



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

July 13, 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. ORGANIZATION OF THE SCHOOL BOARD - Ladwig

A. MEETING DATE, TIME AND LOCATION

Suggested Resolution: Move to set the regular meetings of the school board on the second and fourth Monday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations.

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

B. SCHOOL BOARD COMPENSATION

Suggested Resolution: Move to set the board member compensation rate at \$\_\_\_\_\_ per year.

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

C. COMMITTEE APPOINTMENTS

Pages 6-10

Suggested Resolution: Move to approve the committee appointments for the 1998-99 school year.

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

5-M9-805  
Min  
July-13-98



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) Approval of 1998-99 Minnesota Academic Excellence Foundation Membership - Pages 11-14
  - (2) Approval of Title VI Resolution - Pages 15-16
  - (3) Acceptance of Grants:
    - Library Site Technology, Page 17
    - Education of Homeless Children and Youth, Page 18
    - Title I Delinquent Education, Page 19
  - (4) Approval of Contract Agreements:
    - ESY Special Education Services, Pages 20-22
    - Clay County Public Health, Pages 23-25
    - PT/OT Associates, Pages 26-28
- B. BUSINESS AFFAIRS - Lacher
- (1) Approval of Official Depositories - Page 29
  - (2) Approval to Authorize Financial Transactions - Pages 30-31
  - (3) Approval of Authorization of Procedures for Investment of Excess Funds - Pages 32-33
  - (4) Approval of Authorizing Payment of Goods & Services - Pages 34-35
  - (5) Approval of St. Francis Rectory Rental - Page 36
- C. PERSONNEL MATTERS - Skinkle
- (1) Approval of New Employees - Page 37
  - (2) Acceptance of Resignations - Page 38
  - (3) Approval of Change in Contract - Page 39
  - (4) Approval of Termination - Page 40
- D. ADMINISTRATIVE MATTERS - Anderson
- (1) Approval of Official Newspaper - Page 41
  - (2) Approval of Legal Assistance - Page 42
  - (3) Approval of Minnesota School Boards Association Membership - Pages 43-45
  - (4) Approval of Lakes Country Service Cooperative Service Agreement - Pages 46-50
  - (5) Approval of Prairie School Television Membership - Pages 51-54
  - (6) Approval of Minnesota State High School League Membership - Pages 55-56
  - (7) Approval of June 4, 8 & 22, 1998 Minutes - Pages 57-66
  - (8) Approval of July Claims

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

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

4. COMMITTEE REPORTS

5. SPECIAL EDUCATION SERVICE AGREEMENT: Jernberg  
Pages 67-69

Suggested Resolution: Move to approve the contract for special education services with Dilworth/Glyndon/Felton School District #2164 from July 1, 1998 through June 30, 1999.

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

6. LETTER OF UNDERSTANDING WITH MOORHEAD EDUCATION ASSOCIATION:  
Skinkle Pages 70-71

Suggested Resolution: Move to accept the early retirement of Pat Hinze effective June 20, 1998; that severance pay be paid to Pat Hinze in accordance with the Agreement; and, that the Chair and Clerk of the school board be authorized to execute such agreement.

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

7. 1998 PAYABLE 1999 PROPERTY TAX LEVY PUBLIC HEARING: Lacher  
Page 72

Suggested Resolution: Move to schedule Tuesday, December 8, 1998, 7:00 p.m. for the 1998 payable 1999 property tax public hearing, and Monday, December 21, 1998, 7:00 p.m. for a continuation if necessary.

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

8. BID AWARD-CARPET REPLACEMENT: Lacher  
Pages 73-74

Suggested Resolution: Move to award low bid meeting specifications to FM Flooring for Lee's carpet, in the amount of \$92,200, as presented.

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

9. BID AWARD-MILK & BREAD: Lacher  
Pages 75-78

Suggested Resolution: Move to award low bidders for milk and bread to Cass-Clay Creamery and Metz Baking Company, as presented.

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

10. AIR MONITORING STATION LEASE-MOORHEAD HIGH SCHOOL: Lacher  
Pages 79-83

Suggestion Resolution: Move to approve a lease to the Minnesota Pollution Control Agency (MPCA) for an air monitoring station on the roof of Moorhead High School, in the amount of \$100 per month and reimbursement for labor costs to monitor the system.

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>                   |
|--------------------------------------|------------------------------|-------------------------------------|--------------------------------|
| ESY - Special Ed.                    | 6/16-7/30<br>T,W,Th          | 8-10 a.m.<br>10:15-12:15<br>8-12:15 | Washington<br>MSH<br>MJH & Asp |
| School Board                         | July 13                      | 7:00 p.m.                           | Townsite                       |
| Summer Migrant School                | 6/12-7/31                    | 8-4                                 | Probstfield                    |
| Jump Start (K-2)                     | August                       | 8-11                                | Washington                     |
| Detention Center/<br>Shelter Care    | 6/9-8/21<br>M-F              | 8:30-12                             | Juvenile<br>Center             |
| Outreach                             | 7/6-8/21<br>M-Th             | 8-12                                | Sports Ctr.                    |
| Summer Orchestra                     | 8/17-21                      | 9-3                                 | MSH                            |
| K-12 Workshops                       | Aug. 26, 27,<br>31 & Sept. 1 |                                     | District-<br>wide              |
| Back-to-School Night                 | Aug. 27                      | 4-6 pm                              | Robert Asp                     |
| Back-to-School Night                 | Aug. 31                      | 5:30-7:30 pm                        | Edison                         |
| Back-to-School Night                 | Aug. 31                      | 6:30-8 pm                           | Junior High                    |
| Back-to-School Night<br>(Grades 1-4) | Sept. 1                      | 4-5:30 pm                           | Probstfield                    |
| First Day of School                  | Sept. 2                      |                                     |                                |
| Labor Day                            | Sept. 7                      |                                     |                                |
| Back-to-School Night                 | Sept. 10                     | 6:30-7:30 pm                        | Riverside                      |
| Community Ed. Advisory               | Sept. 15                     | 7:00 pm                             | Townsite                       |
| Back-to-School Night                 | Sept. 21                     | 6-8 pm                              | Washington                     |
| Fall CE Classes Begin                | Sept. 21                     |                                     |                                |

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COMMITTEES OF MOORHEAD PUBLIC SCHOOLS  
(including community involvement areas)

(REVISED 7/98)

DISTRICT-WIDE STANDING COMMITTEES: These committees are recognized by the School Board as having a defined purpose, are defined by law and/or Board policy, involve members of the community and school staff, meet on a regular basis during the school year, and include voting representatives of the School Board.

Responsibilities - review mission and formulate/affirm appropriate mission statement, record and communicate minutes of meetings, require regular membership rotation, develop an annual calendar submitted to the Superintendent for coordination of a district calendar, files a year-end report and/or makes a presentation to the School Board for the past year activities, district administrators or supervisors serve as ex-officio members.

| <u>COMMITTEE NAME/PURPOSE</u>   | <u>DEPT/NAME RESPONSIBLE</u>       | <u>MEETING-DATE/TIME/LOCATION</u>                 | <u>BOARD LIAISON</u> |
|---|------------------------------------|---|----------------------|
| <u>Activities Council</u> - reviews and recommends extra- and co-curricular activity/academic policies and is knowledgeable of Minnesota High School League activities.   | Curriculum/Instruction<br>Hulbert  | 2nd Tu/mo.; 7am; Townsite<br>(October-April)      | Thompson/Hastad      |
| <u>Community Education Advisory Council</u> - evaluates and recommends programs that meet the community's needs.  | Superintendent<br>Davies           | 3rd Tu/mo.; 7pm; Townsite<br>(excluding December) | Foss/Gustafson       |
| <u>District Student/Staff Assistance</u> - reviews and recommends policies and activities related to student and staff prevention, post-vention and crisis issues involving chemical use, violence, grieving, and other related issues. | Human Resources<br>Sipe            | 3rd Mo/mo.; 3:30 pm; Townsite                     | Hewitt/Ladwig        |
| <u>Human Rights</u> - monitors textbook selection and works with human resources on the direction of multi-cultural, gender fair, and disability sensitive issues.  | Human Resources<br>Skinkle         | 2nd We/mo.; 6:45 am; Townsite                     | Thompson/Cummings    |
| <u>Instruction &amp; Curriculum Advisory</u> - (formerly PER) plans, evaluates and reports on district curriculum.  | Curriculum/Instruction<br>Jernberg | 3rd Th/mo.; 7am; Townsite                         | Ladwig/Hewitt        |
| <u>Long Range Planning (LRP)</u> - carries out strategic planning, evaluating and reporting of the District's Five Year Educational Plan.   | Curriculum/Instruction<br>Jernberg | 2nd Th/mo.; 3:45 pm; Townsite                     | Foss/Cummings        |
| <u>Policy Review</u> - reviews current policies and makes recommendation of policies.   | Superintendent<br>Anderson         | 3rd Mo/mo.; 7pm; Townsite                         | Cummings/Gustafson   |

**FIVE COMMITTEES:** These are committees recognized by the School Board as serving in an advisory capacity to the Board. Each committee serves a specific area, program or segment of the district, involve members of the staff and others as needed, may meet for a specific purpose until it is completed, may or may not include an appointed board member, designee or liaison, and completes a written report.

**Responsibilities** - are to review the purpose/task for establishment of the committee, record and communicate minutes to appropriate people, and file a written report of activities when task completed.

| <u>COMMITTEE NAME/PURPOSE</u>  | <u>DEPT/NAME RESPONSIBLE</u>                  | <u>MEETING-DATE/TIME/LOCATION</u>               | <u>BOARD LIAISON</u>                 |
|--|---|---|--------------------------------------|
| <u>Calendar</u> - develops and recommends a fiscal-year district calendar.   | Superintendent                                | January - March as needed.                      | Hewitt                               |
| <u>Comprehensive Arts Planning Program</u> - provides art education for all K-12 students and the integration of the arts with one another by using the community's arts resources.  | Curriculum/Instruction<br>Judy Christofferson | Conference & workshop days and as necessary.    | Foss                                 |
| <u>Continuing Education</u> - administers the process for certificate renewal of licensed staff.   | Human Resources<br>Lynne Kovash               | 2nd Tu/mo.; 7 am; Hwy Host (Nov-May)            | Hastad                               |
| <u>ECFE Advisory Council</u> - advises and provides support in the operation of the Early Childhood Family Education and Kindergarten Readiness Programs.  | Superintendent<br>Winterfeldt-Shanks          | 2nd Th/mo.; 7 pm; Lincoln                       | Not Required                         |
| <u>Global Exchange</u> - increase understanding of interdependence of global community by students and staff.  | Superintendent<br>Paul Berggren               | 1st Tu/mo.; 3:45 pm; Townsite                   | Gustafson                            |
| <u>Graduation Standards</u> - advises the ICAC committee regarding graduation standards, serves as review panel for standards placement in courses, approving performance package modifications, and review of implementation of graduation standards. | Curriculum/Instruction<br>Lynne Kovash        | 1st Mo/mo.; 3:45 pm; Townsite (excluding March) | Not Required<br>(Board Chair-Ladwig) |
| * <u>Indian Education/JOM Parent Committee</u> - reviews grants obtained, provides input how monies are disbursed, yearly Financial Report, and HSC Report.  | Superintendent<br>Chamberlain/Longie          | 3rd Th/mo.; 12 pm                               | Cummings                             |
| <u>Moorhead Goals 2000</u> - facilitates a process of assisting community and schools to meet the national education goals.  | Human Resources                               | 3rd Tu/mo.; 11 am; Townsite                     | Ladwig                               |

\* = Does not serve in an advisory capacity to the school board.

| <u>COMMITTEE NAME/PURPOSE</u>  | <u>DEPT/NAME RESPONSIBLE</u>       | <u>MEETING-DATE/TIME/LOCATION</u>                        | <u>BOARD LIAISON</u> |
|--|------------------------------------|--|----------------------|
| <u>Sabbatical Leave</u> - receives, reviews and recommends sabbatical leaves for certified staff.  | Human Resources<br>Skinkle         | February - April as needed.                              | Foss                 |
| <u>Safety Committee</u> - identifies and addresses safety issues related to students, staff and visitors.  | Business Affairs<br>Bacon          | 2nd Th/mo.; 9:30 am; Townsite                            | Not Required         |
| <u>Staff Development</u> - promotes professional and personal growth opportunities for all staff of ISD #152.  | Human Resources                    | 3rd Tu/mo.; 3:45 pm; Townsite<br>(Not Required)          | Hewitt               |
| <u>Superintendent's Advisory Council</u> - (SAC) provides opportunity for building PTACs to communicate and share ideas between themselves and with the superintendent.                                    | Superintendent<br>Anderson         | 3rd Th/mo.; 7 pm; Townsite                               | Not Required         |
| <u>Technology</u> - assists in developing the long-range goals of implementing new technologies and maintaining current technologies throughout the district.  | Curriculum/Instruction<br>Markert  | 4th Tu/mo.; 3:45 pm; Townsite                            | Hastad               |
| <u>Title I/Parent Involvement</u> -<br>(This committee is in the process of being re-organized.)   | Curriculum/Instruction<br>Pat King | -----  | -----                |
| <u>Together We're Better-Inclusive Ed.</u> - assists in developing Inclusive Ed. Plan, future planning for inclusive education and recommends training for staff, students, and parents/community members. | Curriculum/Instruction<br>Swedberg | Three mtgs/year; 8-4; Townsite<br>(Fall, Winter, Spring) | Not Required         |
| <u>*Vocational Relicensure</u> - administers the process for certificate renewal of vocationally licensed staff.   | Human Resources<br>Darvin Miller   | Three mtgs/year; 7:40 am; MSH<br>(Nov/Jan/Mar)           | Not Required         |
| <u>Wellness</u> - assists in coordinating the implementation of a district-wide Wellness Program for staff.  | Human Resources                    |  |                      |

\* = Does not serve in an advisory capacity to the school board.



COMMITTEES: These are committees that are not under the full jurisdiction of the school district and/or are shared entities and organizations. Representatives are appointed by the Board, administration or both as appropriate.

Responsibilities - serve as representative of the school district either in voting or non-voting capacity, share and communicate committee information to the appropriate people.

| <u>COMMITTEE NAME/PURPOSE</u>  | <u>DEPT/NAME RESPONSIBLE</u>   | <u>MEETING-DATE/TIME/LOCATION</u>                | <u>BOARD LIAISON</u>         |
|--|--|--|------------------------------|
| <u>Clay County Public Health Advisory Com.</u> - advises, consults, and makes recommendations to the Board of Health regarding development, maintenance, funding and evaluation of services provided.  | Clay County<br>Lazette Chang-Yit, Dir.   | 1st Mo/mo.-Qtrly.                                | (Membership<br>Expired 1/97) |
| <u>Clay County Joint Powers Collaborative Board</u> (CCJPC) - works in partnership with families and communities to enhance opportunities to improve child health and development, reduce barriers to adequate school performance, improve family functioning, enhance self esteem, and develop general employment skills. | Clay County<br>Cynthia Sillers, Coord.   | 3rd We/mo.; 4pm; Courthouse<br>(Aug/Nov/Feb/May) | Ladwig/Cummings              |
| <u>Interagency Early Intervention</u> - (IEIC) oversees the interagency provision of services to children identified with disabilities age birth to kindergarten entry.  | Clay County<br>Judy Lahlum, Director   | 2nd We/mo.; 12 pm; FSC                           | Foss<br>(Mandated)           |
| <u>Joint Powers</u> - shares resources for special projects, cooperatively make recommendations to local boards and councils.  | (Rotates between school districts & cities of<br>of Mhd & Dilworth, Clay<br>county & Mhd Township) | 1st Th/mo.; 7 am; Courthouse                     | Foss/Cummings                |
| <u>LCSC Representative Assembly</u> - receives LCSC Board minutes & agendas to distribute the information to the member school boards.   | Lakes Country Serv. Coop.<br>DuWayne Balken, Dir.  | Monthly (LCSC Board, which<br>may be attended)   | Cummings                     |
| <u>Learning Bank</u> - functions as a clearinghouse for educational programs in F/M/WF to make the best use of community resources through sharing.  | F-M Learning Bank<br>Kali Mari, Interim Dir.   | Quarterly; 7am; Fargo Schools                    | Thompson                     |
| <u>Youth Advisory</u> - (formerly Police Liaison) assists Youth Intervention Officer in policy development, budget preparation, program development, & allocation of officer's time between the city, county and school district.  | Mhd Police Dept.<br>Det. David Miller  | 3rd Wed/mo.; 7am; LEC                            | Ladwig                       |



BUILDING INFORMATION: The following is Parent/Teacher Advisory Council meeting and Adopt-a-School representative information.

| <u>SCHOOL BUILDING</u> | <u>PTAC PRESIDENT/PHONE #</u> | <u>MEETING-DATE/TIME/LOCATION</u><br>(NOT CONFIRMED FOR 98-99) | <u>BOARD LIAISON</u> |
|------------------------|-------------------------------|--|----------------------|
| Thomas Edison          | Linda Bartholme               | 1st Mo/mo.; 7 pm; Library                                      | Ladwig               |
| Riverside              |                               | 3rd Mo/mo.; 7 pm; Library                                      | Hewitt               |
| Washington             |                               | 3rd Mo/mo.; 6:30 pm; Library<br>(No December meeting)          | Hastad               |
| Probstfield            |                               | 3rd Mo/mo.; 3:30 pm; Library                                   | Thompson             |
| Robert Asp             |                               | 2nd Th/mo.; 7 pm; Library                                      | Cummings             |
| Moorhead Junior High   | Renae Loehr                   | 1st Th/mo.; 7 pm; Library                                      | Foss                 |
| Moorhead Senior High   |                               | 1st Mo/mo.; 7 pm; Library                                      | Gustafson            |

MEMO #: I-98-012

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Minnesota Academic Excellence Foundation Membership

DATE: July 8, 1998

Attached is a copy of the Academic Excellence League 1998-99 Membership Application.

Suggested Resolution: Move to approve the Minnesota Academic Excellence League membership as presented.

RMJ/mdm  
Attachment



**MINNESOTA  
ACADEMIC  
EXCELLENCE  
FOUNDATION**

## Academic Excellence League 1998-1999 Membership Application

Any legally defined school district may join the Academic Excellence League. A "district" is defined as any number of schools governed by a local school board. Nonpublic schools with a local board are included in this definition and may join as a district. (Please print.)

Name of district or nonpublic school Moorhead Public Schools District # #152 County Clay  
Address 810 Fourth Avenue South City Moorhead Zip 56560  
Phone 218-299-6256 Check one: ☐ New Application ☒ Renewal of 1997-1998 Membership

Name of contact person/ liaison to Academic League Lois Brown Position/Title STEP Coordinator  
Address 2300 Fourth Avenue So. Zip 56560 Phone 218-236-6400

Number of school buildings for 1998-99 7 Circle grades served: K - 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12

Total projected enrollment for 1998-99 6000 Please attach a roster of school names, addresses, telephone numbers, grade span, and projected building enrollment for all buildings in your district.

Districts will be eligible for membership services upon payment of \$125 annual membership fee and documentation of commitment to academic excellence and to Academic League activities.

☒ **MEMBERSHIP FEE ENCLOSED -- \$125 FOR 1998-99 SCHOOL YEAR.**

Make check payable to Minnesota Academic Excellence Foundation. Membership year is July 1, 1998 through June 30, 1999. Membership and services commence upon receipt of application and fee.

☒ **COMMITMENT TO ACADEMIC EXCELLENCE -- PLEASE COMPLETE THE FOLLOWING RESOLUTION:**

**WHEREAS** Independent School District #152  
Name of district or nonpublic school  
believes that all students need and want to pursue academic excellence and seek opportunities to test themselves against their own accomplishments and those of their peers.

**AND WHEREAS**  
the Minnesota Academic Excellence League exists to encourage and support schools where academic excellence is visibly valued, recognized and rewarded.

**BE IT RESOLVED THAT** Independent School District #152  
Name of district or nonpublic school  
becomes a member of the Minnesota Academic Excellence League, joining other Minnesota schools and communities in a commitment to provide all students with intellectually and socially challenging activities and to increasingly celebrate academic achievement.

7/13/98 7/13/98  
Superintendent/Administrator Date Board Chairperson Date

### SERVICES AVAILABLE

As a member of the Minnesota Academic Excellence League, your district will be eligible for the following services. (Please check services you desire in 1998-99.)

- ☐ Development of a district and school profiles in academic activities and help in developing a long-range plan.
- ☐ In-service informational session for teachers, coaches, and others interested in knowing more about academic activities.
- ☐ Help in creating district team of staff members and volunteers to plan a strong, balanced program of academic activities.
- ☐ Help in creating an Academic Booster Club.
- ☐ Help in conducting student roundtables about learning.
- ☐ Help in working with the media.

Name and address of local newspaper: The Forum - Box 69, Moorhead, MN 56560

### RETURN COMPLETED APPLICATION WITH CHECK TO:

Minnesota Academic Excellence Foundation, 657 Capitol Square, 550 Cedar Street, St. Paul, MN 55101

MAEF's goal is to be a voice for the CUSTOMER: students, schools, communities, business, and the State of Minnesota. MAEF is highly customer-focused and results-oriented.

#### Administration:

MAEF is administered by a board of directors appointed by the Governor to represent business and education groups. By law, the MAEF board chair is a member of the State Board of Education, and the secretary is the Commissioner of the Department of Children, Families and Learning.

A full time director heads the MAEF staff, who are in St. Paul, and three regional field service offices.

For more information contact:

MAEF  
971 Capitol Square Building  
550 Cedar Street  
St. Paul, MN 55101  
(612) 297-1875 Fax (612) 296-5846  
E-mail [maef@state.mn.us](mailto:maef@state.mn.us)  
[www.stcloud.msus.edu/~maef](http://www.stcloud.msus.edu/~maef)

#### Financial Support:

MAEF is funded by private contributions and grants, legislative appropriation, membership fees, and interest from endowments held by the Friends for MAEF and community foundations in Rochester, Duluth, St. Cloud, Moorhead, Mankato, Minneapolis and St. Paul.

The Friends for MAEF was formed in 1989 as a private, nonprofit, 501(c)(3) organization dedicated to the support and advancement of MAEF activities.

All contributions are tax deductible to the fullest extent of the law.



Address Correction  
Requested



## Minnesota Academic Excellence Foundation

The Minnesota Academic Excellence Foundation (MAEF), chartered in 1983 by the Minnesota Legislature and through private sector and community based partnerships, is the primary advocate for promoting and recognizing the importance of academic excellence in all of Minnesota's elementary and secondary students, schools and communities.

MAEF has established three strategic priorities to improve student learning:

- **Facilitating systemic change** to increase student learning and enhance educator practice.
- **Creating values** in society which demand academic achievement by and for all learners and which increase students' and families' **expectations** and opportunities for students to learn and for students to learn to think, to achieve, and to go beyond what has ordinarily been a common standard of learning.
- **Creating partnerships** with the private sector, government, the media, and local communities to focus public attention on academic achievement, to assist in designing partnerships which advance student learning and to foster innovation in stakeholder collaborations.

# KEY PROGRAMS and INITIATIVES

## *Facilitating systemic change...*

**Partners for Quality** directly assists schools and districts in transforming their learning, management and measurement systems for continuous improvement towards achieving world class performances, customer responsiveness and problem prevention. Participating education institutions complete a Baldrige-like systems assessment, then receive feedback from trained volunteer consultants. MAEF provides general and customized training and services for all education teams to complete the systems assessment and to improve performance in identified areas.

### **WHAT WORKS? ASK THE STUDENTS!**

MAEF designed a process which assists schools and districts that wish to gain feedback directly from students on what achieves successful learning. The process includes a survey instrument and a focus group format which measures student satisfaction with instruction and the learning environment. MAEF also provides a tool for correlating levels of student satisfaction with levels of student achievement and a process for schools and districts to compare information gathered from their students with data from other schools and districts.

The **Classroom Quality Award** program was designed following a study, observations and interviews which demonstrated the impact of deploying quality principles within classrooms and empowering students to become partners in actively managing their classrooms and their own learning. Increased student learning, a high level of student satisfaction with the learning environment, documented improvements in teaching, learning, and assessment, and measurable records of success will be recognized and rewarded through this program.

## *Creating values and expectations. . .*

The **Academic League** promotes and coordinates over 80 academic challenges and recognitions which can be used by school districts to expand student learning. It also assists communities in organizing booster clubs, academic lettering programs and other programs to support academic achievement. Membership in the Academic League is open to all legally defined school districts.

**Minnesota Governor's Scholars** prepares young people with a potential for leadership and service to analyze and take action on important issues in their communities and in Minnesota. The program learning focuses on ethical leadership, strategic quality planning and deployment, community development, personal awareness and culturally sensitive and sensible approaches to problem solving.

**Lettering for Excellence** recognizes 8th and 12th graders who are recent achievers, students who have made turn-arounds in their academic careers after facing substantial obstacles. Students nominated by their schools are recognized in a variety of ways.

The **June Gills Teacher Inspiration Award** was established by Will Pitts to recognize those elementary teachers who do more than teach. Adults nominate former teachers who inspired them to stretch their minds and to apply their learning. Pitts created the award to honor his former teacher, June Gills.

## *Creating partnerships. . .*

**Gathering of Champions** recognizes elementary and secondary students who have achieved academic excellence as a consistent achiever, recent achiever or a champion in an academic league challenge. Students participate in a special "Academic Excellence Day" at the Minnesota State Fair.

**Business/Education Partnership** Seminars assist members from the private and education sectors to create high-performing, results-oriented partnerships to increase student learning. The seminars include information on a process for establishing and negotiating partnerships, aligning resources and best practice examples, and how to measure results.

**Regional Discussion Groups** are delivered in partnership with community foundations where MAEF has invested its endowment funds. Community leaders from business, education, health care, the arts, and other sectors participate in discussions on specific issues, then develop action plans for their communities.

MAEF **Speakers Bureau** makes presentations to groups designed around the topics: "Academic Heroes"; successful student learning; how business can support learning; and school achievement, and educational delivery.



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MEMO #: I-99-005  
TO: Dr. Bruce Anderson  
FROM: Robert Jernberg *RJ*  
DATE: June 24, 1998  
RE: Title VI Resolution

Attached is the Title VI Resolution declaring the school district's intention to carry out the policy of the Congress of the United States and the State of Minnesota Legislation to meet the needs of the handicapped children and to apply for financial assistance under P.L. 105.17 as amended for the school district of Moorhead for the 1998-1999 school year.

Suggested Resolution: Move to accept the resolution as presented.

RMJ:djk  
Attachment

TITLE VI RESOLUTION

School Year 1998-99

WHEREAS, School District #152 has declared its intention to carry out the policy of Congress of the United States and State of Minnesota Legislation by developing projects in connection with current State and Federal P.L. 105.17 as amended Regulations and Guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special education needs of handicapped children.

BE IT RESOLVED, That School District #152 apply for financial assistance under P.L. 105.17 as amended for the School District of Moorhead and that Dr. Bruce Anderson, Superintendent of Schools of Moorhead, be named as the Local Agency Representative and be directed to execute and file applications on behalf of the School District and otherwise act as an authorized representative of the School District in all activities related to P.L. 105.17 as amended for the 1998-99 school year.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



MEMO #: I-99-008

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Library Site Technology Grant


DATE: July 6, 1998

Northern Lights Library Network received a Library Site Technology Grant which includes Moorhead Schools. The entire grant was for \$357,548 for the region served by the Northern Lights Library Network. The school district will receive \$35,000 for hardware purchase of approximately 17 work stations. The work stations will be utilized to enable students and staff access to library catalogs within the district and to access outside resources through internet utilization.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm



MEMO #: I-99-010  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg   
SUBJECT: Education of Homeless Children  
and Youth Program Grant  
DATE: July 6, 1998

The U. S. Department of Education has allocated funds to the Minnesota Department of Children, Families and Learning for the 1998-99 school year. The MN Department of Children, Families and Learning has allocated \$23,000 to the Moorhead Schools for the education of homeless children and youth.

Suggested Resolution: Move to accept the grant as outlined above.

RMJ/mdm

MEMO #: I-99-009

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Title I Delinquent Education Program Grant

DATE: July 6, 1998

The district has received a Prevention and Intervention Delinquent grant in the amount of \$21,250 from the Minnesota Department of Children, Families and Learning. Funds will be used to continue the development of a computer learning lab at the West Central Regional Juvenile Center and to also provide the services of a paraprofessional for the Center.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

MEMO #: I-99-003

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: June 29, 1998

RE: Agreement for occupational therapy services for the  
1998 extended school year

Attached is a memorandum of agreement with Therapy Partners for occupational therapy services for the 1998 extended school year program.

Services for occupational therapy will begin on or about June 30, 1998 and will end on July 30, 1998 for the total contracted OT services not to exceed 30 hours at \$40.16 per hour.

Suggested Resolution: Move to approve the memorandum of agreement with Therapy Partners as presented.

RMJ:djk  
Attachment

MEMORANDUM OF AGREEMENT FOR  
OCCUPATIONAL THERAPY SERVICES FOR  
THE 1998 EXTENDED SCHOOL YEAR

This contract entered into this 13th day of July 1998, by and between Moorhead Public Schools, Independent School District #152, and Therapy Partners affirms that:

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


1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
  - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
  - b. evaluate each client, informally;
  - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
  - d. orient, train, and supervise nonprofessional staff in the prescribed treatment methods and educational techniques;
  - e. provide periodic verbal and written reports to the AGENCY;
  - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin on or about June 30, 1998. The number of hours contracted will be up to 30 hours during the 1998 extended school year.

5. The AGENCY shall monitor the services of the CONSULTANT through AGENCY personnel.
6. The AGENCY shall make payments for services rendered as follows: Upon receipt of statement. Fees charged will be \$40.16 per hour.

|                |                |
|----------------|----------------|
| _____<br>Name  | _____<br>Name  |
| _____<br>Title | _____<br>Title |
| _____<br>City  | _____<br>City  |
| _____<br>Date  | _____<br>Date  |

MEMO #: I-99-004

TO: Dr. Bruce Anderson

FROM: Robert Jernberg 

DATE: June 24, 1998

RE: 1998-1999 Clay County Public Health Contract

Attached is a contract with Clay County Public Health allowing Moorhead Schools to purchase nursing services as outlined in and when both school nurses are out of the district or absent from work. The rate will be \$35 per hour and will not exceed \$700 for the 1998-1999 school year.

Suggested Resolution: Move to approve the contract as presented.

RMJ:djk  
Attachment

AGREEMENT BETWEEN  
CLAY COUNTY PUBLIC HEALTH  
AND  
MOORHEAD SCHOOL DISTRICT

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement for the period July 1, 1998 through June 30, 1999.

Whereas the Provider is a certified health care provider in Clay County and; Whereas the Provider has authorized the development of school health services and; Whereas the School wishes to purchase such services from the Provider; Now, therefore, in consideration of the mutual understandings and agreements set forth, the School and Provider agree as follows:

**I. PROVIDER RESPONSIBILITIES:**

1. Perform "nursing procedures" for students as requested by the School and under Physician orders on file at the school.
2. Provide nursing back-up in the School as requested.
3. Provide nursing consultation per phone or in person to the School as requested.
4. Assistance with communicable disease control as requested by the School.
5. The public health nurse shall provide the above services to the school district. The day of the week and the length of time spent in the school may vary according to the activity planned and requested by the school.

**II. SCHOOL RESPONSIBILITIES:**

The school shall appoint a health service aide in each building to assist the public health nurse. The aide shall at all times remain the employee and agent of the School. The School shall cooperate with all reasonable requests of the Provider in connection with the furnishings of the above service.

The School shall provide ample space for the public health nurse to care for students. The space shall be appropriate for the activity provided.

The School will give 48 hours (or more if possible) notice to Provider when services are needed to provide back-up for scheduled days off for the school nurse (e.g. for attendance at conferences, vacation days).

No person or persons shall on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department.

**III. STAFF:**

The Provider shall make every reasonable effort to maintain sufficient staff, facilities and equipment to deliver the above mentioned services. The Provider shall notify the School if ever the Provider will be unable to provide the required quality or quantity of purchased services. Upon notification, School and Provider shall determine whether such inability will require a modification or cancellation of the contract.

**IV. RECORDS:**

1. Individual school health records will be maintained by the school health aide and kept on file in the School in accordance with school policy.
2. Necessary health forms will be provided by the School.
3. The School is responsible to comply with the Data Practices Act which includes notification of data collected, release of information and safeguarding the record.

**V. COST OF SERVICES:**

The School agrees to pay the Provider, upon receipt of the bill, \$35.00 per hour spent by the public health nurse on school premises and consultation hours in the Provider's office, up to a maximum of \$ 700.00 per year or 20 hours. The cost of supplies shall be in addition to this amount. The Provider will bill the School monthly specifying the dates and number of hours service was provided, and the amount being billed. The bill will be payable upon receipt.

**VI. INDEMNIFICATION:**

The School hereby agrees, to the extent permitted by law, to at all times indemnify provider against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, with the exception of any claims, suits, actions, debts, damages, costs, charges, expenses, liability and/or negligence of the provider, its officers, employees and agents.

\_\_\_\_\_  
School Superintendent (date)

\_\_\_\_\_  
Chair, School Board (date)

\_\_\_\_\_  
Community Nursing Coordinator, Clay County Public Health (date)

\_\_\_\_\_  
Administrator, Clay County Public Health (date)



MEMO #: I-99-011  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
DATE: July 13, 1998  
RE: Approval of Contract for Physical Therapy Services

Attached is a contract with PT/OT Associates allowing Moorhead Public Schools to purchase physical therapy services.

This contract is for physical therapy services for the 1998-99 school year for up to 1,281 hours at the rate of \$41.36 per hour, an increase of 3 percent over the current rate.

Suggested Resolution: Move to approve the agreement with PT/OT Associates for the 1998-99 school year as presented.

AKS:djk

Attachment

MEMORANDUM OF AGREEMENT FOR  
PHYSICAL THERAPY SERVICES FOR  
SCHOOL YEAR 1998-99

This contract entered into this 13th day of July 1998, by and between Moorhead Public Schools, Independent School District #152, and PT/OT Associates affirms that:

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

1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
  - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
  - b. evaluate each client, informally;
  - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
  - d. orient, train, and supervise nonprofessional staff in the prescribed treatment methods and educational techniques;
  - e. provide periodic verbal and written reports to the AGENCY;
  - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin on or about August 26, 1998. The number of hours contracted will be up to 1281 hours during the 98-99 school year.

5. The AGENCY shall monitor the services of the CONSULTANT through AGENCY personnel.
6. The AGENCY shall make payments for services rendered as follows: Upon receipt of statement. Fees charged will be \$41.36 per hour.

|                |                                      |
|----------------|--------------------------------------|
| _____<br>Name  | _____<br>Name                        |
| _____<br>Title | <u>Chairperson ISD #152</u><br>Title |
| _____<br>City  | <u>Moorhead, MN 56560</u><br>City    |
| _____<br>Date  | <u>July 13, 1998</u><br>Date         |

MEMO #: B99.107

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JULY 9, 1998

SUBJECT: OFFICIAL DEPOSITORIES FOR 1998-99

The following investment brokers and depositories are recommended for approval: Norwest Bank, Financial Northeastern, MN School District Liquid Asset Fund Plus, Merrill Lynch, Gibralter Securities Co., Multibank Securities, Inc. and Hawley State Bank.

Bonds are handled by American National-St. Paul, Norwest-Minneapolis, and, Depository Trust Corporation.

Suggested Resolution: Move to designate the official depositories as presented.

MEMO #: B99.108

MEMO TO: DR. ANDERSON

FROM: R. LACHER



DATE: JULY 9, 1998

SUBJECT: AUTHORIZED STAFF TO INDICATE FINANCIAL TRANSACTIONS

The attached letter to Mr. Dale VanHavermaet of Norwest Bank indicates the names of district personnel who have authority to make transactions on the listed accounts.

Suggested Resolution: Move to authorize the listed district personnel to make transactions on the listed accounts.

Attachment



# Independent School District No. 152

Townsite Centre - 810 4th Avenue South

Moorhead, Minnesota 56560

July 9, 1998

B99.108

Mr. Dale VanHavermaet  
Norwest Bank  
Post Office Box 340  
Moorhead, MN 56560

Dear Mr. VanHavermaet:

We would like to update the list of district personnel who have access to our accounts.

Authority to make phone transfers:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Bruce Anderson

Authority to request stop payments:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Sue Winter  
Julie Bauer  
Bruce Anderson

Authority to obtain account information:

Robert Lacher  
Beth Astrup  
Nancy Evans  
Sue Winter  
Julie Bauer  
Bruce Anderson  
Carol Ladwig  
Stacey Foss

This authority extends to the following district accounts:

#10110  
#901204  
#14138  
#12538

Thank you,

---

Carol Ladwig, School Board Chairperson

---


Stacey Foss, School Board Treasurer

---

Mark Gustafson, School Board Clerk

MEMO #: B99.109

MEMO TO: DR. ANDERSON

FROM: R. LACHER 

DATE: JULY 9, 1998

SUBJECT: RESOLUTION FOR INVESTMENT OF EXCESS FUNDS

Attached find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.05, 124.05, and 475.66.

Suggested Resolution: Move to approve the resolution as presented.

Attachment

RESOLUTION

TO

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS

The Assistant Superintendent for Business, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.005, 124.05, and 475.66.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date



APR 22 1998

MEMO #: B98267.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: APRIL 8, 1998

SUBJECT: RESOLUTION AUTHORIZING PAYMENT OF GOODS & SERVICES

Attached find the resolution providing authorization to make payment of goods and services in advance of board approval consistent with M.S. 123.335, 123.35 and 471.38.

Suggested Resolution: Move to approve the resolution as presented.

RESOLUTION

TO

AUTHORIZE PAYMENT OF GOODS AND SERVICES

IN ADVANCE OF BOARD APPROVAL

BE IT HEREBY RESOLVED, for the 1998.99 School Year, consistent with M.S. 123.335, 123.35 and 471.38, the Asst. Supt. - Business, or designee, be hereby vested with the authority to make the following payments in advance of Board approval when necessary.

- A. Payment of expense claims against the district:
  - 1. Postage meter and bulk mailing payments
  - 2. Purchases made by school personnel which do not exceed one hundred dollars; provided, however, such purchases have been authorized by an administrator
  - 3. Officials, referees and judges fees
  - 4. Special program speaker and consulting fees
  - 5. Petty cash fund replenishments
  - 6. Utility bills
  - 7. Registration and travel expenses
  - 8. Employee group insurance payments
  - 9. Employee retirement plan payments
  - 10. Payments necessary for discount privileges
  - 11. Contractual progress payments, common to building construction, as necessary to meet established due dates
- B. Investment purchases
- C. Electronic funds transfer payments covering investments and bond principal, interest, and fiscal agent service charges. Assistant Superintendent for business Affairs shall follow these policy controls:
  - The disbursing bank shall keep on file a certified copy of this authorization which allows electronic funds transfer.
  - The initiator shall document the request and obtain approval from the Assistant Superintendent for Business, or designee, before making the transfer.
  - A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

B98.267

JUL 6 1998

MEMO #: B99.102

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: JULY 6, 1998

*Robert Lacher*

SUBJECT: RENTAL OF ST. FRANCIS RECTORY

The theatre group from the English Department at Moorhead State University wants to rent the Rectory at St. Francis on September 1-3, 7-12, and 17-19 (12 days). They would rent it for \$40.00 per day or \$480.00 for the 12 days.

Suggested Resolution: Move to approve the theatre group from Moorhead State University to use the Rectory at St. Francis on the above dates.

MEMORANDUM

P 98.068

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: July 7, 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:

Stacy Hanson - ECSE/MMMI Teacher, Thomas Edison Elementary, BA  
(0-6) \$25,000.00, effective for the 1998-99 school  
year.  
(New Position)


Rose Weisel - ESL Paraprofessional, ABE Program, B21 (0) \$8.85  
per hour, 21 hours per week, effective July 14,  
1998.  
(Replace Kristin Schelinder)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 98.067

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: July 7, 1998  
SUBJECT: Resignation of District Employees.

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

Barb Cunningham - Counselor, Senior High, effective immediately.

Greg Grooters - Math Teacher and Coach, Senior High, effective August 31, 1998.

Cindy Fagerlie - School Board/Superintendent Secretary, effective July 17, 1998.

Malissa Voegele - EBD Paraprofessional, MCAP, effective July 8, 1998.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM P 98.069

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: July 7, 1998

SUBJECT: Change in Contract

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


Christy Elias - School Nurse, from half-time to full-time, BA (6.5) \$25,481.00, effective for the 1998-99 school year.

Irene Dombeck - AOM Paraprofessional to LD/MMMI Paraprofessional, Robert Asp, effective for the 1998-99 school year.  
(Replace Janice Kreps)

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

JDS:sdh

MEMORANDUM P 98.070

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: July 8, 1998  
SUBJECT: Termination of employee.

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

Lynn Wolfe - Custodian, Probstfield, effective June 30, 1998.

Suggested Resolution: Move to accept the termination as presented.

JDS:sdh

MEMO #: S-99-002

TO: School Board

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

RE: Official Newspaper Designation

DATE: July 7, 1998

Administration recommends The Forum be designated as the school district's official newspaper for the 1998-99 school year.

Suggested Resolution: Move to designate The Forum as the district's official newspaper for the 1998-99 school year.

(cbf)



MEMO #: S-99-003

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Legal Services  
DATE: July 7, 1998

The school district obtains legal services on a time and material basis. Therefore, the administration recommends authorizing administration to obtain legal assistance on a time and materials basis.

Suggested Resolution: Move to approve obtaining legal assistance on a time and materials basis.

(cbf)

MEMO #: S-99-004

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *B.R.A.*  
RE: 1998-99 MSBA Membership Fees  
DATE: July 8, 1998

The 1998-99 membership fees to the Minnesota School Boards Association (MSBA) will be \$5,667.

The following is a history of the fee structure for the past few years:

|         |   |         |                             |
|---------|---|---------|-----------------------------|
| 1993-94 | = | \$4,687 | (formula changed PPU to TU) |
| 1994-95 | = | \$4,946 |                             |
| 1995-96 | = | \$5,295 |                             |
| 1996-97 | = | \$5,459 |                             |
| 1997-98 | = | \$5,558 |                             |

Suggested Resolution: Move to approve the 1998-99 Minnesota School Board Association membership, in the amount of \$5,667.

:cbf  
Attachment



JUL 6 1998

## MINNESOTA SCHOOL BOARDS ASSOCIATION

1999 LEADERSHIP CONFERENCE JANUARY 14, 15, 1999

1900 West Jefferson Avenue  
St. Peter, Minnesota 56082-3015  
Web Site: <http://msba.mnmsba.org>

Tel. 507/931-2450 Metro 612/333-8577  
Minnesota Only 800/324-4459  
FAX 507/931-1515

July 1, 1998

### OFFICERS AND DIRECTORS

#### PRESIDENT

Peg Swanson  
Orono

#### VICE PRESIDENT

Becky Montgomery  
St. Paul

#### PAST PRESIDENT

Jon Hovde  
Fertile-Beltrami

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Bruce Peterson  
Goodhue

#### DIRECTOR DISTRICT 2

Sandy Gundlach  
St. Peter

#### DIRECTOR DISTRICT 3

Jeff Kruse  
Marshall

#### DIRECTOR DISTRICT 4

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Robbinsdale

#### DIRECTOR DISTRICT 5

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Centennial

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#### DIRECTOR DISTRICT 11

Paul Brinkman  
Virginia

#### DIRECTOR DISTRICT 12

Teresa McDonnell  
Roseau

#### EXECUTIVE DIRECTOR

Richard J. Anderson  
St. Peter

Dear School Board Member:

The board of directors of the Minnesota School Boards Association who, like you, are actively serving school board members, continue to be very sensitive regarding district financial resources. They simultaneously know and understand that school boards need the services and programs provided through MSBA in order to more adequately address local governance responsibilities. With those realities in mind, the board adopted an operating expenditure budget for fiscal year 1998-99 of \$2,135,950.

Dues are the stabilizing support of any association, and it is similarly true for MSBA even though, through the actions of the board of directors, school district membership dues as a percent of total association revenue have declined 33% over the last ten years. As of June 30, 1998, school district membership dues constitute 42% of total Association revenue. However, without the strong support of the membership through the payment of dues, MSBA could neither expand its programs and services nor maintain the quality of its programs and services. The basic philosophy of the board of directors is to increase dues only when it is essential to maintain the integrity of the Association's ability to provide programs and services. Remaining consistent to its policies and basic philosophy on your behalf, the board approved a modest 3% dues increase.

This dues increase is an effort to offset inflationary costs and to assist in covering programmatic costs related to increased telecommunications efforts, media relations tied to the Augenblick & Myers study, increased training programs (Advanced Board Member Academy and revised training materials), and contract lobbying efforts. Any and all costs related to reconstituting the headquarters building and property due to the tornado are being funded either through insurance or Association reserves.

In addition to the increased requests for service, the programs and benefits of the MSBA Insurance Trust continue to grow. Those programs -- Workers' Compensation, Property/Casualty, etc. -- have saved school districts many millions of dollars over the years. Also, the newer programs in the investment area (MSDLAF+), the borrowing program (MNTAAB), and the lease-purchase program (MSDLPP) will provide significant monetary benefits to participants.

(over)

Please look for MSBA's annual report coming to you later this summer. Please take the time to read about the extensive work and accomplishments of **your** association. We also take this opportunity to remind you of MSBA's annual summer conference which is scheduled for August 13 and 14, 1998, at the Radisson South Hotel in Bloomington and the related early bird workshops. Your school district office should have received registration information for this meeting, and we urge your participation in this valuable meeting.

We urge you to review your pocket calendar (mailed with the July 3rd Boardcaster) which lists a number of other inservice meetings to be sponsored by MSBA during the next fiscal year. The Summer Seminar in August and the Annual Leadership Conference scheduled for January 14-15, 1999, are perhaps two of the most cost effective inservice offerings to your school district. A modest fee is charged for the Summer Seminar, and no registration fee is required for the Leadership Conference in January. As you are probably aware, the market place usually requires a fee of several hundred dollars for such conferences.

The dues invoice for your school board's continued membership in the Minnesota School Boards Association has been processed according to the Bylaws of the Association and sent to your school district office. All Minnesota public school boards are members of the Association. The board of directors urges your early remittance, but all dues must be remitted no later than November 15, 1998.

The Minnesota School Boards Association is recognized nationwide as an outstanding service organization. The MSBA board of directors and staff are very appreciative of your cooperation and assistance, and look forward to working with you as a member of a public school board. If you have any questions, please do not hesitate to call your Association office.

Sincerely,



Peg Swanson  
President



Richard J. Anderson  
Executive Director

PS:RJA:ph  
enc.

MEMO #: S-99-006

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: 1998-99 Lakes Country Service Cooperative Agreement  
DATE: July 7, 1998

Attached please find the 1998-99 service agreement with the Lakes Country Service Cooperative.

The membership and co-op purchasing costs are \$6,000.00. All other services are fee based.

Suggested Resolution: Move to approve the 1998-99 Lakes Country Service Cooperative service agreement as presented.

*(cbf)*  
Attachment

**CONTRACTS AND SERVICE AGREEMENTS BETWEEN THE  
LAKES COUNTRY SERVICE COOPERATIVE  
AND REGION IV SCHOOLS AND ASSOCIATE MEMBERS  
1998-99**

The MOORHEAD School/Member will be participating in the following service agreements with the Lakes Country Service Cooperative for 1998-99.

| FY98<br>Current<br>Services | Will Participate<br>FY99 Services |             | SERVICE                                   | COST PER UNIT   | TOTAL   |
|-----------------------------|-----------------------------------|-------------|---|---|---|
|                             | YES                               | NO          |   |   |   |
|                             |                                   |             | ADMINISTRATIVE SERVICES                   |   |   |
| <u>✓</u>                    | <u>✓</u>                          | <u>    </u> | 1. LCSC Membership                        | \$1,200 per district plus<br>\$1.50 per student to a<br>maximum of \$5,000.<br>\$500 Associate Members.<br>\$250 Associate Members<br>(single service).                           | <u>5000.00</u><br><u>    </u><br><u>    </u>  |
|                             |                                   |             | Capital Outlay/Maintenance Fund           |   |   |
|                             |                                   |             | LCSC Site                                 | \$600 per district  | <u>6000.00</u>  |
|                             |                                   |             | Moorhead Site                             | \$400 per district  | <u>4000.00</u>  |
| <u>✓</u>                    | <u>✓</u>                          | <u>    </u> | 2. Administrative Inservice/<br>Workshops | Charge to be amount<br>necessary to cover cost<br>of training.  | <u>    </u>   |
| <u>    </u>                 | <u>    </u>                       | <u>    </u> | 3. Comparable Worth                       | A. \$225 per day plus expenses<br>B. \$30/hr. follow-up service   | <u>    </u><br><u>    </u>  |
| <u>    </u>                 | <u>    </u>                       | <u>    </u> | 4. Co-op Purchasing                       | \$200 membership fee  | <u>    </u>   |
| <u>✓</u>                    | <u>✓</u>                          | <u>    </u> | 5. Health and Safety                      | <u>Health &amp; Safety</u> - contracts<br>have been previously mailed   | <u>    </u>   |
| <u>✓</u>                    | <u>✓</u>                          | <u>    </u> | 6. Insurance/Risk Management              | LCSC PREFERRED<br>A. Health Pool<br>B. Life Pool<br>C. LTD Pool<br>D. Prop/Casualty Pool<br>E. Student Accident<br>F. Dental Pool<br>G. Annuities<br>H. Workers' Comp<br>I. Other | <u>    </u><br><u>    </u><br><u>    </u><br><u>    </u><br><u>    </u><br><u>    </u><br><u>    </u><br><u>    </u><br><u>    </u> |

| FY98<br>Current<br>Services      | Will Participate<br>FY99 Services |       | SERVICE   | COST PER UNIT   | TOTAL |
|----------------------------------|-----------------------------------|-------|---|---|-------|
|                                  | YES                               | NO    |   |   |       |
| ADMINISTRATIVE SERVICES (Cont'd) |                                   |       |   |   |       |
| _____                            | _____                             | _____ | 7.     Printing<br>(Newspletters, envelopes,<br>letterhead, etc.) | Time and materials  | _____ |
| _____                            | _____                             | _____ | 8.     Energy Test Equipment                                      | \$20 per 1 week equipment<br>rental. Must have taken the<br>energy course or arrangements<br>can be made to offer the course<br>to your district.                   | _____ |
| EDUCATIONAL SERVICES             |                                   |       |   |   |       |
| ✓<br>_____                       | ✓<br>_____                        | _____ | 9.     Center for Educational<br>Excellence                       | No membership fee.<br>Information will be sent for<br>various workshops.<br>Fees will be determined<br>for each workshop.   | _____ |
| _____                            | _____                             | _____ | 10.    Center for Continuous<br>Learning Improvement              | \$700 per district plus<br>30 cents per student to a<br>maximum of \$1200.  | _____ |
| _____                            | _____                             | _____ | 11.    Early Childhood/Family<br>Education Regional Services      | \$730 plus 55 cents per 0-4<br>child count.   | _____ |
| _____                            | _____                             | _____ | 12.    Early Childhood Educators/<br>Learning Readiness           | Contracted for individual<br>districts.   | _____ |
| _____                            | _____                             | _____ | 13.    Early Childhood Lending<br>Library                         | Parenting materials and<br>ECFE educational curriculums.<br>\$200 per district with unlimited<br>usage. \$175 per district if member<br>of regional services (#12). | _____ |
| _____                            | _____                             | _____ | 14.    Media  | \$4.75 per student  | _____ |

| FY98<br>Current<br>Services | Will Participate<br>FY 99 Services |       | SERVICE  | COST PER UNIT   | TOTAL |
|-----------------------------|------------------------------------|-------|--|---|-------|
|                             | YES                                | NO    |  |   |       |
| ACADEMIC                    |                                    |       |  |   |       |
| _____                       | _____                              | _____ | 15. Academic Decathlon   | Fee to be determined.   | _____ |
| ✓                           | ✓                                  | _____ | 16. Knowledge Bowl-Sr. High  | \$190 per team.   | _____ |
| ✓                           | ✓                                  | _____ | 17. Knowledge Bowl-Jr. High  | \$35 per team.  | _____ |
| ✓                           | ✓                                  | _____ | 18. Cyber Knowledge Competition<br>(Student Internet Competition)                      | Fee per team to be determined.  | _____ |
| _____                       | _____                              | _____ | 19. Honors Program (Banquet)   | \$250 scholarship/local<br>district responsibility plus<br>cost of banquet meal for<br>district participants. | _____ |
| _____                       | _____                              | _____ | 20. Inventors Congress   | \$20 per participant.   | _____ |
| _____                       | _____                              | _____ | 21. Project for Activity Centered<br>Science K-8 Hands-On<br>Learning Kits (PACS Kits) | Fees vary for each kit.   | _____ |
| ✓                           | ✓                                  | _____ | 22. Spelling Bee   | \$90 per participant based on<br>1 student per 1000 enrollment<br>K-12.                                       | _____ |
| ✓                           | ✓                                  | _____ | 23. Young Writer's Conference  | \$22 per participant.   | _____ |
| SPECIAL SERVICES            |                                    |       |  |   |       |
| ✓                           | ✓                                  | _____ | 24. Carl Perkins Consortium  | Pooling of Federal funds<br>based on funding formula.   | _____ |
| ✓                           | ✓                                  | _____ | 25. Tech Prep Consortium   | Pooling of Federal funds<br>based on student enrollment.  | _____ |
| ✓                           | ✓                                  | _____ | 26. Special Ed/Low Incidence/<br>RCSPD   | Invoiced amount based on<br>1998 legislative session.   | _____ |



Contracts and Service Agreements 1998-99

| FY98<br>Current<br>Services | Will Participate<br>FY99 Services |       | SERVICE                     | COST PER UNIT   | TOTAL |
|-----------------------------|-----------------------------------|-------|-----------------------------|---|-------|
|                             | YES                               | NO    |                             |   |       |
|                             |                                   |       | EQUIPMENT REPAIR            |   |       |
| _____                       | _____                             | _____ | 27. Computer Repair         | \$45.00/hr. labor plus parts.<br>(No charge for those repairs<br>that are covered under<br>warranty).   | _____ |
| _____                       | _____                             | _____ | 28. AV Repair               | \$35.00/hr. labor plus parts<br>during school year.   | _____ |
| _____                       | _____                             | _____ | 29. Summer Cleaning Service | <u>AV</u> : Billed at \$16/hr. with<br>the minimum of 10 hours at<br>each school, plus mileage and parts.<br><u>Computer</u> : Billed at \$15 per<br>system and \$10 per laser printer. | _____ |

Superintendent's Signature

Date

LCSC Executive Director

Date

Bruce Anderson June 98

RETURN BY JUNE 19, 1998

RETURN TO:  
Charlene Bevre  
Lakes Country Service Cooperative  
1001 E. Mount Faith  
Fergus Falls, MN 56537

MEMO #: S-99-007

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *blt*  
RE: 1998-99 Prairie School Television Contract  
DATE: July 7, 1998

Attached please find the 1998-99 contract for instructional television services with North Central Council for School Television, Inc. through Prairie Public Broadcasting. The total amount of the contract is \$13,269.66 based on 1997-98 enrollment figures.

