



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

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

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

January 11, 1999
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 Carol Ladwig for an outstanding job serving as School Board Chair for the two-year term 1997-98.

*** We Are Proud of Moorhead Junior High Team of Craig Powers, Lee Richards and Jim Ross and Senior High Team of Robert Bekkerus and Jack Rousseau for ranking first in the state Cyber Knowledge Competition held the week of December 7th. Forty teams participated in this statewide competition sponsored by the Cisco Regional Academy at the Lakes Country Service Cooperative in Fergus Falls. The competition consisted of nine multi-part tasks to be completed on the Internet by each team.

The Cyber Knowledge Program is designed to teach students the skills they need to communicate, search for and transfer information on the Internet. It emphasizes teamwork, lifelong learning and the tools workers will need in the 21st Century. The Cyber Knowledge tasks have been linked to Minnesota Graduation Standards Profile of Learning.

S.M.G. BOB
Min
1.11.99

*** We Are Proud of Moorhead Junior High Choir students Kate Dale, Ansley Cameron and Preston Boyd for being selected as members of the Anacrussis All-State Honor Choir. The All-State Choir performed for the American Choral Directors Association in Bethel Hall and will perform again this Spring for the Minnesota Music Educators Association in the Minneapolis Convention Center.

*** We Are Proud of Moorhead High School's Head Baseball Coach James Hurley for being honored on November 14 by the Minnesota State High School Coaches Association for reaching 25 years of coaching.

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

2. ORGANIZATION OF THE SCHOOL BOARD: Ladwig

A. Election of Officers:

Chairperson -
Vice-Chair -
Treasurer -
Clerk -

Moved by _____ Seconded by _____
Comments _____

3. *CONSENT AGENDA

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

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

B. BUSINESS AFFAIRS - Lacher
(1) Approval of Lease Agreements
- Baytone Music (Voyager) - Page 7
- Cultural Diversity Project (Townsite) -
Page 8

C. PERSONNEL MATTERS - Skinkle
(1) Approval of New Employees - Page 9
(2) Approval of Family/Medical Leave - Page 10

- (3) Approval of Resolution to Discontinue Programs and Positions - Pages 11-12
- (4) Acceptance of Resignations - Page 13

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of December 8 and 14, 1998 Minutes - Pages 14-19
- (2) Approval of January Claims

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

Moved by _____ Seconded by _____
Comments _____

4. COMMITTEE REPORTS

5. 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.)

Literacy Programs - Jernberg
Page 20

6. 1999-2000 ANNUAL OPERATIONAL PLAN: Lacher
Pages 21-65

Initial review of the following funds:
Community Service
Debt Service
Capital Outlay

7. 1999-2000 SUPERINTENDENT'S CONTRACT: Cummings/Ladwig
Page 66

Review of the highlights of the changes in the executed contract.

8. BID AWARD -- AS400 UPGRADE: Markert
Page 67

Suggested Resolution: Move to award bids to Sirius Computer Solutions for \$82,576, IBM Corporation for \$7,342.29 and MidRange Solutions for \$9,018 for a total award amount of \$98,936.29.

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>
Long Range Planning	Jan. 12	3:45 pm	Townsite
MSBA Annual Leadership Conference	Jan. 14-15		
District Student/Staff Assistance	Jan. 18	3:30 pm	Townsite
Policy Review	Jan. 18	7 pm	Townsite
Basic Standards Test (Gr. 10)	Jan. 20		
Inst. and Curr. Adv.	Jan. 21	7 am	Townsite
End of 2nd Quarter/ Semester	Jan. 22		
School Board	Jan. 25	7 pm	Townsite
K-12 Teacher Workshops	Jan. 25		
Winter Community Educ. Classes Start	Jan. 25		
Basic Standards Tests (Grade 8 and Makeup Grades 9-11)	Feb. 2 & 4		
School Board	Feb. 8	7 pm	Townsite
Long Range Planning	Feb. 9	3:45 pm	Townsite
Inst. and Curr. Adv.	Feb. 18	7 am	Townsite
Supt.'s Adv. Council	Feb. 18	7 pm	Townsite
District Student/Staff Assistance	Feb. 22	3:30 pm	Townsite
School Board	Feb. 22	7 pm	Townsite
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
School Board	Mar. 8	7 pm	Townsite
Long Range Planning	Mar. 9	7 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		

MEMO #: I-99-130

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Gift Acceptance

DATE: January 4, 1999

This district has received a \$100.00 gift from Stop-N-Go Stores. John Esser, store manager for Stop-N-Go in Moorhead and Dilworth are giving this gift as a part of an in store promotion for Moorhead Adult Basic Education in partnership with Moorhead Community Education.

Suggested Resolution: Move to accept the gifts as presented and direct that a letter of thanks be sent to John Esser of Stop-N-Go.

RMJ/vtr

MEMO #: I-99-129

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Gift Acceptance

DATE: January 4, 1999

This district has received the following gifts:

- \$500.00 cash gift from Mr. Brad Williams, President of Dakota Beverage Inc. for technology at Moorhead Junior High.
- A gift of supplies and materials with a value of \$500.00 from Mr. David Ortner, President of D& M Technologies for technology department use at Moorhead Junior High.

Suggested Resolution: Move to accept the gifts as presented and direct that letters of thanks be sent to:

Mr. Brad Williams, President
Dakota Beverage Inc.

Mr. David Ortner, President
D&M Technologies

RMJ/vtr

DEC 21

MEMO #: B99.201

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 16, 1998

SUBJECT: VOYAGER RENTAL - BAYTONE MUSIC

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
102	900	\$4.20	\$3,780.00	\$315.00

Suggested Resolution: Move to approve the rental of Baytone Music, Suite 102, for \$3,780.00

DEC 21 1998

MEMO #: B99.202

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: DECEMBER 16, 1998

SUBJECT: TOWNSITE RENTAL - CULTURAL DIVERSITY PROJECT (SUITE 146)

SUITE	SQ. FT.	RATE	ANNUAL RENT	MONTHLY RENT
146	778	\$8.371	\$6,511.86	\$542.66

Suggested Resolution: Move to approve the rental of Cultural Diversity Project, Suite 146, for \$6,511.86

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle

DATE: January 5, 1999 *JDS*

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:

Rory Sandvig - TBI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1998.
(Replace Bonita Miller)

James Edgerton - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1999. (Replace Marcela Cavazor)

Carol Sellent - MSMI Paraprofessional, Senior High, \$9.31 per hour, 6.5 hours daily, effective January 4, 1999. (Replace Tara Rosch)

Kimberly Breeding - OHI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1999. (Replace Greg Frey)

Brenda Larson - MSMI Paraprofessional, Washington, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1999. (Replace Gayelynn Tunheim)

David Anderson - Night Custodian, Senior High, A12 (3) \$9.04 per hour, 8 hours daily, effective immediately.

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM

P 99.119

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle

DATE: January 5, 1999 JSS

SUBJECT: Family/Medical Leave

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

Sylvia Peterson - SLD Teacher, Senior High, to begin February 1, 1999 for the remainder of the 1998-99 school year.

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

JDS:sdh

MEMORANDUM

P 99.117

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle 

DATE: January 5, 1999

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

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

Suggested Resolution:

Move to approve the resolution as presented.

JDS:sdh

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

Member _____ introduced the following
resolution and moved its adoption:

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

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

WHEREAS there is a fluctuating student enrollment, and,

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

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

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

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

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

thereon the following voted in favor thereof:

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Chairperson

Date

MEMORANDUM

P 99.120

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle
DATE: January 5, 1999 JDS
SUBJECT: Resignation of District Employees.

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

Ann Krier - Health Tech, Edison Elementary, effective January 8, 1999.

Suggested Resolution: Move to accept the resignations as presented.

JDS:sdh

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

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

MEMBERS ABSENT: Jim Cummings, Anton B. Hastad and James Hewitt.

CALL TO ORDER: Chairwoman Ladwig called the meeting to order at 7 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 Foss, to approve the agenda as presented. Motion carried 4-0.

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

TRUTH IN TAXATION PROPERTY TAX HEARING: District Accountant Beth Astrup presented an overview of the 1998 payable 1999 property tax levy. There is an expected 12% decrease in the levy from last year.

Foss moved, seconded by Thompson, to open the Truth in Taxation public hearing. Motion carried 4-0.

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

Gustafson moved, seconded by Thompson, to close the public hearing. Motion carried 4-0.

ADJOURNMENT: Hearing no objectives, the meeting adjourned at 7:31 p.m.

Mark Gustafson, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 14, 1998
PAGE 1

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

MEMBERS ABSENT: Kristine Thompson.

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

PREVIEW OF AGENDA: Superintendent Anderson amended the agenda by adding the item Superintendent's Contract and changing the order of item Other Pertinent Items to Come Before the Board to be held after this item.

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

"WE ARE PROUD"

*** We are proud of the Moorhead Junior High Team of Krister Anderson, Matt Bresee, Melissa Cai, Seth Harris, John Langdahl, Sam Lenius, Jacob Osowski, Craig Powers, Lee Richards, Daniel Stone, Ian Burman, Nick Foos, Zackary Kenz, and Nick Sternhagen, for ranking 1st in the state of 11th out of 958 middle schools worldwide in the Fall Knowledge Master Open.

*** We are proud of the Knowledge Bowl Team of Chelsea Brink, Ian Burman, Krista Costin, Matthew Dahlen, Nick Foos, Thelonius Gracyk, Bryce Haugen, Zackary Kenz, Thor Myrum, Jim Ross, Molly Smemo, Nick Sternhagen, Chelsea Allen, Krister Anderson, Matt Bresee, Melissa Cai, Matt DuVal, Tim Gustafson, Seth Harris, Will Hewitt, John Langdahl, Sam Lenius, Jacob Osowski, Craig Powers, Lee Richards, and Daniel Stone from Moorhead Junior High for completing a very successful Knowledge Bowl season. They participated in four Meets and took 1st and 2nd places in each of these Meets. Moorhead earned the top four spots in the final Meet.

*** We are proud of Susan Knorr, teacher at George Washington School, who is among a select group of outstanding educators chosen to participate in Minnesota Humanities Commission's Teacher Institute seminar held in November.

*** We are proud of Patty Gulsvig, geography teacher at Moorhead Junior High School, who was also selected to attend a Minnesota Humanities Commission's Teacher Institute seminar held in September.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 14, 1998
PAGE 2

*** We are proud that again Moorhead School District was recognized as a SchoolMath "What Parents Want" award-winning school system. Only 14 percent of the nation's 15,620 public school districts have been recognized for meeting the needs of families choosing schools.

*** We are proud that Moorhead School District has been designated a Blue Ribbon winner in the annual Education Quotient Ratings done by Expansion Management Magazine. This award is given to school districts that achieve high academic standards with low taxpayer costs. The Moorhead School District will be recognized in the 1998 Ratings issue of Expansion Management Magazine.

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

Gift - Accept the \$71.06 gift from Target to be used by Moorhead Junior High School for a mural project and the \$1,058 gift from George Washington School PTAC to be used in the school library.

Grant - Approve the \$8,000 Parent and Family Training grant from the Minnesota Department of Children, Families and Learning. The target population for the project will be students with disabilities.

Grant Application - Approve the submission of the Goals 2000 grant application, in the amount of \$35,494, to be used by K-12 buildings to promote school-family partnerships that provide all students with learning opportunities at home and at school which ensure progress toward the graduation standards.

Major Magnitude Field Trip - Approve the Moorhead Junior High School field trip (Tony Kunka and 25-50 students) to Washington D.C. from Friday, April 16, 1999 through Monday April 19, 1999 to tour historical places.

New Employees

Lisa Timm - EBD Paraprofessional, Shelter Care, B21 (1) \$9.31 per hour, 6.5 hours daily, effective December 15, 1998.

Salim Binave - Paraprofessional, Adult Basic Functional Workforce Program, B21 (1) \$9.31 per hour, 21 hours weekly.

Shawn McFarland - Night Custodian, Senior High, A12 (0-1) \$8.74 per hour, 8 hours daily, effective December 2, 1998.

Resignations

Dawn Schultz - LD Teacher, Riverside, effective December 4, 1998.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 14, 1998
PAGE 3

Gracy Morey - Noon Lunch and Playground Supervisor, Robert Asp, effective November 20, 1998.
Tara Rosh - MSMI Paraprofessional, Senior High, effective December 18, 1998.

Family/Medical Leave

Heather Meyer - Physical Education Teacher, Senior High, to begin on or about February 26, 1999.

Change in Contract

Gayelynn Tunheim - MSMI Paraprofessional, Washington, to LD Teacher, Riverside, BA (0-6) .50 FTE.

Approval of Minutes - Approve the November 9 and November 23, 1998 minutes as presented.

Claims - Approve the December Claims, subject to audit, in the amount of \$967,136.13.

General Fund:	\$473,737.87
Food Service:	\$64,410.63
Transportation:	\$135,900.07
Community Service:	\$17,932.29
Capital Expenditure:	\$264,356.71
Townsite Centre:	\$10,798.56
TOTAL:	\$967,136.13

Motion carried 6-0.

COMMITTEE REPORTS: Reports were given related to the Joint Powers, Activities Council and Youth Advisory Committees and the Intergovernmental Retreat.

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.)

Alternative Education - Alternative Education Program Manager Deb Pender along with Linda Scheet, Lynne Kovash, Kyle Edgerton and Jim Thom reviewed and discussed alternative programs with the Board. Discussion included a review of alternative program data and an overall discussion of Red River Alternative Learning Center's application which included the current MCAP Program, Detention Center, Outreach, Shelter Care, and targeted services.

The discussion included reported progress toward the District's Five-Year Educational Plan related to graduation standards, mentor programming for at-risk students, service learning, volunteering, school-to-work, technology, parent involvement, transitions, provision of additional opportunities, alternatives for instruction, and student learning achievement.

Board member Gustafson left the meeting at 8:20 p.m.

POLICY APPROVAL: Hewitt moved, seconded by Cummings, to approve the policy, Employee Copyrights/Royalties (GCQC), as presented. Motion carried 5-0.

POLICY APPROVAL: Foss moved, seconded by Cummings, to approve the policy, Employee Right to Know (GLCA), as presented. Motion carried 5-0.

POLICY APPROVAL: Foss moved, seconded by Cummings, to approve the policy, Student Activity Eligibility (IGDJ), as presented. Motion carried 5-0.

POLICY APPROVAL: Foss moved, seconded by Hewitt, to approve the policy, Crisis Intervention (JHB), as presented. Motion carried 5-0.

1998-99 FINAL BUDGET: Hewitt moved, seconded by Cummings, to approve the final budgets for the 1998-99 school year as presented. Motion carried 5-0.

1998 PAYABLE 1999 TAX LEVY: Hewitt moved, seconded by Foss, to set the 1998 Payable 1999 Levy of \$7,712,516.96 less HACA of \$432,235 and debt service excess of \$100,000, for a net levy of \$7,180,281.96, as presented. Motion carried 5-0.

AS400 COMPUTER ENHANCEMENT: Hastad moved to open bids December 28, place a purchase order, to the lowest responsible bidder that meets specifications not to exceed \$100,000 prior to December 31. Motion failed due to lack of a second.

Hewitt moved, seconded by Foss, to direct the Business Office to open bids December 28, place a purchase order, to the lowest responsible bidder that meets specifications prior to December 31, 1998 with Board ratification of the purchase at the January 11 meeting. Motion carried 5-0.

LAND NEAR KRAGNES FARMERS ELEVATOR: Hastad moved, seconded by Cummings, to authorize the execution of a Quit Claim Deed for the Reverter Property to Kragnes Farmers Elevator Company in consideration of a payment of \$250. Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
DECEMBER 14, 1998
PAGE 5

FEBRUARY 15 STORM MAKE UP DAY: Anderson reaffirmed the Board that in accordance with the adopted 1998-99 calendar, February 15, 1999 will be the first day used to make up for the November 18 storm day. Any future storm days will be made up in accordance with the calendar.

If employees are entitled to Presidents' Day as a holiday as per their bargaining unit agreement, they will be allowed to take a different day in lieu thereof. That date is to be determined by their immediate supervisor.

GRADUATION DATE AND LOCATION: Anderson and Boyle clarified the June 6 graduation date and the Fargo Civic Center location commenting that Concordia would be available for use in the year 2000.

Board member Gustafson returned to the meeting at 9:05 p.m.

LEGISLATIVE GOALS: Anderson distributed and reviewed potential legislative goals.

1999-2000 ANNUAL OPERATIONAL PLAN TIMELINE: In accordance with the 1998-2003 Five-Year Educational Plan, Anderson reviewed the 1999-2000 Annual Operational Plan timeline.

SUPERINTENDENT'S CONTRACT: Foss moved, seconded by Gustafson, that the Chair and Clerk be authorized to execute on behalf of the School Board a new employment contract with Dr. Bruce R. Anderson as Superintendent of Schools. Motion carried by majority roll-call vote 4-2. Hewitt and Hastad dissenting.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig commented on the Marketing Moorhead effort related to promoting Moorhead and stated she would report up-to-date progress to the Board.


Ladwig noted that she would be stepping down as Board Chair in January and reported several accomplishments in the two-year term served.

ADJOURNMENT: Hearing no objectives, the meeting adjourned at 9:39 p.m.

Mark Gustafson, Clerk

MEMO #: I-99-128

TO: Dr. Bruce Anderson

FROM: Bob Jernberg 

SUBJECT: Dialogue - Review of Literacy Programs

DATE: January 4, 1999

Several programs will be reviewed with the Board of Education as follows:

- Early Childhood Programs including ECFE, Kindergarten Readiness and Partners in Family Literacy Grant - Lauri Winterfeldt-Shanks
- Literacy as it relates to Graduation Standards - Lynne Kovash
- Elementary School Literacy Programs, including Title I and Reading Recovery - Karla Ziemer
- Literacy efforts at Riverside School - Kerry Sewell
- Overview of Literacy Programs at Junior & Senior High Level - Russ Henegar
- Alternative Education Literacy Efforts - Mary Broberg & Catherine Zander
- Adult Basic Education/GED/Adult ESL/VISTA Volunteer Program - Bonnie Herman & Matha Turner

After a very brief review of various aspects of literacy programs from preschool through adult , the presenters will dialogue with the Board regarding these programs.

RMJ/vtr

INDEPENDENT SCHOOL DISTRICT #152



MOORHEAD, MINNESOTA

**1999-2000
ANNUAL
OPERATIONAL
PLAN**

January 1999

Dr. Bruce R. Anderson
Superintendent of Schools

Robert Jernberg
Assistant Superintendent - Teaching /Learning

Dr. John Skinkle
Assistant Superintendent - Human Resources

Robert Lacher
Assistant Superintendent - System Support

PRELIMINARY REVIEW

MEMO #: B99.212

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 6, 1999

SUBJECT: 1999.2000 PRELIMINARY ANNUAL OPERATING PLAN ALL BUDGETS

The preliminary budgets for the 1999.2000 AOP are as follows:

<u>FUNDS</u>	<u>BUDGETED BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>PROJECTED ENDING FUND BALANCE</u>
IV Community Serv.	\$ 220,328	\$ 1,115,015	\$ 1,224,100	\$ 111,243
*V Capital Outlay	\$ (1,083,509)	\$ 3,431,372	\$ 4,989,505	\$ 2,641,642
VII Debt Service	\$ 5,298,647	\$ 1,101,200	\$ 1,140,280	\$ 5,259,567

Attached are the Fund changes.

* Now part of General Fund for annual reporting to the State of Minnesota.
ISD #152 has chosen to maintain a separate fund for management purposes.

FUND IV

COMMUNITY EDUCATION

Community Education

Operational Plan

IV. Community Education Funds Projections

General community education funding has had the same per capita amount since 1992-93, except \$.15 per capita added specifically for youth development in 1994-95. Any increase in our revenue comes from tuition, fees and grants.

For the past several years we have held the line on spending because we knew funding was not increasing. Each year, however, we have ended up with a larger than expected fund balance. For 1998-99 we levied less than the maximum (80%). For 1999-00 the levy will go back to 100%. We will continue to maintain current programs, spending down the fund balance, until we reach minimum fund balance levels when we will make cuts. By that time there may be a state funding increase.

Exhibits

Page

A. Revenue Assumptions and Rationale	IV 1-8
B. Expenditure Assumptions and Rationale	IV 9-10
C. Revenues and Expenditures	IV 11-12
D. Fund Balance	IV 13
E. Staffing	IV 14

January 5, 1999

Community Education Fund

Revenue Assumptions

1. A combination of local levy and state aid provide the funding for the following community education programs. Starting in 1999-00 the state has dropped the Adult Basic Education levy and funding will be from state and federal grants only. For 1999-00 the state has shifted some funding from local levy to state grants.

a. General Community Education funding

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1995-96	172,301	85,495	257,796	0%
1996-97	185,432	72,365	257,796	0%
1997-98	186,124	71,672	257,796	0%
1998-99	162,518	43,720	206,238	-20%
1999-2000	71,102	186,694	257,796	+20%
2000-01	71,102	186,694	257,796	0%
2001-02	71,102	186,694	257,796	0%
2002-03	71,102	186,694	257,796	0%
2003-04	71,102	186,694	257,796	0%

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

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1995-96	76,363	85,881	162,244	-5%
1996-97	102,664	102,874	205,538	+27%
1997-98	106,109	115,561	221,670	+8%
1998-99	123,950	72,641	196,591	-11%
1999-2000	79,753	114,766	194,519	-1%
2000-01	77,360	111,323	188,683	-3%
2001-02	75,039	107,984	183,023	-3%
2002-03	74,563	102,969	177,532	-3%
2003-04	69,426	102,780	172,206	-3%

c. Kindergarten Readiness (state grant only)

<u>Year</u>	<u>State Grant</u>
1995-96	53,476
1996-97	56,340
1997-98	71,639
1998-99	65,000
1999-2000	65,000
2000-01	65,000
2001-02	65,000
2002-03	65,000
2003-04	65,000

1995-96	Actual
1996-97	Actual
1997-98	Actual
1998-99	Preliminary
1999-2000	Projection
2000-01	Projection
2001-02	Projection
2002-03	Projection
2003-04	Projection

Revenue Rationale

The three funds are: General Community Education, Early Childhood Family Education and Other. - Youth Service, Adult Basic Education, Adults With Disabilities and Extended Day are designated amounts in the general community education fund. Kindergarten Readiness, non-public and early childhood screening are part of Other.

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

- a. This revenue is based on district population, currently 37,093. The population will remain constant until the 2000 census. Recent increases in the General Community Education levy have been directed specifically to youth service. Past and current levy amounts are:

1995-96	\$ 6.95
1996-97	\$ 6.95
1997-98	\$ 6.95
1998-99	\$ 6.95
1999-2000	\$ 6.95
2000-01	\$ 6.95
2001-02	\$ 6.95
2002-03	\$ 6.95
2003-04	\$ 6.95

The Community Education Advisory Council recommended levying 80% for 1998-99 because of the large fund balance. They recommended 100% for 1999-00 because of local program needs and the impact of the state shifting funds from local levy to state grant.

- b. The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 1998 was 1690. We are projecting a 3% annual decrease in pre-school population. Starting in 1992-93 we were allowed to apply for \$1.60 per child for in-service for home visitors for violence prevention. For 1997-98 only, the legislature added \$10/capita (\$19,650) but kept the per capita amount at \$101.25. The per capita funding increased to \$113.50 in 1998-99. History of the funding is:

1995-96	2,003 x (\$101.25 + \$1.60)
1996-97	2,030 x (\$101.25 + \$1.60)
1997-98	1,965 x (\$101.25 + \$1.60) + \$10/capita
1998-99	1,708 x (\$113.50 + \$1.60)
1999-2000	1,690 x (\$113.50 + \$1.60)
2000-01	1,639 x (\$113.50 + \$1.60)
2001-02	1,590 x (\$113.50 + \$1.60)
2002-03	1,542 x (\$113.50 + \$1.60)
2003-04	1,496 x (\$113.50 + \$1.60)

Some of the revenue will be made up with tuition increases.

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

Revenue Assumptions

d. Disabled Adult levy and state aid

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1995-96	13,000	13,000	26,000	0%
1996-97	13,000	13,000	26,000	0%
1997-98	13,000	13,000	26,000	0%
1998-99	13,000	13,000	26,000	0%
1999-2000	13,000	13,000	26,000	0%
2000-01	13,000	13,000	26,000	0%
2001-02	13,000	13,000	26,000	0%
2002-03	13,000	13,000	26,000	0%
2003-04	13,000	13,000	26,000	0%

e. Adult Basic Education funding

<u>Year</u>	<u>Local Levy</u>	<u>State & Federal Aid</u>	<u>Total</u>	<u>Change</u>
1994-95	16,388	134,838	151,226	Actual
1995-96	18,298	123,797	142,095	Actual
1996-97	20,229	123,391	143,620	Actual
1997-98	20,304	135,598	155,902	Actual
1998-99	21,830	143,590	165,420	0%
1999-2000	0	165,420	165,420	0%
2000-01	0	165,420	165,420	0%
2001-02	0	165,420	165,420	0%
2002-03	0	165,420	165,420	0%
2003-04	0	165,420	165,420	0%

f. Early Childhood screening (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1995-96	6,639	-30%
1996-97	10,025	+51%
1997-98	10,000	-.25%
1998-99	9,500	5%
1999-2000	9,500	0%
2000-01	9,500	0%
2001-02	9,500	0%
2002-03	9,500	0%
2003-04	9,500	0%

g. Non-Public funding (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1995-96	19,000	-1%
1996-97	30,089	+58%
1997-98	19,910	-34%
1998-99	20,421	+2.5%
1999-2000	20,421	0%
2000-01	20,421	0%
2001-02	20,421	0%
2002-03	20,421	0%
2003-04	20,421	0%

Revenue Rationale

- d. Disabled Adult funding is based on a grant from the state and local levy authority. It is unlikely there will be an increase. There has been no increase since 1990-91. Fees collected are nominal. We have been supplementing the budget with general community education dollars.

- e. There is no longer an ABE local levy. The State and Federal grant is applied for annually and in the future will be based on enrollment numbers. If the numbers are lower than anticipated thereby reducing reimbursement, any overrun will need to come from general community education dollars. ABE is the only program in Community Education that receives Federal funds. Federal monies may decrease or disappear. In recent years we have taken advantage of grant opportunities and sub-contracting with other groups.

- f. We receive \$25 from the Department of Education for each preschooler who is screened. The number of 4-year-olds has been decreasing.

- g. Revenues are based on actual expenditures as this is a reimbursable program. Non-public student count includes St. Joseph's, Park Christian and those home-schooled.

Authorized Rates of Entitlement:

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1998-99 are as follows:

Textbooks, standardized tests and individualized instructional materials	\$ 44.62
Public Health Services	\$ 32.64
Secondary pupil guidance and counseling services	\$115.95

h. Lincoln rent

<u>Year</u>	<u>rent</u>	<u>Change</u>
1995-96	\$40,000	Actual
1996-97	18,000	-55%
1997-98	20,000	+11%
1998-99	20,000	0%
1999-2000	20,000	0%
2000-01	21,000	+5%
2001-02	22,000	+5%
2002-03	23,100	+5%
2003-04	24,300	+5%

i. Extended Day Program (Washington)

<u>Year</u>	<u>Tuition</u>	<u>Gifts & Reimb.</u>	<u>Dist Subsidy</u>	<u>Local Levy</u>	<u>State Aid</u>
1997-98	36,257	20,622	(not needed)	0	0
1998-99	35,000	7,000	up to \$10,000	\$7,240	\$2,760
1999-2000	36,100	7,000	0	10,334	4,666
2000-01	37,200	7,000	0	10,334	4,666
2001-02	38,300	7,000	0	10,334	4,666
2002-03	39,500	7,000	0	10,334	4,666
2003-04	40,700	7,000	0	10,334	4,666

- h. Lincoln expenses are covered by charging rent to Early Childhood Family Education and Kindergarten Readiness. We have not set aside money for building improvements but will assess those programs as needed.

- i. Extended Day Program. This pilot program at Washington charges fees, receives gifts and gets child care reimbursement. The district general fund had earmarked up to \$20,000 to pay any shortfall. In the first year (1997-98) the subsidy was not needed. In 1998-99 it was reduced to a maximum of \$10,000 and the following year there will be no support. A Community Education program that offers an extended day program (Washington kindergarten) can collect revenue for actual additional costs of providing services to children with disabilities. This money will reduce the need for district support.

Revenue Assumptions

2. Some programs have tuition or fees (Adult Classes, Drivers Education, ECFE, CHOICES, Seniors, Summer Music, Summer Safari, GED Tests, and all-day kindergarten). Fees will supplement the cost of Community Education programs. Fees will increase by 3% to cover instructional costs.

<u>Year</u>	<u>Amount</u>
1995-96	123,663
1996-97	141,257
1997-98	213,911
1998-99	185,400
1999-2000	190,962
2000-01	196,691
2001-02	202,592
2002-03	208,670
2003-04	214,929

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

<u>Year</u>	<u>Income</u>
1995-96	30,146
1996-97	26,930
1997-98	37,092
1998-99	25,000
1999-2000	30,000
2000-01	10,000
2001-02	9,700
2002-03	9,400
2003-04	9,100

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

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

Revenue Rationale

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

3. Because fund balances have remained high so has our interest income, but interest income will drop as the fund balance decreases. Interest is projected to drop 5% each year but may be more due to decreased fund balance.

4. Grants for 1998-99 are:

Clay County Family Service Collaborative for Partners In Learning	\$73,250
Healthy Community Initiative (After School Activities)	25,000
MN Dept. CFL Service Learning Grants to Riverside and Senior High	12,942
MN Dept. CFL Citizenship classes	12,300
Cass County Extension Service Learning Grants	2,990

5. Service agreements for 1998-99
Work Force Literacy 46,960

Community Education Fund

Expenditure Assumption

1. For 1999-00 expenditures will need to be reduced. It is unlikely that any programs will be added unless a current program is dropped. During 1998-99 Community Education took on total funding of the District Communications person and dropped a half-time coordinator. Current positions are projected to continue with annual salary increases as per negotiated agreements. No increases are projected for supplies or contracted services and in some cases decreases will be necessary. Programs such as Driver's Education, all-day kindergarten, summer band and summer orchestra will be self-supporting.
2. Teaching staff for classes for adults and school age children will be hired as needed. Rates of pay will increase each year.
3. Because of decreased pre-school numbers there will need to be some cost-cutting in the Early Childhood Family Education program.
4. Using the kindergarten readiness fund balance will enable us to maintain programming.
5. General community education funds will be used to supplement CHOICES budget until there is a state increase in funding or until general community education funds are tight.
6. Expenditures for the Adult Basic Education program will need to be monitored so they don't go over the reimbursable amount based on enrollment.
7. Non-public expenses and Preschool Screening are included in the Community Service fund. Non-public expenses are not managed by Community Education. Preschool screening came under Community Education management in 1994-95. Starting fall 1996 the screening is done under contract by Clay County Public Health. Expenses are greater than the state reimbursement and we will continue to supplement funding by doing exit interviews and some clerical work with ECFE and Kindergarten Readiness staff.
8. Early Childhood Family Education and Kindergarten Readiness will continue to share the costs of operating Lincoln Community Education Center.
9. All-day kindergarten will not be subsidized by Community Education. Fees, gifts, county child care reimbursements, and an extended day levy/state grant will cover the costs.

Expenditure Rationale

1. Staffing needs will be analyzed in: administration, class coordination, Community Arts, Seniors, and Youth Development, as well as secretarial. Current positions are one full-time director, full-time coordinator, four half-time coordinators, the district full-time communications coordinator and 3 FTE secretarial positions. These will be analyzed in terms of program needs. Needs are identified and responses generated and recommended by the Community Education Advisory Council. Changes needed may dictate different staffing patterns and staff responsibilities. New programs added will be self-supporting where possible. As income increases, decreases, or remains stable, current programs will be examined and changes will be made to reflect current financial resources.
2. Some staff costs are based on staff required for fee-based programs. As participation increases, staff costs will increase but income also increases. Fees that are collected cover the increased program costs and also supplement other programs. Staff may be added as necessary to carry out grant requirements.
3. A decrease in preschool population will need to be offset by expenditure reductions unless we can increase participation through strengthened marketing efforts and/or increasing revenue from non-residents. The Early Childhood Family Education program has a full-time director and pays 10% of the Community Education Director and 33% of the salary of the Community Education program coordinator. All other staff are part-time, including a 3/4 time secretary.
4. The program will work closely with other early childhood programs at Lincoln and with Title I to extend resources. This program has a part-time coordinator and part-time teachers and jointly funds a Learning Readiness/Title I/Home School Liason.
5. Additional funds from general community education will be used to increase participation but the coordinator will continue to work half-time.
6. The coordinator will continue as full-time as long as funding is available. There is a part-time secretary (casual labor). The state is changing the method of funding Adult Basic Education so we will need to adjust costs to reflect this. Implementation of welfare reform may also require changes in programming and staffing. We will continue to look for ways to sell services to other agencies.
7. Non-public funding is flow-through funding that supplies textbooks, health services and guidance services for students who attend non-public schools and home schooled students who live in the district. Expenditures equal revenues. In preschool screening, revenues are enhanced by using ECFE staff to do exit interviews. Preschool screening expenditures are determined by the numbers of children screened. Screening of children ages 3½-5 year old must be completed prior to entering kindergarten.
8. Lincoln expenditures are based on experience. Should there be additional costs for operating the building they will be charged back to ECFE and KR.
9. This is an in-and-out account. Fees are collected to pay staff and supplies. This may expand to other elementary schools, again not subsidized by Community Education.

Revenue Rationale

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

Little increase in tax revenue is expected over the five-year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, developing additional profitable fee-based programs, grants and contracting to operate programs. Figures for 1999-00 and years following do not include current grants; some may continue.

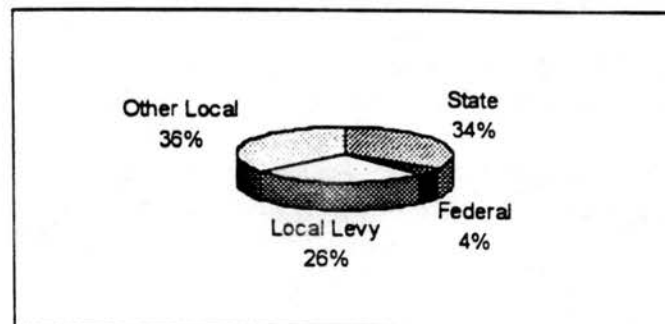
Revenues 1995-2004

	1995-96	1996-97	1997-98	Estimated 1998-1999	1999-2000	2000-01	2001-02	2002-03	2003-04
Gen Com Ed	\$263,062	\$268,684	\$264,292	\$206,240*	\$257,796	\$257,796	\$257,796	\$257,796	\$257,796
Fees	133,004	141,257	173,761	147,900	175,000	190,000	195,700	201,571	207,618
Kinderg			56,879	72,000	58,100	59,200	60,300	61,500	62,700
CHOICES	27,041	26,893	27,187	29,000	29,000	29,000	29,000	29,000	29,000
ABE	178,979	193,968	254,684	281,095	225,000	225,000	225,000	225,000	225,000
Interest	30,146	26,930	37,092	25,000	30,000	10,000	9,700	9,400	9,100
ECFE	174,603	214,353	227,007	200,140	194,519	188,683	183,023	177,532	172,206
Kind Read	53,476	56,340	71,639	60,000	65,000	65,000	65,000	65,000	65,000
Lincoln	40,000	18,000	20,000	20,000	20,600	21,000	22,000	23,100	24,300
Other*	26,914	84,908	61,921	148,592	60,000	61,800	63,700	65,600	67,500
TOTAL	\$927,225	\$1,031,333	\$1,194,462	\$1,189,967	\$1,115,015	\$1,107,479	\$1,111,219	\$1,115,499	\$1,120,220

*Includes Early Childhood Screening, Non-public Education and Grants

Community Education Revenues by Source 1998-99

State	402,392
Federal	53,100
Local Levy	312,060
Other Local	427,415
TOTAL	1,194,967



Expenditure Rationale

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

Community Education programs change and as they do, costs will change. As these changes take place, ways need to be found to streamline program operations and to develop cost-effective procedures. Expenditures do not include anticipated grants.

1999-2000 expenditures have been reduced by grants (\$175,000) and cost cuts (\$100,000). If the carry-over is substantial not all cuts will need to be made. A one-year contribution to Healthy Community Initiative (up to \$25,000) is included in the expenditures. The next year general Community Education expenditures will be cut by 10%.

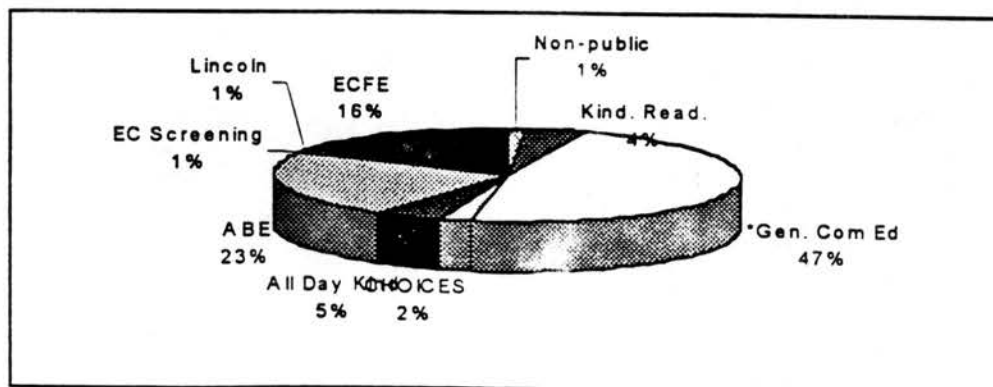
Expenditures 1995-2004

	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04
*Gen Com Ed	\$359,128	\$450,763	\$512,992	\$741,392	\$569,680**	\$495,000	\$495,000	\$495,000	\$495,000
CHOICES	27,120	26,922	31,988	32,560	29,000	29,000	29,000	29,000	29,000
All Day Kgn			58,008	72,180	58,100	59,200	60,300	61,500	62,700
ABE	145,273	189,653	232,239	359,410	235,000	225,000	225,000	225,000	225,000
ECFE	216,265	188,092	225,676	252,860	220,000	200,000	190,000	180,000	175,000
Kind Read	43,546	26,130	50,136	65,970	63,000	60,000	60,000	60,000	60,000
Lincoln	45,538	18,820	18,788	19,330	19,910	20,507	21,122	21,756	22,408
Non-public	20,711	21,617	20,637	19,910	19,910	19,910	19,910	19,910	19,910
EC Screeng	13,164	6,975	9,325	9,500	9,500	9,500	9,500	9,500	9,500
Total	\$870,745	\$928,972	\$1,159,719	\$1,573,112	\$1,224,100	\$1,118,117	\$1,109,832	\$1,101,666	\$1,098,518

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

**This amount includes district communications, support for Healthy Community Initiative but would reduce Community Partnership, equipment, school-age classes and after-school programming.

