



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

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INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

November 8, 1999

Tour of New Construction: 5:30 p.m. - Robert Asp School
6 p.m. - George Washington School
7:00 p.m. - Board Room - Townsite Centre

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 _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

*** We Are Proud of Robert Asp School Music Teacher Melody Bober who has published over 160 compositions and arrangements for piano with FJH, Willia and Jillenias publishing companies. She has also published three choral pieces with Lorenz. Mrs. Bober travels across the nation in the summer conducting workshops for music teachers. All of this is in addition to Mrs. Bober's outstanding work as a music teacher in the Moorhead Schools for 19 years.

SCHOOL BOARD AGENDA - November 8, 1999

PAGE 2

- 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. TEACHING/LEARNING MATTERS - Kovash
(1) Approval of Agreements - Pages 6-15
(2) Acceptance of Gifts - Page 16
(3) Approval of Grant Application - Pages 17-18
- B. SYSTEM SUPPORT MATTERS - Astrup
- C. HUMAN RESOURCE MATTERS- Lacher
(1) Approval of New Employees - Page 19
(2) Approval of Family/Medical Leave - Page 20
(3) Acceptance of Resignation - Page 21
- D. SUPERINTENDENT MATTERS - Anderson
(1) Approval of October 4, 11 and 25, 1999 Minutes - Pages 22-31
(2) Approval of November Claims

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - November 8, 1999

PAGE 3

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.)

Enhancing Attractive Student Climate - Ruben Garcia

Page 32

5. **GLOBAL EXCHANGE PARTNERSHIPS:** Anderson

Pages 33-39

6. **POLICY APPROVAL:** Anderson

Pages 40-44

Suggested Resolution: Move to approve the policy, Attendance 7-12 (JEA), as presented.

Moved by _____ Seconded by _____

Comments _____

7. **ENROLLMENT REVIEW:** Kovash

Pages 45-52

8. **CANVASS ELECTION RETURNS:** Anderson

Pages 53-57

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election, as presented.

Moved by _____ Seconded by _____

Comments _____

SCHOOL BOARD AGENDA - November 8, 1999

PAGE 4

9. **SPECIAL EDUCATION PILOT SITE**: Kovash

Pages 58-60

Suggested Resolution: Move to accept the award from the Minnesota Department of Children, Families and Learning for Reducing Bias in Special Education.

Moved by _____ Seconded by _____
Comments _____

10. **LEGISLATION-2000**: Anderson/Thompson

Page 61

Initial discussion of potential legislative need areas.

11. **NOON-HOUR SUPERVISORS/FOOD SERVICE**: Astrup

Pages 62-64

Suggested Resolution: Move to approve the change to the Part-time and Substitute Pay Schedule as presented.

Moved by _____ Seconded by _____
Comments _____

12. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

13. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 8, 1999**PAGE 5****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
K-P/T Conferences (daytime)	November 9 & 10		
K-12 P/T Conferences	November 11	(8-11, 12-4 & 5-8:30)	
K-12 P/T Conferences	November 12	7:30-11 am	
K-12 No School/Tchr Comp	November 12	pm	
Wizard of Oz Play	November 12-14	various	SH Audit.
	November 19-21		
District Student/Staff Asst.	November 15	3:30-4:30 pm	Townsite
Policy Review Committee	November 15	7 pm	Townsite
ITBS Testing (Elem.)	November 15-19		
Com. Ed. Adv. Council	November 16	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	November 18	7 am	Townsite
Supt. Advisory Council	November 18	7 pm	Townsite
School Board	November 22	7 pm	Townsite
Thanksgiving Holiday	November 25 & 26		
Property Tax Hearing	November 29	7 pm	Townsite
Superintendent's Farewell	December 2	3:30-6:30 pm	NW Tech-Commons
School Board	December 13	7 pm	Townsite
Supt. Advisory Council	December 16	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	December 16	7 am	Townsite
District Student/Staff Asst.	December 20	3:30-4:30 pm	Townsite
Winter Break Begins	December 22		
School Board	December 27	7 pm	Townsite
Mandated Staff Dev. for Employees Hired after 9/1/99	January 4		
K-12 Classes Resume	January 5		
School Board	January 10	7 pm	Townsite
Long Range Planning Com.	January 11	3:45 pm	Townsite
Martin Luther King Jr. Day/ K-12 Staff Dev. Day	January 17		
Policy Review Committee	January 17	7 pm	Townsite
Com. Ed. Adv. Council	January 18	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	January 20	7 am	Townsite
Supt. Advisory Council	January 20	7 pm	Townsite
End of 2nd Qtr/Semester	January 21		
School Board	January 24	7 pm	Townsite
Basic Standards Test (Writing)	January 26		

MEMO #: I-00-129



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: Renewal Agreement with Lakeland Mental Health Center, Inc.
DATE: November 8, 1999

Attached is the renewal 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 known as "Outreach".

The renewal agreement, which covers the period from January 2000 to December 2000, is in the amount of \$460,029.00. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

SUGGESTED RESOLUTION: Move to approve the revised attached agreement with Lakeland Mental Health Center, Inc. contingent upon the approval of the Clay County Social Services Board.

LAK/smw
Attachments

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

THIS REVISED AGREEMENT is entered into the 8th day of November 1999 and is in force for a period from January 1, 2000 to December 31, 2000.

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 (6.05 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract.
2. Two (2.0 FTE) Mental Health Practitioner social workers will be employed by Lakeland Mental Health Center, Inc. for the length of this contract.
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 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, registered nurse 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 \$468,029.00.
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$468,029.00 in accordance with the following: Eleven equal payments of \$39,002.42 from January 2000 through November 2000 and one payment, December 2000 of \$39,002.38.
- 10.5 The Moorhead Independent School District #152 will bill Lakeland Mental Health Center, Inc. \$15,107.83 monthly for January 1, 2000 through December 2000 for a total of \$181,294.00. 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 \$243,375.08 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 Date
Moorhead Independent School District #152

Lakeland Mental Health Center, Inc. Date

LAKELAND MENTAL HEALTH CENTER, INC.

☐ FERGUS FALLS, MN 56537
☐ DETROIT LAKES, MN 56501
☐ MOORHEAD, MN 56560
☐ GLENWOOD, MN 56334

126 EAST ALCOTT AVENUE
 107 GRAYSTONE PLAZA SUITE 107
 1010 - 32nd AVENUE SOUTH
 105 - 2nd AVENUE N.E.

TEL: 218-736-6987 • FAX: 218-736-6980
 TEL: 218-847-1676 • FAX: 218-847-1678
 TEL: 218-233-7524 • FAX: 218-233-8627
 TEL: 320-634-3446 • FAX: 320-634-0384

Appointments / Information 1 800-223-4512

Services Also Provided At
 PERHAM STARBUCK
 NEW YORK MILLS HAWLEY

24-Hour Emergency / Crisis 1 800 223-4512 • V\TDD

CHILDREN'S DAY TREATMENT - CLAY COUNTY 2000 STAFFING PATTERN/BUDGET

Ron Odden, MS, LP	Mental Health Professional	48 Wks	1.0 FTE
Jim Knutson, MS, LP	Mental Health Professional	46 Wks	1.0 FTE
Susan Dannen, MSW, LICSW	Mental Health Professional	46 Wks	1.0 FTE
Jackie Crawford, MS, LP	Mental Health Professional	48 Wks	1.0 FTE
Rita Lall, MS, LP	Mental Health Professional	48 Wks	1.0 FTE
Denette Narum, MSW	Mental Health Practitioner	46 Wks	.75 FTE
Becky Kopp, MSW	Mental Health Practitioner	46 Wks	1.0 FTE
Barb Schaub, BSW	Mental Health Practitioner	50 Wks	1.0 FTE
Jennie Gorres, MS	Mental Health Practitioner	46 Wks	.30 FTE
Renae Setter, RN	Registered Nurse	36 Hrs	
Dennis Staton, MD	Psychiatrist	36 Hrs	
John Molstre, PhD, LP	Mental Health Professional	42 Hrs	
Total Professional Cost Including Fringe Benefits			\$370,929.00
OTHER EXPENSES			
Administrative Support			38,350.00
Staff Travel			9,000.00
Client Travel			500.00
Miscellaneous (food, depreciation, professional fees, licensing, advertising, recruitment, interest)			15,450.00
Therapy/Office - Supplies			5,000.00
Office Space - Outreach Center			12,800.00
Utilities			2,000.00
Phone/Postage			6,500.00
Capital Expenses/Capital Reserve Fund (Estimate)			7,500.00
Total Other Expenses			\$ 97,100.00
TOTAL PROGRAM COSTS			\$468,029.00



An Equal Opportunity Employer

LAKELAND MENTAL HEALTH CENTER, INC.

- ☐ FERGUS FALLS, MN 56537
- ☐ DETROIT LAKES, MN 56501
- ☐ MOORHEAD, MN 56560
- ☐ GLENWOOD, MN 56334

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MA REVENUE ANALYSIS CHILDREN'S DAY TREATMENT - CLAY COUNTY YEAR 2000

<u>Site</u>	<u># of MA/PMAP Clients</u>	<u>Hours Per Week</u>	<u>36 Weeks</u>
Outreach Center	8	72	2,592
Red River Area Learning Center	8	72	2,592
Asp	4	36	1,296
George Washington	4	36	1,296
Thomas Edison	4	36	1,296
Riverside	3	27	<u>972</u>

10,044

Collection Ratio 95%

9,541

X \$19.00

\$181,294

\$15,107 per month



An Equal Opportunity Employer

MEMO #: I-00-128



TO: Dr. Bruce Anderson

FROM: Lynne Kovash *LK*

SUBJECT: Renewal Agreement with Clay County Department of Social Services

DATE: November 1, 1999

Attached is the renewal agreement with Clay County Department of Social Services to continue mental health and instructional services to severely emotionally handicapped students and their families as part of the Clay County Day Treatment Program known as "Outreach".