The 1996-97 contract was for \$12,904.44.

Suggested Resolution: Move to approve the contract with North Central Council for School Television, Inc. for the 1998-99 school year, in the amount of \$13,269.66.

:cbf/  
Attachment



# Prairie School Television

APR 13 1998

207 North Fifth Street  
Box 3240  
Fargo, ND 58108-3240  
(701) 241-6900

April 7, 1998

Dr Bruce R Anderson, Superintendent  
Moorhead School District 152  
810 4th Ave S  
Moorhead MN 56560

Dear Dr Anderson:

Across the prairie region, school improvement processes strive to develop their visions of comprehensive systems of education dedicated to the goal of excellence. Administrators and teachers alike face higher demands on their time and talents than ever before. Schools and educational organizations are challenged to support the changes necessary to meet that task.

Change is no stranger to the school classroom. This century alone has seen the technological changes from slate boards and chalk to paper, pencils and pens, typewriters, film and calculators, television and VCRs, to today's extensive use of computers and the Internet. Learning strategies have moved from rote memorization to today's learner centered activities, in part, driven by comprehensive new content and performance standards. The major difference we face today is not in change itself, but in the rapid pace of change and in its startling impact on school budgets.

While challenging, the new technologies and teaching strategies are critical to help teachers accommodate diverse learning styles and prepare students with the skills, concepts and strategies to succeed in the twenty-first century.

As a consortium of prairie region schools, the North Central Council for School Television (NCCST) recognizes the need to support these changes not only by facilitating a wide array of supplemental resources for student learning but also by accommodating easy access to those materials. While continuing to provide the Prairie School Television (PSTV) video resources upon which your teachers depend to bring difficult concepts to life, the NCCST through a year long strategic planning process is seeking to identify new partnerships, expand areas of services, and offer new strategies to assist schools in using the educational tools provided by this ever-changing environment.

As we prepare for the not too distant future of digital television, the expansion of the Internet, and the convergence of broadcast and computer technologies, PSTV is looking to expand the availability and accessibility of its resources in a digital format. By fall, the **PSTV video resource library will be listed on the World Wide Web** to help teachers and K-12 students locate a vast range of information and materials in support of student centered learning. Further, **we even hope to provide the ability to preview the video series on our comprehensive web site.**

As the possibilities grow each day to deliver television, video and other educational data, we haven't even begun to imagine the impact of digital TV and the convergence of the technologies. Already, a new cable television channel **Web TV** somewhat simulates what the convergence may be like. **Web TV** divides the television screen for real time television broadcast and simultaneous web interaction. Within this new environment, the North Central Council and Prairie School Television will work toward the mission to serve schools in the most cost effective, cooperative ways of finding, selecting, organizing, and offering a vast amount of information and resources.

Until the time, however, when the infrastructure is complete and the digital world is more evolved, Prairie School will continue to provide our valuable service in the same competent manner we have for the years your teachers have utilized this service. Many teachers in your schools continue to use videotaped PSTV programs taped years ago—they probably don't even remember where the tape came from—with continued legal rights today. Others are seizing the opportunity of challenging students with new PSTV initiatives, such as the interactive satellite teleconference **Live From the Rainforest** complete with a fully supported interactive web site.

We are also aware of a growing concern among school administrators of the necessity to provide accessible, **legal television programming for use in the classroom**. With the proliferation of satellite dish access, cable television channels with their programs of varying educational use rights, and inexpensive "for home use only" videotapes purchased from local discount stores, teachers don't always consider the legal ramifications of their use in the classroom. More than ever, administrators and technology committees realize the need to continue investing in legal access to quality video and television programming that has been screened for quality and carefully selected to fit the prairie region curriculum areas by local educators.

In this day and age of so much change in technology, curriculum development, as well as the legalities of intellectual rights, we in schools have to be particularly cognizant of what supplemental resources our teachers and students are using in their lessons. It is incumbent upon us to provide quality, specifically chosen, and legally obtained resources. That is why you belong to the North Central Council for School Television. And that is why Prairie School Television is committed to continue bringing you the finest video programming using accessible and up-to-day technologies as we continue to develop other digital applications.

Enclosed is your contract for Prairie School Television services for the upcoming school year. Please sign and return the white copy of the contract by May 15th, 1998. As always, if you have questions, please call me at 701-239-7574.

Sincerely,



Beverly Alfson Pearson, Coordinator  
Prairie School Television

APR 13 1998

# North Central Council for School Television, Inc.

P.O. Box 3240  
Fargo, North Dakota 58108-3240  
(701) 241-6900

Agreement made this 15 day of March, 19 98, between  
Moorhead School District 152 hereinafter called "Member," and North Central Council  
for School Television, Inc, herein called "Council," to provide instructional television services via the facilities of  
Prairie Public Television as specified, subject to the conditions below.

July 1, 1998

Beginning Date

June 30, 1999

Ending Date

## Conditions:

Concomitant with this contract is membership in the North Central Council for School Television, Inc., for the School District or unit named as Member.

The Chief Administrator of the Member school or his duly authorized representative shall be the Council representative for the Member.

Membership in the Council shall run concurrently with this contract, beginning and terminating as indicated above.

Membership in the council shall be renewed annually. Schools planning to withdraw must notify North Central Council

for School Television, Inc. in writing by May 1 of the membership year.

The membership fee, based upon enrollment, covers a proportionate share of administrative costs as well as expenses involved in providing the instructional service. This fee is renewed on an annual basis.

This contract contains the entire agreement between parties relating to the subject matter herein contained, and no change or modification of any of its terms and provisions shall be effective unless made in writing and signed by both parties.

## Additional Information:

1. This contract covers the cost of providing instructional television services for 6087 students, K-12, based on 1997-98 enrollments, at the rate of \$2.18 per student, for a total of \$13269.66.

2. Payments will be due on the following dates:

July 1, 1998 \$4423.22

October 1, 1998 \$4423.22

January 1, 1999 \$4030.82 (to be adjusted to reflect  
your 1998-99 enrollment)

3. Sign and return one copy of this contract to North Central Council for School Television, Inc. prior to May 1, 1998. You will be invoiced separately for the above payment(s).

Total Contract Cost \$13,269.66

North Central Council for School Television, Inc.

By

Beverly Brown

Member Moorhead School District 152

By

1499961

MEMO #: S-998-005

TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BCA*  
RE: Minnesota State High School League Membership  
DATE: July 8, 1998

Attached please find for your information the 1998-99 Minnesota State High School League membership form.

Suggested Resolution: Move to approve the resolution of membership into the Minnesota State High School League for 1998-99.

(cbf)  
Attachment



## MINNESOTA STATE HIGH SCHOOL LEAGUE

2100 Freeway Boulevard  
Brooklyn Center, MN 55430-1735  
Telephone: (612) 560-2262 -- FAX: (612) 569-0499

### 1998-99 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number 152, Moorhead High School, County of Clay, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Children, Families and Learning as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

Moorhead Senior High School

is/are authorized by this, the Governing Board of said school district or school to:

1. OR; Make new application for membership in the Minnesota State High School League;  
X Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representative identified by the Governing Board.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed \_\_\_\_\_  
Clerk/Secretary - Local Governing Board

\_\_\_\_\_  
Superintendent or Head of School

Date July 13, 1998

Date July 13, 1998

School Address 2300 Fourth Avenue South, Moorhead, MN 56560  
School Phone # 218-299-6313

School Enrollment 1727

RETURN ONE COPY TO THE MSHSL NO LATER THAN SEPTEMBER 1, 1998.  
Retain one copy for the school files.



SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 4, 1998  
PAGE 1

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

MEMBERS ABSENT: Anton B. Hastad.

CALL TO ORDER: Vice-chair Hewitt called the meeting to order at 4:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

Ladwig joined the meeting at 4:20 p.m.

DISTRICT ADMINISTRATION ORGANIZATION: Dr. Jim Fox of Fox Lawson & Associates reviewed with board members the process he will follow in reviewing the central administration organization of the district. He also solicited ideas and the input from the Board related to district office organization. Meetings have been conducted with central administrators and supervisors who report directly to administrators. Focus group meetings are scheduled for June 9 with other groups, such as principals and licensed and support staff.

Fox anticipates the entire process should be completed in approximately eight weeks.

ADJOURNMENT: Hewitt moved, seconded by Thompson, to adjourn the meeting at 5:55 p.m. Motion carried 6-0.

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Mark Gustafson, Clerk



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

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson (7:05 p.m.).

MEMBERS ABSENT: Dr. Bruce R. Anderson.

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

PREVIEW OF AGENDA: Assistant Superintendent Jernberg previewed the agenda, adding "Set July Organizational Meeting Date" under Other Pertinent Items.

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

Thompson joined the meeting at 7:05 p.m.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Ladwig confirmed board members received the communications from Carol Fridgen, and Mayor Lanning.

In the absence of any "We Are Proud" items, Ladwig announced the school district has received the "What Parents Want Award" from the Minnesota Department of Children, Families and Learning.

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

Gift - Accept the gift of \$1449.15 from the Riverside PTAC to purchase memory books for students.

Migrant Education Grant - Approve the submission of the Migrant Education grant application, in the amount of \$30,835, to be used to continue outreach workers (home-school liaisons) for the 1998-99 school year.

OSHA Grant - Accept the Minnesota OSHA grant, in the amount of \$10,000.00, for the dust and odor collection system at Moorhead Senior High.

Townsite Rental - Approve the rental of Suite 206.1 and 206.3 of Townsite Centre to Ron Odden, in the total annual amount of \$3,915.09.

Family/Medical Leave

Michelle Sailer - Grade 5 Teacher, Robert Asp, to begin about September 15, 1998 for six weeks.

Lois Wilson - Health Tech Secretary, Junior High, from-May 18, 1998 through June 4, 1998.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 8, 1998  
PAGE 2

Resignations

Kyle Card - PI/ECSE/EBD Paraprofessional, Probstfield, effective June 4, 1998.  
Matt Hallquist - English Teacher, Junior High, effective immediately.  
Nikki Serhienko - Communication Coordinator, District Wide, effective June 16, 1998.

Rehire

Debra Bartholomay - MMMI Teacher, Robert Asp, BA+45 (8) \$30,500, effective for the 1998-99 school year.

Approval of Minutes: Approve the minutes of May 11 & 26, 1998 as presented.

Claims - Approve the June claims, subject to audit, in the amount of \$869,573.58.

|                      |                 |
|----------------------|-----------------|
| General Fund:        | \$595,997.22    |
| Food Service:        | 43,847.61       |
| Transportation:      | 49,808.27       |
| Community Service:   | 24,316.41       |
| Capital Expenditure: | 151,623.76      |
| Townsite Centre:     | <u>3,980.31</u> |
| TOTAL                | \$869,573.58    |

Motion carried 7-0.

COMMITTEE REPORTS: Hastad reported attending the Minnesota School Boards Association Advanced Board Training seminar. Foss reported on the Joint Powers committee meeting.

SCHOOL BOARD/STAFF 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 representatives on a wide variety of programs and issues.)

World Language Immersion Task Force - Task Force members Anne Moyano, Kevin Kopperud, Sharon Temanson, Carol Ann Dahlberg, Terrijan Muller-Dahlberg, and Linda Bartholome were present to review the progress of the task force thus far.

Kopperud reported the task force visited the Normandale Immersion School (Edina) and the Emerson Elementary School (Minneapolis) which was a valuable experience. They have gathered research and studied and discussed the various models observed and the feasibility of an immersion program in Moorhead. A recommendation will be presented to the Board at the June 22 meeting.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 8, 1998  
PAGE 3

Dahlberg reviewed the rationale and options available for beginning an immersion program in Moorhead. The task force has found positive information that supports early language learning, such as world languages are learned more easily prior to age 10, early learning allows for a longer sequence, an early start allows students with a broad range of ability to experience success, early world language study provides benefits to general learning, children have maximum openness toward diversity and other cultures, and High School graduates who have a long sequence of language study acquire marketable skills for the international market.

Moyano reported that it would be best to begin the program with kindergarten or first grade students and take them through the 5th grade to achieve the maximum benefit. A language needs to be chosen, which in part will be determined by the availability of curriculum materials. Bilingual speaking teachers will need to be hired and the task force recommends starting the program with at least two to provide support for one another. The recruitment of staff will take a significant effort, as well as for substitutes and classroom aides. The task force recommends hiring a one-half time program director this fall or by January to coordinate the program to begin in the Fall of 1999.

Discussion also was held on volunteer programs, contingency plans for filling positions, risks involved with having schools-within-a-school atmospheres, choosing a language, surveys to parents, and educating parents and the community regarding the concept.

BID AWARD - RIVERSIDE PLAYGROUND EQUIPMENT: Anderson reported the City of Moorhead has approved dividing the remaining cost of the project with the school district.

Hastad moved, seconded by Gustafson, to award the bid for the Riverside School playground project to Minko Construction, in the amount of \$56,950. Motion carried 7-0.

GYMNASTICS FACILITY: Cummings moved, seconded by Gustafson, to direct administration to prepare a contract for a joint gymnastics facility as presented, and to bring said contract to the Board for review and approval when completed. Motion carried 7-0.

GRADUATION STANDARDS IMPLEMENTATION TRAINER: Gustafson moved, seconded by Cummings, to approve the position of Graduation Standards Trainer at the junior and senior high schools, for a period of up to three years dependent upon special funding from the Legislature. Motion carried 7-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 8, 1998  
PAGE 4

PART-TIME SALARY SCHEDULE: Cummings moved, seconded by Foss, to approve the Part-time and Substitute Pay Schedule as presented. Motion carried 7-0.

POLICY APPROVAL: Cummings moved, seconded by Gustafson, to approve the policy, Discipline (JK), as presented. Motion carried 7-0.

POLICY APPROVAL: Foss moved, seconded by Thompson, to approve the policy, Visitors to School Buildings and Sites (KK), as presented. Motion carried 7-0.

POLICY APPROVAL: Gustafson moved, seconded by Cummings, to approve the policy, Moorhead Senior High Graduation Policy (IKF), as presented. Motion carried 6-1; Thompson dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Schedule July Organizational Meeting: Cummings moved, seconded by Gustafson, to set the only meeting in July for Monday, July 13, 1998 at 7:00 p.m. in the Board Room of Townsite Centre.

Discussion was held regarding the need for conducting two regular meetings in July.

Ladwig moved, seconded by Hastad, to amend the original motion to read, "hold a meeting on July 13, 1998.....". Motion carried 6-1; Hewitt dissenting.

Discussion continued. Gustafson called the question.

Cummings moved, seconded by Thompson, to call the question and vote on the original motion as amended. Motion carried 5-2; Hewitt, Hastad dissenting.

The original motion carried 7-0 as amended.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:50 p.m.

---

Mark Gustafson, Clerk

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 22, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, Dr. 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 no changes.

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

"WE ARE PROUD"

\*\*\* We are proud of staff members Janelle Frost-Geiser, Anne Larson and Colleen Tupper, along with the student volunteers of the Moorhead Junior High Diversity, Dignity and Difference Project. These people organized the Worry Bead Project to help the American Cancer Society/MN Division offer encouragement and support to cancer patients undergoing treatment at the Roger Maris Cancer Center. The Project was honored as a finalist for the 1998 JC Penney Golden Rule Award for volunteer service.

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

Gifts - Accept the gift of \$1,500 from the Moorhead Spud Booster Club to purchase track timing equipment for Moorhead Senior High; Accept the gift of \$6,250 from the following contributors for the 1998 Safety Patrol trip to a Minnesota Twins baseball game: Moorhead American Legion Post 21-\$1000; Moorhead Veterans of Foreign Wars-\$1,000; Clay County Safety Council-\$600; Riverside PTAC-\$500; Thomas Edison PTAC-\$500; Probstfield PTAC-\$500; George Washington PTAC-\$500; Moorhead Education Association-\$500; Knights of Columbus-\$300; Vikingland Kiwanis-\$250; John C. Arneson Agency-\$100; Auto Club Trust-\$150; Northern Improvement Company-\$100; Ward Muscatell Automotive Group-\$75; Hornbachers-\$50; Randy's Electric-\$50; St. Joseph's Home and School Association-\$50; and, Burr-Line Transport-\$25; and, Accept the gift of \$1,150 from the City of Moorhead, administered by the Lake Agassiz Arts Council, to partially fund the next phase of the Moorhead High School Cultural Mural Project.

New Employees

Susan Bachmeier - EBD Teacher, Junior High, BA (0-6) \$25,000, effective for the 1998-99 school year.  
Travis Barringer - 4th Grade Teacher, Probstfield, BA (0-6) \$25,000, effective for the 1998-99 school year.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 22, 1998  
PAGE 2

New Employees (continued....)

Chad Durand - 3rd Grade Teacher, Edison, BA (0-6) \$25,000,  
effective for the 1998-99 school year.  
Deanna Krueger - 3rd Grade Teacher, Edison, BA (0-6) \$25,000,  
effective for the 1998-99 school year.

Rehire

Heather Sand - LD Teacher, Robert Asp, BA (8) \$26,923.00,  
effective for the 1998-99 school year.

Resignations

Nicole Cantin - Part-time 3rd Grade Teacher, Probstfield,  
effective immediately.  
Robin Shotwell - OHI/PI Paraprofessional, Washington, effective  
immediately.  
Katherine Mergens - OHI Paraprofessional, Riverside, effective  
immediately.  
Mary Regelstad - Teacher on Special Assignment, effective July 1,  
1998.

Family/Medical Leave

Renee Wolf - MSMI Teacher, Robert Asp, from approximately October  
1 through November 12, 1998.

Leave of Absence

Mindi Jenson - Title I Teacher, Washington Elementary, for a  
half-time leave of absence for the 1998-99 school year.

Community Education Grant - Accept a Moorhead Healthy Community  
Initiative grant, in the amount of \$25,000, to program free  
after-school enrichment activities for students ages 9-13 during  
the 1998-99 school year.

Community Education Advisory Council Membership - Approve the  
appointments of Judy Wallace and Lisa Vatnsdal to the Moorhead  
Community Education Advisory Council.

Motion carried 7-0.

COMMITTEE REPORTS: There were no reports.

FULL-DAY KINDERGARTEN PROGRAM: Principal Mary Jo Schmid and  
staff members Iretta Smith and Karen Reiersen, along with parents  
Char Lein and Rhonda Granzow, reviewed the first year of the  
full-day kindergarten program at Washington School.

Schmid reported it was a good first year for the program, which  
is basically a small business adventure. The budget included:  
Revenues-\$62,839; Expenditures-\$54,864; Ending Fund Balance-  
\$7,975. Making a profit is not a goal of the program but it does  
not want to run in a deficit either. Also, there are indirect  
costs that, when added to the budget, actually show a slight  
budget deficit.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 22, 1998  
PAGE 3

Goals for next year are to possibly add support staff and to reduce the class size, which was 28 students per teacher. Schmid feels this number is too high and cannot be continued. She is requesting a maximum of 23 students per classroom for 1998-99. At this time the program is full for 1998-99, if many more requests are received a lottery system may be necessary to decide who will attend. It was noted that many students attended free and many were subsidized by Clay County Social Services.

Smith and Reiersen reported that the past year was their most satisfying year in teaching. They had more time to work with students and present other ways of learning through various activities, all students from at-risk to advanced were brought to their potential and readied for first grade, parent involvement and communication was enhanced, and attendance was very good.

Parents Granzow and Lein had nothing but praise for the program. Granzow stated her son was not excited to begin kindergarten but was thrilled once he began. Granzow also was able to volunteer at the school with her son there all day. Lein was happy with the all-day program because it allowed for more quality time for the children.

Schmid stated there will be some program evaluation done for next year related to class size, testing and registration.

Discussion was held related to raising tuition costs and continued affordability for parents, budgets, and program expansion. Anderson reminded the board that this is a 3-year pilot program and that other buildings have expressed interest for the future.

FOREIGN LANGUAGE IMMERSION PROGRAM: Gustafson moved, seconded by Hastad, to approve the Foreign Language Immersion Task Force recommendations to open a full immersion program in the fall of 1999 for two sections of kindergarten and two section of first grade, ensure that any group of students that enrolls in the program will have the opportunity to remain in the program through grade 5, employ a .5 FTE program coordinator by January 1, 1999, employ licensed elementary teachers with native or near-native fluency in the target language and employ a native speaking paraprofessional for each classroom, enroll students as in a magnet school (e.g. ensure space available and provide transportation), administratively select a building to house the program, provide extensive information to parents who are considering immersion for their child, and select Spanish as the target language for the program. Motion carried 7-0.

GRADUATION STANDARDS IMPLEMENTATION MANUAL: Cummings moved, seconded by Gustafson, to approve the Graduation Standards Implementation Manual and direct administration to proceed in full implementation of the Graduation Standards. Motion carried 6-1; Hewitt dissenting.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
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PAGE 4

1997-98 STAFF DEVELOPMENT REPORT: Gustafson moved, seconded by Foss, to accept the 1997-98 Staff Development Report and forward a copy to the Minnesota Department of Children, Families and Learning. Motion carried 7-0.

BID AWARD-GROUP LIFE AND LTD INSURANCE: Foss moved, seconded by Cummings, to award to low bidder meeting specification to School Insurance Funds for Group Basic, Supplemental and Dependent life insurance (2-year rate guarantee); and, award to low bidder meeting specifications to School Insurance Funds for Group Long Term Disability (LTD) insurance for the Alternate Zero Day Residual Benefit (3-year guaranteed rate). Motion carried 7-0.

BID AWARD-PAPER/GENERAL/ART SUPPLIES: Cummings moved, seconded by Thompson, to award low bidders meeting specifications for the paper, general and art supplies as follows: Standard Stationery-\$9032.99; Office Products-\$6719.22; Windtree Enterprise-\$2887.04; Corporate Express-\$2653.48; Supreme School-\$1194.81; Pyramid School-\$1079.81; Paper 101-\$869.78; Hamond & Stephens-\$714.14; Sax Arts & Crafts-\$122.20; Dacotah Paper-\$110.34; Cole Paper-\$26,364.33; Paper 101-\$19,691.96; Unisource-\$2343.25; School Stationer-\$1985.43; Corporate Express-\$1425.20; Dacotah Paper-\$266.39; Standard Stationary-\$1458.58; Corporate Express-\$747.58; Nasco-\$210.81. Motion carried 7-0.

1998-2000 PRINCIPALS' MASTER AGREEMENT: Foss moved, seconded by Gustafson, to approve the 1998-2000 Principals' Master Agreement as recommended by administration, in the total package amount of 4.5% each year. Motion carried 7-0.

1997-2000 DIETARY & FOOD SERVICES' MASTER AGREEMENT: Cummings moved, seconded by Foss, to approve the 1997-2000 Dietary and Food Services' Master Agreement, in the total package amounts of 6% for 1997-98, 4% for 1998-99 and 4% for 1999-2000, as presented. Motion carried 7-0.

It was noted this settlement moves the unit towards pay equity with other units.

COMMUNICATIONS COORDINATOR POSITION: Gustafson moved, seconded by Cummings, to approve adding up to .50 FTE to the Communications Coordinator position. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hastad questioned why the wait for teaching post-secondary enrollment options at Moorhead High. Jernberg stated that due to scheduling, timeframe and issues at Moorhead State University it is being recommended to wait another year to begin. Students will continue to have the opportunity to take classes off-campus.

Hewitt requested the reorganization of officers at the July school board organizational meeting.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JUNE 22, 1998  
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ADJOURNMENT: Hearing no objections, the meeting adjourned at  
9:15 p.m.

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Mark Gustafson, Clerk

MEMO #: I-99-006

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: June 24, 1998

RE: Special Education Contractual Agreement

Attached is the contract for special education services with Dilworth/Glyndon/Felton School District #2164. The contract authorizes them to purchase various special education services from the Moorhead School District.

The Dilworth/Glyndon/Felton School District will be billed for administrative services and other special education services utilized from July 1, 1998, through June 30, 1999.

Suggested Resolution: Move to accept the contract as presented.

RMJ:djk  
Attachment

CONTRACTUAL AGREEMENT FOR  
SPECIAL SERVICES PERSONNEL AND PROGRAMS  
1998-99

This agreement made this 22nd day of June 1998, between Independent School District No. 2164, Dilworth/Glyndon/Felton, Minnesota and Independent School District No. 152, Moorhead, Minnesota for Special Services personnel and program listed below subject to the following terms:

I. Director of Special Services

- A. Agrees to provide limited administrative services to Independent School District No. 2164 Special Services Program.
- B. Agrees to provide consultation to the Dilworth/Glyndon/Felton administration in the evaluation of District provided special services.
- C. Agrees to provide limited supervision of the Special Services Program on a periodic basis.
- D. Agrees to provide consultative services to the Dilworth/Glyndon/Felton administration upon request and whenever the Director finds it is necessary for the good of Independent School District No. 2164 Special Services Program.
- E. Agrees to provide help in the making of the financial reports relative to the Special Services Program.

II. Special Education Instructional Programs

- A. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth/Glyndon/Felton enrolled in the regular education or special education programs and requiring resource and/or consultative special education services, including occupational therapy, physical therapy, Developmental/Adaptive physical education, the physically and other health impaired, hearing impaired, vision impaired, emotional disturbances, speech/language disorders, and special learning disabilities.
- B. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth/Glyndon/Felton enrolled in the Mild to Moderate Mentally Handicapped, the Moderate to Severe Mentally Handicapped Programs and the Severe Behavior Problems Program requiring intensive special education services.

- C. Moorhead, Independent School District No. 152, will provide special education services for students from Dilworth enrolled in the Moorhead Early Childhood Special Education Program requiring intensive special education services.

The costs for providing the above services as outlined in the above sections will be a rate of actual costs minus special education aid. The cost will include teacher salaries, supplies, equipment, materials, administration, instructional supervision, operation, repair and upkeep of plant, Fixed Charges, Capitol Outlay, and Debt Service (Except that Independent School District No. 152 will not be obligated to add staff or purchase major equipment or services when a small Dilworth/Glyndon/Felton enrollment added to Moorhead student population makes distribution of costs disproportionate).

A statement for the above services will be submitted yearly (after June 1, 1999) to Independent School District No. 2164, Dilworth/Glyndon/Felton Minnesota and shall be payable on or before July 31, 1999.

It is further agreed that nothing in this contract shall affect the relationships of these districts as to organization, legal status, and right to receive state apportionment, income tax aid and transportation aid. District No. 152 absolves itself of any transportation or housing commitments.

This agreement entered into and accepted by the School Boards of Independent School District No. 152 and Independent School District No. 2164.

Dated this 22nd day of June, 1998      Dated this \_\_\_\_ day of \_\_\_\_, 1998

Approved by \_\_\_\_\_  
Chairman

Approved by \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Clerk

Independent School Dist 152  
Moorhead, Minnesota 56560

Independent School Dist 2164  
Dilworth, Minnesota 56529

MEMORANDUM

P 98.072

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: July 8, 1998  
SUBJECT: Severance for Pat Hinze

The administration requests approval of the early retirement of Pat Hinze approved by the representatives of MEA as per the agreement dated July 9, 1998, and that the Board Chair and Clerk be authorized to execute said agreement.

Suggested Resolution: Move to accept the early retirement of Pat Hinze effective June 20, 1998, and that severance pay be paid to Pat Hinze in accordance with the Agreement, and that the Chair and Clerk of the School Board be authorized to execute such agreement.

JDS:sdh



# Independent School District No. 152

Townsite Centre - 810 4th Avenue South

Moorhead, Minnesota 56560

## AGREEMENT

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

1. That the School Board agrees to pay Pat Hinze, a teacher of Independent School District No. 152, severance pay in the amount of \$22,223.42 in accordance with Article 35 of the 1997-99 Master Agreement between the MEA and the School Board, in spite of the fact that a written resignation was not received and the payment of severance pay was not approved by the School Board prior to March 1, 1998 in accordance with Article 35.
2. That the MEA agrees that even though the School Board, did not approve such payment until after March 1, 1998, that such approval shall not constitute a binding past practice and that the School Board shall have the sole and exclusive discretion to approve or disapprove the payment of severance pay to any teacher who does not submit his/her written resignation and request for the payment of severance pay prior to March 1 of any school year.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR:

MOORHEAD EDUCATION  
ASSOCIATION

By

*Kent J. Wolford*  
President

By

Chair, Teacher Rights Council

FOR:

SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 152

By

Chair

By

Clerk

Dated this 9th day of July 1998. Dated this      day of      1998.

JUN 18 1998

MEMO #: B98.309

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JUNE 17, 1998

SUBJECT: PUBLIC HEARING ON PROPOSED PROPERTY TAXES FOR TAXES  
PAYABLE IN 1999

On or before September 30, 1998 we must certify our Proposed Property Tax Levy Payable 1999 to the County Auditor.

School districts must hold their public hearings between November 29 through December 21. December 3, 1998, is reserved for the initial hearing date for counties. December 7 and 14 are reserved for cities.

At least five business days but no more than 14 business days after the initial public hearing, but no later than December 15, 1998, we must schedule a continuation hearing if necessary.

December 15, 1998 is reserved for the county continuation hearing. One or more days after the public hearing (or immediately following the continuation hearing if one is held) but no later than December 28, 1998, school districts must adopt their final payable 1999 Property Tax Levies.

Suggested Resolution: Move to approve - Tuesday, December 8, 1998, 7:00 pm for initial hearing. Monday, December 21, 1998, 7:00 pm for continuation if necessary.

If hearing is completed on December 8, 1998, will recommend adoption of final levy Monday, December 21, 1998.

JUL 6 1998

MEMO #: B99.100

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JULY 2, 1998

SUBJECT: CARPET REPLACEMENT: ASP, PROBSTFIELD, JR HIGH, EDISON,  
RIVERSIDE, SR. HIGH, SPORTS CENTER AND WASHINGTON

Bids were opened June 19, 1998.

|               | Kraus<br>Carpet | Lees<br>Carpet |
|---------------|-----------------|----------------|
| FM Flooring   | \$ 92,750       | \$ 92,200      |
| Flament-Ulman | \$113,000       | \$117,000      |

Suggested Resolution: Move to award low bid meeting  
specifications to FM Flooring for Lee's Carpet for \$92,200.00.

I have had a meeting with representatives of Welco Carpets, the  
manufactures of our current carpet. They will submit a proposal  
to replace the current carpet with new carpet and provide an  
adjustment for the premature wear.



TABULATION OF BIDS

CARPET REPLACEMENT PROJECT - 1998  
INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

PROJECT NO. 9800

FOSS ASSOCIATES  
Architecture & Interiors  
Moorhead, Minnesota

BID OPENING: June 19, 1998

| Contractors   | S<br>e<br>c<br>u<br>r<br>i<br>t<br>y | C<br>a<br>l.<br>D<br>a<br>y<br>s | Base Bid 1A -<br>All Work<br>(R. Asp,<br>Probstfield,<br>Junior High)<br>Carpet: Kraus | Base Bid 2A -<br>All Work<br>(Edison, River-<br>side, Sr. High,<br>Sports Center,<br>Washington)<br>Carpet: Kraus | Base Bid 3A -<br>All Work<br>(All Schools -<br>Combined Bid)<br>Carpet: Kraus | Base Bid 1B -<br>All Work<br>(R. Asp,<br>Probstfield,<br>Junior High)<br>Carpet: Lees | Base Bid 2B -<br>All Work<br>(Edison, River-<br>side, Sr. High,<br>Sports Center,<br>Washington)<br>Carpet: Lees | Base Bid 3B -<br>All Work<br>(All Schools -<br>Combined Bid)<br>Carpet: Lees |
|---|--------------------------------------|----------------------------------|--|---|---|---|--|--|
| ✓ F-M Flooring, Inc.<br>Fargo, North Dakota           | ✓                                    | 140                              | \$37,750   | 37,700  | 92,750  | 54,000  | 59,300   | 92,200   |
| Fargo Linoleum<br>Fargo, North Dakota                 |                                      |                                  |  |   |   |   |  |  |
| Flament-Ulman<br>Moorhead, Minnesota                  | 62%                                  | ✓                                | 66,000   | 55,000  | 113,000   | 68,000  | 52,000   | 117,000  |
| Floor to Ceiling<br>Carpet One<br>Fargo, North Dakota |                                      |                                  |  |   |   |   |  |  |
|   |                                      |                                  |  |   |   |   |  |  |

30 DAYS  
AFFID  
2000

MEMO #: B99.101

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JULY 2, 1998

JUL 6 1998

SUBJECT: AWARDING OF 1998.99 MILK AND BREAD BIDS

Bids were opened for Milk and Bread on June 15, 1998, at 2:00 pm.

The milk bid will go to Cass Clay Creamery and the bread bid will go to Metz Baking Co.

Amount spent for:

Milk: \$137,953.43

Bread: \$ 26,843.16

Moorhead does the bidding on bread for the following schools: D-G-F, and Hawley. Bidding on milk for: Northwest Technical College, D-G-F, Barnesville and Hawley.

Suggested Resolution: Move to approve low bidders for Milk and Bread  
Bid to: Cass Clay Creamery and Metz Baking Co.

1998-99 MILK BID SUMMARY

| QUANTITY | DESCRIPTION   | NO BID        |                   |
|----------|---|---------------|-------------------|
|          |   | CASS CLAY     | BRIDGEMAN         |
|          | 1. Half Pint Size<br>3.25% White/per container          | <u>.1492</u>  | <u>          </u> |
|          | 2. Half Pint Size<br>2.0% Butterfat White/per container | <u>.1452</u>  | <u>          </u> |
|          | 3. Half Pint Size<br>Fat Free Milk/per container        | <u>.1384</u>  | <u>          </u> |
|          | 4. Half Pint Size<br>Fat Free Chocolate/per container   | <u>.1597</u>  | <u>          </u> |
|          | 5. Half Pint Size<br>NU-A Milk/per container            | <u>.1492</u>  | <u>          </u> |
|          | 6. Homo Milk 1/2 Gallon                                 | <u>1.1875</u> | <u>          </u> |
|          | 7. 2.0% Milk 1/2 Gallon                                 | <u>1.1525</u> | <u>          </u> |
|          | 8. Quart, Buttermilk                                    | <u>.5800</u>  | <u>          </u> |
|          | 9. Quart, 2%  | <u>.5750</u>  | <u>          </u> |
|          | 10. Quart, Fat Free                                     | <u>.4800</u>  | <u>          </u> |
|          | 11. Pt. - Half & Half                                   | <u>.4300</u>  | <u>          </u> |
|          | 12. Pt. - Whipping Cream                                | <u>.8900</u>  | <u>          </u> |
|          | 13. Qt. - Whipping Cream                                | <u>1.7520</u> | <u>          </u> |
| 800      | 14. Shake Mix-Vanilla - 1/2 Gallon                      | <u>1.5850</u> | <u>          </u> |
| 1,200    | 15. Shake Mix-Chocolate - 1/2 Gallon                    | <u>1.6900</u> | <u>          </u> |
| 1,600 BX | 16. Novelties, 2 Dozen Per Box                          |               |                   |
|          | A. Dixie Cups      Ice Cream                            | <u>5.90</u>   | <u>          </u> |
|          | Sherbet   | <u>5.34</u>   | <u>          </u> |
|          | B. Creme Freeze   | <u>4.70</u>   | <u>          </u> |
|          | C. Fudgesicles  | <u>4.10</u>   | <u>          </u> |
|          | D. Cheerios   | <u>5.23</u>   | <u>          </u> |
|          | E. Ice Cream Sandwiches                                 | <u>6.01</u>   | <u>          </u> |
|          | F. Drumsticks   | <u>12.67</u>  | <u>          </u> |

|  |  | NO BID            |                   |
|--|--|-------------------|-------------------|
| QUANTITY   | DESCRIPTION  | CASS CLAY         | BRIDGEMAN         |
|  | 17. -4- Lb. Sour Cream                               | <u>3.22</u>       | <u>          </u> |
|  | 18. -4- Lb. Sour Cream - Fat Free                    | <u>3.22</u>       | <u>          </u> |
|  | 19. Lb. Butter A Parch                               | <u>N/A</u>        | <u>          </u> |
|  | 20. Lb. Butter Chip 90                               | <u>1.73</u>       | <u>          </u> |
|  | 21. Lb. Butter Tray Pak                              | <u>1.93</u>       | <u>          </u> |
|  | 22. -8- Lb. Butter Cups                              | <u>2.07</u>       | <u>          </u> |
|  | 23. -2- Lb. Rolled Butter                            | <u>3.00</u>       | <u>          </u> |
| 100 BX   | 24. -4- Lb. Cottage Cheese, 2% Lowfat                | <u>4.07</u>       | <u>          </u> |
| 450 BX   | 25. -4- Lb. Cottage Cheese, Fat Free                 | <u>4.07</u>       | <u>          </u> |
|  | 26. -5- Lb. American Cheese                          | <u>7.57</u>       | <u>          </u> |
|  | 27. -5- Lb. Cheddar Cheese                           | <u>16.69/10#</u>  | <u>          </u> |
|  | 28. -5- Lb. Swiss Cheese                             | <u>N/A</u>        | <u>          </u> |
|  | 29. -5- Lb. Monterey Jack Cheese                     | <u>N/A</u>        | <u>          </u> |
|  | 30. -3- Lb. Cream Cheese                             | <u>3.63</u>       | <u>          </u> |
|  | 31. -36-1 Lb. Grade AA Butter                        | <u>1.55</u>       | <u>          </u> |
|  | 32. -5- Lb. Swiss American Cheese,<br>sliced, 160 ct | <u>7.37</u>       | <u>          </u> |
|  | 33. -5- Lb. Yogurt, Lowfat, flavored                 | <u>1.44/24 oz</u> | <u>          </u> |
|  | 34. -8- Oz. Yogurt, Lowfat, flavored                 | <u>.475</u>       | <u>          </u> |
|  | 35. -4- Oz. Yogurt, Lowfat, flavored                 | <u>.32/5 oz</u>   | <u>          </u> |
|  | 36. -6- Oz. 100% Apple Juice                         | <u>.18</u>        | <u>          </u> |
|  | 37. -6- Oz. 100% Orange Juice                        | <u>.17</u>        | <u>          </u> |
| Base Price if escalator clause proposed (per<br>hundredweight). Adjusted for: 2% escalator<br>clause attached. |  | <u>13.41</u>      | <u>          </u> |

1998-99 BREAD BID SUMMARY

| <u>QUANTITY</u> | <u>DESCRIPTION</u>   | <u>PAN-O-GOLD</u> | <u>METZ</u>       | <u>QUALITY</u> | <u>INTERSTATE</u> |
|-----------------|--|-------------------|-------------------|----------------|-------------------|
| 17,440 LVS      | 1 1/2 lb. Bread, white<br>slices per loaf <u>21</u>                        | <u>1.09</u>       | <u>.65</u>        | <u>1.40</u>    | <u>.70</u>        |
| 4,170 LVS       | 1 1/2 lb. Bread, whole<br>wheat or rye<br>slices per loaf <u>21</u>        | <u>1.19</u>       | <u>.70</u>        | <u>1.40</u>    | <u>.75</u>        |
| 12,400 DOZ      | Coney Buns, sliced,<br>bulk pack, standard<br>length                       | <u>1.09</u>       | <u>.8025</u>      | <u>1.40</u>    | <u>2.50/40 ct</u> |
| 44,400 DOZ      | Hamburger buns, white/dark,<br>plain/sesame seed,<br>sliced, bulk pack 4". | <u>1.09</u>       | <u>.82</u>        | <u>1.25</u>    | <u>1.95/30 ct</u> |
| 1,200 LVS       | French Bread, 1 lb.  | <u>1.09</u>       | <u>.70</u>        | <u>1.30</u>    | <u>.70</u>        |
| 2,730 DOZ       | Footlong Buns,<br>sliced, bulk pack, 10"                                   | <u>2.10</u>       | <u>1.15/8 ct</u>  | <u>1.85</u>    | <u>.72/6 ct</u>   |
| 24,000 DOZ      | Tea Biscuits<br>white/dark, dozen  | <u>.99</u>        | <u>.6525</u>      | <u>1.20</u>    | <u>.66</u>        |
| 10,520 DOZ      | Steak Bun,<br>plain/sesame seed<br>6" sliced, dozen                        | <u>1.30</u>       | <u>1.00</u>       | <u>2.00</u>    | <u>2.30/24 ct</u> |
| 3,600 LVS       | Texas Toast, 2#  | <u>1.09</u>       | <u>.75/1 1/2#</u> | <u>1.50</u>    | <u>.80/1 1/2#</u> |
| 1,750 DOZ       | Bread Sticks,<br>Bake and Serve,<br>bulk pack 8".                          | <u>1.20</u>       | <u>1.00</u>       | <u>1.55</u>    | <u>1.55</u>       |

JUN 19 1998

MEMO #: B98.311

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JUNE 18, 1998

SUBJECT: AMBIENT AIR MONITORING STATION

The Minnesota Pollution Control Agency wants to lease space for an Ambient Air Monitoring Station on the roof of the Senior High School.

Our custodian, would change the sample filter and sample canisters. We will bill the State for the time and deposit the revenue in the custodial account.

Suggested Resolution: Move to approve a lease to the MPCA for an Air Monitoring Station on the roof of the Senior High School for \$100.00 per month and reimbursement for any labor costs for monitoring. Letter and lease from MPCA.

Attachment



## Minnesota Pollution Control Agency

JUN 15 1998

June 10, 1998

JUN 17 1998

Mr. Orv Kaste  
Supervisor - Property Services & Safety  
Moorhead Public Schools - ISD 152  
1304 North 15th Avenue  
Moorhead, Minnesota 56560

RE: Ambient Air Monitoring Site

Dear Mr. Kaste:

Please find enclosed a proposal for establishing an ambient air monitoring station at the Moorhead Senior High School. I have also enclosed a generic site lease form for your information. If you find this proposal or lease form inadequate, please inform me of any changes you feel are necessary to address the concerns you may have at this time.

We are still targeting October 1, 1998, as our startup date for this site. If you have any questions or concerns, please feel free to contact me at (612) 296-7655 or call 1 800 657-3864 and direct your call to me.

Thank you for your time and cooperation regarding this matter.

Sincerely,

Dennis Fenlon  
Program Development and Air Analysis Section  
Air Quality Division

DPF:lmg

Enclosures

## Proposed Air Monitoring Site at Moorhead Senior High School

**Purpose:** The U.S. Environmental Protection Agency (U.S. EPA) has been mandated by Congress to establish a national air monitoring network of 1500 stations by the year 2000 for the determination of fine particulate in ambient air. In turn, the U.S. EPA has assigned the Minnesota Pollution Control Agency (MPCA) the task of establishing a sub-set network of twenty-six stations. The intent of the study is to determine the level of exposure that the general population has to fine particulate. The study has been geared toward residential areas and not industrial sources. The criteria for locating monitoring sites includes the consideration of demography, land use, topography, local and area industrial sources and long range transport.

Part of our intendment, within this study, is to also monitor the levels of volatile organic compounds (VOC's), carbonyls and heavy metals within the Moorhead area. This data is essential to an ongoing five year statewide comparative exposure analysis study which is presently being performed by the MPCA in cooperation with the University of Minnesota.

MPCA staff have determined that the Moorhead High School is potentially an ideal sampling location, meeting the siting requirements for geographical and spatial representation, site exposure and controlled access. The MPCA is requesting permission to establish an ambient air monitoring station on the roof of Moorhead High School. This building has a flat roof that would fulfill our needs for exposure and walkout access. Electrical power is already located near the roof access which simplifies any additional electrical work that may be required.

**Site Preparation:** Air monitoring at Moorhead High School may require the installation of an electrical outlet near the monitoring location. The MPCA will pay for this installation whether the work is performed by a state contractor or by school district personnel, at the option of the school district, and all operational costs associated with this monitoring site.

The MPCA is willing to comply any installation provisions the school district may have in regards to roof protection, personal safety and esthetics. As a general rule, we would install a heavy rubber mat walkway from the access door to the monitors in order to minimize foot traffic on the roof. The monitors would be attached to wooden pallets that are also be placed on a rubber mats or heavy foiled styrofoam panels.



Equipment: The only equipment that will be installed on the roof will be the actual monitors. Quality assurance procedures may require the temporary placement of a additional monitor from time to time in order to assess monitor bias and precision. If this is necessary, the QA monitor will be installed in the same matter as the other monitors.

The dimensions of the PM 2.5 monitor are approximately two feet by three feet. The monitor will be placed on a stand giving the monitor a total height of two meters ( $\approx$ six feet) The monitor weights approximately 65 pounds. The electrical draw for this monitor is estimated at 3 amps. The VOC sampler is similar in size and weight with only a slightly higher power draw approximately 4 amps. The heavy metals will be collected with a PM10 particulate monitor which is approximately one foot by one foot and stands two meters high.

Scope of Work: Routine operation on these monitors will require a MPCA contractee to visit the monitors at least twice per week, in order to change the sample filters and sample canisters. All site visits would be performed during regular working hours. Weekend visits will not be necessary. Additional site visits will be performed on a quarterly basis by MPCA quality assurance personnel and there maybe periodic visits by representatives of the U.S. EPA. The duration of this sampling will be approximately one year.

Liability: The MPCA assumes all liabilities associated with the installation and operation of this monitor, including damage to property and personal injuries. If desired by the school district, a site lease agreement can be provided to insure the clarity of liabilities. A copy of the standard site lease agreement is attached for your review.

| FY    | AGENCY | FUND | ORG | APPR      | REPT | OBJECT | VENDOR | AMOUNT      |
|-------|--------|------|-----|-----------|------|--------|--------|-------------|
| REG # |        | SOL# |     | CONTRACT# |      | ORDER# |        | COST CODE : |

**MINNESOTA POLLUTION CONTROL AGENCY**  
Monitoring Equipment Site Lease Agreement

This Agreement is between \_\_\_\_\_ (LESSOR) and the State of Minnesota, Pollution Control Agency (LESSEE)

1. **Leased Premises.** LESSOR grants and LESSEE accepts the use of the following Leased Premises as a pollution control monitoring site in the City of \_\_\_\_\_ County, Minnesota.
2. **Term.** This Agreement begins on \_\_\_\_\_ and ends on \_\_\_\_\_
3. **Rent.** LESSEE will pay to LESSOR \$\_\_\_\_\_ for each quarter, paid within 30 days of the end of each quarter.
4. **Duties of the LESSOR.** LESSOR shall provide the LESSEE with access to the Leased Premises and with electrical service to operate the monitoring equipment.
5. **Duties of the LESSEE.** LESSEE shall pay for the electricity used for the monitoring site, and shall pay for the cost of any necessary electrical equipment and its installation. LESSEE shall also:
  - a. furnish all materials and services required for its use of the Leased Premises;
  - b. maintain the Leased Premises in reasonably good condition and state of repair during its tenancy;
  - c. surrender the Leased Premises to LESSOR upon termination in the condition it was in at the start of LESSEE's tenancy, except for reasonable wear and damage by the elements; and
  - d. be responsible for any repairs to the Leased Premises caused by removal of its monitoring equipment at termination of this Agreement.
6. **Liability.** LESSEE shall be liable for injury to or loss of property or personal injury or death caused by an act or omission of any employee of LESSEE in the performance of this contract, under circumstances where LESSEE, if a private person, would be liable to the claimant, in accordance with Minn. Stat. § 3.736. Nothing in this Lease Agreement is intended to be construed as a waiver of the Tort Claims Act, Minn. Stat. § 3.736 or any other law, legislative or judicial, limiting governmental liability.
7. **Termination.** This Agreement may be terminated by either party upon giving thirty (30) days prior written notice of termination to the other party.
8. **Compliance With Other Laws.** This Agreement does not authorize any noncompliance with applicable local, state and federal laws, rules or ordinances.

LESSOR:

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

As to Form and Execution by the  
Attorney General

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

Assistant Attorney General

Date: \_\_\_\_\_

LESSEE, Pollution Control Agency

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Commissioner of Administration  
Delegated to:

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

As to Encumbrance

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

Date: \_\_\_\_\_

Encumbered

cc: Fully executed copy to Department of Administration, Real Estate Management Division

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

JULY 20, 1998  
5:00 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. BID AWARD - TECHNOLOGY EQUIPMENT: Lacher

Suggested Resolution: (A recommendation will be presented at the meeting.)

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

3. 1998-2000 SUPPORT SERVICES AGREEMENT: Anderson  
Page 2

Suggested Resolution: Move to approve the total package as presented for the 1998-2000 Support Services Master Agreement as recommended by the administration.

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

4. ADJOURNMENT

5-Min-BOB  
M.A.N  
July-20-98

MEMORANDUM P98-073

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: July 16, 1998  
SUBJECT: 1998-2000 MASTER AGREEMENT for PARAPROFESSIONALS  
1998-2000 MASTER AGREEMENT for OPERATION AND  
MAINTENANCE EMPLOYEES  
1998-2000 MASTER AGREEMENT for SECRETARIAL AND CLERICAL  
EMPLOYEES

The following is the combined Total Package Costs (1998-2000) for the above referenced bargaining units.

TOTAL PACKAGE COSTS FOR 1998-2000

|                | <u>1997-98</u> | <u>1998-99</u> | <u>1999-2000</u> |
|----------------|----------------|----------------|------------------|
| TOTAL SALARIES | \$3,632,922    | \$3,800,533    | \$3,991,533      |
| TOTAL FRINGES  | <u>664,405</u> | <u>701,767</u> | <u>727,635</u>   |
|                | \$4,297,327    | \$4,502,588    | \$4,719,168      |

TOTAL PACKAGE

|                              |           |           |
|------------------------------|-----------|-----------|
| TOTAL PACKAGE<br>\$ INCREASE | \$205,262 | \$216,580 |
| TOTAL PACKAGE<br>% INCREASE  | 4.78%     | 4.81%     |

Benefit/Language Changes:

The only changes to be made to the Master Agreements for these bargaining units will be a revision of the effective dates of the Agreements and the Salary Schedules. No other changes were negotiated.

SUGGESTED RESOLUTION: Move to approve the total package as presented for the 1998-2000 Master Agreements for the Paraprofessionals, Operation and Maintenance Employees, and Clerical and Secretarial Employees.

JDS

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

August 10, 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.

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Acceptance of Title I Reallocation Funds - Pages 6-7
  - (2) Approval of Tuition Fees - Pages 8-9
  - (3) Acceptance of Grant - Page 10
- B. BUSINESS AFFAIRS - Lacher
  - (1) Approval of NSF Check Collection - Page 11
  - (2) Approval of Washington Playground Change Order - Page - 12
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of Leave of Absence Extension - Page 13
  - (2) Approval of Family/Medical Leave - Page 14
  - (3) Approval of Change in Contract - Page 15
  - (4) Acceptance of Resignations - Page 16
  - (5) Approval of New Employees - Page 17-18
  - (6) Approval of Leave of Absence - Page 18.1
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of July 13, July 20 and July 30, 1998 Minutes - Pages 19-26
  - (2) Approval of July Claims
  - (3) Community Education Budget Amendment - Page 27
  - (4) Clay County Public Health Contract for Early Childhood Screening - Pages 28-32

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.)

Senior High School Truancy Issues - Boyle

Issues related to high school truancy will be reviewed by Mr. Boyle, high school staff and county staff representatives. This discussion will be related to the Local Collaborative Time Study grant proposal.

5. DISTRICT ADMINISTRATIVE ORGANIZATION: Anderson  
Pages 33-49

Review and discussion of administrative organization recommendation by Dr. Anderson and Dr. Jim Fox, Fox Lawson & Associates.



6. FACILITIES PLAN: Anderson/Lacher  
Pages 50-65

Review and discussion of the preliminary five-year  
Facilities Plan.

7. SENIOR HIGH SCHOOL CUSTODIAL STAFFING APPRAISAL: Lacher  
Page 66-71

Suggested Resolution: Move to approve B & G Associates,  
Inc., to provide a survey and recommendation for the Senior  
High School building custodians for a cost of \$8,120.

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

8. CLAY COUNTY JOINT POWERS COLLABORATIVE BOARD: Anderson  
Page 72

The Clay County Joint Powers Collaborative Board recently  
clarified that Board member alternates be designated  
through school board action.

Suggested Resolution: Move that \_\_\_\_\_ be  
designated as the alternate to the Clay County Joint Powers  
Collaborative Board in the event of an absence by one of  
our two members.

