



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

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

January 13, 1997
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

5:15 P.M. 1998-2003 FIVE-YEAR EDUCATION PLAN

Jan Hively of the Minnesota Extension Office will be present to provide a progress report on the 1998-2003 Five Year Educational Plan data and provide assistance to the Board and administration in determining preliminary priorities.

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. ORGANIZATION OF THE SCHOOL BOARD - Gustafson
Page

A. Election of Officers:

Chairperson -
Vice-Chair -
Treasurer -
Clerk -

Moved by _____ Seconded by _____
Comments _____

5-M9-B05
MIN
JANUARY 13, 1997

3. *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 - Jernberg
 - (1) Acceptance of Gifts - Page 5
 - (2) Approval of New Activities Account for School Store at Moorhead High School - Page 6
- B. BUSINESS AFFAIRS - Lacher
 - (1) Approval of Townsite Rental Agreements - Pages 7-8
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of Family/Medical Leave - Page 9
 - (2) Approval of Family/Medical Leave Extension - Page 10
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Acceptance of Student/Staff Handbooks - Page 11
 - (2) Approval of Community Education Budget Amendment - Page 12
 - (3) Approval of November 25, 1996 Minutes Correction - Page 13
 - (4) Approval of December 2 & 16, 1996 Minutes - Pages 14-17
 - (5) Approval of January 1997 Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. 1997-98 ANNUAL OPERATIONAL PLAN: Anderson/Lacher
Pages 18-20

Initial review of the General, Food Service, Transportation, and Community Service funds with no action intended at this meeting.

5. PROPERTY, LIABILITY, ERRORS & OMISSION, HONESTY BOND AND BOILER & MACHINE INSURANCE COVERAGE: Lacher
Page 21

Suggested Resolution: Move to award the Property, Liability, Errors and Omission, Honesty Bond, Garage Keepers, Public Liability, and Boiler & Machine insurance coverage to Minnesota School Boards Association Insurance Trust through Warner & Company as the local agent of record, in the amount of \$61,497.

Moved by _____ Seconded by _____
Comments _____

6. CLAY COUNTY JOINT POWERS COLLABORATIVE: Anderson/Jernberg
Pages 22-24

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Agreement as presented.

Moved by _____ Seconded by _____
Comments _____

7. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

8. ADJOURNMENT

SCHOOL BOARD AGENDA - January 13, 1997
PAGE 4

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Activities Committee	Tues., Jan. 14	7 am	Townsite
MSBA Conference	Wed., Jan. 15 - Fri., Jan. 17		Mpls.
End 2nd Qtr./Semester	Thurs., Jan. 16		
ICAC (PER) Committee	Thurs., Jan. 16	7 am	Townsite
K-12 Staff Workshops (No Classes)	Fri., Jan. 17		District- wide
Policy Review	Mon., Jan. 20	7 pm	Townsite
Learning Bank	Tues., Jan. 21	7:15 am	West Fargo
Moorhead Chamber's Intergovt. Retreat	Fri., Jan. 24 Sat., Jan. 25	1:30 pm	Detroit Lakes
School Board	Mon., Jan. 27	7 pm	Townsite
K-P/T Conferences (No K-classes)	Fri., Feb. 28 Mon., Mar. 3	Daytime	
K-12 P/T Conferences (1-12 classes held)	Mon., Mar. 3	6-9 pm	
K-6 P/T Conferences	Tues., Mar. 4	Day & Eve.	
7-12 Classes Held	Tues., Mar. 4		
7-12 P/T Conferences	Tues., Mar. 4	6-9 pm	
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	WED., MAR. 5		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	THURS., MAR. 6		
K-12 No School	Fri., Mar. 7		
End 3rd Qtr.	Thurs., Mar. 27		
K-6 Staff Workshops (no classes)	Thurs., Mar. 27		
Spring Break	Fri., Mar. 28		
Memorial Day	Mon., May 26		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	FRI., MAY 30		
Graduation	Sun., June 1		

MEMO #: I-97-138

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *[Signature]*

SUBJECT: Acceptance of Gifts

DATE: January 7, 1997

The district has received the following gifts:


- 1) \$900 from Washington PTAC for technology purposes.
- 2) \$1,000 from Foss Associates to be used for expansion of technology at the elementary level.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-97-137

TO: Dr. Bruce Anderson

FROM: Bob Jernberg 

SUBJECT: School Store Bank Account for Moorhead High School

DATE: January 7, 1997

Moorhead High students will be operating a school store as an activity. Norwest Bank President Jeff Keminck has provided a business partnership and Norwest is providing a no interest loan to Mr. Prochnow for a start-up capital. The use of a business checking account will allow for students to have a more realistic business experience rather than the usual process of a District 152 activity account.

District Accountant Beth Astrup and I have met with Activity Supervisor Arlin Prochnow who will be authorized and responsible for the account. We have also received advice regarding such an account from the Minnesota Department of Children, Families and Learning.

Suggested Resolution: Move to approve an activity checking account for the Moorhead High School School Store authorizing Arlin Prochnow and Beth Astrup as signators. Further direct administration to assure that the School Store meets Minnesota student activity accounting rules and standards.

RMJ/mdm

NOV 22 1996

MEMO #: B97.185

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: NOVEMBER 20, 1996

SUBJECT: TOWNSITE RENTAL

Tenant: Adult Basic Education

Rent for 6 months beginning December 1, 1996, for Workforce Literacy Project.

Suite #	Sq. Ft.	Rate	Monthly Payment	Yearly Total
162	272 Sq. Ft.	\$7.00	\$158.67	\$952.00

Suggested Resolution: Move to approve the rental of Suite 162, for \$952.00, for 6 months.

MEMO #: B97.197

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 13, 1996

SUBJECT: RENTAL AGREEMENT FOR A PORTION OF SUITE #154

We are looking at renting a portion of Suite #154 to Mr. Dan Olson of Three Treasurers, effective January 1, 1997 through December 31, 2001.

<u>SUITE #</u>	<u>SQ. FT.</u>	<u>RATE</u>	<u>ANNUAL AMOUNT</u>	<u>MONTHLY AMOUNT</u>
154.1	300 Sq. Ft.	\$10.00	\$3000.00	\$250.00
154.13	<u>154</u> Sq. Ft.	\$10.00	<u>\$1540.00</u>	<u>\$128.33</u>
	454 Sq. Ft.		\$4540.00	\$378.33

Also:

1. Mr. Olson will do all the remodeling and cover costs to convert his space.
2. He is responsible to pay for any un-amortized construction costs and interest for doorway for instruction access.

Suggested Resolution: Move to approve five year lease for a portion of Suite #154, to Mr. Dan Olson for 454 Sq. Ft. at \$4540.00 per year for five years per signed lease agreement.

MEMORANDUM P 97.001

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 7, 1997
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following person:

Barbara Schumacher - LD Teacher, Probstfield Elementary, to begin on or about February 11, 1997 for nine weeks.

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

JDS:sdh

MEMORANDUM P 97.002

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 7, 1997
SUBJECT: Extension of Family Leave

The administration requests an extension of family leave for the following person:

Mary Jo Gaugler- Paraprofessional, Voyager Elementary, to extend for the remainder of the 1996-97 school year.

SUGGESTED RESOLUTION: Move to approve the extended leave of absence as presented.

JDS:sdh

MEMO #: S-97-096

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Student/Staff Handbooks
DATE: January 8, 1997

The Board has received copies of all building handbooks in previous mailings. It was recommended by legal counsel that the board take action to accept the handbooks for the 1996-97 school year.


Each Principal has indicated their building's handbook is consistent with school district policy.

Suggested Resolution: Move to accept all the student/staff handbooks for the 1996-97 school year.

BRA:cbf

DEC 20 1996

MEMORANDUM

TO: Dr. Anderson
FROM:  Mary Davies, Community Education
DATE: December 20, 1996
RE: budget amendment

Community Education has entered into an agreement with Clay County Social Services and Rural Minnesota CEP to provide ESL classes to clients enrolled in their Functional Work Literacy Training. Funding is available through June 30, 1997. They will reimburse our staff for salary and fringe benefits.

Suggested Action: Amend the 1996-97 Community Education budget by increasing revenues by \$22,702 and raising expenditures by an equal amount.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
NOVEMBER 25, 1996
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton "Butch" Hastad, James Hewitt, Carol A. Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Bill Cox.

CALL TO ORDER: Chairman Gustafson 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 noting no changes.

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

"WE ARE PROUD"

*** Appreciation was expressed to Ralph Fiskness, teacher at Robert Asp, for performing the Heimlich maneuver on a student who had a locker key lodged in his windpipe. Fiskness learned the procedure at a teacher workshop.

*** Congratulations were expressed to Jim Westra, Moorhead High science teacher, for presenting at the Minnesota Science Teachers Conference during the MEA break.

*** Congratulations went to the Moorhead High Volleyball team for placing second in the state tournament.

*** Congratulations were expressed to senior Jenni Redfield for participating in the state diving competition.

Matters Presented by Citizens/Other Communications

Karen Gubbrude former chairwoman of the ABLE Program presented the board with a plaque recognizing Moorhead Public Schools for six years of providing employment opportunities for persons with disabilities.

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

Grants - Accept the \$460 grant from NDSU/Cass County Extension Service to the Moorhead Community Alternative Program (MCAP) for a service-learning project at Townsite Centre; [and, Accept the \$8,000 grant from the Minnesota Department of Children, Families & Learning to the Moorhead Community Alternative Program (MCAP) for establishing a bilingual parent trainer position.]

New Employees

Juanita Escobedo - ECSE Paraprofessional, Washington, B21 \$8.51/hr, 3.25 hrs/day, effective November 26, 1996.
Anthony Wendel - AS 400 Systems Analyst, C41 (10) \$15.57/hr, 8 hrs/day, Non-Aligned Contract, effective December 16, 1996.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 2, 1996
PAGE 1

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

MEMBERS ABSENT: Anton "Butch" Hastad.

CALL TO ORDER: Chairman Gustafson 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 noting no changes.

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

TRUTH IN TAXATION PROPERTY TAX HEARING: Chairman Gustafson reviewed the format of the hearing. First the district will present its information, then the public hearing will be opened and questions from the audience will be heard. After responding to all questions the public hearing will be closed. If necessary, the hearing may be continued on December 16.

Beth Astrup, District Accountant, presented an overview of the 1996 payable 1997 property tax levy. The total levy after tax credits will be reduced by 2.77% from last year, for a total amount of \$8,728,439.23.

Cummings moved, seconded by Hewitt, to open the public hearing at 7:25 p.m. Motion carried 6-0.

Questions from the audience related to property values and how they are assessed. The questions were referred to the County Assessor's office.

Chairman Gustafson requested any further question from the audience. After hearing none, the following motion was made.

Ladwig moved, seconded by Cox, to close the public hearing at 7:39 p.m. Motion carried 6-0.

ADJOURNMENT: Cox moved, seconded by Cummings, to adjourn the meeting at 7:40 p.m. Motion carried 6-0.

James Hewitt, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 16, 1996
PAGE 1

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

MEMBERS ABSENT: None.

CALL TO ORDER: Chairperson Gustafson 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 noting no changes.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Gustafson reported that he viewed a video from the Minnesota School Boards Association (MSBA) which pertains to becoming involved with legislative actions. In light of Governor Carlson's ideas for the upcoming legislative session, he recommends all board members view it and become actively involved.

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

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

Gifts - Accept the gift of \$1,387 from the Edison PTAC for instructional materials and equipment; Accept the gift of \$300 from WalMart for an environmental ecological science project at Riverside School; Accept the gift of 30 flags, valued at \$250, for use in Moorhead Senior High classrooms from the Veterans of Foreign Wars of Moorhead.

Grants - Accept the grant of \$5,000 from the Moorhead Healthy Community Initiative and Concordia College for a Basic Schools Program at Washington School; Accept the grant of \$490 from the Moorhead Area Education Foundation to Washington School teachers Diane Thiel and Vonnice Thordal for the purchase of gender-fair literature for their classrooms; Accept the grant of \$100 from the Moorhead Area Education Foundation to Edison School teacher Donna Dunlap-Bitz for the purchase of curriculum materials.

Major-Magnitude Field Trip - Approve the major-magnitude field trip for the Apollo Strings to Paris, France as music ambassadors March 1-9, 1997.

Family/Medical Leave

Tamara Kern - Paraprofessional, Probstfield, to begin on or about February 14, 1997 for six weeks.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 16, 1996
PAGE 2

Termination

Luis Flores - Custodian, Probstfield, effective November 25, 1996.

Resignation

Jay Thunem - German teacher, Senior High, effective December 20, 1996.

Approval of Minutes - Approve the minutes of November 11 & 25, 1996 as presented.

Claims - Approve the December claims, subject to audit, in the amount of \$1,242,639.43.

General Fund:	\$800,012.08
Food Service:	69,388.35
Transportation:	160,825.90
Community Service:	18,100.61
Capital Expenditure:	188,624.73
Townsite Centre:	<u>5,687.76</u>
TOTAL	\$1,242,639.43

Motion carried 7-0.

COMMITTEE REPORTS: Reports were heard for the Activities Council and MSBA Delegate Assembly meetings.

PHYSICAL EDUCATION ELECTIVE: Foss moved, seconded by Ladwig, to approve the addition of the Self-Defense Physical Education elective at Moorhead Senior High, as presented. Motion carried 7-0.

1996 PAYABLE 1997 PROPERTY TAX LEVY: Hewitt moved, seconded by Cox, to set the 1996 payable 1997 levy of \$9,597,830.23 less HACA of \$769,391.00 and debt service excess of \$100,000.00, for a net levy of \$8,728,439.23. Motion carried 7-0.

LAKES COUNTRY SERVICE COOPERATIVE JOINT POWERS AGREEMENT: Ladwig moved, seconded by Cummings, to approve the Lakes Country Service Cooperative Health Insurance Joint Powers Agreement, as presented. Motion carried 7-0.

INDIAN EDUCATION PROGRAM RESOLUTION: Cox moved, seconded by Hastad, receive the information as presented and direct administration to meet with the committee regarding the Indian Education program and the committee's request. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 16, 1996
PAGE 3

ANNUAL OPERATIONAL PLAN: Capital Outlay & Townsite Centre Funds:
The Board reviewed the initial Capital Outlay and Townsite Centre funds of the 1997-98 Annual Operational Plan. All funds will be reviewed before the Plan is approved in late January or early February.

POLICY APPROVAL: Ladwig moved, seconded by Cox, to approve the policy, Early Admissions (JEC), as presented. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Cummings, to approve the policy, Music Staff (GAB), as presented. Motion carried 7-0.

POLICY APPROVAL: Hastad moved, seconded by Cox, to divide the issue. Motion carried 7-0.

Hastad moved, seconded by Foss, to approve deleting the policy, Married/Pregnant Students (JFF), as presented. Motion carried 7-0.

Cox moved, seconded by Ladwig, to approve the policy, Equal Educational Opportunity (ACA), as presented. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Ladwig, to approve the policy, Instruction and Curriculum Advisory Committee (AFE), as presented. Motion carried 7-0.

CLAY COUNTY JOINT POWERS COLLABORATIVE: Superintendent Anderson presented the proposed Clay County Joint Powers Collaborative Position Statement. In summary, the Collaborative would provide for orderly coordination of family services within the county.

This item will be back for action at a later date.

ADJOURNMENT: Ladwig moved, seconded by Cummings, to adjourn the meeting at 8:35 p.m. Motion carried 7-0.

James Hewitt, Clerk

MEMO #: S-97-109

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: 1997-98 Annual Operational Plan
DATE: January 9, 1997

This is the second phase of funds to be reviewed for the 1997-98 Annual Operational Plan. Action is anticipated at the first meeting in February.

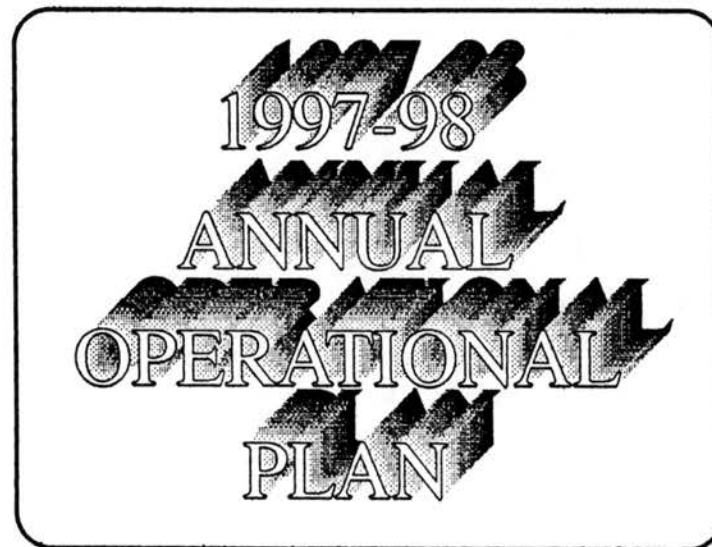
As usual, the approval of the assumptions will be difficult in that decisions have to be made prior to the final action of the Legislature.

The next page provides a summary of the revenue, expenditure and fund balance information which result with the application of the 1997-98 assumptions.

BRA *cbf*
Attachment

INDEPENDENT SCHOOL DISTRICT #152

MOORHEAD, MINNESOTA



JANUARY 1997

DR. BRUCE R. ANDERSON

Superintendent of Schools

Robert Jernberg	Dr. John Skinkle	Robert Lacher
Asst. Superintendent - Instruction	Asst. Superintendent-Human Resources	Asst. Superintendent - Business

MEMO #: B97.206

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JANUARY 8, 1997

SUBJECT: 1997.98 ANNUAL OPERATING PLAN

The preliminary budgets for the 1997.98 ATOP are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General Fund*	\$ 4,502,893	\$32,165,744	\$32,165,744	\$ 4,502,893
II Food Service	\$ 153,594	\$ 1,159,189	\$ 1,204,111	\$ 108,672
III Transportation	\$ 220,083	\$ 2,003,614	\$ 2,001,351	\$ 222,346
IV Community Serv.	\$ 355,188	\$ 914,915	\$ 1,029,350	\$ 240,753
VII Debt Redemption	\$ 239,650	\$ 852,496	\$ 896,663	\$ 195,483

*Transportation and Capital Operating Revenues and Expenses are not part of the General Fund. We will continue to track them separately.

MEMO #: B97.201

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: DECEMBER 20, 1996

SUBJECT: PROPERTY, LIABILITY, ERRORS & OMISSION AND HONESTY BOND
COVERAGE

The coverage as quoted by the MSBA Insurance Trust, is also our
present local carrier through Warner & Co.

Section I		\$35,064
Property		
Section II		\$13,211
Comprehensive Board Form		
Section III		\$ 808
Money & Security	\$368	
Employee Honesty Bond	\$440	
Section IV		\$ 35
Garage Keepers		
Legal Liability		
Error & Omissions		\$ 5,249
Public Liability		\$ 2,783
Boiler & Machinery		<u>\$ 4,347</u>
TOTAL		\$61,497

BUDGET \$67,848

Suggested Resolution: Move to award the Property, Liability,
Errors & Omission, Honest Bond, Garage Keepers, and Public
Liability Insurance to Minnesota School Board Association
Insurance Trust and Boiler and Machinery to Warner & Co. as our
local agent of record for the amount of \$61,497.

MEMO #: S-97-107

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Clay County Joint Powers Collaborative
DATE: January 8, 1997

Family Services legislation enables the formation of collaboratives for the purpose of providing greater coordination of family services within a county by the varying governmental bodies.

On-going efforts have been occurring toward the goal of developing such a collaborative. This collaborative would efficiently and effectively coordinate family services within the county, and yet would not create another costly level of bureaucracy nor increase the operating costs of collaborative members.

Attached please find the recommended position statement of the collaborative model. The document has been reviewed by the other collaborative partners.

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Position Statement as presented.

BRA:cbf
Attachment

CLAY COUNTY JOINT POWERS COLLABORATIVE (CCJPC)

Position Statement

Clay County Public School Districts

(Barnesville, Dilworth-Glyndon-Felton, Hawley, Moorhead, Ulen-Hitterdal)

I. CLAY COUNTY JOINT POWERS COLLABORATIVE BOARD:

- It will serve as a collaborative for legislative purposes,
 - The CCJPC Board for this purpose will meet quarterly,
 - Membership will include two county commissioners, Director of Public Health, Director of Social Services, one city representative from within each of the five school districts providing the city wishes representation, two school board representatives from Moorhead and one from within each other school district, one community action agency representative, one non-profit/consumer representative, and one Superintendent representative from within the county.
- A. Fiscal Decisions - The respective, elected bodies (county, city and school district) each will make final decisions related to the collaborative effort which impact their jurisdiction. It is anticipated that in-kind contributions and approved grants will be committed to an integrated fund.
- B. Fiscal Agent(s) - Clay County will be the fiscal agent for the Collaborative's operational costs and the most appropriate fiscal agent will be identified as grants are solicited.
- C. Funding - Any funding received by the Joint Powers Collaborative for which expenditure guidelines have not been clearly identified must be approved by at least three-fourths majority of the CCJPC Board.
- D. Commitment - The commitment to the Collaborative will be reviewed by the respective elected bodies when and if the existing funding mechanism for various governmental units or legislation change. Any elected body may withdraw from collaborative activities with notice on or before March 31 for the following fiscal year.
- E. Current Collaborations - Collaborations will continue as appropriate among and between existing cooperative efforts, with further opportunities being identified as appropriate.
- F. Commencement Date - The CCJPC will commence only when a joint powers legal document and by-laws have been reviewed by an attorney and adopted by the governing body of the following partners, namely the Clay County Board, Board of Education of each school district, those cities choosing to be a part of the Joint Powers Collaborative, and the community action agency representative.

- II. CLAY COUNTY JOINT POWERS COLLABORATIVE ADVISORY COMMITTEES: Advisory committees consist of those listed as A., B. and C. below, as well as other initiative advisory committees which may be created. Each advisory committee will elect one of its members to serve as chair of the committee. The committee chair will report progress on the activities and make recommendations as appropriate to the CCJPC Board at the regular quarterly meetings.

- A. Joint Powers Collaborative Family Services Advisory Committee (FSAC): The FSAC will be made up of citizens, service providers, young adults, parents, public and nonprofit supportive organizations, and public officials. Their mission is to recommend collaborative efforts to address the health, developmental, educational and family-related needs of families, children and youth in Clay county.
- B. Joint Powers Collaborative Community Diversity Issues Advisory Council: The CDIAC will serve as a key focus group of the Joint Powers to identify and address cultural diversity and social issues affecting our community, and recommend solutions to make our community a more inclusive, safe and inviting place to live.
- C. Children's Mental Health Advisory Committee: The CMHAC will include service providers, parents and consumers with severe emotional disabilities. The committee will advise the Joint Powers Collaborative Board on mental health needs of families. The committee will make recommendations related to intake, assessment, evaluation, and mental health service provision.

III. LIAISON COMMITTEES, PROJECTS & INITIATIVES: Pew Cultural Diversity Project, Project Health, and Healthy Community Initiative are three area-wide collaboratives that are already in place. The Clay County Family Services Collaborative will seek to improve coordination with these existing collaboratives through improved communication and information sharing. These and other present and/or future initiatives may become important in collaboration. These entities will be asked to provide communication with the Joint Powers Collaborative.

IV. SUPERVISORY TEAM:

- A. A supervisory team consisting of the Clay County Coordinator, a city manager/city representative, and a Clay county superintendent will identify one of its members, or a designee, to serve as an administrative liaison. The administrative liaison will provide support and guidance to each of the appropriate collaborative advisory/liaison committees.
- B. A coordinator may be necessary for activity advisory committees. If a coordinator is employed by the CCJPC, the position will be paid through grant funds and/or by Clay County, with or without contributions from other entities as decided by the board of those entities.

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

January 27, 1997
6:30 P.M.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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"

***Thanks to Dan Bacon, Supervisor of the ISD #152
Transportation Department and his Transportation Staff.

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.

5-M9-B05
MIN
January 27, 1997

SCHOOL BOARD AGENDA - January 27, 1997
PAGE 2

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Gifts - Page 1
- B. BUSINESS AFFAIRS - Lacher
 - (1) Approval of Townsite Rental Agreements - Pages 2-4
 - (2) Approval of Workers' Comp. Ins. - Pages 5-6
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employee - Page 7
 - (2) Approval of Family/Medical Leave - Page 8
 - (3) Approval of Resignation of Employee - Page 9
 - (4) Approval of Change in Contract - Page 10
- D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. NORTH CENTRAL ASSOCIATION VISITATION REPORT: Jernberg
Page 11

Suggested Resolution: Move to receive the Report of the North Central Association Visitation Team.

Moved by _____ Seconded by _____
Comments _____

4. COMMITTEE REPORTS

5. 1997.98 ANNUAL OPERATIONAL PLAN - Anderson/Lacher
Pages 12-24

Initial Review of the Transportation Fund

6. POLICY APPROVAL: Anderson
Pages 25-26

First reading of the Policy Review Committee (BCF) policy.

7. POLICY APPROVAL: Anderson
Pages 27-28

First reading of the Community Involvement (KC) policy.

8. RESOLUTION TO DISCONTINUE AND REDUCE PROGRAMS AND POSITIONS:
Skinkle Pages 29-30

Suggested Resolution: Move to approve Resolution directing administration to make recommendations for reductions in programs and positions and reasons therefore.

Moved by _____ Seconded by _____
Comments _____

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. ADJOURNMENT

MEMO #: I-97-143
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Acceptance of Gifts
DATE: January 21, 1997

The district has received the following gifts:

- 1) \$3,668.31 from Washington PTAC to purchase books for student use.
- 2) \$280 from Zonta of Fargo-Moorhead for the purchase of materials for Adult Basic Education's literacy and parenting program.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: B97.213

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 13, 1997

SUBJECT: TOWNSITE RENTAL - CULTURAL DIVERSITY PROJECT

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
146	928	\$8.24	\$7,646.72	\$637.23

Suggested Resolution: Move to approve the rental of the above Suite to Cultural Diversity Project for \$7,646.72 per year.

MEMO #: B97.218

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 15, 1997

SUBJECT: TOWNSITE RENTAL - TRANS EM (9/26/96 - 9/25/97)

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
206 (SW OFFICE OF SUITE)	168	\$9.55	\$1,604.40	\$133.70

Suggested Resolution: Move to approve the rental of a portion of Suite 206 to Trans Em for \$1,604.40.

MEMO #: B97.220

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 17, 1997

SUBJECT: TOWNSITE RENTAL - MIGRANT HEALTH (2/1/97 - 7/31/98)

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
106	546	\$9.75	\$ 5,323.50	\$ 443.65
120	1188	\$9.75	\$11,583.00	\$ 965.25
126	150	\$9.75	\$ 1,462.50	\$ 121.87
128	137	\$9.75	\$ 1,335.75	\$ 111.31
130	142	\$9.75	\$ 1,384.50	\$ 115.37
STORAGE	513	\$2.91	<u>\$ 1,492.83</u>	<u>\$ 124.40</u>
			\$22,582.08	\$1,881.84

Suggested Resolution: Move to approve the rental of the Suites listed above for \$22,582.08 from February 1, 1997 through July 31, 1998.

MEMO #: B97.225

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *RL*

DATE: JANUARY 20, 1997

SUBJECT: WORKERS' COMPENSATION INSURANCE - POLICY DATE:
2-1-97 TO 2-1-98

1996.97 Premium: \$193,309.34

<u>Classification</u>	<u>Estimated Payroll</u>	<u>Code</u>	<u>Deposit Premium</u>
Professional Teachers & Clerical	\$21,406,000	8868	\$ 85,624.00
Bus Drivers	\$ 280,000	7382	\$ 16,548.00
Garage Mechanics	\$ 24,600	8385	\$ 1,193.00
Others (Cooks, Custodians, Etc.)	\$ 984,600	9101	\$ 46,572.00
Manual Premium			\$149,937.00
Exp. Modification		1.33	\$205,413.00
Deductible Credit			
Premium Discount		.107048	\$ 21,589.00
Disc. Standard Prem.			\$183,844.00
MSBA Ins. Trust Disc.		.10	\$ 18,384.00
Premium Buyback			<u>\$(36,680.00)</u>
Net Deposit Premium			\$128,780.00
Volunteer Coverage			<u>\$ 1,992.00</u>
			\$130,772.00
Difference 96 Premium			\$ 62,537.51

Warner & Co. came in with a quote of \$119,991. However, there is a pending refund due from Minnesota Workers' Compensation Reinsurance Association that will be reimbursed to clients of MSBA Trust. Moorhead's estimated amount is \$40,000.00.

Suggested Resolution: Move to award the Workers' Compensation to MSBA Trust, for \$128,780.00 and Volunteer Accident Coverage for \$1,992.00.

Attachment: Quote Summary

21-Jan-97 WORKER'S COMPENSATION QUOTES

Classification	Est. Payroll	Code	MSBA Rate	MSBA Rate	Deposit Premium	Warner & Co	Vaaler	
	97.98		96.97	97.98 Prop				
Professional Teachers & Clerical	21,406,000	8868	0.60	0.40	85,624	0.413	88,407	
Bus Drivers	280,000	7382	6.40	5.91	16,548	3,016	8,445	
Garage Mechanics	24,600	8385	5.73	4.85	1,193	1,841	453	
Others (Cooks, Custodians, Etc.)	984,600	9101	5.66	4.73	46,572	1.695	16,689	
Manual Premium			180,855.00		149,937		113,993	252,513
Experience Modification		1.33	240,537.15	1.37	205,413	Included	0.85	214,636
Deductible Credit			0.00	0.00			Prog Credit	(75,122)
Premium Discount		0.107048	25,749.00	0.11	21,569			
Discounted Standard Premium			214,788.15		183,844			139,514
MSBA Insurance Trust Discount		0.10	21,478.82	0.10	18,384			(12,779)
Premium Buyback					(36,680)		Exp conste	85
Net Deposit Premium			193,309.34		128,780		113,993	126,820
			Volunteer Coverage		1,992		5,998	
					130,772		119,991	126,820
Difference 96 premium					62,537.51		73,318.34	66,489.29
96.97BUDGET:"WORKCOMP"								

MEMORANDUM P 97.011

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: January 21, 1997

SUBJECT: New Employee


The administration requests approval of the employment of the following persons subject to satisfactory completion of federal, state and school district statutes and requirements:

Charles Gorecki - POHI Paraprofessional, Voyager Elementary, B21
(0) \$8.51 per hour, 6.5 hours daily, effective
January 28, 1997.
(Replace Mary Jo Gaugler)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 97.006

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: January 21, 1997
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:


- Melissa Eidsness - Math Teacher, Senior High, to begin approximately April 14, 1997 for six weeks.
- Lisa Montplaisir - Science Teacher, Senior High, to begin approximately April 7 for six weeks.
- Shannon Rieder - LD & Reading Recovery Teacher, Probstfield and Riverside, to begin approximately April 2, 1997 for the remainder of the 1996-97 school year.
- Terra Bundy - Special Services Secretary, Townsite Centre, to begin January 22, 1997 until such time as released by her doctor.

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

JDS:sdh

MEMORANDUM

P 97.008

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: January 21, 1997
SUBJECT: Resignation of District Employee

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

Marcy Christenson - Reading Recovery Teacher, Riverside Elementary, effective at the end of the 1996-97 school year.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM P 97.009

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: January 21, 1997

SUBJECT: Change in Contract

The administration requests approval of the change in assignment for the following person for the school year 1996-1997:

Marian Dew - Paraprofessional, Community Education, to increase from 6 hours per week at \$7.27 to 16.5 hours weekly at \$8.51 per hour, effective December 6, 1996 through June 15, 1997.
(Funding for increase is available through reimbursement from Functional Work Literacy Training Grant of Clay County Social Services and Rural Minnesota CEP. Following June 15, 1997, the employment assignment will revert back to 6 hours per week at \$7.27 per hours.)

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

JDS:sdh

MEMO #: I-97-142

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: North Central Association Visitation Report

DATE: January 21, 1997

The Board has received a copy of the Report of the North Central Association Visitation Team in the areas of mathematics and world languages from Joe Wemette, Chairperson of the Visitation Committee.

Mr. Wemette will review the report with the Board of Education. Staff and administration will review the district's strengths and limitations and will prepare a response to each recommendation. Responses will be reviewed by the Instruction and Curriculum Advisory Committee (formerly PER Committee) and copies will be available for the Board.

The staff will also do one- and three-year followup reports to the improvement plans developed in response to each recommendation. These reports will also be shared with the ICA Committee and available for Board members.

Suggested Resolution: Move to receive the Report of the North Central Association Visitation Team in the areas of mathematics and world languages and direct administration to request staff to prepare improvement plans to be reviewed by the Instruction and Curriculum Advisory Committee.