1998-99 Expenditures



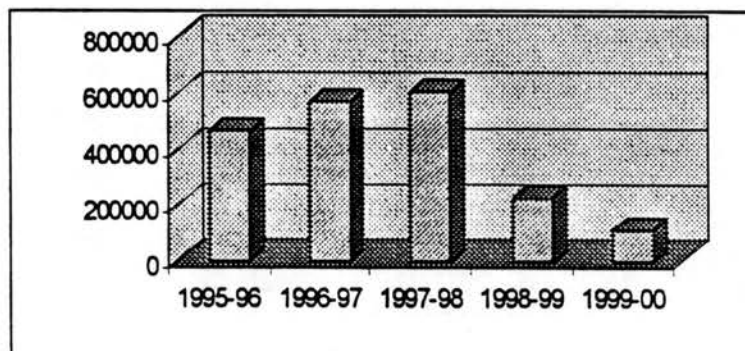
Community Education Fund Balance 1995-2004

	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04
Bal. 7/1	\$411,486	\$466,370	\$568,730	\$603,473	\$220,328	\$111,243	\$100,605	\$101,992	\$115,825
Revenues	927,227	1,031,332	1,194,462	1,189,967	1,115,015	1,107,479	1,111,219	1,115,499	1,120,220
Total Resrce	1,338,713	1,497,702	1,763,192	1,793,440	1,335,343	1,218,722	1,211,824	1,217,491	1,236,045
Expenditures	872,343	928,972	1,159,719	1,573,112	1,224,100	1,118,117	1,109,832	1,101,666	1,098,518
Bal. 6/30	\$466,370	\$568,730*	\$603,473	\$220,328	\$111,243	\$100,605	\$101,992	\$115,825	\$137,527

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

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

Community Education Fund Balance



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

	<u>June 30, 1996</u>	<u>June 30, 1997</u>	<u>June 30, 1998</u>
1. Community Education	\$366,790	\$402,978	\$422,884
2. Early Childhood Family Education	\$98,941	\$124,202	125,533
3. Community Service includes Early Childhood Screening, Learning Readiness and non-public.	<u>\$639</u>	<u>\$41,550</u>	<u>55,056</u>
Audited Fund 4 reserve balance	\$466,370	\$568,730	\$603,473

Community Education Staffing 1998-99

<u>#of</u> <u>Staff</u>	<u>Title</u>	<u>Full/Part</u> <u>Casual</u>	<u># of months</u>
1	CE Director	Full-time	12-month
1	ECFE Coord.	Full-time	12-month
1	ABE Coord.	Full-time	12-month
1	Prog. Coord.	Full-time	12-month
5	Coordinators	Half-time	9-months (CHOICES, Community Arts, Older Adults, Youth, *Community Partnership, Kindergarten Readiness)
1	KR/Title 1/ Home School Liason	Full-time	9-months (jointly funded with Title 1)
1	District Comm. Coordinator	Full-time	12-month (not supervised by Community Ed)
1	Secretary	Full-time	12-month
4	Secretary	Part-time	9-month

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

* This position is in 1998-99 budget but will probably be eliminated for 1999-00 in order to fund full-time District Communications Coordinator.

FUND V

CAPITAL OPERATING REVENUE

CAPITAL OUTLAY FUND

CAPITAL OUTLAY DEFINED: "Site improvements, building improvements and capital repairs are of such magnitude that they represent an expenditure with a minimum of individual project cost of \$1,000 with the useful life of at least ten years, and significantly increase the value and/or extend the useful life in the instance of capital repair. Equipment represents an expenditure with a minimum unit cost of \$750 with a useful life of at least four years.

Capital Outlay will be allocated in the areas as follows:
 Facilities (requires a hearing of five-year plans before July 1 each year)
 Health and Safety

CAPITAL OUTLAY REVENUE ASSUMPTIONS & RATIONALE (Lines 5-16)

Capital Outlay major parameters will continue to be based on legislation, Minnesota Department of Education Regulations, and local levy decisions within those limitations.

Statutes require a school board to adopt a capital expenditure facilities program by a two-thirds vote after notice and hearing as part of a five-year program which must be reviewed by the district before July 1 of each year. After notice and hearing; after the annual review, the program may be amended to include the ensuing five-year period.

Grants/Donations will only be added to revenue and expenditure budgets when appropriate.

REVENUES

LINE

OPERATING CAPITAL. 5

In 1997, the legislature combined the Capital Outlay Fund with the General Fund for UFARS reporting.

The 98/99 Revenue will be folded into the General Fund and identified as Operating Capital. We will continue to maintain a separate accounting structure. Our revenue will decrease to \$197 per WADM. In 98/99 it was \$204 per WADM. The operating capital revenue will be \$200 per WADM.

LEASE LEVY 6

Lease levy *will* may continue to be utilized for Athletic facility rental, Community Education space, MCAP Armory use and rental of the Moorhead Sport Center spaces available for school use. *The levy will lag expenses by one year. The lease levy, if utilized, would lag expenses by one year. For the 1999.2000 school year the district chose to utilize excess levy funds for leases vs levying additional dollars.*

EXCESS LEVY 6.1

November 3, 1998, voters approved an additional \$290 per weighted pupil unit of excess levy. The district will utilize the additional revenue for capital needs and to pay the lease, crime, and health benefit expenses.

EXCESS LEVY AID 6.2

INTERACTIVE TELEVISION

9

The levy for Interactive Television is 0.56% of the adjusted net tax capacity of the district. The 98/99 99.00 total is 72/699 65,298, a decrease of 14/1 10.2% from the 97/98 98.99 total of 84/602 72,699. This year the levy allows the district to not only fund line charges for Interactive Television, but any excess revenue may be spent to provide Internet service for the classroom. **This Levy ceases in the year 2000.**

HEALTH & SAFETY

14

Health and Safety aid and levy revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used for removal or encapsulation of asbestos, asbestos-related repairs, or for the removal of PCBs or clean-up removal, disposal and repairs related to radon and to storing heating fuel or transportation fuels. It is assumed that all projects will receive prior approval before the levy is authorized. Health and safety adjustments will be made as approved by the Minnesota Department of Children, Families and Learning. The State Fire Marshall has just completed a legislated mandate to inspect our schools. We have completed a list of 101 items to correct in our buildings. The \$1.1M high project was completed at about 1/2 of the estimated cost of fire suppression + \$650,000/

CAPITAL OUTLAY FACILITY OPERATING EXPENDITURE ASSUMPTIONS AND RATIONALE (Lines 17 - 46)

Operating Capital Revenue may be used for repair and restoration of existing district-owned facilities, new construction, correcting existing health and safety hazards, equipping buildings, surplus school buildings that are used substantially for public non-school purposes, leasing buildings, and purchasing or leasing interactive telecommunications equipment.

Priority for allocations of Operating Capital Facilities (in priority are as follows):

1. Health and Safety
2. Energy conservation
3. Building preservation
4. Needed space for continuing programs
5. Telecommunications Technology
6. Convenience
7. Appearance

Operating Capital Revenue may be used to pay capital expenditure related assessments of any entity formed under a cooperative agreement between two or more districts, to purchase or lease computers and related materials, copying machines, telecommunications equipment, and other non-instructional equipment, to purchase or lease equipment for instructional programs, to purchase textbooks, to purchase library books, and to purchase vehicles other than school buses. Most items can readily be classified as equipment. However, the following are examples of equipment items that could appear to qualify as supplies: encyclopedias, large wall maps, large free-standing globes, band and choir uniforms, chairs, and library books representing initial adoptions and later substantive improvements. Beginning in 1993/94, shelving, cable networks and other items attached to buildings will be classified as facilities.

Equipment expense will be allocated based on the following in priority:

- 1////Essential furniture use existing inventory first
- 2////Technology
- 3////Specialized equipment needed for instruction
- 4////Specialized equipment needed for maintenance and transportation
- 5////Equipment to support curriculum and instruction
- 6////Convenience
- 7////Appearance

FOOD SERVICE 17

Food Service will be self supporting for its equipment. However, there is a need to utilize facilities capital for built-in equipment such as walk-in coolers, dishwashers, and necessary remodeling projects related to preparation and serving of food. I.e. Washington Kitchen / / 17/1 Food Service allocation of \$10,000.00 per year is being eliminated to finance building construction.

SPECIAL ASSESSMENTS & TAXES 18

Special Assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services. As of December 1994 8 we had paid off all existing City assessments. A new assessment is 34th St Construction \$20,087/

MAINTENANCE PROJECTS 19

Capital Maintenance Projects for buildings and grounds will be based on priorities established through input from principals to the Buildings and Grounds Supervisor, who will recommend the priority needs to the Superintendent or his designee. It is assumed that the capital maintenance projects will increase at the standard rate. Listing of projects can be found on pages V-11/ Many maintenance projects are included in the Long Range Facility Plan (Attached).

TELEPHONE/TELECOMMUNICATIONS 20

Telephone/Telecommunication expenses include equipment and line lease expense. It is anticipated that lease expenses will increase at the standard rate. We should consider a review of our telecommunication network. What level of service do we want to provide? The Long Range Technology Budget has assumption for the future in this area.

BUILDING CONSTRUCTION 21

ALL building construction during the period of July 1/ 1993 through July 1/ 1998 was completed through referendum expenses, and that construction in 1998/99 will include needed repairs. In 1999, there is \$160,000 for the renovation of Washington Kitchen. The Long Range Facility Plan lists the building construction allocations as a outcome of nearly 7 months of planning (attached).

Lease Levy facility expenses will continue to include space for Moorhead Sports Center, rental of football fields and other facilities. The leases will be dependent on annual prior approval by the Minnesota Department of Children, Families and Learning. We will review space options for alternative education programs and use the lease levy to provide that space. There is a limit of \$100 per WADM on the lease levy.

BUILDING ALLOCATION 23-30.1

Allocation of \$25 per WPU as of the prior October actual enrollment. **MAY HAVE TO BE SUSPENDED DUE TO CASH FLOW NEEDS.**

ATHLETICS 29.1
32.1

This is part of the building allocation that is given to Athletics. The buildings are free to change this allocation and be involved in expenditure determination.

INTEREST. 32

Cost to finance cost deficits, will grow as deficit grows.

TECHNOLOGY 33 33.1 & 34

Technology categorical expenses include hardware upgrades, preventative maintenance and repair, software adoption and version upgrades, employee training costs, and new workstation acquisitions//~~IT~~ and staff.

TECHNOLOGY NETWORKING PLAN 35

The district WAN will be completed on or about January 4, 1999. Additional cabling will be needed to complete the LAN's at the Moorhead Sports Center, Lincoln, & MCAP. Additional Category 3 cabling will be installed in all buildings (connect wiring closets together) to facilitate new and upgraded voice and intercom systems. In addition, our data network line lease and ISP costs are included here.// See attached LRFP for projected 10 year Technology Plan.

INTERACTIVE TELEVISION 36

The district is allowed to levy for this category through the year 2000. The funds will be used to pay for line charges on our video dial-up system and to purchase an additional video roll-about cart. Also, desktop video conferencing will be implemented on an as needed basis. Any additional levy funds will be used to pay for leased telecommunication lines providing Internet access to our district classrooms.

REPLACEMENT OF EQUIPMENT 37

Equipment which must be replaced immediately for continuity of instructional programs or for equipment essential for school district operation will be purchased when necessary from this contingency budget. Non-emergency items will not be replaced from this budget.

MAINTENANCE/TRANSPORTATION 38

Maintenance/transportation equipment will be purchased based on the recommendations of the Buildings and Grounds Supervisor and Transportation Supervisor. These expenditures do not include school bus purchases or repair. These expenses are for maintenance/transportation.

VEHICLES 39

Vehicle equipment expense will be utilized to replace used vehicles for out-of-town transportation. The Director of Transportation will make recommendations regarding purchasing of vehicles. It is assumed that the budget for these expenditures will remain constant for the period of projections 2000 to 2008.

MEDIA/A.V. 40

Audiovisual equipment and application software will be purchased based on the recommendation of the Building Technicians, Media Specialists, Principals with assistance from the Director of Media Services and Director of Information Systems and Instructional Support. Attention will focus on the district's integration of technology plan and the delivery & implementation of the MN Profiles of Learning. (X)

(X) The outcome of an Excess Levy Referendum will effect these assumptions

MEDIA/LIBRARY 41

Media/Library print books and electronic resources will be purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support. Specific attention will be given to the current curriculum cycle, the district's focus on technology integration and those resources needed for implementation of the MN Graduation Standards. (X)

DISTRICT WIDE EQUIPMENT 42

Eliminated to help cover cash flow deficit.

District wide equipment expenses will be utilized for purchasing equipment for new construction/ each new classroom will be equipped with intercoms/ a teacher's desk/ student desks/ and a file cabinet/ This budget will be utilized for district wide programs such as ESL/ gifted education/ district office needs/ and equipment needed to support newly adopted programs/ A significant portion of this budget area will be utilized as a follow up to implementation of programs as a part of the District Curriculum Review Cycle/ This budget area will vary based on need/

44

District expense for musical instrument purchase and replacement will be based on recommendations from the District's music staff.

TEXT BOOK ADOPTION 44

This will vary from year to year and has been charged to the ~~maintenance~~ **general fund** since 1997.98 ~~and for the foreseeable future.~~ **1998.99 and future years will be charged to Capital Outlay.**

HEALTH AND SAFETY ASSUMPTIONS & RATIONALE 47-54

This revenue is available based on approval of an application to the Commissioner of Education for hazardous substance removal, fire code compliance or life safety repairs. The revenue may be used to correct fire safety hazards ~~of r~~ life safety hazards or for the removal or encapsulation of asbestos, asbestos-related repairs, clean-up and disposal of PCBs or clean-up removal, disposal and repairs related to storing heating fuel or transportation fuels. Asbestos removal is for removal of floor tile in various buildings. This will require prior approval from the Minnesota Department of Children, Families & Learning.

Changing state guidelines decreases positive fund balance to "0".

OPERATING CAPITAL REVENUE FUND BALANCE RATIONALE 2

Future balances will be determined by the decisions we make relative to future building construction and remodeling and technology. **The projection is for a deficit for the next 10 years.**

(1) The outcome of an Excess Levy Referendum will effect these assumptions.

HEALTH AND SAFETY FUND BALANCE RATIONALE 3

The health and safety fund balance will continue to fluctuate based on expenditures which will only be completed upon prior state approval and the resulting adjusted revenue to insure funding for payment of those expenditures. Significant expenditures continue to be for asbestos removal as it relates to asbestos tile flooring. The state is determining whether it is advisable to remove asbestos tile or to continue to insure that the asbestos is encapsulated. Asbestos removal will not occur without prior state approval. Therefore, estimated revenues and expenditures may vary from projections.

Independent School District No. 152
V Capital Outlay Fund

2000-2009 Budgetary Data																		
	06-Jan-99	94-95	95-96	96-97	IRFP 97-98	YFAR 98-99	1 1999-00	2 2000-01	3 01-02	4 02-03	5 03-04	6 04-05	7 05-06	8 06-07	9 07-08	10 08-09		
Line #		ACTUALS	ACTUALS	ACTUAL	ACTUAL	BUDGET	Prel Budget	PROJECTED										
BEGINNING FUND BALANCE																		
1	Disabled Accessibility		(34,772)	2,610	119,820	99,745	(50,255)	(144,095)	(218,615)	(290,105)	(118,255)	(343,255)	(368,255)	(393,255)	(418,255)	(443,255)		
2	Operating Capital	36,672	378,338	961,024	480,759	(246,949)	(1,000,685)	(2,497,547)	(2,071,980)	(956,418)	111,786	(2,209,348)	(1,472,274)	(856,677)	(280,188)	268,170		
3	Health and Safety	587,160	(74,567)	259,149	192,907	265,511	(12,569)	0	0	0	0	0	0	0	0	0		
4	Total Beginning Fund Balance	623,832	268,999	1,223,003	991,486	118,127	(1,081,509)	(2,641,642)	(2,112,615)	(1,246,721)	(186,469)	(2,552,603)	(1,840,529)	(1,249,932)	(698,643)	(174,885)		
REVENUES																		
5	Operating Capital Aid	1,388,323	1,403,955	1,324,554	1,312,486	1,346,600	1,304,492	1,277,212	1,266,525	1,241,171	1,224,801	1,204,099	1,184,027	1,184,027	1,184,027	1,184,027		
6	Lease	257,821	298,681	245,754	221,153	217,440												
6.1	Excess Levy						541,629	511,408	528,086	518,218	511,880	503,562	495,383	491,763	484,227	479,881		
6.2	Excess Levy Aid						1,263,802	1,219,952	1,212,202	1,209,175	1,194,187	1,174,977	1,155,891	1,147,447	1,129,863	1,119,721		
7	Interest Income (Townsite Loan)	62,180	45,582	71,149	44,778	41,780	42,780	41,780	40,780	19,780	18,780	37,780	36,780	35,780	34,780	33,780		
9	Interactive Television		36,962	80,419	77,491	72,700	72,700	0	0	0	0	0	0	0	0	0		
10	Misc /Donations/Grants	90,296	11,972	19,319	164,992	88,000												
11	Sale of Property		10,919	757														
12	Total Operating Capital	1,798,620	1,810,071	1,744,152	1,820,900	1,768,520	1,225,401	1,090,352	1,067,593	1,008,544	2,969,849	2,920,419	2,872,084	2,859,017	2,832,898	2,817,412		
13	Super Fund Reimb.	8,297			10,413													
14	Health and Safety	(216,106)	962,310	481,243	511,015	(124,700)	205,969	173,400	173,400	173,400	173,400	173,400	173,400	173,400	173,400	173,400		
Total Health & Safety		(207,809)	962,310	481,243	521,428	(124,700)	205,969	173,400	173,400	173,400	173,400	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	2,342,328	1,643,820	1,431,372	1,263,752	1,240,993	1,181,944	3,143,249	3,093,819	3,045,484	3,032,417	3,006,298	2,990,812		

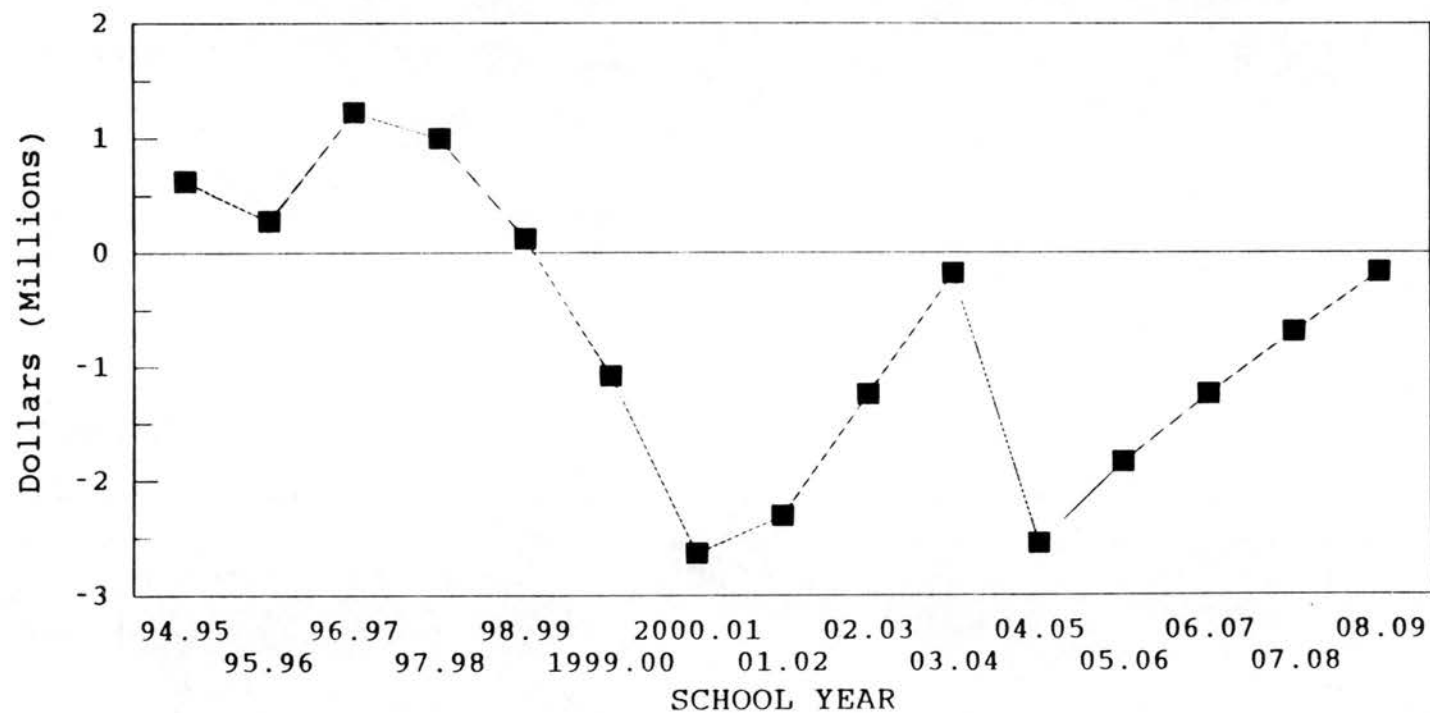
Independent School District No. 152
V. Capital Outlay Fund

	06-Jan-99	94.95	95.96	96.97	LFPF 97.98	YEAR 98.99	1 1999.00	2 2000.01	3 01.02	4 02.03	5 03.04	6 04.05	7 05.06	8 06.07	9 07.08	10 08.09	
Line #		ACTUALS	ACTUALS	ACTUAL	ACTUAL	BUDGET	Prel Budget	PROJECTED									
	EXPENDITURES																
	OPERATING																
17	Food Service	118,124	41,545	10,000	6,951	0	0	0	0	0	0	0	0	0	0	0	
18	Special Assessments	30,898	7,171	8,528	8,422	27,490	8,800	8,800	8,800	8,800	8,800	8,800	8,800				
19	Maintenance	211,000	197,769	215,805	932,940	167,200	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
20	Telephone/Telecommunications	66,210	72,166	71,879	88,679	91,140	94,080	96,901	99,810	102,804	105,888	109,065	112,117	115,707	119,178	122,751	
21	Building Construction			111,111		215,060	1,620,475	1,097,411	457,011	191,111	1,420,211	111,111	111,111	111,111	111,111	111,111	
21.1	Air Conditioning	2,002	142,610	828,622													
21.2	Security Equipment		112,988														
21.3	Reading Recovery Room		26,822														
22	Lease Levy	292,578	226,171	221,702	222,452	217,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	
	Building Allocation																
23	Edison	13,204	13,741	11,105	15,120	14,750	14,509	14,509	14,509	14,509	14,509	14,509	14,509	14,509	14,509	14,509	
24	Profffield	13,259	14,741	13,894	16,808	16,140	16,271	16,271	16,271	16,271	16,271	16,271	16,271	16,271	16,271	16,271	
	Piperside	12,605	7,216	9,544	10,151	10,060	9,017	9,017	9,017	9,017	9,017	9,017	9,017	9,017	9,017	9,017	
26	Washington	17,516	11,873	12,486	16,044	16,110	16,298	16,298	16,298	16,298	16,298	16,298	16,298	16,298	16,298	16,298	
27	Robert Aspl	25,801	16,408	17,667	19,172	20,960	20,909	20,909	20,909	20,909	20,909	20,909	20,909	20,909	20,909	20,909	
28	Volages	14,101	4,847	5,112	0	0	0	0	0	0	0	0	0	0	0	0	
29	D. High	66,191	25,224	16,211	29,166	28,655	28,200	28,200	28,200	28,200	28,200	28,200	28,200	28,200	28,200	28,200	
29.1	Athletics	1,497	2,809	0	1,918	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	
30	St. High	69,594	44,148	44,681	57,821	51,768	51,580	51,580	51,580	51,580	51,580	51,580	51,580	51,580	51,580	51,580	
30.1	Athletics	15,418	5,266	5,997	5,975	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	
31	Transfer to cover fund 06 exp	211,257		0	0	0	0	0	0	0	0	0	0	0	0	0	
32	Interest	7,443	15,148	0	0	12,000	42,000	52,000	62,000	72,000	82,000	92,000	102,000	102,000	102,000	102,000	
33	Technology	24,662	22,984	22,551	261,228	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	21,000	
33.1	Technology Staffing					149,870	154,166	158,997	161,767	168,680	171,740	178,951	184,321	189,851	195,546	201,411	
34	Technology Long Term/Emergency	31,490	29,707	6,861	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
35	Technology Plan			99,684	751,416	1,120,700	100,000	545,110	476,100	482,400	837,800	1,000,872	1,055,174	1,081,516	1,071,760	918,201	
36	Interactive Television			42,778	0	10,000	10,000	0	0	0	0	0	0	0	0	0	
37	Replacement of Equip		10,855	10,000	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
38	Maint. Transportation	22,099	27,019	21,042	9,050	20,000	10,000	15,000	10,000	20,000	10,000	10,000	10,000	10,000	10,000	10,000	
39	Vehicles	7,600	26,000	26,000	19,717	15,000	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
40	Media/A.V.	25,772	26,786	27,198	27,040	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	
41	Media Library	27,156	25,870	25,602	25,421	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	26,000	
42	District-Wide Equip.	71,008	42,758	60,167	14,185	0	0	0	0	0	0	0	0	0	0	0	
43	Music	12,010	11,997	11,697	11,548	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	
44	Text Book Adoptions			225,000		161,100	161,100	161,100	161,100	161,100	161,100	161,100	161,100	161,100	161,100	161,100	
45	Misc./Innovations/Grants	24,217	20,102	(461)	(4,840)	7,211											
46	Total Operating	1,456,954	1,227,385	2,224,417	2,548,608	2,522,256	4,722,265	2,666,785	1,950,012	1,920,119	5,110,981	2,183,144	2,256,487	2,282,729	2,284,119	2,138,024	

Independent School District No. 152
V. Capital Outlay Fund

Capital Safety Fund																		
	06-Jan-99	94.95	95.96	96.97	LRFP 97.98	YEAR 98.99	1 1999.00	2 2000.01	3 01.02	4 02.03	5 03.04	6 04.05	7 05.06	8 06.07	9 07.08	10 08.09		
Line #		ACTUALS	ACTUALS	ACTUAL	ACTUAL	BUDGET	Pre-Budget	PROJECTED										
HEALTH AND SAFETY																		
47	Tank Replacement	29,813	26,056	10,319	5,572													
47.1	Well Monitoring	49,790	397,381															
48	Fire Code Compliance	25,812	80,088	85,136	298,620	15,000	15,000	15,000	15,000	15,000	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				11,355													
50	Asbestos Removal/Hazardous Mat	4,893			0	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000		
51	Asbestos Loan Payback	76,343	76,343	76,343	76,572	76,400	76,400	76,400	76,400	76,400	76,400	76,400	76,400	76,400	76,400	76,400		
52	Hazardous Substance Consult	2,907	27,935	125,105	7,814	52,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000		
53	Health & Safety Management			21,573	248,871													
54	Health and Safety	453,918	628,394	347,685	648,804	171,400	171,400	171,400	171,400	171,400	171,400	171,400	171,400	171,400	171,400	171,400		
55	Disabled Accessibility	92,219	22,598	2,810	20,075	150,000	91,840	94,540	51,670	27,950	25,000	25,000	25,000	25,000	25,000	25,000		
56	Total Expenditures	2,003,091	1,878,377	2,574,912	3,217,487	2,845,656	4,989,505	2,914,725	2,175,102	2,121,689	5,509,181	2,181,744	2,454,887	2,481,129	2,482,539	2,336,424		
57	Total Revenue Over Expenditure (Total Expenditure Over Revenue)	(352,280)	954,004	(229,517)	(875,159)	(1,201,816)	(1,558,111)	129,027	1,065,891	1,060,255	(2,366,114)	712,074	590,597	551,289	523,759	654,388		
58	Total Ending Fund Balance	271,552	1,223,003	993,486	118,327	(1,083,509)	(2,641,642)	(2,312,615)	(1,246,723)	(186,469)	(2,552,603)	(1,840,529)	(1,249,932)	(698,643)	(174,885)	479,503		
GRADE																		
59	K	490	500	455	415	425	420	440	425	440	415	420	420	420	420	420		
60	1-6	2,992	2884	2820	2714	2,667	2,589	2,556	2,496	2,424	2,448	2,413	2,408	2,407	2,389	2,384		
61	7-12	2,572	2681	2692	2719	2,756	2,727	2,641	2,655	2,613	2,518	2,485	2,412	2,377	2,322	2,285		
		6054	6067	5967	5868	5848	5716	5617	5576	5475	5401	5318	5240	5204	5131	5089		
	K	0.53	0.53	0.53	0.53	0.53	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	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	1.30	1.30	1.30	1.30	1.30		
62	K	260	265	241	211	225	221	213	225	213	220	223	223	223	223	223		
63	1-6	3,172	3,057	2,989	2,877	2,827	2,744	2,709	2,646	2,569	2,595	2,558	2,552	2,551	2,532	2,527		
64	7-12	3,344	3,488	3,500	3,535	3,583	3,545	3,433	3,452	3,394	3,299	3,231	3,136	3,090	3,019	2,971		
65	Excess Levy Funds	6,774.82	6,809.94	6,729.95	6,642.09	6,635.07	6,512.04	6,375.86	6,322.51	6,196.94	6,114.23	6,010.88	5,910.68	5,864.12	5,773.54	5,720.14		
			290.00				1,805.412	1,771.359	1,760.288	1,727.193	1,706.267	1,678.539	1,651.276	1,639.210	1,614.091	1,599.605		
			98.99															
66	Facilities Fund		200			1,129,137	1,104,492	1,277,212	1,266,525	1,241,371	1,224,803	1,204,099	1,184,027	1,174,701	1,156,556	1,145,858		
* Formally 100% Local Levy. Do we want to keep as part of Capital Resources?																		

Capital Outlay Fund Balance



LONG RANGE FACILITY PLAN
1999 TO 2004

Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
RECOMMENDED										

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

BUILDING	Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 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
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	384,060	439,060	498,060	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
Total	9,482,135	1,466,060	1,317,460	2,155,000	1,868,100	16,288,755

Building												
Sr High	*1	Orchestra room and small rehearsal spaces w/storage /Student Dining	1,000,000		400,000							400,000
	11	(3,200 Sq Ft)										
Sr High	***2	Gymnastics (An area dedicated to gymnastics practices	24,900	8,300	8,300	8,300	9,000	9,000				42,900
Sr High	21	and meets that could accommodate the addition of a spring floor)										
Sr High	***3	Locker Rooms/Girls' Hockey Locker in Sport Center	150,000	200,000								200,000
Sr High	4	(Renovate and update existing locker rooms and separate	350,000	431,600								431,600
Sr High	41	athletic locker room space)										
Sr High	5	Gymnasium Space (Add four full courts in a multi-purpose	4,000,000	Look at Pool alternatives								
Sr High	51	facility to meet needs of school and community)										
Sr High	6	Special Education Appropriate Space Part of addition on	500,000	500,000								500,000
Sr High	61	East side of building to accommodate the Orchestra needs										
Sr High	62	SLDEBD										
Sr High	63	MMMR/MSMR	?									
Sr High	64	WEH	?									
Sr High	65	Itinerant Staff	?									
Sr High	66	Conference Room	?									
Sr High	7	Auto Shop- Expand 23' to South	300,000	400,000	Expand West							400,000
Sr High	8	Woodworking Lab- 23' to the North	300,000	400,000	Expand West							400,000
	81	Welding/Small Engines Lab (By relocating of one										
	82	of the three programs to another site would allow for										
	83	expansion of the remaining two programs into vacated space										
Sr High	**9	Area Learning Center	7,000	7,000	8,000	9,000	10,000	11,000				45,000
Sr High	91	Need more space	Look at Voyager/ Riverside/Community									
Sr High	92	Conference rooms										
	10	Pool repair	10,000									
Sr High	11	Bleacher replacement	300,000	300,000								300,000
Sr High	12	Door replacement w/ Accessible hardware	24,000		24,000							24,000
		Year 1 TOTAL	6,965,900									
Sr High	1	Tuck pointing	40,000			40,000						40,000
Sr High	2	Door replacement w/ Accessible hardware	24,000		24,000							24,000
		Year 2 TOTAL	64,000									
Sr High	1	Insulate walls	50,400			50,400						50,400
Sr High	2	Sidewalk repair	10,000			10,000						10,000
		Year 3 TOTAL	60,400									
Sr High	1	Roof resaturation	1,000,000				1,000,000					1,000,000
Sr High	2	Parking lot repair/resurface	60,000				60,000					60,000
		Year 4 TOTAL	1,060,000									

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	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
				RECOMMENDED			RECOMMENDED							
Jr. High	1. Add rest rooms for students and staff.		Have 19											
Jr. High	2. Repair Canopy		60,000	6,000	Remove									6,000
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 accessible work space, locked storage cabinets, tile floor.		75,000	75,000										75,000
	5. Complete wiring and security for second computer lab in rm. 175		50,000											
	6. Create office space for social worker, psychologist, School to work and Service learning Coordinator, Technology		300,000											
	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										7,000
Jr. High	8. Bleacher replacement		50,000	50,000										60,000
	Year 1	Total	572,000											
Jr. High	1. Tuckpointing		25,000		25,000									25,000
Jr. High	2. Door replacement w/ Accessible hardware.		28,000		28,000									28,000
	Year 2	Total	53,000											
Jr. High	1. Sidewalk repair	Year 3	Total	10,000		10,000								10,000
Jr. High	1. Roof resaturation		330,000					330,000						330,000
Jr. High	2. Parking lot resurface		35,000					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		250,000	340,000										340,000
Asp	2. Special Ed One full sized classroom for EBD and one of 750 sq ft. for LD.		90,000											
Asp			67,500											
	Year 1	Total	407,500											
	2000-2001													
Asp	1. Full sized classroom for OT/PT.		90,000											
Asp	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										5,000
Asp	5. Tuckpointing		25,000		25,000									25,000
Asp	6. Door replacement w/ Accessible hardware		28,000		28,000									28,000
	Year 2	Total	232,000											
Asp	1. Sidewalk repair		10,000			10,000								10,000
Asp	2. Bleacher repair		15,000	15,000										15,000
	Year 3	Total	25,000											
Asp	1. Roof resaturation	Year 4	Total	300,000				300,000						300,000
Asp	1. Parking lot resurfacing	Year 5	Total	35,000				35,000						35,000
Edison	1. Playground Equipment		90,000		90,000									90,000
Edison	2. Accessible rest rooms		7,000	7,000										7,000
Edison	3. Add sidewalk (South side)		5,000		5,000									5,000
Edison	4. Tunnel wall insulation		15,000		15,000									15,000
	Year 1	Total	152,000											
Edison	1. Door replacement w/ Accessible hardware	Year 2	Total	25,000		25,000								25,000
Edison	1. Parking lot resurface		10,000				10,000							10,000
Edison	2. Sidewalk repair		10,000			10,000								10,000
	Year 3	Total	20,000											

LONG RANGE FACILITY PLAN
1999 TO 2004

Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
RECOMMENDED										

Edison	1. Window replacement	Year 4	Total	40,000		40,000					40,000
Edison	1. Roof resaturation	Year 5	Total	159,000			159,000				159,000
Probstfield	1. Remodel room 105 and 206 for Special Ed space			161,775	161,775						161,775
Probstfield	2. Accessible rest rooms			5,000	5,000						5,000
Probstfield	3. Window replacement			30,000		30,000					30,000
	Year 1	Total		196,775							
Probstfield	1. Tuckpointing			26,000			26,000				26,000
Probstfield	2. Water main service			4,000		4,000					4,000
	Year 2	Total		30,000							
Probstfield	1. Door replacement w/Accessible hardware			25,000		25,000					25,000
Probstfield	2. Sidewalk repair/replace			10,000		10,000					10,000
	Year 3	Total		35,000							
Probstfield	1. Parking lot resurface	Year 4	Total	35,000			35,000				35,000
Probstfield	1. Roof resaturation	Year 5	Total	210,000			210,000				210,000
Riverside	1. Accessible rest rooms			5,000	5,000						5,000
Riverside	2. Insulate pipe tunnels			12,000		12,000					12,000
Riverside	3. Small load boiler			22,900		22,900					22,900
Riverside	4. Water heater - gas			8,300		8,300					8,300
Riverside	5. Window replacement			30,000		30,000					30,000
	Year 1	Total		78,200							
Riverside	1. Water main service	Year 2	Total	4,000		4,000					4,000
Riverside	1. Sidewalk repair			10,000			10,000				10,000
Riverside	2. Entrance-East Vestibule-Storage			25,000			25,000				25,000
Riverside	3. Door replacement w/Accessible hardware			20,000			20,000				20,000
	Year 3	Total		55,000							
Riverside	1. Roof resaturation	Year 4	Total	126,000			126,000				126,000
Washington	1. Special Education needs - Speech 225 sq ft			20,250	100,000						100,000
Washington	11. ECSE 843 sq ft			76,410							
Washington	12. MMSI 843 sq ft			76,400	76,400						76,400
Washington	2. Reading Recovery 100 sq ft			10,000	10,000						10,000
Washington	3. ESL 200 sq ft			18,000	18,000						18,000
Washington	4. Remodel Kitchen			160,000	160,000						160,000
Washington	5. Accessible rest rooms			3,000	3,000						3,000
Washington	6. Air handler replacement			20,000		20,000					20,000
	Year 1	Total		384,060							
Washington	1. Door replacement w/Accessible hardware			28,000		28,000					28,000
Washington	2. Water main service			4,000		4,000					4,000
	Year 2	Total		439,060							
Washington	1. Tile replacement			15,000		15,000					15,000
Washington	2. Sidewalk repair			10,000		10,000					10,000
	Year 3	Total		496,060							