The renewal agreement is in the amount of \$224,653.92 less \$181,294.00 of Medical Assistance Dollars received from Lakeland Mental Health Center, Inc. for services provided and returned to Moorhead Independent School District #152.

SUGGESTED RESOLUTION: Move to approve the revised attached agreement with Clay County Department of Social Services contingent upon the approval of the Clay County Social Services Board.

LAK/smw
Attachments

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Services Department
Moorhead Independant School District #152

hereinafter referred to as memeber agencies. The restrictive term "school district" refers to the independant school districts among the member agencies. The restrictive term "county agency" refers to the agency established by the county board of commissioners.

Witnesseth that:

WHEREAS, The parties of this Agreement have as one of their purposes the provision of services to children with severe emotional handicaps and their parents, and

WHEREAS, it is felt by each member agency that this can best be accomplished through cooperative effort, and

WHEREAS, the State of Minnesota enables interagency districts to jointly or cooperatively exercise any power common to the contracting parties,

NOW, THEREAFTER, THE PARTIES TO THIS AGREEMENT, HEREBY AGREE AS FOLLOW:

1. ESTABLISHMENT OF INTERAGENCY PROGRAM. That hereby there is established an interagency program, to be known as the Clay County Day Treatment Program/Outreach (hereinafter known as the Program).
2. PURPOSE OF AGREEMENT. The purpose of the Agreement shall be to provide through cooperative effort a comprehensive program of instructional and theraputic services to children and youth requiring such services and their parents who are residents of Clay County, Minnesota and school districts served in Clay County.

3. ADVISORY COMMITTEE OF THE PROGRAM

- a. The Advisory Committee shall consist of directors of special education serving the member school districts, Clay County Supervisor, Clay County Social Services Board member, Moorhead School Board member, contracting agency representatives, Clay County Mental Health Local Coordinating Council (2) , and Local Advisory Council (2) , members or members designee.
- b. The Advisory Committee shall perform the following ongoing duties:
 1. identify current services and funding being provided within the communities for children experiencing severe emotional and/or behavioral problems.
 2. establish and evaluate the identification, referral, and community service systems as they impact on day treatment and to recommend, where necessary, alterations and improvements;
 3. monitor the operation of the program and provide direction and support to Fiscal Agent and administrators; and
 4. review and develop the funding sources necessary to adequately support the necessary constituent services of the program.
 5. guide and advise regarding operations of the program.

4. FINANCING OF THE PROGRAM Moorhead Independent School District #152 shall be empowered to finance the program pursuant to this agreement by applying for, receiving and administering Federal and State Special Education State aids and grants.

The Clay County Department of Social Services agrees to pay the Moorhead Independent School District #152 not to exceed \$224,653.92 less \$181,294.00 of Medical Assistance dollars upon receipt of billing from the Moorhead Independent School District #152.

It is anticipated the Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education \$243,375.08 in State reimbursement and 181,294.00 from Lakeland Mental Health Center, Inc. medical assistance dollars for a total of \$424,669.08.

If State reimbursement is less than \$243,375.08 and Medical Assistance is less than \$181,294.00, Clay County Department of Social Services will be responsible for the difference.

Children from countries other than Clay will be admitted to the Day Treatment Program/Outreach for Children only upon agreement between that county and the Clay County Department of Social Services to bill that County its fair share of the program costs.

5. EQUIPMENT Clay County Social Services Departement is responsible for the purchase of furnishing and equipment necessary for day treatment mental health composite. i.e. furniture and secretary equipment. This equipment shall be the property of Clay County Social Serives.

TERMINATION This contract shall commence January 1, 2000 and terminate December 31, 2000. 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 quanity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the 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.

Signed at _____, in the County of _____, this _____ day of (November 8, 1999.)

BY: _____ BY: _____
Director, Department of Social Services Chair, Board of Education Moorhead Independent School District #152

BY: _____ DATE: _____
Chair, Board of County Commissioners

Approved as to Form and Execution

(County Attorney)

MEMO #: I-00-119



TO: Dr. Bruce Anderson
FROM: Lynne Kovashok
SUBJECT: Gift Acceptance
DATE: October 26, 1999

Moorhead Junior High has received a gift of an Cybex weight machine from the Veteran's Administration Hospital in Fargo. The approximate value is \$40,000.00.

Moorhead Junior High has a received a sofa and loveseat to be placed in the staff workroom from Arvid Benson Furniture in Moorhead. The approximate value is \$450.00.

Moorhead Junior High has also as a gift received a IMAC computer and an Epson printer from the Yearbook staff. They are valued at \$1,650.00. The computer will be used in the computer lab.

SUGGESTED RESOLUTION: Move to accept the gifts of the Cybex Weight Machine, sofa and loveseat, and the IMAC computer and Epson printer and direct that a letter of thanks be sent to Veteran's Administration Hospital, Arvid Benson Furniture, and the Yearbook staff at the Jr. High

LAK/smw

MEMO #: I-00-126



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: 2000 Summer Migrant Program
DATE: November 1, 1999

Attached please find the resolution to submit an application to operate the Migrant Education Project during the summer of 2000.

SUGGESTED RESOLUTION: Move to approve submission of the application as presented.

LAK/smw
Attachment



SCHOOL BOARD RESOLUTION

WHEREAS the Congress of the United States has approved and allocated funds to provide Migrant Education and Migrant Head Start programs designed to meet the unique needs of the children of migrant agricultural workers, and

WHEREAS School District # _____ at (city or town) _____ is located in an area of the state in which significant numbers of migrant agricultural workers seek employment on a seasonal basis, and

WHEREAS the School District is being requested by the State Department of Children, Families and Learning and Tri-Valley Opportunity Council, Inc. to cooperate in an effort to provide programs which address the unique needs of the children of migrant agricultural workers during their residence in the area;

BE IT THEREFORE RESOLVED that the School District

1. shall submit an application for a Title I Migrant Education grant to operate a Migrant Education project during the summer of 2000 and designate a District contact person to work with the State Department of Children, Families and Learning in the preparation and implementation of project activities, and
2. shall make available space for Tri-Valley Opportunity Council, Inc. to provide Migrant Head Start services for pre-school age children and will cooperate with a local Migrant Head Start contact person designated by Tri-Valley who has the authority, responsibility and liability for those services.

signature

title

date

Title I contact person for the Migrant Education project will be (name)

_____, (phone) _____

Migrant/Resolution

MEMORANDUM P 99.339

TO: Dr. Bruce Anderson

FROM: Robert Lacher 

DATE: November 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:

Virgil Fangsrud Social Studies Teacher, Senior High, BA (0-6) \$19,672.13 (25,000) effective October 25, 1999. (Replace Brad Stroup)

Robyn Berg OHI Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective November 9, 1999. (New position)

Rosario Weckler ECSE Paraprofessional, Probstfield, B21 \$9.83 per hour, 3 hours 15 minutes, effective November 9, 1999. (New position)

Suggested Resolution: Move to approve the employments as presented.

RL:sh

MEMORANDUM P 99.340

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: November 2, 1999

SUBJECT: Family/Medical Leave

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

Sara Lundwall EDB Teacher, Robert Asp, to begin on or about March 1, 2000 until May 3, 2000.

Candace Richards Paraprofessional, Edison and Asp, to begin October 27, 1999 for two weeks.

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

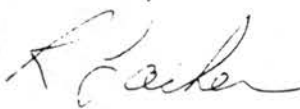
RL:sh

MEMORANDUM

P 99.341

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: November 2, 1999

SUBJECT: Resignations

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

Pam Keenan LD Paraprofessional, Thomas Edison, effective November 12, 1999.

Suggested Resolution: Move to accept the resignation as presented.

RL:sh

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
OCTOBER 4, 1999
PAGE 1**

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

MEMBERS ABSENT: Mark Gustafson.

CALL TO ORDER: Chairwoman Foss called the meeting to order at 5:30 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson recommended the agenda proceed as printed.

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

APPOINTMENT OF NEW SUPERINTENDENT: Foss moved, seconded by Hastad, to approve a three-year contract with Dr. Larry Nybladh as the Superintendent of Schools in Moorhead effective January 1, 2000 at an initial annualized salary of \$108,000 with benefits as agreed to and identified in the Superintendent's Contract with the Moorhead Independent School District. Motion carried 6-0.

A letter of support was read from absent school board member Mark Gustafson. Every board member expressed appreciation to the Chair and satisfaction with how the superintendent search process was conducted.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 5:39 p.m.

Carol Ladwig, Clerk

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

MEMBERS PRESENT: Jim Cummings, Stacey Foss (7:12), Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Dr. Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Vice-Chairman Cummings called the meeting to order at 7 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson requested Item 7 - Major Magnitude Field Trip Danceline request be withdrawn due to inconsistency related to Minnesota State High School League guidelines and recommended the remaining agenda proceed as printed.

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: Ladwig invited students, staff and the public to attend Dr. Peter Benson's, President of Search Institute, 'State of Youth Well-Being' presentation on October 14 at 7 p.m. in the Moorhead Senior High School Auditorium.

CONSENT AGENDA: Hewitt asked Vice-Chair Cummings to remove item D.2 from the Consent agenda. Vice-Chair Cummings placed item D.2 after the dialogue discussion on the agenda.

Gustafson moved, seconded by Thompson, to approve the following items on the Consent agenda:

Grant - Accept a \$35,000 Migrant Education grant from the MN Department of Children, Families and Learning to continue the district's utilization of outreach workers (home-school liaisons) to provide services to children and families on a referral basis.

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

Change Orders #14 and #15 - Approve Senior High change order #14 for an increase of \$2,442 and Asp, Washington, Senior High, and Probstfield change order #14 for a total increase of \$2,014.

New Employees

Melvin Bolton - EBD Paraprofessional, Shelter Care, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective September 28, 1999.

Clarice Berntson - Second Cook, Junior High, A13 (0-3) \$10.11 per hour, 6.25 hours daily, effective immediately.

Donna Tvedt - Head Cook, Senior High, B23 (0-3) \$11.20 per hour, 8 hours daily, effective immediately.

