 |

- (1) Minnesota Statutes - 475.53 LIMIT ON NET DEBT. Subdivision 4. Except as otherwise provided by law, no school district shall be subject to a net debt in excess of 10% of the actual market value of all taxable property and of exempt property.

DISTRICT NO. 0152 TYPE 1  
DISTRICT NAME MOORHEAD  
ECSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
LEVY LIMITATION AND CERTIFICATION  
1993 PAYABLE 1994

ED-00111-15

PAGE 08 OF 21  
DATE OF RUN: 09/20/93

FY 95 DEBT EQUALIZATION REV (CONT)

TOTAL INITIAL DEBT SERV LIMIT (CONT)

716 DEBT EQU LEVY RATIO

(LESSER OF 1 OR  
[(540)/\$4,462])

.50067883

730 TOTAL INITIAL GENERAL

DEBT SERVICE LIMIT

(724)+(729)+(708)

+(709)+(515)

1,027,790.39

717 DEBT EQU STATE AID

RATIO [1 - (716)]

.49932317

718 GROSS FY 95 DEBT AID

(715) X (717)

719 PRORATION FACTOR

1.00000000

720 PRORATED FY 95 DEBT

AID (718) X (719)

TOTAL INITIAL GEN DEBT SERV LIMIT

721 REQ DEBT SERVICE LEVY FOR  
BONDS ISSUED AFTER 7/1/93,  
ELIGIBLE FOR FUTURE

DEBT EQUALIZATION AID

722 REQ DEBT SERVICE LEVY FOR

BONDS ISSUED AFTER 7/1/92,  
NOT ELIGIBLE FOR FUTURE

DEBT EQUALIZATION AID

723 REQ DEBT SERVICE LEVY

(704) + (705) +

(721) + (722)

1,024,197.00

724 ADJUSTED REQUIRED

DEBT SERVICE LEVY

(723)-(707)-(720)

1,024,197.00

ADDITIONAL MAXIMUM EFFORT LEVY

1705 FY 94 DEBT SERV AID

ADJUSTMENT LIMIT

725 ADJUSTED MAX EFFORT

DS LEVY [LSR OF (706)

OR ((19) \* .1874)]

726 AMOUNT UNDER MAXIMUM

EFFORT [GTR OF ZERO OR

(725)-(724)-(1705)]

727 AMOUNT NEEDED TO RETIRE

STATE LOANS

728 ADDITIONAL LEVY NEEDED

TO RETIRE STATE LOANS

(727)-(711)-(712)

729 ADDITIONAL MAXIMUM

EFFORT LEVY (LESSER

OF (726) OR (728))

TOTAL INITIAL DEBT SERVICE LIMIT

708 ENERGY LOAN LIMIT

3,593.39

709 LEASE PURCHASE LIMIT

515 DEBT SERVICE

EQUIPMENT LIMIT

6-IIA

DISTRICT NO. 0152 TYPE 1  
 DISTRICT NAME MOORHEAD  
 ECSU REGION 04 CLAY

STATE DEPARTMENT OF EDUCATION  
 LEVY LIMITATION AND CERTIFICATION  
 1993 PAYABLE 1994

ED-00111-15

PAGE 21 OF 21  
 DATE OF RUN: 09/20/93

(COMPLETED ONLY BY DISTRICTS THAT CERTIFY LESS THAN THE MAXIMUM GENERAL DEBT SERVICE OR TC OTHER LEVY LIMITATION)

GENERAL DEBT SERVICE:

TECHNICAL COLLEGE OTHER:

| LIMITATION COMPONENTS             | LIMITATION   | *** PROPOSED ***     |                | LIMITATION COMPONENTS                              | LIMITATION | *** PROPOSED ***    |      |
|-----------------------------------|--------------|----------------------|----------------|--|------------|---------------------|------|
|                                   |              | /CERTIFIED LEVY *2 / | /              |  |            | /CERTIFIED LEVY *3/ | /    |
| (730)<br>INITIAL DEBT SERVICE     | 1,027,790.39 | /                    | 1,027,790.39 / | (803)<br>TC UNEMPLOYMENT INS                       | /          | /                   | /    |
| (1701)<br>FY 94 DEBT SERV AID ADJ |              | /                    | /              | (804)<br>TC CONSTRUCTION                           | /          | /                   | /    |
| (1702)<br>ERROR ADJUSTMENT        | 785.58       | /                    | 785.58 /       | (1802)<br>TC OTHER LIMITATION<br>ADJUSTMENT (MEMO) | /          | /                   | /    |
| (2069)<br>ABATEMENT ADJUSTMENT    | 1,023.15     | /                    | 1,023.15 /     | (2071)<br>ABATEMENT ADJUSTMENT                     | /          | /                   | /    |
| TOTAL GENERAL<br>DEBT SERVICE     | 1,029,599.12 | /                    | 1,029,599.12 / | (3023)<br>TACONITE ADJUSTMENT                      | /          | /                   | /    |
|                                   |              | *2 /                 | /              | TOTAL TC OTHER                                     |            |                     | *3 / |