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	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
				RECOMMENDED		RECOMMENDED		RECOMMENDED		RECOMMENDED		RECOMMENDED		
Washington	1. Window replacement	Year 4	Total	50,000			50,000							50,000
Washington	1. Roof resaturation	Year 5	Total	200,100				200,100						200,100
Trans/Maint	1. Energy controller			20,000	20,000									20,000
Trans/Maint	2. Storage shed			50,000	50,000									50,000
		Year 1	Total	70,000										
Trans/Maint	1. Parking lot resurface			80,000	80,000									80,000
Trans/Maint	2. Remodel			10,000	10,000									10,000
		Year 2	Total	90,000										
Trans/Maint	1. Door replacement			35,000										35,000
Trans/Maint	1.1 w/Accessible hardware	Year 3	Total	35,000	35,000									35,000
Trans/Maint	2. Water main service	Year 4	Total	4,000			4,000							4,000
Trans/Maint	1. Building siding			30,000				30,000						30,000
Trans/Maint	2. Carpet			3,000				3,000						3,000
		Year 5	Total	33,000										
Lincoln	1. Parking lot resurface	Year 3	Total	15,000		15,000								15,000
Lincoln	2. Roof resaturation	Year 4	Total	30,000			30,000							30,000
Voyager	1. Replace roof on church. Continue Enterprise fund			75,000			75,000							75,000
Townsite	1. Fire Alarm update			45,000	45,000									45,000
Townsite	1.1 w/Accessible hardware			Inc	Inc									
Townsite	2. Accessible rest rooms.			5,000	5,000									5,000
		Year 1	Total	50,000										
Townsite	1. Sidewalk repair	Year 3	Total	10,000		10,000								10,000
Townsite	1. Parking lot resurface			35,000			35,000							35,000
Townsite	2. Water main service			4,000			4,000							4,000
		Year 4	Total	39,000										
Townsite	1. Roof resaturation	Year 5	Total	240,000				240,000						240,000
District	1. Technology			2,712,700	100,000	545,130	476,100	482,400	837,800					2,441,430
Sub Total Needs				\$3,591,075	\$1,385,430	\$822,000	\$764,400	\$3,646,900	\$0	\$0	\$0	\$0	\$0	\$10,209,805

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

BUILDING	Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 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				(5,000)	0
Washington		410,000				410,000
Trans/Maint						0
Early Child/Lincoln						0
Voyager						0
Technology	1,112,080	1,066,034	1,201,886	1,193,070	1,020,223	5,593,093
Townsite						0
Total	4,376,480	1,476,034	1,626,736	1,193,070	1,515,223	10,187,543

LONG RANGE FACILITY PLAN
1999 TO 20004

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	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
			RECOMMENDED					RECOMMENDED					
	1. Administrative and Counselor Offices.	?											
Sr. High	2. Food Prep/Serving equipment and arrangement	500,000					500,000						500,000
Sr. High	3. Art Room	?											
Sr. High	4. Student Commons	?											
Sr. High	5. Swimming Pool	1,000,000		111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	111,111	1,000,000
Sr. High	6. Connector to Sports Center	1,000,000											0
Total		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 and hand dryers in student rest rooms.	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										20,000
Asp	2. Outside storage shed.	1,000		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		145,000									145,000
	2. All day every day kindergarten additional classroom	105,000											
Probstfield	3. Remodel office, replace counter. Refinish cabinets & shelves	39,900	39,900										39,900
Probstfield	4. Staff Lounge-Remodel portion of classroom into staff	64,500	64,500										64,500
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 CONFERENCE ROOM)												
Total		349,400											
Riverside	1. Match Asp's Library.	100,000											
	2. Remove cloak room from classroom.	75,000											
	3. Redesign all classrooms.	150,000											
Riverside	4. East side settlement - Panel wall	5,000	5,000										5,000
	5. Office relocation	35,000											
	6. Kitchen renovation	180,000											
Total		545,000											
District	1. Technology	Total	5,593,093					1,000,872	1,055,374	1,081,516	1,073,760	918,203	5,129,726
SUB TOTAL WANTS			\$129,400	\$257,111	\$111,111	\$111,111	\$611,111	\$1,111,983	\$1,166,485	\$1,192,627	\$1,184,871	\$1,029,314	\$6,905,125

**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	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
RECOMMENDED					RECOMMENDED					

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

BUILDING	Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	TOTAL
Sr. High					3,500,000	3,500,000
Jr. High					100,000	100,000
Asp		125,000				125,000
Edison						0
Probsfield						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.)	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:

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

NEEDS \$16,288,755
WANTS 10,187,543
DREAMS \$11,814,602

GRAND TOTAL \$38,290,900

Sub Total Dreams	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub Total Needs	3,591,075	1,385,430	822,000	764,400	3,646,900	0	0	0	0	0	\$10,209,806
Sub Total Wants	129,400	257,111	111,111	111,111	611,111	1,111,983	1,166,485	1,192,627	1,184,871	1,029,314	\$6,905,125
Sub Total Dreams	0	0	0	0	0	0	0	0	0	0	\$0
SUB TOTAL	\$3,720,475	\$1,642,541	\$933,111	\$875,511	\$4,258,011	\$1,111,983	\$1,166,485	\$1,192,627	\$1,184,871	\$1,029,314	\$17,114,930
Previous Levies that may be replaced											
Lease	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	\$1,804,400
Crime	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	\$556,400
Health	27,420	22,000	17,600	14,080	11,220	8,976	7,181	5,745	4,596	3,596	\$122,414
Sub Total Levies	263,500	258,080	253,680	250,160	247,300	245,056	243,261	241,825	240,676	239,676	2,483,214
GRAND TOTAL	\$3,983,975	\$1,900,621	\$1,186,791	\$1,125,671	\$4,505,311	\$1,357,039	\$1,409,746	\$1,434,452	\$1,425,547	\$1,268,990	\$19,598,144
Projected Revenue	6,512.04	6,376.86	6,322.51	6,196.94	6,114.23	6,010.88	5,910.88	5,864.12	5,773.54	5,720.14	
Weighted Pupil Units \$ PER WAPU	\$290	\$290	\$290	\$290	\$290	\$290	\$290	\$290	\$290	\$290	
	\$1,888,492	\$1,849,289	\$1,833,528	\$1,797,113	\$1,773,127	\$1,743,156	\$1,714,097	\$1,700,595	\$1,674,327	\$1,658,841	\$17,632,563

Deficit (1,965,581)

RECOMMENDATIONS

56

LONG RANGE FACILITY PLAN
1999 TO 2004

Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	10 Year TOTAL
RECOMMENDED										

BUILDING	Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	Year 6 04 05	Year 7 05 06	Year 8 06 07	Year 9 07 08	Year 10 08 09	TOTAL
Sr High	2,246,900	575,411	228,811	130,111	1,691,111	111,111	111,111	111,111	111,111	111,111	5,427,900
Jr High	138,000	53,000	10,000	0	365,000	0	0	0	0	0	566,000
Asp	380,000	29,000	35,000	0	335,000	0	0	0	0	0	779,000
Edison	7,000	135,000	50,000	10,000	159,000	0	0	0	0	0	361,000
Probstfield	271,175	204,000	10,000	0	271,000	0	0	0	0	0	756,175
Riverside	10,000	4,000	73,200	55,000	126,000	0	0	0	0	0	268,200
Washington	367,400	52,000	25,000	50,000	200,100	0	0	0	0	0	694,500
Trans/Maint	150,000	45,000	0	4,000	33,000	0	0	0	0	0	232,000
Early Child	0	0	15,000	30,000	0	0	0	0	0	0	45,000
Voyager	0	0	0	75,000	0	0	0	0	0	0	75,000
Technology	100,000	545,130	478,100	482,400	837,800	1,000,872	1,055,374	1,081,516	1,073,760	918,203	7,571,155
Townsite	50,000	0	10,000	39,000	240,000	0	0	0	0	0	339,000
Lease	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	180,440	1,804,400
Crime	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	55,640	556,400
Health	27,420	22,000	17,600	14,080	11,220	8,976	7,181	5,745	4,596	3,596	122,414

Total	\$3,983,976	\$1,900,621	\$1,186,781	\$1,126,671	\$4,506,311	\$1,357,039	\$1,409,746	\$1,434,462	\$1,425,547	\$1,268,990	\$19,598,144
--------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	---------------------

ACTUAL MAY 1998 ENROLLMENT

JERNBERG'S ESTIMATES

BUILDING	Year 1 99 00	Year 2 00 01	Year 3 01 02	Year 4 02 03	Year 5 03 04	TOTAL
Sr High	1,839	1,861	1,817	1,758	1,714	31 01%
Jr High	974	863	849	885	830	16 24%
Asp	791	842	815	759	785	13 35%
Edison	556	600	600	600	600	9 51%
Edison K-4	56	50	28	0	0	0 74%
Edison G-5	612	581	628	600	600	10 25%
Probstfield	677	640	760	761	758	11 55%
Riverside	332	320	OPTIONS ?????	0	0	5 38%
Riverside K-4	85	0	0	0	0	0 00%
Riverside G-5	417	0	0	0	0	0 00%
Total Riversid	680	630	700	700	707	11 44%
Washington	680	630	700	700	707	11 44%
Total	5,990	5,743	5,654	5,542	5,463	-517 00
Difference		(168)	(89)	(112)	(79)	(69)
%		-2 84%	-1 55%	-1 98%	-1 43%	-1 26%

BUILDING

Music Rooms Comp. Labs.

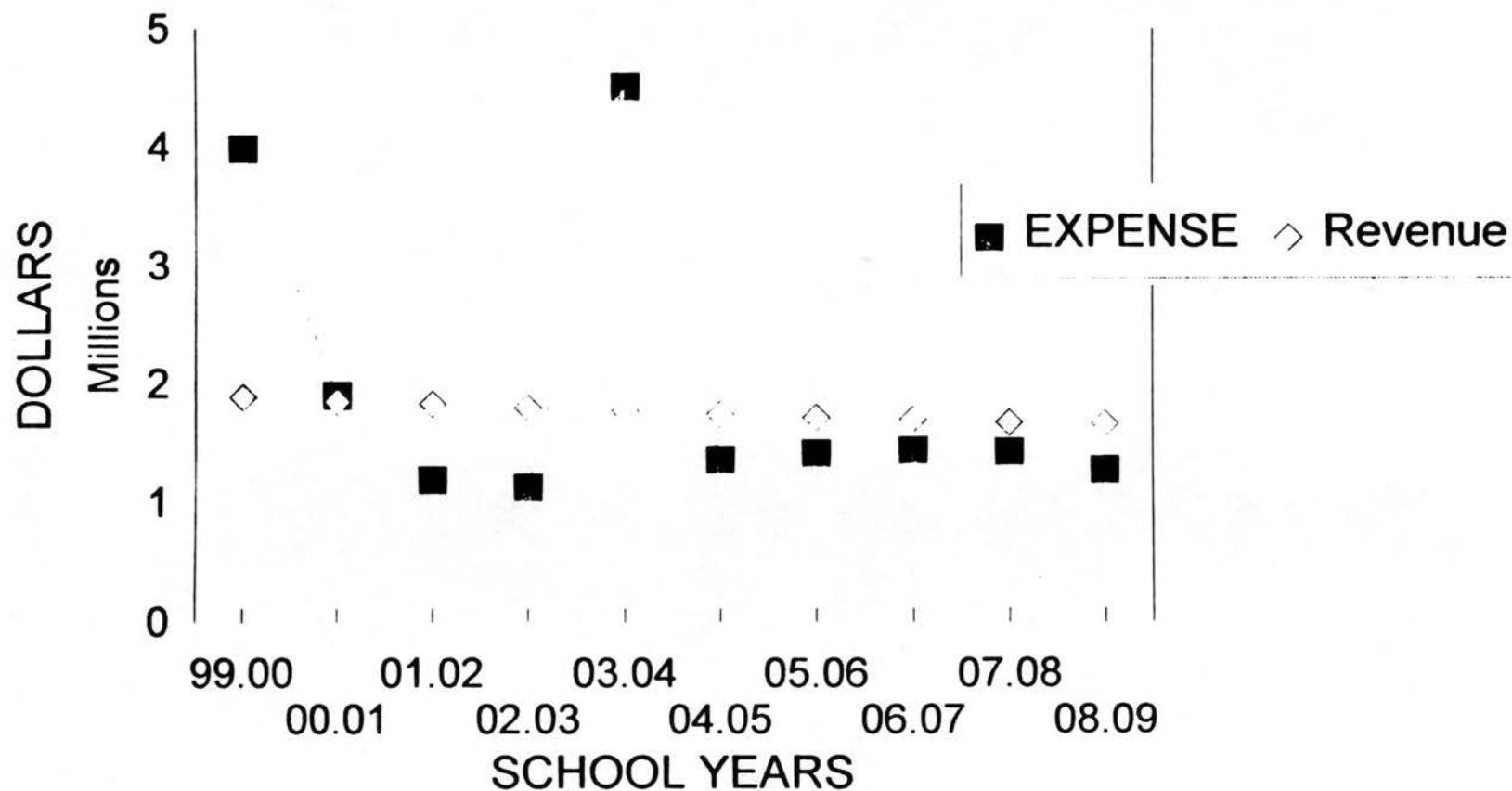
Sr High		
Jr High		1 00
Asp	1 00	
Edison	1 00	
Probstfield	1 50	
Riverside		
Washington	1 00	
Total	4 50	1 00

*Needed if go to Block Scheduling

**Can finance w/current Lease Levy

Long Range Facility Plan

CASH FLOW REQUIREMENTS



FUND VII

DEBT SERVICE FUND

MOORHEAD AREA PUBLIC SCHOOLS

VII. DEBT REDEMPTION FUND HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1999-00 Debt Redemption Fund, Assumptions and Recommendations. To comply with legal requirements for payment of Bonds.
- II. To project Revenues and Expenditures for a four year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VII. DEBT REDEMPTION FUND PROJECTIONS

Table of Contents

Page

Revenue Rationale, Expenditure Rationale
& Fund Balance

VII 1

Exhibits

A. Fund Summary

VII 2

B. Ratio Bonded Debt To Assessed Values &
Per Capita Last 10 Years

VII 3

C. Schedule of Bond Debt Service Requirements

VII 4

VII. DEBT REDEMPTION

INTRODUCTION

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

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

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

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

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

VII DEBT REDEMPTION FUND
INDEPENDENT SCHOOL DISTRICT #152

05-Jan-99

Line No.		1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 Preliminary Budget	2000-01	2001-02 Projected	2002-03 Projected	2002-04 Projected
REVENUES:											
1	Local property taxes levy	589,718	519,905	486,123	522,562	726,630	719,500	722,840	441,810	441,100	439,640
2	Property tax shift	7	(617)	-136							
		589,725	519,288	485,987	522,562	726,630	719,500	722,840	441,810	441,100	439,640
Other local sources:											
3	Proceeds of refunding bonds				5,839,400						
	Interest income	31,620	30,562	15,688	153,252	263,600	264,930	262,980	7,500	7,000	6,500
					5,992,652						
State sources:											
4	HACA (Homestead credit)	337,497	219,838	264,254	211,720	0	0	0	0		
5	Border city aid	119,424	113,829	103,491	116,137	116,140	116,140	116,140	116,140	116,140	116,140
6	Other appropriations	557	437	398	459	630	630	630	630	630	630
7	State aid adjustment	(7)	617	136							
8		457,471	334,721	368,279	328,316	116,770	116,770	116,770	116,770	116,770	116,770
9	Total revenues	1,078,816	884,571	869,954	6,843,530	1,107,000	1,101,200	1,102,590	566,080	564,870	562,910
EXPENDITURES:											
10	Principal on bonds	482,524	437,524	455,873	1,245,873	505,870	535,870	565,870	5,395,000	345,000	360,000
11	Interest on bonds	496,209	470,365	445,755	544,062	636,530	603,410	576,590	248,600	232,920	216,530
12	Other debt service	400	0	0	(1,690)	1,000	1,000	1,000	1,000	1,000	1,000
13	Total expenditures	979,133	907,889	901,628	1,788,245	1,143,400	1,140,280	1,143,460	5,644,600	578,920	577,530
14	Revenues over (under) expenditures	99,683	(23,318)	(31,674)	5,055,285	(36,400)	(39,080)	(40,870)	(5,078,520)	(14,050)	(14,620)
FUND BALANCE, BEGINNING OF YEAR											
15		235,071	334,754	311,436	279,762	5,335,047	5,298,647	5,259,567	5,218,697	140,177	126,127
16	FUND BALANCE, END OF YEAR	334,754	311,436	279,762	5,335,047	5,298,647	5,259,567	5,218,697	140,177	126,127	111,507

*** 1999-2000 projections include a \$100,000/year reduction in the debt service levy due to excess fund balance and 2001-2004 projections include a \$50,000/year reduction in the debt service levy due to excess fund balance.

VII. DEBT REDEMPTION FUND

Revenue Rationale

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

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

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

*** 1997 thru 2000 reduced levy by \$100,000 per year due to excess fund balance. 2001 thru 2004 reduced levy by \$50,000 per year due to excess fund balance.

Expenditure Rationale

Basic Assumptions

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

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

Fund Balance Projections

LINE 16. End of year fund balance.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Table 4

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

Year Ended June 30	Population	Tax Capacity	Bonded Debt	Ratio of Bonded Debt to Assessed Value/Tax Capacity	Bonded Debt Per Capita
1989	34,796 (1)	\$ 16,522,482	3,025,000	18.31	86.94
1990	34,796	12,598,045	2,610,000	20.72	75.01
1991	37,093 (2)	12,217,117	2,365,000	17.99	73.23
1992	37,093	12,256,677	2,145,000	17.50	57.83
1993	37,093	12,748,830	8,910,000	69.89	240.21
1994	37,093	12,838,741	8,510,000	66.28	229.42
1995	37,093	13,772,820	8,030,000	58.30	216.48
1996	37,093	14,619,182	7,595,000	51.95	204.76
1997	37,093	15,294,828	7,140,000	46.68	192.49
1998	37,093	14,545,012	11,835,000	81.37	319.06

(1) Based on 1980 census.

(2) Based on 1990 census.

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Table 5

SCHEDULE OF BOND DEBT SERVICE REQUIREMENTS
JUNE 30, 1998

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1999	\$ 505,000	\$ 387,934	\$ 892,934
2000	535,000	354,814	889,814
2001	565,000	327,997	892,997
2002	5,395,000	248,595	5,643,595
2003	345,000	232,920	577,920
2004	360,000	216,532	576,532
2005	375,000	199,434	574,434
2006	390,000	181,432	571,432
2007	410,000	162,712	572,712
2008	435,000	143,034	578,034
2009	455,000	122,152	577,152
2010	475,000	100,312	575,312
2011	500,000	77,512	577,512
2012	530,000	53,138	583,138
2013	560,000	27,300	587,300
	<u>\$ 11,835,000</u>	<u>\$ 2,835,818</u>	<u>\$ 14,670,818</u>

MEMO #: S-99-175
TO: School Board
FROM: Jim Cummings
Carol Ladwig
RE: Superintendent's Contract June 30, 1999
to June 29, 2000
DATE: January 5, 1999

Following, please find salient changes made in the Superintendent's Contract:

- o Dates June 30, 1999 to June 29, 2000 by mutual consent can be terminated earlier.
- o Vacation - added 10 days.
- o Sick Leave - added 10 days.
- o Established medical reimbursement/insurance provisions.
- o Sets out School Board established payment schedule for deferred compensation.
- o Salary increase of 3 percent and placing reduced costs of other fringe benefits into the salary schedule - \$118,193.00.

RL:mdm



Moorhead Public Schools

TO: Dr. Bruce Anderson

FROM: Dan Markert
Bob Lacher

DATE: 1/5/99

RE: Bid Award -- AS400 Upgrade

Bids Received:

	<u>Sirius (Bloomington)</u>	<u>IBM (Fargo)</u>	<u>MidRange (Fargo)</u>
I.	64,918.00	68,128.35	64,121.00
II.	5,200.00	5,474.00	10,032.00
III.	7,347.00	7,342.29	10,383.00
IV.	3,618.00	3,075.30	3,075.00
V.	8,840.00	8,840.00	8,840.00
VI.	9,215.00	10,220.40	9,018.00

We propose awarding the six different sections of the AS400 bid to three vendors. An outline of our award is as follows:

<u>Vendor</u>	<u>Award</u>	<u>Amount</u>
1. Sirius Computer Solutions Bloomington, MN	Section I -- Hardware Section II -- Software Section IV-- Software Subscription Section V -- Services	64,918.00 5,200.00 3,618.00 8,840.00
* Sections I, II, & IV, V are bid components that should be awarded to same vendor to facilitate upgrade installation. Sirius is lowest bidder meeting specifications for these four sections of the bid.		
2. IBM Corp. Fargo, ND	Section III -- Maintenance	7,342.29
3. MidRange Solutions Fargo, ND	Section VI-- Printers	9,018.00
* IBM 6400 Model 15 (1,500 lines/minute) Line Printer with Ethernet LAN connection.		
TOTAL		98,936.29

No vendors submitted proposals at this time for the purchase of our retired AS400 hardware. We will rebid the sale of this hardware when installation of the new AS400 hardware is completed.

Funds budgeted for in the Technology Long Range Facility Plan. The new hardware should be installed, configured and operational by the end of February, 1999.

Suggested Resolution: Move to award bids to Sirius Computer Solutions for \$82,576, IBM Corporation for \$7,342.29 and MidRange Solutions for \$9,018 for a total award amount of \$98,936.29.

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

January 25, 1999
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 Daniel Brendemuhl, second grader at George Washington Elementary School, for being selected as the October Boy in the Down Syndrome Association of Minnesota's 1999 Calendar.

*** We Are Proud of Janelle Frost-Geiser and Michaela Ludwig for being selected to represent Moorhead Schools in the January Minnesota School Boards Association Show and Tell Program. Janelle and Michaela provided an introductory service learning project which encompassed all 500 8th graders in our school district. The theme is called "3-D" which stands for Diversity, Dignity & Difference. Each student went to one of 35 different community agencies (shelters, etc.) and spent a morning providing a needed service.

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

S-M9-B05
Min
1.25.99

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 Gift - Page 5
 (2) Acceptance of Grants - Pages 6-8

B. BUSINESS AFFAIRS - Lacher

- C. PERSONNEL MATTERS - Skinkle
 (1) Approval of New Employees - Page 9
 (2) Approval of Leave of Absence - Page 10
 (3) Approval of Family/Medical Leave - Page 11
 (4) Acceptance of Resignations - Page 12

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. NORTH CENTRAL ASSOCIATION VISITATION COMMITTEE REPORT:
Jernberg
Page 13

Suggested Resolution: Move to receive the Report of the North Central Association Visitation Committee in the areas of Media Services and Secondary English and direct administration to request staff to prepare improvement plans to be reviewed by the Instruction and Curriculum Advisory Committee.

Moved by _____ Seconded by _____
Comments _____

5. AUTOMATED SUBSTITUTE CALLING SYSTEM: Lacher
Pages 14-16

Suggested Resolution: Move to authorize the purchase of the TSSI, Substitute Calling System for \$45,826.

Moved by _____ Seconded by _____
Comments _____

6. 1999-2000 ANNUAL OPERATIONAL PLAN: Anderson
Pages 17-82

Initial review of the following funds:

General
Food Service
Transportation
Enterprise

7. FIRST READING OF POLICIES: Anderson
Pages 83-93

Conduct a first reading of the following policies:
Policy Adoption (BFC), Gifts (KH), Recording or
Audio/Videotaping A Parent-Guardian/Teacher Conference
(GCQF), Grievance Procedure for Equal Opportunity (GBA),
Facilities for Private Gain (FD), Use of Moorhead
Public Schools Information Network (IJNDB), and Acceptable
Use Policy for Network Resources (EHAA).

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>
Basic Standards Tests (Grade 8 and Makeup Grades 9-11)	Feb. 2 & 4		
School Board	Feb. 8	7 pm	Townsite
Long Range Planning	Feb. 9	3:45 pm	Townsite
Town Meeting with District 9 Legislators	Feb. 13	9-10:30 am	Townsite
Com. Ed. Adv. Council	Feb. 16	7 pm	Townsite
Inst. and Curr. Adv.	Feb. 18	7 am	Townsite
Supt.'s Adv. Council	Feb. 18	7 pm	Townsite
District Student/Staff Assistance	Feb. 22	3:30 pm	Townsite
School Board	Feb. 22	7 pm	Townsite
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
School Board	Mar. 8	7 pm	Townsite
Township Election Day	Mar. 9		
Long Range Planning	Mar. 9	7 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
Town Meeting with District 9 Legislators	Mar. 13	9-10:30 am	Townsite
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Com. Ed. Adv. Council	Mar. 16	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		

MEMO #: I-99-142
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Acceptance of Memorial Contribution to Community Education
DATE: January 19, 1999

Community Education has received a \$100.00 donation from Connections to be used in the CHOICES program. This donation was made in memory of Alfred Skredergard. Skredergard, who died in December, was an active participant in the CHOICES program for adults with disabilities. He and his roommate Fred Stoltz attended the majority of Good Times activities over the past five years. He also took adaptive classes and signed up for special events. Though shy, Alfred was a model in the CHOICES spring fashion shows and performed in Talents and Tunes Together.

Suggested Resolution: Move to accept the donation of \$100 from Connections in memory of Alfred Skredergard to be used in the CHOICES program.

RMJ/vtr

MEMO #: I-99-140
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Service-learning Grant Acceptance
DATE: January 19, 1999

Cass County Extension has awarded a grant of \$1,445 to the Moorhead Schools for service-learning. The funds are to be used to develop the 6th grade Adopt An Agency Project which will use service-learning as a teaching strategy for a graduation standard. All 6th grade teachers are involved in this project as are Lynne Kovash and Anne Larson.

Suggested Resolution: Move to accept a grant of \$1,445 from Cass County Extension to develop a 6th grade service-learning activity.

RMJ/vtr

MEMO #: I-99-141
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Healthy Community Initiative Grant for After-school Programs
DATE: January 19, 1999

The Healthy Community Initiative has worked with Bert Chamberlain and Donna Longie to develop an after-school American Indian cultural program. The program will run two nights a week for the rest of the 1998-99 school year. Students will have opportunities for field trips, crafts and to meet with American Indian elders and artists. This is an addition to the Community Education after-school program funded by Healthy Community Initiative. The increase in grant funding is \$6,552.

Suggested Resolution: Move to accept a grant funding increase of \$6,552 from the Moorhead Healthy Community Initiative to extend the after-school programming to include the American Indian cultural program.

RMJ/vtr

MEMO #: I-99-144

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *[Signature]*

SUBJECT: Increase in Title I Neglected & Delinquent Grant Award and
Title I Homeless Education Grant Award

DATE: January 19, 1999

We have been notified by Tom Gray, Learner Options/Department of Children, Families & Learning, that due to increased funding at the state level the Grant Awards for Neglected & Delinquent and Homeless Education have been increased to \$25,000.00 per award. The increased awards result in an additional \$3500.00 for Neglected & Delinquent and \$2000.00 for Homeless Education. The additional funding will be used in accordance with the original grants and related work plans.

Suggested Resolution: Move to accept the additional funding in the amount of \$3500.00 for the Neglected & Delinquent Grant Award and \$2000.00 for the Homeless Education Grant Award.

RMJ/vtr

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JSS*

DATE: January 19, 1999

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:

Greg Salvevold - MMMI Paraprofessional, Senior High, B21 (1)
\$9.31 per hour, 6.5 hours daily, effective
immediately. (Replace Jene Kluver)

Sara Kleinsasser - Music Paraprofessional, Junior High, B21 (1)
\$9.31 per hour, 4 hours daily, effective
immediately. (Convert teacher FTE to
paraprofessional)

Yvonne Erickson - Syb Caller, Townsite Centre, Non-Aligned, B21
\$8.84 per hour, 8 hours daily, effective
immediately. (Replace Delores Sandbeck and
Kathy Kassenborg)

Christine Bakir - EBD Paraprofessional, Probstfield, B21 (1)
\$9.31 per hour, 6.5 hours daily, effective
immediately. (New position)

Nayra Mulder - Title I Paraprofessional, Robert Asp, B21 (1)
\$9.31 per hour, 5 hours daily, effective
immediately. (New position)

Kris Strouse - Title I Paraprofessional, Robert Asp, B21 (1)
\$9.31 per hour, 5 hours daily, effective
immediately. (New position)

Suggested Resolution: Move to approve the employment as
presented.

JDS:sdh

MEMORANDUM

P 99.124

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: January 19, 1999

SUBJECT: Leave of Absence

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

Steve Zielinski - Third Grade Teacher, Washington Elementary,
presently on leave, to extend for the
1999-2000 school year.

SUGGESTED RESOLUTION: Approve the Leave as presented.

JDS:sdh

MEMORANDUM

P 99.125

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: January 19, 1999 SUBJECT: Family/Medical Leave

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

Rachelle Isaacson - Speech-Language Pathologist, Junior/Senior High, to begin approximately February 23, 1999 for eight weeks.

Shannon Dahlberg - EBD/SLD Teacher, Riverside, to begin approximately March 22, 1999 through May 1, 1999.


Connie O'Leary - OHI Paraprofessional, Riverside, to begin on or about July 8, 1999 for eight weeks.

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

JDS:sdh

MEMORANDUM

P 99.126

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle 
DATE: January 19, 1999
SUBJECT: Resignation of District Employees.


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

Tammy Sweeten - MSMI Paraprofessional, Probstfield, effective
January 19, 1999.

Hasnat Jahan - Food Service, Riverside, effective January 12,
1999.

Suggested Resolution: Move to accept the resignations as
presented.

JDS:sdh

MEMO #: I-99-143
TO: Dr. Bruce Anderson
FROM: Bob Jernberg 
SUBJECT: North Central Association Visitation Committee Report
DATE: January 19, 1999

The Board has received a copy of the Report of the North Central Association Visitation Committee in the areas of Media Services and Secondary English from Dorothy Suomala, Chairperson of the Visitation Committee.

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

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

Suggested Resolution: Move to receive the Report of the North Central Association Visitation Committee in the areas of Media Services and Secondary English and direct administration to request staff to prepare improvement plans to be reviewed by the Instruction and Curriculum Advisory Committee.

RMJ/vtr

MEMO #: B99.218

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: JANUARY 18, 1999

SUBJECT: AUTOMATED SUB-CALLING SYSTEM

Attached is a memo from Mrs. Buckner to purchase the TSSI, Substitute Calling System. Initial costs were \$45,826. On going annual costs are \$7,962.40.

We expended \$17,850 last year in substitute calling costs. This does not account for all of the actual labor expense of locating substitutes.

With an automated system we will be able to contact substitutes faster and have more accurate data.

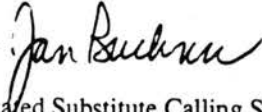
Also attached is a description of how the system works and data form.

Recommended Resolution: Move to authorize the purchase of the TSSI, Substitute Calling System for \$45,826.00.

January 15, 1999

TO: Bob Lacher

FR: Jan Buckner



RE: TSSI Automated Substitute Calling System

I have been working with Dr. Skinkle in investigating the use of the TSSI Substitute Calling System since last spring. During this process we met several times with representatives from both the Fargo and West Fargo school districts with the goal of all three districts implementing the substitute calling system together. Although the Fargo district is impressed with the system, they decided in late summer that they were unable to proceed with the system at this point in time. During fall workshop week, Dr. Skinkle spoke to the substitute teachers and paras about the Moorhead goal to implement the automated system at the start of second semester this year. I am quite sure he has discussed this system with the district substitute committee. I attended one of the early fall meetings of this committee to provide information about the TSSI system. During this meeting the committee members had questions, but I felt the overall position of the committee members about the system was positive.

Based on this prior work, I am recommending the Moorhead School move forward with the implementation of the TSSI substitute calling system (SEMS) this school year going online no later than March 29, 1999. This implementation date would provide teachers, paraprofessionals, and substitutes with two months to become familiar with the system prior to the end of school. It would also allow the district to evaluate the automated calling system and determine if the system should be used district wide to report absence information for all employees. A first step in meeting this implementation date would be the approval of the purchase at the January 25, 1999 meeting of the school board.

I have been in communication with the TSSI company in recent weeks. Based on these conversations, I believe the March 29, 1999 implementation date allows more than enough time to get the system up and running. Once the purchase of the system is approved and a purchase order sent to TSSI, they would assign us an implementation project manager who will come onsite to establish an implementation plan. Much of the data needed for the system is in place in CIMS on the AS/400. The appropriate files will be moved into SEMS (TSSI program). Additional data will need to be gathered from building principals. The training involved for people to use the system is minimal.

The total cost to implement the system is \$48,632.40. This includes the total for hardware and software as well as estimated costs for the installation of four telephone lines, and the yearly cost for the four telephone lines. The costs associated with the operator of the system are not included since I understand the person who would most likely operate the system is already in the system. The total for the SEMS system and the interface to the payroll program in CIMS is \$45,826. A detailed list of the costs associated with this implementation is attached to this memo.

If you have additional questions, please contact me.

CC: Dr. Skinkle
Dan Markert

One Time Implementation Costs		First Year	Add'l Years
ITEMS	AMOUNT	TOTALS	TOTALS
I. Base SEMS Product			
A. SEMS Software	\$11,015.00		
System Software			
System Setup & Configuration			
B. Hardware			
Database Manager	\$2,285.00		
Call Processor	\$2,570.00		
C. Training and Installation	\$2,500.00		
TOTALS		\$18,370.00	
II. CIMS Interface Software		\$18,000.00	
A. CIMS Payroll Interface (Prologic)			
B. TSSI Interface			
TOTALS			
III. Training			
A. Prologic Module	\$3,500.00		
B. TSSI Module (see above)			
TOTALS		\$3,500.00	
IV. Maintenance and Support (Yearly)			
A. Prologic Minimum	\$2,000.00		\$2,000.00
B. TSSI (90 day included in price)	\$3,956.00		\$3,956.00
(will prorated at time of implementation)			
TOTALS		\$5,956.00	
GRAND TOTAL		\$45,826.00	
Other Implementation Costs			
1. Telephone Lines			
Installation (Estimated)	\$800.00		
Yearly Costs (4 lines)	\$2,006.40		\$2,006.40
TOTAL		\$2,806.40	
2. Personnel			
SEMS Operator .5			
TOTAL		\$48,632.40	\$7,962.40

MEMO #: B99.220

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JANUARY 19, 1999

SUBJECT: 1999.2000 PRELIMINARY ANNUAL OPERATING PLAN

FUNDS	BUDGETED BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	PROJECTED ENDING FUND
I GENERAL FUND	\$5,463,174	\$34,311,240	\$34,389,530	\$5,384,884
II FOOD SERVICE	\$ 325,412	\$ 1,195,730	\$ 1,347,660	\$ 173,482
*III TRANSPORTATION	\$ 333,269	\$ 2,149,790	\$ 2,126,820	\$ 356,239
VIII ENTERPRISE	\$ (657,309)	\$ 373,900	\$ 332,190	\$ (615,599)

Attached are the fund changes.

* Now part of the General fund for annual reporting to the state.
ISD #152 has chosen to maintain a separate fund for management purposes.

INDEPENDENT SCHOOL DISTRICT #152



MOORHEAD, MINNESOTA

**1999-2000
ANNUAL
OPERATIONAL
PLAN**

January 1999

Dr. Bruce R. Anderson
Superintendent of Schools

Robert Jernberg
Assistant Superintendent - Teaching /Learning

Dr. John Skinkle
Assistant Superintendent - Human Resources

Robert Lacher
Assistant Superintendent - System Support

PRELIMINARY REVIEW

FUND I

GENERAL FUND

1998.99 ANNUAL OPERATIONAL PLAN

I GENERAL FUND TABLE OF CONTENTS

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

MOORHEAD AREA PUBLIC SCHOOLS
GENERAL FUND BUDGET
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To Approve the 1999-00 Annual Operational Plan Assumptions and Recommendations in the Areas of Basic Programs, Staffing, and Program Needs for the Timely Development of the 1999-00 Budget.
- II. To Approve the 1999.00 Preliminary Budget.
- III. To Project District 152 Revenues and Expenditures for a four year period.
- IV. To Present Historical and Projected Revenues and Expenditures.
- V. To Provide Support Data for Revenue and Expenditure Projections.

GENERAL FUND

Exhibit A

Revenue Assumptions: Lines 1 thru 14

1. Pupil population estimates will be based on current enrollment and projections from October, 1998.

Year	Line 71.4 Enrollment	% Inc.	Line 72.4 Pupil Units	Unit Change	7-12 Sec. Weight	1-6 Elem. Weight	K
1994-95 Actual	6086	.53	6826	148	1.30	1.06	.53
1995-96 Actual	6067	(.31)	6810	(16)	1.30	1.06	.53
1996-97 Actual	5967	(1.65)	6730	(80)	1.30	1.06	.53
1997-98 Actual	5868	(1.66)	6659	(71)	1.30	1.06	.53
1998-99 Budget	5864	(.07)	6637	(22)	1.30	1.06	.53
1999-2000 Prel. Budget	5751	(1.93)	6513	(124)	1.30	1.06	.53
2000-2001 Projected	5653	(1.70)	6377	(136)	1.30	1.06	.53
2001-2002 Projected	5591	(1.10)	6323	(54)	1.30	1.06	.53
2002-2003 Projected	5490	(1.81)	6197	(126)	1.30	1.06	.53
2003-2004 Projected	5417	(1.33)	6116	(81)	1.30	1.06	.53

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

Year	Allow. Per Pupil	% Inc.	\$ Inc.
1994-95 Actual	3167	3.84	\$117
1995-96 Actual	3205	1.20	\$ 38
1996-97 Actual	3205	0	\$ 0
1997-98 Actual	3281	2.37	\$ 76
1998-99 Budget	3360	2.41	\$ 79
1999-2000 Prel. Budget	3460	3.00	\$100
2000-2001 Projected	3530	2.00	\$ 70
2001-2002 Projected	3600	2.00	\$ 70
2002-2003 Projected	3672	2.00	\$ 72
2003-2004 Projected	3746	2.00	\$ 74

3. Compensatory Revenue

YEAR	Revenue	% Change	\$ Change
1994-95 Actual	1,823,378	13.33%	\$214,503
1995-96 Actual	2,037,418	11.74%	\$214,040
1996-97 Actual	1,991,683	(2.24%)	(\$ 45,735)
1997-98 Actual	1,861,935	(6.51%)	(\$129,748)
1998-99 Budget	1,861,935	(0)	(0)
1999-2000 Prel. Budget	1,861,935	(0)	(0)
2000-2001 Projected	1,861,935	(0)	(0)
2001-2002 Projected	1,861,935	(0)	(0)
2002-2003 Projected	1,861,935	(0)	(0)
2003-2004 Projected	1,861,935	(0)	(0)

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

Year	Levy	Payable	Amount	% Change	\$ Change
1994-95 Actual	93	94	6,393,594	7.79%	461,908
1995-96 Actual	94	95	7,166,527	12.09%	772,933
1996-97 Actual	95	96	7,968,917	11.20%	802,390
1997-98 Actual	96	97	8,324,304	4.46%	355,387
1998-99 Budget	97	98	7,589,712	(8.82%)	(734,592)
1999-2000 Prel. Budget	98	99	6,601,364	(13.02%)	(988,348)
2000-2001 Projected	99	2000	6,733,391	2.00%	132,027
2001-2002 Projected	2000	2001	6,868,059	2.00%	134,668
2002-2003 Projected	2001	2002	7,005,420	2.00%	137,361
2003-2004 Projected	2002	2003	7,145,528	2.00%	140,108

- b. Market value 1993 - \$797,598,500
 Referendum 1994 - \$785,660,928
 1995 - \$831,854,485
 1996 - \$882,805,878
 1997 - \$922,523,130
 1998 - \$962,015,217

22

Revenue Rationale

Exhibit A

1. Enrollment: The October enrollment projections have been used to project pupil population as in past years.
2. General Education Allowance: These estimates are based on data provided by the State Department of Children, Families, & Learning, modified by our board.
3. Compensatory Revenue: These estimates are based on data provided by the State Department of Children, Families, & Learning.
- 4.a. Tax Levies: These amounts are actual dollars levied for 1993-94 through 1998-99 and estimated levies through 2002-2003 based on estimated changes in net tax capacity of the District of 2% per year increase.