John Deckert - Baker, District Wide, A11 (0-3) \$9.38 per hour, 6 hours daily, effective immediately.

Early Retirement

Rachel Hiebert - German Teacher, Robert Asp, effective December 21, 1999.

Family/Medical Leave

Deanna Krueger - Elementary Teacher, Thomas Edison, to begin approximately November 29, 1999 through January 4, 2000.

Resignation

Yvette Gourde - Occupational Therapist, Riverside/Edison, effective November 5, 1999.

Minutes - Approve the September 13 and 27, 1999 minutes as presented.

Motion carried 6-0.

COMMITTEE REPORTS: None.

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

District Web Site - Present and Future - Dan Markert and Jim Lund provided a review and demonstration of the district web site as well as information related to future web site plans.

CONSENT ITEM D.2: Hewitt moved, seconded by Cummings, to approve Consent Agenda Item D.2 - Approval of October Claims as follows:

Claims - Approve the October Claims, subject to audit, in the amount of \$3,794,315.11.

General Fund:	\$940,904.64
Food Service:	92,073.60
Transportation:	177,654.92
Community Service:	37,122.59
Capital Expenditure	2,523,277.38
Townsite Centre	<u>23,281.98</u>
TOTAL	\$3,794,315.11

Motion carried 7-0.

Chairwoman Foss joined the meeting at 7:12 p.m.

CLASS SIZE REDUCTION APPLICATION: Ladwig moved, seconded by Cummings, to approve the federal Class Size Reduction Application and submit it to the MN Department of Children, Families and Learning. Motion carried 7-0.

HIGH SCHOOL FOOTBALL STADIUM: Phil Seljevold and members of the Stadium Committee provided the purpose and rationale for constructing a stadium and press box and installation of lighting for the existing track and field and football field at Moorhead High School. Information related to proposed community fund raising and District contribution for the home football stadium was also discussed.

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MAJOR MAGNITUDE FIELD TRIPS: Hastad moved, seconded by Gustafson, to approve major magnitude field trips: Senior High A Cappella Choir and Senior High Band tour as presented.

Hewitt moved, seconded by Cummings, to divide the question. Motion carried 5-2; Gustafson and Foss dissenting.

Hastad moved, seconded by Gustafson, to approve Major Magnitude Field Trip #1 - Senior High A Cappella Choir. Motion carried 6-1; Hewitt dissenting.

Hastad moved, seconded by Gustafson, to approve Major Magnitude Field Trip #3 - Senior High Band Tour. Motion carried 7-0; Hewitt abstaining.

The meeting recessed at 9:10 p.m.; reconvened at 9:16 p.m.

FAST BREAK TO LEARNING GRANT: Ladwig moved, seconded by Cummings, to approve the Fast Break to Learning grant in the amount of \$25,670 as presented. Motion carried 7-0.

1998-99 ANNUAL REPORT ON CURRICULUM, INSTRUCTION AND STUDENT PERFORMANCE: Ladwig moved, seconded by Gustafson, to receive the Annual Report on Curriculum, Instruction and Student Performance and direct administration to mail the report to all district residents and submit a copy to the MN Department of Children, Families and Learning. Motion carried 7-0.

OCTOBER ENROLLMENT: Kovash provided a review of October 1 enrollment figures.

PRELIMINARY 1998-99 AUDIT INFORMATION: Astrup provided preliminary year-end financial information. The full audit will be ready for presentation at the October 25 meeting.

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OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Hewitt commented on the invitation to the October 14 MN Rural Technology Initiative held at Northwest Technical College. Cummings commented on the possibility of upcoming October school board candidate forums. Thompson stated that the ITBS dates on the Calendar of Events were incorrect and are scheduled for November 15-19.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:55 p.m.

Carol Ladwig, Clerk

REGULAR MEETING
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MEMBERS PRESENT: Jim Cummings, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Dr. Bruce R. Anderson.

MEMBERS ABSENT: Stacey Foss and Mark Gustafson.

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

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

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

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: None.

CONSENT AGENDA: Hastad moved, seconded by Ladwig, to approve the following items on the Consent agenda:

Change Order #16 - Approve Washington change order #16 for an increase of \$714.

New Employees

Patricia Haugen - Elementary Enrichment Teacher, MA+45 (7) \$15,209.08 (.50 FTE), effective October 1, 1999.

Patricia Cameron - Elementary Enrichment Teacher, BA (6) \$10,792.19 (.50 FTE), effective October 1, 1999.

Faye Smiley-Aakre - Instructional Support Teacher, BA (6) \$10,383.12 (.50 FTE), effective October 11, 1999.

Wayne Block - Night Custodian, Senior High, A12 (3) \$9.41 per hour, 8 hours per day, effective immediately.

Daniel Busby - Night Custodian, Senior High, A12 (3) \$9.41 per hours, 8 hours per day, effective immediately.

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Jodi Philpot - Title I Paraprofessional, Riverside, B21 (0-2) \$9.83 per hour, 5 hours daily, effective immediately.

Steven Osvold - MMMI Paraprofessional, Probstfield, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 26, 1999.

Kathryn Olson - MSMI Paraprofessional, Senior High B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 26, 1999.

Brenda Port - MSMI Paraprofessional, Senior High, B21 (0-2) \$9.83 per hour, 6.5 hours daily, effective October 26, 1999.

Change in Contract

Paula Myers - Library Secretary, Senior High, A13 (3) \$9.69 per hour, 8 hours daily, from MMMI Paraprofessional, Probstfield, effective October 18, 1999.

Family/Medical Leave

Diane Rix - Secretary, Riverside, to begin November 10, 1999 for 4 to 6 weeks.

Bonnie Stafford - Social Teacher, Senior High, to begin on or about December 15, 1999 through February 18, 2000.

Early Retirement

Bruce Emmel - Math Teacher, Senior High, effective January 21, 2000.

Resignations

Marlys Kind - Food Service, Washington, effective October 18, 1999.

Harriet Sirjord - Food Service, Probstfield, effective September 30, 1999.

Florence Holte - Food Service, Senior High, effective September 24, 1999.

Motion carried 5-0.

COMMITTEE REPORTS: Brief reports were heard regarding the Policy Review, Clay County Joint Powers Collaborative Board, Community Education Advisory, and Early Childhood Family Education Committees.

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1998-99 ISD #152 FINANCIAL AUDIT: Dave Stende, from Eide Bailly, presented the 1998-99 School District Financial Audit.

Thompson moved, seconded by Hewitt, to accept the 1998-99 Financial Audit. Motion carried 5-0.

GYMNASTICS PARTNERSHIP: Don Hulbert provided an update related to the gymnastic facility shared with Fargo and West Fargo Schools. He also shared proposed schedules for practices and meets.

LEGISLATION: ADDITIONAL ATHLETIC CONTESTS: Hewitt moved, seconded by Hastad, that ISD #152 encourage the Minnesota State High School League to enforce the existing rules and regulations relative to the number of allowable contests for sport programs and suggest that the Minnesota State High School League take action to seek the rescinding of the legislation allowing these exhibition games. It is further moved that no additional contests be scheduled by ISD #152 during the 1999-2000 season while efforts are taken to rescind the legislation. Motion carried 5-0.

SPECIAL EDUCATION STAFFING: Ladwig moved, seconded by Cummings, to approve 1 FTE Teacher of the Deaf/Hard of Hearing and 1.5 FTE Paraprofessional for the remainder of the 1999-2000 school year. Motion carried 5-0.

FIRST READING OF POLICY: The Board conducted a first reading of policy - Attendance 7-12 (JEA) with Assistant Principal Russ Henegar answering questions.

The Policy Review Committee recommended that The Philosophy of Education in ISD #152 (AD) be reviewed at a later date by a broad-based community stakeholder group.

CLOSE PUBLIC MEETING: Thompson moved, seconded by Ladwig, to close the public meeting at 8:53 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 5-0.

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OPEN PUBLIC MEETING: Ladwig moved, seconded by Cummings, to reopen the public meeting at 9:35 p.m. Motion carried 5-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: None.

ADJOURNMENT: Hearing no objections, the meeting adjourned at 9:35 p.m.

Carol Ladwig, Clerk

MEMO #: I-00-130



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: Student Climate Dialogue
DATE: November 1, 1999

Ruben Garcia from Moorhead Senior High will dialogue with the school board regarding efforts to enhance student climate at Moorhead Senior High.

LAK/smw

MEMO #: S-00-083

TO: School Board

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

RE: New Global Partner Schools and School Visit

DATE: November 2, 1999

Thank you again for your direction and encouragement to develop global school partnerships and educational opportunities for students and staff in Moorhead Public Schools.

Very special experiences have occurred both for our own staff and students and for those in our partner schools. The progress continues as the Global Exchange Committee is recommending new partnerships with the Georgetown, Guyana American School and the American International School of Lome.

Paul Berggren and Connie Jones, Co-Chairs of the Global Exchange Committee, along with other members of the committee will be present to share their perspectives related to our global exchange efforts.

Suggested Resolution: Move to approve the global school partnerships with the Georgetown American School in Guyana, South America and the American International School of Lome in Africa.

BRA:mdm
Attachments



United States Department of State

Washington, D.C. 20520

March 15, 1999

Dr. Bruce R. Anderson
Superintendent of Schools
Independent School District No. 152
Townsite Centre
810 4th Avenue South
Moorhead, Minnesota 56560

Dear Bruce,

Keith Miller forwarded me your letter of February 15 to him for a response. It is great news that your Global Exchange Committee wishes to pursue a school to school partnership with the American School of Georgetown. As far as Keith Miller, and Bill Scotti, with whom I discussed this matter last Wednesday when he was in Venezuela, are concerned, the partnership between the Independent School District No. 152 and the Georgetown American School is a definite "go".

To pursue the matter further, you should contact Dr. William H. Scotti, the regional education officer for Latin America and the Caribbean in this office. Scotti is currently traveling in South America and will return to the office on March 29. His phone is 703-875-7977 and his email is ScottiWH2@state.gov. Upon his return, Scotti will set up the formal contact with Thurston Riehl, the director of the Georgetown American School for you.