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

9. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

10. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>                               | <u>Date</u>   | <u>Time</u>  | <u>Place</u>  |
|--|---|--|---|
| MDCFL Supt's Conf.                         | Aug. 12   |  | Mpls.   |
| <del>MSBA</del> Summer Seminar             | Aug. 12-14  |  | Mpls.   |
| Summer Orchestra                           | Aug. 17-21  | 9 am-3 pm  | Asp   |
| Detention/Shelter Care Summer School       | Aug. 3-21   | 8:30-12 pm   | Reg. Juv. Ctr.  |
| Outreach Summer School                     | Aug. 3-21   | 8 am-12 pm   | Mhd. Sports Ctr.  |
| Elements of Instruction Workshop           | Aug. 24-25  | 8 am-3:30 pm<br>8 am-12 pm                                 | Townsite  |
| School Board                               | Aug. 24   | 7 pm   | Townsite  |
| Chamber Sponsored New Educators' Breakfast | Aug. 25   | 7 am   | Ramada - Fargo  |
| K-12 Teacher Workshops                     | Aug. 26, 27, 31, & Sept. 1                          |  |   |
| MEA New Staff Luncheon                     | Aug. 27   | 11:30-1 pm   | Red River Inn   |
| Back-to-School Nights                      | Aug. 27<br>Aug. 31<br>Aug. 31<br>Sept. 1<br>Sept. 1 | 4-6 pm<br>5:30-7 pm<br>6:30-8 pm<br>4-5:30 pm<br>6:30-8 pm | Robert Asp<br>Edison<br>Junior High<br>Probstfield<br>Senior High |
| K-12 Classes Begin                         | Sept. 2   |  |   |
| Labor Day                                  | Sept. 7   |  |   |
| Back-to-School Nights                      | Sept. 10<br>Sept. 21                                | 6:30-7:30 pm<br>6:30-7:30 pm                               | Riverside<br>Washington   |
| Community Education Advisory Council       | Sept. 15  | 7 pm   | Townsite  |
| Fall Community Educ. Classes Start         | Sept. 21  |  |   |
| Cultural Diversity Celebration             | Oct. 10   | 3-8 pm   | Senior High   |



CALENDAR OF EVENTS (CONTINUED)

|   |            |            |                   |
|---|------------|------------|-------------------|
| MEA Conferences                         | Oct. 15-16 |            |                   |
| Community Education<br>Advisory Council | Oct. 20    | 7 pm       | Townsite          |
| End of 1st Quarter                      | Nov. 4     |            | District-<br>wide |
| K-P/T Conferences                       | Nov. 10-11 | Daytime    |                   |
| K-12 P/T Confs.                         | Nov. 12    | 8 am-8 pm  |                   |
| K-12 P/T Confs.                         | Nov. 13    | 7:30-11 am |                   |
| K-12 No School/Teacher<br>Comp. (pm)    | Nov. 13    |            |                   |
| Community Education<br>Advisory Council | Nov. 17    | 7 pm       | Townsite          |
| Thanksgiving Holiday                    | Nov. 26-27 |            |                   |
| Winter Break Begins                     | Dec. 21    |            |                   |
| K-12 Classes Resume                     | Jan. 4     |            |                   |

MEMO #: I-99-018  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *[Signature]*  
~~SUBJECT:~~ Acceptance of Title I Reallocation Funds  
DATE: August 4, 1998

Reallocation of Title I funds in the amount of \$23,468.40 has been approved for Moorhead Public Schools. These funds are to be used for Jump Start and Bilingual Para for schoolwide in the 1998-99 school year.

Suggested Resolution: Move to accept the reallocation of Title I funding.

RMJ/vtr  
Attachment



MEMORANDUM

TO: Ms. Patricia King, Title 1 Coordinator  
Moorhead Public Schools

FROM: Jessie Montañó, Manager  
Division of Learner Options

SUBJECT: Title I Reallocation Funds

DATE: July 6, 1998

We have reviewed your district's letter of intent to apply for Title I reallocation funds. Based on this letter as well as a review of the district's needs and resources as described in your present and previous IASA applications, we have approved \$23,468.40 for the following services:

Jump Start & Bilingual Para For Schoolwide

These funds are for use in school year 1998-99. By approving your request, we have given you authority to obligate funds for the activities described above; however, to be reimbursed for the funds, you must request formal approval by amending your 1998-99 IASA application to reflect the approved activities and include the reallocation funds in your budget. You may submit your addendum at any time after your original application has been approved; you do not need to wait until the usual spring submission.

**Please remember that any reallocation funds that are used for services to buildings must be distributed on a per pupil amount in rank order, starting with the highest poverty building.**

If you have any questions regarding this memo or need further information, please contact Anne Cutler at 612-296-2181.

MEMO#: I-99-017

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1998-99 Tuition Fees

DATE: August 4, 1998

Attached is a recommended revision of Policy JECB - Tuition Fees.  
Changes for the 1998-99 school year are based on increased expenditures.

Suggested Resolution: Move to approve Policy JECB - Tuition Fees as  
presented.

RMJ/vtr  
Attachment

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN.

DISTRICT CODE: JECB  
DATE ADOPTED: 09/13/88  
REVISED: 07/28/97

TUITION FEES

Tuition fees for full time students attending Moorhead Public Schools are as follows:

|              |                       |         |
|--------------|-----------------------|---------|
| Kindergarten | <del>\$2/129/00</del> | \$2,200 |
| Elementary   | <del>\$4/260/00</del> | \$4,400 |
| Secondary    | <del>\$5/502/00</del> | \$5,670 |

Special Education students and students attending under the Minnesota Attendance Options programs shall have financial arrangements based on state approved procedures.

Reviewed/Revised: 8/13/91  
7/6/93  
8/28/95  
8/26/96  
7/28/97

MEMO #: I-99-021  
TO: Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Safe and Drug Free Greatest Need Grant Award  
DATE: August 5, 1998

The district has received notification of the Safe and Drug Free Greatest Need Grant Award in the amount of \$28,465.92 for 1998-1999.

Funds will continue to be utilized for Outreach Services at Moorhead Senior High School and Moorhead Community Alternative Program, employment of assistants for mentor/tutors and job shadow supervisors for at-risk learners, and to provide in-service training to the district CARE teams regarding prevention, intervention, and post-vention strategies.

Suggested Resolution: Move to accept the Greatest Need Grant Award.

RMJ/vtr

JUL 14 1998

June 26, 1998

TO: Bruce Anderson

FROM: Bob Lacher *R. Lacher*

SUBJECT: NSF checks

Request permission to write off the following NSF checks and submit them to Red River Collection Agency.

On the General Acct:

|                  |             |
|------------------|-------------|
| Karen M. Cameron | \$10.00     |
| Rosa E. Rios     | 9.55        |
| Ray Billman, Jr. | 40.00       |
| Lucinda Harmon   | 10.00       |
| Deb Storbakken   | 45.00       |
| Nancy Hudoba     | 50.00       |
| Bettye Turnbo    | 5.00        |
| Tammy Jones      | 40.00       |
| Leticia Alvarez  | 60.00       |
| Delia Landstrom  | 20.00       |
| Eric Salazar     | 90.00       |
| Roger Geroy      | 132.00      |
| Diana Kowalski   | 20.00       |
| Christine Cox    | <u>3.50</u> |

Total \$535.05

On the Activity Acct:

|                      |              |
|----------------------|--------------|
| Big Bird Enterprises | \$25.00      |
| (Jack Ash)           |              |
| Bakovic Livia        | 25.00        |
| Grammy's Cedar Chest | 20.00        |
| (Jeanene Zebley)     |              |
| Nancy Hudoba         | 70.00        |
| Olga Niemi           | <u>29.50</u> |

Total \$169.50

Suggested Resolution: Move to approve collection of NSF checks listed above.



MEMO #: B99.115

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JULY 15, 1998

SUBJECT: PLAYGROUND CHANGE ORDER #1

Delete resilient tile and substitute 2" Everplay Mat.

|            |        |                   |
|------------|--------|-------------------|
| Washington | Delete | \$1,700.00        |
| Riverside  | Delete | <u>\$1,000.00</u> |
|            | Total  | \$2,700.00        |

Suggested Resolution: Approve Change Order #1 for Washington and Riverside Playground Project to replace resilient tile with 2" Everplay Mat for a total deduct of \$2,700.00.



MEMORANDUM

P 98.077

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *was*  
DATE: August 4, 1998  
SUBJECT: Extension of Leave of Absence

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

Paula Falk - EBD Teacher, Probstfield Elementary, to extend her family leave until October 5, 1998.

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

JDS:sdh

MEMORANDUM P 98.078

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *WJS*  
DATE: August 4, 1998  
SUBJECT: Family/Medical Leave

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

Sandy Klemz - EBD Teacher, Probstfield Elementary, to begin on or about October 14, 1998 until January 4, 1999.

Stephanie McNab - Title I Teacher, Probstfield Elementary, to begin on or about September 9, 1998 for twelve weeks.

Tammy Ressler - MMMI Teacher, Senior High, to be approximately November 14, 1998 to January 4, 1999.

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

JDS:sdh

MEMORANDUM P 98.079

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: August 4, 1998

SUBJECT: Change in Contract

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

Virginia Rutter - Library Secretary, Probstfield and Data Processing/Title I Secretary, Townsite, A12 (1) \$8.74 per hour, to Secretary to Instruction, Townsite, B24 (4) \$11.01 per hour, effective August 3, 1998.

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

JDS:sdh

MEMORANDUM

P 98.075

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JSS*  
DATE: August 4, 1998  
SUBJECT: Resignation of District Employees.

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

Kathie Brekke - Music Teacher, Robert Asp, effective immediately.

Kirstin Carlson - Band Teacher, Junior High, effective immediately.

Charles Gorecki - POHI Paraprofessional, Junior High, effective immediately.

Leah Hoffman - Music Teacher, Probstfield Elementary, effective August 26, 1998.

Diana W. Johnson - Title I Paraprofessional, Washington Elementary, effective July 30, 1998.

Marjorie McGuire - Speech/Language Pathologist, District Wide, effective immediately.

Tonya Matson - Early Childhood Family Education Paraprofessional, effective immediately.

Audrey Stoa - OHI/ECSE/PI Paraprofessional, Probstfield Elementary, effective immediately.

Charles Swedberg - Security Officer, MCAP, effective immediately.

Mattia Leach - ECSE Paraprofessional, Probstfield Elementary, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: August 4, 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:

Alisha Buttke - Orchestra Teacher, Senior High, BA (0-6)  
\$25,000.00, effective for the 1998-99 school  
year. (Replace Carole Nelson)

Jennifer Carney - 2nd Grade Teacher, Riverside Elementary, BA  
(0-6) \$25,000.00, effective for the 1998-99  
school year. (Replace David Traaseth)

Elizabeth Ferguson - Spanish Teacher, Senior High, BA (7)  
\$25,962.00, effective for the 1998-99 school  
year. (Replace Joanne Schafer)

Alice Goodwin - EBD/SLD Teacher, Senior High, BA (0-6)  
\$25,000.00, effective for the 1998-99 school  
year. (New Position)

Erin Harrington - 2nd Grade Teacher, Washington Elementary, BA  
(0-6) \$25,000.00, effective for the 1998-99  
school year. (Replace Steve Zielinski)

Anita Huseby - Title I Teacher, Washington Elementary, MA (0-6)  
.50 FTE, \$14,750.00, effective for the 1998-99  
school year. (Replace Mindi Jenson)

Diana W. Johnson - Title I Teacher, Washington Elementary, BA  
(0-6) .50 FTE, \$12,500.00, effective for the  
1998-99 school year.  
(Replaces 4 paraprofessional positions)

Jill Lavelle - Counselor, Senior High, MA (0-6) \$29,500.00,  
effective for the 1998-99 school year.  
(Replace Russ Henegar)

Joni Lordeman - 3rd Grade Teacher, Washington Elementary, BA (7)  
\$25,962.00, effective for the 1998-99 school  
year. (Replace Sheila Pechtcl)

James MacFarlane - English Teacher, Senior High, BA (7)  
\$25,962.00, effective for the 1998-99 school  
year. (Replace Carol Bennett)

Heidi Martin - LD/EBD Teacher, Washington/Probstfield Elementary,  
BA (0-6) \$25,000.00, effective for the 1998-99  
school year. (Replace Karen Grubb and New)



Jason Miller - Science Teacher, Junior High, BA (0-6) \$25,000.00,  
effective for the 1998-99 school year.  
(Replace Roger West)

Julie Morlock - 2nd Grade Teacher, Washington Elementary, BA  
(0-6) \$25,000.00, effective for the 1998-99  
school year. (Replace Anita Arndt)

Nicole Odegard - Family Consumer Science Teacher, Senior High, Ba  
(0-6) \$25,000.00, effective for the 1998-99  
school year. (Replace Carol Nelson)

≡ Sarah Schierer - LD Teacher, Senior High, BA (0-6) \$25,000.00,  
effective for the 1998-99 school year.  
(New Position)

Kristen Schumann - English/World Language Teacher, Senior/Junior  
High, BA+15 (0-6) \$26,125.00, effective for  
the 1998-99 school year.  
(Replace Matt Hallquist and Melanie Nissen)

Bert Strassburg - Orchestra Teacher, Junior High, BA (0-6)  
\$25,000.00, effective for the 1998-99 school  
year. (Replace Josh Misner)

Lisa Trnka - Title I/Reading Recovery Teacher, Riverside  
Elementary, BA+15 (0-6) .82 FTE, \$21,422.50,  
effective for the 1998-99 school year.  
(Replace Diane Erickson)

Corey Zimmerman - Math Teacher, Senior High, BA (0-6) \$25,000.00,  
effective for the 1998-99 school year.  
(Replace Greg Grooters)

Tracie Skaurud - EBD Paraprofessional, Robert Asp, B21 (0) \$9.31  
per hour, 6.5 hours daily, effective for the  
1998-99 school year. (New position)

Tammy Keenan - LD Paraprofessional, Robert Asp, B21 (0) \$9.31 per  
hour, 6.5 hours daily, effective for the 1998-99  
school year. (New position)

Shirley Peterson - MMMI Paraprofessional, Robert Asp, B21 (5)  
\$9.91 per hour, 6.5 hours daily, effective for  
the 1998-99 school year. (New position)

Debra McDonald - In School Suspension, Robert Asp, Non-Aligned  
B21 (0) \$8.12 per hour, 6.5 hours daily,  
effective for the 1998-99 school year.  
(Replace Diane Scott)

Heissein Benevay - Functional Workforce Literacy  
Paraprofessional, B21 (0) \$9.31 per hour, 21  
hours weekly, effective immediately.  
(Replace Gloria Hernandez)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMO #: S-99-020

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt.

RE: Leave of Absence *BRA*

DATE: August 6, 1998

The administration recommends the approval of the request for a leave of absence by Marvilyn Richardson, effective August 15, 1998, pursuant to Minn. Stat. 125.12, Subd. 7, for an undetermined period of time.

Suggested Resolution: Move to approve the leave of absence as requested.

BRA:mdm

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, 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 to add the items 1998-2000 Supervisors' Master Agreement, 1998-2000 Confidential Secretaries' Master Agreement, and revise the New Employees and Change In Contract items under Personnel Matters.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

The Board expressed appreciation and thanks to their secretary, Cindy Fagerlie, for her years of services to the District.

Ladwig reported receiving a letter from the Department of Children, Families and Learning regarding the computer crisis for the year 2000. She asked administration to be proactive in finding a solution.

1998-2000 CONFIDENTIAL SECRETARIES' AGREEMENT: Foss moved, seconded by Cummings, to approve the total package of 5.98% and 5.00% as presented for the 1998-2000 Confidential Secretaries' Master Agreement. Motion carried 7-0.

1998-2000 SUPERVISORS' AGREEMENT: Foss moved, seconded by Cummings, to approve the total package of 5.5% and 4.0% as presented for the 1998-2000 Supervisors' Master Agreement as recommended by the administration. Motion carried 7-0.

ORGANIZATION OF THE SCHOOL BOARD

Meeting Date, Time and Location - Cummings moved, seconded by Foss, to set the regular meetings of the school board on the second and fourth Monday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations. Motion carried 7-0.

School Board Compensation - Cummings moved, seconded by Gustafson, to set the board member compensation rate at \$550 per month. Motion carried 7-0.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
PAGE 2

Committee Appointments: Hewitt moved to have the Chair make committee appointments. The motion failed for the lack of a second.

Thompson moved, seconded by Hastad, to approve the committee appointments for the 1998-99 school year as follows:

District-wide Standing Committees:

Foss, Gustafson - Activities Council  
Cummings, Thompson - Community Education Advisory Council  
Hewitt, Ladwig - District Student/Staff Assistance Steering  
Cox, Cummings - Human Rights  
Foss, Hewitt - Instruction & Curriculum Advisory (ICAC)  
Ladwig, Cummings - Long Range Planning (LRP)  
Hastad, Gustafson - Policy Review

Administrative Committees:

Board Administrative Committees

Ladwig - ComNet  
Cummings, Ladwig - Negotiations

Adopt-A-School

Gustafson - Edison  
Thompson - Riverside  
Ladwig - Washington  
Foss - Probstfield  
Hewitt - Asp  
Cummings - Junior High  
Hastad, Gustafson - Senior High

District Administrative Committees

Not Required - Calendar  
Hewitt - Comprehensive Arts Planning (CAPP)  
Hastad - Continuing Education  
Thompson - ECFE Advisory Council  
Hewitt - Global Education  
Ladwig (Board Chair) - Graduation Standards  
Thompson - Indian Education  
Ladwig - Moorhead Goals 2000  
Foss - Sabbatical Leave  
Hewitt - Safety  
Thompson - Staff Development  
Each Member Rotate - Superintendent's Advisory Council  
Foss - Title I/Parent Involvement  
Hewitt - Technology  
Hewitt, Ladwig - Wellness

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
PAGE 3

Community Committees

Board Community Committees:

Clay County Health Services (none-membership expired 1997)  
Ladwig, Cummings - Clay County Joint Powers Collaborative Board  
Foss - Interagency Early Intervention Committee (IEIC)  
Foss, Gustafson - Joint Powers  
Cummings, Hewitt - LCSC Representative Assembly  
Thompson - Learning Bank  
Ladwig, Gustafson - Youth Advisory

Ladwig requested all committee chairs be contacted regarding board membership and the distribution of meeting agendas and minutes to all board members during 1998-99.

Motion carried 7-0.

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

1998-99 Minnesota Academic Excellence Foundation Membership -  
Approve the Minnesota Academic Excellence Foundation membership as presented.

Title VI Resolution - Accept the Title VI resolution as presented.

Grants - Accepted the library site technology grant from the Northern Lights Library Network, in the amount of \$35,000 for hardware purchases.

Accept the Education of Homeless Children and Youth grant, in the amount of \$23,000, for the education of homeless children and youth.

Accept the Title I Intervention Delinquent grant, in the amount of \$21,250 from the Department of CFL, for the development of a computer learning lab at the West Central Regional Juvenile center.

Contract Agreements - Approve the contract with Therapy Partners, in the amount not to exceed \$40.16 per hour, for occupational therapy services for the 1998 Extended School Year Program.

Approve the contract with Clay County Public Health for nursing services for the 1998-99 school year, in the amount of \$35 per hour-not to exceed \$700.

Approve the contract with PT/OT Associates for the 1998-99 school year, for up to 1281 hours at the rate of \$41.36 per hour, as presented.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
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Official Depositories - Designate the official depositories of Norwest Bank, Financial Northeastern, MN School District Liquid Asset Fund Plus, Merrill Lynch, Gibralter Securities Company, Multibank Securities, Inc., Hawley State Bank, American National-St. Paul, Norwest-Minneapolis, and Depository Trust Corporation.

Authorize Financial Transactions - Authorize the listed district personnel to make transactions on the listed accounts as presented.

Authorization of Procedures for Investment of Excess Funds - Approve the resolution granting authority and responsibility to invest excess fund in accordance with M.S. 118.01, 118.05, 124.05, and 475.66.

Authorizing Payment of Goods & Services - Approve the resolution providing authorization to make payment of goods and services in advance of board approval consistent with M.S. 123.335, 123.335 and 471.38.

St. Francis Rental - Approve the Moorhead State University theatre group to rent the Rectory at St. Francis as presented.

New Employees

Stacy Hanson - ECSE/MMMI Teacher, Thomas Edison, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Rose Weisel - ESL Paraprofessional, ABE Program, B21 (0) \$8.85 per hour, 21 hours per week, effective July 14, 1998.  
Pamela Enz - District Communications Coordinator, Townsite Centre, Non-Aligned Contract, C 41 (3) \$13.28 per hour, .75 FTE time, effective July 27, 1998, and 1.0 FTE beginning September 1, 1998.

Resignations

Barb Cunningham - Counselor, Senior High, effective immediately.  
Greg Grooters - Math Teacher and Coach, Senior High, effective August 31, 1998.  
Cindy Fagerlie - School Board/Superintendent Secretary, effective July 17, 1998.  
Malissa Voegele - EBD Paraprofessional, MCAP, effective July 8, 1998.

Change in Contract

Christy Elias - School Nurse, from half-time to full-time, BA (6.5) \$25,481.00, effective for the 1998-99 school year.  
Irene Dombeck - AOM Paraprofessional to LD/MMMI Paraprofessional, Robert Asp, effective for the 1998-99 school year.  
Michelle Morris - Secretary to Instruction, to School Board/Superintendent Secretary, B24 (12) \$13.43 per hour, effective July 20, 1998.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
PAGE 5

Termination

Lynn Wolfe - Custodian, Probstfield, effective June 30, 1998.

Official Newspaper - Designate The Forum as the official newspaper for the 1998-99 school year.

Legal Assistance - Authorize obtaining legal assistance on a time and materials basis.

Minnesota School Boards Association Membership - Approve the 1998-99 membership, in the amount of \$5,667.

Lakes Country Service Cooperative Service Agreement - Approve the 1998-99 Lakes Country Service Cooperative service agreement at presented.

Prairie School Television Membership - Approve the contract with North Central Council for School Television, Inc. for the 1998-99 school year, in the amount of \$13,269.66.

Minnesota State High School League Membership - Approve the resolution of members for the 1998-99 school year.

Approval of Minutes - Approve the minutes of June 4, 8 & 22, 1998 as presented.

Claims - Approve the July claims, subject to audit, in the amount of \$.

|                      |                  |
|----------------------|------------------|
| General Fund:        | \$616,386.31     |
| Food Service:        | 29,706.17        |
| Transportation:      | 13,680.60        |
| Community Service:   | 30,225.24        |
| Capital Expenditure: | 142,216.96       |
| Townsite Centre:     | <u>11,946.58</u> |
| TOTAL                | \$844,161.86     |

Motion carried 7-0.

COMMITTEE REPORTS: A report was given on the Clay County Joint Powers Collaborative Board meeting.

SPECIAL EDUCATION SERVICE AGREEMENT: Hastad moved, seconded by Cummings, to approve the contract for special education services with Dilworth/Glyndon/Felton School District #2164 from July 1, 1998 through June 30, 1999. Motion carried 7-0.



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 13, 1998  
PAGE 6

LETTER OF UNDERSTANDING WITH MOORHEAD EDUCATION ASSOCIATION:

Gustafson moved, seconded by Hastad, to accept the early retirement of Pat Hinze effective June 20, 1998; that severance pay be paid to Pat Hinze in accordance with the Agreement; and, that the Chair and Clerk of the school board be authorized to execute such agreement. Motion carried 7-0.

1998 PAYABLE 1999 PROPERTY TAX LEVY PUBLIC HEARING: Foss moved, seconded by Thompson, to schedule Tuesday, December 8, 1998, 7:00 p.m. for the 1998 payable 1999 property tax public hearing, and Monday, December 21, 1998, 7:00 p.m. for a continuation if necessary. Motion carried 7-0.

BID AWARD-CARPET REPLACEMENT: Hastad moved, seconded by Gustafson, to reject all flooring bids of June 19, 1998 and accept the negotiated settlement with Wellco. Motion carried 7-0.

BID AWARD-MILK & BREAD: Thompson moved, seconded by Foss, to award low bidders for milk and bread to Cass-Clay Creamery and Metz Baking Company, as presented. Motion carried 7-0.

AIR MONITORING STATION LEASE-MOORHEAD HIGH SCHOOL: Gustafson moved, seconded by Foss, to approve a lease to the Minnesota Pollution Control Agency (MPCA) for an air monitoring station on the roof of Moorhead High School, in the amount of \$100 per month and reimbursement for labor costs to monitor the system. Motion carried 4-3; Hastad, Hewitt, Thompson dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The following board members plan to attend the MSBA Summer Conference in August: Cummings, Ladwig, Thompson.

Cummings moved, seconded by Gustafson, to set a meeting for Monday, July 20 at 5:00 p.m. for the purpose of potentially approving a settlement with the MSEA bargaining unit. Motion carried 6-1; Hastad dissenting.

Cummings moved, seconded by Thompson, to schedule a work-session for Thursday, July 29 at 4:30 p.m. for the board to discuss administration organization with Fox Lawson Associates, and to discuss facilities planning as appropriate. Motion carried 7-0.

Thompson moved, seconded by Cummings, to cancel the July 27 meeting. Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:00 p.m.

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Mark Gustafson, Clerk

SPECIAL MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTER  
JULY 20, 1998  
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Anton B. Hastad and James Hewitt.

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

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda, noting to add an item regarding the change in meeting date for the Work Session from July 29 at 4:30 p.m. to July 30 at 4:30 p.m. Chairwoman Ladwig directed this item to be added after Item 3 of agenda.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

MSEA President Clinton Talley stated that Moorhead School Employees Association members voted to ratify the contract presented. Mr. Talley thanked the Board, Bob Lacher and John Skinkle for a very professional and courteous way in which it was done. He felt it went amazingly well and was very pleased.

BID AWARD - TECHNOLOGY EQUIPMENT: Gustafson moved, seconded by Cummings, to approve the award to low bidders meeting specifications: Internal Hard Drives - Pro Direct for \$139 each to total \$74,365 and Random Access Memory - Tahoe Peripherals, Inc. for \$24.86 each to total \$7,408.28. Motion carried 5-0.

1998-2000 SUPPORT SERVICES AGREEMENT: Foss moved, seconded by Cummings, to approve the total package as presented for the 1998-2000 Support Services Master Agreement as recommended by the administration. Motion carried 5-0.

CHANGE IN WORK SESSION MEETING DATE: Gustafson moved, seconded by Cummings, to change the Work Session meeting date from July 29 (4:30 p.m.) to July 30 (4:30 p.m.). Motion carried 5-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 5:21 p.m.

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Mark Gustafson, Clerk

SPECIAL MEETING (WORK SESSION)  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JULY 30, 1998  
PAGE 1

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

MEMBERS ABSENT: James Hewitt.

CALL TO ORDER: Chairwoman Ladwig called the meeting to order at 4:30 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

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

DISTRICT ADMINISTRATIVE ORGANIZATION: Dr. Jim Fox, Fox Lawson & Associates, provided a recommendation of his district administrative organization for the Board to review and consider. This item will be further discussed at the August 10 Board meeting.

FACILITIES PLAN: Bob Lacher provided a review of the draft five-year Facilities Plan for the Board to review and consider. This plan will be further discussed at the August 10 Board meeting.

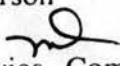
ADJOURNMENT: Hearing no objections, the meeting adjourned at 7 p.m.

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Mark Gustafson, Clerk

JUL 15 1998

MEMORANDUM

TO: Dr. Anderson  
  
FROM: Mary Davies, Community Education  
DATE: July 14, 1998  
RE: budget amendment

Community Education has entered into an agreement to extend the grant with Clay County Social Services and Rural Minnesota CEP to provide ESL classes to clients enrolled in their Functional Work Literacy Training. They will reimburse the school district for salary and fringe benefits.

SUGGESTED ACTION: Accept the functional literacy grant and increase the Community Education 1998-99 revenues by \$46,740.41 and raise expenditures by an equal amount.



MEMORANDUM

~~TO:~~ Dr. Anderson

FROM: Mary <sup>MD</sup>Davies, Community Education

DATE: July 14, 1998

RE: contract with Clay County Public Health for early childhood screening

We are recommending that the Board again contract with Clay County Public Health to provide early childhood screening. The reimbursement/child screened remains at \$25.00.

SUGGESTED RESOLUTION: Move to approve the agreement between Clay County Public Health and the Moorhead School District for early childhood screening services for 1998-99.

**AGREEMENT BETWEEN  
CLAY COUNTY PUBLIC HEALTH  
AND  
MOORHEAD SCHOOL DISTRICT**

The Moorhead School District, hereinafter referred to as the "School" and Clay County Public Health, Moorhead, Minnesota hereinafter referred to as the "Provider" enter into this agreement.

Whereas the Provider is a certified health care provider in Clay County and; Whereas the Provider has authorized the development of early childhood screening (ECS) services and; Whereas the School wishes to purchase such services from the Provider; Now, therefore, in consideration of the mutual understandings and agreements set forth, the School and Provider agree as follows:

**I. PROVIDER RESPONSIBILITIES:**

1. Assist with mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Perform the ECS required components of:
  - \*Growth: height and weight
  - \*Immunization review/referral
  - \*Hearing screening
  - \*Vision screening
  - \*Developmental screeningThe components provided will be for screening purposes only and do not include diagnosis or treatment.
3. Provide computer printout for state report and assist with completion.
4. Provide supplies and equipment necessary to complete the components.

**II. SCHOOL RESPONSIBILITIES**

1. Send mailings to families in the school district with children 3 1/2 to 5 years of age.
2. Provide appropriate space to complete the components of ECS.
3. Provide the Summary interview with those families participating in the screening process, as well as Referral and Follow-up.

4. Prepare and submit annual report to Minnesota Department of Children, Families, and Learning by August 15th of each year.
5. No person or persons shall, on the ground of race, color, national origin, handicap, age, sex, or religion, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program service or benefit advocated, authorized, or provided by this Department.

### **III. STAFF:**

The Provider shall make every reasonable effort to maintain sufficient staff, facilities and equipment to deliver the above mentioned services. The Provider shall notify the School if ever the Provider will be unable to provide the required quality or quantity of purchased services. Upon notification, School and Provider shall determine whether such inability will require a modification or cancellation of the contract.

### **IV. RECORDS:**

1. Screening results will be submitted to the school district. Individual school health records will be maintained and kept on file in the School in accordance with school policy.
2. When rescreening by the Provider is required, the records will be kept with Provider until rescreening is completed. Upon completion, they will be sent to the school district.
3. Information exchanged will be done in compliance with the Data Privacy Act which includes notification of data collected, release of information, and safeguarding the record.
4. Computer runs of ECS will be sent to the school district.
5. When the Provider does a complete Child and Teen Checkup and the parent wants it used as an ECS, the ECS paperwork will be sent to the school district.

**V. COST OF SERVICES:**

- 1. Provider will bill third party payer for eligible children.**
- 2. For those children for whom third party payer reimbursement is not received, the School will be billed at \$25.00 per child.**
- 3. The School agrees to pay the Provider, upon receipt of the bill, \$25.00 per child. The Provider will bill the School monthly specifying the dates and number of children screened and the amount being billed. The bill will be payable upon receipt.**

**VI. TERMS OF AGREEMENT:**

**This agreement shall be effective July 1, 1998 and shall be in effect until June 30, 1999. This agreement may be canceled by the School or Provider at any time, with or without cause, upon thirty (30) days written notice to the other party and subject to approval by the Clay County Board of Commissioners.**

**It is understood and agreed upon that the entire agreement of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.**

**In conformity with Minnesota Statutes (16.095), the books, records, documents, and accounting procedures and practices of the contractors are subject to examination by the departments, and either the legislative auditor or the state auditor as appropriate.**

**Any amendments to this contract shall be valid only when they have been reduced to writing, duly signed and attached to the original of this agreement.**

**VII. INDEMNIFICATION:**

The School hereby agrees, to the extent permitted by law, to at all times indemnify provider against any and all claims, suits, actions, debts, damages, costs, charges, and expenses, including court costs and attorneys fees, and against all liability, losses, and damages of any nature whatever, that provider shall or may at any time sustain or be put to by reason of the performance by provider of its obligations under this agreement, with the exception of any claims, suits, actions, debts, damages, costs, charges, expenses, liability and/or losses arising out of or caused by the bad faith or misconduct, and/or negligence of the provider, its officers, employees and agents.

\_\_\_\_\_  
School Superintendent (date) \_\_\_\_\_ Chair, School Board (date)

Cecilia R. Gonzales 8 July 98  
Coordinator of Community Based Nursing, Clay County Public Health (date)

Leith Perry-Jett 7/18/98  
Administrator, Clay County Public Health (date)



MEMO #: S-99-019

TO: School Board  
~~FROM:~~ Dr. Bruce R. Anderson, Supt. *BRA*  
RE: District Administration Organization  
DATE: August 6, 1998

Attached please find materials from Dr. Jim Fox which reflect his recommended administrative organization.

The purpose at this meeting is to receive a presentation by Dr. Fox regarding his recommendation and for the Board to discuss the recommendation as you see fit.

Action, as deemed appropriate by the Board, would be anticipated at the second meeting in August.

The band and grades which have been identified are to be viewed as preliminary and tentative pending the development of the positions and review of the positions after experience in the positions.

BRA:jag  
Attachments

**MOORHEAD SCHOOLS**  
**DISTRICT ADMINISTRATIVE ORGANIZATION**  
**SUMMARY OF FINDINGS AND RECOMMENDATIONS**

**FINAL REPORT**

**AUGUST 10, 1998**

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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**Scope of Work**

- Review administrative organizational structure
- Interview selected employees
- Conduct focus groups of employees in different groupings, e.g., classified, supervisors, clerical, certified
- Hold discussion with Board regarding issues and goals
- Collect and analyze relevant data on comparable districts
- Identify how to reorganized to make the most effective use of resources and most effective delivery of services to

**District populations**

- Determine the job levels of the jobs and the number of people in each function
- Outline the major job responsibilities of each function



**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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**Findings**

- District has more assistant superintendents than most other Districts of its size and complexity
- District has about the right number of administrative employees for the size for the District, however, certain functions should be staffed more fully to be more effective
- The District has an insufficient number of staff assigned to the Personnel function, thus, many functions are not getting done or are being done by various supervisors of the District, or are not getting done in a timely fashion, or are done without sufficient checks and balances
- The District's educational delivery system is currently organized around funding sources. Thus, the District has a disjointed delivery of educational services to the entire population of learners, nor does it support teacher development in the fashion that it could. The District has the resources, but they are not organized correctly nor are they being deployed to make the best use of the resources for the benefit of the teachers, or the population.
- The District uses several "teachers on assignment" when a full time position is required.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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**Recommendations**

- Adopt new organization as proposed on attached sheets.
- Create two Assistant Superintendent positions, one in charge of all Teaching and Learning functions and one in charge of all System Support Services for the District
- Teaching and Learning will integrate all educational delivery, planning and assessment services under one Assistant Superintendent, including special education, community education, federal programs, graduation standards, curriculum development and technology. This will better integrate the skills and talents of the District and make them available to all learners, and teachers regardless of the "status" of their learning. It will provide for more integrated learning curriculum for the District population.
- System Support will provide all of the non-educational services to the District that is required to support educational delivery.
- The functions now performed by "teachers on assignment" should be converted to full time positions.
- A Grants Coordinator position should be created to provide for District wide coordination of grant opportunities.
- Educational and administrative technology should be combined under one function.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF FINDINGS AND RECOMMENDATIONS**

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**Recommendations**

- The Personnel function should be responsible for all personnel functions as outlined, with the exception of teacher mentoring and technology training.
- At least one, possibly two additional clerical staff should be assigned to the Personnel function.
- The Director of Personnel will have a dotted line relationship to the Superintendent for purposes of employment issues that legally challenge the District.
- Changes are expected to cost the District about \$200,000. However, the improvements in services to learners and teachers will fully justify the cost and avoid the potential difficulties associated with inaccurate records.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF FINDINGS AND RECOMMENDATIONS**

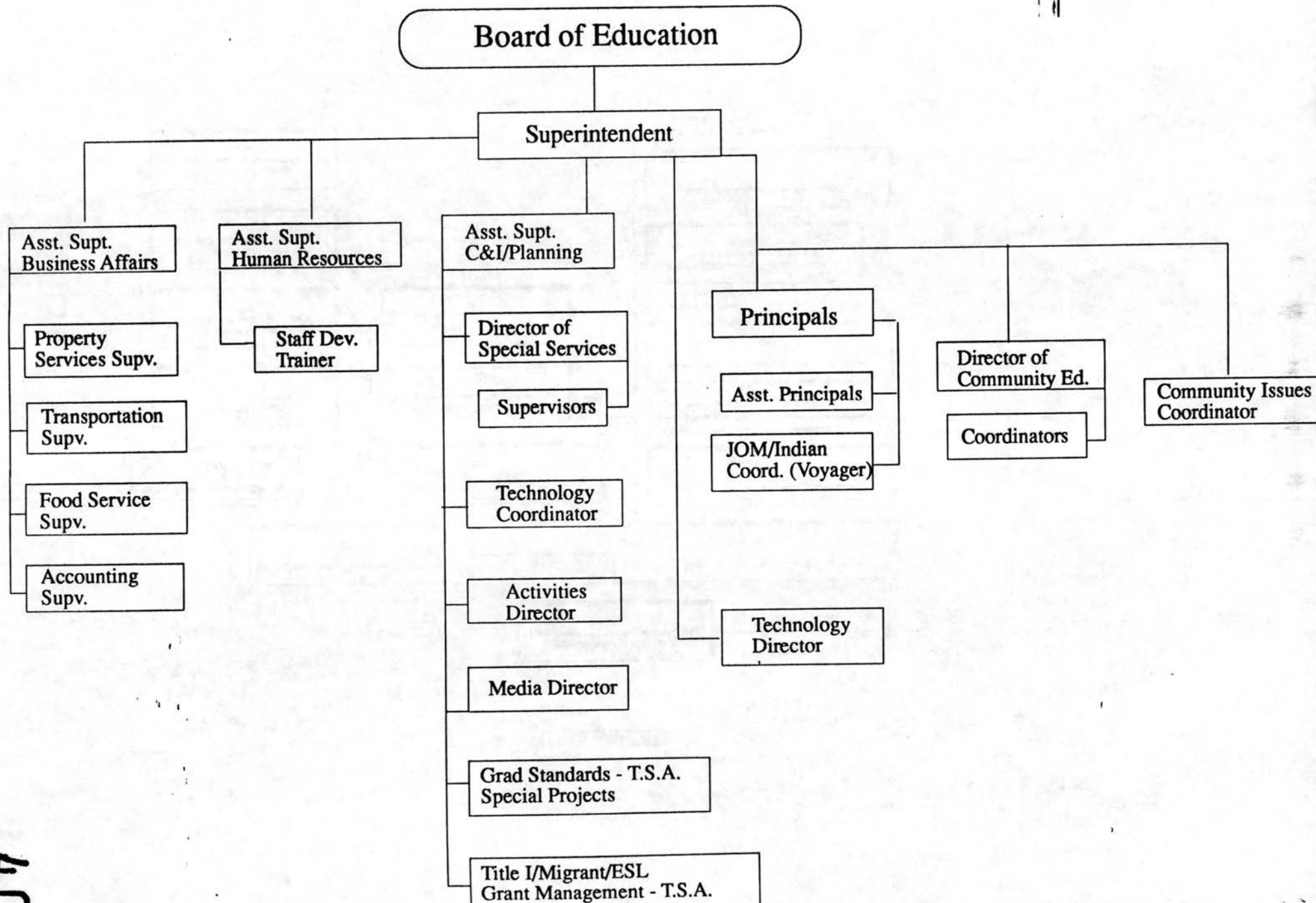
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**Next Steps**

- Approve proposed organizational chart as a work in process to be implemented over the next 2 years.
- More clearly define the responsibilities and functions of the positions, the level of responsibility and the goals they need to accomplish, in the next 3-5 years.
- Open all positions to current employees for bidding purposes.
- Select and place employees into the positions based on attrition and selection process.
- Implement organizational changes that can be made now and that do not involve terminating any current employees. As existing personnel change due to retirements, select new personnel based on new organization.
  - For example, the Program Managers could be hired and place immediately, whereas the Assistant Superintendents should be changed as attrition occurs.
- Assess and modify the organization chart based results of performance.

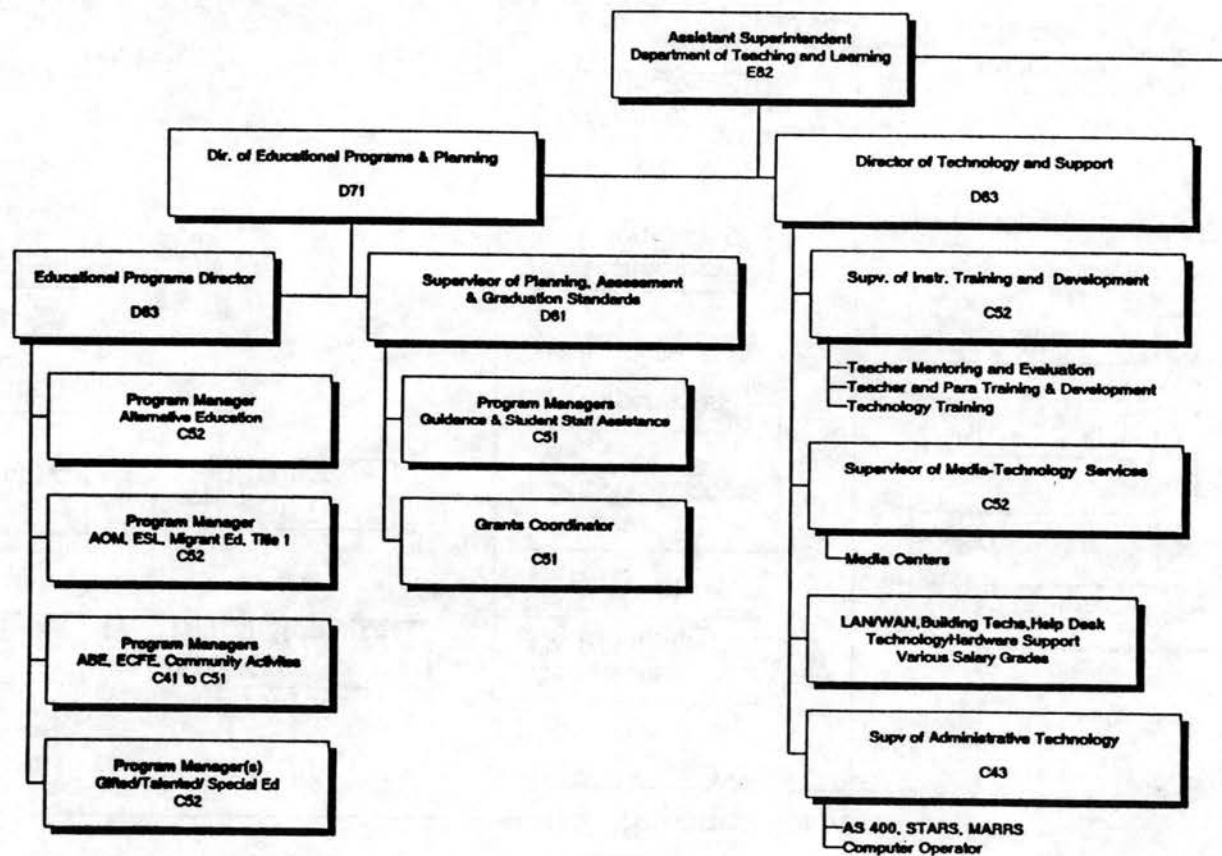
Functional Leadership Chart  
Moorhead Public Schools, Moorhead, MN 56560

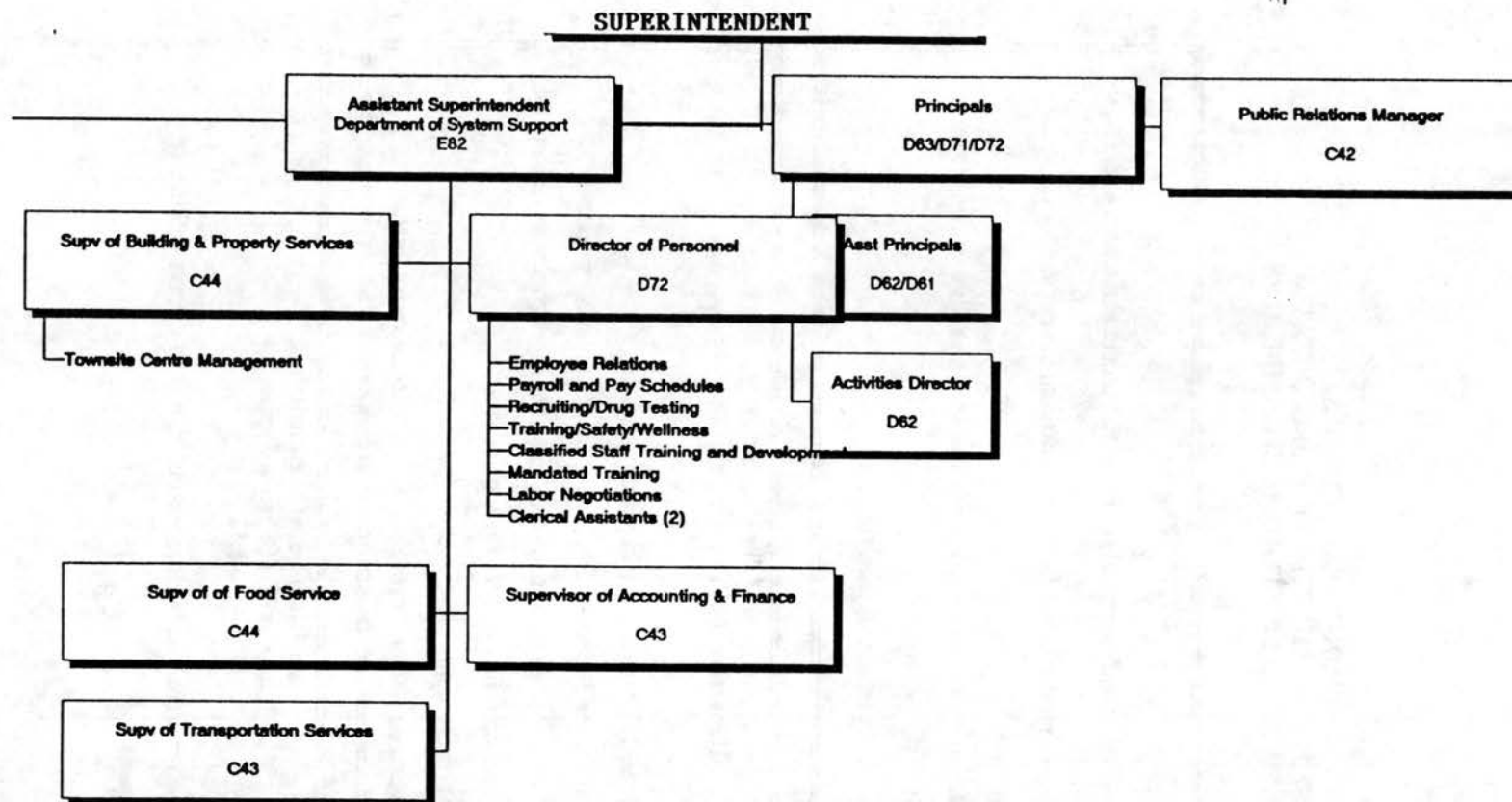
CCA-A  
(8-5-98)





# SUPERINTENDENT





**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Superintendent**

**E92**

- Manages and directs school district, and relations with public and school board
- Provides leadership to meet goals of Board in curriculum development and instructional improvement.
- Provides leadership in maintaining sound fiscal and administrative systems to meet educational needs of the district.
- School Board and public relations leadership.

**Assistant Superintendent**

**Department of Teaching and Learning**

**E82**

- Directs all educational and instructional activities of the districts
- Provides leadership to the district on State Department and legislative issues
- Directs the development and assessment of all educational programs provided in the district to meet legislative, district and Board objectives.
- Directs the management of all district technology.
- Superintendent's license also preferred Special Education Director license.

**Assistant Superintendent**

**Department of System Support**

**E82**

- Manages all non-educational, business aspects of district to support delivery of educational programs.
- Transportation
- Food Service
- Accounting and Finance
- Building and Property Services
- Personnel



**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Director of Educational Programs and Planning  
D71**

- Curriculum Development.
- Educational Delivery.
- Student Assessment.
- Educational Programs Management.
- Administrators license Special Education and/or Community Education Directors license.

**Educational Programs Director  
D63**

- Direct and manage all educational program delivery to all learners in district.
- Alternative education
- Federal programs
- Community services and education
- Administrators license Special Education and/or Community Education Directors license.

**Program Manager(s)  
(Alternative Education, AOM, Migrant Education, ESL, ABE, ECFE, Special Education, Gifted)  
C41 to C52**

- Manages curriculum delivery of educational programs to selected learners.
- Maintains records and reports.
- Works with planning and assessment to improve educational programs.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Supervisor of Planning, Assessment & Graduation Standards  
D61**

- Directs student assessment to determine appropriate educational programs
- Direct graduation standards program to determine appropriate curriculum
- Directs curriculum change and development to meet educational needs of all learners

**Program Managers  
(Guidance & Student Staff Assistance)  
C51**

- Directs student advising and counseling services.

**Grants Coordinator  
C51**

- Coordinates district resources to obtain grants and funding to support district objectives.
- Seeks out grant opportunities.
- Supports program managers with information and legislative trends.

**Director of Technology  
D63**

- Directs all administrative and educational technology instruction.
- Direct the training and development of personnel with regard to technology use.
- Manages all district hardware and software development, use, maintenance and purchase.
- Develops and maintains system wide networking capabilities.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

|  |
|--|
|  |
|--|

**Supervisor of Instructional Training and Development  
C52**

- Mentors and evaluates teachers.
- Instructs teachers and para-professionals in instructional techniques and practices including technology training and integration.

**Supervisor of Media-Technology  
C52**

- Supervises student technology access and media centers in district.
- Develops technology solutions for educational environments

**Supervisor of Administrative Technology  
C43**

- Manages the state reporting and data verification
- Manages the operation of the AS 400

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Supervisor of Building and Property Services  
C44**

- Manages all building and grounds maintenance, improvements and construction.
- Manages Townsite Centre

**Supervisor of Food Service  
C44**

- Manages preparation and delivery of student meals and special events.

**Supervisor of Accounting and Finance  
C43**

- Manages all aspects of financial reports, statement preparation, investments and accounts payable and receivable.

**Director of Personnel  
D72**

- Employee relations.
- Payroll and pay schedules.
- Recruiting/Drug Testing.
- Training/Safety/Wellness.
- Classified staff training and development.
- Mandated training.
- Labor negotiations.
- Clerical assistants.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Supervisor of Transportation Services  
C43**

- Manages district student transportation services and maintenance.

**MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF POSITION RESPONSIBILITIES**

**Principals  
D63/D71/D72**

- Manages and directs educational and non-educational activities in building.

**Assistant Principals  
D62/D61**

- Manages and directs educational and non-educational activities in building.

**Activities Director  
D62**

- Manages student athletic and extra curricular activities.

**Public Relations Manager  
C42**

- Manages media exposure.
- Prepares newsletters and press releases.



MEMO #: B99111.2  
MEMO TO: DR. ANDERSON  
FROM: ROBERT LACHER *[Signature]*  
DATE: AUGUST 4, 1998

SUBJECT: REWORKED LONG RANGE FACILITY PLAN

I have met with Mr. Boyle to review requests and prioritized based on established definitions.

NEEDS: What is absolutely necessary to meet our legal Federal and State, requirements to deliver instructional services, based on projected enrollment.

WANTS: Looking into the future; what would be helpful to better fulfill our needs.

DREAMS: If money or enrollment were no object; what would you suggest that would move you towards your vision.

|             |       |        |        |        |        |        |            |
|-------------|-------|--------|--------|--------|--------|--------|------------|
| BUILDING:   |       | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | TOTAL      |
|             | 98.99 | 99.00  | 00.01  | 01.02  | 02.03  | 03.04  |            |
| PROJECTED   |       |        |        |        |        |        |            |
| ENROLLMENT: | 5867  | 5743   | 5654   | 5542   | 5463   | 5394   |            |
|             | -124  | -89    | -112   | -79    | -69    |        | 473 -8.24% |

October 1998 will indicate how accurate these projections are.

The biggest mistake we could make in our planning is to develop long term solutions for short term problems.