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

REVENUE ASSUMPTIONS

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

<u>Year</u>	<u>Rate</u>
1993-94 Actual	7.76%
1994-95 Actual	59.38%
1995-96 Actual	(27.03%)
1996-97 Actual	9.83%
1997-98 Actual	23.31%
1998-99 Budget	57.88%
1999-2000 Prel. Budget	2.46%
2000-2001 Projected	2.46%
2001-2002 Projected	2.46%
2002-2003 Projected	2.46%
2003-2004 Projected	2.46%

REVENUE RATIONALE

5. Other State Aids: These estimates are based on data provided by various State Departments, modified by recommendation of the School Board. Grad Standards aide represents large increases in revenues.

Revenue AssumptionsExhibit A

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

<u>School Year</u>	<u>Anticipated Rate of Return</u>	<u>Income</u>
1994-95 Actual	5-7%	\$277,683
1995-96 Actual	4-6%	\$368,284
1996-97 Actual	4-6%	\$284,705
1997-98 Actual	4-6%	\$307,219
1998-99 Budget	4-6%	\$261,850
1999-2000 Prel. Budget	4-6%	\$200,000
2000-2001 Projected	4-6%	\$150,000
2001-2002 Projected	4-6%	\$100,000
2002-2003 Projected	4-6%	\$ 50,000
2003-2004 Projected	4-6%	\$ 25,000

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

<u>Year</u>	<u>Rate</u>	<u>Amount</u>
1994-95 Actual	18.76%	1,482,486
1995-96 Actual	9.57%	1,624,406
1996-97 Actual	10.26%	1,791,076
1997-98 Actual	4.05%	1,863,604
1998-99 Budget	(1.12%)	1,842,670
1999-2000 Prel. Budget	2.46%	1,887,990
2000-2001 Projected	2.46%	1,934,422
2001-2002 Projected	2.46%	1,981,996
2002-2003 Projected	2.46%	2,030,739
2003-2004 Projected	2.46%	2,080,682

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

<u>Year</u>	<u>Activity</u>	<u>Athletic</u>	<u>Resale</u>	<u>Total</u>
	<u>Fees</u>	<u>Ticket Sales</u>	<u>Supplies</u>	<u>Revenue</u>
1994-95 Actual	24,185	70,197	5,841	100,223
1995-96 Actual	32,660	52,677	2,025	87,362
1996-97 Actual	33,598	52,722	4,041	90,361
1997-98 Actual	34,032	42,742	604	77,378
1998-99 Budget	32,840	50,000	4,000	86,840
1999-2000 Pre. Bud	33,500	51,000	4,000	88,500
2000-2001 Pro.	34,200	52,000	4,000	90,200
2001-2002 Pro.	34,800	53,000	4,000	91,800
2002-2003 Pro.	35,500	54,000	4,000	93,500
2003-2004 Pro.	36,200	55,000	4,000	95,200

9. The District will not lose any revenue due to excess operating fund balances.

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

<u>Year</u>	<u>Amount</u>
1994-95 Actual	8,975
1995-96 Actual	12,735
1996-97 Actual	9,769
1997-98 Actual	19,128
1998-99 Budget	14,820
1999-2000 Prel. Budget	14,820
2000-2001 Projected	14,820
2001-2002 Projected	14,820
2002-2003 Projected	14,820
2003-2004 Projected	14,820

Revenue Rationale

Exhibit A

6. Projections indicate that interest rates will remain stable. The average invested balance will decrease over the next three years as fund balances fall. The reduction in the tax shift from 7% to 0% increased our investable cash.
7. Federal programs are reimbursed at 100% of expenses. The future of federally funded programs is hard to predict at this time.
8. Student Fees will be charged where appropriate to help defray the cost of certain programs. Drivers Education is now accounted for in the Community Service Fund.
9. Beginning in FY 1998, repeals the general education revenue reduction for excess fund balance.
10. Space will continue to be leased on a permit basis when not in use for school purposes.

Rentals are initiated by outside groups and organizations and needs vary from year to year.

*As a funding source, rentals are not considered reliable and are not expected to exceed the 1998-1999 estimates.

*Rental rates will remain constant during this period unless the policy is changed. Includes rental for land.

Expenditure Assumptions: Lines 14 thru 47**Exhibit B****Basic Assumptions****1. Salary Expenditures**

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

<u>Classification</u>	<u>FTE &/or Budget 1997-98</u>	<u>Allocated 1998-99</u>	<u>1998-99</u>	<u>Variance 1998-99</u>	<u>Allocated 1999-00</u>
Instructional Staff					
1. Elem. K-4*	84.50	83.00	82.00	-1.00	-2.50
2. Spec. Elem. Leg*	\$602,231	602,160	602,160		+12,084
3. Elem. 5-6*	34.00	33.00	33.00		-1.00
4. Jr High 7-8	41.88	41.88	41.88		-1.84
5. Sr High 9-12*	75.34	76.47	74.66	-1.81	-2.62
6. Support K-4*	27.48	27.03	27.41	+0.38	- .60
7. 5-6*	13.67	13.53	13.27	-0.26	-0.20
8. 7-8	4.77	4.77	4.77		
9. 9-12*	9.06	9.66	9.95	+0.29	
10. Special Assignments*	2.14	1.38	1.38		
11. Extended Year \$	33,275	33,509	33,509		+1,005
12. Ex. Curricular*	\$360,681	355,662	355,662		+10,670
13. Teacher Leadership\$	16,417	39,050	39,050		+1,171
14. Para RegEd	6.60	6.60	6.60		
15. Custodial *	29.00	30.00	30.00		
16. Cler./Sec. *	55.91	64.14	64.14		
17. Building Adm	12.00	11.00	11.00		
18. District Adm. *	3.50	3.50	3.50		
19. Supervisors*	7.60	11.10	10.60	-0.50	
20. Special Ed.					
21. Alt. Ed. Teachers	117.23	116.26*	118.32		
22. K-4	35.68		41.09		
23. 5-6	17.07		18.49		
24. 7-8	14.78		16.30		
25. 9-12	29.98		33.52		
26. P.D-12	18.49		8.92		
27. Special Education Needs *					
28. Paraprofessionals	134.57	153.47*	153.47		
29. Contingency (Net) \$	10,000	0	0		
30. Sup. Staff/Other *	7.50	3.25	3.25		+1.00
31. Summer Music \$	6,000	3,000	3,000		
32. Substitutes *	\$313,175	379,828	379,828		+11,395
33. Early Retirement	\$320,000	257,950	257,950		
34. Homebound/	\$ 20,142	20,746	20,746		+622
35. ChI/AOM Budget*	\$973,503	857,270	857,270		
36. Reg Ed. Summer Sch \$	59,740	61,040	61,040		+1,831

* See I-9 for further clarification

All other staffing is expected to remain unchanged over the five year period of the Financial Plan. \$20,000 of current staff development budget may be used for staffing in 1999-2000.

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

Note: Staffing will remain constant where there are no entries in 98-99. Budget amounts will increase by 3% unless indicated otherwise in 98-99 line item.

		Line #56	#60		
<u>Year</u>		<u>Actual/Est</u> <u>Salaries Paid</u>	<u>Actual/Est</u> <u>Benefit Costs</u>	<u>Benefits as</u> <u>% of Salary</u>	<u>Sal & Ben</u> <u>Percentage</u> <u>Increase</u>
1994-95	Actual	21,057,614	4,908,706	23.31	6.55%
1995-96	Actual	21,446,084	4,993,496	23.28	1.82%
1996-97	Actual	22,293,456	5,006,583	22.46	3.25%
1997-98	Actual	23,184,031	4,680,125	20.19	2.07%
1998-99	Budget	24,322,003	4,887,174	20.09	4.83%
1999-00	Prelim	24,828,194	5,033,789	20.27	2.23%
2000.01	Project	25,373,421	5,184,803	20.43	2.33%
2001.02	Project	26,004,546	5,340,347	20.54	2.57%
2002.03	Project	26,534,009	5,500,557	20.73	2.20%
2003-04	Project	27,330,029	5,665,574	20.73	3.00%

GENERAL FUND
FULL TIME EQUIVALENCE FOR ANNUAL OPERATION PLAN

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

1. The ILDA funds for 1998-99 account for 11.94 FTE of regular elementary staff.
1.00 FTE was not replaced due to decreased enrollment of Riverside and Washington (.05 FTE was decreased at each building)
2. Special Elementary Legislation providing monies to reduce class size and prepare Individual Learning Plans (ILPs).
3. There are 29.0 FTE at Asp, 2.0 FTE at Edison, and 2.0 FTE at Riverside.
5. Did not hire 2 staff members due to declining enrollment.
6. Discrepancy due to coding of support staff and their travel time for 5th and 6th grades in buildings other than Asp.
7. See note above.
9. A recording of .285 FTE allocation of ESL to the Senior High accounts for this difference.
10. This figures indicates the teachers on Special Assignment (TOSA) for Graduation Standards.
12. The extra-curricular figure for 98-99 includes a reduction of \$9,507 due to the elimination of the AV Coordinator position.
15. Four additional custodial/maintenance employees are employed by the District. Two are employed at Townsite and paid through the Enterprise Fund. One is hired as a mechanic and is paid through the Transportation Fund. The other has been on Workers' Comp and has currently returned to work as a hall monitor. The decrease for 1997-98 is a reduction of 1.00 FTE resulting from the closing of Voyager. The addition of one custodian is to be used as a floater. The cost will be covered by a reduction in overtime pay.
16. The increase between 97-98 and 98-99 is due to Board approval of 1.00 FTE for Human Resources Office and an additional 7.25 FTE for Technology Department.
18. .50 of the Assistant Supt/Business Affairs is paid from budget other than the General Fund.
19. The increase between 97-98 and 98-99 of 3.00 FTE is due to hiring of Dir.of Information Systems and Instructional Support, assignment of Planning/Assessment(moved from Spec. Assign), and Program Mgr. for Reading Recovery /Literacy (from TOSA). One (1.00) prior Prog. Mgr. for Teaching and Learning be replaced in the future. .50 FTE position for Immersion already in current AOP but not filled.

21. The increase above allocation was based on Board approval of proposed increases. Subsequent decreases to total of FTE fluctuated based on students who left the District.
27. New anticipated Special Education Staff will be employed only after review, submission of proposal, and approval of the Superintendent. Special needs will have to be met by any remaining amounts from \$211,000 allocated for 1998-99 and decreases in other Special Education areas.
28. Increase in allocation for 1998-99 due to staffing funded from approved AOP allocation of \$211,000.00 Special needs will have to be met by any remaining amounts from \$211,000 allocated for 1998-99 and decreases in other Special Education areas.
30. This figure includes two (2) home school liaisons (Hispanic), one (1) Indian Educator, one-quarter social worker for homeless. Continuation contingent on grant approval. Lan/Wan specialist to be hired.
32. Regular Substitutes \$231,640.00 ILDA Substitutes \$35,090.00
Staff Development \$ 69,558.00 Paraprofessional \$43,540.00

Expenditures will increase as noted. This increase will be adjusted based on the inflation rates assumed in this document, legislative actions and changes in staff that will be necessary due to the revenues available. Mandates in the areas of comparable worth and special education are also impacting the levels of increase in district services.

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

Basic Assumptions

1. Salary Expenditures

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

	94.95	95.96	96.97	97.98
Building	Class	Class	Class	Class
Ratios	Size	Size	Size	Size
<u>Grade Levels</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>
Elem. K-4	25:1	25:1	25:1	25:1
Elem. 5-6	28:1	28:1	28:1	28:1
Jr. High	28:1	28:1	28:1	28:1
Sr. High	28:1	28:1	28:1	28:1

Support staff guidelines will be established by the administration.

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

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

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

Expenditure Rationale

Exhibit B

Basic Assumptions

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

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

Expenditure AssumptionsExhibit BBasic Assumptions

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

- a. Instructional Budgets by building - Costs will increase at an annual rate per pupil as follows.

Year	Riverside, Edison Probstfield		Robert Asp		MCAP, Jr. and Sr. High Schools	
	Washington Schools	% Inc		% Inc		% Change
1994-95	80.40 per student	28.80	90.27 per stud	28.81	113.64 per stud	31.33
1995-96	82.64 per student	2.79	92.78 per stud	2.79	116.81 per stud	2.79
1996-97	60.00 per student	3.00	70.00 per stud	3.00	95.00 per stud	3.00
1997-98	61.80 per student	3.00	72.10 per stud	3.00	97.85 per stud	3.00
1998-99	61.80 per student	0	72.10 per stud	0	97.85 per stud	0
1999-00	61.80 per student	0	72.10 per stud	0	97.85 per stud	0
2000-01	63.65 per student	3.00	74.30 per stud	3.00	100.80 per stud	3.00
2001-02	65.60 per student	3.00	76.50 per stud	3.00	103.80 per stud	3.00
2002-03	67.55 per student	3.00	78.80 per stud	3.00	106.90 per stud	3.00
2003-04	69.55 per student	3.00	81.15 per stud	3.00	110.15 per stud	3.00

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

Year	Amount	% Change
1994-95 Actual	94,615	8.00
1995-96 Actual	85,720	(9.40)
1996-97 Actual	85,824	.12
1997-98 Actual	91,034	6.07
1998-99 Budget	91,050	0
1999-00 Prel. Bud	91,050	0
2000-01 Pro.	93,780	3.00
2001-02 Pro.	96,590	3.00
2002-03 Pro.	99,490	3.00
2003-04 Pro.	102,480	3.00

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

Year	Amount	% Change
1994-95 Actual	33,344	5.00
1995-96 Actual	35,922	7.73
1996-97 Actual	39,705	10.53
1997-98 Actual	33,157	(16.49)
1998-99 Budget	44,220	3.00
1999-00 Prel. Bud	44,220	0
2000-01 Pro.	45,550	3.00
2001-02 Pro.	46,910	3.00
2002-03 pro.	48,320	3.00
2003-04 Pro.	49,770	3.00

- d. Staff development

Year	Amount	% Change
1995-96 Actual	409,364	
1996-97 Actual	385,711	(5.78)
1997-98 Actual	429,512	11.35
1998-99 Budget	300,000	(30.15)
1999-00 Prel. Bud	300,000	0
2000-01 Pro.	300,000	0
2001-02 Pro.	300,000	0
2002-03 Pro.	300,000	0
2003-04 Pro.	300,000	0

Expenditure Rationale

Exhibit B

Basic Assumptions

3. These inflation factors represent data provided by the State Department of Education and modified by recommendation of staff.
 - a. Supply and material allocations will be applied on a per student basis for an equitable distribution of supplies among schools. Beginning in 1996.97 Staff Development allocations are no longer based on student counts. See 3d below.
 - b. Library and audio-visual allocations will be applied on a per student basis for an equitable distribution of supplies among media centers.
 - c. Athletic supply allocations will be applied on a per participant basis for an equitable distribution among sports.
 - d. Staff Development funding will be reduced. Funding will be allocated according to Minnesota Statutes. 100% of the salary of the reading recovery teacher trainer will be charged to staff development.

EXPENDITURE ASSUMPTIONSEXHIBIT B

Summary of all accounts by major catagories.

Basic Assumptions

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

<u>Year</u>	<u>Line #57</u> <u>Amount</u>	<u>% Increase</u>
1994-95 Actual	1,152,577	- 9.38%
1995-96 Actual	872,462	-24.30%
1996-97 Actual	1,133,664	29.94%
1997-98 Actual	1,024,402	(9.64%)
1998-99 Budget	938,565	(8.38%)
1999-00 Prel. Budget	928,522	(1.10%)
2000-01 Projected	957,751	3.15%
2001-02 Projected	989,878	3.35%
2002-03 Projected	1,015,787	2.47%
2003-04 Projected	1,056,363	4.14%

e. Energy Items will increase as noted:

<u>Year</u>	<u>Line #58</u> <u>Amount</u>	<u>% Increase</u>
1994-95 Actual	439,425	-3.93%
1995-96 Actual	490,775	11.69%
1996-97 Actual	525,445	7.06%
1997-98 Actual	491,513	(6.46%)
1998-99 Budget	520,270	5.85%
1999-00 Prel. Budget	510,270	(1.92%)
2000-01 Projected	525,578	3.00%
2001-02 Projected	541,345	3.00%
2002-03 Projected	557,586	3.00%
2003-04 Projected	574,313	3.00%

f. Other costs will increase as listed.

<u>Year</u>	<u>Line #59</u> <u>Amount</u>	<u>% Increase</u>
1994-95 Actual	3,074,105	40.01%
1995-96 Actual	3,033,127	(1.33%)
1996-97 Actual	4,202,179	38.54%
1997-98 Actual	2,793,762	(33.52%)
1998-99 Budget	3,207,508	14.81%
1999-00 Prel. Budget	3,216,191	(.27)
2000-01 Projected	3,312,676	3.00%
2001-02 Projected	3,412,057	3.00%
2002-03 Projected	3,514,418	3.00%
2003-04 Projected	3,619,851	3.00%

Expenditure Assumptions

Exhibit B

Basic Assumptions

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

Includes allowance for new students.

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

- e. Rate increases are reflected in the increasing costs of electricity for the schools that have air conditioning installed. The electric light retrofit will reduce consumption by an estimated \$44,000 per year.
- f. Other costs: Will increase at standard inflation rates for non-salary costs. We have had rate increases for water and garbage. The large fluctuation during the 96.97 year was due to the water main break at the high school. There are insurance proceeds to offset the increase in expenditures.

1 GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

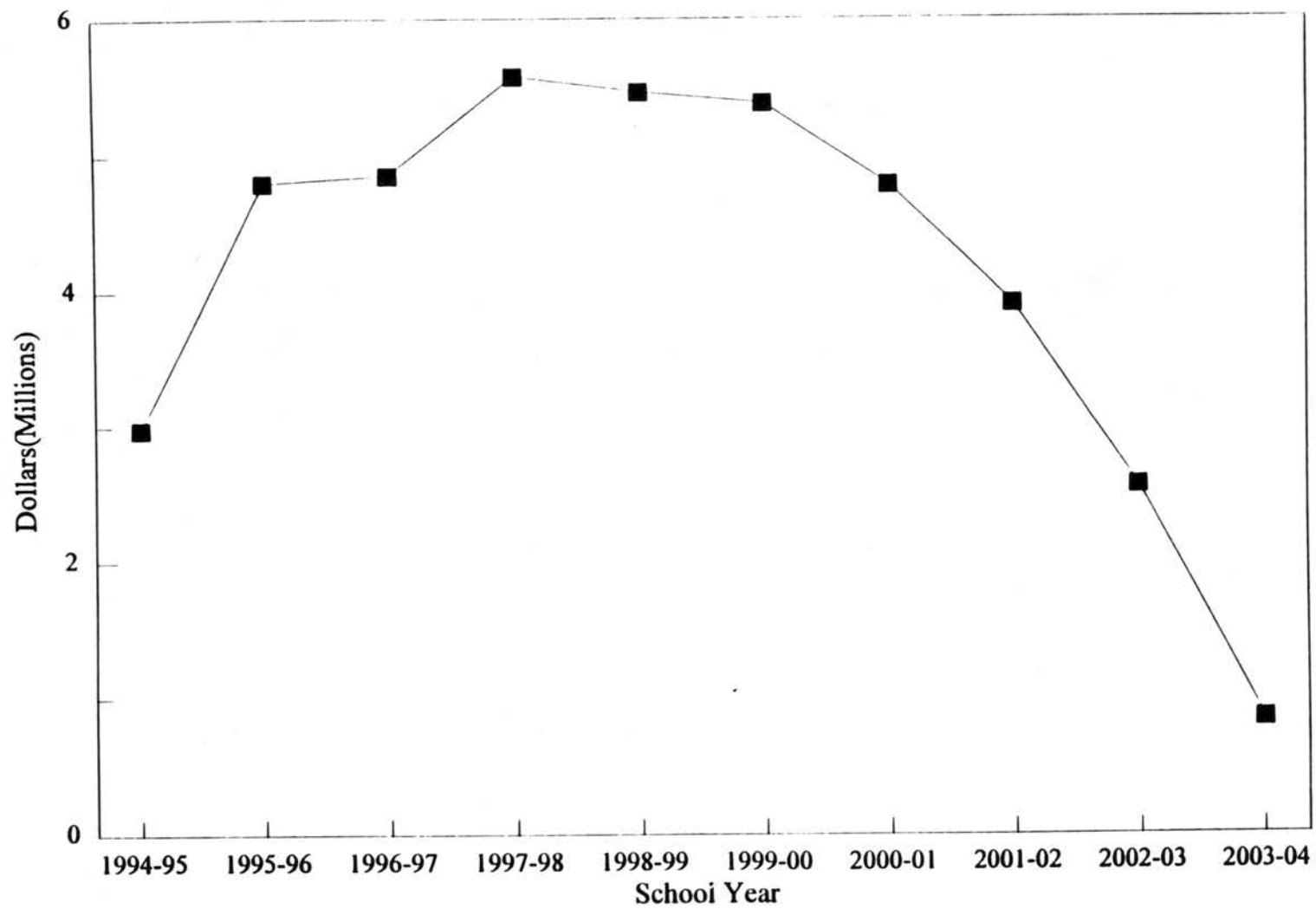
20-Jan-99 PRINT DATE										
LINE #	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 Prel Budget	2000-01	2001-02	2002-03	2003-04
PROJECTED										
Basic Education Revenue	3,167	3,205	3,205	3,281	3,360	3,460	3,530	3,600	3,672	3,746
UNAPPROPRIATED REVENUES										
1 Property Taxes	5,137,987	5,311,658	6,255,001	5,580,324	4,830,640	3,131,630	3,208,647	3,287,558	3,368,410	3,451,250
2 Interest	277,683	368,284	284,705	307,219	261,850	200,000	150,000	100,000	50,000	50,000
3 Tax shift	366,912	(948,780)	(861,979)	(9,317)	0	0	0	0	0	0
4 Other local	258,824	289,645	368,396	685,989	383,230	392,650	402,307	412,201	422,338	432,725
5 Tax credits	1,419,496	1,639,937	1,960,723	1,864,138	2,735,360	3,000,000	3,073,780	3,149,374	3,226,827	3,306,186
6 General ed aid	18,992,963	19,152,318	17,220,321	17,899,531	19,150,000	21,082,680	21,162,994	21,502,109	21,603,884	21,851,392
7 Special ed aid	2,959,172	3,316,632	3,411,095	3,553,701	3,800,000	3,893,450	3,989,203	4,087,310	4,187,830	4,290,823
8 Other state aids	727,223	530,632	582,781	718,617	302,648	310,090	317,716	325,530	333,536	341,738
9 Tax shift	(366,912)	948,780	861,979	9,314	0	0	0	0	0	0
10 Federal aids	1,482,486	1,624,406	1,791,076	1,863,604	1,842,670	1,887,990	1,934,422	1,981,996	2,030,739	2,080,682
11 Conversion of assets	5,841	2,025	854,800	604	20,000	20,490	20,994	21,510	22,039	22,581
12 Tuition & fees	249,740	595,350	483,768	426,393	382,840	392,260	401,907	411,791	421,918	432,295
13 State reduction										
14 TOTAL REVENUES	31,511,415	32,830,887	33,212,666	32,900,117	33,709,238	34,311,240	34,661,969	35,279,378	35,667,522	36,259,671
15 % CHANGE	ERR	4.19%	1.16%	-0.94%	2.46%	1.79%	1.02%	1.78%	1.10%	1.66%
16 \$ CHANGE	ERR	1,319,472	381,779	(312,549)	809,121	602,002	350,729	617,409	388,144	592,149
+++++										
17 Admin salaries	1,624,992	1,658,169	1,878,735	1,972,892	2,137,735	2,161,867	2,226,723	2,293,525	2,362,330	2,433,200
18 Admin supplies	28,219	58,716	12,731	14,062	16,690	16,690	17,191	17,706	18,238	18,785
19 Admin fringe benefits	285,553	284,018	315,777	310,800	327,460	337,284	347,402	357,824	368,559	379,616
20 Admin other	246,957	232,945	229,234	242,736	206,100	231,100	238,033	245,174	252,529	260,105
21 Instruct salaries(reg & voc)	10,692,274	10,659,285	11,903,289	12,008,226	12,466,180	12,840,165	12,809,862	12,988,551	13,244,227	13,416,747
22 Allowance for new staff					0	(403,406)	(199,619)	(130,078)	(218,259)	(162,484)
23 Instruct supplies	643,308	4,0016	758,003	674,814	539,295	539,295	555,474	572,138	589,302	606,981
24 Allowance for new students					(10,043)	(8,971)	(5,846)	(9,808)		0
25 Instruct fringe benefits	2,450,751	2,438,367	2,624,645	2,347,095	2,387,120	2,458,734	2,532,496	2,608,470	2,686,725	2,767,326
26 Instruct other	761,706	827,471	963,533	939,106	950,088	920,088	947,691	976,121	1,005,405	1,035,567
27 Spec ed salaries	6,036,106	6,488,986	5,773,112	6,205,047	6,524,160	6,719,885	6,921,481	7,129,126	7,343,000	7,563,290
28 Spec ed supplies	134,354	102,879	79,687	72,005	102,150	102,150	105,215	108,371	111,622	114,971
29 Spec ed fringe benefits	1,317,953	1,390,055	1,224,518	1,189,328	1,250,400	1,287,912	1,326,549	1,366,346	1,407,336	1,449,556
30 Spec ed other	1,023,309	973,280	1,006,436	857,107	950,840	950,840	979,365	1,008,746	1,039,009	1,070,179
31 Instruct support salaries	989,854	936,539	1,028,975	1,181,830	1,388,718	1,430,380	1,473,291	1,517,490	1,563,014	1,609,905
32 Instruct support supplies	135,865	107,222	98,438	101,290	128,610	128,610	132,468	136,442	140,536	144,752
33 Instruct support fringe benefits	190,996	183,419	189,643	193,299	221,120	227,754	234,586	241,624	248,873	256,339
34 Instruct support other	412,217	413,795	411,371	319,383	632,360	632,360	651,331	670,871	690,997	711,727
35 Pupil support salaries	609,924	638,704	668,083	724,911	725,750	747,523	769,948	793,047	816,838	841,343
36 Pupil support supplies	13,518	19,614	14,037	12,537	9,880	9,880	10,176	10,482	10,796	11,120
37 Pupil support fringe benefits	127,544	132,675	137,676	133,954	135,270	139,328	143,508	147,813	152,248	156,815
38 Pupil support other	83,850	86,486	77,963	85,685	92,390	106,073	109,255	112,532	115,908	119,386
39 Bldgs & grounds salaries	704,661	766,668	796,756	804,908	821,510	846,155	871,540	897,686	924,617	952,355
40 Bldgs & grounds energy exp	439,425	490,775	525,445	491,513	520,270	510,270	525,578	541,345	557,586	574,313
41 Bldgs & grounds supplies	197,313	125,015	170,768	149,694	141,940	141,940	146,198	150,584	155,102	159,755
42 Bldgs & grounds fringe benefits	120,921	128,465	136,604	138,546	158,200	162,946	167,834	172,869	178,055	183,397
43 Bldgs & grounds other	306,114	247,225	1,283,964	277,842	288,030	288,030	296,671	305,571	314,738	324,180
44 Early retirement pay	399,803	297,733	244,506	286,217	257,950	408,189	460,434	429,247	442,125	455,388
45 Fringe benefits	414,988	436,497	377,720	367,103	407,604	419,832	432,427	445,400	458,762	472,525
46 Other fixed costs	239,952	253,925	229,678	71,903	87,700	87,700	90,331	93,041	95,832	98,707
To be determined (staff development??)					(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
47 TOTAL EXPENDITURES	30,632,427	30,835,944	33,161,327	32,173,833	33,825,520	34,389,530	35,264,470	36,152,220	37,016,240	37,975,846
48 % CHANGE	ERR	0.66%	7.54%	-2.98%	5.13%	1.67%	2.54%	2.52%	2.39%	2.59%
49 \$ CHANGE	ERR	203,517	2,325,383	(987,494)	1,651,687	564,010	874,940	887,750	864,021	959,606
+++++										
50 REV OVER EXP (EXP OVER REV)	878,988	1,994,943	51,339	726,284	(116,282)	(78,290)	(602,501)	(872,842)	(1,348,719)	(1,716,175)
50.1 Trf to eliminate oper def in transp fund	(273,476)	(173,157)	0		(2,42)	(1,58)	0	0	0	0
51 F T E Reduction needed to balance budget							(11,83)	(16,64)	(24,96)	(30,84)
52 BEGINNING FUND BALANCE *	2,374,535	2,980,047	4,801,833	4,853,172	5,579,456	5,463,174	5,384,884	4,782,383	3,909,542	2,560,823
53 ENDING FUND BALANCE *	2,980,047	4,801,833	4,853,172	5,579,456	5,463,174	5,384,884	4,782,383	3,909,542	2,560,823	844,648
54 As a % of Expenditures	9.73%	15.57%	14.64%	17.34%	16.15%	15.66%	13.56%	10.81%	6.92%	2.22%

I GENERAL FUND
INDEPENDENT SCHOOL DISTRICT #152 BUDGETS

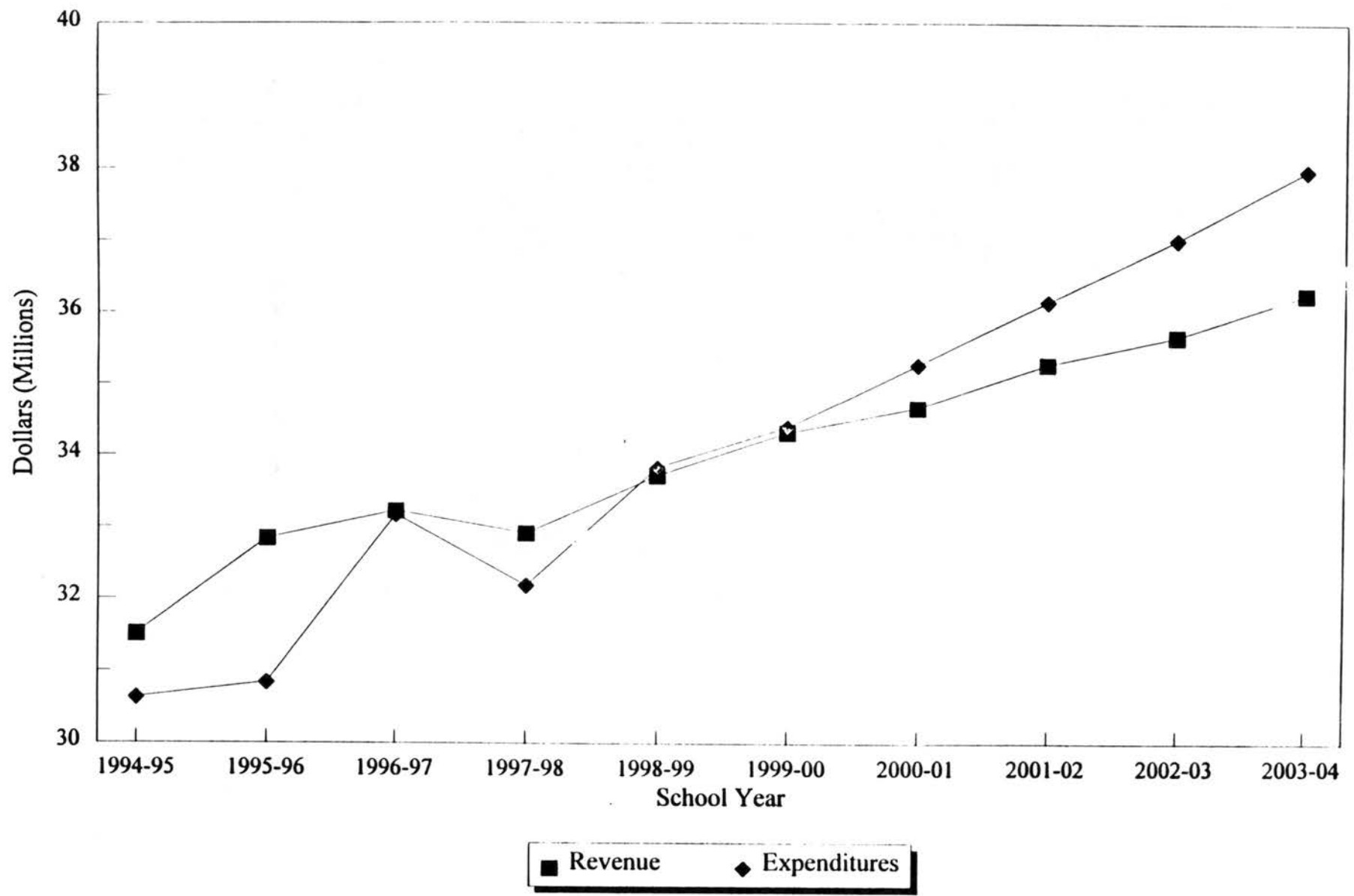
20-Jan-99 PRINT DATE

LINE #		1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 Prel. Budget	2000-01	2001-02	2002-03	2003-04
								PROJECTED			
55	CHANGE FACTORS										
56	SALARIES	N/A	21,057,614	21,446,084	22,293,456	23,184,031	24,322,003	24,750,757	25,333,661	25,918,593	26,477,892
57	SUPPLIES	N/A	1,152,577	872,462	1,133,664	1,024,402	938,565	928,522	957,751	989,878	1,015,787
58	ENERGY ITEMS	N/A	439,425	490,775	525,445	491,513	520,270	510,270	525,578	541,345	557,586
59	OTHER	N/A	3,074,105	3,033,127	4,202,179	2,793,762	3,207,508	3,216,191	3,312,676	3,412,057	3,514,418
60	FRINGE BENEFITS	N/A	4,908,706	4,993,496	5,006,583	4,680,125	4,887,174	5,033,789	5,184,803	5,340,347	5,500,557
61	REVENUES	N/A	31,511,415	32,830,887	33,212,666	32,900,117	33,709,238	34,311,240	34,661,969	35,279,378	35,667,522
.....											
	ASSUMPTIONS										
64	CHANGE FACTORS										
65	SALARIES		106.46%	101.84%	103.95%	103.99%	104.91%	103.00%	103.00%	103.00%	103.00%
66	SUPPLIES		109.41%	75.70%	129.94%	90.36%	91.62%	100.00%	103.00%	103.00%	103.00%
67	ENERGY ITEMS		96.07%	111.69%	107.06%	93.54%	105.85%	100.00%	103.00%	103.00%	103.00%
68	OTHER		140.10%	98.67%	138.54%	66.48%	114.81%	100.00%	103.00%	103.00%	103.00%
69	FRINGE BENEFITS		106.94%	101.73%	100.26%	93.48%	104.42%	103.00%	103.00%	103.00%	103.00%
70	REVENUES		109.33%	104.19%	101.16%	99.06%	102.46%	102.46%	102.46%	102.46%	102.46%
70.1											
70.2											
70.3											
70.4				25,369							
70.5				165,378							
71											
71.1	Kindergarten & Early Childhood		500	455	449	450	445	465	450	465	440
71.2	1-6		884	2,820	2,695	2,665	2,587	2,556	2,496	2,424	2,448
71.3	7-12		2,583	2,692	2,725	2,749	2,719	2,632	2,645	2,601	2,529
71.4		6,086	6,067	5,967	5,868	5,864	5,751	5,653	5,591	5,490	5,417
72	PUPIL UNITS										
	94-96										
72.1	Kindergarten & Early Childhood	0.530	0	265	241	260	239	236	246	239	233
72.2	1-6	1.060	0	3,057	2,989	2,856	2,825	2,742	2,646	2,569	2,595
72.3	7-12	1.300	0	3,488	3,500	3,542	3,574	3,535	3,422	3,439	3,288
72.4		6,874	6,810	6,730	6,659	6,637	6,513	6,377	6,323	6,197	6,116
	CHANGE IN PUPIL UNITS			(100)	(99)	(4)	(113)	(98)	(62)	(101)	(73)
73	CHANGE IN WEIGHTED PUPIL UNITS	ERR	(64.06)	(79.99)	(71.34)	(21.51)	(124.33)	(135.36)	(54.65)	(125.57)	(81.41)
74	AFDC UNITS	978	908	786							

General Fund Balance



General Fund Revenue vs. Expenditures



FUND II

FOOD SERVICE FUND

MOORHEAD AREA PUBLIC SCHOOLS

II. FOOD SERVICE FUND BUDGET PROJECTIONS

OBJECTIVES

- I. To approve the 1999-2000 Food Service Fund, Assumptions and Recommendations.
- II. To project Revenues and Expenditures for a three year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

II. FOOD SERVICE FUND PROJECTIONS

Table of Contents

	<u>Page</u>
A. Revenue Assumptions and Rationale	II 1-2
B. Expenditure Assumptions and Rationale	II 3-4
C. Fund Balance	II 5

Exhibits

A. Fund Summary	II 6
B. Fund Graphic	II 7
C. Student participation in Food Service Program 1978-98	II 8-11
D. Kitchen Remodeling Estimates and Floor Plan	II 12-13

II. FOOD SERVICE FUND

INTRODUCTION:

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

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

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

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

II. FOOD SERVICE FUND

LINE

REVENUE ASSUMPTIONS

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

II. FOOD SERVICE FUND

Revenue Rationale

- 1.0 The number of paid, free and reduced price meals will decrease due to declining enrollments.
- 1.1 All breakfast, milk, adult and ala carte food sales will remain the same as planned for in the 1998-99 budget.