Areta Williams, director of the American School of Yaounde in Cameroon met with me in late February and told me how successful her recent visit with you and your staff in Moorhead was in planning the further development of that partnership. Phil Dale, the director at the American International School in Lome, Togo, recently informed me that with this year's Office of Overseas Grant, he is ready to launch a school to school partnership with Independent School District No. 152. By way of this letter, you both should feel free to initiate a correspondence about that partnership.



THE AMERICAN INTERNATIONAL SCHOOL OF LOME

35, Rue Kayigan Lawson
Avenue Duisburg, Kodjoviakopé
B.P. 852 Lomé - Togo (West Africa)
Tél. : (228) 21-30-00 Fax : (228) 21-79-52

1/28/99 11:34

January 27, 1999

Dr. Bruce D. Anderson
Superintendent of Schools
Dependent School District #154
Townsite Center
810 Fourth Avenue South
Moorhead, MN 56560

Dear Dr. Anderson:

I have received information from Dr. Joe Carney, Office of Overseas Schools, that you are interested in extending your school-to-school program in Africa to a second country. I have been in contact with Areta Williams in Cameroon regarding her program with you. It seems as if it is a mutual beneficial project agreed upon between the two parties. Since this is a new area for me could you give me some direction with possibly an outline of the project with ASOY? Have any of your schools been involved in the GLOBE project out of Vice President Gore's office?

Although we are very small, we are looking forward to a mutually beneficial relationship with your district. Thank you for your consideration.

Sincerely,

Phillip A. Dale
AISL Director

Georgetown American School

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Mr. Thurston Riehl, Director
Georgetown American School
(Guyana)
c/o American Embassy Georgetown
Department of State
Washington, D.C. 20521-3170
Tel: 592-02-61595
Fax: 592-02-61459
E-mail: amschool@guyana.net.gy

The **Georgetown American School** is a private, coeducational day school which offers an educational program compatible with the United States system for nursery through grade 12. The School has been in operation since 1971. The school year comprises two semesters extending approximately from the beginning of September to the end of January and from the end of January to the middle of June.

Organization: The School is governed by a School Board of 7 members, elected by parents of the students for a 2-year term. The School is not incorporated and operates with the unwritten permission of the Government of Guyana.

Curriculum: The curriculum is largely that offered by U.S. elementary and junior high schools with additions intended to assist pupils in understanding Guyana and Caribbean geography and history. Textbooks are current and are from major U.S. educational publishers.

Faculty: There are 11 full-time and 5 part-time faculty members in the 1997-98 school year, including 3 U.S. citizens, 11 Guyanese, and 2 of other nationalities.

Enrollment: Enrollment at the beginning of the 1997-98 school year was 72 (N-Kdg.: 5; grades 1-6: 40; and grades 7-12: 27). Of the total, 28 were U.S. citizens and 44 were children of 18 other nationalities. Of the U.S. enrollment, 3 were dependents of U.S. government direct-hire or contract employees and 25 of other private U.S. citizens.

Facilities: The School is housed in 2 new extended and fully renovated buildings with classrooms, a science lab, a computer lab, a school library, an art lab, ESL, music, physical education, and an assembly room. There is an adequate play area.

Finances: In the 1997-98 school year annual tuition rates are as follows: N: \$2,814; K: \$4,442; grades 1-6: \$5,693; and grades 7-12: \$5,803. (All fees are quoted in U.S. dollars.)

This Fact Sheet is intended to provide general information. The Office of Overseas Schools (A/OPR/OS) may have more detailed information. Prospective users of the schools may wish to inquire further with [A/OPR/OS](#) or contact the school directly for more specific and up-to-the minute information regarding curriculum, special programs and the like.

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DEPARTMENT OF STATE

OVERSEAS SCHOOLS ADVISORY COUNCIL

FACT SHEET

THE AMERICAN INTERNATIONAL SCHOOL
OF LOME
(TOGO)
c/o American Embassy Lome
Department of State
Washington, DC 20521-2300
Tel: 228-213000
Fax: 228-217952
E-mail: aisl@cafe.tg

1997-98

The American International School of Lome, established in 1967, is a private, coeducational day school offering an educational program to students of all nationalities in prekindergarten through grade 8. An accredited correspondence course in conjunction with the University of Nebraska was offered for the first time in 1995-96 for grades 9 through 12 and is expected to meet a growing need for an American secondary curriculum. A core group of ninth grade students began in the 1997/98 school year and the plan is to add a grade each consecutive year until there is a 4-year high school program. The first semester begins the last week of August and ends in January. The second semester begins in January and ends in early June. Grades are issued quarterly.

Organization: The School is governed by a 7-member Board of Directors. Six of the members are elected by the American International School Association, comprised of parents or guardians of students enrolled in the School, and one member is appointed by the U.S. Ambassador.

Curriculum: The curriculum is that of U.S. general academic public schools. Course work includes language arts, reading, mathematics, science, social studies, art, music, physical education, and computer science. Instruction is in English. French and German are taught as second languages. The School offers English-as-a-Second-Language (ESL) instruction for those students who have not yet attained proficiency in English. Extracurricular activities for 1997-98 include swimming, art, soccer, ultimate frisbee, basketball, drama, and journalism, yearbook, karate, and web site building. The School is currently a candidate for accreditation by the Middle States Association of Colleges and Schools and will have its initial accreditation visit in March of 1998. The Iowa Test of Basic Skills is given in May of each year.

Faculty: There are 5 full-time and 4 part-time faculty members in the 1997-98 school year, including 3 U.S. citizens, 3 host-country nationals, and 3 third-country nationals. There is also 1 instructional assistant. Three teachers are U.S.-certified. One teacher has Canadian teaching certification. The other teachers have degrees and training from their home country.

Enrollment: Enrollment at the beginning of the 1997-98 school year was 20. Of the total, 1 was a U.S. citizen, and 19 were children of 9 other nationalities.

Facilities: The School is housed in a 2-story building with 8 classrooms; a library with approximately 4,000 volumes; art, computer and ESL room; administrative offices; and restrooms. There is an outdoor basketball court and playground. The entire compound is enclosed by a security wall.

Finances: In the 1997-98 school year, about 83 percent of the School's income derives from regular day school tuition and registration fees. Annual tuition rates are as follows: PK: \$1,750; Kdg.-grade 8: \$5,500; and high school correspondence (9-12) program: \$5,500. A one-time capital improvement and equipment fee of \$500 is required. (All fees are quoted in U.S. dollars.)

This Fact Sheet is intended to provide general information. The Office of Overseas Schools (A/OPR/OS) may have more detailed information. Prospective users of the schools may wish to inquire further of A/OPR/OS or contact the school directly for more specific and up-to-the-minute information regarding curriculum programs, special programs, and the like.

American School of Yaounde

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Ms. Areta Williams, Director
American School of Yaounde (Cameroon)
c/o American Embassy Yaounde (ASOY)
Department of State
Washington, D.C. 20521-2520
Tel: 237-230421; 229465
Fax: 237-236011
E-mail: asov@camnet.cm

The **American School of Yaounde** is an independent, coeducational day school founded in 1964 which offers an educational program from prekindergarten through grade 11 for English-speaking students of all nationalities. Grade 12 will be added during the 1999-2000 school year. Both grades 11 and 12 will be supplemented by correspondence study during their first two years. The school year is comprised of four terms extending from late August to late October, early November to late January, early February to mid-April, and mid-April to mid-June with 180 days of instruction.

Organization: The School is governed by an 8-member School Board elected for 2-year terms by the School Association. Half of the Board members are elected at each October meeting. The U.S. Ambassador to Cameroon appoints a representative to the Board. Membership in the Association is automatically conferred on the parents or guardians of children enrolled in the School.

Curriculum: The curriculum is that of traditional U.S. public schools with the use of modern materials including micro-computers and up-to-date teaching techniques in all subject areas. All instruction is in English, with French being taught at all levels. English-as-a-Second-Language (ESL) support is offered through grade 9 to students whose English is not fluent. The School is accredited by the Middle States Association of Colleges and Schools and the European Council of International Schools. There is presently no learning specialist on staff and students with moderate to severe learning problems may not be admitted if it is determined the program is not appropriate for them.

Faculty: There are 23 full-time and 3 part-time faculty members in the 1998-99 school year, including 13 U.S. citizens, 4 host-country nationals, and 9 third-country nationals. All staff members are fully certified and registered with their respective country's educational department, and most of the teachers are U.S. certified and trained.

Enrollment: Enrollment at the beginning of the 1998-99 school year was 150 students. Of the total, 41% were U.S. citizens, 14% Cameroonian, and 45% were children of 21 other nationalities. Of the U.S. enrollment, 15 were dependents of U.S. government direct-hire or contract employees and 48 were dependents of other private U.S. citizens.

Facilities: The School has 13 classrooms, 2 computer rooms, a Second Language Center with 2 rooms, a library for student use with separate primary and secondary sections, a swimming pool, a volleyball/basketball court, 4 tennis courts, a restaurant, and a large covered assembly area. The playground is divided into an area for the smaller children with very modern BigToys playground equipment and an abbreviated soccer field. The School is located on U.S. Embassy property.

Finances: In the 1998-99 school year, about 95 percent of the School's income derives from tuition. The annual tuition rates are as follows: PK: \$2,430; Kdg.: \$6,580; grades 1-5: \$8,330; grades 6-8: \$8,830; and grades 9-11: \$8,990. There is an ESL supplement fee of \$1,000 per year per child. Transportation (optional) by school bus is \$1,250 per year per child. (All fees are quoted in U.S. dollars.)