GENERAL DEBT SERVICE FOOTNOTES:

- \*1 DISTRICT MUST LEVY THE MAXIMUM AMOUNT FOR THIS LEVY COMPONENT.
- \*2 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED GENERAL DEBT SERVICE LEVY ON PAGE 14 OF 21.  
 THE TOTAL GENERAL DEBT SERVICE LEVY WILL BE REDUCED BY THE AMOUNT OF THE NET GENERAL DEBT SERVICE EXCESS SHOWN ON PAGE 14 OF 21.

TECHNICAL COLLEGE OTHER FOOTNOTE:

- \*3 THE CERTIFIED LEVY COMPONENTS MUST ADD UP EXACTLY TO THE AMOUNT OF THE CERTIFIED TC OTHER LEVY ON PAGE 14 OF 21.

VII-10

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: KH  
DATE ADOPTED: 02-13-79  
REVIEWED: 05-90

(Draft 1/94)

GIFTS  
(Public Gifts to the Schools)

Gifts, Grants & Bequests

The Board may accept, on behalf of and for the school district, any bequest or gift of money or property for a purpose deemed by the Board to be suitable.

The following ~~Superintendent of Schools shall set up~~ criteria should be utilized ~~for accepting gifts, and the procedure~~ for examining and evaluating offers of gifts to the district:

~~To be acceptable, a gift shall satisfy the following criteria, as set by the Superintendent,~~

1. Has a purpose consistent with that of the school district.
2. Will not add to staff load.
3. Will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Would not bring undesirable or hidden costs to the school system.
5. Place no restrictions on the school program.
6. Will not be inappropriate or harmful to the best education of pupils.
7. Will not imply business or product endorsements. ~~of any~~  
////////// ~~business or product.~~
8. Will not be in conflict with any provision of school policy or public law.
9. Shall become school district property.

On behalf of the School Board, a letter of appreciation/ signed by the ~~Chairperson of the Board~~ shall be sent to the donor(s).

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: IKF  
DATE ADOPTED: 07-30-85  
REVISED: 04-90

(DRAFT 1/94)

GRADUATION - MOORHEAD SENIOR HIGH

Moorhead Senior High School is a four year comprehensive high school. Diplomas are awarded to all graduates who meet the requirements established by the Moorhead Board of Education and the Minnesota Department of Education.

Students who have attended Moorhead Senior High School for the final semester and complete all the requirements for graduation may be issued a high school diploma and participate in graduation exercises.

Modifications in graduation requirements may be made by the principal for specific students in compliance with state statutes and State Board of Education rules.

Twenty-one units of credit are required for graduation from Moorhead Senior High School shall include the following:

| <u>Units of Credit</u> | <u>Subject</u>  |
|------------------------|---|
| 4                      | English   |
| 2                      | Math  |
| 2                      | Science   |
| 4                      | *Social Studies (must include American Govt., Economics, American History, World History) |
| 1                      | Physical Education  |
| .5                     | Health  |

13.5 required  
7.5 electives  
21.0 minimum required for graduation

\* Economics requirement is effective for students graduating in 1992 and beyond.