2. Reimbursements:

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

The per meal reimbursements for commodities will remain constant.

The per meal federal reimbursements (cash) for paid meals will remain constant.

The per meal federal reimbursements (cash) for free and reduced meals will increase yearly by .02 per breakfast and .04 per lunch.

1998-99 REIMBURSEMENTS:

STATE REIMBURSEMENT:

\$.05 All Lunch

\$.051 All Breakfast

\$.105 All Free & Reduced Breakfasts (Asp and Edison)

COMMODITIES REIMBURSEMENT:

\$.1475 each meal

FEDERAL REIMBURSEMENT:

\$.1800 Paid lunch

\$1.5425 Reduced lunch

\$1.9425 Free lunch

\$.2000 Paid breakfast

\$.7725 Reduced breakfast

\$1.0725 Free breakfast

K-MILK REIMBURSEMENT:

\$.17 Milk - PM Kindergarten

\$.14 Milk - AM Kindergarten

OP99.14

II-2

II. FOOD SERVICE FUND

LINE

Expenditure Assumption

Basic Assumptions

1. Total Operating Expenses 11-20

2. Equipment/Construction 16

II. FOOD SERVICE FUND

Expenditure Rationale

Basic Assumptions

1. Expenses will increase by three percent per year.

- 2.1 Food Service Fund will pay \$140,000 for capital equipment in 1999-2000.

Equipment needs include:
convection ovens, steamers, computers, signage, salad bar.

Kitchen renovation at Washington in 1999-2000.
Cost is \$260,000.
The funding sources are:

Food Service Budget = \$100,000
Long Range Facility Planning Budget = \$160,000

II. FOOD SERVICE FUND

LINE

Fund Balance Projections 23

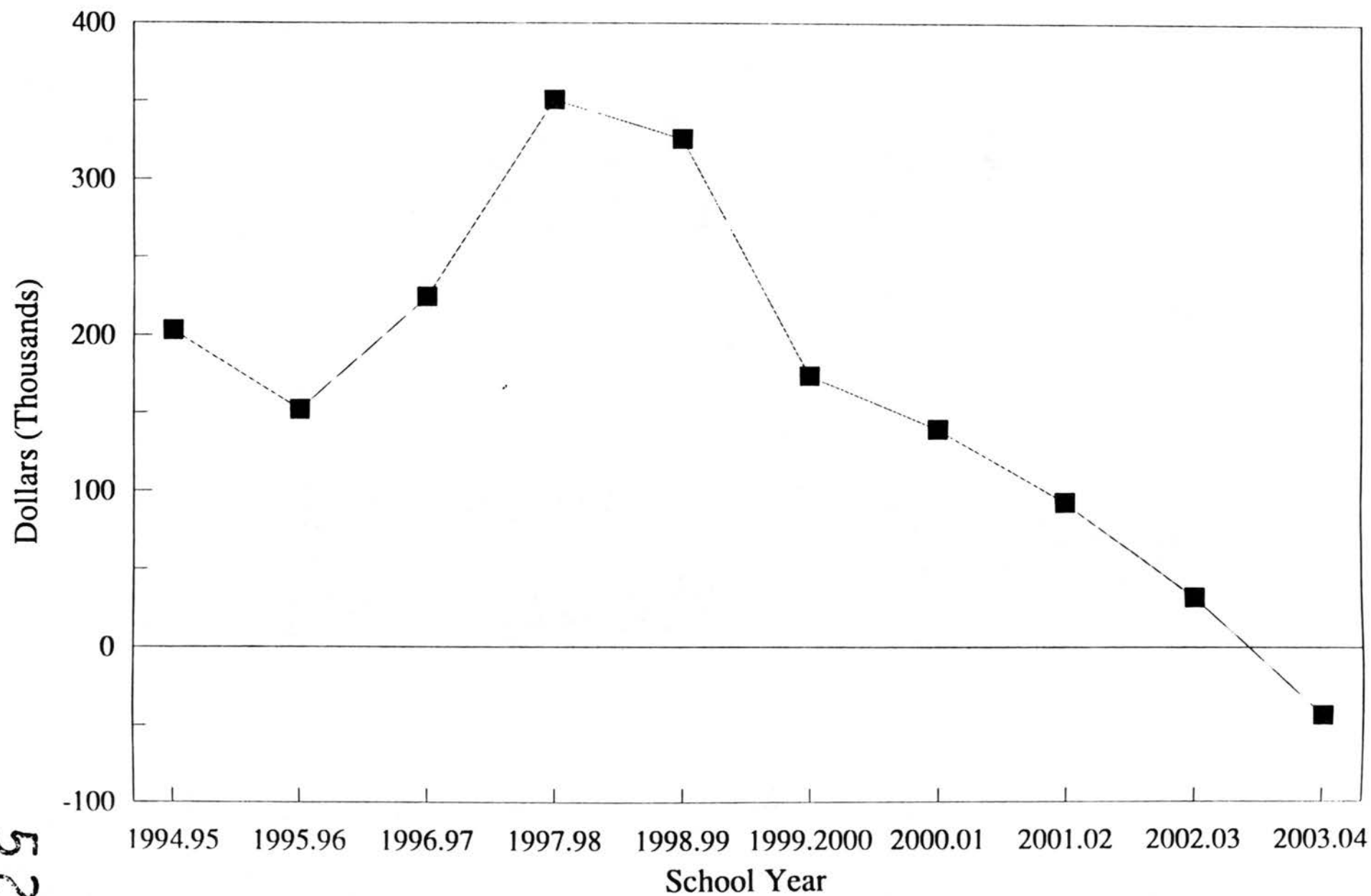
Use of Food Service funds to pay for capital outlay expenditures will decrease the fund balance.

Funding for capital outlay is received only from paid meal revenue (no contribution is received from free or reduced price meals). Decreases in the fund balance will result in a price increase.

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

Line #	1994.95	1995.96	1996.97	1997.98	1998.99	1999.2000	2000.01	2001.02	2002.03	2003.04
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Prel. Budget	PROJECTED			
REVENUES:							1.02	1.02	1.02	1.02
Other local and county sources:										
1 Interest	9,366	15,999	10,144	32,754	12,240	12,480	12,730	12,980	13,240	13,500
2 Miscellaneous local revenues		0	265		5,100	5,200	5,300	5,410	5,520	5,630
3	9,366	15,999	10,409	32,754	17,340	17,680	18,030	18,390	18,760	19,130
State sources:										
4 Lunch program aid	47,361	47,128	48,521	40,297	36,850	37,590	38,340	39,110	39,890	40,690
Federal sources:										
5 Lunch program aid	476,515	441,087	462,560	482,615	485,670	495,380	505,290	515,400	525,710	536,220
6 Food distribution program	108,222	89,910	91,042	90,838	83,120	84,780	86,480	88,210	89,970	91,770
7	584,737	530,997	553,602	573,453	568,790	580,160	591,770	603,610	615,680	627,990
8 Sale of food	457,969	471,028	538,793	557,257	549,310	560,300	571,510	582,940	594,600	606,490
9 Transfers (Equipment)	108,500	10,000	0		0	0				
10 Total revenues	1,207,933	1,075,152	1,151,325	1,203,741	1,172,290	1,195,730	1,219,650	1,244,050	1,268,930	1,294,300
EXPENDITURES:							1.030	1.030	1.030	1.030
Pupil support services:										
11 Salaries and wages	313,909	330,543	336,342	342,080	377,600	388,930	400,600	412,620	425,000	437,750
12 Employee benefits	49,512	54,429	55,014	53,454	59,930	61,730	63,580	65,490	67,450	69,470
13 Purchased services	36,943	44,485	42,882	44,011	52,580	54,160	55,780	57,450	59,170	60,950
14 Food costs-USDA commodities	108,222	89,909	91,042	90,838	83,120	85,610	88,180	90,830	93,550	96,360
15 Food costs, milk and supplies	502,383	512,505	523,804	532,332	576,590	593,890	611,710	630,060	648,960	668,430
16 Equipment/Construction	164,939	82,375	11,810		25,000	140,000	10,000	10,000	10,000	10,000
17 Other expenditures	10,446	11,734	18,001	14,681	22,660	23,340	24,040	24,760	25,500	26,270
18 Total expenditures	1,186,354	1,125,980	1,078,895	1,077,396	1,197,480	1,347,660	1,253,890	1,291,210	1,329,630	1,369,230
Revenues and other financing sources over (under)										
19 expenditures	21,579	(50,828)	72,430	126,345	(25,190)	(151,930)	(34,240)	(47,160)	(60,700)	(74,930)
FUND BALANCE (DEFICIT), BEGINNING OF YEAR	181,076	202,655	151,827	224,257	350,602	325,412	173,482	139,242	92,082	31,382
FUND BALANCE (DEFICIT), END OF YEAR	202,655	151,827	224,257	350,602	325,412	173,482	139,242	92,082	31,382	(43,548)
22 Fund Balance as a % of Expenditures	17.08%	13.48%	20.79%	32.54%	27.17%	12.87%	11.10%	7.13%	2.36%	-3.18%

Food Service Fund Balances



ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

YEAR	ADP	% PARTICIPATION	NOTES
1978-79	3052	60.63	
1979-80	2969	62.68	
1980-81	2720	60.82	15 cent price increase
1981-82	2276	55.24	15 cent price increase
1982-83	2336	57.72	
1983-84	2346	59.60	Strike
1984-85	2499	63.10	
1985-86	2598	65.70	
1986-87	2696	65.30	
1987-88	2753	64.5	5 cent price increase
1988-89	2935	66.0	
1989-90	3005	66.7	
1990-91	3157	66.3	First full year of Bon Appetit
1991-92	3226	65.2	
1992-93	3342	64.9	
1993-94	3428	64.9	
1994-95	3493	66.1	
1995-96	3313	62.8	Ala Carte at Senior High
1996-97	3303	62.8	Blizzards/Flood-Lost 5 Lunch Days 20-25 cent price increase
1997-98	3203	61.54	

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	VOY	TOTAL
1995-96										
SEPTEMBER	3419	23.7	79.6	78.1	80.8	84.2	80.8	83.4	77.6	62.9
OCTOBER	3451	26.7	74.8	80.4	87.9	84.9	81.1	85.4	79.5	64.3
NOVEMBER	3422	26.8	77.3	79.2	83.9	84.7	82.9	85.6	83.1	64.6
DECEMBER	3390	28.4	77.1	77.6	83.5	85.6	79.6	84.8	79.2	64.5
JANUARY	3357	24.6	76.6	79.2	84.5	84.9	77.8	85.9	82.5	63.8
FEBRUARY	3303	24.9	74.2	75.6	84.6	85.8	79.5	85.9	77.6	62.7
MARCH	3303	26.1	74.0	75.4	86.0	83.4	78.4	86.5	81.5	63.3
APRIL	3250	26.5	71.2	72.6	85.7	84.5	78.9	85.6	82.5	62.6
MAY	2996	23.3	71.9	57.3	84.7	79.0	70.9	81.3	70.6	57.9
TOTAL	3313									62.83
1996-97										
SEPTEMBER	3347	21.9	76.7	82.4	87.3	82.2	75.3	85.5	82.6	62.3
OCTOBER	3458	26.4	77.4	82.6	86.2	87.1	80.0	88.7	83.9	64.9
NOVEMBER	3425	27.1	77.1	81.5	84.7	86.8	80.1	85.9	85.8	64.9
DECEMBER	3340	26.7	74.9	80.4	86.4	85.3	79.2	84.8	76.6	63.9
JANUARY	3365	26.8	72.9	82.0	86.1	86.8	81.2	88.4	78.0	64.5
FEBRUARY	3305	27.5	72.2	76.9	86.8	83.4	76.1	86.6	83.2	63.3
MARCH	3301	26.2	71.3	78.1	85.8	84.4	76.9	85.2	84.5	62.9
APRIL	3263	24.7	70.3	78.4	87.5	85.9	76.7	84.7	83.9	62.7
MAY	3033	23.7	70.6	63.7	80.9	78.7	71.3	76.8	74.4	57.9
TOTAL	3303									62.78
1997-98										
SEPTEMBER	3346	22.7	80.1	80.9	86.8	81.4	77.1	86.3		62.7
OCTOBER	3374	25.1	79.2	81.6	88.9	81.9	75.2	86.1		63.4
NOVEMBER	3324	26.0	78.2	76.9	88.7	83.5	75.8	88.6		63.4
DECEMBER	3281	25.9	77.4	76.1	88.9	84.0	75.9	88.8		63.3
JANUARY	3158	25.1	73.5	71.9	87.8	82.4	73.8	85.1		61.1
FEBRUARY	3161	26.0	73.3	69.7	90.5	80.2	73.5	86.2		61.1
MARCH	3237	27.7	72.9	72.9	89.5	83.2	75.7	88.2		62.6
APRIL	3153	25.2	70.2	70.8	91.1	82.9	73.9	89.1		61.1
MAY	2877	23.0	69.6	54.8	86.4	79.6	69.1	80.8		56.2
TOTAL	3203									61.54

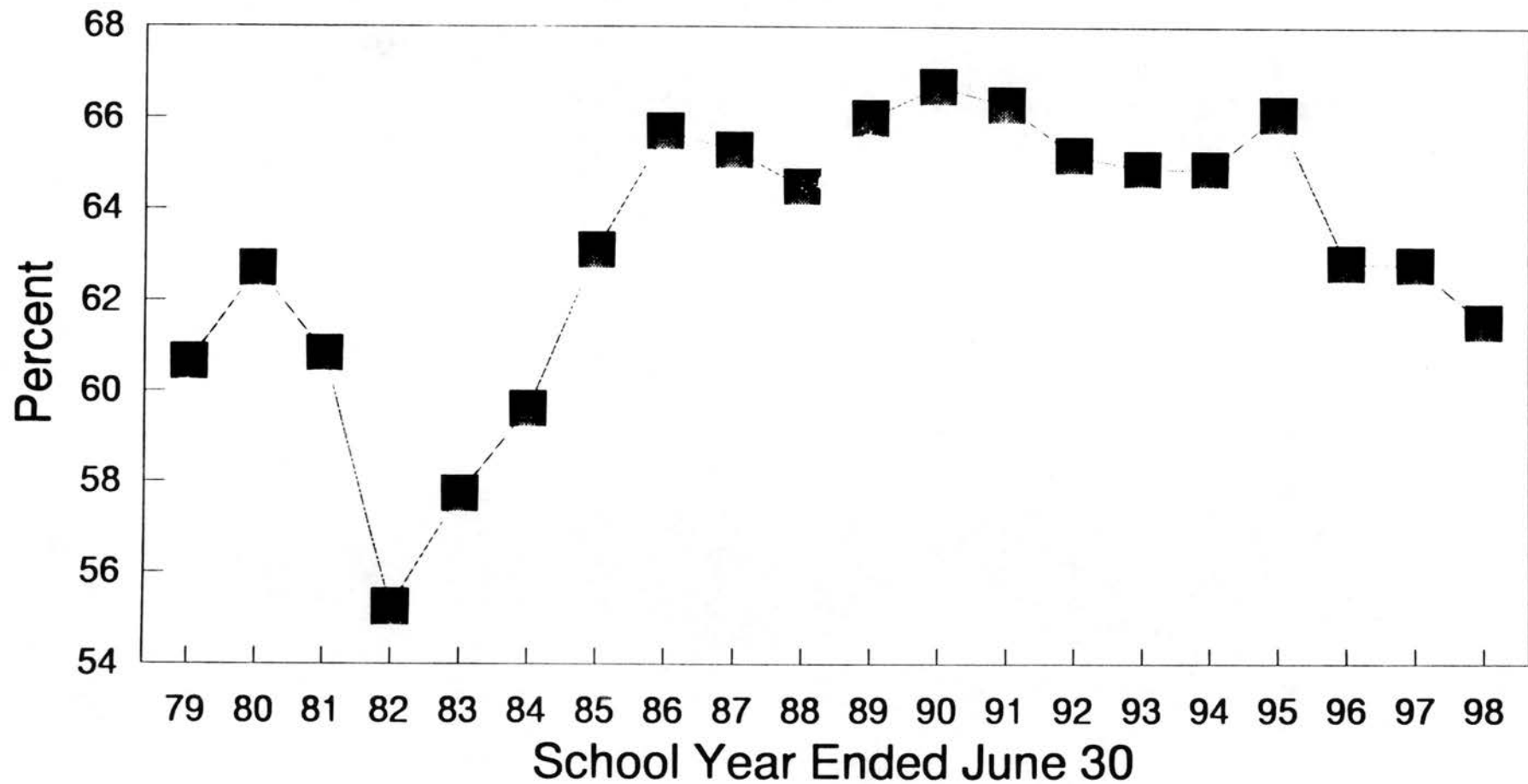
55

ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	HI	WA	TOTAL
1998-99									
SEPTEMBER	3480	25.2	86.3	82.3	92.1	88.1	80.3	89.4	66.2
OCTOBER	3545	29.1	84.8	81.6	92.0	90.9	81.5	88.5	67.4
NOVEMBER	3524	29.9	85.7	81.5	90.6	91.2	82.0	88.3	67.8
DECEMBER	3487	29.6	86.3	79.3	90.4	90.0	77.9	89.5	67.3
JANUARY									
FEBRUARY									
MARCH									
APRIL									
MAY									
TOTAL									

Food Service Participation

Reimbursable Meals



■ Percent Participation

FOSS ASSOCIATES
Architecture Engineering & Interiors

January 31, 1996

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

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

1. Washington Elementary Kitchen
#9001-43

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

2. Riverside Elementary Kitchen
#9001-99

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

3. Voyager Elementary Kitchen
#9001-50

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

II-12

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

II-12

A hand-drawn floor plan of a kitchen layout. The plan includes several labeled areas and equipment:

- Top Left:** "EXISTING POT & AN SINK LOCATED MODIFIED"
- Top Center:** "EXISTING HAND SINK"
- Top Right:** "EXISTING REFRIGERATOR" and "GATED TRAY DROP"
- Center:** "DEHYDRATING" area, "COLD FOOD" storage, and "HOT FOOD" storage.
- Right Side:** "SERVING" area with an arrow pointing to a "GRILLER".
- Bottom Right:** "MILK" storage area.
- Bottom Center:** "HOT FOOD" storage and "COLD FOOD" storage.
- Bottom Left:** "KITCHEN" area, "NEW WORKTABLE", "EXISTING FR counter SINKS and DISP.", "COUNTER STEAMER", "EXIST. FRIERS", "HOOD", "EXISTING COMBINATION OVEN", and "HAND SINK".
- Bottom Right Corner:** "wall p.s.p."

Robert Rippe & Associates, Mpls. Minn.

FUND III

TRANSPORTATION FUND

MOORHEAD PUBLIC SCHOOL DISTRICT

ANNUAL OPERATING PLAN

Fund III

PUPIL TRANSPORTATION DEPARTMENT

January, 99

III -- 1

TABLE OF CONTENTS

REQUIRED TRANSPORTATION.....	3
STATE FUNDING PROCEDURES FISCAL YEAR 1999.....	3
REVENUE INFORMATION AND RATIONAL.....	4
REVENUE ASSUMPTIONS HISTORY AND PROJECTIONS	5
EXPENDITURE INFORMATION AND RATIONALE	5
EXPENDITURE PROJECTION:	6
FUND BALANCE HISTORY AND PROJECTIONS:	6
DEDICATED FUND BALANCE FOR PURCHASE OF SCHOOL BUS	7

Index of Tables and Figures

TABLE 1 ACTUAL AND PROJECTED REVENUE 1990-2003	5
TABLE 2 EXPENDITURE PROJECTION 1990-2003	6
TABLE 3 FUND BALANCE OF TRANSPORTATION FUND 1991-2003	6
TABLE 5 BUS PURCHASE FUND BALANCE	7
TABLE 6 AUDIT SUMMARY 1991 - PRESENT WITH PROJECTIONS TO 2001	8
TABLE 7 SCHOOL BUS INVENTORY	9
TABLE 8 HISTORICAL CHANGES IN PUPIL TRANSPORTATION COSTS	10

REQUIRED TRANSPORTATION

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

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

STATE FUNDING PROCEDURES FISCAL YEAR 1999

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

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

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

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

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

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

"Safety" is a funding category designed to provide some of the resources required to meet the mandated safety training and some equipment upgrades. This funding source does not cover all safety related expenditures.

The state legislature eliminated funding for the Bus Purchase account. Future Bus Purchase must be out of the general fund. We have begun to include a depreciation expense for all uses of school bus. Currently this is a \$.35 per mile charge. There is a more detailed discussion of this on page 5.

¹ Minnesota Statutes 1997 Chap 123, 123.39 Sub 1

REVENUE INFORMATION AND RATIONAL

- 1) I based revenue assumptions for FY 99 on the 1997 Payable 1998 Levy Limitation and Certification document. Future revenue assumes a 2% increase in the basic revenue.
- 2) The current transportation funding law was to sunset on June 30, 1997. The 1997 legislature made the change in funding permanent.
- 3) The administration's introduction to the 1996 School District audit² stated that: "The state is working to reduce state aid for transportation. This will result in the General Fund subsidizing the Transportation Fund at even higher levels in the future." I share this perception of the intent of the Minnesota Legislature. The greatest impact for Moorhead school district will continue to be Special Needs Transportation costs.
- 4) For school year 1996-97 the trend to under fund non-regular service has continued. Beginning in the FY 99 Special Needs transportation revenues will come to the school district through the special education formula.

² *Independent School District No. 152 Comprehensive Annual Financial Report for the fiscal year ended June 30, 1996. Introductory letter dated October 23, 1996.

Revenue assumptions history and projections

1991-92	ACTUAL	\$2,204,900
1992-93	ACTUAL	\$1,531,951
1993-94	ACTUAL	\$1,663,249
1994-95	ACTUAL	\$1,648,796
1995-96	ACTUAL	\$1,892,356
1996-97	ACTUAL	\$2,026,127
1997-98	ACTUAL	\$2,283,142
1998-99	BUDGET	\$2,158,270
1999-2000	PRELIMINARY	\$2,149,790
2000-01	PROJECTED	\$2,177,660
2001-02	PROJECTED	\$2,190,830
2002-03	PROJECTED	\$2,204,900

Table 1 Actual and projected revenue 1991-2003

EXPENDITURE INFORMATION AND RATIONALE

- 1) We are including a \$0.35 per mile charge for depreciation on school buses. This will support the bus purchase account. The current rate is \$0.35 per mile, which reflects an 8 year depreciation schedule.
- 2) I have not included a budget line item for bus purchase. We are experiencing a period of declining enrollments. Our next scheduled purchase for school buses will be in FY2000. I will wait another year before making any specific recommendations for bus purchase.
- 3) We had been using one passenger van to serve students with specific needs. This van is a Dodge Caravan. It may need replacement of next summer, the estimated cost is \$25,000.
- 4) Transportation expenditures are a function of policy, program, and schedules. The appendix has a summary of how policy changes have affected the cost to provide pupil transportation in this school district.

Expenditure projection:

1991-92	ACTUAL	\$1,357,892
1992-93	ACTUAL	\$1,489,089
1993-94	ACTUAL	\$1,849,523
1994-95	ACTUAL	\$1,862,292
1995-96	ACTUAL	\$2,033,644
1996-97	ACTUAL	\$2,200,436
1997-98	ACTUAL	\$2,093,429
1998-99	BUDGET	\$2,105,410
1999-2000	PRELIMINARY	\$2,126,820
2000-2001	PROJECTED	\$2,178,490
2001-2002	PROJECTED	\$2,231,450
2002-2003	PROJECTED	\$2,285,741
		\$2,281,384

Table 2 Expenditure projection 1991-2003

FUND BALANCE HISTORY AND PROJECTIONS:

		Total Fund Balance	Operating Fund Balance	Dedicated Fund Balance
1991-92	actual	\$316,570	118,875.00	\$197,695
1992-93	actual	\$359,432	108,136.00	\$251,296
1993-94	actual	\$173,158	-4,300.00	\$177,458
1994-95	actual	\$233,138	-20,909.00	\$254,047
1995-96	actual	\$265,005	0.00	\$265,005
1996-97	actual	\$80,666	3,827.00	\$86,869
1997-98	budget	\$280,409	255,904.00	\$24,505
1998-99	preliminary	\$333,269	219,764.00	\$113,505
1999-2000	projected	\$366,239	182,734.00	\$173,505
2000-01	projected	\$355,409	121,904.00	\$233,505
2001-02	projected	\$314,789	21,284.00	\$293,505
2002-03	Projected	\$233,949	-119,566.50	\$353,505

Table 3 Fund balance of transportation fund 1991-2003

DEDICATED FUND BALANCE FOR PURCHASE OF SCHOOL BUS

FUND BALANCE FOR BUS PURCHASE ACCOUNT			
FISCAL YEAR	EXPENDITURE	REVENUE	FUND BALANCE
1994-95	\$2,182		\$254,047
1995-96	\$67,419	\$78,377	\$265,005
1996-97	\$178,136	\$0	\$86,869
1997-98	\$111,658	\$49,294	\$24,505
1998-99	\$0	\$89,000	\$113,505
1999-2000	\$0	\$60,000	\$173,505
2000-01	\$0	\$60,000	\$233,505
2001-02	\$0	\$60,000	\$293,505
2002-03	0	\$60,000	\$353,505 ³

Table 4 Bus Purchase Fund Balance

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

Table 5 Audit Summary 1992 -- Present with projections to 2003

	A	C	D	E	F	G	H	I	J	K	L	M
1	Print Date:						6795.42	6814.45	6652.82	6472	6377	6287
2	1/19/99	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03
3		ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET		PROJECTED		
4	REVENUES											
5	Local property taxes	358,415.00	429,651.00	489,157.00	539,722.00	164,105.00	118,023.00		0.00	0.00	0.00	
6	Levy	358,415.00	429,651.00	489,157.00	539,722.00	164,105.00	118,023.00		0.00	0.00	0.00	0.00
7	Other local and county sources:											
8	Interest	6,463.00	0.00		2,607.00	3,749.00	11,042.00					
9	Miscellaneous local revenues	25,284.00	146.00		1,130.00							
10	Bus Purchase Chargeback						49,294.00	89,000.00	60,000.00	60,000.00	60,000.00	60,000.00
11	Special Needs Chargeback							498,820.00	513,790.00	529,200.00	530,080.00	530,980.00
12	Other Local Sources	31,747.00	146.00	0.00	3,737.00	3,749.00	60,336.00	587,820.00	573,790.00	589,200.00	590,080.00	590,980.00
13	State Sources											
14	Transportation aid	881,750.00	980,101.00	864,354.00	1,040,777.00	1,850,273.00	1,644,783.00	1,458,690.00	1,462,330.00	1,472,790.00	1,483,040.00	1,494,110.00
15	Bus Depreciation Aid	68,564.00	67,838.00	78,377.00	78,377.00							
16	Tax Credits (HACA)	144,859.00	108,886.00	121,720.00	112,580.00							
17	Other appropriations	46,616.00	76,310.00	95,188.00	117,163.00		460,000.00	111,760.00	113,670.00	115,670.00	117,710.00	119,810.00
18	State Sources	1,141,789.00	1,233,135.00	1,159,639.00	1,348,897.00	1,850,273.00	2,104,783.00	1,570,450.00	1,576,000.00	1,588,460.00	1,600,750.00	1,613,920.00
19	Sales and other conversions of assist											
20	Insurance recoveries		317.00									
21	Total Revenues	1,531,951.00	1,663,249.00	1,648,796.00	1,892,356.00	2,026,127.00	2,283,142.00	2,158,270.00	2,149,790.00	2,177,660.00	2,190,830.00	2,204,900.00
22	Inflation factor						2.50%					
23	EXPENDITURES:											
24	Pupil support services											
25	Salaries and wages	343,649.00	312,829.00	368,169.00	347,006.00	366,944.00	350,317.00	380,680.00	390,200.00	399,960.00	409,960.00	420,210.00
26	Employee benefits	55,776.00	53,059.00	62,941.00	61,422.00	68,097.00	63,727.00	72,450.00	74,260.00	76,110.00	78,020.00	79,970.50
27	Contracted bus services	851,407.00	1,071,607.00	1,114,908.00	1,280,490.00	1,253,808.00	1,272,051.00	1,276,990.00	1,308,910.00	1,341,630.00	1,375,170.00	1,409,550.00
28	Other purchased services	10,802.00	52,301.00	97,398.00	54,407.00	118,919.00	104,681.00	33,210.00	34,040.00	34,890.00	35,760.00	36,660.00
29	Supplies and materials	196,962.00	194,478.00	194,145.00	200,443.00	194,664.00	173,252.00	227,420.00	233,100.00	238,930.00	244,900.00	251,020.00
30	Equipment	15,545.00	143,825.00	2,182.00	67,443.00	178,136.00	111,658.00	0.00	0.00	0.00	0.00	0.00
31	Other expenditures	14,948.00	21,424.00	22,549.00	21,577.00	19,868.00	17,743.00	25,660.00	26,310.00	26,970.00	27,640.00	28,330.00
32	Chargebacks/ bus purchase							89,000.00	60,000.00	60,000.00	60,000.00	60,000.00
33	Total Expenses	1,489,089.00	1,849,523.00	1,862,292.00	2,033,644.00	2,200,436.00	2,093,429.00	2,105,410.00	2,126,820.00	2,178,490.00	2,231,450.00	2,285,740.50
34	Revenues over (under) expenditures	42,862.00	-186,274.00	-213,496.00	-141,288.00	-174,309.00	189,713.00	52,860.00	22,970.00	-830.00	-40,620.00	-80,840.50
35	Operating transfer from the General Fund			273,476.00	173,155.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	FUND BALANCE (DEFICIT) BEGINNING OF YEAR	316,570.00	359,432.00	173,158.00	233,138.00	265,005.00	90,696.00	280,409.00	333,269.00	356,239.00	355,409.00	314,789.00
37	RETAINED EARNINGS (DEFICIT)											
38	FUND BALANCE END OF YEAR	359,432.00	173,158.00	233,138.00	265,005.00	90,696.00	280,409.00	333,269.00	356,239.00	355,409.00	314,789.00	233,948.50
39	Transfer to bus purchase account											
40	Fund Balance reserved for bus purchase	251,296.00	177,458.00	254,047.00	265,005.00	86,869.00	24,505.00	113,505.00	173,505.00	233,505.00	293,505.00	353,505.00
41	Operating Fund Balance	108,136.00	-4,300.00	-20,909.00	0.00	3,827.00	255,904.00	219,764.00	182,734.00	121,904.00	21,284.00	-119,556.50

ID#	Vehicle Type	VIN#	Model Year	Chassis	Body	Fuel type	Capacity	Miles as of 1/18/99	Special Equipment	Scheduled Replacement	Estimated Replacement cost
74	SCHOOL BUS	D0822HHE15883	1978	IHC	CARPENTER	GASOLINE	59	NA		1998	
81	SCHOOL BUS	D0822HHE25476	1978	IHC		GASOLINE	47	NA		1998	
75	SCHOOL BUS	HA172HED4888	1979	IHC	SUPERIOR	GASOLINE	68	NA		1994	
78	SCHOOL BUS	B0K6VH3292	1980	FORD	CARPENTER	GASOLINE	59	NA		1992	
82	SCHOOL BUS	HA172HED13634	1980	IHC	SUPERIOR	GASOLINE	34	NA	LIFT EQUIP'D	1992	
84	SCHOOL BUS	2H1BA170HCA24660	1981	IHC		GASOLINE	36	NA	LIFT EQUIP'D	1998	
88	SCHOOL BUS	1H1N74N1A1029417	1981	FORD		DIESEL	46	NA	LIFT EQUIP'D	1998	
82	SCHOOL BUS	1GDD6P18GV518476	1986	IHC		GASOLINE	35	4628	LIFT EQUIP'D	1998	50000
70	SCHOOL BUS	1HDP775A0JVA01669	1988	IHC	CARPENTER	DIESEL	71	114494		2000	50000
76	SCHOOL BUS	1HMLPCH1UH59715	1988	FORD	CARPENTER	DIESEL	65	156341		2000	50000
77	SCHOOL BUS	1GDL6P163JV508974	1988	GMC	CARPENTER	DIESEL	65	40189		2000	50000
79	SCHOOL BUS	1HDP775A0JVA01668	1988	FORD	CARPENTER	DIESEL	71	96321		2000	50000
85	SCHOOL BUS	1H1N66P5JVA01656	1988	IHC	CARPENTER	DIESEL	35	123405		2000	50000
90	SCHOOL BUS	1GDL6P164JV508966	1988	GMC	CARPENTER	DIESEL	65	30793		2000	50000
143	MINI-VAN	1HMCAL1U5LZ495357	1988	FORD	AFRICSTAR	GASOLINE	7	Out of Service		1998	50000
61	SCHOOL BUS	1GDM7T163KV508680	1989	GMC	CARPENTER	DIESEL	44	79714		2001	50000
62	SCHOOL BUS	1GDM7T164KV509743	1989	GMC	CARPENTER	DIESEL	44	78761		2001	50000
91	SCHOOL BUS	1HDP775P7KV4U7815	1989	FORD	CARPENTER	DIESEL	65	115955		2001	50000
92	SCHOOL BUS	1HDP775P7KV4U7816	1989	FORD	CARPENTER	DIESEL	65	108397		2001	50000
102	CAR	1J4F58S6N141455	1992	JEEP	JEEP	GASOLINE	5	74010		2002	50000
93	SCHOOL BUS	1HMDH1N8R1562179	1993	IHC	THOMAS	DIESEL	78	58058		2005	50000
94	SCHOOL BUS	1HMDH1N8R1562180	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
142	MINI-VAN	1B9GH431P270889	1993	DODGE	CARAVAN	GASOLINE	7	97261		2003	50000
96	SCHOOL BUS	1HMDH1N8R1562181	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562182	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562183	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562184	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562185	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562186	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562187	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562188	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562189	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562190	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562191	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562192	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562193	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562194	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562195	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562196	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562197	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562198	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562199	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562200	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562201	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562202	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562203	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562204	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562205	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562206	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562207	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562208	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562209	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562210	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562211	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562212	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562213	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562214	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562215	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562216	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562217	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562218	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562219	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562220	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562221	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562222	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562223	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562224	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562225	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562226	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562227	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562228	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562229	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562230	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562231	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562232	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562233	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562234	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562235	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562236	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562237	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562238	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562239	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562240	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562241	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562242	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562243	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562244	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562245	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562246	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562247	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562248	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562249	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562250	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562251	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562252	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562253	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562254	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562255	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562256	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562257	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562258	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562259	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562260	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562261	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562262	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562263	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562264	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562265	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562266	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562267	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562268	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562269	1993	IHC	THOMAS	DIESEL	78	58107		2005	50000
96	SCHOOL BUS	1HMDH1N8R1562									

	Total Transportation	Bus Purchase	Total Operating	% Increase	Special Needs Costs	% increase Special Needs	Regular Education Transportatio n Cost		Kindergarten		Between Buildings		Shared Time
1977													
1978													
1979	525236	51973	\$473,263	#DIV/0!		#DIV/0!	\$473,263	#DIV/0!					
1980	473263	0	\$473,263	0.00%		#DIV/0!	\$473,263	0.00%					
1981	688363	53381	\$634,982	34.17%		#DIV/0!	\$634,982	34.17%					
1982	712041	25901	\$686,140	8.06%		#DIV/0!	\$686,140	8.06%					
1983	734642	328	\$734,314	7.02%		#DIV/0!	\$734,314	7.02%					
1984	832867	5061	\$827,806	12.73%		#DIV/0!	\$827,806	12.73%					
1985	916824	15664	\$901,160	8.86%		#DIV/0!	\$901,160	8.86%					
1986	1083379	31632	\$1,051,747	16.71%	116596.88	#DIV/0!	\$935,150	3.77%			9298.5	#DIV/0!	5723.9
1987	1101069	447	\$1,100,622	4.65%	126019.91	8.08%	\$974,602	4.22%	60779		14967.89	60.97%	8182.36
1988	1388357	267141	\$1,121,216	1.87%	113978.13	-9.56%	\$1,007,238	3.35%	24214.62	-60.16%	6334.46	-57.68%	6334.46
1989	1496945	252677	\$1,244,268	10.97%	142063.53	24.64%	\$1,102,204	9.43%	62373.07	157.58%	9827.47	55.14%	9750.39
1990	\$1,377,947	29798.3	\$1,348,149	8.35%	256371	80.46%	\$1,091,778	-0.95%	93439.97	49.81%	3227.24	-67.16%	2000
1991	\$1,477,414	2106.12	\$1,475,308	9.43%	288443	12.51%	\$1,186,865	8.71%	90239.29	-3.43%	8406.28	160.48%	858.74
1992	\$1,357,892	32811.47	\$1,325,081	-10.18%	268849	-6.79%	\$1,056,232	-11.01%	92387.34	2.38%	5344.67	-36.42%	852.29
1993	\$1,489,089	39146.56	\$1,449,942	9.42%	360383	0.05%	\$1,089,559	3.16%	85062.74	-7.93%	10690.67	100.02%	118.49
1994	\$1,849,523	145554.11	\$1,703,969	17.52%	406244	12.73%	\$1,297,725	19.11%	97972.05	15.18%	13724.76	28.38%	455.93
1995	\$1,862,292	2092.11	\$1,860,200	9.17%	432920	6.57%	\$1,427,280	9.98%	151864.72	55.01%	15239.09	11.03%	1289.5
1996	\$2,033,644	67419.09	\$1,966,225	5.70%	520095	20.14%	\$1,446,130	1.32%	157536.39	3.73%	11777.78	-22.71%	849.78
1997	\$2,200,436	178135.71	\$2,022,300	2.85%	471428	-9.36%	\$1,550,872	7.24%	171426.55	8.82%	14112.84	19.83%	304.6
1998	\$2,093,429	111658	\$1,981,771	-2.00%	461752.88	-2.05%	\$1,520,018	-1.99%	122443.06	-28.57%	16736.01	18.59%	2085.47

Table 7 Historical Changes in Pupil Transportation Costs

		Summer School		Xing Guard		Late Activity		Regular To From		Notes
1977								\$0	VALUE	
1978								\$0	DIV/01	
1979								\$473,263	DIV/01	
1980								\$473,263	0.00%	
1981								\$634,982	34.17%	
1982								\$686,140	8.06%	
1983								\$734,314	7.02%	
1984								\$827,806	12.73%	Asp opened as a 6th Grade Building
1985								\$901,160	8.86%	
1986	DIV/01	25917.04	DIV/01			0		\$894,211	-0.77%	
1987	42.95%	21500.88	-17.04%			DIV/01 40780	DIV/01	\$828,392	-7.36%	Eliminated X district day care busing
1988	-22.58%	17341.17	-19.35%			DIV/01 10783.28	-73.56%	\$942,230	13.74%	5th Grade to Asp
1989	53.93%	32600.96	88.00%			DIV/01 41099.6	281.14%	\$946,553	0.46%	
1990	-79.49%	29249.54	-10.28%	7395		DIV/01 136888.98	233.07%	\$819,577	-13.41%	New Transportation Eligibility Boundaries Edulog New System of Routing New Contracts
1991	-57.06%	33597.41	14.86%	7628.65	3.16%	150432	9.89%	\$895,703	9.29%	
1992	-0.75%	7581.33	-77.43%	11065.06	45.05%	0	-100.00%	\$939,001	4.83%	
1993	-86.10%	0	-100.00%	9496.45	-14.18%	6995	DIV/01	\$977,196	4.07%	
1994	284.78%	0	DIV/01	11614.08	22.30%	11677	66.22%	\$1,162,331	18.95%	Over Crowding in Schools requireing additional transportation services to balance class size
1995	182.83%	0	DIV/01	14423.23	24.19%	25625	120.39%	\$1,218,838	4.86%	Opened FSC and Lommen Kindergarten rooms required additional bussing
1996	-34.10%	0	DIV/01	12376.07	-14.19%	11595	-54.75%	\$1,251,995	2.72%	
1997	-64.16%	0	DIV/01	11241.17	-9.17%	9456	-18.45%	\$1,344,331	7.38%	
1998	584.66%	0	DIV/01	10740.97	-4.45%	10990.89	16.23%	\$1,357,022	0.94%	Closed Voyager, 5th grade to other buildings New contract for routes,

Table 7 Historical Changes in Pupil Transportation Costs

FUND VIII

ENTERPRISE FUND

MOORHEAD AREA PUBLIC SCHOOLS

VIII. ENTERPRISE FUND
HISTORY AND PROJECTIONS

OBJECTIVES

- I. To approve the 1999-2000 Enterprise Fund, Assumptions and Recommendations. To lease space in the Townsite Centre and at the Voyager Site in order to cover operating costs and a portion of depreciation.
- II. To project Revenues and Expenditures for a four year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

VIII. ENTERPRISE FUND PROJECTIONS

TABLE OF CONTENTS

PAGE

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

EXHIBITS

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

VIII. ENTERPRISE FUND

INTRODUCTION

ENTERPRISE FUNDS - To account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

The enterprise fund of the district consists of the Townsite Centre and Voyager Site Leasing Enterprise Fund which accounts for the operations of the Townsite Centre and Voyager Site buildings. Tenants are not related to the district, other than the district leasing administrative office space and some classroom space.