**LONG RANGE FACILITY PLAN  
1999 TO 20004**

Year 1      Year 2      Year 3      Year 4      Year 5  
99.00      00.01      01.02      02.03      03.04

**NEEDS:** What is absolutely necessary to meet our legal, Federal and State, requirements to deliver instructional services, based on projected enrollment.

| BUILDING     | Year 1<br>99.00        | Year 2<br>00.01  | Year 3<br>01.02  | Year 4<br>02.03  | Year 5<br>03.04  | TOTAL               |
|--------------|------------------------|------------------|------------------|------------------|------------------|---------------------|
| Sr. High     | 6,965,900              | 64,000           | 60,400           | 1,060,000        |                  | 8,150,300           |
| Jr. High     | 672,000                | 63,000           | 10,000           |                  | 365,000          | 1,000,000           |
| Asp          | 407,500                | 232,000          | 25,000           | 300,000          | 35,000           | 999,500             |
| Edison       | 152,000                | 25,000           | 20,000           | 40,000           | 159,000          | 396,000             |
| Probstfield  | 196,775                | 30,000           | 35,000           | 35,000           | 210,000          | 506,775             |
| Riverside    | 78,200                 | 4,000            | 55,000           | 126,000          |                  | 263,200             |
| Washington   | 224,060                | 279,060          | 336,060          | 50,000           | 200,100          | 1,089,280           |
| Trans/Maint  | 70,000                 | 90,000           | 35,000           | 4,000            | 33,000           | 232,000             |
| Voyager      | What is long term use? |                  |                  |                  |                  | 75,000              |
| Lincoln      | 0                      | 0                | 15,000           | 30,000           | 0                | 45,000              |
| Technology   | 605,700                | 529,000          | 536,000          | 542,000          | 500,000          | 2,712,700           |
| Townsite     | 50,000                 | 0                | 10,000           | 39,000           | 240,000          | 339,000             |
| <b>Total</b> | <b>9,322,135</b>       | <b>1,306,060</b> | <b>1,212,460</b> | <b>2,226,000</b> | <b>1,742,100</b> | <b>\$15,808,755</b> |

|          |   |                                      |                            |              |        |           |        |
|----------|---|--------------------------------------|----------------------------|--------------|--------|-----------|--------|
| Sr. High | *1. Orchestra room and small rehearsal spaces w/storage.<br>(3,200 Sq. Ft.)   | 1,000,000                            | 400,000                    |              |        |           |        |
|          | **2. Gymnastics (An area dedicated to gymnastics practices and meets that could accommodate the addition of a spring floor.)                                      | 24,900                               | 24,900                     | 24,900       | 24,900 | 24,900    | 24,900 |
|          | **3. Locker rooms/Girls' Hockey Locker in Sport Center.   | 150,000                              | 150,000                    |              |        |           |        |
|          | 4. (Renovate and update existing locker rooms and separate athletic locker room space.)   | 350,000                              | 150,000                    |              |        |           |        |
|          | 5. Gymnasium Space. (Add four full courts in a multi-purpose facility to meet needs of school and community)  | 4,000,000                            | Look at Pool alternatives. |              |        |           |        |
|          | 6. Special Education Appropriate Space. Part of addition on East side of building to accommodate the Orchestra needs.   | 500,000                              | 250,000                    |              |        |           |        |
|          | SLD/EBD   |                                      |                            |              |        |           |        |
|          | MMMM/MSMNI  | ?                                    |                            |              |        |           |        |
|          | WEH   | ?                                    |                            |              |        |           |        |
|          | Itinerant Staff   | ?                                    |                            |              |        |           |        |
|          | Conference Room   | ?                                    |                            |              |        |           |        |
|          | 7. Auto Shop- Expand 23' to South   | 300,000                              | 150,000                    | Expand West. |        |           |        |
|          | 8. Woodworking Lab - 23' to the North.  | 300,000                              | 150,000                    | Expand West. |        |           |        |
|          | Welding/Small Engines Lab (By relocating of one of the three programs to another site would allow for expansion of the remaining two programs into vacated space. |                                      |                            |              |        |           |        |
|          | **9. Area Learning Center   | 7,000                                | 7,000                      | 8,000        | 9,000  | 10,000    | 11,000 |
|          | Need more space   | Look at Voyager/ Riverside/Community |                            |              |        |           |        |
|          | Conference rooms  |                                      |                            |              |        |           |        |
|          | 10. Pool repair.  | 10,000                               |                            |              |        |           |        |
|          | 11. Bleacher replacement  | 300,000                              | 300,000                    |              |        |           |        |
|          | 12. Door replacement w/ Accessible hardware.  | 24,000                               | 24,000                     |              |        |           |        |
|          | <b>Year 1</b>   | <b>TOTAL</b>                         | <b>6,965,900</b>           |              |        |           |        |
|          | 1. Tuck pointing  | 40,000                               |                            | 40,000       |        |           |        |
|          | 2. Door replacement w/ Accessible hardware.   | 24,000                               |                            | 24,000       |        |           |        |
|          | <b>Year 2</b>   | <b>TOTAL</b>                         | <b>64,000</b>              |              |        |           |        |
|          | 1. Insulate walls   | 50,400                               |                            |              | 50,400 |           |        |
|          | 2. Sidewalk repair  | 10,000                               |                            |              | 10,000 |           |        |
|          | <b>Year 3</b>   | <b>TOTAL</b>                         | <b>60,400</b>              |              |        |           |        |
|          | 1. Roof resaturation  | 1,000,000                            |                            |              |        | 1,000,000 |        |
|          | 2. Parking lot repair/resurface   | 60,000                               |                            |              |        | 60,000    |        |
|          | <b>Year 4</b>   | <b>TOTAL</b>                         | <b>1,060,000</b>           |              |        |           |        |

| LONG RANGE FACILITY PLAN<br>1999 TO 2004 |   |         | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 |
|--|---|---------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Jr. High                                 | 1. Add rest rooms for students and staff.   | Have 19 |                 |                 |                 |                 |                 |
|  | 2. Repair Canopy  | 60,000  | 6,000           | Remove          |                 |                 |                 |
|  | 3. Provide Simplex phone in all classrooms and offices.   | 30,000  |                 |                 |                 |                 |                 |
|  | 4. Remodel Room 156A OT/PT area to include wheelchair accessible work space, locked storage cabinets, tile floor.   | 75,000  | 75,000          |                 |                 |                 |                 |
|  | 5. Complete wiring and security for second computer lab in room 175.  | 50,000  |                 |                 |                 |                 |                 |
|  | 6. Create office space for social worker, psychologist, School to work and Service learning Coordinator, Technology Support personnel and Outreach worker. Create space for at least one conference room. | 300,000 |                 |                 |                 |                 |                 |
|  | 7. Accessible rest rooms  | 7,000   | 7,000           |                 |                 |                 |                 |
|  | 8. Bleacher replacement   | 50,000  | 50,000          |                 |                 |                 |                 |
|  | Year 1  | Total   | 572,000         |                 |                 |                 |                 |
|  | 1. Tuckpointing   | 25,000  |                 | 25,000          |                 |                 |                 |
|  | 2. Door replacement w/ Accessible hardware.   | 28,000  |                 | 28,000          |                 |                 |                 |
|  | Year 2  | Total   | 53,000          |                 |                 |                 |                 |
|  | 1. Sidewalk repair  | Year 3  | Total           | 10,000          | 10,000          |                 |                 |
|  | 1. Roof resaturation  | 330,000 |                 |                 |                 |                 | 330,000         |
|  | 2. Parking lot resurface  | 35,000  |                 |                 |                 |                 | 35,000          |
|  | Year 5  | Total   | 365,000         |                 |                 |                 |                 |
| Asp                                      | 1. Orchestra/Music space (large enough for a group of 130 students to practice) with smaller room for lessons. 2. Special Ed.: One full sized classroom for EBD and one of 750 sq. ft. for LD.            | 250,000 | 250,000         |                 |                 |                 |                 |
|  |   | 90,000  |                 |                 |                 |                 |                 |
|  |   | 67,500  |                 |                 |                 |                 |                 |
|  | Year 1  | Total   | 407,500         |                 |                 |                 |                 |
|  | 2000-2001   |         |                 |                 |                 |                 |                 |
|  | 1. Full sized classroom for OT/PT.  | 90,000  |                 |                 |                 |                 |                 |
|  | 2. Conference room of 600 sq. ft.   | 54,000  |                 |                 |                 |                 |                 |
|  | 3. Office/conference space for home-school liaison.   | 30,000  |                 |                 |                 |                 |                 |
|  | 4. Accessible rest rooms  | 5,000   | 5,000           |                 |                 |                 |                 |
|  | 5. Tuckpointing   | 25,000  |                 | 25,000          |                 |                 |                 |
|  | 6. Door replacement w/ Accessible hardware.   | 28,000  |                 | 28,000          |                 |                 |                 |
|  | Year 2  | Total   | 232,000         |                 |                 |                 |                 |
|  | 1. Sidewalk repair  | 10,000  |                 |                 | 10,000          |                 |                 |
|  | 2. Bleacher repair  | 15,000  |                 |                 | 15,000          |                 |                 |
|  | Year 3  | Total   | 25,000          |                 |                 |                 |                 |
|  | 1. Roof resaturation  | Year 4  | Total           | 300,000         |                 | 300,000         |                 |
|  | 1. Parking lot resurfacing  | Year 5  | Total           | 35,000          |                 |                 | 35,000          |
| Edison                                   | 1. Playground Equipment   | 90,000  |                 |                 |                 |                 |                 |
|  | 2. Accessible rest rooms  | 7,000   | 7,000           |                 |                 |                 |                 |
|  | 3. Add sidewalk (South side)  | 5,000   | 5,000           |                 |                 |                 |                 |
|  | 4. Tunnel wall insulation   | 15,000  | 15,000          |                 |                 |                 |                 |
|  | Year 1  | Total   | 152,000         |                 |                 |                 |                 |
|  | 1. Door replacement w/ Accessible hardware.   | Year 2  | Total           | 25,000          | 25,000          |                 |                 |
|  | 1. Parking lot resurface  | 10,000  |                 |                 | 10,000          |                 |                 |
|  | 2. Sidewalk repair  | 10,000  |                 |                 | 10,000          |                 |                 |
|  | Year 3  | Total   | 20,000          |                 |                 |                 |                 |
|  | 1. Window replacement   | Year 4  | Total           | 40,000          |                 | 40,000          |                 |
|  | 1. Roof resaturation  | Year 5  | Total           | 159,000         |                 |                 | 159,000         |

| LONG RANGE FACILITY PLAN<br>1999 TO 20004 |   |        |         | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 |
|---|---|--------|---------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Probstfield                               | 1. Remodel room 105 and 208 for Special Ed space. |        | 161,775 | 161,775         |                 |                 |                 |                 |
|   | 2. Accessible rest rooms.                         |        | 5,000   | 5,000           |                 |                 |                 |                 |
|   | 3. Window replacement                             |        | 30,000  | 30,000          |                 |                 |                 |                 |
|   | Year 1  | Total  | 196,775 |                 |                 |                 |                 |                 |
|   | 1. Tuckpointing                                   |        | 26,000  |                 | 26,000          |                 |                 |                 |
|   | 2. Water main service                             |        | 4,000   |                 | 4,000           |                 |                 |                 |
|   | Year 2  | Total  | 30,000  |                 |                 |                 |                 |                 |
|   | 1. Door replacement w/Accessible hardware.        |        | 25,000  |                 |                 | 25,000          |                 |                 |
|   | 2. Sidewalk repair/replace                        |        | 10,000  |                 |                 | 10,000          |                 |                 |
|   | Year 3  | Total  | 35,000  |                 |                 |                 |                 |                 |
| Riverside                                 | 1. Parking lot resurface                          | Year 4 | Total   | 35,000          |                 |                 | 35,000          |                 |
|   | 1. Roof resaturation                              | Year 5 | Total   | 210,000         |                 |                 |                 | 210,000         |
|   | 1. Accessible rest rooms.                         |        | 5,000   | 5,000           |                 |                 |                 |                 |
|   | 2. Insulate pipe tunnels                          |        | 12,000  |                 | 12,000          |                 |                 |                 |
|   | 3. Small load boiler                              |        | 22,900  |                 | 22,900          |                 |                 |                 |
|   | 4. Water heater- gas                              |        | 8,300   |                 | 8,300           |                 |                 |                 |
|   | 5. Window replacement                             |        | 30,000  |                 | 30,000          |                 |                 |                 |
|   | Year 1  | Total  | 78,200  |                 |                 |                 |                 |                 |
|   | 1. Water main service                             | Year 2 | Total   | 4,000           | 4,000           |                 |                 |                 |
|   | 1. Sidewalk repair                                |        | 10,000  |                 |                 | 10,000          |                 |                 |
| Washington                                | 2. Entrance-East Vestibule-Storage                |        | 25,000  |                 |                 | 25,000          |                 |                 |
|   | 3. Door replacement w/Accessible hardware.        |        | 20,000  |                 |                 | 20,000          |                 |                 |
|   | Year 3  | Total  | 55,000  |                 |                 |                 |                 |                 |
|   | 1. Roof resaturation                              | Year 4 | Total   | 126,000         |                 |                 | 126,000         |                 |
|   | 1. Special Education needs                        |        |         |                 |                 |                 |                 |                 |
|   | Speech 225 sq. ft.                                |        | 20,250  | 100,000         |                 |                 |                 |                 |
|   | ECSE 843 sq. ft.                                  |        | 76,410  |                 |                 |                 |                 |                 |
|   | MMM/MMSI 843 sq. ft.                              |        | 76,400  |                 |                 |                 |                 |                 |
|   | 2. Reading Recovery 100 sq. ft.                   |        | 10,000  |                 |                 |                 |                 |                 |
|   | 3. ESL 200 sq. ft.                                |        | 18,000  |                 |                 |                 |                 |                 |
| Trans/Main                                | 4. Accessible rest rooms.                         |        | 3,000   | 3,000           |                 |                 |                 |                 |
|   | 5. Air handler replacement                        |        | 20,000  |                 | 20,000          |                 |                 |                 |
|   | Year 1  | Total  | 224,060 |                 |                 |                 |                 |                 |
|   | 1. Door replacement w/Accessible hardware.        |        | 28,000  |                 | 28,000          |                 |                 |                 |
|   | 2. Water main service                             |        | 4,000   |                 | 4,000           |                 |                 |                 |
|   | Year 2  | Total  | 279,060 |                 |                 |                 |                 |                 |
|   | 1. Tile replacement                               |        | 15,000  |                 |                 | 15,000          |                 |                 |
|   | 2. Sidewalk repair                                |        | 10,000  |                 |                 | 10,000          |                 |                 |
|   | Year 3  | Total  | 336,060 |                 |                 |                 |                 |                 |
|   | 1. Window replacement                             | Year 4 | Total   | 50,000          |                 |                 | 50,000          |                 |
| Trans/Main                                | 1. Roof resaturation                              | Year 5 | Total   | 200,100         |                 |                 |                 | 200,100         |
|   | 1. Energy controller                              |        | 20,000  | 20,000          |                 |                 |                 |                 |
|   | 2. Storage shed                                   |        | 50,000  | 50,000          |                 |                 |                 |                 |
|   | Year 1  | Total  | 70,000  |                 |                 |                 |                 |                 |
|   | 1. Parking lot resurface                          |        | 80,000  |                 | 80,000          |                 |                 |                 |
|   | 2. Remodel  |        | 10,000  |                 | 10,000          |                 |                 |                 |
|   | Year 2  | Total  | 90,000  |                 |                 |                 |                 |                 |

| LONG RANGE FACILITY PLAN<br>1999 TO 20004   |   |           |           |           | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 |
|---|---|-----------|-----------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|
|   | 1. Door replacement<br>w/Accessible hardware.   | Year 3    | Total     | 35,000    |                 |                 | 35,000          |                 |                 |
|   | 2. Water main service   | Year 4    | Total     | 4,000     |                 |                 |                 | 4,000           |                 |
|   | 1. Building siding  |           |           | 30,000    |                 |                 |                 |                 | 30,000          |
|   | 2. Carpet   |           |           | 3,000     |                 |                 |                 |                 | 3,000           |
|   |   | Year 5    | Total     | 33,000    |                 |                 |                 |                 |                 |
| Lincoln   | 1. Parking lot resurface  | Year 3    | Total     | 15,000    |                 |                 | 15,000          |                 |                 |
|   | 2. Roof resaturation  | Year 4    | Total     | 30,000    |                 |                 |                 | 30,000          |                 |
| Voyager   | 1. Replace roof on church. Continue Enterprise fund.  |           |           | 75,000    | 75,000          |                 |                 |                 |                 |
| Townsite  | 1. Fire Alarm update  |           |           | 45,000    | 45,000          |                 |                 |                 |                 |
|   | 2. Accessible rest rooms w/Accessible hardware.   |           |           | 5,000     | 5,000           |                 |                 |                 |                 |
|   |   | Year 1    | Total     | 50,000    |                 |                 |                 |                 |                 |
|   | 1. Sidewalk repair  | Year 3    | Total     | 10,000    |                 |                 | 10,000          |                 |                 |
|   | 1. Parking lot resurface  |           |           | 35,000    |                 |                 |                 | 35,000          |                 |
|   | 2. Water main service   |           |           | 4,000     |                 |                 |                 | 4,000           |                 |
|   |   | Year 4    | Total     | 39,000    |                 |                 |                 |                 |                 |
|   | 1. Roof resaturation  | Year 5    | Total     | 240,000   |                 |                 |                 |                 | 240,000         |
|   |   |           |           |           | \$2,525,675     | \$477,100       | \$324,300       | \$1,718,900     | \$1,278,000     |
| <b>WANTS: Looking into the future; what would be helpful to better fulfill our needs.</b> |   |           |           |           |                 |                 |                 |                 |                 |
| BUILDING  | Year 1  | Year 2    | Year 3    | Year 4    | Year 5          | TOTAL           |                 |                 |                 |
|   | 99.00   | 00.01     | 01.02     | 02.03     | 03.04           |                 |                 |                 |                 |
| Sr. High  | 2,000,000   |           |           |           | 500,000         | 2,500,000       |                 |                 |                 |
| Jr. High  | 889,000   |           |           |           |                 | 889,000         |                 |                 |                 |
| Asp   | 111,000   |           |           |           |                 | 111,000         |                 |                 |                 |
| Edison  |   |           | 230,000   |           |                 | 230,000         |                 |                 |                 |
| Probstfield   | 349,400   |           |           |           |                 | 349,400         |                 |                 |                 |
| Riverside   | 5,000   |           |           |           | 540,000         | 545,000         |                 |                 |                 |
| Washington  |   | 410,000   |           |           |                 | 410,000         |                 |                 |                 |
| Trans/Maint   |   |           |           |           |                 | 0               |                 |                 |                 |
| Early Child   |   |           |           |           |                 | 0               |                 |                 |                 |
| Voyager   |   |           |           |           |                 | 0               |                 |                 |                 |
| Technology  | 1,112,080   | 1,066,034 | 1,201,686 | 1,193,070 | 1,020,223       | 5,593,093       |                 |                 |                 |
| Townsite  |   |           |           |           |                 | 0               |                 |                 |                 |
| Total   | 4,466,480   | 1,476,034 | 1,431,686 | 1,193,070 | 2,060,223       | \$10,627,493    |                 |                 |                 |
| Sr. High  | 1. Administrative and Counselor Offices.  |           |           |           |                 | ?               |                 |                 |                 |
|   | 2. Food Prep/Serving equipment and arrangement  |           |           |           |                 | 500,000         |                 |                 |                 |
|   | 3. Art Room   |           |           |           |                 | ?               |                 |                 |                 |
|   | 4. Student Commons  |           |           |           |                 | ?               |                 |                 |                 |
|   | 5. Swimming Pool  |           |           |           |                 | 1,000,000       |                 |                 |                 |
|   | 6. Connector to Sports Center   |           |           |           |                 | 1,000,000       |                 |                 |                 |
|   |   |           |           |           |                 | 2,500,000       |                 |                 |                 |
| Jr. High  | 1. Create surface for dumpsters farther east and move the<br>dumpsites away from our main entrance. |           |           |           |                 | 6,000           |                 |                 |                 |
|   | 2. Pave the area on the east side of the building between our<br>school and the fence for parking.  |           |           |           |                 | 8,000           |                 |                 |                 |
|   | 3. Add four to eight tennis courts  |           |           |           |                 | 250,000         |                 |                 |                 |
|   | 4. Add outside basketball hoops.  |           |           |           |                 | 75,000          |                 |                 |                 |
|   | 5. Automatic sinks and flush features in student rest rooms.<br>also hand dryers                    |           |           |           |                 | 50,000          |                 |                 |                 |
|   | 6. Provide air conditioning for the entire building.  |           |           |           |                 | 500,000         |                 |                 |                 |
|   | Total   |           |           |           |                 | 889,000         |                 |                 |                 |

| LONG RANGE FACILITY PLAN<br>1999 TO 20004 |   |         | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 |
|---|---|---------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Asp                                       | 1. Remodel the stage area for storage.  | 20,000  |                 | 20,000          |                 |                 |                 |
|   | 2. Outside storage shed.  | 1,000   |                 | 1,000           |                 |                 |                 |
|   | 3. Full sized classroom for OT/PT   | 90,000  |                 |                 |                 |                 |                 |
|   | Total   | 111,000 |                 |                 |                 |                 |                 |
| Edison                                    | 1. Consolidate two rooms 130 and 127 for all day every day kindergarten.  | 50,000  |                 |                 |                 |                 |                 |
|   | 2. Add two additional classrooms for Title I and Reading Recovery instructional space.  | 180,000 |                 |                 |                 |                 |                 |
|   | 3. Additional/updated space for continuing programs and staff.  | ?       |                 |                 |                 |                 |                 |
|   | Total   | 230,000 |                 |                 |                 |                 |                 |
|   | 1. Playground accessibility and fill.   | 140,000 |                 | 55,000          |                 |                 |                 |
|   | 2. All day every day kindergarten additional classroom  | 105,000 |                 |                 |                 |                 |                 |
|   | 3. Remodel office and replace counter. Refinish cabinets and shelves.   | 39,900  |                 |                 |                 | 39,900          |                 |
|   | 4. Staff Lounge-Remodel portion of classroom into staff lounge. Move copy center, mailboxes and staff workroom into current staff lounge. The fourth grade classroom and LD room being vacated for the computer lab will also be used in addition for the staff lounge. | 64,500  |                 |                 |                 | 64,500          |                 |
|   | 5. Conference room - Move the conference to the vacated Reading Recovery/Early Literacy room.   |         |                 |                 |                 |                 |                 |
|   | 6. Gifted and Talented resource room. (USE CURRENT CONFERENCE ROOM)   |         |                 |                 |                 |                 |                 |
|   |   | 349,400 |                 |                 |                 |                 |                 |
| Riverside                                 | 1. Match Asp's Library.   | 100,000 |                 |                 |                 |                 |                 |
|   | 2. Remove cloak room from classroom.  | 75,000  |                 |                 |                 |                 |                 |
|   | 3. Redesign all classrooms.   | 150,000 |                 |                 |                 |                 |                 |
|   | 4. East side settlement - Panel wall.   | 5,000   |                 | 5,000           |                 |                 |                 |
|   | 5. Office relocation  | 35,000  |                 |                 |                 |                 |                 |
|   | 6. Kitchen renovation   | 180,000 |                 |                 |                 |                 |                 |
|   |   | 545,000 | 250,000         | 81,000          | 104,400         | 0               | 500,000         |

**DREAMS:** If money or enrollment were no object; what would you suggest that would move you towards your vision.

| BUILDING    | Year 1<br>99.00   | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL                |
|-------------|---|-----------------|-----------------|-----------------|-----------------|----------------------|
| Sr. High    |   |                 |                 |                 | 3,500,000       | 3,500,000            |
| Jr. High    |   |                 |                 |                 | 100,000         | 100,000              |
| Asp         |   | 125,000         |                 |                 |                 | 125,000              |
| Edison      |   |                 |                 |                 |                 | 0                    |
| Probstfield |   |                 |                 |                 |                 | 0                    |
| Riverside   |   |                 |                 |                 | 500,000         | 500,000              |
| Washington  |   |                 |                 |                 |                 | 0                    |
| Trans/Maint |   |                 |                 |                 |                 | 0                    |
| Early Child |   |                 |                 |                 |                 | 0                    |
| Voyager     |   |                 |                 |                 |                 | 0                    |
| Technology  | 1,506,600   | 1,512,180       | 1,604,789       | 1,629,528       | 1,336,505       | 7,589,602            |
| Townsite    |   |                 |                 |                 |                 | 0                    |
| Total       | 1,506,600   | 1,637,180       | 1,604,789       | 1,629,528       | 5,436,505       | \$11,814,602         |
| Sr. High    | 1. Stadium Issue (Develop high school site by adding bleachers, a press box and lights.)<br>2. Rooflop Greenhouse |                 |                 |                 |                 | 3,000,000<br>500,000 |
|             | TOTAL   |                 |                 |                 |                 | 3,500,000            |
| Jr. High    | 1. Remove walls between cafeteria and halls to create a commons area; this area would be used to serve lunch      |                 |                 |                 |                 | 100,000              |
| Asp         | 1. Playground with appropriate equipment for preadolescents.  |                 |                 |                 |                 | 125,000              |
| Riverside   | 1. Appearance: Flooring, ceiling painting ;and exterior appearance need to be improved.                           |                 |                 |                 |                 | 500,000              |



**LONG RANGE FACILITY PLAN  
1999 TO 20004**

Year 1      Year 2      Year 3      Year 4      Year 5  
99.00      00.01      01.02      02.03      03.04

DISTRICT: 1. Schematics for South and East sites.  
Riverside 2. Area Learning Center  
3. Early Childhood, Kindergarten, Literacy Center.  
4. Foreign Language Immersion Magnet/K-4 Limited attendance

X

X  
X**SUB TOTAL OF REQUESTS:**

**NEEDS**      \$15,808,755  
**WANTS**      \$10,627,493  
**DREAMS**      \$11,814,602

**GRAND TOTAL**      **\$38,250,850**

**RECOMENDATIONS**

| BUILDING         | Year 1<br>99.00  | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03  | Year 5<br>03.04  | TOTAL              |
|------------------|------------------|-----------------|-----------------|------------------|------------------|--------------------|
| Sr. High         | 1,855,900        | 96,900          | 94,300          | 1,094,900        | 535,900          | 3,677,900          |
| Jr. High         | 138,000          | 53,000          | 10,000          | 0                | 365,000          | 566,000            |
| Asp              | 255,000          | 74,000          | 25,000          | 300,000          | 35,000           | 689,000            |
| Edison           | 27,000           | 80,000          | 124,400         | 40,000           | 159,000          | 430,400            |
| Probstfield      | 196,775          | 30,000          | 35,000          | 35,000           | 210,000          | 506,775            |
| Riverside        | 5,000            | 82,200          | 65,000          | 126,000          | 0                | 268,200            |
| Washington       | 103,000          | 52,000          | 25,000          | 50,000           | 200,100          | 430,100            |
| Trans/Maint      | 70,000           | 90,000          | 35,000          | 4,000            | 33,000           | 232,000            |
| Early Child      | 0                | 0               | 15,000          | 30,000           | 0                | 45,000             |
| Voyager          | 75,000           | 0               | 0               | 0                | 0                | 75,000             |
| Townsite         | 50,000           |                 |                 |                  |                  | 50,000             |
| <b>Total</b>     | <b>2,775,675</b> | <b>558,100</b>  | <b>418,700</b>  | <b>1,679,900</b> | <b>1,538,000</b> | <b>\$6,970,375</b> |
| <b>TECHNOLOG</b> | <b>605,700</b>   | <b>529,000</b>  | <b>536,000</b>  | <b>542,000</b>   | <b>500,000</b>   | <b>\$2,712,700</b> |

**ACTUAL MAY 1998 ENROLLMENT****JERNBERGS' ESTIMATES**

| BUILDING     | Year 1<br>97.98 | BUILDING          | Year 1<br>98.99 | Year 2<br>99.00 | Year 3<br>00.01 | Year 4<br>01.02 | Year 5<br>02.03 | Year 5<br>03.04 |
|--------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Sr. High     | 1,727           | Sr. High          | 1,866           | 1,865           | 1,861           | 1,817           | 1,758           | 1,714           |
| Jr. High     | 935             | Jr. High          | 944             | 923             | 863             | 849             | 885             | 830             |
| Asp          | 778             | Asp               | 770             | 784             | 842             | 815             | 759             | 785             |
| Edison       | 608             | Edison K-4        | 549             | 531             | 600             | 600             | 600             | 600             |
|              |                 | Edison G-5        | 50              | 50              | 28              |                 |                 |                 |
|              |                 | Edison Total      | 599             | 581             | 628             | 600             | 600             | 600             |
| Probstfield  | 657             | Probstfield       | 645             | 640             | 760             | 761             | 761             | 758             |
| Riverside    | 397             | Riverside         | 393             | 320             | OPTIONS ?????   |                 |                 |                 |
| Washington   | 667             | Washington        | 650             | 630             | 700             | 700             | 700             | 707             |
| <b>Total</b> | <b>5,769</b>    | <b>Total</b>      | <b>5,867</b>    | <b>5,743</b>    | <b>5,654</b>    | <b>5,542</b>    | <b>5,463</b>    | <b>5,394</b>    |
|              |                 | <b>Difference</b> | <b>98</b>       | <b>(124)</b>    | <b>(89)</b>     | <b>(112)</b>    | <b>(79)</b>     | <b>(69)</b>     |
|              |                 | <b>%</b>          | <b>1.70%</b>    | <b>-2.11%</b>   | <b>-1.55%</b>   | <b>-1.98%</b>   | <b>-1.43%</b>   | <b>-1.26%</b>   |
| Trans/Maint  |                 |                   |                 |                 |                 |                 |                 | <b>-473</b>     |
| Voyager      |                 |                   |                 |                 |                 |                 |                 | <b>-8.24%</b>   |
| Townsite     |                 |                   |                 |                 |                 |                 |                 |                 |

\*\*\*\*\*  
Rooms Available for future enrollments.

**BUILDING****Music Room Comp.. Labs.**

|              |            |          |
|--------------|------------|----------|
| Sr. High     |            |          |
| Jr. High     |            | 1        |
| Asp          | 1          |          |
| Edison       | 1          |          |
| Probstfield  | 1.5        |          |
| Riverside    |            |          |
| Washington   | 1          |          |
| <b>Total</b> | <b>4.5</b> | <b>1</b> |

\*Needed of go to Block Scheduling

\*\*Can finance w/current Lease Levy

**AOP -- Technology NEEDS 98/99 - 02/03****Infrastructure**

|  | <u>98/99</u>     | <u>99/00</u>    | <u>00/01</u>    | <u>01/02</u>    | <u>02/03</u>   |
|--|------------------|-----------------|-----------------|-----------------|--|
| WAN -- Fiber Optics Lease                            | 19700            | 19700           | 19700           | 19700           | 19700 Phases 1, 2, 3, 4 & 5 of 7                     |
| WAN -- Headend Equipment                             | 232000           | --              | --              | --              | --   |
| WAN -- Construction Administration                   | 4600             | --              | --              | --              | --   |
| WAN -- Server Rack                                   | 1600             | --              | --              | --              | --   |
| WAN -- US West -- Frame Relay                        | 6000             | 6000            | 6000            | 6000            | 6000 Ongoing charges -- Lincoln/MCAP/Townsite backup |
| Cabling -- JH & Sports Center video/data             | 4000             | --              | --              | --              | --   |
| Cabling -- Misc. Districtwide                        | --               | 2500            | 2500            | 2500            | 2500 Cabling supplies -- Adds/Moves                  |
| WAN -- Headend Equipment Sports Center               | 4000             | --              | --              | --              | --   |
| LAN -- Headend Equipment Districtwide                | 17600            | 2500            | 2500            | 2500            | 2500 Hubs/Switches/Routers                           |
| WAN -- Server upgrades -- Storage/RAM/Processors/NEW | 225              | 5000            | 5000            | 5000            | 5000 New HD's/Processor upgrades                     |
| WAN -- US West -- DS3 upgrade                        | --               | 3000            | 6500            | 6500            | 6500 Internet Access upgrade                         |
|  | <b>\$289,725</b> | <b>\$38,700</b> | <b>\$42,200</b> | <b>\$42,200</b> | <b>\$42,200</b>                                      |

**Hardware**

|   |                |                |                |                |   |
|---|----------------|----------------|----------------|----------------|---|
| RAM Upgrades                                      | 7500           | 3000           | 2000           | 2000           | 2000  |
| Hard Drive Upgrades                               | 75000          | 5000           | 2500           | 2500           | 2500  |
| Computers -- Teacher/Student CPU's                | 450000         | 300000         | 300000         | 300000         | 300000 (300) CPU's 98/99 -- (200) CPU's each year after |
| Server -- District Building LANs & Grad Standards | 30000          | 20000          | 19000          | 18000          | 17000   |
| Multimedia Upgrade                                | 4200           | 4500           | 4500           | 4500           | 4500  |
| Network Laser printers                            | 35000          | 42000          | 4800           | 4800           | 4800  |
| Computers -- Specialized workstations             | 15000          | 5000           | 5000           | 5000           | 5000  |
| Computers -- Yr. 2000 compliance replacement      | 11000          | 20000          | --             | --             | --  |
| Air Watch Weather Station                         | 5600           | --             | --             | --             | --  |
|   | <b>633,300</b> | <b>399,500</b> | <b>337,800</b> | <b>336,800</b> | <b>335,800</b>  |

**Maintenance**

|                            |               |               |               |               |               |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| Corporate Technologies     | 24000         | 26000         | 28000         | 30000         | 32000         |
| Student OJT repair program | 15000         | 15000         | 15000         | 15000         | 15000         |
|                            | <b>39,000</b> | <b>41,000</b> | <b>43,000</b> | <b>45,000</b> | <b>47,000</b> |

**Department Operations**

|                               |               |               |               |               |               |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Supplies              | 600           | 600           | 600           | 600           | 600           |
| Print & Digital Subscriptions | 750           | 1000          | 1000          | 1000          | 1000          |
| Contingency                   | 20000         | 25000         | 30000         | 35000         | 40000         |
|                               | <b>21,350</b> | <b>26,600</b> | <b>31,600</b> | <b>36,600</b> | <b>41,600</b> |



**AOP -- Technology NEEDS 98/99 - 02/03****Software**

|  | <u>98/99</u>  | <u>99/00</u>  | <u>00/01</u>  | <u>01/02</u>  | <u>02/03</u>  | * District Adoption/Upgrades     |
|--|---------------|---------------|---------------|---------------|---------------|----------------------------------|
| HyperStudio-- Phased payment/Licensed for 2000         | 32000         | 32000         | 8000          | 8000          | 8000          |                                  |
| ClarisWorks/AppleWorks                                 | 13000         | 10000         | 10000         | 10000         | 10000         |                                  |
| ClarisWorks/AppleWorks                                 | 300           | 300           | 300           | 300           | 300           |                                  |
| Inspiration  | 22500         | 1000          | 1000          | 1000          | 1000          |                                  |
| FileMaker Pro Server                                   | 1000          | 1000          | 1000          | 1000          | 1000          |                                  |
| FileMaker Pro Client                                   | 9000          | 3000          | 3000          | 3000          | 3000          |                                  |
| Internet Filtering/Monitoring                          | 425           | 1000          | 1000          | 1000          | 1000          |                                  |
| AS400 Emulation  | 5000          | 1000          | 1000          | 1000          | 1000          |                                  |
| SENDIT membership                                      | 1100          | 1100          | 1100          | 1100          | 1100          |                                  |
| Classroom Management -- Gradebook/Attendance reporting | 2500          | 2500          | 2000          | 2000          | 2000          | Gradebook & Attendance Reporting |
| Network operating system upgrade                       | 10000         | 10000         | 10000         | 10000         | 10000         |                                  |
|  | <b>96,825</b> | <b>62,900</b> | <b>38,400</b> | <b>38,400</b> | <b>38,400</b> |                                  |

**Staff Development**

|   |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|
| Instructor's fee's local training classes | 10000         | 11000         | 12000         | 13000         | 13000         |
| Operations specialized training           | 10000         | 8000          | 6000          | 6000          | 6000          |
| Offsite Travel/Lodging Expenses           | 3000          | 3000          | 3000          | 3000          | 3000          |
|   | <b>23,000</b> | <b>22,000</b> | <b>21,000</b> | <b>22,000</b> | <b>22,000</b> |

**Voice(Telephone) Systems**

|   |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|
| Automated Employee Substitute Scheduling System | 60000         | 15000         | 15000         | 15000         | 15000         |
|   | <b>60,000</b> | <b>15,000</b> | <b>15,000</b> | <b>15,000</b> | <b>15,000</b> |

**Total Expenditures--> 1,163,200 605,700 529,000 536,000 542,000**

**Technology Budget Allocations**

|  | <u>98/99</u>     | <u>99/00</u>     | <u>00/01</u>     | <u>01/02</u>              | <u>02/03</u>   |
|--|------------------|------------------|------------------|---------------------------|----------------|
| Networking                             | 543600           | 281800           | 923000           | Budgets not set as of yet |                |
| Grad Standards                         | 251378           | TBA              | TBA              |                           |                |
| Replacement of Equipment               | 20000            | 20000            | 20000            |                           |                |
| Support & Software                     | 23000            | 23000            | 23000            |                           |                |
| Districtwide Equipment                 | 45000            | 45000            | 45000            |                           |                |
| Maintenance/Repair                     | 22000            | 22000            | 22000            |                           |                |
| General Supplies                       | 8420             | 8420             | 8420             |                           |                |
| <b>Total Allocation--&gt;</b>          | <b>913,398</b>   | <b>400,220</b>   | <b>1,041,420</b> | <b>TBA</b>                | <b>TBA</b>     |
| <b>Total Expenditures--&gt;</b>        | <b>1,163,200</b> | <b>605,700</b>   | <b>529,000</b>   | <b>536,000</b>            | <b>542,000</b> |
| <b>Projected Balance--&gt;</b>         | <b>(249,802)</b> | <b>(205,480)</b> | <b>512,420</b>   | <b>TBA</b>                | <b>TBA</b>     |
| <b>Projected Carryover 97/98--&gt;</b> | <b>34,062</b>    |                  |                  |                           |                |

**AOP -- Technology WANTS 99/00 - 03/04****Infrastructure**

|   | 99/00           | 00/01            | 01/02            | 02/03            | 03/04            |  |
|---|-----------------|------------------|------------------|------------------|------------------|--|
| Cabling -- Lincoln                                    | 20000           | --               | --               | --               | --               |  |
| Cabling -- Voyager/Church                             | --              | 25000            | --               | --               | --               |  |
| WAN -- Digital Integrated Telephone System - Hardware | --              | 200000           | 150000           | 150000           | --               | New voice system w/DID & VM for faculty & VM for s |
| WAN -- Digital Integrated Telephone System - Software | --              | --               | 50000            | 50000            | 10000            | Attendance & grade reporting & course registration |
| WAN -- Routers/Hub/Switches                           | --              | --               | 50000            | 25000            | 25000            | 100 mps or better Network upgrade                  |
| WAN -- Digital Integrated Video Network               | --              | --               | 100000           | 100000           | 100000           | CODEC Video connections to District classrooms     |
|   | <b>\$20,000</b> | <b>\$225,000</b> | <b>\$350,000</b> | <b>\$325,000</b> | <b>\$135,000</b> |  |

**Hardware**

|  |                |                |                |                |                |   |
|--|----------------|----------------|----------------|----------------|----------------|---|
| AS400 Processor upgrade w/Maintenance            | 145000         | 10000          | 10000          | 10000          | 10000          | Upgrade to RISC-based server                      |
| Student Computer Workstations (322/yr. @ \$1500) | 483000         | 483000         | 483000         | 483000         | 483000         | 1:3 ratio/6 years CPU viability                   |
| AS400 Wide-Carriage Printers                     | 25000          | 5000           | --             | --             | --             | Network capable AS400 132 character wide printers |
| Other Emerging Technologies                      | 15000          | 15000          | 15000          | 15000          | 15000          | DVD-Rom/Web content delivery/Digital CamCorders   |
|  | <b>668,000</b> | <b>513,000</b> | <b>508,000</b> | <b>508,000</b> | <b>508,000</b> |   |

**Maintenance**

|  |               |               |                |                |                |  |
|--|---------------|---------------|----------------|----------------|----------------|--|
| Additional Building Technicians                    | 60000         | 63000         | 66150          | 69458          | 72930          | (2) New Building Technician positions (5%/yr.)       |
| District Internet/Intranet Specialist (Web Master) | 35000         | 36750         | 38588          | 40517          | 42543          | (1) Web Master w/Java & CGI scripting experience (5% |
| District Building Facility upgrades--Electrical    | 40000         | 40000         | 40000          | 40000          | 40000          | (200) 50% of classrooms @ \$1000/classroom           |
|  | <b>95,000</b> | <b>99,750</b> | <b>104,738</b> | <b>109,974</b> | <b>115,473</b> |  |

**Department Operations****Software**

|   | 0             | 0             | 0             | 0             | 0             |
|---|---------------|---------------|---------------|---------------|---------------|
| Dynix Library System Upgrade w/Hardware & Maintenance | 70000         | 8000          | 8000          | 8000          | 8000          |
| AS400 Emulation                                       | 5000          | 1000          | 1000          | 1000          | 1000          |
| Network operating system upgrade                      | 10000         | 11000         | 12000         | 13000         | 14000         |
|   | <b>85,000</b> | <b>20,000</b> | <b>21,000</b> | <b>22,000</b> | <b>23,000</b> |

**Staff Development**

|  |                |                |                |                |                |  |
|--|----------------|----------------|----------------|----------------|----------------|--|
| Technology Training -- Faculty           | 144000         | 151200         | 158760         | 166698         | 175033         | (500) x 12 hrs./yr. x \$24.00 hr. (5%/yr.) |
| Technology Training -- Support Staff     | 28200          | 29610          | 31090          | 32645          | 34277          | (235) x 10 hrs./yr. x \$12.00 hr. (5%/yr.) |
| Technology Training -- Instructor's Fees | 11880          | 12474          | 13098          | 13753          | 14440          | (33) x 15 hrs./yr. x \$24.00 hr. (5%/yr.)  |
|  | <b>184,080</b> | <b>193,284</b> | <b>202,948</b> | <b>213,096</b> | <b>223,750</b> |  |

**Voice(Telephone) Systems**

|   |               |               |               |               |               |
|---|---------------|---------------|---------------|---------------|---------------|
| Automated Employee Substitute Scheduling System | 60000         | 15000         | 15000         | 15000         | 15000         |
|   | <b>60,000</b> | <b>15,000</b> | <b>15,000</b> | <b>15,000</b> | <b>15,000</b> |

Total Expenditures--> 1,112,080 1,066,034 1,201,686 1,193,070 1,020,223

**5-year total**

**5,593,093**

## EXHIBIT 5:

Page 1 of 1

AOP -- Technology DREAMS 99/00 - 03/04**Infrastructure**

|                             | 99/00    | 00/01    | 01/02    | 02/03    | 03/04 |   |
|-----------------------------|----------|----------|----------|----------|-------|---|
| WAN -- Routers/Hub/Switches | 25000    | 25000    | 25000    | 25000    | —     | For additional workstations see student laptops |
|                             | \$25,000 | \$25,000 | \$25,000 | \$25,000 | 0     |   |

**Hardware**

|  |         |         |         |         |         |  |
|--|---------|---------|---------|---------|---------|--|
| Personal Student Laptop Computers (\$700 each) | 630000  | 630000  | 630000  | 630000  | 315000  | (2) grade levels/yr. (Total 900) GOAL: Grades 5-12 |
| Classroom Video & Data Projection Devices      | 150000  | 150000  | 150000  | 150000  | 150000  | (300) 75% of classrooms @ \$2500/classroom         |
|  | 630,000 | 630,000 | 630,000 | 630,000 | 315,000 |  |

**Technology Integration**

|   |         |         |         |         |         |   |
|---|---------|---------|---------|---------|---------|---|
| Building Technology Integrationists (Teacher on special assignment) | 280000  | 294000  | 308700  | 324135  | 340342  | (7) New Building Technology Integrationist (5%/yr.) |
|   | 280,000 | 294,000 | 308,700 | 324,135 | 340,342 |   |

**Department Operations**

|   |   |   |   |   |
|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 |
|---|---|---|---|---|

**Software**

|   |        |       |       |       |       |  |
|---|--------|-------|-------|-------|-------|--|
| Optical Application Extender w/Hardware & Maintenance | 40000  | 5000  | 5000  | 5000  | 5000  | Electronic delivery of scanned documents |
|   | 40,000 | 5,000 | 5,000 | 5,000 | 5,000 |  |

**Staff Development**

|  |         |         |         |         |         |  |
|--|---------|---------|---------|---------|---------|--|
| Technology Training -- Faculty           | 432000  | 453600  | 476280  | 500094  | 525099  | (500) x 36 hrs./yr. x \$24.00 hr. (5%/yr.) |
| Technology Training -- Support Staff     | 56400   | 59220   | 62181   | 65290   | 68555   | (235) x 20 hrs./yr. x \$12.00 hr. (5%/yr.) |
| Technology Training -- Instructor's Fees | 43200   | 45360   | 47628   | 50009   | 52510   | (40) x 45 hrs./yr. x \$24.00 hr. (5%/yr.)  |
|  | 531,600 | 558,180 | 586,089 | 615,393 | 646,163 |  |

**Voice(Telephone) Systems**

|   |   |   |        |        |        |  |
|---|---|---|--------|--------|--------|--|
| E-Mail/Building Paging/Wireless Phone messaging | — | — | 50000  | 30000  | 30000  | New Building/Districtwide paging systems |
|   | 0 | 0 | 50,000 | 30,000 | 30,000 |  |

Total Expenditures--> 1,506,600 1,512,180 1,604,789 1,629,528 1,336,505

**5-year Total**  
7,589,602

Date: February 16, 1998  
 Memo To: Beth Astrup  
 From: 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 available                                 |       | \$452,700.00 |

# EXCESS LEVY REFERENDUM

WADM  
1997

|                    |          |          |                |
|--------------------|----------|----------|----------------|
| Maximum allowable: | \$350.00 | 6,797    | \$2,378,950.00 |
| Presently levy     | 65.07    |          | \$442,280.79   |
|                    | -----    |          | -----          |
|                    | 284.93   | New Levy | \$1,936,669.21 |

|             |        |                |
|-------------|--------|----------------|
| State Aid:  | 71.39% | \$1,382,588.15 |
| Local Levy: | 28.51% | \$552,144.39   |

-----  
 \$1,934,732.54

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

AOP 97.98:

07/30/98 EXCSLVY.WK4\

## V. Capital Outlay Fund

|        | 04-Aug-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)         | (\$662,260)   | (\$3,347,244) | (\$3,696,591) | (\$3,902,235) | (\$5,389,948) |
| 3      | Health and Safety               | \$587,160 | (\$74,567) | \$259,349   | \$392,907 | \$364,737          | (\$200)       | (\$200)       | (\$200)       | (\$200)       | (\$200)       |
| 4      | Total Beginning Fund Balance    | \$623,832 | \$268,999  | \$1,223,003 | \$993,486 | \$335,238          | (\$1,047,460) | (\$3,832,444) | (\$4,281,791) | (\$4,587,435) | (\$6,175,148) |
|        | 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     |
|        |                                 | +++++     | +++++      | +++++       | +++++     | +++++              | +++++         | +++++         | +++++         | +++++         | +++++         |



63

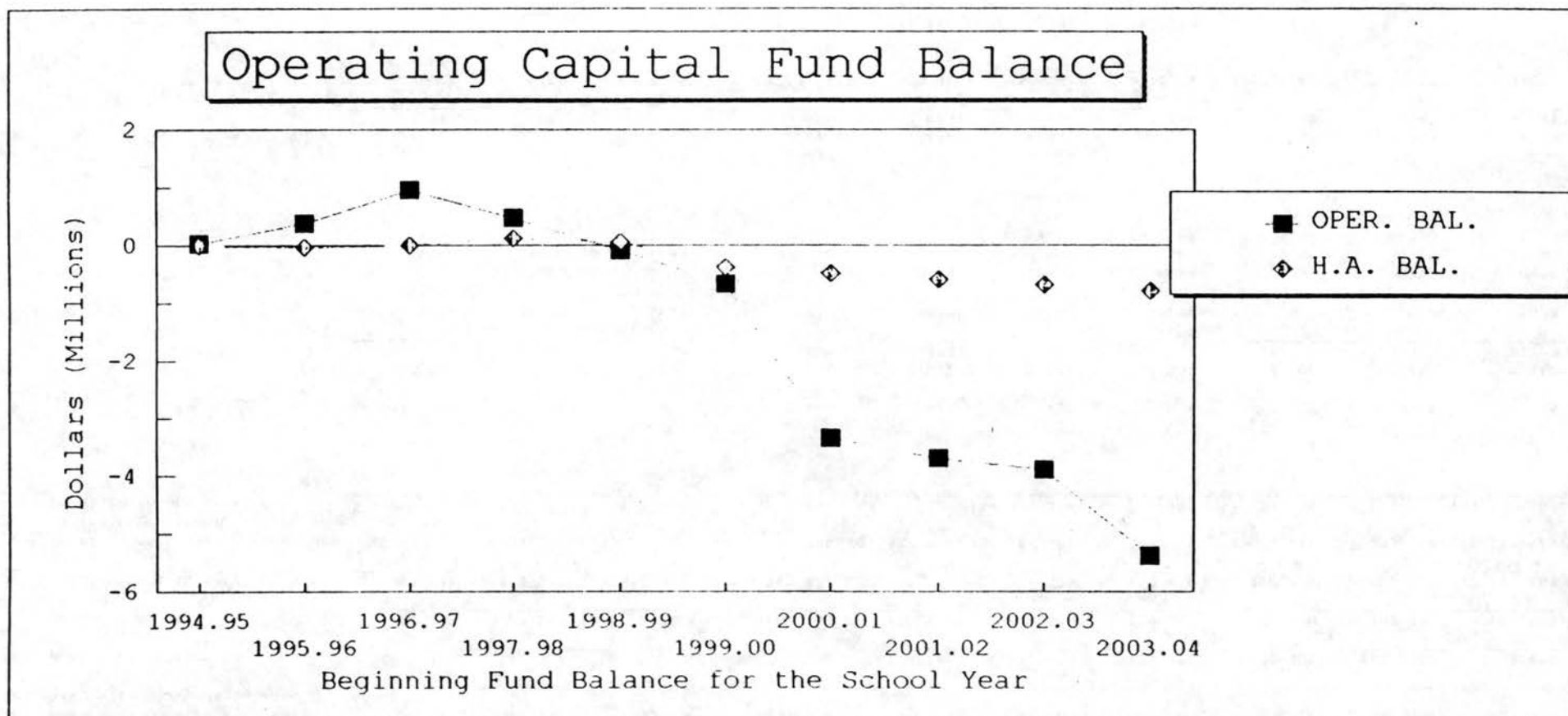
## V. Capital Outlay Fund

|                          |                                 | 04-Aug-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      |
| 18                       | Special Assessments             |           | 30,898      | 7,373       | 8,528       | 27,490      | 27,487      | 8,800       | 8,800       | 8,800       | 8,800       | 8,800       |
| 19                       | Maintenance                     |           | 231,000     | 197,769     | 235,805     | 732,300     | 167,200     | 50,000      | 50,000      | 50,000      | 50,000      | 50,000      |
| 20                       | Telephone/Telecommunications    |           | 66,210      | 72,166      | 73,829      | 74,260      | 76,488      | 78,782      | 81,146      | 83,580      | 86,088      | 88,670      |
| 21                       | Building Construction           |           |             |             | 111,111     |             | 125,000     | 2,850,675   | 558,100     | 418,700     | 1,679,900   | 1,538,000   |
| 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     |
| Building Allocation      |                                 |           |             |             |             |             |             |             |             |             |             |             |
| 23                       | Edison                          |           | 13,204      | 13,743      | 11,105      | 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      |
| 25                       | Riverside                       |           | 12,605      | 7,236       | 9,544       | 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      |
| 27                       | Robert Asp                      |           | 25,803      | 16,408      | 17,667      | 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           |
| 29                       | Jr. High                        |           | 66,391      | 25,224      | 36,213      | 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       |
| 30                       | Sr. High                        |           | 69,594      | 44,148      | 44,683      | 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       |
| 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      |
| 33                       | Technology                      |           | 24,662      | 22,984      | 22,551      | 248,000     | 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       |             | 1,163,200   | 605,700     | 529,000     | 536,000     | 542,000     | 500,000     |
| 35                       | Technology - Networking         |           |             |             | 99,684      | 762,600     | 25,000      | 25,000      | 25,000      | 25,000      | 25,000      | 25,000      |
| 36                       | Interactive Television          |           |             |             | 42,778      | 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      |
| 38                       | Maint./Transportation           |           | 22,099      | 27,019      | 21,042      | 21,000      | 21,000      | 20,000      | 45,000      | 10,000      | 20,000      | 10,000      |
| 39                       | Vehicles                        |           | 7,600       |             | 26,000      | 15,000      | 15,000      | 40,000      | 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      |
| 41                       | Media Library                   |           | 27,156      | 25,870      | 25,602      | 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      |
| 43                       | Music                           |           | 12,010      | 11,997      | 11,697      | 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           |
| 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 | \$2,274,417 | \$4,363,005 | \$2,009,094 | \$1,847,218 | \$3,130,108 | \$2,942,069 |

## V. Capital Outlay Fund

| 04-Aug-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 Waste                                   | 4,893       |             |             | 15,000      | 30,000        | 15,000        | 15,000        | 15,000        | 15,000        | 15,000        |
| 51                | Asbestos Loan Payback  | 76,343      | 76,343      | 76,343      | 76,400      | 76,600        | 76,400        | 76,400        | 76,400        | 76,400        | 76,400        |
| 52                | Hazardous Substance Consult  | 2,907       | 27,935      | 125,105     | 67,000      | 52,000        | 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   | \$173,600     | \$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 | \$2,890,207   | \$4,636,405   | \$2,282,494   | \$2,120,618   | \$3,403,508   | \$3,215,469   |
| 57                | Total Revenue Over Expenditure<br>(Total Expenditure Over Revenue) | (\$352,280) | \$954,004   | (\$229,517) | (\$658,248) | (\$1,382,698) | (\$2,784,985) | (\$449,346)   | (\$305,644)   | (\$1,587,712) | (\$1,398,815) |
| 58                | Total Ending Fund Balance  | \$271,552   | \$1,223,003 | \$993,486   | \$335,238   | (\$1,047,460) | (\$3,832,444) | (\$4,281,791) | (\$4,587,435) | (\$6,175,148) | (\$7,573,962) |
| 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       |
| 66                | Facilities Fund  | 98.99       |             |             |             |               |               |               |               |               |               |
|                   |  | 200         |             |             |             | 1,341,952     | 1,315,403     | 1,296,379     | 1,277,419     | 1,277,419     | 1,277,419     |





JUL 9 1998

MEMO #: B99.106

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JULY 7, 1998

SUBJECT: STAFFING APPRAISAL - SR. HIGH

We have a proposal from B & G Associates, Inc., to provide a survey and report on the school district building custodian assignments.

Review work loads (see attached list).