Subject: Areta to Bruce Anderson and Paul Berggren

Date: Thu, 12 Mar 98 15:32:38 -0000

From: <asoy@lom.camnet.cm>

To: "Bruce Anderson" <branderso@earthlink.net>,
"Paul Berggren" <PBerggren@compuserve.com>

Dear Bruce and Paul,

Thank you, thank you, thank you for sending us these two wonderful teachers. We have just had the most incredible four days with them, capped off this afternoon with a beautiful assembly, at which the kids showed off their art work and sang the lovely songs that left us all teary - eyed. The students gave gifts to Jan and Jay, and told them how much they appreciated them and thanked them for all they have learned in such a short time. Then, we were entertained by some African dancers, and the kids pulled Jan and Jay up on the stage to dance with them! Can we keep them????

Areta Williams

MEMO #: S-00-081

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. BZA

RE: Policy Approval

DATE: November 2, 1999

Attached please find the policy, Attendance 7-12 (JEA).

Suggested Resolution: Move to approve the policy, Attendance 7-12 (JEA), as presented.

:mdm

Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JEA

DATE ADOPTED: 05/09/72

REVIEWED/REVISED: 06/23/97

ATTENDANCE 7-12

Philosophy Position

We believe:

- o students with regular attendance achieve better academically in school.
- o students with regular attendance are better adjusted to school.
- o learning that is lost due to absence can never be adequately replaced.
- o students with regular attendance have purpose of direction.

Attendance is of vital importance and it is essential that all efforts be made by the staff members of Moorhead Independent School District #152 to insure excellent attendance by the students of the District. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance by positive teaching methods, individual concern, and reasonable attendance policies as determined by proper authorities.

Regular sound attendance habits require maximum cooperation of parents, students, and school.

EXCUSED AND EXTENDED EXCUSED ABSENCES

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed with full credit.

The State of Minnesota recognizes the following reasons for excused absence: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance; (e.g. legal appointments, religious activities, travel, family vacations, competitions, state tournaments, and school activities.) We encourage parents to hold these requests for absences to a minimum.

Extended Excused Absence: Students will occasionally request with parents/guardian approval to be absent for an extended period of time. In an effort to be consistent, the district will use the following guidelines:

A request should be for absences that involve educational trips or competitions (usually with parents or coaches) only. Any request to leave school for vacations, going to work, etc. could be restricted. All requests will be dealt with by appropriate grade level administration. The school will be the final authority in excusing the student and issuing an Advance Make-up slip.

UNEXCUSED ABSENCES

Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of the parents, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed.

Common unexcused absences may be: missing the bus, car trouble, oversleeping, work at home, work at a part-time job, need for extra sleep, babysitting, hair appointments, shopping, visiting friends, skipping class, job interview, not returning to school following noon hour, leaving school ill without checking out with the health office school nurse, falsifying notes or explanations for absence, etc.

- ~~1. An unexcused absence will result in detention time assigned and notification of parents/guardians.~~ Unexcused absences of either all or part of a day will result in a counselor referral and notification of parents/guardian. Detention may be assigned.
- ~~2. Repeated offenses will result in detention time assigned as well as a parent/guardian contact regarding the problem.~~ On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be signed, parent conferences may be held and detention and In School Suspension will be used to enforce school district policy.
- ~~3. Continued unexcused absences in classes will result in referral to the Student Assistance Team and parent/guardian conference to determine a contract regarding future attendance.~~ Continued unexcused absences may result in truancy charges being filed according to Minnesota Statute. Detention, In School Suspension and counselor referral will continue to be enforced.
4. Coaches and Advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified, a student will not be permitted to participate in each of that day's ~~or the next day's scheduled~~ extra-curricular activity(s) (e.g. practice, game, rehearsal, program, match, meet, or performance) following notification by coach/advisor.

ILLNESS/MEDICAL RELATED ABSENCE

Absence Reporting Procedures: Parent(s)/Guardian(s) must contact the school on the day of the student's absence. The school will attempt to contact the parent in the case of absences after 10:30 a.m. Students are not required to obtain admit slips, but may report directly to class upon their return. Students at the Junior High School are required to obtain admit slips from the Main Office prior to reporting to class.

Physician verification will be required for excused absences if personal illness goes beyond three (3) consecutive days or if administration believes other reasons other than illness may underlie the repeated absences.

Illness During the School Day: Students becoming ill during the school day, except in case of an emergency are to report to their regular class and then get a pass to the health nurse's office. If it is

necessary to go home, the health office staff nurse will contact the student's parent(s)/guardian or authorized representative to obtain release permission. If parents/guardian or authorized representative cannot be contacted, the student will remain in school. Friends will not be excused to transport students.

Medical Absences: An excused absence for doctor or dental appointments will be acknowledged when the student produces the appointment card verifying the appointment. Notes or phone calls will not be accepted. Unless for an emergency, requests for medical appointments are encouraged to be made before and after school, or on Saturday.

Home Bound Instruction: Students, with a physician's verification, may apply for homebound instruction on the sixth (6) day of absence. All requests for homebound instruction are to be directed to the health nurse's office and can be initiated before the time lines are in effect.

TRUANCY

When a student subject to compulsory instruction requirements is absent from instruction from school with no valid excuse, he/she is considered truant under Minnesota Statute. Students will be reported to the legal authorities in accordance to applicable Minnesota Statute or as the Student Assistant Team advises following the seventh occurrence of unexcused absence for truancy.

TARDINESS

Tardiness to class will be dealt with by each teacher as deemed appropriate; detention can be assigned as outlined in each teacher's discipline policy.

DETENTION

Detention will be held daily after school. Failure to attend assigned detention will result in in-school suspension.

STUDENT ACTIVITIES

Student activities should be scheduled around the school day whenever possible. Students who miss a particular class consistently due to activities could have this privilege removed if their grade average begins to decline. Teachers are encouraged to report failing grades to students, parents, and administration as appropriate. Students will not be granted excused absences from classes the morning following out-of-town activities. If unusual circumstances are present, they will be dealt with on an individual basis.

MAKE-UP POLICIES FOR EXCUSED ABSENCES

Excused Absences: For excused absences, a student shall be allowed two (2) school days for each absent day to make arrangements with the teacher to make up any work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and lecture information.

School work not turned in to a teacher within the two-day guidelines may result in the assignment receiving a lower grade or no credit. In the case of a prolonged excused absence, a deadline

should be mutually agreed upon by teacher and student. A principal will mediate if mutual agreement is not reached.

Student Activities: Students in school-sponsored activities should not assume that they have the right to an extended deadline for school work.

Advance Make-up: In the event that a student is aware they will be absent from school, either part of a day or all day, they are to make arrangements in advance by having their parent/guardian request the excuse by written note at least 24 hours in advance of the absence. The student then must present the Advance Make-up Slip to each teacher one (1) day prior to the date of absence.

Reviewed/Revised: 12/90 06/23/97

MEMO #: I-00-127



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: Enrollment Review
DATE: November 1, 1999

Attached is the November 1999 enrollment and cohort projections for 1999-2004 to be reviewed with the Board.

Elementary enrollment (K-6) decreased by 96 from November 1998 to November 1999 and it is anticipated that K-6 enrollment will drop by another 340 by November 2004. Enrollment in grades 7-12 increased by 29 from November 1998 through November 1999. However, secondary enrollment is projected to decrease by 285 from November 1999 through November 2004.

LAK/smw
Attachments

MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS

November, 1999

1998 projected
for November

	Actual enrollments					Projected enrollments					1999	VARIANCE
	95/96	96/97	97/98	98/99	99/00	00/01	01/02	02/03	03/04	04/05	*	
Kindergarten	500	433	442	425	380 *	400	380	380	370	440 *	420	-40
Grade 1	492	492	420	451	421 *	378	397	378	378	368 *	424	-3
Grade 2	459	481	483	401	457 *	414	372	391	372	372 *	438	19
Grade 3	489	432	461	473	399 *	445	404	362	381	362 *	388	11
Grades 1-3	1440	1405	1364	1325	1277 *	1237	1173	1131	1131	1102 *	1250	27
Grade 4	483	478	419	471	465 *	395	441	400	359	378 *	469	-4
Grade 5	498	462	477	414	456 *	455	387	432	392	351 *	463	-7
Grade 6	491	479	461	457	418 *	449	448	381	425	386 *	407	11
Grades 4-6	1472	1419	1357	1342	1339 *	1299	1276	1213	1176	1115 *	1339	0
Grades 5-6	989	941	938	871	874 *	904	835	813	817	737 *	870	4
Grade 7	504	488	503	469	479 *	429	461	460	391	436 *	469	10
Grade 8	488	484	464	480	458 *	460	412	443	442	376 *	456	2
Grades 7-8	992	972	969	949	937 *	889	873	903	833	812 *	925	12
Grade 9	520	464	528	468	492 *	466	468	419	450	449 *	490	2
Grade 10	452	521	460	476	475 *	484	458	460	412	443 *	456	19
Grade 11	406	430	486	432	474 *	456	464	440	442	396 *	455	19
Grade 12	382	390	364	428	407 *	430	414	422	399	401 *	399	8
Grades 9-12	1760	1805	1839	1804	1848 *	1836	1804	1740	1703	1689 *	1800	48
Grades K-4	2423	2316	2225	2221	2122 *	2033	1994	1911	1859	1919 *	2139	-17
Grades K-6	3412	3257	3163	3092	2996 *	2937	2829	2724	2676	2656 *	3009	-13
Grades 7-12	2736	2777	2908	2753	2785 *	2725	2677	2643	2536	2500 *	2725	60
Grades K-12	6151	6034	6071	5845	5781 *	5662	5506	5367	5212	5157 *	5734	47
Pupil Units					*					*		
Kindergarten	265.00	229.49	234.26	225.25	211.66 *	222.80	211.66	211.66	206.09	245.08 *		
Grades 1-3	1526.40	1489.30	1445.84	1404.50	1423.86 *	1379.74	1308.01	1261.20	1260.65	1228.31 *		
Grades 4-6	1560.32	1504.14	1438.42	1422.52	1419.34 *	1377.35	1352.83	1285.61	1246.21	1181.45 *		
Grades 7-12	3560.70	3610.10	3780.40	3578.90	3620.50 *	3542.36	3480.21	3435.96	3296.59	3250.63 *		
Adjustments					-12.00	-12.00	-12.00	-12.00	-12.00	-12.00		
Total					6663.36	6510.25	6340.71	6182.43	5997.54	5893.47		
Budgeted Units in AOPat 99%of November projections					6596.72	6445.15	6277.3	6120.61	5937.56	5834.54		
Change												
Total old Wts					6590.86							
Old weights at 99%					6524.95							
Budgeted Units in AOP for FY2000					6513							

Adjustments include estimates of 13 pupil units for Early Childhood Special Education, 90 pupil units for YES and a reduction of 100 units for PSEO as well as a reduction of 7 pupil units for students older than 21 who receive .65 FTE weighting and 8 units for part time students. Weighting Changes were made in legislation effective July 1 1999. Kindergarten from .053 to .0557; Grades 1-3 from 1.06 to 1.115 with grades 4-6 remaining at 1.06 and grades 7-12 remaining at 1.30.