RMJ/mdm

INDEPENDENT SCHOOL DISTRICT #152

MOORHEAD, MINNESOTA



JANUARY 1997

DR. BRUCE R. ANDERSON

Superintendent of Schools

Robert Jernberg
Asst. Superintendent - Instruction

Dr. John Skinkle
Asst. Superintendent-Human Resources

Robert Lacher
Asst. Superintendent - Business

ME /: B97.206
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER *R. Lacher*
DATE: JANUARY 8, 1997
SUBJECT: 1997.98 ANNUAL OPERATING PLAN

The preliminary budgets for the 1997.98 ATOP are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General Fund*	\$ 4,502,893	\$32,165,744	\$32,165,744	\$ 4,502,893
II Food Service	\$ 153,594	\$ 1,159,189	\$ 1,204,111	\$ 108,672
III Transportation	\$ 220,083	\$ 2,003,614	\$ 2,001,351	\$ 222,346
IV Community Serv.	\$ 355,188	\$ 914,915	\$ 1,029,350	\$ 240,753
VII Debt Redemption	\$ 239,650	\$ 852,496	\$ 896,663	\$ 195,483

*Transportation and Capital Operating Revenues and Expenses are not part of the General Fund. We will continue to track them separately.

DRAFT

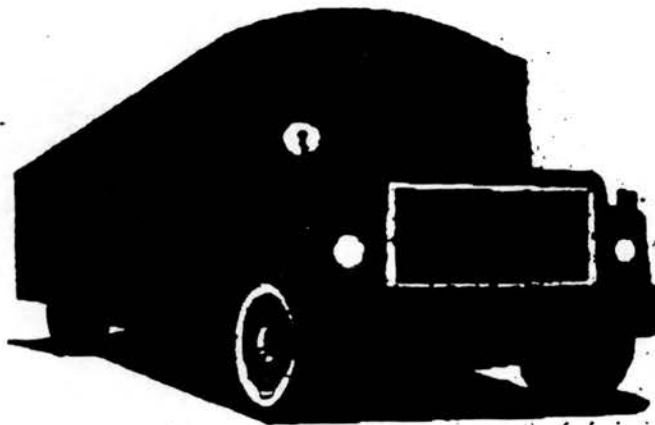
MOORHEAD PUBLIC SCHOOL DISTRICT

ANNUAL OPERATING PLAN

Fund III

PUPIL TRANSPORTATION DEPARTMENT

January, 97



III - 1

TABLE OF CONTENTS

STATE FUNDING PROCEDURES FISCAL YEAR 1997.....	3
REVENUE INFORMATION AND RATIONAL	4
REVENUE ASSUMPTIONS HISTORY AND PROJECTIONS.....	5
EXPENDITURE INFORMATION AND RATIONALE.....	5
EXPENDITURE PROJECTION.....	6
FUND BALANCE HISTORY AND PROJECTIONS:	7
RECOMMENDATIONS FOR DEALING WITH THE CHANGED FUNDING STRUCTURE:.....	7
DEDICATED FUND BALANCE FOR PURCHASE OF SCHOOL BUS	8

Index of Tables

Table 1 Breakdown of revenue by funding source	3
Table 2 Actual and projected revenue 1990-2002	5
Table 3 Expenditure projection 1990-2002	6
Table 4 Fund balance of transportation fund 1990-2002	7
Table 5 Estimate of revenue to bus depreciation fund	8
Table 6 Bus Purchase Fund Balance	8
Table 7 Estimated cost to program for 5% charge for contracting trips	9
Table 8 Audit Summary 1991 - Present with projections to 2001	10
Table 9 School Bus Inventory	11

STATE FUNDING PROCEDURES FISCAL YEAR 1997

The state legislature has eliminated the category of funding called "Pupil Transportation." School districts may decide how to fund their own transportation system. The state has transferred all pupil transportation dollars to general fund revenue to the local districts. The amount allocated to this district is

Levy	118,022.86
State Aid	1,134,580.
Sparcity Allowance	300,000
Transition allowance	0
Targeted Needs	\$441,000
Non-public to and from	
Safety	10,011
Total Transportation Revenue Projected for 1997-98	2,003,613.86

Table 1 Breakdown of revenue by funding source

"Basic transportation" allowance includes the following types of transportation: Regular to and from school, noon kindergarten, between building transportation (art, step, work experience, accelerated math programs).

"Sparcity allowance" is designed to provide additional funding to districts with a portion of their population living in sparsely populated areas.

"Special needs" funding is provided based upon our costs for special needs transportation. It does not fully fund the service. According to the Transportation Aid Report for 1995-96 the Nonregular cost was \$600,259.33, the revenue was \$596,599.27. (see Appendix 1) The largest portion of this cost is special needs, also included is art, step and non-public between building transportation.

"Non public to from funding" provides additional funding to the Basic transportation funding source to meet the mandates of equal access to services for nonpublic students.

"Nonpublic between buildings" this provides a funding source to meet the requirement to provide educational services to non-public students whose school does not offer a program that we offer. The allocation will not meet the cost of the service we are currently providing.

"Safety" is a funding category designed to provide some of the resources required to meet the mandated safety training and some equipment upgrades. This is not intended to cover the entire cost; the remainder of the costs are a part of "basic transportation."

The dedicated "Bus purchase account" is eliminated, as is the depreciation allowance to support it. Future Bus Purchase must be out of the general fund. This too is considered to be a part of the "basic transportation" allowance. We have begun to include a depreciation expense for all uses of school bus. Currently this is a \$.35 per mile charge. There is a more detailed discussion of this on page 5.

REVENUE INFORMATION AND RATIONAL

- 1) The revenue assumptions are based on the best information available. The state changed the transportation revenue formula in FY 1997 they have not made any decisions beyond that point. For the future the assumption is a 0% increase in categorical funding per pupil unit.
- 2) The current transportation funding law sunsets on June 31, 1997, the legislature must make a decision this session as to what to do with pupil transportation funding. The choices are:
 - Revert to pre - 1997 funding formulas,
 - Continue with the current plan,
 - develop something completely different, or
 - eliminate pupil transportation funding altogether.

The transportation professionals in the state by and large believe that the current method of funding will be adopted, with some modification. The most likely modification is that the Bus Depreciation formula will be reinstated.

- 3) In the administration's introduction to the 1996 School District audit⁴, it is stated that "The state is working to reduce state aid for transportation. This will result in the General Fund subsidizing the Transportation Fund at even higher levels in the future." I share this perception of the intent of the Minnesota Legislature. The greatest impact for Moorhead school district will continue to be Special Needs Transportation costs.
- 4) For school year 1996-97 the trend to under fund non-regular service has continued. In school year 1996-97 the definitions of services changed. Special Needs Transportation is to be a category of its own, and is partially funded; no inflation factors have been built into the funding strategy, at this time. All other transportation programs included with "regular to from" and are defined as "Basic Transportation"
- 5) In FY 97 the safety funding will be set at \$1.50 per Fund Balance Pupil Unit (FBPU). The indications this will continue with no inflation factors.

⁴Independent School District No. 192 Comprehensive Annual Financial Report for the fiscal year ended June 30, 1996. Introductory letter dated October 23, 1996.

Revenue assumptions history and projections

1990-91	ACTUAL	\$ 1,661,407.00
1991-92	ACTUAL	\$ 1,590,509.00
1992-93	ACTUAL	\$ 1,531,951.00
1993-94	ACTUAL	\$ 1,663,249.00
1994-95	ACTUAL	\$ 1,648,796.00
1995-96	ACTUAL	\$ 1,892,356.00
1996-97	BUDGETED	\$ 2,087,700.00
1997-98	PRELIMINARY	\$ 2,003,613.88
1998-99	PROJECTED	\$ 1,944,575.00
1999-2000	PROJECTED	\$ 1,921,251.00
2000-01	PROJECTED	\$ 1,908,389.00
2001-02	PROJECTED	\$ 1,894,154.00

Table 2 Actual and projected revenue 1990-2002

EXPENDITURE INFORMATION AND RATIONALE

- 1) The district has developed a bus purchase account that is supported with a per mile depreciation charge to users of the pupil transportation service. The current rate is \$0.35 per mile, which reflects an 8 year depreciation schedule. During the 1996-97 year I will be looking at this carefully, it may be wiser to extend this to a 10 year depreciation. This would reduce the per mile rate to approximately \$0.25.
- 2) Purchase two special needs school buses scheduled for delivery in fall of 1997. This would be funded from the bus purchase account. See Table 6.
- 3) Purchase two passenger vans to be used for pupil transportation routes. This also would be funded by the bus purchase account. See Table 6.
- 4) Last years AOP contained a recommendation to replace a total of 8 of our buses. The status of these to date is:
 - 2B - The motor was used from this vehicle to replace the motor in an other bus that became disabled.
 - 73 - This bus has a bad transmission, I recommend putting it on an upcoming auction.
 - 74 - This bus is an older vehicle, it is currently being used as a spare. The bus is still valuable for that purpose. I recommend keeping it.
 - 75 - This bus is an older vehicle, it is currently being used as a spare. The bus is still valuable for that purpose. I recommend keeping it.
 - 78 - This bus is an older vehicle, it is currently being used as a spare. The bus is still valuable for that purpose. I recommend keeping it.
 - 81 - This bus is an older vehicle which has been used as a special needs route bus. One of the special bus purchases would be to replace this one as a route bus. I recommend keeping this in our inventory as a spare bus.

- 83 -- This is an older vehicle with many miles. It is lift equipped, but the lift is an older model which is not useful for many of the new wheel chairs. It has been used a spare bus for the last year. I recommend selling it at auction or using it as a trade in for one of the new purchases.
 - 84 -- This bus also is useful as a spare bus but due to age and miles it is no longer useful as a route vehicle. I recommend replacing this bus with the second new purchase and keeping it as a spare bus.
 - 88 -- This bus has been used as a spare bus for the current school year. I recommend keeping it in that capacity
- 5) There are three buses recommended on last years AOP for replacement during 1997. With declining enrollments predicted over the next several years I would not at this time recommend replacement of these vehicles. One is 10 years old the other two are 8 years old. They should still have valuable useful life in them. I will address them again in next years Operating Plan.
- 6) We are currently using two passenger vans to serve students with specific needs. One of these vans, the Ford Aerostar has very high mileage and needs replacement. The Dodge Caravan is a newer vehicle but still has accumulated a great deal of miles on it. I have recommended the purchase of 2 passenger vans, one to replace the Ford Aerostar, and the other to add to the fleet and allow us to use the older Caravan as a spare vehicle.

Expenditure projection:

1990-91	ACTUAL	\$1,477,414
1991-92	ACTUAL	\$1,357,893
1992-93	ACTUAL	\$1,489,069
1993-94	ACTUAL	\$1,849,523
1994-95	ACTUAL	\$1,862,292
1995-96	ACTUAL	\$2,033,644
1996-97	BUDGET	\$2,132,622
1997-98	PRELIMINARY	\$2,001,351
1998-99	PROJECTED	\$1,921,441
1999-2000	PROJECTED	\$1,978,184
2000-2001	PROJECTED	\$2,081,630
2001-2002	PROJECTED	\$2,086,829

Table 3 Expenditure projection 1990-2002

FUND BALANCE HISTORY AND PROJECTIONS:

		Total Fund Balance	Operating Fund Balance	Dedicated Fund Balance
1990-91	actual	\$100,040	\$52,468	\$138,419
1991-92	actual	\$89,953	\$118,875	\$197,895
1992-93	actual	\$359,432	\$108,136	\$251,298
1993-94	actual	\$173,158	(\$4,300)	\$177,458
1994-95	actual	\$233,138	(\$20,909)	\$254,047
1995-96	actual	\$285,005	\$0	\$285,005
1996-97	budget	\$220,083	\$41,078	\$179,005
1997-98	preliminary	\$222,346	\$119,341	\$103,005
1998-99	projected	\$245,480	\$108,475	\$137,005
1999-2000	projected	\$188,547	\$17,542	\$171,005
2000-01	projected	\$180,005	\$0	\$180,005
2001-02	projected	\$194,005	\$0	\$194,005

Table 4 Fund balance of transportation fund 1990-2002

RECOMMENDATIONS FOR DEALING WITH THE CHANGED FUNDING STRUCTURE:

Be aware that any new program will have transportation costs associated with them. Many times these costs will not be known up front because we will not know where the students are coming from, or who will be involved in that program. As an example of this, the MCAP program. Initial cost estimates for this were based on a van with one driver. It has grown to requiring a school bus with one driver plus one staff member for each 10 students being transported, plus transportation for classroom work at the High School, Lunch and Physical Education. Total time for this is approaching an 8 hour day for a driver. The current costs for this program is approximately 113,000 per year. The cost for the van as we had planned originally would have been approximately 10,000 per year.

1. Create a dedicated account for bus purchase. Build a per mile charge of \$.35 into all transportation activities. Including Regular to from, Noon Kindergarten, all between building programs, field trips, activity trips, athletic trips, special needs services, etc. (Note December 1996, This is being done at this time, we will monitor this closely and after one year will evaluate the per mile charge.)

DRAFT

Table 5 Estimate of revenue to bus depreciation fund

Per Mile Depreciation Cost		
Activity	1995 miles traveled	Dollars to Bus Purchase account
Regular to from Kindergarten	73100	\$ 25,585.00
Late Activity	19000	\$ 6,650.00
Between Building Regular	15000	\$ 5,250.00
Targeted Needs Disabled	5450	\$ 1,907.50
Board and Lodging	114400	\$ 40,040.00
Field Trips	927	\$ 324.45
Activity Trips	0	\$ -
Athletic Trips	0	\$ -
Other Trips	0	\$ -
Other Trips	25145	\$ 8,800.75
Total to Bus Purchase	253022	\$ 88,557.70

DEDICATED FUND BALANCE FOR PURCHASE OF SCHOOL BUS

FUND BALANCE FOR BUS PURCHASE ACCOUNT			
FISCAL YEAR	EXPENDITURE	REVENUE	FUND BALANCE
1994-95			\$254,047
1995-96		\$10,968	\$265,015
1996-97	\$178,000	\$89,000	\$176,015
1997-98	\$166,000	\$89,000	\$169,015
1998-99	\$66,000	\$89,000	\$192,015
1999-2000	\$66,000	\$89,000	\$211,015
2000-01	\$100,000	\$89,000	\$199,015
2001-02	\$66,000	\$89,000	\$222,015

Table 6 Bus Purchase Fund Balance

- 1) Charge an administrative fee to departments and groups using our services to contract buses. Suggested rate of 5% of trips cost. We have not in the past charged for the scheduling service. It is however a significant portion of the time spent in pupil transportation. The potential cost to program accounts based on prior travel may be found in:

* The beginning fund balance of \$254,047 is from "Independent School District No. 162 Comprehensive Annual Financial Report for year ended June 20, 1996. Page 36 Exhibit B-12."

PROGRAM	1995-96 CONTRACTED COSTS	5%
Activity	\$14,338	\$717
Athletic	\$67,273	\$3,369
Field Trips	\$32,799	\$1,640
Other	\$16,666	\$833
Total	\$131,176	\$6,559

Table 7 Estimated cost to program for 5% charge for contracting trips

- 2) The law requires that pupils who live 2 miles or more away from school must be transported. We have adopted a policy of transporting students from 1 mile, and students who must cross hazardous traffic situations between home and school. If there is a desire to reduce costs in transportation this is one area of service we are providing which is not mandatory. It would affect approximately 992 students. This service is no longer funded as a separate revenue source. It could serve to reduce our costs, without reducing revenue. Potential cost savings would be up to \$150,000.
- 3) Over the coming school year administration has predicted declining enrollments, and will be discontinuing the use of Voyager school. Precise impact of this on school bus routes will be determined in the spring of the year. My initial prediction is that we will be able to reduce the number to regular routes by 1-2 buses per day. (approximately 20,000 to 40,000 in variable costs)

REVENUES

	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 BUDGET	1997-98 PRELIM BUDGET	1998-99	1999-00 PROJECTED	2000-01 PROJECTED	2001-02 PROJECTED
Local property Taxes	..									
Transportation levy	358,415	429,651	489,157	539,722	164,100	118,023	91,912	91,912	91,912	91,912
Bus purchase levy	79,813	(30,604)	39,252	(216,578)	0					
Property tax shift										
	438,228	399,047	528,409	323,144	164,100	118,023	91,912	91,912	91,912	91,912
Other local and county sources:										
Interest	6,463	0		2,607						
Miscellaneous local revenues	25,284	146		1,130						
	31,747	146	0	3,737	0	0	0	0	0	0
State Sources:										
Transportation aid	881,750	980,101	864,354	1,040,777	1,923,600	1,885,591	1,852,663	1,829,339	1,816,477	1,802,242
Bus Depreciation Aid	68,564	67,838	78,377	78,377						
Tax Credits (HACA) **	144,859	108,886	121,720	112,580						
Other appropriations	46,616	76,310	95,188	117,163						
State aid adjustment	(79,813)	30,604	(39,252)	216,578						
	1,061,976	1,263,739	1,120,387	1,565,475	1,923,600	1,885,591	1,852,663	1,829,339	1,816,477	1,802,242
Sales or other conversions of assets:										
Insurance recoveries		317								
Total revenues	1,531,951	1,663,249	1,648,796	1,892,356	2,087,700	2,003,614	1,944,575	1,921,251	1,908,389	1,894,154

EXPENDITURES:

Pupil support services:										
Salaries and wages	343,649	312,829	368,169	347,006	381,815	393,269	405,068	417,220	429,736	442,628
Employee benefits	55,776	53,059	62,941	61,422	68,402	70,454	72,568	74,745	76,987	79,297
Contracted bus services	851,407	1,071,607	1,114,908	1,280,490	1,249,606	1,287,094	1,300,707	1,340,478	1,381,443	1,423,636
Other purchased services	10,802	52,301	97,398	54,407	10,918	11,246	11,583	11,930	12,288	12,657
Supplies and materials	196,962	194,478	194,145	200,943	222,573	229,250	236,128	243,212	250,508	258,023
Equipment	15,545	143,825	2,182	67,419	175,000	165,000	55,000	55,000	100,000	55,000
Other expenditures	14,948	21,424	22,549	21,957	24,308	25,037	25,788	26,562	27,359	28,180
Chargebacks					0	(180,000)	(185,400)	(190,962)	(196,691)	(202,592)
Total expenses	1,489,089	1,849,523	1,862,292	2,033,644	2,132,622	2,001,351	1,921,441	1,978,184	2,081,630	2,096,829
Revenues over (under) expenditures:	42,862	(186,274)	(213,496)	(141,288)	(44,922)	2,263	23,134	(56,933)	(173,241)	(202,675)
Operating transfer from the General Fund			273,476	173,155					0	0
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **	316,570	359,432	173,158	233,138	265,005	220,083	222,346	245,480	188,547	15,306
RETAINED EARNINGS (DEFICIT) FUND BALANCE, END OF YEAR	359,432	173,158	233,138	265,005	220,083	222,346	245,480	188,547	15,306	(187,369)
Fund Balance reserved for bus purchase	251,296	177,458	254,047	265,005	179,005	103,005	137,005	171,005	160,005	105,005
Fund Balance reserved for student transportation safety			(20,909)	0	0	0	0	0	0	0
Operating Fund Balance	108,136	(4,300)	0	0	41,078	119,341	108,475	17,542	(144,699)	(292,374)

A	B	C	D	E	F	G	H	I	J	K
Line	Model	VIN	Model Year	Class	Equip	Fuel Type	Capacity	Miles as of 12/1/95	Special Equipment	Scheduled Replacement
1	85 SO-CO. B.E.	DE L334JL51	1977 MC			GASOLINE	24	21824		1999
2	75 SO-CO. B.E.	FR713066	1978 FORD			GASOLINE	65	21784		1990
3	85 SO-CO. B.E.	D824H81583	1984 MC	ORRENTER		GASOLINE	59	28821		1990
4	81 SO-CO. P.F.	182248547	1981 MC			GASOLINE	47	11038		1990
5	78 SO-CO. B.E.	5K77J80483	1978 MC	SUPERIOR		GASOLINE	65	24472		1990
6	78 SO-CO. B.E.	8904J552	1980 FORD	ORRENTER		GASOLINE	59	21838		1992
7	85 SO-CO. B.E.	24B817850480	1981 MC			GASOLINE	35	14037		1993
8	85 SO-CO. B.E.	FDU4H8542417	1981 FORD			DIESEL	45	35715		1993
9	82 SO-CO. B.E.	1G08P180451876	1982 MC			GASOLINE	35	13457		1998
10	82 SO-CO. B.E.	FDU4H8542417	1981 MC	ORRENTER		DIESEL	71	80718		2000
11	77 SO-CO. B.E.	1G08P180451876	1980 GMC	ORRENTER		DIESEL	65	21481		2000
12	78 SO-CO. B.E.	FDU4H8542417	1980 FORD	ORRENTER		DIESEL	71	8824		2000
13	85 SO-CO. B.E.	FDU4H8542417	1981 MC	ORRENTER		DIESEL	35	13515		2000
14	80 SO-CO. B.F.	1718P7214552	1980 GMC	ORRENTER		DIESEL	65	2081		2000
15	101444444	8904J552	1980 FORD	AEROSTAR		GASOLINE	7	4038		1998
16	81 SO-CO. B.E.	1G08P180451876	1980 GMC	ORRENTER		DIESEL	44	7804		2001
17	82 SO-CO. B.E.	1G08P180451876	1980 GMC	ORRENTER		DIESEL	44	7889		2001
18	81 SO-CO. B.E.	FDU4H8542417	1980 FORD	ORRENTER		DIESEL	65	8734		2001
19	82 SO-CO. B.E.	FDU4H8542417	1980 FORD	ORRENTER		DIESEL	65	3832		2001
20	82 SO-CO. B.E.	1718P7214552	1980 JEP	JEP		GASOLINE	5	8452		2002
21	85 SO-CO. B.E.	1718P7214552	1985 DODGE	ORRENTER		GASOLINE	7	6081		2003
22	83 SO-CO. B.E.	14B8484848217	1983 MC	THOMAS		DIESEL	78	35411		2005
23	81 SO-CO. B.E.	14B8484848217	1983 MC	THOMAS		DIESEL	78	34204		2005
24	81 SO-CO. B.E.	14B8484848217	1983 MC	ANTHONY		DIESEL	77	2801		2007
25	85 SO-CO. B.E.	1718P7214552	1985 FORD	ORRENTER		DIESEL	77	3545		2008
26	87 SO-CO. B.E.	14B8484848217	1987 MC	THOMAS		DIESEL	77	5801	EQUIPED	2008

Table 9 School Bus Inventory

Appendix 1 Transportation Aid Report Actual 1995-96 Entitlement 12/18/96

MEMO #: S-97-110

TO: School Board

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

RE: Approval of Policy

DATE: January 21, 1997

Attached please find the policy, Policy Review Committee (BCF),
for your initial review.

:cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: BCF DATE ADOPTED: 1-11-77 REVISED: 01/27/97
--	--

(DRAFT 11/96)

POLICY REVIEW COMMITTEE

Purpose

The purpose of the Policy Review Committee is to systematically review the educational policies of the district and make recommendations to the School Board regarding possible changes in these policies.

Membership

The Policy Review Committee will consist of four teacher representatives generally drawn from the primary, intermediate, junior high and senior high levels, respectively; two principals; supervisor; secretary; custodian; paraprofessional; food service employee; the Superintendent; and, ~~a~~ two school Board members, appointed by the Board Chair at the annual organizational meeting. Each Employee Association will be responsible for choosing the representative(s) and notifying the Superintendent's Office of its selection prior to June 1 of each year.

The length of membership shall be a two year alternating term beginning with the 1992-93 school year. The new member would take office in time for the September Policy Review meeting.

Meetings

Meetings will be held monthly at Townsite Centre during the school year at times and dates determined by the committee.

Reviewed/Revised: 3/9/93
1/27/97

MEMO #: S-97-111

TO: School Board

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

RE: Approval of Policy

DATE: January 21, 1997

Attached please find the policy, Community Involvement (KC), for your initial review.

:cbf
Attachment

(DRAFT 11/96)

COMMUNITY INVOLVEMENT

The Board of Education recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting the improvement of the local education program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people in the following manners:

- 1/ In the development of broad policy statements for the guidance of the professional staff to use in managing the schools.
- 2/ In the development of administrative regulations and procedures to implement policies.
- 3/ In the identification of or the development of the objectives of the course of study.
- 4/ In the assessment of and the evaluation of the educational program.
- 5/ In those instances where the specific talents of the lay person or persons complement and extend the instructional services of the classroom teacher.
- 6/ In solving specific problems.
- 7/ In serving as advisory people to curriculum development projects.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for educational programs as they affect students. The final decision may depart from this advice when in the judgment of the staff and school board such advice is not consistent with goals adopted by the school board, current educational practice, or within the reach of the financial resources available.

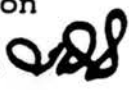
The Board of Education recognizes that our constituents in Moorhead have talent, training and experience which could be beneficial to our students, staff and the instructional programs. Therefore, the Board encourages the active involvement of parents and other citizens as individuals and as groups in the lives of our young people and in the life of our schools.

This involvement may take many alternatives and creative approaches toward the end of encouraging student growth and organizational success.

Reviewed/Revised: 3/11/92
1/27/97

MEMORANDUM P 97.007

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: January 21, 1997

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

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

SUGGESTED RESOLUTION:

Move to approve the resolution as presented.

JDS: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 THEREFORE.

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

thereon the following voted in favor thereof

and the following voted against

Whereupon said resolution was declared duly passed and adopted.

Chairperson

Date

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

February 10, 1997
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Yanick Dalhouse, senior at Moorhead High, for being named Minnesota's Top High School Volunteer of the Year by The Prudential Spirit of Community Awards. She organized the Empty Bowls Project which is a hunger awareness program sponsored by Students Taking Action Responding with Service (STARS), of which Dalhouse is president. The event provided food to over 500 people and also raised \$6,000 for the Great Plains Food Bank. Dalhouse will receive \$1,000, a silver medallion and attend recognition events in Washington, DC in May. At that time five high school state honorees will be named national youth volunteers of the year.

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.

S-119-805
MIN
February 10, 1997

- A. INSTRUCTIONAL MATTERS - Jernberg
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of Family/Medical Leaves - Page 5
 - (2) Acceptance of Resignation - Page 6
 - (3) Acceptance of Letter of Agreement & Grievance Settlement - Pages 7-9
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of January 13 & 27, 1997 Minutes - Pages 10-15
 - (2) Approval of February Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE: Anderson
(This section is an effort on the part of the Board to communicate more informally at the first meeting of each month with the staff and community representatives on a wide variety of programs and issues.)

Early Childhood & Kindergarten Staff - Page 16

5. JUNIOR HIGH COURSE ADDITION: Jernberg
Pages 17-25

Review of the proposed course addition for an eighth grade Aerobics class at Moorhead Junior High.

6. JUNIOR HIGH COURSE ADDITION: Jernberg
Pages 26-28

Review of the proposed course addition for a Conversational Spanish class at Moorhead Junior High.

7. 1997-98 ANNUAL OPERATIONAL PLAN: Anderson/Lacher
Pages 29-33

Review of the funds where changes are being recommended.
(Materials may be brought to the meeting in light of
legislative changes under consideration.)

8. POLICY APPROVAL: Anderson
Pages 34-35

Suggested Resolution: Move to approve the policy, Policy
Review Committee (BCF), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL: Anderson
Pages 36-37

Suggested Resolution: Move to approve the policy, Community
Involvement (KC), as presented.

Moved by _____ Seconded by _____
Comments _____

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

SCHOOL BOARD AGENDA - February 10, 1997

PAGE 4

<u>Event</u>	<u>CALENDAR OF EVENTS</u> <u>Date</u>	<u>Time</u>	<u>Place</u>
Activities Committee	Tues., Feb. 11	7 am	Townsite
Long Range Planning	Thurs., Feb. 13	3:45 pm	Townsite
Policy Review	Mon., Feb. 17	7 pm	Townsite
ICAC (PER) Committee	Thurs., Feb. 20	7 am	Townsite
School Board	Mon., Feb. 27	7 pm	Townsite
K-P/T Conferences (No K-classes)	Fri., Feb. 28 Mon., Mar. 3	Daytime	
K-12 P/T Conferences (1-12 classes held)	Mon., Mar. 3	6-9 pm	
K-6 P/T Conferences	Tues., Mar. 4	Day & Eve.	
7-12 Classes Held	Tues., Mar. 4		
7-12 P/T Conferences	Tues., Mar. 4	6-9 pm	
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	WED., MAR. 5		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	THURS., MAR. 6		
K-12 No School	Fri., Mar. 7		
School Board	Mon., Mar. 10	7 pm	Townsite
Activities Committee	Tues., Mar. 11	7 am	Townsite
Long Range Planning	Tues., Mar. 11	3:45 pm	Townsite
Policy Review	Mon., Mar. 17	7 pm	Townsite
ICAC (PER) Committee	Thurs., Mar. 20	7 am	Townsite
School Board	Mon., Mar. 24	7 pm	Townsite
End 3rd Qtr.	Thurs., Mar. 27		
K-6 Staff Workshops (no classes)	Thurs., Mar. 27		
Spring Break	Fri., Mar. 28		
Intergovernmental Retreat (Chamber-rescheduled)	Fri., Mar. 28 -		Red River Inn
Memorial Day	Mon., May 26		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	FRI., MAY 30		
Graduation	Sun., June 1		

MEMORANDUM

P 97.014

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JS*
DATE: February 4, 1997
SUBJECT: Resignation of District Employee

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

Carolyn Harris - Food Service, Thomas Edison, effective February 21, 1997.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM P 97.013

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: February 4, 1997
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:

Wendy Rheault - Second Grade Teacher, Probstfield Elementary, to begin about April 24, 1997 for six weeks.

Amy Saewert - Paraprofessional, Thomas Edison Elementary, to begin about May 14, 1997 for the remainder of the 1996-97 school year.

Sandra Kortan - Third Grade Teacher, Washington Elementary, from March 12, 1997 until released by her doctor.

Shannon ONeill - Paraprofessional, MCAP Townsite Centre, effective from February 6, 1997 until released by her doctor.

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

JDS:sdh

MEMORANDUM

P 97.017

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: February 4, 1997

SUBJECT: Letter of Understanding & Grievance Settlement

The administration requests approval of the attached Letter of Understanding and Grievance Settlement Agreement as approved by the represented parties, and that the Board Chair and Clerk be authorized to execute said agreement.

Suggested Resolution: Move to accept the Letter of Agreement and Grievance Settlement Agreement as presented.

LETTER OF UNDERSTANDING

IT IS HEREBY understood and agreed by and between Independent School District No. 152, Moorhead, Minnesota, hereinafter referred to as the "School District," and Moorhead Education Association, hereinafter referred to as "Association," as follows:

1. The period during which a teacher is on leave due to Long Term Disability, as provided in Article 33, Section 6 of the current Teachers' Master Contract, shall be without pay. The School District shall not be responsible for the payment of any salary during this period.

2. If a teacher works any portion of the school year in which the teacher is on a leave due to Long Term Disability, the teacher shall be paid only for those duty days actually worked plus the duty days in which available sick leave is utilized according to the following formula:

$$\begin{aligned} \text{Yearly salary} \div \text{school year duty days} &= \text{daily salary} \\ \text{X (number of duty days worked + number of available sick} \\ &\text{days utilized)} = \text{yearly salary due} \end{aligned}$$

3. The teacher described in paragraph 2 herein, whether on a twelve (12) month pay period or a nine (9) month pay period, shall continue to receive his/her regular monthly salary until the total amount of yearly salary due, as provided in the formula set forth in paragraph 2 herein, is paid.

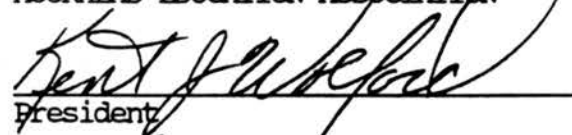
4. Should the teacher return to work prior to the end of the designated regular duty year, the teacher shall only be paid for those duty days actually worked prior to the end of the designated regular duty year according to the formula set forth in paragraph 2. If any of the remaining duty days represent make-up days due to emergency closings during the regular school year which occurred while the teacher was on leave, the teacher returning to work shall not be allowed to make up those days and shall not be paid for such make-up days.

5. The School District shall not be obligated, while a teacher is on a leave due to Long Term Disability, to pay premiums for any insurance set forth in Article 33 of the Teachers' Master Contract, with the exception of Long Term Disability, should the insurance carrier require that the premiums continue to be paid in order for the teacher to continue to receive long term disability payments. However, the teacher may continue to receive such insurance benefits provided the premiums are paid by the teacher if allowed by the insurance carriers. Should the teacher return to duty prior to the end of the teacher's regular duty year, the School District shall pay the insurance premiums for those months during the remaining duty year in which the teacher actually worked after the return to duty. If the teacher returns to duty prior to the end of the teacher's duty year, the School District will pay the premium during the non-duty portion of the months of June, July and August.

