



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 8, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Kristine Thompson _____
Anton B. Hastad _____	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 _____

2. CLOSE PUBLIC MEETING: Ladwig

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies for administrative contracts.

Moved by _____ Seconded by _____
Comments _____

3. OPEN PUBLIC MEETING: Ladwig

Suggested Resolution: Move to reopen the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

4. ADJOURNMENT

5-119-1305
MIN
1-8-98

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Joint Powers	Jan. 8	7:00 a.m.	Townsite
Long Range Planning	Jan. 8	3:45 p.m.	Townsite
School Board	Jan. 12	7:00 p.m.	Townsite
Student Activities	Jan. 13	7:00 a.m.	Townsite
Instruction & Curriculum Advisory	Jan. 15	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Jan. 19	3:45 p.m.	Townsite
Policy Review	Jan. 19	7:00 p.m.	Townsite
CE Advisory Council	Jan. 20	7:00 p.m.	Townsite
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
State-wide Testing (Grades 3,5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

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

January 12, 1998

7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Kristine Thompson _____
Anton B. Hastad _____	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 Moorhead Junior High Team of Krister Anderson, Paul Anderson, Dan Boggs, Jeff Broten, Kris Dahl, Aaron Galles, Seth Harris, Will Hewitt, Maren Hulten, Matt Kaul, Kelly Koppang, Lily Langerud, Sam Lenius, Erika Markey, Brent Olson, Jacob Osowski, Craig Powers, Lee Richards, Jack Rousseau, Alicia Strnad, Bethany Weir, and Vanessa Whitaker, for becoming the Minnesota State Champion for the Middle School Division of the Fall Knowledge Master Open. Moorhead placed 30th out of 1015 participating middle schools worldwide.

The Knowledge Master Open was designed to stimulate enthusiasm for learning and recognition for academic accomplishment. The contest consisted of two hundred higher-level thinking skills questions covering fourteen curriculum areas. It runs on classroom computers to allow schools an opportunity to compete in a large academic event without the expense of traveling. Scores are based on a combination of speed and accuracy.

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

S-M 9-805
MIN
1/12/98

2. ORGANIZATION OF THE SCHOOL BOARD: Anderson

A. Election of Officers:

Chairperson -
Vice-Chair -
Treasurer -
Clerk -

Moved by _____ Seconded by _____
Comments _____

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 6
- (2) Acceptance of Grants - Page 7

B. BUSINESS AFFAIRS - Lacher

- (1) Approval of Change Orders
 - MHS Air Conditioner Chiller Replacement - Page 8
 - MHS Science Lab Revisions - Page 9
- (2) Approval of Lease Agreements
 - Baytone Music (Voyager) - Page 10
 - Armory - Pages 11-20
- (3) Approval of Property/Casualty Insurance Renewal
 - Pages 21-22

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of Resolution to Discontinue Programs and Positions - Pages 23-24
- (2) Approval of New Employees - Page 25
- (3) Acceptance of Resignation - Page 26
- (4) Approval of Family/Medical Leave - Page 27
- (5) Approval of Transfer - Page 28

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of December 1 & 8, 1997 Minutes
 - Pages 29-39
- (2) Approval of January Claims (first half)

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

Moved by _____ Seconded by _____
Comments _____

4. COMMITTEE REPORTS

5. 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 invited staff and community representatives on a wide variety of programs and issues.)

Graduation Standards Implementation - Jernberg/Regelstad

6. ENROLLMENT DATA PROJECTIONS: Jernberg
Pages 40-49

Review of the adjusted October 1997 cohort projections.

7. SPORTS CENTER LOCKER ADDITION: Jernberg
Pages 50-53

Overview of a proposed addition to the Moorhead Sports Center for women's locker rooms.

8. AUDIT FIRM PROPOSAL: Anderson
Pages 54-57

Suggested Resolution: Move to approve the audit proposal from Eide Helmeke PLLP for the audit for the next three fiscal years as proposed.

Moved by _____ Seconded by _____
Comments _____

9. LEGAL COUNSEL/HIGH SCHOOL FLOOD ISSUE: Anderson
Page 58

Suggested Resolution: Move to maintain Mr. Shamus P. O'Meara as the School District's legal representative concerning the water main break at the Senior High school.

Moved by _____ Seconded by _____
Comments _____

10. NON-ALIGNED MASTER AGREEMENT ADDENDUM: Skinkle
Pages

Information and a recommendation will be presented at the meeting.

Moved by _____ Seconded by _____
Comments _____

11. DISTRICT LIGHTING RETROFIT: Lacher
Pages 59-62

Suggested Resolution: Move to accept the low bids meeting specification to: CB Electric-Moorhead \$203,490.00; Energy Masters-Moorhead \$101,955.00; Magnum Electric-Moorhead \$45,827.00; and, Moorhead Electric-Moorhead \$21,018.14.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL: Anderson
Pages 63-66

Suggested Resolution: Move to approve the policy, Medications (JHCD), as presented.

Moved by _____ Seconded by _____
Comments _____

13. POLICY APPROVAL: Anderson
Pages 67-72

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

Moved by _____ Seconded by _____
Comments _____

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

15. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Student Activities	Jan. 13	7:00 a.m.	Townsite
Mixed Blood Theatre's "Dr. King's Dream"	Jan. 13	7:30 p.m.	NWTC
Instruction & Curriculum Advisory Committee	Jan. 15	7:00 a.m.	Townsite
District Student/Staff Assistance Steering	Jan. 19	3:45 p.m.	Townsite
Policy Review	Jan. 19	7:00 p.m.	Townsite
Staff Development Committee	Jan. 20	3:45 p.m.	Townsite
CE Advisory Council	Jan. 20	7:00 p.m.	Townsite
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
School Board	Jan. 26	7:00 p.m.	Townsite
State-wide Testing (Grades 3,5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
Joint Powers	Feb. 5	7:00 a.m.	Townsite
School Board	Feb. 9	7:00 p.m.	Townsite
Student Activities	Feb. 10	7:00 a.m.	Townsite
SD Committee	Feb. 10	3:45 p.m.	Townsite
President's Day Holiday	Feb. 16		
Policy Review	Feb. 16	7:00 p.m.	Townsite
K-12 Workshops	Feb. 17		
CE Advisory Council	Feb. 17	7:00 p.m.	Townsite
ICAC Committee	Feb. 19	7:00 a.m.	Townsite
DSSAS Committee	Feb. 23	3:45 p.m.	Townsite
School Board	Feb. 23	7:00 p.m.	Townsite
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

MEMO #: I-98-140
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Gifts
DATE: January 5, 1998

The district has received the following gifts:

- 1) "Liberty, The American Revolution" video series and curriculum guide from Norwest Bank Minnesota West, estimated value \$250, will be placed in the Moorhead Senior High School Media Center and utilized in the social studies department. This curriculum will also be checked out by other school districts.
- 2) \$750 from Norwest Bank Minnesota West to assist the Junior High School with start-up costs for their School Store.
- 3) \$35 from Moorhead Junior High School parents to purchase a music stand.
- 4) A \$300 radial arm saw from Mr. Phil Simon of Moorhead for use in the Moorhead Senior High School wood shop.
- 5) An IBM computer system and software from Tony Kinsella, Moorhead Senior High School Electronics Instructor, which will be used in the electronics program.
- 6) \$250 VCR from Chad Anderson, Technology Instructor at Moorhead Senior High School, which will be used in the electronics program.
- 7) King 660 Aircraft navigational computer from Butler Machinery and Equipment Company of Fargo, the system cost when new was approximately \$50,000. The computer will be used along with the aircraft simulator in the aviation class.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-98-138
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Grants
DATE: January 5, 1998

The District has received the following grants:

- 1) A \$2,000 grant from the Minnesota Department of Children, Families and Learning to provide two training sessions related to modifications and adaptations for students of special needs in implementing graduation standards.
- 2) A \$29,980 Gifted and Talented grant from the Minnesota Department of Children, Families and Learning to assist gifted/talented student identification, staff development and selected program areas.
- 3) A \$2,000 grant from the Minnesota Department of Children, Families and Learning to provide training for special education staff using the Kansas Learning Strategies. The Kansas Learning Strategies are a group of teaching strategies utilized for special needs students which have been used in our district for several years. The training will take place in June 1998.

Copies of the grants were sent in the weekly transmittal.

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm

MEMO #: B98.217

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R Lacher*

DATE: JANUARY 5, 1998

SUBJECT: SENIOR HIGH AIR CONDITIONER - CHILLER REPLACEMENT
CHANGE ORDER #1

This was accidentally damaged during replacement of the chiller.

Repairs	\$1,840.33
Deductible	- <u>1,000.00</u>

Reimbursement by insurance	\$ 840.33
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Suggested Resolution: Move to approve the Change Order #1 to contract for chiller replacement at the Senior High. No cost to the school district. \$840.33 paid by insurance.

DEC 10 1997

MEMO #: B98.199

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 9, 1997

SUBJECT: SCIENCE LAB REVISIONS - SENIOR HIGH - CHANGE ORDER #1

Additional painting in each room
Electrical repairs

\$ 765.00

282.55

Add

\$1,047.55

Suggested Resolution: Move to approve Change Order #1 for an additional \$1,047.55. (Health and Safety Budget).

MEMO #: B98.202

DEC 11 1997

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: DECEMBER 11, 1997

SUBJECT: LEASE FOR BAYTONE MUSIC - VOYAGER

Baytone Music will be leasing the Suite 102, effective December 15th, 1997 through November 30, 1998 (11 1/2 months), for \$3,450.00.

Suggested Resolution: Move to approve the lease with Baytone Music, effective December 15, 1997 through November 30, 1998, for \$3,450.00.

DEC 15 1997

MEMO #: B98.205

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: DECEMBER 12, 1997

SUBJECT: ARMORY LEASE

The attached lease is for one year at \$5,000.00, terminable on June 15, 1998.

- . We will provide a minimum of 2 hours janitorial services.

Please see Policies and Procedures for Armory Management.

Suggested Resolution: Move to approve the one year lease for the MCAP Program at the Armory and the attached Policies and Procedures.

**AGREEMENT BETWEEN THE STATE OF MINNESOTA,
DEPARTMENT OF MILITARY AFFAIRS
AND INDEPENDENT SCHOOL DISTRICT 152
MOORHEAD, MINNESOTA**

WHEREAS, the State of Minnesota, Department of Military Affairs ("the State"), maintains a Training and Community Center ("TACC") (aka armory) in the City of Moorhead, Minnesota;

WHEREAS, Minn. Stat. § 193.145, subd. 5, anticipates that portions of such TACC may be leased to other entities as long as such lease does not conflict with the lease to and use of the TACC by the State for military purposes;

WHEREAS, Independent School District 152, ("ISD"), desires to utilize a portion of said TACC described at Attachment A;

WHEREAS, the State desires to enter into an agreement with ISD for the use of the TACC when it is not being used for military purposes.

NOW, THEREFORE, BE IT AGREED that the State hereby leases to ISD, and ISD leases from the State, that portion of the TACC located in Moorhead, Minnesota, on the following terms and conditions:

1. DURATION: The duration of this agreement shall be for the duration of the 1997-1998 school year beginning upon execution of this agreement. The agreement shall terminate on 15 June 1998. The parties may agree upon extension or renewal of this lease. All such extensions or renewals shall be in writing and signed by the parties hereto or their successors in office. ISD agrees not to assign this lease or any portion thereof without first obtaining the written consent of the State.

2. PAYMENT: ISD agrees to pay the State the sum of five thousand dollars (\$5,000.00) for use of the facilities described herein during the first year of this lease. Payment shall be made within ten (10) days after execution of this agreement. All payments are to be made payable to the Minnesota State Armory Building Commission

and mailed to 1002 15th Avenue North, Moorhead, MN 56560. If this agreement is extended beyond the one year period described in paragraph 1, the parties shall mutually agree upon a lease rate to be paid during the period on any such extension.

3. CANCELLATION: The State reserves the right to cancel this lease at any time in the event that any emergency arises which shall make necessary the use of this TACC by the military forces of the State of Minnesota and/or the United States. No claims for any damage that may result to ISD from any such cancellation shall be asserted or maintained by ISD against the State.

4. LIABILITY: The State shall be bound by the scope of the Minnesota Tort Claims Act as it relates to any and all claims asserted against it.

ISD shall defend, indemnify and hold harmless the State, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses, or expenses, including attorney fees, arising out of or resulting from ISD's use of the TACC or performance of any actions required or permitted under this lease. ISD shall, within ten (10) days after this agreement is executed, provide the state with documentation that it has insurance coverage.

5. COMPLIANCE: ISD agrees to comply with all of the laws, rules, and regulations of the United States and the State of Minnesota, together with all rules and requirements of the Police and Fire Departments of the City of Moorhead. Furthermore, ISD shall obtain all permits or licenses required by any provision of law, municipal charter or ordinance for the conduct of programs and activities organized and managed by ISD on the leased premises, and the State shall not be responsible for ISD's failure to obtain such permits and licenses or to comply with any other requirements imposed.

6. VACATION: ISD agrees to vacate the leased premises, remove debris and restore same to ordinary cleanliness within one week after termination of the period covered by this lease, unless a successor lease is agreed to.

7. SCHEDULE OF USE: It is agreed and understood that the facility is primarily for use by the Minnesota National Guard and that military activities shall take precedence over any use by ISD. ISD and the State shall cooperate to avoid any conflicts between uses. The State shall provide ISD with a schedule of its use of the TACC's shared facilities in advance. It is understood that the schedule may change from time to time, and the State shall give reasonable notice to ISD in such cases. If, for any reason, the schedule requires changing by ISD, ISD shall give reasonable notice to the State.

8. HOURS OF USE: Subject to the limitations set out in this lease, ISD shall have the right to use the leased facilities from 7:00 am until 3:00 pm, Monday through Friday. ISD use of the facilities outside of the above-listed hours shall be agreed to in advance between the parties and shall be subject to the terms and conditions of this agreement.

9. OPERATING COSTS: On the basis of the space and usage, ISD will provide minimum of two hours of janitorial service each school day. ISD agrees further that it will pay a pro rata share of mutually agreed upon major maintenance or improvement (i.e., "repair, replacement or betterment") to the facility where such major maintenance or improvement is required because of ISD's use of the premises.

In the event other issues arise during operation of the facility, both parties pledge their cooperation to make this agreement work for the public benefit. The parties agree to cooperate in every reasonable manner to effectuate the purpose of this lease.

10. MINOR REPAIR AND MAINTENANCE: The State shall be responsible for maintenance of any specially fenced secure area for military vehicles or any accessory building utilized to store government equipment, and shall be responsible for maintenance and repair of shared areas incident to and after use by the National Guard. ISD shall have personnel on the premises at all times during ISD use or ISD generated lease of the building and shall be responsible for maintenance and repair and securing the building when personnel are not present.

11. IMPROVEMENTS/ALTERATIONS. ISD is authorized to make certain improvements or alterations to the leased facilities. These improvements/alterations may include, but not necessarily be limited to, the following:

A. installation of locks on the classrooms ISD uses for its programs. (ISD shall provide the State with keys to all locks installed.)

B. installation of security cameras in the classrooms ISD uses for its programs, and the areas providing access to those classrooms.

Prior to making other improvements/alterations to the leased facilities, ISD shall notify the State and obtain permission for such improvements/alterations. The State shall grant permission unless the proposed improvement/alteration interferes with the State's use of the TACC.

Upon termination of the lease, ISD shall remove all improvements/alterations and shall restore the leased facilities to substantially the same condition as existed at the commencement of the lease, if necessary, as determined by the State.

12. INSURANCE. ISD shall maintain insurance on its property interests in the facility. ISD shall also maintain liability insurance naming the state as an additional insured against claims arising out of its use of the facility under this lease.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands and
seals this _____ day of _____, 1997.

THE STATE OF MINNESOTA

INDEPENDENT SCHOOL DISTRICT NO.
152, MOORHEAD, MINNESOTA

By: _____
MAJ Gregory A. Dahl
TACC Supervisor

By: _____

Attachment A.

- Classrooms
- Policies and Procedures for Armory Management

Policies and Procedures for Armory Management

12 December 1997

- 1. Scope.** This document outlines the policies and procedures for the armory use by national guard tenant units, Guard our Youth (GOY) and Moorhead Community Alternative Program (MCAP). The end state is that the National Guard, GOY and MCAP must communicate and work together to ensure the facility meets all of their needs.
- 2. Facility Use.** MCAP is authorized use of six classrooms (101-106) and an office. Use of other facilities (i.e. classroom 107 or the conference room) will be on a case by case basis. The students will be restricted to the classrooms, gymnasium and front hallways. Students will not use the hallway connecting the locker rooms and the signal company offices. At no time will students enter the National Guard working offices without permission from the MCAP director or unit supervisor.
- 3. Classroom Use Priorities.** Below are the priorities of facility use for all parties.

 - a. National Guard Units. The National Guard has exclusive use of classrooms on their drill weekends. MCAP will reconfigure classrooms for their use NLT 4:00 PM on Friday before drill. MCAP will ensure classrooms required for weekend drill are configured so that they can accommodate 20-25 adult students with tables and chairs. If larger classrooms are needed, the dividable classrooms must be capable of expanding to their full size with minimal work. MCAP staff will ensure that high dollar classroom equipment and supplies are reasonably secure. The using unit will ensure classrooms are cleaned at the end of the drill weekend so they are ready for classes on Monday morning. The using unit can request the number of classrooms required for scheduled training with one additional as a float. Units will provide drill dates and classroom requirements 60 days in advance to MCAP.
 - b. MCAP has exclusive use of their classrooms from 7:00 AM-3:00 PM, the gymnasium from 8:00 AM-1:00 PM and the kitchen from 11:00 AM-1:00 PM during the school year. Additional facility use is on a case by case basis and coordinated between the MCAP director (Ms Pender) and the facility manager (MAJ Dahl). MCAP will provide a calendar of school days for the year.
 - c. Guard our Youth (GOY) activities have priority on classroom use from 3:00 PM-8:00 PM on weekdays. Classrooms will remain configured in a manner so they can easily be used for after school kids programs. When classrooms are used for GOY activities, program providers must have proper supervision to prevent theft and/vandalism in the classrooms.

4. Classroom Furnishings. It is important that all users of the classrooms respect each others educational/training goals and objectives when it comes to furnishing classrooms. The classroom appearance must be such that it is appropriate for both youth education as well as adult education.

5. Hallways. When classes are in session, all national guard employees will make every effort to limit hallway noise so as not to cause a distraction in the classrooms. MCAP staff will ensure students conduct themselves in a way that does not hinder national guard activities in the building.

6. Kitchen Usage.

a. MCAP will use the kitchen from 11:00 AM-1:00 PM daily. One section in the large refrigerator is available for storing milk and juice. Any food in refrigerators will be clearly marked as MCAP property. Dry supplies will be removed from the kitchen on drill weekends. The kitchen and cafeteria area (NW corner of drill floor) will be cleaned daily. The garbage will also be emptied daily (MCAP will supply garbage bags). The kitchen doors will remain locked when not in use.

b. Units will ensure the kitchen is cleaned and equipment/utensils secured following the drill weekend.

7. Gymnasium Usage. All parties who use the gymnasium will return it to its standard configuration. Standard configuration is volley ball standards taken down, tables/chairs put away and basketball backboards not retracted.

8. Key Control. Keys will be issued by the HHC Supply Sergeant. He will conduct physical inventory of keys a minimum of every three months. The key holder cannot issue their key to another person. Keys will be turned in at the end of the school year. The following keys will be issued to MCAP employees:

a. Chief of Security. (1) outside door key, (1) kitchen key, (1) classroom key, (1) MCAP directors office key and (1) bathroom key.

b. MCAP Director. (1) outside door key, (1) classroom key, (1) MCAP directors office key and (1) bathroom key.

c. MCAP teachers. (1) classroom key and (1) bathroom key.

9. Building Security. The national guard is responsible for opening the entrance doors to the building in the morning and locking those doors at the end of the day. MCAP security is responsible for opening classroom doors at the beginning of the school day and locking them at the end. They are also responsible for locking bathroom doors at the beginning of the school day and unlocking them at the end of the school day.

10. **After Hours Usage.** National Guard employees are authorized to enter the armory after hours and on weekends. MCAP employees must have authorization from the MCAP director or facility manager.


GREGORY A. DAHL
Facility Manager


DEB PENDER 12/12/97
MCAP Director


PATTI LARSON
GOY Coordinator

DEC 11 1997

MEMO #: B98.200

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: DECEMBER 9, 1997

SUBJECT: PROPERTY AND CASUALTY INSURANCE

The renewal for the coverage is January 1, 1998.

	1997	1998 Renewal	
	\$57,126.00	\$57,126.00	
Added: Extra Expenses		90.00	
Added: Property Value		246.00	
Property Inflation 2%		965.00	
Increase Money Coverage		60.00	
E & O Premium Increase	_____	<u>1,341.00</u>	
	\$57,482.00	\$59,828.00+\$2,342.00	4.07%

Suggested Resolution: Move to approve the renewal of the Property Casualty Policy with the Minnesota School Board Insurance Trust Fund for \$59,828.00.

Independent School District 152
Moorhead, MN

		<u>1997-88</u> <u>Prorate Prem</u>	<u>1997-98</u> <u>Annualized</u>
1/1/97	Renewal	\$57,126	\$57,126
1/24/97	Add Extra Expense - \$50,000	\$90	\$90
2/18/97	Increase Property - Additional - Loc 3 - \$379,163 <i>As is</i>	\$214	\$246
2/18/97	Increase Money Coverage Loc 3 to \$4,000.	\$52	\$60
		=====	=====
Total Premiums		\$57,482	\$57,522

	<u>1997-88</u> <u>Prorate Prem</u>	<u>1997-98</u> <u>Annualized</u>
Renewal	\$59,828	\$59,828
1997-98 Annulized Expiring Premiun	\$57,522	
Property - Inflation/Limit Increase	\$965	
E&O - Premium Increase	<u>\$1,341</u>	
Total 1998-99 Premium	\$59,828	

MEMORANDUM

P 98.005

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 6, 1998
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

MEMORANDUM P 98.000

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: January 6, 1998

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:

Michael Dahlberg - EBD/LD Teacher, Riverside(.571 FTE)/MCAP(.429 FTE), BA (0-6) \$13,849.68 (24370), effective January 5, 1998.
(Replace Paula Falk)

Joan Lordeman - Grade 3 Teacher, Washington Elementary, BA (0-6) \$13,849.68 (24370), effective January 5, 1998.
(Replace Sheila Pechtel)

Karen Nitzkowski - Community Education Program Coordinator, Non-Aligned \$13,575.52 (29,660.80) C41 (6), effective January 19, 1998.
(as per resolution of Board, Nov. 10, 1997)

Nikki Serhienko - Communication Coordinator, Non-Aligned, .50 FTE, \$6217.36 (14,830.40) C41 (6), effective February 2, 1998.
(as per resolution of Board, Nov. 10, 1997)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.001

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: January 6, 1998
SUBJECT: Resignation of District Employees.

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

Jolinda Michels - PI Paraprofessional, Probstfield Elementary,
effective January 5, 1998.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM

P 98.002

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 6, 1998
SUBJECT: Family/Medical Leave

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

Terri Bolden - Interpreter for the Deaf, Senior High, to begin approximately March 19 until April 27, 1998.

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

JDS:sdh

MEMORANDUM P 98.003

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: January 6, 1998

SUBJECT: Transfer

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

Sandra Elton - Guidance Secretary Senior High, B21(6) to
Principal's Secretary Senior High, B22(5),
effective January 2, 1998.

Suggested Resolution: Move to accept the transfer as presented.

JDS:sdh

REGULAR MEETING
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DECEMBER 1, 1997
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MEMBERS PRESENT: James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, James Hewitt, Carol A. Ladwig, Bruce R. Anderson.

MEMBERS ABSENT: Bill Cox.

CALL TO ORDER: Chair Ladwig called the meeting to order at 7:03 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: Hastad moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 6-0.

Ladwig reviewed the format which would be used to conduct the public hearing, stating that first a presentation will be made to the audience, then the hearing would be opened for comments.

TRUTH IN TAXATION PROPERTY TAX HEARING: District Accountant Beth Astrup presented an overview of the 1997 payable 1998 property tax levy. There is an expected 6.5% decrease in the levy from last year.

Hastad moved, seconded by Hewitt, to open the Truth in Taxation public hearing. Motion carried 6-0.

Ladwig requested the audience to address the Board with any questions regarding the levy. This request was made three times. Hearing none, the following motion was made.

Gustafson moved, seconded by Hewitt, to close the public hearing. Motion carried 6-0.

ADJOURNMENT: Foss moved, seconded by Hewitt, to adjourn the meeting at 7:42 p.m. Motion carried 6-0.

Anton B. Hastad, Clerk

REGULAR MEETING
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MEMBERS PRESENT: Bill Cox, Jim Cummings, Stacey Foss (7:50 p.m.), Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None.

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting the change to the Personnel item, Extended Leave of Absence, to include a Letter of Agreement with the Moorhead Education Association for that item.

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

"WE ARE PROUD"

*** We Are Proud of school board member Bill Cox for his six years of dedicated service to the staff, students and parents of Moorhead.

Cox thanked fellow board members, the administration and staff for the support over the years he served on the Board.

*** We Are Proud of the Moorhead Junior High teams and individuals who competed in the West Central Regional All-Team Knowledge Bowl Competition. Forty-two teams participated in the two-tier competition.

The Moorhead Sapphire team including Paul Anderson, Erika Markey, Jack Rousseau, Nick Sternhagen, and Bethany Weir placed first; Moorhead's Yellow team including Sam Boggs, Carrie Fogel, Seth Harris, Maren Hulden, and Matt Kaul placed fourth; Moorhead's Copper team including Kit Smemo, Will Hewitt, Lily Langerud, Karen Wettstein, and Vanessa Whitaker and Moorhead's Silver team including Krister Anderson, Sam Lenius, Jacob Osowski, Craig Powers, and Lee Richards tied for fifth place; and Moorhead's Burgundy team including Alicia Strnad, Jeff Broten, Kris Dahl, Aaron Galles, and Nate Wright placed eighth. Lois Brown is the advisor.

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

Indian Education Resolution - Receive the information as presented and direct administration to meet with the committee regarding the program and the committee's request.

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Major-Magnitude Field Trip - Approve the band trip for December 12-13 to the Chanhassen Dinner Theatre performance.

Clay County Social Services Contract - Approve the revised agreement with Clay County Social Services, for Outreach Program services from January through December 1998 in the amount of \$156,093.60 less \$126,000.00 of Medical Assistance received, contingent upon the approval of the Clay County Social Services Board.

Lakeland Mental Health Services Contract - Approve the revised agreement with Lakeland Mental Health Center, Inc., for Outreach Program services from January through December 1998 in the amount of \$352,195 (paid by state aid, medical assistance and county funds), contingent upon the approval of the Clay County Social Services Board.

Gifts - Accept the computer and printer from Dr. James Houghton, approximate value \$350, for the Junior High Industrial Technology lab; a thermofax machine from Northern School Supply, estimated value \$500, for the Junior High School; \$400 labor and materials from Minko Construction for two adjustable overhead ladders for use by George Washington students; \$990 donated from the Edison School PTAC to purchase computer software and hardware, books, physical education equipment, ribbons, and markers; a \$5,000 anonymous donation to George Washington School All-Day Kindergarten Program to support children who cannot afford the full-day fee and to purchase teaching supplies and materials.

New Employees

Michelle Rohrick - Technology/Title I/Accounting Secretary, Townsite Centre, A13 (2) \$8.86 per hour, 8 hours daily, effective January 5, 1998.

Lynn Peterson - OHI Paraprofessional, Robert Asp, B21 (0), \$8.85 per hour, 6.5 hours daily, effective December 9, 1997.

Resignation

Lisa Monson - Principal's Secretary, Senior High, effective December 16, 1997.

Family/Medical Leaves

Julie Reno - Math Teacher, Senior High, to begin on or about April 5, 1998 for six weeks.

Andrea Langlie - 6th Grade Teacher, Robert Asp, to begin on or about January 8, 1998 for 30 days.

Leave of Absence

Ann Krier - Nurse's Secretary, Thomas Edison, for half days from January 14, 1998 through April 22, 1998.

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Extended Leave of Absence

Sheila Pecht - Grade 3 Teacher, Washington Elementary, to begin January 1, 1998 for a minimum of 3 years and a maximum of 5 years.

Approval of Minutes - Approve the November 10 & 24, 1997 minutes as presented.

Claims - Approve the December claims, subject to audit, in the amount of \$ 728,563.52.

General Fund:	\$333,883.40
Food Service:	40,438.94
Transportation:	136,610.65
Community Service:	16,658.48
Capital Expenditure:	176,098.85
Townsite Centre:	<u>22,873.20</u>
TOTAL	\$728,563.52

Motion carried 6-0.

COMMITTEE REPORTS: Cummings reported on the Joint Powers meeting recently held.

HIGH SCHOOL INSTRUCTIONAL SCHEDULE: The High School Site Visit team members discussed their findings from the recent site visits to Chaska, Blaine and Anoka school districts. These districts utilize block schedule formats.

Members of the team included students, parents, teachers, administrators, and school board members as follows: Richard Klomstad, Keith Jones, Amy Zanotti, Lance Kelly, Missy Eidsness, Marti Johnson, Robin Grooters, Mary Charlton, Greg Grooters, Doug Engstrom, Jan Larson, Tim Costello, Russ Henegar, Gene Boyle, Jerry Harter, Jim Hewitt, Amanda Richards, Samm Saarion, Erin Brink, Sam Bullock, Allison Lymburner, Mrs. Jensen, and Mrs. Tkachuk.

Superintendent Anderson opened the discussion by stating the Board will not make a decision on the issue until the January 26 meeting. He also reviewed the time schedule leading up to this meeting, noting that discussions started back in the Spring of 1994, with further discussions with staff, parents and students throughout 1995 until the present. There has been a slight delay in the progress due to the resignation of Doug Price in August of 1996.

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Anderson stated that a study by the Carneige Foundation put out by the National Association of Secondary School Principals that said that for education of high school students to improve, six key themes would need to be addressed. The schools would need to be more inviting, have clear expectations in terms of graduates and what they need to know, have to be more flexible and utilize time more effectively for students to demonstrate the assessments that are part of the Graduation Standards, meet the needs for technology, revitalize and continue staff development, and enhance the leadership of teachers, administrators and support staff of those associated with the high schools. Anderson feels Moorhead has made great progress in many of these areas.

Information sessions have been held with the public, students and staff, along with conducting site visits to Minnesota schools who are utilizing the Block Schedule format.

Principal Boyle stated visits were made to both Blaine, Chaska and Anoka high schools in Minneapolis. From those visits each team chose two representatives to present its report to the Board this evening. Also a parent representative and two students will give their observations.

Blaine High School - Representatives chose to go here one day early to visit a high school of their choice to see what could be done in the areas of regular and special education in relation to a block schedule.

Richard Klomstad, Science teacher, reported that this school started block scheduling in 1992 due to student population. The 4x4 format was determined by the faculty as the best option. They have used this schedule since the 1993-94 school year. The staff has been given a minimum amount of time to adapt to the schedule. It was advised to meet as departments to determine individual department needs. The 85-minute periods has greatly reduced the stress on the facility from students moving between periods. There are six overlapping lunch periods in a closed-campus setting. There is a large dining area that is well staffed. Blaine staff members reported that time is used differently and is essential to preparing for block classes. The consensus was that there is about a 10-20 percent reduction of curriculum. Teachers with more experience seem to adapt better than new staff. Initial results show attendance improvements, as well as fewer discipline referrals and improved morale due to the slower pace. ACT test results show an increase over the other high schools in the district. Some comments were received that the average student benefited while it may be more difficult for advanced or less-advanced students. Students are able to enroll in a greater variety of classes and the overall number of elective courses were increased. This caused some changes in staffing. The graduation requirement at Blaine is 26 credits.

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It was advised that there should be additional classes offered at Moorhead to give students more choices. Blaine staff recommended having 80% staff support in order for the change to be successful. General concerns are that the general number of courses offered should increase while the student population in each class should decrease, and to determine what our District's purpose was to implement the change.

Amy Zanotti, LD teacher, reported that Blaine has experienced serious budget cuts not due to the block scheduling. They have a number of students with Individual Education Plans. They have resource rooms for both regular and special education. Zanotti found this very confusing. Continuity, along with service time with students to meet their needs, are major concerns with Moorhead staff. Moorhead staff feels it would be beneficial to have more contact with districts that have a successful special education program and have more research done. It is a very big change, and if change is made it should be for the right reasons. She would like to see a slower process with more research. After questions from the Board, it was determined the difficulties with the Blaine special education program and scheduling were the lack of staff not the block schedule itself.

Hewitt stated he attended discussions with the Chaska special education staff and that program is a more positive experience.

Zanotti said for the most part the special education students involved were positive on their experience due to less courses to focus on. Staff concerns were with budget cuts not block scheduling.

Chaska High School - Keith Jones, Psychology/Government teacher, reported on this visit. Chaska High School was built to accommodate block scheduling. Currently it serves students 9-12 and will move to 10-12 next year. The impetus for block scheduling came from the teachers, ample time was given to study the shift to block and teachers expressing concerns were sent on site visits to successful schools. Administration and the School Board agreed that a 70% vote of support by teachers was needed to successfully implement the scheduling. Chaska has a closed campus and a private contractor was brought in to run the food service. Nearly all teachers participated in summer training to prepare for block scheduling. Comments from students and staff were generally favorable.

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Anoka High School - Opened in 1971 and has approximately 3000 students. Portable classrooms are used to help ease overcrowding problems. The school adopted a block schedule format in 1996-97. It also is a closed campus with four lunch periods. It was the last high school in the district to adopt the block schedule. Teachers were generally against the change. Comments from students and staff were generally negative.

Champlin Park (within the same district) has successfully adopted to the block schedule, with classes in a new building that lends itself to a four-period day. Teachers there were an integral part of the scheduling decision.

At both schools there was a concern of the loss of course content, with a particular concern for those involved in taking or teaching advanced placement or honors courses. AP Calculus students may take the course first semester but not take the test until May when it is given. Students preferred writing classes in the second semester because of more weekends and holidays to allow for the writing. The pace of the advanced courses was too fast for the work required. Concerns were expressed regarding the preparations for ACT and SAT tests.

Jones stated the group poses two questions to the Board:
What are the educational goals to be achieved from block scheduling?
How does the block schedule benefit students educationally?

Lance Kelly, Science teacher, stated that some of the science classes had gone to a three-term, classes for three quarters, expanding the classes for the science labs. He felt comments were a mixed bag, with some pro and some con for block scheduling.

Allison Lymburner, a Junior at Moorhead High, visited Chaska and Anoka. Anoka had mostly negative attitudes from students. Those students feel they have more free time during class, which may have been due to less teacher training. She spoke with a variety of students to get different perspectives. In-School-Suspension students did not like sitting in class for 90 minutes, their attention span did not last that long.

Lymburner expressed concerns about losing large amounts of curriculum and anticipates added stress on students

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Amanda Richards, a Junior at Moorhead High, also visited Chaska. She got the feeling that Chaska students were more educationally motivated. Almost everything that students said about the scheduling was positive and they liked it. She feels Chaska had more staff development training than Anoka which makes a difference.

Both students feel the biggest drawback of block scheduling is the reduction in curriculum due to the loss of class time from seven periods to four. Not concerned with 90 minute blocks as long as teachers make them interesting.

Music students at Chaska would split the 90 minutes to be half in band and half in choir so as not to take up two blocks for music. This worked out very well according to the choir teacher.

Parent Edna Jensen reported she visited both Anoka and Chaska. While there, she made an attempt to talk to parents, teachers, students, visited classrooms, media people, counselors. She felt she received a fairly good feeling of what was happening in the schools. And Jensen concurs that Chaska was a somewhat ideal situation with very few negatives. Academically, parents were concerned about putting some students in difficult situations with difficult decisions on what they wanted to be involved in. The motivated students sometimes ended up with close to impossible schedules to accomplish their goals. Parents agreed that "good" students were burned out because it was too much for them. Pressure and stress was not reduced for the motivated student. It was highly increased and evident at both schools. Concerns were expressed for requiring remedial classes in college for curriculum not covered in high school. Teachers in these districts felt that if a district had a 55-minute period day there would be no reason to change. Their periods were 45 to 48 minute period days. Jensen stated that 24 hours of student contact time would be lost per year in Moorhead for a year-long course, equivalent to 5 weeks. Almost all teachers stated they could not cover the same amount of content and they had to vary their teaching philosophy to one that was not content oriented but more depth oriented. The classroom pace is too fast. Student absences were difficult to make up. School activities penalized students. Jensen reiterated that teacher support is critical for implementation. Parent representatives are concerned that teachers not get thrown into this situation without training and support. Ultimately, Jensen feels the good system Moorhead has now could be damaged by not having some clear-cut goals and ideas of what is going to benefit the district.

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

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Jim Hewitt, school board member, reported he had many different conversations during the visit. He stated the loss of content has been much ballyhooed and students will still be in the charge of teachers the same number of days and hours during the school year, the only difference is that they will be in the charge of more teachers in a single school year. Content not covered in one class should show up in new courses which would be added. It would put many teams of teachers together for the student's greater good. In his view, course content is redistributed not lost. Hewitt believes the math departments have the most valid concerns in this regard. Block scheduling would identify teachers in need of support and would be greatly enhanced. Willingness to be open to change on the part of the staff will be the key to success or failure of any scheduling method. Hewitt feels there will be greater choice for students, on the contrary, there may be too much choice for students. It would be cheaper to transport students, fewer passing times in the halls, greater opportunity to utilize specific teacher knowledge and skills, smaller more focused elective classes, more meaningful periods of hands-on work, and greater opportunity for teacher collaborative planning. Block scheduling will cost more, content adjustments (for math) will be difficult but not insurmountable.

Cummings asked the group what would be the most important things to do if block scheduling were to be implemented? It was stated that teacher training and continued training is very important.

Dan Weir, 2211 9th Street South, stated he heard a board member call to a local talk show to "campaign for" block scheduling and feels that was improper. Ladwig stated she was unaware of any board member calling a talk show. Weir also stated that Inver Grove Heights voted down a block schedule format.

Merlin Kirschenman, 1810 7th Street South, stated he attended the meetings at Moorhead High and cannot see the advantages. He feels teaching techniques could be done before block scheduling. Mr. Kirschenman requested the Board to clarify their goals before proceeding.

Student Erin Weir expressed concerns for condensing huge year-long courses, specifically accelerated courses.

Doug Engstrom, Music teacher, expressed concerns of equity of music and core classes, difficulty on younger versus more experienced kids, and that the program would be essentially doubled.

Alyce VanWie, 920 16th Street South, expressed concerns that Dilworth-Glyndon-Felton and Wahpeton both tried block scheduling and decided against it. She questioned if either district had been visited.

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Jean Kreps, Route 4-Box 86, stated that Breckenridge had block scheduling in the 1970's and has since dropped it due to enrollment.

Student Mohria Evans expressed concerns for the music programs due to the fact the current space is very limited.

Frankie Clausen, 601 5th Street South, stated that faculty support is crucial to making this option work.

MEA President Kent Wolford stated that timing is important in any change and hopes the Board and administration will consider the demands already placed on staff due to the Graduation Standards requirements.

Ladwig recessed the meeting at 8:55 p.m.; it reconvened at 9:06 p.m.

DISTRICT NETWORKING PROPOSAL: Hastad moved, seconded by Cox, to accept the Elert & Association proposal to provide services as designated within the report for parts 1, 2 and 3 of the proposal. Motion carried 7-0.

BID AWARD-LOCAL AREA NETWORK (TOWNSITE-RIVERSIDE): Cummings moved, seconded by Foss, to award the local-area-network cabling according to specifications to the low bidder meeting specification to Enstar Networking, Inc., for \$55,899.00. Motion carried 7-0.

TECHNOLOGY STAFFING: Cummings moved, seconded by Hastad, to approve the Director of Technology position to commence approximately February 15, 1998 and direct administration to begin the process of advertising and filling this position. Motion carried 7-0.

1997-98 FINAL BUDGET: Gustafson moved, seconded by Cox, to approve the final budgets, excluding the Transportation Fund, for the 1997-98 school year as presented. Motion carried 7-0.

1997 PAYABLE 1998 TAX LEVY: Cox moved, seconded by Foss, to set the 1997 Payable 1998 levy of \$8,861,484.54, less HACA of \$600,813.00 and debt service excess of \$100,000.00, for a net levy of \$8,160,671.54, as presented. Motion carried 7-0.

MIGRANT EDUCATION FUNDING: Foss moved, seconded by Cox, to accept the additional \$10,000.00 in Migrant Education funds as presented. Motion carried 7-0.

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1997-99 TEACHER MASTER AGREEMENT: Hewitt moved, seconded by Foss, to approve the 1997-99 Teachers Master Agreement, in the amounts of 2.67% for 1997-98 and 5.78% for 1998-99.

Hastad left the meeting at 9:50 p.m.

POLICY APPROVAL: Foss moved, seconded by Gustafson, to approve the policy, Attendance K-6 (JE), as presented. Motion carried 6-0.

Cummings, moved, seconded by Cox, to approve the policy, Drop-Out (JECE), as presented. Motion carried 6-0.

Further clarification was requested when students bring their own aspirin or over-the-counter medications to school. Hewitt moved, seconded by Cox, to postpone action on the Medication Policy (JHCD) until the January 12, 1998 meeting. Motion carried 5-1; Gustafson dissenting.

Cox moved, seconded by Gustafson, to approve the policy, Do Not Resuscitate/Do Not Intubate Orders (JHCF), as presented. Motion carried 6-0.

Hewitt requested a term "casual contact" be defined in the policy. Hewitt moved, seconded by Cox, to postpone action on the Communicable Disease Control (JHCC) policy until the January 12, 1998 meeting. Motion carried 5-1; Gustafson dissenting.

Hewitt moved, seconded by Cox, to approve the policy, Special Education Policies and Procedures (IGB), as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Foss reported that Mrs. Moe and the Moorhead Junior High Choir did a great job on their concert this evening.

CLOSE PUBLIC MEETING: Cummings moved, seconded by Foss, to close the public meeting at 10:13 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies for administrative contracts. Motion carried 6-0.

OPEN PUBLIC MEETING: Cox moved, seconded by Hewitt, to reopen the public meeting at 10:38 p.m. Motion carried 6-0.

ADJOURNMENT: The meeting adjourned at 10:39 p.m.

Anton B. Hastad, Clerk

MEMO #: I-98-143
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Enrollment Projections Update
DATE: January 6, 1998

Attached is a copy of the Moorhead Public Schools cohort projections as of October 1997 as adjusted based on additional input on age 0-4 information, a copy of Clay County projections from the MN State Demographer's Office, enrollment graphs from 1993 through 2003 for the areas of K-4, K-6, 5-6, 7-8, 9-12, and K-12 as well as a graph of the current October 1997 enrollment.

Mr. Jernberg will review this information with the Board as well as the implications for our Annual Operational Plan for this year and the next five years.

RMJ/mdm
Attachments

Revised 11/24/97
October 1997
5 yr weighted ave.

MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS

Oct 1996
Projected
For Oct.