Cleaning procedures

Supplies

Equipment

Training

Entire District

\$22,000.00

Sr. High Only

\$ 8,120.00

Suggested Resolution: Move to approve B & G Associates, Inc., to provide a survey and recommendation for the Sr. High School building custodians for a cost of \$8,120.00.

Attachments: Letters from Orv Kaste and Gene Boyle

DATE:

May 20, 1998

TO:

Bob Lacher

FROM:

Orv Kaste

SUBJECT

Recommendation for Survey of Custodial Services

I have checked three references for B & G Associates, Inc. and all three were very positive responses. Each one indicated that they were satisfied with the assessment from B & G and that they did implement changes in custodial staffing, supplies and job descriptions based on the recommendations made.

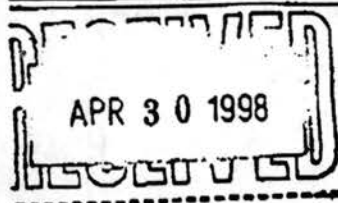
I am recommending that B & G Associates, Inc., be retained to complete a survey of custodial staffing at the Moorhead Senior High. I have enclosed a copy of Contract 2 which will need to be signed before the assessment is begun.

Also I have enclosed a copy of a memo from Gene Boyle. As you will note, he is also recommending that this survey be done.

KAP/

cc: J. Skinkle

PS980164



April 26, 1998

Mr. Bob Lacher  
Director of Business Affairs  
Moorhead School District  
Moorhead, MN

Dear Mr. Lacker:

Thank you for allowing B & G Associates the opportunity to present this *amended* proposal for consulting services for the High School only to the Moorhead School District.

B & G Associates is headquartered in Minneapolis, Minnesota. Our staff brings to you over 95 years of experience in the areas of physical plant maintenance.

B & G Associates offers consulting services in the areas of personnel, training, staffing analysis, scheduling, and the newest techniques in maintenance, custodial and grounds. Our services also assist in bringing the District in compliance with State and Federal laws and regulations as well as a preventive maintenance program which includes a work order system.

Again, thank you for offering B & G Associates the opportunity to present this proposal. B & G Associates will make a commitment to the Moorhead School District to provide the most efficient and effective management skills for your physical plant department. The cost result ratio we have developed over many years has always been a positive return on a customer's investment.

Sincerely,

Earl A. Fredrickson

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**B & G** ASSOCIATES, INC.

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Section IV

**CUSTODIAL PROPOSAL 2A**

**Custodial - Survey**

- **Measure High School building to determine:**
  - Cleanable square feet
  - Custodial hours by tasks
  - Total cleaning time for each building
  - Total cycle time for each building
  - Total square feet by type of floor surface
- **Conduct interviews with Administration**
  - Business Manager
  - Food Service Manager
  - Athletic Director
  - Buildings and Grounds Supervisor
- **Conduct interview with 1 principals**
- **Conduct interview with 1 Head Custodian**
- **Conduct interview with 12 custodians from both day and night staff**
- **Evaluation of the building custodial services. Questionnaire to be completed by Principal**
- **Review individual workloads of each custodian**
- **Review custodial performance in light of their training received**
- **Review and evaluate supplies and equipment presently used**
- **Survey team custodial evaluation of general appearance of each building**

***B & G*** ASSOCIATES, INC.

### Custodial - Reports/Observations

- Summary of time requirements for each cleaning task providing the information necessary for proper labor hours
- Summary listing of square feet of each type of floor surface providing the information necessary for proper equipment and supplies
- Summary results of expected productivity per square feet per hour
- Summary results of administrators' interviews
- Summary results from the Principal questionnaire
- Summary of results of custodial interviews
- Summary of findings of custodial work loads
- Summary results of employees' performance vs. job descriptions
- Summary of supply and equipment survey
- Summary of results of custodial evaluation
- Labor Burden Rate Analysis

### Custodial Recommendations

- Organizational chart and work schedule of all employees in High School physical plant department
- Ways in which to save money or labor, supplies, equipment, organization, scheduling
- Job description changes
- Training needs
- Supplies and equipment purchases



## CONTRACT 2A Addendum

B & G Associates enters into a contract with the Moorhead School District to provide consulting services:

**Assumption:** School District wants all items listed in the proposal for High School Only.

And To include these extra services

|   |                    |
|---|--------------------|
| Up to four Job Description                | \$ 700.00          |
| Written Job Procedures up to 12           | \$ 1,920.00        |
| <b>Survey and Report</b>                  | <b>\$ 5,500.00</b> |
| Includes - Transportation- Food & Lodging |                    |

|              |                    |
|--------------|--------------------|
| <b>TOTAL</b> | <b>\$ 8,120.00</b> |
|--------------|--------------------|

Costs will vary by the services selected and hours required. Review the proposal. Define the purpose and results desired from a survey and then B & G Associates can give your School District a fixed contract price.

Payment equal to 25% of contract price is payable prior to start of survey. Balance of contract due upon presentation to Administration. Each additional meeting will be \$300.00 plus travel expenses.

We feel confident that you will be genuinely satisfied with our services, and we look forward to establishing a long and mutually beneficial business relationship.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Moorhead School District

Approved by: \_\_\_\_\_  
B & G Associates, Inc.

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**B & G** ASSOCIATES, INC.



**CLAY COUNTY JOINT POWERS COLLABORATIVE**

919 8th Avenue North  
Moorhead, MN 56560  
(218)299-7270 or (218)299-7278

---

May 20, 1998

TO: Clay County Joint Powers Collaborative Board and Supervisory Team  
FR: Diane R. Meyer, *[Signature]* Chair, Clay County Joint Powers Board  
RE: Board Members/Alternates

It has been brought to my attention that the question of "alternates" to the Clay County Joint Powers Collaborative Board has caused some confusion. I thought it might be helpful to enclose copies of Section 4 through Section 6 of the Joint Powers Agreement.

You will notice that Section 6, Part B addresses Proxy voting - which "is not permitted," and an Alternate - "when acting in the absence of a member, shall have all rights and privileges of a member including a vote in the determination of all issues."

What the agreement does not address is the procedure for selection of alternates. It is my recommendation that we follow the same process that was used in the selection of board members. Alternates may be selected from each entity of which there is a board member. Please respond in writing to:

Cynthia Sillers  
Clay County Joint Powers Collaborative  
919 8th Avenue North  
Moorhead, MN 56560.

Thank-you.

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

August 24, 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 Freshman Alicia Bergeson who received the National Prudential Spirit of the Community Award - Bronze Medal. Prudential Representative Gary Tostenson will present the award to Alicia.

\*\*\* We Are Proud of Senior High teacher Dale Johnson who received the 1998 Arc Minnesota Teacher of the Year Award for the fine work he has done on behalf of persons with developmental disabilities.

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

2. \*CONSENT AGENDA

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

A. INSTRUCTIONAL MATTERS - Jernberg

- (1) Accept Migrant Education Grant - Pages 6-8
- (2) Accept Drug and Violence Prevention Grant - Page 9
- (3) Accept Approved Consolidated Application for Improving America's Schools Act Grant - Pages 10-11

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Skinkle

- (1) Approval of Employee Rehire - Page 12
- (2) Approval of New Employees - Pages 13-15
- (3) Approval of Family/Medical Leave - Page 16
- (4) Approval of Contract Change - Page 17
- (5) Approval of Leave of Absence - Page 18
- (6) Acceptance of Resignations - Page 19
- (7) Approval of Student Teaching Contract with Moorhead State University - Pages 20-23

D. ADMINISTRATIVE MATTERS - Anderson

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

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

Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. LOCAL COLLABORATIVE TIME STUDY GRANT (PARTNERS IN LEARNING)  
Jernberg - Pages 24-26

Suggested Resolution: Move to accept the Local Collaborative Time Study Grant (Partners in Learning) as presented.

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

Comments \_\_\_\_\_

5. SCHOOL PROFILES: Jernberg  
Page 27

Review of the School Profiles for the period of 1993-94 through 1997-98.

6. DISTRICT ADMINISTRATIVE ORGANIZATION: Anderson  
Pages 28-32

Suggested Resolution: Move to approve the recommended District Administrative Organization as presented.

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

Comments \_\_\_\_\_

7. DEPARTMENT HEAD COMPENSATION: Anderson  
Page 33

Suggested Resolution: Move to approve the compensation for Department Heads as recommended by administration.

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

Comments \_\_\_\_\_

8. MOORHEAD ADMINISTRATORS' MASTER AGREEMENT: Anderson  
Pages 34-36

Suggested Resolution: Move to approve the 1997-2000 Moorhead Administrators' Master Agreement and Letter of Understanding as recommended.

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

Comments \_\_\_\_\_

9. WORKSHOP SCHEDULE OVERVIEW: Anderson  
Pages 37-38

A review of the upcoming workshop schedule will be provided.

10. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

11. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>                                  | <u>Date</u>   | <u>Time</u>  | <u>Place</u>  |
|---|---|--|---|
| New Staff Breakfast                           | Aug. 24   | 7-8 am   | Speak Easy  |
| Elements of<br>Instruction Workshop           | Aug. 24-25  | 8 am-3:30 pm<br>8 am-12 pm                                 | Townsite  |
| School Board                                  | Aug. 24   | 7 pm   | Townsite  |
| Chamber Sponsored New<br>Educators' Breakfast | Aug. 25   | 7 am   | Ramada -<br>Fargo   |
| K-12 Teacher Workshops                        | Aug. 26, 27,<br>31, & Sept. 1                       |  |   |
| MEA New Staff Luncheon                        | Aug. 27   | 11:30-1 pm   | Red River<br>Inn  |
| Back-to-School Nights                         | Aug. 27<br>Aug. 31<br>Aug. 31<br>Sept. 1<br>Sept. 1 | 4-6 pm<br>5:30-7 pm<br>6:30-8 pm<br>4-5:30 pm<br>6:30-8 pm | Robert Asp<br>Edison<br>Junior High<br>Probstfield<br>Senior High |
| K-12 Classes Begin                            | Sept. 2   |  |   |
| Labor Day                                     | Sept. 7   |  |   |
| Back-to-School Nights                         | Sept. 10<br>Sept. 21                                | 6:30-7:30 pm<br>6:30-7:30 pm                               | Riverside<br>Washington   |
| State Primary Election                        | Sept. 15  |  |   |
| Community Education<br>Advisory Council       | Sept. 15  | 7 pm   | Townsite  |
| Fall Community Educ.<br>Classes Start         | Sept. 21  |  |   |
| Cultural Diversity<br>Celebration             | Oct. 10   | 3-8 pm   | Senior High   |
| MEA Conferences                               | Oct. 15-16  |  |   |
| Community Education<br>Advisory Council       | Oct. 20   | 7 pm   | Townsite  |
| End of 1st Quarter                            | Nov. 4  |  | District-<br>wide   |

CALENDAR OF EVENTS (CONT.)

| <u>Event</u>                            | <u>Date</u> | <u>Time</u> | <u>Place</u> |
|---|-------------|-------------|--------------|
| K-P/T Conferences                       | Nov. 10-11  | Daytime     |              |
| K-12 P/T Confs.                         | Nov. 12     | 8 am-8 pm   |              |
| K-12 P/T Confs.                         | Nov. 13     | 7:30-11 am  |              |
| K-12 No School/Teacher<br>Comp. (pm)    | Nov. 13     |             |              |
| Community Education<br>Advisory Council | Nov. 17     | 7 pm        | Townsite     |
| Thanksgiving Holiday                    | Nov. 26-27  |             |              |
| Winter Break Begins                     | Dec. 21     |             |              |
| K-12 Classes Resume                     | Jan. 4      |             |              |

MEMO #: I-99-030  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Migrant Education Grant Award  
DATE: August 17, 1998

The District's application for Migrant Education funds has been approved for the requested amount of \$30,835.

Funding will be utilized to continue the district's utilization of 1.75 FTE outreach workers (home-school liaisons) to provide services to children and families on a referral basis. Home-school liaisons will continue to assist in communication and support for migrant families and their children.

Suggested Resolution: Move to accept the Migrant Education grant award as presented.

RMJ/vtr  
Attachment



*Children,  
Families &  
Learning*

August 10, 1998

Pat King  
Moorhead Public Schools  
810 - 4<sup>th</sup> Avenue S.  
Moorhead, MN 56560

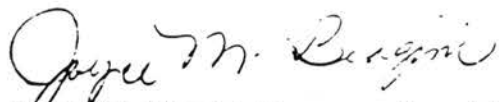
Dear Ms. King:

I am pleased to inform you that your application for 1998-99 Migrant Education funds has been approved for the requested amount of \$30,835. Please remember that Migrant Education school year budgets are now being entered into EDRS, and the money will be distributed to districts in the same manner as Title I funds.

Enclosed is a copy of your approved application which you should keep on file for future reference. If you have any questions about the implementation of this grant, please feel free to contact me at any time.

We appreciate all the efforts that are being made in Moorhead on behalf of migrant children and youth, and we are here to help you in any way we can.

Sincerely,



Joyce M. Biagini, Program Specialist  
Migrant Education Program

Enc.

**GENERAL INFORMATION AND INSTRUCTIONS:** The information requested on this application is necessary for processing the application under the requirements of Title I, Public Law 103-382, Part C. Refer to accompanying instructions when completing this application. All financial information must relate to CFDA number 84.011A. For federal audit purposes, use CFDA Number 84.011A for financial recordkeeping. Please provide all information requested and return the completed application to the above address.

AUG 12 1998

SCHOOL YEAR

1998-1999

IDENTIFICATION INFORMATION

|  |  |                                    |                |
|--|--|------------------------------------|----------------|
| Fiscal Agent<br>Moorhead Public Schools          |  | For District(s): # 152, # , # , #  |                |
| District Name<br>Independent School District 152 |  | District Number<br>152             | County<br>Clay |
| LEA Representative<br>Robert Jernberg            |  | Title<br>Assistant Superintendent  |                |
| Address<br>810 4th Ave. S.                       |  | City<br>Moorhead                   | State<br>MN    |
| Name of Contact Person<br>Patricia King          |  | Telephone Number<br>(218) 299-6224 |                |
| Address<br>810 4th Ave. S.                       |  | City<br>Moorhead                   | State<br>MN    |
| Name of Contact Person<br>Patricia King          |  | Title<br>Title I/AOM Coordinator   |                |
| Address<br>810 4th Ave. S.                       |  | City<br>Moorhead                   | State<br>MN    |
| Address<br>810 4th Ave. S.                       |  | City<br>Moorhead                   | State<br>MN    |
| Address<br>810 4th Ave. S.                       |  | City<br>Moorhead                   | State<br>MN    |

APPLICATION INFORMATION SUMMARY

|  |                      |   |
|--|----------------------|---|
| CHECK ONE:   | FUNDS REQUESTED      | PROJECT DURATION                              |
| <input checked="" type="checkbox"/> Initial Application  | Initial \$ 30,835.00 | Beginning Date of Project:<br>August 17, 1998 |
| <input type="checkbox"/> Addendum to Project Application | Addendum \$          | Ending Date of Project:<br>May 24, 1999       |

LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on June 8, 1998, authorized the undersigned to act as the LEA Representative in filing an application for funds as provided under Title I, Public Law 103-382 for the fiscal year 1998. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this application. At that same meeting, Patricia King was also approved as Contact Person.

Robert M. Jernberg  
Signature of LEA Representative

6/8/98  
Date

DO NOT WRITE IN SPACES BELOW

MINNESOTA DEPARTMENT OF EDUCATION INFORMATION

|  |   |                           |
|--|---|---------------------------|
| Total Amount Approved \$ 30,835                                    | County/District Number: 152                       | Fiscal Year: 1998         |
| Signature - MDCFL Responsible Authority:<br><u>Joyce M. Beggin</u> | Final Approval Signature:<br><u>Patricia King</u> | Date Approved:<br>8/10/98 |
| MDCFL Comments:  |   |                           |

(Refer to accompanying instructions)

MEMO #: I-99-031  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg, *[signature]*  
SUBJECT: Comprehensive Drug and Violence Prevention Grant Award  
DATE: August 17, 1998

The District's proposed budget for Comprehensive Drug and Violence Prevention funds has been approved.

The grant award includes \$27,599.40 for safe and drug-free schools and \$10,599.73 for violence prevention.

Funding will be utilized for continuation of outreach workers through the Touch Love Center, inservice for district Student/Staff Assistance Steering Committee members and building care teams, conflict resolution, and coordination of referrals for mentoring/tutoring of K-12 at-risk youth in cooperation with the Healthy Community Initiative.

Suggested Resolution: Move to accept the Comprehensive Drug and Violence Prevention funding as presented.

RMJ/vtr

MEMO #: I-99-032  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Consolidated Application for Improving America's  
Schools Act  
DATE: August 18, 1998

The Moorhead Public School District's application for Improving America's School's Act (IASA) has been approved by the Minnesota Department of Children, Families, & Learning for the 1998-99 school year. The application includes funding for Title I services in reading and math, Title II (Eisenhower funding) for staff development in the areas of mathematics, science, & technology, and Title VI (formerly Block Grant) for technology purchases.

The funding request includes \$684,265.09 for Title I, \$29,628.00 for Title II, and \$37,953.16 for Title VI for a total of \$751,846.25.

Suggested Resolution: Move to accept the approved Consolidated Application for Improving America's Schools Act in the amount of \$751,846.25.

RMJ/vtr  
Attachment

MARY ANN SAURINO

T: (612) 296-1063 F: (612) 297-2495 TTY: (612) 297-2094  
E: [maryann.saurino@state.mn.us](mailto:maryann.saurino@state.mn.us)

CAPITOL SQUARE, 550 CEDAR STREET  
SAINT PAUL, MN 55101-2273

JUL 27 1998

Robert Jernberg  
Assistant Superintendent  
Moorhead Public Schools  
810-4<sup>th</sup> Ave. S.  
Moorhead, MN 56560

July 22, 1998

RE: IASA Consolidated Application for 1998-1999

Dear Mr. Jernberg,

Enclosed please find a signed copy of Moorhead's Consolidated application for funds in Titles I, II and VI. I appreciated the work your staff in these programs did to provide the additional information I needed to forward the application for final approval.

Please feel free to contact me if you have any additional questions or concerns.

Cordially,



Mary Ann Saurino  
IASA Area Director  
Children, Families & Learning

Enclosure (1)

MEMORANDUM P 98.087

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *OK RJ*

DATE: August 18, 1998

SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher:

Mark Ring - Music Teacher, Senior High, MA+45 (8) \$36,462.00,  
effective August 26, 1998.

Suggested Resolution: Move to accept the rehire as presented.

JDS:sdh

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JK* *JS*

DATE: August 18, 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:

Kari Ewert - Speech Pathologist, District Wide, MA (0-6)  
\$29,500.00, effective fro the 1998-99 school year.  
(Replace Marge McQuire)

Yvette Gourde - O.T. Teacher, District Wide, BA (7) .70 FTE,  
\$18,306.40, effective for the 1998-99 school  
year. (Replace Carol Olson)

Sarah How - School Psychologist, Robert Asp, MA+30 (0-6)  
\$32,500.00, effective for the 1998-99 school year.  
(Replace Mark Richardson)

Christopher Olson - Music Teacher, Robert Asp, BA (0-6)  
\$25,000.00, effective for the 1998-99 school  
year. (Replace Kathrine Brekke)

Kari Rudolph - Reading Recovery Teacher, Washington Elementary,  
BA (0-6) .50 FTE, \$12,500.00, effective for the  
1998-99 school year. (Replace paraprofessionals)

Nicole Stroh - MSMI Teacher, Senior High, BA (0-6) \$25,000.00,  
effective for the 1998-99 school year.  
(New position)

Jennifer Walz - English Teacher, Senior High, BA (0-6)  
\$25,000.00, effective for the 1998-99 school  
year. (Replace Sandy Koski)

Deb Carico - Technology Building Technician, Washington and Asp,  
B22 (2) \$9.81 per hour, 12 months, effective August  
25, 1998. (New position)

Ed Breedon - Technology Building Technician, Senior High, B22 (3)  
\$9.96 per hour, 12 months, effective August 31,  
1998. (New position)

Keith Little - Technology Building Technician, Edison and  
Probstfield, B22 (3) \$9.96 per hour, 12 months,  
effective August 25, 1998. (New position)

John Stadter - Interim Lan/Wan Specialist, Townsite Centre, B22  
(4) \$10.11 per hour, 12 months, effective August  
25, 1998. (New position)



Pamela Hancock - Technology/Federal Programs Secretary, A12 (3)  
\$9.04 per hour, 12 months, Townsite Centre,  
effective August 25, 1998.  
(Replace Virginia Rutter)

Ernest Klemetson - Second Person Custodian, Senior High, B21 (5)  
\$10.06 per hour, 12 months, effective August  
17, 1998. (Replace Eric Hofstrand)

Jene' Kluver - EBD Paraprofessional, Senior High, B21 (0) \$9.31  
per hour, 9 months, effective August 26, 1998.  
(New position)

Gena Whiteford - MMMI Paraprofessional, Junior High, B21 (0)  
\$9.31 per hour, 9 months, effective August 26,  
1998. (Replace Vicki Anderson)

Gayle Sprenger - MMMI Paraprofessional, Senior High, B21 (0)  
\$9.31 per hour, 9 months, effective August 26,  
1998. (New position)

Troy Brewster - EBD Paraprofessional, Edison Elementary, B21 (0)  
\$9.31 per hour, 9 months, effective August 26,  
1998. (New position)

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 98.088

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle JS/BRA  
DATE: August 19, 1998  
SUBJECT: Long Term Substitute

In light of the number of long term substitutes which are needed during the year each year and the general shortage of substitutes, I am recommending that we pilot the hiring of one teacher to address the above needs for the 1998-99 school year. The individual will participate in all workshops and staff development activities. Students, hopefully will be helped in that this individual will be knowledgeable about the graduation standards, the appropriate curriculum and the policies and practices of our schools.

Nancy Schellhase, Elementary Teacher-Long Term Substitute, BA  
(0-6) \$25,000 effective August 26, 1998.

SUGGESTED RESOLUTION: Move to approve the recommendation as presented.

JDS:sdh

P 98.085

SUBJECT: Family/Medical Leave

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

Lea Rodriguez - ECSE Paraprofessional, Probstfield Elementary,  
from approximately September 18 for 6 weeks.

Jennifer Becker - OHI/MMMI Paraprofessional, Washington  
Elementary, until September 14, 1998.

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

JDS:sdh

MEMORANDUM P 98.084

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *OK RJ*

DATE: August 18, 1998

SUBJECT: Change in Contract

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

Dan Britten - Evening Operator to Building Technician Position  
Townsite Centre, B22 (2) \$9.81 per hour, 12 months,  
effective immediately.

Renee Haapapuro - Detention Center Paraprofessional, to Building  
Technician Junior High, B22 (8) \$10.71 per  
hour, 12 months, effective immediately.

Lynn Greenwaldt - Reading Paraprofessional, Riverside, to  
Building Technician Riverside, B22 (9) \$10.86  
per hour, 10 months, effective August 24, 1998.

Angella Burud - O.T. Teacher, Riverside, from 1.00 FTE to .80 FTE  
for the 1998-99 school year.

Gwen Moore - OHI Paraprofessional, Edison Elementary, from full  
time to half time.

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

JDS:sdh

MEMORANDUM      P 98.083

TO:            Dr. Bruce Anderson  
FROM:          Dr. John Skinkle *OK JS*  
DATE:          August 18, 1998  
SUBJECT:      Leave of Absence

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

Kim Forness - Grade 3 Teacher, Probstfield, for the 1998-99 school year.

SUGGESTED RESOLUTION:    Approve the Leave as presented.

JDS:sdh

MEMORANDUM P 98.082

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *OK*  
DATE: August 18, 1998  
SUBJECT: Resignation of District Employees.

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


Terri Bolden - Interpreter for the Deaf, Senior High, effective immediately.  
Kari Rudolph - OHI Paraprofessional, Edison Elementary, effective immediately.  
Anthony Wendel - AS400 Analyst, District Wide, effective August 19, 1998.  
Heather Klundt - Music Teacher, Junior High, effective immediately.  
Barbara Hutcheson - MSMI Paraprofessional, Washington, effective immediately.  
Nancy Schellhase - MMMI Paraprofessional, Washington, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM

P 98.081

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle   
DATE: August 18, 1998  
SUBJECT: Student Teaching Contract with Moorhead State University

The administration requests approval of the Student Teaching Contract with Moorhead State University and Moorhead Public Schools. This contract covers participation in the student teaching program beginning August 24, 1998, for the next three years.

Suggested Resolution: Move to accept the contract with Moorhead State University as presented, and to have Chair and Clerk of Board sign appropriate document.

JDS:sdh



# MOORHEAD STATE UNIVERSITY

1104 7th Avenue South  
Moorhead, Minnesota 56563

July 15, 1998

Sharon Hegna, Superintendent  
Moorhead ISD #152  
810 4th Ave. S.  
Moorhead, MN 56560

Enclosed are five (5) copies for the Student Teaching Contract entered into between Moorhead ISD #152 and Moorhead State University. This contract covers participation in the student teaching program beginning August 24, 1998. Note that this is a three (3) year contract.

Please have authorized personnel place the necessary signatures on pages one and two of the contracts. Be sure to notice that the day and date of the meeting at which this contract was approved must be entered on page two of the student teacher agreement.

We would appreciate a rapid return of the contracts. After the contracts have been processed here at the University, a copy will be returned to you.

Thank you for your prompt attention to this matter.

Sincerely,



Mary Worner, Director  
Field Experiences

sm

Enclosures

STA \_\_\_\_\_

**STATE OF MINNESOTA  
MnSCU BOARD OF TRUSTEES**

**STUDENT TEACHING AGREEMENT**

Independent School District No. \_\_\_\_\_ of \_\_\_\_\_ County, located  
at \_\_\_\_\_, agrees with the State of Minnesota,  
acting through the MnSCU Board of Trustees as follows:

Beginning August 24, 1998, and continuing for three years, the Moorhead State University agrees to pay at a rate, not to exceed \$12.80 per semester credit, for each student teacher placed in the above named school district. (Rate subject to change should financial exigency warrant such action.)

The school district agrees to supply to the student teacher opportunity to work in a teaching-learning situation cooperatively with a teacher certified at standards equal or superior to the regulations of the State of Minnesota during the student teaching assignment.

Independent School District No. \_\_\_\_\_  
of \_\_\_\_\_ County, Minnesota  
by \_\_\_\_\_  
(Chairman)  
\_\_\_\_\_  
(Clerk)

DATE \_\_\_\_\_

APPROVED FOR:

MnSCU

\_\_\_\_\_  
(Chancellor)

Recommended for approval

Moorhead State University

by \_\_\_\_\_  
(President)

## RESOLUTION OF SCHOOL DISTRICT

Be it resolved, that this school district enter into an agreement with the State of Minnesota, MnSCU Board of Trustees, for the purpose of providing student teaching experiences for students from Moorhead State University. Be it further resolved, that the chairman and clerk be and they hereby are authorized to execute such agreement.

## CERTIFICATION

State of Minnesota

County of \_\_\_\_\_

I hereby certify that the foregoing resolution is a true and correct copy of resolution adopted by the board of Independent School District No. \_\_\_\_\_, located at \_\_\_\_\_, \_\_\_\_\_, at a duly authorized meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, as shown by the minutes of said meeting.

\_\_\_\_\_  
(Clerk)

(SEAL)

MEMO #: I-99-035  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Acceptance of "Partners in Learning" Grant  
DATE: August 19, 1998

Attached is a letter of notification that the District has been awarded \$73,243.33 for the "Partners in Learning" Grant from the Clay County Joint Powers Collaborative and a list of the funding recommendations for other grants funded through this round of funding using the Joint Collaborative Time Study Funds. Listed below is a short project description for the "Partners in Learning" and two other grants in which we are to be collaborative partners.

- 1) Project Title: Partners in Learning  
Name of Agency Applying: Moorhead Public Schools  
Contact Person: Mary Davies  
Project Description: Partners in Learning will improve the education of 30 families in the Moorhead School District and Dilworth by integrating early childhood education, parent-child activities, parenting skills education, and adult basic education for families into a unified family literacy program. Families will attend sessions three times a week during the school year.
- 2) Project Title: HUGS Program Crisis Intervention Specialist  
Name of Agency Applying: Clay County Social Services  
Contact Person: Kristine Sterton  
Project Description: The Crisis Intervention Specialist will work with the HUGS Program to assure school attendance of Clay County students (K-4). This program will provide therapeutic supports to families with multiple issues. Use of a family based approach in dealing with truancy will positively impact student attendance and family functioning.
- 3) Project Title: Truancy Intervention Project  
Name of Agency Applying: Clay County  
Contact Person: Rhonda Porter  
Project Description: The proposal requires hiring two staff and truancy trackers to be located within Moorhead High School. Staff will work with truant students and their families to reduce unexcused absences through assessment and referral. Collaboration among several agencies is key in providing early intervention strategies and preventing out-of-home placements.

Suggested Resolution: Move to accept the Grant "Partners in Learning" and to participate as a collaborative partner in "HUGS Program Crisis Intervention Specialist" and "Truancy Intervention Project".

RMJ/vtr  
Attachment

CLAY COUNTY JOINT POWERS COLLABORATIVE

919 8th Avenue North  
Moorhead, MN 56560  
(218)299-7270 or (218)299-7278  
e-mail: cynthia.sillers@co.clay.mn.us

---

August 17, 1998

Mary Davies  
Moorhead Public Schools  
Community Education  
810 4th Avenue South  
Moorhead, MN 56560

Dear Mary:

We are writing to let you know that the Local Collaborative Time Study (LCTS) grant application for "Partners In Learning" was recommended for funding in the amount of **\$73,243.33**.

Twenty-one applications were submitted for a total request of \$937,354.25, but the Collaborative was able to allocate only \$358,453.63 during this "round" of funding. Determining the recommendations for funding was challenging. The ten members of the Application Review Committee, however, approached the task seriously and with dedication. Every attempt was made to assure fairness.

The recommendations made by the Application Review Committee were approved by both the Collaborative Supervisory Team and the Collaborative Board. The Minnesota Department of Human Services staff also informed us that there are no potential disallowances by the Federal Government for any of the projects recommended for funding.

Within the next few days, Cynthia will be sending you a Grant Agreement and information about the required Quarterly Reports. Meanwhile, please call her if you have questions about any of this.

Thank-you for submitting an application and for your continued efforts to collaborate. Congratulations!

Sincerely,

*Cynthia Sillers*

Cynthia Sillers  
Coordinator

*Diane E. Meyer*

Diane Meyer  
Chair, Clay County Joint Powers Collaborative Board

P.S. We have enclosed a list of the Projects that will be receiving an LCTS grant.

**FUNDING RECOMMENDATIONS MADE BY THE  
LOCAL COLLABORATIVE TIME STUDY (LCTS)  
APPLICATION REVIEW COMMITTEE**

---

- **Project Title:** HUGS Program Crisis Intervention Specialist  
**Name of Agency Applying:** Clay County Social Services  
**Amount of Request:** \$53,725  
**Amount of Request Recommended To Fund:** \$53,725
  
- **Project Title:** Building Families  
**Name of Agency Applying:** Rural Enrichment and Counseling Headquarters  
**Amount of Request:** \$9,100  
**Amount of Request Recommended To Fund:** \$9,100
  
- **Project Title:** Partners In Learning  
**Name of Agency Applying:** Moorhead Public Schools  
**Amount of Request:** \$73,243.33  
**Amount of Request Recommended To Fund:** \$73,243.33
  
- **Project Title:** Universal Visits to Two-Year Old Children's Project  
**Name of Agency Applying:** Clay County Public Health  
**Amount of Request:** \$20,000  
**Amount of Request Recommended To Fund:** \$20,000
  
- **Project Title:** Child Care Support Services and Intensive In-Home Services  
**Name of Agency Applying:** Access, Inc.  
**Amount of Request:** \$77,447  
**Amount of Request Recommended To Fund:** \$69,702.30
  
- **Project Title:** Truancy Intervention Project  
**Name of Agency Applying:** Clay County  
**Amount of Request:** \$91,193  
**Amount of Request Recommended To Fund:** \$91,193
  
- **Project Title:** The Attachment and Development Program  
**Name of Agency Applying:** The Village Family Service Center  
**Amount of Request:** \$52,520  
**Amount of Request Recommended To Fund:** \$41,490

**TOTAL AMOUNT OF REQUESTS RECOMMENDED TO FUND: \$358,453.63**

MEMO #: I-99-029  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Building Profiles  
DATE: August 17, 1998

Enclosed with the agenda are the Building Profiles for the five-year period from 1993-94 through 1997-98.

Mr. Jernberg will review a few highlights with the Board and discuss the information provided.

The Board will be asked to receive the Building Profiles at their September 14, 1998 meeting.

RMJ/vtr  
Enclosure

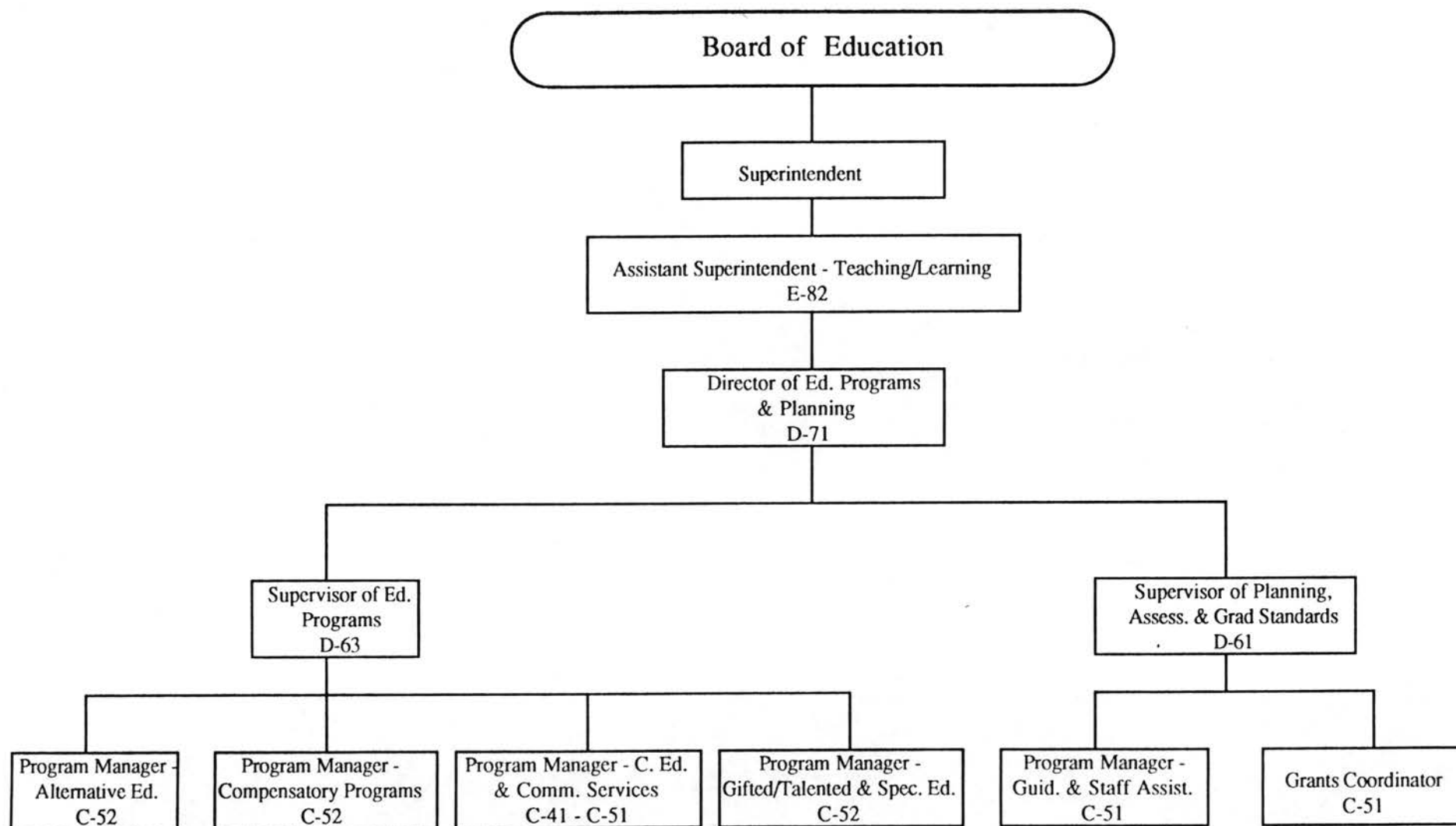


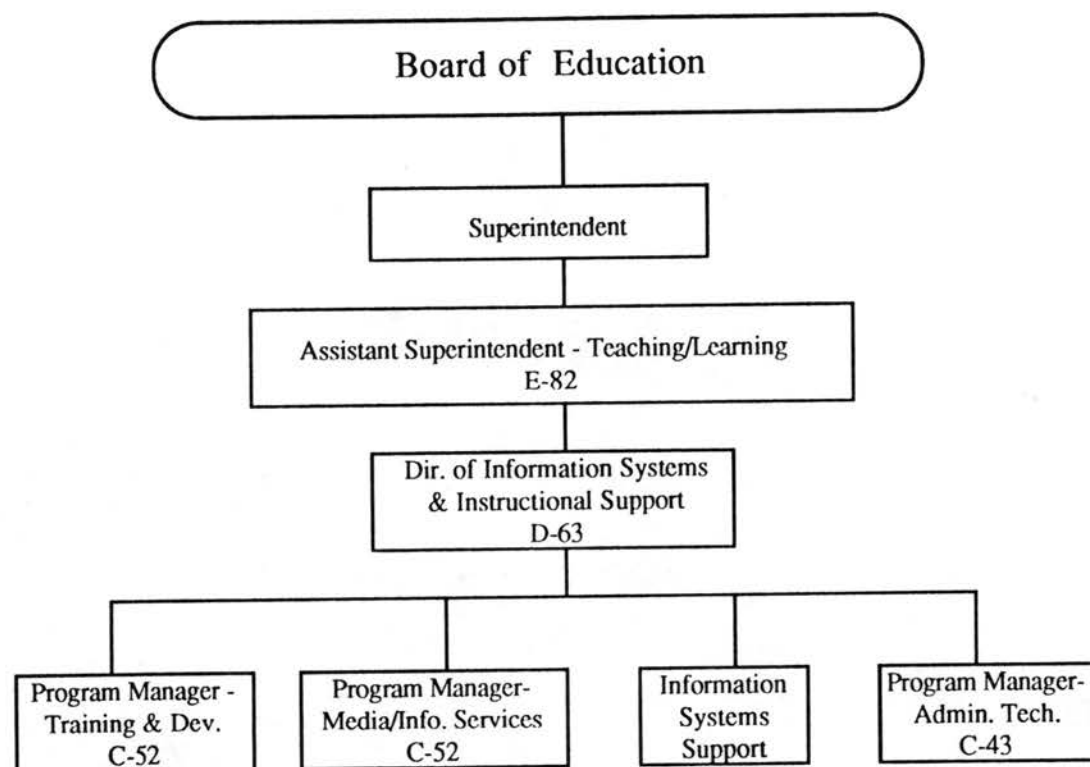
MOORHEAD SCHOOLS  
DISTRICT ADMINISTRATIVE ORGANIZATION  
SUMMARY OF RECOMMENDATIONS

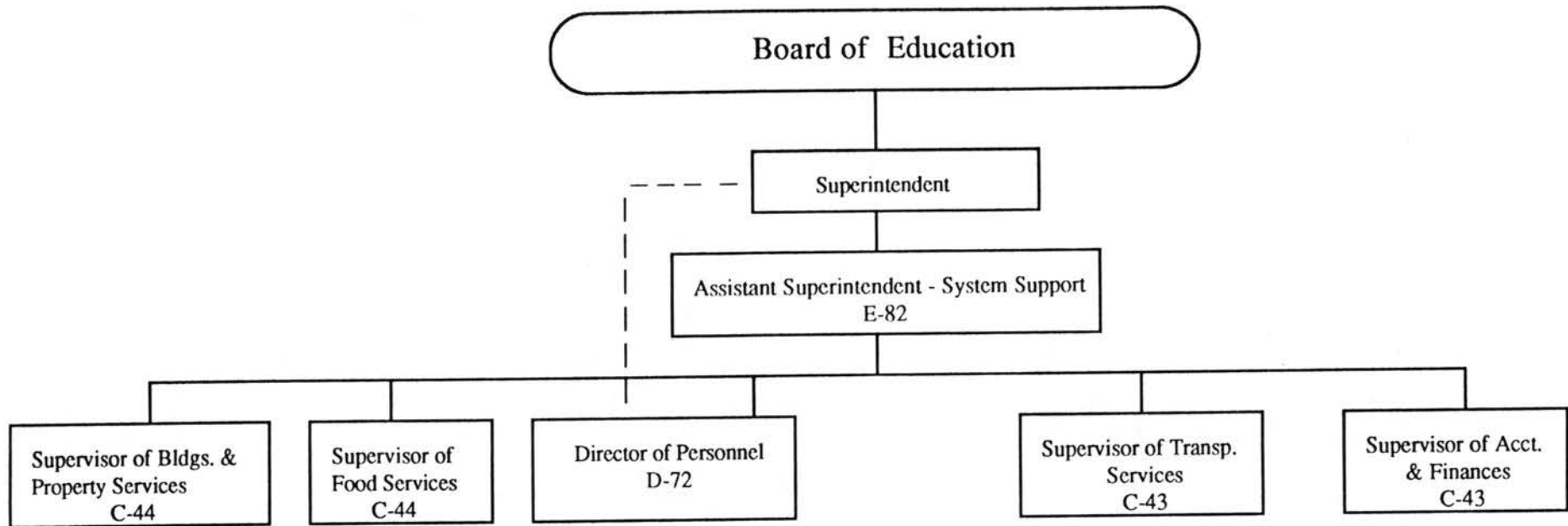
Recommendations:

- o Adopt new organization as proposed on attached sheets.
- o Effective immediately, create two Assistant Superintendent positions, one in charge of all Teaching and Learning functions and one in charge of all System Support Services for the District.
- o It is recommended that the position title of the Assistant Superintendent for Human Resources and reporting function be changed effective July 1, 1999 as identified on the attached chart.
- o Teaching and Learning will integrate all educational delivery, planning and assessment services under one Assistant Superintendent, including special education, community education, federal programs, graduation standards, curriculum development and technology. This will better integrate the skills and talents of the District and make them available to all learners, and teachers regardless of the "status" of their learning. It will provide for more integrated learning curriculum for the District population.
- o System Support will provide all of the non-educational services to the District that is required to support educational delivery.
- o The functions now performed by "teachers on assignment" should be converted to full time positions.
- o A Grants Coordinator position should be created to provide for District wide coordination of grant opportunities. The 1999-2000 Annual Operational Plan will include recommendations related to the timeline for implementation.
- o Educational and administrative technology should be combined under one function with accountability as identified on the attached chart.
- o The Program Manager - Guidance and Staff Assistance position will be addressed in the 1999-2000 Annual Operational Plan regarding needed implementation.

- Effective immediately, reassign payroll staff and other identified functions to the Personnel office. Add one classified staff to the Personnel office. A classified staff member in the realigned Personnel office will coordinate the personnel/payroll tasks.
- The Director of Personnel will have a dotted line relationship to the Superintendent for purposes of employment issues that legally challenge the District.
- Final band and grades will be determined six months after positions have been filled or through the current annual review process. Current band and grades will continue until the review process occurs.
- The positions of Director of Special Services and Director of Community Education shall remain as currently defined until an opening occurs and shall be responsible immediately to the Assistant Superintendent of Curriculum, Instruction and Planning. Positions currently responsible to one of these two positions shall continue to do so until full implementation.







MEMO #: S-99-028  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Compensation for Department Heads  
DATE: August 19, 1998

Following, please find the compensation for Department Heads which was agreed to with the MEA effective the 1998-99 school year. As you may recall, this was one of two issues to be addressed following negotiations.

The levels and corresponding stipends for Department Heads are as follows:

|         |    |         |
|---------|----|---------|
| Levels: | 1. | \$3,000 |
|         | 2. | \$1,750 |
|         | 3. | \$1,250 |
|         | 4. | \$ 650  |
|         | 5. | \$ 300  |

Suggested Resolution: Move to approve the compensation for Department Heads as recommended by administration.

BRA:mdm

MEMO #: S-99-025  
TO: School Board  
FROM: Dr. Bruce R. Anderson, Supt. *BRA*  
RE: Moorhead Administrators' Agreement  
DATE: August 19, 1998

A successful conclusion has been reached with the Moorhead administration covering the 1997-98 and 1999-2000 time period.

As with other contracts settled during the spring, this agreement addressed issues related to pay equity.

The provisions to be changed in the 1997-2000 agreement are as follows:

1. Article IX, Section 1 and Section 2:

Section 1. Reimbursement - Reimbursement will be made by the Board for authorized travel. The rate per mile for out-of-district and/or out-of-Fargo-Moorhead metropolitan area travel shall be at the rate per mile approved by the IRS.

Section 2. Monthly Allowance - At the request of the Administrators Association, the monthly allowance set forth in Article IX, Section 2 of the 1995-97 Master Contract is deleted. The amount of the monthly allowance is now included as part of the 1997-98, 1998-99 and 1999-2000 salary schedules. Therefore, no monthly allowance in addition to the salary schedules shall be paid effective the 1997-98 school year. In the event that a monthly allowance was paid during the 1997-98 school year, the amount of such payment shall be deducted from any retroactive salary due and owing to the Association's members of the appropriate unit for the 1997-98 school year.

2. Article XIV, Section 3, Section 4 and Section 5:

Section 3. Repayment - Severance pay shall be paid by the School District in five (5) equal annual installments beginning January 1 following the year of retirement and each January 1 thereafter. Any severance due upon death will be paid to the beneficiaries of the deceased.



August 19, 1998

Section 4. Deferred Compensation - Beginning July 1, 1997, each full-time administrator will be entitled to a matching contribution by the School District of Two Thousand Dollars (\$2,000), to the Minnesota Deferred Compensation Plan or I.R.S. 403 (b) T.S.A. (M.S. 352.96 and 356.24 (a) (4)).

Section 5. Lump Sum Reduction - Severance pay payments made to administrators employed prior to November 1, 1991, shall be reduced by the contribution of the Board, if any, in such administrator's Minnesota Deferred Compensation of 403 (b) T.S.A. account on June 30th following retirement.

3. Article XX, Section 5 and Section 7:

Section 5. Vacation - Administrators shall have 24 days of paid vacation annually upon employment. Unused vacation must be taken within six months after the current contract year in which it is earned. The administrators will be paid for unused vacation days, if any, at the time of resignation or retirement.

Section 7. Professional Dues - At the request of the Administrators Association, the professional dues set forth in Article XX, Section 7 of the 1995-97 Master Contract is deleted. The amount of the professional dues is now included as part of the 1997-98, 1998-99 and 1999-2000 salary schedules. Therefore, no professional dues in addition to the salary schedules shall be paid effective the 1997-98 school year, the amount of such payment shall be deducted from any retroactive salary due and owing to the Association's members of the appropriate unit for the 1997-98 school year.

4. Article XXI, Section 1:

Section 1. Effective Date - This agreement shall be effective July 1, 1997 to June 30, 2000, inclusive except as otherwise provided herein.

APPENDIX A

Salary/Benefit Package

|            | (Base)<br>96-97 | 97-98     | 98-99     | 99-2000   |
|------------|-----------------|-----------|-----------|-----------|
| Wages      | \$249,873       | \$273,226 | \$286,723 | \$298,151 |
| Benefits   | \$41,140        | \$31,625  | \$33,142  | \$34,524  |
| TOTAL PKG. | \$291,013       | \$304,851 | \$319,865 | \$322,675 |
| % INCREASE |                 | 4.75      | 4.92      | 4.0       |

August 19, 1998

LETTER OF UNDERSTANDING

IT IS HEREBY UNDERSTOOD, by and between the School District Board of Independent School District #152 and the Moorhead Administrators Association as follows:

1. During the 1998-99 and the 1999-2000 school years only, Association members of the appropriate unit, who are employed by the School District during those years and who have completed twenty (20) years of service in the School District shall have twenty-five (25) days of paid annual vacation.
2. Due to the modification of Article IX, Section 1, each member of the Association shall receive an allotment of Two Hundred Fifty Dollars (\$250.00) for the 1997-98 year only.
3. The term of this Letter of Understanding shall terminate on June 30, 2000 and thereafter shall be of no force and effect.

The parties have hereunto set their hands as follows:

MOORHEAD ADMINISTRATORS  
ASSOCIATION

INDEPENDENT SCHOOL DISTRICT  
NO. 152

By \_\_\_\_\_  
Its Negotiations Chair

By \_\_\_\_\_  
Its Board Chair

By Robert M. Gerberg  
President, Mhd Admin. Assoc.

By \_\_\_\_\_  
Its Board Clerk

Dated this 19th day of August,  
August, 1998

Dated this 19th day of  
1998

Suggested Resolution: Move to approve the 1997-2000 Moorhead Administrators' Master Agreement and Letter of Understanding as recommended.

BRA:mdm

1998 - 1999  
PRESCHOOL - GRADE 12 AND COMMUNITY EDUCATION  
FALL WORKSHOP SCHEDULE

Staff whose schedules include elementary and secondary should follow the schedule based on the building they serve the majority of the time and may contact principals if they have specific concerns.

Monday, August 24

|                    |   |
|--------------------|---|
| 7 a.m. - 8 a.m.    | New Staff Breakfast - Speak Easy  |
| 8 a.m. - 3:30 p.m. | Elements of Effective Instruction - New K-12 Staff<br>Fall 98 - Townsite Centre Boardroom |

Tuesday, August 25

|                     |   |
|---------------------|---|
| 7 a.m.              | Chamber of Commerce New Staff Breakfast<br>Ramada Inn (Board, District Administrators &<br>Teachers to meet at Townsite Centre for bus trip<br>to breakfast at 6:30 a.m.) |
| 8:30 a.m. - 12 Noon | Elements of Effective Instruction - Townsite  |
| 1 p.m. - 3 p.m.     | First Year Teacher Mentor Training - Townsite   |
| 1 p.m. - 1:55 p.m.  | New Senior High Staff Grad Standards Orientation<br>Board Room Townsite Centre  |
| 2 p.m. - 2:55 p.m.  | New Elementary Staff Grad Standards Orientation<br>Board Room Townsite Centre   |
| 3 p.m. - 3:55 p.m.  | New Junior High Staff Grad Standards Orientation<br>Townsite Centre   |

Wednesday, August 26

|                    |  |
|--------------------|--|
|                    | Building SD  |
| 8:30 a.m. - 2 p.m. | Community Education Annual Inservice - (ABE,<br>ECFE, Community Ed. Coordinators, Community Ed.<br>Support Staff) - Lincoln Community Education Center |

Thursday, August 27

|                   |   |
|-------------------|---|
|                   | Building SD   |
| 8 a.m. - 4 p.m.   | CPI - New Staff, MCAP. Hall Monitors<br>Townsite Centre - Board Room  |
| 10 a.m. - 12 Noon | Grade Level Meetings K-6<br>Grad Standards Implementation Read, View, Listen;<br>Writing, Speaking; and Math. (other areas<br>scheduled within buildings) |

|                 |         |
|-----------------|---------|
| K - Edison      | Rm. 134 |
| 1 - Probstfield | Rm. 110 |
| 2 - Probstfield | Rm. 313 |
| 3 - Riverside   | Rm. 128 |
| 4 - Edison      | Rm. 156 |
| 5 - Asp         | Rm. 188 |
| 6 - Asp         | Rm. 189 |

K-6 Music Edison      Rm. 143  
K-6 Phy Ed Asp      Rm. 171

10:45 a.m.      Junior High Grad Standards Update & Distribution  
of Final Approved Performance Packages for Middle  
Level Junior High Band Room

11:30 - 1 p.m.      New Teachers Lunch MEA  
Red River Inn

Friday, August 28      Staff not contracted

8 a.m. - 3:15 p.m.      Food Service Workshop - Senior High Cafeteria  
(more information to follow)

Monday, August 31      DISTRICT STAFF DEVELOPMENT DAY

8 a.m. - 10 a.m.      ALL STAFF INSERVICE - Senior Auditorium  
Speaker: Deadra Stanton  
Title of Presentation: "Don't Shoot Skinny Rabbits"

10 a.m. - 11:30 a.m.      Special Education Speech Staff  
Townsite Centre Rm. 266

10 a.m. - 12 Noon      Paraprofessional Inservice - Candace Richards  
Senior High Cafeteria

10 a.m. - 12 Noon      Social Workers, Counselors, Asst. Prin., Elem. Prin.  
and EBD Teachers (if available) Sexual Abuse  
Prevention & Early Intervention  
Lynn Halmrast - Study Hall (back of Sr. High  
Auditorium)

1 p.m. - 2:30 p.m.      Title I/ESL Teacher Meeting  
Senior High ESL Room

1 p.m. - 3:30 p.m.      Licensed Special Ed Staff  
Senior High Auditorium

1 p.m. - 3:30 p.m.      Paraprofessional Inservice - Candace Richards  
Senior High Cafeteria

Tuesday, September 1

Building Staff Development

8 a.m. - 11 a.m.      Adv. CPI I Refresher  
(Firsttime refresher)  
Townsite Centre Board Room

1 p.m. - 3 p.m.      Adv. CPI II Refresher  
(those who have passed Refresher I)

Wednesday, September 2

FIRST DAY OF SCHOOL

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

September 8, 1998  
7:00 a.m. - Work Session

**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. FIVE-YEAR FACILITIES PLAN: Anderson

Review of recommended Five-Year Facilities Plan and discussion of funding.

Materials will be available at the meeting for review.