ENROLLMENT
MOORHEAD PUBLIC SCHOOLS
11-1-99

Target	20	21	25	25	27	28	28		
SCHOOL BUILDING	K	GRADE 1	GRADE 2	GRADE 3	GRADE 4	GRADE 5	GRADE 6	SELF-CON SPECIAL EDUC.	TOTALS
EDISON	16	19	21	22	24	26	23	23	
	21	20	19	21	25	25	22	22	
	20	MSU	20				23		578
	96	103	100	90	120	49		15	573
Immersion PROBSTFIELD	21	21	20	21	20	24	24	16	23
	21	21	19	19	20	23	24	22	20
	20	19	15	14	21	24	23		26
	123	148	140	104	130				652
RIVERSIDE	19	19	19	18	25	26	21	21	26
	17	20		18	25		21		26
	75	55	76	63	77	57		5	399
full day WASHINGTON	21	21	18	17	25	25	23	21	27
			19	18	17	25	25	23	23
					9 * 12		23	23	26
	21	21			9 * 12				26
Average class ROBERT ASP					7 * 12				
	84	114	136	136	132			6	610
						25	28		761
						344	418		762
TOTAL BY GRADE	378	420	452	393	459	450	418	26	3000
ELEMENTARY PRESCHOOL									80
TOTAL ELEMENTARY (INCLUDING PRESCHOOL AND SPECIAL EDUCATION)									3076
	GRADE 7	GRADE 8	GRADE 9	GRADE 10	GRADE 11	GRADE 12	MCAP/ OUTREACH	SELF-CON DET/SHEL	
MOORHEAD JUNIOR HIGH	456	429					36 7	3 6	926
							43	9	937
MOORHEAD SENIOR HIGH							79 9	28 32	1857
			449	442	440	377	72	68	1848
TOTAL KINDERGARTEN THROUGH GRADE 12 (INCLUDING SPECIAL ED)									5859
									5781
TOTAL PRESCHOOL THROUGH GRADE 12 (INCLUDING SPECIAL ED)									5861

SPECIAL EDUCATION CHILD COUNT 1007

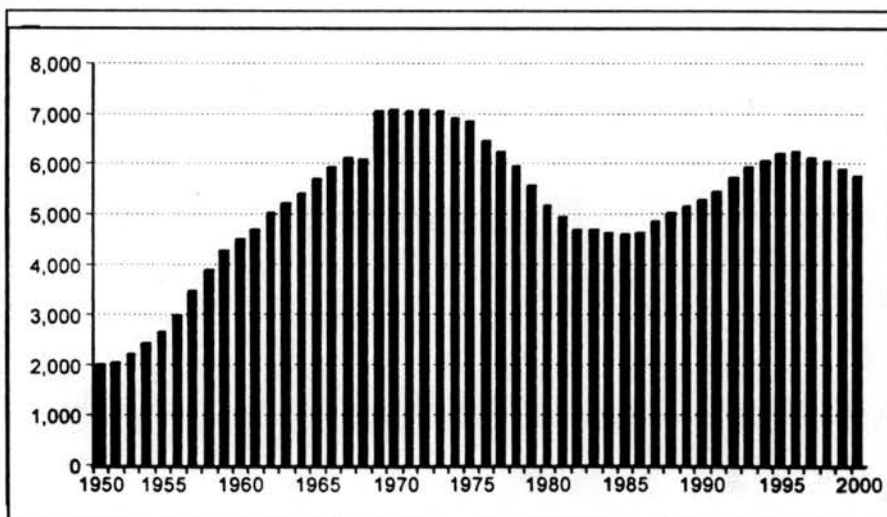
MSU = MOORHEAD STATE UNIVERSITY EARLY EDUCATION CENTER
FD = FULL DAY KINDERGARTEN
** = MULTI-AGE CLASSROOMS

Enrollment Projections Based on 1999-2000 Enrollment

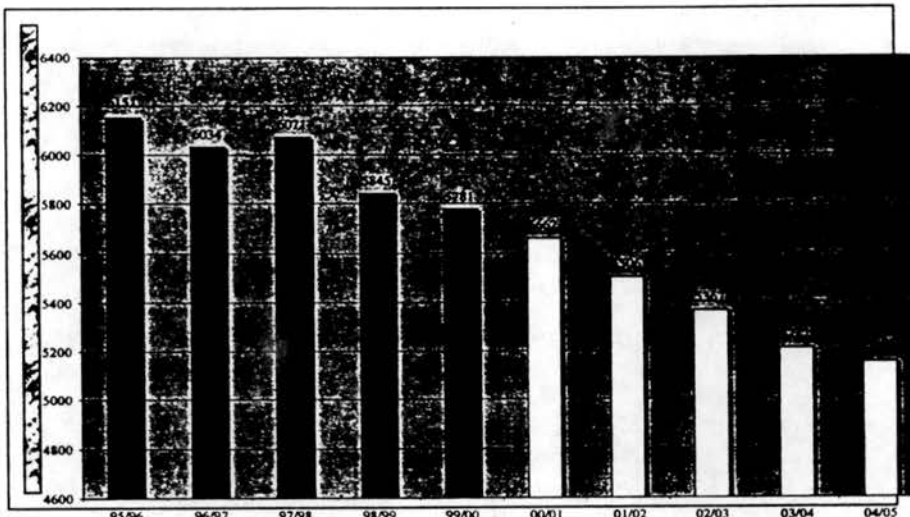
Prepared by Office of Teaching and
Learning

November 1, 1999

Enrollment 1950 to present

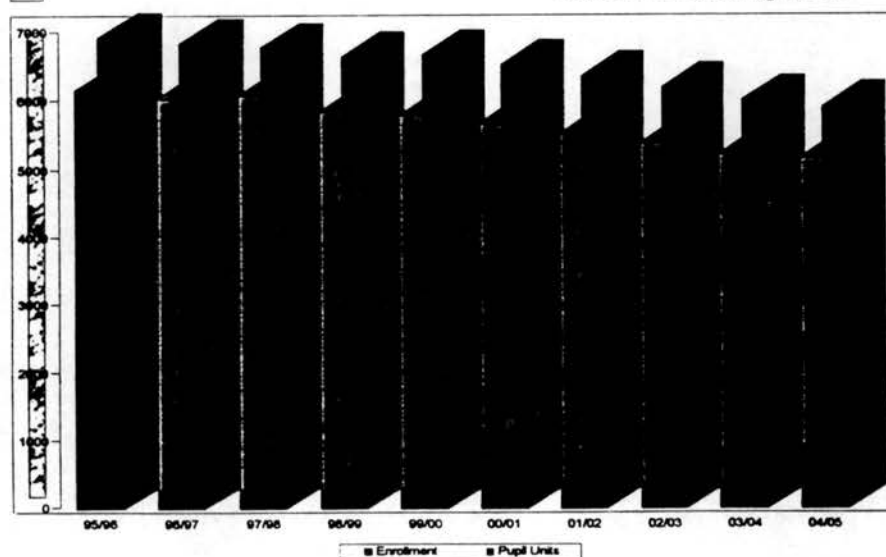


Continued Decline in K-12 Enrollment



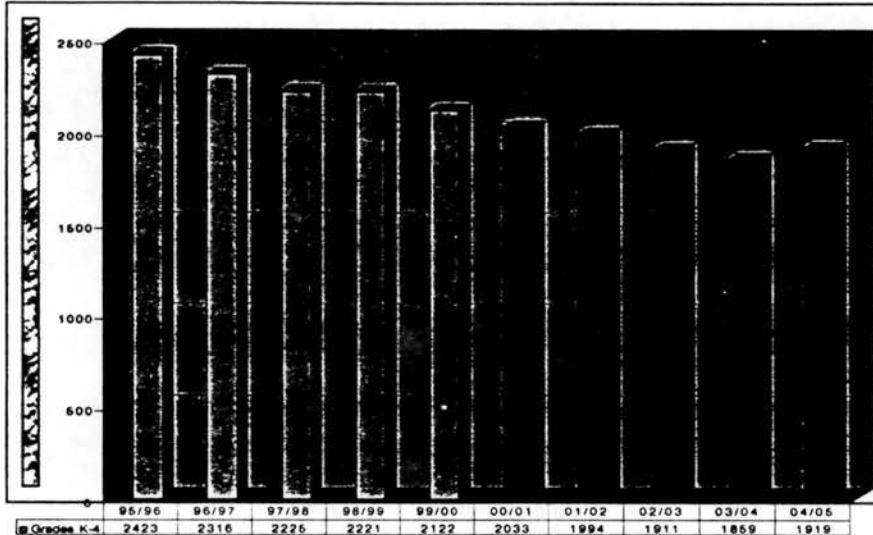
K-12 Pupil Units

1999-2000 weights changed
 Kindergarten from .053 to .0557
 Grades 1-3 from 1.06 to 1.115
 Grade 4-6 remaining at 1.06
 Grades 7-12 remaining at 1.30



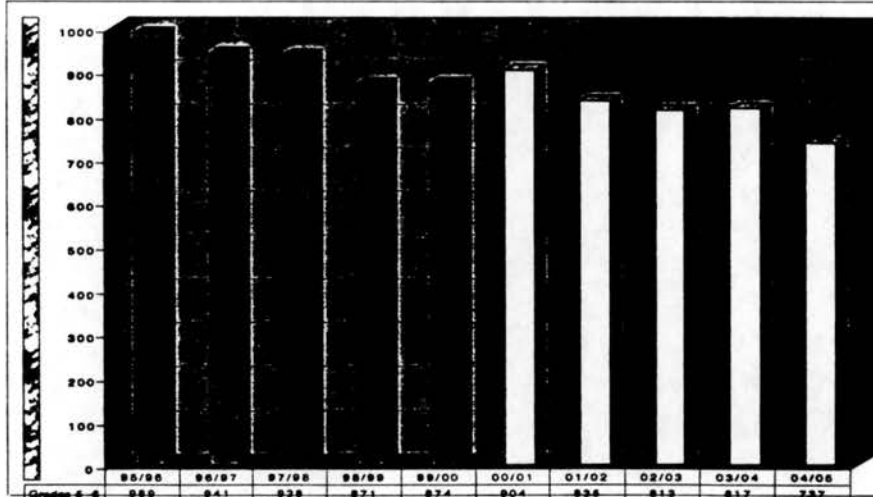
K-4 Enrollment

- Enrollment has declined sharply in the past 5 years.
- The present small kindergarten classes will contribute to declining enrollment with an increase in 5 years..