6. This Letter of Understanding shall continue in full force and effect until such time as it is specifically modified or rescinded in writing by agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

MOORHEAD EDUCATION ASSOCIATION


President


Teacher Rights Chair

INDEPENDENT SCHOOL DISTRICT
NO. 152, MOORHEAD, MINNESOTA

Chair

Clerk

Dated this 5th day of February, 1997

Dated this ____ day of _____, 1997

GRIEVANCE SETTLEMENT AGREEMENT

IT IS HEREBY AGREED by and between Independent School District No. 152, Moorhead, Minnesota, hereinafter referred to as "School District," the Moorhead Education Association, hereinafter referred to as "Association" and Emily Nerland, hereinafter referred to as "Grievant" as follows:

1. The Association is the exclusive representative of teachers in the appropriate unit of the School District.
2. The Association filed a grievance on behalf of Grievant on January 23, 1997, pursuant to Article 10 of the Teachers' Master Contract.
3. In an effort to settle said grievance and reach a satisfactory resolution, the parties have mutually agreed as set forth herein.
4. The School District shall pay to the Grievant the total sum of \$4127.02 in full and complete settlement of Grievant's claim as set forth in the Grievance, including its claim for salary as well as the cost of insurance coverage.
5. In consideration of the above referred to payment, the Association and the Grievant shall dismiss and withdraw the grievance with prejudice.
6. The Association further agrees as follows:
 - a. The settlement of this grievance cannot and shall not constitute a past practice or precedent of any kind in any future disputes or grievances.
 - b. The Association agrees to execute the attached Letter of Understanding.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

Emily Nerland, Grievant

Dated this ____ day of _____, 1997

MOORHEAD EDUCATION ASSOCIATION
ASSOCIATION



President



Teacher Rights Chair

INDEPENDENT SCHOOL DISTRICT
NO. 152, MOORHEAD, MINNESOTA

Chair

Clerk

Dated this 5th day of February, 1997

Dated this ____ day of _____, 1997

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 13, 1997
PAGE 1

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

MEMBERS ABSENT: None

CALL TO ORDER: Chairman Gustafson called the meeting to order at 5:15 p.m.

1998-2003 FIVE-YEAR EDUCATION PLAN: Jan Hively of the Minnesota Extension Office presented a progress report on the 1998-2003 Five Year Educational Plan data. Assistance was also provided to the Board and administration in determining preliminary priorities.

The meeting recessed at 7:00 p.m. for 5 minutes.

CALL TO ORDER: Chairman Gustafson reconvened the meeting at 7:10 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting the Transportation Fund portion of the 1997-98 Annual Operational Plan will be delayed until the January 27 meeting.

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

ORGANIZATION OF THE SCHOOL BOARD

Election of Officers - Cummings moved, seconded by Hastad, to offer the following slate of officers: Chairperson - Carol Ladwig, Vice-Chair - Jim Hewitt, Treasurer - Stacey Foss, Clerk - Anton Hastad. Motion carried 7-0.

Gustafson expressed his appreciation for being allowed to serve as the chairman the last one and one-half years. He enjoyed the experience.

Ladwig thanked Gustafson for his leadership and contributions to the school district and community. Ladwig also thanked her peers for supporting her election at chairwoman.

Superintendent Anderson thanked Gustafson for his outstanding leadership, availability and all the time committed while serving as chairman.

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

Gifts - Accept the gift of \$900 from the Washington FTAC for technology purposes; Accept the gift of \$1,000 from Foss Associates for expansion of technology at the elementary level.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 13, 1997
PAGE 2

New Activities Account for School Store - Approve an activity checking account for the Moorhead High School Store authorizing Arlin Prochnow and Beth Astrup as signatories; and, further direct administration to assure the school store meets Minnesota activity accounting rules and standards.

Townsite Rental Agreements - Approve the rental of Suite 162 to Adult Basic Education Program of Community Education, in the amount of \$952.00 for six months beginning December 1, 1996.

Approve the five year lease for a portion of Suite #154 to Mr. Dan Olson, in the amount of \$454.00 per year.

Family/Medical Leave

Barbara Schumacher - LD Teacher, Probstfield, to begin on or about February 11, 1997 for nine weeks.

Family/Medical Leave Extension

Mary Jo Gaugler- Paraprofessional, Voyager, to extend for the remainder of the 1996-97 school year.

Student/Staff Handbooks - Accept all the 1996-97 student handbooks as presented.

Community Education Budget Amendment - Amend the 1996-97 Community Education budget by increasing revenues by \$22,702 and raising expenditures by an equal amount.

November 25, 1996 Minutes Correction - Amend the November 25, 1996 minutes as indicated.

Approval of Minutes - Approve the December 2 & 16, 1996 minutes as presented.

Claims - Approve the January claims, subject to audit, in the amount of \$693,668.23.

General Fund:	\$355,307.63
Food Service:	42,220.10
Transportation:	170,407.63
Community Service:	9,756.09
Capital Expenditure:	109,827.59
Townsite Centre:	<u>6,149.19</u>
TOTAL	\$693,668.23

Motion carried 7-0.

Chairwoman Ladwig requested administration sent a letter of thanks to Mr. Jeff Kemink for his involvement in establishing the school store at Moorhead High.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 13, 1997
PAGE 3

COMMITTEE REPORTS: Ladwig thanked the Junior High staff for allowing her to attend their recent planning session.

1997-98 ANNUAL OPERATIONAL PLAN: Initial review of the General, Food Service and Community Service funds were presented.

Assumptions of the General fund call for a decrease in enrollment. Any staff reductions will be directly related to the increase or decrease of enrollment.

The Food Service, Community Education and Debt Redemption funds were also reviewed.

The Transportation fund was delayed until January 27. Action on the Plan is anticipated in February.

PROPERTY, LIABILITY, ERRORS & OMISSION, HONESTY BOND AND BOILER & MACHINE INSURANCE COVERAGE: Cummings moved, seconded by Gustafson, to award the Property, Liability, Errors and Omission, Honesty Bond, Garage Keepers, Public Liability, and Boiler & Machine insurance coverage to Minnesota School Boards Association Insurance Trust through Warner & Company as the local agent of record, in the amount of \$61,497. Motion carried 7-0.

CLAY COUNTY JOINT POWERS COLLABORATIVE: Cummings moved, seconded by Foss, to approve the Clay County Joint Powers Collaborative Position Statement as presented. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Minnesota School Boards Association (MSBA) - Foss, Hastad, Cummings, Gustafson, and Ladwig will be attending.

National School Boards Association (NSBA) - Hewitt will attend the April conference.

MSBA Collective Bargaining Meetings - Foss, Ladwig, Hewitt, Lacher and Skinkle plan to attend.

Intergovernmental Retreat-Detroit Lakes - January 24-25, 1997

DARE Graduation - Tuesday, January 28, 1997 for Robert Asp students.

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

Anton Hastad, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 27, 1996
PAGE 1

MEMBERS PRESENT: Bill Cox (8 pm), Jim Cummings, Stacey Foss, Mark Gustafson, Anton "Butch" Hastad, James Hewitt, Carol A. Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairwoman Ladwig called the meeting to order at 6:30 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting no changes.

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

"WE ARE PROUD"

*** Thanks went to Dan Bacon, supervisor of the Transportation, and his staff for the extra effort given during the inclement winter weather.

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

Gifts - Accept the gifts of \$3,668.31 from the Washington PTAC to purchase books for student use; and, \$280 from Zonta of Fargo-Moorhead for the purchase of materials for the Adult Basic Education's literacy and parenting programs.

Townsite Rental Agreements - Approve the lease agreement with the Cultural Diversity Project for suite #146, in the amount of \$7,646.72 per year.

Approve the lease agreement with Trans Em for suite #206, in the amount of \$1,604.40, from September 26, 1996 through September 25, 1997.

Approve the lease agreement with Migrant Health Services for suites #106, 120, 126, 128, 130 and storage, in the amount of \$22,582.08, for February 1, 1997 through July 31, 1998.

Insurance Coverage - Award the worker's compensation and volunteer accident insurance coverage to MSBA Trust, in the amounts of \$128,780.00 and \$1,992.00, respectively.

New Employee

Charles Gorecki - POHI Paraprofessional, Voyager, B21 (0), \$8.51 per hour, 6.5 hours daily, effective January 28, 1997.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 27, 1996
PAGE 2

Family/Medical Leave

Melissa Eidsness - Math Teacher, Senior High, to begin approximately April 14, 1997 for six weeks.
Lisa Montplaisir - Science Teacher, Senior High, to begin approximately April 7 for six weeks.
Shannon Rieder - LD & Reading Recovery Teacher, Probstfield and Riverside, to begin approximately April 2, 1997 for the remainder of the 1996-97 school year.
Terra Bundy - Special Services Secretary, Townsite Centre, to begin January 22, 1997 until such time as released by her doctor.

Resignation

Marcy Christenson - Reading Recovery Teacher, Riverside, effective the end of the 1996-97 school year.

Change in Contract

Marian Dew - Paraprofessional, Community Education, to increase from 6 hours per week at \$7.27 per hour to 16.5 hours per week at \$8.51 per hour, effective December 6, 1996.

NORTH CENTRAL ASSOCIATION VISITATION REPORT: Visitation chairman, Mr. Joe Wemette, reviewed the report with the Board. He noted the team was very pleased with the school district.

Hewitt moved, seconded by Cummings, to receive the report of the North Central Association Visitation Team in the areas of mathematics and world languages, and direct administration to request staff to prepare improvement plans to be reviewed by the Instruction and Curriculum Advisory Committee. Motion carried 6-0.

COMMITTEE REPORTS: Reports were given from the Policy Review and MSBA Leadership Conference meetings.

1997-98 ANNUAL OPERATIONAL PLAN: Transportation director, Dan Bacon, presented the initial Transportation fund information for review.

FIRST READING OF POLICIES: First readings were conducted for the Policy Review Committee (BCF) and Community Involvement (KC) policies.

Cox joined the meeting at 8:00 p.m.

RESOLUTION TO DISCONTINUE AND REDUCE PROGRAMS AND POSITIONS:

Hewitt moved, seconded by Foss, to approve the resolution directing administration to make recommendations for reductions in programs and positions and reasons therefore. Motion carried by majority roll call vote: 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 27, 1996
PAGE 3

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

- Ladwig, Foss, Hewitt, Lacher, and Skinkle will attend the upcoming MSBA Collective Bargaining seminars.
- A tentative Long Range Plan will be prepared as a result of the January 13 meeting.
- Hastad announced he will be out of town for both meetings in February.

ADJOURNMENT: Foss moved, seconded by Cummings, to adjourn the meeting at 8:15 p.m. Motion carried 7-0.

MEMO #: I-97-158

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT; Early Childhood Dialogue

DATE: February 4, 1997

There is a growing concern nationwide about children entering kindergarten without adequate preparation. Staff from Early Childhood Family Education, Early Childhood Special Education, home-school liaison staff, and kindergarten teachers will briefly review programs and services with the Board of Education and dialogue regarding efforts to assist parents in ensuring that their children enter school ready to learn and are prepared for K-12 experiences.

RMJ/mdm

MEMO #: I-97-160

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Eighth Grade Aerobics Course Offering

DATE: February 4, 1997

Attached is a proposal to offer an eighth grade Aerobics class as an alternative to the regular physical education course. This course will meet the Middle Level Graduation Profile of Learning Standards in Physical Education/Fitness.

The Instruction and Curriculum and Advisory Committee has reviewed this proposal and discussed the fact that the current eighth grade program consists of team sports which is duplicated at other grade levels. There are also students who are interested in developing a personal fitness plan utilizing aerobic activity and are not likely to participate in team sports after graduation.

The committee also noted that they wish to encourage both males and females to enroll in this course offering and indicated a concern that scheduling allows for students to take this elective with as little scheduling conflict as possible.

Junior high staff will be present to respond to questions the Board may have regarding this proposal.

Suggested Resolution: A recommendation will be brought to the February 24 meeting.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota
1996 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

I am proposing an elective aerobic course designed for male and female eighth grade students. This course would be a physical education class taken every other day for one full year as an alternative to the regular eighth grade physical education course.

Section II. Rationale and Need

A. History of present curriculum. Not applicable

B. Reasons for proposed changes in present program.

There are several reasons as to the importance of offering students an elective aerobic course at Moorhead Junior High School:

1. to promote an appreciation for physical activity as a life long daily process
2. to improve physical, mental, intellectual, and social well being of each individual
3. to provide an alternative for those students who prefer life long physical activities verses team sport activities in our present curriculum
4. to address the 8th grade benchmark requirement for the new graduation rule
5. to address the need expressed by those students who participated in a "mini-unit" offered and evaluated in the 1994-95 school year (48% were in favor of aerobics as an elective physical education course)
6. to promote the electives offered at the Senior High School

Section III. Objectives of Proposal

A. Summary of objectives of proposal.

The aerobic curriculum will:

1. provide many opportunities for students to feel good about themselves, which in turn could give them a "view to other positive options for lifestyles" than what they might be accustomed to
2. improve self-esteem and values which will enable students to interact with others in a more positive manner with personal and professional relationships
3. assist students with the realization that crime and violence is unacceptable due to improved self-esteem and physical and mental health improvements from regular participation in physical activity
4. encourage students to set goals individually to enjoy and improve "total fitness" in a non-competitive atmosphere
5. provide opportunities to use technology and learn skills necessary to demand "equal rights" in our world of work

B. Specific objectives.

1. the students will accumulate the basic knowledge and skills necessary to experience the benefits of physical fitness and overall wellness
2. the students will appreciate the values of physical fitness as a lifetime activity
3. the students will demonstrate abilities to accept and respect achievement levels of self and others with varying skill abilities, social backgrounds, gender, and cultural diversity

Section IV. Procedures for Program Development and Coordination

List the steps used in planning the proposal.

1. Study group participation

2. Evaluation of research data

1. I created and implemented the elective aerobic course at the Moorhead Senior High School for three years (the class grew from one class per semester to two classes per semester).
2. I taught a "mini-unit" in aerobics with my four seventh grade classes the Winter of the 1994-95 school year. I included all components of a total body fitness workout (cardio-vascular, muscular strength/endurance conditioning, flexibility, and relaxation activities).
3. I surveyed 103 out of the 112 students, of which there were 50 males and 53 females. Forty-eight percent of those surveyed expressed interest in having aerobics offered as an elective physical education course (see copy of survey attached).
4. I am in the process of writing an aerobic curriculum manual.

3. Resources utilized in preparation of proposal

See attached references sheet from the aerobic curriculum manual I am writing.

4. Resource people used in planning steps

I, Alice Swanson, drawing upon my experiences as an aerobic instructor for eleven years and aerobic program director for four years with the F-M YMCA. Colleen Tupper and the faculty of the Physical Education Department at the Junior High have been very supportive as well.

Section V. Implementation

A. Inservice training necessary to implement program

None

B. Indicate special training required for instructional staff to implement program

None at the present time. I would appreciate the opportunity to attend workshops in the future to stay current with fitness information as it is constantly changing.

C. Equipment and materials

The "ideal" equipment and materials for this program would include the following for each student in the class: "step" benches, long and short exercise bands, hand held weights-three, five, and ten pounds, and ankle weights-three pounds. Additional equipment and materials for a successful program would include music, skin calipers-two to five, a metronome, software and handouts for individualized fitness evaluations, a portable headset/microphone, and a boom box with a CD player.

D. Space requirements

This class will need a gymnasium that does not share a common wall as the music and use of a microphone would be a distraction to the other class (music is a key motivator in this class).

E. Class selection

This class will be offered to all eighth grade students. For those students with special needs, adaptations will be made.

F. Time periods

I would like this class(es) to be offered in the Fall of 1997.

Section VI. Evaluation

A. Methods of evaluating program

1. Questionnaires and surveys

Periodic aerobic unit surveys and "active" evaluation surveys will be completed by the students.

2. Achievement scores

See number three

3. Other methods of evaluation

The students will be cognitively evaluated with written quizzes/tests. Performance checklists will be used periodically and "active" evaluation surveys on their group presentations as they apply what they have learned would be completed by me. Written assignments, video-taping, peer evaluations, and practical tests will also be used.

B. Plans for regular feedback

Periodic unit surveys will be given.

Section VII. Learner outcomes

The students will:

- understand techniques/skills/ principles for aerobic fitness
- appreciate values of aerobic fitness as a life-time activity
- demonstrate written and oral communication skills through written tests, papers, and teaching presentations
- demonstrate the ability to perform basic locomotor steps
- demonstrate the ability to choreograph basic locomotor steps into sequences
- apply knowledge and principles to fitness concepts and problem solving
- use technology when designing a fitness program for themselves
- apply knowledge of principles/techniques/skills through participation in cross training activities
- identify and apply anatomy/physiology principles through written evaluation and demonstration of locomotor sequences
- recognize and appreciate diversity through multi-cultural music and locomotor movements
- design and implement a personal aerobic fitness program
- recognize and apply through demonstration the importance of regular life long physical fitness activities
- recognize the value of resources available to them personally and within their community

Section VIII. Course Description

This class is designed for students to promote an appreciation for physical activity as a life long process. They will develop knowledge and skill ability for the components of physical fitness pertaining to aerobic conditioning, muscular strength, muscular endurance, and flexibility. It will improve the physical, mental, intellectual, and social well being of each individual.

This course will meet the Middle Level Graduation Profile of Learning Standard Physical Education and Fitness.

WINTER 1994-95
AEROBIC UNIT SURVEY

PLEASE ANSWER THE FOLLOWING QUESTIONS HONESTLY. * DO NOT WRITE YOUR NAME ON THIS SURVEY*

- | | | |
|-----|----|---|
| YES | NO | 1. Would you like to have aerobics offered as an elective physical education course? |
| 48 | 51 | |
| YES | NO | 2. Would you like the aerobic class to meet every day for one semester? |
| 7 | 96 | |
| YES | NO | 3. Would you like the aerobic class to meet every other day for a full year? |
| 29 | 69 | |
| YES | NO | 4. Would you like the aerobic class to be offered in the morning? |
| 27 | 76 | |
| YES | NO | 5. Would you like the aerobic class to be offered in the afternoon? |
| 40 | 63 | |
| YES | NO | 6. Do you think the use of equipment such as exercise bands, ankle and hand weights, and step-benches would give more variety to the aerobic class? |
| 75 | 26 | |

PLEASE RESPOND TO THE FOLLOWING QUESTIONS WITH SPECIFIC/DETAILED ANSWERS

1. What did you like about the aerobic unit?

2. What changes could we make to make it a better aerobic unit?

3. What, if anything, did you not like about the aerobic unit?

References

- Branson, K., Coe, J., & Gross-Brucato, J. (1990). ***Y's Way to Physical Fitness Instructor Guide-2nd Edition***. YMCA of the USA: Human Kinetics Publishers.
- Brown, D. (1992). ***Complete Guide to Step Aerobics***. London, England: Jones and Bartlett Publishers, Inc.
- Greene, Dr. L. (1989). ***Sport Specific Aerobic Routines***. Dubuque, IA: eddie bowers publishing company.
- Institute for Aerobics Research, (1987). ***Get Fit***. Dallas, TX: The Institute for Aerobics Research.
- Kravitz, L., (1986). ***Anybody's Guide to Total Fitness***. Dubuque, IA: Kendall/Hunt Publishing Company.
- Simpson, Dr. G., Miller, Dr. P., Ridinger, Dr. R., Runke, G. & Sims, R., (1991). ***Fitness for Living Laboratory Manual-Revised 2nd Edition***. Dubuque, IA: eddie bowers publishing, inc.
- Staver, P., (1992). ***Power Play:Your Guide to Youth Fitness-Revised Edition***. San Jose, CA: Power Play.
- Swanson, Alice. Certified Physical Education Instructor. National YMCA Certified Instructor in the following areas: Aerobics-Y's Way and Instructor Levels; Physical Fitness Testing; and Strength Training. Thirty-six-thirteen Westmoor Boulevard, Moorhead, Minnesota, 56560. Phone: (W) 1-218-299-6291.

MEMO #: I-97-159

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Junior High Conversational Spanish Proposal

DATE: February 4, 1997

Attached is a proposal from Moorhead Junior High School to offer a non-credit Conversational Spanish class to be taken in lieu of a study hall for seventh grade students who wish to participate.

This proposal is in-line with the North Central Association Report recommendation: "There is merit to test a new culture class at the seventh grade level. It would provide an extension of the overall program and a smoother transition to senior high Spanish II if eighth graders could build on that background and take Spanish IA and IB in the same year." This course will partially meet the Middle Level Graduation Profile of Learning Standards Communications in a language other than English.

The Instruction and Curriculum Advisory Committee has reviewed this proposal and recommends Board approval with a one-year review to be conducted by the committee to determine how this course offering affects continuity in world languages at the eighth grade and high school levels.

Junior high world language staff will be present to respond to questions from the Board regarding this proposal.

Suggested Resolution: A recommendation will be brought to the February 24 meeting.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1996-97

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

We are proposing a Spanish conversation and culture course designed for 7th graders at Moorhead Junior High. This course will be a foreign/world language elective offered for one full semester.

Section II. Rationale and Need

A. History of present curriculum. Not applicable

B. Reasons for proposed changes in present program.

It is important to impart cultural awareness and an appreciation of our differences at all levels of education. In our community it is especially important. Because the current two semesters of Spanish at the Junior High can count as the first year of high school Spanish we must cover the same amount of material. Many 7th graders would benefit more from a language course that is less stressful and less demanding than the more rigorous academic-focused course. Many non-college-bound students would still be interested in learning about Spanish language and culture. For some students this would be their terminal exposure to a foreign/world language. For others this would be a basis for the full year college preparatory class (and allow the first full year of Spanish to occur uninterrupted in the 8th grade). This will give students one more chance at the Junior High to experience foreign language and culture. The course addresses more kinetic and tactile learners as well as accommodating traditional learners.

Section III. Objectives of Proposal

A. Summary of objectives of proposal.

B. Specific objectives.

-Students will learn and be able to demonstrate knowledge of basic Spanish survival vocabulary.

-Students will have gained an appreciation for and basic awareness of the cultures of the twenty countries that have Spanish as their first language.

Section IV. Procedures for Program Development and Coordination

List the steps used in planning the proposal.

1. Study group participation

We recently surveyed 60-100 students taking Spanish classes at Moorhead Junior and Senior Highs.

2. Evaluation of research data

Of the 30-50 high school students, about 70% thought they would have benefited greatly from such a class at the Junior High level. Of the remaining students surveyed at the Junior High, 75% would definitely have preferred that type of offering in the 7th grade.

Section VII. Learner Outcomes

- Students will develop a familiarity with and understanding of the pronunciation and sounds of the Spanish language.
- Students will be able to listen to and follow simple commands in Spanish.
- Students will know and apply basic conversational skills (how to greet people and ways to say good-bye, ask how someone is and tell how they are, ask someone's name and give their own, ask someone's age and tell theirs, ask where someone is from and tell where they are from, state some likes and dislikes, order food, state needs, ask for help).
- Students will acquire a knowledge of basic vocabulary (alphabet, colors, feelings, numbers, food items, clothing, household, weather expressions, days of the week, months of the year, body parts, telling time).
- Students will develop the skills necessary to make subsequent study of the language even more successful and satisfying.
- Students will have an increased awareness and appreciation for the culture, customs, and traditions of countries in which Spanish is the first language.

Section VIII. Course Description

This course is designed for the junior high student to acquire a basic, introductory knowledge of the Spanish language and culture. Students will explore the many aspects of Spanish culture through music, dance, role playing, drama, creating and watching videos, folk art crafts, cooking, and learning basic vocabulary and communication skills.

MEMO #: B97.230

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 5, 1997

SUBJECT: 1997.98 ANNUAL OPERATIONAL PLAN

We are still uncertain about the final results of legislative action and probably won't be sure until the end of the session in May. There appears to be a continued decline in student enrollment at the Sr. High School.

We are anticipating the following adjustments to the preliminary budgets of the AOP.

General Fund

1. Reinstatement of CAPS: \$75 per PU and 1.3 WPU for secondary students.
2. Adjust student enrollment projection at the Sr. High for a reduction of 65 PU.
3. Add revenues and expenditures as noted in Memo B97.229 (Attached).

These actions will add \$34,000 to the Fund Balance for 96.97.

Enterprise Fund i.e. Townsite

Create an enterprise fund for the operation of the Voyager Site and Building similar to the Townsite Enterprise Fund.

cc: Mr. Jernberg
Dr. Skinkle
Beth Astrup

Attachments: Memo B97.229
General Fund spread sheet
Sr. High enrollment change

Memo #: B.97.229
 Memo To: Dr. Anderson
 From: Robert Lacher
 Subject: 97.98 Annual Operational Plan

ADJUSTMENTS

REVENUE

AFDC WPU	96.97	97.98
664 TO 877	225,000	300,000
Secondary back to 1.3		420,000
Adjustment of Sr. WPU. -65 P.U.	(225,000)	(211,092)
	0	508,908

EXPENDITURES

Place textbooks into general fund: 225,000 Use capital to address North Central technology recommendations in Language Arts, Math. If possible work with the Sr. High to address Business Ed. technology needs

Severance	11,000
Staff adjustment for student decline. -1.29 F.T.E.	(61,288)

Reinstate:

Staff Development	50,000
ILDA	200,000
Add 5% to Supplies	50,000
	474,712

New Fund Balance	34,196
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96.97 Budget:"97ADJUST"

I GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

05-Feb-97 PRINT DATE

LINE #	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 BUDGET	1997-98 Preliminary Budget	1998-99	1999-00	2000-01	2001-02
Basic Education Revenue UNAPPROPRIATED REVENUES							P R O J E C T E D			
	3,050	3,050	3,167	3,205	3,205	3,205	3,269	3,334	3,401	3,469
1 Taxes & cnty apptmnt	3,982,369	4,567,270	5,137,987	5,311,658	6,290,260	6,692,965	6,826,825	6,963,361	7,102,628	7,244,681
2 Interest	19,897	178,796	277,683	368,284	175,000	153,500	56,570	0	0	0
3 Tax shift	781,496	(299,948)	366,912	(948,780)	0	0	0	0	0	0
4 Other local	368,879	234,010	258,824	289,645	377,669	385,222	392,927	400,785	408,801	416,977
5 Tax credits	1,161,042	1,350,875	1,419,496	1,639,937	1,307,220	1,333,364	1,360,032	1,387,232	1,414,977	1,443,277
6 Foundation aid	17,547,409	18,024,190	18,992,963	19,152,318	17,605,000	17,841,675	18,234,189	18,213,407	18,355,958	18,475,064
7 Special ed aid	2,251,623	2,565,967	2,959,172	3,316,632	3,300,000	3,366,000	3,433,320	3,501,986	3,572,026	3,643,467
8 Other state aids	423,433	456,277	727,223	530,632	577,923	589,481	601,271	613,297	625,562	638,074
9 Tax shift	(781,496)	299,948	(366,912)	948,780	0	0	0	0	0	0
10 Federal aids	918,006	1,248,271	1,482,486	1,624,406	1,705,662	1,739,775	1,774,571	1,810,062	1,846,263	1,883,189
11 Conversion of assets	5,209	15,771	5,841	2,025	9,840	10,037	10,238	10,442	10,651	10,864
12 Tuition	240,435	179,898	249,740	595,350	551,600	562,632	573,885	585,362	597,070	609,011
13 State reduction										
14 TOTAL REVENUES	26,918,302	28,821,325	31,511,415	32,830,887	31,900,174	32,674,652	33,263,826	33,485,935	33,933,937	34,364,603
15 % CHANGE	6.69%	7.07%	9.33%	4.19%	-2.83%	2.43%	1.80%	0.67%	1.34%	1.27%
16 \$ CHANGE	1,687,216	1,903,023	2,690,090	1,319,472	(930,713)	774,478	589,174	222,109	448,002	430,666
+++++										
17 Admin salaries	1,674,166	1,679,586	1,624,992	1,658,169	1,899,840	1,967,178	2,026,194	2,086,979	2,149,589	2,214,076
18 Admin supplies	26,053	85,043	28,219	58,716	(30,570)	26,183	26,968	27,777	28,611	29,469
19 Admin fringe benefits	287,813	296,121	285,553	284,018	313,388	322,790	332,473	342,448	352,721	363,303
20 Admin other	314,145	164,167	246,957	232,945	276,824	275,129	283,383	291,884	300,641	309,660
21 Instruct salaries(reg & voc)	9,865,784	10,119,433	10,692,274	10,659,285	11,814,503	11,778,650	12,059,585	12,455,647	12,551,050	12,827,052
22 Allowance for new staff						(70,315)	33,276	(270,162)	(97,601)	(166,836)
23 Instruct supplies	472,729	580,366	643,308	459,016	691,510	977,255	1,006,573	1,036,770	1,067,873	1,099,909
24 Allowance for new students						(3,654)	1,729	(14,039)	(5,072)	(8,670)
25 Instruct fringe benefits	2,295,789	2,338,116	2,450,751	2,438,367	2,691,091	2,492,622	2,567,400	2,644,422	2,723,755	2,805,468
26 Instruct other	565,472	680,068	761,706	825,471	884,333	910,863	938,189	966,335	995,325	1,025,184
27 Spec ed salaries	5,374,223	5,493,884	6,036,106	6,488,986	5,763,990	5,936,910	6,115,017	6,298,468	6,487,422	6,682,044
28 Spec ed supplies	97,034	121,153	134,354	102,879	92,405	95,177	98,032	100,973	104,003	107,123
29 Spec ed fringe benefits	1,155,378	1,195,829	1,317,953	1,390,055	1,280,340	1,318,750	1,358,313	1,399,062	1,441,034	1,484,265
30 Spec ed other	873,102	684,005	1,023,309	973,280	1,122,492	1,156,167	1,190,852	1,226,577	1,263,375	1,301,276
31 Instruct support salaries	850,601	935,218	989,854	936,539	1,052,850	1,084,436	1,116,969	1,150,478	1,184,992	1,220,542
32 Instruct support supplies	77,306	140,633	135,865	107,222	105,882	109,058	112,330	115,700	119,171	122,746
33 Instruct support fringe benefits	150,745	174,606	190,996	183,419	176,020	181,301	186,740	192,342	198,112	204,055
34 Instruct support other	271,390	209,264	412,217	413,795	434,884	497,931	512,868	528,254	544,102	560,425
35 Pupil support salaries	544,552	609,357	609,924	638,704	654,279	673,907	694,125	714,948	736,397	758,489
36 Pupil support supplies	8,135	10,157	13,518	19,614	15,825	16,300	16,789	17,292	17,811	18,346
37 Pupil support fringe benefits	117,597	127,635	127,544	132,675	137,606	141,734	145,986	150,366	154,877	159,523
38 Pupil support other	37,295	53,949	83,850	86,486	86,189	88,775	91,438	94,181	97,006	99,917
39 Bldgs & grounds salaries	687,491	708,121	704,661	766,668	786,123	784,007	807,527	831,753	856,705	882,406
40 Bldgs & grounds energy exp	443,473	457,378	439,425	490,775	551,760	573,313	590,512	608,228	626,474	645,269
41 Bldgs & grounds supplies	103,611	116,134	197,313	125,015	109,090	112,363	115,734	119,206	122,782	126,465
42 Bldgs & grounds fringe benefits	118,585	121,639	120,921	128,465	138,960	143,129	147,423	151,845	156,401	161,093
43 Bldgs & grounds other	169,917	168,859	306,114	247,225	231,700	238,651	245,811	253,185	260,780	268,604
44 Early retirement pay	390,630	234,555	399,803	297,733	300,000	320,000	329,600	339,488	349,673	360,163
45 Fringe benefits	370,440	336,364	414,988	436,497	457,120	406,334	418,524	431,079	444,012	457,332
46 Other fixed costs	77,218	233,957	239,952	253,925	160,680	85,500	88,065	90,707	93,429	96,231
47 TOTAL EXPENDITURES	27,420,674	28,075,597	30,632,427	30,835,944	32,199,114	32,640,442	33,658,424	34,382,194	35,325,447	36,214,929
48 % CHANGE	7.23%	2.39%	9.11%	0.66%	4.42%	1.37%	3.12%	2.15%	2.74%	2.52%
49 \$ CHANGE	1,849,944	654,923	2,556,830	203,517	1,363,170	441,328	1,017,982	723,770	943,253	889,482
50 REV OVER EXP (EXP OVER REV)	(502,372)	745,728	878,988	1,994,943	(298,940)	34,211	(394,598)	(896,259)	(1,391,511)	(1,850,327)
51 To eliminate oper def in transp. fund			(273,476)	(173,157)	0	0	0	0	(144,699)	(292,374)
52 F. T. E. Reduction needed to balance budget					0.68	(1.48)	0.68	(5.36)	(1.88)	(3.12)
53 BEGINNING FUND BALANCE *	2,122,300	1,628,807	2,374,535	2,980,047	4,801,833	4,502,893	4,537,104	4,142,506	3,246,247	1,710,038
54 ENDING FUND BALANCE *	1,619,928	2,374,535	2,980,047	4,801,833	4,502,893	4,537,104	4,142,506	3,246,247	1,710,038	(432,663)
55 As a % of Expenditures	5.91%	8.46%	9.73%	15.57%	13.98%	13.90%	12.31%	9.44%	4.84%	-1.19%

I GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

05-Feb-97 PRINT DATE

03-FC97 PRINT DATE		1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	
LINE #		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Preliminary Budget	P R O J E C T E D				
55	CHANGE FACTORS											
56	SALARIES	N/A	19,387,447	19,780,154	21,057,614	21,446,084	22,271,585	22,474,773	23,182,292	23,607,599	24,218,226	24,777,937
57	SUPPLIES	N/A	784,868	1,053,486	1,152,577	872,462	984,142	1,332,682	1,378,156	1,403,680	1,455,179	1,495,388
58	ENERGY ITEMS	N/A	443,473	457,378	439,425	490,775	551,760	573,313	590,512	608,228	626,474	645,269
59	OTHER	N/A	2,308,539	2,194,269	3,074,105	3,033,127	3,197,102	3,253,015	3,350,606	3,451,124	3,554,657	3,661,297
60	FRINGE BENEFITS	N/A	4,496,347	4,590,310	4,908,706	4,993,496	5,194,525	5,006,659	5,156,859	5,311,564	5,470,911	5,635,039
61	REVENUES	N/A	26,918,302	28,821,325	31,511,415	32,830,887	31,900,174	32,674,652	33,263,826	33,485,935	33,933,937	34,364,603
62	PUPIL UNITS LEVY		6,428	6,822	7,000	6,920.00	7,280.00	7,349.00	7,433	7,413	7,413	7,413
63	Increase in Weighted Pupil Units			343	196	(64)	(29)	(31)	14	(143)	(81)	(88)
.....												
ASSUMPTIONS												
64	CHANGE FACTORS											
65	SALARIES		106.20%	102.03%	106.46%	101.84%	103.85%	103.00%	103.00%	103.00%	103.00%	103.00%
66	SUPPLIES		100.44%	134.22%	109.41%	75.70%	112.80%	103.00%	103.00%	103.00%	103.00%	103.00%
67	ENERGY ITEMS		111.76%	103.14%	96.07%	111.69%	112.43%	103.00%	103.00%	103.00%	103.00%	103.00%
68	OTHER		122.00%	95.05%	140.10%	98.67%	105.41%	103.00%	103.00%	103.00%	103.00%	103.00%
69	FRINGE BENEFITS		105.94%	102.09%	106.94%	101.73%	104.03%	103.00%	103.00%	103.00%	103.00%	103.00%
70	REVENUES		106.69%	107.07%	109.33%	104.19%	97.17%	102.00%	102.00%	102.00%	102.00%	102.00%
70.1												
70.2												
70.3												
70.4							25,369					
70.5							165,378					
71												
71.1	Kindergarten & Early Childhood		499	490		500	458	466	494	465	495	484
71.2	1-6		2,968	2,992		2,884	2,824	2,726	2,672	2,635	2,620	2,601
71.3	7-12		2,398	2,572		2,683	2,727	2,780	2,823	2,755	2,693	2,645
71.4			5,865	6,054	6,086	6,067	6,009	5,972	5,989	5,855	5,808	5,730
72	PUPIL UNITS											
	94-96											
72.1	Kindergarten & Early Childhood	0.530	250	252	0	265	243	247	262	246	262	257
72.2	1-6	1.060	2,968	3,082	0	3,057	2,993	2,890	2,832	2,793	2,777	2,757
72.3	7-12	1.300	3,117	3,344	0	3,488	3,545	3,614	3,670	3,582	3,501	3,439
72.4			6,335	6,678	6,874	6,810	6,781	6,751	6,764	6,621	6,540	6,452
	CHANGE IN PUPIL UNITS						(58)	(37)	17	(134)	(47)	(78)
73	CHANGE IN WEIGHTED PUPIL UNITS			342.81	196.29	-64.06	-28.66	(30.74)	13.50	(142.99)	(80.60)	(88.37)
74	AFDC UNITS			973	978	664	664					

Feb 2, 97

Senior High Enrollment Change 1990-1997

Year	September	Cohort	February	Change from Cohort	Change from Opening
FY93	1556	1527	1500	-27	-56
FY94	1595	1592	1580	-12	-15
FY95	1702	1624	1608	-16	-94
FY96	1783	1764	1724	-40	-59
Ave Difference				-24	-56
FY97	1829	1805	1722	-83	-107
FY97 - Difference				-59	-51
Units				-77	-66

2.14285714

60

50 students X 6hrs / 5hrs = 60 equiv stude

60/28 ave class size = 2.142857

-2.14 Reduction 65
+0.85 From
-1.29 To

Y 47,510
61,287.90

MEMO #: S-97-118

TO: School Board

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

RE: Approval of Policy

DATE: February 5, 1997

Attached please find the policy, Policy Review Committee (BCF), as recommended for approval.