REVENUE ASSUMPTION AND RATIONALE

1. Revenues will increase by two percent per year.
2. Interest Income: Interest rates will remain low for short term investments.

EXPENDITURE ASSUMPTIONS AND RATIONALE

Basic Assumptions

1. Expenses will increase by two percent per year.
2. Depreciation will decrease as assets become fully depreciated or increase as repair and replacement increases.
3. Interest expense will decline as payable is reduced.
4. Will have to replace tenants carpet and remodel for tenants as needed which will increase depreciation.
5. Will need to amortize capital expense for accessibility requirements among current tenants at Voyager.

$$\$23,141.34 \div 8,234 \text{ Sq. Ft.} = \$2.81 \text{ Sq. Ft.}$$

TOWNSITE CENTRE LEASING

NOVEMBER 1998

SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
				1.03		
101B	O.B.E. Office	6-30-99	324	5.62	151.74	1,820.88
101C	Special Education Offices	6-30-99	445	5.62	208.41	2,500.90
104B	Superintendent's Office	6-30-99	301	10.05	252.09	3,025.05
104A	Supt. Sec. Office	6-30-99	364	10.05	304.85	3,658.20
105	Chapter 1	6-30-99	124	5.57	57.56	690.68
106	Migrant Health Ser	1-31-2000	546	10.04	456.82	5,481.84
120	Migrant Health Ser	1-31-2000	1,188	10.04	993.96	11,927.52
126	Migrant Health Ser	1-31-2000	150	10.04	125.50	1,506.00
128	Migrant Health Ser	1-31-2000	137	10.04	114.62	1,375.48
130	Migrant Health Ser	1-31-2000	142	10.04	118.81	1,425.68
132	Migrant Health Ser	1-31-2000	172	10.04	143.91	1,726.88
152.2	Migrant Health Ser-storage	1-31-2000	513	3.00	128.25	1,539.00
134	Goodwill-Easter Seal	11-30-99	480	10.30	412.00	4,944.00
139.1	Three Treasures	12-31-99	242	10.30	207.72	2,492.60
139.2	Three Treasures	12-31-99	80	10.30	68.67	824.00
139.3	Three Treasures	12-31-99	57	10.30	48.93	587.10
140	Tri-Valley	8-31-99	805	10.30	690.96	8,291.50
141	A.R.C.	12-31-99	388	10.54	340.79	4,089.52
142	Val Ed Joint Venture	11-30-99	840	10.72	750.40	9,004.80
144.6	Farm Management	7-31-99	265	10.00	220.83	2,650.00
144.7	Farm Management	7-31-99	301	10.00	250.83	3,010.00
146	Cultural Diversity	12-31-99	778	8.37	542.66	6,511.86
148	Special Ed-Linda Sheets	8-31-99	500	5.57	232.08	2,785.00
152	Elementary Avenue	4-30-99	2,500	10.05	2,093.75	25,125.00
153	VACANT - Above Phy Ed Office		459			
153.1	Special Serv	12-01-99	342	5.57	158.75	1,904.94
154	Access/Connections	10-31-99	2,983	10.30	2,560.41	30,724.90
154.1&2	Access/Connections	10-31-99	454	10.30	389.68	4,676.20
156	VACANT		4,069			
160	Community Education	8-31-99	728	10.61	643.67	7,724.08
161	Access/Connections	10-31-99	349	10.30	299.56	3,594.70
200	MN Dept Revenue	1-31-01	900	10.00	750.00	9,000.00
201	Access/Connections	10-31-99	186	10.30	159.65	1,915.80
202.1	Speical Ed Offices	8-31-99	664	10.30	569.93	6,839.20
202.2	Speical Ed Offices	8-31-99	204	10.30	175.10	2,101.20
203	Community Ed	9-31-99	450	10.61	397.88	4,774.50

TOWNSITE CENTRE LEASING

NOVEMBER 1998

SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
204	Access/Connections	10-31-99	610	10.30	523.58	6,283.00
206.1	Ron Odden Psychologist	3-31-99	184	10.61	162.69	1,952.24
206.3	Ron Odden Psychologist	3-31-99	185	10.61	163.57	1,962.85
206.2	Trans Em	10-31-99	102	10.30	87.55	1,050.60
206.4	Trans Em	10-31-99	168	10.30	144.20	1,730.40
220	Multi Regional Center	6-30-99	900	8.55	641.25	7,695.00
230.1	Region I ESV	6-30-99	2,183	9.05	1,646.35	19,756.15
230.3	Added Main Office	6-30-99	500	8.43	351.25	4,215.00
230.2	Computer Room	6-30-99	1,867	7.29	1,134.20	13,610.43
236.1	Region I Storage	6-30-99	400	6.03	201.00	2,412.00
250	FM Symphony	6-30-99	800	10.61	707.33	8,488.00
254	FM Symphony	6-30-99	550	5.00	229.17	2,750.00
260	Foss Associates	2-28-99	2,216	11.33	2,092.27	25,107.28
263	Foss Associates Storage	2-28-99	936	4.12	321.36	3,856.32
265	Foss Unsecured Space	2-28-99	888	2.81	207.94	2,495.28
265	Storage (Over Access/Conn.)		1,064			
265.1	Training Room Region I	7-1-99	1,026			
267	East Otter Tail Telephone Co. & Val Ed.	1-13-2000	600	4.25	212.50	2,550.00
272	Vision Impaired	8-31-99	218	5.57	101.19	1,214.26
342	School Ballet	12-31-99	1,500	3.35	418.75	5,025.00
TOTALS			40,327	7.25	24,366.90	292,402.82
101A	I. S. D. 152 Office	6-30-99	6,276	5.57	2,913.11	34,957.32
TOTALS			46,603	7.02	27,280.01	327,360.14
Total School District Use			10,940	6.76	6,166	73,996
VACANT SPACE			23.47%			22.60%
Rented Space (None School)			4,528			
			9.72%			
			31,135			
			66.81%			

TOWNSITE LEASING, PROGRAM: LEASES99

VOYAGER LEASING

19-Jan-99 Fiscal year July 1, 1998 to June 30, 1999
 SUITE LESSEE ENDING DATE SQ. FT. RATE RENT PER RENT YEAR
 OF LEASE VACANT SQ. FT. MONTH

19-Jan-99 Fiscal year July 1, 1998 to June 30, 1999
 SUITE LESSEE ENDING DATE SQ. FT. RATE RENT PER RENT YEAR
 OF LEASE VACANT SQ. FT. MONTH

SCHOOL BUILDING

Monthly

101 Childrens Garden Pre-School	6-1-98	5-31-99	105	4.12	35.00	420.00
101A Childrens Garden Pre-School	6-1-98	5-31-99	107	4.12	35.67	428.04
101b Childrens Garden Pre-School	6-1-98	5-31-99	31	4.12	10.33	123.96
102 Baytone Music	12-15-97	11-30-98	900	4.25	300.00	3,450.00
103 Classroom		900				
104 Adult Ed ABE	9-1-98	8-31-99	900	3.41	255.75	3,069.00
105 Childrens Garden Pre-School	9-1-97	5-31-98	900	4.12	309.00	3,708.00
106 Boiler room		644				
107 Gymnasium			3,843	1.56	500.00	6,000.00
108 Phy. Ed. Office		300				
110 Kitchen		375				
111 Locker room		165				
112 Locker room		165				
202A Custodial closet		48				
202B Library		345				
202C Media center		345				
202D Toilet		48				
204 Indian Ed.	6/30/99		280	3.41	79.63	955.50
205						
206						
207						
208						

CHURCH BUILDING

First Floor Moorhead Arts Group	9/30/98	5,406				0.00
Second Floor		5,406				
Gallery		473				

MEDIA CENTER

Adult Ed ABE	9-1-99	1,168	6.46	628.77	7,545.28
--------------	--------	-------	------	--------	----------

RECTORY

First floor ST. FRANCIS	7-1-2000	1,883		198.25	1,982.50
Second flr. ST. FRANCIS		1,539			

ANNEX

Chappel Midwest Farm training	10/30/98	450	4.22	158.25	1,899.00
303 Moorhead Church of Christ	5/31/99				
308 Moorhead Church of Christ	5/31/98	2,250	4.22	791.25	9,495.00
401 Moorhead Church of Christ		Inc.		Inc.	
402 Moorhead Church of Christ		Inc.		Inc.	
403 Moorhead Church of Christ		Inc.		Inc.	
404 Moorhead Church of Christ		Inc.		Inc.	
405 Moorhead Church of Christ		Inc.		Inc.	
406 Moorhead Church of Christ		Inc.		Inc.	
407 Moorhead Church of Christ		Inc.		Inc.	
408 Moorhead Church of Christ		Inc.		Inc.	
409 Moorhead Church of Christ		Inc.		Inc.	
409a Moorhead Church of Christ		Inc.		Inc.	
410 Moorhead Church of Christ		Inc.		Inc.	
411 Moorhead Church of Christ		Inc.		Inc.	

TOTALS		14,356.00	2.72	3,301.90	39,076.28
--------	--	-----------	------	----------	-----------

Total School District Use		2,348.00	4.93	964.15	11,589.78
---------------------------	--	----------	------	--------	-----------

Percent of Total		16.36%			
------------------	--	--------	--	--	--

Annex (First floor)	3,400
(Lower floor)	2,640
School	19,333
Church	11,285
Rectory	3,422
Media Center	1,168

41,248

VACANT SPACE	26.892
TOTAL RENTABLE SPACE VACANT	65.20%
Rented Space (None School)	12,008
% OF TOTAL (None School)	83.64%

TOWNSITE LEASING, PROGRAM: * VOYG97

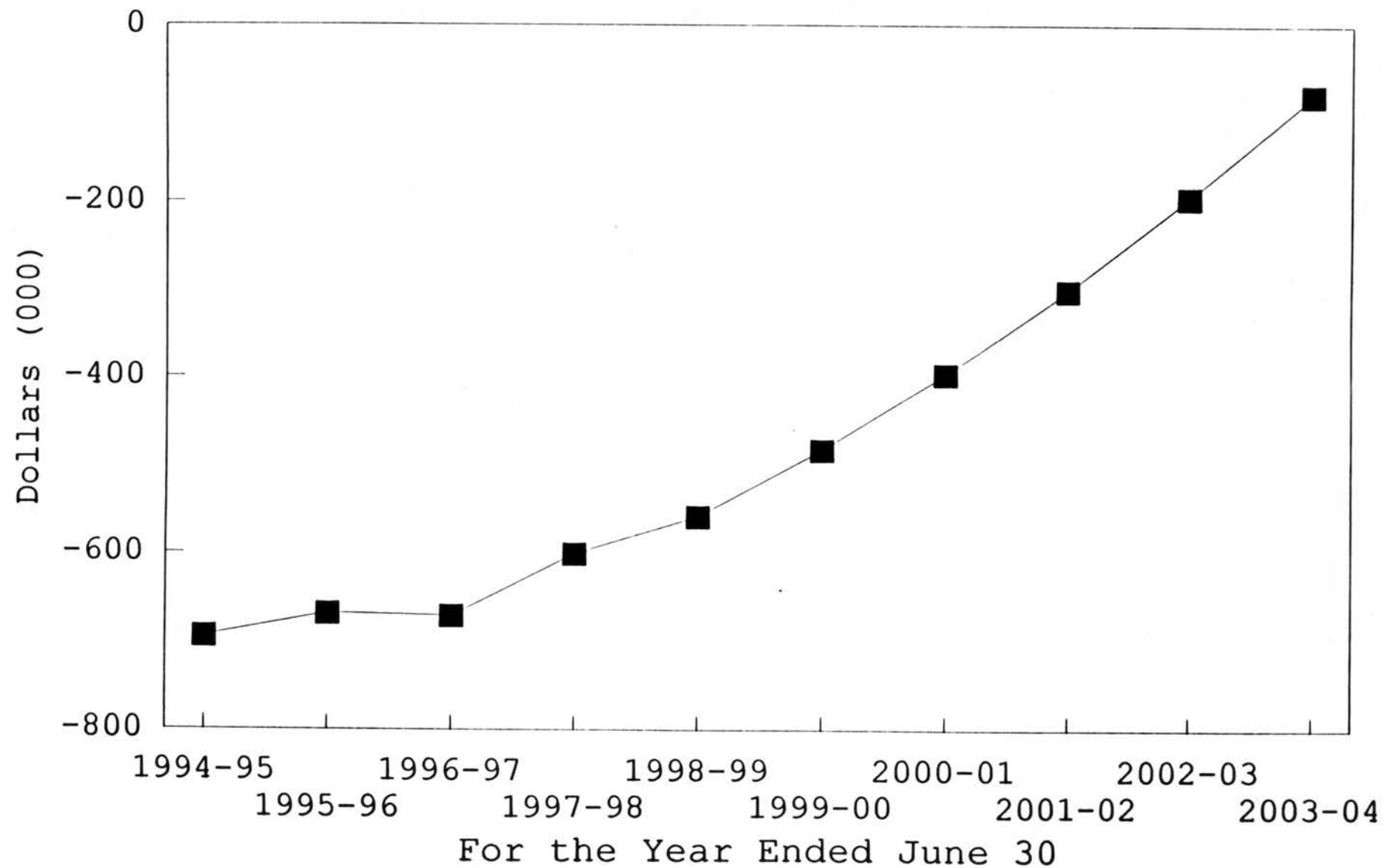
19-Jan-99

ENTERPRISE FUND (TOWNSITE)
INDEPENDENT SCHOOL DISTRICT #152

	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 BUDGET	1999-00 PREL BUDGET	2000-01	2001-02 PROJECTED	2002-03 PROJECTED	2003-04 PROJECTED
							1.02	1.02	1.02	1.02
OPERATING REVENUES:										
Rents	163,649	197,054	180,584	229,502	188,830	253,400	258,468	263,637	268,910	274,288
Rents from School District	69,493	63,462	79,932	78,453	95,620	74,000	75,480	76,990	78,529	80,100
	233,142	260,516	260,516	307,955	284,450	327,400	333,948	340,627	347,439	354,388
Sq Feet				45,189	45,319					
44,971	\$5.18	\$5.79	\$5.79	\$6.81	\$6.28	\$7.22	\$7.37	\$7.52	\$7.67	\$7.82
OPERATING EXPENSES:										
Salaries and benefits	75,620	76,975	80,504	84,495	82,650	88,000	89,760	91,555	93,386	95,254
Utilities and fuel	47,237	51,060	52,665	51,120	53,490	54,560	55,651	56,764	57,900	59,057
Insurance	6,952	6,583	6,850	6,602	8,140	7,000	7,140	7,283	7,428	7,577
Bldg. Improvement		0	3,089	0	5,570	10,000	10,300	10,609	10,927	11,255
Other operating expense	38,799	19,785	39,399	34,067	32,350	36,000	36,720	37,454	38,203	38,968
Total operating expenses	168,608	154,403	182,507	176,284	182,200	195,560	199,571	203,666	207,845	212,111
Per square foot	\$3.75	\$3.43	\$4.06	\$3.92	\$4.02	\$4.32	\$4.40	\$4.49	\$4.59	\$4.68
OPERATING INCOME BEFORE DEPRECIATION	64,534	106,113	78,009	131,671	102,250	131,840	134,377	136,961	139,594	142,277
DEPRECIATION	37,937	37,937	37,901	41,642	30,602	27,540	24,480	21,420	18,360	15,300
Per square foot	\$0.84	\$0.84	\$0.84	\$0.93	\$0.68	\$0.61	\$0.54	\$0.48	\$0.41	\$0.34
OPERATING INCOME	26,597	68,176	40,108	90,029	71,648	104,300	109,897	115,541	121,234	126,977
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	2,952	3,116	1,340	0	4,500	5,000	5,500	6,000	6,500	7,000
Interest expense	(48,535)	(45,582)	(44,215)	(43,871)	(36,000)	(36,000)	(32,000)	(28,000)	(24,000)	(20,000)
Other	2,262	0	0	24,000	2,500	2,500	2,500	2,500	2,500	2,500
Net Nonoperating expense	(43,321)	(42,466)	(42,873)	(19,871)	(29,000)	(28,500)	(24,000)	(19,500)	(15,000)	(10,500)
Per square foot	(\$0.96)	(\$0.94)	(\$0.95)	(\$0.44)	(\$0.64)	(\$0.63)	(\$0.53)	(\$0.43)	(\$0.33)	(\$0.23)
NET LOSS	(16,724)	25,710	(2,765)	70,158	42,648	75,800	85,897	96,041	106,234	116,477
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(677,912)	(694,636)	(668,926)	(671,691)	(601,533)	(558,885)	(483,085)	(397,188)	(301,147)	(194,912)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(694,636)	(668,926)	(671,691)	(601,533)	(558,885)	(483,085)	(397,188)	(301,147)	(194,912)	(78,435)

Townsite Centre Fund

Retained Earnings End of Year

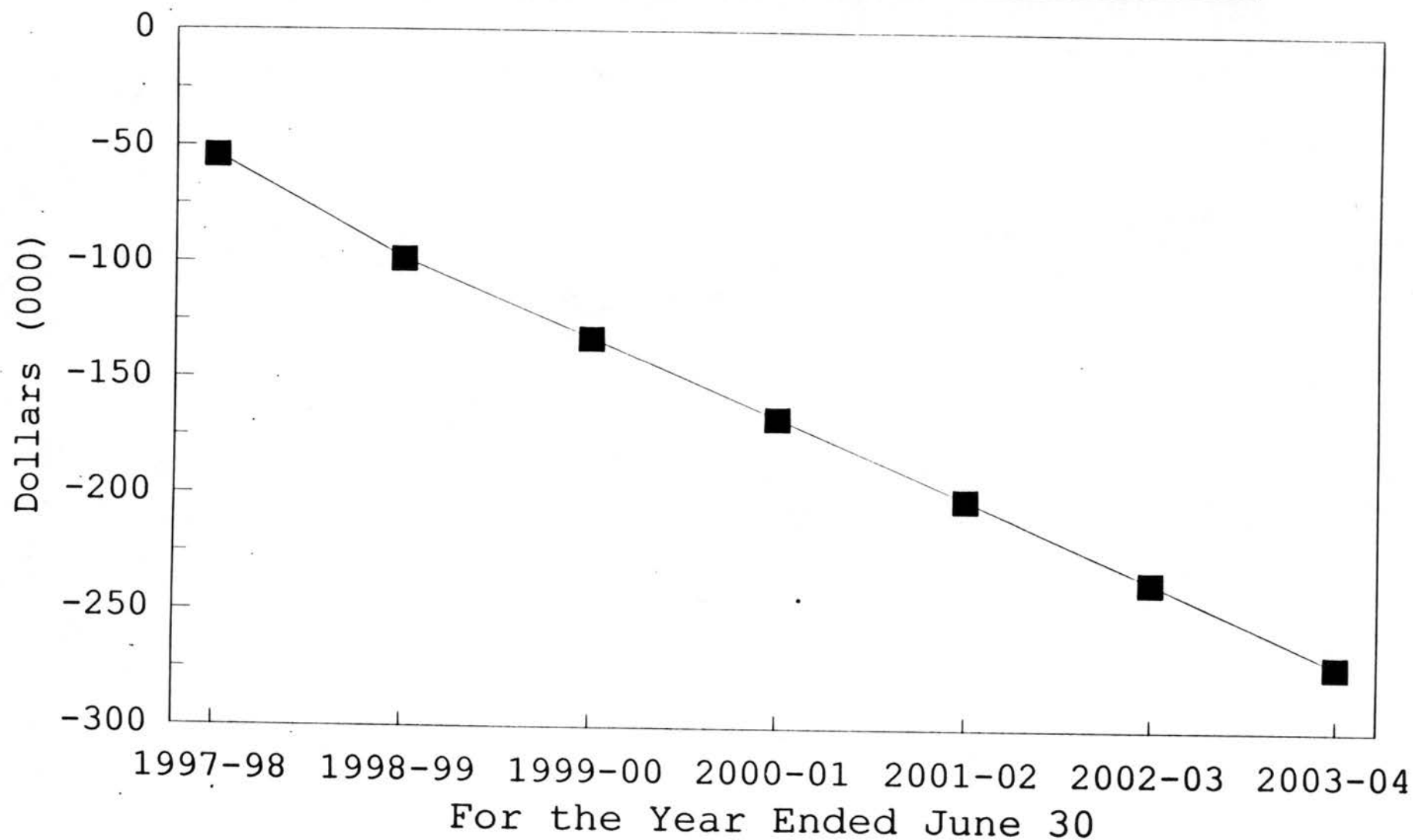


19-Jan-99
ENTERPRISE FUND (VOYAGER)
INDEPENDENT SCHOOL DISTRICT #152

Line #	1997-98 ACTUAL	1998-99 BUDGET	1999-00 PREL BUDGET	2000-01	2001-02	2002-03	2003-04
	PROJECTED						
OPERATING REVENUES:				1.02	1.02	1.02	1.02
1 Rents	14,735	11,400	27,500	28,050	28,611	29,183	29,767
2 Rents from School District	7,500	11,040	11,500	11,730	11,965	12,204	12,448
3	22,235	22,440	39,000	39,780	40,576	41,387	42,215
4 Sq. Feet							
5	41,248	\$0.54	\$0.54	\$0.95	\$0.96	\$0.98	\$1.00
6 OPERATING EXPENSES:							
7							
8 Salaries and benefits	27,607	26,520	30,000	30,600	31,212	31,836	32,473
9 Utilities and fuel	22,096	20,400	23,000	23,460	23,929	24,408	24,896
10 Insurance	1,316	357	400	408	416	424	433
11 Bldg. Improvement		0	0	0	0	0	0
12 Other operating expense	6,483	1,020	1,040	1,061	1,082	1,104	1,126
13 Total operating expenses	57,502	48,297	54,440	55,529	56,639	57,772	58,928
14 Per square foot	\$1.39	\$1.17	\$1.32	\$1.35	\$1.37	\$1.40	\$1.43
15							
16 OPERATING INCOME BEFORE							
17 DEPRECIATION	(35,267)	(25,857)	(15,440)	(15,749)	(16,064)	(16,385)	(16,713)
18							
19 DEPRECIATION (40 year \$746,000)	18,650	18,650	18,650	18,650	18,650	18,650	18,650
20 Per square foot (1997 to 2012)	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45	\$0.45
21							
22 OPERATING LOSS	(53,917)	(44,507)	(34,090)	(34,399)	(34,714)	(35,035)	(35,363)
23							
24 NONOPERATING REVENUES (EXPENSES):							
25 Interest revenue	0	0	0	0	0	0	0
26 Interest expense	0	0	0	0	0	0	0
27 Other	0	0	0	0	0	0	0
28 Net Nonoperating expense	0	0	0	0	0	0	0
29 Per square foot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30							
31 NET LOSS	(53,917)	(44,507)	(34,090)	(34,399)	(34,714)	(35,035)	(35,363)
32							
33 RETAINED EARNINGS (DEFICIT)							
34 FUND BALANCE, BEGINNING	0	(53,917)	(98,424)	(132,514)	(166,913)	(201,627)	(236,662)
35 OF YEAR							
36							
37 RETAINED EARNINGS (DEFICIT)							
38 FUND BALANCE, END OF YEAR	(53,917)	(98,424)	(132,514)	(166,913)	(201,627)	(236,662)	(272,024)
39							
40							
41 TOWNSITE AOP: "VOYAGER"							

VOYAGER LEASING FUND

Retained Earnings End of Year



MEMO #: S-99-186
TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *Beit*
RE: First Reading of Policies
DATE: January 20, 1999

Attached please find the policies, Policy Adoption (BFC), Gifts (KH), Recording or Audio/Videotaping a Parent-Guardian/Teacher Conference (GCQF), Grievance Procedure for Equal Opportunity (GBA), and Facilities for Private Gain (FD), for your review.

Also attached are the policies Use of Moorhead Public School Information Network (IJNDB) and Acceptable Use Policy for Network Resources. Policy IJNDB would replace the current Acceptable Use Policy for Network Resources (EHAA).

The Policy Review Committee recommends approval of each policy.

:mdm
Attachments

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: BFC DATE ADOPTED: 05-90 REVISED: 11-28-94
--	--

POLICY ADOPTION

The adoption of new policies and the revision or repeal of existing policies is solely the responsibility of the School Board. The Board will adhere to the following procedure in considering and adopting policy proposals:

1. First meeting -- the proposal shall be presented as an information item.
2. Second meeting -- the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the stakeholders will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

In emergency and unusual circumstances (i.e. state law requirements, time-line designations, etc.) the Board may approve a policy to take effect immediately; however, the above procedure is required before the policy will be considered permanent.

Reviewed/Revised: 5/90
11/28/94

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: KH DATE ADOPTED: 02-13-79 REVISED: 09-26-94
--	--

GIFTS
(Public Gifts to the Schools)

Gifts, Grants & Bequests

The Board may accept, on behalf of and for the school district, any bequest or gift of money or property for a purpose deemed by the Board to be suitable.

The following criteria should be utilized for examining and evaluating offers of gifts to the district:

1. Has a purpose consistent with that of the school district.
2. Will not add to staff load.
3. Will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Would not bring undesirable or hidden costs to the school system or cause unreasonable inequity.
5. Place no restrictions on the school program.
6. Will not be inappropriate or harmful to the best education of pupils.
7. Will not imply business or product endorsements.
8. Will not be in conflict with any provision of school policy or public law.
9. Shall become school district property.

On behalf of the School Board, a letter of appreciation shall be sent to the donor(s).

Reviewed/Revised: 5/90
9/26/94

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: GCQF DATE ADOPTED: 04/26/94 REVIEWED/REVISED:
--	--

RECORDING OR AUDIO/VIDEOTAPING A PARENT-GUARDIAN/TEACHER CONFERENCE

No electronic device shall be used to record or reproduce any part of a parent-guardian/teacher conference unless by mutual written agreement ~~by~~ of both parties. This is to insure a productive and meaningful conference between parent-guardian and teacher(s) that will benefit and enhance the education of the child.

No recording of any parent/guardian/teacher conference may be released to any other individual, except pursuant to the informed consent of the parent/guardian/teacher, or the student, if the student is 18 years or age or older, or pursuant to a valid court order.*

* Note: The release of the information is only pursuant to the consent of parties involved or a court order - not a subpoena.

POLICY OF THE
SCHOOL BOARD
MOORHEAD, MN.

DISTRICT CODE: GBA
DATE ADOPTED: 12-13-83
REVISED: 04/26/94

GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY

School District #152 provides opportunity for students, parents, guardians of students, or District employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts/agreements with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, marital status, age, limited English proficiency, and status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the School District for alleged discriminatory acts in violation of state or federal statutes or District policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and/or federal laws, or to be represented by counsel.

Section 1: Definition

Grievance: A complaint about an alleged violation, misinterpretation, or inequitable application of state and/or federal laws and regulations or District policy and procedures affecting equality in the educational program and/or employment practices.

Grievant: Any student, parent or guardian of a student, or employee of the District who believe(s) that in the past ten (10) days there is, or has been, a violation, misinterpretation or inequitable application of state and/or federal laws and regulations or District policy and procedures affecting equality in the educational program and/or employment practices.

Respondent: Person, persons, or group named in grievance who allegedly discriminated.

Supervisor: Any administrator, i.e. Superintendent, Principal, Assistant Principal, Assistant Superintendent, compliance officer, members of the Supervisor's bargaining unit, or School Board.

Days: "Days" shall mean all weekdays, excluding Saturday, Sunday and days designated as holidays by state law.

Section II: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum ~~and for initiating such a grievance.~~ Postmarks or dates/ or initialed receipts ~~marks/~~ shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. certified mail or hand delivered and witnessed. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet the time limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

Section III: Withdrawal

A grievance may be withdrawn by the grievant at any step.

Section IV: Procedure

Informal

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in the informal discussion stage, the grievant may file a formal complaint with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

Step 1

Formal

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be certified mailed or hand delivered and witnessed to the immediate supervisor of the respondent who will determine whether the grievance is filed at the correct level. The supervisor will notify the grievant if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond, during which time the supervisor shall have held a conference with interested parties before the response will be sent to the District's Compliance Officer, Superintendent of Schools, and to the School Board.

Step 2

If the grievant is not satisfied with the response of the previous step, an appeal may be filed with the Superintendent within a period of five (5) days ~~from receipt of~~ following the supervisor's response ~~with the Superintendent~~. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail by certified mail or hand deliver with witness the response within the five (5) day period. A copy of the response will be sent to the District's Compliance Officer / ~~if applicable~~/ and, if applicable, to the School Board.

Step 3

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed with the School Board within a five (5) day period ~~of receipt of~~ following the Superintendent's response ~~with the School Board~~. The School Board will have the following options to consider the matter: 1) within 14 days, appoint an independent hearing officer; 2) within 14 days, appoint a subcommittee of the Board to hear the grievance; or, 3) within 14 days, ~~of~~ take the grievance to the full School Board to be considered at the next regularly scheduled Board meeting unless the ~~said~~ Board is next scheduled to meet within seven (7) days of receipt of the grievance appeal.

The Board decision shall be rendered within five (5) days of the hearing of the grievance. ~~and a~~ A copy of the response shall be sent to the Superintendent of Schools and to the District's Compliance Officer.

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

Commissioner of Human Rights
200 Capitol Square Building 190 East 5th Street
Primer Tower / 5th Floor
7th & Minnesota
St. Paul, MN 55101
651/296-5663

Director for Civil Rights, ED
300 South Walker Drive / 5th Floor
350 South 5th Street, Room 239
City Hall
Chicago / IL 60606 Minneapolis, MN 55415
(612) 673-3012

Equal Employment Opportunity Commission (Reg. Office)
342 North Water Street 310 W. Wisconsin Avenue
Suite 800
Milwaukee, WI 53202 3

Equal Employment Opportunity Commission
330 2nd Avenue South, Suite 430
Minneapolis, MN 55401

Reviewed/Revised: 5/17/88
4/26/94

POLICY OF THE
SCHOOL BOARD
MOORHEAD, MN.

DISTRICT CODE: FD
DATE ADOPTED: 11/28/89
REVIEWED/REVISED: 05/10/94

FACILITIES FOR PRIVATE GAIN

Employees shall not use school district buildings, addresses, ~~or~~ telephones, or other technology to conduct private business ventures. The use of public facilities for personal gain is a direct conflict of interest. Any exceptions must have prior written approval of the building administrator.

Any violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on applicable collective bargaining agreements, if any, and Minnesota statutes.

Reviewed/Revised: 5/10/94

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: IJNDB DATE ADOPTED: REVIEWED:
--	--

USE OF MOORHEAD PUBLIC SCHOOLS INFORMATION NETWORK

The Moorhead School Board recognizes the need for its staff and students to have access to a global information network. Part of the district's responsibility in preparing students for the ~~21st~~ ~~century~~ future is to provide them access to the tools they will be using as adults. ~~We believe that~~ The responsible use of this global information network is important. The District's information network shall be used only for educational purposes consistent with the District's mission and goals.

Accordingly, the School Board of the Moorhead Public Schools shall operate an information network to ~~enhance and expand~~ support its educational mission. The Moorhead Public Schools Information Network is defined as information systems owned by the district as well as other information systems to which the district provides intentional or unintentional access. The district is not responsible for information available from third parties solely for providing access or connection to or from a facility, system or network over which it has no control. An orientation session on appropriate use of the Moorhead Public Schools Information Network shall be provided for each user prior to the issuance of a system account. The use of this system shall be consistent with the district's educational mission, district policy, state laws, and federal laws.

The Superintendent shall establish regulations for student and staff use of the Moorhead Public Schools Information Network System.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: EHAA
DATE ADOPTED: 6/9/97
REVIEWED/REVISED:

ACCEPTABLE USE POLICY FOR NETWORK RESOURCES

Vision

In a free and democratic society, access to information is a fundamental right of citizenship. Part of the district's responsibility in preparing students for the 21st Century is to prepare students for success in life and work by providing them access to the tools they will be using as adults. The School Board of ISD #152 recognizes the need for its staff and students to have access to the global information network. The Board supports access by students and staff to rich information resources along with the development of appropriate skills to use a network to gather information as well as to develop the skills to analyze and evaluate these resources. Accordingly, ISD #152 shall operate an information network to enhance and expand its educational mission. The Moorhead Public Schools Information Network is defined as information systems owned by the district as well as other information systems outside the district to which the district provides intentional or unintentional access. The network is provided for users to conduct research and communicate with others in an ethical and efficient manner. The District supports these purposes by providing opportunities for users to develop the technical skills needed to use a network to access information. In addition to access skills, curriculum supported for the analysis and evaluation of information resources will be in place in all instructional areas at all grade levels.

Policy

The District's information network shall be used only for educational purposes consistent with the District's mission and goals. If students or employees desire greater freedom or require use beyond what is specified in the administrative procedures which implement this policy, they can obtain such freedom by acquiring their own personal account through a private provider.

Reviewed/Revised:

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

February 8, 1999

5:30 p.m. - Work Session (Capital Outlay and
Five-Year Facilities Planning)

7:00 p.m. - Regular Meeting

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 Guy Kimball for being selected by
the Minnesota State High School League as one of 31
officials to officiate the Minnesota State Wrestling
Tournament to be held at the Minneapolis Target Center
on February 25-27, 1999.

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.M. B. 205
Min
2.8.99

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Grant - Page 6
 - (2) Approval of Revised Agreement - Pages 7-10
 - (3) Approval of Special Education Agreement - Pages 11-13
- B. BUSINESS AFFAIRS - Lacher
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employees - Page 14
 - (2) Approval of Change in Contract - Page 15
 - (3) Approval of Family/Medical Leave - Page 16
- D. ADMINISTRATIVE MATTERS - Anderson
 - (1) Approval of January 11 and 25, 1999 Minutes - Pages 17-26
 - (2) Approval of February Claims
 - (3) Acceptance of Resignation - Pages 27-28

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.)

Students from the Supplemental Teaching and Enrichment Discovery Program - Jernberg
Page 29

Review of Service-Learning Projects - Jernberg
Page 30

5. 1999-2000 CALENDAR: Anderson
Pages 31-32

Initial review of the proposed calendar.

6. 1999-2000 ANNUAL OPERATIONAL PLAN: Anderson

Review of the following funds:

Capital Outlay	Food Service
Community Service	General
Debt Service	Transportation
Enterprise	

Please bring the AOP material presented at the last two January meetings.

7. POLICY APPROVAL: Anderson
Pages 33-34

Suggested Resolution: Move to approve the policy, Policy Adoption (BFC), as presented.