(over)



1. Each student in grade 9 must enroll in six units of credit. Students in grades 10, 11 and 12 must enroll in a minimum of five credits.
2. A registration guide for grades 9-12 listing all courses offered to students is printed and distributed to students as a basis for course selection.
3. Students will generally make their selections in March of the preceding year. Selections will be placed on the course selection card and approved by a parent and the student's counselor.
4. Students new to the district will make their selections at the time of registration.
5. Changes in course selection must have the approval of the student's parents and a school administrator or counselor.
6. A full course which meets one period five times a week or its equivalent for a full year, yields one unit of credit.
7. Credits earned through correspondence study, the Youth Educational Services Program, post secondary options, and performance basis may be used toward meeting high school graduation requirements providing the courses have been approved in advance by the school principal or his/her designee. An examination may be required before awarding credit on a performance basis.
8. Each student must complete an application for graduation form no later than the semester preceding graduation.
9. Students who elect to participate in graduation exercises must wear the appropriate cap and gown.
10. Competency tests in the areas of reading and mathematics will be given in grade 10. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will be given a certificate of attendance rather than a diploma upon the completion of minimum course requirements. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

In order to graduate a student must pass competency tests in the areas of reading and mathematics. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will not be given a diploma. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

11. Moorhead students who complete graduation requirements through the Your Education Services program may attend graduation exercises as a part of the Moorhead Senior High School.
12. Students who have attended school 12 or more years and are enrolled in approved programs for special education for high school age youth shall receive recognition and an appropriate diploma upon satisfactory completion of the required work in such a program. Modifications from the regular program shall be approved by child study teams and the school principal or his/her designee.

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JHB  
DATE ADOPTED: 1/8/90  
REVIEWED/REVISED:

(DRAFT 1/94)

### CRISIS INTERVENTION

The school district acknowledges that staff members encounter students and personnel in crisis resulting from situations such as but not limited to:

- o serious illness or death of a student, a close relative or friend of a student
- o serious illness or death of a staff member
- o suicide or other threats to a student's physical or psychological well-being
- o harmful chemical involvement
- o changes in the composition of one's family for any reason
- o ~~unemployment of a parent or guardian or~~ Other tragedies that would traumatize school-age children and youth/staff .

The psychological, emotional and educational impact of such crises can be significant for the individual, family and the school community.

In accordance with Minnesota Health and Welfare guidelines (M.S. 144.344) which mandate that a minor child will receive necessary treatment for a life-threatening physical or mental illness, the school district charges the Crisis Intervention Policy Committee to establish and maintain a plan of action for identifying, preventing, and intervening in crisis situations and a plan of action for postvention. The plan is to include an appropriate response to crises affecting an individual building or a district-wide population.

The building principal is responsible for designating a crisis intervention team in each building. The principal insures that all personnel in their building are informed annually of this policy and of the procedural guidelines which comprise the action plan.


POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: DN  
DATE ADOPTED: 08-08-78  
REVISED: 03/27/90

(DRAFT 1/94)

SALE AND DISPOSAL AND RECYCLING OF BOOKS, EQUIPMENT AND SUPPLIES  
(School Properties Disposal Procedure)

1. The school district shall be allowed to sell, give away, ~~or~~ dispose of and/or recycle books, equipment and supplies media that ~~is~~ are no longer useful to the district.
2. The Board shall be governed by the provisions of M.S. 123.36, subd. 2., which reads as follows, "The Board shall purchase, sell, and exchange school apparatus, furniture, stoves, buses, and other equipment as may be deemed necessary by the Board for school purposes."
3. School property which has been released by its user as no longer needed for the school program shall first be offered to school administrators and other personnel for possible use in other phases of the school program.
4. When there is no reasonable use for school property within the school district, it may be offered for sale to school personnel and the general public. The administration shall place a value on the properties consistent with the market for such properties.
5. Where it appears that the sale value of the property will exceed \$500, written sealed bids will be solicited.
6. Proceeds of sale of excess books and supplies shall be deposited in the general fund and proceeds of sale of excess equipment shall be deposited in the capital outlay fund unless otherwise designated by the Board of Education.

MEMO #: B94.299  
MEMO TO: DR. ANDERSON  
FROM: R. LACHER   
DATE: FEBRUARY 11, 1994

SUBJECT: ASP ELEVATOR BID

Based on code interpretations by the State Building Code staff we need to install an elevator at ASP School. The Department of Education will allow this as an expenditure from the Handicapped Accessibility Levy.

On Tuesday, February 8, 1994 we opened bids for the work.