Suggested Resolution: Move to approve the policy, Policy Review Committee (BCF), as presented.

(cbf)
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: BCF DATE ADOPTED: 1-11-77 REVISED: 01/27/97
--	--

(DRAFT 11/96)

POLICY REVIEW COMMITTEE

Purpose

The purpose of the Policy Review Committee is to systematically review the educational policies of the district and make recommendations to the School Board regarding possible changes in these policies.

Membership

The Policy Review Committee will consist of four teacher representatives generally drawn from the primary, intermediate, junior high and senior high levels, respectively; two principals; supervisor; secretary; custodian; paraprofessional; food service employee; the Superintendent; and, ~~a~~ two school Board members, appointed by the Board Chair at the annual organizational meeting. Each Employee Association will be responsible for choosing the representative(s) and notifying the Superintendent's Office of its selection prior to June 1 of each year.

The length of membership shall be a two year alternating term beginning with the 1992-93 school year. The new member would take office in time for the September Policy Review meeting.

Meetings

Meetings will be held monthly at Townsite Centre during the school year at times and dates determined by the committee.

Reviewed/Revised: 3/9/93
1/27/97

MEMO #: S-97-119

TO: School Board
FROM: Bruce R. Anderson, Supt. *BKA*
RE: Approval of Policy
DATE: February 5, 1997

Attached please find the policy, Community Involvement (KC), as recommended for approval.

Suggested Resolution: Move to approve the policy, Community Involvement (KC), as presented.

cbf
Attachment

(DRAFT 11/96)

COMMUNITY INVOLVEMENT

The Board of Education recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting the improvement of the local education program.

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisers and resource people in the following manners:

- 1/ In the development of broad policy statements for the guidance of the professional staff to use in managing the schools.
- 2/ In the development of administrative regulations and procedures to implement policies.
- 3/ In the identification of or the development of the objectives of the course of study.
- 4/ In the assessment of and the evaluation of the educational program.
- 5/ In those instances where the specific talents of the lay person or persons complement and extend the instructional services of the classroom teacher.
- 6/ In solving specific problems.
- 7/ In serving as advisory people to curriculum development projects.

The advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for educational programs as they affect students. The final decision may depart from this advice when in the judgment of the staff and school board such advice is not consistent with goals adopted by the school board, current educational practice, or within the reach of the financial resources available.

The Board of Education recognizes that our constituents in Moorhead have talent, training and experience which could be beneficial to our students, staff and the instructional programs. Therefore, the Board encourages the active involvement of parents and other citizens as individuals and as groups in the lives of our young people and in the life of our schools.

This involvement may take many alternatives and creative approaches toward the end of encouraging student growth and organizational success.

Reviewed/Revised: 3/11/92
1/27/97

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

February 24, 1997
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Yanick Dalhouse, senior at Moorhead High, for being named Minnesota's Top High School Volunteer of the Year by The Prudential Spirit of Community Awards.

*** Congratulations to Moorhead High volleyball coach Karin Schumacher for being selected by her coaching peers as Minnesota's Coach of the Year for Class AA.

*** Congratulations to Junior High students Shane Trautner, Rachel Dixon and Jason Miller for being selected to perform in the Minnesota Band Directors Association Middle Level Honor Band during the MMEA Convention.

*** Congratulations to the Junior High Mathcounts team for placing 1st in the chapter competition held recently. Team members include Robert Bekkerus, Tim Cumings, AJ Flom, Jessie Johnson, Erin Olson, Steve Tranby. Robert, Tim, AJ, and Steven will compete at the state level in March.

*** We are proud of Carilyn Bresson, paraprofessional at Moorhead High, for being recognized in "Para Link," a newsletter for paraprofessionals working in education, rehabilitation and training programs in Minnesota, as an exceptional person in her profession.

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

S-119-B05
MIR
February 24, 1997

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 - Jernberg

- (1) Acceptance of Grants - Page 5
- (2) Acceptance of Gifts - Page 6
- (3) Approval of IEIC Contractual Agreement - Pages 7-8

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Acceptance of Resignation - Page 9

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. JUNIOR HIGH COURSE ADDITION: Jernberg
Page 10

Suggested Resolution: Move to approve the implementation of Junior High Conversational Spanish for the 1997-98 school year, and to direct administration to collect data for review by the Instruction and Curriculum Advisory Committee and the Board as to whether the course should be offered beyond the 1997-98 school year.

Moved by _____ Seconded by _____
Comments _____

5. JUNIOR HIGH COURSE ADDITION: Jernberg
Page 11

Suggested Resolution: Move to approve the implementation of eighth grade Aerobics to meet the grade eighth physical education requirement effective Fall 1997.

Moved by _____ Seconded by _____
Comments _____

6. REFUNDING BOND ISSUES: Lacher

Information will be available at the meeting.

7. 1997-98 ANNUAL OPERATIONAL PLAN: Anderson/Lacher
Pages 12-52

Suggested Resolution: Move the approval of the 1997-98 Annual Operational Plan as presented.

Moved by _____ Seconded by _____
Comments _____

8. 1996-97 SNOW DAY SCHEDULE: Anderson
Page 53

Suggested Resolution: Move to approve the recommended change in the 1996-97 calendar as presented.

Moved by _____ Seconded by _____
Comments _____

9. FIRST READING OF POLICIES: Anderson
Pages 54-62

Conduct first readings of the Assurance of Mastery (IEA) and Copyright Policy (EGAA) policies.

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

SCHOOL BOARD AGENDA - February 24, 1997

PAGE 4

<u>Event</u>	<u>CALENDAR OF EVENTS</u> <u>Date</u>	<u>Time</u>	<u>Place</u>
K-P/T Conferences (No K-classes)	Fri., Feb. 28 Mon., Mar. 3	Daytime	
K-12 P/T Conferences (1-12 classes held)	Mon., Mar. 3	6-9 pm	
K-6 P/T Conferences (No K-6 classes)	Tues., Mar. 4	Day & Eve.	
7-12 Classes Held	Tues., Mar. 4		
7-12 P/T Conferences	Tues., Mar. 4	6-9 pm	
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	WED., MAR. 5		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	THURS., MAR. 6		
K-12 No School	Fri., Mar. 7		
School Board	Mon., Mar. 10	7 pm	Townsite
Activities Committee	Tues., Mar. 11	7 am	Townsite
Long Range Planning	Tues., Mar. 11	3:45 pm	Townsite
Policy Review	Mon., Mar. 17	7 pm	Townsite
CE Advisory Council	Tues., Mar. 18	7 pm	Townsite
ICAC (PER) Committee	Thurs., Mar. 20	7 am	Townsite
End 3rd Qtr.	Thurs., Mar. 27		
K-6 Staff Workshops (No classes)	Thurs., Mar. 27		
Spring Break	Fri., Mar. 28		
Intergovernmental Retreat (Chamber-rescheduled)	Fri., Mar. 28 -		Red River Inn
Activities Committee	Tues., Apr. 8	7 am	Townsite
Long Range Planning	Thurs., Apr. 10	3:45 pm	Townsite
CE Appreciation Event	Tues., Apr. 15	6:30 pm	Townsite
Policy Review	Mon., Apr. 21	7 pm	Townsite
Memorial Day	Mon., May 26		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	FRI., MAY 30		
Graduation	Sun., June 1		

MEMO #: I-97-171
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Grants
DATE: February 18, 1997

The district has received a \$3,000 school-to-work grant from Lakes Country Service Cooperative for Moorhead Senior High School. The funds will be used to integrate career awareness into the curriculum and the development will be in-line with Graduation Rule Standards.

The district has also received a \$3,013 school-to-work grant from Lakes Country Service Cooperative for Moorhead Junior High School to integrate school-to-work activities into curriculum, coordinate activities between the junior and senior high schools and to pay for Career Fair costs and student field trips to view potential occupational areas.

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm

FEB 18 1997

MEMO #: I-97-172
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Gift
DATE: February 18, 1997

The district has received \$456.69 from the Edison PTAC organization for computer memory upgrades at Thomas Edison School.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

FEB 18 1997

MEMO #: I-97-170
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Contractual Agreement
DATE: February 18, 1997

Moorhead ISD 152 is the fiscal host of the Interagency Early Intervention Committee's Federal Family Support Funds under Part H and Part B, Section 619, of the Individuals with Disabilities Education Act. Enclosed is a contractual agreement with ARC Clay County to implement the Family Support Plan Activities for the 1996-97 school year. The contract is in the amount of \$3,950 to implement Family Support Plan Activities.

Suggested Resolution: Move to approve the agreement with ARC Clay County as presented.

RMJ/mdm
Attachment

MOORHEAD INDEPENDENT SCHOOL DISTRICT #152
AND
ARC OF CLAY COUNTY
CONTRACTUAL AGREEMENT FOR THE
1996-1997 SCHOOL YEAR

THIS CONTRACTUAL AGREEMENT is entered into the 24th day of February, 1997 by and between Moorhead Independent School District #152 (hereinafter referred to as the SCHOOL DISTRICT) and ARC of Clay County (hereinafter referred to as THE AGENCY) witnesses that:

WHEREAS, the SCHOOL DISTRICT in consultation with the Clay County Interagency Early Intervention Committee (IEIC) has determined it is beneficial to retain the services of THE AGENCY to implement the Family Support Plan Activities which include the elements of Training, Outreach, Social/Recreational and Parent to Parent Support as outlined in the attached Family Support Work Plan 1996-1997.

THEREFORE, the parties agree to as follows:

1. The terms of this contractual agreement will be from February 14, 1997 through June 30, 1997 for a total not to exceed \$ 3,950.
2. The SCHOOL DISTRICT will pay THE AGENCY \$ 2,000. in March of 1997, \$ 975.00 in April of 1997 and \$ 975.00 in May of 1997 upon receipt of a billing statement.
3. THE AGENCY will submit monthly reports of the Family Support Plan Activities accomplishments to the SCHOOL DISTRICT and to the Clay County Interagency Early Intervention Committee (IEIC).
4. THE AGENCY will maintain records of activities and expenditures and make those records available for audit purposes.

Chair, Board of Education
Moorhead Independent School District #152

Date

S. L. Pichotzki, Director

Authorized Clerk/Title
ARC of Clay County

2-14-97

Date

AKS:dr

MEMORANDUM

P 97.021

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: February 18, 1997
SUBJECT: Resignation of District Employee

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

Dale Armstrong - Custodian, Robert Asp Elementary, effective February 21, 1997.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

FEB 18 1997

MEMO #: I-97-173
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Approval of Junior High Conversational
Spanish Proposal
DATE: February 18, 1997

At the February 10 meeting the Board reviewed a proposal for Junior High Conversational Spanish. The Board has also received additional information from Colleen Tupper regarding this course.

The Instruction and Curriculum Advisory Committee has reviewed the proposal and recommends that the course be offered for the 1997-98 school year with a one-year review to be conducted by the committee and determination as to whether the course should be offered on a continuous basis.

Suggested Resolution: Move to approve the implementation of Junior High Conversational Spanish for the 1997-98 school year and to direct administration to collect data for review by the Instruction and Curriculum Advisory Committee and the Board as to whether the course should be offered beyond the 1997-98 school year.

RMJ/mdm

FEB 18 1997

MEMO #: I-97-174
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Approval of Eighth Grade Aerobics Course Offering
DATE: February 18, 1997

At the February 10 meeting the Board reviewed a proposal for eighth grade Aerobics as an alternative to the current eighth grade physical education course.

This course is recommended by the district's Instruction and Curriculum Advisory Committee and the junior high principal.

Suggested Resolution: Move to approve the implementation of eighth grade Aerobics to meet the grade eight physical education requirement effective Fall 1997.

RMJ/mdm

MEMO #: S-97-128

TO: School Board

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

RE: 1997-98 Annual Operational Plan

DATE: February 19, 1997

Attached please find the recommended changes in the identified budget funds. The initial review began in December and has continued through this meeting in which approval is anticipated.

The outcome of this process is the approval of the 1997-98 preliminary budget for each of the funds. Past practice reflects that legislative action and issues before the district result in changes in budgeting that are then reflected in the final budget approval. This approval historically has occurred following Board approval of the audit and/or the settlement of salaries whichever is later.

This process has encouraged the review and discussion of the revenue and expenditure assumptions for the various funds. Once these assumptions are agreed upon the the preliminary budgets can be built.

I am pleased that the general fund reflects a projected balanced budget for the 1997-98 school year. Enrollment trends and lack of funding by the state can dissipate the projected 13.9% balance very quickly and thus, the need for prudence by all of us.

Suggested Resolution: Move the approval of the 1997-98 Annual Operational Plan as presented.

BRA:cbf
Attachment

MEMO #: B97206.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

Robert Lacher

DATE: FEBRUARY 19, 1997

SUBJECT: 1997.98 ANNUAL OPERATING PLAN

The preliminary budgets for the 1997.98 AOP are as follows:

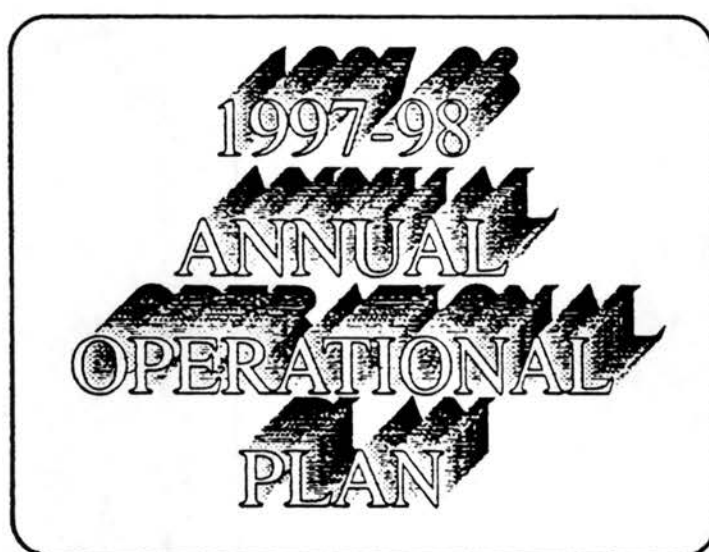
<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General Fund	\$ 4,502,893	\$32,674,651	\$32,640,444	\$ 4,537,100
II Food Service	\$ 153,594	\$ 1,159,189	\$ 1,204,111	\$ 108,672
III Transportation	\$ 220,083	\$ 2,003,614	\$ 2,001,351	\$ 222,346
IV Community Serv.	\$ 355,188	\$ 914,915	\$ 1,029,350	\$ 240,753
V Capital Expend.	\$ 411,115	\$ 1,958,139	\$ 2,565,686	\$ (196,432)
VII Debt Service	\$ 239,650	\$ 852,496	\$ 896,663	\$ 195,483
VIII Enterprise	\$ (671,348)	\$ 277,587	\$ 346,038	\$ (739,799)

Attached are the Fund changes.

Suggested Resolution: Move to approve the final 1997.98 Preliminary Budgets listed above and Annual Operation Plan previously submitted.

INDEPENDENT SCHOOL DISTRICT #152

MOORHEAD, MINNESOTA



JANUARY 1997

DR. BRUCE R. ANDERSON

Superintendent of Schools

Robert Jernberg
Asst. Superintendent - Instruction

Dr. John Skinkle
Asst. Superintendent-Human Resources

Robert Lacher
Asst. Superintendent - Business

FUND I

GENERAL FUND

1997.98 ANNUAL OPERATIONAL PLAN

I GENERAL FUND TABLE OF CONTENTS

	<u>Page #</u>
I.i Objectives	i
Revenue Assumptions	1,3,5
Revenue Rationale	2,4,6
Expenditure Assumption	7-8,12,14-15
Expenditure Rationale	10-11,13
General Fund 4 Year Actual Expenditures	16
96.97 Budget	
97.98 Preliminary Budget	
4 Year Projections	
Graph - Year End Fund Balance	18
Voyager: Possible Reductions	19

MOORHEAD AREA PUBLIC SCHOOLS
GENERAL FUND BUDGET
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To Approve the 1997-98 Annual Operational Plan Assumptions and Recommendations in the Areas of Basic Programs, Staffing, and Program Needs for the Timely Development of the 1997-98 Budget.
- II. To Approve the 1997.98 Preliminary Budget.
- III. To Project District 152 Revenues and Expenditures for a four year period.
- IV. To Present Historical and Projected Revenues and Expenditures.
- V. To Provide Support Data for Revenue and Expenditure Projections.

GENERAL FUND

Exhibit A

Revenue Assumptions: Lines 1 thru 14

1. Pupil population estimates will be based on current enrollment and projections from October, 1996.

Year	Line 71.4 Enrollment	% Inc.	Line 72.4 Pupil Units	Unit Change	7-12 Sec. Weight	1-6 Elem. Weight	K
1992-93 Actual	5865		6335		1.30	1.00	.53
1993-94 Actual	6054	3.22	**6678	343	1.30	1.03	.53
1994-95 Actual	6086	.53	6826	148	1.30	1.06	.53
1995-96 Actual	6067	(.31)	6810	(16)	1.30	1.06	.53
1996-97 Budget	6009	(.96)	6781	(29)	1.30	1.06	.53
1997-98 Prel. Budget	5972	(.61)	6751	(30)	1.30	1.06	.53
1998-99 Projected	5939	(.54)	6699	(52)	1.30	1.06	.53
1999-2000 Projected	5855	(1.41)	6621	(78)	1.30	1.06	.53
2000-2001 Projected	5808	(.80)	6540	(81)	1.30	1.06	.53
2001-2002 Projected	5730	(1.34)	6452	(88)	1.30	1.06	.53

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

Year	Allow. Per Pupil	% Inc.	\$ Inc.
1992-93 Actual	3050		
1993-94 Actual	3050	0.00%	\$0
**1994-95 Actual	**3167	3.84%	\$117
1995-96 Actual	3205	1.20%	\$38
1996-97 Budget	3205	0 %	\$0
1997-98 Prel. Budget	3205	0 %	\$0
1998-99 Projected	3269	2.00%	\$64
1999-2000 Projected	3334	2.00%	\$65
2000-2001 Projected	3401	2.00%	\$67
2001-2002 Projected	3469	2.00%	\$68

** Referendum reduced by 100

3. Compensatory Revenue (AFDC Units)

YEAR	Pupil Units	Revenue	Inc.	Inc.
1992-93 Actual	440.00	1,342,000		
1993-94 Actual	547.95	1,608,875	19.89%	\$266,875-
1994-95 Actual	590.20	1,823,378	13.33%	\$214,503
1995-96 Actual	655.26	2,037,418	11.74%	\$214,040
1996-97 Budget	621.43	1,991,683	(2.24%)	(\$ 45,735)
1997.98 Prel. Budget	590.00	1,890,950	(5.06%)	(\$100,733)
1998.99 Projected	560.00	1,830,640	(3.19%)	(\$ 60,310)
1999.2000 Projected	533.00	1,777,022	(2.93%)	(\$ 53,618)
2000.2001 Projected	506.00	1,720,906	(3.16%)	(\$ 56,116)
2001.2002 Projected	481.00	1,668,589	(3.04%)	(\$ 52,317)

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

Year	Levy	Payable	Amount	% Inc.	\$ Inc.
1992-93 Actual	91	92	5,035,515		
1993-94 Actual	92	93	5,931,686	17.80%	896,172
1994-95 Actual	93	94	6,393,594	7.79%	461,908
1995-96 Actual	94	95	7,166,527	12.09%	772,933
1996-97 Budget	95	96	7,968,917	11.20%	802,390
1997-98 Prel. Budget	96	97	8,324,304	4.46%	355,387
1998-99 Projected	97	98	8,490,790	2.00%	166,486
1999-2000 Projected	98	99	8,660,605	2.00%	169,815
2000-2001 Projected	99	2000	8,833,818	2.00%	173,213
2001.2002 Projected	2000	2001	9,010,490	2.00%	176,672

- b. Market value 1992 - \$761,155,200
 Referendum 1993 - \$797,598,500
 1994 - \$785,660,928
 1995 - \$831,854,485
 1996 - \$882,805,878

Revenue Rationale

Exhibit A

1. Enrollment: The October enrollment projections have been used to project pupil population as in past years.
2. General Education Allowance: These estimates are based on data provided by the State Department of Children, Families, & Learning, modified by our board. The \$100 increase for 1994.95 was off set by a \$100 reduction in Referendum income. Assuming the current funding is reinstalled for 1997.98.
3. Compensatory Revenue: These estimates are based on data provided by the State Department of Children, Families, & Learning with the assumptions that AFDC Units will continue to decline at a rate of 5% per year.
- 4.a. Tax Levies: These amounts are actual dollars levied for 1991-92 through 1996-97 and estimated levies through 2000-2001 based on estimated changes in net tax capacity of the District of 2% per year increase.

Beginning with the '95 Payable '96 Levy, transportation and operating capital are part of the General Fund Levy. The district has chosen to maintain seperate funds to account for transportation and capital outlay.
- b. Market Value: Based on Minnesota Department of Revenue actuals.

REVENUE ASSUMPTIONS

.c. Adjusted net tax capacity.

<u>Year</u>	<u>Amount</u>	<u>% Increase</u>
1992-93 Actual	14,060,067	
1993-94 Actual	15,247,914	8.45%
1994-95 Actual	16,857,783	10.56%
1995-96 Actual	16,920,339	3.00%
1996-97 Budget	17,258,746	2.00%
1997-98 Projected	17,603,921	2.00%
1998-99 Projected	17,955,999	2.00%
1999-2000 Projected	18,315,119	2.00%
2000-2001 Projected	18,681,421	2.00%
2001-2002 Projected	19,055,050	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	
1992-93 Actual	28.71%
1993-94 Actual	7.76%
1994-95 Actual	59.38%
1995-96 Actual	(27.03%)
1996-97 Budget	8.91%
1997-98 Prel. Budget	2.00%
1998-99 Projected	2.00%
1999-2000 Projected	2.00%
2000-2001 Projected	2.00%
2001-2002 Projected	2.00%

REVENUE RATIONALE

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

Revenue AssumptionsExhibit A

6. Income from interest on investment will be as follows (See line 2.)

<u>School Year</u>	<u>Anticipated Rate of Return</u>	<u>Income</u>
1992-93 Actual	5-4%	\$ 19,897
1993-94 Actual	4-3%	\$178,796
1994-95 Actual	5-7%	\$277,683
1995-96 Actual	4-6%	\$368,284
1996-97 Budget	4-6%	\$175,000
1997-98 Prel. Budget	4-6%	\$153,500
1998-99 Projected	4-6%	\$138,150
1999-2000 Projected	4-6%	\$121,500
2000-2001 Projected	4-6%	\$ 80,000
2001-2002 Projected	4-6%	\$ 0

7. The revenue from Federal sources will increase at the annual rates listed below (See line 10.)

<u>Year</u>	<u>Rate</u>	<u>Amount</u>
1992-93 Actual	-3.03%	918,006
1993-94 Actual	35.98%	1,248,271
1994-95 Actual	18.76%	1,482,486
1995-96 Actual	9.57%	1,624,406
1996-97 Budget	5.00%	1,705,662
1997-98 Prel. Budget	2.00%	1,739,775
1998-99 Projected	2.00%	1,774,571
1999-2000 Projected	2.00%	1,810,062
2000-2001 Projected	2.00%	1,846,263
2001-2002 Projected	2.00	1,883,189

8. Student fees and ticket sales will generate revenue indicated per year each of the five years of the projection (Included in line 4 & 12.)

<u>Year</u>	<u>Activity</u>	<u>Athletic</u>	<u>Resale</u>	<u>Total</u>
	<u>Fees</u>	<u>Ticket Sales</u>	<u>Supplies</u>	<u>Revenue</u>
1992-93 Act.	21,666	62,805	5,179	89,650
1993-94 Act.	24,548	57,036	6,244	87,828
1994-95 Act.	24,185	70,197	5,841	100,223
1995-96 Act.	32,660	52,677	2,025	87,362
1996-97 Budget	31,600	54,000	4,840	90,440
1997-98 Pro.	32,232	55,080	5,000	92,312
1998-99 Pro.	32,876	56,180	5,000	94,056
1999-2000 Pro.	33,534	57,300	5,000	95,834
2000-2001 Pro.	34,204	58,450	5,000	97,654
2001-2002 Pro.	34,888	59,620	5,000	99,508

9. The District will not lose any revenue due to excess operating fund balances. (\$876.25 x 6,846 per WPU = \$5,998,810 allowable operating fund balances for 96-97).

10. Rental Revenue - Facilities excluding Townsite (Included in Line 4)

<u>Year</u>	<u>Amount</u>
1992-93 Actual	5,551
1993-94 Actual	3,766
1994-95 Actual	8,975
1995-96 Actual	12,735
1996-97 Budget	8,000
1997-98 Prel. Budget	8,000
1998-99 Projected	8,000
1999-2000 Projected	8,000
2000-2001 Projected	8,000
2001-2002 Projected	8,000

Revenue Rationale

Exhibit A

6. Projections indicate that interest rates will remain stable. The average invested balance will decrease over the next three years as fund balances fall. The reduction in the tax shift from 37% to 18% increased our investable cash. With the surplus the state is experiencing they are planning to decrease the tax shift to 8%.

7. Federal programs are reimbursed at 100% of expenses. The large increase in 93.94 revenue was due to an increase in low income students based on 1990 census. There have been discussions of reductions of up to 17%.

The future of federally funded programs is hard to predict at this time.

8. Student Fees will be charged where appropriate to help defray the cost of certain programs. Drivers Education is now accounted for in the Community Service Fund.

9. The total of the operating fund balances will remain substantially below the allowable \$876.25 per pupil unit through the foreseeable future.

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 1996-1997 estimates.

*Rental rates will remain constant during this period unless the policy is changed.

Expenditure Assumptions: Lines 17 thru 46 on the General Fund spreadsheet
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 &/or		Allocated	Variance	
	Budget	Budget			
	1995-96	1996-97	1996-97	1996-97	1997-98
Instructional Staff					
1. Elem. K-4 *	90.00	90.00	90.00		-5.50
2. Spec. Elem. Leg. *	\$486,460	649,008	649,008		+\$11,008
3. Elem. 5-6	37.24	37.24	37.00	- .24	-3.00
4. Jr High 7-8 *	45.44	43.73	43.73		-1.85
5. Sr High 9-12 *	75.55	77.44	77.38		-1.29
6. Support K-4	28.27	28.26	28.26		- .78
7. 5-6	15.05	15.05	15.05		-1.38
8. 7-8	4.77	4.77	4.77		
9. 9-12	9.06	9.06	9.06		
10. Special Assignments *	3.14	2.14	2.14		
11. Extended Year \$	30,809	25,095	25,095		
12. Ex. Curricular *	\$358,546	359,146	359,146		+\$ 1,600
13. Teacher Leadership\$	14,750	14,750	14,750		
14. Para RegEd	6.00	6.00	6.00		
15. Custodial *	30.00	30.00	30.00		-1.00
16. Cler./Sec. *	54.39	54.39	56.28		-0.38
17. Building Adm *	11.00	12.00	12.00		-1.00
18. District Adm. *	3.50	3.50	3.50		
19. Supervisors *	8.90	8.93	8.93		
20. Special Ed.					
21. Alt. Ed. Teachers	112.37*	116.37	116.37		-1.64
22. K-4	33.29	39.87	39.87		
23. 5-6	17.40	20.24	20.24		
24. 7-8	14.25	16.06	16.06		
25. 9-12	27.83	28.62	28.62		
26. Townsite	19.60	11.58	11.58		
27. Additional Staff Out-of-Dist					
28. Special Education Needs *					+5.00
29. Paraprofessionals	118.36	118.36	119.57		
30. Contingency (Net)* \$	25,000	10,000	10,000		+10,000
31. Sup. Staff/Other *	4.00	4.50	4.50		
32. Summer Music \$	6,000	6,000	6,000		
33. Substitutes *	\$290,724	288,295	288,295		
34. Early Retirement	\$352,000	300,000	300,000		9,000
35. Homebound/	\$ 19,220	19,555	19,555		
36. ChI/AOM Budget	\$850,201	859,160	859,160		
37. Grant-Grad Rule	\$ 50,000	50,000	50,000		
38. Reg Ed. Summer Sch \$	58,230	57,980	57,980		
39. Long Range Plan		20,000	20,000		-20,000
40. 5-6 Transition Contingency					+10,000

* See I-9 for further clarification

Staffing is expected to be adjusted in accordance with enrollment changes over the five year period of the Operational Plan.

Note: For forecasting purposes after 1997-98, appropriate budgets will be increased by 3%.

		Line #56	#60		
<u>Year</u>		<u>Actual/Est</u> <u>Salaries Paid</u>	<u>Actual/Est</u> <u>Benefit Costs</u>	<u>Benefits as</u> <u>% of Salary</u>	<u>Sal & Ben</u> <u>Percentage</u> <u>Increase</u>
1992-93	Actual	19,387,447	4,496,347	23.19	6.15%
1993-94	Actual	19,780,154	4,590,310	23.21	2.04%
1994-95	Actual	21,057,614	4,908,706	23.31	6.55%
1995-96	Actual	21,446,084	4,993,496	23.28	1.82%
1996-97	Budget	22,271,585	5,194,525	23.32	3.88%
1997-98	Prelim	22,474,773	5,006,659	22.28	0.06%
1998-99	Project	23,084,421	5,156,859	22.34	2.76%
1999-00	Project	23,607,599	5,311,564	22.50	2.40%
2000.01	Project	24,218,226	5,470,911	22.59	2.66%
2001.02	Project	24,777,937	5,635,039	22.74	2.44%

GENERAL FUND
FULL TIME EQUIVALENCE FOR OPERATIONAL PLAN

The information below is further clarification of items asterisked on sheet I-7. The numbers of the notes below correspond to the line number on sheet I-7.