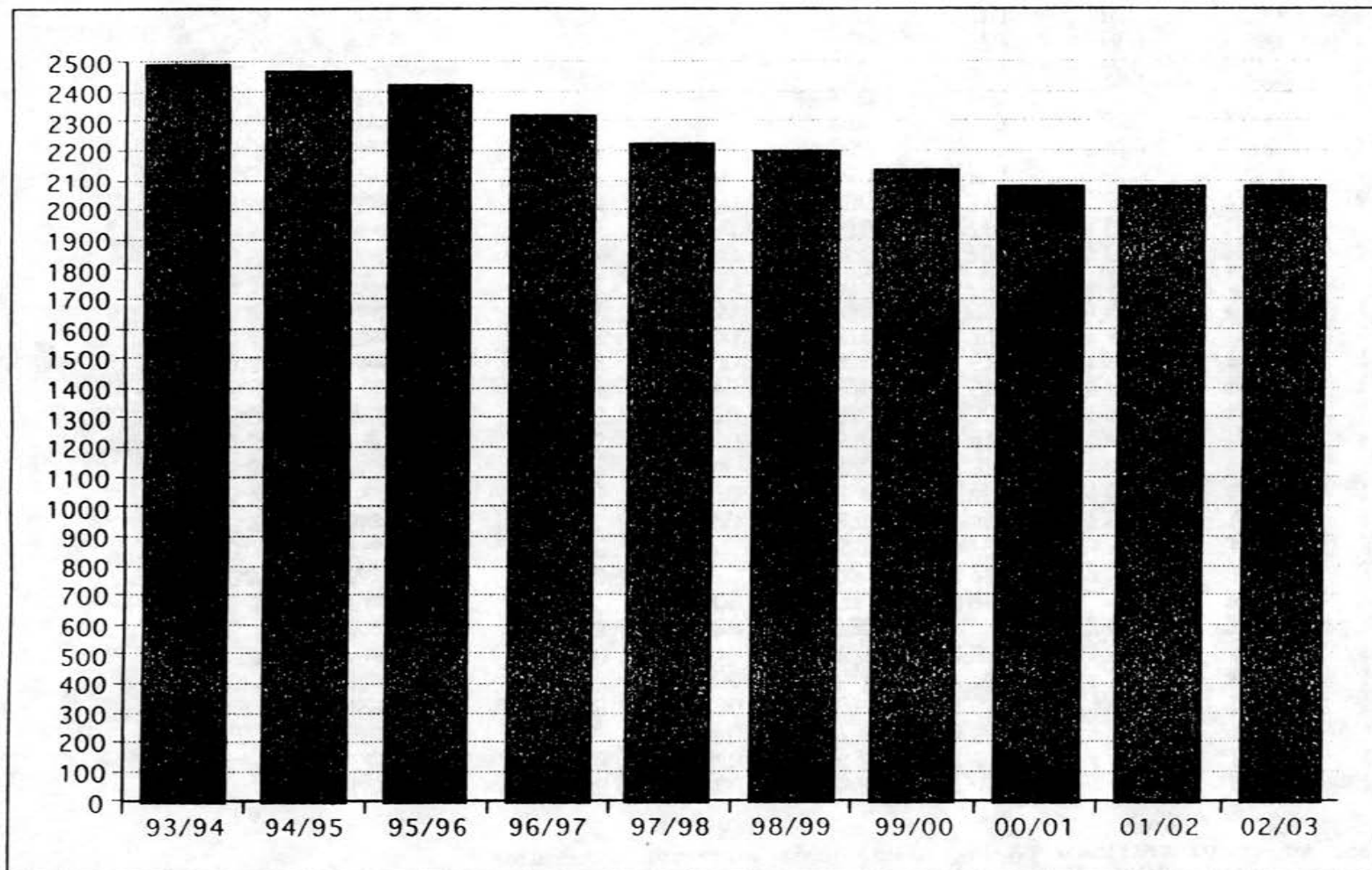
GRADE	•	ACTUAL 93/94	94/95	95/96	96/97	97/98*	PROJECTED 98/99	99/00	00/01	01/02	02/03	1977	VARIANCE
KINDERGARTEN	•	480	484	500	433	442	• 435	420	440	425	440	442	0
GRADE 1	•	491	484	492	492	420	• 440	433	418	438	423	431	-11
GRADE 2	•	507	492	459	481	483	• 411	430	423	409	428	481	2
GRADE 3	•	521	488	489	432	461	• 466	396	415	408	394	471	-10
GRADE 4	•	489	515	483	478	419	• 453	457	389	407	401	425	-6
GRADE 5	•	503	498	498	462	477	• 413	446	450	383	401	468	9
GRADE 6	•	481	491	491	479	461	• 468	404	437	441	375	450	11
GRADES K-4	•	2488	2463	2423	2316	2225	• 2204	2136	2085	2087	2086	2250	-25
GRADES K-5	•	2991	2961	2921	2778	2702	• 2617	2582	2535	2470	2487	2718	-16
GRADES 5 & 6	•	984	989	989	941	938	• 880	850	887	824	776	918	20
GRADE 7	•	521	483	506	488	503	• 470	477	412	481	450	489	14
GRADE 8	•	459	517	489	484	466	• 497	465	471	408	475	471	-5
GRADES 7 & 8	•	980	1010	995	972	969	• 967	942	884	888	925	960	9
GRADE 9	•	441	456	521	464	528	• 485	517	484	491	426	488	40
GRADE 10	•	406	408	455	521	461	• 511	469	500	467	474	457	4
GRADE 11	•	390	385	406	430	486	• 442	491	450	481	448	491	-5
GRADE 12	•	355	375	382	390	364	• 462	420	467	427	457	403	-39
GRADES 9-12	•	1592	1624	1764	1805	1839	• 1901	1897	1901	1866	1806	1839	0
GRADES K-6	•	3472	3452	3412	3257	3163	• 3084	2986	2972	2911	2862	3168	-5
GRADES 7-12	•	2572	2634	2739	2777	2808	• 2868	2838	2785	2754	2731	2799	9
GRADES K-12	•	6044	6086	6151	6034	5971	• 5952	5825	5757	5665	5593	5968	3

(over)

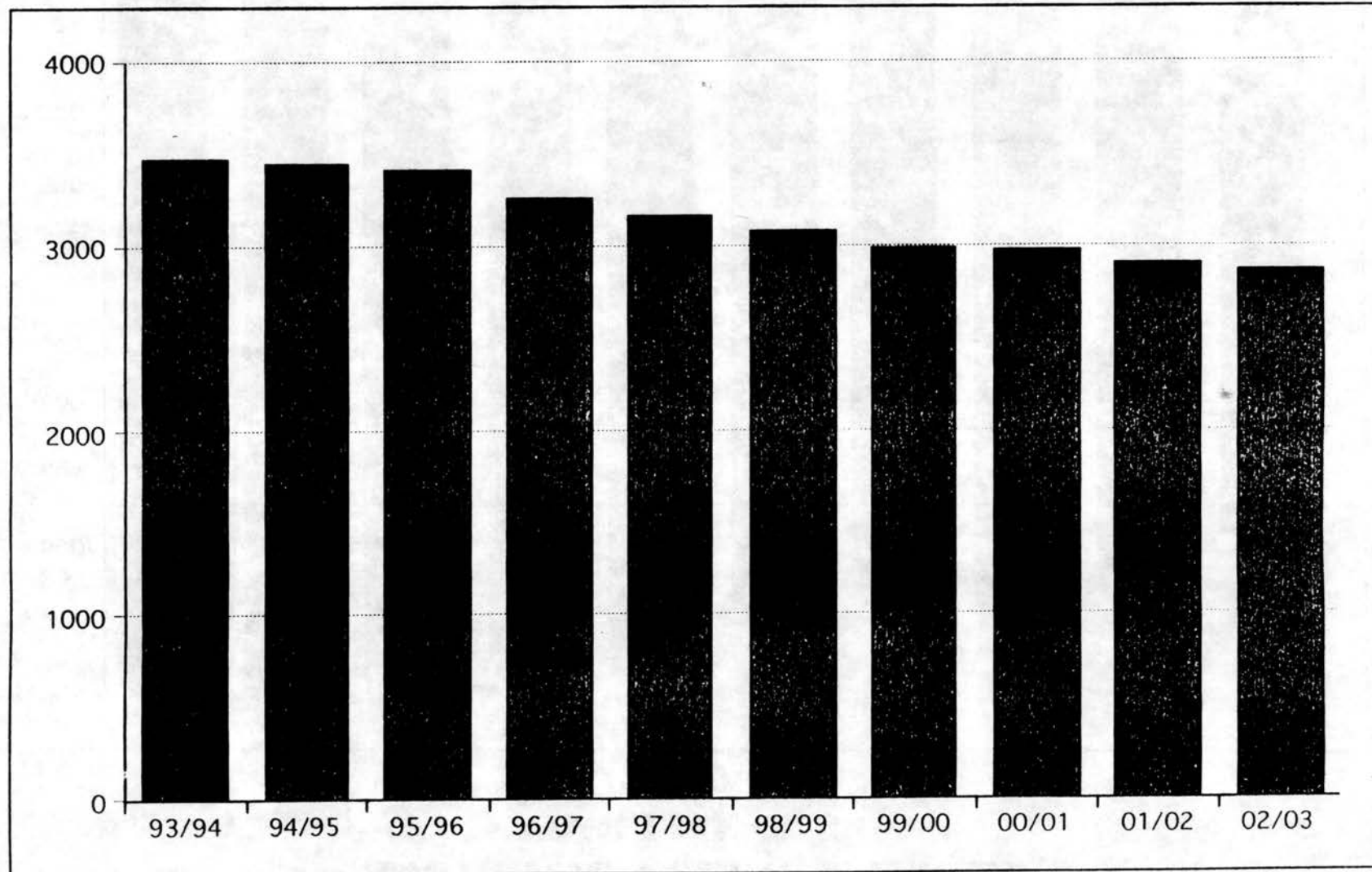
AGE	SEX	1990 CENSUS POPULATION	PROJECTED POPULATION 1995	PROJECTED POPULATION 2000	PROJECTED POPULATION 2005	PROJECTED POPULATION 2010	PROJECTED POPULATION 2015	PROJECTED POPULATION 2020
CLAY								
0-4	Male	1,843	1,700	1,550	1,460	1,490	1,520	1,510
0-4	Female	1,698	1,640	1,490	1,410	1,440	1,470	1,450
5-9	Male	1,952	1,870	1,730	1,560	1,480	1,510	1,530
5-9	Female	1,808	1,730	1,670	1,510	1,430	1,450	1,480
10-14	Male	1,797	1,950	1,870	1,730	1,560	1,480	1,500
10-14	Female	1,680	1,810	1,720	1,660	1,510	1,430	1,450
15-19	Male	2,403	2,520	2,790	2,720	2,620	2,400	2,310
15-19	Female	2,931	3,000	3,330	3,250	3,150	2,880	2,770
20-24	Male	2,990	2,750	2,920	3,260	3,200	3,100	2,850
20-24	Female	3,496	3,250	3,380	3,780	3,710	3,600	3,290
25-29	Male	1,641	1,420	1,320	1,420	1,600	1,580	1,550
25-29	Female	1,736	1,510	1,390	1,460	1,650	1,640	1,600
30-34	Male	1,812	1,740	1,420	1,320	1,410	1,590	1,580
30-34	Female	1,945	1,850	1,540	1,410	1,490	1,670	1,660
35-39	Male	1,848	1,720	1,660	1,360	1,280	1,370	1,550
35-39	Female	1,827	1,910	1,820	1,510	1,400	1,470	1,660
40-44	Male	1,452	1,800	1,680	1,620	1,340	1,260	1,350
40-44	Female	1,443	1,790	1,870	1,790	1,490	1,380	1,460
45-49	Male	1,131	1,400	1,740	1,630	1,580	1,310	1,240
45-49	Female	1,114	1,400	1,740	1,830	1,760	1,470	1,360
50-54	Male	962	1,100	1,360	1,700	1,600	1,550	1,280
50-54	Female	1,055	1,090	1,370	1,710	1,800	1,730	1,450
55-59	Male	908	920	1,050	1,310	1,640	1,540	1,510
55-59	Female	972	1,010	1,050	1,320	1,660	1,750	1,690
60-64	Male	964	850	860	1,000	1,250	1,560	1,470
60-64	Female	1,032	930	970	1,010	1,280	1,600	1,690
65-69	Male	822	870	770	790	920	1,150	1,440
65-69	Female	829	960	870	910	950	1,210	1,520
70-74	Male	645	700	740	670	690	800	1,010
70-74	Female	857	770	890	810	850	890	1,130
75-79	Male	491	530	580	620	560	570	670
75-79	Female	700	790	710	820	750	780	820
80-84	Male	296	350	380	420	460	410	420
80-84	Female	531	600	680	620	720	650	680
85+	Male	230	260	300	340	390	430	420
85+	Female	581	690	810	940	950	1,020	1,000
		50,422	51,120	52,010	52,710	53,000	53,210	53,340

Source: Minnesota's Changing Counties published by the MN Office of State Demographer Oct. 93. This projections report contains population projections for Minnesota's counties, regions and metropolitan areas. The projections are made in five year intervals for the next 30 years.

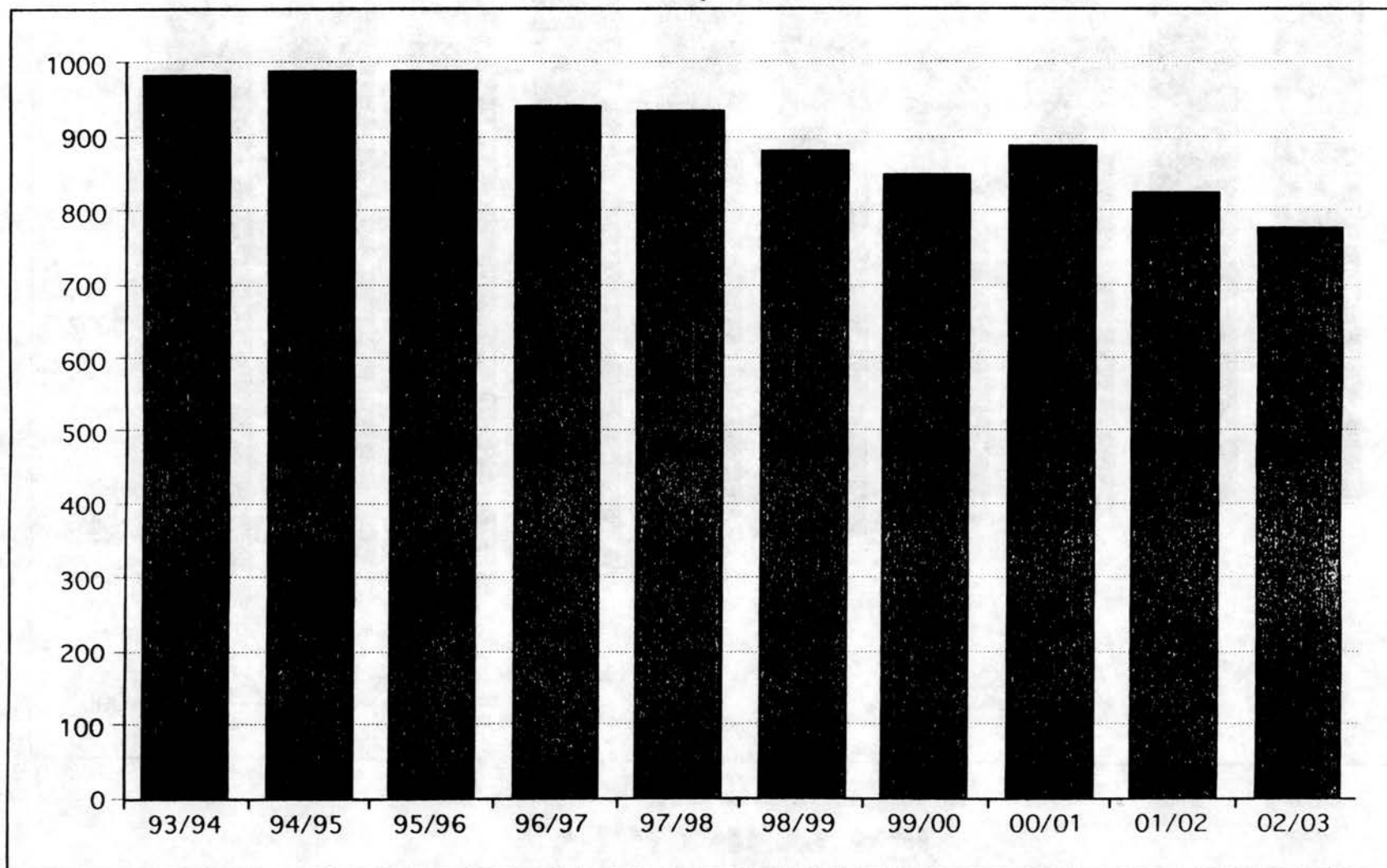
**MOORHEAD PUBLIC SCHOOLS
ENROLLMENT K-1
10/97**



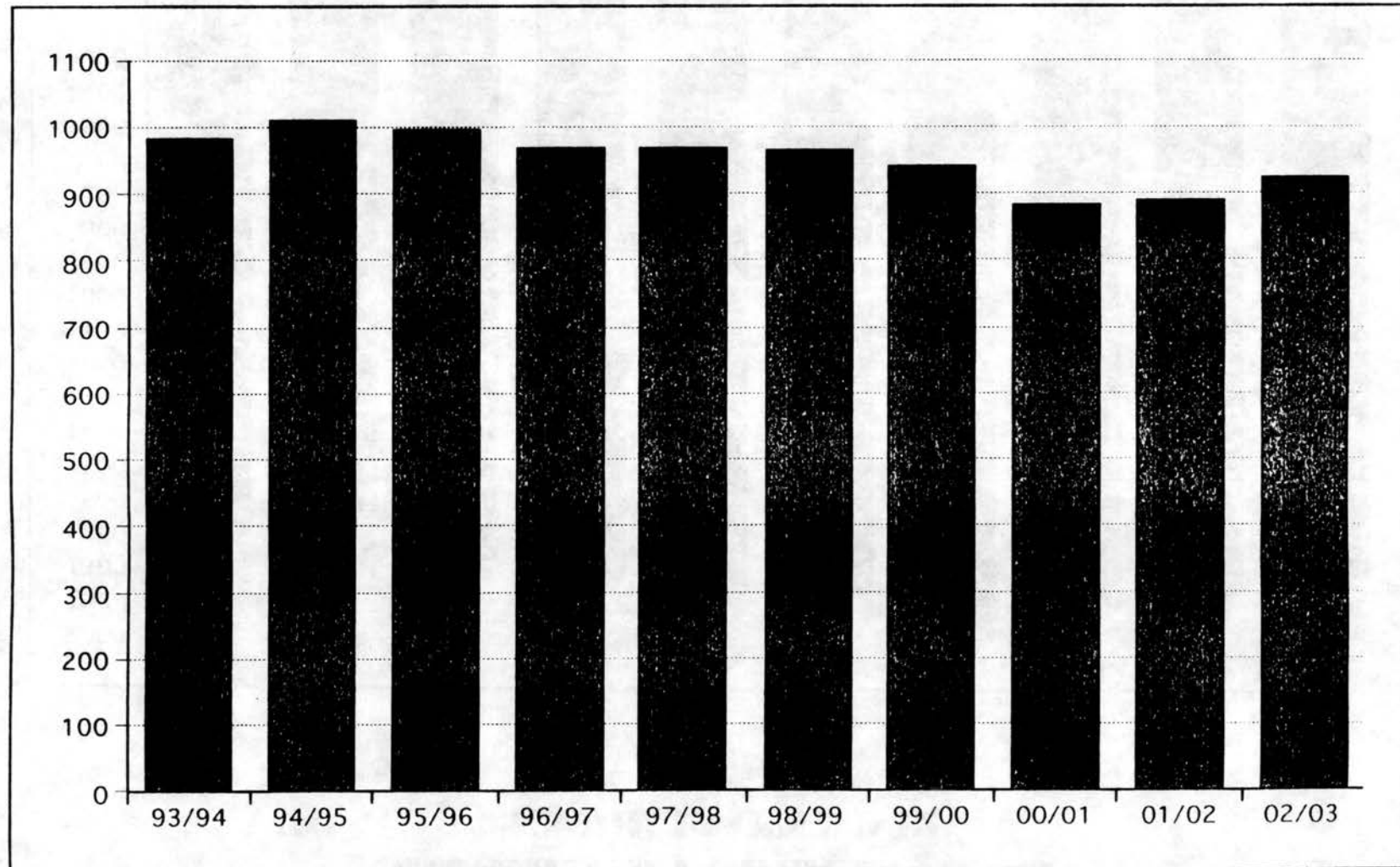
**MOORHEAD PUBLIC SCHOOLS
ENROLLMENT K-6
10/97**



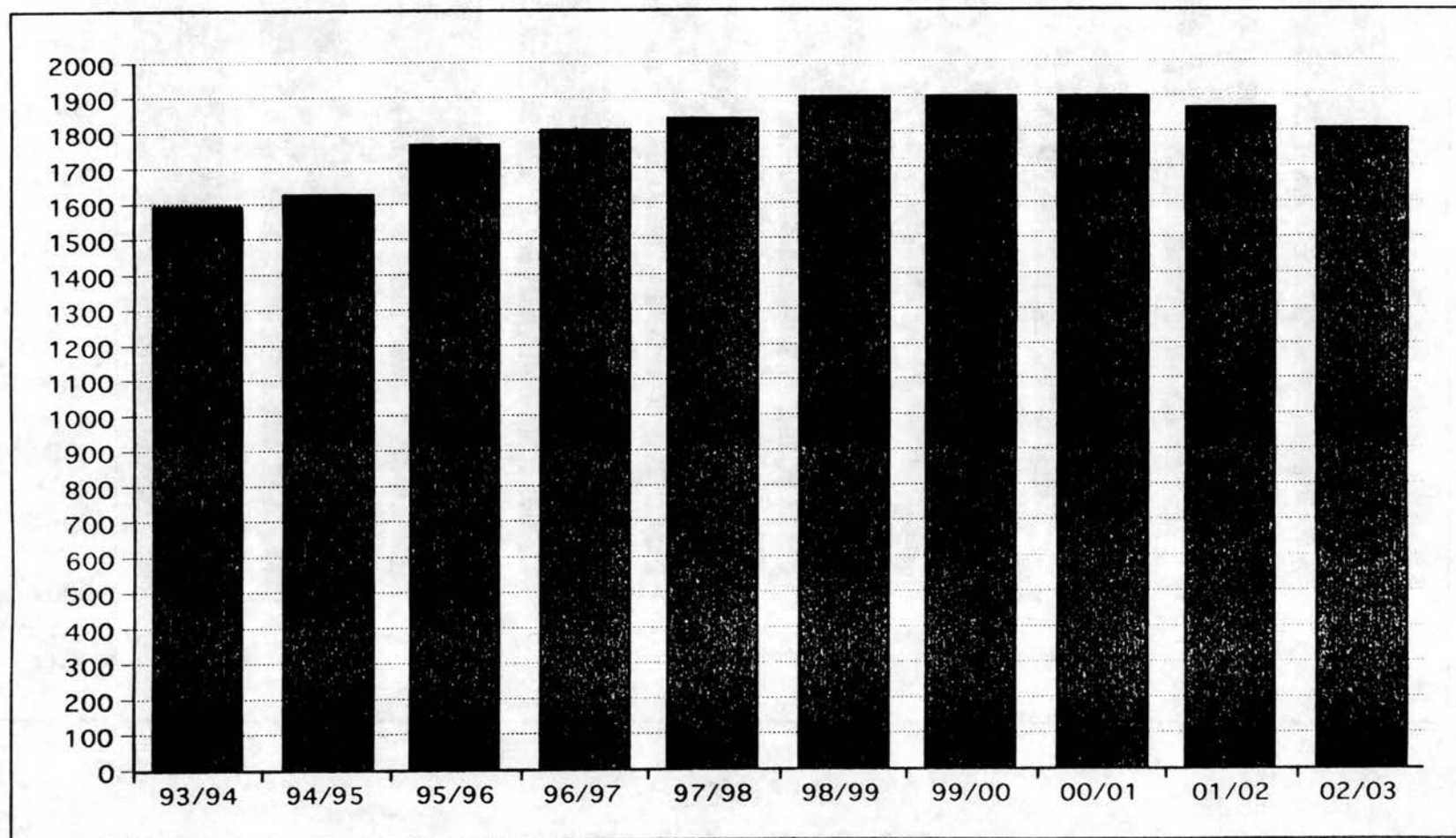
**MOORHEAD PUBLIC SCHOOLS
ENROLLMENT 5-6
10/97**



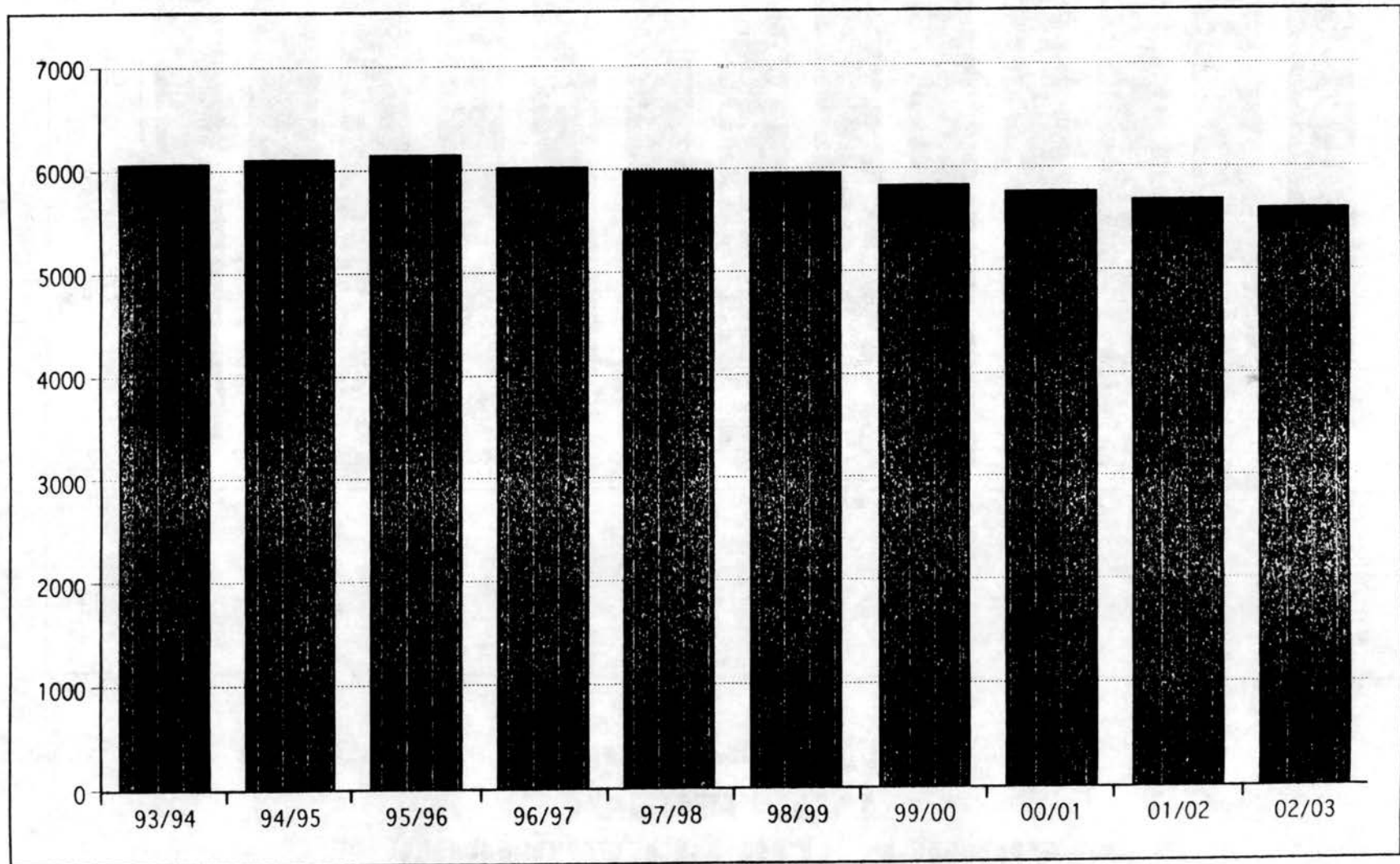
**MOORHEAD PUBLIC SCHOOLS
ENROLLMENT 7-8
10/97**



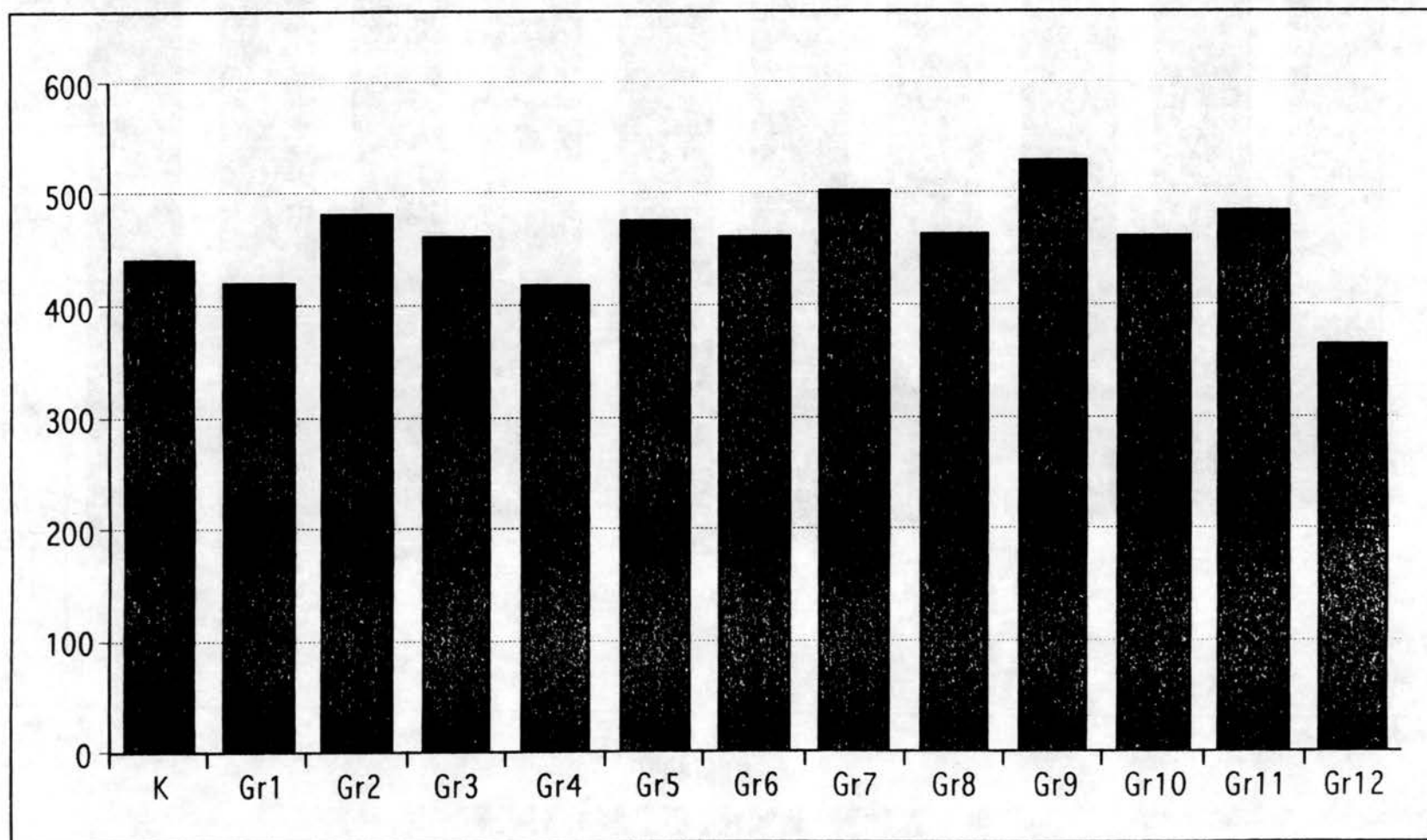
MOORHEAD PUBLIC SCHOOLS
ENROLLMENT 9-12
10/97



**MOORHEAD PUBLIC SCHOOLS
ENROLLMENT K-12
10/97**



MOORHEAD PUBLIC SCHOOLS
ENROLLMENT
October 1997



MEMO #: I-98-139
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Sports Center/Title IX Locker Addition
DATE: January 5, 1998

Attached is a copy of MEMO I-98-132 regarding a proposed addition to the Moorhead Sports Center for Concordia women's and Moorhead High girls' locker rooms.

Jon Buckellew, Director of Recreation - City of Moorhead, Concordia Athletic Director Armin Pipho and administration will review the proposal with the Board.

No action will be recommended at this time. However, it is anticipated that this item will be brought back to the Board for action at a later date.

RMJ/mdm
Attachment

MEMO #: I-98-132

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Sports Center Proposed Expansion for Concordia
Womens and Moorhead High Girls Locker Room

DATE: December 16, 1997

As you are aware there has been much discussion at the collegiate level regarding Title IX issues. Concordia College has had concerns about compliance as to the number of male and female athletic teams and participants. Concordia, therefore, has been reviewing options and tentatively plans to offer womens hockey as a sport either in the Fall of 1998 or 1999.

In September of 1997, discussion began between Concordia and Moorhead High School athletic departments and the City of Moorhead on the feasibility of developing a girls hockey locker room. Concordia Athletic Director Armin Pipho expressed an interest in initiating a cost study on building an addition on to the sports center to accommodate a girls hockey program scheduled to begin when such a facility is completed. According to Don Hulbert, Concordia did not want the meeting to become high profile and create a media issue but wanted low-key discussions. The City of Moorhead informed Don Hulbert that when Concordia adds girls hockey, there would be a shortage of locker rooms in the sports center.

Currently the Moorhead High School girls hockey team does not have equity in facilities. They use a locker room located under the North stands on the South side of the sports center. This locker room must be vacated each weekend to accommodate space for visiting teams using the sports center. The varsity boys hockey team has their own locker room located on the East end of the South rink.

Meetings were held on September 28th and November 6th at the Parks and Recreation Office of the sports center to discuss preliminary plans. Attending these meetings were Jon Buckellew from the City, Armin Pipho from Concordia, Don Hulbert, and Mutchler Bartram Architects.

I then attended the next meeting and indicated some concern regarding the following discussion points 1) we need to ensure that we do not infringe on tennis court space; 2) we are not interested in a second level for storage and/or potential needs; and 3) the district would not be interested in utilizing green space on the East side of the building for parking nor to pay for such space.

Mr. Lacher attended meetings on November 14 and December 1. You will note that in that meeting there was agreement that single story costs would include skate resistance flooring and lockers as a part of facility construction costs. You will also note that Concordia would like to have construction begin on April 1 with completion by the first part of November 1998.

December 16, 1997

Concordia has now felt it is time to allow the information to become public and a presentation will be made to the Moorhead Park Board on December 23.

After discussion with the City and Concordia, it is my recommendation that we authorize Concordia College, Moorhead Public Schools and the City of Moorhead to construct a girls hockey locker room for which would be paid for by Concordia and Moorhead Schools. The construction costs appear to be approximately \$300,000.

If the district were to use the lease levy to pay for the approximate \$150,000 of district expense with a five-year loan payback, costs are projected to be \$34,800 per year.

The City of Moorhead anticipated the following:

Loan Principal Amount	\$150,000
Annual Interest Rate	6.00%
Loan Period in Years	5
Annual Loan Payments	\$34,799.04
Interest over Term of Loans	\$23,995.20
Sum of All Payments	\$173,995.20

This is a preliminary estimate made by Harlyn Ault. For your information, I asked Beth Astrup to review lease levy commitments for 1994-98 which are as follows:

1994	\$257,820.79
1995	\$298,681.30
1996	\$235,316.10
1997	\$221,153.49
1998	\$222,041.91

If this expansion is completed the lease levy would be significantly less than 1995 expenditures. I have attached the meeting minutes from the most recent meeting Mr. Lacher attended.

I suggest that this information be shared with Board members and dependent upon the December 23 Moorhead Park Board meeting, ask members from Concordia and the City of Moorhead to approach the Board at their January 12 meeting for discussion with no action being taken at that meeting.

Also attached is drawing 3A3.1 showing the potential location related to the sports center and site plan 3A1.1.

RMJ/mdm
Attachments

cc: Don Hulbert
Bob Lacher



Professional Corporation

Kevin J. Bartram, AIA

David H. Schlaht, AIA

Timothy L. Zerr, AIA

Steve M. Gehrtz, AIC

Steven G. Stalboerger, AIA

Brian C. Berg, AIA

MOORHEAD SPORTS CENTER
MOORHEAD, MINNESOTA

PROJECT NO. 9746

SUBJECT: Meeting #5 to Review Preliminary Plan
DATE: December 1, 1997
PRESENT: Jon Buckellew – Moorhead Parks Department
Armin Pipho, Clyde Allen – Concordia College
Robert Lacher, Don Hulbert – Moorhead Public School District
Jim Antonine, Jerry Sorenson - City of Moorhead
Mike Buzick – Moorhead Sports Center
David H. Schlaht - Mutchler Bartram Architects, P.C.

POINTS:

The following represents our understanding of issues discussed and decisions reached. Please review for accuracy and notify this office of any modifications.

1. Dave reviewed revised plans showing the locker room addition located on the east side of the existing building. The schematic plan was generally well received.
2. Dave reviewed preliminary probable construction costs. Probable construction costs as follows:

• Single Story Addition	\$ 289,000	
	<u>\$ 20,000</u>	(7% AE Compensation)
	\$ 309,000	
• Second Level Addition	\$ 78,000	
	<u>\$ 5,500</u>	(7% AE Compensation)
	\$ 83,500	

 - Dave noted that construction costs are higher than the previous option due to approximately 300 sf of addition area in the east plan option, increased masonry costs due to more exterior wall area, locker costs and costs associated with adding special skate resistive flooring.
3. After discussion we agreed that the addition would be single story with footing, foundation walls, etc. sized for a second story addition.
4. Don and Armin noted that the number of lockers in each locker room could be reduced from 33 to 24. Don also noted that the Moorhead High School lockers could be fabricated from plywood of a similar style as in the existing Moorhead High School locker room.
5. We discussed construction schedule. Dave noted that if the construction documents and bidding process could be completed in January or February and with an April 1, 1998 construction start the project could be complete the first part of November, 1998.

North Dakota Office

320 N. 5th St.

Fargo, ND 58102

(701) 235-5563 Ph.

(701) 235-5435 Fax

Minnesota Office

1606 Westmoor Blvd

Moorhead, MN 56560

(218) 834-7899 Ph.

MEMO #: B98.216

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JANUARY 5, 1998

SUBJECT: AUDITOR PROPOSAL FOR SCHOOL DISTRICT AUDITS

		Change \$	%
1997 Audit Costs	\$16,500		
Proposal			
1998 Audit Costs	\$16,000	-\$500	-3
1999 Audit Costs	\$16,500	+\$500	+3.125
2000 Audit Costs	\$17,000	+\$500	+3

Suggested Resolution: Move to approve the Audit Proposal from Eide Helmeke PLLP for the audit for the next three fiscal years as proposed.

Attached: Proposal

Eide Helmeke PLLP

Certified Public Accountants & Consultants

The Board of Education
Independent School District No. 152
Moorhead, Minnesota 56560

This letter is to explain our understanding of the arrangements for the services we are to perform for Independent School District No. 152 for the years ending June 30, 1998, 1999, and 2000. We ask that you either confirm or amend that understanding.

We will perform an audit of the district's general purpose financial statements as of June 30, of each year. We understand that the financial statements will be prepared in accordance with generally accepted accounting principles. We anticipate that our opinion will be qualified because we will be unable to make an audit of the balance sheet of the general fixed assets account group. If, during the course of our audit, information should come to our attention which would require or permit us to issue a significantly different type of report, we will discuss the reasons with you.

We will conduct the audit in accordance with generally accepted auditing standards, and "Government Auditing Standards" issued by the Comptroller General of the United States; and the "Legal Compliance Audit Guide" promulgated by the Legal Compliance Task Force pursuant to Minnesota Statutes Section 6.65. Those standards, or guides require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit will provide a reasonable basis for our reports.

In addition to our report on the district's financial statements, we will also issue the following reports or types of reports:

Report on compliance with laws and regulations applicable to the district in accordance with the requirements of the "Government Auditing Standards, and the "Legal Compliance Audit Guide" promulgated by the Legal Compliance Task Force pursuant to Minnesota Statutes Section 6.65.

Report on the district's internal control structure in accordance with the requirements of the "Government Auditing Standards".

There are no component units whose financial statements are to be included in the district's general purpose financial statements.

Our reports on the internal control structure will include any reportable conditions and material structural or operational weaknesses in the system of which we become aware. Our reports on compliance will include any errors, irregularities or illegal acts of which we become aware.

The audit is subject to the inherent risk that material errors, irregularities, or illegal acts, including fraud or defalcations, if they exist, will not be detected.

If circumstances relating to the conditions of your records and/or the availability of sufficient competent evidential matter were to arise during the course of our work which in our professional judgment prevent us from completing the audit, we will notify you immediately. In such a situation, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

As you know, the financial statements and compliance matters are the responsibility of the district's management. Management has the primary responsibility for properly recording transactions in the records, for safeguarding assets, for preparing reliable financial statements and complying with statutory, regulatory and contractual requirements. At the conclusion of our audit, we will request certain written representations from you as to the fairness of the presentation of the financial statements and all matters related thereto.

You acknowledge and grant your assent that representatives of the cognizant or oversight agency or its designee, other government audit staffs and the U.S. General Accounting Office shall have access to the audit working papers upon their request, and that we shall maintain the working papers for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency.

During the course of our engagement, we may accumulate records containing data which should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly you will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by your personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with district personnel. The timely completion of this work will assist us in performing our work efficiently.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. We estimate the work will be completed at a total cost of fees and expenses as follows:

Year Ending June 30

1998	\$16,000
1999	\$16,500
2000	\$17,000

Our fees are based, in part, on the expectation that your personnel will: (1) prepare various required account analyses, schedules and other worksheets, (2) make invoices, contract and other documents readily available for us upon request. If your personnel do not provide these services in an accurate, complete and timely fashion, we will bring the matter to your attention. If we are required to perform additional work as a result of these deficiencies, we will bill you for the additional work based on our standard hourly rates and the time required, plus expenses.

The year 2000 poses a serious threat to certain computer systems and software which improperly recognize the 00 in the date. This problem could cause accounting systems to fail or yield inaccurate results. You should determine whether your systems will properly handle the date change on January 1, 2000 and undertake corrective action if needed. In the future, we will require representations that you have done this. While such services are ordinarily outside the scope of our capabilities, we will be happy to discuss with you ways in which we can assist if you desire. However, any engagement to provide such additional services must be separately agreed to in writing.

It is further understood that additional charges other than those described above may be incurred in the process of conducting the engagement. Eide Helmeke PLLP may provide a "change order" providing for such changes and charges incurred thereby. Change orders are payable upon receipt of the billing. Any change order shall be approved by you in advance.

All other services, such as business consultation, etc., will be billed separately as the charges are incurred for these services.

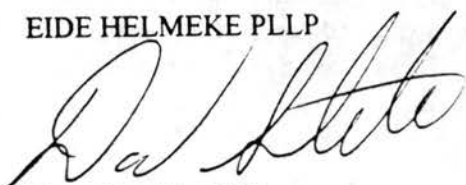
If you intend to publish or otherwise reproduce the financial statements and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed. Our report on the financial statements is not to be included in an official statement or other document involved with the sale of debt instruments without our prior approval.

This arrangement letter, and any controversy or claim, including the liability or obligation of any party arising out of this arrangement letter, shall be governed by the laws of the State of North Dakota.

Any controversy or claim arising as a result of services performed pursuant to this arrangement letter shall be settled by arbitration administered by the American Arbitration Association in accordance with Arbitration Rules for Professional Accounting and Related Services Disputes. Any judgment upon the award rendered by the arbitrator(s) may be entered in any Court having jurisdiction thereof.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us. Thank you for this opportunity to be of assistance to you. We appreciate your business.

EIDE HELMEKE PLLP



November 17, 1997
Fargo, North Dakota

ACCEPTED BY:

Name

Title

Date

Eide Helmeke PLLP

MEMO #: B98.219

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 5, 1998

SUBJECT: SCHOOL DISTRICT'S LEGAL REPRESENTATION FOR WATER MAIN
BREAK AT SENIOR HIGH

Mr. Shamus P. O'Meara is moving from the Peterson & Hectner,
Ltd., to join the firm of Johnson & Condon, P.A.

Suggested Resolution: Move to maintain Mr. Shamus P. O'Meara
as the school district's legal representative concerning the
water main break at the Senior High School.

JAN 7 1998

MEMO #: B98.218

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JANUARY 5, 1998

SUBJECT: LIGHTING RETROFIT FOR SCHOOL DISTRICT

Bids were opened on December 23, 1997.

Suggested Resolution: Move to accept low bids meeting
specification to:

	Base Bid	Total Value
CB Electric - Moorhead	1,2,3,5,6,7,9 & Alt. 4	\$203,490.00
Energy Masters - Moorhead	4	\$101,955.00
Magnum Electric - Moorhead	8	\$ 45,827.00
Moorhead Elect. - Moorhead	10	<u>\$ 21,018.14</u>
	TOTAL	\$372,290.14

Funding 1998.99 AOP (If not successful in receiving an interest free loan)	\$292,245.94
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Moorhead Electric Grant	\$ 80,044.20
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Projected energy cost reduction per year	\$ 40,281.42
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Pay Back - 7.26 Years

Attached: Tabulation of bid proposals

TABULATION OF PROPOSALS

**LIGHTING RETROFIT PROJECT
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA**

PROJECT NO. 9702.05

**FOSS ASSOCIATES
Architecture & Interiors
Moorhead, Minnesota**

BID OPENING: December 23, 1997

Contractors	A d d e n d u m	S e c u r i t y	Base Bid No. 1 - Work at Thomas Edison	Base Bid No. 2 - Work at Mainte- nance/Transporta- tion Garage	Base Bid No. 3 - Work at Junior High	Base Bid No. 4 - Work at Senior High	Base Bid No. 5 - Work at Probstfield	Base Bid No. 6 - Work at Robert Asp	Base Bid No. 7 - Work at Riverside
Border States Electric Fargo, North Dakota			NO BID						
CB & Sons Electric Moorhead, Minnesota	X	X	\$23,650.00	\$5,030.00	\$48,690.00	No Bid	\$36,310.00	\$53,075.00	\$18,495.00
Citilights Lighting, Inc. Minneapolis, Minnesota			NO BID						
Custom Energy Eden Prairie, Minnesota			NO BID						
Dakota Electric Construction Co. Fargo, North Dakota			NO BID						
Dakota Electric Supply Co. Fargo, North Dakota			NO BID						
Energy Masters International Moorhead, Minnesota	X	X	\$31,442.00	\$6,658.00	\$53,754.00	\$101,955.00	\$47,039.00	\$66,979.00	\$22,905.00
Fritz Electric Fargo, North Dakota	X	X	No Bid	No Bid	\$59,800.00	\$121,900.00	No Bid	\$71,600.00	No Bid
Gary's Electric Service Fargo, North Dakota	X	X	No Bid	\$6,468.15	No Bid	No Bid	No Bid	No Bid	\$20,080.00
Magnum Electric Moorhead, Minnesota	X	X	\$28,588.00	\$6,250.00	\$54,850.00	\$128,700.00	\$45,151.00	\$65,960.00	\$22,525.00
Metzger Electric Fargo, North Dakota	X	X	\$29,000.00	\$9,000.00	No Bid	No Bid	\$48,000.00	No Bid	\$22,000.00
Moorhead Electric Moorhead, Minnesota	X	X	\$29,209.77	\$6,448.49	\$56,838.75	\$124,665.81	\$51,390.70	\$70,973.11	\$23,122.38
Nordick Electric & Sheet Metal Wahpeton, North Dakota	X	X	\$39,980.00	\$7,050.00	\$58,000.00	\$130,800.00	\$53,300.00	\$69,570.00	\$26,300.00
Red River Electric Moorhead, Minnesota	X	X	\$32,259.00	\$7,769.00	\$63,775.00	\$132,862.00	\$49,865.00	\$79,099.00	\$23,971.00
Rick Electric Moorhead, Minnesota			NO BID						

TABULATION OF PROPOSALS (Continued)

**LIGHTING RETROFIT PROJECT
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
PROJECT NO. 9702.05**

Contractors	Base Bid No. 8 - Work at Townsite	Base Bid No. 9 - Work at Voyager	Base Bid No. 10 - Work at Washington	Base Bid No. 11 - Combined Bid All Work	Alt. No. 1 - Junior High Fixture Replacement	Alt. No. 2 - Senior High Fixture Replacement	Alt. No. 3 - Robert Asp Fixture Replacement	Alt. No. 4 - Voyager Music Building
Border States Electric Fargo, North Dakota	NO BID							
CB & Sons Electric Moorhead, Minnesota	No Bid	\$12,990.00	\$27,370.00	No Bid	No Bid	No Bid	+\$15,350.00	✓+\$5,250.00
Citilights Lighting, Inc. Minneapolis, Minnesota	NO BID							
Custom Energy Eden Prairie, Minnesota	NO BID							
Dakota Electric Construction Co. Fargo, North Dakota	NO BID							
Dakota Electric Supply Co. Fargo, North Dakota	NO BID							
Energy Masters International Moorhead, Minnesota	\$49,190.00	\$15,365.00	\$37,558.00	\$422,206.00	+\$53,084.00	No Bid	+\$20,006.00	+\$7,555.00
Fritz Electric Fargo, North Dakota	No Bid	No Bid	No Bid	\$465,500.00	+\$67,200.00	+\$26,900.00	✓+\$6,300.00	+\$14,500.00
Gary's Electric Service Fargo, North Dakota	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Magnum Electric Moorhead, Minnesota	✓\$45,827.00	\$17,800.00	\$37,220.00	\$452,874.00	✓+\$34,600.00	+\$21,780.00	+\$7,000.00	+\$5,346.00
Metzger Electric Fargo, North Dakota	No Bid	No Bid	\$38,000.00	No Bid	No Bid	No Bid	No Bid	No Bid
Moorhead Electric Moorhead, Minnesota	\$52,431.66	\$14,899.66	✓\$21,018.14	\$452,998.47	+\$45,673.77	✓+\$17,489.00	+\$9,529.38	+\$5,460.97
Nordick Electric & Sheet Metal Wahpeton, North Dakota	\$46,913.00	\$13,689.00	\$43,640.00	N/A	+\$44,500.00	+\$21,800.00	+\$9,700.00	+\$5,500.81
Red River Electric Moorhead, Minnesota	\$60,258.00	✓\$11,602.00	\$42,440.00	\$503,900.00	+\$69,260.00	+\$26,340.00	+\$14,180.00	+\$9,073.00
Rick Electric Moorhead, Minnesota	NO BID							

01/06/98 ELECTBID.WK4

Contractors	Base bid #1 Edison	Base bid #2 Maint. Garage	Base bid #3 Jr. High	Base bid #4 Sr. High	Base bid #5 Probst.	Base bid #6 Asp	Base bid #7 Riverside	Base bid #8 Townsite	Base bid #9 Voyager	Base bid #10 Washington	Base bid #11 All Work	Atl. #1 Jr. High Fixture	Atl. #2 Sr. High Fixture	Atl. #3 Asp Fixture	Atl. #4 Voyager Music Building
C.B. Electric	23,650.00	5,030.00	48,690.00	N/B	36,310.00	53,075.00	18,495.00	N/B	12,990.00	27,370.00	N/B	Replacer	Replacer	Replacer	Building
Energy Masters Inter.	31,442.00	6,658.00	53,754.00	101,955.00	47,039.00	66,979.00	22,905.00	49,190.00	15,365.00	37,558.00	N/B	53,084.00	N/B	15,350	5,250.00
Fritz Electric	N/B	N/B	59,800.00	121,900.00	N/B	71,600.00	N/B	N/B	N/B	N/B	465,500.00	67,200.00	26,900.00	6,300.00	14,500.00
Gary's Electric	N/B	6,468.15	N/B	N/B	N/B	N/B	20,080.00	N/B	N/B	N/B	N/B	N/B	N/B	N/B	N/B
Magnum Electric	28,588.00	6,250.00	54,850.00	128,700.00	45,151.00	65,960.00	22,525.00	45,827.00	17,800.00	37,220.00	452,871.00	34,600.00	21,780.00	7,000.00	5,346.00
Metzger Electric	29,000.00	9,000.00	N/B	N/B	48,000.00	N/B	22,000.00	N/B	N/B	38,000.00	N/B	N/B	N/B	N/B	N/B
Moorhead Electric	29,209.77	6,448.49	56,838.75	124,665.81	51,390.70	70,973.11	23,122.38	52,431.66	14,899.66	21,018.14	450,998.47	45,673.77	17,489.00	9,529.38	5,460.97
Nordick Electric	39,980.00	7,050.00	58,000.00	130,800.00	53,300.00	69,570.00	26,300.00	46,913.00	13,689.00	43,640.00	N/B	44,500.00	21,800.00	9,700.00	5,500.81
Red River Electric	32,259.00	7,769.00	63,775.00	132,862.00	49,865.00	79,099.00	23,971.00	60,258.00	11,602.00	42,440.00	503,900.00	69,260.00	26,340.00	14,180.00	9,073.00
	23,650.00	5,030.00	48,690.00	101,955.00	36,310.00	53,075.00	18,495.00	45,827.00	12,990.00	21,018.14	367,040.14	34,600.00	17,489.00	6,300.00	5,250.00 372,290.14

Bid Awards C.B. Electric C.B. Electric C.B. Electric Energy Mas C.B. Electric C.B. Electric C.B. Electric Magnum El C.B. Electric Moorhead E Reject Reject Reject Reject C.B. Electric

C.B. Electric 203,490.00
 Energy Masters Inter. 101,955.00
 Magnum Electric 45,827.00
 Moorhead Electric 21,018.14

372,290.14
 Rebate 80,044.20

292,245.94
 Annual Savings 40,281.42

Payback 7.26

MEMO #: S-98-145

TO: School Board

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

RE: Approval of Policy

DATE: January 8, 1998

Attached please find the policy, Medication Policy (JHCD). Action on this policy was delayed at the December 8 meeting for additional information. I believe the questions have been addressed and no additional changes are recommended.

Suggested Resolution: Move to approve the policy, Medication Policy (JHCD), as presented.

cbf
Attachment

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: JHCD
DATE ADOPTED: 10/24/89
REVIEWED/REVISED: 11/23/93

(DRAFT 11/17/97)

Medication Policy

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parent or guardian. (Refer to administrative policy JHCD-A.)
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medication are available at the Principals' Office or Health Office of each school. New request forms must be submitted on an annual basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall direct the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine. Unless the licensed prescriber authorizes otherwise, injected medications will be given by the licensed school nurse. The exception would be an emergency such as severe allergic reaction (e.g. bee sting) during which other trained school personnel may give the medication.
5. When the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse, agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition. Questions regarding any student observed by school personnel self-administering medication should be referred to the school nurse.