The bids were:

|   | <u>Base Bid</u> |
|---|-----------------|
| Comstock Construction Inc.<br>Wahpeton, ND  | \$77,600        |
| Gast Construction Co., Inc.<br>Wahpeton, ND | \$83,111        |
| Minko Construction<br>Fargo, ND             | \$85,000        |
| D.C. Trautman Co. Inc.<br>Fargo, ND         | \$83,900        |

Suggested Recommendation: Approve the low bid meeting specifications for the elevator at ASP School to: Comstock Construction, Inc. for \$77,600.00.

**TABULATION OF BIDS**

**ELEVATOR PROJECT  
ROBERT ASP SCHOOL  
MOORHEAD, MINNESOTA**

**FOSS ASSOCIATES  
Architecture, Engineering & Interiors  
Moorhead, Minnesota**

**PROJECT NO. 9001.70**

**BID OPENING: February 8, 1994**

| General Contractors   | A<br>d<br>d<br>e<br>n<br>d<br>u<br>m | S<br>e<br>c<br>u<br>r<br>i<br>t<br>y | C<br>a<br>l.<br><br>D<br>a<br>y<br>s | Base Bid -<br>All Work | Elevator<br>Equipment<br>Subbidder and<br>Bid Amount | Mechanical<br>Subcontractor<br>Subbidder and<br>Bid Amount | Electrical<br>Subcontractor<br>Subbidder and<br>Bid Amount |
|---|--------------------------------------|--------------------------------------|--------------------------------------|------------------------|--|--|--|
| Comstock Construction Inc.<br>Wahpeton, North Dakota            | ✓                                    | 1                                    | BOND                                 | 195 77,600             | LAGERQUIST<br>28,540                                 | GIBB<br>9,200  | CB<br>3,200  |
| <del>Curtis Construction Co. Inc.<br/>Fargo, North Dakota</del> |                                      |                                      |                                      |                        |  |  |  |
| Gast Construction Co. Inc.<br>Wahpeton, North Dakota            | ✓                                    | 1                                    | BOND                                 | 120 83,111             | LASERQUIST<br>28,540                                 | GIBB<br>9,200  | CB<br>3,200  |
| MinKo Construction<br>Fargo, North Dakota                       | ✓                                    | 1                                    | BOND                                 | 150 85,000             | LAGERQUIST<br>28,540                                 | GIBB<br>9,200  | CB<br>3,200  |
| D.C. Trautman Company Inc.<br>Fargo, North Dakota               | ✓                                    | 1                                    | BOND                                 | 180 83,900             | LAGERQUIST<br>28,540                                 | GIBB<br>9,200  | CB<br>3,200  |
|   |                                      |                                      |                                      |                        |  |  |  |

89,600

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
ROBERT ASP SCHOOL  
FEBRUARY 22, 1994  
PAGE 1

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol Ladwig, Bruce R. Anderson.

MEMBERS ABSENT: None

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda adding Tax Anticipation Certificate Resolution to the Consent Agenda.

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

"We Are Proud"

\*\* Congratulations were expressed to the following winners of the District Spelling Bee: 1st Place - Sean Larson, grade 8; 2nd Place - Andrea Shogren, grade 6; and, 3rd Place - Ryan Griggs, grade 8.

\*\* Congratulations were expressed to the Moorhead Junior High Science Olympiad Team for a 2nd place finish at the Regional Science Olympiad tournament recently held. Team members include: Peter Dangerfield, Justin Gall, Chad Nelson, Jeremy Schultz, Chris Schaff, Todd Schultz, Andrew Cronkhite, Robert Davidson, James Nelson, and Eric Ulvog.

CONSENT AGENDA: Gustafson moved, seconded by Foss, to approve the following items on the Consent Agenda:

Gift - Accepted the gift of \$1,185 from the Washington School PTAC to purchase music risers at that school.

Townsite Lease Agreements - Approved the lease agreement with Foss Associates beginning 3/1/93 to 2/28/94 and 3/1/94 to 2/28/95, in the annual amounts of \$28,414.50.

Approved the lease agreement with Elementary Avenue beginning 5/1/94 to 4/30/95 for \$18,000; and, 5/1/95 to 4/30/96 for \$23,000.

Resolution for Tax Anticipation Certificates - Approved the modified resolution changing the paying agent on the Tax Anticipations Certificates.

Extended Leave of Absence

Joanne McCarl - Grade 3 teacher, Washington, to begin with the 1994-95 school year.