3. ADJOURNMENT

S-149-B05  
Min  
Sept. 8, 1998

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

September 14, 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 Karen Nitzkowski, Community Education Program Coordinator, for her sterling efforts in providing the expertise that led to the 1998-99 school district calendar with special emphasis on Moorhead community core values and 40 assets associated with youth.

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

2. \*CONSENT AGENDA

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

S-M4-B05  
Min  
Sept. 14, 1998

2. \*CONSENT AGENDA (continued)

A. INSTRUCTIONAL MATTERS - Jernberg

B. BUSINESS AFFAIRS - Lacher

- (1) Approval of Senior High Fire Protection System Change Orders - Page 5
- (2) Approval of Lighting Retrofit Project Change Orders - Page 6

C. PERSONNEL MATTERS - Skinkle

- (1) Acceptance of Resignations - Page 7
- (2) Approval of Change in Contract - Page 8
- (3) Approval of Employee Rehire - Page 9
- (4) Approval of New Employees - Pages 10-11
- (5) Approval of Family/Medical Leave - Page 12

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval August 10 & 24, 1998 Minutes - Pages 13-23
- (2) Approval of September Claims

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

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

Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. FIVE-YEAR FACILITIES PLAN: Lacher  
Pages 24-45

Suggested Resolution: Move to approve the enhanced Five-Year Facilities Plan as recommended by the administration.

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

Comments \_\_\_\_\_

5. ELECTION RESOLUTION: Anderson  
Pages 46-51

Suggested Resolution: Move to adopt the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election.

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

Comments \_\_\_\_\_



6. BUILDING PROFILES: Jernberg  
Pages 52-57

Suggested Resolution: Move to accept the Building Profiles as revised and direct administration to share them with staff and public as appropriate.

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

Comments \_\_\_\_\_

7. SCHOOL YEAR OPENING: Jernberg  
Pages 58-59

Review of school year opening and preliminary enrollment report.

8. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9. ADJOURNMENT

CALENDAR OF EVENTS

| <u>Event</u>                            | <u>Date</u>          | <u>Time</u>                  | <u>Place</u>            |
|---|----------------------|------------------------------|-------------------------|
| Back-to-School Nights                   | Sept. 10<br>Sept. 21 | 6:30-7:30 pm<br>6:30-7:30 pm | Riverside<br>Washington |
| Community Education<br>Advisory Council | Sept. 15             | 7 pm                         | Townsite                |
| Fall Community Educ.<br>Classes Start   | Sept. 21             |                              |                         |
| School Board                            | Sept. 21             | 7 pm                         | Townsite                |
| Minnekanos                              | Oct. 5               | 7 pm                         | Senior High             |
| Cultural Diversity<br>Celebration       | Oct. 10              | 3-8 pm                       | Senior High             |
| MEA Conferences                         | Oct. 15-16           |                              |                         |
| Community Education<br>Advisory Council | Oct. 20              | 7 pm                         | Townsite                |
| End of 1st Quarter                      | Nov. 4               |                              | District-<br>wide       |
| K-P/T Conferences                       | Nov. 10-11           | Daytime                      |                         |
| K-12 P/T Confs.                         | Nov. 12              | 8 am-8 pm                    |                         |
| K-12 P/T Confs.                         | Nov. 13              | 7:30-11 am                   |                         |
| K-12 No School/Teacher<br>Comp. (pm)    | Nov. 13              |                              |                         |
| Community Education<br>Advisory Council | Nov. 17              | 7 pm                         | Townsite                |
| Thanksgiving Holiday                    | Nov. 26-27           |                              |                         |
| Winter Break Begins                     | Dec. 21              |                              |                         |
| K-12 Classes Resume                     | Jan. 4               |                              |                         |
| Basic Standards<br>Test (Gr. 10)        | Jan. 20              |                              | High School             |
| End of 2nd Quarter/<br>Semester         | Jan. 22              |                              |                         |
| K-12 Teacher Workshops                  | Jan. 25              |                              |                         |
| Winter Community<br>Educ. Classes Start | Jan. 25              |                              |                         |

AUG 28 1998

MEMO #: B99.131

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: AUGUST 27, 1998

SUBJECT: CHANGE ORDERS - SENIOR HIGH FIRE PROTECTION SYSTEM

|  |                   |
|--|-------------------|
| - Tamper switch for the anti-freeze system at the loading dock:                    | \$ 583.00         |
| - Materials, Labor & tools to install antifreeze loop system in Garage:            | \$1,210.00        |
| - Install zone valves and tamper switches for all three (3) Industrial Arts shops: | <u>\$6,429.62</u> |
| TOTAL  | \$8,222.62        |

Increased costs will be part of the Health and Safety Levy.

Suggested Resolution: Move to approve the above change orders for an increase of \$8,222.62.

MEMO #: B99.128

AUG 26 1998

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 18, 1998

SUBJECT: CHANGE ORDERS #1 & #2 - LIGHTING RETROFIT PROJECTS

|                  |  |                   |
|------------------|--|-------------------|
| Change Order #1: | Maintenance/Transportation                               | \$ 819.75         |
| - Room #101      | Add 2 fixtures   |                   |
| - Room #109      | Existing fixtures are high output instead of slim line   |                   |
| - Room #113      | Existing fixtures are high output instead of slim line   |                   |
|                  | Jr. High School  | \$3,537.25        |
|                  | Retrofit 4' slimline fixtures to 4' rapid start fixtures |                   |
| Change Order #2: | Washington Elementary                                    |                   |
|                  | Relighting of Gym  | <u>\$1,800.00</u> |
|                  | TOTAL FOR CHANGE ORDERS #1 & #2                          | \$6,157.00        |

Suggested Resolution: Move to approve Change Orders #1 & #2 for the Maintenance/Transportation Department and for Washington Elementary School for a total of \$6,157.00.

MEMORANDUM

P 98.089

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *JDS*  
DATE: September 8, 1998  
SUBJECT: Resignation of District Employees.

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

Bonnie Legreid - ECSE Paraprofessional, Edison/MSU, effective for the 1998-99 school year.

Linda Jones - EBD Paraprofessional, Detention Center, effective for the 1998-99 school year.

Joanne Huckle - ECSE Paraprofessional, Riverside Elementary, effective for the 1998-99 school year.

Adam Lovehaug - Hall Monitor, Senior High, effective for the 1998-99 school year.

Dan Britten - Building Technician, Townsite Centre, effective September 14, 1998.

Keith Little - Building Technician, Edison/Probstfield, effective September 10, 1998.

Holly Beimdiek - Bus Driver, Moorhead Schools, effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

MEMORANDUM

P 98.090

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *WSS*  
DATE: September 8, 1998  
SUBJECT: Change in Contract

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

- Lynne Kovash - Principal to Supervisor of Planning and Assessment, D61 (9) \$57,038 yearly salary, effective September 15, 1998.
- Debra Pender - EBD Coordinator to Program Manager-Alternative Education, C52 (12) \$56,615 yearly salary, effective September 15, 1998.
- Jacalyn Migler - LD Coordinator to Program Manager-Teaching & Learning, C52 (12) \$56,615 yearly salary, effective September 15, 1998.
- Karla Ziemer - Teacher to Program Manager - Teaching & Learning, C52 (10) \$54,349 yearly salary, effective September 15, 1998.
- Pat King - Teacher to Program Manager - Compensatory Programs, C52 (10) \$54,349 yearly salary, effective September 15, 1998.
- Katherine Zander - EBD Teacher, from .75 FTE to 1.00 FTE, BA+45 (10) \$32,625.00, for the 1998-99 school year.
- Pat Babolian - EBD Teacher, MCAP, from .286 FTE Teacher and 4.5 hours Paraprofessional, to .75 FTE Teacher, BA (7) \$19,471.50, effective for the 1998-99 school year.
- Linda Scheet - Home-School Liaison, Homeless Grant .50 FTE to 1.00 FTE, MA (9) \$32,788.00, effective for the 1998-99 school year.
- A.J. Valan - Switchboard, Senior High, to OHI Paraprofessional, B21 (0) \$9.31 per hour for 3.25 hours daily, effective immediately. (Replace Mattia Leach)
- Joan Kempf - Special Education Teacher, Probstfield, reduce from .80 FTE to .50 FTE.

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

JDS:sdh

MEMORANDUM P 98.091

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: September 8, 1998

SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher:

Donna LeQuire - EBD Teacher, MCAP, BA+30 (8), \$29,308.00,  
effective for the 1998-99 school year.

Suggested Resolution: Move to accept the rehire as presented.

JDS:sdh



TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: September 8, 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:

Alison Meyer - Music Teacher, Junior High, BA (0-6) .286 FTE,  
\$7,150.00, effective for the 1998-99 school year.  
(Replace Heather Klundt)

Catherine Tesch - Music Teacher, Junior High, MA+45 (7) .75 FTE  
\$13,283.79, for first semester only.  
(Replace Kirsten Carlson)

Glen Proechel - German Teacher, Senior High, MA+45 (10) .36 FTE  
\$14,012.28, effective for the 1998-99 school  
year. (Replace Dawn Schilling)

Bonnie Legreid - Music Teacher, Edison Elementary, BA (0-6) .538  
FTE, \$13,229.40, effective for the 1998-99  
school year. (Replace Janelle Halverson)

Peggy Simonson - Kindergarten Home School Liaison Teacher,  
Townsite Centre, BA+30 (0-6) \$25,463.10 (171  
days), effective for the 1998-99 school year.  
(Replace Jane Knoff)

Shirley Bouchard - Vision Impaired Paraprofessional, Senior High,  
B21 (0) \$9.31 per hour, 6.5 hours daily,  
effective immediately. (New Position)

Tara Rush - MSMI Paraprofessional, Senior High, B21 (0) \$9.31 per  
hour, 6.5 hours daily, effective immediately.  
(New Position)

Jon Gallatin - OHI Paraprofessional, Senior High, B21 (0) \$9.31  
per hour, 6.5 hours daily, effective immediately.  
(New Position)

Tracey Branden - MIMI Paraprofessional, Washington Elementary,  
B21 (0) \$9.31 per hour, 6.5 hours daily,  
effective immediately. (New Position)

Gayelynn Tunheim - MSMI Paraprofessional, Washington Elementary,  
B21 (0) \$9.31 per hour, 6.5 hours daily,  
effective immediately. (New Position)

Brad Steen - Custodian, Senior High, A12 (0) \$8.74 per hour, 8  
hours daily, effective August 31, 1998.  
(Replace Brad Beaton)

Joanne Paintner - Autism Paraprofessional, Probstfield Elementary, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately.  
(Replace Pat Beach and Mattia Leach)

Linda Sanchez - Hall Monitor, Senior High, Non-Aligned A13 (0) \$7.82 per hour, effective immediately.  
(Replace Adam Lovehaug)

Chad Hagen - AS/400 Systems Analyst, Townsite Centre, Non-Aligned C41 (11) \$16.24 per hour, 8 hours daily, effective September 22, 1998. (Replace Tony Wendel)

Timothy Dent - Evening Operator, Townsite Centre, A13 (7) \$9.92 per hour, 4 hours daily, effective September 15, 1998. (Replace Dan Britten)

Georgia Gregoire - Switchboard Operator, Senior High, B21 (1) \$9.31 per hour, 4.75 hours daily, effective immediately. (Replace A.J. Valan)

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 98.093

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JS*

DATE: September 8, 1998

SUBJECT: Family/Medical Leave

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

Belinda Freeman - Fourth Grade Teacher, Probstfield Elementary, to begin on or about October 19, 1998 for eight weeks.

Sheila Waclawik - Secretary, Community Education, to begin approximately November 28, 1998 through January 12, 1999.

Nicole Harriger - Paraprofessional, Probstfield Elementary, to begin on or about November 25, 1998 until the end of the 1998-99 school year.

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

JDS:sdh

REGULAR MEETING  
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MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, James Hewitt (7:12), Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Anton B. Hastad.

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

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda as presented, noting that Item 2 under Business Affairs included both Washington and Riverside in the Change Order.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:

Dr. Anderson introduced the District's new Communications Coordinator Pamela Enz.

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

Title I Reallocation Funds - Accept the reallocation of Title I funding, in the amount of \$23,468.40, to be used for Jump Start and Bilingual Para school wide for the 1998-99 school year.

Tuition Fees - Approve Policy JECB - Tuitions Fees as presented.

Safe and Drug Free Greatest Need Grant - Accept the Greatest Need Grant, in the amount of \$28,465.92, to continue utilization of Outreach Services at Moorhead Senior High School and Moorhead Community Alternative Program, employment of assistants for mentor/tutors and job shadow supervisors for at-risk learners, and to provide in-service training to district CARE teams.

NSF Check Collection - Approve collection of NSF checks as listed.

Washington and Riverside Playground Change Order #1 - Approve change order for a total deduction of \$2,700.

Extension of Leave

Paula Falk - EBD Teacher, Probstfield, to extend her family leave until October 5, 1998.

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Family/Medical Leave

Sandy Klemz - EBD Teacher, Probstfield, to begin on about October 14, 1998 until January 4, 1999.  
Stephanie McNab - Title I Teacher, Probstfield, to begin on or about September 9, 1998 for twelve weeks.  
Tammy Ressler - MMMI Teacher, Senior High, to be approximately November 14, 1998 to January 4, 1999.

Change in Contract

Virginia Rutter - Library Secretary, Probstfield and Data Processing/Title I Secretary, Townsite, A12 (1) \$8.74 per hour, to Secretary to Instruction, Townsite, B24 (4) \$11.01 per hour, effective August 3, 1998.

Resignations

Katie Brekke - Music Teacher, Robert Asp, effective immediately.  
Kirstin Carlson - Band Teacher, Junior High, effective immediately.  
Charles Gorecki - POHI Paraprofessional, Junior High, effective immediately.  
Leah Hoffman - Music Teacher, Probstfield, effective August 26, 1998.  
Diana W. Johnson - Title I Paraprofessional, Washington, effective July 30, 1998.  
Marjorie McGuire - Speech/Language Pathologist, District Wide, effective immediately.  
Tonya Matson - Early Childhood Family Education Paraprofessional, effective immediately.  
Audrey Stoa - OHI/ECSE/PI Paraprofessional, Probstfield, effective immediately.  
Charles Swedberg - Security Officer, MCAP, effective immediately.  
Mattia Leach - ECSE Paraprofessional, Probstfield, effective immediately.

New Employees

Alisha Buttke - Orchestra Teacher, Senior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Jennifer Carney - 2nd Grade Teacher, Riverside, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Elizabeth Ferguson - Spanish Teacher, Senior High, BA (7) \$25,962.00, effective for the 1998-99 school year.  
Alice Goodwin - EBD/SLD Teacher, Senior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Erin Harrington - 2nd Grade Teacher, Washington, BA (0-6) \$25,000.00, effective for the 1998-99 school year.

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Anita Huseby - Title I Teacher, Washington, MA (0-6) .50 FTE, \$14,750.00, effective for the 1998-99 school year.  
Diana W. Johnson - Title I Teacher, Washington, BA (0-6) .50 FTE, \$12,500.00, effective for the 1998-99 school year.  
Jill Lavelle - Counselor, Senior High, MA (0-6) \$29,500.00, effective for the 1998-99 school year.  
Joni Lordeman - 3rd Grade Teacher, Washington, BA (7) \$25,962.00, effective for the 1998-99 school year.  
James MacFarlane - English Teacher, Senior High, BA (7) \$25,962.00, effective for the 1998-99 school year.  
Heidi Martin - LD/EBD Teacher, Washington/Probstfield, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Jason Miller - Science Teacher, Junior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Julie Morlock - 2nd Grade Teacher, Washington, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Nicole Odegard - Family Consumer Science Teacher, Senior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Sarah Schierer - LD Teacher, Senior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Kristen Schumann - English/World Language Teacher, Senior/Junior High, BA+15 (0-6) \$26,125.00, effective for the 1998-99 school year.  
Bert Strassburg - Orchestra Teacher, Junior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Lisa Trnka - Title I/Reading Recovery Teacher, Riverside, BA+15 (0-6) .82 FTE, \$21,422.50, effective for the 1998-99 school year.  
Corey Zimmerman - Math Teacher, Senior High, BA (0-6) \$25,000.00, effective for the 1998-99 school year.  
Tracie Skaurud - EBD Paraprofessional, Robert Asp, B21 (0) \$9.31 per hour, 6.5 hours daily, effective for the 1998-99 school year.  
Tammy Keenan - LD Paraprofessional, Robert Asp, B21 (0) \$9.31 per hour, 6.5 hours daily, effective for the 1998-99 school year.  
Shirley Peterson - MMMI Paraprofessional, Robert Asp, B21 (5) \$9.91 per hour, 6.5 hours daily, effective for the 1998-99 school year.  
Debra McDonald - In School Suspension, Robert Asp, Non-Aligned B21 (0) \$8.12 per hour, 6.5 hours daily, effective for the 1998-99 school year.  
Heissein Benevay - Functional Workforce Literacy Paraprofessional, B21 (0) \$9.31 per hour, 21 hours weekly, effective immediately.



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Leave of Absence - Marvilyn Richardson - Washington, effective August 15, 1998 for an undetermined period of time, in accordance with M.S. 125.12, Subd. 7.

Approval of Minutes - Approve the July 13, July 20 and July 30, 1998 minutes as presented.

Claims - Approve the August Claims, subject to audit, in the amount of \$782,124.48.

|                      |                   |
|----------------------|-------------------|
| General Fund:        | \$419,774.82      |
| Food Service:        | \$3,836.79        |
| Transportation:      | \$122,490.75      |
| Community Service:   | \$12,609.11       |
| Capital Expenditure: | \$221,110.99      |
| Debt Redemption:     | \$62.50           |
| Townsite Centre:     | <u>\$2,239.52</u> |
| TOTAL:               | \$782,124.48      |

Motion carried 6-0.

COMMITTEE REPORTS: There were no committee reports.

SCHOOL BOARD/STAFF 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 staff and community representatives on a wide variety of programs and issues.)

Senior High School Truancy Issues - District staff including Gene Boyle and Lynn Sipe and Stacy Cray, Department of Corrections, reviewed issues related to high school truancy with the Board.

Gene Boyle commented that attendance and truancy are ongoing concerns that are being attacked from different angles. There are now computers in all classrooms and teachers will take attendance electronically. This will reduce the chance of errors, not allow students to change attendance slips in hallways, and will give the office information more quickly. This will allow for a quicker response to unexcused absences and increased contact to parents.

The proposed truancy grant will give additional support to contact parents and students receiving unexcused absences and work to resolve attendance issues in a collaborative way. The grant will also provide trackers who will work to find students and have them return to class. The grant had not been finalized but will hopefully be brought back to the next Board meeting.



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With early contact of students, assessment can be made through the student assistance program for early referral as needed for counseling, treatment or other issues.

Cray indicated that Rhonda Porter and Carol Beckstrom, both from Clay County Social Services, and Bob Jernberg had been involved in grant planning along with high school administrators. Cray also indicated that the probation department has a good working relationship with the Moorhead Schools and that truancy is their most frustrating issue. She commented that the focus of the truancy intervention grant, if funded, initially would be on grades 9 and 10.

Mr. Jernberg also commented on three other grant proposals being submitted. He also indicated that the Local Time Study funding will include a second round of funding in December and that the grants are to be used to reduce out-of-home placements for at-risk students. The collaborative grants will include the county and the collaborative with the school district as the fiscal host through the Joint Powers.

It was noted that while there are many truants, the high school daily attendance is still approximately 95 percent.

DISTRICT ADMINISTRATIVE ORGANIZATION: Dr. Jim Fox, Fox Lawson & Associates, reviewed the District Administrative Organization Summary of Findings and Recommendations.

Anderson pointed out that the District Administrative Organization should be considered a work in progress and is expected to be completed in two to three years.

Hewitt emphasized that the instructional and administrative technology staff were appropriately placed under one administrator.

Mary Davies spoke to the Board expressing her fears that Community Education could not survive under the new organization. Mary emphasized the value of Community Education as a link to the community which under the new structure would be isolated from the community.

Anderson responded by restating the consultant's belief and intent that Community Education would be enhanced in status in the new organization.

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Board members affirmed the process that has been utilized by Dr. Fox for generating recommendations related to the new administrative plan. A recommendation for approval of the District Administrative Organization will be presented at the August 24, 1998 meeting.

After a 15 minute break, the Board reconvened at 8:55 p.m.

FACILITIES PLAN: Lacher reviewed and discussed the preliminary five-year Facilities Plan.

Anderson reviewed a vision of what an elementary school(s) might look like in Moorhead in the early 21st Century. This vision was not presented as a proposal for immediate consideration but as some concepts the district may need to address in 10 years.

Ladwig requested a different format of the Facilities Plan with various expenditures placed in categories and shared with the Board for further review.

SENIOR HIGH SCHOOL CUSTODIAL STAFFING APPRAISAL: Cummings moved, seconded by Hewitt, to approve B & G Associates, Inc., to provide a survey and recommendation for the Senior High School building custodians for a cost of \$8,120. Motion carried 6-0.

CLAY COUNTY JOINT POWERS COLLABORATIVE BOARD: Ladwig moved, seconded by Cummings, that Mark Gustafson be designated as the alternate to the Clay County Joint Powers Collaborative Board in the event of an absence by one of the two members serving.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:55 p.m.

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Mark Gustafson, Clerk

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

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

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

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

"WE ARE PROUD":

\*\*\* Congratulations were expressed to Alicia Bergeson, Freshman at Moorhead Senior High School, who received the National Prudential Spirit of the Community Award - Bronze Medal. Prudential Representative Gary Tostenson presented the award to Alicia. Alicia participated in the Moorhead Students Taking Action Responding with Service (STARS) group which provided service-learning projects to help people in the community.

Congratulations were also expressed to Senior High School Teacher Dale Johnson who received the 1998 Arc Minnesota Teacher of the Year Award for the fine work he has done on behalf of persons with developmental disabilities. Mr. Johnson will receive his award and recognition in October at the Annual Awards Ceremony and Banquet at the annual state convention in St. Cloud.

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

Migrant Education Grant - Accept the grant of \$30,835 to continue the district's utilization of outreach workers (home-school liaisons) to provide services to children and families on a referral basis and continue to assist in communication and support for migrant families and their children.

Drug and Violence Prevention Grant - Accept the grant, in the amount of \$27,599.40 for safe and drug-free schools and \$10,599.73 for violence prevention. Funding will be utilized for continuation of outreach workers through the Touch Love Center, inservice for district Student/Staff Assistance Steering Committee members and building Care Teams, conflict resolution,

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and coordination of referrals for mentoring/tutoring of K-12 at-risk youth in cooperation with the Healthy Community Initiative.

Consolidated Application for Improving America's Schools Act - Accept the approved Consolidated Application for Improving America's Schools Act in the amount of \$751,846.25 (\$684,265.09 for Title I and \$29,628 for Title II, and \$37,953.16 for Title VI).

Rehires

Mark Ring - Music Teacher, Senior High, MA+45 (8) \$36,462.00, effective August 26, 1998.

New Employees

Twyla Collins - Counselor, Senior High, MA+45 (0-6) \$34,000.00, effective for the 1998-99 school year.

Rachelle Isaacson - Speech/Language Teacher, Senior/Junior High, MA (0-6) .80 FTE, \$23,600.00, effective for the 1998-99 school year.

Adelle Kolle - OHI Paraprofessional, Edison Elementary, B21 (0) \$9.31 per hour, 6.5 hours daily, effective for the 1998-99 school year.

Bret Maughan - Physical Education Teacher, Robert Asp, BA+30 (6.5) .488 FTE, \$13,549.08 for the 1998-99 school year and OHI Paraprofessional, Senior High, B21 (0) \$9.31 per hour, 3.25 hours daily, effective for first semester.

Bonita Miller - TBI Paraprofessional, Senior High, B21 (0) \$9.31 per hour, 6.5 hours daily, effective for the 1998-99 school year.

M Sara Dalen - MMMI Paraprofessional, Washington, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately.

Cynthia Pfeifter - Library Secretary, Probstfield, A12 (0) \$8.74 per hour, 4 hours daily, effective immediately.

Roselyn Watson - Reading Support Teacher, Probstfield, BA (0-6) .427 FTE, \$10,675.00, effective immediately.

Sari Dahl - Music Teacher, Junior High, BA (0-6) .143 FTE, \$3,575.00, effective immediately.

Marcelo Cavazos - EBD Paraprofessional, MCAP, B21 (0) \$9.31 per hour, 6.5 hours daily, effective immediately.

Jennifer Weleski - Title I Paraprofessional, Junior High, B21 (0) \$9.31 per hour, 5 hours daily, effective immediately.

Anna Gunvalson - Bilingual Home School Liaison, Non-Aligned B21 (2) \$8.42 per hour, 8 hours daily, 176 days, effective immediately.

Allison Welter - COTA Paraprofessional, Probstfield/Washington, B23 (1) \$10.02 per hour, 6.5 hours daily, effective immediately.

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Nancy Schellhase - Elementary Teacher-Long Term Substitute,  
BA (0-6) \$25,000, effective August 26, 1998.

Family/Medical Leave

Lea Rodriguez - ECSE Paraprofessional, Probstfield, starting  
from approximately September 18 for 6 weeks.  
Jennifer Becker - OHI/MMMI Paraprofessional, Washington, until  
September 14, 1998.

Change in Contract

Dan Britten - Evening Operator to Building Technician Position,  
Townsite Centre, B22 (2) \$9.81 per hour, 12 months, effective  
immediately.  
Renee Haapapuro - Detention Center Paraprofessional to Building  
Technician, Junior High, B22 (8) \$10.71 per hour, 12 months,  
effective immediately.  
Lynn Greenwaldt - Reading Paraprofessional, Riverside, to  
Building Technician, Riverside, B22 (9) \$10.86 per hour, 10  
months, effective August 24, 1998.  
Angella Burud - O.T. Teacher, Riverside, from 1.00 FTE to .80  
FTE for the 1998-99 school year.  
Gwen Moore - OHI Paraprofessional, Edison, from full time to  
half time.

Leave of Absence

Kim Forness - Grade 3 Teacher, Probstfield, for the 1998-99  
school year.

Resignations

Terri Bolden - Interpreter for the Deaf, Senior High, effective  
immediately.  
Kari Rudolph - OHI Paraprofessional, Edison, effective  
immediately.  
Anthony Wendel - AS400 Analyst, District Wide, effective August  
19, 1998.  
Heather Klundt - Music Teacher, Junior High, effective  
immediately.  
Barbara Hutcheson - MSMI Paraprofessional, Washington,  
effective immediately.  
Nancy Schellhase - MMMI Paraprofessional, Washington, effective  
immediately.

Student Teaching Contract with Moorhead State University -

Accept the contract with Moorhead State University to  
participate in the student teaching program beginning August 24,  
1998 for the next three years.



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COMMITTEE REPORTS: Cummings reported on the July Joint Powers Collaborative Board meeting which included discussion on current grants and a process to improve communication with other participants within the county.

LOCAL COLLABORATIVE TIME STUDY GRANT (PARTNERS IN LEARNING): Gustafson moved, seconded by Thompson, to accept the Local Collaborative Time Study Grant (Partners in Learning), in the amount of \$73,243.33, and to participate as a collaborative partner in the HUGS Program Crisis Intervention Specialist Program and Truancy Intervention Project.

SCHOOL PROFILES: Jernberg reviewed some of the Building Profiles for the period of 1993-94 through 1997-98. A recommendation to accept the information will be presented at the September 14, 1998 meeting.

DISTRICT ADMINISTRATIVE ORGANIZATION: Anderson provided a brief overview of the District Administrative Organization and highlighted a summary of recommendations. Anderson recommended that the board adopt the new organization with the understanding that it is a work in progress to be completed over two or three years. Hastad questioned the total dollar amount impact on the next Annual Operational Plan and Anderson responded that Dr. Fox's estimate was \$200,000 which he felt that was a high estimate. Hewitt requested that the title for the Supervisor of Planning, Assessment and Graduation Standards be changed to Supervisor of Planning and Assessment. Hewitt also applauded Anderson's guts in accepting Dr. Fox's recommendation that the Director of Information Systems and Instructional Support be put together as it will increase staff effectiveness and efficiency. Gustafson emphasized that his assumption is that we will continue to have a strong Community Education program under this new structure. Anderson affirmed that Special Education and Community Education would not go away but will remain two very strong programs. Hastad applauded Anderson's efforts in the new organization as it is a process he has waited for for sometime and is a great step forward for the district and that he supports the process.

Cummings moved, seconded by Hewitt, to approve the recommended District Administrative Organization as presented. Hastad requested that the motion be revised to read as follows: To approved the recommended District Administrative Organization as presented and to direct the Superintendent to begin recommended implementation of the District Administrative Organization. Thompson abstained. Motion carried 7-0.

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DEPARTMENT HEAD COMPENSATION: Cummings moved, seconded by Foss, to approve the compensation for Department Heads as recommended by administration. Motion carried 7-0.

MOORHEAD ADMINISTRATORS' MASTER AGREEMENT: Gustafson moved, seconded by Hewitt, to approve the total package of 4.75 percent, 4.92 percent and 4 percent as recommended for the 1997-2000 Moorhead Administrators' Master Agreement and Letter of Understanding.

WORKSHOP SCHEDULE OVERVIEW:

Skinkle briefly reviewed the upcoming workshop schedule.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

MSBA's Fall Area Meetings are scheduled for September 16-17 and September 21-24. The Clay County (Moorhead) meeting will be held on Thursday, September 24, 1998 from 7 p.m. to 9 p.m. at the Pelican Rapids High School Upper Library. Board members will determine who will attend.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:56 p.m.



MEMO #: S-99-046

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. *L.R.A.*

RE: Five-Year Facilities Plan

DATE: September 10, 1998

Building and district administrators have been working diligently for several months putting together the recommended plan. Public discussion at school board meetings has occurred on several occasions leading to the recommendation this evening.

Growth and changes in programs will require additional space for programs such as orchestra, industrial technology, special education, and Reading Recovery.

Schools like homes need on-going maintenance, updating and remodeling if they are to remain functional and attractive facilities. Thus, the recommendation includes many projects such as bleacher replacement or repair, roof and sidewalk work, tuckpointing, new and improved lockers, parking lot resurfacing, window replacement, safety and energy issues, storage, air handling issues, tile replacement, and updating in kitchens.

The area of technology is receiving major attention in the Facilities Plan. The District has been cautious in phasing in its implementation of technology in the schools. The Five Year Plan moves the District boldly yet carefully into the 21st century in the provision of opportunities for our Moorhead Public School students, staff and community.

The capital dollars provided in the regular budget are insufficient to address needs which have been identified. Thus, the recommendation to go to the community for their assistance in keeping Moorhead Schools a strong and ever improving school district for our students.

Suggested Resolution: Move to approve the enhanced Five-Year Facilities Plan as recommended by the administration.

BRA:mdm  
Attachments

AUG 13 1998

MEMO #: B99.124

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: AUGUST 12, 1998

SUBJECT: LONG RANGE FACILITY PLAN RECOMMENDATIONS FROM THE  
ANNUAL OPERATIONAL PLAN

Attached are three documents of the data presented at the Board Meeting of August 10, 1998. The category code in the far right column are:

| Alpha List Category:          | Dollars Committed: |        |
|-------------------------------|--------------------|--------|
| Act = Activities              | \$ 674,500.00      | 9.09%  |
| EC = Energy Conservation      | \$ 128,600.00      | 1.73%  |
| HA = Handicapped Access       | \$ 274,000.00      | 3.69%  |
| I = Instruction               | \$ 45,000.00       | .61%   |
| IA = Industrial Arts          | \$ 300,000.00      | 4.04%  |
| Maint = Maintenance           | \$3,474,100.00     | 46.82% |
| Misc = Miscellaneous          | \$ 145,900.00      | 1.97%  |
| Mus = Music                   | \$ 650,000.00      | 8.76%  |
| Safety = Health Safety Issues | \$1,076,000.00     | 14.50% |
| SE = Special Education        | \$ 651,275.00      | 8.78%  |
|                               | \$7,419,375.00     |        |

If there is additional information needed, please call.

In developing the sixth draft I have discovered corrections in Edison's and Townsite Centre's totals. The new grand total is:

\$7,419,375.00, this is \$129,600.00 more than the previous draft.

Attachments: 3 Documents  
A. LRFP Needs, Wants, Dreams & Recommendations  
B. Above "A" LRFP Recommended Projects Sorted By Building & Category  
C. Above "B" Sorted by Category

LONG RANGE FACILITY PLAN  
1999 TO 2004

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 99 00  | 00 01  | 01 02  | 02 03  | 03 04  |

**NEEDS:** What is absolutely necessary to meet our legal, Federal and State, requirements to deliver instructional services, based on projected enrollment.

| BUILDING       | Year 1<br>99 00  | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL                                     |
|----------------|--|-----------------|-----------------|-----------------|-----------------|---|
| Sr High        | 6,965,900  | 64,000          | 60,400          | 1,060,000       |                 | 8,150,300                                 |
| Jr High        | 572,000  | 53,000          | 10,000          |                 | 365,000         | 1,000,000                                 |
| Asp            | 407,500  | 232,000         | 25,000          | 300,000         | 35,000          | 999,500                                   |
| Edson          | 152,000  | 25,000          | 20,000          | 40,000          | 159,000         | 396,000                                   |
| Probstfield    | 196,775  | 30,000          | 35,000          | 35,000          | 210,000         | 506,775                                   |
| Riverside      | 78,200   | 4,000           |                 | 55,000          | 126,000         | 263,200                                   |
| Washington     | 384,060  | 439,060         | 496,060         | 50,000          | 200,100         | 1,569,280                                 |
| Trans/Maint    | 70,000   | 90,000          | 35,000          | 4,000           | 33,000          | 232,000                                   |
| Voyager        | What is long term use?   |                 | 75,000          |                 |                 | 75,000                                    |
| Lincoln        | 0  | 0               | 15,000          | 30,000          | 0               | 45,000                                    |
| Technology     | 605,700  | 529,000         | 536,000         | 542,000         | 500,000         | 2,712,700                                 |
| Townsite       | 50,000   | 0               | 10,000          | 39,000          | 240,000         | 339,000                                   |
| <hr/>          |  |                 |                 |                 |                 |   |
| Total Building | 9,482,135  | 1,466,060       | 1,317,460       | 2,155,000       | 1,868,100       | \$16,288,755                              |
| <hr/>          |  |                 |                 |                 |                 |   |
| Sr High        | *1 Orchestra room and small rehearsal spaces w/storage<br>1.1 (3,200 Sq. Ft.)  |                 |                 |                 |                 | 1,000,000 400,000                         |
| Sr High        | **2 Gymnastics (An area dedicated to gymnastics practices<br>2.1 and meets that could accommodate the addition of a spring floor )   |                 |                 |                 |                 | 24,900 24,900 24,900 24,900 24,900 24,900 |
| Sr High        | **3 Locker rooms/Girls' Hockey Locker in Sport Center  |                 |                 |                 |                 | 150,000 150,000                           |
| Sr High        | 4 (Renovate and update existing locker rooms and separate<br>4.1 athletic locker room space )  |                 |                 |                 |                 | 350,000 150,000                           |
| Sr High        | 5 Gymnasium Space (Add four full courts in a multi-purpose<br>5.1 facility to meet needs of school and community)  |                 |                 |                 |                 | 4,000,000 Look at Pool alternatives       |
| Sr High        | 6 Special Education Appropriate Space Part of addition on<br>6.1 East side of building to accommodate the Orchestra needs  |                 |                 |                 |                 | 500,000 250,000                           |
| Sr High        | 6.2 SLD/EBD  |                 |                 |                 |                 |   |
| Sr High        | 6.3 M/M/M/MSMN   |                 |                 |                 |                 | ?   |
| Sr High        | 6.4 WEH  |                 |                 |                 |                 | ?   |
| Sr High        | 6.5 Itinerant Staff  |                 |                 |                 |                 | ?   |
| Sr High        | 6.6 Conference Room  |                 |                 |                 |                 | ?   |
| Sr High        | 7 Auto Shop- Expand 23' to South   |                 |                 |                 |                 | 300,000 150,000 Expand West               |
| Sr High        | 8 Woodworking Lab.- 23' to the North   |                 |                 |                 |                 | 300,000 150,000 Expand West               |
| Sr High        | 8.1 Welding/Small Engines Lab (By relocating of one<br>8.2 of the three programs to another site would allow for<br>8.3 expansion of the remaining two programs into<br>8.4 vacated space) |                 |                 |                 |                 |   |
| Sr High        | **9 Area Learning Center   |                 |                 |                 |                 | 7,000 7,000 8,000 9,000 10,000 11,000     |
| Sr High        | 9.1 Need more space  |                 |                 |                 |                 | Look at Voyager/ Riverside/Community      |
| Sr High        | 9.2 Conference rooms   |                 |                 |                 |                 |   |
| Sr High        | 10 Pool repair   |                 |                 |                 |                 | 10,000                                    |
| Sr High        | 11 Bleacher replacement  |                 |                 |                 |                 | 300,000 300,000                           |
| Sr High        | 12 Door replacement w/ Accessible hardware   |                 |                 |                 |                 | 24,000 24,000                             |
| <hr/>          |  |                 |                 |                 |                 |   |
| Year 1         |  | TOTAL           |                 | 6,965,900       |                 |   |
| <hr/>          |  |                 |                 |                 |                 |   |
| Sr High        | 1 Tuck pointing  |                 |                 |                 |                 | 40,000 40,000                             |
| Sr High        | 2 Door replacement w/ Accessible hardware  |                 |                 |                 |                 | 24,000 24,000                             |
| <hr/>          |  |                 |                 |                 |                 |   |
| Year 2         |  | TOTAL           |                 | 64,000          |                 |   |
| <hr/>          |  |                 |                 |                 |                 |   |
| Sr High        | 1 Insulate walls   |                 |                 |                 |                 | 50,400 50,400                             |
| Sr High        | 2 Sidewalk repair  |                 |                 |                 |                 | 10,000 10,000                             |
| <hr/>          |  |                 |                 |                 |                 |   |
| Year 3         |  | TOTAL           |                 | 60,400          |                 |   |
| <hr/>          |  |                 |                 |                 |                 |   |
| Sr High        | 1 Roof resaturation  |                 |                 |                 |                 | 1,000,000 1,000,000                       |
| Sr High        | 2 Parking lot repair/resurface   |                 |                 |                 |                 | 60,000 60,000                             |
| <hr/>          |  |                 |                 |                 |                 |   |
| Year 4         |  | TOTAL           |                 | 1,060,000       |                 |   |
| <hr/>          |  |                 |                 |                 |                 |   |
| <hr/>          |  |                 |                 |                 |                 |   |
| Jr High        | 1 Add rest rooms for students and staff  |                 |                 |                 |                 | Have 19                                   |
| Jr High        | 2 Repair Canopy  |                 |                 |                 |                 | 60,000 6,000 Remove                       |
| Jr High        | 3 Provide Simplex phone in all classrooms and offices  |                 |                 |                 |                 | 30,000                                    |
| Jr High        | 4 Remodel Room 156A OT/PT area to include wheelchair<br>4.1 accessible work space, locked storage cabinets, tile floor   |                 |                 |                 |                 | 75,000 75,000                             |
| Jr High        | 5 Complete wiring and security for second computer lab in<br>5.1 room 175  |                 |                 |                 |                 | 50,000                                    |

LONG RANGE FACILITY PLAN  
1999 TO 2004

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 99 00  | 00 01  | 01 02  | 02 03  | 03 04  |

|             |  |         |         |        |         |  |         |
|-------------|--|---------|---------|--------|---------|--|---------|
|             | 6 Create office space for social worker, psychologist, School                            | 300,000 |         |        |         |  |         |
|             | 6 1 to work and Service Learning Coordinator, Technology                                 |         |         |        |         |  |         |
|             | 6 2 Support personnel and Outreach worker. Create space for at least one conference room |         |         |        |         |  |         |
| Jr High     | 7 Accessible rest rooms  | 7,000   | 7,000   |        |         |  |         |
| Jr High     | 8 Bleacher replacement   | 50,000  | 50,000  |        |         |  |         |
|             | Year 1   | Total   | 572,000 |        |         |  |         |
| Jr High     | 1 Tuckpointing   | 25,000  |         | 25,000 |         |  |         |
| Jr High     | 2 Door replacement w/ Accessible hardware  | 28,000  |         | 28,000 |         |  |         |
|             | Year 2   | Total   | 53,000  |        |         |  |         |
| Jr High     | 1 Sidewalk repair  | 10,000  |         |        | 10,000  |  |         |
| Jr High     | 1 Roof resaturation  | 330,000 |         |        |         |  | 330,000 |
| Jr High     | 2 Parking lot resurface  | 35,000  |         |        |         |  | 35,000  |
|             | Year 5   | Total   | 365,000 |        |         |  |         |
| Asp         | 1 Orchestra/Music space (large enough for a group of 130                                 | 250,000 | 250,000 |        |         |  |         |
| Asp         | 1 1 students to practice) with smaller room for lessons                                  | 90,000  |         |        |         |  |         |
| Asp         | 2 Special Ed One full sized classroom for EBD and one of 750 sq                          | 67,500  |         |        |         |  |         |
| Asp         | 1 3 ft. for LD   |         |         |        |         |  |         |
|             | Year 1   | Total   | 407,500 |        |         |  |         |
|             | 2000-2001  |         |         |        |         |  |         |
| Asp         | 1 Full sized classroom for OT/PT   | 90,000  |         |        |         |  |         |
|             | 2 Conference room of 600 sq. ft.   | 54,000  |         |        |         |  |         |
| Asp         | 3 Office/conference space for home-school liaison  | 30,000  |         |        |         |  |         |
| Asp         | 4 Accessible rest rooms  | 5,000   | 5,000   |        |         |  |         |
| Asp         | 5 Tuckpointing   | 25,000  |         | 25,000 |         |  |         |
| Asp         | 6 Door replacement w/ Accessible hardware  | 28,000  |         | 28,000 |         |  |         |
|             | Year 2   | Total   | 232,000 |        |         |  |         |
| Asp         | 1 Sidewalk repair  | 10,000  |         |        | 10,000  |  |         |
| Asp         | 2 Bleacher repair  | 15,000  | 15,000  |        |         |  |         |
|             | Year 3   | Total   | 25,000  |        |         |  |         |
| Asp         | 1 Roof resaturation  | 300,000 |         |        | 300,000 |  |         |
| Asp         | 1 Parking lot resurfacing  | 35,000  |         |        |         |  | 35,000  |
|             | Year 5   | Total   | 335,000 |        |         |  |         |
| Edison      | 1 Playground Equipment   | 90,000  |         |        |         |  |         |
| Edison      | 2 Accessible rest rooms  | 7,000   | 7,000   |        |         |  |         |
| Edison      | 3 Add sidewalk (South side)  | 5,000   | 5,000   |        |         |  |         |
| Edison      | 4 Tunnel wall insulation   | 15,000  | 15,000  |        |         |  |         |
|             | Year 1   | Total   | 152,000 |        |         |  |         |
| Edison      | 1 Door replacement w/  |         |         |        |         |  |         |
| Edison      | 1 1 Accessible hardware  | 25,000  |         | 25,000 |         |  |         |
|             | Year 2   | Total   | 25,000  |        |         |  |         |
| Edison      | 1 Parking lot resurface  | 10,000  |         |        | 10,000  |  |         |
| Edison      | 2 Sidewalk repair  | 10,000  |         |        | 10,000  |  |         |
|             | Year 3   | Total   | 20,000  |        |         |  |         |
| Edison      | 1 Window replacement   | 40,000  |         |        | 40,000  |  |         |
|             | Year 4   | Total   | 40,000  |        |         |  |         |
| Edison      | 1 Roof resaturation  | 159,000 |         |        |         |  | 159,000 |
|             | Year 5   | Total   | 159,000 |        |         |  |         |
| Probstfield | 1 Remodel room 105 and 208 for Special Ed space  | 181,775 | 181,775 |        |         |  |         |
| Probstfield | 2 Accessible rest rooms  | 5,000   | 5,000   |        |         |  |         |
| Probstfield | 3 Window replacement   | 30,000  | 30,000  |        |         |  |         |
|             | Year 1   | Total   | 196,775 |        |         |  |         |
| Probstfield | 1 Tuckpointing   | 26,000  |         | 26,000 |         |  |         |
| Probstfield | 2 Water main service   | 4,000   |         | 4,000  |         |  |         |
|             | Year 2   | Total   | 30,000  |        |         |  |         |
| Probstfield | 1 Door replacement w/ Accessible hardware  | 25,000  |         |        | 25,000  |  |         |
| Probstfield | 2 Sidewalk repair/replace  | 10,000  |         |        | 10,000  |  |         |

LONG RANGE FACILITY PLAN  
1999 TO 20004

|             |    |  |         | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 |
|-------------|----|--|---------|-----------------|-----------------|-----------------|-----------------|-----------------|
|             |    | Year 3                                 | Total   |                 |                 |                 |                 |                 |
| Probstfield | 1  | Parking lot resurface                  | Total   |                 |                 |                 | 35,000          |                 |
| Probstfield | 1  | Roof resaturation                      | Total   |                 |                 |                 |                 | 210,000         |
| Riverside   | 1  | Accessible rest rooms                  | 5,000   | 5,000           |                 |                 |                 |                 |
| Riverside   | 2  | Insulate pipe tunnels                  | 12,000  |                 |                 | 12,000          |                 |                 |
| Riverside   | 3  | Small load boiler                      | 22,900  |                 |                 | 22,900          |                 |                 |
| Riverside   | 4  | Water heater- gas                      | 8,300   |                 |                 | 8,300           |                 |                 |
| Riverside   | 5  | Window replacement                     | 30,000  |                 |                 | 30,000          |                 |                 |
|             |    | Year 1                                 | Total   |                 |                 |                 |                 |                 |
| Riverside   | 1  | Water main service                     | Total   |                 | 4,000           |                 |                 |                 |
| Riverside   | 1  | Sidewalk repair                        | 10,000  |                 |                 |                 | 10,000          |                 |
| Riverside   | 2  | Entrance-East Vestibule-Storage        | 25,000  |                 |                 |                 | 25,000          |                 |
| Riverside   | 3  | Door replacement w/Accessible hardware | 20,000  |                 |                 |                 | 20,000          |                 |
|             |    | Year 3                                 | Total   |                 |                 |                 |                 |                 |
| Riverside   | 1  | Roof resaturation                      | Total   |                 |                 |                 |                 | 126,000         |
| Washington  | 1  | Special Education needs                |         |                 |                 |                 |                 |                 |
| Washington  | 11 | Speech 225 sq. ft.                     | 20,250  | 100,000         |                 |                 |                 |                 |
|             | 12 | ECSE 843 sq. ft.                       | 76,410  |                 |                 |                 |                 |                 |
|             | 13 | MMMI/MMSI 843 sq. ft.                  | 76,400  |                 |                 |                 |                 |                 |
|             | 2  | Reading Recovery 100 sq. ft.           | 10,000  |                 |                 |                 |                 |                 |
|             | 3  | ESL 200 sq. ft.                        | 18,000  |                 |                 |                 |                 |                 |
| Washington  | 4  | Remodel Kitchen                        | 160,000 | 160,000         |                 |                 |                 |                 |
| Washington  | 5  | Accessible rest rooms                  | 3,000   | 3,000           |                 |                 |                 |                 |
| Washington  | 6  | Air handler replacement                | 20,000  |                 | 20,000          |                 |                 |                 |
|             |    | Year 1                                 | Total   |                 |                 |                 |                 |                 |
| Washington  | 1  | Door replacement w/Accessible hardware | 28,000  |                 | 28,000          |                 |                 |                 |
| Washington  | 2  | Water main service                     | 4,000   |                 | 4,000           |                 |                 |                 |
|             |    | Year 2                                 | Total   |                 |                 |                 |                 |                 |
| Washington  | 1  | Tile replacement                       | 15,000  |                 |                 | 15,000          |                 |                 |
| Washington  | 2  | Sidewalk repair                        | 10,000  |                 |                 | 10,000          |                 |                 |
|             |    | Year 3                                 | Total   |                 |                 |                 |                 |                 |
| Washington  | 1  | Window replacement                     | Total   |                 |                 |                 | 50,000          |                 |
| Washington  | 1  | Roof resaturation                      | Total   |                 |                 |                 |                 | 200,100         |
| Trans/Maint | 1  | Energy controller                      | 20,000  | 20,000          |                 |                 |                 |                 |
| Trans/Maint | 2  | Storage shed                           | 50,000  | 50,000          |                 |                 |                 |                 |
|             |    | Year 1                                 | Total   |                 |                 |                 |                 |                 |
| Trans/Maint | 1  | Parking lot resurface                  | 80,000  |                 | 80,000          |                 |                 |                 |
| Trans/Maint | 2  | Remodel                                | 10,000  |                 | 10,000          |                 |                 |                 |
|             |    | Year 2                                 | Total   |                 |                 |                 |                 |                 |
| Trans/Maint | 1  | Door replacement                       | Total   |                 |                 |                 |                 |                 |
| Trans/Maint | 11 | w/Accessible hardware                  | Total   |                 |                 | 35,000          |                 |                 |
| Trans/Maint | 2  | Water main service                     | Total   |                 |                 |                 | 4,000           |                 |
| Trans/Maint | 1  | Building siding                        | 30,000  |                 |                 |                 |                 | 30,000          |
| Trans/Maint | 2  | Carpet                                 | 3,000   |                 |                 |                 |                 | 3,000           |
|             |    | Year 5                                 | Total   |                 |                 |                 |                 |                 |
| Lincoln     | 1  | Parking lot resurface                  | Total   |                 |                 | 15,000          |                 |                 |
| Lincoln     | 2  | Roof resaturation                      | Total   |                 |                 |                 | 30,000          |                 |
| Voyager     | 1  | Replace roof on church                 | 75,000  |                 |                 |                 | 75,000          |                 |
| Townsite    | 1  | Fire Alarm update                      | 45,000  | 45,000          |                 |                 |                 |                 |

LONG RANGE FACILITY PLAN  
1999 TO 2004

|          |   |                       |        | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 |  |
|----------|---|-----------------------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|--|
| Townsite | 2 | Accessible rest rooms |        | 5,000           | 5,000           |                 |                 |                 |  |
|          |   | Year 1                | Total  | 50,000          |                 |                 |                 |                 |  |
| Townsite | 1 | Sidewalk repair       | Year 3 | Total           | 10,000          | 10,000          |                 |                 |  |
| Townsite | 1 | Parking lot resurface |        | 35,000          |                 |                 | 35,000          |                 |  |
| Townsite | 2 | Water main service    |        | 4,000           |                 |                 | 4,000           |                 |  |
|          |   | Year 4                | Total  | 39,000          |                 |                 |                 |                 |  |
| Townsite | 1 | Roof resaturation     | Year 5 | Total           | 240,000         |                 |                 | 240,000         |  |

## Sub Total Needs

WANTS: Looking into the future; what would be helpful to better fulfill our needs

|             |           |           |             |             |           |
|-------------|-----------|-----------|-------------|-------------|-----------|
| \$2,626,676 | \$403,900 | \$327,500 | \$1,722,900 | \$1,404,000 | 6,483,976 |
|-------------|-----------|-----------|-------------|-------------|-----------|

| BUILDING    | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL        |
|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| Sr High     | 2,000,000       |                 |                 |                 | 500,000         | 2,500,000    |
| Jr High     | 889,000         |                 |                 |                 |                 | 889,000      |
| Asp         | 21,000          |                 |                 |                 |                 | 21,000       |
| Edison      |                 |                 | 425,050         |                 |                 | 425,050      |
| Probstfield | 349,400         |                 |                 |                 |                 | 349,400      |
| Riverside   | 5,000           |                 |                 |                 | 540,000         | 545,000      |
| Washington  |                 | 410,000         |                 |                 |                 | 410,000      |
| Trans/Main  |                 |                 |                 |                 |                 | 0            |
| Early Child |                 |                 |                 |                 |                 | 0            |
| Voyager     |                 |                 |                 |                 |                 | 0            |
| Technology  | 1,112,080       | 1,066,034       | 1,201,686       | 1,193,070       | 1,020,223       | 5,593,093    |
| Townsite    |                 |                 |                 |                 |                 | 0            |
| Total       | 4,376,480       | 1,476,034       | 1,626,736       | 1,193,070       | 2,060,223       | \$10,732,543 |

|         |   |   |           |         |  |         |
|---------|---|---|-----------|---------|--|---------|
| Sr High | 1 | Administrative and Counselor Offices        | ?         |         |  |         |
| Jr High | 2 | Food Prep/Serving equipment and arrangement | 500,000   |         |  | 500,000 |
| Jr High | 3 | Art Room                                    | ?         |         |  |         |
| Jr High | 4 | Student Commons                             | ?         |         |  |         |
| Sr High | 5 | Swimming Pool                               | 1,000,000 |         |  |         |
| Sr High | 6 | Connector to Sports Center                  | 1,000,000 | 250,000 |  |         |
|         |   |   | 2,500,000 |         |  |         |

|         |       |  |         |  |  |  |
|---------|-------|--|---------|--|--|--|
| Jr High | 1     | Create surface for dumpsites farther east and move the dumpsites away from our main entrance | 6,000   |  |  |  |
|         | 2     | Pave the area on the east side of the building between our school and the fence for parking  | 8,000   |  |  |  |
|         | 3     | Add four to eight tennis courts  | 250,000 |  |  |  |
|         | 4     | Add outside basketball hoops   | 75,000  |  |  |  |
|         | 5     | Automatic sinks and flush features in student rest rooms, also hand dryers                   | 50,000  |  |  |  |
|         | 6     | Provide air conditioning for the entire building   | 500,000 |  |  |  |
|         | Total |  | 889,000 |  |  |  |

|     |       |                                    |        |        |  |  |
|-----|-------|------------------------------------|--------|--------|--|--|
| Asp | 1     | Remodel the stage area for storage | 20,000 | 20,000 |  |  |
| Asp | 2     | Outside storage shed               | 1,000  | 1,000  |  |  |
|     | Total |                                    | 21,000 |        |  |  |

|        |       |   |         |  |  |  |
|--------|-------|---|---------|--|--|--|
| Edison | 1     | Consolidate two rooms 130 and 127 for all day every day kindergarten  | 25,000  |  |  |  |
|        | 2     | Add one additional classroom for Title I and Reading Recovery and one classroom for regular instructional space | 180,000 |  |  |  |
|        | 3     | Additional/updated space for continuing programs and staff  | 220,050 |  |  |  |
|        | Total |   | 425,050 |  |  |  |

|             |   |   |         |        |        |  |
|-------------|---|---|---------|--------|--------|--|
| Probstfield | 1 | Playground accessibility and fill                         | 140,000 | 55,000 |        |  |
| Probstfield | 2 | All day every day kindergarten additional classroom       | 105,000 |        |        |  |
| Probstfield | 3 | Remodel office and replace counter. Refinish cabinets and | 39,900  |        | 39,900 |  |