POLICY JHCD

6. The administration of medication to pupils on field trips, and during extracurricular activities shall be done as follows:
 - If the student is to self-administer medication, the same procedure shall be in effect as for the regular school day.
 - Any medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult assigned to administer the medication and accompanying a student on the trip.
 - All medication must be clearly marked with the student's name, the medication name, and directions as to the dosage, time and method of administration.
7. For each student whose health condition requires a prescribed emergency medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the student.
8. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs or medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

Reviewed/Revised: 11/23/93

INDEPENDENT SCHOOL DISTRICT #152
MEDICATION REQUEST

Student's Name (Last, First, M.I.) (____/____/____) (Birthday) _____ School _____ Date

School medications and health care services are administered following these guidelines:

- Parent signed, dated authorization to administer the medication.
- The medication is in the original labeled container as dispensed or the manufacturer's labeled container.
- The medication label contains the student name, name of the medication, directions for use and date.
- Annual renewal of authorization and immediate notification, in writing, of changes.

Medication/Health Care _____ Dosage _____ Route _____ Time at School

Administration Instructions

Diagnosis

____ Student is knowledgeable about this medication and its administration and may self-administer medication. _____ Discontinue/Re-evaluate/Follow-up Date

Licensed Prescriber Signature _____ Date

Licensed Prescriber's Address _____ Emergency Phone

----- PARENT PORTION BELOW -----

I request the above student be given the medication at school and school activities by qualified staff, according to the prescription or nonprescription instructions and a record maintained. The student has experienced no serious previous side effects from the medication. I further agree that school personnel may contact the prescriber as needed and that medication information may be shared with school personnel who need to know. I agree to provide safe delivery of medication to and from school and pick up remaining medication or it will be properly destroyed. All students are responsible to go to the health office for medication unless self-medication is recommended.

Parent/Guardian Signature _____ Date

Address _____ Home Phone

Additional Information _____ Business Phone

MEMO #: S-98-146

TO: School Board

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

RE: Approval of Policy

DATE: January 8, 1998

Attached please find the policy, Communicable Disease Control (JHCC). This item was delayed at the December 8 meeting to address further questions. I believe the item was addressed by the adding the clarifying language.

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

:cbf

Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JHCC DATE ADOPTED: 4/22/88 REVISED: 1/11/94
--	--

(DRAFT 1/7/98)

COMMUNICABLE DISEASE CONTROL

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

- A. Pre-K special needs and K-12 students are expected to be in compliance with one of the following:
- a) completely immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella; and haemophilus influenza type b.
 - b) immunized against measles, mumps and rubella, and has begun but not yet completed a schedule of immunizations against diphtheria, tetanus, pertussis and/or polio;
 - c) legally exempt from one or more of the required immunizations.

A student who has begun but not yet completed the primary series of immunizations will be excluded from attendance according to the schedule of exclusion dates (See Appendix A, Schedule of Exclusion Dates). The building administrator shall exclude students from school attendance who are not in compliance with immunizations required by M.S. 123.70. School personnel will cooperate in completing and coordinating all immunization dates, waivers, and exclusions including reports to provide for preventable communicable disease control.

- B. The superintendent has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population as outlined by the American Public Health Association and the American Academy of Pediatrics. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. A procedure for minimizing interruptions to learning from communicable or chronic infectious diseases will be established by the school nurse in consultation with school administrators, and community public and private health care providers. All reportable communicable diseases (7 MCAR 1.316) will be reported to the Clay County Health Department.
- C. Upon receiving notification of a student with a serious chronic communicable disease, the parent/guardian will be contacted by the Superintendent, district nurse, and/or school principal to discuss the situation and determine facts. Written consent to communicate with the treating physician will be secured from the parent/guardian. Significant medical facts concerning diagnosis of the disease and possible transmission issues will be requested from the treating physician.

Policy JHCC

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

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

- D. Mandatory screening for communicable diseases that are known not to be spread by casual contact is not required as a condition for school entry or for employment or continued employment. CASUAL CONTACT BEING DEFINED AS "CONTACT WITH RESPIRATORY DROPLETS (THROUGH SNEEZING OR COUGHING) OR THROUGH DIRECT CONTACT VIA TOUCHING. IT WOULD NOT INCLUDE EXPOSURE TO BLOOD OR BLOOD CONTAINING BODY FLUIDS."
- E. Universal precautions for handling all blood and body fluids according to Centers for Disease Control (CDC) guidelines will be carefully implemented and adequate sanitation facilities will be available for handling blood and body fluids within the school setting or school buses. See policy JHCC-A.

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

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

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

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

Policy JHCC

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

1. Early Childhood and Elementary

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

2. High School and Adult Learners

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

3. Chemical Health and Responsibility

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

4. Equity Education

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

I. School/Community Relations

Community Network. The District's Planning/ Evaluation and Reporting /PER/ Instruction and Curriculum Advisory (ICAC) Committee is established to review the district's AIDS related curriculum and policy on a regular basis.

Relationship to Other Education Agencies. Cooperation and coordination among other districts and Service Cooperatives will be encouraged when designing and implementing and AIDS prevention and risk reduction program.

Reviewed/Revised: 5/90
1/11/94

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

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR DIPHTHERIA/
TETANUS/PERTUSSIS (DTP)

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

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

FOR STUDENTS 6 YEARS OF AGE AND YOUNGER NOT COMPLETE FOR POLIO

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

FOR STUDENTS 7 YEARS OF AGE AND OLDER NOT COMPLETE FOR TETANUS/DIPHTHERIA
(Td) and/or Polio

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

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

1993/94 + 7YH/ 8YH and 12YH graders////////Dose #1 must be
1994/95 + 7YH/ 8YH/ 9YH/ and 12YH graders////////after 1 yr/ old/
1995/96 + 7YH/ 8YH/ 9YH/ 10YH and 12YH graders/Dose #2 no sooner
//// 1996 + + ALL students 7YH to 12YH graders////////than 1 mo/ after
////////Dose #1/

Policy JHCC

A TOTAL OF TWO (2) DOSES OF MEASLES, MUMPS, RUBELLA (MMR) IS REQUIRED OF ALL STUDENTS IN GRADES 7-12.

<u>TETANUS/DIPHTHERIA (Td) REQUIREMENTS:</u>	<u>1997-98 - All students qrs. 7, 8 &</u>
	<u>12 must have had Td at or after</u>
	<u>age 11.</u>
	<u>1998-99 - All students qrs. 7-12.</u>

~~For~~ Students born after 1956 and at least 20 years of age will be excluded after 30 days unless they have had one Tetanus/Diphtheria (Td) within 10 years and one MMR immunity up to 10 years.

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

JANUARY 26, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings _____	James Hewitt _____
Stacey Foss _____	Carol A. Ladwig _____
Mark Gustafson _____	Kristine Thompson _____
Anton B. Hastad _____	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"

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
Jan 26-98

A. INSTRUCTIONAL MATTERS - Jernberg
(1) Acceptance of Grant - Pages 5-6

- B. PERSONNEL MATTERS - Skinkle
(1) Special Education Paraprofessional Reassignment -
Pages 7-11
(2) New Employees - Page 12
(3) Family/Medical Leave - Page 13
(4) Resignation of District Employees - Page 14

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SENIOR HIGH SCHOOL INSTRUCTIONAL SCHEDULE: Dr. Anderson/Mr. Jernberg/Mr. Boyle
Pages 15-16

Suggested Resolution: See page 16.

Moved by _____ Seconded by _____
Comments _____

5. SPORTS CENTER LOCKER ADDITION: Mr. Jernberg
Page 17

Suggested Resolution: Move to direct administration to proceed with the Sports Center/Title IX Locker Addition, to keep the Board informed and to bring this item back to the Board for action before the City accepts bids for construction.

Moved by _____ Seconded by _____
Comments _____

6. POLICIES - FIRST READING OF POLICIES: Dr. Anderson

- a. Hazing Prohibition - Dr. Anderson
Pages 18-20
b. Spec. Ed. & Related Services to Private Schools - Mr. Swedberg
Pages 21-22
c. Performance Appraisal of the ISD 152 Staff - Dr. Skinkle
Page 23

7. SPECIAL EDUCATION STAFF NEEDS: Mr. Swedberg
Pages 24-32

Suggested Resolution: Move to approve the addition of a .5 FTE teacher of EBD/SLD and a 1.0 FTE Paraprofessional for the remainder of this year only and to revise the General Fund Final Budget as listed above.

Moved by _____ Seconded by _____
Comments _____

8. 1997.98 TRANSPORTATION BUDGET - Mr. Lacher
Pages 33-34

Suggested Resolution: Move to approve the final 1997.98 Transportation Budget.

Moved by _____ Seconded by _____
Comments _____

9. CLOSE PUBLIC MEETING: Ladwig

Suggested Resolution: Move to close the public meeting at _____ p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies.

Moved by _____ Seconded by _____
Comments _____

10. OPEN PUBLIC MEETING: Ladwig

Suggested Resolution: Move to reopen the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
End 2nd Qtr./Sem.	Jan. 22		
K-12 Workshops	Jan. 23		
School Board	Jan. 26	7:00 p.m.	Townsite
State-wide Testing (Grades 3,5 & 8)	Feb. 3-5 & 26-27; Mar. 2-4		
Joint Powers	Feb. 5	7:00 a.m.	Townsite
School Board	Feb. 9	7:00 p.m.	Townsite
Student Activities	Feb. 10	7:00 a.m.	Townsite
SD Committee	Feb. 10	3:45 p.m.	Townsite
President's Day Holiday	Feb. 16		
Policy Review	Feb. 16	7:00 p.m.	Townsite
K-12 Workshops	Feb. 17		
CE Advisory Council	Feb. 17	7:00 p.m.	Townsite
ICAC Committee	Feb. 19	7:00 a.m.	Townsite
DSSAS Committee	Feb. 23	3:45 p.m.	Townsite
School Board	Feb. 23	7:00 p.m.	Townsite
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		

MEMO #: I-98-157
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Grant
DATE: January 19, 1998

The district has received a grant entitled "Training for Parents of High-Risk Youth with Disabilities" in the amount of \$8,000. A copy of the grant award letter is attached.

Funds will be used for increasing parental knowledge, review of policies and procedures at MCAP, communication and relationship between home and school, as well as increase family involvement.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm



December 22, 1997

Dr. Bruce Anderson, Superintendent
Moorhead Public Schools
810 4th Avenue S.
Moorhead, MN 56560

Dear Dr. Anderson:

Enclosed is a copy of your approved grant contract with the Department of Children, Families & Learning entitled "Training for Parents of High-Risk Youth with Disabilities", Project No. 040-StI-098. The agreement is in the amount of \$8,000.00 and is dated December 1, 1997 through June 30, 1998. We have asked our Fiscal Services Section to forward \$6,000.00 (75%) to you at this time, in accordance with Attachment B of the agreement.

To obtain your final payment you should fill out the enclosed "Completion Report" which should be submitted within 60 days of project completion. The completion report shows total expenditures and is used to make final payments. The final payment will not be made until we receive the completion report.

If you have any questions, please contact the staff person working with you on this project, or me, at (612) 296-0304.

Happy Holidays!

Sincerely,

Pamela J. Schneider
Grants Specialist
Division of Special Education

enc.

cc: Deb Pender

MEMO #: I-98-153

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Special Education Paraprofessional Reassignment

DATE: January 19, 1998

At the January 26 meeting we will be requesting two additional special education positions. We also have a need at Edison School which will not require additional staff but will be filled by reassignment.

A proposal for the reassignment is attached. Perhaps you would like to transmit this proposal to the Board.

Thank you.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1997-98 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Edison Elementary School

TOPICS OF PROPOSAL: Paraprofessional Reassignment

SUBMITTED BY: Kevin Kopperud

DATE: 1/13/98

Lynne Kovash

DATE TO BE IMPLEMENTED:

Immediately

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO
RECOMMEND TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve *RJ*

Disapprove _____

Hold _____

Refer to Cabinet *OK* 1/15/98

Date 1/19/98

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

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

1. Describe the proposal for funding.
Reassignment of a one-to-one paraprofessional to a program support assistant
2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school).
The E/BD resource teacher has 24 students on a caseload with many needs. The needs range from academic support to behavioral support to provide for the safety and security of all students at Edison. The self contained SLD room is also at maximum capacity with the EBD self contained room near capacity. The added program support assistant will allow for the teachers to meet the times on the IEPs. The paraprofessional had been working with a student on a one-to-one setting. That student has now been placed in the Outreach Program at Probstfield School. The one - to -one para is no longer needed for the student.
3. State the negative implications if the proposal is not approved.
Students will not receive the services that were agreed upon by their child student team.

The times recorded on the IEPs will not be met.

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

The other alternative is to consider hiring another teacher to help with the large caseloads and students whose academic and behavioral needs are not being met. This proposal would be a more cost effective way of providing time and support for students whose IEPs are not being met.

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

PROPOSAL FORM:

#1 PERSONNEL:	Number requested:	Total cost:	Code to charge:	Reimbursement	Net cost:
---------------	-------------------	-------------	-----------------	---------------	-----------

Administrators:

Teachers:

Clerical:

Paraprofessional:

No. & Hrs. per day:

Teacher Para:

Noon Para:

	Total salaries	x 30%
FRINGE BENEFITS:	Worker's Compensation X Salary	x .005

SUPPLIES:

#2

CAPITAL OUTLAY:

OTHER EXPENSES:

#3 TOTAL COST

NET DISTRICT COST

Comments on budgetary items:

There should be no additional cost as this position was approved by the School Board in August.

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

6. Space implications (short/long range).
There are no space implications.
7. Equity implications.
None.
8. Technology implications.
None
9. Suggested timelines for implementations.
Immediately
10. Who has been involved in this decision?
Kevin Kopperud, Lynne Kovash, Kent Karch, Judy Koestreba, Kristi Ammerman, Al Swedberg, Jackie Migler
11. Other comments:
None

MEMORANDUM P 98.006

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: January 20, 1998

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:

Bret Maughan - Physical Education Teacher, Senior High, BA (6)
.50 FTE, \$11,985.30, effective for second semester.
(within FTE allocation for Senior High)

Amy Soma - English Teacher, Senior High, BA (6) .50 FTE,
\$11,985.30, effective for second semester.
(within FTE allocation for Senior High)

Bonnie Legreid - ECSE Paraprofessional, Edison Elementary, B21
(0) \$8.85 per hour, 3.25 hours daily.
(Replace Tia Leach)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.007

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JSS*
DATE: January 20, 1998
SUBJECT: Family/Medical Leave

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

Julie Hanson - Switchboard, Senior High, to begin approximately April 3, 1998 for 12 weeks.

Jennie MacFarlane - Grade Teacher, Robert Asp, to begin approximately March 1 through May 1, 1998.

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

JDS:sdh

MEMORANDUM

P 98.008

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 20, 1998
SUBJECT: Resignation of District Employees.

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

Rondella Underwood - AOM Paraprofessional, Probstfield
Elementary, effective February 13, 1998.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMO #: S-98-154

TO: School Board

FROM: Gene Boyle, H.S. Principal *GB*
Robert M. Jernberg, Assistant Superintendent *RJ*
Dr. Bruce R. Anderson, Superintendent *BRA*

SUBJECT: Moorhead Senior High School Instructional Schedule

DATE: January 20, 1998

Background

Since the Spring of 1994 when the high school administration and the communication team began a dialogue about "How We Spend Our Time", and how we might use it more appropriately, much time and energy has been spent reviewing how the high school administration and staff might better enhance student learning and increase educational opportunities for Moorhead Senior High School students through a differently structured student day.

Change has been mandated by the state through the impact of the Minnesota Graduation Standards. The Basic Standards and the student performance packages associated with the High Standards clearly will affect the delivery of instruction.

The National Association of Secondary School Principals publication, Breaking Ranks: Changing an American Institution suggests that one theme is paramount in the high schools of the future; namely, that the high schools of the 21st century must be much more student centered and above all much more personalized in programs, support services and intellectual rigor." This report, provided in partnership with the Carnegie Foundation for the Advancement of Teaching, offers seven recommendations for high schools of the 21st century:

1. Every student will have a personal adult advocate.
2. The Carnegie unit must be replaced or redefined.
3. Student anonymity must be banished.
4. Teachers should meet no more than 90 students per day.
5. Every student should have a Personal Plan of Progress.
6. Imaginative flexible scheduling must be the order of the day.
7. Every principal and teacher will have a Personal Learning Plan.

Moorhead has been and is an outstanding high school. It is so because we have quality people in every category of personnel. These people have striven to make it the best possible place for students. We must, however, on an ongoing basis, review the research and best school practices and change as appropriate to assure our students, parents and taxpayers that we are growing and improving as an organization and that Moorhead Senior High School continues to be the best place in Minnesota for our students.

January 20, 1998

The following recommendation is cognizant of the many pressures for change coming at staff, namely the Graduation Standards. Thus, the recommendation does two things: It provides time for the high school staff to better understand and deal with the impact of the Graduation Standards and provides time for the high school administration, leadership team and staff to identify perceived needed adjustments to the modified block or propose another model to the School Board around which administration and staff can rally for the good of Moorhead High students.

Suggested Resolution: Move to accept the recommendation of the administration that effective the 1999-2000 school year an instructional delivery system for students be in place which enhances student learning and readiness for their next career steps and which facilitates the attainment of the following outcomes:

- * An instructional delivery model which better facilitates the full implementation of the Graduation Standards.
- * A model which better encourages experiential, inductive, hands-on active-learning strategies.
- * A design which better facilitates cooperative learning, high order thinking, thematic and interdisciplinary learning, service based learning, and authentic performance-based learning.
- * A delivery model which accommodates different learning styles and multiple intelligences.
- * A learning organization which broadens and enhances learning opportunities for our students.
- * A delivery system which ensures that student performance packages are spread throughout the year and are not due at the same time.
- * A system which better facilitates staff collaboration and addresses the strengths of research from alternatives such as modified blocks, schools within a school and interdisciplinary teams, etc.
- * A model which maximizes a positive school climate for students, staff and administration.
- * A delivery system which encourages improved attendance and reduces disciplinary incidence.

It is further moved that by October 1, 1998 a recommended instructional model be presented by the High School administration and planning team to the Board for consideration which reflects the identified outcomes.

BRA/mdm

MEMO #: I-98-156
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Sports Center/Title IX Locker Addition
DATE: January 19, 1998

At the January 12 meeting a presentation was made by administration along with staff from the City of Moorhead and Concordia College regarding a proposed addition to the Moorhead Sports Center for Concordia women's and Moorhead High girls' locker rooms. At that time it was indicated that it would be brought back for further action at a later day. It is now recommended that the Board take action directing administration to proceed with the planning process leading to the City accepting bids for the proposed project.

The administration recommends that the Board so authorize administration with a request that the Board act on the final approval to the project once bids have been received by the City.

Suggested Resolution: Move to direct administration to proceed with the Sports Center/Title IX locker addition, to keep the Board informed and to bring this item back to the Board for action before the City accepts bids for construction.

RMJ/mdm

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DATE ADOPTED: REVIEWED/REVISED:
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Hazing Prohibition

I. * PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

HAZING PROHIBITION
PAGE 3

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

ADMINISTRATIVE POLICY OF THE MOORHEAD PUBLIC SCHOOLS	DISTRICT CODE: DATE ADOPTED: REVIEWED/REVISED:
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PROVISION OF SPECIAL EDUCATION AND RELATED SERVICES
AT PRIVATE SCHOOLS

1. PRIMARY AND SECONDARY SCHOOL PROGRAMS

It shall be the policy of Moorhead Independent School District No. 152 to not provide special education and related services on-site at non-public schools for K-12 students who have been placed in those schools by their parents or guardians. This policy applies to all non-public K-12 schools regardless of their secular or sectarian nature.

Moorhead Independent School District No. 152 adopts this policy to maximize the educational benefit that can be delivered to students with disabilities given the limited resources available to the District. This policy seeks to maintain the District's control over the quality of personnel and programs providing special education and related services to students with disabilities. Additionally, by providing such services at the public schools, the District's trained special and regular education professionals can integrate diverse services into an coordinated program bring together curriculum, services, adaptations, accommodations, assistive technologies, and scheduling to maximize the educational benefit conveyed to each student. By providing such services in an integrated environment at the public school site, using staff that are trained and directed by the District, the District can best assure that a free appropriate public education is available to all students.

2. EARLY CHILDHOOD PROGRAMS

It shall be the policy of Moorhead Independent School District No. 152 to provide early childhood special education and related services on-site at non-public school sites for early childhood special education students when such services are necessary to meet the special education needs, goals, and objectives as determined by each student's IEP team. This policy applies to all early childhood students attending schools in the District regardless of the sectarian or non-sectarian nature of the school.

The Moorhead Independent School District No. 152 adopts this policy because it recognizes the special character of early childhood special education students and the importance of providing appropriate programs to early childhood special education students at their homes, District classrooms, and community based sites as is required by Minnesota Rule 3525.2335.

The District recognizes that early childhood students, both with and without disabilities, unlike K-12 students, have a wide variety of types of program placements that are appropriate to their developmental level ranging from day-care settings to instructional centers and hospitals. Because of the diverse nature of the early childhood programs, early childhood special education programs must necessarily operate with considerable autonomy. Additionally, those programs frequently focus on developmental skills rather than specific-curriculum instruction allowing discrete services to be easily integrated into each student's program of education.

Moorhead Independent School District No. 152 maintains the discretion to not provide such services at a non-public school site when to do so would impose substantial additional costs greater than the costs of providing such services at a public school site.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: DATE ADOPTED: REVIEWED/REVISED:
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(DRAFT 01/21/98)

PERFORMANCE APPRAISAL OF ISD 152 STAFF

Statement of Purpose

A high quality, effective, efficient, and continuously growing staff is vital if the District is to accomplish its mission of developing the maximum potential of every learner to thrive in a changing world. It is the belief of the Board that a continuous program of performance appraisal is one of the systems which will assist the District in accomplishing its mission. Therefore, it is the policy expectation of the Board that all staff participate in regularly scheduled summative appraisals of performance.

Policy Implementation

The nature and form of the formal review process shall be identified in Administrative policy for the respective employee groups. The process for all staff, however, at a minimum will include the following:

1. A written self-assessment of staff performance.
2. A written assessment of staff performance by the Supervisor identifying strengths and areas of needed growth.
3. The development of individual goals by the staff member and supervisor for an identified period of time and the procedure for accomplishing the goals.
4. A performance improvement plan (PIP) for any staff member about whom there are serious performance concerns.
5. A performance review schedule for all staff.
6. The conduct of any appraisal or assessment as required by state or federal statutes, rules, and/or regulations.

MEMO #: I-98-154

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Special Education Staffing Needs

DATE: January 19, 1998

Attached are proposals for additional special education staffing as follows:

- 1) Addition of 1.0 FTE paraprofessional position at Probstfield School for the remainder of this school year only. This position is necessary due to the needs of a student who requires physical assistance across all school settings due to an inability to function independently due to impaired motor control and behavior. These needs are increased due to concerns related to safety and security of this student and others. The total estimated cost of this position is \$6,587 with a net cost after special education reimbursement of \$3,085.
- 2) Addition of .5 FTE teacher with licensures in the areas of EBD and SLD at Riverside School for the remainder of this school year only. This position is necessary due to increased student needs especially with fifth grade students. The total estimated cost of this position is \$7,790 which will be paid from Part B Federal funds with no net cost to the district.

The General Fund budget for 1997-98 will be revised as follows:

	<u>Current</u>	<u>Revised</u>
Beginning Fund Balance	\$ 4,853,172	\$ 4,853,172
Revenue	32,930,348	32,933,850
Expenditures	32,651,672	32,658,259
Ending Fund Balance	5,131,848	5,128,763

Suggested Resolution: Move to approve the addition of a .5 FTE teacher of EBD/SLD and a 1.0 FTE paraprofessional for the remainder of this year only and to revise the General Fund final budget as listed above.

RMJ/mdm
Attachments

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1997-98 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Probstfield

TOPICS OF PROPOSAL: Additional Paraprofessional

SUBMITTED BY: Anne Moyano

DATE: 1/16/98

Jacalyn Migler

DATE TO BE IMPLEMENTED:

Immediately

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO
RECOMMEND TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve MA

Disapprove

Hold

Refer to Cabinet 1/15/98

Date 1/29/98

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

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

1. Describe the proposal for funding.
A one to one OHI paraprofessional is needed for a first grade student to assist with behavioral supervision and academic support.
2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school).
The student requires physical assistance across all school settings due to an inability to function independently due to impaired motor control and behavior. He needs close supervision to facilitate appropriate peer interactions, to accomodate safe transitions within the building, and to assure the safety and security of himself and others.
3. State the negative implications if the proposal is not approved.
Without additional para support, staff will be unable to provide appropriate academic programming and safety would be compromised. At this time he is sharing a paraprofessional with a child who is at risk because of a health condition, which puts the student at great risk for physical injury.

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

The student could be transferred to a different classroom that has program assistants assigned to other students with disabilities. This would greatly impact the students that they are presently assisting. There could be further exploration of an alternative education setting.

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

PROPOSAL FORM:

#1 PERSONNEL:	Number requeste	Total cost:	Code to charge:	Reimburse ment	Net cost:
---------------	--------------------	-------------	-----------------	-------------------	--------------

Administrators:

- Teachers:

Clerical:

Paraprofessional: 1 \$5159.00 01.200.410.740.00141 \$3502.00 \$1648.00

No. & Hrs. per day:

Teacher Para:

Noon Para:

	Total salaries	x 30%	
FRINGE BENEFITS:	Worker's Compensation X Salary	x .005	\$1437.00

SUPPLIES:

#2

CAPITAL OUTLAY:

OTHER EXPENSES:

#3 TOTAL COST \$6587.00

NET DISTRICT COST \$3085.00

Comments on budgetary items:

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

6. Space implications (short/long range).
None
7. Equity implications.
None
8. Technology implications.
None
9. Suggested timelines for implementations.
Immediately
10. Who has been involved in this decision?
Anne Moyano, Jacalyn Migler, Al Swedberg, Robert Jernberg
11. Other comments:
None

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1997-98 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Riverside Elementary

TOPICS OF PROPOSAL: Additional .5 EBD/SLD Staffing

SUBMITTED BY: Kerry Sewell

DATE: 1/12/98

Jackie Migler

DATE TO BE IMPLEMENTED:

Lynne Kovash

Immediately

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED:

PERSON RESPONSIBLE TO
RECOMMEND TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve RF

Disapprove _____

Hold _____

Refer to Cabinet 1/15/98 RF

Date 1/19/98

District Mission Statement: To develop the maximum potential of every learner to thrive in a changing world.

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

1. Describe the proposal for funding.
Additional .5 staff is need to meet the needs of students with IEPs at Riverside School. At this time there are 14 students that need to be assessed at Riverside in the LD and EBD area. 6 students have moved in with IEPs with high needs, students have been placed at Riverside due to the 5th grade placement throughout the district and there have been students that need to be assessed due to needs in the classroom. This combination has contributed to the need for additional staff at Riverside.
2. Explain in detail the rationale or purpose of the proposal. This includes research that supports the proposal. (Please relate, if possible your rationale to the previously identified high priority problems of your school).
There are at least 5 students whose IEP direct minutes are not being met. There are 20-24 students whose IEPs require direct student observation in the classroom and that is not occurring at this time. Funding for this position will also allow co teaching of a math group that is not being done at this time. Initial and reassessments are about 14 in number and those need to be done within 30 school day according to federal requirements. 10 - 12 students need daily follow up for organizational skills in the morning. That is not being

done at this time because there is not enough staff to physically meet with those students. A team at Riverside explored options to deal with all the student needs, they considered the use of paraprofessionals, different variety of schedules, different grouping of students, changing general education teachers schedules. It was determined that the only way to meet the needs was to hire .5 additional staff.

3. State the negative implications if the proposal is not approved.
Students times on IEPs are not met and the district is out of compliance
4. List alternative actions if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)
District will remain out of compliance. All other alternatives have been explored and exhausted with the current resources available.

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

PROPOSAL FORM:

#1 PERSONNEL:	Number requested	Total cost:	Code to charge:	Reimbursement	Net cost:
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Administrators:

Teachers:	0.5	\$5994.00	01.200.408.419.00140	\$5994.00	\$0.00
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Clerical:

Paraprofessional:

No. & Hrs. per day:

Teacher Para:

Noon Para:

	Total salaries	x 30%	
FRINGE BENEFITS:	Worker's Compensation X Salary	x .005	\$1796.00
	SUPPLIES:		\$0.00
#2	CAPITAL OUTLAY:		\$0.00
	OTHER EXPENSES:		\$0.00

#3 TOTAL COST \$7790.00 NET DISTRICT COST \$0

Comments on budgetary items:

Cost of these proposed expenditures will be funded with Part B Federal Funds

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

6. Space implications (short/long range).
There are no implications as there is space available at the school with teachers sharing spaces.
7. Equity implications.
Special education students will not have the same ability to meet the standards as other students without additional support.
8. - Technology implications.
There are none.
9. Suggested timeliness for implementation.
Immediately.
10. Who has been involved in this decision?
Kerry Sewell, Jackie Migler, Mike Dahlberg, Al Swedberg, Bob Jernberg, Lynne Kovash, Shannon Rieder, Deb Helleckson, Lynn Sipe, Stepahnie Holm.
11. Other comments:
None

MEMO #: B98.220

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 20, 1998

SUBJECT: 1997.98 TRANSPORTATION BUDGET

The Transportation Fund Budget for 1997.98 is as follows:

<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
\$90,696.00	\$2,235,790.00	\$2,221,230.00	\$105,256.00

Attached is a fund summary. Complete detail is available in the Business Office. The preliminary budget approved in February of 1997 had revenues over expenditures of \$2,263.00, the final budget increases the fund balance \$14,560.00, so there is only a slight change in the bottom line.

Suggested Resolution: Move to approve the final 1997.98 Transportation Budget.

PRINT DATE

20-Jan-98

	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99 PRELIMINARY BUDGET	1999-00	2000-01 PROJECTED	2001-02 PROJECTED	2002-03
REVENUES										
Local property Taxes										
Transporation levy	429,651	489,157	539,722	164,105	118,020					
Bus purchase levy										
Property tax shift	(30,604)	39,252	(216,578)	0						
	399,047	528,409	323,144	164,105	118,020	0	0	0	0	0
Other local and county sources:										
Interest	0		2,607	3,749						
Bus depreciation					89,000	89,000	60,000	60,000.00	60,000.00	60,000.00
Special Needs Chargeback						498,820	513,790	529,200.00	530,080.00	530,980.00
Miscellaneous local revenues	146		1,130							
	146	0	3,737	3,749	89,000	587,820	573,790	589,200	590,080	590,980
State Sources:										
Transportation aid	980,101	864,354	1,040,777	1,417,206	1,568,770	1,458,690	1,462,330	1,472,790	1,483,040	1,494,110
Bus Depreciation aid	67,838	78,377	78,377							
Tax Credits (HACA) **	108,886	121,720	112,580							
Other appropriations	76,310	95,188	117,163	441,067	460,000	111,760	113,670	115,670	117,710	119,810
State aid adjustment	30,604	(39,252)	216,578							
	1,263,739	1,120,387	1,565,475	1,858,273	2,028,770	1,570,450	1,576,000	1,588,460	1,600,750	1,613,920
Sales and other conversions of assets:										
Insurance recoveries	317									
Total revenues	1,663,249	1,648,796	1,892,356	2,026,127	2,235,790	2,158,270	2,149,790	2,177,660	2,190,830	2,204,900
EXPENDITURES:										
Pupil support services:										
Salaries and wages	312,829	368,169	347,006	366,944	371,400	380,680	390,200	399,960	409,960	420,210
Employee benefits	53,059	62,941	61,422	68,097	70,680	72,450	74,260	76,110	78,020	79,970
Contracted bus services	1,071,607	1,114,908	1,280,490	1,253,808	1,245,840	1,276,990	1,308,910	1,341,630	1,375,170	1,409,550
Other purchased services	52,301	97,398	54,407	118,919	32,400	33,210	34,040	34,890	35,760	36,660
Supplies and materials	194,478	194,145	200,943	194,664	221,870	227,420	233,100	238,930	244,900	251,020
Equipment	143,825	2,182	67,419	178,136	165,000		0	0	0	0
Other expenditures	21,424	22,549	21,957	19,868	25,040	25,660	26,310	26,970	27,640	28,330
Chargebacks				0	89,000	89,000	60,000	60,000	60,000	60,000
Total expenses	1,849,523	1,862,292	2,033,644	2,200,436	2,221,230	2,105,410	2,126,820	2,178,490	2,231,450	2,285,740
Revenues over (under) expenditures:	(186,274)	(213,496)	(141,288)	(174,309)	14,560	52,860	22,970	(830)	(40,620)	(80,840)
Operating transfer from the General Fund		273,476	173,155							176,490
FUND BALANCE, (DEFICIT), BEGINNING OF YEAR **	359,432	173,158	233,138	265,005	90,696	105,256	158,116	181,086	180,256	139,636
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR **	173,158	233,138	265,005	90,696	105,256	158,116	181,086	180,256	139,636	235,286
Fund Balance reserved for bus purchase	177,458	254,047	265,005	86,869	10,869	99,869	159,869	219,869	279,869	339,869
Fund Balance reserved for student transportation safety		(20,909)	0	0	0	0	0	0	0	0
Operating Fund Balance	(4,300)	0	0	3,827	94,387	58,247	21,217	(39,613)	(140,233)	(104,583)

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

February 9, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings	James Hewitt
Stacey Foss	Carol A. Ladwig
Mark Gustafson	Kristine Thompson
Anton B. Hastad	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 Orv Kaste, Property Services Director, for continually writing and receiving numerous grants, loan and settlements for various areas relating to the properties of the school district. The District has received a grand total of \$3,597,027.60 as a result of Mr. Kaste's efforts.

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.

SCHOOL BOARD AGENDA - February 9, 1998
PAGE 2

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Approval of Grant - Page 6
- B. BUSINESS AFFAIRS - Lacher
 - (1) Approval of Townsite Lease Agreement
- MN Department of Revenue - Page 7
 - (2) Approval of Boiler/Machinery Insurance Renewal
- Pages 8-10
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employees - Page 11
 - (2) Acceptance of Resignations - Page 12
 - (3) Approval of Return from Leave - Page 13
 - (4) Acceptance of Early Retirement - Page 14
 - (5) Approval of Family/Medical Leave - Page 15
 - (6) Approval of Extension of Leave - Page 16
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Acceptance of Community Education Grant - Page 17
 - (2) Approval of January 8, 12 & 26, 1998 Minutes
- Pages 18-28
 - (3) 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 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 invited staff representatives on a wide variety of programs and issues.)

Home-School Liaison - Jernberg
Page 29

English as a Second Language - Jernberg
Page 30

5. FIVE YEAR EDUCATIONAL PLAN: Jernberg
Page 31

Review of the 1993-98 Progress Report and the 1998-2003 Plan.

6. 1998-99 SCHOOL CALENDAR: Anderson
Pages 32-33

Initial review of the proposed calendar.

7. 1998-99 ANNUAL OPERATIONAL PLAN: Anderson
Pages 34-97

Initial review of the Food Service, Community Education, Transportation, Debt Service, and Enterprise funds.

8. GRADUATION STANDARDS IMPLEMENTATION/DISMISSAL DATES:
Jernberg Page 98

Suggested Resolution: Move to approve the two-hour early dismissal of students in grades 1-12 on March 10, March 17, March 24, and May 6, and cancel afternoon kindergarten on March 10 and March 24, for the purpose of preparing for Graduation Standards implementation.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL: Anderson
Pages 99-100

Suggested Resolution: Move to approve the policy, Special Education & Related Services to Private Schools (IGBA), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL: Anderson
Pages 101-102

Suggested Resolution: Move to approve the policy, Performance Appraisal of ISD #152 Staff (AFCD) as presented, and delete the policies Teacher Professional Growth Plan (GCNA) and Support Staff Evaluation Plan (GDN) from the District Policy Manual.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL: Anderson
Pages 103-106

Suggested Resolution: Move to approve the policy, Hazing Prohibition (JICFA), as presented.

Moved by _____ Seconded by _____
Comments _____

12. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

13. ADJOURNMENT

SCHOOL BOARD AGENDA - February 9, 1998
PAGE 5

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Student Activities	Feb. 10	7:00 a.m.	Townsite
Staff Development Cmte.	Feb. 10	3:45 p.m.	Townsite
President's Day Holiday	Feb. 16		
K-12 Workshops	Feb. 17		
Com. Ed. Adv. Council	Feb. 17	7:00 p.m.	Townsite
ICAC Committee	Feb. 19	7:00 a.m.	Townsite
DSSAS Committee	Feb. 23	3:45 p.m.	Townsite
School Board	Feb. 23	7:00 p.m.	Townsite
MAEF Phon-a-Thon	Feb. 24 & 26		
State-wide Testing Grades 3 & 5	Feb. 26-27 & Mar. 2-4		
Joint Powers	Mar. 5	7:00 a.m.	Townsite
School Board	Mar. 9	7:00 p.m.	Townsite
Student Activities	Mar. 14	7:00 a.m.	Townsite
Long Range Planning	Mar. 12	3:45 p.m.	Townsite
DSSAS Committee	Mar. 16	3:45 p.m.	Townsite
Policy Review	Mar. 16	7:00 p.m.	Townsite
Staff Development Cmte.	Mar. 17	3:45 p.m.	Townsite
ICAC Committee	Mar. 19	7:00 a.m.	Townsite
School Board	Mar. 23	7:00 p.m.	Townsite
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		
Kindergarten Roundup	Apr. 2	6-8 p.m.	Edison
K-P/T Conferences (No K classes)	Apr. 3 & 6	daytime	
K-12 P/T Conferences	Apr. 6	5-8 p.m.	
K-12 P/T Conferences	Apr. 7	8am-8pm	
K-12 No School (Tchr. Comp.)	Apr. 8		

MEMO #: I-98-164

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Acceptance of Grant

DATE: February 2, 1998

The district has received a \$900 Youth Service Learning School Grant from the ND 4-H Foundation/Cass County Extension. Grant funds will be used for a service-learning project to create school bags for homeless children in partnership with the Churches United for the Homeless and the YWCA Shelter for Women and Children.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

JAN 30 1998

MEMO #: B98.223

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JANUARY 29, 1998

SUBJECT: REVISED MINNESOTA DEPARTMENT OF REVENUE - SUITE #200

We have previously approved a 5 (Five) year lease with a 60 day cancellation closure.

Revision:

3 Year Term	Rate Per Sq. Ft.	Annual Rent	Monthly Payment
2/1/1998 - 1/31/1999	\$10.00	\$9,000.00	\$750.00
2/1/1999 - 1/31/2000	\$10.30	\$9,270.00	\$772.50
2/1/2000 - 1/31/2001	\$10.61	\$9,549.00	\$795.75

Carpet replacement: Lessee to pay 1/2 of cost not to exceed \$1000.00.
We will move the furniture.

We will remove hard wall before carpeting if lessee wants to replace furniture with modular furniture.

Suggested Resolution: Move to accept revised lease for MN Dept. of Revenue - Suite #200.

DEC 17 1997

MEMO #: B98.208

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 16, 1997

SUBJECT: BOILER AND MACHINERY RENEWAL

Attached is a letter from Mr. Richard Penning, Warner & Co. regarding renewal of our Boiler and Machinery insurance coverage.

	96.97 PREMIUM	97.98 PREMIUM	\$ INCREASE
Hartford Steam Boiler	\$4,347.00	\$4,536.00	4.3%

SUGGESTED RESOLUTION: Move to approve the renewal for Boiler and Machinery Renewal with Hartford Steam Boiler for \$4,536.00.



**Warner and Company
Insurance**

December 9, 1997

Mr. Robert Lacher
INDEPENDENT SCHOOL
DISTRICT #152
810 4TH AVENUE SOUTH
MOORHEAD, MN 56560

RE: Boiler and Machinery Renewal Pricing
POLICY: BMIMN835315004
CARRIER: HARTFORD STEAM BOILER

Dear Mr. Lacher:

I have received renewal pricing for the captioned policy.
This policy covers 2 object groups. 1.) Boilers, fired
vessels and electric steam generators. 2.) Unfired vessels.

Eleven locations are covered, same as the expiring policy.
See attached list of locations.

Policy limits of \$1,000,000 direct damage with a \$1,000
deductible and \$1,000,000 business interruption with a
12 hour deductible. Same as expiring.

This policy renews 1/1/98.

Premium last year was \$4,347. Premium for the term 1/1/98 to
1/1/99 is \$4,536. This is a 4.3% increase. Hartford Steam
Boiler would still be my market of choice as the policy
is currently written.

The policy has been issued by Hartford Steam Boiler and will
be here shortly. Please give me a call to review the
coverage and terms.

Thank you.

Sincerely,

Richard S. Penning
Vice President

RSP:SJO

MEMORANDUM P 98.013

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: February 3, 1998

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:

Toni Fietek - EBD/LD Teacher, Riverside Elementary, BA (6) .50
FTE \$5592.72, effective immediately.
(Approved at January 26 Board meeting)

Virginia Rutter - Technology/Title I Secretary, Townsite Centre,
A12 (0) \$8.28 per hour, 4 hours daily,
effective February 10, 1998.
(Replace Jodi LaFayette)

Colette Haskins - Switchboard Operator, Senior High, B21 (0)
\$8.85 per hour, 4.75 hours daily, effective
February 10, 1998.
(Replace Patti Baumann)

Michon Rutledge - Indian Education Teacher, District Wide, BA+45
(7) \$22.62 per hour, 5 hours daily, effective
from January 26, 1998 through June 30, 1998.
(Indian Education Grant position)

Faye Smiley-Aakre - Indian Education Teacher, District Wide, BA
(6) \$19.02 per hour, 5 hours daily, effective
from January 26, 1998 through June 30, 1998.
(Indian Education Grant position)

Suggested Resolution: Move to approve the employment as
presented.

JDS:sdh

MEMORANDUM P 98.012

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: February 3, 1998
SUBJECT: Resignation of District Employees.

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

Toni Fietek - Paraprofessional, Washington Elementary, effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

MEMORANDUM

P 98.014

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: February 3, 1998
SUBJECT: Return from Leave of Absence

The administration requests approval for return from Leave of Absence for the following person:

Dawn Schultz - LD Teacher effective for the 1998-99 school year.

SUGGESTED RESOLUTION: Approve the return from Leave as presented.

JDS:sdh

MEMORANDUM P 98.015

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: February 3, 1998

SUBJECT: Early Retirement of District Employees.

The administration requests approval of the early retirement of the following persons effective at the end of the 1997-98 school year:

Janice Johnson - Grade 3 Teacher, Riverside Elementary, effective June 4, 1998.

Leslie Wahl - Science Teacher, Junior High, effective June 4, 1998.

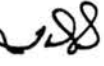
Suggested Resolution: Move to accept the early retirements as presented.

JDS:sdh

MEMORANDUM

P 98.016

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkler 

DATE: February 3, 1998

SUBJECT: Family/Medical Leave

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

Angella Burud - O.T. Teacher, Edison Elementary, to begin approximately April 13, 1998 to the end of the 1997-98 school year.

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

JDS:sdh

MEMORANDUM P 98.017

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JS*
DATE: February 3, 1998
SUBJECT: Extension of Leave of Absence

The administration requests an Extension of their Leave of Absence for the following persons:

Lisa Schmidt - Paraprofessional, Senior High, to extend her family leave for the remainder of the 1997-98 school year.

Pat Hinze - Teacher on a Extended Leave of Absence, for an additional one year leave for the school year 1998-99.

SUGGESTED RESOLUTION: Move to approve the Extended Leave of Absence as presented and approve the letter of agreement.

JDS:sdh

DEC 17 1997

MEMORANDUM

To: Dr. Anderson
From: Mary Davies *md*
Date: December 15, 1997
Re: Grant to CHOICES from March of Dimes

CHOICES For Adults With Disabilities, a program of Moorhead Community Education, applied for and received a grant of \$400.00 to purchase videos. CHOICES trains Senior High puppeteers to go into 3rd grade classrooms each year to perform "Ribbon Magic", a disability awareness show. Prior to the performance, teachers receive the inclusion kit with materials to use to prepare their students. This grant will add copies of the video "The Same Inside" to the kits. The video will also be available as a resource for other sensitivity and awareness training in the schools and community.

SUGGESTED ACTION: Move to accept the grant of \$400.00 from the March of Dimes Birth Defects Foundation-North Dakota Chapter to Community Education's CHOICES program to purchase vidcos for use with third graders.

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 8, 1998
PAGE 1

MEMBERS PRESENT: Jim Cummings,, Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, Bruce R. Anderson.

MEMBERS ABSENT: None.

CALL TO ORDER: Chairwoman Ladwig called the meeting to order at 5:00 p.m. and led everyone present in the Pledge of Allegiance.

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

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

CLOSE PUBLIC MEETING: Hastad moved, seconded by Foss, to close the public meeting at 5:07 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies for administrative contracts. Motion carried 7-0.

OPEN PUBLIC MEETING: Foss moved, seconded by Hewitt, to reopen the public meeting at 6:55 p.m. Motion carried 7-0.

ADJOURNMENT: Cummings moved, seconded by Foss, to adjourn the meeting at 6:57 p.m. Motion carried 7-0.

Mark Gustafson, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
JANUARY 12, 1998
PAGE 1

MEMBERS PRESENT: Jim Cummings, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, Bruce R. Anderson.

MEMBERS ABSENT: Stacey Foss.

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

PREVIEW OF AGENDA: Superintendent Anderson requested item C.-1., Resolution to Discontinue Programs and Positions, be removed from the Consent Agenda, and noted a recommendation pertaining to Block Scheduling will be presented at the January 26 meeting.

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

"WE ARE PROUD"

*** Congratulations were expressed to the Moorhead Junior High team of Krister Anderson, Paul Anderson, Dan Boggs, Jeff Broten, Kris Dahl, Aaron Galles, Seth Harris, Will Hewitt, Maren Hulden, Matt Kaul, Kelly Koppang, Lily Langerud, Dan Lenius, Erika Markey, Brent Olson, Jacob Osowski, Craig Powers, Lee Richards, Jack Rousseau, Alicia Strnad, Bethany Weir, and Vanessa Whitaker, for becoming the Minnesota State Champion for the Middle School Division of the Fall Knowledge Master Open. Moorhead placed 30th out of 1015 participating middle schools worldwide.

The Knowledge Master Open was designed to stimulate enthusiasm for learning and recognition for academic accomplishment. The contest consisted of two hundred higher-level thinking skills questions covering fourteen curriculum areas. It runs on classroom computers to allow schools an opportunity to compete in a large academic event without the expense of traveling. Scores are based on a combination of speed and accuracy.

ORGANIZATION OF THE SCHOOL BOARD: Cummings moved, seconded by Hastad, to cast an unanimous ballot for the following slate of candidates: Carol A. Ladwig - Chairperson; Jim Hewitt - Vice-Chair; Stacey Foss - Treasurer; and, Mark Gustafson - Clerk. Motion carried 6-0.

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

REGULAR MEETING
BOARD OF EDUCATION
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JANUARY 12, 1998
PAGE 2

Gifts - Accept the gift of "Liberty, The American Revolution" video series and curriculum guide from Norwest Bank Minnesota West, estimated value \$250, for the Moorhead Senior High School Media center; the gift of \$750 from Norwest Bank Minnesota West to assist Moorhead Junior High School with start-up costs for their School Store; the gift of \$35 from Moorhead Junior High School parents to purchase a music stand; the gift \$300 from Phil Simon for a radial arm saw for the Moorhead Senior High wood shop; the gift of an IBM computer system and software from Tony Kinsella to be used in the Moorhead Senior High electronics program; the gift of a \$250 video cassette recorder from Chad Anderson to be used in the Moorhead Senior High electronics program; and, the gift of a King 660 aircraft navigational computer from Butler Machine and Equipment Company of Fargo, approximate value of \$50,000, for the Moorhead Senior High aviation program.

Grants - Accept the grant of \$2,000 from the Minnesota Department of Children, Families and Learning to provide two training sessions related to modifications and adaptations for students of special needs in implementing graduation standards; the grant of \$29,980 from the Minnesota Department of Children, Families and Learning to assist gifted/talented student identification, staff development and selected program areas; and, the grant of \$2,000 from the Minnesota Department of Children, Families and Learning to provide training for special education staff using the Kansas Learning Strategies.

Change Orders - Approve Change Order #1 at Moorhead Senior High for air conditioner chiller replacement, at no cost to the District.

Approve Change Order #1 at Moorhead Senior High for science lab revisions, in the amount of \$1,047.55.

Lease Agreements - Approve the lease agreement with Baytone Music at Voyager School, effective December 15, 1997 through November 30, 1997, in the amount of \$3,450.00.

Approve the one-year lease agreement, in the amount of \$5,000, with the Moorhead Armory for the Moorhead Comprehensive Alternative Program (MCAP) and the presented policies and procedures.

Property/Casualty Insurance Renewal - Approve the renewal of the Property and Casualty policy with the Minnesota School Board Insurance Trust Fund, in the amount of \$59,828.00.

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BOARD OF EDUCATION
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JANUARY 12, 1998
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New Employees

Michael Dahlberg - EBD/LD Teacher, Riverside, (.571 FTE)/
MCAP(.429 FTE), BA (0-6) \$13,849.68 (24370), effective
January 5, 1998.
Joan Lordeman - Grade 3 Teacher, Washington, BA (0-6) \$13,849.68
(24370), effective January 5, 1998.
Karen Nitzkowski - Community Education Program Coordinator,
Non-Aligned \$13,575.52 (29,660.80) C41 (6), effective January
19, 1998.
Nikki Serhienko - Communication Coordinator, Non-Aligned, .50
FTE, \$6217.36 (14,830.40) C41 (6), effective February 2, 1998.