1. This figure was adjusted from 89.50 (for 1995-96) because an additional .50 included 5.93 of ILDA funds. The ILDA funds for 1996-97 account for 9.84 FTE.
2. Special Elementary Legislation providing monies to reduce class size and prepare Individual Learning Plans (ILPs).
4. Continues to include a Junior High reduction of 1.33 due to 30 students attending MCAP and Outreach.
5. Senior High reduction of 1.29 is due to decrease in student enrollment for 1997-98 school year. Grades 9-12 average enrollment estimated at 1755.
Continues to include a Senior High reduction of 1.55 due to 36 students attending MCAP and Outreach.
Senior High FTE includes .67 for Plus Center.
The total FTE for the high school includes teacher FTE that was used for the employment of additional secretarial assistance, additional paraprofessional assistance, and additional security. (The total teacher FTE used for the hiring of the assistance noted above was 1.64 FTE.)
10. This figures indicates the elimination of the TOSA at Voyager and Riverside.
12. An addition of \$1,600 is required for advisors to Mock Trial Competition.
15. Four additional custodial/maintenance employees are employed by the District. Two are employed at Townsite and paid through the Enterprise Fund. One is hired as a mechanic and is paid through the Transportation Fund. The other has been on Workers' Comp and has currently returned to work as a hall monitor. The decrease for 1997-98 is a reduction of 1.00 FTE resulting from the closing of Voyager.
16. Increase of 1.89 FTE secretary at High School charged to High School Teacher FTE at equivalent of .40 which equals .76 teacher FTE.
The reduction in clerical/secretarial staff for 1997-98 is a function of 1.38 FTE reduction in clerical staff resulting from the closure of Voyager (0.5 FTE secretary, 0.5 nurses aide, and .38 library secretary) at the same time, there is an increase of 1.00 FTE for the accounting office (to serve as a backup to payroll, implement and maintain a fixed asset system, billing for special services, etc.)
17. Decrease of 1.0 principal/transition coordinator at Voyager.
18. .50 of the Assistant Supt/Business Affairs is paid from budget other than the General Fund.
19. The figures are a modification of previous allocations to include reallocation of Student Resource Assistant to the category.

21. The total figure for 1995-96 was added incorrectly. The correct figure is 112.37. The figure for 1996-97 includes the FTE who are contracted out to other districts and LCSC. In addition, the current reduction of -1.64 FTE is now 1.36 FTE less than originally anticipated which amounts to approximately \$20,000 of additional salary costs.
26. The figure from 1995-96 has been modified: it now includes (for 1996-97) (1) FTE sold to other Districts and Lakes County Service Center, and (2) staff at Family Service Center. The reduction from 1995-96 is due to the allocation of social worker, psychologists, etc to building sites.
28. Two teacher, two paraprofessionals, and .5 secretary for West Central Juvenile Detention Center to be billed to Districts who receive service. This staff will not be hired until necessary based on added county construction. (This was budgeted for last year, but construction is not to be completed until June 1, 1997. This figure includes 0.50 nurse FT to be billed to Fargo.
30. The addition of \$10,000 for 1997-98 increases the allocation for that year to \$20,000. \$10,000 of that money in both 96-97 and 97-98 will fund a teacher of Deaf/Hard of Hearing for a student from Frazee.
31. This figure includes two home school liaisons (Hispanic), one Indian Educator, one day computer operator, and one-half social worker for the homeless. (The added .50 FTE Social Worker for the homeless is based on grant funds received.)
33. Regular Substitutes \$178,820.00 ILDA Substitutes \$36,000.00
Staff Development \$ 32,715.00 Paraprofessional \$40,760.00-

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 Fund Balances we presently have.

Basic Assumptions

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

	93.94	94.95	95.96	96.97
Building	Class	Class	Class	Class
Ratios	Size	Size	Size	Size
<u>Grade Levels</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>
Elem. K-4	25:1	25:1	25:1	25:1
Elem. 5-6	28:1	28:1	28:1	28:1
Jr. High	28:1	28:1	28:1	28:1
Sr. High	28:1	28:1	28:1	28:1

Support staff guidelines will be established by the administration.

Any changes will be reflected in the Annual Operational Plan. K-4 class size ratio will be less than listed above due to special legislation (ILDA).

- b. These 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.

Basic Assumptions

2. a. The District is bound by statutory requirement and negotiated contracts for the payment of all benefits. Significant increase in costs may be due to legislative early retirement incentive.

- b. Federal program costs will increase in relation to the revenue received to support needed programs for students.

Exhibit B

penditure Assumptions sic Assumptions

The non-salary costs are expected to increase as follows.
a. Instructional Budgets by building - Costs will increase at an annual rate per pupil as follows.

Year	Riverside, Edison Probstfield Washington Schools	% Inc	Robert Asp	% Inc	MCAP, Jr. and Sr. High Schools	% Change
1991-92	67.65 per student	0	2.52 per stud	0	91.00 per stud	0
1992-93	67.65 per student	-7.73	72.52 per stud	-3.36	91.00 per stud	-4.91
1993-94	62.42 per student	28.80	70.08 per stud	28.81	86.53 per stud	31.33
1994-95	80.40 per student	2.79	90.27 per stud	2.79	113.64 per stud	2.79
1995-96	82.64 per student	3.00	92.78 per stud	3.00	116.81 per stud	3.00
1996-97	60.00 per student	3.00	70.00 per stud	3.00	95.00 per stud	3.00
1997-98	61.80 per student	3.00	72.10 per stud	3.00	97.85 per stud	3.00
1998-99	63.65 per student	3.00	74.30 per stud	3.00	100.80 per stud	3.00
1999-00	65.60 per student	3.00	76.50 per stud	3.00	103.80 per stud	3.00
2000-01	67.55 per student	3.00	78.80 per stud	3.00	106.90 per stud	3.00
2001-02	69.55 per student	3.00	81.15 per stud	3.00	110.15 per stud	3.00

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

Year	Amount	% Change
1991-92 Actual	81,931	4.97
1992-93 Actual	86,000	1.90
1993-94 Actual	87,607	8.00
1994-95 Actual	94,615	(9.40)
1995-96 Actual	85,720	3.00
1996-97 Budget	87,230	3.00
1997-98 Prel.	89,850	3.00
1998-99 Pro.	92,540	3.00
1999-00 Pro.	95,320	3.00
2000-01 Pro.	98,180	3.00
2001-02 Pro.	101,120	3.00

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

Year	Amount	% Change
1991-92 Actual	33,441	
1992-93 Actual	33,441	-5.00
1993-94 Actual	31,756	5.00
1994-95 Actual	33,344	7.73
1995-96 Actual	35,922	15.58
1996-97 Budget	41,520	3.00
1997-98 Prel.	42,760	3.00
1998-99 Pro.	44,050	3.00
1999-00 Pro.	45,370	3.00
2000-01 Pro.	46,730	3.00
2001-02 Pro.	48,130	3.00

d. Staff development

Year	Amount	% Change
1995-96 Actual	409,364	(2.24)
1996-97 Budget	400,208	7.46
1997-98 Prel.	430,070	3.00
1998-99 Pro.	442,972	3.00
1999-00 Pro.	456,261	3.00
2000-01 Pro.	469,950	3.00
2001-02 Pro.	484,050	3.00

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. Beginning in 1996.97 Staff Development allocations are no longer based on student counts. See 3d below.
 - 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.
 - d. Staff Development funding will increase by 3% annually. Funding will be allocated according to Minnesota Statutes. 50% of the salary of the reading recovery teacher trainer will be charged to staff development.

EXPENDITURE ASSUMPTIONSEXHIBIT B

Summary of all accounts by major catagories.

Basic Assumptions

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

<u>Year</u>	<u>Line #57</u> <u>Amount</u>	<u>% Increase</u>
1991-92 Actual	781,420	
1992-93 Actual	784,868	.44%
1993-94 Actual	1,053,486	34.22%
1994-95 Actual	1,152,577	- 9.38%
1995-96 Actual	872,462	-24.30%
1996-97 Budget	984,142	12.80%
1997-98 Prel. Budget	1,332,683	35.41%
1998-99 Projected	1,373,070	3.00%
1999-00 Projected	1,408,919	2.61%
2000-01 Projected	1,455,179	3.28%
2001-02 Projected	1,495,389	2.76%

e. Energy Items will increase as noted:

<u>Year</u>	<u>Line #58</u> <u>Amount</u>	<u>% Increase</u>
1991-92 Actual	396,823	
1992-93 Actual	443,473	11.76%
1993-94 Actual	457,378	3.14%
1994-95 Actual	439,425	-3.93%
1995-96 Actual	490,775	11.69%
1996-97 Budget	551,760	12.43%
1997-98 Prel. Budget	573,313	3.91%
1998-99 Projected	590,512	3.00%
1999-00 Projected	608,228	3.00%
2000-01 Projected	626,474	3.00%
2001-02 Projected	645,269	3.00%

f. Other costs will increase as listed.

<u>Year</u>	<u>Line #59</u> <u>Amount</u>	<u>% Increase</u>
1991-92 Actual	1,892,313	
1992-93 Actual	2,308,539	22.00%
1993-94 Actual	2,194,269	3.85%
1994-95 Actual	3,074,105	40.01%
1995-96 Actual	3,033,127	(1.33%)
1996-97 Budget	3,197,102	5.40%
1997-98 Prel. Budget	3,253,015	1.75%
1998-99 Projected	3,350,606	3.00%
1999-00 Projected	3,451,124	3.00%
2000-01 Projected	3,554,658	3.00%
2001-02 Projected	3,661,298	3.00%

Expenditure Assumptions

Basic Assumptions

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

Includes allowance for new students.

Fluctuations are due to textbook adoption expenditures being taken out of the Capital Outlay Fund versus the General Fund.

- e. The costs for electricity for the schools that have had air conditioning installed and rate increases are reflected in the increasing costs.

- f. Other costs: Will increase at standard inflation rates for non-salary costs. We have had rate increases for water and garbage.

1 GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

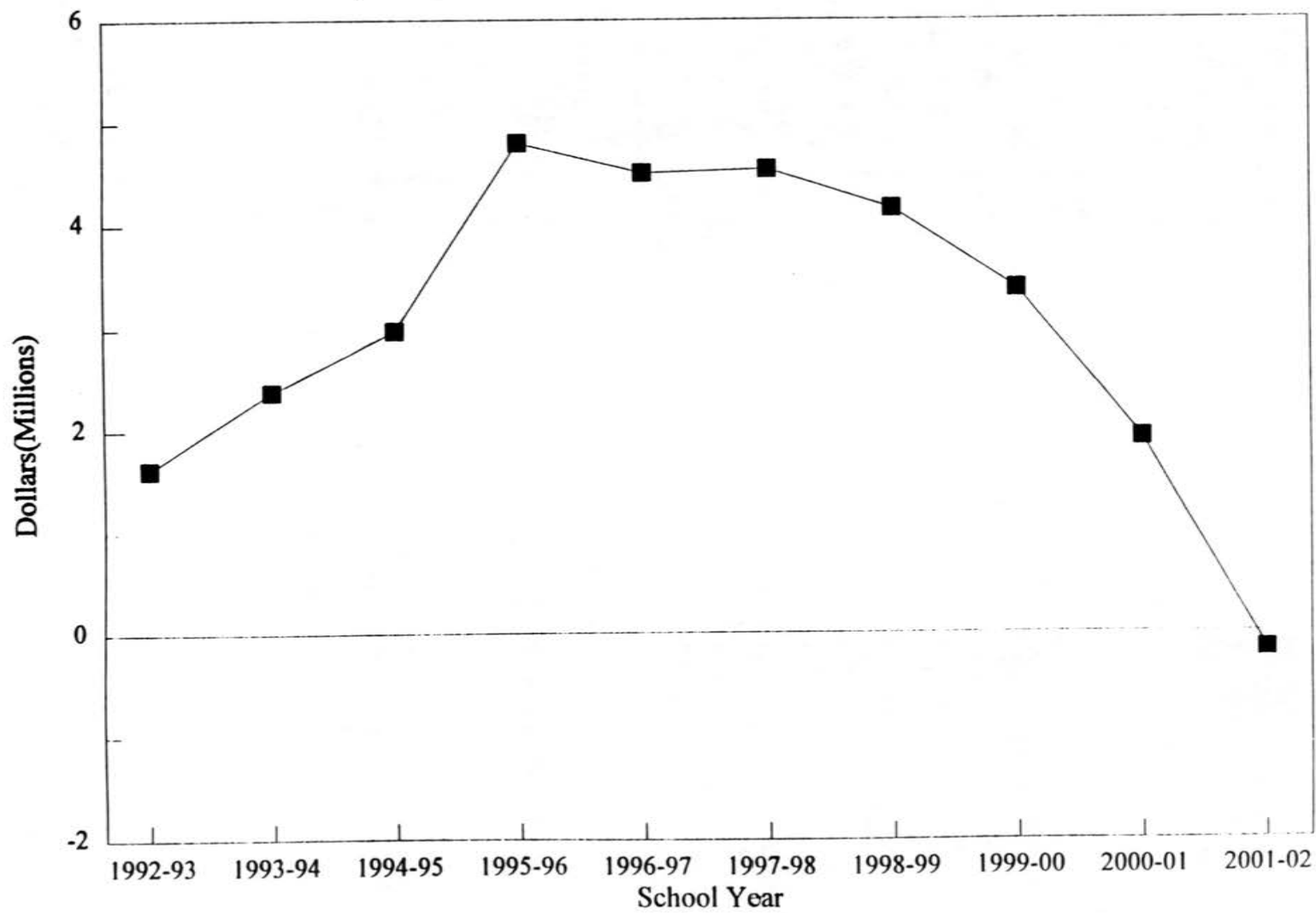
13-Feb-97 PRINT DATE											
LINE #	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 BUDGET	1997-98 Preliminary Budget	1998-99	1999-00	2000-01	2001-02	
BASIC EDUCATION REVENUE											
UNAPPROPRIATED REVENUES											
1 Taxes & city apptmnt	3,982,369	4,567,270	5,137,987	5,311,658	6,290,260	6,692,965	6,826,825	6,963,361	7,102,628	7,244,681	
2 Interest	19,897	178,796	277,683	368,284	175,000	153,500	138,150	121,500	80,000	0	
3 Tax shift	781,496	(299,948)	366,912	(948,780)	0	0	0	0	0	0	
4 Other local	368,879	234,010	258,824	289,645	377,669	385,222	392,927	400,785	408,801	416,977	
5 Tax credits	1,161,042	1,350,875	1,419,496	1,639,937	1,307,220	1,333,364	1,360,032	1,387,232	1,414,977	1,443,277	
6 Foundation aid	17,547,409	18,024,190	18,992,963	19,152,318	17,605,000	17,841,675	18,062,394	18,213,360	18,355,911	18,475,017	
7 Special ed aid	2,251,623	2,565,967	2,959,172	3,316,632	3,300,000	3,366,000	3,433,320	3,501,986	3,572,026	3,643,467	
8 Other state aids	423,433	456,277	727,223	530,632	577,923	589,481	601,271	613,297	625,562	638,074	
9 Tax shift	(781,496)	299,948	(366,912)	948,780	0	0	0	0	0	0	
10 Federal aids	918,006	1,248,271	1,482,486	1,624,406	1,705,662	1,739,775	1,774,570	1,810,062	1,846,263	1,883,188	
11 Conversion of assets	5,209	15,771	5,841	2,025	9,840	10,037	10,237	10,442	10,651	10,864	
12 Turnon	240,435	179,898	249,740	595,350	551,600	562,632	573,884	585,362	597,069	609,010	
13 State reduction											
14 TOTAL REVENUES	26,918,302	28,821,325	31,511,415	32,830,887	31,900,174	32,674,651	33,173,610	33,607,387	34,013,888	34,364,554	
15 % CHANGE	6.69%	7.07%	9.33%	4.19%	-2.83%	2.43%	1.53%	1.31%	1.21%	1.03%	
16 \$ CHANGE	1,687,216	1,903,023	2,690,090	1,319,472	(930,713)	774,477	498,959	433,777	406,501	350,666	
+++++											
17 Admin salaries	1,674,166	1,679,586	1,624,992	1,658,169	1,899,840	1,967,178	2,026,194	2,086,979	2,149,589	2,214,076	
18 Admin supplies	26,053	85,043	28,219	58,716	(30,570)	26,183	26,968	27,777	28,611	29,469	
19 Admin fringe benefits	287,813	296,121	285,553	284,018	313,388	322,790	332,473	342,448	352,721	363,303	
20 Admin other	314,145	164,167	246,957	232,945	276,824	275,129	283,383	291,884	300,641	309,660	
21 Instruct salaries(reg & voc)	9,865,784	10,119,433	10,692,274	10,659,285	11,814,503	11,778,650	12,059,585	12,354,840	12,551,050	12,827,052	
22 Allowance for new staff						(70,315)	(64,595)	(169,355)	(97,601)	(166,836)	
23 Instruct supplies	472,729	580,366	643,308	459,016	691,510	977,255	1,006,573	1,036,770	1,067,873	1,099,909	
24 Allowance for new students						(3,654)	(3,357)	(8,801)	(5,072)	(8,670)	
25 Instruct fringe benefits	2,295,789	2,338,116	2,450,751	2,438,367	2,691,091	2,492,622	2,567,400	2,644,422	2,723,755	2,805,468	
26 Instruct other	565,472	680,068	761,706	825,471	884,333	910,863	938,189	966,335	995,325	1,025,184	
27 Spec ed salaries	5,374,223	5,493,884	6,036,106	6,488,986	5,763,990	5,936,910	6,115,017	6,298,468	6,487,422	6,682,044	
28 Spec ed supplies	97,034	121,153	134,354	102,879	92,405	95,177	98,032	100,973	104,003	107,123	
29 Spec ed fringe benefits	1,155,378	1,195,829	1,317,953	1,390,055	1,280,340	1,318,750	1,358,313	1,399,062	1,441,034	1,484,265	
30 Spec ed other	873,102	684,005	1,023,309	973,280	1,122,492	1,156,167	1,190,852	1,226,577	1,263,375	1,301,276	
31 Instruct support salaries	850,601	935,218	989,854	936,539	1,052,850	1,084,436	1,116,969	1,150,478	1,184,992	1,220,542	
32 Instruct support supplies	77,306	140,633	135,865	107,222	105,882	109,058	112,330	115,700	119,171	122,746	
33 Instruct support fringe benefits	150,745	174,606	190,996	183,419	176,020	181,301	186,740	192,342	198,112	204,055	
34 Instruct support other	271,390	209,264	412,217	413,795	434,884	497,931	512,868	528,254	544,102	560,425	
35 Pupil support salaries	544,552	609,357	609,924	638,704	654,279	673,907	694,125	714,948	736,397	758,489	
36 Pupil support supplies	8,135	10,157	13,518	19,614	15,825	16,300	16,789	17,292	17,811	18,346	
37 Pupil support fringe benefits	117,597	127,635	127,544	132,675	137,606	141,734	145,986	150,366	154,877	159,523	
38 Pupil support other	37,295	53,949	83,850	86,486	86,189	88,775	91,438	94,181	97,006	99,917	
39 Bldgs & grounds salaries	687,491	708,121	704,661	766,668	786,123	784,007	807,527	831,753	856,705	882,406	
40 Bldgs & grounds energy exp	443,473	457,378	439,425	490,775	551,760	573,313	590,512	608,228	626,474	645,269	
41 Bldgs & grounds supplies	103,611	116,134	197,313	125,015	109,090	112,363	115,734	119,206	122,782	126,466	
42 Bldgs & grounds fringe benefits	118,585	121,639	120,921	128,465	138,960	143,129	147,423	151,846	156,401	161,093	
43 Bldgs & grounds other	169,917	168,859	306,114	247,225	231,700	238,651	245,811	253,185	260,781	268,604	
44 Early retirement pay	390,630	234,555	399,803	297,733	300,000	320,000	329,600	339,488	349,673	360,163	
45 Fringe benefits	370,440	336,364	414,988	436,497	457,120	406,334	418,524	431,080	444,012	457,333	
46 Other fixed costs	77,218	233,957	239,952	253,925	160,680	85,500	88,065	90,707	93,429	96,231	
47 TOTAL EXPENDITURES	27,420,674	28,075,597	30,632,427	30,835,944	32,199,114	32,640,444	33,555,470	34,387,435	35,325,450	36,214,932	
48 % CHANGE	7.23%	2.39%	9.11%	0.66%	4.42%	1.37%	2.80%	2.48%	2.73%	2.52%	
49 \$ CHANGE	1,849,944	654,923	2,556,830	203,517	1,363,170	441,330	915,026	831,965	938,015	889,482	
+++++											
50 REV OVER EXP (EXP OVER REV)	(502,372)	745,728	878,988	1,994,943	(298,940)	34,207	(381,860)	(780,048)	(1,311,561)	(1,850,378)	
50 1 Trf to eliminate oper def in transp fund			(273,476)	(173,157)	0	0	0	0	(144,699)	(236,675)	
51 F. T. E. Reduction needed to balance budget					0.72	(7.80)	(15.48)	(25.26)		(34.60)	
52 BEGINNING FUND BALANCE *	2,122,300	1,628,807	2,374,535	2,980,047	4,801,833	4,502,893	4,537,100	4,155,241	3,375,193	1,918,933	
53 ENDING FUND BALANCE *	1,619,928	2,374,535	2,980,047	4,801,833	4,502,893	4,537,100	4,155,241	3,375,193	1,918,933	(168,120)	
54 As a % of Expenditures	5.91%	8.46%	9.73%	15.57%	13.98%	13.90%	12.38%	9.82%	5.43%	-0.46%	

1 GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

13-Feb-97 PRINT DATE

1992-93		1993-94		1994-95		1995-96		1996-97		1997-98		1998-99		1999-00		2000-01		2001-02			
LINE #		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Preliminary Budget	P R O J E C T E D													
55 CHANGE FACTORS																					
56	SALARIES	N/A	19,387,447	19,780,154	21,057,614	21,446,084	22,271,585	22,474,773	23,084,422	23,607,599	24,218,226	24,777,937									
57	SUPPLIES	N/A	784,868	1,053,486	1,152,577	872,462	984,142	1,332,683	1,373,070	1,408,919	1,455,179	1,495,389									
58	ENERGY ITEMS	N/A	443,473	457,378	439,425	490,775	551,760	573,313	590,512	608,228	626,474	645,269									
59	OTHER	N/A	2,308,539	2,194,269	3,074,105	3,033,127	3,197,102	3,253,015	3,350,606	3,451,124	3,554,658	3,661,298									
60	FRINGE BENEFITS	N/A	4,496,347	4,590,310	4,908,706	4,993,496	5,194,525	5,006,660	5,156,860	5,311,565	5,470,912	5,635,040									
61	REVENUES	N/A	26,918,302	28,821,325	31,511,415	32,830,887	31,900,174	32,674,651	33,173,610	33,607,387	34,013,888	34,364,554									
62	PUPIL UNITS LEVY		6.428	6.822	7.000	6.920 00	7.280 00	7.349 00	7.433	7.413	7.413	7.413									
63	increase(decrease) in Weighted Pupil Units			343	196	(64)	(29)	(31)	(51)	(78)	(81)	(88)									
.....																					
ASSUMPTIONS																					
64 CHANGE FACTORS																					
65	SALARIES		106.20%	102.03%	106.46%	101.84%	103.85%	103.00%	103.00%	103.00%	103.00%	103.00%									
66	SUPPLIES		100.44%	134.22%	109.41%	75.70%	112.80%	103.00%	103.00%	103.00%	103.00%	103.00%									
67	ENERGY ITEMS		111.76%	103.14%	96.07%	111.69%	112.43%	103.00%	103.00%	103.00%	103.00%	103.00%									
68	OTHER		122.00%	95.05%	140.10%	98.67%	105.41%	103.00%	103.00%	103.00%	103.00%	103.00%									
69	FRINGE BENEFITS		105.94%	102.09%	106.94%	101.73%	104.03%	103.00%	103.00%	103.00%	103.00%	103.00%									
70	REVENUES		106.69%	107.07%	109.33%	104.19%	97.17%	102.00%	102.00%	102.00%	102.00%	102.00%									
70.1																					
70.2																					
70.3																					
70.4							25,369														
70.5							165,378														
71																					
71.1	Kindergarten & Early Childhood		499	490		500	458	466	494	465	495	464									
71.2	1-6		2,968	2,992		2,884	2,824	2,726	2,672	2,635	2,620	2,601									
71.3	7-12		2,398	2,572		2,683	2,727	2,780	2,775	2,755	2,693	2,645									
71.4			5,865	6,054	6,086	6,067	6,009	5,972	5,939	5,855	5,808	5,730									
72	PUPIL UNITS																				
		94-96																			
72.1	Kindergarten & Early Childhood	0.530	250	252	0	265	243	247	262	246	262	257									
72.2	1-6	1.060	2,968	3,082	0	3,057	2,993	2,890	2,832	2,793	2,777	2,757									
72.3	7-12	1.300	3,117	3,344	0	3,488	3,545	3,614	3,605	3,582	3,501	3,439									
72.4			6,335	6,678	6,874	6,810	6,781	6,751	6,699	6,621	6,540	6,452									
							(58)	(37)	(33)	(84)	(47)	(78)									
CHANGE IN PUPIL UNITS							(28.66)	(30.74)	(51.50)	(77.99)	(80.60)	(88.37)									
CHANGE IN WEIGHTED PUPIL UNITS			342.81	196.29	(64.06)	(877)															
AFDC UNITS			973	978	877																

Year End Fund Balance



MEMO

TO: Robert Lacher
FROM: John Skinkle *JS*
RE: Reductions - Voyager School
DATE: January 8, 1997

POSITION	POSSIBLE REDUCTION IN F.T.E.	POSSIBLE REDUCTION IN BUDGET \$*
Principal	1.00	\$47,657
Custodian	1.00	\$25,688
<u>Teachers</u>		
Lib.-Media	0.500	\$23,250
Band	0.28	\$13,020
It. Travel - Music	0.30	\$13,950
It. Travel - P.E.	0.30	\$13,950
<u>Sec./Clerical</u>		
Secretary	0.500	\$ 7,671
Nurses Aide	0.500	\$ 6,778
Lib. Sec.	0.380	\$ 2,996
TOTALS		\$154,960

* Figures do not account for salary increases (approx 3%)

NOTES:

1. Some fringe benefits are included in these figures
2. Savings from special education consolidation of programs and itinerant travel are not included in these figures
3. Utility costs have not been included as a possible reduction

FUND V

CAPITAL OPERATING REVENUE

Technology expenses will include technology support and software upgrades for the District's computer systems and for purchase of equipment for long-term technology needs and replacements. Add \$225,000 to 1997 from line 44 Textbook Adoptions to address North Central Suggestions.

TECHNOLOGY NETWORKING		35	
		<u>OPTION</u>	<u>YEAR</u>
Phase II	Sr. High	\$ 351,400	
	Jr. High	281,800	
	Asp	25,000	
	Remote Dial In	<u>104,400</u>	\$762,600 1997.1998
Phase III	Edison	\$ 158,600	
	Probstfield	206,200	
	Washington	<u>178,800</u>	\$543,600 1998.1999
Phase IV	Riverside	\$ 155,200	
	Townsite	91,200	
	Transportation	<u>35,400</u>	\$281,800 1999.2000
	WAN to all buildings	495,000	
Phase V	Video Rollabouts	\$ 325,000	
	Voice	<u>103,900</u>	\$923,900 2000.2001
		<u>\$2,511,900</u>	

See V-10B for fund balance using option for implementing networking.

With the technology prices decreasing by 30% per year while performance doubles, the administration suggests an optional approach to technology networking using a four year schedule with a review each year. This will allow us time to train and staff for the transition to use the new resources. We would also be able to finance the project more effectively. An estimated \$75,000 will be reserved for consultation and potential staffing.

INTERACTIVE TELEVISION 36

We are allowed a levy for this category. Expenses are included in line 35.

REPLACEMENT OF EQUIPMENT 37

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 38

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. These expenses are for maintenance/transportation.

VEHICLES 39

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.

FUND VIII

ENTERPRISE FUND

MOORHEAD AREA PUBLIC SCHOOLS

VIII. ENTERPRISE FUND
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1997-98 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 four year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VIII. ENTERPRISE FUND PROJECTIONS

TABLE OF CONTENTS

PAGE

A. Revenue Assumptions and Rationale	VIII-1
B. Expenditure Assumptions and Rationale	VIII-2

EXHIBITS

A. Tenants Townsite Centre	VIII-3 & 4
B. Townsite Centre Floor Plan	VIII-5 & 6
C. Townsite Centre Fund Summary and Graphic	VIII-7 & 8
D. Voyager Summary and Graphic	VIII-9,10,11

VIII. 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 and some classroom space.

REVENUE ASSUMPTION AND 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 has declined based on the movement of tenants to the County Family Service Center location (St. Ansgars).

i.e.

TENANT	SQ. FT.	ANNUAL RENTAL
6 Tenants Moved	12,980	\$117,348.59

REVISED LEASES (Reductions)
Reduced Leases

2,563

\$ 12,935.67

SUITE #	TENANT	SQ. FT.	ANNUAL RENTAL
NEW TENANTS OR	EXPANDED LEASES SINCE 1995		
142	VAL ED VIDEO CLASSROOM	840	\$ 7,787.00
144	MCAP	459	2,432.70
146 A&B	CULTURAL DIVERSITY	928	7,424.00
148	MCAP	500	2,650.00
154 A,C&D	MCAP	2,610	1,175.81
154 B	PLUS CENTER	400	2,120.00
156	MCAP	4,069	20,955.35
162	ADULT BASIC ED	272	952.00
206	TRANS E.M.	168	1,512.00
206 B	ODDEN LICENSED PSYCHOLOGIST	184	1,840.00
206 C	CORRECTIONS	92	613.33
206 D	ODDEN LICENSED PSYCHOLOGIST	185	1,850.00
220	REGION I & MULTI REGION CENTER	900	7,110.00
	TOTAL	11,607	\$ 58,422.19
	<u>Net Reduction</u>	3,936	\$ 71,862.07

- We have the following space available:

	<u>Suite #</u>	<u>Sq. Ft.</u>
STORAGE	142D	61 (Office in Int. Act. TV)
STORAGE	153	459 Above Phy Ed Office (not accessible)
Hallway	161	349
STORAGE	265	420
	250A	350 (Option to F.M. Symphony).
TOTAL AVAILABLE		1,639

We have been successful in filling most of the rental spaces available. The rental income is still over \$70,000.00 less than our previous high. This is due to the lower rates charged to the school programs that have expanded into available spaces.

Most of the 1,639 sq. ft. that is vacant is not suitable for office rental mainly due to accessibility.

EXPENDITURE ASSUMPTIONS AND RATIONALE

Basic Assumptions

1. Expenses will increase by two percent per year.
2. Depreciation will decrease as assets become fully depreciated or increase as repair and replacement increases.
3. Interest expense will decline as payable is reduced.
4. Will have to replace tenants carpet and remodel for tenants as needed which will increase depreciation.
5. Have had unexpected expense due to chiller replacement.