Moved by _____ Seconded by _____
Comments _____

8. POLICY APPROVAL: Anderson
Pages 35-36

Suggested Resolution: Move to approve the policy, Gifts (KH), as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL: Anderson
Pages 37-38

Suggested Resolution: Move to approve the policy, Recording or Audio/Videotaping a Parent-Guardian/Teacher Conference (GCQF), as presented.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL: Anderson
Pages 39-43

Suggested Resolution: Move to approve the policy, Grievance Procedure for Equal Opportunity (GBA), as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL: Anderson
Pages 44-45

Suggested Resolution: Move to approve the policy, Facilities for Private Gain (FD), as presented.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL: Anderson
Pages 46-48

Suggested Resolution: Move to approve the policy, Use of Moorhead Public Schools Information Network (IJNDB), and delete policy Acceptable Use Policy for Network Resources (EHAA), as presented.

Moved by _____ Seconded by _____
Comments _____

13. SUPERINTENDENT SEARCH: Foss

Suggested Resolution: Move to select _____ as the consultant to assist the Moorhead School Board in the selection of a new superintendent.

Moved by _____ Seconded by _____
Comments _____

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

15. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Long Range Planning	Feb. 9	3:45 pm	Townsite
Junior High Play	Feb. 11, 12 & 13		Sr. High
Town Meeting with District 9 Legislators	Feb. 13	9-10:30 am	Townsite
Com. Ed. Adv. Council	Feb. 16	7 pm	Townsite
Inst. and Curr. Adv.	Feb. 18	7 am	Townsite
Supt.'s Adv. Council	Feb. 18	7 pm	Townsite
Staff Development	Feb. 18	3:45 pm	Townsite
District Student/Staff Assistance	Feb. 22	3:30 pm	Townsite
School Board	Feb. 22	7 pm	Townsite
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
School Board	Mar. 8	7 pm	Townsite
Township Election Day	Mar. 9		
Long Range Planning	Mar. 9	3:45 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
Town Meeting with District 9 Legislators	Mar. 13	9-10:30 am	Townsite
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Com. Ed. Adv. Council	Mar. 16	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		
Spring Break/No School	Apr. 2 & 5		
School Board	Apr. 12	7 pm	Townsite
Long Range Planning	Apr. 13	3:45 pm	Townsite
Inst. and Curr. Adv.	Apr. 15	7 am	
TownsiteSupt. Adv. Council	Apr. 15	7 pm	
Townsite			
District Student/Staff Assistance	Apr. 19	3:30 pm	Townsite
Policy Review	Apr. 19	7 pm	Townsite
Com. Ed. Adv. Council	Apr. 20	6:30 pm	Townsite
School Board	Apr. 26	7 pm	Townsite

MEMO #: I-99-149
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
SUBJECT: Service-learning Grant Acceptance
DATE: February 1, 1999

The Minnesota Department of Children, Families and Learning has awarded a second year of grant funding to service-learning projects at Riverside School and Moorhead Senior High School. Each site will receive \$10,393.00.

Suggested Resolution: Move to accept grants of \$10,393. each for Riverside and Moorhead Senior High to be used for service-learning activities.

RMJ/vtr

MEMO I-99-153

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: February 1, 1999

RE: Revised Agreement With Lakeland Mental Health Center,
Inc.

Attached is a revised agreement with Lakeland Mental Health Center, Inc. to continue mental health services to severely emotionally handicapped students and their families as part of the Clay County Day Treatment Program. The original agreement was approved on November 23, 1998.

The revised agreement is in the amount of \$326,984.00 which is an increase of \$18,247.00. The additional costs are for mental health services to be provided from February 1999 through December 1999, for students and their families at Probstfield Elementary School. The entire cost of this program is paid with a combination of state aid, medical assistance funds collected by Lakeland Mental Health Center, Inc. and payment from the Clay County Social Services.

Suggested Resolution: Move to approve the revised agreement with Lakeland Mental Health Center, Inc.

RMJ:drr
Attachments

LAKELAND MENTAL HEALTH CENTER, INC.
DAY TREATMENT PROGRAM FOR CHILDREN
INTERAGENCY PURCHASE OF SERVICE CONTRACT

THIS REVISED AGREEMENT is entered into the ~~21st~~ 8th day of ~~November~~ February ~~1998~~ 1999 and is in force for a period from January 1, 1999 to December 31, 1999.

WITNESSETH

WHEREAS, the Lakeland Mental Health Center, Inc., and Moorhead Independent School District #152 in cooperation with Clay County Department of Social Services agree to participate in providing an interagency Day Treatment Program for Children; and

WHEREAS, it is to the Moorhead Independent School District #152's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based component in order for children to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, Clay County Department of Social Services is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the Moorhead Independent School District #152, along with the Clay County Department of Social Services, will fund the Day Treatment Program for Children; and

WHEREAS, LAKELAND MENTAL HEALTH CENTER, INC. IS PREPARED TO ASSUME THE RESPONSIBILITY OF PROVIDING THE TREATMENT PROGRAM AS FOLLOWS:

1. Provide direct individual, group and family therapy to qualified students in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program.
2. Provide direct service to the parents (guardians) and families of the Clay County Interagency Day Treatment Program/Outreach children through parent education, family therapy, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. Day treatment clinicians will participate in county meetings related to children in the Clay County Interagency Day Treatment Program/Outreach and school child study team meetings on children served by the day treatment program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for day treatment program placement transition.

4. Insure that the mental health professional should participate on a day treatment interagency committee to consider the special needs and develop appropriate services for each day treatment child.
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other agency personnel as appropriate.

NOW THEREFORE, IT IS AGREED, by and among the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc., the conditions of the contract as follows:

1. Licensed mental health professionals (3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two (2.0 FTE) social worker will be employed by Lakeland Mental Health Center, Inc. for the length of this contract.
- 2.5 One half (.5 FTE) masters level clinician (20 hours/week for 40 weeks) and a supervising mental health professional (4 hours/week) will be employed by Lakeland mental Health Center for the stated time.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.

9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be ~~\$100,777/00~~ \$326,984.00. (See required components on Appendix A.)
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. ~~\$100,777/00~~ \$326,984.00 in accordance with the following:

~~Twelve equal~~ One monthly payment of \$25,728.08 ~~from~~ for January 1999 ~~through December 1999~~ and eleven equal payments of \$27,386.90 for February 1999 through December 1999.
- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$9,541.66 monthly ~~from~~ for January 1, 1999 ~~through December 31/1999~~ and \$10,437.03 monthly for February through December 1999 for a total of ~~\$114,000/00~~ \$124,349.00. If Lakeland Mental Health Center does not receive revenue as anticipated, the monthly bill will be reduced. Additional dollars will help reduce excess costs to Clay County Social Services.
- 10.6 Lakeland Mental Health Center will bill Medical Assistance for each of the clients eligible for Medical Assistance, accepting Medical Assistance payment schedule as reimbursement for services rendered. Lakeland Mental Health Center will seek reimbursement from other sources only for those costs which are not covered by Medical Assistance, or for those individuals that are not M.A. qualified.
11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for an estimated ~~\$100,047/24~~ \$170,031.68 in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Chair, Board of Education
Moorhead Independent School District #152

Date

Lakeland Mental Health Center, Inc.

Date

MEMO

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: February 3, 1999

RE: Special Education Agreement

Attached is an agreement with REM Rehabilitation, Inc. of Fargo, ND. to provide speech therapy services to students at Moorhead Junior High School and Moorhead Senior High School from approximately February 23, 1999 for eight weeks while one of the district's speech therapists is on a leave of absence. The cost of the contract will be \$40.00 per hour not to exceed 240 hours.

Suggested Resolution: Move to approve the agreement with REM Rehabilitation, Inc. as presented.

RJ:drr

**SERVICE AGREEMENT FOR
SPEECH THERAPY SERVICES FOR
SCHOOL YEAR 1998-1999**

This contract entered into this 2nd day of Feb, 1999, by and between Moorhead Public Schools, Independent School District #152, (Agency) and REM Rehabilitation, Inc. (Consultant).

WHEREAS, THE AGENCY has determined that it is necessary to retain the services of a qualified speech-language pathologist; 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. participant in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
 - b. evaluate each student as referred;
 - c. help determine specific program needs and plan appropriate activities;
 - d. provide speech-language therapy to students as directed, and as specified on student's IEP;
 - 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 February 23, 1999. The number of hours contracted will be approximately 240 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 upon receipt of statement.
Fees charged will be \$40.00 per hour.

Vicki Riedinger

Name

Regional Director

Title

Fargo, ND

City

2-2-99

Date

Name

Clerk - ISD #152

Title

Moorhead, MN

City

Date

TO: Dr. Bruce Anderson

FROM: Dr. John Skinkle *JDS*

DATE: February 2, 1999

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:

Edna Adkins - MSMI Paraprofessional, Washington, B21 (1) \$9.31 per hour, 6.5 hours daily, effective immediately.
(Replace Brenda Larson)

Anthony Slagle - Hall Monitor, Senior High, Non-Aligned A13 (0) \$7.82 per hour, 7 hours daily, effective immediately.

Ahmed Mohmoud - Hall Monitor, Senior High, Non-Aligned A13 (0) \$7.82 per hour, 7 hours daily, effective immediately.

Patrick Morkrid - Hall Monitor, Senior High, Non-Aligned A13 (0) \$7.82 per hour, 7 hours daily, effective immediately.

Suggested Resolution: Move to approve the employment as presented.

JDS:sdh

MEMORANDUM P 98.129

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JDS*
DATE: February 2, 1999
SUBJECT: Change in Contract

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

Jeanne Erickson - Title I Paraprofessional, to Health Tech Secretary, Edison School, B21 (3) \$9.61 per hour, 6.5 hours daily. (Replace Ann Krier)

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

JDS:sdh

MEMORANDUM

P 99.130

TO: Dr. Bruce Anderson
FROM: Dr. John Skinkle *JS*
DATE: February 2, 1999
SUBJECT: Family/Medical Leave

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

Amy Zanotti - LD Teacher, Senior High, to start on or about May 24, 1999.

Christine Bakir - EBD Paraprofessional, Probstfield, to begin January 27, 1999 for three (3) weeks.

Ruth Waaraniemi - Interpreter, to begin approximately March 29, 1999 until May 14, 1999.

Diane Mortenson - Title I Paraprofessional, to begin March 2, 1999 for four to six weeks.

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

JDS:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 1

MEMBERS PRESENT: Jim Cummings (7:30), 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 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda and requested to add two items, Close Public Meeting and Open Public Meeting, for the purpose of discussing negotiations strategies.

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

WE ARE PROUD:

*** We Are Proud of Carol Ladwig for an outstanding job serving as School Board Chair for the two-year term 1997-98. Jim Hewitt and Dr. Bruce Anderson authentically thanked Carol for her leadership.

*** We Are Proud of the Moorhead Junior and Senior High Team of Craig Powers, Lee Richards, Jim Ross, Steven Tranby, Robert Bekkerus and Jack Rousseau for ranking first in the state Cyber Knowledge Competition held the week of December 7th. Forty teams participated in this statewide competition sponsored by the Cisco Regional Academy at the Lakes Country Service Cooperative in Fergus Falls. The competition consisted of nine multi-part tasks to be completed on the Internet by each team.

The Cyber Knowledge Program is designed to teach students the skills they need to communicate, search for and transfer information on the Internet. It emphasizes teamwork, lifelong learning and the tools workers will need in the 21st Century. The Cyber Knowledge tasks have been linked to Minnesota Graduation Standards Profile of Learning.

*** We Are Proud of Moorhead Junior High Choir students Kate Dale, Ansley Cameron and Preston Boyd for being selected as members of the Anacrusis All-State Honor Choir. The All-State Choir performed for the American Choral Directors Association in Bethel Hall and will perform again this Spring for the Minnesota Music Educators Association in the Minneapolis Convention Center.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 2

*** We Are Proud of Moorhead High School's Head Baseball Coach James Hurley for being honored on November 14 by the Minnesota State High School Coaches Association for reaching 25 years of coaching.

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

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

Gifts - Accept the gift of \$100 from Stop-N-Go Stores. Store Manager John Esser (Moorhead and Dilworth) is giving this gift as a part of an in-store promotion for Moorhead Adult Basic Education in partnership with Moorhead Community Education; the gift of \$500 from Mr. Brad Williams, President of Dakota Beverage Inc. to be utilized for technology at Moorhead Junior High School; and, the gift of supplies and materials with an estimated value of \$500 from Mr. David Ortner, President of D & M Technologies for Moorhead Junior High School Technology Department use.

Lease Agreements - Approve the lease agreement with Baytone Music at Voyager School, in the amount of \$3,780.00.

Approve the lease agreement with the Cultural Diversity Project (Townsite), in the amount of \$6,511.86.

New Employees

Rory Sandvig - TBI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1998.

James Edgerton - EBD Paraprofessional, MCAP, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1999.

Carol Sellent - MSMI Paraprofessional, Senior High, \$9.31 per hour, 6.5 hours daily, effective January 4, 1999.

Kimberly Breeding - OHI Paraprofessional, Senior High, B21 (1) \$9.31 per hour, 6.5 hours daily, effective January 4, 1999.

David Anderson - Night Custodian, Senior High, A12 (3) \$9.04 per hour, 8 hours daily, effective immediately.

Family/Medical Leave

Sylvia Peterson - SLD Teacher, Senior High, to begin February 1, 1999 for the remainder of the 1998-99 school year.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 3

Resolution to Discontinue Programs and Positions

Approve the Resolution for Discontinuing and Reducing Programs and Positions as presented.

Resignations

Ann Krier - Health Tech, Edison Elementary, effective January 8, 1999.

Approval of Minutes - Approve the December 8 and 14, 1998 minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$828,775.46.

General Fund:	\$497,906.03
Food Service:	\$50,263.64
Transportation:	\$160,983.59
Community Service:	\$10,805.57
Capital Expenditure:	\$98,676.72
Debt Redemption:	\$1,082.73
Townsite Centre:	\$9,057.18
TOTAL:	\$828,775.46

Motion carried 6-0.

COMMITTEE REPORTS: There were no committee reports. Mr. Hastad distributed the Minnesota Telephone Association Capitol Bulletin providing information regarding the Senate Committee that deals with telecommunications issues and provided the names, telephone numbers and addresses of those members for future reference.

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.)

Literacy Program - The following programs were reviewed with the Board: Early Childhood Programs including ECFE, Kindergarten Readiness and Partners in Family Literacy Grant - Lauri Winterfeldt-Shanks; Literacy as it relates to Graduation Standards - Lynne Kovash; Elementary School Literacy Programs, including Title I and Reading Recovery - Karla Ziemer; Literacy efforts at Riverside School - Kerry Sewell; Overview of Literacy Programs at Junior and Senior High Level - Russ Henegar; Alternative Education Literacy Efforts - Mary Broberg and Catherine Zander; and, Adult Basic Education/GED/Adult ESL/VISTA Volunteer Program - Mary Davies and Martha Turner.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 4

Karla Ziemer defined literacy by stating that all people should enjoy reading and writing and choose to do so on a regular basis. Literate people read widely and deeply, communicate effectively in spoken and written form, are good listeners and have a substantial and growing knowledge of the world including historical, scientific, economic, cultural, religious, and literary aspects. Being genuinely literate entails more than simply scoring well on standardized tests, it involves more than learning a narrow range of reading and writing skills, it entails actively engaging in literate behavior.

Lauri Winterfeldt-Shanks commented on their outreach efforts in the Early Childhood Family Education Program stating that when new babies are born they are provided a book and parents are encouraged to read to their child/ren every day. Lauri commented on recent efforts including co-funding with the Reading Recovery Program in the development of a video tape which is given to Reading Recovery parents and also aired on the local community access television that helps parents to read more effectively with their children; literacy marketing; new partnership with Title I; and, the Partners in Family Literacy Program which is funded through the Clay County Joint Powers Family Service Collaborative which has been extremely successful.

Karla Ziemer discussed the literacy plan of action which is a six-year initiative that includes components that will ensure literate children to a very high degree.

Kerry Sewell commented that research states students having the best shot at becoming literate must be reached between kindergarten and second grade.

Russ Henegar commented on literacy efforts at the secondary schools including options for students that are transitioning out of fifth and sixth grade as well as for those entering the high school.

Mary Broberg and Catherine Zander discussed literacy efforts at MCAP which are emphasized throughout the classes offered. A diagnostic reading class and a composition class is offered for students to improve their reading skills. A research class is also offered for those qualifying for post secondary education. A News for You class is available which the students read information from the local newspaper. Basic reading and writing classes are available and are taught by an ESL teacher.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 5

Mary Davies commented on Adult Basic Education opportunities which includes basic skills instruction provided for those who read below the ninth grade level and writing instruction classes as well as a great deal of literacy computer programming. Volunteers are often used to work with the lowest level readers to supplement the instruction provided by the teachers in the program. Another component of the ABE program is GED preparation where learners work on reading skills in order to be successful when taking the test. English as a Second Language is another component of ABE.

Martha Turner summarized the VISTA Volunteer Program and stated its goal to provide one-to-one tutoring.

1999-2000 ANNUAL OPERATIONAL PLAN: Mary Davies provided a review of the Community Service fund and Mr. Lacher provided the initial review of the Debt Service and Capital Outlay funds.

1999-2000 SUPERINTENDENT'S CONTRACT: Jim Cummings provided a review of the salient changes made in the executed contract.

Foss stated that the Board will initiate a search process for the new superintendent in early Spring. The intent of the Board is to have the new superintendent begin employment on January 4, 2000. In the event a satisfactory candidate is not identified in accordance with this timeline, Dr. Anderson will continue until a successful candidate is found up until June 30, 2000. The Board will be sharing the search process and timeline in the near future.

BID AWARD -- AS400 UPGRADE: Ladwig moved, seconded by Gustafson, to award bids to Sirius Computer Solutions for \$82,576, IBM Corporation for \$7,342.29 and MidRange Solutions for \$9,018 for a total award amount of \$98,936.29. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Ladwig commented on the upcoming January MSBA Conference in Minneapolis as well as area MSBA Negotiations Seminars.

The meeting recessed at 9:07 p.m.; reconvened at 9:17 p.m..

CLOSE PUBLIC MEETING: Thompson moved, seconded by Gustafson, to close the public meeting at 9:18 p.m. pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 11, 1999
PAGE 6

OPEN PUBLIC MEETING: Ladwig moved, seconded by Hewitt, to reopen the public meeting at 9:38 p.m. Motion carried 7-0.

JULY 1, 1997 - JUNE 30, 2000 MOORHEAD ADMINISTRATORS' ASSOCIATION MASTER AGREEMENT: Ladwig moved, seconded by Cummings, that the 1998-99 School Board Chair, Clerk and Negotiation's Chair sign the July 1, 1997 - June 30, 2000 Moorhead Administrators' Association Master Agreement and the 1998-99 School Board Chair sign the "Communication of Understanding" related to the same agreement in accordance with the recommendation of school counsel. Motion carried 7-0.

Ladwig moved, seconded by Cummings, to request administration to draft a policy, effective January 1999, requiring all contracts between parties be officially signed before back-compensation benefits and salary changes take place. Motion carried 7-0.

Cummings moved, seconded by Hastad, to request our auditors, Eide Bailly, to perform a pension audit for the school district limited to Band and Grades D and above. Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:52 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 25, 1999
PAGE 1

MEMBERS PRESENT: Jim Cummings, Stacey Foss, Mark Gustafson, James Hewitt (7:10), Carol A. Ladwig, Kristine Thompson, and Bruce R. Anderson.

MEMBERS ABSENT: Anton B. Hastad.

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

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

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

WE ARE PROUD:

*** We Are Proud of Daniel Brendemuhl, second grader at George Washington Elementary School, for being selected as the October Boy in the Down Syndrome Association of Minnesota's 1999 Calendar.

*** We Are Proud of Janelle Frost-Geiser and Michaela Ludwig for being selected to represent Moorhead Schools in the January Minnesota School Boards Association Show and Tell Program. Janelle and Michaela provided an introductory service learning project which encompassed all 500 8th graders in our school district. The theme is called "3-D" which stands for Diversity, Dignity & Difference. Each student went to one of 35 different community agencies (shelters, etc.) and spent a morning providing a needed service.

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

Gifts - Accept the gift of \$100 from Connections to be used in the CHOICES Program. This donation was made in memory of Alfred Skredergard who was an active participant in the CHOICES Program for adults with disabilities.

Grants - Accept the grant of \$1,445 from Cass County Extension to develop a 6th grade service-learning activity.

Accept a grant funding increase of \$6,552 from the Moorhead Healthy Community Initiative to extend the after-school programming to include the American Indian Cultural Program.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 25, 1999
PAGE 2

Accept additional funding in the amount of \$3,500 for the Neglected and Delinquent Grant Award and \$2,000 for the Homeless Education Grant Award. The additional funding will be used in accordance with the original grants and related work plans.

New Employees

Greg Salvevold - MMMI Paraprofessional, Senior High, B21 (1)
\$9.31 per hour, 6.5 hours daily, effective immediately.
Sara Kleinsasser - Music Paraprofessional, Junior High, B21
(1) \$9.31 per hour, 4 hours daily, effective immediately.
Yvonne Erickson - Sub Caller, Townsite Centre, Non-Aligned,
B21 \$8.84 per hour, 8 hours daily, effective immediately.
Christine Bakir - EBD Paraprofessional, Probstfield, B21 (1)
\$9.31 per hour, 6.5 hours daily, effective immediately.
Nayra Mulder - Title I Paraprofessional, Robert Asp, B21
(1) \$9.31 per hour, 5 hours daily, effective immediately.
Kris Strouse - Title I Paraprofessional, Robert Asp, B21
(1) \$9.31 per hour, 5 hours daily, effective immediately.

Extension of Leave

Steve Zielinski - Third Grade Teacher, Washington Elementary,
presently on leave, to extend for the 1999-2000 school year.

Family/Medical Leave

Rachelle Isaacson - Speech-Language Pathologist, Junior/Senior
High, to begin approximately February 23, 1999 for eight weeks.
Shannon Dahlberg - EBD/SLD Teacher, Riverside, to begin
approximately March 22, 1999 through May 1, 1999.
Connie O'Leary - OHI Paraprofessional, Riverside, to begin on
or about July 8, 1999 for eight weeks.

Resignations

Tammy Sweeten - MSMI Paraprofessional, Probstfield, effective
January 19, 1999.
Hasnat Jahan - Food Service, Riverside, effective January 12,
1999.

Motion carried 5-0.

COMMITTEE REPORTS: Reports were given related to the Policy Review, Activities, Early Childhood Family Education, Indian Education, Long Range Planning, Clay County Joint Powers Collaborative, Local Collaborative Time Study, and Instruction and Curriculum Advisory committees.

Reports were also given related to the Intergovernmental Retreat and the MSBA Annual Leadership Conference.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 25, 1999
PAGE 3

NORTH CENTRAL ASSOCIATION VISITATION COMMITTEE REPORT: Dorothy Suomala, NCA Visitation Committee Chair, provided a review of the Media Services and Secondary English reports. Staff and administration will review the district's strengths and limitations and will prepare a response to each recommendation. The staff will also do one-and three-year followup reports to the improvement plans developed in response to each recommendation.

Thompson moved, seconded by Ladwig, to receive the Report of the North Central Association Visitation Committee in the areas of Media Services and Secondary English and direct administration to request staff to prepare improvement plans to be reviewed by the Instruction and Curriculum Advisory Committee. Motion carried 6-0.

AUTOMATED SUBSTITUTE CALLING SYSTEM: Hewitt moved, seconded by Cummings, to authorize the purchase of the TSSI, Substitute Calling System for \$45,826. Motion carried 5-1; Gustafson dissenting.

The meeting recessed at 8:45 p.m.; reconvened at 8:55 p.m.

1999-2000 ANNUAL OPERATIONAL PLAN: Mary Bonemeyer provided highlights of the Food Service fund. Beth Astrup briefly reviewed the Transportation fund. Lacher then provided an initial review of the General and Enterprise funds.

Gustafson and Cummings shared concerns related to the staff development budget. Jernberg will provide information related to graduation standards staff development from the Graduation Standards Committee.

FIRST READING OF POLICIES:

Policy Adoption (BFC) - Anderson reviewed the policy noting no revisions.

Gifts (KH) - Anderson reviewed the policy and recommended changes.

Recording or Audio/Videotaping A Parent-Guardian/Teacher Conference (GCQF) - Anderson reviewed the policy and recommended changes.

Grievance Procedure for Equal Opportunity (GBA) - Anderson reviewed the policy and recommended changes.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JANUARY 25, 1999
PAGE 4

Thompson suggested a review of adding "sexual orientation" to the second paragraph, first sentence of the policy.

Facilities for Private Gain (FD) - Anderson reviewed the policy and recommended changes.

Use of Moorhead Public Schools Information Network (IJNDB) - Anderson and Markert reviewed the policy and recommended changes.

Acceptable Use Policy for Network Resources (EHAA) - Anderson reviewed the policy adding Policy IJNDB will replace this policy and therefore recommended policy deletion.

Discussion was held regarding policy access on the Internet and costs associated. Markert will provide the total cost of this Internet access.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:

Ladwig reminded board members of the January 28 MSBA Negotiations Seminar to be held from 8 a.m. to 2 p.m. in Detroit Lakes.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 10:30 p.m.

Carol Ladwig, Clerk

February 1, 1999

Dr. Bruce Anderson
Superintendent Independent School District #152
810 4th Ave. South
Moorhead, MN 56560

Dear Dr. Anderson,

This letter is to inform you of my retirement from ISD #152 effective June 30, 1999. Having reached the rule of 90 under the Minnesota Teacher Retirement Association and after serving the Moorhead Schools for nearly 32 years, I feel it's time to move on to other things.

I have enjoyed my years with Moorhead Schools in various positions, having many pleasant experiences with fond memories to take with me. I have especially enjoyed the many opportunities to work with students, parents, community members, staff members, fellow administrators and members of the School Board. At this time I do not have specific plans for the future, but do hope to get in some traveling.

While I believe that the district is in excellent condition financially and in providing quality instructional programs, I am pleased that you will be able to assist the School Board in selecting a replacement for my position and the development of a new administrative team to serve into the 21st century.

Thank you for your support and guidance. I have enjoyed working with you and your administrative team these past few years in the quest to provide all students with the opportunity to thrive in a changing world.

Sincerely,



Robert M. Jernberg
Assistant Superintendent for Teaching and Learning

MEMO #: S-99-199
TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: Resignation of Mr. Robert M. Jernberg
DATE: February 2, 1999

The 1998-99 school year will see the elimination of 32 years of quality and professional leadership on the part of Bob Jernberg. Bob is an extraordinarily competent administrator who possesses exceptional knowledge and demonstrates a high level of conceptual and human skills.

Bob is a positive thinker, a strong team member, a "can do" person who is concerned about getting a quality job done not who gets the credit.

Bob's leadership and personhood will be greatly missed. Part of Bob's strength however, is his ability to pass on his knowledge and skills to many in the District. Thus, we will see on an on-going basis, the influence of Bob Jernberg on the students, staff and community of Moorhead.

I'm proud to call Bob a team mate and a friend.

BRA:mdm

MEMO #: I-99-151

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Dialogue - with Students from the Supplemental Teaching and Enrichment Discovery Program

DATE: February 2, 1999

Jordy Christian, Tricia Connell, Sabastian Wai, and Megan Strnad, 4th and 5th grade students in Linda Johnson's Supplemental Teaching and Enrichment Discovery Program (STEP), will review their structures from their "Wonders of the World" architectural projects. They will discuss their projects and the learning related to their structures. These projects are illustrative of the approximately 95 projects which were constructed by students involved in this program.

RMJ/vtr

MEMO #: I-99-150

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Dialogue - Review of Service-Learning Projects

DATE: February 2, 1999

Several programs will be reviewed with the Board of Education as follows:

- Brief rationale & definition of Service-Learning by Anne Larson
- Washington/Concordia Service-Learning Collaboration Project - Brenda Krueger
- 3D Project (Diversity, Dignity & Difference) at Moorhead Junior High - Janelle Frost Geiser
- Tutoring Program utilizing Post Secondary Option Students at Riverside, Probstfield, and Moorhead Junior High - Keith Jones & student participants; Larae Peterson, Nicole Remark, Emily Sandgren, David Simon

After a brief review of various aspects of service-learning programs, the presenters will dialogue with the Board regarding these programs.

RMJ/vtr

MEMO #: S-99-200
TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BR*
RE: 1999-2000 School Calendar
DATE: February 3, 1999

Attached please find the suggested 1999-2000 school calendar. Feedback from staff on the recommendation is being obtained by principals from their building leadership teams and from other staff members through their respective leadership.

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

No action is anticipated at this meeting.

BRA:mdm
Attachment

July 1999					August					September				
	1	2			2	3	4	5	6		1	2	3	
5	6	7	8	9	9	10	11	12	13	⑥	7	8	9	10
12	13	14	15	16	16	17	18	19	20	13	14	15	16	17
19	20	21	22	23	23	24	25	26	27	20	21	22	23	24
26	27	28	29	30	30	31				27	28	29	30	
October					November					December				
		1			1	2	3	4	5		1	2	3	
4	5	6	7	8	8	(9)	(10)	(11)	(12)	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31
January 2000					February					March				
③	4	5	6	7	1	2	3	4		(1)	(2)	③		
10	11	12	13	14	7	8	9	10	11	6	7	8	9	10
17	18	19	20	21	14	15	16	17	18	13	14	15	16	17
24	25	26	27	28	21	22	23	24	25	20	21	22	23	24
31					28(29)					27	28	29	30	31
April					May					June 2000				
3	4	5	6	7	1	2	3	4	5		1	2		
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

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

Snow Make-Up:

February 21
 April 24
 June 2
 June 5 and beyond

Payroll Dates:

July 30, 1999
 August 31
 September 30
 October 29
 November 30
 December 21
 January 31, 2000
 February 29
 March 31
 April 28
 May 31
 June 30

1999-2000 SCHOOL CALENDAR

<u>1999</u>	
Aug. 25,26,30,31	K-12 Teacher Workshops
Sept. 1	K-12 Classes Begin
6	Labor Day
Oct. 21 & 22	MEA
Nov. 3	End of 1st Quarter
9 & 10	K- P/T Conferences (daytime)
11	K-12 P/T Conferences (8-11,12-4,5-8:30)
12	K-12 P/T Confs. (7:30-11am)
12	K-12 No School/Tch. Comp. (pm)
25 & 26	Thanksgiving Holiday
Dec. 22	Winter Break Begins
<u>2000</u>	
Jan. 4	Mandated Staff Dev. for Employees Hired after 9/1/99
5	K-12 Classes Resume
17	K-12 Staff Development Day
21	End of 2nd Quarter/Semester

2000 continued....

Jan. 26	Basic Standards Test (Writing)
Feb. 1 & 3	Basic Standards Test (Reading, Math)
21	President's Day Holiday
29	K-P/T Day Conferences (day)
Mar. 1	K- P/T Day Conferences (day)
2	K-12 P/T Conferences (8-11,12-4,5-8:30)
3	K-12 P/T Confs. (7:30-11am)
3	K-12 No School/Tch. Comp. (pm)
7,8,9	MN Comp. Assessment Tests
14 & 15	
TBD	ITBS Testing (Elem.)
24	End of 3rd Quarter
April 21-24	Spring Break/No School
May 29	Memorial Day
June 1	Last Day for Students
2	Last Day for K-12 Staff/Workshops
4	Graduation

MEMO #: S-99-201

TO: School Board

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

RE: Approval of Policy

DATE: February 3, 1999

Attached please find the policy, Policy Adoption (BFC).

Suggested Resolution: Move to approve the policy, Policy Adoption (BFC), as presented.

:mdm
Attachment

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: BFC DATE ADOPTED: 05-90 REVISED: 11-28-94
--	--

POLICY ADOPTION

The adoption of new policies and the revision or repeal of existing policies is solely the responsibility of the School Board. The Board will adhere to the following procedure in considering and adopting policy proposals:

1. First meeting -- the proposal shall be presented as an information item.
2. Second meeting -- the proposal shall be presented for a second reading, discussion and final vote.

During discussion of a policy proposal, the views of the stakeholders will be considered. Amendments may be proposed by Board members. An amendment will not require that the policy go through an additional reading unless the Board determines that the amendment needs further study and that an additional reading would be desirable.

In emergency and unusual circumstances (i.e. state law requirements, time-line designations, etc.) the Board may approve a policy to take effect immediately; however, the above procedure is required before the policy will be considered permanent.

Reviewed/Revised: 5/90
11/28/94

MEMO #: S-99-202

TO: School Board

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

RE: Approval of Policy

DATE: February 3, 1999

Attached please find the policy, Gifts (KH).

Suggested Resolution: Move to approve the policy, Gifts (KH),
as presented.

:mdm
Attachment

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: KH DATE ADOPTED: 02-13-79 REVISED: 09-26-94
--	--

GIFTS
(Public Gifts to the Schools)

Gifts, Grants & Bequests

The Board may accept, on behalf of and for the school district, any bequest or gift of money or property for a purpose deemed by the Board to be suitable.

The following criteria should be utilized for examining and evaluating offers of gifts to the district:

1. Has a purpose consistent with that of the school district.
2. Will not add to staff load.
3. Will not begin a program that the Board would be unwilling to take over when gift or grant funds are exhausted.
4. Would not bring undesirable or hidden costs to the school system or cause unreasonable inequity.
5. Place no restrictions on the school program.
6. Will not be inappropriate or harmful to the best education of pupils.
7. Will not imply business or product endorsements.
8. Will not be in conflict with any provision of school policy or public law.
9. Shall become school district property.

On behalf of the School Board, a letter of appreciation shall be sent to the donor(s).

Reviewed/Revised: 5/90
9/26/94

MEMO #: S-99-203

TO: School Board

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

RE: Approval of Policy

DATE: February 3, 1999

Attached please find the policy, Recording or Audio/Videotaping a Parent-Guardian/Teacher Conference (GCQF).

Suggested Resolution: Move to approve the policy, Recording or Audio/Videotaping a Parent-Guardian/Teacher Conference (GCQF), as presented.

:mdm
Attachment

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: GCQF DATE ADOPTED: 04/26/94 REVIEWED/REVISED:
--	--

RECORDING OR AUDIO/VIDEOTAPING A PARENT-GUARDIAN/TEACHER CONFERENCE

No electronic device shall be used to record or reproduce any part of a parent-guardian/teacher conference unless by mutual written agreement ~~by~~ of both parties. This is to ensure a productive and meaningful conference between parent-guardian and teacher(s) that will benefit and enhance the education of the child.

No recording of any parent/guardian/teacher conference may be released to any other individual, except pursuant to the informed consent of the parent/guardian/teacher, or the student, if the student is 18 years or age or older, or pursuant to a valid court order.*

* Note: The release of the information is only pursuant to the consent of parties involved or a court order - not a subpoena.

MEMO #: S-99-204
TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *Beit*
RE: Approval of Policy
DATE: February 3, 1999

Attached please find the policy, Grievance Procedure
for Equal Opportunity (GBA).

Suggested Resolution: Move to approve the policy, Grievance
Procedure for Equal Opportunity (GBA), as presented.

:mdm
Attachment

POLICY OF THE
SCHOOL BOARD
MOORHEAD, MN.

DISTRICT CODE: GBA
DATE ADOPTED: 12-13-83
REVISED: 04/26/94

GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY

School District #152 provides opportunity for students, parents, guardians of students, or District employees to grieve matters pertaining to discriminatory practices. Where grievance procedures are established through master contracts/agreements with employee organizations, either this or the employee organization's procedure may be implemented to resolve the problem.

This procedure addresses itself to discriminatory acts or policies regarding race, color, national origin, creed, religion, sex, sexual orientation, marital status, age, limited English proficiency, and status with regard to public assistance or disability. This procedure may be used as a complaint against an individual or the School District for alleged discriminatory acts in violation of state or federal statutes or District policy. Nothing provided herein shall abridge or limit the right of any individual to seek enforcement of state and/or federal laws, or to be represented by counsel.

Section 1: Definition

Grievance: A complaint about an alleged violation, misinterpretation, or inequitable application of state and/or federal laws and regulations or District policy and procedures affecting equality in the educational program and/or employment practices.

Grievant: Any student, parent or guardian of a student, or employee of the District who believe(s) that in the past ten (10) days there is, or has been, a violation, misinterpretation or inequitable application of state and/or federal laws and regulations or District policy and procedures affecting equality in the educational program and/or employment practices.

Respondent: Person, persons, or group named in grievance who allegedly discriminated.

Supervisor: Any administrator, i.e. Superintendent, Principal, Assistant Principal, Assistant Superintendent, compliance officer, members of the Supervisor's bargaining unit, or School Board.

Days: "Days" shall mean all weekdays, excluding Saturday, Sunday and days designated as holidays by state law.

Section II: Waiver of Steps and Time Limits

The number of days indicated shall be the absolute maximum ~~and~~ for initiating such a grievance. Postmarks or dates/ or initialed receipts ~~marks~~ shall serve for counting days to comply with this grievance procedure. Communications must be transmitted through U.S. certified mail or hand delivered and witnessed. The parties, by mutual written agreement, may waive any step and extend any time limit in the grievance procedure. If the grievant does not meet the time limits, the grievance will be considered forfeited. If the respondent/supervisor does not respond within the time limits, the grievant may proceed to the next step immediately.

Section III: Withdrawal

A grievance may be withdrawn by the grievant at any step.

Section IV: Procedure

Informal

The grievant should first make an attempt to resolve the complaint through open discussion with the respondent and/or respondent's immediate supervisor, building supervisor, or his/her designee. The discussion must take place within a twenty (20) day period from the time that the alleged incident of discussion occurs. The informal complaint shall include the following information: (1) nature of the grievance; (2) facts, including dates, places, persons, and actions; and, (3) relief requested. If the grievance is not resolved in the informal discussion stage, the grievant may file a formal complaint with the immediate supervisor of the respondent within twenty-five (25) days from the date of the event giving rise to the complaint.

Step 1

Formal

The formal complaint shall include the following information: (1) nature of the grievance; (2) facts including dates, places, persons, and actions; and, (3) relief requested. The formal written grievance shall be certified mailed or hand delivered and witnessed to the immediate supervisor of the respondent who will determine whether the grievance is filed at the correct level. The supervisor will notify the grievant if the placement is not appropriate. If filed at the appropriate step, the supervisor will have five (5) days to respond, during which time the supervisor shall have held a conference with interested parties before the response will be sent to the District's Compliance Officer, Superintendent of Schools, and to the School Board.