Resignation

Jolinda Michels - PI Paraprofessional, Probstfield, effective
January 5, 1998.

Family/Medical Leave

Terri Bolden - Interpreter for the Deaf, Senior High, to begin
approximately March 19 until April 27, 1998.

Transfer

Sandra Elton - Guidance Secretary Senior High, B21(6) to
Principal's Secretary Senior High, B22(5), effective January 2,
1998.

Approval of Minutes - Approve the December 1 & 8, 1997 minutes,
as presented.

Claims - Approve the January claims (first half), subject to
audit, in the amount of \$ 622,259.26.

General Fund:	\$228,953.45
Food Service:	52,386.72
Transportation:	153,158.60
Community Service:	16,176.27
Capital Expenditure:	157,183.64
Debt Redemption:	1,349.96
Townsite Centre:	<u>13,050.62</u>
TOTAL	\$622,259.26

Motion carried 6-0.

RESOLUTION TO DISCONTINUE PROGRAM AND POSITIONS: Hastad moved,
seconded by Gustafson, to adopt the resolution directing
administration to make recommendations for reductions in programs
and positions and the reasons therefore, as presented. Motion
carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
JANUARY 12, 1998
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COMMITTEE REPORTS: Reports were given regarding the Joint Powers and Long Range Planning committee meetings and the new web page for the district.

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

Graduation Standards Implementation - Staff members Mike Siggerud, Betty Myers, Jeff Robinson, Mary Regelstad, Colleen Tupper, and Diane Kahl updated the Board on the implementation of the graduation standards in their respective buildings and departments

Robert Asp School has held parent meetings and other buildings are scheduling them.

Regelstad reported the High Standards will be very challenging tests. The State is to record test results and forward the results to parents. The School District will also receive the results to maintain them in the student's file.

The Junior High is discussing implementing "Saturday School" to assist students with studying for tests.

Some challenges yet to be met are teachers needing time within departments to review the implementation, how to handle students moving into the district, and to familiarize parents, students and staff with the new grading format, which will be number grades of 1-4 that will not equate with the alpha grade currently used. Pilot site examples will be shared with school districts to review. Sample tests have been started in grades 5-8 so as not to be entirely new when students reach grade 9.

Jernberg noted that the current school calendar will need adjustment to build in four (4) early dismissal days for teachers to work in teams toward implementation. He also stated Board policies must be written to address the Graduation Rule.

ENROLLMENT DATA PROJECTIONS: Jernberg reviewed the adjusted October 1997 cohort projections. A general decline in enrollment is projected up to the year 2020.

SPORTS CENTER LOCKER ADDITION: Jon Buckellew, Director of Parks and Recreation for the City of Moorhead, and Armin Pipho, Athletic Director of Concordia College, presented an overview of a proposed addition to the Moorhead Sports Center for women's locker rooms.

REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
JANUARY 12, 1998
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The addition would be school district property and paid by the City and Concordia College. The school district would maintain the property.

Action is anticipated at a later date.

AUDIT FIRM PROPOSAL: Hastad moved, seconded by Cummings, to approve the audit proposal from Eide Helmeke PLLP, in the amount of \$49,500, for audit services from 1998 through 2000. Motion carried 6-0.

LEGAL COUNSEL/HIGH SCHOOL FLOOD ISSUE: Hastad moved, seconded by Cummings, to maintain Mr. Shamus P. O'Meara as the School District's legal representative concerning the water main break at the Senior High School. Motion carried 6-0.

NON-ALIGNED MASTER AGREEMENT ADDENDUM: Gustafson moved, seconded by Cummings, to approve the changes and direct administration to add said changes to the Personnel Policy for the Non-Aligned Employees unit as presented. Motion carried 6-0.

DISTRICT LIGHTING RETROFIT: Hewitt moved, seconded by Thompson, to accept the low bids meeting specification to: CB Electric-Moorhead \$203,490.00; Energy Masters-Moorhead \$101,955.00; Magnum Electric-Moorhead \$45,827.00; and, Moorhead Electric-Moorhead \$21,018.14. Motion carried 6-0.

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

POLICY APPROVAL: Cummings moved, seconded by Thompson, to approve the policy, Communicable Disease Control (JHCC), as presented. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Cummings moved, seconded by Gustafson, to approve that all diplomas contain the names of all school board members beginning in the 1998-99 school year. Motion carried 6-0.

ADJOURNMENT: Hewitt moved, seconded by Cummings, to adjourn the meeting at 9:41 p.m. Motion carried 6-0.

Mark Gustafson, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 26, 1998
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad (left 8:10 p.m.), James Hewitt, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: None.

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 item 5.- Sports Center Locker Addition, would be withdrawn from the agenda for further review to ensure equity issues are being addressed as well as other sport facility concerns and needs.

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

Hastad indicated he would be leaving the meeting at approximately 8:15 p.m. for a business trip.

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

Grant - Approve the \$8,000 grant from the Department of Children, Families and Learning, entitled "Training for Parents of High-Risk Youth with Disabilities."

Special Education Paraprofessional Reassignment - Approve the request for two (2) additional special education paraprofessional positions.

New Employees

Bret Maughan - Physical Education Teacher, Senior High, BA (6) .50 FTE, \$11,985.30, effective for second semester.

Amy Soma - English Teacher, Senior High, BA (6) .50 FTE, \$11,985.30, effective second semester.

Bonnie Legreid - ECSE Paraprofessional, Edison, B21 (0) \$8.85 per hour, 3.25 hours daily.

Family/Medical Leave

Julie Hanson - Switchboard, Senior high, to begin approximately April 3, 1998 for 12 weeks.

Jennie MacFarlane - Teacher, Robert Asp, to begin approximately March 1 through May 1, 1998.

Resignation

Rondella Underwood - AOM Paraprofessional, Probstfield, effective February 13, 1998.

Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 26, 1998
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COMMITTEE REPORTS: Reports were heard regarding the Policy Review and Community Education Advisory committee meetings.

SENIOR HIGH SCHOOL INSTRUCTIONAL SCHEDULE: Superintendent Anderson briefly reviewed the history of discussions for the change of the instructional schedule at the High School. He noted that the discussions were initiated by the then High School Principal. Anderson stated there are many forces which seemingly are intent on undermining public education. Unless a school district is willing to stay on the cutting edge of instructional and academic improvement there is a fear that public schools will be providing education only for the poor and special needs. Anderson stated he hopes the recommendation being made this evening reflects the feedback from the various groups involved and is inviting, provides time to prepare, supports the Graduation Standards, is a vision of excellence, and provides that Moorhead Public Schools is a district looking ahead.

Principal Boyle reported that, based on the feedback he has received from parents, students and staff, he cannot recommend changing to a block schedule format next fall. However, Boyle did state that changes will have to occur on how students are taught and learn.

Ladwig announced she was setting guidelines for the audience to speak to this issue. She requested those who wish to speak to give their name and address for the minutes, limit their comments to three (3) minutes, and if they have already addressed the Board at a previous meeting that those people refrain from speaking again this evening.

Kent Wolford, Moorhead Education Association President, stated he believed this issue has been a healthy controversy and that it shows many people care for public education. The recommendation shows that the District wants to be cautious and be sure that questions are answered and that the resulting plan in ISD #152 will be observed by other districts rather than us doing the observing. He thanked the administration for continuing to include staff, which will in turn make things happen collaboratively.

Wayne Ingersoll, 1324 22nd Avenue South, expressed his gratitude that the Board and school district have provided the opportunity to look at both sides of the issue, reiterated the many groups trying to undermine public education, and stated that conducting public discussions helps stop the negatives towards public education.

Erin Brink, 2518 North River Drive, spoke on behalf of the Moorhead Senior High Student Council, and stated the Council was grateful staff input was considered when making the decision.

REGULAR MEETING
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TOWNSITE CENTRE
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Tóm Fillipi, 3705 29th Avenue South, introduced himself as a 7-year staff member and department chair. He expressed concerns for what information was used to precipitate a schedule change, and that survey information has not been shared. He stated it is important staff and administration work together and share information before making a decision.

Beth Grosen, 4005 3rd Street South, spoke in favor of a change to block scheduling at the High School. She stated she does not think the status quo of learning is good enough for the next century.

Hastad stated he could not support the recommendation because he feels it does not fulfill the commitment the Board made to parents, students and staff for a final decision on the issue. He expressed concerns that further study may be for change sake and that the District may not be any further along regarding moving forward on the issue come November 1. Hastad also stated he sees no staff support, therefore there is no reason for further discussion to come up with an alternate plan.

Cummings stated he sees the recommendation as a focus on learning not an issue of time.

Hewitt stated the recommendation for change does not mean the current education students are receiving is inadequate, just that it must be positively changed to keep up with future educational needs. He also said, "I have a 20-year old daughter who is not a part of the Moorhead school system any longer. I also have a 5-year old daughter. The education my 20-year old daughter received was top notch. But it's not going to be even close to what my 5-year old daughter needs in a dozen years from now."

Gustafson said he feels the process has worked and hopes there is not a resistance to change but that everyone gets behind the planning and moves in the right direction.

Ladwig stated she believes every board member believes in the mission of the District that all students should thrive in a changing world. She thanked everyone for attending.

Hewitt moved, seconded by Gustafson, to accept the recommendation of the administration that, effective the 1999-2000 school year, an instructional delivery system for students be in place which enhances student learning and readiness for their next career steps and which facilitates the attainment of the following outcomes:

- * An instructional delivery model which better facilitates the full implementation of the Graduation Standards;
- * A model which better encourages experiential, inductive, hands-on active-learning strategies;

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TOWNSITE CENTRE
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- * A design which better facilitates cooperative learning, high order thinking, thematic and interdisciplinary learning, service based learning, and authentic performance-based learning;
- * A delivery model which accommodates different learning styles and multiple intelligences;
- * A learning organization which broadens and enhances learning opportunities for our students;
- * A delivery system which ensures that student performance packages are spread throughout the year and are not due at the same time;
- * A system which better facilitates staff collaboration and addresses the strengths of research from alternatives such as modified blocks, schools within a school and interdisciplinary teams, etc.;
- * A model which maximizes a positive school climate for students, staff and administration; and,
- * A delivery system which encourages improved attendance and reduces disciplinary incidence.

It is further moved that by October 1, 1998 a recommended instructional model be presented by the High School administration and planning team to the Board for consideration which reflects the identified outcomes. Motion carried 6-1; Hastad dissenting.

Ladwig recessed the meeting at 8:00 p.m.; reconvened at 8:10 p.m.

Hastad left the meeting at 8:10 p.m.

SPORTS CENTER LOCKER ADDITION: This item was removed from the agenda at this time for further review.

POLICIES - FIRST READING OF POLICIES:

Hazing Prohibition - Anderson reported the Policy Review Committee discussed incorporating this policy into the Discipline policy but decided it would not be appropriate at this time. The intent of this policy would be included in Student Handbooks and the District's Discipline policy.

Special Education & Related Services to Private Schools - Jernberg reported the intent of the policy is to not provide services on-site at non-public schools for K-12 students.

Performance Appraisal of the ISD #152 Staff - Skinkle reported this policy would replace the current policies dealing with teacher and support staff performance reviews. The Board requested adding a reference to building/district goals to the policy.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 26, 1998
PAGE 5

SPECIAL EDUCATION STAFF NEEDS: Cummings moved, seconded by Foss, to approve the addition of a .5 FTE teacher of EBD/SLD and a 1.0 FTE Paraprofessional for the remainder of this year only and to revise the General Fund Final Budget as listed (net cost \$3085). Motion carried 6-0.

1997-98 TRANSPORTATION BUDGET: Foss moved, seconded by Gustafson, to approve the final 1997-98 Transportation budget, Revenues-\$2,235,790.00 and Expenditures-\$2,221,230.00 for a ending fund balance of \$105,256.00. Motion carried 6-0.

Ladwig recessed the meeting at 8:30 p.m.; reconvened at 8:37 p.m.

CLOSE PUBLIC MEETING: Thompson moved, seconded by Foss, to close the public meeting at 8:38 p.m., pursuant to M.S. 471.705, for the purpose of discussing negotiations strategies. Motion carried 6-0.

OPEN PUBLIC MEETING: Cummings moved, seconded by Hewitt, to reopen the public meeting at 9:10 p.m. Motion carried 6-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

MSBA Conference reports will be given at the next meeting.

ADJOURNMENT: With no objection, the meeting adjourned at 9:15 p.m.

Mark Gustafson, Clerk

MEMO #: I-98-166

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Home-School Relationship Dialogue

DATE: February 2, 1998

Pat King, Program Coordinator, will introduce the following staff who will update the Board regarding home-school relationships:

Jerry Koenig - representing social workers
Laurie Winterfeldt-Shanks, Teresa Haider and Ann Wilson -
representing Early Childhood Family Education
Jane Knoff - representing Title I Kindergarten Home-School
Program
Christine Rositas - representing Migrant Education Program
Donna Longie - representing Indian Education Program

Home visitors will briefly discuss issues regarding their programs and respond to questions from Board members.

RMJ/mdm

MEMO #: I-98-165 .
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: ESL Program Dialogue
DATE: February 2, 1998

Pat King, ESL Program Coordinator, and ESL staff will review the ESL Handbook with the Board.

RMJ/mdm

MEMO #: I-98-155

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Five-Year Educational Plan Brochures

DATE: January 19, 1998

The Board has received copies of the 1993-98 Five-Year Educational Plan Progress Report dated January 1998 and the Five-Year Educational Plan: 1998-2003.

These brochures will be briefly discussed with the Board and administration wishes to receive input from the Board regarding dissemination of these brochures.

RMJ/mdm

MEMO #: S-98-172

TO: School Board

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

RE: 1998-99 School Calendar

DATE: February 5, 1998

Attached please find the suggested 1998-99 school calendar. Feedback from staff on the recommendation is being obtained by principals from their building leadership teams and from other staff members through their respective leadership.

Establishment of the calendar is like the decision to call off school. We are purposing to meet the goals and needs of most of the staff, and parents knowing that, in the final analysis, everyone will not be pleased with final product.

No action is anticipated at this meeting.

BRA:cbf
Attachment

July 1998	August	September
1 2 3	3 4 5 6 7	1 2 3 4
6 7 8 9 10	10 11 12 13 14	7 8 9 10 11
13 14 15 16 17	17 18 19 20 21	14 15 16 17 18
20 21 22 23 24	24 25 26 27 28	21 22 23 24 25
27 28 29 30 31	31	28 29 30
October	November	December
1 2	2 3 4 5 6	1 2 3 4
5 6 7 8 9	9(10)(11)(12)(13)	7 8 9 10 11
12 13 14 15 16	16 17 18 19 20	14 15 16 17 18
19 20 21 22 23	23 24 25 26 27	21 22 23 24 25
26 27 28 29 30	30	28 29 30 31
January 1998	February	March
1	1 2 3 4 5	1 (2) (3) (4) (5)
4 5 6 7 8	8 9 10 11 12	8 9 10 11 12
11 12 13 14 15	15 16 17 18 19	15 16 17 18 19
18 19 20 21 22	22 23 24 25 26	22 23 24 25 26
25 26 27 28 29		29 30 31
April	May	June 1999
1 2	3 4 5 6 7	1 2 3 4
5 6 7 8 9	10 11 12 13 14	7 8 9 10 11
12 13 14 15 16	17 18 19 20 21	14 15 16 17 18
19 20 21 22 23	24 25 26 27 28	21 22 23 24 25
26 27 28 29 30	31	28 29 30

- ☐ Teacher Workshops
☐ Vacation
 () P/T Conference
 — Teacher Comp. Day

Snow Make-Up:

February 5
 April 15
 June 4
 June 7, 8, 9, 10

Payroll Dates:

July 31, 1998
 August 31
 September 30
 October 30
 November 30
 December 18
 January 29, 1999
 February 26
 March 31
 April 30
 May 28
 June 30

1998-99 SCHOOL CALENDAR

1998	
Aug. 26,27,31	K-12 Teacher Workshops
Sept. 1	K-12 Teacher Workshops
2	K-12 Classes Begin
7	Labor Day
Oct. 15 & 16	MEA
Nov. 4	End of 1st Quarter
10 & 11	K- P/T Conferences (daytime)
12	K-12 P/T Conferences (8-12:30,1-4,4:30-8)
13	K-12 P/T Confs. (7:30-11am)
13	K-12 No School/Tch. Comp. (pm)
26 & 27	Thanksgiving Holiday
Dec. 21	Winter Break Begins
1999	
Jan. 4	K-12 Classes Resume
20	Basic Standards Test (Gr.10)
22	End of 2nd Quarter/Semester
25	K-12 Teacher Workshops
Feb. 2 & 4	
15	
Mar. 2 & 3	
4	
5	
5	
9,10,11,	
16 & 17	
22-26	
30	
Apr. 2 & 5	
May 31	
June 3	
4	
June 6	
1999 continued...	
Basic Standards Test (Gr. 8)	
President's Day Holiday	
K- P/T Day Conferences (day)	
K-12 P/T Conferences (8-12:30,1-4,4:30-8)	
K-12 P/T Confs. (7:30-11am)	
K-12 No School/Tch. Comp. (pm)	
MN Comp. Assessment Tests	
ITBS Testing (Elem.)	
End of 3rd Quarter	
Spring Break/No School	
Memorial Day	
Last Day for Students	
Last Day for Staff/Workshops	
Graduation	

MEMO #: B98.226
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER *Robert Lacher*
DATE: FEBRUARY 5, 1998

SUBJECT: 1998.99 ANNUAL OPERATING PLAN

The preliminary budgets for the 1998.99 AOP are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
II Food Service	\$ 235,247	\$ 1,172,296	\$ 1,197,470	\$ 210,073
III Transportation	\$ 105,256	\$ 2,158,274	\$ 2,105,411	\$ 158,119
IV Community Serv.	\$ 415,749	\$ 1,041,642	\$ 1,256,749	\$ 200,642
VII Debt Service	\$ 241,999	\$ 851,858	\$ 895,008	\$ 198,849
VIII Enterprise	\$ (717,041)	\$ 313,890	\$ 315,749	\$ (718,900)

Attached are the Fund changes.

Suggested Resolution: Move to approve the 1998.99 Preliminary Budgets listed above and Annual Operation Plan.

MOORHEAD AREA PUBLIC SCHOOLS

II. FOOD SERVICE FUND BUDGET PROJECTIONS

OBJECTIVES

- I. To approve the 1998-99 Food Service Fund, Assumptions and Recommendations.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

II. FOOD SERVICE FUND PROJECTIONS

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B. Expenditure Assumptions and Rationale	II 3-4
C. Fund Balance	II 5

Exhibits

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B. Fund Graphic	II 7
C. Student participation in Food Service Program 1978-97	II 8-11
D. Kitchen Remodeling Estimates and Floor Plan	II 12-13

II. FOOD SERVICE FUND

INTRODUCTION:

This fund must be established in a district that maintains a food service program for pupils. Food service includes those activities which have as their purpose the preparation and service of milk, meals, and snacks in connection with school and community service activities.

Revenues and expenditures for Food Service activities are recorded in this fund. Eligible expenditures include: application processing, meal accountability, food preparation, meal service, and kitchen custodial service.

If revenues exceed expenditures, the resultant positive fund balance may not be transferred to the General Fund. If a deficit occurs, permanent transfers should be made from the General Fund to the Food Service Fund as of the end of the fiscal year.

¹ Manual for the Uniform Financial Accounting and Reporting System for Minnesota Schools ppIII-2

II. FOOD SERVICE FUND

LINE

REVENUE ASSUMPTIONS

1.	Total Revenue	1-10
2.	Sales	8
3.	Reimbursements	4 & 7

II. FOOD SERVICE FUND

Revenue Rationale

1.0 The number of paid, free and reduced price meals will decrease due to declining enrollments. The percentage of free and reduced price meals will decrease due to fewer applications.

1.1 All breakfast, adult and ala carte food sales will remain the same as planned for in the 1997-98 budget. Milk sales will decrease.

2. Reimbursements:

The per meal reimbursements from the state (meals and milk) will remain constant.

The per meal reimbursements for commodities will remain constant.

The per meal federal reimbursements (cash) for paid meals will increase yearly by .0025 each for breakfast and lunch.

The per meal federal reimbursements (cash) for free and reduced meals will increase yearly by .0175 per breakfast and .04 per lunch.

1997-98 REIMBURSEMENTS:

STATE REIMBURSEMENT:

\$.05 All Lunch

\$.051 All Breakfast

\$.105 All Free & Reduced Breakfasts (Senior High and Riverside)

COMMODITIES REIMBURSEMENT:

\$.1500 each meal

FEDERAL REIMBURSEMENT:

\$.1800 Paid lunch

\$1.4900 Reduced lunch

\$1.8900 Free lunch

\$.2000 Paid breakfast

\$.7450 Reduced breakfast

\$1.0450 Free breakfast

K-MILK REIMBURSEMENT:

\$.1850 Milk - PM Kindergarten

\$.1500 Milk - AM Kindergarten

II. FOOD SERVICE FUND

LINE

Expenditure Assumption

Basic Assumptions

1. Total Operating Expenses 11-20
2. Equipment/Construction 16

II. FOOD SERVICE FUND

Expenditure Rationale

Basic Assumptions

1. Expenses will increase by three percent per year.

2.1 Food Service Fund will pay \$25,000 for capital equipment in 1998-99. This is equivalent to .07 for each paid student meal served.

The District capital outlay will contribute an additional \$10,000 for equipment.

Equipment needs include:
reach-in refrigerator and freezer, convection oven,
steamers, hot food counter, dunnage racks, computer.

Kitchen renovation at Washington in 1999-2000.

Cost is \$260,000.

Food Service will contribute \$100,000.

II. FOOD SERVICE FUND

LINE

Fund Balance Projections 23

Will decrease unless prices are increased.

Use of Food Service funds to pay for capital outlay expenditures
will decrease the fund balance.

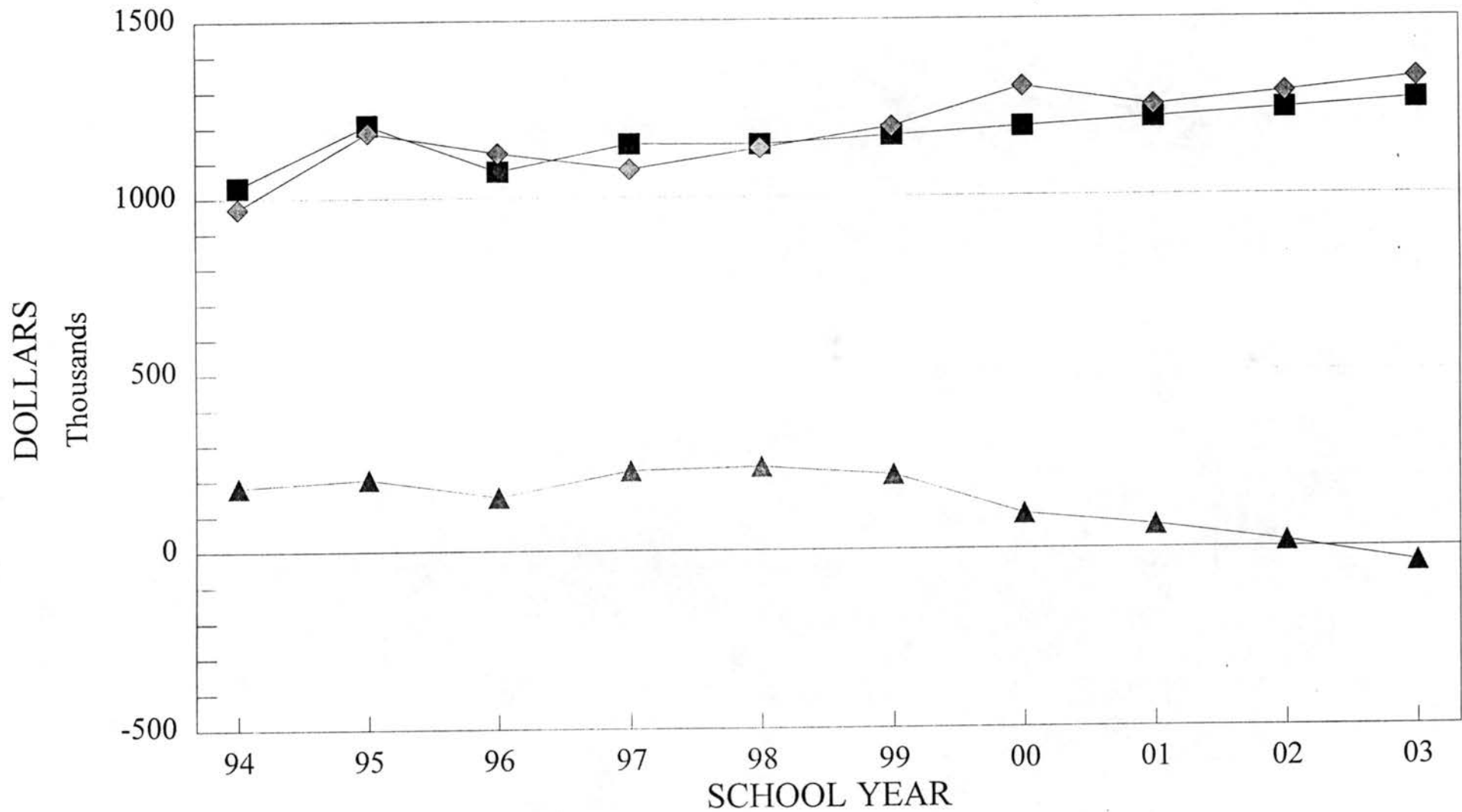
**II FOOD SERVICE FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGET**

Line #

	1993.94 ACTUAL	1994.95 ACTUAL	1995.96 ACTUAL	1996.97 ACTUAL	1997.98 BUDGET	1998.99 Preliminary Budget	1999.2000	2000.01	2001.02	2002.03
						1.02	1.02	1.02	1.02	1.02
REVENUES:										
Other local and county sources:										
1 Interest	6,645	9,366	15,999	10,144	12,000	12,240	12,485	12,734	12,989	13,249
2 Miscellaneous local revenues	1,998		0	265	5,000	5,100	5,202	5,306	5,412	5,520
3	8,643	9,366	15,999	10,409	17,000	17,340	17,687	18,041	18,401	18,769
State sources:										
4 Lunch program aid	42,194	47,361	47,128	48,521	36,130	36,853	37,590	38,341	39,108	39,890
Federal sources:										
5 Lunch program aid	431,928	476,515	441,087	462,560	476,150	485,673	495,386	505,294	515,400	525,708
6 Food distribution program	95,627	108,222	89,910	91,042	81,490	83,120	84,782	86,478	88,207	89,972
7	527,555	584,737	530,997	553,602	557,640	568,793	580,169	591,772	603,607	615,680
8 Sale of food	453,693	457,969	471,028	538,793	538,540	549,311	560,297	571,503	582,933	594,592
9 Transfers (Equipment)	0	108,500	10,000	0	0	0	0			
10 Total revenues	1,032,085	1,207,933	1,075,152	1,151,325	1,149,310	1,172,296	1,195,742	1,219,657	1,244,050	1,268,931
EXPENDITURES:						1.030	1.030	1.030	1.030	1.030
Pupil support services:										
11 Salaries and wages	306,017	313,909	330,543	336,342	366,600	377,598	388,926	400,594	412,612	424,990
12 Employee benefits	47,408	49,512	54,429	55,014	58,180	59,925	61,723	63,575	65,482	67,447
13 Purchased services	39,522	36,943	44,485	42,882	51,050	52,582	54,159	55,784	57,457	59,181
14 Food costs-USDA commodities	95,627	108,222	89,909	91,042	81,490	83,935	86,453	89,046	91,718	94,469
15 Food costs, milk and supplies	469,891	502,383	512,505	523,804	559,000	575,770	593,043	610,834	629,159	648,034
16 Equipment/Construction	2,349	164,939	82,375	11,810	0	25,000	100,000	10,000	10,000	10,000
17 Other expenditures	9,387	10,446	11,734	18,001	22,000	22,660	23,340	24,040	24,761	25,504
18 Total expenditures	970,201	1,186,354	1,125,980	1,078,895	1,138,320	1,197,470	1,307,644	1,253,873	1,291,189	1,329,625
Revenues and other financing sources over (under)										
19 expenditures	61,884	21,579	(50,828)	72,430	10,990	(25,173)	(111,902)	(34,216)	(47,139)	(60,694)
FUND BALANCE (DEFICIT), BEGINNING OF YEAR	119,192	181,076	202,655	151,827	224,257	235,247	210,074	98,172	63,956	16,817
FUND BALANCE (DEFICIT), END OF YEAR	181,076	202,655	151,827	224,257	235,247	210,074	98,172	63,956	16,817	(43,877)
22 Fund Balance as a % of Expenditures	18.66%	17.08%	13.48%	20.79%	20.67%	17.54%	7.51%	5.10%	1.30%	-3.30%

FOOD SERVICE FUND

1994 TO 2003



■ revenue ◇ expenditures ▲ fund balance

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

YEAR	ADP	% PARTICIPATION	NOTES
1978-79	3052	60.63	
1979-80	2969	62.68	
1980-81	2720	60.82	15 cent price increase
1981-82	2276	55.24	15 cent price increase
1982-83	2336	57.72	
1983-84	2346	59.60	Strike
1984-85	2499	63.10	
1985-86	2598	65.70	
1986-87	2696	65.30	
1987-88	2753	64.5	5 cent price increase
1988-89	2935	66.0	
1989-90	3005	66.7	
1990-91	3157	66.3	First full year of Bon Appetit
1991-92	3226	65.2	
1992-93	3342	64.9	
1993-94	3428	64.9	
1994-95	3493	66.1	
1995-96	3313	62.8	Ala Carte at Senior High
1996-97	3303	62.8	Blizzards/Flood-Lost 5 Lunch Days 20-25 cent price increase

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	VOY	TOTAL
1992-93										
SEPTEMBER	3370	34.5	71.3	76.7	81.5	81.0	70.5	84.3	83.3	65.5
OCTOBER	3471	36.7	71.3	78.9	85.2	82.1	75.5	87.2	82.9	67.5
NOVEMBER	3438	38.4	69.7	78.2	83.5	80.9	72.9	85.4	80.3	66.8
DECEMBER	3372	38.0	67.5	75.2	83.7	79.8	72.9	85.4	73.2	65.5
JANUARY	3368	38.9	67.8	73.5	83.3	78.2	70.5	84.4	80.3	65.4
FEBRUARY	3343	38.6	66.0	74.0	84.9	75.7	71.1	83.3	81.1	64.9
MARCH	3298	38.3	65.6	74.2	80.7	74.8	68.9	81.5	80.7	64.1
APRIL	3371	35.9	67.7	76.5	87.9	77.7	71.7	84.1	82.9	65.5
MAY	3122	32.9	67.2	59.8	85.8	75.7	66.8	78.5	75.9	60.7
TOTAL	3342									64.9
1993-94										
SEPTEMBER	3454	33.1	70.1	82.5	81.5	80.6	77.2	82.4	76.8	65.3
OCTOBER	3564	36.7	70.2	82.8	85.9	82.5	80.4	84.0	77.7	67.4
NOVEMBER	3539	36.7	69.8	83.5	84.0	82.7	79.3	82.0	75.9	66.9
DECEMBER	3418	36.0	66.6	76.4	82.3	80.6	81.5	80.7	72.1	64.7
JANUARY	3475	38.1	67.5	77.9	82.1	80.9	80.1	80.3	77.3	65.
FEBRUARY	3512	37.9	67.2	79.9	84.2	81.4	81.9	81.8	77.7	65.7
MARCH	3435	35.6	67.7	77.8	84.0	78.2	79.7	81.4	77.3	66.4
APRIL	3435	33.5	66.2	77.4	84.4	82.5	84.4	82.0	78.9	64.9
MAY	3102	31.2	65.4	57.4	80.0	75.1	76.1	74.0	71.2	64.9
TOTAL	3428									58.7
										64.9
1994-95										
SEPTEMBER	3470	29.8	71.8	79.1	78.9	85.5	78.7	80.8	74.1	63.9
OCTOBER	3590	33.9	73.6	82.7	84.2	86.1	81.9	83.4	73.2	66.9
NOVEMBER	3614	38.5	71.7	81.8	85.3	86.2	82.0	86.4	75.9	68.4
DECEMBER	3555	36.5	71.9	79.4	85.0	86.3	82.3	87.2	74.1	67.6
JANUARY	3526	37.7	71.4	79.4	85.2	85.1	81.9	84.3	71.4	67.4
FEBRUARY	3516	37.4	72.5	77.2	87.1	84.1	76.7	84.4	72.1	66.9
MARCH	3570	37.4	74.1	78.6	88.8	85.3	78.4	85.3	76.7	68.1
APRIL	3468	35.2	71.7	75.9	85.9	87.1	78.2	84.1	73.1	66.4
MAY	3206	31.8	73.0	57.9	84.9	81.1	74.2	78.8	63.1	61.3
TOTAL	3493									64.9

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

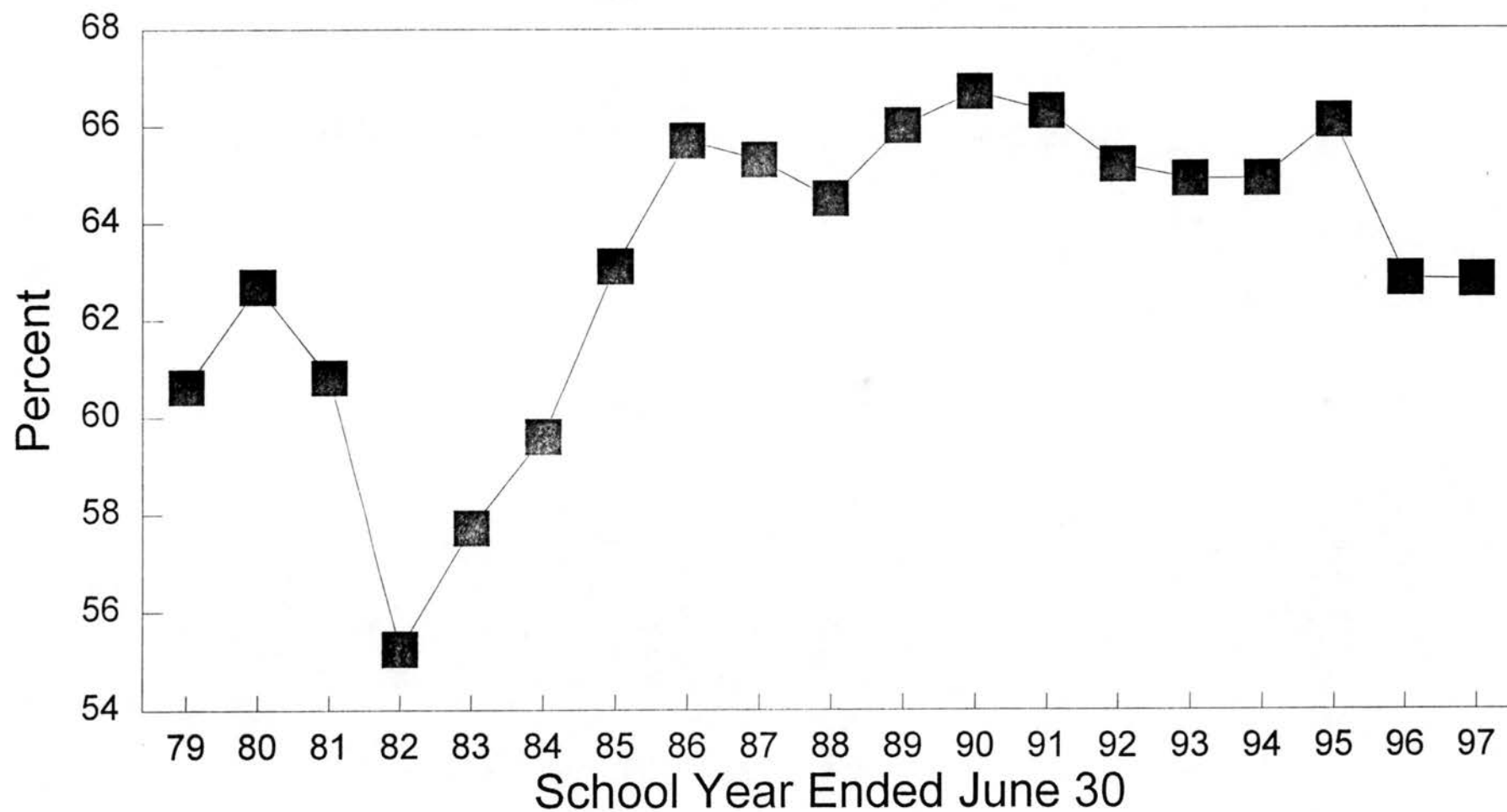
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1996-97

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Food Service Participation

Reimbursable Meals



■ Percent Participation



FOSS ASSOCIATES
Architecture Engineering & Interiors

January 31, 1996

Schematic Cost Estimate
Independent School District No. 152
Moorhead, Minnesota
(Costs are based on January, 1997 Bids)

c: Robert Lacher
Orv Kaste
Bill Cowman
Pat DeLaPointe
Willis Stelter
Vic Pellerano

1. Washington Elementary Kitchen
#9001-43

General	\$ 49,000.00
Mechanical	57,000.00
Electrical	20,000.00
Kitchen Equipment	<u>82,000.00</u>
Subtotal Construction Cost	\$ 208,000.00
Contingency, A/E & Miscellaneous	<u>46,000.00</u>
Total Cost	\$ 254,000.00

2. Riverside Elementary Kitchen
#9001-99

General	\$ 41,000.00
Mechanical	65,000.00
Electrical	21,000.00
Kitchen Equipment	<u>71,000.00</u>
Subtotal Construction Cost	\$ 198,000.00
Contingency, A/E & Miscellaneous	<u>44,000.00</u>
Total Cost	\$ 242,000.00

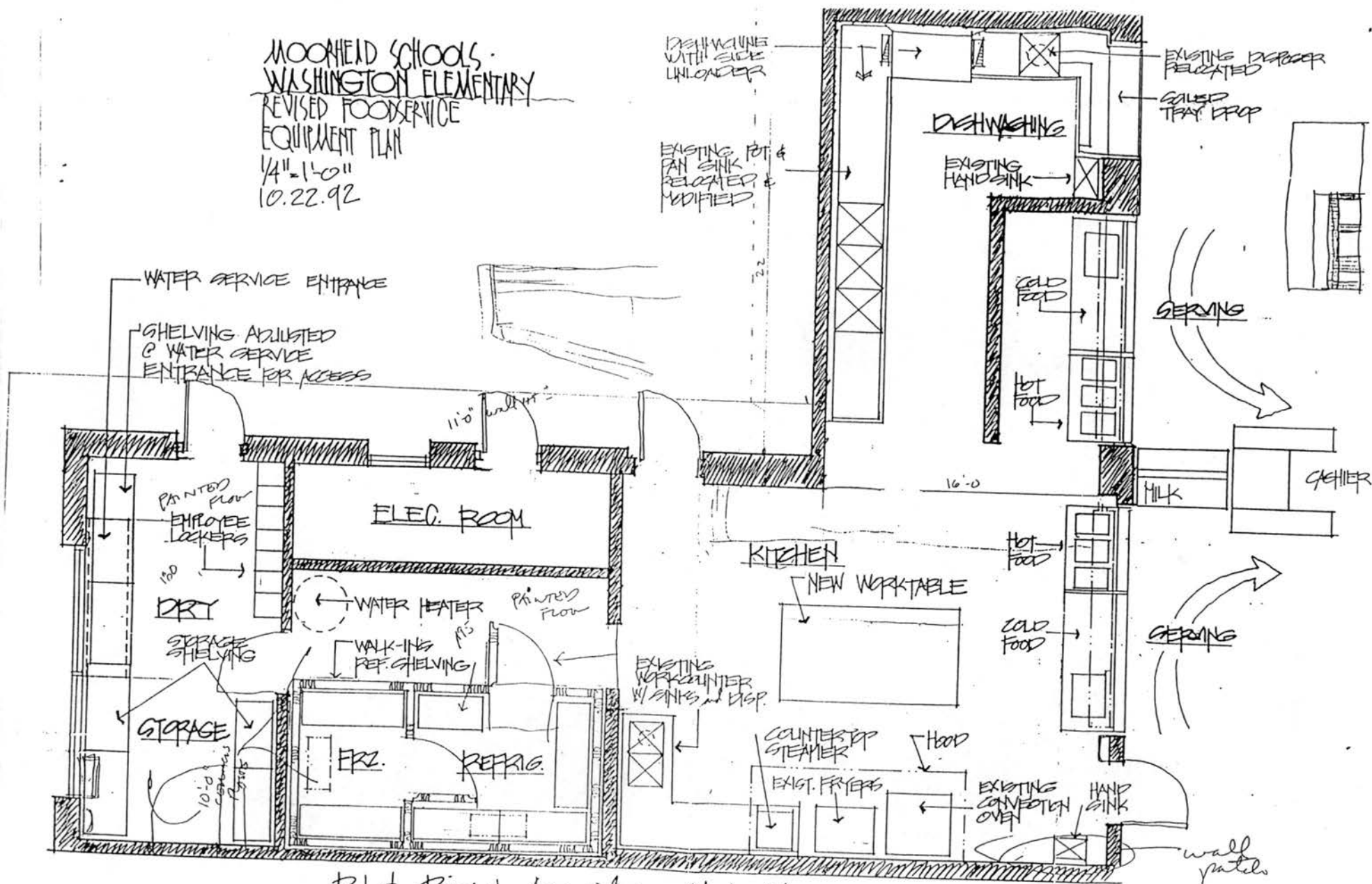
3. Voyager Elementary Kitchen
#9001-50

General	\$ 36,000.00
Mechanical	42,000.00
Electrical	30,000.00
Kitchen Equipment	<u>80,000.00</u>
Subtotal Construction Cost	\$ 188,000.00
Contingency, A/E & Miscellaneous	<u>41,000.00</u>
Total Cost	\$ 229,000.00

II-12

P.O. Box 306, Moorhead, Minnesota 56561-0306, 218-236-1202
Offices in Fargo, ND • Moorhead, MN

MOORHEAD SCHOOLS
WASHINGTON ELEMENTARY
REVISED FOODSERVICE
EQUIPMENT PLAN
1/4" = 1'-0"
10.22.92



Robert Rippe & Associates, Mpls. MN

MOORHEAD PUBLIC SCHOOL DISTRICT

ANNUAL OPERATING PLAN

Fund III

PUPIL TRANSPORTATION DEPARTMENT

January, 98

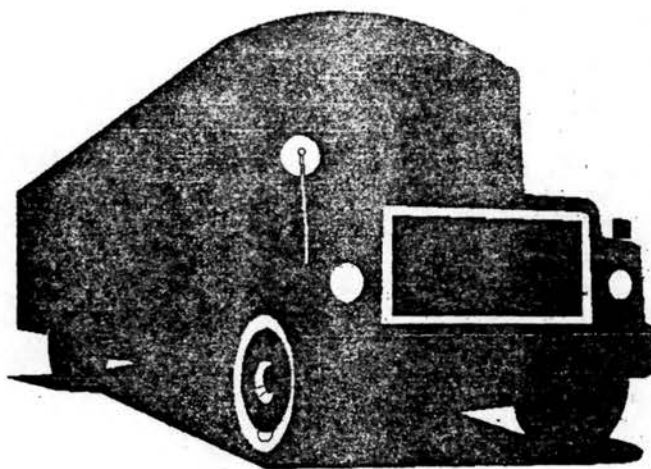


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REQUIRED TRANSPORTATION

"In any school district, the board shall arrange for the attendance of all pupils living two miles or more from the school, except pupils whose transportation privileges have been revoked ... through suitable provision for transportation or through the boarding and rooming of the pupils who may be more economically and conveniently provided for by that means."¹

This citation outlines the basic requirement for pupil transportation in Minnesota. Our current policy is to transport pupils who live one mile or more from the school.

STATE FUNDING PROCEDURES FISCAL YEAR 1999

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 in local districts.

"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).

"Sparsity allowance" provides additional funding to districts with a portion of their population living in sparsely populated areas.

"Special needs" provides funding for special needs transportation. Beginning in 1999 special needs transportation funding will flow to school districts with the rest of the special needs revenues.

"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 funding source does not cover all safety related expenditures.

The state legislature eliminated funding for the Bus Purchase account. Future Bus Purchase must be out of the general fund. 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.

¹ Minnesota Statutes 1997 Chap 123, 123.39 Sub 1

REVENUE INFORMATION AND RATIONAL

- 1) I based revenue assumptions for FY 99 on the 1997 Payable 1998 Levy Limitation and Certification document. Future revenue assumes a 2% increase in the basic revenue.
- 2) The current transportation funding law was to sunset on June 30, 1997. The 1997 legislature made the change in funding permanent.
- 3) The administration's introduction to the 1996 School District audit² states 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. Beginning in the FY 99 Special Needs transportation revenues will come to the school district through the special education formula.

² "Independent School District No. 152 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
1991-92	ACTUAL	\$1,590,509
1992-93	ACTUAL	\$1,531,951
1993-94	ACTUAL	\$1,663,249
1994-95	ACTUAL	\$1,648,796
1995-96	ACTUAL	\$1,892,356
1996-97	ACTUAL	\$2,026,127
1997-98	BUDGET	\$2,235,790
1998-99	PRELIMINARY	\$2,158,274
1999-2000	PROJECTED	\$2,149,789
2000-01	PROJECTED	\$2,177,661
2001-02	PROJECTED	\$2,190,834
2002-03	PROJECTED	\$2,204,900

Table 1 Actual and projected revenue 1990-2003

EXPENDITURE INFORMATION AND RATIONALE

- 1) We are including a \$0.35 per mile charge for depreciation on school buses. This will support the bus purchase account. The current rate is \$0.35 per mile, which reflects an 8 year depreciation schedule.
- 2) I have not included a budget line item for bus purchase. Since we are experiencing a period of declining enrollments, I do not know the actual need for school buses at this time.
- 3) We had been using two passenger vans to serve students with specific needs. One of these vans, the Ford Aerostar is more than ten years old; it no longer qualifies for pupil transportation. The Dodge Caravan is a newer vehicle but still has accumulated a great deal of miles on it. I recommend 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. I will not include the cost for this item in the budget until I have approval. The estimated cost is \$40,000.
- 4) Transportation expenditures are a function of policy, program, and schedules. The appendix has a summary of how policy changes have affected the cost to provide pupil transportation in this school district.

Expenditure projection:

1990-91	ACTUAL	\$1,477,414
1991-92	ACTUAL	\$1,357,892
1992-93	ACTUAL	\$1,489,089
1993-94	ACTUAL	\$1,849,523
1994-95	ACTUAL	\$1,862,292
1995-96	ACTUAL	\$2,033,644
1996-97	ACTUAL	\$2,200,436
1997-98	BUDGET	\$2,221,230
1998-99	PRELIMINARY	\$2,105,411
1999-2000	PROJECTED	\$2,126,821
2000-2001	PROJECTED	\$2,178,492
2001-2002	PROJECTED	\$2,231,454
2002-2003	PROJECTED	\$2,285,740

*Table 2 Expenditure projection 1990-2003***FUND BALANCE HISTORY AND PROJECTIONS:**

		Total Fund Balance	Operating Fund Balance	Dedicated Fund Balance
1990-91	actual	\$100,040	\$52,466	\$136,419
1991-92	actual	\$316,570	\$118,875	\$197,695
1992-93	actual	\$369,432	\$108,136	\$251,296
1993-94	actual	\$173,158	(\$4,300)	\$177,458
1994-95	actual	\$233,138	(\$20,909)	\$254,047
1995-96	actual	\$265,005	\$0	\$265,005
1996-97	actual	\$90,696	\$3,827	\$86,869
1997-98	budget	\$105,256	\$94,387	\$10,869
1998-99	preliminary	\$158,119	\$58,250	\$99,869
1999-2000	projected	\$181,087	\$21,218	\$159,869
2000-01	projected	\$180,256	(\$39,613)	\$219,869
2001-02	projected	\$139,637	(\$140,232)	\$279,869
2002-03	Projected	\$58,796	(\$261,073)	\$339,869

Table 3 Fund balance of transportation fund 1991-2003

CONSIDERATIONS FOR DEALING WITH THE CHANGED FUNDING STRUCTURE:

New programs always have a transportation cost associated with them; for example, the MCAP program. I based the expected costs for this program on a van with one driver. It rapidly to a program requiring a school bus with one driver and one para professional for each group of 10 students transported. In addition we provided transportation in support of programs at the High School: Classroom work, Lunch and Physical Education. Total time for transportation support in this program today is approaching 10 hours of bus time. The current cost 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.

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

Table 4 Estimate of revenue to bus depreciation fund

DEDICATED FUND BALANCE FOR PURCHASE OF SCHOOL BUS

FUND BALANCE FOR BUS PURCHASE ACCOUNT			
FISCAL YEAR	EXPENDITURE	REVENUE	FUND BALANCE
1994-95	\$2,182		\$254,047
1995-96	\$67,419	\$78,377	\$265,005
1996-97	\$178,136	\$0	\$86,869
1997-98	\$165,000	\$89,000	\$10,869
1998-99	\$0	\$89,000	\$99,869
1999-2000	\$0	\$60,000	\$159,869
2000-01	\$0	\$60,000	\$219,869
2001-02	\$0	\$60,000	\$279,869
2002-03	\$0	\$60,000	\$339,869 ³

Table 5 Bus Purchase Fund Balance

- 1) The law requires that school districts transport students who live two or more miles from school. 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 1793 students. State law no

³ The beginning fund balance of \$254,047 is from "Independent School District No. 152 Comprehensive Annual Financial Report for year ended June 20, 1996."

longer has any provision for funding this program with a separate revenue source. It could serve to reduce our costs, without reducing revenue. Potential cost savings would be up to \$150,000.