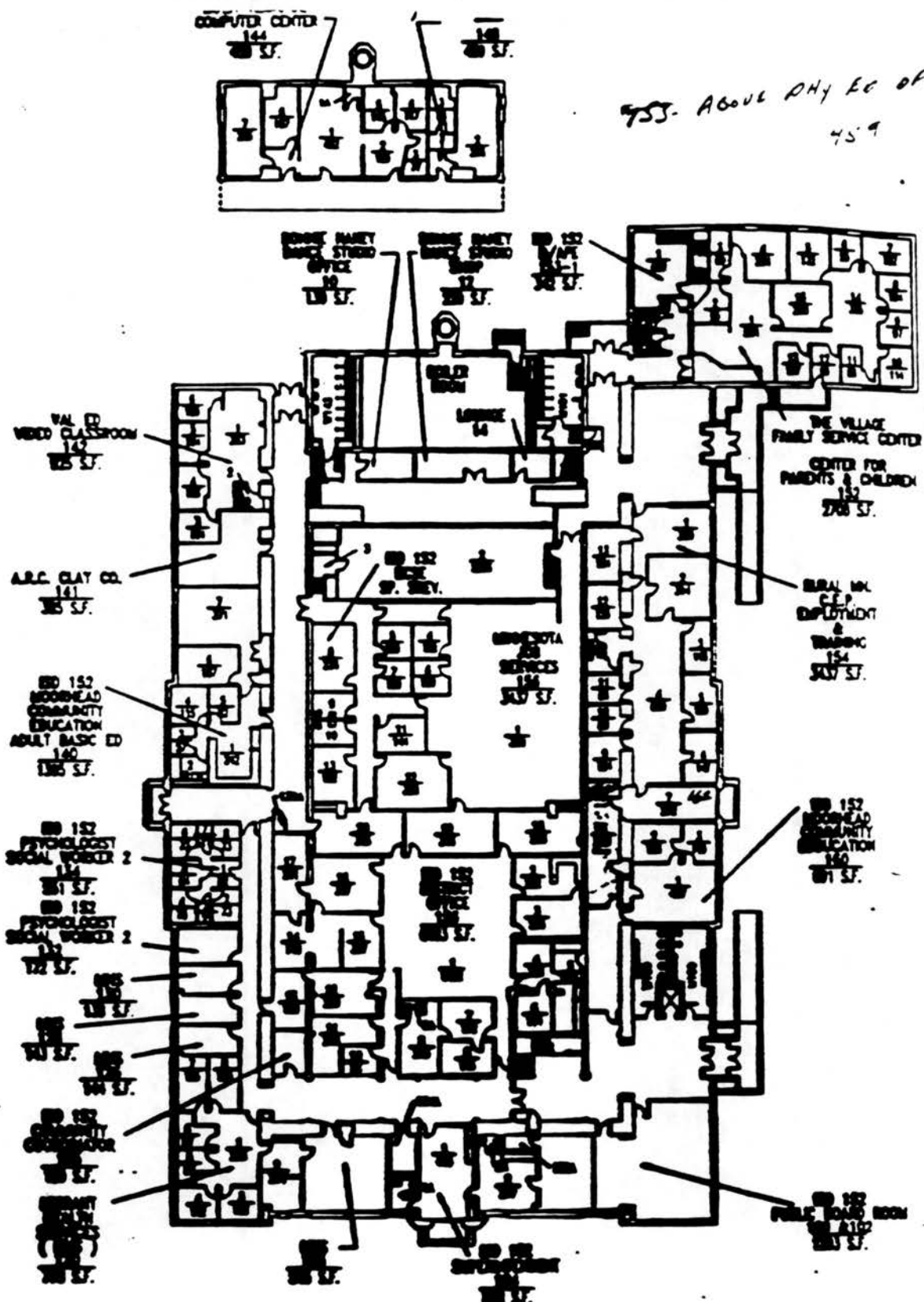
19-Feb-97
SUITE LESSEE

Fiscal year July 1, 1995 to June 30, 1996

ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
6-30-97	324	5.41	145.96	1,751.54
6-30-97	445	3.78	140.33	1,683.97
6-30-97	301	9.75	86.70	2,934.75
6-30-97	364	9.75	110.50	3,549.00
6-30-97	124	5.41	110.50	670.84
7-31-98	546	9.75	443.63	5,323.50
7-31-98	1,188	9.75	965.25	11,583.00
7-31-98	513	2.91	124.40	1,492.83
7-31-98	150	9.75	121.88	1,462.50
7-31-98	137	9.75	111.31	1,335.75
7-31-98	142	9.75	115.38	1,384.50
6-30-97	172	5.41	77.54	930.52
6-30-97	470	5.41	211.89	2,542.70
8-31-97	1,456	4.05	491.33	5,895.93
12-31-97	388.8	9.94	322.06	3,864.67
Vacant	61			0.00
11-30-98	840	10.41	728.70	8,744.40
8-31-97	459	5.41	206.93	2,483.19
10-31-97	928	8.24	637.23	7,646.72
8-31-97	500	5.41	225.42	2,705.00
4-30-97	2,500	9.47	1,972.92	23,675.00
Vacant	459			
1-1-97	454	10.00	378.33	4,540.00
8-31-97	1,884	5.41	849.37	1,698.74
8-31-97	4,069	5.41	1,834.44	18,344.41
8-31-97	728	5.41	328.21	3,938.48
Vacant	349			
5-31-97 6 months	272	7.00	79.33	952.00
12-31-97	900	9.50	712.50	8,550.00
8-31-97	195	5.41	87.91	1,054.95
8-31-97	664	5.41	299.35	3,592.24
8-31-97	204	5.41	113.33	1,103.64
9-31-97	450	3.78	141.91	1,702.89
4-30-97	702	9.80	573.30	4,586.40
9-25-97	168	9.55	133.70	1,604.40
4/1/97	184	10.00	153.33	1,840.00
4-30-97	92	10.00	76.67	613.33
4/1/97	185	10.00	154.17	1,850.00
6-30-97	900	7.90	671.25	4,740.00
6-30-97	2,183	8.37	1,522.64	18,271.71
6-30-97	500	7.79	324.58	3,895.00

19-Feb-97		Fiscal year July 1, 1995 to June 30, 1996				
SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
				1.02		
230B	Computer Room	6-30-97	1,867	6.74	1,048.63	12,583.58
239	Storage Region I (Old Restroom)	6-30-97	400	5.74	191.33	2,296.00
250B	F-M Symphony	6-30-99	Option	450	9.71	364.13
	Move to 250 A&B 11/92					4,369.50
250A	VACANT	Vacant	350			
260	Foss Associates	2-28-97	2,216	10.71	1,977.33	23,728.01
263	Foss Associates Storage	2-28-97	936	3.88	302.64	3,631.68
265	Storage Region I (Over Job Srv.)	6-30-97	1,064	2.89	256.25	3,074.96
	Southwest 1/2					
265	Foss Unsecured Space	2-28-97	888	2.65	196.10	2,353.20
265	VACANT Northwest 1/2	Vacant	420		0.00	0.00
267	East Otter Tail Telephone Co. & Val Ed.	1-14-98	600	2.90	145.00	1,740.00
342	School Ballet	12-31-97	1,500	3.00	375.00	4,500.00
TOTALS			38,241.30	6.09	20,640.58	232,815.43
101A	I. S. D. 152 Office	6-30-97	6,276.00	3.78	1,979.14	23,749.64
TOTALS			44,517.30	5.76	22,619.72	256,565.07
Total School District Use			19,816	4.10	7,520	81,284
Percent of Total			44.51%			31.68%
VACANT SPACE			1,639			
			3.68%			
Rented Space (None School)			23,062			
			51.81%			

TOWNSITE LEASING, PROGRAM: LEASE97



14-Feb-97

ENTERPRISE FUND
INDEPENDENT SCHOOL DISTRICT #152

1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 BUDGET	1997-98	1998-99	1999-00 PROJECTED	2000-01	2001-02
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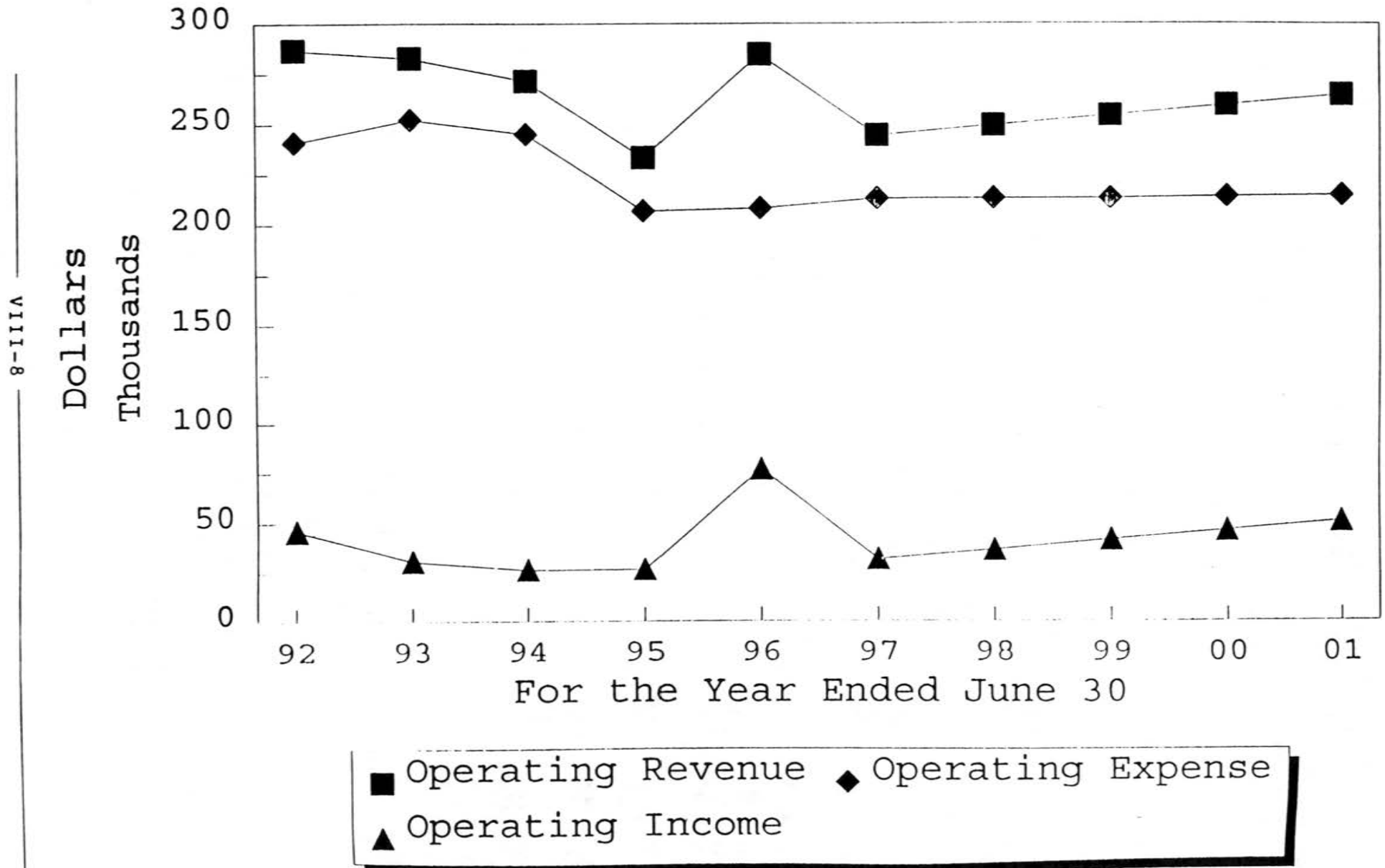
14-Feb-97

ENTERPRISE FUND
INDEPENDENT SCHOOL DISTRICT #152

1991-92 ACTUAL	1992-93 ACTUAL	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 BUDGET	1997-98	1998-99	1999-00 PROJECTED	2000-01	2001-02
1 OPERATING REVENUES					1.02	1.02	1.02	1.02	1.02	1.02
2										
3 Rents	256,025	247,863	235,674	163,649	197,054	172,000	175,440	178,949	182,528	186,178
4 Rents from School District	30,729	34,853	35,550	69,493	63,462	72,301	73,747	75,222	76,726	79,826
5										
6	286,754	282,716	271,224	233,142	260,516	244,301	249,187	254,171	259,254	266,004
7 Sq Feet	44,970.8						45,189			
8	\$6.38	\$6.29	\$6.03	\$5.18	\$5.79	\$5.43	\$5.51	\$5.62	\$5.74	\$5.85
9 OPERATING EXPENSES					1.03					
10										
11 Salaries and benefits	67,693	71,499	73,439	75,620	76,975	79,434	81,023	82,643	84,296	85,982
12 Utilities and fuel	48,236	41,387	44,471	47,237	51,060	51,407	52,435	53,454	54,464	55,465
13 Insurance	4,153	6,170	7,300	6,952	6,583	7,828	7,965	8,144	8,307	8,473
14 Depreciation		0			0	5,253	5,411	5,573	5,740	5,912
15 Other operating expense	12,487	24,562	39,531	38,799	19,785	31,096	31,718	32,352	32,999	33,659
16										
17 Total operating expenses	132,569	143,618	164,741	168,608	154,403	175,018	178,571	182,196	186,806	189,671
18 Per square foot	\$2.95	\$3.19	\$3.66	\$3.75	\$3.43	\$3.89	\$3.95	\$4.03	\$4.11	\$4.20
19										
20 OPERATING INCOME BEFORE DEPRECIATION	154,185	139,098	106,483	64,534	106,113	69,283	70,616	71,974	73,358	74,768
21										
22 DEPRECIATION	108,362	108,451	80,178	37,937	37,937	37,625	34,304	30,602	27,542	24,482
23	\$2.41	\$2.41	\$1.78	\$0.84	\$0.84	\$0.84	\$0.76	\$0.66	\$0.61	\$0.54
24 Per square foot										
25										
26 OPERATING INCOME	45,823	30,647	26,305	26,597	68,176	31,658	36,312	41,372	45,816	50,286
27										
28 NONOPERATING REVENUES (EXPENSES):										
29 Interest revenue	2,770	1,384	1,932	2,952	3,116	3,500	4,000	4,500	5,000	5,500
30 Interest expense	(61,066)	(56,364)	(52,082)	(48,535)	(45,582)	(40,080)	(36,080)	(32,060)	(28,060)	(24,080)
31 Other	3,576	4,393	2,227	2,262	0	2,500	2,500	2,500	2,500	2,500
32										
33 Net nonoperating expense	(54,720)	(50,587)	(47,923)	(43,321)	(42,466)	(34,080)	(29,580)	(25,060)	(20,560)	(16,080)
34 Per square foot	(\$1.22)	(\$1.12)	(\$1.07)	(\$0.96)	(\$0.94)	(\$0.76)	(\$0.66)	(\$0.56)	(\$0.46)	(\$0.36)
35										
36 OPERATING EXPENSES	186,211	201,482	196,996	163,224	149,874	178,563	183,295	187,718	192,858	198,073
37										
38 NET LOSS	(8,897)	(19,940)	(21,618)	(16,724)	25,710	(2,422)	6,732	16,292	25,236	34,206
39										
40 RETAINED EARNINGS (DEFICIT)										
41 FUND BALANCE, BEGINNING OF YEAR	(627,457)	(636,354)	(656,294)	(677,912)	(694,636)	(698,926)	(671,348)	(664,616)	(648,324)	(623,087)
42										
43										
44 RETAINED EARNINGS (DEFICIT)										
45 FUND BALANCE, END OF YEAR	(636,354)	(656,294)	(677,912)	(694,636)	(698,926)	(671,348)	(664,616)	(648,324)	(623,087)	(588,882)
46										
47										
48										

TOWNSITE CENTRE FUND

1991-2001



MEMO #: B97.235
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: FEBRUARY 14, 1997
SUBJECT: VOYAGER SITE LEASING

The following are issues that will guide the leasing and operation of the facilities at Voyager.

Deprecation:

-Purchase price less land value amortized over 15 years - 1997 to 2012.

\$896,000

-150,000

\$746,000 ÷ 15 = \$49,733 per year

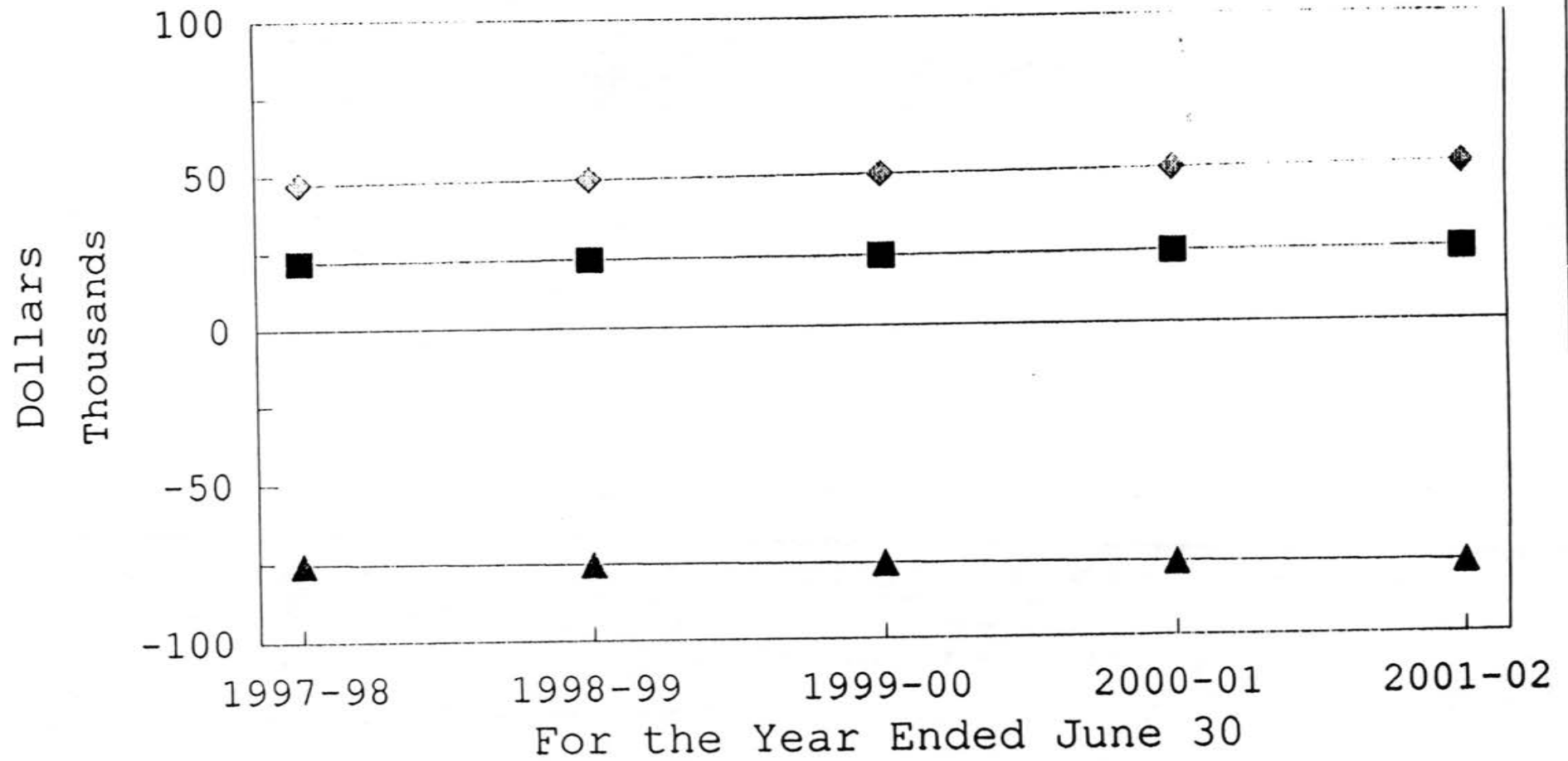
- Will not lease to any K-12 Instructional activity.
- Any remodeling costs must be amortized in lease or paid up front by lessee.
- Will not relocate district management center to Voyager facilities. i.e. Superintendent, Asst. Superintendents, Community Services.
- Will consider facilities are for sale.
- Rental rates will cover operating expenses and contribute to depreciation expenses.
- All school district occupants will pay a rental fee.

Attachment

ENTERPRISE FUND
INDEPENDENT SCHOOL DISTRICT #152
VOYAGER

Line #	1995-1996 ACTUAL	1996-97 BUDGET	1997-98 PRELIM	1998-99	1999-00 PROJECTED	2000-01 PROJECTED	2001-02 PROJECTED
OPERATING REVENUES				1.02	1.02	1.02	1.02
1 Rents	0	0	1,900	1938	1,977	2,016	2,057
2 Rents from School District	0	0	20,000	20,400	20,808	21,224	21,649
3							
4	0	0	21,900	22,338	22,785	23,240	23,705
5 Sq. Feet	25,862.0						
6	\$0.00	\$0.00	\$0.85	\$0.86	\$0.88	\$0.90	\$0.92
7 OPERATING EXPENSES							
8							
9 Salaries and benefits	24,000	24,720	26,000	26,520	27,050	27,591	28,143
10 Utilities and fuel	20,137	21,640	20,000	20,400	20,808	21,224	21,649
11 Insurance	300	325	350	357	364	371	379
12 Bldg. Improvement		0		0	0	0	0
13 Other operating expense	1,000	1,000	1,000	1,020	1,040	1,061	1,082
14							
15 Total operating expenses	45,437	47,685	47,350	48,297	49,263	50,248	51,253
16 Per square foot	\$1.76	\$1.84	\$1.83	\$1.87	\$1.90	\$1.94	\$1.98
17							
18 OPERATING INCOME BEFORE							
19 DEPRECIATION			(25,450)	(25,959)	(26,478)	(27,008)	(27,548)
20							
21 DEPRECIATION (15 year \$746,000)			49,733	49,733	49,733	49,733	49,733
22 Per square foot (1997 to 2012)			\$1.92	\$1.92	\$1.92	\$1.92	\$1.92
23							
24 OPERATING INCOME			(75,183)	(75,692)	(76,212)	(76,741)	(77,281)
25							
26 NONOPERATING REVENUES (EXPENSES)							
27 Interest revenue			0	0	0	0	0
28 Interest expense			0	0	0	0	0
29 Other			0	0	0	0	0
30							
31 Net Nonoperating expense			0	0	0	0	0
32 Per square foot			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33							
34 OPERATING EXPENSES			97,083	98,030	98,996	99,982	100,986
35							
36 NET LOSS			(75,183)	(75,692)	(76,212)	(76,741)	(77,281)
37							
38 RETAINED EARNINGS (DEFICIT)							
39 FUND BALANCE, BEGINNING			0	(75,183)	(150,876)	(227,087)	(303,828)
40 OF YEAR							
41							
42 RETAINED EARNINGS (DEFICIT)							
43 FUND BALANCE, END OF YEAR	0	0	(75,183)	(150,876)	(227,087)	(303,828)	(381,109)
44							
45							
46 TOWNITE AOP: "VOYAGER"							

VOYAGER LEASING FUND 1997-2002



■ Operating Revenue ◆ Operating Expense
 ▲ Operating Income

MEMO #: S-97-129

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: 1996-97 Snow Make-up Days
DATE: February 19, 1997

Seven snow days have been used from the board-approved 1996-97 calendar. Of these seven, three days, March 5, 6 and May 30 have been scheduled as school days.

Of the remaining four days, one of the days was a day in which the governor called off school. This is the first year, to my knowledge, that a minimum number of school days is not required by statute. Thus, the make-up of any or all of the snow days is a local school board decision. In light of the fact that the governor called off school, I am recommending that this day be forgiven, especially in light of the severity of this winter. This is not intended, however, to set a precedent for the future.

The remaining three student days will be held June 2-4 for grades K-11. If additional snow days are needed, one or two, students would go through Thursday or Friday, respectively. If more than two days are needed, the calendar would need to be reviewed at that time.

In summary, assuming there are not more snow days, the last day for K-11 students would be Wednesday, June 4 and for staff Thursday, June 5.

Graduation for seniors would remain scheduled for June 1.

Suggested Resolution: Move to approve the recommended change in the 1996-97 calendar as presented.

BRA:cbf

MEMO #: S-97-120

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: First Reading of Policies
DATE: February 19, 1997

Attached please find the policies, Assurance of Mastery (IEA), Copyright Policy (EGAA) and Activities Travel (DLCA), as recommended for approval.

Note - a first reading of the Activities Travel policy was conducted last year. Due to the delay, a second reading will be done before action is taken.

*BRA*cbf
Attachments

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: IEA
DATE ADOPTED: 12/09/86
REVISED: 03/23/93

(DRAFT 2/97)

ASSURANCE OF MASTERY

Independent School District #152 Board of Education is dedicated to the assurance of student mastery in the areas of reading and mathematics. The district supports the need for each student to achieve minimal competency in these basic skills before high school graduation and provides the student with the opportunity to gain the necessary knowledge and concepts in reading and mathematics. This policy excludes Special Education and English as a Second Language students. Assurance of mastery funding cannot be used to supplant Special Education or Limited English Proficiency services to students

This policy assures that each student's progress toward mastery in these curriculum areas will be evaluated at least once during grades K-3, once during grades 4-6, once during grades 7-8, and once during grades 9-12. When a student is not making sufficient progress toward mastery in either reading or mathematics, the district will be responsible for holding a parent conference to establish an Individualized Learning Plan (ILP). The student will then be given alternative opportunities for remediation as outlined in the ILP.

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.

Basic Standards tests will be required to prove DEMONSTRATE MINIMUM competency in reading and math for the graduating class of the year 2000. A writing requirement will be added to the class of 2001, students will be tested no later than grade 10. Students failing to pass the test will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will not receive a diploma. Students who have an IEP, as a Special Education student or a 504 Plan may receive exemption, accommodations or modifications in these requirements only if so stated within the plan. Students new to the district will also need to meet basic standards requirements as stated in Minnesota Grad Rule adopted by the State Board of Education.

The responsibility for mastery is shared by the teacher, the student, the parent/guardian, the administration, and the Board of Education.

Building principals, assisted by the Assistant Superintendent of Instruction and ~~Chapter~~ Title I/AOM Director, will provide the leadership and support needed to bring about successful implementation of the assurance of skill mastery process.

Independent School District #152 will include its Assurance of Mastery procedure in the ~~PER report biennially~~ Annual Report on Curriculum, Instruction and Student Performance.

Reviewed/Revised: 3/23/93

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EGAA
DATE ADOPTED: 04-29-86
REVIEWED: 03-11-92

(DRAFT 1/20/97)

COPYRIGHT POLICY

In adherence to the current Federal Copyright Law, Public Law 94-553, the Board of Education of Independent School District #152 will take the necessary steps to ensure that the guidelines established by Congress for "Fair Use" by educational institutions are followed and will support all employees of the district who adhere to the policies and guidelines concerning copyright.

Any person violating copyright laws and/or established guidelines shall personally assume the responsibility by virtue of this school district policy. The legal and/or insurance protection of the district will not be extended to employees who violate copyright laws. Illegal copies of copyrighted materials and programs shall not be made or used on school district equipment.

In accordance with the policy adoption by the Board of Education, it shall be the responsibility of the Director of Media Services to inform the district staff of the law and these guidelines, and provide posters at the graphic and audio/visual copy machines and computer equipment, reminding employees of this law and the "Fair Use" guidelines. The principal/supervisor of each school site/program is responsible for establishing and enforcing practices which will ~~enforce~~ implement this policy at the building/program level.

Posters and guidelines defining the Fair Use doctrine shall be in the form of the attached items:

- I - Print
- II - Audio-Visual Software
- III - Music
- IV - Off-Air Broadcasting
- V - Prerecorded Video Programs
- VI - Computer Software
- VII - Procedures for Requesting Permission to Copy Copyrighted Materials

I. GUIDELINES FOR PRINT

The intent of the following guidelines are to state the minimum standards of educational fair use under Section 107 of H.R. 2223. It is understood that the conditions determining the extent of permissible copying may change in the future.

A. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her request for scholarly research, reaching or preparation to teach a class.

1. A chapter from a book,
2. An article from a periodical or newspaper,
3. A short story, short essay or short poem, even if they are contained in a collection, drawing, cartoon from a book, periodical, or newspaper,
4. A chart, graph, diagram, picture, etc.

B. Multiple Copies for Classroom Use

Not to exceed in any event more than one copy per student in a course.

1. Meets the test of brevity and spontaneity as defined below
2. Meets the cumulative effect as defined below
3. Each copy includes a notice of copyright

DEFINITION

A. Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem and excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in 1 and 2 above may be expanded to permit completion of an unfinished line of a poem, or of an unfinished prose paragraph.
3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special" works: Certain works in poetry, prose or "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to request for permission.

C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

D. Prohibitions as Related to Fair Use Copying of Books and Periodicals

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works.
2. There shall be no copying of or from works intended to be consumable in a course of study. These include workbooks, exercises, standardized tests, test booklets and answer sheets.

3. Copying shall not substitute for the purchase of books, reprints, or periodicals.
4. Copying shall not be directed from higher authority.
5. Copying shall not be repeated with respect to the same item by the same teacher from term to term.
6. No charge shall be made to students beyond the actual cost of the photocopying.

II. GUIDELINES FOR AUDIO-VISUAL SOFTWARE WORKS

A. Permissible Uses:

Four requirements must be met before a performance is considered acceptable under the "fair use" exemption for schools.

1. The performance must be presented by instructors; and,
2. The performance must occur in the course of face-to-face teaching activities; and,
3. The performance must take place in a classroom or similar place for instruction (including the library); and,
4. The performance must be of a legally acquired (or legally copied) copy of the work.

B. Prohibitions

1. Changing the medium to reproduce audio or video materials to a format compatible with other equipment.
2. The duplication of a 16mm film, 8mm film, video, computer software, slide, transparency, transparency master, or other visual media.

III. GUIDELINES FOR MUSIC SHEET MUSIC & SOUND RECORDINGS

(Sound recordings will include phonograph records, cassette tapes in analog and digital formats, compact discs, reel-to-reel tape, and hard disk recordings.)

A. Permissible Uses:

1. Emergency copying to replace purchased copies for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of recordings or performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B. Prohibitions as Related to Duplicating Music

1. Copying to create or replace or substitute or anthologies, compilations or collective works.
2. Copying of or from works intended be consumable in the course of study or teaching such as workbooks, exercises, standardized tests and answer sheets and like materials.
3. Copying for the purpose of performance, except as in A.1 above.
4. Copying for the purpose of substitution for the purchase of music, except as in A.1 and A.2 above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

IV. GUIDELINES FOR GRAPHICS

(Graphics are defined as paintings, lithographs, serigraphs, etchings, maps, diagrams, charts.)

A. Permissible Uses:

Reproduction of graphic material may fall under the "fair use" provisions. Making a single copy of a graph or illustration from a book is acceptable if the copy is for personal research or study, and multiple copies of a single graphic are authorized for a class under the fair use guidelines:

1. Copying must be at the instance and inspiration of the teacher and so close in time to the required use that receipt of permission would be impossible;
2. The copy is for only one course in the school;
3. The copy is for not more than nine occurrences of multiple copying for that course; and
4. Not more than one graphic is copied per book or periodical.

V. ~~IV~~ GUIDELINES FOR OFF-AIR BROADCASTING

- A. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
- B. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
- C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.

- D. Off-air recordings may be made at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teacher under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.
- F. After the ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluating purpose without authorization.
- G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- H. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- I. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

//Congressional Record/ October 14/ 1981

V/ GUIDELINES FOR PRE/RECORDED VIDEO CASSETTES AND VIDEO DISKS

A/ Permissible/

- 1//Use of prerecorded video programs by teachers or pupils in the course of face-to-face teaching activities in a classroom/
- 2//The copy was legally made and purchased or that the person responsible for the performance had no reason to believe the copy was not lawfully made/
- 3/ No admittance fee is charged/

VI. GUIDELINES FOR COPYRIGHTED COMPUTER SOFTWARE

- A. The legal, ethical, and practical problems caused by illegal copying and hacking will be taught in all schools in the district.
- B. District employees will be expected to adhere to the provisions of Public Law 96-517, Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - 1. That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - 2. That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
- C. When copyright software is to be used on a disk sharing system, efforts will be made to secure this software from copying.

- D. Illegal copies of copyrighted programs may not be made or used on school equipment.
 - 1. A permanent warning shall be posted in all areas where students and staff have access to computer equipment notifying them of this law.
- E. Only individuals designated by the Superintendent of Schools may sign license agreements for software for schools in the district.
- F. No employee or student of the district shall illegally access any data base or electronic bulletin board.
- G. The principal of each school site is responsible for establishing practices which will enforce this policy the school level.

VII. PROCEDURES FOR REQUESTING PERMISSION TO COPY COPYRIGHTED MATERIALS

Procedures for requesting permission to copy copyrighted materials beyond the "fair use" as outlined in 6131.71 (Classroom Use), 6131.73 (Music Scores and Recordings), and 6131.8 (Computer Software) as follows:

- A. Any district employee will fill out the Independent School District #152 form "Request for Permission to Copy", making sure the following information is included:
 - 1. Title, author, and/or editor, and edition of materials to be duplicated
 - 2. Exact material to be used, giving amount, page numbers, chapters, and, if possible, a photocopy of the material
 - 3. Number of copies to be made
 - 4. Use to be made of duplicated materials
 - 5. Form of distribution (classroom, newsletter, etc.)
 - 6. Whether or not the material is to be sold
 - 7. Type of copy (ditto, photocopy, offset, typeset, other)
- B. The request shall be forwarded to the Instructional Materials Center which will send the request, together with a self-addressed envelope, to the permissions department of the company owning the copyright. This will generally be the publisher listed on the front or back of the title page. Contact the Instructional Materials Center (IMC) for assistance on obtaining addresses or assistance in obtaining copyright information.

REFERENCES: Adoptable Copyright Policy (Vleck @1992)

Reviewed/Revised: 3/11/92

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DLCA
DATE ADOPTED: 08-05-88
REVISED: 03-26-91

(DRAFT 11/96)

ACTIVITIES TRAVEL /K/12/

STATE MEETS

District students participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two ~~to four~~ or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

First and second place winners in vocational education district contests will be given travel allowances for state events.

NATIONAL MEETS

National competition for first place state winners will be financed through activity accounts and/or student participants.

Reviewed/Revised: 3/26/91

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

March 10, 1997
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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 Junior High Mathcounts team for placing 1st in the chapter competition held recently. Team members include Robert Bekkerus, Tim Cumings, AJ Flom, Jessie Johnson, Erin Olson, Steve Tranby. Robert, Tim, AJ, and Steven will compete at the state level in March. Team coach is Ken Welken.