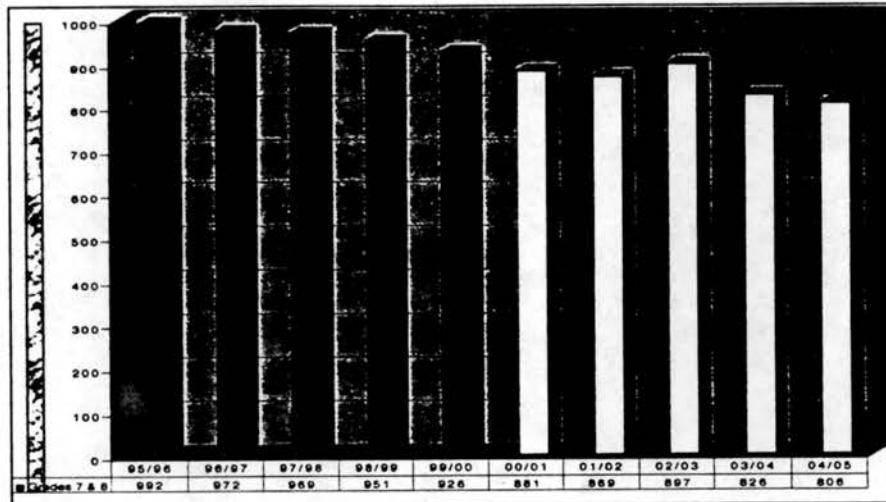
5-6 Enrollment

- Enrollment will increase in the 2000-01 school year.
- Enrollment will decline to a low of 737.



7-8 Enrollment

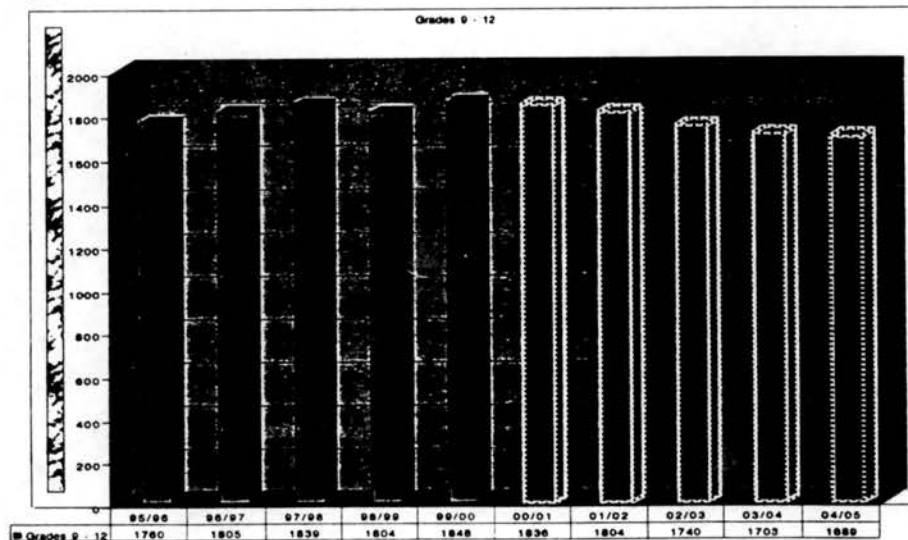
Enrollment will continue to decline with an increase in 2002-03 and then another decline.



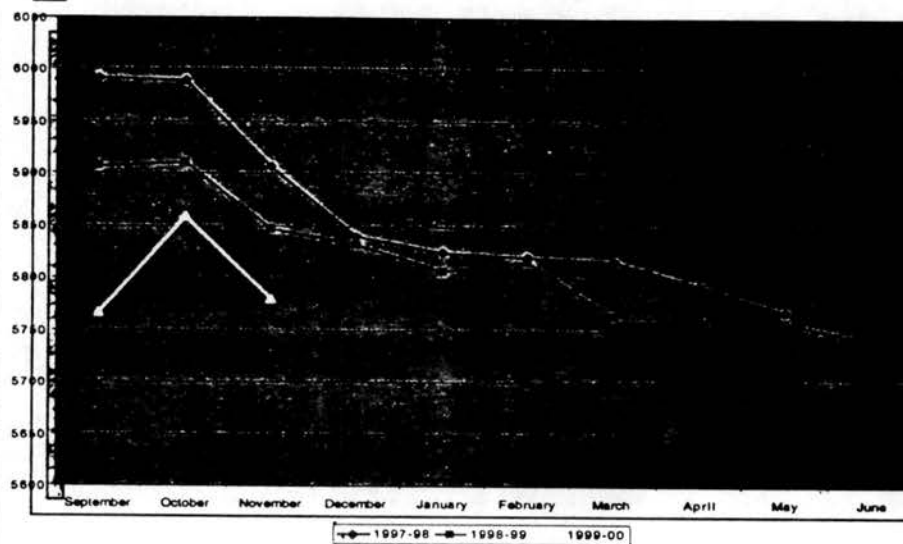
9-12 Enrollment

Enrollment highest at the high school during 99-00 school year.

Sharp declines will begin in 01-02 school year.



Monthly enrollment Past 2 years and present



MEMO #: S-00-080

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. BZT

RE: Election Resolution

DATE: October 30, 1999

Attached please find the Resolution Canvassing Returns of Votes of Independent School District #152 General Election for the November 2, 1999 school board election. This election was held in conjunction with the cities of Moorhead and Dilworth.

Suggested Resolution: Move to approve the Resolution Canvassing Returns of Votes of Independent School District #152 General Election, as presented.

:mdm

Attachments

RESOLUTION CANVASSING RETURNS
OF VOTES OF
INDEPENDENT SCHOOL DISTRICT NO. 152
GENERAL ELECTION

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

1. It is hereby found, determined and declared that the general election of the voters of the district, held on November 2, 1999, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 3,619 voters of the district voted at said election on the election of four (4) school board members for four-year term vacancies on the board caused by expiration of term on January 1 next following the general election as follows:

<u>Scott Abrahamson</u>	<u>687</u>	(4-year term)
<u>Sharon Christensen-Clark</u>	<u>867</u>	(4-year term)
<u>Jim Cummings</u>	<u>1,546</u>	(4-year term)
<u>Lisa Erickson</u>	<u>2,031</u>	(4-year term)
<u>Kathy Fischer-Thom</u>	<u>894</u>	(4-year term)
<u>Anton "Butch" Hastad</u>	<u>1,274</u>	(4-year term)
<u>David Wayne Klemetson</u>	<u>548</u>	(4-year term)
<u>Carol A. Ladwig</u>	<u>1,979</u>	(4-year term)
<u>Bob Schieffer</u>	<u>1,270</u>	(4-year term)
<u>William K. (Bill) Tomhave</u>	<u>1,267</u>	(4-year term)

3. Jim Cummings, Lisa Erickson, Anton "Butch" Hastad, and Carol A. Ladwig, having received the highest number of votes, are elected to four year terms beginning January 1, 2000.

4. The school district clerk hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

Dated: November 8, 1999

Carol A. Ladwig, Clerk

Attachment: Abstract & Return of Votes Cast

STATE OF MINNESOTA

ABSTRACT AND RETURN OF VOTES CAST
GENERAL ELECTION
NOVEMBER 2, 1999

A. Total number of persons registered at <u>7</u> o'clock a.m.	<u>17,654</u>	
B. Total number of new registrations on election day:	<u>183</u>	

C. Total number of signatures on the polling place roster:	<u>3,524</u>	
D. Total number of accepted regular, military and overseas absentee ballots:	<u>95</u>	
E. Total number of persons voting in the precinct: (add: C + D = E)	<u>3,619</u>	

F. Total number of undervote ballots in the ballot box:	<u>1,997</u>	
G. Total number of completely defective ballots in the ballot box:	<u>9</u>	

H. Total number of spoiled ballots in the spoiled ballot envelope:	<u>26</u>	
I. Total number of unused ballots returned to the Clerk:	<u>* 2,302</u>	

SCHOOL BOARD MEMBER

Scott Abrahamson (4 year).....	<u>687</u>	
Sharon Christensen-Clark (4 year).....	<u>867</u>	
Jim Cummings (4 year).....	<u>1,546</u>	
Lisa Erickson (4 year).....	<u>2,031</u>	
Kathy Fischer-Thom (4 year).....	<u>894</u>	
Anton "Butch" Hastad (4 year).....	<u>1,274</u>	
David Wayne Klemetson (4 year).....	<u>548</u>	
Carol A. Ladwig (4 year).....	<u>1,979</u>	
Bob Schieffer (4 year).....	<u>1,270</u>	
William K. (Bill) Tomhave (4 year).....	<u>1,267</u>	
.....	<u> </u>	
.....	<u> </u>	
.....	<u> </u>	
Total number of write-in votes for this office	<u>10</u>	
Total number of ballots defective for this office (overvotes)	<u>9</u>	
Total number of undervote ballots for this office	<u>1,997</u>	
TOTAL BALLOTS COUNTED FOR THIS OFFICE	<u>3,614</u>	

* = Denotes ISD #152 paper ballots only.