Numbers of students in each grade level including non-public:

- Number of K-4 students: 726
- Number of 5-6 students: 216
- Number of 7-8 students: 289
- Number of 9-12 students: 562

We have discontinued using Voyager School. We had predicted reduction of 1-2 buses per day as a result of this change. We actually reduced the number of buses by 8.

1	Print Date:										
2	1/29/98	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
3		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	PRELIMINARY				
4	REVENUES										
5	Local property taxes	429,651.00	489,157.00	539,722.00	164,105.00	118,020.00		0.00	0.00	0.00	
6	Levy	429,651.00	489,157.00	539,722.00	164,105.00	118,020.00	0.00	0.00	0.00	0.00	0.00
7	Other local and county sources:										
8	Interest	0.00		2,607.00	3,749.00						
9	Miscellaneous local revenues	146.00		1,130.00							
10	Bus Purchase Chargeback					89,000.00	89,000.00	60,000.00	60,000.00	60,000.00	60,000.00
11	Special Needs Chargeback						498,823.42	513,788.13	529,201.77	530,077.82	530,980.16
12	Other Local Sources	146.00	0.00	3,727.00	3,749.00	89,000.00	587,823.42	573,788.13	589,201.77	590,077.82	590,980.16
13	State Sources										
14	Transportation aid	980,101.00	844,354.00	1,040,777.00	1,838,273.00	2,028,770.00	1,458,695.49	1,462,330.15	1,472,786.54	1,483,039.63	1,494,109.60
15	Bus Depreciation Aid	67,838.00	78,377.00	78,377.00							
16	Tax Credits (MACA)	108,886.00	121,720.00	112,380.00							
17	Other appropriations	76,310.00	95,188.00	117,163.00			111,754.85	113,670.77	113,672.58	117,716.70	119,809.99
18	State Sources	1,233,135.00	1,139,639.00	1,348,897.00	1,838,273.00	2,028,770.00	1,570,450.34	1,576,000.92	1,588,459.11	1,600,756.34	1,613,919.59
19	Sales and other conversions of assist										
20	Insurance recoveries	317.00									
21	Total Revenues	1,663,249.00	1,648,796.00	1,892,356.00	2,026,127.00	2,233,790.00	2,158,273.76	2,149,789.05	2,177,660.88	2,190,834.16	2,204,899.75
22	Inflation factor					2.50%					
23	EXPENDITURES:										
24	Pupil support services										
25	Salaries and wages	312,829.00	368,169.00	347,006.00	366,944.00	371,400.00	380,685.00	390,202.13	399,957.18	409,956.11	420,205.01
26	Employee benefits	51,059.00	62,941.00	61,422.00	68,097.00	70,680.00	72,447.00	74,258.18	76,114.63	78,017.50	79,967.93
27	Contracted bus services	1,071,607.00	1,114,908.00	1,280,490.00	1,253,808.00	1,245,840.00	1,276,986.00	1,308,910.65	1,341,633.42	1,375,174.25	1,409,553.61
28	Other purchased services	52,301.00	97,398.00	54,407.00	118,919.00	32,400.00	30,210.00	34,040.25	34,891.26	35,763.54	36,657.63
29	Supplies and materials	194,478.00	194,145.00	200,943.00	194,664.00	221,870.00	227,416.75	233,102.17	238,929.72	244,902.97	251,025.54
30	Equipment	143,825.00	2,182.00	67,419.00	178,136.00	165,000.00	0.00	0.00	0.00	0.00	0.00
31	Other expenditures	21,424.00	22,549.00	21,957.00	19,868.00	25,040.00	25,666.00	26,307.65	26,965.34	27,639.47	28,330.46
32	Chargebacks/ bus purchase					89,000.00	89,000.00	60,000.00	60,000.00	60,000.00	60,000.00
33	Total Expenses	1,849,523.00	1,862,292.00	2,033,644.00	2,200,436.00	2,221,230.00	2,105,410.75	2,126,821.02	2,178,491.54	2,231,453.83	2,285,740.18
34	Revenues over (under) expenditures	-186,274.00	-213,496.00	-141,288.00	-174,309.00	14,560.00	52,863.01	22,968.03	-830.66	-40,619.67	-80,840.43
35	Operating transfer from the General Fund		273,476.00	173,155.00	0.00	0.00	0.00	0.00	0.00	0.00	0
36	FUND BALANCE (DEFICIT) BEGINNING OF YEAR	359,432.03	173,158.00	233,138.00	265,005.00	90,696.00	105,256.00	158,119.01	181,087.04	180,256.39	139,636.71
37	RETAINED EARNINGS (DEFICIT)										
38	FUND BALANCE END OF YEAR	173,159.03	233,138.00	265,005.00	90,696.00	105,256.00	158,119.01	181,087.04	180,256.39	139,636.71	58,796.28
39	Transfer to bus purchase account										
40	Fund Balance reserved for bus purchase	177,458.03	234,047.00	265,005.00	86,869.00	10,869.00	99,969.00	159,869.00	219,869.00	279,869.00	339,869.00
41	Operating Fund Balance	-4,300.03	-20,909.00	0.00	3,827.00	94,387.00	51,250.01	21,218.04	-39,612.61	-140,232.29	-281,072.72

Table 6 Audit Summary 1991 -- Present with projections to 2001

Unit Vehicle Type	VIN#	Model Year	Class	Body	Fuel Type	Capacity	Miles as of V1508	Special Equipment	Scheduled Replacement
74 SO-CDL BUS	D0822-H81363	1978	HC	ORFFENTER	GASOLINE	59			1990
81 SO-CDL BUS	D0822-H25476	1978	HC		GASOLINE	47	173325		1990
76 SO-CDL BUS	8A72J-H24803	1979	HC	SUPERIOR	GASOLINE	65	48004		1991
78 SO-CDL BUS	8FD4LD582	1980	FORD	ORFFENTER	GASOLINE	59	11970		1992
88 SO-CDL BUS	8A724-H13604	1980	HC	SUPERIOR	GASOLINE	24	45822	LIFT EQUIPED	1992
89 SO-CDL BUS	2-H8M781804020	1981	HC		GASOLINE	35	145732	LIFT EQUIPED	1993
88 SO-CDL BUS	1FDN4N83A/22417	1981	FORD		DIESEL	45	135679	LIFT EQUIPED	1993
82 SO-CDL BUS	1GDC8P182G/518476	1985	HC		GASOLINE	35	42835	LIFT EQUIPED	1994
70 SO-CDL BUS	1FDPJ54JAP01859	1988	HC	ORFFENTER	DIESEL	71	100119		2000
70 SO-CDL BUS	1HMLRCH1JH68715	1988	FORD	ORFFENTER	DIESEL	65	141174		2000
77 SO-CDL BUS	1GDL8P163J/808974	1988	GMC	ORFFENTER	DIESEL	65	31191		2000
76 SO-CDL BUS	1FDPJ54JAP01803	1988	FORD	ORFFENTER	DIESEL	71	84150		2000
88 SO-CDL BUS	1FDN8P5JAP01850	1988	HC	ORFFENTER	DIESEL	35	118834		2000
90 SO-CDL BUS	1GDL8P163J/503930	1988	GMC	ORFFENTER	DIESEL	65	28030		2000
103 MIN-VAN	1FMDA11E1P/65747	1988	FORD	AFRISTAR	GASOLINE	7	151720		1998
81 SO-CDL BUS	1GDMT183A/509597	1988	GMC	ORFFENTER	DIESEL	44	78335		2001
82 SO-CDL BUS	1GDMT183A/509743	1988	GMC	ORFFENTER	DIESEL	44	78154		2001
91 SO-CDL BUS	1FDRJ5P8A/07815	1988	FORD	ORFFENTER	DIESEL	65	108058		2001
92 SO-CDL BUS	1FDRJ5P8A/07816	1988	FORD	ORFFENTER	DIESEL	65	108058		2001
102 OR	1UFJ855N/141455	1992	LEP		GASOLINE	5	65289		2002
103 MIN-VAN	1HMLH1N8H/552174	1993	HC	THOMAS	DIESEL	78	44937		2005
94 SO-CDL BUS	1HMLH1N8H/552180	1993	HC	THOMAS	DIESEL	78	46021		2005
102 MIN-VAN	2G3 440 FZ/03008	1993	CODGE	ORFFENTER	GASOLINE	7	80121		2005
96 SO-CDL BUS	1HMLH1N8H/552180	1993	HC	THOMAS	DIESEL	77	25004		2007
95 SO-CDL BUS	1FDRJ5P8A/07815	1993	FORD	ORFFENTER	DIESEL	77	18576		2008
97 SO-CDL BUS	1HMLH1N8H/552180	1993	HC	THOMAS	DIESEL	77	18308	LIFT EQUIPED	2008
98 SO-CDL BUS	1HMLH1N8H/552180	1993	HC	THOMAS	DIESEL	77	28942	LIFT EQUIPED	2008

Table 7 School Bus Inventory

Historical Costs in Moorhead School District Transportation

	B	C	D	E	F	G	H	I	J	K	L	M	N
		Total Transportation	Bus Purchase	Total Operating	% Chng	Special Needs Costs	% Chng	Regular Education Transportatio n Cost	% Chng	Kindergarte n	% Chng	Between Building s	% Chng
1													
7	1982	\$712,041	\$25,901	\$686,140	8.06%		#DIV/0!	\$686,140	8.06%				
8	1983	\$734,642	\$328	\$734,314	7.02%		#DIV/0!	\$734,314	7.02%				
9	1984	\$832,867	\$5,061	\$827,806	12.73%		#DIV/0!	\$827,806	12.73%				
10	1985	\$916,824	\$15,664	\$901,160	8.86%		#DIV/0!	\$901,160	8.86%				
11	1986	\$1,083,379	\$31,632	\$1,051,747	16.71%	\$116,597	#DIV/0!	\$935,150	3.77%			\$9,299	#DIV/0!
12	1987	\$1,101,069	\$447	\$1,100,622	4.65%	\$126,020	8.08%	\$974,602	4.22%	\$60,779		\$14,968	60.97%
13	1988	\$1,388,357	\$267,141	\$1,121,216	1.87%	\$113,978	-9.56%	\$1,007,238	3.35%	\$24,215	-60.16%	\$6,334	-57.68%
14	1989	\$1,496,945	\$252,677	\$1,244,268	10.97%	\$142,064	24.64%	\$1,102,204	9.43%	\$62,373	157.58%	\$9,827	55.14%
15	1990	\$1,377,947	\$29,798	\$1,348,149	8.35%	\$256,371	80.46%	\$1,091,778	-0.95%	\$93,440	49.81%	\$3,227	-67.16%
16	1991	\$1,477,414	\$2,106	\$1,475,308	9.43%	\$288,443	12.51%	\$1,186,865	8.71%	\$90,239	-3.43%	\$8,406	160.48%
17	1992	\$1,357,892	\$32,811	\$1,325,081	-10.18%	\$268,849	-6.79%	\$1,056,232	-11.01%	\$92,387	2.39%	\$5,345	-36.42%
18	1993	\$1,489,089	\$39,147	\$1,449,942	9.42%	\$350,383	34.05%	\$1,089,559	3.16%	\$85,063	-7.93%	\$10,691	100.02%
19	1994	\$1,849,523	\$145,554	\$1,703,969	17.52%	\$406,244	12.73%	\$1,297,725	19.11%	\$97,972	15.13%	\$13,725	28.38%
20	1995	\$1,862,292	\$2,092	\$1,860,200	9.17%	\$432,920	6.57%	\$1,427,280	9.98%	\$151,365	55.01%	\$15,239	11.03%
21	1996	\$2,033,644	\$67,419	\$1,966,225	5.70%	\$520,095	20.14%	\$1,446,130	1.32%	\$157,536	3.73%	\$11,778	-22.71%
22	1997	\$2,200,436	\$178,136	\$2,022,300	2.85%	\$471,428	-9.36%	\$1,550,872	7.24%	\$171,427	8.82%	\$14,113	19.83%
23	1998	\$2,221,230	\$165,000	\$2,056,230	1.68%	\$487,670	3.45%	\$1,568,560	1.14%	\$183,360	6.96%	\$14,120	0.05%

Historical Costs in Moorhead School District Transportation

		D	E	F	G	H	I	J	K	L	M	N	O
		Shared Time	% Chng	Summer School	% Chng	Xing Guard	% Chng	Late Activity	% Chng	Regular To From	% Chng	Notes	
1													
7	1982									\$686,140	8.06%		
8	1983									\$734,314	7.02%		
9	1984									\$827,806	12.73%	Asp opened as a 6th Grade Building	
10	1985									\$901,160	8.86%		
11	1986	\$5,724	#DIV/0!	\$25,917	#DIV/0!			\$0		\$894,211	-0.77%		
12	1987	\$8,182	42.95%	\$21,501	-17.04%		#DIV/0!	\$40,780	#DIV/0!	\$828,392	-7.36%	Eliminated cross district day care busing	
13	1988	\$6,334	-22.58%	\$17,341	-19.35%		#DIV/0!	\$10,783	-73.56%	\$942,230	13.74%	5th Grade to Asp	
14	1989	\$9,750	53.93%	\$32,601	88.00%		#DIV/0!	\$41,100	281.14%	\$946,553	0.46%		
15	1990	\$2,000	-79.49%	\$29,250	-10.28%	\$7,395	#DIV/0!	\$136,389	233.07%	\$819,577	-13.41%	New Transportation Eligibility Boundaries Edulog New System of Routing New Contracts	
16	1991	\$859	-57.06%	\$33,597	14.86%	\$7,629	3.16%	\$150,432	9.89%	\$895,703	9.29%		
17	1992	\$852	-0.75%	\$7,581	-77.43%	\$11,065	45.05%	\$0	-100.00%	\$939,001	4.83%		
18	1993	\$118	-86.10%	\$0	-100.00%	\$9,496	-14.18%	\$5,395	#DIV/0!	\$977,196	4.07%		
19	1994	\$456	284.78%	\$0	#DIV/0!	\$11,614	22.30%	\$11,527	66.22%	\$1,162,331	18.95%	Over Crowding in Schools requiring additional transportation services to balance class size	
20	1995	\$1,290	182.83%	\$0	#DIV/0!	\$14,423	24.19%	\$25,525	120.39%	\$1,218,838	4.86%	Opened FSC and Lommen Kindergarten rooms required additional bussing	
21	1996	\$850	-34.10%	\$0	#DIV/0!	\$12,376	-14.19%	\$11,595	-54.75%	\$1,251,995	2.72%		
22	1997	\$305	-64.16%	\$0	#DIV/0!	\$11,241	-9.17%	\$3,455	-8.45%	\$1,344,331	7.38%		
23	1998	\$1,390	356.34%	\$0	#DIV/0!	\$12,080	7.46%	\$13,340	41.08%	\$1,344,270	0.00%	Closed Voyager, 5th grade to other buildings New contract for routes,	

Community Education

Operational Plan

IV. Community Education Funds Projections

The 1997 legislature did not increase general community education funding. This funding has had the same per capita amount since 1992-93, except \$.15 per capita added specifically for youth development in 1994-95. Any increase in our revenue comes from tuition and fees and grants.

The legislature seems more inclined to fund specific programs particularly those related to early childhood, family literacy and adult basic skills.

For the past several years we have held the line on spending because we knew funding was not increasing. Each year we have ended up with a larger than expected fund balance. Rather than having these large fund balances we will levy less (80%) for 1998-99 and we will continue to maintain current programs despite having higher expenditures than revenues. When we are down to a minimum fund balance we will make cuts. By that time there may be a state funding increase.

Exhibits	Page
A. Revenue Assumptions and Rationale	IV 1-6
B. Expenditure Assumptions and Rationale	IV 7-8
C. Revenues and Expenditures	IV 9-10
D. Fund Balance	IV 11

January 19, 1998

Community Education Fund

Revenue Assumptions

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

a. General Community Education funding

Year	Local Levy	State Aid	Total	Change
1994-95	158,879	98,917	257,796	0%
1995-96	172,301	85,495	257,796	0%
1996-97	185,432	72,365	257,796	0%
1997-98	186,124	71,672	257,796	0%
1998-99	162,518	43,720	206,238	-20%
1999-2000	186,124	71,672	257,796	+20%
2000-01	186,124	71,672	257,796	0%
2001-02	186,124	71,672	257,796	0%
2002-03	186,124	71,672	257,796	0%

b. Early Childhood Family Education funding (including violence prevention)

Year	Local Levy	State Aid	Total	Change
1994-95	66,012	104,871	170,883	0%
1995-96	76,363	85,881	162,244	-5%
1996-97	102,664	102,874	205,538	+27%
1997-98	106,109	115,561	221,670	+8%
1998-99	107,469	89,121	196,590	-11%
1999-2000	107,469	89,121	196,590	0%
2000-01	107,469	89,121	196,590	0%
2002-03	107,469	89,121	196,590	0%

c. Kindergarten Readiness (state grant only)

Year	State Grant
1994-95	81,817
1995-96	53,476
1996-97	56,340
1997-98	60,443
1998-99	71,085
1999-2000	71,085
2000-01	71,085
2001-02	71,085
2002-03	71,085

1994-95	Actual
1995-96	Actual
1996-97	Actual
1997-98	Budget
1998-99	Preliminary
1999-2000	Projection
2000-01	Projection
2001-02	Projection
2002-03	Projection

Revenue Rationale

The funds are: General Community Education, Early Childhood Family Education, Kindergarten Readiness, Adult Basic Education and Adults With Disabilities. Youth Service is a designated amount in the General Community Education fund. Extended day must also be kept separate within general community education.

1. All levies are certified in December of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.
 - a. This revenue is based on district population, currently 37,093. The population will remain constant until the 2000 census. Recent increases in the General Community Education levy have been directed specifically to youth service. Past and current levy amounts are:

1994-95	\$ 6.95
1995-96	\$ 6.95
1996-97	\$ 6.95
1997-98	\$ 6.95
1998-99	\$ 6.95
1999-2000	\$ 6.95
2000-01	\$ 6.95
2001-02	\$ 6.95
2002-03	\$ 6.95

The Community Education Advisory Council recommended levying 80% for 1998-99 because of the large fund balance.

- b. The state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 1997 was 1708. In 1992-93 we were allowed to apply for \$1.60 per child for in-service for home visitors for violence prevention. For 1997-98 only, the legislature added \$10/capita (\$19,650). They increased per capita funding to \$113.50 starting in 1998-99. History of the funding is:

1994-95	2,323 x (\$101.25 + \$1.60)
1995-96	2,003 x (\$101.25 + \$1.60)
1996-97	2,030 x (\$101.25 + \$1.60)
1997-98	1,965 x (\$101.25 + \$1.60) + \$10/capita
1998-99	1,708 x (\$113.50 + \$1.60)
1999-2000	1,708 x (\$113.50 + \$1.60)
2000-01	1,708 x (\$113.50 + \$1.60)
2001-02	1,708 x (\$113.50 + \$1.60)
2002-03	1,708 x (\$113.50 + \$1.60)

- c. Kindergarten Readiness gained stable funding in 1993-94 as a grant from the Minnesota Department of Education. The 1996-97 legislature changed the funding formula so it is now based on population and K-12 free/reduced lunch numbers.

Revenue Assumptions

d. Disabled Adult levy and state aid

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1994-95	13,000	13,000	26,000	0%
1995-96	13,000	13,000	26,000	0%
1996-97	13,000	13,000	26,000	0%
1997-98	13,000	13,000	26,000	0%
1998-99	13,000	13,000	26,000	0%
1999-2000	13,000	13,000	26,000	0%
2000-01	13,000	13,000	26,000	0%
2001-02	13,000	13,000	26,000	0%
2002-03	13,000	13,000	26,000	0%

e. Adult Basic Education funding

<u>Year</u>	<u>Local Levy</u>	<u>State & Federal Aid</u>	<u>Total</u>	<u>Change</u>
1994-95	16,388	134,838	151,226	Actual
1995-96	18,298	123,797	142,095	Actual
1996-97	20,229	123,391	143,620	Actual
1997-98	20,304	135,598	155,902	Budget
1998-99	21,826	134,076	155,902	0%
1999-2000	21,826	134,076	155,902	0%
2000-01	21,826	134,076	155,902	0%
2001-02	21,826	134,076	155,902	0%
2002-03	21,826	134,076	155,902	0%

f. Early Childhood screening (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1994-95	9,469	Actual
1995-96	6,639	-30%
1996-97	10,025	+51%
1997-98	10,000	-25%
1999-2000	10,000	0%
2000-01	10,000	0%
2001-02	10,000	0%
2002-03	10,000	0%

g. Non-Public funding (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1994-95	19,170	Actual
1995-96	19,000	-1%
1996-97	30,089	+58%
1997-98	19,910	-34%
1999-2000	19,910	0%
2000-01	19,910	0%
2001-02	19,910	0%
2002-03	19,910	0%

h. Extended Day Program

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>
1998-99	\$7,236	\$2,764

Revenue Rationale

- d. Disabled Adult funding is based on a grant from the state and local levy authority. It is unlikely there will be an increase. There has been no increase since 1990-91.
- e. ABE local levy is based on tax capacity. The State and Federal grant is applied for annually and in the future will be based on enrollment numbers. The local levy will increase slightly for 1997-98 and 1998-99. ABE is the only program in Community Education that receives Federal funds. Federal monies may decrease or disappear. In recent years we have taken advantage of grant opportunities and sub-contracting with other groups.
- f. We receive \$25 from the Department of Education for each preschooler who is screened.
- g. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count increased in 1994-95 but is anticipated to remain stable in the future.

Authorized Rates of Entitlement:

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1997-98 are as follows:

Textbooks, standardized tests and individualized instructional materials	\$ 43.62
Public Health Services	\$ 31.89
Secondary pupil guidance and counseling services	\$114.29

- h. Extended Day Levy. A Community Education program that offers an extended day program (Washington kindergarten) can collect revenue for actual additional costs of providing services to children with disabilities.

Revenue Assumptions

2. Some programs have tuition or fees (Adult Classes, Drivers Education, ECFE, CHOICES, Seniors, Summer Music, Summer Safari, GED Tests, and all-day kindergarten). Fees will supplement the cost of Community Education programs. Fees will increase as indicated below.

Year	Amount
1994-95	113,259
1995-96	123,663
1996-97	141,257
1997-98	213,911
1998-99	180,000
1999-2000	180,000
2000-01	180,000
2001-02	180,000
2002-03	180,000

3. Income from interest on fund balance is as follows:

Year	Income
1994-95	37,345
1995-96	30,146
1996-97	26,930
1997-98	25,000
1998-99	23,750
1999-2000	22,563
2000-01	21,435
2001-02	20,363
2002-03	19,345

4. Community Education will continue to apply for grants but these cannot be anticipated.

5. As we do more collaboration with other agencies there will be opportunities to share services.

Revenue Rationale

2. Since local and state funding probably will not increase, we need to look at income from fees to help maintain or expand present programs. An attempt has been made to increase income derived from fees by improving marketing efforts and by providing quality programs with maximum customer service to increase the number of program participants. In addition, non-resident participants in subsidized programs pay higher fees and we have charged higher fees for all programs when possible. Drivers Education was added in fall 1996 and all-day kindergarten in fall 1997. These two programs may or may not continue. Tuition income does fluctuate with weather/floods.

3. Because fund balances have remained high so has our interest income, but interest income will drop as the fund balance decreases. Interest is projected to drop 5% each year. The higher interest in 1994-95 was due to the build-up of funds within Fund 4 for remodeling Lincoln.

4. Grants for 1997-98 are:

Healthy Community Initiative (After School Activities)	\$24,500.00
MN Dept. CFL Service Learning Grants to Riverside and Senior High	18,370.00
MN Dept. CFL Citizenship classes	25,000.00
Cass County Extension Service Learning Grants	7,995.00

5. Service agreements for 1997-98

Head Start Family Literacy	\$8,278.59
Work Force Literacy	47,280.00

Community Education Fund

Expenditure Assumption

1. Costs will be contained to reflect static revenues and a decreasing fund balance. It is unlikely that any programs will be added unless a current program is dropped. Current positions are projected to continue with annual salary increases as per negotiated agreements. No increases are projected for supplies or contracted services and in some cases decreases will be necessary. Programs such as Driver's Education, summer band, and summer orchestra will be self-supporting. What the state does with preschool programs will affect our general Community Education budget because of shared positions.
2. Teaching staff for classes for adults and school age children will be hired as needed. Rates of pay will increase each year.
3. Unless the preschool population increases, there will need to be some cost-cutting in the Early Childhood Family Education program.
4. Additional funding for kindergarten readiness will enable us to do more programming.
5. General community education funds will be used to supplement CHOICES budget until there is a state increase in funding or until general community education funds are tight.
6. Expenditures for the Adult Basic Education program will only increase through outside funding.
7. Non-public expenses and Preschool Screening are included in the Community Service fund. Non-public expenses are not managed by Community Education. Preschool screening came under Community Education management in 1994-95. Starting fall 1996 the screening is done under contract by Clay County Public Health. Expenses are greater than the state reimbursement and we will continue to supplement funding by doing exit interviews and some clerical work with ECFE and Kindergarten Readiness staff.
8. All-day kindergarten will not be subsidized by Community Education. Fees, gifts, and a district subsidy will cover the costs.

Expenditure Rationale

1. Staffing needs will be analyzed in: administration, class coordination, Community Arts, Community Partnerships, Seniors, and Youth Development, as well as secretarial. Current positions are one full-time director, full-time coordinator, five half-time coordinators (including district communications coordinator), and 2 3/4 FTE secretarial positions. These will be analyzed in terms of program needs. Needs are identified and responses generated and recommended by the Community Education Advisory Council. Changes needed may dictate different staffing patterns and staff responsibilities. New programs added will be self-supporting where possible. As income increases, decreases, or remains stable, current programs will be examined and changes will be made to reflect current financial resources.
2. Some staff costs are based on staff required for fee-based programs. As participation increases, staff costs will increase but income also increases. Fees that are collected cover the increased program costs and also supplement other programs. Staff may be added as necessary to carry out grant requirements.
3. A decrease in preschool population will need to be offset by expenditure reductions unless we can increase participation through strengthened marketing efforts. The Early Childhood Family Education program has a full-time director and will pay 1/4 of the salary of the Community Education program coordinator. All other staff are part-time, including a 3/4 time secretary.
4. There are more monies available in this fund and we will try to market to more families to increase the number of families involved in pre-kindergarten readiness programs. The program will work closely with other early childhood programs at Lincoln to extend resources. This program has a part-time coordinator and part-time teachers.
5. Additional funds from general community education will be used to increase participation but the coordinator will continue to work half-time.
6. The coordinator will continue as full-time as long as funding is available. There is a part-time secretary (casual labor). The state is changing the method of funding Adult Basic Education so we will need to adjust costs to reflect this. Implementation of welfare reform may also require changes in programming and staffing. We will continue to look for ways to sell services to other agencies.
7. Non-public funding is flow-through funding that supplies textbooks, health services and guidance services for students who attend non-public schools and home schooled students who live in the district. Expenditures equal revenues. In preschool screening revenues will be enhanced by using ECFE staff to do exit interviews. Preschool screening expenditures are determined by the numbers of children screened. Screening of children ages 3 1/2-5 year old must be completed prior to entering kindergarten.
8. This is an in-and-out account. Fees are collected to pay staff and supplies. This may expand to other elementary schools, again not subsidized by Community Education.

Revenue Rationale

Revenue increases in the Community Education Fund are based on increases in the School District census, increases in state and local funding, grants, and fees from increased participation in Community Education programs. The Community Education budget provides the mechanism for flow-through dollars for Early Childhood Screening and non-public funding.

Little increase in tax revenue is expected over the five year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, developing additional profitable fee-based programs, grants and contracting to operate programs.

Revenues 1994-2003

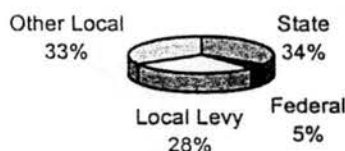
	1994-95	1995-96	1996-97	1997-98	Estimated 1998-1999	1999-2000	2000-01	2001-02	2002-03
Gen Com Ed	\$304,084	\$263,062	\$268,684	\$254,212	\$206,237*	\$257,796	\$257,796	\$257,796	\$257,796
Fees	113,159	133,004	141,257	153,450	130,000	130,000	130,000	130,000	130,000
E.D. Kinderg				60,461	60,461	60,461	60,461	60,461	60,461
CHOICES	25,804	27,041	26,893	27,000	27,000	27,000	27,000	27,000	27,000
ABE	169,002	178,979	193,968	219,984	225,000	225,000	225,000	225,000	225,000
Interest	37,345	30,146	26,930	25,000	23,750	22,563	21,435	20,363	19,345
ECFE	182,140	174,603	214,353	229,750	209,655	209,655	209,655	209,655	209,655
Kind Read	86,599	53,476	56,340	60,000	60,000	71,085	71,085	71,085	71,085
Lincoln	40,000	40,000	18,000	20,000	20,000	20,000	20,000	20,000	20,000
Other*	66,160	26,914	84,908	92,825	79,539	71,513	71,513	71,513	71,513
TOTAL	\$1,024,293	\$927,225	\$1,031,333	\$1,142,682	\$1,041,642	\$1,095,073	\$1,093,945	\$1,092,873	\$1,091,855

*Includes Early Childhood Screening, Non-public Education, Grants, TRA & FICA (Ended 1994-95).

Reduced ECFE Local Levy and State Grant was 80% of allowable in 1995-96, and 100% in following years.

Community Education Revenues by Source 1997-98

State	382,657
Federal	53,000
Local Levy	325,617
Other Local	381,408
TOTAL	\$1,142,682



Expenditure Rationale

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

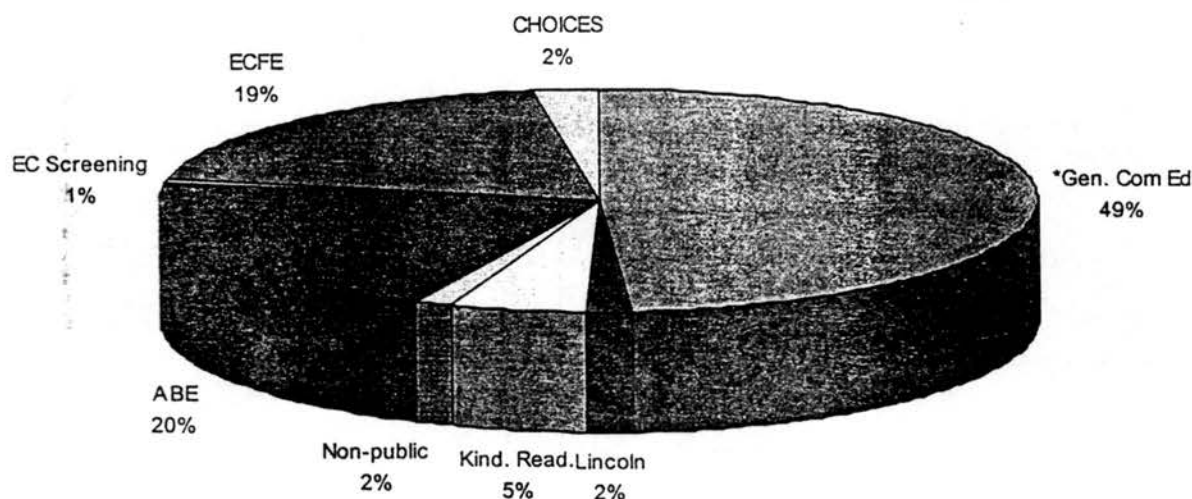
Community Education programs change and as they do, costs will change. As these changes take place, ways need to be found to streamline program operations and to develop cost-effective procedures.

Expenditures 1994-2003

	1994-95	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03
*Gen Com Ed	\$390,064	\$359,128	\$450,763	\$633,691	\$615,017	\$570,351	\$553,351	\$553,351	\$553,351
CHOICES	27,733	27,120	26,922	32,000	27,000	27,000	27,000	27,000	27,000
ABE	151,226	145,273	189,653	264,822	264,822	225,000	225,000	225,000	225,000
ECFE	260,576	216,265	188,092	250,646	240,000	200,000	200,000	200,000	200,000
Kind Read	48,642	43,546	26,130	64,978	60,000	63,000	63,000	63,000	63,000
Lincoln	158,731	45,538	18,820	19,616	20,000	20,000	20,000	20,000	20,000
Non-public	18,062	20,711	21,617	19,910	19,910	19,910	19,910	19,910	19,910
EC Screening	12,294	13,164	6,975	10,000	10,000	10,000	10,000	10,000	10,000
Total	\$1,067,328	\$870,745	\$928,972	\$1,295,663	\$1,256,749	\$1,135,261	\$1,118,261	\$1,118,261	\$1,118,261

*General Community Education funding includes administration, class coordination, community arts, community partnerships, classes for older adults, and youth programming.

1997-98 Expenditures

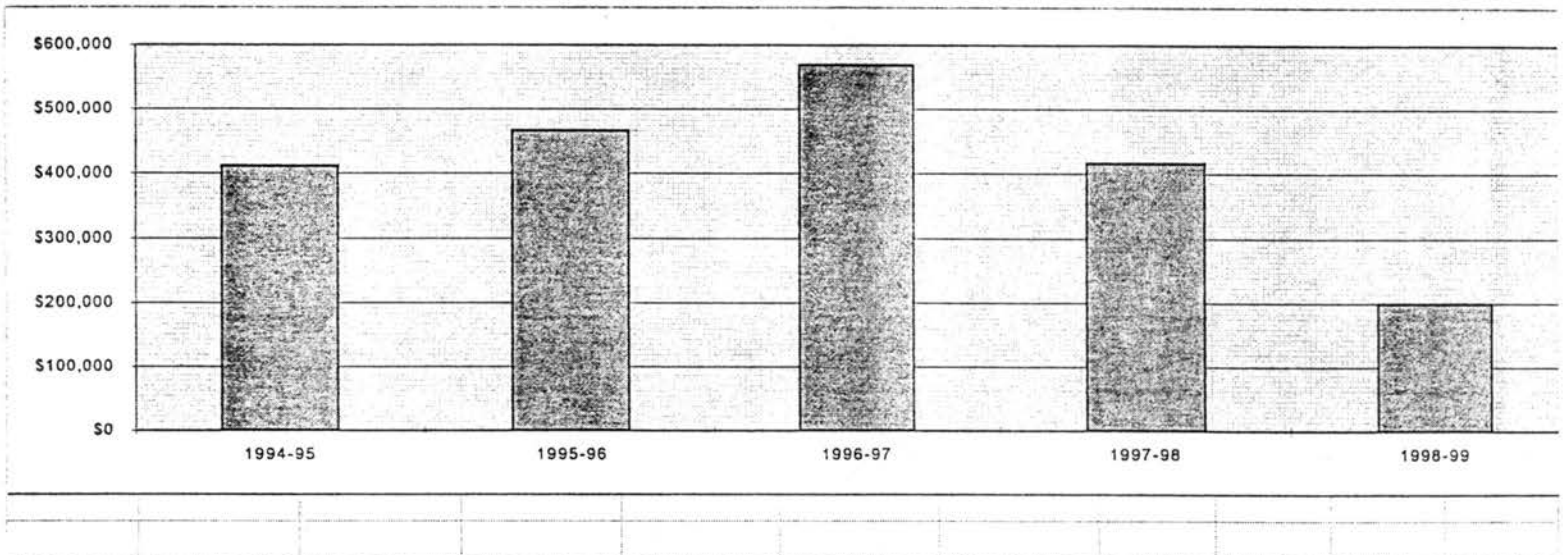


Community Education Fund Balance 1994-2003

	1994-95	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03
Bal. 7/1	\$454,521	\$411,486	\$466,370	\$568,730	\$415,749	\$200,642	\$160,454	\$136,138	\$110,750
Revenues	1,024,293	927,227	1,031,332	1,142,682	1,041,642	1,095,073	1,093,945	1,092,873	1,091,855
Total Resrce	1,478,814	1,338,713	1,497,702	1,711,412	1,457,391	1,295,715	1,254,399	1,229,011	1,202,605
Expenditures	1,067,328	872,343	928,972	1,295,663	1,256,749	1,135,261	1,118,261	1,118,261	1,118,261
Bal. 6/30	\$411,486	\$466,370	\$568,730*	\$415,749	\$200,642	\$160,454	\$136,138	\$110,750	\$85,344

*\$6,000 operating transfer for general fund needs to be added to Total Resources.

The Five Year Educational Plan recommends a 10-15% fund balance.



1994 legislation mandated that reserve accounts be established for three divisions in the community service fund. The reserve account established and a definition of the categories follows:

	<u>June 30, 1995</u>	<u>June 30, 1996</u>	<u>June 30, 1997</u>
1. Community Education	\$276,637	\$366,790	\$402,978
2. Early Childhood Family Education	\$140,603	\$98,941	\$124,202
3. Community Service includes Early Childhood Screening, Learning Readiness and non-public.	<u>\$15,754</u>	<u>\$639</u>	<u>\$41,550</u>
Audited Fund 4 reserve balance	\$411,486	\$466,370	\$568,730

Community Education Staffing 1997-98

#of Staff	Title	Full/Part Casual	# of months
1	CE Director	Full-time	12-month
1	ECFE Coord.	Full-time	12-month
1	ABE Coord.	Full-time	12-month
1	Prog. Coord.	Full-time	12-month
6	Coordinators	Half-time	9-months (CHOICES, Community Arts, Community Partnerships, Older Adults, Youth, Kindergarten Readiness)
1	District Comm. Coordinator	Half-time	12-month
1	Secretary	Full-time	12-month
4	Secretary	Part-time	9-month

Casual Employees: GED Tester, ABE secretary, evening secretaries, ABE and ECFE paraprofessionals, program assistants, teachers

FUND VII

DEBT SERVICE FUND

MOORHEAD AREA PUBLIC SCHOOLS

VII. DEBT REDEMPTION FUND HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1998-99 Debt Redemption Fund, Assumptions and Recommendations. To comply with legal requirements for payment of Bonds.
- 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.

VII. DEBT REDEMPTION FUND PROJECTIONS

<u>Table of Contents</u>	<u>Page</u>
Revenue Rationale, Expenditure Rationale & Fund Balance	VII 1
<u>Exhibits</u>	
A. Fund Summary	VII 2
B. Ratio Bonded Debt To Assessed Values & Per Capita Last 10 Years	VII 3
C. Schedule of Bond Debt Service Requirements	VII 4

VII. DEBT REDEMPTION

INTRODUCTION

The Debt Redemption Fund is used to show revenues and expenditures for a school district's outstanding bonded indebtedness, whether for building construction or operating capital, and whether for initial or refunding bonds.

When a bond issue is sold, the school board must levy a direct general tax upon the property of the district for the payment of principal and interest on such bonds as due. The revenue from such tax must be separately accounted for in a Debt Redemption Fund (M.S. 475.61).

When an excess is accumulated in a Debt Redemption Fund due to interest earnings, lower than anticipated tax delinquency, or excess building funds, the levy for debt redemption may be reduced in whole or in a part as dictated by fund balances and debt retirement requirements. Where there are accumulations in the fund as the process of debt repayment nears an end, the accumulations should be used to reduce debt levies. Where there is any balance left in the Debt Redemption Fund after all obligations have been discharged, such balance shall be permanently transferred to the General Fund, with an equal levy reduction (M.S. 475.61).

There can be no borrowing from the Debt Redemption Fund. Any cash balance or investment in a debt redemption fund is held in trust for the bondholders, and must not be used to support cash deficits in other fund (M.S. 121.911, Subd. 4).

Manual for the Uniform Financial Accounting and Reporting System
for Minnesota Schools Fund 7

VII. DEBT REDEMPTION FUND

Revenue Rationale

LINE 1. Levy: This is determined by the bond payment schedule. The District must levy 105% of the amount needed to pay principal and interest.

LINE 3. Interest Income: Interest rates will remain low for short term investments.

LINE 4 & 6 State Sources: These are aids the state pays to reduce the Local Property Tax Levy.

*** 1997 thru 2000 reduced levy by \$100,000 per year due to excess fund balance. 2001 thru 2003 reduced levy by \$50,000 per year due to excess fund balance.

Expenditure Rationale

Basic Assumptions

LINE 10. Principal on Bonds: As required by Bond Redemption Schedule.

LINE 11. Interest on Bonds: As required by Bond Payment Schedule.

Fund Balance Projections

LINE 16. End of year fund balance.

VII DEBT REDEMPTION FUND
INDEPENDENT SCHOOL DISTRICT #152

29-Jan-98

Line No.		1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99 Preliminary Budget	1999.00	2000.01 Projected	2001.02 Projected	2002.03
REVENUES:											
1	Local property taxes levy	520,642	589,718	519,905	486,123	533,150	653,753	692,527	737,584	456,545	455,836
2	Property tax shift	759	7	(617)	-136						
		521,401	589,725	519,288	485,987	533,150	653,753	692,527	737,584	456,545	455,836
Other local sources:											
3	Interest income	10,764	31,620	30,562	15,688	12,000	12,100	9,942	7,669	5,290	4,503
State sources:											
4	HACA (Homestead credit)	309,551	337,497	219,838	264,254	211,720	83,976	41,819	0	0	
5	Border city aid	97,424	119,424	113,829	103,491	101,630	101,630	101,630	101,630	101,630	101,630
6	Other appropriations	540	557	437	398	400	400	400	400	400	400
7	State aid adjustment	(759)	(7)	617	136						
8		406,756	457,471	334,721	368,279	313,750	186,006	143,849	102,030	102,030	102,030
9	Total revenues	938,921	1,078,816	884,571	869,954	858,900	851,858	846,318	847,283	563,864	562,369
EXPENDITURES:											
10	Principal on bonds	400,000	482,524	437,524	455,873	475,873	505,873	535,873	565,873	330,000	345,000
11	Interest on bonds	584,822	496,209	470,365	445,755	419,790	388,135	354,913	327,997	248,595	232,920
12	Other debt service	1,003	400	0	0	1,000	1,000	1,000	1,000	1,000	1,000
13	Total expenditures	985,825	979,133	907,889	901,628	896,663	895,008	891,786	894,870	579,595	578,920
14	Revenues over (under) expenditures	(46,904)	99,683	(23,318)	(31,674)	(37,763)	(43,150)	(45,468)	(47,587)	(15,731)	(16,551)
15	FUND BALANCE, BEGINNING OF YEAR	281,975	235,071	334,754	311,436	279,762	241,999	198,849	153,381	105,794	90,063
16	FUND BALANCE, END OF YEAR	235,071	334,754	311,436	279,762	241,999	198,849	153,381	105,794	90,063	73,512

*** 1997-2000 projections include a \$100,000/year reduction in the debt service levy due to excess fund balance and 2001-2003 projections include a \$50,000/year

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Table 4

**RATIO OF GENERAL BONDED DEBT TO
 ASSESSED VALUES AND GENERAL BONDED DEBT PER CAPITA
 LAST TEN FISCAL YEARS
 (Unaudited)**

<u>Year Ended June 30</u>	<u>Population</u>	<u>Assessed Value of Real Estate</u>	<u>Bonded Debt</u>	<u>Ratio of Bonded Debt to Assessed Value/Tax Capacity</u>	<u>Bonded Debt Per Capita</u>
1988	34,796	\$ 127,548,664	\$ 3,430,000	2.69	98.57
		<u>Tax Capacity</u>			
1989	34,796	16,522,482	3,025,000	18.31	86.94
1990	34,796	12,598,045	2,610,000	20.72	75.01
1991	37,093 (2)	12,217,117	2,365,000	17.99	73.23
1992	37,093	12,256,677	2,145,000	17.50	57.83
1993	37,093	12,748,830	8,910,000	69.89	240.21
1994	37,093	12,838,741	8,510,000	66.28	229.42
1995	37,093	13,772,820	8,030,000	58.30	216.48
1996	37,093	14,619,182	7,595,000	51.95	204.76
1997	37,093	15,294,828	7,140,000	46.68	192.49

(1) Based on 1980 census.

(2) Based on 1990 census.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Table 5

SCHEDULE OF BOND DEBT SERVICE REQUIREMENTS
JUNE 30, 1997

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1998	\$ 475,000	\$ 419,487	\$ 894,487
1999	505,000	387,935	892,935
2000	535,000	354,813	889,813
2001	565,000	327,997	892,997
2002	330,000	248,595	578,595
2003	345,000	232,920	577,920
2004	360,000	216,532	576,532
2005	375,000	199,433	574,433
2006	390,000	181,432	571,432
2007	410,000	162,713	572,713
2008	435,000	143,032	578,032
2009	455,000	122,153	577,153
2010	475,000	100,312	575,312
2011	500,000	77,513	577,513
2012	530,000	53,137	583,137
2013	560,000	27,300	587,300
	<u>\$ 7,245,000</u>	<u>\$ 3,255,304</u>	<u>\$ 10,500,304</u>

MOORHEAD AREA PUBLIC SCHOOLS

VIII. ENTERPRISE FUND
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1998-99 Enterprise Fund, Assumptions and Recommendations. To lease space in the Townsite Centre and at the Voyager Site 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

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

EXHIBITS

A Tenants Townsite Centre	VIII-2 & 3
B. Tenants Voyager Site	VIII-4
C. Townsite Centre Fund Summary and Graphic	VIII-5 & 6
D. Voyager Summary and Graphic	VIII-7 & 8

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 and Voyager Site Leasing Enterprise Fund which accounts for the operations of the Townsite Centre and Voyager Site buildings. 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.

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.