LONG RANGE FACILITY PLAN  
1999 TO 20004

| Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 |
|-----------------|-----------------|-----------------|-----------------|-----------------|
|-----------------|-----------------|-----------------|-----------------|-----------------|

Probstfield 3 1 shelves  
 Probstfield 4 Staff Lounge-Remodel portion of classroom into staff  
 Probstfield 4 1 lounge Move copy center, mailboxes and staff workroom into  
 Probstfield 4 2 current staff lounge The fourth grade classroom and LD room  
 Probstfield 4 3 being vacated for the computer lab will also be used in addition for the staff lounge  
 Probstfield 5 Conference room - Move the conference to the vacated Reading Recovery/Early Literacy room  
 Probstfield 6 Gifted and Talented resource room (USE CURRENT  
 Probstfield 6 1 CONFERENCE ROOM)

64,500

64,500

349,400

Riverside 1 Match Asp's Library  
 2 Remove cloak room from classroom  
 3 Redesign all classrooms  
 Riverside 4 East side settlement - Panel wall  
 5 Office relocation  
 6 Kitchen renovation

100,000

75,000

150,000

5,000

35,000

180,000

5,000

Sub Total Wants  
Sub Total Needs

545,000

266,000

78,000

104,400

0

500,000

2,626,676

403,900

327,600

1,722,900

1,404,000

936,400

\$2,880,676

\$479,900

\$431,900

\$1,722,900

\$1,904,000

7,419,375

DREAMS: If money or enrollment were no object; what would you suggest that would move you towards your vision.

| BUILDING    | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL        |
|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|
| Sr High     |                 |                 |                 |                 | 3,500,000       | 3,500,000    |
| Jr High     |                 |                 |                 |                 | 100,000         | 100,000      |
| Asp         |                 | 125,000         |                 |                 |                 | 125,000      |
| Edison      |                 |                 |                 |                 |                 | 0            |
| Probstfield |                 |                 |                 |                 |                 | 0            |
| Riverside   |                 |                 |                 | 500,000         |                 | 500,000      |
| Washington  |                 |                 |                 |                 |                 | 0            |
| Trans/Mant  |                 |                 |                 |                 |                 | 0            |
| Early Child |                 |                 |                 |                 |                 | 0            |
| Technology  | 1,506,600       | 1,512,180       | 1,604,789       | 1,629,528       | 1,336,505       | 7,589,602    |
| Townsite    |                 |                 |                 |                 |                 | 0            |
| Total       | 1,506,600       | 1,637,180       | 1,604,789       | 1,629,528       | 5,436,505       | \$11,814,602 |

|         |  |           |
|---------|--|-----------|
| Sr High | 1 Stadium Issue (Develop high school site by adding bleachers, a press box and lights) | 3,000,000 |
|         | 2 Rooftop Greenhouse   | 500,000   |
|         | TOTAL  | 3,500,000 |

|         |   |         |
|---------|---|---------|
| Jr High | 1 Remove walls between cafeteria and halls to create a commons area; this area would be used to serve lunch | 100,000 |
|---------|---|---------|

|     |  |         |
|-----|--|---------|
| Asp | 1 Playground with appropriate equipment for preadolescents | 125,000 |
|-----|--|---------|

|           |  |         |
|-----------|--|---------|
| Riverside | 1 Appearance Flooring, ceiling painting, and exterior appearance need to be improved | 500,000 |
|-----------|--|---------|

DISTRICT 1 Schematics for South and East sites  
 Riverside 2 Area Learning Center  
 3 Early Childhood, Kindergarten, Literacy Center  
 4 Foreign Language Immersion Magnet/K-4 Limited attendance

X

X

X

## SUB TOTAL OF REQUESTS:

|        |              |
|--------|--------------|
| NEEDS  | \$16,288,755 |
| WANTS  | \$10,732,543 |
| DREAMS | \$11,814,602 |

|             |              |
|-------------|--------------|
| GRAND TOTAL | \$38,835,900 |
|-------------|--------------|

## RECOMENDATIONS

| BUILDING    | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL     |        |
|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|--------|
| Sr High     | 1,605,900       | 346,900         | 94,300          | 1,094,900       | 535,900         | 3,677,900 | 49.57% |
| Jr High     | 138,000         | 53,000          | 10,000          | 0               | 365,000         | 566,000   | 7.63%  |
| Asp         | 270,000         | 74,000          | 10,000          | 300,000         | 35,000          | 689,000   | 9.29%  |
| Edison      | 27,000          | 25,000          | 20,000          | 40,000          | 159,000         | 271,000   | 3.65%  |
| Probstfield | 196,775         | 85,000          | 139,400         | 35,000          | 210,000         | 666,175   | 8.98%  |



LONG RANGE FACILITY PLAN  
1999 TO 2004

|             |           |         |         |           |           |             | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 |
|-------------|-----------|---------|---------|-----------|-----------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Riverside   | 10,000    | 4,000   | 73,200  | 55,000    | 126,000   | 268,200     | 3.61%           |                 |                 |                 |                 |
| Washington  | 263,000   | 52,000  | 25,000  | 50,000    | 200,100   | 590,100     | 7.95%           |                 |                 |                 |                 |
| Trans/Maint | 70,000    | 90,000  | 35,000  | 4,000     | 33,000    | 232,000     | 3.13%           |                 |                 |                 |                 |
| Early Child | 0         | 0       | 15,000  | 30,000    | 0         | 45,000      | 0.61%           |                 |                 |                 |                 |
| Voyager     | 0         | 0       | 0       | 75,000    | 0         | 75,000      | 1.01%           |                 |                 |                 |                 |
| Townsite    | 50,000    | 0       | 10,000  | 39,000    | 240,000   | 339,000     | 4.57%           |                 |                 |                 |                 |
| Total       | 2,630,675 | 729,900 | 431,900 | 1,722,900 | 1,904,000 | \$7,419,375 |                 |                 |                 |                 |                 |
| TECHNOLOC   | 605,700   | 529,000 | 536,000 | 542,000   | 500,000   | \$2,712,700 |                 |                 |                 |                 |                 |

A.O.P. LINE #  
21  
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## ACTUAL MAY 1998 ENROLLMENT

| BUILDING    | Year 1<br>97 98 |
|-------------|-----------------|
| Sr. High    | 1,727           |
| Jr. High    | 935             |
| Asp         | 778             |
| Edison      | 608             |
| Probstfield | 657             |
| Riverside   | 397             |
| Washington  | 667             |
| Total       | 5,769           |
| Trans/Maint |                 |
| Voyager     |                 |
| Townsite    |                 |

## JERNBERG'S ESTIMATES

| BUILDING     | 98 99 | Year 1<br>99 00 | Year 2<br>00 01 | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL  |
|--------------|-------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| Sr. High     | 1,868 | 1,865           | 1,861           | 1,817           | 1,758           | 1,714           | 31.81% |
| Jr. High     | 944   | 923             | 863             | 849             | 885             | 830             | 16.09% |
| Asp          | 770   | 784             | 842             | 815             | 759             | 785             | 13.12% |
| Edison K-4   | 549   | 531             | 600             | 600             | 600             | 600             | 9.36%  |
| Edison G-5   | 50    | 50              | 28              |                 |                 |                 | 0.85%  |
| Edison Total | 599   | 581             | 628             | 600             | 600             | 600             | 10.21% |
| Probstfield  | 645   | 640             | 760             | 761             | 761             | 758             | 10.99% |
| Riverside    | 393   | 320             | OPTIONS ?????   |                 |                 |                 | 6.70%  |
| Washington   | 650   | 630             | 700             | 700             | 700             | 707             | 11.08% |
| Total        | 5,867 | 5,743           | 5,654           | 5,542           | 5,463           | 5,394           |        |
| Difference   | 98    | (124)           | (89)            | (112)           | (79)            | (69)            | -473   |
| %            | 1.70% | -2.11%          | -1.55%          | -1.98%          | -1.43%          | -1.26%          | -8.24% |

\*\*\*\*\*  
Rooms Available for future enrollments

## BUILDING

## Music Rooms Comp Labs

|             |     |   |
|-------------|-----|---|
| Sr. High    |     | 1 |
| Jr. High    |     |   |
| Asp         | 1   |   |
| Edison      | 1   |   |
| Probstfield | 1.5 |   |
| Riverside   |     |   |
| Washington  | 1   |   |

Total 4.5 1

\*Needed to go to Block Scheduling

\*\*Can finance w/current Lease Levy

LONG RANGE FACILITY PLAN  
1999 TO 20004  
LONG RANGE FACILITY PLAN  
1999 TO 20004

| Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL |
|-----------------|-----------------|-----------------|-----------------|-----------------|-------|
| Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL |

## CATAGORYPROJECTS TO BE COMPLETED:

|        |          |  |        |         |              |        |        |         |         |         |
|--------|----------|--|--------|---------|--------------|--------|--------|---------|---------|---------|
| Safety | Asp      | 2. Bleacher repair   |        | 15,000  |              |        | 15,000 |         |         |         |
| Music  | Asp      | 1. Orchestra/Music space (large enough for a group of 130    |        | 250,000 | 250,000      |        |        |         |         |         |
| Music  | Asp      | 1.1 students to practice) with smaller room for lessons.     |        | 90,000  |              |        |        |         |         |         |
| Misc   | Asp      | 1. Remodel the stage area for storage.                       |        | 20,000  |              |        |        |         |         |         |
| Misc   | Asp      | 2. Outside storage shed.                                     |        | 1,000   |              | 20,000 |        |         |         |         |
| Maint  | Asp      | 1. Sidewalk repair   |        | 10,000  |              | 1,000  |        |         |         |         |
| Maint  | Asp      | 1. Roof resaturation   | Year 4 | Total   | 300,000      |        |        | 10,000  |         |         |
| Maint  | Asp      | 5. Tuckpointing  |        | 25,000  |              |        |        | 300,000 |         |         |
| Maint  | Asp      | 1. Parking lot resurfacing                                   | Year 5 | Total   | 35,000       | 25,000 |        |         |         |         |
| HA     | Asp      | 6. Door replacement w/ Accessible hardware.                  |        | 28,000  |              |        |        |         | 35,000  |         |
| HA     | Asp      | 4. Accessible rest rooms                                     |        | 5,000   | 5,000        | 28,000 |        |         |         |         |
| Asp    |          | 1. Playground with appropriate equipment for preadolescents. |        | 125,000 |              |        |        |         |         |         |
|        |          |  |        | 904,000 | 255,000      | 74,000 | 25,000 | 300,000 | 35,000  | 689,000 |
| Maint  | Edison   | 1. Parking lot resurface                                     |        | 10,000  |              |        |        |         |         |         |
| Maint  | Edison   | 2. Sidewalk repair   |        | 10,000  |              |        | 10,000 |         |         |         |
| Maint  | Edison   | 3. Add sidewalk (South side)                                 |        | 5,000   | 5,000        |        |        |         |         |         |
| Maint  | Edison   | 1. Window replacement  | Year 4 | Total   | 40,000       |        |        | 40,000  |         |         |
| Maint  | Edison   | 1. Roof resaturation   | Year 5 | Total   | 159,000      |        |        |         | 159,000 |         |
| HA     | Edison   | 1. Door replacement w/                                       |        | 25,000  |              | 25,000 |        |         |         |         |
| HA     | Edison   | 1.1 Accessible hardware.                                     | Year 2 | Total   | 7,000        | 7,000  |        |         |         |         |
| HA     | Edison   | 2. Accessible rest rooms                                     |        | 15,000  | 15,000       |        |        |         |         |         |
| EC     | Edison   | 4. Tunnel wall insulation                                    |        |         |              |        |        |         |         |         |
|        |          |  |        | 271,000 | 27,000       | 25,000 | 20,000 | 40,000  | 159,000 | 271,000 |
| SE     | Jr. High | 4. Remodel Room 156A OT/PT area to include wheelchair        |        | 75,000  | 75,000       |        |        |         |         |         |
| Safety | Jr. High | 8. Bleacher replacement                                      |        | 50,000  | 50,000       |        |        |         |         |         |
| Safety | Jr. High | 2. Repair Canopy   |        | 60,000  | 6,000 Remove |        |        |         |         |         |
| Maint  | Jr. High | 1. Tuckpointing  |        | 25,000  |              | 25,000 |        |         |         |         |
| Maint  | Jr. High | 1. Sidewalk repair   | Year 3 | Total   | 10,000       |        | 10,000 |         |         |         |
| Maint  | Jr. High | 2. Parking lot resurface                                     |        | 35,000  |              |        |        |         | 35,000  |         |
| Maint  | Jr. High | 1. Roof resaturation   |        | 330,000 |              |        |        |         | 330,000 |         |
| HA     | Jr. High | 2. Door replacement w/ Accessible hardware.                  |        | 28,000  |              | 28,000 |        |         |         |         |
| HA     | Jr. High | 7. Accessible rest rooms                                     |        | 7,000   | 7,000        |        |        |         |         |         |
| HA     | Jr. High | 1. Create surface for dumpsites farther east and move the    |        | 6,000   |              |        |        |         |         |         |
|        |          |  |        | 626,000 | 138,000      | 53,000 | 10,000 | 0       | 365,000 | 566,000 |
| Maint  | Lincoln  | 1. Parking lot resurface                                     | Year 3 | Total   | 15,000       |        | 15,000 |         |         |         |
| Maint  | Lincoln  | 2. Roof resaturation   | Year 4 | Total   | 30,000       |        |        | 30,000  |         |         |

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03/11/98 09:4

LONG RANGE FACILITY PLAN  
1999 TO 20004

| LONG RANGE FACILITY PLAN<br>1999 TO 20004 |             |   | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL   |         |
|---|-------------|---|-----------------|-----------------|-----------------|-----------------|-----------------|---------|---------|
|   |             |   | 45,000          | 0               | 0               | 15,000          | 30,000          | 0       | 45,000  |
| SE  | Probstfield | 1. Remodel room 105 and 208 for Special Ed space.             | 161,775         | 161,775         |                 |                 |                 |         |         |
| SE  | Probstfield | 4. Staff Lounge-Remodel portion of classroom into staff       | 64,500          |                 | 64,500          |                 |                 |         |         |
| Misc                                      | Probstfield | 3. Remodel office and replace counter. Refinish cabinets and  | 39,900          |                 | 39,900          |                 |                 |         |         |
| Maint                                     | Probstfield | 1. Roof resaturation Year 5 Total                             | 210,000         |                 |                 |                 | 210,000         |         |         |
| Maint                                     | Probstfield | 2. Water main service   | 4,000           | 4,000           |                 |                 |                 |         |         |
| Maint                                     | Probstfield | 1. Playground accessibility and fill.                         | 140,000         | 55,000          |                 |                 |                 |         |         |
| Maint                                     | Probstfield | 1. Tuckpointing   | 26,000          | 26,000          |                 |                 |                 |         |         |
| Maint                                     | Probstfield | 2. Sidewalk repair/replace                                    | 10,000          |                 | 10,000          |                 |                 |         |         |
| Maint                                     | Probstfield | 3. Window replacement   | 30,000          | 30,000          |                 |                 |                 |         |         |
| Maint                                     | Probstfield | 1. Parking lot resurface Year 4 Total                         | 35,000          |                 |                 | 35,000          |                 |         |         |
| HA  | Probstfield | 1. Door replacement w/Accessible hardware.                    | 25,000          |                 | 25,000          |                 |                 |         |         |
| HA  | Probstfield | 2. Accessible rest rooms.                                     | 5,000           | 5,000           |                 |                 |                 |         |         |
|   | Probstfield | 6.1 CONFERENCE ROOM)  |                 |                 |                 |                 |                 |         |         |
|   |             |   | 751,175         | 196,775         | 85,000          | 139,400         | 35,000          | 210,000 | 666,175 |
| Misc                                      | Riverside   | 2. Entrance-East Vestibule-Storage                            | 25,000          |                 |                 |                 | 25,000          |         |         |
| Maint                                     | Riverside   | 4. East side settlement - Panel wall.                         | 5,000           | 5,000           |                 |                 |                 |         |         |
| Maint                                     | Riverside   | 1. Water main service Year 2 Total                            | 4,000           | 4,000           |                 |                 |                 |         |         |
| Maint                                     | Riverside   | 5. Window replacement   | 30,000          |                 | 30,000          |                 |                 |         |         |
| Maint                                     | Riverside   | 1. Roof resaturation Year 4 Total                             | 126,000         |                 |                 |                 |                 | 126,000 |         |
| Maint                                     | Riverside   | 1. Sidewalk repair  | 10,000          |                 |                 | 10,000          |                 |         |         |
| HA  | Riverside   | 3. Door replacement w/Accessible hardware.                    | 20,000          |                 |                 | 20,000          |                 |         |         |
| HA  | Riverside   | 1. Accessible rest rooms.                                     | 5,000           | 5,000           |                 |                 |                 |         |         |
| EC  | Riverside   | 3. Small load boiler  | 22,900          |                 | 22,900          |                 |                 |         |         |
| EC  | Riverside   | 4. Water heater- gas  | 8,300           |                 | 8,300           |                 |                 |         |         |
| EC  | Riverside   | 2. Insulate pipe tunnels                                      | 12,000          |                 | 12,000          |                 |                 |         |         |
|   |             | Sub Total   | 268,200         | 10,000          | 4,000           | 73,200          | 55,000          | 126,000 | 268,200 |
| SE  | Sr. High    | 6.4 WEH   | ?               |                 |                 |                 |                 |         |         |
| SE  | Sr. High    | 6.3 MMM/MSMNI   | ?               |                 |                 |                 |                 |         |         |
| SE  | Sr. High    | 6. Special Education Appropriate Space. Part of addition on   | 500,000         | 250,000         |                 |                 |                 |         |         |
| Safety                                    | Sr. High    | 11. Bleacher replacement                                      | 300,000         | 300,000         |                 |                 |                 |         |         |
| Mus                                       | Sr. High    | *1. Orchestra room and small rehearsal spaces w/storage.      | 1,000,000       | 400,000         |                 |                 |                 |         |         |
| Mus                                       | Sr. High    | 6.1 East side of building to accommodate the Orchestra needs. |                 |                 |                 |                 |                 |         |         |
| Misc                                      | Sr. High    | 6.6 Conference Room   | ?               |                 |                 |                 |                 |         |         |
| Misc                                      | Sr. High    | 6.5 Itinerant Staff   | ?               |                 |                 |                 |                 |         |         |
| Maint                                     | Sr. High    | 2. Parking lot repair/resurface                               | 60,000          |                 |                 | 60,000          |                 |         |         |
| Maint                                     | Sr. High    | 2. Sidewalk repair  | 10,000          |                 | 10,000          |                 |                 |         |         |
| Maint                                     | Sr. High    | 1. Tuck pointing  | 40,000          | 40,000          |                 |                 |                 |         |         |
| Maint                                     | Sr. High    | 1. Roof resaturation  | 1,000,000       |                 |                 | 1,000,000       |                 |         |         |
| IA  | Sr. High    | 7. Auto Shop- Expand 23' to South                             | 300,000         | 150,000         | Expand West     |                 |                 |         |         |

| LONG RANGE FACILITY PLAN<br>1999 TO 20004 |             |   |        | Year 1           | Year 2                     | Year 3       | Year 4 | Year 5    | TOTAL     |
|---|-------------|---|--------|------------------|----------------------------|--------------|--------|-----------|-----------|
|   |             |   |        | 99.00            | 00.01                      | 01.02        | 02.03  | 03.04     |           |
| IA  | Sr. High    | 8. Woodworking Lab, - 23' to the North.                               |        | 300,000          | 150,000                    | Expand West. |        |           |           |
| I   | Sr. High    | **9. Area Learning Center   |        | 7,000            | 7,000                      | 8,000        | 9,000  | 10,000    | 11,000    |
| I   | Sr. High    | 9.1 Need more space   |        | Look at Voyager/ | Riverside/Community        |              |        |           |           |
| HA  | Sr. High    | 2. Door replacement w/ Accessible hardware.                           |        | 24,000           | 24,000                     |              |        |           |           |
| HA  | Sr. High    | 12. Door replacement w/ Accessible hardware.                          |        | 24,000           | 24,000                     |              |        |           |           |
| EC  | Sr. High    | 1. Insulate walls   |        | 50,400           |                            | 50,400       |        |           |           |
| Act                                       | Sr. High    | **2. Gymnastics (An area dedicated to gymnastics practices            |        | 24,900           | 24,900                     | 24,900       | 24,900 | 24,900    |           |
| Act                                       | Sr. High    | **3. Locker rooms/Girls' Hockey Locker in Sport Center.               |        | 150,000          | 150,000                    |              |        |           |           |
| Act                                       | Sr. High    | 2.1 and meets that could accommodate the addition of a spring floor.) |        |                  |                            |              |        |           |           |
| Act                                       | Sr. High    | 4. (Renovate and update existing locker rooms and separate            |        | 350,000          | 150,000                    |              |        |           |           |
| Act                                       | Sr. High    | 5. Gymnasium Space. (Add four full courts in a multi-purpose          |        | 4,000,000        | Look at Pool alternatives. |              |        |           |           |
|   | Sr. High    | 1. Stadium Issue (Develop high school site by adding                  |        | 3,000,000        |                            |              |        |           |           |
|   | Sr. High    | 3. Art Room   |        | ?                |                            |              |        |           |           |
|   | Sr. High    | 4. Student Commons  |        | ?                |                            |              |        |           |           |
|   | Sr. High    | 5. Swimming Pool  |        | 1,000,000        | Lease Levy                 |              |        |           |           |
|   | Sr. High    | 6. Connector to Sports Center   |        | 1,000,000        | 250,000                    |              |        |           |           |
|   | Sr. High    | 2. Food Prep/Serving equipment and arrangement                        |        | 500,000          |                            |              |        | 500,000   |           |
|   |             |   |        | 13,640,300       | 1,605,800                  | 346,900      | 94,300 | 1,094,900 | 535,800   |
|   |             |   |        |                  |                            |              |        |           | 3,677,900 |
| Safety                                    | Townsite    | 1. Fire Alarm update  |        | 45,000           | 45,000                     |              |        |           |           |
| Maint                                     | Townsite    | 1. Sidewalk repair  | Year 3 | 10,000           |                            | 10,000       |        |           |           |
| Maint                                     | Townsite    | 2. Water main service   |        | 4,000            |                            |              | 4,000  |           |           |
| Maint                                     | Townsite    | 1. Parking lot resurface  |        | 35,000           |                            |              | 35,000 |           |           |
| Maint                                     | Townsite    | 1. Roof resaturation  | Year 5 | 240,000          |                            |              |        |           | 240,000   |
| HA  | Townsite    | 2. Accessible rest rooms.   |        | 5,000            | 5,000                      |              |        |           |           |
|   |             |   |        | 339,000          | 50,000                     | 0            | 10,000 | 39,000    | 240,000   |
|   |             |   |        |                  |                            |              |        |           | 339,000   |
| Misc                                      | Trans/Maint | 2. Remodel  |        | 10,000           |                            | 10,000       |        |           |           |
| Misc                                      | Trans/Maint | 2. Storage shed   |        | 50,000           | 50,000                     |              |        |           |           |
| Maint                                     | Trans/Maint | 2. Carpet   |        | 3,000            |                            |              |        |           | 3,000     |
| Maint                                     | Trans/Maint | 2. Water main service   | Year 4 | 4,000            |                            |              | 4,000  |           |           |
| Maint                                     | Trans/Maint | 1. Building siding  |        | 30,000           |                            |              |        |           | 30,000    |
| Maint                                     | Trans/Maint | 1. Parking lot resurface  |        | 80,000           |                            | 80,000       |        |           |           |
| HA  | Trans/Maint | 1. Door replacement   |        |                  |                            |              |        |           |           |
| HA  | Trans/Maint | 1.1 w/Accessible hardware   | Year 3 | 35,000           |                            | 35,000       |        |           |           |
| EC  | Trans/Maint | 1. Energy controller  |        | 20,000           | 20,000                     |              |        |           |           |
|   |             |   |        | 232,000          | 70,000                     | 90,000       | 35,000 | 4,000     | 33,000    |
|   |             |   |        |                  |                            |              |        |           | 232,000   |
| Maint                                     | Voyager     | 1. Replace roof on church. Continue Enterprise fund.                  |        | 75,000           |                            |              | 75,000 |           | 75,000    |

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01/11/98 09.

LONG RANGE FACILITY PLAN  
1999 TO 20004

Year 1  
99.00

Year 2  
00.01

Year 3  
01.02

Year 4  
02.03

Year 5  
03.04

TOTAL

|        |            |     |   |         |         |        |        |        |         |         |
|--------|------------|-----|---|---------|---------|--------|--------|--------|---------|---------|
| SE     | Washington | 1.1 | Speech 225 sq. ft.                      | 20,250  | 100,000 |        |        |        |         |         |
| SE     | Washington | 1.  | Special Education needs                 |         |         |        |        |        |         |         |
| Safety | Washington | 4.  | Remodel Kithcen                         | 160,000 | 160,000 |        |        |        |         |         |
| Maint  | Washington | 2.  | Sidewalk repair                         | 10,000  |         |        |        |        |         |         |
| Maint  | Washington | 1.  | Window replacement                      | 50,000  |         |        | 10,000 |        |         |         |
| Maint  | Washington | 1.  | Roof resaturation                       | 200,100 |         |        |        | 50,000 |         |         |
| Maint  | Washington | 1.  | Tile replacement                        | 15,000  |         |        |        |        | 200,100 |         |
| Maint  | Washington | 2.  | Water main service                      | 4,000   |         |        | 4,000  |        |         |         |
| Maint  | Washington | 6.  | Air handler replacement                 | 20,000  |         |        | 20,000 |        |         |         |
| HA     | Washington | 1.  | Door replacement w/Accessible hardware. | 28,000  |         |        | 28,000 |        |         |         |
| HA     | Washington | 5.  | Accessible rest rooms.                  | 3,000   | 3,000   |        |        |        |         |         |
|        |            |     |   | 510,350 | 263,000 | 52,000 | 25,000 | 50,000 | 200,100 | 590,100 |

- DISTRICT: 1. Schematics for South and East sites.  
Riverside 2. Area Learning Center  
3. Early Childhood, Kindergarten, Literacy Center.  
4. Foreign Language Immersion Magnet/K-4 Limited attendance

X

X

X

ACTUAL MAY 1998 ENROLLMENT

JERNBERG'S ESTIMATES

GRAND TOTAL

\$7,419,375

| BUILDING    | Year 1<br>97.98 | BUILDING     | 98.99 | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL  |
|-------------|-----------------|--------------|-------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|
| Sr. High    | 1,727           | Sr. High     | 1,866 | 1,865           | 1,861           | 1,817           | 1,758           | 1,714           | 31.81% |
| Jr. High    | 935             | Jr. High     | 944   | 923             | 863             | 849             | 885             | 830             | 16.09% |
| Asp         | 778             | Asp          | 770   | 784             | 842             | 815             | 759             | 785             | 13.12% |
| Edison      | 608             | Edison K-4   | 549   | 531             | 600             | 600             | 600             | 600             | 9.36%  |
|             |                 | Edison G-5   | 50    | 50              | 28              |                 |                 |                 | 0.85%  |
|             |                 | Edison Total | 599   | 581             | 628             | 600             | 600             | 600             | 10.21% |
| Probstfield | 657             | Probstfield  | 645   | 640             | 760             | 761             | 758             | 758             | 10.99% |
| Riverside   | 397             | Riverside    | 393   | 320             | OPTIONS ?????   |                 |                 |                 | 6.70%  |
| Washington  | 667             | Washington   | 650   | 630             | 700             | 700             | 700             | 707             | 11.08% |
| Total       | 5,769           | Total        | 5,867 | 5,743           | 5,654           | 5,542           | 5,463           | 5,394           | -473   |
| Trans/Maint |                 | Difference   | 98    | (124)           | (89)            | (112)           | (79)            | (69)            | -8.24% |
| Voyager     |                 | %            | 1.70% | -2.11%          | -1.55%          | -1.98%          | -1.43%          | -1.26%          |        |

\*\*\*\*\*  
Rooms Available for future enrollments.  
Music RoomComp.. Labs.

|          |   |   |
|----------|---|---|
| BUILDING |   |   |
| Sr. High |   | 1 |
| Jr. High |   |   |
| Asp      | 1 |   |
| Edison   | 1 |   |

08/11/98 09:

| LONG RANGE FACILITY PLAN<br>1999 TO 20004 |     |   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | TOTAL |
|---|-----|---|--------|--------|--------|--------|--------|-------|
|   |     |   | 99.00  | 00.01  | 01.02  | 02.03  | 03.04  |       |
| Probstfield                               | 1.5 |   |        |        |        |        |        |       |
| Riverside                                 |     |   |        |        |        |        |        |       |
| Washington                                | 1   |   |        |        |        |        |        |       |
| <hr/>                                     |     |   |        |        |        |        |        |       |
| Total                                     | 4.5 | 1 |        |        |        |        |        |       |
| *Needed if go to Block Scheduling         |     |   |        |        |        |        |        |       |
| **Can finance w/current Lease Levy        |     |   |        |        |        |        |        |       |

LONG RANGE FACILITY PLAN  
1999 TO 20004

|                                   |             |   |           | Year 1<br>99.00 | Year 2<br>00.01 | Year 3<br>01.02 | Year 4<br>02.03 | Year 5<br>03.04 | TOTAL<br>\$ | % of TOTAL |
|-----------------------------------|-------------|---|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|------------|
| CATAGORYPROJECTS TO BE COMPLETED: |             |   |           |                 |                 |                 |                 |                 |             |            |
| SE                                | Washington  | 1.1 Speech 225 sq. ft.  | 20,250    | 100,000         |                 |                 |                 |                 |             |            |
| SE                                | Washington  | 1. Special Education needs                                    |           |                 |                 |                 |                 |                 |             |            |
| SE                                | Sr. High    | 6. Special Education Appropriate Space. Part of addition on   | 500,000   | 250,000         |                 |                 |                 |                 |             |            |
| SE                                | Sr. High    | 6.4 WEH   | ?         |                 |                 |                 |                 |                 |             |            |
| SE                                | Sr. High    | 6.3 MMMI/MSMNI  | ?         |                 |                 |                 |                 |                 |             |            |
| SE                                | Probstfield | 1. Remodel room 105 and 208 for Special Ed space.             | 161,775   | 161,775         |                 |                 |                 |                 |             |            |
| SE                                | Probstfield | 4. Staff Lounge-Remodel portion of classroom into staff       | 64,500    |                 |                 |                 |                 |                 |             |            |
| SE                                | Jr. High    | 4. Remodel Room 156A OT/PT area to include wheelchair         | 75,000    | 75,000          |                 | 64,500          |                 |                 |             |            |
|                                   |             |   |           |                 |                 |                 |                 |                 |             |            |
|                                   |             |   | 821,525   | 586,775         | 0               | 64,500          | 0               | 0               | 651,275     | 8.78%      |
| Safety                            | Sr. High    | 2. Food Prep/Serving equipment and arrangement                | 500,000   |                 |                 |                 |                 |                 |             |            |
| Safety                            | Washington  | 4. Remodel Kitchen  | 160,000   | 160,000         |                 |                 |                 | 500,000         |             |            |
| Safety                            | Townsite    | 1. Fire Alarm update  | 45,000    | 45,000          |                 |                 |                 |                 |             |            |
| Safety                            | Sr. High    | 11. Bleacher replacement                                      | 300,000   | 300,000         |                 |                 |                 |                 |             |            |
| Safety                            | Jr. High    | 2. Repair Canopy  | 60,000    | 6,000 Remove    |                 |                 |                 |                 |             |            |
| Safety                            | Jr. High    | 8. Bleacher replacement                                       | 50,000    | 50,000          |                 |                 |                 |                 |             |            |
| Safety                            | Asp         | 2. Bleacher repair  | 15,000    |                 |                 | 15,000          |                 |                 |             |            |
|                                   |             |   |           |                 |                 |                 |                 |                 |             |            |
|                                   |             |   | 1,130,000 | 561,000         | 0               | 15,000          | 0               | 500,000         | 1,076,000   | 14.50%     |
| Mus                               | Asp         | 1. Orchestra/Music space (large enough for a group of 130     | 250,000   | 250,000         |                 |                 |                 |                 |             |            |
| Mus                               | Asp         | 1.1 students to practice) with smaller room for lessons.      | 90,000    |                 |                 |                 |                 |                 |             |            |
| Mus                               | Sr. High    | 6.1 East side of building to accommodate the Orchestra needs. |           |                 |                 |                 |                 |                 |             |            |
| Mus                               | Sr. High    | *1. Orchestra room and small rehearsal spaces w/storage.      | 1,000,000 | 400,000         |                 |                 |                 |                 |             |            |
|                                   |             |   |           |                 |                 |                 |                 |                 |             |            |
|                                   |             |   | 1,340,000 | 650,000         | 0               | 0               | 0               | 0               | 650,000     | 8.76%      |
| Misc                              | Trans/Maint | 2. Storage shed   | 50,000    | 50,000          |                 |                 |                 |                 |             |            |
| Misc                              | Trans/Maint | 2. Remodel  | 10,000    |                 | 10,000          |                 |                 |                 |             |            |
| Misc                              | Sr. High    | 6.5 Itinerant Staff   | ?         |                 |                 |                 |                 |                 |             |            |
| Misc                              | Sr. High    | 6.6 Conference Room   | ?         |                 |                 |                 |                 |                 |             |            |
| Misc                              | Riverside   | 2. Entrance-East Vestibule-Storage                            | 25,000    |                 |                 |                 | 25,000          |                 |             |            |
| Misc                              | Probstfield | 3. Remodel office and replace counter. Refinish cabinets and  | 39,900    |                 |                 | 39,900          |                 |                 |             |            |
| Misc                              | Asp         | 1. Remodel the stage area for storage.                        | 20,000    |                 | 20,000          |                 |                 |                 |             |            |
| Misc                              | Asp         | 2. Outside storage shed.                                      | 1,000     |                 | 1,000           |                 |                 |                 |             |            |
|                                   |             |   |           |                 |                 |                 |                 |                 |             |            |
|                                   |             |   | 145,900   | 50,000          | 31,000          | 39,900          | 25,000          | 0               | 145,800     | 1.97%      |
| Maint                             | Washington  | 2. Water main service   | 4,000     |                 | 4,000           |                 |                 |                 |             |            |
| Maint                             | Washington  | 1. Window replacement Year 4                                  | 50,000    |                 |                 |                 | 50,000          |                 |             |            |
| Maint                             | Washington  | 1. Roof resaturation Year 5                                   | 200,100   |                 |                 |                 |                 | 200,100         |             |            |
| Maint                             | Washington  | 1. Tile replacement   | 15,000    |                 |                 | 15,000          |                 |                 |             |            |
| Maint                             | Washington  | 2. Sidewalk repair  | 10,000    |                 |                 | 10,000          |                 |                 |             |            |
| Maint                             | Washington  | 6. Air handler replacement                                    | 20,000    |                 | 20,000          |                 |                 |                 |             |            |
| Maint                             | Voyager     | 1. Replace roof on church. Continue Enterprise fund.          | 75,000    |                 |                 |                 | 75,000          |                 |             |            |
| Maint                             | Trans/Maint | 1. Building siding  | 30,000    |                 |                 |                 |                 | 30,000          |             |            |
| Maint                             | Trans/Maint | 2. Carpet   | 3,000     |                 |                 |                 |                 | 3,000           |             |            |



LONG RANGE FACILITY PLAN  
1999 TO 20004

|       |             |  |        |       | Year 1<br>99 00 | Year 2<br>00 01      | Year 3<br>01 02 | Year 4<br>02 03 | Year 5<br>03 04 | TOTAL     | % of TOTAL                           |
|-------|-------------|--|--------|-------|-----------------|----------------------|-----------------|-----------------|-----------------|-----------|--------------------------------------|
| Maint | Trans/Maint | 2. Water main service                  | Year 4 | Total | 4,000           |                      |                 | 4,000           |                 |           |                                      |
| Maint | Trans/Maint | 1. Parking lot resurface               |        |       | 80,000          |                      |                 |                 |                 |           |                                      |
| Maint | Townsite    | 1. Sidewalk repair                     | Year 3 | Total | 10,000          | 80,000               |                 |                 |                 |           |                                      |
| Maint | Townsite    | 2. Water main service                  |        |       |                 |                      | 10,000          |                 |                 |           |                                      |
| Maint | Townsite    | 1. Roof resaturation                   | Year 5 | Total | 4,000           |                      |                 | 4,000           |                 |           |                                      |
| Maint | Townsite    | 1. Parking lot resurface               |        |       | 240,000         |                      |                 |                 | 240,000         |           |                                      |
| Maint | Sr. High    | 1. Tuck pointing                       |        |       | 35,000          |                      |                 | 35,000          |                 |           |                                      |
| Maint | Sr. High    | 2. Sidewalk repair                     |        |       | 40,000          | 40,000               |                 |                 |                 |           |                                      |
| Maint | Sr. High    | 1. Roof resaturation                   |        |       | 10,000          |                      | 10,000          |                 |                 |           |                                      |
| Maint | Sr. High    | 2. Parking lot repair/resurface        |        |       | 1,000,000       |                      |                 | 1,000,000       |                 |           |                                      |
| Maint | Riverside   | 1. Water main service                  | Year 2 | Total | 60,000          |                      |                 | 60,000          |                 |           |                                      |
| Maint | Riverside   | 5. Window replacement                  |        |       | 4,000           | 4,000                |                 |                 |                 |           |                                      |
| Maint | Riverside   | 4. East side settlement - Panel wall.  |        |       | 30,000          |                      | 30,000          |                 |                 |           |                                      |
| Maint | Riverside   | 1. Sidewalk repair                     |        |       | 5,000           |                      |                 |                 |                 |           |                                      |
| Maint | Riverside   | 1. Roof resaturation                   | Year 4 | Total | 10,000          |                      |                 | 10,000          |                 |           |                                      |
| Maint | Probstfield | 1. Playground accessibility and fill.  |        |       | 126,000         |                      |                 |                 | 126,000         |           |                                      |
| Maint | Probstfield | 1. Roof resaturation                   | Year 5 | Total | 140,000         | 55,000               |                 |                 |                 |           |                                      |
| Maint | Probstfield | 1. Tuckpointing                        |        |       | 210,000         |                      |                 |                 | 210,000         |           |                                      |
| Maint | Probstfield | 2. Water main service                  |        |       | 26,000          | 26,000               |                 |                 |                 |           |                                      |
| Maint | Probstfield | 1. Parking lot resurface               | Year 4 | Total | 4,000           | 4,000                |                 |                 |                 |           |                                      |
| Maint | Probstfield | 3. Window replacement                  |        |       | 35,000          |                      |                 | 35,000          |                 |           |                                      |
| Maint | Probstfield | 2. Sidewalk repair/replace             |        |       | 10,000          |                      |                 |                 |                 |           |                                      |
| Maint | Lincoln     | 1. Parking lot resurface               | Year 3 | Total | 30,000          |                      | 10,000          |                 |                 |           |                                      |
| Maint | Lincoln     | 2. Roof resaturation                   | Year 4 | Total | 15,000          |                      | 15,000          |                 |                 |           |                                      |
| Maint | Jr. High    | 2. Parking lot resurface               |        |       | 30,000          |                      |                 | 30,000          |                 |           |                                      |
| Maint | Jr. High    | 1. Sidewalk repair                     | Year 3 | Total | 35,000          |                      |                 |                 | 35,000          |           |                                      |
| Maint | Jr. High    | 1. Roof resaturation                   |        |       | 10,000          |                      | 10,000          |                 |                 |           |                                      |
| Maint | Jr. High    | 1. Tuckpointing                        |        |       | 330,000         |                      |                 |                 | 330,000         |           |                                      |
| Maint | Edison      | 1. Roof resaturation                   | Year 5 | Total | 25,000          | 25,000               |                 |                 |                 |           |                                      |
| Maint | Edison      | 3. Add sidewalk (South side)           |        |       | 159,000         |                      |                 |                 | 159,000         |           |                                      |
| Maint | Edison      | 1. Window replacement                  | Year 4 | Total | 5,000           | 5,000                |                 |                 |                 |           |                                      |
| Maint | Edison      | 2. Sidewalk repair                     |        |       | 40,000          |                      |                 | 40,000          |                 |           |                                      |
| Maint | Edison      | 1. Parking lot resurface               |        |       | 10,000          |                      | 10,000          |                 |                 |           |                                      |
| Maint | Asp         | 1. Parking lot resurfacing             | Year 5 | Total | 10,000          |                      | 10,000          |                 |                 |           |                                      |
| Maint | Asp         | 5. Tuckpointing                        |        |       | 35,000          |                      |                 |                 | 35,000          |           |                                      |
| Maint | Asp         | 1. Sidewalk repair                     |        |       | 25,000          | 25,000               |                 |                 |                 |           |                                      |
| Maint | Asp         | 1. Roof resaturation                   | Year 4 | Total | 10,000          |                      | 10,000          |                 |                 |           |                                      |
|       |             |  |        |       | 300,000         |                      |                 | 300,000         |                 |           |                                      |
|       |             |  |        |       | 3,559,100       | 40,000               | 283,000         | 140,000         | 1,643,000       | 1,368,100 | 3,474,100 46.82%                     |
| IA    | Sr. High    | 7. Auto Shop- Expand 23' to South      |        |       | 300,000         | 150,000 Expand West. |                 |                 |                 |           |                                      |
| IA    | Sr. High    | 8. Woodworking Lab,- 23' to the North. |        |       | 300,000         | 150,000 Expand West. |                 |                 |                 |           |                                      |
|       |             |  |        |       | 600,000         | 300,000              | 0               | 0               | 0               | 0         | 300,000 4.04%                        |
| I     | Sr. High    | **9. Area Learning Center              |        |       | 7,000           | 7,000                | 8,000           | 9,000           | 10,000          | 11,000    |                                      |
| I     | Sr. High    | 9.1 Need more space                    |        |       |                 |                      |                 |                 |                 |           | Look at Voyager/ Riverside/Community |

LONG RANGE FACILITY PLAN  
1999 TO 20004

|             |             |   |       | Year 1    | Year 2                     | Year 3  | Year 4 | Year 5 | TOTAL     | % of TOTAL    |
|-------------|-------------|---|-------|-----------|----------------------------|---------|--------|--------|-----------|---------------|
|             |             |   |       | 99.00     | 00.01                      | 01.02   | 02.03  | 03.04  |           |               |
|             |             |   |       | 7,000     | 8,000                      | 9,000   | 10,000 | 11,000 | 45,000    | 0.61%         |
| HA          | Washington  | 5.. Accessible rest rooms.  |       | 3,000     | 3,000                      |         |        |        |           |               |
| HA          | Washington  | 1. Door replacement w/ Accessible hardware.                           |       | 28,000    |                            |         |        |        |           |               |
| HA          | Trans/Maint | 1.1 w/ Accessible hardware. Year 3                                    | Total | 35,000    |                            | 35,000  |        |        |           |               |
| HA          | Trans/Maint | 1. Door replacement   |       |           |                            |         |        |        |           |               |
| HA          | Townsite    | 2. Accessible rest rooms.   |       | 5,000     | 5,000                      |         |        |        |           |               |
| HA          | Sr. High    | 2. Door replacement w/ Accessible hardware.                           |       | 24,000    |                            | 24,000  |        |        |           |               |
| HA          | Sr. High    | 12. Door replacement w/ Accessible hardware.                          |       | 24,000    | 24,000                     |         |        |        |           |               |
| HA          | Riverside   | 1. Accessible rest rooms.   |       | 5,000     | 5,000                      |         |        |        |           |               |
| HA          | Riverside   | 3. Door replacement w/ Accessible hardware.                           |       | 20,000    |                            |         | 20,000 |        |           |               |
| HA          | Probstfield | 1. Door replacement w/ Accessible hardware.                           |       | 25,000    |                            | 25,000  |        |        |           |               |
| HA          | Probstfield | 2. Accessible rest rooms.   |       | 5,000     | 5,000                      |         |        |        |           |               |
| HA          | Jr. High    | 7. Accessible rest rooms  |       | 7,000     | 7,000                      |         |        |        |           |               |
| HA          | Jr. High    | 2. Door replacement w/ Accessible hardware.                           |       | 28,000    |                            | 28,000  |        |        |           |               |
| HA          | Edison      | 1. Door replacement w/  |       | 25,000    |                            | 25,000  |        |        |           |               |
| HA          | Edison      | 1.1 Accessible hardware. Year 2                                       | Total |           |                            |         |        |        |           |               |
| HA          | Edison      | 2. Accessible rest rooms  |       | 7,000     | 7,000                      |         |        |        |           |               |
| HA          | Asp         | 6. Door replacement w/ Accessible hardware.                           |       | 28,000    |                            | 28,000  |        |        |           |               |
| HA          | Asp         | 4. Accessible rest rooms  |       | 5,000     | 5,000                      |         |        |        |           |               |
|             |             |   |       | 274,000   | 61,000                     | 133,000 | 60,000 | 20,000 | 0         | 274,000 3.69% |
| EC          | Trans/Maint | 1. Energy controller  |       | 20,000    | 20,000                     |         |        |        |           |               |
| EC          | Sr. High    | 1. Insulate walls   |       | 50,400    |                            | 50,400  |        |        |           |               |
| EC          | Riverside   | 2. Insulate pipe tunnels  |       | 12,000    |                            | 12,000  |        |        |           |               |
| EC          | Riverside   | 3. Small load boiler  |       | 22,900    |                            | 22,900  |        |        |           |               |
| EC          | Riverside   | 4. Water heater- gas  |       | 8,300     |                            | 8,300   |        |        |           |               |
| EC          | Edison      | 4. Tunnel wall insulation   |       | 15,000    | 15,000                     |         |        |        |           |               |
|             |             |   |       | 128,600   | 35,000                     | 0       | 93,600 | 0      | 0         | 128,600 1.73% |
| Act         | Sr. High    | 4. (Renovate and update existing locker rooms and separate            |       | 350,000   | 150,000                    |         |        |        |           |               |
| Act         | Sr. High    | ***2. Gymnastics (An area dedicated to gymnastics practices           |       | 24,900    | 24,900                     | 24,900  | 24,900 | 24,900 |           |               |
| Act         | Sr. High    | ***3. Locker rooms/Girls' Hockey Locker in Sport Center.              |       | 150,000   | 150,000                    |         |        |        |           |               |
| Act         | Sr. High    | 2.1 and meets that could accommodate the addition of a spring floor.) |       |           |                            |         |        |        |           |               |
| Act         | Sr. High    | 5. Gymnasium Space. (Add four full courts in a multi-purpose          |       | 4,000,000 | Look at Pool alternatives. |         |        |        |           |               |
| Act         | Sr. High    | 5. Swimming Pool  |       | 1,000,000 | Lease Levy                 |         |        |        |           |               |
| Act         | Sr. High    | 6. Connector to Sports Center   |       | 1,000,000 | 250,000                    |         |        |        |           |               |
|             |             |   |       | 6,524,900 | 324,900                    | 274,900 | 24,900 | 24,900 | 24,900    | 674,500 9.09% |
| GRAND TOTAL |             |   |       |           |                            |         |        |        | 7,419,375 | 100.00%       |

SEP 2 1998

MEMO #: B99.135

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 1, 1998

SUBJECT: ADDITIONAL PROJECTS TO CONSIDER FOR REFERENDUM -  
ADDITIONS TO PREVIOUS MEMO

These are additional considerations supporting a request for the Maximum Excess Levy.

1. To meet the facilities needs for 1999.2000.  
We will invest \$2,000,000 the first year. We  
will need to finance this. If we go 10 years  
Minimum Levy there will be an additional finance  
cost.
  2. Appears we may be under estimating for the Sr. High \$ 750,000  
expenses by (Items 3, 4, 7 & 8)
  3. Washington additional Special Education needs \$ 104,400  
(Items 1.3, 2 & 3)
  4. Contingency for partnership with City and Moorhead \$1,000,000  
State
  5. Technology - Needs/Wants \$8,305,793
  6. Handicapped Accessible Playgrounds at:
    - Edison \$ 90,000
    - Probstfield \$ 90,000
    - Asp \$ 90,000
- \$10,430,193

**Referendum Budget 99/00 - 03/04****Infrastructure**

|  | <u>99/00</u>    | <u>00/01</u>     | <u>01/02</u>     | <u>02/03</u>     | <u>03/04</u>  |
|--|-----------------|------------------|------------------|------------------|---|
| WAN -- Fiber Optics Lease                            | 19700           | 19700            | 19700            | 19700            | 19700 Phases 2, 3, 4 & 5 of 7                       |
| WAN -- Headend Equipment Lincoln/Voyager/Church      | 7000            | 2000             | 2000             | 2000             | 2000 Connection to District WAN                     |
| WAN -- Connection to Moorhead Public Library         | --              | 25000            | 25000            | --               | -- Although sharing of Data & Video resources       |
| WAN -- US West -- Frame Relay                        | 6000            | 6000             | 6000             | 6000             | 6000 Ongoing charges --Lincoln/MCAP/Townsite backup |
| Cabling -- Lincoln/Voyager/Church                    | 20000           | --               | 25000            | --               | --  |
| Cabling -- Misc. Districtwide                        | 2500            | 2500             | 2500             | 2500             | 2500 Cabling supplies -- Adds/Moves                 |
| LAN -- Headend Equipment Lincoln/Voyager/Church      | 5000            | 5000             | --               | --               | --  |
| LAN -- Headend Equipment Districtwide                | 2500            | 2500             | 2500             | 2500             | 2500 Hubs/Switches/Routers                          |
| WAN -- Server upgrades -- Storage/RAM/Processors/NEW | 5000            | 5000             | 5000             | 5000             | 5000 New HD's/Processor upgrades                    |
| WAN--Digital Integrated Telephone System--Hardware   | --              | 200000           | 150000           | 150000           | --  |
| WAN--Digital Integrated Telephone System--Software   | --              | --               | 50000            | 50000            | 10000   |
| WAN--Video Network                                   | --              | --               | 100000           | 100000           | 100000  |
| WAN--Routers/Hubs/Switches                           | --              | --               | 50000            | 25000            | 25000   |
| WAN -- US West -- DS3 upgrade                        | 3000            | 6500             | 6500             | 6500             | 6500 Internet Access upgrade                        |
|  | <b>\$70,700</b> | <b>\$274,200</b> | <b>\$444,200</b> | <b>\$369,200</b> | <b>\$179,200</b>                                    |

**Hardware**

|   |                |                |                |                |   |
|---|----------------|----------------|----------------|----------------|---|
| RAM Upgrades                                      | 3000           | 2000           | 2000           | 2000           | 2000  |
| Hard Drive Upgrades                               | 5000           | 2500           | 2500           | 2500           | 2500  |
| Computers -- Teacher/Student CPU's                | 300000         | 300000         | 300000         | 300000         | 300000 (300) CPU's 98/99 -- (200) CPU's each year after |
| Server -- District Building LANs & Grad Standards | 20000          | 19000          | 15000          | 30000          | 17000   |
| Multimedia Upgrade                                | 4500           | 4500           | 4500           | 4500           | 4500  |
| Student Computer Workstations (322/yr.@ \$1,500)  | 483000         | 483000         | 483000         | 483000         | 483000 1:3 ration/6 years CPU viability                 |
| Network Laser printers                            | 42000          | 4800           | 4800           | 25000          | 4800  |
| Computers -- Specialized workstations             | 10000          | 8000           | 6000           | 5000           | 5000  |
| Computers -- Yr. 2000 compliance replacement      | 20000          | --             | --             | --             | --  |
| Other Emerging Technologies                       | 15000          | 15000          | 15000          | 15000          | 15000   |
|   | <b>902,500</b> | <b>838,800</b> | <b>832,800</b> | <b>867,000</b> | <b>833,800</b>  |

## Referendum Budget 99/00 - 03/04

### Maintenance

|  |                |                |                |                |                |
|--|----------------|----------------|----------------|----------------|----------------|
| Corporate Technologies                               | 26000          | 28000          | 5000           | 15000          | 15000          |
| Automated Employee Substitute Scheduling System      | 18000          | 18000          | 18000          | 18000          | 18000          |
| AS400 Hardware & CIMS Software Maintenance           | 35000          | 35000          | 35000          | 35000          | 35000          |
| District Facility Upgrades--Electrical               | 40000          | 40000          | 40000          | 40000          | 40000          |
| District Facility Upgrades--Classroom Furniture      | 60000          | 20000          | 20000          | 35000          | 35000          |
| Web Page Programming & Intranet/Internet Maintenance | 10000          | 12000          | 13000          | 14000          | 15000          |
| Student OJT repair program                           | 15000          | 15000          | 15000          | 15000          | 15000          |
|  | <b>204,000</b> | <b>168,000</b> | <b>146,000</b> | <b>172,000</b> | <b>173,000</b> |

### Department Operations

|                               | <u>99/00</u>  | <u>00/01</u>  | <u>01/02</u>  | <u>02/03</u>  | <u>03/04</u>  |
|-------------------------------|---------------|---------------|---------------|---------------|---------------|
| General Supplies              | 1500          | 1500          | 1500          | 1500          | 1500          |
| Print & Digital Subscriptions | 1000          | 1000          | 1000          | 1000          | 1000          |
| Contingency                   | 35480         | 42824         | 40436         | 43127         | 41013         |
|                               | <b>37,980</b> | <b>45,324</b> | <b>42,936</b> | <b>45,627</b> | <b>43,513</b> |

### Software

|  | <u>99/00</u>   | <u>00/01</u>  | <u>01/02</u>  | <u>02/03</u>  | <u>03/04</u>  |
|--|----------------|---------------|---------------|---------------|---------------|
| HyperStudio-- Phased payment/Licensed for 2000         | 32000          | 8000          | 8000          | 8000          | 8000          |
| ClarisWorks/AppleWorks                                 | 10000          | 10000         | 10000         | 10000         | 10000         |
| ClarisWorks/AppleWorks                                 | 300            | 300           | 300           | 300           | 300           |
| Inspiration  | 1000           | 1000          | 1000          | 1000          | 1000          |
| FileMaker Pro Server                                   | 1000           | 1000          | 1000          | 1000          | 1000          |
| FileMaker Pro Client                                   | 3000           | 3000          | 3000          | 3000          | 3000          |
| Internet Filtering/Monitoring                          | 2500           | 2500          | 2500          | 2500          | 2500          |
| Dynix Library System Upgrade                           | 70000          | 12000         | 10000         | 10000         | 10000         |
| SENDIT membership                                      | 1100           | 1100          | 1100          | 1100          | 1100          |
| Classroom Management -- Gradebook/Attendance reporting | 2500           | 2000          | 2000          | 2000          | 2000          |
| Network operating system upgrade                       | 10000          | 10000         | 10000         | 10000         | 10000         |
|  | <b>133,400</b> | <b>50,900</b> | <b>48,900</b> | <b>48,900</b> | <b>48,900</b> |

\* District Adoption/Upgrade

Gradebook &amp; Attendance Reporting

### Administrative Technology

|                                     |                |               |               |               |               |
|-------------------------------------|----------------|---------------|---------------|---------------|---------------|
| AS400 Processor Upgrade/Replacement | 145000         | 10000         | 10000         | 10000         | 10000         |
| AS400 Wide-Carriage Printers        | 25000          | 5000          | --            | --            | --            |
| AS400 Emulation                     | 5000           | 1000          | 1000          | 1000          | 500           |
|                                     | <b>175,000</b> | <b>16,000</b> | <b>11,000</b> | <b>11,000</b> | <b>10,500</b> |

43

Referendum Budget 99/00 - 03/04**Staff Development**

|   |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|
| Instructor's fee's local training classes | 11000   | 12000   | 13000   | 13000   | 13000   |
| Technology Training--Faculty              | 144000  | 151200  | 158760  | 166698  | 175033  |
| Technology Training--Support Staff        | 28200   | 29610   | 31090   | 32645   | 34277   |
| Operations specialized training           | 8000    | 6000    | 6000    | 6000    | 6000    |
| Offsite Travel/Lodging Expenses           | 3000    | 3000    | 3000    | 3000    | 3000    |
|   | 194,200 | 201,810 | 211,850 | 221,343 | 231,310 |

Total Expenditures--> 1,717,780 1,595,034 1,737,686 1,735,070 1,520,223

5 Year Grand Total--> 8,305,793

MEMO #: B99.140

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 9, 1998

SUBJECT: 1998.99 CAPITAL OUTLAY BUDGET

Attached is the estimated actuals for 1997.98 Expenditures and for 1998.99 Budget with the adjustment on line 35 - Technology-Networking. This line item was increased by \$577,100 to accelerate our Long Range Technology Plan.