*** Congratulations to following winners of the District Spelling Bee: 1st Place - Greg Edvenson, grade 8; 2nd Place - Alicia Strnad, Grade 7; 3rd Place - Lee Richards, Grade 6-Asp. Edvenson and Strnad will represent Moorhead at the regional tournament. Twenty-four students participated from each of grades 5-8.

*** Congratulations to Jeni Nigg for being selected to the All-State Academic Team for Girls Hockey. Jeni has a cumulative GPA of 3.89.

*** We are proud of all the Moorhead High students who raised approximately \$16,000 in pledges for Dollars for Scholars. Top money raisers were Kristin Canaday, Laura Dandurand, Matt Thoreson, and Paul Scheider.

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

S-mg-BOS
MIN
March 10, 1997

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 - Jernberg

- (1) Acceptance of Gifts - Page 5
- (2) Approval of Grant Submission - Pages 6-10

B. BUSINESS AFFAIRS - Lacher

- (1) Approval of Change Order #2/Robert Asp - Page 11

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of Early Retirements - Page 12
- (2) Acceptance of Resignations - Page 13
- (3) Approval of Family/Medical Leaves - Page 14
- (4) Approval of New Employees - Page 15
- (5) Approval of New Paraprofessional Position - Page 16

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of February 10 & 24, 1997 Minutes
- Pages 17-22
- (2) Approval of March Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE: Anderson

(This section is an effort on the part of the Board to communicate more informally at the first meeting of each month with the staff and community representatives on a wide variety of programs and issues.)

Proposed All-Day Kindergarten Pilot Project-Washington

Special Education Support Staff
Page 23

5. REFINANCING BOND ISSUES - Lacher
Page 24

Suggested Resolution: Move to accept the recommendation of Mr. Myron Knutson of Evenson Dodge, Inc. presented Monday evening.

Moved by _____ Seconded by _____
Comments _____

6. MARCH 4 SNOW DAY - Anderson

Review of plans for parent/teacher conferences and calendar modifications.

7. ELECTRICAL CONSERVATION/REBATE PROGRAM - Lacher
Pages 25-27

Review of the Moorhead Public Service's energy conservation and rebate programs.

8. POLICY APPROVAL - Anderson
Pages 28-29

Suggested Resolution: Move to approve the policy, Assurance of Mastery (IEA), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson
Pages 30-36

Suggested Resolution: Move to approve the policy, Copyright Policy (EGAA), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL - Anderson
Pages 37-38

Suggested Resolution: Move to approve the policy, Activities Travel (DLCA), as presented.

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>
School Board	Mon., Mar. 10	7 pm	Townsite
Long Range Planning	Tues., Mar. 11	3:45 pm	Townsite
CE Advisory Council	Tues., Mar. 18	7 pm	Townsite
ICAC (PER) Committee	Thurs., Mar. 20	7 am	Townsite
End 3rd Qtr.	Thurs., Mar. 27		
K-6 Staff Workshops (No classes)	Thurs., Mar. 27		
Spring Break	Fri., Mar. 28		
Activities Committee	Tues., Apr. 8	7 am	Townsite
Long Range Planning	Thurs., Apr. 10	3:45 pm	Townsite
CE Appreciation Event	Tues., Apr. 15	6:30 pm	Townsite
Policy Review	Mon., Apr. 21	7 pm	Townsite
Memorial Day	Mon., May 26		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	FRI., MAY 30		
Graduation	Sun., June 1		
SNOW MAKE-UP DAYS (K-11 CLASSES HELD)	MON., JUNE 2 - THURS., JUNE 5		

MEMO #: I-97-179
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gifts
DATE: March 3, 1997

The district has received the following gifts:

- 1) \$250 from Vikingland Kiwanis to be utilized for the junior high nature area environmental project.
- 2) \$2,000 from RD Offutt Company to be assist with the Apollo Strings field trip.
- 3) \$200 from Moorhead Healthy Community Initiative Board - Youth of Color Committee for two George Washington students to receive \$100 activity scholarships.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-97-181
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Approval of Grant Application
DATE: March 3, 1997

The district is requesting \$17,592 in Private Equity Services Funding under IASA Title I as attached. Funding will be utilized for Title I services for nonpublic students attending St. Joseph School for the 1997-98 school year.

These funds will reduce the burden for nonpublic students when we submit the 1997-98 Title I application.

Suggested Resolution: Move to approve the grant as outlined.

RMJ/mdm
Attachment



Minnesota
Children

Division of Learner Options
876 Capitol Square - 550 Cedar
St. Paul, MN 55101-2273

**IASA TITLE I - APPLICATION FOR
PRIVATE EQUITY SERVICES FUNDING**

ED-01944-09

DUE: 3/3/97

GENERAL INFORMATION AND INSTRUCTIONS: School districts may use this application to apply for noninstructional funds to provide educationally-deprived children, who reside in a project area of the LEA and who are enrolled in private, elementary and secondary schools, services and arrangements as will ensure those children's participation on an equitable basis in accordance with the requirements of P.L. 103-382. Return this completed application to the above address by **March 3, 1997**. All financial information should be maintained under CFDA #84.010.

IDENTIFICATION INFORMATION

District Name <u>Moorhead Public School District</u>		District Number <u>152</u>	Area
LEA Representative <u>Robert Jernberg</u>	Title <u>Assistant Superintendent</u>	Telephone Number <u>(218) 299-6224</u>	Fax Number <u>(218) 233-1610</u>
Mailing Address <u>810 4th Ave. S.</u>	City <u>Moorhead</u>	State <u>MN</u>	Zip Code <u>56560</u>
Name of Contact Person <u>Pat King</u>	Title <u>Title I Coordinator</u>	Telephone Number <u>(218) 299-6257</u>	Fax Number <u>(218) 233-1610</u>
Mailing Address <u>810 4th Ave. S.</u>	City <u>Moorhead</u>	State <u>MN</u>	Zip <u>56560</u>

FUNDS REQUESTED

FY 1997-98: \$ 17,592

FUNDS APPROVED

\$

LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on March 10, 1997 authorized the undersigned to act as the LEA Representative in filing an Application for Private Equity Services Funding as provided under IASA Title I, P.L. 103-382, for the school year 1997-1998. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal statutes, regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application.

Pat King

as Contact Person (optional) was also approved.

Robert M Jernberg
Signature of LEA Representative

2-27-97

Date

FOR MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES AND LEARNING USE ONLY

Signature - MCFL Responsible Authority	Date Approved	Final Approval Signature	Date Approved
MCFL Comments:			

IASA TITLE I APPLICATION FOR PRIVATE EQUITY SERVICES FUNDING

District Name:

Moorhead Public Schools

District Number:

152

TITLE I PARTICIPATION

Provide the requested numbers of private schools for school year 1997-1998. Also estimate the numbers of private school students who will be eligible to receive service and the number who will be served.

ITEM	NUMBERS
Total number of private schools in the district	2
Total number of private schools to BE SERVED	1
Estimated number of private school students identified as "below grade level"	48
Estimated number of eligible private school students who will BE SERVED	48

INTENDED USE OF FUNDS

Describe the services to be provided and how these funds will be used to increase the number of private students served.

Non-instructional personnel hired with Title I Private Equity Funds through District 152 will monitor students in computer assisted instruction. Students are identified by teacher judgement and Iowa Test of Basic Skills. The level at which they work is determined by the classroom teacher. The non-instructional personnel will give printout feedback to the classroom teacher. The program will continue to utilize the computer and Classworks software to serve students in reading and math.

PROJECT BUDGET SUMMARY

Please call your Area Director if you need assistance. **NOTE: All budget items apply to Finance Dimension 402.** All financial information should be maintained under CFDA #84.010.

LINE NO	UFARS OBJECT CODE	OBJECT ITEM	ORIGINAL BUDGET	REQUESTED BUDGET CHANGE	REVISED TOTAL BUDGET
1	170	Non -Instructional Personnel	\$15,344		
2	200	Fringe Benefits	2,248		
3	360	Public Carrier			
4	361	Private Bus Operators			
5	365	District Owned Buses			
6	370	Rentals/Leases			
7	300	Other Purchased Services (specify):			
8	500	Capital Expenditures (needs documentation)*			
9	TOTAL	(Add lines 1 through 8)	\$17,592		

* Except UFARS Object Code 530

MCFL BUDGET APPROVAL

This budget has been approved for implementation as described in this application.

Signature - MCFL Official

Date

**IASA TITLE 1
APPLICATION FOR PRIVATE EQUITY SERVICES FUNDING**

ED-01944-09
Page 3

DISTRICT NAME:
Moorhead Public Schools

PAGE 3 OF 4

BUDGET BREAKDOWN (FOR PRIVATE EQUITY PROJECT)

Report each individual expenditure item, including salaries and fringe benefits, by the appropriate specific UFARS Object Code. Provide explicit detail for each expenditure item and enter the quantity where applicable. Please consult with your business office when completing this page. Include any equipment purchased with Private Equity Services Funds.


UFARS OBJECT CODE	DESCRIPTION AND JUSTIFICATION	QUANTITY	ITEM COST	TOTAL PER BUDGET LINE NUMBER
170	Non-Instructional Personnel	2.5 FTE		\$ 15,344.00
200	Fringe Benefits			2,248.00
TOTAL				\$ 17592.00

IASA TITLE I
APPLICATION FOR PRIVATE EQUITY SERVICES FUNDING

COMPLETE ONE PAGE FOR EACH PARTICIPATING PRIVATE SCHOOL

District Name Moorhead Public Schools	Private School Name St. Joseph's School
--	--

CONSULTATION PROCESS	In the space below, describe the consultation process with the private school.
<p>The district Title I Coordinator met with the principal of St. Joseph's School on February 25 to review the program and to assist in setting up the program for the 1997-98 school year. Computer Assisted Instruction is the continued desire of St. Joseph's.</p> <p>Consultation with the principal of St. Joseph's and non-instructional staff is on-going during the school year. The Title I Coordinator makes site visits bi-monthly to check on the operation of the program and assist with any concerns or questions.</p> <p>Software and equipment purchases are made with regular Title I, Title VI or building funds, or a combination of these.</p>	

VERIFICATION OF PARTICIPATION	
I hereby verify that I have been consulted by the local public school district which has developed the alternate delivery system and instructional services described in this application. This school will participate in the Title I Program.	
 Signature - Administrator, Private School	<u>2-27-97</u> Date

FEB 26 1997

MEMO #: B97.239

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: FEBRUARY 21, 1997

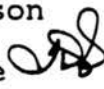
SUBJECT: ROBERT ASP CABLING CHARGES - CHANGE ORDER #2

Provide 42 additional 4-pair category 5
plus cable drops along with associated
terminations

Add \$5,460.00

Recommended Resolution: Move to approve change order #2 for a
total addition of \$5,460.00.

MEMORANDUM P 97.034

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: March 4, 1997

SUBJECT: Retirement of District Employees.

The administration requests approval of the early retirement of the following persons effective at the end of the 1996-97 school year:

Charles Leitheiser - Grade 6 Teacher, Robert Asp, effective June 30, 1997.

Judith Leitheiser - Grade 2 Teacher, Thomas Edison Elementary.

James Ellingson - Grade 4 Teacher, Probstfield Elementary.

Nancy Pearson - Grade 3 Teacher, Washington Elementary.

Sandra Wollmann - Title I Teacher, Washington Elementary.

Arlan Mueller - Math Teacher, Moorhead Senior High.

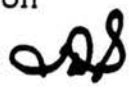
Suggested Resolution: Move to accept the early retirement as presented.

JDS:sdh

MEMORANDUM

P 97.035

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: March 4, 1997

SUBJECT: Resignation of District Employees.

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

Dale Armstrong - Custodian, Robert Asp Elementary, effective February 21, 1997.

Debra Parise - Sub Caller, Townsite Centre, effective March 12, 1997.

Brenda Geroy - MSMI Paraprofessional, Senior High, effective February 20, 1997.

Stacy Stenerson - Paraprofessional, Bus Aide and Food Server, MCAP, Townsite Centre, effective March 5, 1997.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM

P 97.036

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: March 4, 1997
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following persons:

Sharon Chesley - Sign Language Interpreter, Edison Elementary, to begin approximately May 20, 1997 for the rest of the 1996-97 school year.

Jennifer Navarro - MSMI Paraprofessional, Robert Asp, to begin approximately April 23, 1997 for the rest of the 1996-97 school year.

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

JDS:sdh

MEMORANDUM

P 97.037

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: March 4, 1997

SUBJECT: New Employees

The administration requests approval of the employment of the following persons subject to satisfactory completion of federal, state and school district statutes and requirements:

Debbie Garcia - Food Server, Robert Asp, \$5.30 per hour, 2.75 hours daily, effective February 13, 1997.

Tamara Enkers - Food Server, Edison Elementary, \$5.30 per hour, 2 hours daily, effective February 27, 1997.

Sylvia Hoime - Dishwasher, Senior High, \$5.30 per hour, 2.25 hours daily, effective October 29, 1996.

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

To: Dr. Bruce Anderson

From: Mary Davies 
Lauri Winterfeldt-Shanks

Subject: new paraprofessional position in Early Childhood Family Education

Date: February 27, 1997

An on-going concern in early childhood education is reaching out to families who speak Spanish as their primary language. The best way to reach this population would be to hire a person fluent in both Spanish and English who could assist in classrooms and also do outreach. This strategy has proved effective in other ECFE programs serving diverse populations.

Community Education would like to hire a 20-hour/week paraprofessional to help in the Kindergarten Readiness classroom, to assist with parent education and to do outreach with the Hispanic community.

There is money in both ECFE and KR budgets to fund this position. We would like to hire someone as soon as possible so we can have a plan and program fully implemented by fall.

The person hired will need to be fluent in both English and Spanish, have some background in early childhood education, and be skilled at working with parents and children.

Suggested Resolution: Move to approve a new position of 20-hour/week paraprofessional to be funded from Early Childhood Family Education and Kindergarten Readiness budgets.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 10, 1997
PAGE 1

MEMBERS PRESENT: Bill Cox, Jim Cummings, James Hewitt, Stacey Foss, Carol A. Ladwig, Mark Gustafson (8:10 p.m.), and Bruce R. Anderson.

MEMBERS ABSENT: Anton "Butch" Hastad

CALL TO ORDER: Chairwoman Ladwig 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 noting no changes. Anderson stated he would update the board regarding snow makeup/storm days under the Other Pertinent Items section of the agenda.

APPROVAL OF AGENDA: Foss moved, seconded by Hewitt, to approve the agenda as presented. Motion carried 5-0.

DESIGNATE ACTING CLERK: Hewitt moved, seconded by Foss, to designate James Cummings as Acting Clerk in the absence of Anton Hastad for the February meetings. Motion carried 5-0.

"WE ARE PROUD"

Congratulations were expressed to Yanick Dalhouse, senior at Moorhead High, for being named Minnesota's Top High School Volunteer of the Year by The Prudential Spirit of Community Awards. She organized the Empty Bowls Project which is a hunger awareness program sponsored by Students Taking Action Responding with Service (STARS), of which Dalhouse is president. The event provided food to over 500 people and also raised \$6,000 for the Great Plains Food Bank. Dalhouse will receive \$1,000, a silver medallion and attend recognition events in Washington, DC in May. At that time five high school state honorees will be named national youth volunteers of the year.

A representative of the Prudential Company will present Dalhouse with her award at the February 24 meeting.

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

Family/Medical Leaves

Wendy Rheault - Second Grade Teacher, Probstfield, to begin about April 24, 1997 for six weeks.

Amy Saewert - Paraprofessional, Edison, to begin about May 14, 1997 for the remainder of the 1996-97 school year.

Sandra Kortan - Third Grade Teacher, Washington, from March 12, 1997 until released by her doctor.

Shannon O'Neill - Paraprofessional, MCAP Townsite Centre, effective from February 6, 1997 until released by her doctor.

Resignation

Carolyn Harris - Food Service, Edison, effective February 21, 1997.

Letter of Understanding & Grievance Settlement - Approve the Letter of Understanding and the Grievance Settlement Agreement between the Moorhead Educational Association and ISD #152 as presented.

Approval of Minutes - Approve the January 13 & 27, 1997 minutes as presented.

Claims - Approve the February claims, subject to audit, in the amount of \$1,156,382.17.

General Fund:	\$795,375.11
Food Service:	51,542.43
Transportation:	149,066.64
Community Service:	15,139.96
Capital Expenditure:	138,555.28
Debt Redemption:	1,215.45
Townsite Centre:	5,487.30
TOTAL	\$1,156,382.17

Motion carried 5-0.

COMMITTEE REPORTS: Reports were heard regarding the Joint Powers Committee meeting, attendance at the MSBA negotiations seminars, and the Kindergarten Summit held recently.

SCHOOL BOARD/STAFF/COMMUNITY DIALOGUE

Early Childhood & Kindergarten Staff - District staff members Vicki Bowe, Jodi Bramler, Lauri Winterfeldt-Shanks, Rochelle Walswick, Belinda Freeman, Doreen MacDonald, and Clay County Coordinated Preschool Program (CCCPP) coordinator, Judy Lahlum reviewed some of the services offered to children ages birth-4 to prepare them for entering kindergarten.

The school district and county work closely together offering speech, psychology, occupational therapy and other services to families in need. The kindergarten home-school program works with parents and at-risk children to assist in the development of basic skills. Staff reported that kindergarten class size is at an ideal point. However, a teacher's time is scattered between many students who have varying needs, which may impact the average student at times.

The CCCPP currently has 66 children in the program, of which 39 are referred from Moorhead. There are approximately 40 students on a waiting list for services. The main reason students do not participate is due to the lack of transportation.

The board stressed the importance of measuring successes and areas needing improvement.

The meeting recessed at 7:55 p.m. for 5 minutes; the meeting resumed at 8 p.m.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 10, 1997
PAGE 3

JUNIOR HIGH COURSE ADDITION: Teacher Alice Swanson reviewed the course offering for an eighth grade Aerobics class at Moorhead Junior High.

A recommendation will be presented at the next meeting.

Gustafson joined the meeting at 8:10 p.m.

JUNIOR HIGH COURSE ADDITION: Teachers Lupe Steinert and Teresa Herk reviewed the course offering for a Conversational Spanish class at Moorhead Junior High.

A recommendation may be presented at the next meeting.

1997-98 ANNUAL OPERATIONAL PLAN: Anderson and Lacher reviewed the recommended changes to the General Fund and the creation of an Enterprise Fund for Voyager School.

The board requested administration include considerations for technology staff additions for the next meeting.

POLICY APPROVAL: Cox moved, seconded by Cummings, to approve the policy, Policy Review Committee (BCF), as presented. Motion carried 6-0.

POLICY APPROVAL: Cummings moved, seconded by Gustafson, to approve the policy, Community Involvement (KC), as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Superintendent Anderson announced that he will present a recommendation at the next meeting that school would be in session until June 5 for K-11 students and June 6 for teaching staff. This is to make-up storm days from this winter. These dates are assuming there are no further storm days this year. Graduation will be held on June 1 as planned.

Anderson said options are being explored with the MEA to add an additional 10 minutes of instructional time to each day beginning this year. The additional time would "bank" two (2) days for the remaining 96-97 school year and approximately four (4) days for the 97-98 school year. Anderson stated banking instructional days would benefit parents and staff by easing the hassles of scheduling vacations, etc. because of unknown make-up days that are added to the calendar after storms. Also, Anderson noted that having May 30 as the last payday for staff would prevent the additional work and misunderstandings involved with a separate check having to be issued on Friday, June 6.

ADJOURNMENT: Cox moved, seconded by Cummings, to adjourn the meeting at 9:33 p.m. Motion carried 6-0.

James Cummings, Acting Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 24, 1997
PAGE 1

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

MEMBERS ABSENT: Anton "Butch" Hastad.

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

Ladwig expressed condolences to the Alex Stig family for his recent passing. Mr. Stig was a 12-year staff member of the district and will be missed by many.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting the addition of Retirements to Personnel Matters, and clarified the Activities Travel (DLCA) policy is to be included under First Reading of Policies.

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

"WE ARE PROUD"

** Congratulations were expressed, and a silver medallion and personal invitation to Washington, DC were presented by Prudential representative Brad Kelly, to Yanick Dalhouse, senior at Moorhead High, for being named Minnesota's Top High School Volunteer of the Year by The Prudential Spirit of Community Awards. She organized the Empty Bowls Project which is a hunger awareness program sponsored by Students Taking Action Responding with Service (STARS), of which Dalhouse is president. While in Washington, five high school state honorees will be named national youth volunteers of the year.

*** Congratulations were expressed to Moorhead High volleyball coach Karin Schumacher for being selected by her coaching peers as Minnesota's Coach of the Year for Class AA.

*** Congratulations were expressed to Junior High students Shane Trautner, Rachel Dixon and Jason Miller for being selected to perform in the Minnesota Band Directors Association Middle Level Honor Band during the MMEA Convention.

*** Congratulations were expressed to the Junior High Mathcounts team for placing 1st in the chapter competition held recently. Team members include Robert Bekkerus, Tim Cumings, AJ Flom, Jessie Johnson, Erin Olson, Steve Tranby. Robert, Tim, AJ, and Steven will compete at the state level in March.

*** Congratulations were expressed to Carilyn Bresson, paraprofessional at Moorhead High, for being recognized in "Para Link," a newsletter for paraprofessionals working in education, rehabilitation and training programs in Minnesota, as an exceptional person in her profession.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 24, 1997
PAGE 2

CONSENT AGENDA: Cummings moved, seconded by Hewitt, to approve the following items on the consent agenda:

Grants - Accept the grants from the Lakes Country Service Cooperative, in the amounts of \$3,013 and \$3,000 respectively, for a school-to-work program for the junior and senior high schools.

Gifts - Accept the gift of \$456.69 from the Edison PTAC for computer memory upgrades at Thomas Edison School.

IEIC Contractual Agreement - Approve the agreement with Clay County Association of Retarded Citizens (ARC) to implement the Family Support Plan Activities for 1996-97, in the amount of \$3,950.

Retirements (All effective the end of the 1996-97 school year.)
Meredith Holm - Science Teacher, Moorhead Senior High
Alan Adair - English Teacher, Moorhead Senior High
Marilyn Green - Secondary Gifted Teacher, Moorhead Senior High
G. Corinne Pestes - School Nurse, Moorhead School District
Julia Sullivan - SLD Teacher, Thomas Edison Elementary
Wanda Holm - Principal's Secretary, Riverside Elementary

Motion carried 6-0.

COMMITTEE REPORTS: Reports were heard regarding the Policy Review, Student Activities, Community Education Advisory Council, Long-Range Planning, and Instruction & Curriculum Advisory committee meetings. Comments were made regarding the Fine Arts Night at Moorhead High, the Ethics in the Workplace/Business Conference held at Concordia, and the opportunity to read books to elementary students at Washington School.

JUNIOR HIGH COURSE ADDITION: Cox moved, seconded by Gustafson to approve the implementation of Junior High Conversational Spanish for the 1997-98 school year, and to direct administration to collect data for review by the Instruction and Curriculum Advisory Committee and the Board as to whether the course should be offered beyond the 1997-98 school year.

Motion carried by majority roll-call vote 5-1; Hewitt dissenting.

JUNIOR HIGH COURSE ADDITION: Foss moved, seconded by Cummings, to approve the implementation of eighth grade Aerobics to meet the grade eighth physical education requirement effective Fall 1997.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
FEBRUARY 24, 1997
PAGE 3

Hewitt moved to amend the motion to include "effective with this implementation, the scope, sequence and philosophy of the K-12 physical education program be reviewed to include cardiopulmonary health activity as an integral part of the physical education program, and the results of such review should be made available to the Instruction and Curriculum Advisory Committee by January 1, 1998." The amendment failed due to lack of a second.

The original motion carried 6-0.

REFUNDING BOND ISSUES: Lacher explained this item is for informational purposes only at this time. His office is researching whether or not to refinance outstanding bonds at a lower interest rate. Refinancing could potentially save the district close to \$250,000. The amount saved must total three percent (3%) of the bond total in order to refinance.

Lacher stated the Board should be prepared to see this item placed on a future agenda for action.

1997-98 ANNUAL OPERATIONAL PLAN: Hewitt moved, seconded by Cummings, to approve the 1997-98 Annual Operational Plan as presented. Motion carried 6-0.

1996-97 SNOW DAY SCHEDULE: Gustafson moved, seconded by Cummings, to approve the modification of the 1996-97 calendar as follows: March 5, 6 & May 30=Make-up Days K-12; June 2-4=Make-up Days K-11; June 4=Last Day K-11 Students; June 5=Last Day Staff; June 5 & 6=Additional Make-up Days for Students & Staff (if necessary). Motion carried 6-0.

FIRST READING OF POLICIES: The Board conducted first readings of the Assurance of Mastery (IEA), Copyright Policy (EGAA) and Activities Travel (DLCA) policies.

Action is anticipated at the March 10 meeting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig reminded board members of the School-to-Work Reform workshop if they wish to attend.

Gustafson stated Bob Lacher and he will be attending the Region 8 consortium meeting in Holdingford on February 26.

ADJOURNMENT: Cummings moved, seconded by Cox, to adjourn the meeting at 7:53 p.m. Motion carried 6-0.

Jim Cummings, Clerk

MEMO #: I-97-180

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Special Education Support Staff Dialogue

DATE: March 3, 1997

Members of the special education support staff including social workers, school psychologists, occupational therapists, and physical therapists will briefly discuss their programs and how they assist students and staff in the education process.

The Board has received brief information from these groups regarding their programs.

After brief discussion of each area the Board may wish to ask questions to lead to a fruitful dialogue related to contributions of special education staff.

RMJ/mdm

MEMO #: B97.243

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: REFINANCING BOND ISSUES

Mr. Myron Knutson, Senior Vice President/Manager, Evensen Dodge, Inc., will present bids for the refinancing of:

1985	Bond Issue Re-financed in 1991
1992	Bond Issue

The bids will be received Monday, March 10, 1997, by Evensen Dodge, Inc.

Suggested Resolution: Accept the recommendation of Mr. Knutson, Monday evening.

MEMO #: B97.236

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 20, 1997

SUBJECT: ELECTRICAL CONSERVATION AND REBATE PROGRAM

On Wednesday, February 19, 1997, Mr. Kaste and I met with Mr. Christopher Reed, MS, Energy Services Specialist with the Moorhead Public Service Department.

The estimated benefits of re-lamping our 11 buildings will be:

Reduction of demand costs of:	\$29,376
Energy Savings:	<u>7,803</u>
Total	\$37,179

The capital costs will be around \$260,000. This will be a payback of 6.99 years.

We are seeking a state loan of 0% interest. If the loan is not available we should still consider placing this project out for bid this summer. We need to complete the project by January 1, 1998, to be eligible for a rebate of \$75,822.60.

If we do not qualify for a loan, we would intend to add this project to the 97.98 Capital Outlay Program.

cc: Mr. Kaste

Attachment: Letter and rebate estimates from Mr. Reed

MOORHEAD

PUBLIC SERVICE

500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561-0779
(218) 299-5400 FAX (218) 299-5193 TDD (218) 299-5082

February 24, 1997

Mr. Robert Lacher
Assistant Superintendent
Business Affairs
Moorhead Public Schools
810 Fourth Avenue South
Moorhead, MN 56560

Dear Mr. Lacher:

75,822.60 Good news! Your business has passed the pre-installation inspection for the Moorhead Public Service (MPS) lighting rebate program. This is the first step toward receiving your estimated rebate amount of \$75,822.60 for the entire School District. The amount of rebate that each building qualifies for is attached to this letter. This rebate is based on a lamp-for-lamp retrofit and is subject to change based on the lamp and fixture type that is specified by your consulting engineer.

When I receive the final specifications for this project, I will send you the rebate amount based on these specifications.

We're pleased that you're participating in this new program which offers financial and environmental benefits.

If you have any questions or suggestions, please contact me at 299-5199.

Sincerely,


Christopher Y. Reed
Energy Services Specialist

CYR/cai
(cyrorv/kaste.ltr)
enclosures



recycled paper

**MOORHEAD PUBLIC SCHOOLS
REBATE AMOUNTS**

Asp Elementary	\$ 9,177.60
Voyager Elementary	1,285.50
Washington Elementary	5,927.10
Edison Elementary	5,479.80
Probstfield Elementary	8,322.00
Riverside Elementary	3,606.30
Junior High	10,005.90
Senior High	22,260.00
Lincoln Community Center	612.00
Townsite Centre	8,478.90
Maintenance Building	<u>667.50</u>
TOTAL	\$ 75,822.60

MEMO #: S-97-134

TO: School Board

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

RE: Approval of Policy

DATE: March 5, 1997

Attached please find the policy, Assurance of Mastery (IEA), as recommended for approval.

Suggested Resolution: Move to approve the policy, Assurance of Mastery (IEA), as presented.

cbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: IEA
DATE ADOPTED: 12/09/86
REVISED: 03/23/93

(DRAFT 2/97)

ASSURANCE OF MASTERY

Independent School District #152 Board of Education is dedicated to the assurance of student mastery in the areas of reading and mathematics. The district supports the need for each student to achieve minimal competency in these basic skills before high school graduation and provides the student with the opportunity to gain the necessary knowledge and concepts in reading and mathematics. ~~This policy excludes Special Education and English as a Second Language students.~~ Assurance of Mastery funding cannot be used to supplant Special Education or Limited English Proficiency (LEP) services to students

This policy assures that each student's progress toward mastery in these curriculum areas will be evaluated at least once during grades K-3, once during grades 4-6, once during grades 7-8, and once during grades 9-12. When a student is not making sufficient progress toward mastery in either reading or mathematics, the district will be responsible for holding a parent conference to establish an Individualized Learning Plan (ILP). The student will then be given alternative opportunities for remediation as outlined in the ILP.

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. Basic Standards tests will be required to prove competency in reading and math for the graduating class of the year 2000. A writing requirement will be added to the class of 2001. Students will be tested no later than grade 10. Students failing to pass the test will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will not receive a diploma. Students who have an IEP, as a Special Education student or a 504 Plan may receive exemption/ accommodations or modifications in these requirements only if so stated within the plan. Students new to the district will also need to meet basic standards requirements as stated in Minnesota Grad Rule adopted by the State Board of Education.

The responsibility for mastery is shared by the teacher, the student, the parent/guardian, the administration, and the Board of Education.

Building principals, assisted by the Assistant Superintendent of Instruction and ~~Chapter I~~ Title I/AOM Director, will provide the leadership and support needed to bring about successful implementation of the assurance of skill mastery process.

Independent School District #152 will include its Assurance of Mastery procedure in the ~~PER report biennially~~ Annual Report on Curriculum, Instruction and Student Performance.

MEMO #: S-97-135

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Approval of Policy
DATE: March 5, 1997

Attached please find the policy, Copyright Policy (EGAA), as recommended for approval.

Suggested Resolution: Move to approve the policy, Copyright Policy (EGAA), as presented.

cbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EGAA
DATE ADOPTED: 04-29-86
REVIEWED: 03-11-92

(DRAFT 1/20/97)

COPYRIGHT POLICY

In adherence to the current Federal Copyright Law, Public Law 94-553, the Board of Education of Independent School District #152 will take the necessary steps to ensure that the guidelines established by Congress for "Fair Use" by educational institutions are followed and will support all employees of the district who adhere to the policies and guidelines concerning copyright.

Any person violating copyright laws and/or established guidelines shall personally assume the responsibility by virtue of this school district policy. The legal and/or insurance protection of the district will not be extended to employees who violate copyright laws. Illegal copies of copyrighted materials and programs shall not be made or used on school district equipment.

In accordance with the policy adoption by the Board of Education, it shall be the responsibility of the Director of Media Services to inform the district staff of the law and these guidelines, and provide posters at the graphic and audio/visual copy machines and computer equipment, reminding employees of this law and the "Fair Use" guidelines. The principal/supervisor of each school site/program is responsible for establishing and enforcing practices which will ~~enforce~~ implement this policy at the building/program level.

Posters and guidelines defining the Fair Use doctrine shall be in the form of the attached items:

- I - Print
- II - Audio-Visual Software
- III - Music
- IV - Off-Air Broadcasting
- V - Prerecorded Video Programs
- VI - Computer Software
- VII - Procedures for Requesting Permission to Copy
Copyrighted Materials

I. GUIDELINES FOR PRINT

The intent of the following guidelines are to state the minimum standards of educational fair use under Section 107 of H.R. 2223. It is understood that the conditions determining the extent of permissible copying may change in the future.

A. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her request for scholarly research, teaching or preparation to teach a class.

1. A chapter from a book,
2. An article from a periodical or newspaper,
3. A short story, short essay or short poem, even if they are contained in a collection, drawing, cartoon from a book, periodical, or newspaper,
4. A chart, graph, diagram, picture, etc.

B. Multiple Copies for Classroom Use

Not to exceed in any event more than one copy per student in a course.

1. Meets the test of brevity and spontaneity as defined below
2. Meets the cumulative effect as defined below
3. Each copy includes a notice of copyright

DEFINITION

A. Brevity

1. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages, or (b) from a longer poem and excerpt of not more than 250 words.
2. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in 1 and 2 above may be expanded to permit completion of an unfinished line of a poem, or of an unfinished prose paragraph.
3. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
4. "Special" works: Certain works in poetry, prose or "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph 2 above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

B. Spontaneity

1. The copying is at the instance and inspiration of the individual teacher.
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to request for permission.