TOWNSITE CENTER LEASING

04-Feb-98 SUITE LESSEE		Fiscal year July 1, 1996 to June 30, 1997 ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
				1.03		
	Roof Wireless North	7-15-98	NA	NA	NA	6,000
	101B.O.B.E. Office	6-30-98	324	5.46	147.39	1,768.72
	101C Special Education Offices	6-30-98	445	3.82	141.71	1,700.48
	104.2 Superintendent's Office	6-30-98	301	9.75	86.70	2,934.75
	104.1 Supt. Sec. Office	6-30-98	364	9.75	110.50	3,549.00
	105 Chapter 1	6-30-98	124	5.41	110.50	670.84
	106 Migrant Health Serv..	7-31-98	546	9.75	443.63	5,323.50
	120 Migrant Health Ser	7-31-98	1,188	9.75	965.25	11,583.00
	120 Migrant Storage	7-31-98	513	2.91	124.40	1,492.83
	126 Migrant Health Ser	7-31-98	150	9.75	121.88	1,462.50
	128 Migrant Health Ser	7-31-98	137	9.75	111.31	1,335.75
	130 Migrant Health Ser	7-31-98	142	9.75	115.38	1,384.50
	132 Migrant Health Ser	7-14-98	172	9.75	139.75	1,677.00
	134 Special Ed Offices - Psych/Soc. Work	6-30-98	470	9.75	381.88	4,582.50
	140 Adult Basic Education	8-31-97	1,456	4.09	496.14	5,953.73
	141 A.R.C.	12-31-97	388.8	9.94	322.06	3,864.67
	140.3 VACANT	Vacant	61			0.00
	142 Val Ed Joint Venture	11-30-98	840	10.41	728.70	8,744.40
	144 MCAP	8-31-98	459	9.75	372.94	4,475.25
	146A&B Cultural Diversity	10-31-97	928	8.24	637.23	7,646.72
	148 MCAP	8-31-98	500	9.75	406.25	4,875.00
	152 Elementary Avenue	4-30-98	2,500	9.76	2,033.33	24,400.00
	153 VACANT - Above Phy Ed Office	Vacant	459			
	153.1 Spec Serv/Phy	12-1-97	342	5.41	154.19	1,850.22
	154.1&0.2 Three Treasures- Dan Olson	12-21-97	454	10.00	378.33	4,540.00
	154 MCAP	8-31-98	1,884	5.41	849.37	10,192.44
	156 MCAP	8-31-98	4,069	5.41	1,834.44	18,344.41
	160 Community Education	8-31-98	728	5.41	328.21	3,938.48
	161 Clay County Diversified Services	11/31/98	349	10.00	290.83	3,490.00
	200 MN Dept. Revenue	12-31-97	900	9.50	712.50	8,550.00
	201 Special Ed Offices	8-31-98	195	5.41	87.91	1,054.95
	202A Special Ed Offices	8-31-98	664	5.41	299.35	3,592.24
	202B Special Ed Offices	8-31-98	204	5.41	113.33	1,103.64
	203 Community Ed	9-31-98	450	3.82	143.30	1,719.59
	204 Clay County Diversified Services	11/31/98	610	10.00	508.33	4,066.67
	206A Trans EM	9-25-97	168	9.55	133.70	1,604.40
	\$10 for each group meeting in other space.					
	206B Oden Licensed Psychologist	3-31-98	184	10.30	157.93	1,895.20
	206C Corrections	4-30-97	92	0.00	0.00	0.00
	206D Oden Licensed Psychologist	3-31-98	185	10.30	158.79	1,905.50

TOWNSITE CENTER LEASING

04-Feb-98		Fiscal year July 1, 1996 to June 30, 1997				
SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
				1.03		
220	Multi Regional Center	6-30-97	900	7.90	671.25	4,740.00
230A	Region I ESV	6-30-97	2,183	8.37	1,522.64	18,271.71
230C	Added Main Office	6-30-97	500	7.79	324.58	3,895.00
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	2-28-98	2,216	11.00	2,030.88	24,370.50
263	Foss Associates Storage	2-28-98	936	4.00	312.00	3,744.00
265	Region I Storage (Over Job Srv.) Southwest 1/2	6-30-97	1,064	2.89	256.25	3,074.96
265	Foss Unsecured Space	2-28-98	888	2.73	202.02	2,424.24
265A	Training Room Region I	7-1-99	1,026	0.00	0.00	0.00
267	East Otter Tail Telephone Co. & Val Ed. J	1-14-98	600	2.90	145.00	1,740.00
272	Vision Impaired	8-31-98	218	5.41	98.28	1,179.38
342	School Ballet	12-31-97	1,500	3.00	375.00	4,500.00
TOTALS			39,043.30	6.67	21,689.42	260,461.74
101A	I. S. D. 152 Office	6-30-97	6,276.00	3.82	1,998.54	23,982.48
TOTALS			45,319.30	6.28	23,687.96	284,444.21
Total School District Use			19,590	4.88	8,007	95,618
VACANT SPACE			1,921			33.62%
Rented Space (None School)			23,808			
			52.53%			

TOWNSITE LEASING, PROGRAM: LEASE97

VOYAGER LEASING

04-Feb-98		Fiscal year July 1, 1996 to June 30, 1997				
SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
04-Feb-98		Fiscal year July 1, 1996 to June 30, 1997				
SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
SCHOOL BUILDING					9 Months	12 Months
101 Dawson Day Care Center		5-30-98	105	4.00	35.00	315.00
101A Dawson Day Care Center			107	4.00	35.67	321.00
102 Dawson Day Care Center			900	4.00	300.00	2,700.00
103 Classroom		900				3,600
104 Adult Ed ABE		9-1-98	900	3.00	225.00	2,700.00
105 Classroom		900				
106 Boiler room		644				
107 Gymnasium		3,843				
108 Phy. Ed. Office		300				
110 Kitchen		375				
111 Locker room		165				
112 Locker room		165				
202A Custodial closet		48				
202B Library		345				
202C Media center		345				
202D Toilet		48				
204 Indian Ed.		6/30/97	280	3.00	70.00	840.00
205						
206						
207 Adult Ed ABE		9-1-98	900	3.00	225.00	2,700.00
208						
CHURCH BUILDING						
First Floor			5,406			
Second Floor			5,406			
Gallery			473			
MEDIA CENTER					12 Months	
Adult Ed ABE		9-1-98	1,168	4.00	400.00	4,800.00
RECTORY					10 Months for Heat	
First floor ST. FRANCIS		7-1-2000	1,883		198.25	1,982.50
Second flr. ST. FRANCIS			1,539			
ANNEX					8 Months	
303 Moorhead Church of Christ		5/31/98			10.00	80.00
308 Moorhead Church of Christ		5/31/98	2,250	4.00	750.00	6,000.00
401 Moorhead Church of Christ			Inc.		Inc.	
402 Moorhead Church of Christ			Inc.		Inc.	
403 Moorhead Church of Christ			Inc.		Inc.	
404 Moorhead Church of Christ			Inc.		Inc.	
405 Moorhead Church of Christ			Inc.		Inc.	
406 Moorhead Church of Christ			Inc.		Inc.	
407 Moorhead Church of Christ			Inc.		Inc.	
408 Moorhead Church of Christ			Inc.		Inc.	
409 Moorhead Church of Christ			Inc.		Inc.	
409a Moorhead Church of Christ			Inc.		Inc.	
410 Moorhead Church of Christ			Inc.		Inc.	
411 Moorhead Church of Christ			Inc.		Inc.	
TOTALS			10,032.00	2.24	2,248.92	22,438.50
Total School District Use			3,248.00	3.40	920.00	11,040.00
Percent of Total			32.38%			
Annex (First floor)		3,400				
(Lower floor)		2,640				
School		19,333				
Church		11,285				
Rectory		3,422				
Media Center		1,168				
			41,248			
VACANT SPACE			31,216			
TOTAL RENTABLE SPACE VACANT			75.68%			
Rented Space (None School)			6,784			
% OF TOTAL (None School)			67.62%			

TOWNSITE LEASING, PROGRAM: "VOYG97"

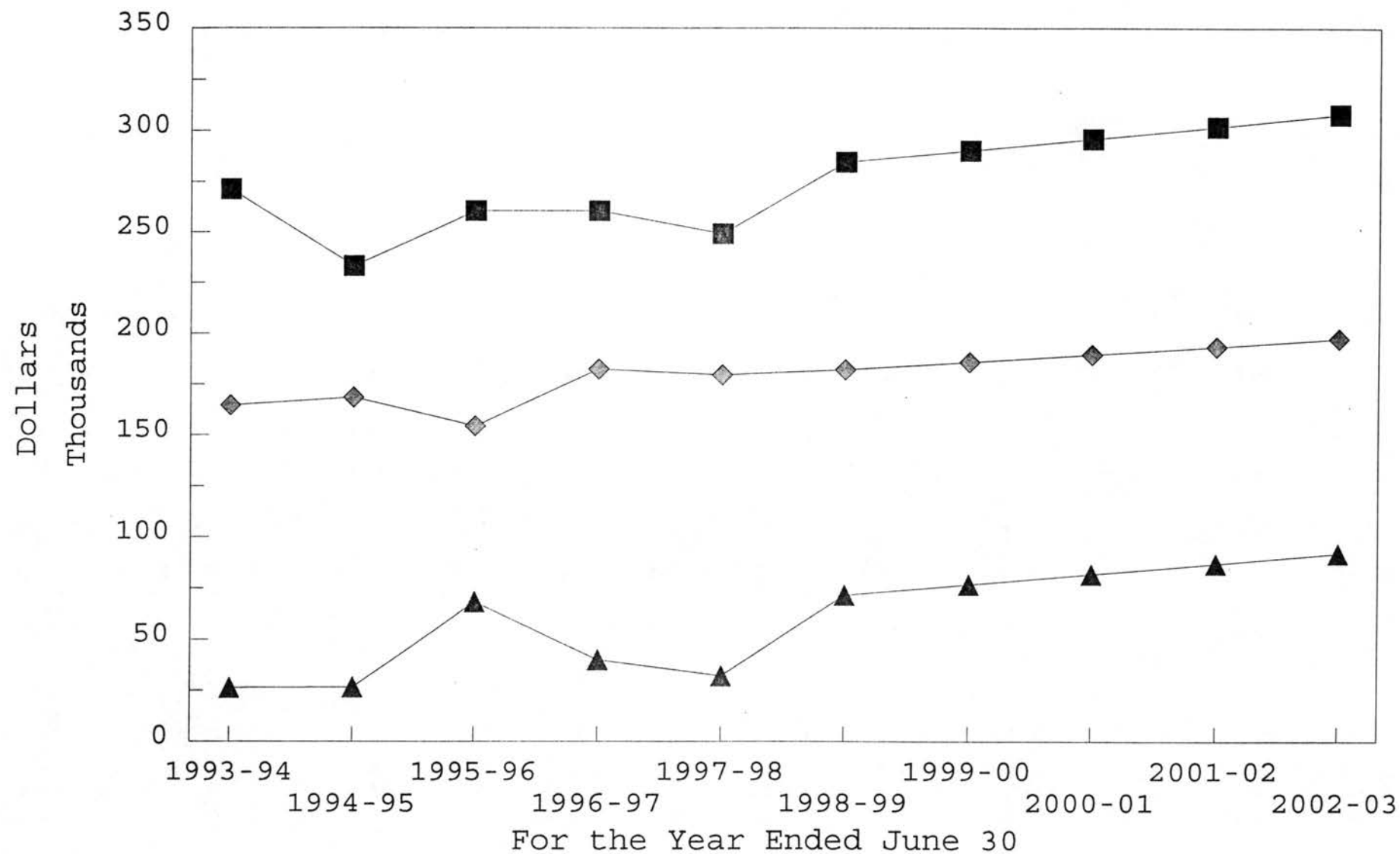
04-Feb-98

ENTERPRISE FUND (TOWNSITE)
INDEPENDENT SCHOOL DISTRICT #152

	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Preliminary Budget	PROJECTED			
							1.02	1.02	1.02	1.02
OPERATING REVENUES:										
Rents	235,674	163,649	197,054	180,584	175,440	188,830	192,607	196,459	200,388	204,396
Rents from School District	35,550	69,493	63,462	79,932	73,750	95,620	97,532	99,483	101,473	103,502
Sq Feet	271,224	233,142	260,516	260,516	249,190	284,450	290,139	295,942	301,861	307,898
44,971	\$6.03	\$5.18	\$5.79	\$5.79	\$5.51	\$6.28	\$6.40	\$6.53	\$6.66	\$6.79
OPERATING EXPENSES:										
Salaries and benefits	73,439	75,620	76,975	80,504	83,140	82,650	84,303	85,989	87,709	89,463
Utilities and fuel	44,471	47,237	51,060	52,665	52,440	53,490	54,560	55,651	56,764	57,899
Insurance	7,300	6,952	6,583	6,850	7,000	8,140	8,303	8,469	8,638	8,811
Bldg. Improvement			0	3,089	5,410	5,570	5,737	5,909	6,086	6,269
Other operating expense	39,531	38,799	19,785	39,399	31,700	32,350	32,997	33,657	34,330	35,017
Total operating expenses	164,741	168,608	154,403	182,507	179,690	182,200	185,900	189,675	193,528	197,459
Per square foot	\$3.66	\$3.75	\$3.43	\$4.06	\$4.00	\$4.02	\$4.10	\$4.19	\$4.27	\$4.36
OPERATING INCOME BEFORE DEPRECIATION	106,483	64,534	106,113	78,009	69,500	102,250	104,239	106,267	108,333	110,439
DEPRECIATION	80,178	37,937	37,937	37,901	37,250	30,602	27,542	24,482	21,422	18,362
Per square foot	\$1.78	\$0.84	\$0.84	\$0.84	\$0.83	\$0.68	\$0.61	\$0.54	\$0.48	\$0.41
OPERATING INCOME	26,305	26,597	68,176	40,108	32,250	71,648	76,697	81,785	86,911	92,077
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	1,932	2,952	3,116	1,340	4,000	4,500	5,000	5,500	6,000	6,500
Interest expense	(52,082)	(48,535)	(45,582)	(44,213)	(40,000)	(36,000)	(32,000)	(28,000)	(24,000)	(20,000)
Other	2,227	2,262	0	0	2,500	2,500	2,500	2,500	2,500	2,500
Net Nonoperating expense	(47,923)	(43,321)	(42,466)	(42,873)	(33,500)	(29,000)	(24,500)	(20,000)	(15,500)	(11,000)
Per square foot	(\$1.07)	(\$0.96)	(\$0.94)	(\$0.95)	(\$0.74)	(\$0.64)	(\$0.54)	(\$0.44)	(\$0.34)	(\$0.24)
NET LOSS	(21,618)	(16,724)	25,710	(2,765)	(1,250)	42,648	52,197	61,785	71,411	81,077
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(656,294)	(677,912)	(694,636)	(668,926)	(671,691)	(672,941)	(630,293)	(578,096)	(516,311)	(444,900)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(677,912)	(694,636)	(668,926)	(671,691)	(672,941)	(630,293)	(578,096)	(516,311)	(444,900)	(363,823)

TOWNSITE CENTRE FUND

1994-2003



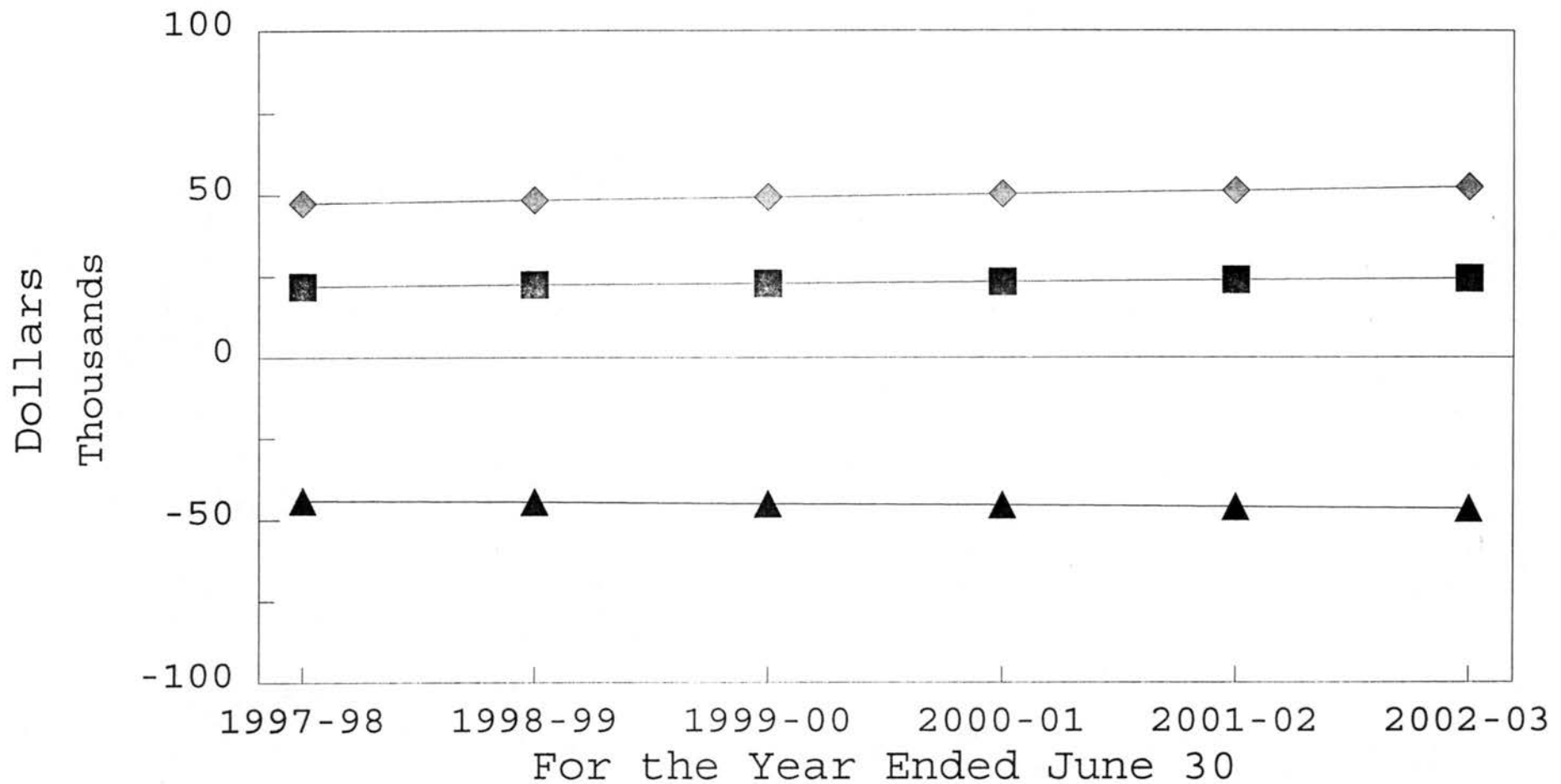
■ Operating Revenue ◆ Operating Expense ▲ Operating Income

04-Feb-98
ENTERPRISE FUND (VOYAGER)
INDEPENDENT SCHOOL DISTRICT #152

Line #	1997-98 BUDGET	1998-99 Preliminary Budget	1999-00	2000-01	2001-02	2002-03
			PROJECTED			
OPERATING REVENUES:		1.02	1.02	1.02	1.02	1.02
1 Rents	10,860	11,400	11,628	11,861	12,098	12,340
2 Rents from School District	11,040	11,040	11,261	11,486	11,716	11,950
3	21,900	22,440	22,889	23,347	23,814	24,290
4 Sq. Feet						
5	41,248	\$0.53	\$0.54	\$0.55	\$0.57	\$0.58
6 OPERATING EXPENSES:						
7						
8 Salaries and benefits	26,000	26,520	27,050	27,591	28,143	28,706
9 Utilities and fuel	20,000	20,400	20,808	21,224	21,649	22,082
10 Insurance	350	357	364	371	379	386
11 Bldg. Improvement		0	0	0	0	0
12 Other operating expense	1,000	1,020	1,040	1,061	1,082	1,104
13 Total operating expenses	47,350	48,297	49,263	50,248	51,253	52,278
14 Per square foot	\$1.15	\$1.17	\$1.19	\$1.22	\$1.24	\$1.27
15						
16 OPERATING INCOME BEFORE						
17 DEPRECIATION	(25,450)	(25,857)	(26,374)	(26,902)	(27,440)	(27,988)
18						
19 DEPRECIATION (40 year \$746,000)	18,650	18,650	18,650	18,650	18,650	18,650
20 Per square foot (1997 to 2012)	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45
21						
22 OPERATING LOSS	(44,100)	(44,507)	(45,024)	(45,552)	(46,090)	(46,638)
23						
24 NONOPERATING REVENUES (EXPENSES):						
25 Interest revenue	0	0	0	0	0	0
26 Interest expense	0	0	0	0	0	0
27 Other	0	0	0	0	0	0
28 Net Nonoperating expense	0	0	0	0	0	0
29 Per square foot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30						
31 NET LOSS	(44,100)	(44,507)	(45,024)	(45,552)	(46,090)	(46,638)
32						
33 RETAINED EARNINGS (DEFICIT)/						
34 FUND BALANCE, BEGINNING	0	(44,100)	(88,607)	(133,631)	(179,183)	(225,272)
35 OF YEAR						
36						
37 RETAINED EARNINGS (DEFICIT)/						
38 FUND BALANCE, END OF YEAR	(44,100)	(88,607)	(133,631)	(179,183)	(225,272)	(271,911)
39						
40						
41 TOWNSITE AOP:"VOYAGER"						

VOYAGER LEASING FUND

1997-2003



■ Operating Revenue ◆ Operating Expense
▲ Operating Income

MEMO #: I-98-167

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Graduation Standards Implementation/Early Dismissal

DATE: February 4, 1998

Previously the Board has been advised of the necessity to have early dismissals to prepare staff for implementing the Profile of Learning. Principals have met and recommend the following four early dismissal dates with a two-hour early dismissal for grades 1-12 so staff can meet in teams to plan for adopting, adapting and revising performance packages to implement the Graduation Standards in specific courses and grade levels:

March 10
March 17
March 24
May 6

It is recommended that afternoon kindergarten be held on March 17 and May 6 and canceled on March 10 and March 24. If it is found that there is a need to cancel kindergarten on May 6 an additional recommendation would be made.

Suggested Resolution: Move to approve the two-hour early dismissal of students in grades 1-12 on March 10, March 17, March 24, and May 6 and cancel afternoon kindergarten on March 10 and March 24 for the purpose of preparing for Graduation Standards implementation.

RMJ/mdm

MEMO #: S-98-169

TO: School Board

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

RE: Approval of Policy

DATE: February 5, 1998

Attached please find the policy, Special Education & Related Services to Private Schools (IGBA).

Suggested Resolution: Move to approve the policy, Special Education & Related Services to Private Schools (IGBA), as presented.

(cbf)
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN	DISTRICT CODE: IGBA DATE ADOPTED: REVIEWED/REVISED:
---	---

(DRAFT 02/09/98)

SPECIAL EDUCATION AND RELATED SERVICES TO PRIVATE SCHOOLS

Primary and Secondary School Programs

It shall be the policy of ISD #152 to not provide special education and related services on-site at non-public schools for K-12 students who have been placed in those schools by their parents or guardians. This policy applies to all non-public K-12 schools regardless of their secular or sectarian nature.

ISD #152 adopts this policy to maximize the educational benefit that can be delivered to students with disabilities given the limited resources available to the District. This policy seeks to maintain the District's control over the quality of personnel and programs providing special education and related services to students with disabilities. Additionally, by providing such services at the public schools, the District's trained special and regular education professionals can integrate diverse services into an coordinated program bring together curriculum, services, adaptations, accommodations, assistive technologies, and scheduling to maximize the educational benefit conveyed to each student. By providing such services in an integrated environment at the public school site, using staff that are trained and directed by the District, the District can best assure that a free appropriate public education is available to all students.

Early Childhood Programs

It shall be the policy of ISD #152 to provide early childhood special education and related services on-site at non-public school sites for early childhood special education students when such services are necessary to meet the special education needs, goals, and objectives as determined by each student's IEP team. This policy applies to all early childhood students attending schools in the District regardless of the sectarian or non-sectarian nature of the school.

ISD #152 adopts this policy because it recognizes the special character of early childhood special education students and the importance of providing appropriate programs to early childhood special education students at their homes, District classrooms, and community based sites as is required by Minnesota Rule 3525.2335.

The District recognizes that early childhood students, both with and without disabilities, unlike K-12 students, have a wide variety of types of program placements that are appropriate to their developmental level ranging from day-care settings to instructional centers and hospitals. Because of the diverse nature of the early childhood programs, early childhood special education programs must necessarily operate with considerable autonomy. Additionally, those programs frequently focus on developmental skills rather than specific-curriculum instruction allowing discrete services to be easily integrated into each student's program of education.

ISD #152 maintains the discretion to not provide such services at a non-public school site when to do so would impose substantial additional costs greater than the costs of providing such services at a public school site.

REVIEWED/REVISED:

MEMO #: S-98-170

TO: School Board

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

RE: Approval of Policy

DATE: February 5, 1998

Attached please find the policy, Performance Appraisal of ISD #152 Staff (AFCD). This policy would replace the current Teacher Professional Growth Plan (GCNA) and Support Staff Evaluation Plan (GDN) policies.

Administrative procedure policies will be written at a later date to address the process of appraisals for specific employee units.

Suggested Resolution: Move to approve the policy, Performance Appraisal of ISD #152 Staff (AFCD) as presented, and delete policies Teacher Professional Growth Plan (GCNA) and Support Staff Evaluation Plan (GDN) from the District Policy Manual.

:cbf/
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: AFCD DATE ADOPTED: REVIEWED/REVISED:
--	---

(DRAFT 02/09/98)

PERFORMANCE APPRAISAL OF ISD #152 STAFF

Statement of Purpose

A high quality, effective, efficient, and continuously growing staff is vital if the District is to accomplish its mission of developing the maximum potential of every learner to thrive in a changing world. It is the belief of the Board that a continuous program of performance appraisal is one of the systems which will assist the District in accomplishing its mission. Therefore, it is the policy expectation of the Board that all staff participate in regularly scheduled summative appraisals of performance.

Policy Implementation

The nature and form of the formal review process shall be identified in Administrative policy for the respective employee groups. The process for all staff, however, at a minimum will include the following:

1. A written self-assessment of staff performance.
2. A written assessment of staff performance by the Supervisor identifying strengths and areas of needed growth.
3. The development of individual goals by the staff member and supervisor for an identified period of time and the procedure for accomplishing the goals of specific building sites, District leadership and the Five Year Educational Plan.
4. A performance improvement plan (PIP) for any staff member about whom there are serious performance concerns.
5. A performance review schedule for all staff.
6. The conduct of any appraisal or assessment as required by state or federal statutes, rules, and/or regulations.

REVIEWED/REVISED:

MEMO #: S-98-171

TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BKA*
RE: Approval of Policy
DATE: February 5, 1998

Attached please find the policy, Hazing Prohibition (JICFA).
The District is required by law to have a policy addressing this
issue.

Suggested Resolution: Move to approve the policy, Hazing
Prohibition (JICFA), as presented.

:cbf
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JICFA DATE ADOPTED: REVIEWED/REVISED:
--	--

(DRAFT 2/9/98)

HAZING PROHIBITION

Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Policy JICFA

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School District Action

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Policy JICFA

- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Dissemination of Policy

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

REVIEWED/REVISED:

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

February 23, 1998
7:00 p.m.

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

ATTENDANCE:

Jim Cummings	James Hewitt
Stacey Foss	Carol A. Ladwig
Mark Gustafson	Kristine Thompson
Anton B. Hastad	Bruce R. Anderson

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

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

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

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

2. *CONSENT AGENDA

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

S-19-Box
Min
Feb-23-98

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Approval of Grants - Pages 5-6
 - (2) Acceptance of Gifts - Page 7
- B. BUSINESS AFFAIRS - Lacher
 - (1) Approval to Release Moorhead Electric, Inc., from Contract - Page 8
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employees - Page 9
 - (2) Approval of Family/Medical Leave - Page 10
 - (3) Acceptance of Early Retirement - Page 11
 - (4) Acceptance of Resignation - Page 12

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

Moved by _____ Seconded by _____
Comments _____

- 3. COMMITTEE REPORTS
- 4. READ TO KIDS DAY - Anderson
Page 13

Suggested Resolution: See page 13 for Resolution.

Moved by _____ Seconded by _____
Comments _____

- 5. 1998-99 SCHOOL CALENDAR: Anderson/Kopperud
Pages 14-15

Suggested Resolution: Move to approve the 1998-99 school calendar as presented.

Moved by _____ Seconded by _____
Comments _____

- 6. MSBA REPORT BY BOARD MEMBERS IN ATTENDANCE: - Ladwig
- 7. JR. HIGH CURRICULUM REALIGNMENT TO MEET GRAD STANDARDS: -
Jernberg - Pages 16-24

Suggested Resolution: Move to review preliminary recommendations to meet grad standards.

Moved by _____ Seconded by _____
Comments _____

8. 1997-98 BUDGET REVISION - GENERAL FUND: Lacher
Pages 25-26

Suggested Resolution: Move to approve the 1997-98 Budget Revisions as listed on the worksheet attached.

Moved by _____ Seconded by _____
Comments _____

9. 1998-99 ANNUAL OPERATIONAL PLAN: Anderson
Pages 27-103

Initial review of the General and Capital Outlay Funds.

10. CLOSE PUBLIC MEETING: Ladwig

Suggested Resolution: Move to close public meeting at _____ p.m. pursuant to M.S. 471.705, for the purpose of discussing negotiation strategies.

Moved by _____ Seconded by _____
Comments _____

11. OPEN PUBLIC MEETING: Ladwig

Suggested Resolution: Move to reopen the public meeting at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

14. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
DSSAS Committee	Feb. 23	3:45 p.m.	Townsite
School Board	Feb. 23	7:00 p.m.	Townsite
MAEF Phon-a-Thon	Feb. 24 & 26		
State-wide Testing Grades 3 & 5	Feb. 26-27 & Mar. 2-4		
Joint Powers	Mar. 5	7:00 a.m.	Townsite
School Board	Mar. 9	7:00 p.m.	Townsite
Student Activities	Mar. 14	7:00 a.m.	Townsite
Long Range Planning	Mar. 12	3:45 p.m.	Townsite
DSSAS Committee	Mar. 16	3:45 p.m.	Townsite
Policy Review	Mar. 16	7:00 p.m.	Townsite
Staff Development Cmte.	Mar. 17	3:45 p.m.	Townsite
ICAC Committee	Mar. 19	7:00 a.m.	Townsite
School Board	Mar. 23	7:00 p.m.	Townsite
ITBS Testing	Mar. 23-27		
End 3rd Qtr.	Mar. 27		
Kindergarten Roundup	Apr. 2	6-8 p.m.	Edison
K-P/T Conferences (No K classes)	Apr. 3 & 6	daytime	
K-12 P/T Conferences	Apr. 6	5-8 p.m.	
K-12 P/T Conferences	Apr. 7	8am-8pm	
K-12 No School (Tchr. Comp.)	Apr. 8		
Spring Break	Apr. 9-13		

MEMO #: I-98-178
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Grant
DATE: February 17, 1998

The district has received a \$35,220 Goals 2000 grant from the Minnesota Department of Children, Families and Learning. Grant funds will be used for development of graduation standards and staff development

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

MEMO #: I-98-180
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Grants
DATE: February 17, 1998

The district has received the following two grants from the Moorhead Area Education Foundation:

- 1) \$350 for a Kindergarten Learning Fair
- 2) \$444 for Drug and Alcohol Education Videos

Suggested Resolution: Move to accept the grants as presented.

RMJ/mdm

MEMO #: I-98-177
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Acceptance of Gifts
DATE: February 17, 1998

The district has received the following gifts:

Moorhead Spud Boosters have donated \$1,000 to Moorhead Senior High School to purchase two new machines for the weight room.

Clay County Highway Department has donated a plotter for use by eighth grade Technology Education classes. The approximate value is \$600.

Moorhead Area Chamber of Commerce has donated three-ring binders for use at various Technology Education work stations. The approximate value is \$240.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: B98.231

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 17, 1998

SUBJECT: RELEASE OF MOORHEAD ELECTRIC, INC. FROM CONTRACT

Moorhead Electric, Inc., has asked to be released from the Washington Elementary School Lighting Retrofit Contract because of an honest error in omission of labor from the bid.

Suggested Resolution: Move to release Moorhead Electric, Inc., from any further contractual obligations regarding this project and returning their bid bond.

MEMORANDUM P 98.018

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: February 17, 1998

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:

Patricia Beach - E.C.S.E. Paraprofessional, Washington
Elementary, B21 (0) \$8.85 per hour, 3.25 hours
daily, effective February 24, 1998.
(Replace Toni Fietek)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.019

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: February 17, 1998
SUBJECT: Family/Medical Leave

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

Krystal Anderson - Teacher of the Deaf/Hard of Hearing, to begin on April 30, 1998 until the end of the 1997-98 school year.

Nadine Butts - Social Teacher, Junior High, to begin on or about April 20, 1998 until the end of the 1997-98 school year.

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

JDS:sdh

MEMORANDUM P 98.020

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: February 17, 1998

SUBJECT: Early Retirement of District Employees.

The administration requests approval of the early retirement of the following persons effective at the end of the 1997-98 school year:

Roger West - Science Teacher, Junior High, effective at the end of the 1997-98 school year.

Ron Rustad - Grade 3 Teacher, Edison Elementary, effective at the end of the 1997-98 school year.

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

JDS:sdh

MEMORANDUM

P 98.021

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JS*
DATE: February 17, 1998
SUBJECT: Resignation of District Employees.

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

Susan Cox - MSMI Paraprofessional, Robert Asp, effective March 27, 1998.

Suggested Resolution: Move to accept the resignation as presented.

JDS:sdh

(RESOLUTION TO BE PASSED BY EACH LOCAL BOARD --
COPY ON YOUR OWN LETTERHEAD
FOR DISTRIBUTION TO LOCAL MEDIA)

- WHEREAS, the people of the Moorhead Public Schools wholeheartedly support reading as a fundamental skill important to each and every student, and;
- WHEREAS, we stand united behind the belief that success in school is dependent upon families, schools, and community working together to support early reading with children, and;
- WHEREAS, the goal of "Read Across America" is to generate new enthusiasm for reading outside of school so that students achieve more in school;
- THEREFORE, we resolve to join the "Read Across America-Read to Kids Day" celebration scheduled to coincide with the birthday of Dr. Seuss, Theodor S. Geisel, on March 2, 1998 and are encouraging each family to reserve time that night to sit down in the company of the children they love and a good book.

Signed this 23rd day of February 1998.

Superintendent

Board Chair

MEMO #: S-98-183

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
DATE: February 18, 1998
RE: 1998-99 School Calendar

The attached calendar was reviewed at the last School Board meeting and has been subsequently reviewed by the various building and program leadership teams.

While difficult if not impossible to satisfy all of the varying perspectives on a calendar, the attached attempts to include as many of the perspectives as feasible and yet meet minimum state expectations.

Suggested Resolution: Move to approve the 1998-99 school calendar as presented.

BRA:jag
Attachment: 1998-99 School Calendar

July 1998

1 2 3
6 7 8 9 10
13 14 15 16 17
20 21 22 23 24
27 28 29 30 31

October

1 2
5 6 7 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

January 1998

1
4 5 6 7 8
11 12 13 14 15
18 19 20 21 22
25 26 27 28 29

April

1 2
5 6 7 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

August

3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28
31

November

2 3 4 5 6
9(10)(11)(12)(13)
16 17 18 19 20
23 24 25 26 27
30

February

1 2 3 4 5
8 9 10 11 12
15 16 17 18 19
22 23 24 25 26

May

3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27 28
31

September

1 2 3 4
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30

December

1 2 3 4
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30 31

March

1 (2) (3) (4) (5)
8 9 10 11 12
15 16 17 18 19
22 23 24 25 26
29 30 31

June 1999

1 2 3 4
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30

- ☐ Teacher Workshops
☐ Vacation
() P/T Conference
— Teacher Comp Day

Snow Make-Up:

February 15
April 5
June 4
June 7, 8, 9, 10

Payroll Dates:

July 31, 1998
August 31
September 30
October 30
November 30
December 18
January 29, 1999
February 26
March 31
April 30
May 28
June 30

1998-99 SCHOOL CALENDAR**1998**

Aug. 26,27,31 K-12 Teacher Workshops
Sept. 1 K-12 Teacher Workshops
2 K-12 Classes Begin
7 Labor Day
Oct. 15 & 16 MEA
Nov. 4 End of 1st Quarter
10 & 11 K- P/T Conferences (daytime)
12 K-12 P/T Conferences
(8-12,1-4,4:30-8)
13 K-12 P/T Confs. (7:30-11am)
13 K-12 No School/Tch. Comp. (pm)
26 & 27 Thanksgiving Holiday
Dec. 21 Winter Break Begins
Jan. 4 K-12 Classes Resume
20 Basic Standards Test (Gr.10)
22 End of 2nd Quarter/Semester
25 K-12 Teacher Workshops

Feb. 2 & 4
15

Mar. 2 & 3
4

5
5
9,10,11,
16 & 17

22-26
30

Apr. 2 & 5
May 31

June 3

4
June 6

1999 continued....

Basic Standards Test (Gr. 8)
President's Day Holiday
K- P/T Day Conferences (day)
K-12 P/T Conferences
(8-12,1-4,4:30-8)
K-12 P/T Confs. (7:30-11am)
K-12 No School/Tch. Comp. (pm)
MN Comp. Assessment Tests
ITBS Testing (Elem.)
End of 3rd Quarter
Spring Break/No School
Memorial Day
Last Day for Students
Last Day for Staff/Workshops
Graduation

MEMO #: I-98-179
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Junior High Curriculum Realignment to meet
Graduation Standards
DATE: February 17, 1998

In order to meet the Graduation Standards at the middle school level it is required to realign the junior high curriculum in the areas of Industrial Education and Family and Consumer Science. Current curriculum offerings and requirements include:

- o Practical Arts 7 (One semester required) Four, 4 1/2 week long blocks (two Industrial Technology and two Personal and Family Life Science)
- o Personal and Family Life Science 8 (One Semester Elective Offering)
- o Industrial Technology 8 (One Semester Elective Offering)

Students are required to take one of the two electives listed above.

The recommended change due to Middle Level Graduation Standards include:

- o Family and Consumer Science 7 (One Semester Required)
- o Technology Education 8 (One Semester Required)
- o Family and Consumer Science 8 (One Semester Elective)

Moorhead Junior High School Principal Colleen Tupper and staff will review the attached proposed curriculum changes with the Board. In addition, this information has been reviewed by the Instruction and Curriculum Advisory Committee. A recommendation from that committee which met on February 19 will be given at the Board meeting.

Needed materials will be purchased from existing budgets. Staffing will remain based on average class sizes for the building without additional staff needed for the realignment.

This item is for information and will be brought back for approval at the March 9 meeting.

RMJ/mdm
Attachment

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1998-99 School Year

CURRICULUM PROPOSAL FORM

Complete a description of your program proposal. All eight (7) areas must be addressed. Information in support of your proposal should be as comprehensive as possible.

Section I. Statement of Proposal

Junior High Curriculum Realignment to meet Graduation Standards

In order to meet the Graduation Standards at the middle school level it is required to realign the junior high curriculum in the areas of Industrial Education and Family and Consumer Science. Current curriculum offerings and requirements include:

- o Practical Arts 7 (One semester required) Four, 4 1/2 week long blocks (two Industrial Technology and two Personal and Family Life Science)
- o Personal and Family Life Science 8 (One Semester Elective Offering)
- o Industrial Technology 8 (One Semester Elective Offering)

The recommended change due to Middle Level Graduation Standards include:

- o Family and Consumer Science 7 (One Semester Required)
- o Technology Education 8 (One Semester Required)
- o Family and Consumer Science 8 (One Semester Elective)

Section II. Rationale and Need

For many years the curriculum has included a required one semester with four, 4 1/2 week blocks covering various topics of Industrial Technology and utilizing 4 1/2 weeks primarily of Foods and Nutrition as well as 4 1/2 weeks of Clothing Construction. Eighth grade curriculum has included elective offerings in Industrial Technology and Personal and Family Life Science. Minnesota Graduation Standards are required of all students. Some of the content has been a part of the elective program at Moorhead Junior High School. It is therefore necessary to make changes for all students to do work and be assessed with performance packages including all parts of the MN Graduation Standards in the Middle Level Profile of Learning. Realignment is necessary for this purpose.

Section III. Objectives of Proposal

1. To provide access for all students to meet the standards in the Middle Level Profile of Learning in the MN Graduation Standards.
2. To realign the curriculum to better meet the needs of all students in the areas of Personal and Family Life Science and Industrial Technology.
3. To offer standards in the area of technical reading and technology applications which best allow for utilization of content in an interdisciplinary manner.
4. To make required curricular and instructional revisions in a way which enhances rather than disrupts other programs and the students educational processes.
5. To provide change in a way which will provide additional opportunities for students and will continue to allow them to participate in elective programming.

Section IV. Procedures for Program Development and Coordination

The entire staff has been involved in revising placement of Graduation Standards in a way which allows for optimal student achievement and provides for balance in student work with performance packages at the middle school level. All departments at the junior high level have reviewed standards and performance packages with 10 days of planning during the Summer of 1998 and utilization of workshops and other meetings through this school year. Staff has also reviewed research and program information regarding Personal and Family Life Science and Industrial Technology current practices, have visited other schools, and have received inservice on best practices.

Section V. Implementation

Moorhead Junior High School Principal Colleen Tupper, Assistant Superintendent Bob Jernberg, Graduation Standards Technician Mary Regelstad, and consultants have been used for resources in planning.

Implementation - Staff has received training on standards and training related to the curriculum changes necessitated by the attached Graduation Standards.

Area

Read, View, Listen
Writing and Speaking

Standard

Technical Reading
Writing - Part one which is
writing technical procedures for
a set of directions.

Managing Resources
Managing Resources

Informed Consumerism
Technology Applications, in
conjunction with Grade 6, Junior
High Media Department, and
support from other content areas.

Needed equipment for Industrial Technology currently exists but will be supplemented with new equipment from existing budgets. Materials for the Informed Consumerism standards will be purchased from the current textbook budget.

Current space for these departments is sufficient.

Class selections are as follows:

- o Family and Consumer Science 7 (One Semester Required)
- o Technology Education 8 (One Semester Required)
- o Family and Consumer Science 8 (One Semester Elective)

Section VI. Evaluation

Evaluation of student performance will be based on the tasks and checklists required in the performance packages for Graduation Standards. These will be reported to parents, the Instruction and Curriculum Advisory Committee and Board of Education. The program will be evaluated through the North Central Association review process which includes self evaluation, and a review by an outside team, response to visiting team findings with one, three and five year followups.

Section VII. Course Description

FAMILY AND CONSUMER SCIENCE (HOME-EC) 7 This class will be offered for one semester and will include three units of study: "You and Your Food," "Learn to Sew," and "Informed Consumerism." The foods unit will cover information on kitchen safety, use of equipment, understanding and following a recipe, and nutrition. Students will prepare, service, and evaluate nutritious foods. The clothing unit will help the student develop hand sewing and sewing machine skills while constructing a pillow project. The goal for the consumer unit is for students to become informed consumers.

TECHNOLOGY EDUCATION 8 This semester course is required by all students. Students will explore several areas of technology and receive hands-on experience with multimedia equipment, robots, computer-aid drafting, CNC milling machines, desk top publishing, and hydraulics. Other areas of interest that students have the opportunity to explore include designing and building bridges, planes and maglev vehicles. Students will spend approximately two weeks in each area to study basic safety, computer and machine operation, and career information. Several small projects are completed during the course.

FAMILY AND CONSUMER SCIENCE (HOME-EC) 8 To take this class, you must have passed seventh grade Family and Consumer Science with a "C" grade or better.



read, view, listen

Read, view and listen to complex information in the English language

Industrial Technology 8

Technical Reading

Comprehend technical information from documents or electronic media.

What students should know:

1. Know relevant technical vocabulary, use of tools and safety procedures

What students should do:

1. Apply step-by-step directions using appropriate tools and safety procedures (e.g., set up a lab, assemble/construct a product)
2. Understand information from visual or graphic data (e.g., graphs, charts, tables, technical drawings, flow charts)

In addition:

1. Performance package must be based on authentic sources such as owners' manuals, assembly procedures, instructions for age-appropriate models, computer manuals, multi-step procedures such as complete lab directions, complex recipes, clothing patterns and schedules.
2. Students must perform at least two different applications to meet the standard.

Students may be asked to ...

- **Repair a small engine based on instructions in a repair manual**

read, view, listen M.3

writing and speaking

Write and speak effectively in the English language



Writing

Write for a variety of academic and technical purposes, situations and audiences.

What students should do:

- ① Write a technical procedure or set of directions that includes:
 - (a) technical terminology and/or use of tools to perform an action
 - (b) original visual representations to support text, such as illustrations, diagrams, charts or technical drawings
 - (c) sequenced steps using a numbered, bulleted or outlined format
 - (d) precise wording and objective style
 - e. a glossary of technical terms used in text
2. Write a narrative: *English 8*
 - a. describe events from direct experience or observation
 - b. use relevant detail and figurative language to create an image of setting, characters and events
 - c. include dialogue between characters
 - d. show sequence of events or ideas leading to a logical ending
3. Write about an idea or an opinion: *English 7*
 - a. give a rationale which includes reasons to support or oppose the opinion
 - b. use evidence (e.g., factual information, expert opinion) to support ideas
- ④ Finished products should have correct spelling and mechanics *and English 7, 8*

In addition:

1. Document the student writing process through observations and/or conferences.
2. Collect rough drafts along with final products.

writing and speaking M.1

*Personal, Family Life,
Sciences 7*

*Students may be
asked to ...*

- Write a story about two people who have been friends since they were small children

managing resources



Manage resources for a household, community or government

Informed Consumerism

Understand the impact of purchases in the areas of household, business, community and environment.

What students should know:

1. Know consumer rights and responsibilities
2. Know factors which affect consumer decisions
3. Know the impact of consumer decisions in a global context
4. Know how to access information about consumer products

What students should do:

1. Describe a variety of personal or household purchases over a period of time
2. Compare wants, needs and available resources
3. Use information to compare and contrast potential purchases
4. Evaluate the quality of product/services according to criteria
5. Evaluate the impact of the total purchases on the total household budget
6. Evaluate how consumer choices affect the community according to criteria
7. Evaluate the affect of the purchases on the environment according to criteria

In addition:

Teacher will provide, or develop with students, the criteria for evaluating purchases and the environmental effect.

*Personal, Family Life
Sciences*

Students may be asked to ...

- Evaluate the effect of household purchases on the family budget

managing resources M.3

managing resources



Manage resources for a household, community or government

Technology Applications

Use appropriate computer technology to access, evaluate and organize information and to produce products.

What students should do:

1. Access and evaluate information from electronic sources (e.g., CD-ROM, media catalogues, Internet) *media*
2. Produce products, selecting language, format and graphics appropriate for purpose and audience. Use the following types of software:
 - word processing *Gr. 6*
 - graphics (drawing)
 - multi-media
 - spreadsheets
 - databases*} other disciplines provide the content*
3. Recognize and use appropriate keys and techniques for entering data and/or keying written work at an age appropriate level of speed and accuracy. *Gr. 6*

In addition:

1. Students should recognize and apply ethical considerations when accessing information and producing products.
2. Students should transfer technology skills and concepts curriculum areas and software.

Students may be asked to ...

- Use a spread sheet to track purchases made at your school for a three-month period of time

managing resources M.4

MEMO #: B98.232

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: FEBRUARY 18, 1998

SUBJECT: 1997.98 BUDGET REVISION - GENERAL FUND

	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Approved 97.98 Budget	4,853,172	32,930,348	32,651,672	5,131,848
Revisions (Details Attached)	<u>4,853,172</u>	<u>33,225,487</u>	<u>32,472,288</u>	<u>5,606,371</u>
\$ Change	0	295,139	179,384	474,523

Suggested Resolution: Move to approve the 1997.98 Budget Revisions as listed on the worksheet attached.

Maintain Fund Balance at \$4,801,833. (Beginning
Fund Balance 1996.1997)

BUDGET REDUCTIONS
LINE # 97.98 98.99

REVENUE

INTEREST INCOME	2	61,850	61,850
INS. RECOVERY	4	140,289	
Y.E.S. STUD. COUNT 95-96	6	93,000	
Gen Ed/Levy			(59,244)
SUB TOTAL		295,139	2,606

EXPENDITURES

01.191.203.00.00110.000 ADMIN. SALARIES

RIVERSIDE	17	(19,190)	
REDUCE STAFF DEVELOPMENT	34		(48,450.00)
NO INCREASE IN SUPPLIES	23		(29,205.00)
LEASE EXPENSE	30	(16,700)	(23,300)
TECHNOLOGY STAFFING	31		125,000
A.V. COORDINATORS	31		(9,507)
NO REDUCTION IN STAFFING	32		66,162
ADD FOR SPECIAL SERVICES	27		211,000
REDUCTION IN TRA RATES	25	(70,000)	(255,000)
TECHNOLOGY STAFFING	31		
LIGHTING MODIFICATION	40	(23,000)	(23,000)
EARLY RETIREMENT	44	(75,494)	


(204,384) 13,700

COSTS TO:
CAPITAL OUTLAY
INTERACTIVE TV

25,000 75,000

TOTAL

25,000 75,000

MEMO #: B98.234
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER 
DATE: FEBRUARY 18, 1998
SUBJECT: 1998.99 ANNUAL OPERATING PLAN

The preliminary budgets for the 1998.99 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	\$5,606,371	\$33,545,852	\$34,181,669	\$ 4,970,554
*V	Capital Outlay	\$ 993,486	\$ 1,507,509	\$ 2,370,453	\$ 335,238

Attached are the Fund changes.

* Now part of General Fund for annual reporting to the State of Minnesota.
ISD #152 has chosen to maintain a seperate fund for management purposes.

Suggested Resolution: Move to approve the 1998.99 Preliminary Budgets listed above and Annual Operation Plan.

INDEPENDENT SCHOOL DISTRICT #152



MOORHEAD, MINNESOTA

1998-99 ANNUAL OPERATIONAL PLAN

February 1998

Dr. Bruce R. Anderson
Superintendent of Schools

Robert Jernberg
Assistant Superintendent of Instruction

Dr. John Skinkle
Assistant Superintendent of Human Resources

Robert Lacher
Assistant Superintendent of Business

FUND I

GENERAL FUND

1998.99 ANNUAL OPERATIONAL PLAN

I GENERAL FUND TABLE OF CONTENTS

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MOORHEAD AREA PUBLIC SCHOOLS
GENERAL FUND BUDGET
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To Approve the 1998-99 Annual Operational Plan Assumptions and Recommendations in the Areas of Basic Programs, Staffing, and Program Needs for the Timely Development of the 1998-99 Budget.
- II. To Approve the 1998.99 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, 1997.