Step 2

If the grievant is not satisfied with the response of the previous step, an appeal may be filed with the Superintendent within a period of five (5) days ~~from receipt of~~ following the supervisor's response ~~with the Superintendent~~. The Superintendent will respond in the same manner as any other supervisor, and will render a decision and mail by certified mail or hand deliver with witness the response within the five (5) day period. A copy of the response will be sent to the District's Compliance Officer / ~~if applicable~~ and, if applicable, to the School Board.

Step 3

If the grievant is not satisfied with the response of the Superintendent, an appeal may be filed with the School Board within a five (5) day period ~~of~~ receipt of following the Superintendent's response ~~with the School Board~~. The School Board will have the following options to consider the matter: 1) within 14 days, appoint an independent hearing officer; 2) within 14 days, appoint a subcommittee of the Board to hear the grievance; or, 3) within 14 days, ~~of~~ take the grievance to the full School Board to be considered at the next regularly scheduled Board meeting unless the ~~said~~ Board is next scheduled to meet within seven (7) days of receipt of the grievance appeal.

The Board decision shall be rendered within five (5) days of the hearing of the grievance. ~~and a~~ A copy of the response shall be sent to the Superintendent of Schools and to the District's Compliance Officer.

Nothing in this grievance procedure shall preclude the grievant from filing a complaint with any or all of the following agencies at any time:

Commissioner of Human Rights
~~200 Capitol Square Building~~ 190 East 5th Street
~~Bremer Tower / 5th Floor~~
~~7th & Minnesota~~
St. Paul, MN 55101
651/296-5663

Director for Civil Rights, ED
~~300 South Wacker Drive / 5th Floor~~
350 South 5th Street, Room 239
City Hall
~~Chicago/ IL~~ 60606 Minneapolis, MN 55415
(612) 673-3012

Equal Employment Opportunity Commission (Reg. Office)
~~342 North Water Street~~ 310 W. Wisconsin Avenue
Suite 800
Milwaukee, WI 53202 3

Equal Employment Opportunity Commission
330 2nd Avenue South, Suite 430
Minneapolis, MN 55401

Reviewed/Revised: 5/17/88
4/26/94

MEMO #: S-99-205
TO: School Board
FROM: Dr. Bruce R. Anderson, Supt. *BRA*
RE: Approval of Policy
DATE: February 3, 1999

Attached please find the policy, Facilities for Private Gain (FD).

Suggested Resolution: Move to approve the policy, Facilities for Private Gain (FD), as presented.

:mdm
Attachment

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: FD DATE ADOPTED: 11/28/89 REVIEWED/REVISED: 05/10/94
--	---

FACILITIES FOR PRIVATE GAIN

Employees shall not use school district buildings, addresses, ~~or~~ telephones, or other technology to conduct private business ventures. The use of public facilities for personal gain is a direct conflict of interest. Any exceptions must have prior written approval of the building administrator.

Any violation of this policy shall be referred to the appropriate supervisor. On the first offense a written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations shall be considered insubordination and shall be dealt with accordingly based on applicable collective bargaining agreements, if any, and Minnesota statutes.

Reviewed/Revised: 5/10/94

MEMO #: S-99-206

TO: School Board

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

RE: Approval of Policy

DATE: February 3, 1999

Attached please find the policy, Use of Moorhead Public Schools Information Network (IJNDB). This policy would replace the current Acceptable Use Policy for Network Resources (EHAA) policy which is also attached.

Suggested Resolution: Move to approve the policy, Use of Moorhead Public School Information Network (IJNDB) as presented, and delete policy Acceptable Use Policy for Network Resources (EHAA) from the District Policy Manual.

:mdm
Attachments

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: IJNDB DATE ADOPTED: REVIEWED:
--	--

USE OF MOORHEAD PUBLIC SCHOOLS INFORMATION NETWORK

The Moorhead School Board recognizes the need for its staff and students to have access to a global information network. Part of the district's responsibility in preparing students for the ~~21st~~ ~~Century~~ future is to provide them access to the tools they will be using as adults. ~~We believe that~~ The responsible use of this global information network is important. The District's information network shall be used only for educational purposes consistent with the District's mission and goals.

Accordingly, the School Board of the Moorhead Public Schools shall operate an information network to ~~enhance and expand~~ support its educational mission. The Moorhead Public Schools Information Network is defined as information systems owned by the district as well as other information systems to which the district provides intentional or unintentional access. The district is not responsible for information available from third parties solely for providing access or connection to or from a facility, system or network over which it has no control. An orientation session on appropriate use of the Moorhead Public Schools Information Network shall be provided for each user prior to the issuance of a system account. The use of this system shall be consistent with the district's educational mission, district policy, state laws, and federal laws.

The Superintendent shall establish regulations for student and staff use of the Moorhead Public Schools Information Network System.

POLICY OF THE SCHOOL BOARD MOORHEAD, MN.	DISTRICT CODE: EHAA DATE ADOPTED: 6/9/97 REVIEWED/REVISED:
--	--

ACCEPTABLE USE POLICY FOR NETWORK RESOURCES

Vision

In a free and democratic society, access to information is a fundamental right of citizenship. Part of the district's responsibility in preparing students for the 21st Century is to prepare students for success in life and work by providing them access to the tools they will be using as adults. The School Board of ISD #152 recognizes the need for its staff and students to have access to the global information network. The Board supports access by students and staff to rich information resources along with the development of appropriate skills to use a network to gather information as well as to develop the skills to analyze and evaluate these resources. Accordingly, ISD #152 shall operate an information network to enhance and expand its educational mission. The Moorhead Public Schools Information Network is defined as information systems owned by the district as well as other information systems outside the district to which the district provides intentional or unintentional access. The network is provided for users to conduct research and communicate with others in an ethical and efficient manner. The District supports these purposes by providing opportunities for users to develop the technical skills needed to use a network to access information. In addition to access skills, curriculum supported for the analysis and evaluation of information resources will be in place in all instructional areas at all grade levels.

Policy

The District's information network shall be used only for educational purposes consistent with the District's mission and goals. If students or employees desire greater freedom or require use beyond what is specified in the administrative procedures which implement this policy, they can obtain such freedom by acquiring their own personal account through a private provider.

Reviewed/Revised:

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

February 22, 1999

5:30 p.m. - Work Session with Superintendent Search Consultant
7:00 p.m. - Regular Meeting

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.

S.M.G. Box 5
Min
2-22-99

- A. INSTRUCTIONAL MATTERS - Jernberg
 - (1) Acceptance of Gifts - Pages 6-7
 - (2) Acceptance of Grants - Page 8
- B. BUSINESS AFFAIRS - Lacher
 - (1) Approval of Lease Agreement - Page 9
- C. PERSONNEL MATTERS - Skinkle
 - (1) Approval of New Employees - Page 10
 - (2) Approval of Return from Leave of Absence - Page 11
 - (3) Acceptance of Resignations - Page 12
 - (4) Approval of Retirements - Page 13
 - (5) Approval of Family/Medical Leave - Page 14
 - (6) Approval of Leave of Absence - Page 15
- D. ADMINISTRATIVE MATTERS - Anderson

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.)

Global Exchange Committee - Anderson
Pages 16-18

Review of visit by Ms. Areta Williams, Director of Partner School in Yaounde, Cameroon.

Spanish Language Immersion Program - Jernberg
Page 19

Review of the Spanish Language Immersion Program.

5. 1999-2000 CALENDAR: Anderson
Pages 20-21

Suggested Resolution: Move to approve the 1999-2000 school calendar as presented.

Moved by _____ Seconded by _____
Comments _____

6. 1999-2000 ANNUAL OPERATIONAL PLAN: Anderson/Lacher
Page 22

Suggested Resolution: Move to approve all funds except Capital Outlay as presented by the administration for the 1999-2000 Annual Operational Plan:

Moved by _____ Seconded by _____
Comments _____

OR, if the Board prefers to approve each individual fund:

Suggested Resolution: Move to approve the General fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the Food Service fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the Transportation fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the Community Service fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the Debt Service fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

Suggested Resolution: Move to approve the Enterprise fund as presented by the administration for the 1999-2000 Annual Operational Plan.

Moved by _____ Seconded by _____
Comments _____

7. SETTLEMENT OF CLAIM WITH SKALICKY PLUMBING AND HEATING:

Lacher

Pages 23-26

Suggested Resolution: Move to approve the proposed settlement with Skalicky's insurance company for \$500,000. The school district recovery is \$22,544.71.

Moved by _____ Seconded by _____
Comments _____

8. MINNESOTA GRADUATION RULE: Jernberg

Page 27

Suggested Resolution: Move to support standards based education and to direct administration to continue the implementation of Minnesota Graduation Standards based on school district policy.

Moved by _____ Seconded by _____
Comments _____

9. CLASSIFIED (NON-LICENSED) PART-TIME AND SUBSTITUTE PAY SCHEDULE CHANGE: Lacher

Page 28

Suggested Resolution: Move to approve the classified schedule change as presented.

Moved by _____ Seconded by _____
Comments _____

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>
K-P/T Day Confs. (day)	Mar. 2 & 3		
K-12 P/T Confs.	Mar. 4	8-12, 1-4, 4:30-8	
K-12 P/T Confs.	Mar. 5	7:30-11 am	
K-12 No School/Teacher Comp. (pm)	Mar. 5		
School Board	Mar. 8	7 pm	Townsite
Township Election Day	Mar. 9		
Long Range Planning	Mar. 9	3:45 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Com. Ed. Adv. Council	Mar. 16	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
Town Meeting with District 9 Legislators	Mar. 20	9-10:30 am	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		
Spring Break/No School	Apr. 2 & 5		
School Board	Apr. 12	7 pm	Townsite
Long Range Planning	Apr. 13	3:45 pm	Townsite
Inst. and Curr. Adv.	Apr. 15	7 am	Townsite
Supt. Adv. Council	Apr. 15	7 pm	Townsite
District Student/Staff Assistance	Apr. 19	3:30 pm	Townsite
Policy Review	Apr. 19	7 pm	Townsite
Com. Ed. Adv. Council	Apr. 20	6:30 pm	Townsite
School Board	Apr. 26	7 pm	Townsite
School Board	May 10	7 pm	Townsite
District Student/Staff Assistance	May 17	3:30 pm	Townsite
Inst. and Curr. Adv.	May 20	7 am	Townsite
Supt. Adv. Council	May 20	7 pm	Townsite
School Board	May 24	7 pm	Townsite
Last Day for Students	June 3		
Last Day for Staff/ Workshops	June 4		
Graduation	June 6		
School Board	June 14	7 pm	Townsite
School Board	June 28	7 pm	Townsite

MEMO #: I-99-171
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *RJ*
SUBJECT: Gift Acceptance
DATE: February 16, 1999

The Moorhead School district has received a donation of 88 computers from the Minnesota Department of Children, Families, and Learning as part of their joint venture with the Minnesota Department of Corrections. The program "Inmates Making a Difference for Kids" is a private partnership which sponsors the "Computers For Schools Refurbishing Program". Through this program, inmates in the Stillwater Correctional Facility refurbish computers. They are donated to school districts throughout the state. The computers are 486 machines with Windows 95, 16 MB of RAM, speakers, and a monitor.

Suggested Resolution: Move to accept the gifts as presented and direct that a letter of thanks be sent to "Inmates Making a Difference for Kids".

RMJ/vtr

MEMO #: I-99-168
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Gift Acceptance
DATE: February 16, 1999

This district has received a \$3000.00 gift from Forum Communications to be matched by district technology funds to purchase computers and related technology for the Moorhead High School journalism program. The money will be used to assist in buying two 20" monitors, two G3 tower computers, one digital camera, one scanner, and two photo shop licenses.

Suggested Resolution: Move to accept the gift as presented and direct that a letter of thanks be sent to Forum Communications.

RMJ/vtr

MEMO #: I-99-169
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *BJ*
SUBJECT: Grant Acceptance
DATE: February 16, 1999

This district has received grant funding from the Moorhead Area Education Foundation for the following amounts:

\$150.00	Deb Eidsmoe (Edison)	supplemental reading materials
\$260.00	Christy Leier (Robert Asp)	environmental study materials
\$335.00	(Diane Thiel (Washington) (Vonnie Thordal (Washington)	non-fiction books for emerging readers

Suggested Resolution: Move to accept the grants as presented and direct that a letter of thanks be sent to the Moorhead Area Education Foundation.

RMJ/vtr

FEB 15 1999

MEMO #: B99.241

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: FEBRUARY 12, 1999

SUBJECT: ACCESS/CONNECTIONS LEASE

SUITE	SQ. FT.	ANNUAL RENT	MONTHLY RENT
156	3437.0 SQ. FT.		
156.1	300.0 SQ. FT.		
156.4	100.0 SQ. FT.		
156.5	100.0 SQ. FT.		
156.6	100.0 SQ. FT.		
156.7	100.0 SQ. FT.		
156.10	66.5 SQ. FT.		
156.11	144.0 SQ. FT.		
156.12	335.0 SQ. FT.		
156.13	192.0 SQ. FT.		


	4874.5 SQ. FT.	\$47,194.60	\$3932.88

This agreement is made for a 24 month period.

Suggested Resolution: Move to approve the rental of Suite 156 to Access/Connections for \$3932.88 per month (\$47,194.60 per year) for 24 months

MEMORANDUM P 99.135

TO: Dr. Bruce Anderson

FROM: Robert Jernberg 

DATE: February 16, 1999

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:

Marko Foss Music Paraprofessional, Junior High, B21 (1) \$9.31 per hour, 4 hours daily, effective immediately.
(Convert Teacher FTE to paraprofessional)

Susan Pezalla ECSE/EBD Paraprofessional, Probstfield, B21 (1) \$9.31 per hour, 3.25 hours daily, effective February 15, 1999.
(Replace Jane Sweeney)

Adriana Johnson EBD Paraprofessional, Edison, B21 (1) \$9.31 per hour, 6.5 hours daily, effective immediately.
(Replace Margo Garcia)

William Ashley ESL Paraprofessional, Adult Education, B21 (1) \$9.31 per hour, 14 hours weekly, effective immediately.

Suggested Resolution: Move to approve the employment as presented.

RJ:sdh

MEMORANDUM P 99.138

TO: Dr. Bruce Anderson
FROM: Robert Jernberg *RJ*
DATE: February 16, 1999
SUBJECT: Return from Leave of Absence

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

Carol Bennett English Teacher, Senior High, for the 1999-2000 school year.
David Traaseth Elementary Teacher, Riverside, for the 1999-2000 school year.
Mark Richardson School Psychologist, for the 1999-2000 school year.
Mindi Jenson Elementary Teacher, Washington, to return full time for the 1999-2000 school year.

Suggested Resolution: Approve the return from Leave as presented.

RJ:sdh

MEMORANDUM P 99.136

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: February 16, 1999

SUBJECT: Resignations

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

Barbara Johnson Library Secretary, Edison Elementary, effective March 1, 1999.

Elizabeth Palm Baker, Senior High, effective February 19, 1999.

Karen Grubb Special Education Teacher, on leave, effective immediately.

Suggested Resolution: Move to accept the resignation as presented.

RJ:sdh

MEMORANDUM P 99. 137

TO: Dr. Bruce Anderson
FROM: Robert Jernberg *RJ*
DATE: February 16, 1999
SUBJECT: Retirements

The administration requests approval of the early retirement of the following persons effective at the end of the 1998-99 school year:

Mary Davies	Community Education Director, Townsite Centre, effective June 30, 1999.
Loren Bjerke	Grade 4 Teacher, Edison, effective June 4, 1999.
Joanne Drenkow	Science Teacher, Junior High, effective June 4, 1999.
Sharon Grossman	SLD Teacher, Probstfield, effective June 4, 1999.
Patricia Swedberg	Title I Teacher, Robert Asp, effective June 4, 1999.
Sharon Temanson	Grade 2 Teacher, Edison, effective June 4, 1999.
Joanne McCarl	Teacher on leave, effective June 4, 1999.
Laura Noesen	LD Teacher, Junior High, effective fall of 1999.
Shirley Krogen	Secretary, Edison Library, effective June 4, 1999.
Rachel Hiebert	German Teacher, Junior High, effective January, 2000
Al Swedberg	Dir. of Special Services, effective December 31, 1999

Suggested Resolution: Move to accept the retirement as presented.

RJ:sdh

MEMORANDUM P 99.139

TO: Dr. Bruce Anderson
FROM: Robert Jernberg *RJ*
DATE: February 16, 1999
SUBJECT: Family/Medical Leave

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

Amy Van Norman	English Teacher, Senior High, to begin approximately April 26, 1999 until June 1, 1999.
Renee Kerzman	Grade 5 Teacher, Robert Asp, for the school year 1999-2000.

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

RJ:sdh

MEMORANDUM P 99.140

TO: Dr. Bruce Anderson

FROM: Robert Jernberg *RJ*

DATE: February 16, 1999

SUBJECT: Leave of Absence

The administration requests approval for Leave of Absence for the following persons:

Gail Fisk MMMI Teacher, Robert Asp, presently on leave, to extend for the 1999-2000 school year.

Kim Forness Elementary Teacher, Probstfield, presently on leave, to extend for the 1999-2000 school year.

Suggested Resolution: Move to approve the Leave as presented.

RJ:sdh

MEMO #: S-99-221

TO: School Board

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

RE: Global Exchange Efforts and Visit by Ms. Areta Williams,
Director of our Partner American School in Yaounde, Cameroon

DATE: February 17, 1999

Representatives of our Global Exchange Committee will be present to review the visit by Ms. Williams to our school district and to provide an overview of the committee's plans and efforts.

BRA:mdm
Attachment

ARETA WILLIAMS

ITINERARY

Monday, February 15

5 p.m. Meet Areta at Airport (UA 7843)
6 or 6:30 p.m. Dinner at Jan Child's Home and Get Settled In

Tuesday, February 16

7:15 a.m. Breakfast with Jay Raymond
8:30 a.m. Visit Art Department with Jay
11:45 a.m. Rotary with Dr. Anderson
1:10 p.m. Dr. Betty Myers, Robert Asp School Principal, Visit Middle School Program
2:10 p.m. Shirley Tweten, English as a Second Language Teacher at Moorhead Senior High School, Visit ESL Program
3:15 p.m. Bob Jernberg, Assistant Superintendent - Teaching and Learning - Townsite Centre
4 p.m. Dan Markert, Director of Information Systems and Instructional Support - Townsite Centre
5 p.m. Live News Show
6 p.m. Dinner (Dr. Anderson, School Board and Global Exchange Committee) - Tree Top

Wednesday, February 17

6:45 a.m. Breakfast with Jan's Kiwanis Service Club
7:30 a.m. Visit Music Department with Jan
Noon Lunch with Jan Childs, Jay Raymond and Dr. Bruce Anderson - Speak Easy
1 p.m. Karla Ziemer, Supervisor of Teaching and Learning - Literacy and Reading Recovery, Visit Program at Riverside School
2:15 p.m. Anne Moyano, Principal at Probstfield School
3:30 p.m. Gay Galles, District Media Director at Moorhead Senior High School
6 p.m. Dinner at Jan's


Thursday, February 18

7 a.m. Breakfast with Moorhead Junior High
School Principal Colleen Tupper and Dr.
Bruce Anderson - Village Inn

8:30 a.m. Other Visits as Appropriate

10 a.m. Airport (NW 620)

Individuals meeting with Areta are responsible for transporting her to the next scheduled visit.

MEMO #: I-99-167
TO: Dr. Bruce Anderson
FROM: Bob Jernberg 
SUBJECT: Spanish Language Immersion Program
DATE: February 16, 1999

Rita Gullickson, Spanish Language Immersion Program Manager and Anne Moyano, Probstfield principal, will review the Spanish Language Immersion Program which will begin at Probstfield School in the fall of 1999. They will review timelines for notifying parents who will have K and first grade students in the district next fall, the registration process, staff selection, material selection, and curriculum development. Discussion will also include issues and challenges related to program implementation.

RMJ/vtr

MEMO #: S-99-222

TO: School Board

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

RE: 1999-2000 School Calendar

DATE: February 16, 1999

The attached calendar was reviewed at the last School Board meeting and has been subsequently reviewed by the various building and program leadership teams.

While difficult if not impossible to satisfy all of the varying perspectives on a calendar, the attached attempts to include as many of the perspectives as feasible and yet meet minimum state expectations.

Suggested Resolution: Move to approve the 1999-2000 school calendar as presented.

BRA:mdm
Attachment

July 1999							August							September						
	1	2					2	3	4	5	6				1	2	3			
5	6	7	8	9			9	10	11	12	13			⑥	7	8	9	10		
12	13	14	15	16			16	17	18	19	20			13	14	15	16	17		
19	20	21	22	23			23	24	25	26	27			20	21	22	23	24		
26	27	28	29	30			30	31						27	28	29	30			
October							November							December						
					1		1	2	3	4	5				1	2	3			
4	5	6	7	8			8	(9)	(10)	(11)	(12)			6	7	8	9	10		
11	12	13	14	15			15	16	17	18	19			13	14	15	16	17		
18	19	20	21	22			22	23	24	25	26			20	21	22	23	24		
25	26	27	28	29			29	30						27	28	29	30	31		
January 2000							February							March						
③	4	5	6	7			1	2	3	4					1	2	3			
10	11	12	13	14			7	8	9	10	11			6	7	8	9	10		
17	18	19	20	21			14	15	16	17	18			13	14	15	16	17		
24	25	26	27	28			21	22	23	24	25			20	21	22	23	24		
31							28	29						27	(28)	(29)	(30)	(31)		
April							May							June 2000						
3	4	5	6	7			1	2	3	4	5					1	2			
10	11	12	13	14			8	9	10	11	12			5	6	7	8	9		
17	18	19	20	21			15	16	17	18	19			12	13	14	15	16		
24	25	26	27	28			22	23	24	25	26			19	20	21	22	23		
							29	30	31					26	27	28	29	30		

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

Snow Make-Up:

February 21
 April 24
 June 2
 June 5 and beyond

Payroll Dates:

July 30, 1999
 August 31
 September 30
 October 29
 November 30
 December 21
 January 31, 2000
 February 29
 March 31
 April 28
 May 31
 June 30

1999-2000 SCHOOL CALENDAR

1999		
Aug.	25,26,30,31	K-12 Teacher Workshops
Sept.	1	K-12 Classes Begin
	6	Labor Day
Oct.	21 & 22	MEA
Nov.	3	End of 1st Quarter
	9 & 10	K- P/T Conferences (daytime)
	11	K-12 P/T Conferences (8-11,12-4,5-8:30)
	12	K-12 P/T Confs. (7:30-11am)
	12	K-12 No School/Tch. Comp. (pm)
	25 & 26	Thanksgiving Holiday
Dec.	22	Winter Break Begins
2000		
Jan.	4	Mandated Staff Dev. for Employees Hired after 9/1/99
	5	K-12 Classes Resume
	17	K-12 Staff Development Day
	21	End of 2nd Quarter/Semester

2000 continued....

Jan.	26	Basic Standards Test (Writing)
Feb.	1 & 3	Basic Standards Test (Reading, Math)
	21	President's Day Holiday
Mar.	28	K-P/T Day Conferences (day)
	29	K- P/T Day Conferences (day)
	30	K-12 P/T Conferences (8-11,12-4,5-8:30)
	31	K-12 P/T Confs. (7:30-11am)
	31	K-12 No School/Tch. Comp. (pm)
	7,8,9	MN Comp. Assessment Tests
	14 & 15	
	20-24	ITBS Testing (Elem.)
	24	End of 3rd Quarter
April	21-24	Spring Break/No School
May	29	Memorial Day
June	1	Last Day for Students
	2	Last Day for K-12 Staff/Workshops
	4	Graduation

MEMO #: B99245
 MEMO TO: DR. ANDERSON
 FROM: ROBERT LACHER
 DATE: FEBRUARY 17, 1999
 SUBJECT: 1999.2000 ANNUAL OPERATING PLAN

The preliminary budgets for the 1999.2000 AOP are as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I Gen. Fund	\$5,463,174	\$34,311,240	\$34,389,530	\$ 5,384,884
II Food Serv.	\$ 325,412	\$ 1,195,730	\$ 1,347,660	\$ 173,482
*III Trans.	\$ 333,269	\$ 2,149,790	\$ 2,126,820	\$ 356,239
IV Comm. Serv.	\$ 220,328	\$ 1,115,015	\$ 1,224,100	\$ 111,243
VII Debt Serv.	\$5,298,647	\$ 1,101,200	\$ 1,140,280	\$ 5,259,567
VIII Enterprise	\$ (657,309)	\$ 373,900	\$ 332,190	\$ (615,599)

Attached are the Fund changes.

* Now part of General Fund for annual reporting to the State of Minnesota.

ISD #152 has chosen to maintain a separate fund for management purposes.

Suggested Resolution: Move to approve all funds except Capital Outlay as presented by the administration for the 1999.2000 Annual Operation Plan.

FEB 10 1999

MEMO #: B99.233

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: FEBRUARY 9, 1999

SUBJECT: SETTLEMENT OF CLAIM WITH SKALICKY PLUMBING & HEATING -
SR HIGH FLOODING OF JULY 1997

Attached is a proposal by Mr. Shamus P. O'Meara, our attorney.
He is recommending a settlement with Skalicky.

Total loss would be:		\$2,554,411.30
Paid by MSBA Insurance Trust: 93.2366%		\$2,381,648.30
Uninsured damages paid by school district:		
	6.7634%	\$ 172,763.08
Total recovery from Skalicky's Insurance:		\$ 500,000.00
1/3 contingent fee:		<u>\$ 166,666.66</u>
	SUB TOTAL	\$ 333,333.33
Recovery to school district:	6.7634%	\$ 22,544.71

Recommended Resolution: Move to approve the proposed settlement
with Skalicky's insurance company for \$500,000.00. The school
districts recovery is: \$22,544.71.

cc: Orv Kaste
Beth Astrup

JOHNSON & CONDON, P.A.

ATTORNEYS AT LAW

FINANCIAL PLAZA

7235 OHMS LANE

MINNEAPOLIS, MINNESOTA 55439-2152

TELEPHONE (612) 831-6544

FAX (612) 831-1869

E-MAIL — INFO@JOHNSON-CONDON.COM

JON J. JOHNSON
MARK J. CONDON
GREGORY A. McCLENAHAN
TIMOTHY J. LEER
MARY E. CHRISTENSON
CHRISTOPHER E. CELICHOWSKI
MARK A. WAGNER
DALE O. THORNSJO
ROBERT E. KUDERER
MARY E. KOHL
B. JON LILLEBERG
SHAMUS P. O'MEARA

PAMELA B. DODDS
ELIZABETH BENSON POWELL
DAVID R. DRISCOLL
TERESA M. THOMPSON
DIANA L. BRENNAN
PAUL S. HOPEWELL
MATTHEW M. JOHNSON
ROBERT A. FLEAGLE
STEVEN C. THOMPSON

DEBORAH O. CRAMER
OFFICE MANAGER

ALSO LICENSED IN IOWA
ALSO LICENSED IN WISCONSIN

Celebrating 25 Years of Service to Our Clients

February 3, 1999

Mr. Robert Lacher
Independent School District No. 152
Townsite Centre
810 4th Avenue South
Moorhead, MN 56560

Re: ISD 152 ads. Skalicky Plumbing and Heating, et. al.
DOL: 07/05/96
Our File No. 4291-1161

Dear Bob:

This follows our meeting of January 20th concerning the above matter. As we discussed at the meeting, and also in previous conversations, Skalicky Plumbing and Heating most likely has only \$500,000.00 of available insurance proceeds to cover any liability for the damages sustained at the Moorhead Senior High School. As you know, the total damages paid by the District and MSBA Trust Plan total over \$2.5 million. As a result, we have been assessing whether a settlement with Skalicky for the total amount of the insurance proceeds, accompanied by an appropriate settlement agreement which would protect the District's rights against Skalicky for additional insurance monies should they be found, would be the appropriate course of action.

After reviewing the matter and relevant case authority and other related information, we believe that moving forward with a settlement at the \$500,000 insurance proceeds would be an appropriate course of action. In doing so, the District and Trust Plan would be guaranteed at least a partial recovery while continuing against the remaining defendants in the lawsuit for any damages paid by the settlement. For instance, the Court recently granted default judgment against the non-answering manufacturers, Stellar Products Corporation and Continental Eastern Corporation, which could result in the recovery of additional monies notwithstanding any settlement.¹ While Skalicky is obviously a target defendant, there are strict products liability claims against the distributors and

¹ As previously advised, however, we do not hold much hope that the non-answering defendants will have any assets or insurance proceeds that we could seize as part of the default judgment.

Mr. Robert Lacher
February 3, 1999
Page 2

also separate professional negligence and breach of contract claims against Henning Metz which can be independently pursued even after a settlement with Skalicky. In light of these facts, we recommend moving forward with settling with Skalicky.

Because the majority of the damages to the high school were paid by the MSBA Trust Plan, and based on the fee arrangements that the both the Trust Plan and District have with our law firm for the prosecution of the case, the recovery of a \$500,000 settlement with Skalicky would be broken out as follows:

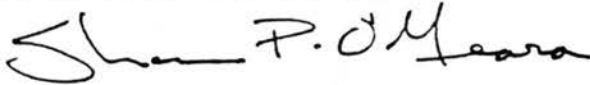
Total Loss Amount:	\$2,554,411.30
Damages paid by MSBA Trust Plan:	\$2,381,648.30
Percentage of Trust Plan Damages to the Loss:	93.2366%
Uninsured Damages paid by School District:	\$172,763.08
Percentage of Uninsured Damages to the Total Loss Amount:	6.7634%
Total Recovery from Skalicky Settlement:	\$500,000.00
One-Third Contingent Fee to Johnson & Condon:	\$166,666.66
<u>Subtotal</u>	<u>\$333,333.33</u>
Recovery to School District: (\$333,334 x 6.7634%):	\$22,544.71
Recovery to MSBA Trust Plan: (\$500,000 x 93.2366%)	\$310,789.29

I have received Berkley authority to move forward with the settlement as outlined above. Could you please contact me concerning the District's authority to move forward with this settlement. Again, the settlement does not eliminate the District's claims against the non-settling defendants and we do plan on aggressively moving forward on those claims to disposition. Thanks Bob.

Mr. Robert Lacher
February 3, 1999
Page 3

Very truly yours,

JOHNSON & CONDON, P.A.

A handwritten signature in black ink, appearing to read "Shamus P. O'Meara". The signature is fluid and cursive, with the first name "Shamus" being more prominent and the last name "O'Meara" written in a slightly smaller, more compact script.

Shamus P. O'Meara

Direct Dial: (612) 806-0438

SPO:tlb:233020.1

cc: Lyle Uecker, BERKLEY ADMINISTRATORS (20-110-16477)

MEMO #: I-99-170

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *RJ*

SUBJECT: Minnesota Graduation Rule

DATE: February 16, 1999

Independent School District 152 will continue to support standard based education and performance assessments. We support the statewide implementation of the graduation standards and need to prepare Moorhead students to live and function successfully in their world.

Graduation Standards do not dictate curriculum choices; the school district adopts district wide curriculum. At this time, the standards have been integrated into the elementary and junior high district curriculum, although revisions are being made. Standard based education will remain a focus point for Moorhead students.

We recognize the great amount of paperwork and reporting that has been required and support ways to make the system more manageable. It is important to have students provide evidence of understanding through performance measures. The district supports the recommendation of former commissioner Robert Wedl that the legislature "remove from the rule, references to performance packages and substitute "locally approved assignments and other applications designed to determine the students achievement of the standards."

It appears that modifications will be made to the Minnesota Graduation Standards, but we support established standards for performance. We will continue to be involved in the debate. The district will continue to follow the law as it exists and is committed to continue to support and implement a strong standards based education.

Suggested Resolution: Move to support standards based education and to direct administration to continue the implementation of Minnesota Graduation Standards based on school district policy.

RMJ/vtr

MEMORANDUM P 99.141

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: February 16, 1999

SUBJECT: Part Time and Substitute Pay Schedule Change

Attached is a copy of the Part Time and Substitute Pay Schedule. The administration requests approval of the change for the following positions:

SECRETARIES	\$6.95	\$7.73
PARAPROFESSIONALS	\$7.73	\$7.73
CUSTODIANS	\$6.37	\$7.73

Suggested Resolution: Move to approve the schedule change.

RL:sdh

INDEPENDENT SCHOOL DISTRICT #152

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

March 8, 1999

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 Bret Maughan who was inducted in the North Dakota High School Wrestling Hall of Fame in February. Bret's record holds 126 straight victories and is a four-time state champion.

*** We Are Proud of Moorhead Junior High School Mathcounts Team for placing second in the chapter competition held at Moorhead State University on February 10. Matt Duval, Brad Holschuh, Dan Stone, and Zack Kenz will compete at the state competition in Mankato on March 13th.

Eighth grade team members were Kate Dale, Matt Duval, Brad Holschuh, and Dan Stone. Alternates were eighth grader Brent Vesta and seventh grader Zack Kenz.

Dan Stone placed second individual, Matt Duval fourth place individual and fourth place in the countdown round, and Brad Holschuh sixth place individual and second place in the countdown round. Brent Vesta placed first as an alternate.

The Mathcounts Team is coached by Ken Welken. Mathcounts, a national competition, tests students on probability, statistics, linear algebra, and polynomials.

*** We Are Proud of Moorhead Senior High School Student Council, Key Club and advisors who along with volunteers from the Moorhead Area Education Foundation received pledges of \$21,813 on the evening of March 1 and 2. These dollars along with other funding from the Moorhead Area Education Foundation will be utilized as scholarships for this year's graduating seniors.

*** We Are Proud of the Moorhead Junior High School team who took first place honors at the Regional Science Olympiad Tournament held at Moorhead State University on February 5.

First place medals were earned for the following events: Pentathlon - Krister Anderson, Steph Johnson, Ashley Kujanson, and Craig Powers; Practical Data Gathering - Lee Richards and Daniel Stone; Mystery Architecture - Jamie Barrows and Matt Bresee.

Silver medals were awarded for: BioProcess Lab - James Moyano and Lea Sims; Naked Egg Drop - Krystal Kne and Lea Sims; Propeller Propulsion: Erik Landa and Sam Lenius.

A bronze medal was earned by Craig Powers and Lee Richards for Trajectory.

Additional team members include John Anderson, Ian Burman, Melissa Cai, Nick Foos, and Zackary Kenz.

This team will now advance to the state competition to be held in St. Paul at the University of St. Thomas on March 20.

*** We Are Proud of the winners of the District Spelling Bee held on February 11: 1st Place - Lee Richards (Grade 8) and Seth Harris (Grade 8); 2nd Place - Erik Koppang (Grade 6); 3rd Place - Elizabeth Sullivan (Grade 9). Lee, Seth and Erin will advance to the Regional Spelling Bee in Fergus Falls on March 4. Elizabeth is the alternate.

*** We Are Proud of the winners of the Grade Level Bees held at MJH on January 29 and at Robert Asp on February 3: Grade 5 - Jennifer Bylund; Grade 6 - Ben Gunderson; Grade 7 - Samantha Erdmann; and Grade 8 - Seth Harris.

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) Approval of Grant Application - Pages 6-10
- (2) Acceptance of Gift - Page 11
- (3) Approval of Additional Grant Funding - Page 12

B. BUSINESS AFFAIRS - Lacher

C. PERSONNEL MATTERS - Jernberg

- (1) Acceptance of Retirements - Page 13
- (2) Acceptance of Resignation - Page 14
- (3) Approval of Family/Medical Leave - Page 15

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Leave of Absence - Page 16-23
- (2) Approval of February 8 and 22, 1999 Minutes - Pages 24-34
- (3) Approval of March Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SCHOOL BOARD/STAFF 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.)

Summer Migrant Program - Jernberg
Page 35

Review of plans for the upcoming Summer Migrant Education Program.

Technology - Jernberg
Page 36

Review of current utilization of technology in the district.

5. SHARED CONSTRUCTION OF STORAGE BUILDING WITH TRI-VALLEY OPPORTUNITY COUNCIL: Lacher
Pages 37-42

Suggested Resolution: Move to approve the agreement to be shared for the construction of the storage facility at the maintenance facility.

Moved by _____ Seconded by _____
Comments _____

6. SENIOR HIGH BLEACHER AWARD: Lacher
Pages 43-44

Suggested Resolution: Move to approve the low bid meeting specifications to Fargo School Specialty for \$258,110.

Moved by _____ Seconded by _____
Comments _____

7. GYMNASTICS AGREEMENT WITH FARGO PUBLIC SCHOOLS: Lacher
Pages 45-48

Suggested Resolution: Move to approve the gymnastic facility lease with Fargo Public Schools for \$10,000 a year for three years for a total of \$30,000 and are requesting a liability insurance limit of \$600,000.

Moved by _____ Seconded by _____
Comments _____

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>
Township Election Day	Mar. 9		
Long Range Planning	Mar. 9	3:45 pm	Townsite
MN Comp. Assess. Tests	Mar. 9, 10, 11, 16, & 17		
District Student/Staff Assistance	Mar. 15	3:30 pm	Townsite
Policy Review	Mar. 15	7 pm	Townsite
Com. Ed. Adv. Council	Mar. 16	7 pm	Townsite
Inst. and Curr. Adv.	Mar. 18	7 am	Townsite
Supt.'s Adv. Council	Mar. 18	7 pm	Townsite
Town Meeting with District 9 Legislators	Mar. 20	9-10:30 am	Townsite
School Board	Mar. 22	7 pm	Townsite
ITBS Testing (Elem.)	Mar. 22-26		
End of 3rd Quarter	Mar. 30		
Spring Break/No School	Apr. 2 & 5		
School Board	Apr. 12	7 pm	Townsite
Long Range Planning	Apr. 13	3:45 pm	Townsite
Inst. and Curr. Adv.	Apr. 15	7 am	Townsite
Supt. Adv. Council	Apr. 15	7 pm	Townsite
District Student/Staff Assistance	Apr. 19	3:30 pm	Townsite
Policy Review	Apr. 19	7 pm	Townsite
Com. Ed. Adv. Council	Apr. 20	6:30 pm	Townsite
School Board	Apr. 26	7 pm	Townsite
School Board	May 10	7 pm	Townsite
District Student/Staff Assistance	May 17	3:30 pm	Townsite
Inst. and Curr. Adv.	May 20	7 am	Townsite
Supt. Adv. Council	May 20	7 pm	Townsite
School Board	May 24	7 pm	Townsite
Last Day for Students	June 3		
Last Day for Staff/Workshops	June 4		
Graduation	June 6		
School Board	June 14	7 pm	Townsite
School Board	June 28	7 pm	Townsite