C. Cumulative Effect

1. The copying of the material is for only one course in the school in which the copies are made.
2. Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
3. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in 2 and 3 above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

D. Prohibitions as Related to Fair Use Copying of Books and Periodicals

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works.
2. There shall be no copying of or from works intended to be consumable in a course of study. These include workbooks, exercises, standardized tests, test booklets and answer sheets.

3. Copying shall not substitute for the purchase of books, reprints, or periodicals.
4. Copying shall not be directed from higher authority.
5. Copying shall not be repeated with respect to the same item by the same teacher from term to term.
6. No charge shall be made to students beyond the actual cost of the photocopying.

II. GUIDELINES FOR AUDIO-VISUAL SOFTWARE WORKS

A. Permissible Uses:

Four requirements must be met before a performance is considered acceptable under the "fair use" exemption for schools.

1. The performance must be presented by instructors; and,
2. The performance must occur in the course of face-to-face teaching activities; and,
3. The performance must take place in a classroom or similar place for instruction (including the library); and,
4. The performance must be of a legally acquired (or legally copied) copy of the work.

B. Prohibitions

1. Changing the medium to reproduce audio or video materials to a format compatible with other equipment.
2. The duplication of a 16mm film, 8mm film, video, computer software, slide, transparency, transparency master, or other visual media.

III. GUIDELINES FOR MUSIC SHEET MUSIC & SOUND RECORDINGS

(Sound recordings will include phonograph records, cassette tapes in analog and digital formats, compact discs, reel-to-reel tape, and hard disk recordings.)

A. Permissible Uses:

1. Emergency copying to replace purchased copies for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
5. A single copy of recordings or performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B. Prohibitions as Related to Duplicating Music

1. Copying to create or replace or substitute or anthologies, compilations or collective works.
2. Copying of or from works intended be consumable in the course of study or teaching such as workbooks, exercises, standardized tests and answer sheets and like materials.
3. Copying for the purpose of performance, except as in A.1 above.
4. Copying for the purpose of substitution for the purchase of music, except as in A.1 and A.2 above.
5. Copying without inclusion of the copyright notice which appears on the printed copy.

IV. GUIDELINES FOR GRAPHICS

(Graphics are defined as paintings, lithographs, serigraphs, etchings, maps, diagrams, charts.)

A. Permissible Uses:

Reproduction of graphic material may fall under the "fair use" provisions. Making a single copy of a graph or illustration from a book is acceptable if the copy is for personal research or study, and multiple copies of a single graphic are authorized for a class under the fair use guidelines:

1. Copying must be at the instance and inspiration of the teacher and so close in time to the required use that receipt of permission would be impossible;
2. The copy is for only one course in the school;
3. The copy is for not more than nine occurrences of multiple copying for that course; and
4. Not more than one graphic is copied per book or periodical.

V. IV/ GUIDELINES FOR OFF-AIR BROADCASTING

- A. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
- B. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
- C. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.

- D. Off-air recordings may be made at the request of and used by individual teachers, and may not be regularly recorded in anticipation of request. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
- E. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teacher under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.
- F. After the ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluating purpose without authorization.
- G. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
- H. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
- I. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

//CONGRESSIONAL RECORD/ OCTOBER 14/ 1981

V/ GUIDELINES FOR PRE-RECORDED VIDEO CASSETTES AND VIDEO DISKS

A/ Permissible/

- 1//Use of prerecorded video programs by teachers or pupils in the course of face-to-face teaching activities in a classroom/
- 2//The copy was legally made and purchased or that the person responsible for the performance had no reason to believe the copy was not lawfully made/
- 3/ No admittance fee is charged/

VI. GUIDELINES FOR COPYRIGHTED COMPUTER SOFTWARE

- A. The legal, ethical, and practical problems caused by illegal copying and hacking will be taught in all schools in the district.
- B. District employees will be expected to adhere to the provisions of Public Law 96-517, Section 7 (b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "...it is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - 1. That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner, or
 - 2. That such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."
- C. When copyright software is to be used on a disk sharing system, efforts will be made to secure this software from copying.

- D. Illegal copies of copyrighted programs may not be made or used on school equipment.
 - 1. A permanent warning shall be posted in all areas where students and staff have access to computer equipment notifying them of this law.
- E. Only individuals designated by the Superintendent of Schools may sign license agreements for software for schools in the district.
- F. No employee or student of the district shall illegally access any data base or electronic bulletin board.
- G. The principal of each school site is responsible for establishing practices which will enforce this policy the school level.

VII. PROCEDURES FOR REQUESTING PERMISSION TO COPY COPYRIGHTED MATERIALS

Procedures for requesting permission to copy copyrighted materials beyond the "fair use" as outlined in 6131.71 (Classroom Use), 6131.73 (Music Scores and Recordings), and 6131.8 (Computer Software) as follows:

- A. Any district employee will fill out the Independent School District #152 form "Request for Permission to Copy", making sure the following information is included:
 - 1. Title, author, and/or editor, and edition of materials to be duplicated
 - 2. Exact material to be used, giving amount, page numbers, chapters, and, if possible, a photocopy of the material
 - 3. Number of copies to be made
 - 4. Use to be made of duplicated materials
 - 5. Form of distribution (classroom, newsletter, etc.)
 - 6. Whether or not the material is to be sold
 - 7. Type of copy (ditto, photocopy, offset, typeset, other)
- B. The request shall be forwarded to the Instructional Materials Center which will send the request, together with a self-addressed envelope, to the permissions department of the company owning the copyright. This will generally be the publisher listed on the front or back of the title page. Contact the Instructional Materials Center (IMC) for assistance on obtaining addresses or assistance in obtaining copyright information.

REFERENCES: Adoptable Copyright Policy (Vleck @1992)

Reviewed/Revised: 3/11/92

MEMO #: S-97-136

TO: School Board

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

RE: Approval of Policy

DATE: March 5, 1997

Attached please find the policy, Activities Travel (DLCA), as recommended for approval.

Suggested Resolution: Move to approve the policy, Activities Travel (DLCA), as presented.

cbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: DLCA
DATE ADOPTED: 08-05-88
REVISED: 03-26-91

(DRAFT 11/96)

ACTIVITIES TRAVEL (K-12)

STATE MEETS

District students participating in athletic and/or academic activities at the state level will be provided a school car, bus or contracted travel; lodging with two ~~to four~~ or more students per room when possible, and registration fees, upon approval of the Building Principal and/or Activities Director. Meals will not be provided unless they are included in a registration fee or reimbursed by the Minnesota State High School League or other activity sponsor.

First and second place winners in vocational education district contests will be given travel allowances for state events.

NATIONAL MEETS

National competition for first place state winners will be financed through activity accounts and/or student participants.

Reviewed/Revised: 3/26/91

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

MARCH 24, 1997
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton "Butch" Hastad _____
Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. 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"

*** We are proud of the following Voyager students from Mrs. Gunderson's and Mrs. Swanson's communications classes for being honored in the book A Celebration of Young Poets. Over 600 schools who participated in the contest sponsored by Creative Communications Inc. In a letter from the editor, they noted the talent, hard work and dedication from the students and teachers, and stated Voyager stands out and is in the top 5% of schools who entered and had won a "Poetic Achievement Award." Students are Jacob Aakre, Kadee Algaard, Chelsea Allen, Jared Allen, Amy Anderson, Jacob Arends, Mostafa Bashir, Jamie Carow, Courtney Covey, Christopher Cruz, Matthew A. Dahlen, Christopher Dawson, Matthew Duval, Samantha Erdmann, Kristen Erickson, Jessica Fawley, Philip Fox, Dora Turrubiates, Rachel Grosen, Lisa Ann Horn, Elizabeth Hunstad, Blake Johnson, Jesse Kallander, Joshua Karch, Conrad Klinkhammer, Jolee Kukert, John Langdahl, Cody LaPash, Amanda Larson, Louise McLarnan, Ashley Miller, Jennifer Motschenbacher, Bradley Olson, Jose Ramirez, James Ross, Amy Schlaht, Lars Seljevold, Megan Swab, Josh Trautner, Chris Tweten, Eric Underwood, Karissa Walker, Scotty Weber, Vanessa Whitaker, and Nathan Zaffke.

*** We are proud of the the following Moorhead High students for receiving honors in the Junior Duck Stamp Competition. Students are: Stacy Miller - 2nd Place, Canvasback, Acrylic; Allison McCann - 3rd Place, Pintails, Acrylic; Honorable Mentions: Andrew Cumings - Canadian Geese, Acrylic; Kyle Janecky - Black Ducks, Acrylics; John McDonald - Wood Dick, Acrylics; Nicola Parise - Harlequin, Acrylics/Colored Pencil; Dan Rowell - Canadian Geese, Acrylic/Colored Pencil; Amy Wegleitner - Red Head, Acrylic. Their teacher is Mick Dunn.

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

S-mq-Bos
MIN
March 24, 1997

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 - Jernberg
(1) Acceptance of Gifts - Page 5

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle
(1) Approval of Retirement - Page 6
(2) Approval of Family/Medical Leave - Page 7
(3) Acceptance of Resignation - Page 8

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. 1998-2003 FIVE YEAR EDUCATION PLAN: Community Partnerships Planning Task Force Report - Jernberg
Page 9

Suggested Resolution: Move to receive the report and to direct administration to disseminate it for review and feedback.

Moved by _____ Seconded by _____
Comments _____

5. FLOOD POTENTIAL UPDATE - Anderson/Lacher

Review of plans made in the event of flooding problems for the school district.

6. CLAY COUNTY JOINT POWERS COLLABORATIVE AGREEMENT BYLAWS -
Anderson
Pages 10-19

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Agreement as presented.

Moved by _____ Seconded by _____
Comments _____

7. PHYSICAL THERAPY/OCCUPATIONAL THERAPY SERVICES AGREEMENT -
Lacher
Pages 20-22

Review of the administrative action taken regarding the sports medicine services for the school district.

8. RESOLUTION DISCONTINUING & REDUCING PROGRAMS AND POSITIONS -
Skinkle

Suggested Resolution: Move to approve the resolution as presented.

(Due to final staffing determinations, the resolution will be presented at the meeting.)

Moved by _____ Seconded by _____
Comments _____

9. 1997-98 SCHOOL CALENDAR - Anderson/Kopperud
Page 23

Review of the board-approved 1997-98 calendar.

10. HIGH SCHOOL PRINCIPAL SEARCH - Skinkle

Update regarding the search for the principal of Moorhead Senior High School.

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>
End 3rd Qtr.	Thurs., Mar. 27		
K-6 Staff Workshops (No Classes)	Thurs., Mar. 27		
Spring Break (No Classes K-12)	Fri., Mar. 28		
Activities Committee	Tues., Apr. 8	7 am	Townsite
Voyager DARE Graduation	Tues., Apr. 8	7 pm	Sr. High
Long Range Planning	Thurs., Apr. 10	3:45 pm	Townsite
School Board	Mon., Apr. 14	7 pm	Townsite
CE Appreciation Event	Tues., Apr. 15	6:30 pm	Townsite
Supt. Advisory Council	Thurs., Apr. 17	7 pm	Townsite
Policy Review	Mon., Apr. 21	7 pm	Townsite
MSH Spring Play "Done to Death"	Thurs., Apr. 24- Sun., Apr. 27		Sr. High
School Board	Mon., Apr. 28	7 pm	Townsite
MSH Prom	Sat., May 3		
Long Range Planning	Tues., May 8	3:45 pm	Sr. High
School Board	Mon., May 12	7 pm	Townsite
ICAC (PER) Committee	Thurs., May 15	7 am	Townsite
MEA Banquet	Thurs., May 15		Concordia
Academic Awards	Sun., May 18	2:30 pm	Sr. High
Honors Banquet	Sun., May 18	6 pm	Concordia
Baccalaureate	Wed., May 21	7 pm	Concordia
Memorial Day	Mon., May 26		
SNOW MAKE-UP DAY (K-12 CLASSES HELD)	FRI., MAY 30		
Graduation	Sun., June 1	2 pm	Concordia
SNOW MAKE-UP DAYS (K-11 CLASSES HELD)	MON., JUNE 2 - FRI., JUNE 6		
LAST DAY FOR STAFF	MON., JUNE 9		

MEMO #: I-97-195
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gift
DATE: March 18, 1997

The district has received \$50 from the Moorhead Evening Lions to be utilized for the junior high nature area environmental project.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMORANDUM P 97.039

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: March 18, 1997
SUBJECT: Retirement of District Employee.

The administration requests approval of the early retirement of the following person effective at the end of the 1996-97 school year:

Florence Moitzheim - Second Cook, Moorhead Senior High, effective May 30, 1997.

Suggested Resolution: Move to accept the early retirement as presented.

JDS:sdh

MEMORANDUM P 97.040

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: March 18, 1997
SUBJECT: Family/Medical Leave

The administration requests a family/medical leave for the following person:

Lorinda Semanko - Paraprofessional, MCAP, Townsite Centre, to begin approximately June 15, 1997 for twelve weeks.

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

JDS:sdh

MEMORANDUM

P 97.041

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: March 18, 1997
SUBJECT: Resignation of District Employee.

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

Jeanette Vazulik - Elementary Teacher on leave of absence, to be effective at the end of the 1996-97 school year.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMO #: I-97-194

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Community Partnerships Planning Task Force
Report and Discussion Guide

DATE: March 18, 1997

Attached is a copy of the "Critical Choices: Community Partnerships Planning Task Force Report and Discussion Guide." This is one of four reports and discussion guides that will be presented to the Board in the process for preparing for the 1998-2003 Five Year Educational Plan.

Scott Hutchins will present the report to the Board and other members of the task force will be available to respond to questions.

You will note that pages 10-13 include a Response Form. It is intended that these forms be filled out separately by individuals who wish to provide feedback.

The report will be made available to school district students, staff, families, and to community leaders, partners and residents. Copies will be available in each school building, Townsite Centre and the public library in addition to copies being sent to individuals who have been involved in the task forces and will be distributed at PTAC meetings.

After discussion regarding the document, the Board may wish to give further direction regarding distribution of the report and discussion guide. The response form and other information will be submitted through June 1. Responses will then be summarized and sent to Jan Hively, district consultant, who will write a draft 1998-2003 Five Year Educational Plan for further Board discussion.

Suggested Resolution: Move to receive the report and to direct administration to disseminate it for review and feedback.

RMJ/mdm
Attachment

MEMO #: S-97-145

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. ^{BRA}
RE: Joint Powers Collaborative
DATE: March 20, 1997

Attached you will find the proposed draft Clay County Joint Powers Collaborative Agreement, dated March 4, 1997.

Suggested Resolution: Move to approve the Clay County Joint Powers Collaborative Agreement as presented.

(cbf)
Attachment

FOR DRAFT PURPOSES ONLY

Draft Dated 3/4/1997

CLAY COUNTY JOINT POWERS COLLABORATIVE JOINT POWERS AGREEMENT

This Joint Powers Agreement made and entered into this ____ day of _____, 1997, by and between the mandated partners: the Board of County Commissioners, Clay County, Minnesota, Independent School District No. 152 (Moorhead), Independent School District No. 146 (Barnesville), Independent School District No. 2164 (Dilworth, Glyndon, Felton), Independent School District No. 150 (Hawley), Independent School District No. 914 (Ulen-Hitterdal) and Clay Wilkin Opportunity Council, and also between the voluntary partners as set out in this Agreement in Section 4 A. (4); herein collectively referred to as "Participating Boards"; is as follows:

WHEREAS, there is a recognized need to plan and develop services for children and families in Clay County; and

WHEREAS, Minnesota Statute Section 121.8355 Subd. 1(a) provides for the establishment of a Family Services Collaborative to provide services designed to enhance opportunities for children or youth to improve child health and development, reduce barriers to adequate school performance, improve family functioning, provide community service enhance self esteem and develop general employment skills; and

WHEREAS, the Participating Boards desire to make such services readily available to their residents in conformance with the provisions of Minnesota Statute 121.8355; and

WHEREAS, the Participating Boards recognize that such services can be appropriately financed supported and managed by a multi organization joint venture.

NOW THEREFORE, in consideration of the conveyance and mutual agreements pursuant to the foregoing and to Minnesota Statutes Section 471.59, the Participating Boards do hereby establish the Clay County Joint Powers Collaborative; hereinafter referred to as CCJPC; having the composition, powers, and duties provided in this Agreement as follows:

SECTION 1. PURPOSE:

The purpose of this agreement is to fulfil the Participating Boards' responsibilities to carry out the mission of the CCJPC. The CCJPC Board is established, herein and referred to as the Joint Powers Board, to plan for and develop policies to implement, direct, operate and manage or contract for the operation and management of services of the CCJPC.

Page 1

SECTION 2. MISSION:

The mission of CCJPC is to work in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem and develop general employment skills.

SECTION 3. OFFICE:

The main administrative offices for CCJPC shall be at a location determined by the fiscal agent.

SECTION 4. JOINT POWERS BOARD:

The powers, duties, mission and purpose of this agreement shall be carried out through the Joint Powers Board. Composition of the membership in the Joint Powers Board shall be as follows:

A. The Board shall Consist of:

1. Two (2) Clay County Commissioners.
2. Two (2) School Board Members from the Independent School District 152.
3. One (1) School Board Member from each of the other four (4) participating School Districts.
4. One (1) City Representative from within each of the five School Districts providing the city wishes representation.
5. One (1) Board Member from the Clay Wilkin Opportunity County representing the Community Action Agency.
6. One (1) Non -Profit Consumer representative who is a resident of Clay County.
7. Administrator of Clay County Public Health Department.
8. Director of Clay County Social Services.
9. One (1) Superintendent representative from within the County.

B. Members representing Clay County shall be appointed and removed by the Clay County

Board of Commissioners.

C. Representative of each City choosing to participate shall be appointed and removed by its City Council.

D. Members representing each school district shall be appointed and removed by the represented School District's Board.

E. Representative of the Community Action Agency shall be appointed and removed by the Clay Wilkin Opportunity Council Board of Directors.

F. The non-profit consumer representative shall be appointed and removed by the Joint Powers Collaborative Family Services Advisory Committee (FSAC).

G. Additional Parties to this Joint Powers Agreement may be added from Time to Time by agreement of the present and future participating Boards.

H. Members of the Joint Powers Board shall be appointed to a three (3) year term. The terms shall be staggered according to a schedule adopted by the resolution of the Joint Powers Board so that the terms of approximately one thirds of the members shall expire each year.

SECTION 5. POWERS AND DUTIES OF THE JOINT POWERS BOARD:

The Joint Powers Board shall exercise the powers and duties as necessary in the creation and operation of a Family Services Collaborative as provided under Minnesota Statute Section 121.8355 and by this Joint Powers Agreement. The parties agree as follows:

A. This Joint Powers Agreement authorizes the CCJPC to receive and expend any funds received from parties hereto, from the State of Minnesota, and from any other lawful source, including any governmental source, gifts, or donations in order to fulfill the purposes and mission as described in this agreement.

B. The respective Participating Boards each will make the final decisions related to the collaborative efforts as they impact their specific jurisdiction.

C. An Integrated fund shall be created. In-kind contributions and approved grants shall be committed to the integrated fund by Participating Boards in conformance to the provision of Minnesota Statute Chapter 121.8355 Subdivision 4.

D. Any funding received by CCJPC for which expenditure guidelines have not been clearly identified must be approved by at least three fourth majority of the Joint Powers Board.

E. Clay County is hereby designated the fiscal agent for CCJPC. At the effective date of this

Page 3

agreement Clay County, as the fiscal agent for the CCJPC shall be responsible for the safekeeping of the funds of the CCJPC. The CCJPC and the fiscal agent shall ensure the accountability of all funds and the accurate reporting of all receipts and disbursements.

F. All contracts, sales and purchases made by the Joint Powers Board shall be in conformance with the procurement procedures and practices applied by the fiscal agent (Clay County).

G. The Joint Powers Board may contract with and/or employ and manage staff as necessary to carry out the purpose of this Joint Powers Agreement, subject to the financial and regulatory limitations imposed by law, this Joint Powers Agreement to the State of Minnesota.

H. It may be necessary to employ a coordinator to coordinate the activities of the CCJPC Committee(s). If a coordinator is employed by the CCJPC, the position shall be paid for by grant funds and/or by Clay County, with or without contributions from other Participating Boards.

I. The CCJPC shall assure that a collaborative plan is created in accordance with Minnesota Statute Section 121.8355 Subd. 5 and 6.

SECTION 6. OPERATING PROCEDURES:

A. At an annual organizational meeting the Joint Powers Board shall elect, from its membership a chair and such other officers as it deems necessary for the conduct of its affairs.

B. Each Joint Powers Board member shall have one vote in the determination of all issues. A quorum is necessary for the conduct of business. A quorum shall be the presence of a majority of the members of the Joint Powers Board. Proxy voting shall not be permitted. An alternate member, when acting in the absence of a member, shall have all rights and privilege of a member including a vote in the determination of all issues.

C. The regular meetings of the Joint Powers Board shall be held once every quarter. Time and place of regular and special meetings shall be established by the Joint Powers Board.

D. All meetings of the Joint Powers Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, Minnesota Statute Section 471.705, and amendments thereto.

E. The Joint Powers Board shall provide the minutes of its meetings, financial statements and a copy of its annual audit to the Participating Boards. It shall annually inform the Participating Boards about its anticipated revenues and expenses for the coming year in sufficient time for consideration in the budget process by the Participating Boards.

F. Each member of the Joint Powers Board may receive per diem and be reimbursed expenses in the performance of official duties within the limitations established by the board which

she/he represents.

SECTION 7. CCJPC ADVISORY COMMITTEES:

Advisory committees consist of those listed as A., B., and C. Below, as well as other initiative advisory committees which may be established in future. Each advisory committee will elect one of its members to serve as chair of the committee. The committee chair will present progress reports and make recommendations as appropriate to the Joint Powers Board at the regular meetings.

A. Family Services Collaborative Advisory Committee (FSCAC): The FSCAC will be made up of citizens, service providers, young adults, parents, public and private non profit supportive organizations and public officials. The FSCAC shall be responsible for developing and recommending programs and collaborative efforts designed to realize the mission of the CCJPC.

B. Community Diversity Issues Advisory Council (CDIAC): The CDIAC shall serve as a key focus group of CCJPC to identify and address cultural diversity and social issues affecting the county and the community, and recommend solutions to make the county a more inclusive, safe and inviting place to live.

C. Children's Mental Health Collaborative Advisory Committee (CMHCAC): The CMHCAC shall include service providers, parents and consumers with severe emotional disabilities. CMHCAC shall advise the CCJPC Board on mental health needs of children and families. The committee will make recommendations related to intake assessment, evaluation, and mental health service provision.

SECTION 8. COLLABORATION WITH ONGOING PROJECTS AND INITIATIVES:

PEW Cultural Diversity Project, Project Health, and Healthy Community Initiative are three area wide collaboratives that are currently in place. The CCJPC will seek to improve coordination with these existing collaborative and/or other future initiatives that may be related to its mission.

SECTION 9. SUPERVISORY TEAM:

A Supervisory Team consisting of the Clay County Coordinator, a city manager/city representative, and a Clay County School superintendent shall be established to provide oversight with regard to the administrative and management matters of the CCJPC. The Supervisory team shall identify one of its member, or a designee, to serve as an administrative liaison to support and provide guidance to the appropriate committees and staff.

SECTION 10. COMMITMENT AND TERMINATION:

Each Participating Board shall have the right to review its participation and financial

commitment when and if there is change in the existing funding mechanisms and legislation as it relates to the mission of CCJPC. Any Participating Board shall have the right to withdraw from this Joint Powers Agreement in a manner described as follows:

A. The participating Board withdrawing shall pass a resolution declaring its intent to withdraw and forward a certified copy of the resolution to the Chair of the CCJPC not less than 90 days before the day of withdrawal.

B. Each participating Board acknowledges that withdrawal may mean that CCJPC could cease to meet the statutory requirements for continued existence as a collaborative under Minnesota Statute Section 121.8355.

C. Notwithstanding each Participating Board's right to withdraw, this Joint Powers Agreement and the Joint Powers Board created hereby shall continue in full force and effect until all Joint Powers Board member mutually agree to terminate this agreement by a joint resolution.

D. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debts and liabilities, settling its affairs, and disposing of its property, if any.

SECTION 11. DISPOSAL OF SURPLUS PROPERTY:

Upon termination of this Joint Powers Agreement all remaining personal and real property of CCJPC shall be distributed by resolution of the Joint Powers Board in accordance with the law and in a manner to best accomplish the continuing purposes of the CCJPC. As provided by law any surplus moneys shall be returned to the Parties after the purpose of the Joint Powers Agreement has been completed.

SECTION 12. AMENDMENTS:

This Joint Powers Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all parties at least 30 days prior to the effective date of the proposed amendment.

SECTION 13. INSURANCE AND INDEMNIFICATION:

CCJPC shall obtain and maintain such workers' compensation insurance, automobile insurance, and general liability insurance for bodily injury, personal injury and property damage to the CCJPC officials and the employees in the performance of duties arising from this Joint Powers Agreement as is appropriate. CCJPC shall also obtain such general liability insurance for bodily injury, personal injury and property damage to third parties as is appropriate. CCJPC shall provide certification of such coverage to the Participating Boards.

SECTION 14. EFFECTIVE DATE:

The effective date of this agreement shall be the _____ day of _____, 199_.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed to be executed by the authority of their respective governing boards.

MANDATED PARTNERS:

CLAY COUNTY BOARD OF COMMISSIONERS

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 152
(MOORHEAD)**

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 146
(BARNESVILLE)**

Dated: _____

By _____
Its: Chair

Dated: _____

By _____
Its: Clerk

**INDEPENDENT SCHOOL DISTRICT NO. 2164
(DILWORTH-GLYNDON FELTON)**

Dated: _____

By _____

Page 7

Its: Chair

Dated: _____

By _____

Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 150
(HAWLEY)

Dated: _____

By _____

Its: Chair

Dated: _____

By _____

Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 914
(ULEN-HITTERLDAL)

Dated: _____

By _____

Its: Chair

Dated: _____

By _____

Its: Clerk

CLAY WILKIN OPPORTUNITY COUNCIL

Dated: _____

By _____

Its: Chair

Dated: _____

By _____

Its: Executive Director

VOLUNTARY PARTNERS:

CITY REPRESENTATIVE

Dated: _____

By _____

Dated: _____

By _____

CITY REPRESENTATIVE

Dated: _____

By _____

Dated: _____

By _____

CITY REPRESENTATIVE

Dated: _____

By _____

Dated: _____

By _____

CITY REPRESENTATIVE

Dated: _____

By _____

Dated: _____

By _____

CITY REPRESENTATIVE

Dated: _____


By _____

Dated: _____

By _____

Memo #: B97.247

Memo To: Dr. Anderson

From: R. Lacher 

Date: March 19, 1997

Subject: Sports Coverage, Jr & Sr High

Given the fact there is no cost to the school district and three qualified vendors have proposed basic services as requested, the school district is free to consider the additional proposals as the discriminator in allowing a vendor to provide these services to the school district.

Suggested Resolution: Move to accept MeritCare proposal. After review and and discussions, it is felt that the proposal from MeritCare be accepted for the specified services and provide an additional trainer at the Sr. High School for the next five years.

MAR 14 1997

March 12, 1997

TO: Dr. Anderson
FROM: Don Hulbert
RE: Sports Medicine Coverage, Moorhead Junior and Senior High

I received three proposals for Sports Medicine Coverage and related services on February 14, 1997. Red River Valley Sports Medicine, Dakota Sports Medicine and MeritCare Sports Medicine provided outlines indicating their ability to meet our basic specifications for coverage. All three groups have provided valuable services to school districts and colleges in our area.

All three proposals indicated a willingness to provide coverage for the Moorhead School District at no charge.

BASIC REQUIREMENTS AS OUTLINED IN REQUEST FOR SERVICES:

Provide a certified trainer at Moorhead Senior and Junior High School. Provide additional trainer/s when multiple activities are held in Moorhead.

Provide coverage for home and away contests in varsity football and boys hockey.

Provide a certified trainer for invitationals or tournaments as scheduled.

All three organizations indicated their willingness to meet these requirements.

To contract or provide physician coverage for all home varsity football and boys hockey games.

Red River indicated a desire to cover these contests through Dr. Stavenger (orthopaedic surgeon), who would be appointed team leader responsible for this contract. MeritCare and Dakota indicated they would provide physicians for game coverage.

Provide direction and administration for a student trainer program.

All three groups were willing to promote the student trainer program. Red River provides a summer camp to train students interested in sports medicine. Dakota would develop a mentor program for interested students. MeritCare has been willing to recruit and educate student trainers interested in this field.

Provide fitness testing or evaluation of student athletes.
 Provide consultation with staff when called for regarding strength or exercise prescriptions for athletes or teams.
 Provide for teaching and certification of bloodborne pathogens for coaching staff.

All three groups were willing to provide assistance in the area of exercise physiology services as well as workshops or inservice to accommodate bloodborne pathogens/clean-up needs. MeritCare has developed an on-site Speed/Strength Camp over the summer months for interested athletes.

Assist the activities office in maintaining records, budgets, inventories and the ordering of supplies.
 Assume responsibility for the documentation of communications between athletes, parents, coaches and physicians regarding all injuries.

All three groups indicated they could meet these requirements.

ALTERNATIVES PROPOSED:

Each of the three groups proposed services beyond the basic specifications stated in our request:

Dakota Sports Medicine - \$3,500. per year to fund weight room supervisor
 \$1,000. per year toward Dollars for Scholars program.

Red River Valley Sports Medicine Institute -

\$1,000. per year to fund scholarships for health related profession.
 Annual scholarship for two student trainers
 (no amount given)

MeritCare Sports Medicine -

Provide a second athletic trainer at the high school (approximately \$17,000).

I recommend that our school district accept the proposal from MeritCare for coverage over the next five years. They have met the basic requirements and have proposed the most advantageous alternative for our school district. We have been pleased with their services over the past seven years.

Adapted
8/12/96

July 1997	August	September
1 2 3 4	1	① 2 3 4 5
7 8 9 10 11	4 5 6 7 8	8 9 10 11 12
14 15 16 17 18	11 12 13 14 15	15 16 17 18 19
21 22 23 24 25	18 19 20 21 22	22 23 24 25 26
28 29 30 31	25 26 27 28 29	29 30
October	November	December
1 2 3	3 4 5 6 7	1 2 3 4 5
6 7 8 9 10	10 11 12 13 14	8 9 10 11 12
13 14 15 16 17	17 18 19 20(21)	15 16 17 18 19
20 21 22 23 24	(24)(25) 26 27 28	22 23 24 25 26
27 28 29 30 31		29 30 31
January 1998	February	March
1 2	2 3 4 5 6	2 3 4 5 6
5 6 7 8 9	9 10 11 12 13	(9)(10) 11(12) ⑬
12 13 14 15 16	16 17 18 19 20	16 17 18 19 20
19 20 21 22 23	23 24 25 26 27	23 24 25 26 27
26 27 28 29 30		30 31
April	May	June 1998
1 2 3	1	1 2 3 4 5
6 7 8 9 10	4 5 6 7 8	8 9 10 11 12
⑬ 14 15 16 17	11 12 13 14 15	15 16 17 18 19
20 21 22 23 24	18 19 20 21 22	22 23 24 25 26
27 28 29 30	25 26 27 28 29	29 30

- ☐ SD Workshops
- ☐ Vacation
- () P/T Conference
- Teacher Comp. Day

Snow Make-Up:

June 4, 5

Payroll Dates:

July 31, 1997
August 29
September 30
October 31
November 25
December 19
January 30, 1998
February 27
March 31
April 30
May 29
June 30

1997-98 SCHOOL CALENDAR

	1997
Aug. 26-29	K-12 Teacher Workshops
Sept. 1	Labor Day
2	K-12 Classes Begin
Oct. 16-17	MEA
31	End of 1st Quarter
31	K-12 Teacher Workshops
Nov. 21&24	K- P/T Conferences (daytime)
24	K-12 P/T Conferences (5-8pm)
25	K-12 P/T Confs. (8-1, 2-5, 6-9)
26	K-12 No School/Tch. Comp.
27&28	Thanksgiving Holiday
Dec. 22	Winter Break Begins
	1998
Jan. 5	K-12 Classes Resume
22	End of 2nd Quarter/Semester
23	K-12 Teacher Workshops

	1998 (continued)
Feb. 16	President's Day Holiday
17	K-12 Workshops
Mar. 9&10	K- P/T Day Conferences (day)
10	K-12 P/T Conferences (6-9pm)
12	K-12 P/T Confs. (8-1, 2-5, 6-9)
13	K-12 No School/Tch. Comp.
27	End of 3rd Quarter
30&31	ITBS Testing Grades 2-6
Apr. 1-3	ITBS Testing Grades 2-6
8	K-12 Workshops
9-13	Spring Break/No School
May 25	Memorial Day
June 3	Last Day for Students
4	Last Day for Staff/Workshops
June 7	Graduation