S-179-805  
MIN  
2-22-94

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
ROBERT ASP SCHOOL  
FEBRUARY 22, 1994  
PAGE 2

Resignations

Ernestina Gaona - Grade 5 Teacher, Voyager, effective June 3, 1994.  
Minka Leaser - Inclusion Paraprofessional, Robert Asp, effective June 3, 1994.

Early Retirements

Mavis Lysaker - L.D. Teacher Senior High, effective June 3, 1994.  
Arlene Mickley - Kindergarten Teacher, Thomas Edison, effective June 2, 1994.

Termination

Scott Morey - Interpreter Paraprofessional, Senior High, effective February 3, 1994.

Rescind Leave/Transfer

Denise Johnson - Principal's Secretary, Washington (returning from leave of absence) to Guidance Secretary, Junior High, effective February 23, 1994.

Motion carried 7-0.

COMMITTEE REPORTS: Committee reports were heard regarding Policy Review, PER and Parents Communication Network meetings.

SUPERINTENDENT EVALUATION REPORT: Chairperson Cox reported on the superintendent's mid-year progress evaluation which was held on February 8, 1994.

KINDERGARTEN HOME-SCHOOL PROGRAM: Ms. Pat King, program coordinator, presented an overview of the Kindergarten Home-School Program. The program is funded by state allocated Chapter I funds and works to include parent involvement in the teaching process of their children.

NORTH CENTRAL ASSOCIATION VISITATION REPORT: Dr. John Backes, visitation committee chair, presented an overview of the NCA visitation conducted in December 1993.

MOORHEAD SCHOOLS CAREER PLANNING SURVEY: Mr. Russ Henegar, counselor at Moorhead Senior High, reviewed of the Career Planning Survey for the Class of '93. The survey included information regarding educational plans and experiences as well as questions related to perceptions of the student experiences at Moorhead Senior High.

The meeting recessed at 8:30 p.m. for a 10 minute break; resumed at 8:40 p.m.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
ROBERT ASP SCHOOL  
FEBRUARY 22, 1994  
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ISD 152 FIVE YEAR EDUCATIONAL PLAN: STRATEGIC AREA - COMMUNICATIONS: Priority - Public Relations/Communications Plan:  
Ladwig moved, seconded by Gustafson, to accept the 1993-95 ISD 152 Communications Plan. Motion carried 7-0.

CLAY COUNTY/MOORHEAD JUNIOR HIGH CRISIS PREVENTION PROGRAM:  
Hewitt moved, seconded by Foss, to approve the contracts with Clay County Social Services and The Village Family Services, in the amounts of \$14,000.00 and \$26,900.00, respectively. Motion carried 7-0.

1993-95 ANNUAL OPERATIONAL PLAN: Due to time, this item was delayed until the March 7th meeting.

FIRST READING OF POLICIES: Due to time, this item was delayed until the March 7th meeting.

ISD 152 FIVE YEAR EDUCATIONAL PLAN, STRATEGIC AREA - FACILITIES:  
Discussion was held regarding purchasing additional land before the December 1994 deadline to use bond issue monies arrives, the land use study which the Board entered into, the factors associated with any particular site to be purchase and the use of said site; and, summarized the remaining construction issues at the buildings.

ELEVATOR BID AWARD: Hastad moved, seconded by Gustafson, to approve the low bid meeting specifications for the elevator at Robert Asp School to Comstock Construction, Inc., in the amount of \$77,600.00. Motion carried by majority roll call vote 6-1; Hewitt dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Resources will be complied to complete the Board self-evaluation by the end of May.

Boundary change meetings will be held in all elementary schools with PTACs for review and feedback. Information will be presented to the Board in April.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 9:50 p.m. Motion carried 7-0.

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Carol Ladwig, Clerk

MEMO #: S-94-152

TO: School Board  
FROM: Bruce R. Anderson, Supt. *BR*  
RE: Annual School Board "Notice of Election" Resolution  
DATE: March 18, 1994

Due to timeline requirements the Notice of Election resolution must be approved at this meeting. However, the resolution lists the candidates for the upcoming election and since filing for the school board election does not close until 5:00 p.m. on March 22nd, the resolution will be available at the meeting.

The Board is reminded that the resolution presented at the meeting could change due to candidates having until 12:00 noon on Wednesday, March 23rd to remove their name from the ballot.

Suggested Resolution: Move to approve the Notice of Election resolution as presented, subject to change if necessary.

:cbp