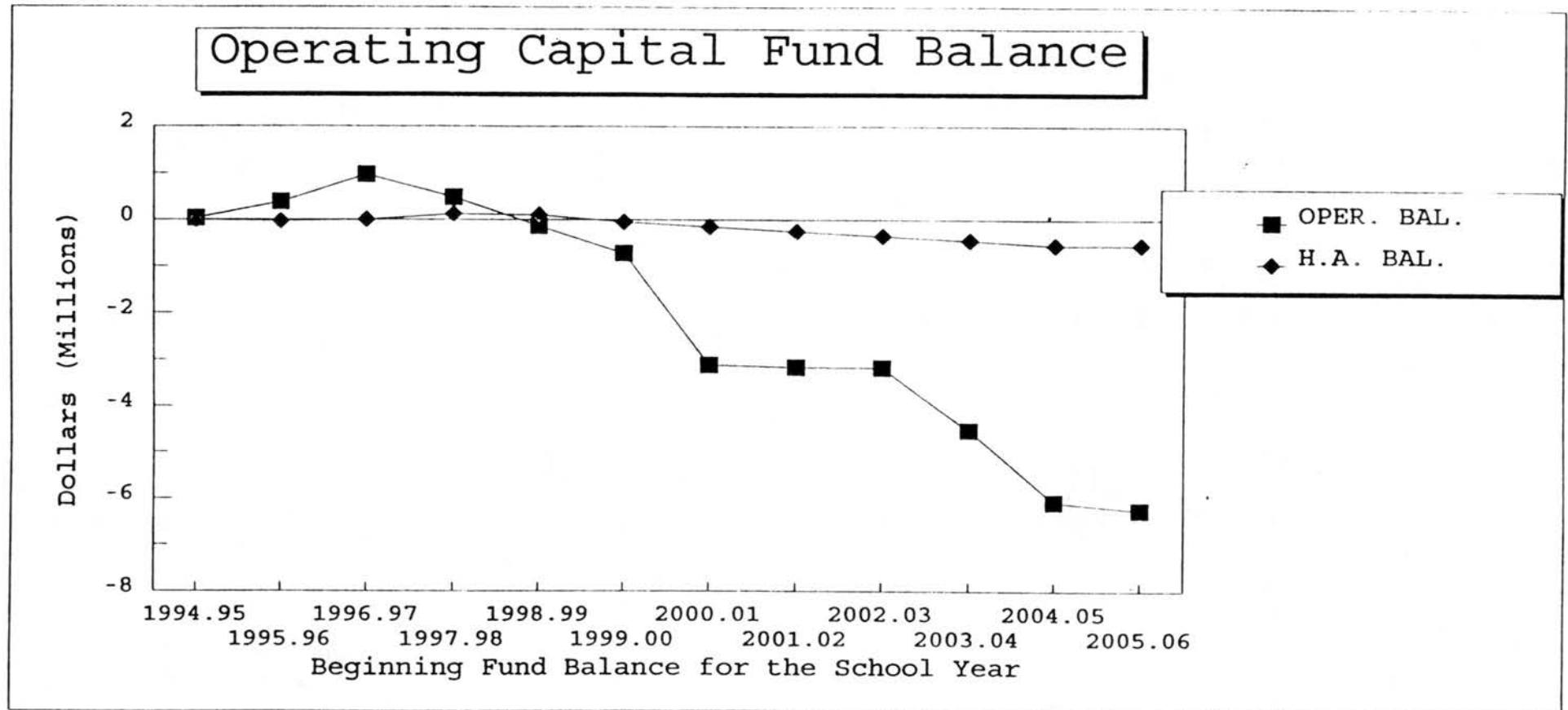
If we do not try an Excess Levy and attempt to tackle the recommended Long Range Facility Plan Projects over the next five years, the Capital Outlay Fund will run into a deficit.

| 1999.2000         | 2000.01     | 2001.02     | 2002.03     | 2003.04     | 2004.05     | 2005.06     |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <u>Cumulative</u> |             |             |             |             |             |             |
| (772,028)         | (3,268,733) | (3,421,530) | (3,533,782) | (4,983,684) | (6,639,336) | (6,808,684) |

The significant feature of the major reductions of resources for Technology show up on, Line 33, 33.1, 34, 35 & 36.

Attachment: 1998.99 Capital Outlay Budget with Projections





MEMO #: S-99-044

TO: School Board

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

RE: School Board Election Resolution

DATE: September 9, 1998

Attached please find the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election.

Suggested Resolution: Move to adopt the Resolution Relating to Increasing the General Education Revenue of the School District and Calling an Election as presented.

BRA:mdm  
Attachment

ELECTION CONDUCTED IN CONJUNCTION WITH  
STATE GENERAL ELECTION

Extract of Minutes of Meeting of  
School Board of Independent School  
District No. 152 (Moorhead)  
State of Minnesota

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 152, State of Minnesota, was held in said District on September 14, 1998, at 7 o'clock p.m.

The following members were present:

and the following were absent:

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

RESOLUTION RELATING TO INCREASING  
THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT  
AND CALLING AN ELECTION THEREON

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

1. The Board hereby determines and declares that it is necessary and expedient for the school district to increase its general education revenue by \$290.76 per actual pupil unit. The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately .0611% of the referendum market value of all taxable property in the district for taxes payable in 1999, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

2. The question of increasing the general education revenue of the district shall be submitted to the qualified electors of the district at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 1998.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities and towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as those for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least forty-five (45) days before the date of said election. The notice shall specify the date of said special election and the question or questions to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed by first class mail to each taxpayer in the district at least fifteen (15) but no more than thirty (30) days prior to the date of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 124D.12, Subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Children, Families and Learning and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting the state general and other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

SCHOOL DISTRICT QUESTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 152  
(MOORHEAD)  
SPECIAL ELECTION

---

To vote for a question, put an (X) in the square next to the word "YES" for that question.

To vote against a question, put an (X) in the square next to the word "NO" for that question.

---

SCHOOL DISTRICT BALLOT QUESTION 1  
APPROVAL OF SCHOOL DISTRICT  
REFERENDUM REVENUE AUTHORIZATION

The board of Independent School District No. 152 (Moorhead), has proposed to increase its general education revenue by \$290.76 per actual pupil unit. The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately .0611% of the referendum market value of all taxable property in the district for taxes payable in 1999, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

☐

YES

Shall the increase in the revenue proposed by the board of Independent School District No. 152 be approved?

☐

NO

BY VOTING "YES" ON THIS BALLOT QUESTION,  
YOU ARE VOTING FOR A PROPERTY TAX  
INCREASE.

---

On the back of all paper ballots shall be printed the words "OFFICIAL BALLOT," the date of the election, and lines for the initials of two judges. The printing shall be so placed as to be visible when the ballot is properly folded for deposit.

In precincts using an optical scan voting system, the ballot cards must be printed in black ink on white colored material, except that marks to be read by the automatic tabulating equipment may be printed on another color ink. The name of the precinct and machine-readable identification must be printed on each ballot card. Voting instructions must be printed at the top of the ballot card on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot card so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond; letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The individuals designated as judges for the state general election shall act as election judges for this special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections.

The motion for the adoption of the foregoing resolution was duly seconded by \_\_\_\_\_ and upon vote being taken thereon the following voted in favor thereof:  
and the following voted against the same:  
whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
                                  )S  
COUNTY OF CLAY         )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 152 (Moorhead), Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said district duly called and held on the date therein indicated, so far as such minutes relate to the calling of a referendum on increasing the referendum revenue authority of said district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

\_\_\_\_\_  
Clerk



MEMO #: I-99-042  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *RJ*  
SUBJECT: Building Profiles Acceptance  
DATE: September 8, 1998

Enclosed with the agenda are final copies of the Building Profiles for the five-year period from 1993-94 through 1997-98. Also attached are corrections. On page R7 item #33 was added which was not originally included in the draft copy. Item #19 on page J5 was revised. Post Secondary Options were revised on pages S12 and S13.

Suggested Resolution: Move to accept the Building Profiles as revised and direct administration to share them with staff and public as appropriate.

RMJ/vtr

# **Moorhead Area Schools**

## **School Profiles**



**1993-94 through 1997-98**

**Final Copy**

**Prepared by the Office of Instruction**

**September 1998**

Grade 5 - Writing MCA  
 Percent at or above Level IV  
 Percent at or above Level III  
 Percent at or above Level II  
 Percent at or above Level I

1997-98

8%  
 34%  
 38%  
 20%

**27. Computer to Student Ratio**

| 1993-94 | 1994-95 | 1995-96 | 1996-97 | 1997-98 |
|---------|---------|---------|---------|---------|
|         |         | 3 to 1  | 3 to 1  | 3 to 1  |

**28. BA**

|                          | FTE<br>1993-94 | FTE<br>1994-95 | FTE<br>1995-96 | FTE<br>1996-97 | FTE<br>1997-98 |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| BA+15                    | 1.004          | 2.714          | 3.520          | 4              | 4.5            |
| BA+30                    | 0.450          | 2.514          | 2.810          | 2.714          | 2.714          |
| BA+45                    | 3.000          | 2.000          | 4.080          | 0              | 0              |
| BA+60                    | 6.700          | 4.000          | 1.500          | 3              | 2              |
| BA+75                    | 1.000          | 0.000          | 0.000          | 0              | 0              |
| BA+90                    | 2.170          | 1.000          | 0.170          | 0              | 0              |
| BA+105                   | 0.000          | 1.000          | 1.000          | 0              | 0              |
| MA                       | 8.000          | 6.000          | 4.060          | 5              | 6              |
| MA+15                    | 4.295          | 5.857          | 3.800          | 1              | 3              |
| MA+30                    | 0.000          | 0.000          | 0.000          | 2              | 2              |
| MA+45                    | 0.000          | 0.000          | 1.000          | 3.8            | 0              |
| 0 to 5 years             | 0.000          | 2.000          | 3.140          | 3              | 8              |
| 6 to 10 years            | 9.274          | 8.371          | 7.870          | 5              | 2              |
| 11 to 20 years           | 7.175          | 9.000          | 6.260          | 8.514          | 8.714          |
| More than 20 years       | 4.000          | 1.714          | 4.140          | 6              | 6              |
|                          | 6.170          | 8.000          | 6.810          | 5              | 11.5           |
| Average Years Experience | 11 years       | 13 years       | 11 years       | 13 years       | 11.10 years    |

**33. Electricity and Heat Cost**

Comparisons in dollars and cents per square foot

|                       | 1992-93     | 1993-94     | 1994-95    | 1995-96     | 1997-98    |
|-----------------------|-------------|-------------|------------|-------------|------------|
| Cost for Electricity  | \$9,027.00  | \$8,054.00  | \$8,664.00 | \$10,556.53 | \$7,885.00 |
| Cents per square foot | \$22.33     | \$19.92     | \$21.43    | \$26.11     | \$19.51    |
| Cost for Heat         | \$11,235.00 | \$10,898.00 | \$9,511.00 | \$20,677.08 | \$9,421.00 |
| Cents per square foot | \$27.79     | \$26.96     | \$23.53    | \$31.08     | \$23.30    |

|  |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| 18. Detention  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | N/A         | N/A*        | N/A         | N/A         | N/A         |
| *Students served in classroom as well as assigned by principal |             |             |             |             |             |
| 19 Physical Assaults/Fighting                                  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | 15          | 37          | 69          | 43          | 29          |
| 20. Weapons  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | 6           | 4           | 0           | 1           | 0           |
| 21. Tobacco  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | 12          | 7           | 3           | 3           | 1           |
| 22. Alcohol  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | 4           | 4           | 5           | 0           | 1           |
| 23. Other Drug Use   | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | N/A         | 0           | 2           | 0           | 0           |
| 24. Vandalism - major  | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | 0           | 4           | 0           | 0           | 0           |
| 25. Co and Extra Curricular Activities                         | 1993-94     | 1994-95     | 1995-96     | 1996-97     | 1997-98     |
|  | Male Female | Male Female | Male Female | Male Female | Male Female |
| Basketball   | 144 94      |             | 126 106     | 137 97      | 153 117     |
| Cross Country  | 6 6         | 0 0         | 7 0         | 12 1        | 0 0         |
| Football   | 125 0       | 106 0       | 138 0       | 137 0       | 124 0       |
| Golf   | 60 15       | 48 11       | 54 11       | 54 7        | 79 7        |
| Gymnastics   | 0 7         | 0 8         | 0 11        | 0 22        | 0 18        |
| Tennis   | 9 39        | 11 43       | 11 28       | 17 35       | 3 42        |
| Track  | 38 51       | 44 35       | 54 52       | 47 66       | 55 56       |
| Volleyball   | 0 218       | 0 188       | 0 201       | 0 207       | 0 171       |
| Wrestling  | 27 0        | 19 0        | 33 0        | 29 0        | 27 0        |

**27. Student to Computer Ratio**

| 1993-94 | 1994-95 | 1995-96 | 1996-97 | 1997-98 |
|---------|---------|---------|---------|---------|
| N/A     | N/A     | 5 to 1  | 5 to 1  | 4 to 1  |

**28. Teaching Staff**

|                          | FTE<br>1993-94 | FTE<br>1994-95 | FTE<br>1995-96 | FTE<br>1996-97 | FTE<br>1997-98 |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| BA                       | 16.658         | 20.214         | 17.050         | 20.237         | 20.143         |
| BA+15                    | 6.372          | 4.071          | 5.300          | 6.5            | 7              |
| BA+30                    | 5.357          | 6.000          | 7.500          | 4              | 3              |
| BA+45                    | 11.923         | 13.750         | 20.140         | 19.12          | 13.815         |
| BA+60                    | 8.000          | 8.000          | 4.000          | 4              | 3              |
| BA+75                    | 9.286          | 7.000          | 6.140          | 4              | 2              |
| BA+90                    | 2.000          | 1.000          | 2.000          | 2              | 2              |
| BA+105                   | 4.857          | 3.850          | 4.000          | 4.85           | 4.85           |
| MA                       | 4.350          | 4.079          | 6.350          | 12.857         | 9              |
| MA+15                    | 1.786          | 4.786          | 2.780          | 6              | 6              |
| MA+30                    | 4.143          | 3.000          | 4.000          | 4              | 3              |
| MA+45                    | 23.186         | 23.286         | 23.000         | 26.4288        | 32.929         |
| 0 to 5 years             | 40.637         | 36.285         | 33.660         | 35.308         | 22             |
| 6 to 10 years            | 16.286         | 25.222         | 29.400         | 29.644         | 31             |
| 11 to 20 years           | 14.852         | 10.679         | 14.780         | 16.143         | 18.929         |
| More than 20 years       | 26.143         | 27.853         | 24.420         | 26.6           | 34.808         |
| Average Years Experience | 11 years       | 12 years       | 12 years       | 14 years       | 11.44 years    |

**29. Postsecondary Options**

|                                  | 1993-94 | 1994-95 | 1995-96 | 1996-97 | 1997-98 |
|----------------------------------|---------|---------|---------|---------|---------|
| Number of Students Participating | 56      | 83      | 109     | 77      | 123     |
| Number of Classes Taken          | 258     | 320     | 384     | 272     | 399     |
| Art                              | 4       | 0       | 4       | 4       | 7       |
| Business                         | 24      | 15      | 27      | 23      | 5       |
| Communications                   | 23      | 3       | 22      | 24      | 18      |
| Computer Science                 | 9       | 33      | 17      | 13      | 16      |
| English                          | 27      | 67      | 80      | 40      | 121     |
| Health                           | 9       | 11      | 8       | 6       | 3       |
| Industrial Technology            | 12      | 30      | 27      | 33      | 3       |
| Introduction to Education        |         |         |         |         | 1       |

MSH 1997-98

|                        | 1993-94 | 1994-95 | 1995-96 | 1996-97 | 1997-98 |
|------------------------|---------|---------|---------|---------|---------|
| Mathematics            | 20      | 15      | 30      | 20      | 37      |
| Music                  | 12      | 4       | 10      | 7       | 5       |
| Personal & Family Life | 14      | 1       | 6       | 2       | 1       |
| Physical Education     | 5       | 6       | 3       | 1       | 3       |
| Science                | 31      | 25      | 19      | 25      | 49      |
| Social Science         | 53      | 71      | 95      | 55      | 105     |
| World Language         | 17      | 39      | 29      | 19      | 25      |
| Grade Received A       | 104     | 111     | 117     | 111     | 176     |
|                        | 40.0%   | 34.69%  | 30.50%  | 41%     | 44.14%  |
| B                      | 66      | 117     | 113     | 86      | 147     |
|                        | 25.4%   | 36.56%  | 29.4%   | 32%     | 36.90%  |
| C                      | 50      | 65      | 80      | 47      | 39      |
|                        | 19.2%   | 20.31%  | 20.8%   | 17%     | 9.80%   |
| D                      | 15      | 10      | 17      | 2       | 9       |
|                        | 5.8%    | 3.13%   | 4.4%    | 1%      | 2.30%   |
| F                      | 11      | 10      | 17      | 14      | 12      |
|                        | 4.2%    | 3.13%   | 4.4%    | 5%      | 3.05%   |
| I                      | 3       | 1       | 1       | 3       | 1       |
|                        | 1.2%    | 0.31%   | 0.30%   | 1%      | 0.15%   |
| W                      | 11      | 6       | 39      | 9       | 15      |
|                        | 4.2%    | 1.88%   | 10.17%  | 3%      | 3.66%   |

30. Minnesota Youth Health Survey and Search Institute Profile

|                               | 1993-94    | 1994-95 | 1995-96 | 1996-97 | 1997-98 |
|-------------------------------|------------|---------|---------|---------|---------|
| Minnesota Youth Health Survey | Appendix A |         |         |         |         |
| Search Institute Profile      | Appendix B |         |         |         |         |

31. Senior High Follow-up Study

|  | 1993-94 | 1994-95 | 1995-96 | 1996-97    | 1997-98 |
|--|---------|---------|---------|------------|---------|
|  | on file | on file | on file | Appendix C |         |

33. Electricity and Heat Cost

Comparisons in dollars and cents per square foot

|                       | 1993-94     | 1994-95     | 1995-96      | 1996-97      | 1997-98      |
|-----------------------|-------------|-------------|--------------|--------------|--------------|
| Cost for Electricity  | \$97,633.00 | \$96,075.00 | \$118,167.00 | \$114,484.43 | \$107,745.00 |
| Cents per square foot | \$37.07     | \$33.59     | \$24.73      | \$40.02      | \$44.18      |
| Cost for Heat         | \$92,783.00 | \$97,580.00 | \$96,206.21  | \$125,671.18 | \$89,918.00  |
| Cents per square foot | \$35.23     | \$34.11     | \$33.63      | \$43.90      | \$36.87      |

MEMO #: I-99-043  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Opening of School - Update  
DATE: September 8, 1998

Attached is a copy of opening day enrollment figures from September 2, 1998. This information and general information about the start of school will be reviewed.

RMJ/vtr  
Attachment



ENROLLMENT  
MOORHEAD PUBLIC SCHOOLS

DATE: September 2, 1998

| SCHOOL<br>BLDGS   | KINDER                        | GRADE 1                                      | GRADE 2   | GRADE 3                 | GRADE 4                 | GRADE 5  | SELF-CONT<br>SPECIAL<br>EDUC. | TOTALS           |       |
|---|-------------------------------|--|---|-------------------------|-------------------------|----------|-------------------------------|------------------|-------|
|   | 25-24<br>24-23<br>MSU-20      | 20-20<br>21-20<br>19                         | 21-21<br>21-23                                  | 25-25<br>24-25<br>25    | 27-26<br>27-26          | 23-21    | 9-8                           | (614)            |       |
| Edison  | 116                           | 100  | 86  | 124                     | 106                     | 44       | 17                            | 593              |       |
|   | 24-24<br>23-24<br>21-22       | 25-25<br>25-25<br>25-25                      | 24-23<br>23-22<br>24                            | 22-23<br>24-22<br>22-23 | 23-25<br>23-25<br>24-25 |          | 3                             | (667)            |       |
| Probstfield   | 138                           | 150  | 116   | 136                     | 145                     |          | 3                             | 688              |       |
|   | 24-22                         | 21 *11-14*<br>22 *14-10*                     | 22<br>21  | 22-24<br>22             | 22-24<br>23             | 22-22    |                               | (410)            |       |
| Riverside   | 46                            | 68   | 67  | 68                      | 69                      | 44       |                               | 362              |       |
|   | 24-23<br>24<br>FD-24<br>FD-25 | 24 * 9-15*<br>23 *14-11*<br>24 *13-12*<br>25 | 26<br>25<br>25<br>25                            | 22-23<br>23-23<br>23-23 | 29-28<br>29-29<br>29    |          | 6                             | (691)            |       |
| Washington  | 120                           | 132  | 139   | 137                     | 144                     |          | 6                             | 678              |       |
| Elementary Preschool  |                               |  |   |                         |                         |          |                               | (40)<br>52       |       |
| Total By<br>Grade   | 420                           | 450  | 408   | 465                     | 464                     | 88       | 26                            | (2,422)<br>2,373 |       |
| Grade 5   |                               | Grade 6                                      |   | Special Ed.             |                         |          |                               | (804)            |       |
| Robert Asp  | 328                           | 473  | Special Ed. included                            |                         |                         |          |                               | 801              |       |
| TOTAL ELEMENTARY (Preschool & Special Ed.)                              |                               |  |   |                         |                         |          |                               | (3,226)<br>3,174 |       |
| Grade 7   |                               | Grade 8                                      |   | Special Ed.             |                         |          |                               | (972)            |       |
| Junior High   | 454                           | 460  | (Self Contained, Outreach,<br>Detention, & MCAP |                         |                         |          | 39                            | 953              |       |
| Grade 9   |                               | Grade 10                                     |   | Grade 11                |                         | Grade 12 |                               | (1,754)          |       |
| Senior High   | 445                           | 465  | 410   | 412                     |                         |          |                               |                  | 1,732 |
| Senior High Special Ed. (Self Contained, Outreach, Detention, and MCAP) |                               |  |   |                         |                         |          |                               | (81)<br>100      |       |
| SENIOR HIGH TOTAL   |                               |  |   |                         |                         |          |                               | (1,835)<br>1,832 |       |
| TOTAL KINDERGARTEN THROUGH GRADE 12                                     |                               |  |   |                         |                         |          |                               | (5,993)<br>5,907 |       |
| TOTAL PRESCHOOL THROUGH GRADE 12  |                               |  |   |                         |                         |          |                               | (6,033)<br>5,959 |       |

SPECIAL EDUCATION CHILD COUNT 1,008

MSU = Moorhead State University Early Education Center

FD = Full Day Kindergarten

\* \* = Multi-age Classrooms

Numbers in parenthese in Total column indicates 1997-98 opening day total.

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

September 28, 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 Robert M. Jernberg, Assistant Superintendent of Curriculum, Instruction and Planning, for his recognition by the Minnesota State Board of Education for his dedicated service and outstanding leadership with the Graduation Standards Executive Committee.

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.

LAKE AGASSIZ REGIONAL LIBRARY  
118 S. 5th St. Box 900  
MOORHEAD, MINNESOTA 56561-0900

S-M9-B05  
Min  
Sept. 28, 1998

SCHOOL BOARD AGENDA - September 28, 1998  
Page 2

- A. INSTRUCTIONAL MATTERS - Jernberg
  - (1) Acceptance of Gift - Page 5
- B. BUSINESS AFFAIRS - Lacher
  - (1) Approval of Townsite Lighting Retrofit Change Order #2 - Page 6
- C. PERSONNEL MATTERS - Skinkle
  - (1) Approval of New Employees - Page 7
  - (2) Acceptance of Resignations - Page 8
- D. ADMINISTRATIVE MATTERS - Anderson
  - (1) Approval of NSF Check Collection - Page 9

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

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

Comments \_\_\_\_\_

3. COMMITTEE REPORTS

4. 1998 PRELIMINARY LEVY PAYABLE 1999: Lacher  
Pages 10-12

Suggested Resolution: Move to approve the maximum 1998 Preliminary Levy Payable 1999.

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

Comments \_\_\_\_\_

5. FOOD SERVICE PROGRAM: Lacher

State of the program overview by Mary Bonemeyer.

6. 1997-98 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Jernberg  
Page 13

Suggested Resolution: Move to direct administration to print the final copy of the Annual Report on Curriculum, Instruction and Student Performance and present it to the Board at its October 12 meeting.

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

Comments \_\_\_\_\_

7. SWIMMING POOL PROJECT - JOINT STUDY FOR MOORHEAD STATE UNIVERSITY, CITY OF MOORHEAD AND MOORHEAD SCHOOL DISTRICT:  
Lacher  
Pages 14-20

Suggested Resolution: Move to approve the expenditures of up to \$5,000 for a feasibility study.

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

Comments \_\_\_\_\_

8. CELEBRATION OF DIVERSITY: Anderson  
Page 21

Overview of the October 10 Celebration of Diversity event.

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

SCHOOL BOARD AGENDA - September 28, 1998  
Page 4

CALENDAR OF EVENTS

| <u>Event</u>                            | <u>Date</u> | <u>Time</u> | <u>Place</u>      |
|---|-------------|-------------|-------------------|
| Minnekanos<br>(Community Education)     | Oct. 5      | 7 pm        | Senior High       |
| Celebration of<br>Diversity             | Oct. 10     | 3-8 pm      | Senior High       |
| School Board                            | October 12  | 7 pm        | Townsite          |
| MEA Conferences                         | Oct. 15-16  |             |                   |
| Community Education<br>Advisory Council | Oct. 20     | 7 pm        | Townsite          |
| School Board                            | Oct. 26     | 7 pm        | Townsite          |
| General Election                        | Nov. 3      | 7 am-8 pm   |                   |
| End of 1st Quarter                      | Nov. 4      |             | District-<br>wide |
| School Board                            | Nov. 9      | 7 pm        | Townsite          |
| K-P/T Conferences                       | Nov. 10-11  | Daytime     |                   |
| K-12 P/T Confs.                         | Nov. 12     | 8 am-8 pm   |                   |
| K-12 P/T Confs.                         | Nov. 13     | 7:30-11 am  |                   |
| K-12 No School/Teacher<br>Comp. (pm)    | Nov. 13     |             |                   |
| Community Education<br>Advisory Council | Nov. 17     | 7 pm        | Townsite          |
| School Board                            | Nov. 23     | 7 pm        | Townsite          |
| Thanksgiving Holiday                    | Nov. 26-27  |             |                   |
| Winter Break Begins                     | Dec. 21     |             |                   |
| K-12 Classes Resume                     | Jan. 4      |             |                   |
| Basic Standards<br>Test (Gr. 10)        | Jan. 20     |             | High School       |
| End of 2nd Quarter/<br>Semester         | Jan. 22     |             |                   |
| K-12 Teacher Workshops                  | Jan. 25     |             |                   |
| Winter Community<br>Educ. Classes Start | Jan. 25     |             |                   |

MEMO #: I-99-050  
TO: Dr. Bruce Anderson  
FROM: Bob Jernberg *BJ*  
SUBJECT: Acceptance of Gift  
DATE: September 16, 1998

This district has received National Geographic Society educational materials in the amount of \$1000.00 from the Toyota Corporation for Patty Gulsvig's social studies classes at Moorhead Junior High School.

Suggested Resolution: Move to accept the gift as presented.

RMJ/vtr

SEP 9 1998

MEMO #: B99.139

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: SEPTEMBER 9, 1998

SUBJECT: CHANGE ORDER #2 - TOWNSITE LIGHTING RETROFIT

Open Office #156 - Delete the retrofit and re-lamping of  
45 existing fixtures

-\$3,137.00

Suggested Resolution: Accept CO #2 for Townsite Centre for a savings  
of \$3,137.00.



MEMORANDUM

P 98.094

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: September 22, 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:

Iris Baiocchi - Technology Building Technician,  
Edison/Probstfield, B22 (5) \$10.16 per hour, 8  
hours daily, effective immediately.  
(Replace Keith Little)

Sonya Borgen - PI Paraprofessional, Junior High, B21 (1) \$9.31  
per hour, 6.5 hours daily, effective September 28,  
1998. (New Position)

Sally Dandurand - EBD Paraprofessional, Detention Center, B21 (1)  
\$9.31 per hour, 6.5 hours daily, effective  
September 28, 1998. (Replace Renee Haapapuro)

Sandra Brown - ESL Paraprofessional, Adult Education, 12 hours  
weekly, \$7.73 per hour, effective immediately.

Jamie York - OHI Paraprofessional, Riverside, B21 (1) \$9.31 per  
hour, 6.5 hours daily, effective October 11, 1998.  
(Replace Kay Mergens)

Patti Beiswenger - MMMI Paraprofessional, Probstfield, B21 (1)  
\$9.31 per hour, 6.5 hours daily, effective  
immediately. (New Position)

Jackie Gilbertson - MMMI Paraprofessional, Edison, B21 (1)  
\$9.31 per hour, 6.5 hours daily, effective  
September 23, 1998. (New Position)

Janeen Virnala - ECFE Paraprofessional, Lincoln Center, B21 (1)  
\$9.31 per hour, 20 hours per week, effective  
immediately. (Replace Tonya Matson)

Jennifer Estes - Hall Monitor, Senior High, A13(0) \$7.82 per  
hour, 4 hours per day, effective immediately.

Brandon Carlascio - Hall Monitor, Senior High, A13(0) \$7.82 per  
hour, 7 hours daily, effective immediately.

Ahmed Mohmoud - Hall Monitor, Senior High, A13(0) \$7.82 per hour,  
6.5 hours daily, effective immediately.

Suggested Resolution: Move to approve the employment as  
presented.

JDS:sdh

MEMORANDUM

P 98.095

TO: Dr. Bruce Anderson  
FROM: Dr. John Skinkle *add*  
DATE: September 22, 1998  
SUBJECT: Resignation of District Employees.

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

Karen Bluhm - Title I Paraprofessional, Washington Elementary,  
effective immediately.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

September 22, 1998

TO: Bruce Anderson

FROM: Bob Lacher

SUBJECT: NSF checks



Request permission to write off the following NSF checks and submit them to Red River Collection Agency.

On the General Acct:

|                    |              |
|--------------------|--------------|
| Sarah Stelzer      | \$ 6.75      |
| Kathleen Enzfinken | <u>20.00</u> |

|       |          |
|-------|----------|
| Total | \$ 26.75 |
|-------|----------|

On the Activity Acct:

|               |                |
|---------------|----------------|
| David Salinas | <u>\$26.95</u> |
|---------------|----------------|

|       |         |
|-------|---------|
| Total | \$26.95 |
|-------|---------|

Suggested Resolution: Move to approve collection of NSF checks listed above.

MEMO #: B99.148

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 22, 1998

SUBJECT: 1998 PRELIMINARY LEVY PAYABLE 1999

The maximum preliminary levy for 1998 is:

| 1997 Levy      | 1998 Levy      | Decrease                  |
|----------------|----------------|---------------------------|
| \$8,160,671.54 | \$6,886,434.38 | (\$1,274,237.16) (15.61%) |

We cannot increase the levy in the future from the preliminary levy. By levying the maximum, any changes due to recalculations will automatically be done by the county auditor without a special board meeting.

Suggested Resolution: Move to approve the maximum 1998 Preliminary Levy Payable 1999.

Attachment: Page 18 of 26 Levy sheet  
Graph

LVYLIM01520199

## STATE DEPT OF CHILDREN, FAMILIES AND LEARNING

ED-00111-20

DISTRICT NO. 0152 TYPE 01

## LEVY LIMITATION AND CERTIFICATION

DISTRICT NAME MOORHEAD

1998 PAYABLE 1999

PAGE 18 OF 26

ECSU REGION 04 CLAY

DATE OF RUN: 09/15/98

## I. COMPUTATION OF 1998 PAYABLE 1999 LEVY LIMITATION BY FUND (BEFORE ADJUSTMENTS):

| FUND                 | INITIAL LEVY<br>LIMITATION | LIMITATION<br>ADJUSTMENT | ABATEMENT<br>ADJUSTMENTS | TACONITE<br>ADJUSTMENT | MAXIMUM LEVY<br>LIMITATION |
|----------------------|----------------------------|--------------------------|--------------------------|------------------------|----------------------------|
| GEN (MKT VOTER AP)   | 164,795.63                 | 1,046.56                 | N/A                      | N/A                    | 165,842.19                 |
| GEN (NTC VOTER AP)   |                            | 5,768.75                 | N/A                      | N/A                    | 5,768.75                   |
| GEN (STATE DETER)    | 5,308,030.52               |                          | N/A                      | N/A                    | 5,308,030.52               |
| GENERAL (OTHER)      | 922,029.36                 | 94,806.33-               | 651.44                   |                        | 827,874.47                 |
| TOTAL GENERAL        | 6,394,855.51               | 87,991.02-               | 651.44                   |                        | 6,307,515.93               |
| COMMUNITY SERVICE    | 175,527.36                 | 411.20-                  | 62.18                    |                        | 175,178.34                 |
| DEBT SERV (VOTER AP) | 934,304.00                 |                          | 671.11                   | N/A                    | 934,975.11                 |
| DEBT SERV (OTHER)    | 1,000.00                   |                          |                          | N/A                    | 934,975.11                 |
| TOTAL GEN DEBT SERV  | 935,304.00                 |                          | 671.11                   | N/A                    | 935,975.11                 |
| TOTAL                | 7,505,686.87               | 88,402.22-               | 1,384.73                 |                        | 7,418,669.38               |

## II. COMPARISON OF 1997 PAYABLE 1998 LEVY LIMITATION WITH 1998 PAYABLE 1999 LEVY LIMITATION (PLUS ADJUSTMENTS):

| FUND                    | 97 PAY 98<br>LIMITATION | 98 PAY 99<br>LIMITATION | INCREASE<br>(DECREASE) | PERCENT<br>CHANGE |
|-------------------------|-------------------------|-------------------------|------------------------|-------------------|
| TOTAL GENERAL *1        | 7,589,712.07            | 6,307,515.93            | 1,282,196.14-          | 16.89-%           |
| COMMUNITY SERVICE       | 376,237.88              | 175,178.34              | 201,059.54-            | 53.44-%           |
| GENERAL DEBT SERVICE *2 | 843,399.49              | 835,975.11              | 7,424.38-              | .88-%             |
| REDUCTION FOR HACA      | 600,813.00-             | 432,235.00-             | 168,578.00             | 28.06-%           |
| TOTAL                   | 8,208,536.44            | 6,886,434.38            | 1,322,102.06-          | 16.11-%           |

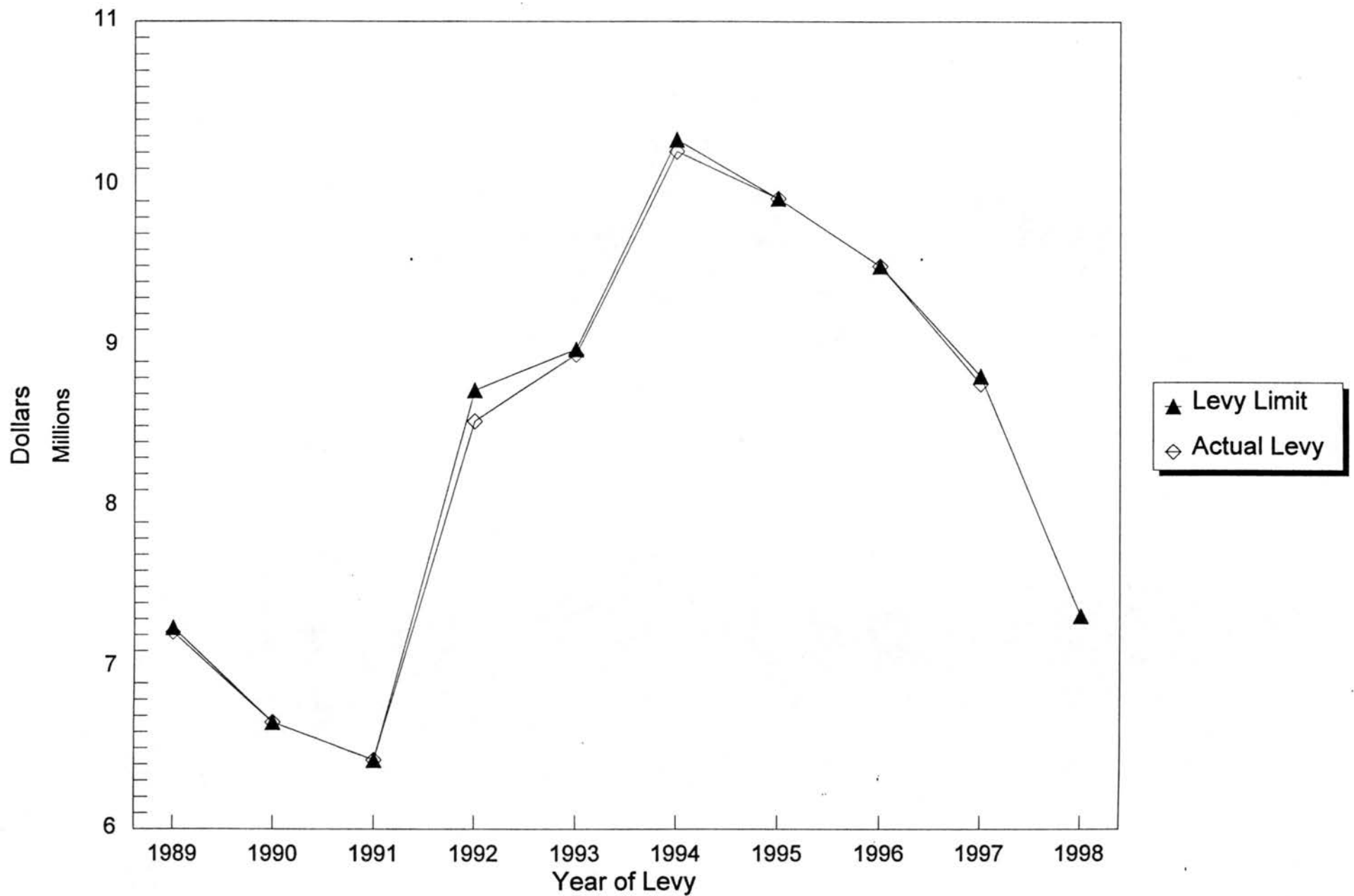
## III. COMPARISON OF 1997 PAYABLE 1998 CERTIFIED LEVY PLUS ADJUSTMENTS WITH 1998 PAYABLE 1999 CERTIFIED LEVY PLUS ADJUSTMENTS:

| FUND                    | PAY 98 CERT LEVY<br>+ ADJUSTMENTS | PAY 99 CERT LEVY<br>+ ADJUSTMENTS | INCREASE<br>(DECREASE) | PERCENT<br>CHANGE |
|-------------------------|-----------------------------------|-----------------------------------|------------------------|-------------------|
| TOTAL GENERAL *1        | 7,589,712.07                      |                                   |                        | %                 |
| COMMUNITY SERVICE       | 328,372.98                        |                                   |                        |                   |
| GENERAL DEBT SERVICE *2 | 843,399.49                        |                                   |                        |                   |
| REDUCTION FOR HACA      | 600,813.00-                       | 432,235.00-                       | 168,578.00             | 28.06-%           |
| TOTAL AFTER ADJUSTMENTS | 8,160,671.54                      |                                   |                        | %                 |

TABLES II AND III FOOTNOTES:

\*2 AMOUNTS SHOWN ARE BEFORE REDUCTION FOR EDUCATION HOMESTEAD CREDIT.

## 1989 - 1998 Levy



MEMO #: I-99-054

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: 1997-98 Annual Report on Curriculum, Instruction and Student Performance

DATE: September 22, 1998

The Board has received copies of the draft 1997-98 Annual Report on Curriculum, Instruction and Student Performance which is a report from the Instruction and Curriculum Advisory Committee. This report was prepared by Pamela Enz.

This draft needs to be approved for printing. At the October 12 meeting the Board will receive the final copy of the Annual Report which will then be mailed to to all district households and forwarded to the Minnesota Department of Children, Families and Learning by October 15 to meet state requirements.

Suggested Resolution: Move to direct administration to print the final copy of the Annual Report on Curriculum, Instruction and Student Performance and present it to the Board at its October 12 meeting.

RMJ/vtr



SEP 21 1998

MEMO #: B99.146

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: SEPTEMBER 17, 1998

SUBJECT: SWIMMING POOL PROJECT - JOINT STUDY FOR MOORHEAD STATE  
UNIVERSITY, CITY OF MOORHEAD AND MOORHEAD SCHOOL  
DISTRICT

Attached is a proposal from Ballard King & Associates for a feasibility assessment for the proposed aquatic facility.

Each party is to commit up to \$5,000.00 for the study.

Our continued participation is contingent upon:

1. Sr. High going to a block schedule
2. Being able to schedule instruction and activities in a reasonable and flexible manner
3. Cost effective
4. Success of Excess Levy Referendum

Suggested Resolution: Move to approve the expenditures of up to \$5,000.00 for a feasibility study.

September 8, 1998

Mr. David Crockett  
VP of Administrative Affairs  
Moorhead State University  
1104 7th Avenue South  
Moorhead, MN 56563



Re: RPA Project No. 9834  
Moorhead Aquatic Facility  
Moorhead State University  
Moorhead, Minnesota

Dear Mr. Crockett:

I am writing as a follow-up to our September 2, 1998 meeting which involved all of the potential participants in a new aquatic facility for Moorhead. Of the many issues discussed at that meeting, anticipated operational costs and potential revenue generation were of primary concern. I suggested that an independent feasibility assessment be performed in an effort to arrive at realistic projections of operational costs and revenue generation. To that end I have contacted Ballard\*King and Associates, Recreational Facility Planning and Operation Consultants, to obtain a proposal for preparing a feasibility assessment for the proposed aquatic facility.

I am familiar with Ballard\*King and Associates' work and have found them to be extremely knowledgeable, thorough and responsive. Mr. Ken Ballard is forwarding additional information including a description of his firm, personnel resumes and a list of relevant project experience.

Attached you will find a copy of Ballard\*King and Associates' faxed response which outlines the proposed scope of work, cost of service and an estimate of reimbursable expenses. It should be noted that the outlined scope of work represents a comprehensive feasibility assessment and that an optional, short form project assessment could be performed for approximately \$5,000 plus reimbursable expenses associated with only two (2) trips. Another option might make sense, where Ballard\*King travels to Moorhead for a one (1) day brainstorming session with all interested parties to answer general questions about aquatic facilities as well as the specifics necessary to fine tune the scope of the proposed assessment work to fit the needs of this project.

It is my understanding that Ballard\*King and Associates' absolute earliest possible commitment date would be the week of September 28, 1998. However, Mr. Ballard would be unable to personally take part in the process until the week of October 5, 1998.

701 232 1998  
Fax 701 239 4502  
112 University Dr N  
Suite 110  
Fargo, ND  
58102

218 236 0955  
1506 Main Av  
Suite 205  
Moorhead, MN  
56560

D E S I G N E R S

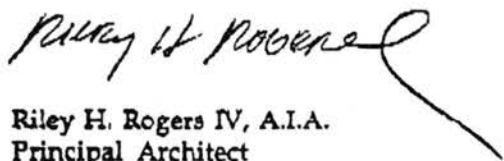
612 405 6650  
1355 Mendota Heights Rd  
Suite 180  
Mendota Heights, MN  
55120-1112

|                   |                |         |              |            |   |
|-------------------|----------------|---------|--------------|------------|---|
| Post-it® Fax Note | 7671           | Date    | 9/9/98       | # of pages | 6 |
| To                | David Crockett | From    | Riley Rogers |            |   |
| Co./Dept.         |                | Co.     |              |            |   |
| Phone #           |                | Phone # | 232-1998     |            |   |
| Fax #             | 299-5887       | Fax #   | 239-4502     |            |   |

Mr. David Crockett  
September 8, 1998  
Page 2 of 2

I understand that timing is critical with regard to HEPRA funding, so please let me know your thoughts as soon as possible.

Sincerely,  
ROGERS, PERLENFEIN & ASSOCIATES, P.C.



Riley H. Rogers IV, A.I.A.  
Principal Architect

RHR/kjl

Pc: Jim Antonen  
Todd Stugelwayer

ARCHITECTS • INTERIOR DESIGNERS

## **Moorhead Aquatics Center**

### **Proposed Scope of Work**

#### **Develop Project Overview:**

- Project review and update
- Work plan development
- Identify constraints and parameters
  - Market
  - Sites/locations
  - Mission and goals
- Review any previous planning efforts
  - Program and service plans
  - Market research
  - Operations plans
  - Other documents
- Meet with project team
  - Architect/aquatics consultant
  - City/college/school district project team
  - Project partners

#### **Market Analysis:**

- Service area identification
- Demographic characteristics/community profile
  - Population/age range/income
  - Trends
- Review of existing facilities/programs/services
  - Parks & Rec./college/school district master plans/existing studies
  - Organizational structure/wage scales
  - Department policies and procedures
  - Existing aquatic/recreation program statistics
  - Demand for programs/services and facilities
- Competitive market analysis
  - Alternative recreation/aquatic service providers
  - Facilities and services offered
  - Admission rates/attendance numbers
- Comparison with national, regional and local participation statistics and trends
  - Programs and services
  - Facilities
  - NSGA standards
  - Potential participation levels

**Programming Assistance:**

- \* Interest/user group identification and interviews
- \* Market segment determination and analysis
  - Determination of needs from user groups
  - Impact of user groups needs on facility component listing
  - Operating groups needs/expectations/limitations
- \* Project component recommendation
  - Validate or adjust any existing facility program
  - Determine sizing and space allocation requirements
  - Rate the components based on a cost/benefit analysis
  - Component relationships and interaction
- \* Development of program options
- \* Development of program statement consensus
  - Prioritization
- \* Operating structure and parameters
  - Philosophy of operation
  - Priorities of use

**Conceptual Layout and Design Review:**

- \* Spatial relationship of components
- \* Operational assessment review

**Operations Analysis: (based on the conceptual design)**

- \* Attendance estimates
  - Daily
  - Annually
- \* Fee structure
  - Drop-in
  - Multiple admissions/annual passes
  - Family, corporate, group
  - Rentals
- \* Sources of income
  - Identification and verification of revenue sources
- \* Operating cost projections
  - Develop a line item budget
  - Personnel by position
  - Contractual services
  - Commodities
  - Capital replacement
- \* Revenue generation projections
  - Develop a line item accounting
  - Admissions
  - Annual/multiple admissions
  - Programs and services
  - Rentals
  - Other revenue sources

**Ballard\*King and Associates**

- \* Revenue/expenditure comparisons
  - Cost recovery level
- \* Project recommendations/profitability of components
  - Marketing strategy
  - Program/service considerations

**Final Report:**

- \* Prepare information for the final report
- \* Presentation of the final report

**Project Budget**

Personnel

|                                 |          |
|---------------------------------|----------|
| 1. Project Overview             | \$1,500  |
| 2. Market Analysis              | \$2,000  |
| 3. Programming                  | \$1,000  |
| 4. Conceptual Layout and Design | \$1,500  |
| 5. Operations Analysis*         | \$6,000  |
| 6. Final Report                 | \$500    |
| Total                           | \$12,500 |

\* This fee includes one option, each additional option would be another \$500.

Reimbursable Estimate

|                                   |         |
|-----------------------------------|---------|
| Three trips to Moorhead @ \$1,000 | \$3,000 |
| Other (phone, fax, postage, etc.) | \$200   |

Note: The number of trips is dependent on the exact scope of services that is authorized for this project. All reimbursables will be billed based on the actual cost of the service, plus 10%. All bills will be itemized.

|                   |                 |
|-------------------|-----------------|
| <b>TOTAL COST</b> | <b>\$15,700</b> |
|-------------------|-----------------|



Sponsored by Moorhead Public Schools  
in cooperation with the Cultural Diversity  
Project and other area organizations.

## Schedule of Events

- 3-6 p.m. Cultural exhibits and ethnic food sales
- 4:10-5:45 p.m. Multicultural children's activities
- 4:10-4:20 p.m. Report of Moorhead Schools accomplishments
- 4:25-5:45 p.m. Focus groups will discuss diversity issues.
- 6-8 p.m. "Cultivate Our Cultures" variety show  
Intermission will be from 6:45-7:15 p.m. Ethnic desserts and beverages will be sold.

# Celebration of Diversity

3-8 p.m.

**Saturday, October 10**  
**Moorhead Senior High**  
2300 4th Ave. S.

**Free admission.**  
**Open to the public.**

A community-wide celebration of diversity including ethnic food, entertainment, children's activities, exhibits, discussion groups, a variety show and more.

## Festejo a la Diversidad

De 3 p.m. a 8 p.m.

**Sábado 10 de octubre**

**Escuela de Moorhead Senior High**

**Gratis y abierto al público.**

Festejamos la diversidad étnica de nuestra comunidad con comidas típicas, diversiones, actividades para los niños, exposiciones, un espectáculo teatral y mucho más.

Patrocinado por las escuelas públicas de Moorhead en colaboración con el proyecto de "Cultural Diversity" y otras organizaciones del área.

### Discussion group registration\*

If you wish to participate in one of the Moorhead Schools discussion groups Oct. 10, please call 299-6224 OR tear off and return this form to either the Cultural Diversity Project at 810 4th Ave. S. Ste. 147, Moorhead, MN 56560 or any school office.

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

\*Registration is not required to take part in a discussion group.

LỄ ĂN MỪNG NGÀY ĐA VĂN HÓA

Thứ Bảy 10 tháng 10

Từ 3 giờ đến 8 giờ tối

Tại trường Trung Học Cấp III Moorhead

Vào cửa tự do kể cả công chúng

Ngày ăn mừng Đa Văn Hóa sâu rộng trong cộng đồng gồm có thức ăn của các dân tộc, tiểu phẩm, sinh hoạt cho trẻ con, triển lãm v.v.

Ngày ăn mừng Đa Văn Hóa được sự bảo trợ của Trưởng công lập Moorhead và sự hợp tác của Chương Trình Đa Văn Hóa.

Muốn biết thêm chi tiết, xin liên lạc số

236-7277

Contact the Moorhead Public Schools at 299-6224 or the Cultural Diversity Project at 236-7277 for more information about this celebration. Transportation assistance can be provided.