Year	Line 71.4 Enrollment	% Inc.	Line 72.4 Pupil Units	Unit Change	7-12 Sec. Weight	1-6 Elem. Weight	K
1993-94 Actual	6054		**6678		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 Actual	5967	(1.65)	6730	(80)	1.30	1.06	.53
1997-98 Budget	5972	(.08)	6751	(21)	1.30	1.06	.53
1998-99 Prel. Budget	5939	(.54)	6699	(52)	1.30	1.06	.53
1999-2000 Projected	5767	(2.90)	6567	(132)	1.30	1.06	.53
2000-2001 Projected	5698	(1.16)	6472	(95)	1.30	1.06	.53
2001-2002 Projected	5608	(1.61)	6377	(95)	1.30	1.06	.53
2002-2003 Projected	5537	(1.27)	6287	(90)	1.30	1.06	.53

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

Year	Allow. Per Pupil	% Inc.	\$ Inc.
1993-94 Actual	3050		
**1994-95 Actual	**3167	3.84%	\$117
1995-96 Actual	3205	1.20%	\$ 38
1996-97 Actual	3205	0 %	\$ 0
1997-98 Budget	3281	2.37%	\$ 76
1998-99 Prel. Budget	3360	2.41%	\$ 79
1999-2000 Projected	3427	2.00%	\$ 67
2000-2001 Projected	3496	2.00%	\$ 69
2001-2002 Projected	3566	2.00%	\$ 70
2002-2003 Projected	3637	2.00	\$ 71

** Referendum reduced by 100

3. Compensatory Revenue (AFDC Units)

YEAR	Pupil Units	Revenue	% Change	\$ Change
1993-94 Actual	547.95	1,608,875		
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 Actual	621.43	1,991,683	(2.24%)	(\$ 45,735)
1997-98 Budget	546.36	1,792,706	(10.00%)	(\$198,977)
1998-99 Prel. Budget	466.00	1,565,960	(12.66%)	(\$226,946)
1999-2000 Projected	443.00	1,518,161	(3.04%)	(\$ 47,599)
2000-2001 Projected	420.00	1,468,320	(3.28%)	(\$ 49,841)
2001-2002 Projected	400.00	1,426,400	(2.85%)	(\$ 41,920)
2002-2003 Projected	380.00	1,382,060	(3.11%)	(\$ 44,340)

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

Year	Levy	Payable	Amount	% Change	\$ Change
1993-94 Actual	92	93	5,931,686		
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 Actual	95	96	7,968,917	11.20%	802,390
1997-98 Budget	96	97	8,324,304	4.46%	355,387
1998-99 Prel. Budget	97	98	7,589,712	(8.82%)	(734,592)
1999-2000 Projected	98	99	7,741,506	2.00%	151,794
2000-2001 Projected	99	2000	7,896,336	2.00%	154,830
2001-2002 Projected	2000	2001	8,054,263	2.00%	157,927
2002-2003 Projected	2001	2002	8,215,348	2.00%	161,085

- b. Market value 1993 - \$797,598,500
 Referendum 1994 - \$785,660,928
 1995 - \$831,854,485
 1996 - \$882,805,878
 1997 - \$922,523,130

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.
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 1992-93 through 1997-98 and estimated levies through 2001-2002 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

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

<u>Year</u>	<u>Rate</u>
1992-93 Actual	
1993-94 Actual	7.76%
1994-95 Actual	59.38%
1995-96 Actual	(27.03%)
1996-97 Actual	9.83%
1997-98 Budget	31.53%
1998-99 Prel. Budget	2.00%
1999-2000 Projected	2.00%
2000-2001 Projected	2.00%
2001-2002 Projected	2.00%
2002-2003 Projected	2.00%

REVENUE RATIONALE

5. Other State Aids: These estimates are based on data provided by various State Departments, 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>
1993-94 Actual	4-3%	\$178,796
1994-95 Actual	5-7%	\$277,683
1995-96 Actual	4-6%	\$368,284
1996-97 Actual	4-6%	\$284,705
1997-98 Budget	4-6%	\$261,850
1998-99 Prel. Budget	4-6%	\$261,850
1999-2000 Projected	4-6%	\$200,000
2000-2001 Projected	4-6%	\$150,000
2001-2002 Projected	4-6%	\$100,000
2002-2003 Projected	4-6%	\$ 50,000

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>
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 Actual	10.26%	1,791,076
1997-98 Budget	-3.19%	1,733,930
1998-99 Prel. Budget	2.00%	1,768,609
1999-2000 Projected	2.00%	1,803,981
2000-2001 Projected	2.00%	1,840,060
2001-2002 Projected	2.00%	1,876,862
2002-2003 Projected	2.00%	1,914,399

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

<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>
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 Act.	33,598	52,722	4,041	90,361
1997-98 Budget	32,200	54,000	4,000	90,200
1998-99 Prel Bud.	32,800	55,000	4,000	91,800
1999-2000 Pro.	33,500	56,000	4,000	93,500
2000-2001 Pro.	34,200	57,000	4,000	95,200
2001-2002 Pro.	34,800	58,000	4,000	96,800
2002-2003 Pro.	35,500	59,000	4,000	98,500

9. The District will not lose any revenue due to excess operating fund balances.

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

<u>Year</u>	<u>Amount</u>
1993-94 Actual	3,766
1994-95 Actual	8,975
1995-96 Actual	12,735
1996-97 Actual	9,769
1997-98 Budget	8,300
1998-99 Prel. Budget	8,300
1999-2000 Projected	8,300
2000-2001 Projected	8,300
2001-2002 Projected	8,300
2002-2003 Projected	8,300

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 18% to 7% increased our investable cash.

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.

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. Beginning in FY 1998, repeals the general education revenue reduction for excess fund balance.
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 14 thru 47Exhibit BBasic Assumptions

1. Salary Expenditures

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

		FTE &/or	Allocated		Variance	
		Budget				
Classification		1996-97	1997-98	1997-98	1997-98	1998-99
Instructional Staff						
1.	Elem. K-4*	90.00	84.50	84.50		-1.50
2.	Spec. Elem. Leg*	\$649,008	666,190	666,190		+11,000
3.	Elem. 5-6*	37.24	34.00	34.00		-1.00
4.	Jr High 7-8	43.73	41.88	41.98		
5.	Sr High 9-12	77.44	76.15	75.34		+3.13
6.	Support K-4	28.26	27.48	27.15	.33	- .45
7.	5-6	15.05	13.67	13.67		-0.14
8.	7-8	4.77	4.77	4.77		
9.	9-12	9.06	9.06	9.06		
10.	Special Assignments*	2.14	2.14	2.14		
11.	Extended Year \$	31,836	33,275	33,275		+1,485
12.	Ex. Curricular* \$	345,087	360,686	360,686		+6,599
13.	Teacher Leadership\$	14,750	16,417	16,417		+733
14.	Para RegEd	6.00	6.00	6.00		
15.	Custodial *	30.00	29.00	29.00		+1.00
16.	Cler./Sec. *	55.91	55.91	55.91		
17.	Building Adm	12.00	12.00	12.00		
18.	District Adm. *	3.50	3.50	3.50		
19.	Supervisors*	8.60	7.60	7.60		
20.	Special Ed.					
21.	Alt. Ed. Teachers	116.37	117.23*	116.00		
22.	K-4	39.87		35.68		
23.	5-6	20.24		17.07		
24.	7-8	16.06		14.78		
25.	9-12	28.62		29.98		
26.	KD-12	11.58		18.49		
27.	Special Education Needs *					+211,000
28.	Paraprofessionals	119.57	135.57*	134.57		
29.	Contingency (Net) \$	10,000	10,000	10,000		
30.	Sup. Staff/Other *	4.50	7.50	7.50		
31.	Summer Music \$	6,000	6,000	6,000		
32.	Substitutes *	\$348,826	313,175	313,175		+9,395
33.	Early Retirement	\$244,505	320,000	320,000		
34.	Homebound/	\$ 19,555	20,142	20,142		+608
35.	ChI/AOM Budget*	\$859,160	956,880	956,880		-19,138
36.	Grant-Grad Rule \$	50,000	62,590	62,590		
37.	Reg Ed. Summer Sch \$	55,525	59,740	59,740		+1,792
38.	Tech Asst*	0	0	0		+125,000

* See I-9 for further clarification

All other staffing is expected to remain unchanged over the five year period of the Financial Plan. This assumes no increase in revenue and elimination of ILDA funding.

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

Note: Staffing will remain constant where there are no entries in 97-98. Budget amounts will increase by 3% unless indicated otherwise in 97-98 line item.

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>
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	Actual	22,293,456	5,006,583	22.46	3.25%
1997-98	Budget	22,850,384	4,881,394	21.36	1.56%
1998-99	Prelim	24,508,648	4,894,869	19.97	5.69%
1999-00	Project	24,882,800	5,041,715	20.26	1.77%
2000.01	Project	25,469,163	5,192,967	20.39	2.46%
2001.02	Project	26,021,595	5,348,756	20.56	2.31%
2002.03	Project	26,627,896	5,509,218	20.69	2.44%

2draft

I-8

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. The ILDA funds for 1997-98 account for 9.84 FTE of regular elementary staff.
2. Special Elementary Legislation providing monies to reduce class size and prepare Individual Learning Plans (ILPs).
3. There are 29.0 FTE at Asp, 2.0 FTE at Edison, and 3.0 FTE at Riverside.
10. This figure indicates the teachers on Special Assignment (TOSA) for Staff Development and Graduation Standards. (The additional .14 assignment is for the Graduation Standards TOSA who works 25.5 additional days.
12. The extra-curricular figure for 98-99 includes a reduction of \$9,507 due to the elimination of the AV Coordinator positions.
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. The addition of one custodian is to be used as a floater. The cost will be covered by a reduction in overtime pay.
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.
18. .50 of the Assistant Supt/Business Affairs is paid from budget other than the General Fund.
19. The reduction of 1.0 FTE is simply a shift of the Student Resource Assistant to Line 30.
21. The 1996-97 Special Education teacher FTE was 116.37. This figure was reduced by -1.64 FTE to 114.73 FTE. The Board then approved a 1.0 FTE addition in November and a 0.5 FTE addition in January which brings the total allocated FTE to 116.23.

The allocation of 117.23 FTE includes a 1.00 FTE allocated by the Board in 1996-97 for the Detention Center.
27. New anticipated Special Education Staff will be employed only after review, submission of proposal, and approval of the Superintendent.
28. Allocated FTE based on approval of Board.

The allocation of 135.57 FTE includes a 1.00 FTE allocated by the Board in 1996-97 for the Detention Center.

30. This figure includes two (2) home school liaisons (Hispanic), three (3) Indian Educators, one (1) day computer operator, one (1) Student Resource Assistant, and a one-half (0.5) social worker for the homeless (The added .50 FTE Social Worker for the homeless and 2.0 Indian educators on the ALICE grant will be continued only if grant monies are available.)
32. Regular Substitutes \$206,700.00 ILDA Substitutes \$35,090.00
Staff Development \$ 29,405.00 Paraprofessional \$41,980.00
35. The figure for 98-99 represents a 2% reduction in funding.
38. Technology Assistants to be employed for technology needs at the building level.

I-9a

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:

	94.95	95.96	96.97	97.98
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.

Expenditure Rationale

Exhibit B

Basic Assumptions

2. a. The District is bound by statutory requirement and negotiated contracts for the payment of all benefits. Significant increase in costs 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.

Expenditure AssumptionsExhibit BBasic Assumptions

3. 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.

	Riverside, Edison Probstfield		%		%	MCAP, Jr. and Sr.		%
<u>Year</u>	<u>Washington Schools</u>	<u>Inc</u>		<u>Robert Asp</u>	<u>Inc</u>	<u>High Schools</u>	<u>Change</u>	
1992-93	67.65 per student			72.52 per stud		91.00 per stud		
1993-94	62.42 per student	-7.73		70.08 per stud	-3.36	86.53 per stud	-4.91	
1994-95	80.40 per student	28.80		90.27 per stud	28.81	113.64 per stud	31.33	
1995-96	82.64 per student	2.79		92.78 per stud	2.79	116.81 per stud	2.79	
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	61.80 per student	0		72.10 per stud	0	97.85 per stud	0	
1999-00	63.65 per student	3.00		74.30 per stud	3.00	100.80 per stud	3.00	
2000-01	65.60 per student	3.00		76.50 per stud	3.00	103.80 per stud	3.00	
2001-02	67.55 per student	3.00		78.80 per stud	3.00	106.90 per stud	3.00	
2002-03	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
1992-93 Actual	86,000	
1993-94 Actual	87,607	1.90
1994-95 Actual	94,615	8.00
1995-96 Actual	85,720	(9.40)
1996-97 Actual	85,824	.12
1997-98 Budget	87,230	4.64
1998-99 Prel Bud.	89,850	3.00
1999-00 Pro.	92,540	3.00
2000-01 Pro.	95,320	3.00
2001-02 Pro.	98,180	3.00
2002-03 Pro.	101,120	3.00

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

Year	Amount	% Change
1992-93 Actual	33,441	
1993-94 Actual	31,756	-5.00
1994-95 Actual	33,344	5.00
1995-96 Actual	35,922	7.73
1996-97 Actual	39,705	10.53
1997-98 Budget	41,520	4.57
1998-99 Prel Bud.	42,760	3.00
1999-00 Pro.	44,050	3.00
2000-01 Pro.	45,370	3.00
2001-02 Pro.	46,730	3.00
2002-03 Pro.	48,130	3.00

- d. Staff development

Year	Amount	% Change
1995-96 Actual	409,364	
1996-97 Actual	385,711	(5.78)
1997-98 Budget	448,460	16.27
1998-99 Prel Bud.	400,000	(10.81)
1999-00 Pro.	400,000	0
2000-01 Pro.	400,000	0
2001-02 Pro.	400,000	0
2002-03 Pro.	400,000	0

Expenditure Rationale

Exhibit B

Basic Assumptions

3. These inflation factors represent data provided by the State Department of Education and modified by recommendation of staff.
 - a. Supply and material allocations will be applied on a per student basis for an equitable distribution of supplies among schools. 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 be reduced. 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 categories.

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>
1992-93 Actual	784,868	
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 Actual	1,133,664	29.94%
1997-98 Budget	1,102,403	(2.76%)
1998-99 Prel. Budget	1,102,403	0 %
1999-00 Projected	1,120,431	1.64%
2000-01 Projected	1,165,780	4.05%
2001-02 Projected	1,198,289	2.79%
2002-03 Projected	1,245,117	3.91%

e. Energy Items will increase as noted:

<u>Year</u>	<u>Line #58</u> <u>Amount</u>	<u>% Increase</u>
1992-93 Actual	443,473	
1993-94 Actual	457,378	3.14%
1994-95 Actual	439,425	-3.93%
1995-96 Actual	490,775	11.69%
1996-97 Actual	525,445	7.06%
1997-98 Budget	459,010	(12.64%)
1998-99 Prel. Budget	449,780	(2.01%)
1999-00 Projected	463,273	3.00%
2000-01 Projected	477,172	3.00%
2001-02 Projected	491,487	3.00%
2002-03 Projected	506,231	3.00%

f. Other costs will increase as listed.

<u>Year</u>	<u>Line #59</u> <u>Amount</u>	<u>% Increase</u>
1992-93 Actual	2,308,539	
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 Actual	4,202,179	38.54%
1997-98 Budget	3,179,097	(24.35%)
1998-99 Prel. Budget	3,225,969	1.47%
1999-00 Projected	3,321,216	2.95%
2000-01 Projected	3,420,853	3.00%
2001-02 Projected	3,523,478	3.00%
2002-03 Projected	3,629,183	3.00%

Expenditure Assumptions

Exhibit B

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. Rate increases are reflected in the increasing costs of electricity for the schools that have air conditioning installed. The electric light retrofit will reduce consumption by an estimated \$44,000 per year.
- f. Other costs: Will increase at standard inflation rates for non-salary costs. We have had rate increases for water and garbage. The large fluctuation during the 96.97 year was due to the water main break at the high school. There are insurance proceeds to offset the increase in expenditures.

I GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

18-Feb-98 PRINT DATE

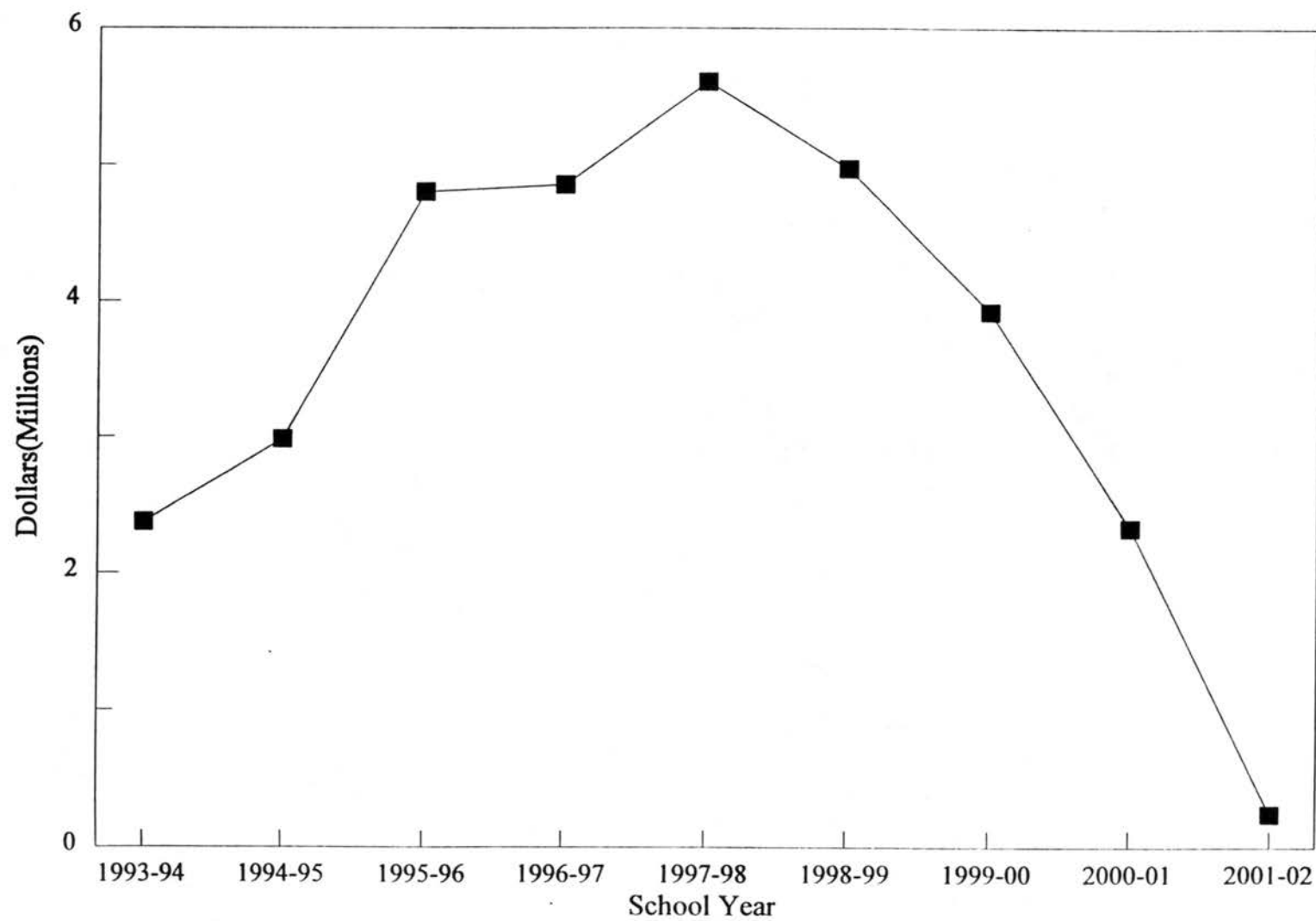
LINE #	1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99 Preliminary Budget	1999-00	2000-01	2001-02	2002-03
							PROJECTED			
Basic Education Revenue	3,050	3,167	3,205	3,205	3,281	3,360	3,427	3,496	3,566	3,637
UNAPPROPRIATED REVENUES										
1 Property Taxes	4,567,270	5,137,987	5,311,658	6,255,001	5,764,380	5,836,335	5,953,061	6,072,123	6,193,565	6,317,436
2 Interest	178,796	277,683	368,284	284,705	261,850	261,850	200,000	150,000	100,000	50,000
3 Tax shift	(299,948)	366,912	(948,780)	(861,979)	0	0	0	0	0	0
4 Other local	234,010	258,824	289,645	368,396	362,779	226,940	231,479	236,108	240,831	245,647
5 Tax credits	1,350,875	1,419,496	1,639,937	1,960,723	1,695,750	1,729,665	1,764,258	1,799,543	1,835,534	1,872,245
6 General ed aid	18,024,190	18,992,963	19,152,318	17,220,321	18,269,000	18,581,900	18,585,924	18,688,839	18,789,280	18,901,387
7 Special ed aid	2,565,967	2,959,172	3,316,632	3,411,095	3,780,000	3,855,600	3,932,712	4,011,366	4,091,594	4,173,425
8 Other state aids	456,277	727,223	530,632	582,781	766,518	681,848	695,485	709,395	723,583	738,055
9 Tax shift	299,948	(366,912)	948,780	861,979	0	0	0	0	0	0
10 Federal aids	1,248,271	1,482,486	1,624,406	1,791,076	1,733,930	1,768,609	1,803,981	1,840,060	1,876,862	1,914,399
11 Conversion of assets	15,771	5,841	2,025	854,800	9,000	9,180	9,364	9,551	9,742	9,937
12 Tuition	179,898	249,740	595,350	483,768	582,280	593,926	605,804	617,920	630,279	642,884
13 State reduction										
14 TOTAL REVENUES	28,821,325	31,511,415	32,830,887	33,212,666	33,225,487	33,545,852	33,782,068	34,134,906	34,491,269	34,865,415
15 % CHANGE	7.07%	9.33%	4.19%	1.16%	0.04%	0.96%	0.70%	1.04%	1.04%	1.08%
16 \$ CHANGE	1,903,023	2,690,090	1,319,472	381,779	12,821	320,365	236,216	352,837	356,363	374,146
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
17 Admin salaries	1,679,586	1,624,992	1,658,169	1,878,735	2,000,985	2,111,039	2,174,370	2,228,690	2,284,366	2,341,433
18 Admin supplies	85,043	28,219	58,716	12,731	16,190	16,676	17,176	17,692	18,222	18,769
19 Admin fringe benefits	296,121	285,553	284,018	315,777	339,950	358,647	369,406	380,489	391,903	403,660
20 Admin other	164,167	246,957	232,945	229,234	273,706	281,917	290,375	299,086	308,058	317,300
21 Instruct salaries(reg & voc)	10,119,433	10,692,274	10,659,285	11,903,289	11,880,656	12,534,092	12,910,115	12,925,477	13,159,557	13,347,871
22 Allowance for new staff:						0	(361,108)	(149,209)	(200,459)	(162,884)
23 Instruct supplies	580,366	643,308	459,016	758,003	708,612	700,665	721,685	743,335	765,636	788,605
24 Allowance for new students:						(3,867)	(19,027)	(7,862)	(10,563)	0
25 Instruct fringe benefits	2,338,116	2,450,751	2,438,367	2,624,645	2,388,844	2,265,230	2,333,187	2,403,183	2,475,278	2,549,536
26 Instruct other	680,068	761,706	825,471	963,533	946,360	974,751	1,003,994	1,034,113	1,065,137	1,097,091
27 Spec ed salaries	5,493,884	6,036,106	6,488,986	5,773,112	6,072,904	6,617,914	6,816,451	7,020,945	7,231,573	7,448,521
28 Spec ed supplies	121,153	134,354	102,879	79,687	85,870	88,446	91,099	93,832	96,647	99,547
29 Spec ed fringe benefits	1,195,829	1,317,953	1,390,055	1,224,518	1,266,895	1,336,574	1,376,671	1,417,971	1,460,510	1,504,326
30 Spec ed other	684,005	1,023,309	973,280	1,006,436	1,139,080	1,173,252	1,208,450	1,244,703	1,282,044	1,320,505
31 Instruct support salaries	935,218	989,854	936,539	1,028,975	1,148,927	1,402,611	1,444,689	1,488,030	1,532,671	1,578,651
32 Instruct support supplies	140,633	135,865	107,222	98,438	115,535	119,001	122,571	126,248	130,036	133,937
33 Instruct support fringe benefits	174,606	190,996	183,419	189,643	186,493	196,750	202,653	208,732	214,994	221,444
34 Instruct support other	209,264	412,217	413,795	411,371	358,901	321,168	330,803	340,727	350,949	361,477
35 Pupil support salaries	609,357	609,924	638,704	668,083	705,206	743,992	766,312	789,301	812,980	837,370
36 Pupil support supplies	10,157	13,518	19,614	14,037	17,856	18,392	18,944	19,512	20,097	20,700
37 Pupil support fringe benefits	127,635	127,544	132,675	137,676	141,362	149,137	153,611	158,219	162,966	167,855
38 Pupil support other	53,949	83,850	86,486	77,963	97,480	100,404	101,884	104,941	108,089	111,332
39 Bldgs & grounds salaries	708,121	704,661	766,668	796,756	797,200	841,046	866,277	892,266	919,034	946,605
40 Bldgs & grounds energy exp	457,378	439,425	490,775	525,445	459,010	449,780	463,273	477,172	491,487	506,231
41 Bldgs & grounds supplies	116,134	197,313	125,015	170,768	158,340	163,090	167,983	173,022	178,213	183,559
42 Bldgs & grounds fringe benefits	121,639	120,921	128,465	136,604	142,190	150,010	154,510	159,146	163,920	168,838
43 Bldgs & grounds other	168,859	306,114	247,225	1,283,964	260,660	268,480	276,534	284,830	293,375	302,177
44 Early retirement pay	234,555	399,803	297,733	244,506	244,506	257,954	265,693	273,663	281,873	290,329
45 Fringe benefits	336,364	414,988	436,497	377,720	415,660	438,521	451,677	465,227	479,184	493,559
46 Other fixed costs	233,957	239,952	253,925	229,678	102,910	105,997	109,177	112,452	115,826	119,301
47 TOTAL EXPENDITURES	28,075,597	30,632,427	30,835,944	33,161,327	32,472,288	34,181,669	34,829,435	35,725,934	36,583,605	37,517,644
48 % CHANGE	2.39%	9.11%	0.66%	7.54%	-2.08%	5.26%	1.90%	2.57%	2.40%	2.55%
49 \$ CHANGE	654,923	2,556,830	203,517	2,325,383	(689,039)	1,709,381	647,766	896,499	857,670	934,040
*****	*****	*****	*****	*****	*****	*****	*****	*****	*****	*****
50 REV OVER EXP (EXP OVER REV)	745,728	878,988	1,994,943	51,339	753,199	(635,817)	(1,047,367)	(1,591,028)	(2,092,336)	(2,652,229)
50.1 Trf to eliminate oper def in transp. fund		(273,476)	(173,157)	0	0	0	0	0	0	0
51 F. T. E. Reduction needed to balance budget					15.85	(12.48)	(19.95)	(29.43)	(37.58)	(46.24)
52 BEGINNING FUND BALANCE *	1,628,807	2,374,535	2,980,047	4,801,833	4,853,172	5,606,371	4,970,554	3,923,187	2,332,159	239,823
53 ENDING FUND BALANCE *	2,374,535	2,980,047	4,801,833	4,853,172	5,606,371	4,970,554	3,923,187	2,332,159	239,823	(2,412,406)
54 As a % of Expenditures	8.46%	9.73%	15.57%	14.64%	17.27%	14.54%	11.26%	6.53%	0.66%	-6.43%

I GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

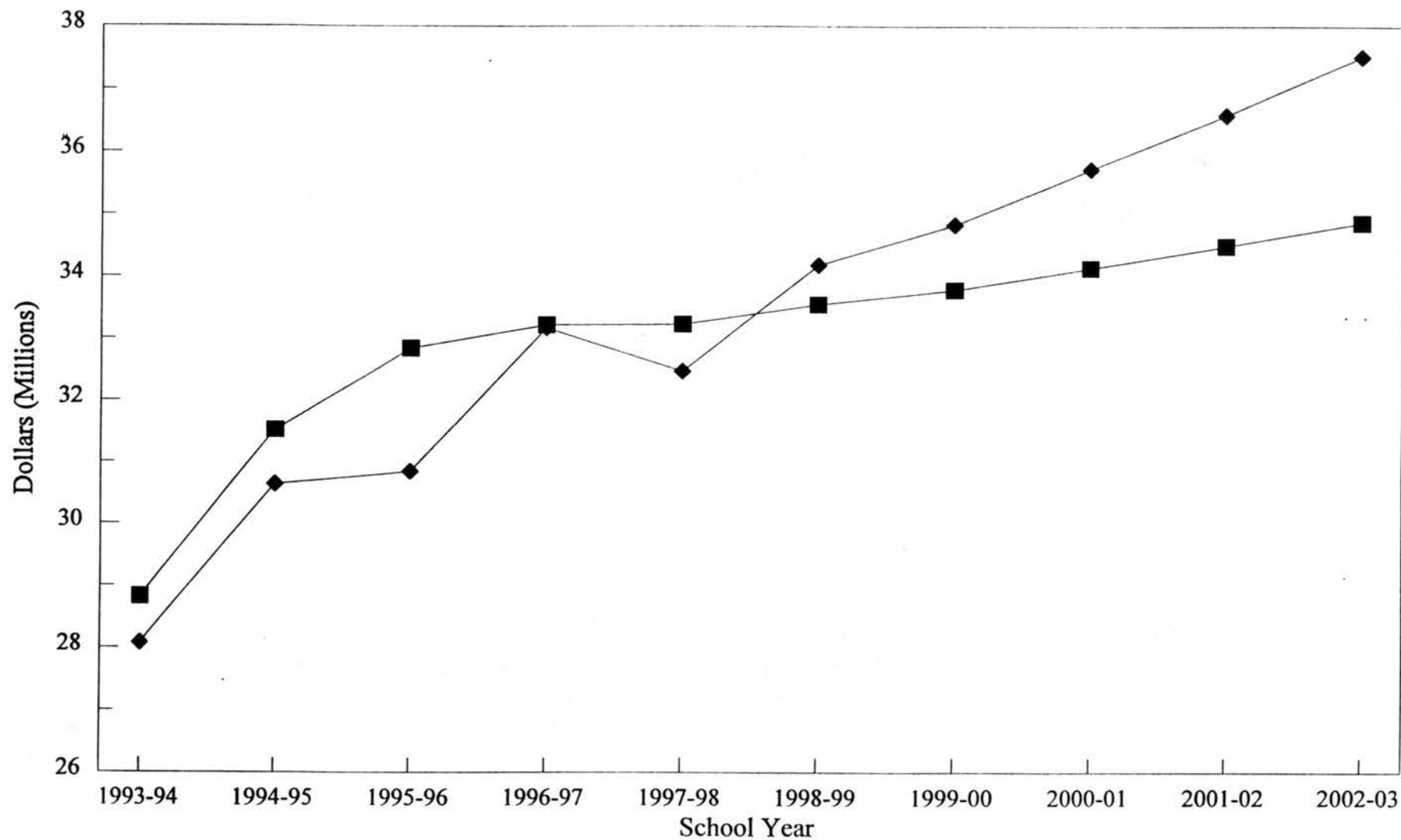
18-Feb-98 PRINT DATE

LINE #		1993-94 ACTUAL	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 BUDGET	1998-99 Preliminary Budget	1999-00	2000-01	2001-02	2002-03	
								PROJECTED				
55 CHANGE FACTORS												
56	SALARIES	N/A	19,780,154	21,057,614	21,446,084	22,293,456	22,850,384	24,508,648	24,882,800	25,469,163	26,021,595	26,627,896
57	SUPPLIES	N/A	1,053,486	1,152,577	872,462	1,133,664	1,102,403	1,102,403	1,120,431	1,165,780	1,198,289	1,245,117
58	ENERGY ITEMS	N/A	457,378	439,425	490,775	525,445	459,010	449,780	463,273	477,172	491,487	506,231
59	OTHER	N/A	2,194,269	3,074,105	3,033,127	4,202,179	3,179,097	3,225,969	3,321,216	3,420,853	3,523,478	3,629,183
60	FRINGE BENEFITS	N/A	4,590,310	4,908,706	4,993,496	5,006,583	4,881,394	4,894,869	5,041,715	5,192,967	5,348,756	5,509,218
61	REVENUES	N/A	28,821,325	31,511,415	32,830,887	33,212,666	33,225,487	33,545,852	33,782,068	34,134,906	34,491,269	34,865,415
62	PUPIL UNITS LEVY		6,822	7,000	6,920.00	7,280.00	7,349.00	7,433	7,413	7,413	7,413	7,413
63	Increase(decrease) in Weighted Pupil Units		343	196	(64)	(80)	21	(51)	(133)	(95)	(95)	(89)
.....												
ASSUMPTIONS												
64 CHANGE FACTORS												
65	SALARIES		102.03%	106.46%	101.84%	103.95%	102.50%	107.26%	103.00%	103.00%	103.00%	103.00%
66	SUPPLIES		134.22%	109.41%	75.70%	129.94%	97.24%	100.00%	103.00%	103.00%	103.00%	103.00%
67	ENERGY ITEMS		103.14%	96.07%	111.69%	107.06%	87.36%	97.99%	103.00%	103.00%	103.00%	103.00%
68	OTHER		95.05%	140.10%	98.67%	138.54%	75.65%	101.47%	103.00%	103.00%	103.00%	103.00%
69	FRINGE BENEFITS		102.09%	106.94%	101.73%	100.26%	97.50%	100.28%	103.00%	103.00%	103.00%	103.00%
70	REVENUES		107.07%	109.33%	104.19%	101.16%	102.00%	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		490		500	455	466	494	415	434	419	430
71.2	1-6		2,992		2,884	2,820	2,726	2,672	2,546	2,507	2,462	2,415
71.3	7-12		2,572		2,683	2,692	2,780	2,773	2,806	2,757	2,727	2,692
71.4			6,054	6,086	6,067	5,967	5,972	5,939	5,767	5,698	5,608	5,537
72	PUPIL UNITS											
	94-96											
72.1	Kindergarten & Early Childhoo	0.530	252	0	265	241	247	262	220	230	222	228
72.2	1-6	1.060	3,082	0	3,057	2,989	2,890	2,832	2,699	2,657	2,610	2,560
72.3	7-12	1.300	3,344	0	3,488	3,500	3,614	3,605	3,648	3,584	3,545	3,500
72.4			6,678	6,874	6,810	6,730	6,751	6,699	6,567	6,472	6,377	6,287
	CHANGE IN PUPIL UNITS					(100)	5	(33)	(172)	(69)	(90)	(71)
73	CHANGE IN WEIGHTED PUPIL UNITS		342.81	196.29	(64.06)	(79.99)	20.59	(51.50)	(132.53)	(94.97)	(94.65)	(89.49)
74	AFDC UNITS		973	978	908	786						

Year End Fund Balance



General Fund Revenue vs. Expenditures



■ Revenue ♦ Expenditures

FUND V

CAPITAL OPERATING REVENUE

MEMO #: AOP98.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 11, 1998

SUBJECT: 1998.99 ANNUAL OPERATIONAL PLAN

V Capital Operating Revenue

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

CAPITAL EXPENDITURE FUND PROJECTIONS

In an effort to reduce the resources of time and materials devoted to the development of the Annual Operation Plan, we submit the Capital Fund in summary form.

The summary sheets on page V-7 thru V-9 have line numbers in the left hand margin. These line numbers will be used to identify the data that fits with the assumptions and rationale.
i.e. Total beginning fund balance is found on line 4.

There are several items that will affect the long range assumptions:

1. Capital Projects being studied. See page V-11.
2. Capital District Projects See page V-12 & 13.
3. Five Year Facility Plan. See page V-14 for summary.

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CAPITAL OUTLAY FUND

CAPITAL OUTLAY DEFINED: "Site improvements, building improvements and capital repairs are of such magnitude that they represent an expenditure with a minimum of individual project cost of \$1,000 with the useful life of at least ten years, and significantly increase the value and/or extend the useful life in the instance of capital repair. Equipment represents an expenditure with a minimum unit cost of \$750 with a useful life of at least four years.

Capital Outlay will be allocated in the areas as follows:
Facilities (requires a hearing of five-year plans before
July 1 each year)
Health and Safety

CAPITAL OUTLAY REVENUE ASSUMPTIONS & RATIONALE (Lines 5-15)

Capital Outlay major parameters will continue to be based on legislation, Minnesota Department of Education Regulations, and local levy decisions within those limitations.

Statutes require a school board to adopt a capital expenditure facilities program by a two-thirds vote after notice and hearing as part of a five-year program which must be reviewed by the district before July 1 of each year. After notice and hearing; after the annual review, the program may be amended to include the ensuing five-year period.

Grants/Donations will only be added to revenue and expenditure budgets when appropriate.

REVENUES	LINE #
OPERATING CAPITAL.	5
The 98.99 Revenue will be folded into the General Fund and identified as Operating Capital. We will continue to maintain a separate accounting structure. Our revenue will decrease to \$197 per WADM. In 95.96 it was \$204 per WADM.	
LEASE LEVY	6
Lease levy will continue to be utilized for Athletic facility rental, Community Education space, MCAP Armory use and rental of the Moorhead Sport Center spaces available for school use. The levy will lag expenses by one year.	
INTEREST FROM TOWNSITE LOAN.	7

HEALTH & SAFETY 14
Health and Safety aid and levy revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used for removal or encapsulation of asbestos, asbestos-related repairs, or for the removal of PCBs or clean-up removal, disposal and repairs related to radon and to storing heating fuel or transportation fuels. It is assumed that all projects will receive prior approval before the levy is authorized. Health and safety adjustments will be made as approved by the Minnesota Department of Children, Families and Learning. The State Fire Marshall has just completed a legislated mandate to inspect our schools. We have completed a list of 101 items to correct in our buildings. The Sr. High project was completed at about 1/2 of the estimated cost of fire suppression - \$650,000.

CAPITAL OUTLAY FACILITY EXPENDITURE ASSUMPTIONS AND RATIONALE
(Lines 17 - 46)

Operating Capital Revenue may be used for repair and restoration of existing district-owned facilities, new construction, correcting existing health and safety hazards, equipping buildings, surplus school buildings that are used substantially for public non-school purposes, leasing buildings, and purchasing or leasing interactive telecommunications equipment.

Priority for allocations of Operating Capital Facilities (in priority are as follows):

1. Health and Safety
2. Energy conservation
3. Building preservation
4. Needed space for continuing programs
5. Telecommunications
6. Convenience
7. Appearance

Operating Capital Revenue may be used to pay capital expenditure related assessments of any entity formed under a cooperative agreement between two or more districts, to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment, to purchase or lease equipment for instructional programs, to purchase textbooks, to purchase library books, and to purchase vehicles other than school buses. Most items can readily be classified as equipment. However, the following are examples of equipment items that could appear to qualify as supplies: encyclopedias, large wall maps, large free-standing globes, band and choir uniforms, chairs, and library books representing initial adoptions and later substantive improvements. Beginning in 1993.94, shelving, cable networks and other items attached to buildings will be classified as facilities.

Equipment expense will be allocated based on the following (in priority):

1. Essential furniture (use existing inventory first)
2. Technology
3. Specialized equipment needed for instruction
4. Specialized equipment needed for maintenance and transportation
5. Equipment to support curriculum and instruction
6. Convenience
7. Appearance

AOP98.4

V-2

FOOD SERVICE	17
------------------------	----

Food Service will be self supporting for its equipment. However, there is a need to utilize facilities capital for built-in equipment such as walk-in coolers, dishwashers, and necessary remodeling projects related to preparation and serving of food. i.e. Washington Kitchen . . . 17.1

SPECIAL ASSESSMENTS & TAXES	18
---------------------------------------	----

Special Assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. As of December 1994 we had paid off all existing City assessments. A new assessments is: 34 St. Construction \$20,087.

MAINTENANCE PROJECTS	19
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Capital Maintenance Projects for buildings and grounds will be based on priorities established through input from principals to the Buildings and Grounds Supervisor, who will recommend the priority needs to the Superintendent or his designee. It is assumed that the capital maintenance projects will increase at the standard rate. Listing of projects can be found on pages V-11.

TELEPHONE/TELECOMMUNICATIONS	20
--	----

Telephone/Telecommunication expenses include equipment and line lease expense. It is anticipated that lease expenses will increase at the standard rate. We should consider a review of our telecommunication network. What level of service do we want to provide?

BUILDING CONSTRUCTION	21
---------------------------------	----

All building construction during the period of July 1, 1993 through July 1, 1995 was completed through referendum expenses and that construction in 1996.97 and 1997.98 will include needed repairs and School additions and renovations to meet increased student enrollment in alternative education options.

LEASE LEVY	22
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Lease Levy facility expenses will continue to include space for Moorhead Sports Center, rental of football fields and other facilities. The leases will be dependent on annual prior approval by the Minnesota Department of Children, Families and Learning. We will review space options for alternative education programs and use the lease levy to provide that space.

BUILDING ALLOCATION	23-30.1
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Allocation of \$25 per WPU as of the prior October actual enrollment.

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	Completed Phase II,	
	Jr. High	281,800	III & IV within the	
	Asp	25,000	97.98 Budget.	
	Remote Dial In	104,400	\$762,600	1997.1998
Phase III	Edison	\$ 158,600		
	Probstfield	206,200		
	Washington	178,800		
Phase IV	Riverside	\$ 155,200		
	Townsite	91,200		
	Transportation	35,400		
	WAN to all buildings	495,000	\$543,600	1998.1999
Phase V	Video Rollabouts	\$ 325,000		
	Voice	103,900		
		\$2,511,900		
			\$281,800	1999.2000
			\$923,900	2000.2001

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. It is uncertain if this levy will continue.

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.

Media/A.V. equipment and application software will be purchased based on recommendations of the Director of Media Services after consultation with principals, building media personnel and other staff. Attention will be given to curricular areas that are implementing program changes as a part of the District Curriculum Review Cycle. This budget area will increase at the standard rate.

Media/Library books will be purchased based on recommendations of the Director of Media Services based on specific needs as identified by the building principals with assistance of media personnel and other staff. Attention will be given to specific needs related to curriculum and learner outcome attainment. Expenditures in this budget area will increase at the standard rate.

District wide equipment expenses will be utilized for purchasing equipment for new construction, each new classroom will be equipped with intercoms, a teacher's desk, student desks, and a file cabinet. This budget will be utilized for district wide programs such as ESL, gifted education, district office needs, and equipment needed to support newly adopted programs. A significant portion of this budget area will be utilized as a follow up to implementation of programs as a part of the District Curriculum Review Cycle. This budget area will vary based on need.

District expense for musical instrument purchase and replacement will be based on recommendations from the District's music staff.

This will vary from year to year and may be charged to the maintenance fund.

This revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used to correct fire safety hazards of life safety hazards or for the removal or encapsulation of asbestos, asbestos-related repairs, clean-up and disposal of PCBs or clean-up removal, disposal and repairs related to storing heating fuel or transportation fuels. Asbestos removal is for removal of floor tile in various buildings. This will require prior approval from the Minnesota Department of Children, Families & Learning.

Changing state guidelines decreases positive fund balance to "0".

OPERATING CAPITAL REVENUE FUND BALANCE RATIONALE 2

Future balances will be determined by the decisions we make relative to future building construction and remodeling and technology.

HEALTH AND SAFETY FUND BALANCE RATIONALE 3

The health and safety fund balance will continue to fluctuate based on expenditures which will only be completed upon prior state approval and the resulting adjusted revenue to insure funding for payment of those expenditures. Significant expenditures continue to be for asbestos removal as it relates to asbestos tile flooring. The state is determining whether it is advisable to remove asbestos tile or to continue to insure that the asbestos is encapsulated. Asbestos removal will not occur without prior state approval. Therefore, estimated revenues and expenditures may vary from projections.

V. Capital Outlay Fund

	18-Feb-98	1994.95	1995.96	1996.97	1997.98	1998.99	1999.00	2000.01	2001.02	2002.03	2003.04
Line #		ACTUALS	ACTUALS	ACTUAL	BUDGET	Preliminary Budget	PROJECTED				
	BEGINNING FUND BALANCE										
1	Disabled Accessibility		(34,772)	2,630	119,820	57,190	(385,000)	(485,000)	(585,000)	(685,000)	(785,000)
2	Operating Capital	\$36,672	\$378,338	\$961,024	\$480,759	(\$86,689)	(\$142,706)	(\$7,323)	(\$576,470)	(\$387,814)	\$230,063
3	Health and Safety	\$587,160	(\$74,567)	\$259,349	\$392,907	\$364,737	\$0	\$0	\$0	\$0	\$0
4	Total Beginning Fund Balance	\$623,832	\$268,999	\$1,223,003	\$993,486	\$335,238	(\$527,706)	(\$492,323)	(\$1,161,470)	(\$1,072,814)	(\$554,937)
	REVENUES										
5	Operating Capital Aid	1,388,323	1,403,955	1,324,554	1,326,512	101.16%	98.02%	98.55%	98.54%	100.00%	100.00%
6	Lease	257,821	298,681	245,754	221,153	1,341,952	1,315,403	1,296,379	1,277,419	1,277,419	1,277,419
7	Interest Income (Townsite Loan)	62,180	45,582	73,349	50,000	222,042	227,048	227,048	227,048	227,048	227,048
9	Interactive Television		36,962	80,419	84,169	49,000	48,000	47,000	46,000	45,000	44,000
10	Misc./Donations/Grants	90,296	13,972	19,319	163,710	85,852	87,569	89,321	91,107	92,929	94,788
11	Sale of Property		10,919	757							
12	Total Operating Capital	1,798,620	1,810,071	1,744,152	1,845,544	1,698,846	1,678,021	1,659,748	1,641,574	1,642,396	1,643,255
13	Super Fund Reimb.	8,297									
14	Health and Safety	(216,106)	962,310	481,243	695,230	(191,337)	173,400	173,400	173,400	173,400	173,400
	Total Health & Safety	(207,809)	962,310	481,243	695,230	(191,337)	173,400	173,400	173,400	173,400	173,400
15	Disabled Accessibility	60,000	60,000	120,000							
16	Total Revenues	1,650,811	2,832,381	2,345,395	2,540,774	1,507,509	1,851,421	1,833,148	1,814,974	1,815,796	1,816,655
		+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++

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V. Capital Outlay Fund

		18-Feb-98	1994.95	1995.96	1996.97	1997.98	1998.99	1999.00	2000.01	2001.02	2002.03	2003.04
Line #		ACTUALS	ACTUALS	ACTUAL	BUDGET	Preliminary	PROJECTED					
EXPENDITURES												
OPERATING												
17	Food Service	118,124	41,545	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
18	Special Assessments	30,898	7,373	8,528	27,490	27,487	8,800	8,800	8,800	8,800	8,800	8,800
19	Maintenance	231,000	197,769	235,805	732,300	292,246	264,208	458,000	635,400	191,310	191,310	191,310
20	Telephone/Telecommunications	66,210	72,166	73,829	74,260	76,488	78,782	81,146	83,580	86,088	88,670	88,670
21	Building Construction			111,111		125,000	160,000					
21.1	Air Conditioning	2,002	142,630	828,622								
21.2	Security Equipment		132,988									
21.3	Reading Recovery Room		26,822									
22	Lease Levy	292,578	226,171	221,702	200,000	222,042	227,048	227,048	227,048	227,048	227,048	227,048
	Building Allocation											
23	Edison	13,204	13,743	11,105	14,900	14,900	14,900	14,900	14,900	14,900	14,900	14,900
24	Probstfield	13,259	14,941	13,894	17,340	17,340	17,340	17,340	17,340	17,340	17,340	17,340
25	Riverside	12,605	7,236	9,544	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
26	Washington	17,536	11,873	12,486	16,560	16,560	16,560	16,560	16,560	16,560	16,560	16,560
27	Robert Asp	25,803	16,408	17,667	20,550	20,550	20,550	20,550	20,550	20,550	20,550	20,550
28	Voyager	14,101	4,847	5,112	0	0	0	0	0	0	0	0
29	Jr. High	66,391	25,224	36,213	27,200	27,200	27,200	27,200	27,200	27,200	27,200	27,200
29.1	Athletics	1,497	2,809	0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
30	Sr. High	69,594	44,148	44,683	46,450	46,450	46,450	46,450	46,450	46,450	46,450	46,450
30.1	Athletics	15,438	5,266	5,997	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
31	Transfer to cover fund 06 exper	213,257			0							
32	Interest	7,643	15,348	0	32,000	32,000	32,000	32,000	32,000	32,000	32,000	32,000
33	Technology	24,662	22,984	22,551	248,000	23,000	23,000	23,000	23,000	23,000	23,000	23,000
33.1	Technology Staffing					75,000	100,000	103,000	106,090	109,273	112,551	
34	Technology Long-Term	31,490	29,707	6,861		0	0	0	0	0	0	0
35	Technology - Networking			99,684	762,600	543,600	281,800	923,900				
36	Interactive Television			42,778	0	0	0	0	0	0	0	0
37	Replacement of Equip.		10,855	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
38	Maint./Transportation	22,099	27,019	21,042	21,000	21,000	20,000	45,000	10,000	20,000	20,000	20,000
39	Vehicles	7,600		26,000	15,000	15,000	45,000	25,000	25,000	25,000	25,000	25,000
40	Media/A.V.	25,572	26,786	27,198	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
41	Media Library	27,156	25,870	25,602	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000
42	District-Wide Equip.	71,008	42,758	60,167	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
43	Music	12,010	11,997	11,697	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
44	Text Book Adoptions			225,000		0	0	0	0	0	0	0
45	Misc./Donations/Grants	24,217	20,102	(461)	(1,658)							
46	Total Operating	\$1,456,954	\$1,227,385	\$2,224,417	\$2,412,992	\$1,754,863	\$1,542,638	\$2,228,894	\$1,452,918	\$1,024,518	\$1,030,379	

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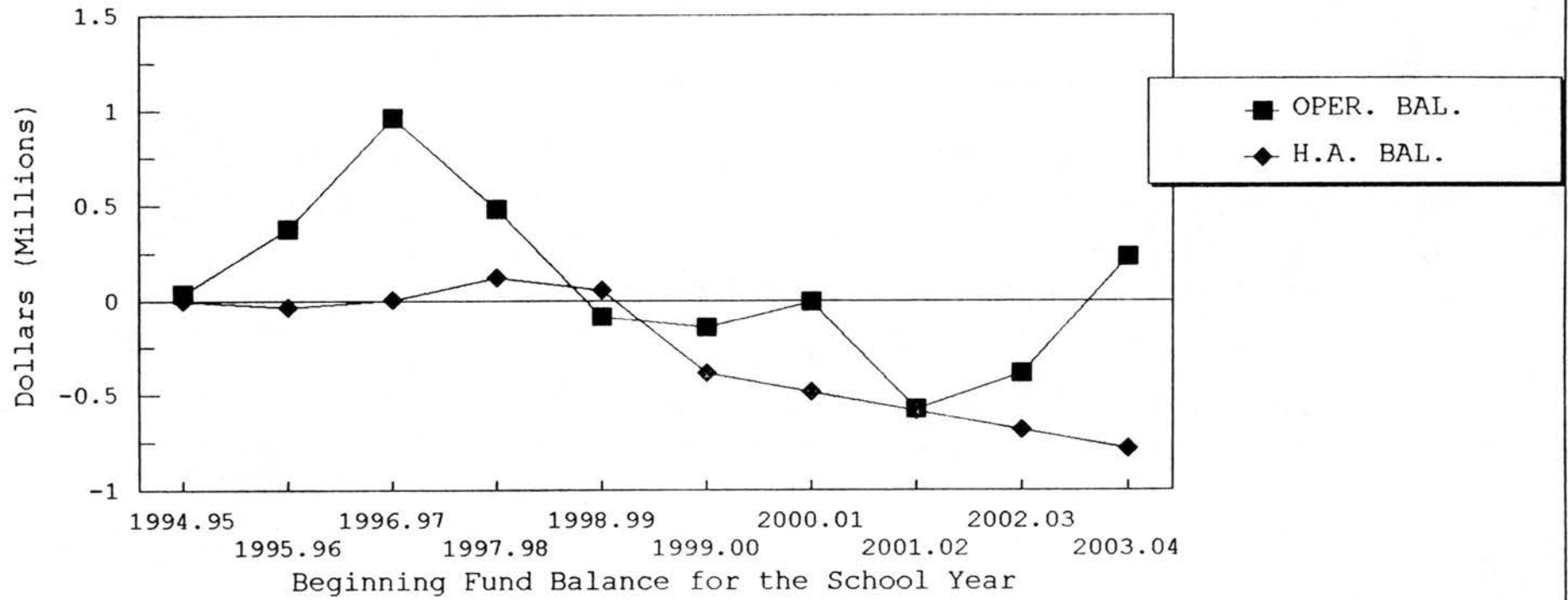
V. Capital Outlay Fund

		18-Feb-98	1994.95	1995.96	1996.97	1997.98	1998.99	1999.00	2000.01	2001.02	2002.03	2003.04
Line #			ACTUALS	ACTUALS	ACTUAL	BUDGET	Preliminary	PROJECTED				
HEALTH AND SAFETY												
47	Tank Replacement		29,813	26,056	10,339							
47.1	Well Monitoring		49,790	397,381								
48	Fire Code Compliance		25,812	80,088	85,136	315,000	15,000	15,000	15,000	15,000	15,000	15,000
49	Life Safety Repairs\Demolition		264,360	20,591	29,189							
49.1	Sr. High Lab Remodeling					250,000						
50	Asbestos Removal\Hazardous Wast		4,893			15,000	15,000	15,000	15,000	15,000	15,000	15,000
51	Asbestos Loan Payback		76,343	76,343	76,343	76,400	76,400	76,400	76,400	76,400	76,400	76,400
52	Hazardous Substance Consult		2,907	27,935	125,105	67,000	67,000	67,000	67,000	67,000	67,000	67,000
53	Health & Safety Management				21,573							
54	Health and Safety		\$453,918	\$628,394	\$347,685	\$723,400	\$173,400	\$173,400	\$173,400	\$173,400	\$173,400	\$173,400
55	Handicap Access		92,219	22,598	2,810	62,630	442,190	100,000	100,000	100,000	100,000	100,000
56	Total Expenditures		\$2,003,091	\$1,878,377	\$2,574,912	\$3,199,022	\$2,370,453	\$1,816,038	\$2,502,294	\$1,726,318	\$1,297,918	\$1,303,779
			+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++	+++++
57	Total Revenue Over Expenditure (Total Expenditure Over Revenue)		(\$352,280)	\$954,004	(\$229,517)	(\$658,248)	(\$862,944)	\$35,382	(\$669,146)	\$88,656	\$517,878	\$512,875
58	Total Ending Fund Balance		\$271,552	\$1,223,003	\$993,486	\$335,238	(\$527,706)	(\$492,323)	(\$1,161,470)	(\$1,072,814)	(\$554,937)	(\$42,061)
GRADE												
59	K		490	500	455	466	494	415	434	419	419	419
60	1-6		2,992	2884	2820	2726	2,672	2,546	2,507	2,462	2,462	2,462
61	7-12		2,572	2683	2692	2780	2,773	2,806	2,757	2,727	2,727	2,727
			6054	6067	5967	5972	5939	5767	5698	5608	5608	5608
	K		0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53
	1-6		1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06	1.06
	7-12		1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
62	K		260	265	241	247	262	220	230	222	222	222
63	1-6		3,172	3,057	2,989	2,890	2,832	2,699	2,657	2,610	2,610	2,610
64	7-12		3,344	3,488	3,500	3,614	3,605	3,648	3,584	3,545	3,545	3,545
65			6774.82	6809.94	6729.95	6750.54	6699.04	6566.51	6471.54	6376.89	6376.89	6376.89
			98.99									
66	Facilities Fund		200				1,341,952	1,315,403	1,296,379	1,277,419	1,277,419	1,277,419

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Operating Capital Fund Balance



CAPITAL OUTLAY 1998-99 BUILDING, SIDE MAINTENANCE PROJECTS LINE #

SENIOR HIGH

PA System (Insurance recovery \$20,000-not in total)

Repair Divider Wall 5,000

Mudjack Sidewalk 2,000

Tank Replacement-Domestic Water Tanks 32,000

Carpet Replacement-Music Area, Outreach, Library 20,000

JUNIOR HIGH

Carpet Replacement-Office Area 6,200

ASP ELEMENTARY

Carpet Replacement-Room 133 and 132 5,000

WASHINGTON ELEMENTARY

Carpet Replacement-Library 5,000

EDISON ELEMENTARY

Carpet Replacement-Library 4,000

PROBSTFIELD ELEMENTARY

Carpet Replacement-Open Area 10,000

RIVERSIDE ELEMENTARY

Carpet Replacement-Office Area 3,000

MAINTENANCE BUILDING

0

TOWNSITE CENTER

0

UNDEDICATED CAPITAL

75,000

167,200

19

MAINTENANCE EQUIPMENT 1998-99

LINE #

PROPERTY SERVICES/TRANSPORTATION

Office Equipment-Computer, Laser Printer 8,000

Shop Equipment - Hoist 3,000

Total	11,000	38
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MAINTENANCE EQUIPMENT

Cleaning Equipment - Floor Machine 5,000

Grounds Equipment - Mowers 5,000

Total	10,000	38
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STAFF VEHICLES (2)

Staff Vehicles 15,000

Total	15,000	39
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HEALTH & SAFETY 1998-99

LINE #

UFAR CODE

District Wide Physical & Haz Control	347	15,000	50
District Wide Haz Waste Mgmt	349	15,000	52
District Wide Health & Safety Env Mgmt	352	22,000	52
District Wide AHERA Compliance	358	15,000	52
District Wide Fire & Life Safety Exp	363	15,000	50
Senior EPA Loan	358	61,000	51
Asp EPA Loan	358	15,600	51

158,600

PROPERTY SERVICES

SUMMARY - FIVE YEAR CAPITAL OUTLAY - FACILITIES

PAGE #

	99-00	00-01	01-02	02-03	03-04	
SENIOR HIGH	50,000	80,000	360,400	38,310	60,000	5
JUNIOR HIGH	0	50,000	10,000	0	35,000	6
ROBERT ASP	0	50,000	10,000	0	35,000	7
WASHINGTON	20,000	29,000	25,000	0	0	8
EDISON	45,008	45,000	20,000	0	0	9
PROBSTFIELD	10,000	30,000	35,000	35,000	0	10
RIVERSIDE	53,200	4,000	55,000	0	0	11
LINCOLN	0	15,000	0	0	0	12
MAINTENANCE SHOP	11,000	80,000	35,000	4,000	0	13
TOWNSITE	0	0	10,000	39,000	0	14
VOYAGER PROPERTY	0	0	0	0	0	15
UNDEDICATED	75,000	75,000	75,000	75,000	75,000	

TOTAL FACILITIES

264,208	458,000	635,400	191,310	205,000
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Line #
19

EQUIPMENT

CAPITAL OUTLAY - FIVE YEAR PLAN

LINE #

	99-00	00-01	01-02	02-03	03-04	
DISTRICT PICKUP	25,000	0	0	0	0	39
STAFF CAR(S)	15,000	25,000	25,000	25,000	25,000	39
CLEANING EQUIPMENT	5,000	5,000	5,000	5,000	5,000	38
GROUNDS EQUIPMENT	15,000	40,000	5,000	15,000	5,000	38
TOTAL	60,000	70,000	35,000	45,000	35,000	

SENIOR HIGH

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
TUCKPOINTING		40,000			
POOL REPAIR	10,000				
DOOR REPLACEMENT		40,000			
DOUBLE GLAZING (*14.6)				7,810	
INSULATE WALLS (*9.7)			50,400		
LOCKER ROOM VENT REC(*15.0)				30,500	
SIDEWALK REPAIR			10,000		
BLEACHER REPAIR	20,000				
BLEACHER REPLACEMENT			300,000		
PARKING LOT REPAIR/RESURFACE					60,000
DOOR REPLACEMENT	20,000				
TOTAL	50,000	80,000	360,400	38,310	60,000

* YEARS PAYBACK (FROM ENERGY AUDIT)

SENIOR HIGH

CAPITAL OUTLAY - FIVE YEAR PLAN

ASBESTOS PAYBACK	60,800	60,800	60,800	60,800	60,800
TOTAL	60,800	60,800	60,800	60,800	60,800

JUNIOR HIGH

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
TUCKPOINTING		25,000			
DOOR REPLACEMENT		25,000			
SIDEWALK REPAIR			10,000		
PARKING LOT RESURFACE					35,000
TOTAL	0	50,000	10,000	0	35,000

* YEARS PAYBACK (FROM ENERGY AUDIT)

ROBERT ASP

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
TUCKPOINTING		25,000			
PARKING LOT RESURFACE					35,000
SIDEWALK REPAIRS			10,000		
DOOR REPLACEMENT		25,000			
TOTAL	0	50,000	10,000	0	35,000

* YEARS PAYBACK (FROM ENERGY AUDIT)

ROBERT ASP

CAPITAL OUTLAY - FIVE YEAR PLAN

	98-99	99-00	00-01	01-02	02-03
ASBESTOS PAYBACK	15,600	15,600	15,600	15,600	15,600
TOTAL	15,600	15,600	15,600	15,600	15,600

WASHINGTON

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
DOOR REPLACE		25,000			
TILE REPLACEMENT			15,000		
WATER MAIN SERVICE		4,000			
SIDEWALK REPAIR			10,000		
AIR HANDLER REPLACEMENT	20,000				
TOTAL	20,000	29,000	25,000	0	0

* YEARS PAYBACK (FROM ENERGY AUDIT)

EDISON

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
ADD SIDEWALK (SOUTH SIDE)	5,000				
DOOR REPLACEMENT		25,000			
TUNNEL WALL INSULATION(*8.0	15,000				
PARKING LOT RESURFACE			10,000		
SIDEWALK REPAIR			10,000		
TOTAL	45,008	45,000	20,000	0	0

* YEARS PAYBACK (FROM ENERGY AUDIT)

PROBSTFIELD

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
WINDOW REPLACEMENT	10,000				
DOOR REPLACEMENT			25,000		
TUCKPOINTING		26,000			
PARKING LOT RESURFACE				35,000	
WATER MAIN SERVICE		4,000			
SIDEWALK REPAIR/REPLACE			10,000		
TOTAL	10,000	30,000	35,000	35,000	0

* YEARS PAYBACK (FROM ENERGY AUDIT)

RIVERSIDE

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
SIDEWALK REPAIR			10,000		
INSULATE PIPE TUNNELS(*27.2	12,000				
ENTRANCE-EAST VESIBULE-STORAGE			25,000		
SMALL LOAD BOILER	22,900				
WATER HEATER-GAS	8,300				
WATER MAIN SERVICE		4,000			
DOOR REPLACEMENT			20,000		
WINDOW REPLACEMENT	10,000				
TOTAL	53,200	4,000	55,000	0	0

* YEARS PAYBACK (FROM ENERGY AUDIT)

LINCOLN COMMUNITY EDUCATION CENTER

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
PARKING LOT RESURFACE			15,000		
TOTAL	0	0	15,000	0	0

MAINTENANCE SHOP

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
ENERGY CONTROLLER	5,000				
STORAGE SHED	6,000				
DOOR REPLACEMENT			35,000		
WATER MAIN SERVICE				4,000	
PARKING LOT RESURFACE		80,000			
TOTAL	11,000	80,000	35,000	4,000	0

TOWNSITE CENTRE

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
SIDEWALK REPAIR			10,000		
PARKING LOT RESURFACE				35,000	
WATER MAIN SERVICE				4,000	
TOTAL	0	0	10,000	39,000	0

VOYAGER PROPERTY*

CAPITAL OUTLAY - FIVE YEAR PLAN

	99-00	00-01	01-02	02-03	03-04
TOTAL	0	0	0	0	0

*Because the building usage has not been determined, please refer to report from Mr. Bill Cowman of Foss Associates.



Independent School District No. 152

Townsite Centre - 810 4th Avenue South

Moorhead, Minnesota 56560

July 28, 1997

B98.123

Mr. Bill Kiesow
Room 935
Capital Square Building
550 Cedar St.
St. Paul, MN 55101

SUBJECT: Leases - Levy Authority 1997-98 School Year

Dear Mr. Kiesow:

We request these leases to be authorized under Chapter 329, Article 5, Section 14, Leased Building Capital Expenditure Levy.

	<u>Lease Amount</u>	<u>Capital Expenditure</u>
A. Moorhead Sports Center		
*1. Physical Education	\$ 23,462.12	\$ 20,216.00
Extra Curricular		
96.97 Adjustment	4,203.00	3,246.36
2. Outreach Program	73,200.00	73,200.00
Weight Training & Wrestling, Activity Space		
3. Art Room	36,875.00	36,875.00
4. Activity Area	Included	Included
5. Health Room	Included	Included
(Next to Activity Area)		
6. Spud Locker Room	Included	Included
B. Actual fit up for Space A,3,4,5 & 6 \$131,877 @ 6.5% for 5 Yrs.	33,496.00	33,496.00
C. Moorhead State University		
1. Track	600.00	600.00
2. Football Field	3,000.00	3,000.00
D. West Central Educational Cooperative Service Unit		
1. Area Learning Center	18,373.57	18,373.57
2. Clay County Coordinated Pre-School Program	20,134.98	20,134.98
3. Administrative Facility	6.00	6.00

	<u>Lease Amount</u>	<u>Capital Expenditure</u>
E. Concordia College		
1. Track	900.00	900.00
F. Storage Space		
1. A-1 Storage	<u>12,000.00</u>	<u>12,000.00</u>
 TOTAL	 \$226,250.67	 \$222,047.91

Thank you.



Robert Lacher
Asst. Supt. - Business
ISD #152

c.c. Dr. Anderson
Robert Jernberg
Beth Astrup
Orv Kaste
Don Hulbert

Attached: L.C.S.C. Memo - July 10, 1997
Agreement - Use of City of Moorhead Facilities



Lakes Country Service Cooperative

20 years of service

JUL 21 1997

DuWayne Balken, Executive Director

• 1001 East Mount Faith • Fergus Falls, MN 56537 • Telephone: 218-739-3273 • Fax: 218-739-2459 • TDD 218-739-9152 •

To provide and promote the development of quality services that are sensitive and responsive to customers needs

July 10, 1997

TO: Clay County Superintendents

FR: DuWayne Balken, Executive Director
Charlene Bevre, Manager of Finance

D. Balken
C. Bevre

RE: LEASE LEVY INFORMATION FOR CCCPP AND THE
AREA LEARNING CENTER (Y.E.S.)

Area Learning Center Capital Outlay for Equipment and Facilities

It was decided that the districts would again allocate the 97-98 equipment and facilities revenue to the ALC based on the number of students that are enrolled from that district and the total pupil units generated by those students. We will again use the five year totals for each district. This is the fourth year that you have been assessed these dollars for the Area Learning Center students.

AREA LEARNING CENTER CAPITAL OUTLAY FOR EQUIPMENT AND FACILITIES

District	# of FTEs* for 5 yr. period 89-94	Facilities & Equipment	X 1.3 = 248.30	Yearly Ave FTE's	Levy FY97/Pay FY98 Amount to Levy
Barnesville	21.790	191.00	248.30	4.358	1,082.09
Dilworth/Glyndon					
Fulton	28.087	191.00	248.30	5.617	1,394.70
Hawley	10.100	191.00	248.30	2.020	501.57
Moorhead	81.320	191.00	248.30	54.624	13,563.14
Ulen Hitterdal	2.814	191.00	248.30	.562	139.54
					16,681.04

LEASE LEVY FY98

Linda Knutson, Dilworth-Glyndon-Fulton
Norman Kelstad, Underwood

Vice Chairperson
Mike Boon, Pelican Rapids

Alnette Hunted, Moorhead
Bella Berland, Alexandria

Service Cooperative Board of Directors

Clerk
David Schenck, Perham

Thelma Kaste, Ashby
Supt. Russell Larson, Ex-officio, Hancock

Treasurer
Tom Kuntzow, Fergus Falls

Supt. Dennis Wahl, Ex-officio, Dilworth-Glyndon-Fulton

V-28

* AN EQUAL OPPORTUNITY EMPLOYER

Serving the Counties of: Becker • Clay • Douglas • Grant • Otter Tail • Pope • Stevens • Traverse • Willan

Area Learning Center Lease Levy

The lease levy for the Area Learning Center is based on a lease cost of \$33,366.24 which is at the rate of \$7.01 per square foot for 4,760 square feet, less \$7,000 for the utilities cost which is not an allowable lease levy. The total lease cost is \$26,366.74. Your district's share is based on the same formula as the equipment and facilities.

AREA LEARNING CENTER LEASE LEVY

<u>District</u>	<u>% of Lease</u>	<u>Amount</u>	<u>Base Fee</u>	<u>Levy FY97/Pay FY98</u> <u>Amount to Levy</u>
Barnesville	6.486	1,385.90	1,000	2,385.90
Dilworth/Glyndon				
Felton	8.360	1,786.33	1,000	2,786.33
Hawley	3.006	642.31	1,000	1,642.31
Moorhead	81.308	17,373.57	1,000	18,373.57
Ulen/Hitterdal	<u>.836</u>	<u>178.63</u>	<u>1,000</u>	<u>1,178.63</u>
	99.996	21,366.74	5,000	26,366.74

CCCPP Lease Levy

The lease levy is based on a rate of \$12.45 per square foot for 1,992 square feet, for a total cost of \$24,800.40. Percentage allocations are based on the final birth-5 year old child count for FY97 program.

CLAY COUNTY COORDINATED PRESCHOOL PROGRAM LEASE LEVY

<u>District</u>	<u>% of Lease</u>	<u>Levy FY97/Pay FY98</u> <u>Amount to Levy</u>
Barnesville	2.15	491.10
Dilworth/Glyndon		
Felton	11.83	2,701.03
Hawley	5.38	1,227.74
Ulen/Hitterdal	1.08	245.55
Moorhead	<u>79.57</u>	<u>20,134.98</u>
	100.00	24,800.40

SUMMARY**Levy FY97/Pay FY98**

<u>District</u>	<u>CCCPP Lease</u>	<u>ALC Lease</u>	<u>ALC Equip/Fac</u>	<u>TOTALS</u>
Barnesville	491.10	2,385.90	1,082.09	3,959.09
Dilworth/Glyndon				
Felton	2,701.03	2,786.33	1,394.70	6,882.06
Hawley	1,227.74	1,642.31	501.57	3,371.62
Moorhead	20,134.98	18,373.57	13,563.14	52,071.69
Ulen/Hitterdal	<u>245.55</u>	<u>1,178.63</u>	<u>139.54</u>	<u>1,563.72</u>
	24,800.40	26,366.74	16,681.04	67,848.18

Please be sure to maintain this information in your file for documentation for your share of the cost of the lease levy you will be preparing this year. Should you have any questions, please feel free to call our office in Fergus Falls at 218.739.3273, Judie Lahum at 218.236.8172, or Bob Wiltsey at 218.233.0924.

LEASE/LEVY FY98

AGREEMENT FOR USE OF
CITY OF MOORHEAD FACILITIES & ISD #152 FACILITIES
FOR THE SCHOOL YEAR 1995-1997

THIS AGREEMENT made and entered into this 20th day of February, 1996, by and between the CITY OF MOORHEAD, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "CITY," and Independent School District No. 152, a municipal corporation, hereinafter referred to as "SCHOOL"; and

WITNESSETH:

WHEREAS, the CITY OF MOORHEAD has constructed and operated several facilities within its Parks and Recreation System made available for a multitude of active and passive recreation and education activities; and

WHEREAS, the SCHOOL operates among other education programs and activities, a physical education program, extra curricular activities program, picnics, junior varsity and varsity events, and athletic programs; and

WHEREAS, the following facilities shall be open and shared available for the use of SCHOOL activities including the following:

Gooseberry Mound Park	Daley Park
MB Johnson Park	5-9 Park
Memorial Park	Hansmann Park
Woodlawn Park	Horn Park
Centennial Park	Knapp Park
Community Center	Lamb Park
Matson Memorial Field	Morningside Park
Moorview Soccer Complex	Northeast Park
Moorhead Sports Center	Holmstead Park
Moorhead Municipal Pool	Ridgewood Park
Village Green Golf Course	River Oaks Park
Alm Park	Riverview Estates Park
Angela's Park	Romkey Park
Arrowhead Park	South Park
Belsly Park	Townsite Park
Buland Park	Village Green Park
Country Club Park (Volk)	Viking Ship Park

which are available for the use of SCHOOL; and

WHEREAS, SCHOOL operates educational facilities which will be made available to the CITY at:

George Washington School
Robert Asp School
Moorhead Junior High School
Probstfield School

Riverside School
Senior High School
Thomas Edison School

WHEREAS, the SCHOOL may from time to time find it necessary to charge fees to the CITY to cover the operational costs of its facilities when the SCHOOL is not operating or does not have the facility open at that time; and

WHEREAS, the CITY and the SCHOOL each shall have secondary rights of refusal for the mutual use of the programs after the respective owner of each have scheduled their activities and curriculum, with the exception of those civic organizations currently using the facilities; and

WHEREAS, the CITY and the SCHOOL do mutually promote and provide recreation and education activities and events through its Park and Recreation programs, Community Education programs, and other types of publications and shall cooperate and coordinate its resources and share in the responsibilities of setting forth priorities and activities for the use of the facilities and sharing of the human, physical and financial resources to promote the optimum number of recreation and continuing education activities for community residents; and

WHEREAS, the CITY and the SCHOOL acknowledge in consideration of this Agreement certain further and additional agreements and activities and understandings may be reached from time to time by CITY and SCHOOL for use of lands and properties and the maintenance of the same.

NOW, THEREFORE, it is hereby agreed by and between CITY and SCHOOL as follows:

1. The CITY does hereby agree to lease to the SCHOOL, and the SCHOOL does hereby agree to take from CITY the Moorhead Sports Center building to conduct a portion of the SCHOOL's physical education, extra curricular activities, and athletic programs during the school year subject to the agreements and mutual understandings by and between the CITY and the SCHOOL.

2. The parties agree that the SCHOOL will have the use of the Sports Center building (this reference is to only one sheet of ice or dry floor unless mutually acceptable to both parties, except the spaces which they have constructed and/or are maintaining) for its physical education programs, extra curricular activities, and athletic programs during the period from August 15 of each year until June 15 of the following year to coincide with the school year, and may use the facilities for up to 177 days each such school year from 8:00 a.m. to 6:00 p.m., plus such additional hours of operation as shall be necessary to conduct the SCHOOL's extra curricular

activities, hockey programs, and other athletic programs. In order to allow the CITY to schedule other activities in the Sports Center, SCHOOL will provide the CITY no later than August 1 of each year during the term of this Agreement, a SCHOOL calendar showing the projected days when SCHOOL classes will be in session and the exact days the SCHOOL will be using the facilities.

3. In accordance with Exhibit "B," SCHOOL agrees to pay to CITY during the School Year of 1995 through 1997 a total sum of \$30,376.00. The SCHOOL will receive credit for days not used during any School Year. If physical education classes are cancelled due to weather or any other emergency, classes may be rescheduled to take place at a mutually agreeable time without additional expense of the SCHOOL. The ice hours and dry floor hours may vary, based upon established schedule by SCHOOL and CITY.

4. It is expressly agreed and understood by the parties that this Agreement covers only the use of the Sports Center building for physical education, extra curricular activities, and varsity athletic programs. All other activities for which the SCHOOL may desire to use the Sports Center building shall be arranged and negotiated in separate agreements between the CITY and SCHOOL.

5. The CITY shall be responsible for certain designated areas of upkeep and maintenance of the Sports Center building during the term of this Agreement; however, the SCHOOL agrees that it will provide individuals to fully supervise physical education, extra curricular activities, and varsity and junior varsity athletic programs within the Sports Center building while the building is being used as a part of this Agreement. The SCHOOL also agrees it will provide custodial services and supplies for maintaining the Outreach Center rooms #180 through #195, the weight room #210, offices #211, #212 and #213, the varsity team room used by the Moorhead Spuds, the activities room #232, health room #205, concession room #172, storage rooms #175, and men's and women's restrooms #174. Also, it shall provide and maintain the elevator listed in Alternate 2 near room #230. The CITY shall exclusively maintain and provide materials and supplies for upkeep, safety, and cleanliness throughout the remainder of the building. (Exhibit C, C-1, C-2, C-3 and C-4).

6. The SCHOOL agrees to provide liability insurance to protect and indemnify the CITY from any and all claims for injuries or damages occurred or incurred by virtue of the SCHOOL's use of the Sports Center building under this Agreement, but in any event, shall provide for personal injury liability of not less than \$600,000.00 per occurrence; the CITY agrees to provide reasonable safe premises and to maintain the premises in a reasonably safe condition. Nothing in this lease shall be deemed to limit or abrogate this duty of the CITY.

7. The CITY and the SCHOOL will meet annually, no later than May 31 to determine the need for replacement and addition of ice skates. One organization will place the order and the CITY and SCHOOL will share equally in the costs.

8. CITY and SCHOOL agree that when there is not a programming conflict, and when there is either ice or dry floor on both floors, the SCHOOL will be allowed to utilize the tract around both floors with no monetary consideration.

9. The SCHOOL acknowledges that the CITY will be entering into agreements similar to this Agreement with other organizations within the CITY OF MOORHEAD for the use of the Sports Center building, and specifically recognizes that its request for use of the Sports Center building over and above the days and times contemplated in this lease agreement will be subject to the availability of the Sports Center building.

10. CITY and SCHOOL recognize that individuals and organizations supporting Moorhead High School sports have installed and furnished a weight training room on the mezzanine level of the Sports Center building. The CITY will be working to install equipment in the Fitness Room. It is recognized that the equipment maintenance and responsibility for the weight room will be with the SCHOOL, and the equipment and responsibility of the Fitness Center will be with the CITY. SCHOOL and CITY will continue to work toward the development of a weight and fitness program for the community.

11. This Agreement shall be binding upon and insure to the benefit of the successors and assigns of the parties hereto and, before it becomes effective, will be submitted to the respective governing bodies of the parties for approval by resolution, certified copies of which resolutions shall be attached to the executed copy of the Agreement.

12. The parties intend that this Agreement be an ongoing, self-renewing Agreement; however, the parties agree that annual reviews of the experiences of each party under this Agreement will take place no later than May 31 of each year; any amendments, additions or deletions to this Agreement, including the rate to be charged for the use of the facility, will be incorporated into this Agreement as an addendum; if either party determines to cancel this Agreement, notice must be given prior to June 1 of the year in which cancellation is intended to take place.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

CITY OF MOORHEAD

BY: Morris L. Lanning
Morris L. Lanning, Mayor

ATTEST: James W. Antonen
James W. Antonen, City Manager

INDEPENDENT SCHOOL DISTRICT NO. 152

BY: Hal A. Dutz
Chair

ATTEST: Jan E. Hart
Clerk

EXHIBIT "A"

ADDITIONAL AGREEMENTS AND MUTUAL UNDERSTANDINGS

CITY and SCHOOL agree to the following use by CITY of SCHOOL lands and properties and maintenance of same:

- I. The CITY will continue to use the site on the East end of Moorhead Junior High's campus for a neighborhood park as depicted in Attachment I.
- II. The CITY will continue to use the swimming pool at a rental cost of \$150 or the required permit, whichever is higher.

EXHIBIT "B"

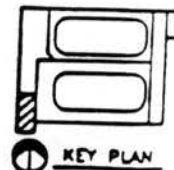
SPORTS CENTER LEASE

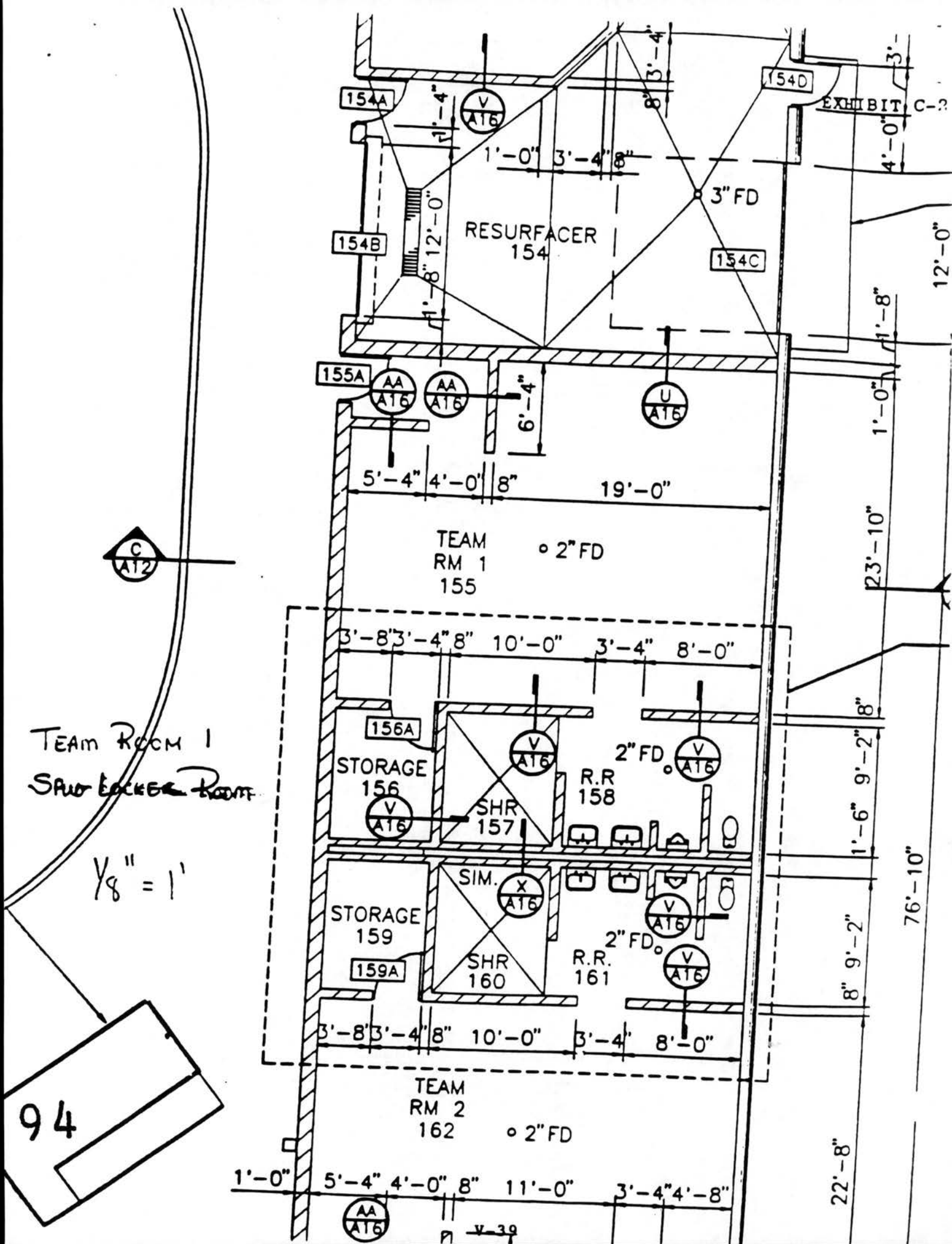
CITY and SCHOOL agree to the following Rental Payment Schedule and rates therein for the 1995-1997 School Year during the term of this Agreement:

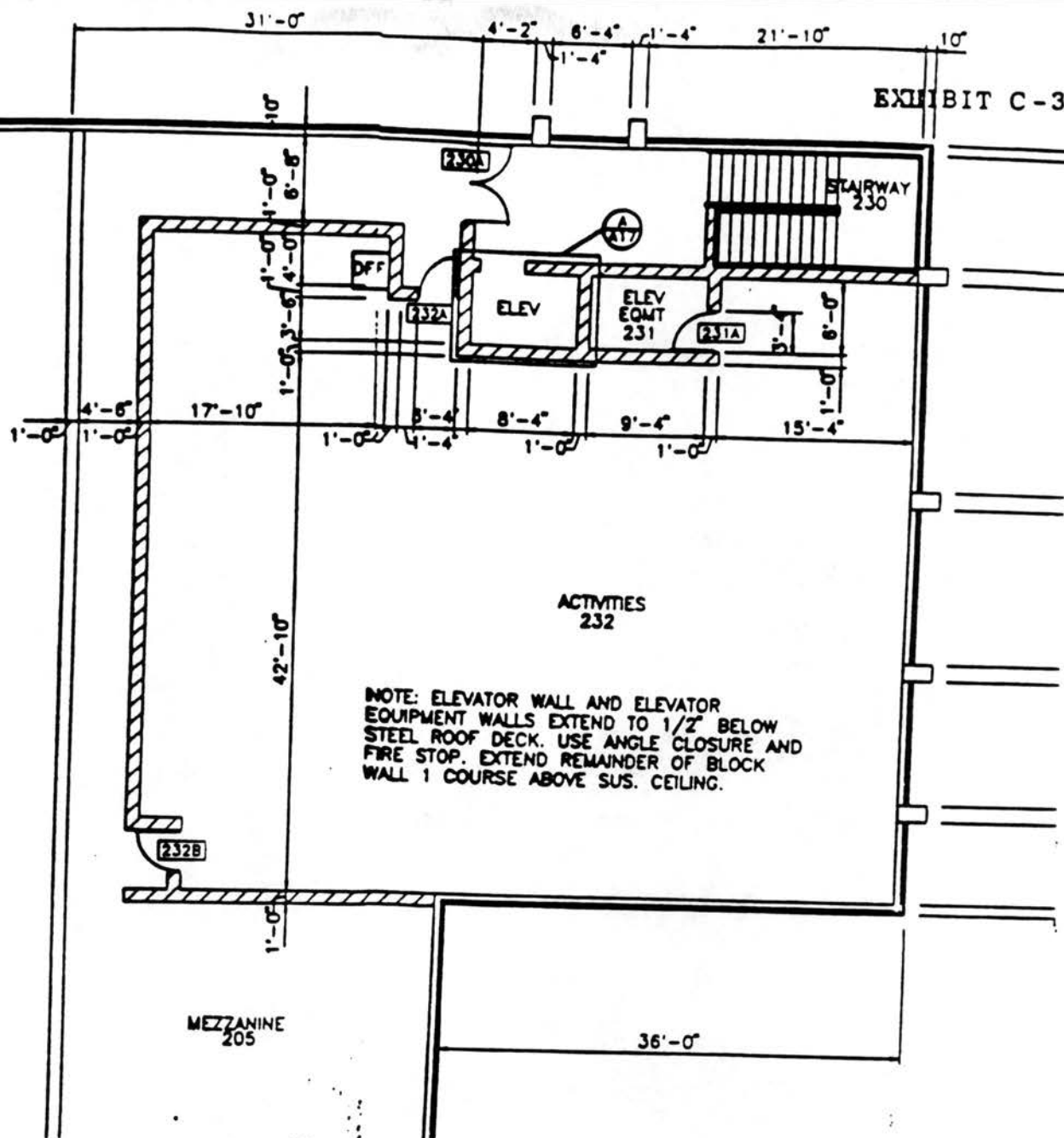
	1995-1996	1996-1997	RATES	TOTAL
PE Dry Floor	300	300	\$10.81	\$3,243
PE Ice Use	175	175	\$13.64	\$2,387
B/Hockey Practice	160	160	\$57.47	\$9,195
A & B Games	10	10	\$530.00	\$5,300
A Games Only	1	1	\$370.00	\$370
Ath. Dry Floor	120	120	\$10.80	\$1,296
G. Hockey Practice	85	85	\$57.47	\$4,885
A Games Only	10	10	\$370.00	\$3,700
TOTAL				\$30,376



ALTERNATE NO. 1
LOWER LEVEL FLOOR PLAN - SOUTHWEST
SCALE: 1/8" = 1'-0"





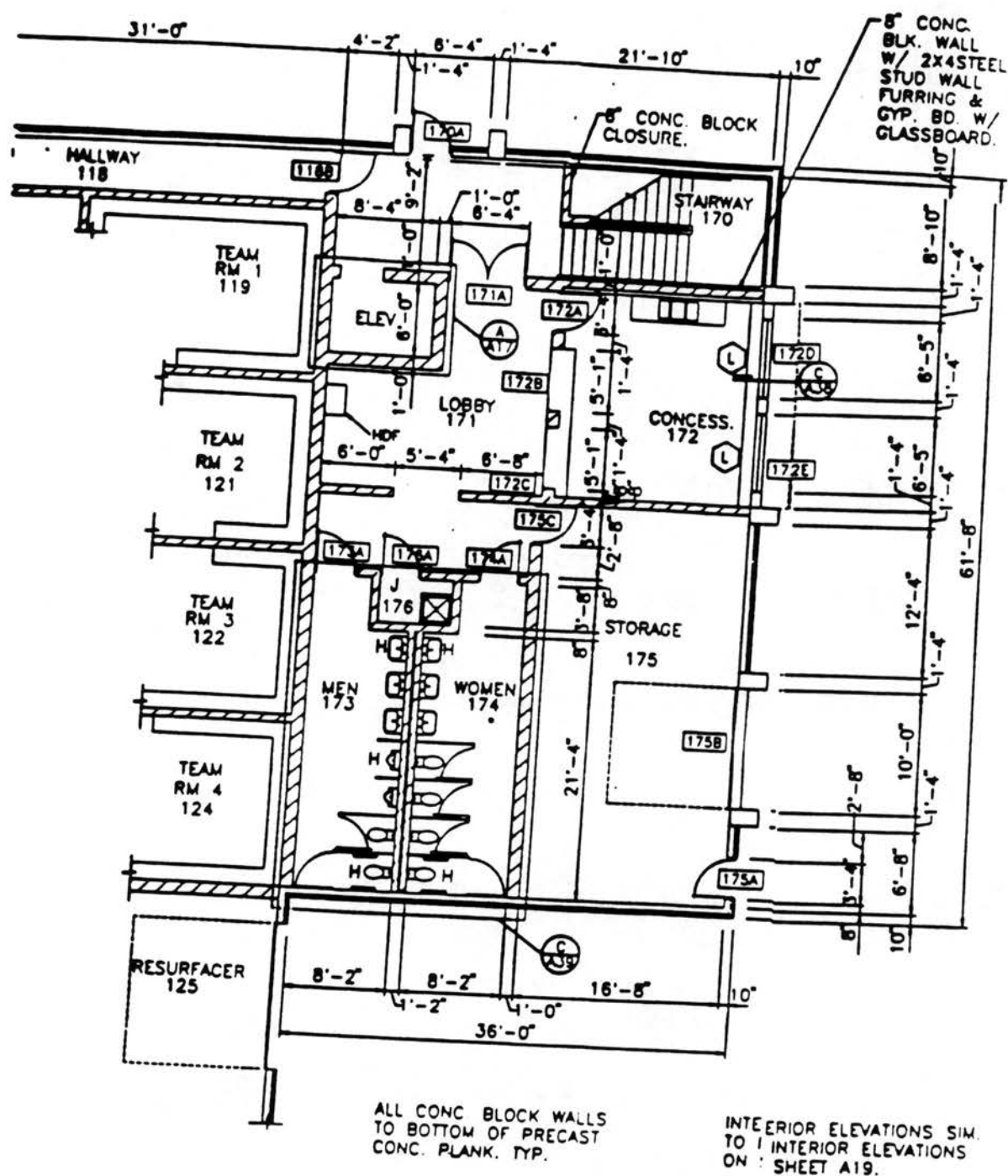
WRESTLING
Room

ALTERNATE NO. 2

UPPER LEVEL FLOOR PLAN - NORTHEAST

SCALE: 1/8" = 1'-0"





ALTERNATE NO. 2
 LOWER LEVEL FLOOR PLAN - NORTHEAST
 SCALE 1/8" = 1'-0"

MEMO #: B98.229

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R Lacher*

DATE: FEBRUARY 11, 1998

SUBJECT: POTENTIAL REVENUE FOR TECHNOLOGY

Refer to 1998.99 Capital Outlay Preliminary Budget.

Page # Line #

37-	34	Technology Long Term	\$ 40,000.00
38	38	*Interactive Television:	

<u>YEAR</u>	<u>LEVY</u>	<u>AID</u>		
1998-99	\$25,941.00	\$50,109.00	\$ 76,050.00	67.00% Pro-ration
1997-98	\$22,982.00	\$61,187.00	\$ 84,169.00	88.23% Pro-ration
1996-97	\$21,618.38	\$61,114.52	\$ 82,319.00	
1995-96	\$16,015.42	\$33,396.24	\$ 36,962.00	62.50% Pro-ration
1994-95	\$17,399.99	\$48,087.51	\$ 65,487.50	90.30% Pro-ration
		Sub Total	\$344,987.50	(Placed on Tech Line 35)
40	Media AV		\$ 27,000.00	
41	Media Library		26,000.00	
42	District Wide Equipment		45,000.00	
23-30.1	Building Allocations		105,708.00	
42	**Textbooks		<u>216,000.00</u>	(Moved to Tech 35)
		Sub Total	\$419,708.00	
	Grand Total Potential		\$764,695.50	

- * Must get language acted upon by the legislature
- ** Presently have budgeted these expenditures in the General Fund

SUMMARY OF PROGRAM ACCESSIBILITY

	MHD Senior High	MHD Junior High	Robert Asp	Edison Elementary	Lincoln School	Probstfield Elementary	Riverside Elementary	Voyager School	Washington Elementary	Townsite Centre	Sports Center	Maintenance Garage
Overall Level of Accessibility												
Bus Drop Off	●	●	●			●	●				●	
Parking for Students	●											
Parking for Visitors	●		●	●		●	●			●	●	
Parking for Employees	●		●	●		●	●			●		
Curb Cuts	●		●	●		●	●	●	●	●	●	
Path of Travel to Entrance	●	●	●	●		●	●	●	●	●	●	●
Accessible Entrance	●	●	●	●		●	●	●	●		●	
Access Between Levels	●	●	●				●	●	●	●	●	
Typical Classroom Doors	◐	◐	●	◐	◐	◐		◐			●	
Typical Other Doors	◐	◐	◐	◐	◐	◐		◐		◐	●	
Public Use Toilet Rooms	●	●	◐	●	●	◐	●	●	●	◐	●	
Student Use Toilet Rooms	●	●	◐	●	●		●	●	●			
Children's Toilet Rooms				●			●					
Drinking Fountains	●	◐	◐	◐	◐					●	●	
Pay Telephones			◐				●				●	
Informational/Directional Signage	●		◐	◐	●	●	◐		●			
Permanent Room Signage	●	●	●	●	◐	●	●	●	●	●		●
Visual Alarms	●	●	●	●	●	●	●	●	●	●	●	●
Telecommunication Device for the Deaf	●	●	●	●	●	●	●	●	●	●		
Assistive Listening Device Kit	●	●	●	●	●	●	●	●	●	●		
Main Office Reception Area	●	●	●	●	●	●	●		◐	●	●	
Principal's Office	●	●	●	◐	●	●	●		◐			
Superintendent's Office										●		
School Board Meeting Location										●		
Guidance Counselor	●	◐	●	●		●	◐	●	●			
Clinic	●	●	●	◐		●	◐	●	●			

SUMMARY OF PROGRAM ACCESSIBILITY

	MHD Senior High	MHD Junior High	Robert Asp	Edison Elementary	Lincoln School	Probstfield Elementary	Riverside Elementary	Voyager School	Washington Elementary	Township Centre	Sports Center	Maintenance Garage
Clinic Toilet Room(s)						●	●	●	●			
Conference/Meeting Room	●		●	●	●					●		
Pre-School												
Kindergarten				●		●	●		●			
First Grade												
Second Grade						●						
Third Grade						●						
Fourth Grade												
Fifth Grade			●									
Sixth Grade			●									
Art		●									●	
Band	●											
Business Education												
Chapter 1						●		●		●		
Chorus/Music	●	●	●	●				●	●			
Computer		●	●			●						
Drama												
English Language Arts												
Health	●											
Industrial Arts		●										
Media Center/Library	●	●	●	●			●	●	●			
Math												
Science - Instructional												
Science - Lab	((
Social Studies	((
English as a Second Language	((
Cafeteria - Entrance	●	●	●	●		●	●	●	●			

SUMMARY OF PROGRAM ACCESSIBILITY

	MHD Senior High	MHD Junior High	Robert Asp	Edison Elementary	Lincoln School	Probstfield Elementary	Riverside Elementary	Voyager School	Washington Elementary	Townsite Centre	Sports Center	Maintenance Garage
Cafeteria - Serving Lane	●	◐	●	●		●	●	●	●			
Auditorium - Ticket Counter	●											
Auditorium - Entrance	●											
Auditorium - Access to Stage	●											
Auditorium - Seating	●											
Auditorium - Public Toilet Rooms	●											
Gymnasium - Ticket Counter	●											
Gymnasium - Entrance	●	●	●	●	●	●	◐	●	●			
Gymnasium - Access to Stage							●					
Gymnasium - Seating	●	◐	●									
Gymnasium - Public Toilet Rooms	●	●										
Locker Rooms	◐	◐									●	
Weight Room		●										
Swimming Pool - Entrance	●											
Swimming Pool - Access to Water	●											
Swimming Pool - Spectator Seating	●											
Swimming Pool - Locker Rooms												
Extended Day Care							◐		●			
Alternative School												
Drop-out Prevention												
In-school Suspension		◐										
MCAP												
STEP		◐										
POH	●											
Early Childhood Family Education					●							
Graduation Ceremonies												
School Dances	●	●										

SUMMARY OF PROGRAM ACCESSIBILITY

	MHD Senior High	MHD Junior High	Robert Asp	Edison Elementary	Lincoln School	Probstfield Elementary	Riverside Elementary	Voyager School	Washington Elementary	Townsite Centre	Sports Center	Maintenance Garage
Gifted Program			●									
Head Start												
Learning Disabled	●	●	●					●	●			
Psychological Services	●		●							●		
Social Services	●		●							●		
Special Education	●	●	●					●		●		
PTA Meeting Location		●	●	●			●		●			
Resource Room		●	●									
Physical Therapy				●								
Occupational Therapy				●								
Speech Therapy	●	●	●			●						
Deaf and Hard of Hearing Program	●								●			
Vision Impaired Program	●							●	●			
Teen Parent												
Theater Productions												
TV Production												
Vocational Education												
Adult/Community Education	◐		●	●			◐		●	●		
Girl Scouts/Boy Scouts									●			
Outside Church Organizations												
Outside Group Recreation	◐		●	●				●	●			
Play Equipment												●
Stadium - Parking												●
Stadium - Path of Travel/Entrance												●
Stadium - Seating												●
Stadium - Concessions												●
Stadium - Public Toilet Rooms												●

SUMMARY OF PROGRAM ACCESSIBILITY

	MHD Senior High	MHD Junior High	Robert Asp	Edison Elementary	Lincoln School	Probstfield Elementary	Riverside Elementary	Voyager School	Washington Elementary	Townsite Centre	Sports Center	Maintenance Garage
Sodium - Ticket Counter											●	
Saltfields			●	●								
Tennis Courts											●	
Outdoor Basketball Court			●				●					

Date: February 16, 1998
 Memo To: Beth Astrup
 From: R. Lacher *R. Lacher*
 Subject: Excess Levy

The excess levy is for ten (10) years. Our present levy is allowable to 2008. It is questionable to have a referendum for the full amount. Don't know what advantage that will be,

The maximum Lease Levy allowable per W.A.D.M. is:	\$100	\$679,700.00
Present Lease Levy		\$227,000.00

Balance		\$452,700.00

EXCESS LEVY REFERENDUM
 WADM
 1976

Maximum allowable:	\$315.00	6,797	\$2,141,055.00
Presently levy	65.07		\$442,280.79
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	249.93	New Levy	\$1,698,774.21

State Aid:	71.39%	\$1,212,754.91
Local Levy:	28.51%	\$484,320.53

\$1,697,075.44
16.988 0.069%

Property Class	Market Value	Bond Annual New Taxes for 15 years	Excess Levy Annual New Taxes for 10 years	Excess Levy vs Bond Referendum Reduction of total taxes
Residential	\$110,000.00	\$169.88	\$75.90	\$1,789.20
Commercial	\$125,000.00	\$424.70	\$86.25	\$5,508.00
Non Homesteaded Ag. Land (120 Acres)	\$114,000.00	\$203.86	\$78.66	\$2,271.24

c.c. Dr. Anderson
 Mr. Jernberg
 Sr. Skinkle