SCHOOL BOARD ELECTION (GENERAL) - Tuesday, November 2, 1999**FOUR (4) FOUR-YEAR TERMS
CANVASS OF ELECTION RETURNS**

PRECINCTS	#1 W1P1	#2 W1P2	#3 W1P3	#4 W2P1	#5 W2P2	#6 W2P3	#7 W3P1	#8 W3P2	#9 W3P3	#10 W4P1	#11 W4P2	#12 W4P3	#13 Dlw	#14 S-cy	#15 S-tn	#16 Gtn	#17 Crths	TOTAL
Name of Candidates																		
ABRAHAMSON, Scott	86	76	46	52	17	55	75	19	50	60	61	64	4	4	7	4	7	687
CHRISTENSEN- CLARK, Sharon	96	75	69	101	21	60	135	32	56	61	81	60	5	3	4	3	5	867
CUMMINGS, Jim	151	142	128	110	39	148	116	56	159	128	202	110	5	10	11	14	17	1,546
ERICKSON, Lisa	206	196	129	153	65	187	150	54	242	183	215	179	11	12	15	7	27	2,031
FISCHER-THOM, Kathy	135	155	86	55	19	75	48	12	83	56	65	74	9	10	7	3	2	894
HASTAD, Anton "Butch"	111	124	85	79	45	102	120	30	141	113	189	87	3	7	8	15	15	1,274
KLEMETSON, David Wayne	63	69	49	35	9	41	38	10	46	69	60	38	2	5	7	0	7	548
LADWIG, Carol A.	180	195	161	130	64	177	153	72	230	158	224	166	7	13	12	14	23	1,979
SCHIEFFER Bob	96	83	75	124	46	106	118	49	139	142	141	106	6	10	9	0	20	1,270
TOMHAVE, William K. (Bill)	88	91	85	81	45	93	134	55	187	116	140	123	4	5	6	1	13	1,267
Write-Ins	1	1	0	0	0	0	2	0	0	2	1	3	0	0	0	0	0	10
TOTAL VOTES CAST	1,213	1,207	913	920	370	1,044	1,089	389	1,333	1,088	1,379	1,010	56	79	86	61	136	12,373

SCHOOL BOARD ELECTION (GENERAL) - Tuesday, November 2, 1999

TOTALS of Precinct Summary Statements

PRECINCTS	#1 W1P1	#2 W1P2	#3 W1P3	#4 W2P1	#5 W2P2	#6 W2P3	#7 W3P1	#8 W3P2	#9 W3P3	#10 W4P1	#11 W4P2	#12 W4P3	#13 Dlw	#14 S-cy	#15 S-tn	#16 Gtn	#17 Crths	TOTAL
Persons Reg 7 am	1,214	1,209	1,081	1,139	896	1,071	1,391	1,017	1,837	1,582	1,648	1,268	70	264	416	349	1,202	17,654
New Registrations	15	19	18	6	4	13	6	7	36	11	8	33	2	1	3	0	1	183
Signatures on Roster	339	341	254	279	98	309	305	94	397	297	383	304	13	21	28	18	44	3,524
Absentee Ballots	10	13	14	6	3	1	3	26	1	9	7	0	1	0	0	0	1	95
Total Persons Voting	349	354	268	285	101	310	308	120	398	306	390	304	14	21	28	18	45	3,619
Undervotes	187	209	159	216	34	188	143	87	251	136	181	206	N/A	N/A	N/A	N/A	N/A	1,997
Defective Ballots (Overvotes)	0	0	0	0	0	4	0	0	4	0	0	0	0	0	1	0	0	9
Spoiled Ballots	0	3	2	1	2	1	3	1	1	5	3	2	0	1	1	0	0	26
Unused Ballots	359	358	432	492	400	391	642	403	603	594	714	394	86	278	412	372	1,154	8,084
Total Ballots Counted	349	354	268	284	101	309	308	119	397	306	390	304	14	21	27	18	45	3,614

MEMO #: I-00-121



TO: Dr. Bruce Anderson
FROM: Lynne Kovashok
SUBJECT: Reducing Bias in Special Education Pilot Site
DATE: October 28, 1999

The Moorhead Public School District has been accepted to be a pilot site for *Reducing Bias in Special Education* by the Minnesota Department of Children, Families & Learning. The district has been awarded \$5,000.00 for this project.

Suggested Resolution: Move to accept the award from the Minnesota Department of Children, Families & learning for *Reducing Bias in Special Education*.

LAK/smw
Attachment



OCT 21 1999

Memorandum

To: Lynne Kovash
Moorhead Public Schools

Sarah King
Project Coordinator

From: Elizabeth Watkins *E. Watkins*
ELL & Minority Issues Consultant
Division of Special Education

Nancy W. Larson, Ph.D. *N. Larson*
SLD Consultant
Division of Special Education

Subject: *Reducing Bias in Special Education* Pilot Site Grant

Date: October 21, 1999

Congratulations for the acceptance of your application to be a pilot site for *Reducing Bias in Special Education*. Your award of \$5,000 will be processed as an honorarium payable in two installments of \$2,500. We will arrange for the first installment to be paid in January upon completion of the system review, the second at the end of the school year. If this payment schedule is not acceptable for some reason, please contact us as soon as possible.

Phase 1

As indicated in the RFP and in your plan, the first steps in this project are outlined in the chapter on System Issues found in *Reducing Bias*. Specifically, you should begin to identify cultural representative(s) and to then gather information using the following tools:

- School Environment Checklist
- Practitioner Diversity Awareness Scale
- *Referral Data Collection Form (begin using on an ongoing basis)

Your review of current assessment practices can also occur while gathering information. The Referral Data Collection form was piloted in several districts two years ago; please contact Nancy Larson if you would like specific information about how it was implemented. As noted in the RFP, we are interested in feedback to improve the forms as well as the actual information collected.

If you would like to meet with either of both of us in the next few weeks to help begin Phase 1 activities, please let us know. We are also both available for consultation by phone.

Phase 2 Planning Meeting

We would like to meet with all three pilot sites on either January 11 or 12, 2000. Please let us know if you have a preference regarding dates. We are tentatively planning to hold this

meeting in St. Cloud, beginning at 10 a.m. and ending around 3 p.m. to allow for travel. We would like at least two committee members from each site to participate in this meeting; you are welcome to bring more.

At this meeting, we will expect each site to share the following information:

- Progress made in identifying cultural representatives and/or diversity contact
- Results of School Environmental Checklist and Practitioner Diversity Scale
- Initial data regarding referral rates
- Review of current assessment practices
- Tentative plans for further training and implementation of *Reducing Bias*

We would like this meeting to be an opportunity for sites to share and brainstorm; final implementation plans and budgets will be due after this meeting.

Related Activities

As indicated in the RFP, we would like representatives from sites to participate in a presentation at the statewide special education coordinators' conference that will be held in Brainerd on March 16-17 (registration and lodging fees for the conference should be taken from the project budget). In addition, we have been asked to present at the Feb. 10, 2000 conference for the Minnesota School Psychology Association. We would like to include one or more of the pilot site psychologists in this presentation – please let us know if the psychologist from your site is planning to attend the conference and could participate in this session.

We would also like to develop case files that could be used for training staff on *Reducing Bias* and hope that pilot sites might be able to assist us. For example, we might gather background information, family interview results, Sociocultural Checklists and ASRs for several students (with identifying information blacked out, of course) and then ask a writer to use these as the basis for a composite case file. As you begin using the materials in *Reducing Bias* with individual students, please keep this idea in mind. We will discuss it in more detail in January.

Thank you for your participation in this project and for your efforts to improve education for minority students in Minnesota. If you have any questions as you begin work, please contact either one of us as listed below.

Elizabeth Watkins
651-582-8678
elizabeth.watkins@state.mn.us

fax 651-582-8729
(same for both)

Nancy W. Larson, Ph.D.
651-582-8596
nancy.larson@state.mn.us

MEMO #: S-00-082

TO: School Board

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

RE: Legislative Goals

DATE: November 2, 1999

In anticipation of the upcoming session, it seems important to identify potential legislation which would be of assistance to Moorhead and area schools.

The purpose is merely to discuss the process related to potential legislative goals.

BRA:mdm

MEMO #: B00189

MEMO TO: DR. ANDERSON

FROM: BETH ASTRUP *B. Astrup*

DATE: NOVEMBER 3, 1999

SUBJECT: REQUEST CHANGE TO PART TIME AND SUBSTITUTE PAY SCHEDULE

School Board Policy GCEA states that "Part-time and substitute classified employees and Community Education teachers will be paid at the rate established by the Board." The pay schedule for these positions was approved in June of 1999. Mary Bonemeyer, Food Service Director, is requesting that the School Board amend the schedule at this time for the reason that she states in the memo attached.

Mary is also looking into some sort of pay schedule that would reward these part-time positions for their longevity with the district. If a request is to be made it will be with the regular annual review of the part-time pay schedule.

Suggested Resolution: Move to approve the change to the Part-time and Substitute Pay Schedule as presented.

To : Beth Astrup
From : Mary Bonemeyer *mb*
Re : Part-time Pay Schedule
Date : October 21, 1999

Due to the severe labor shortage and subsequent difficulty in hiring qualified staff, I am recommending the addition of a second classification to the part-time Food Service schedule.

The new job class would be Assistant Server. This position would be responsible for assuming the cooking/managerial duties in the absence of the Head Server.

We currently have one person in each kitchen who is designated to assume these duties. However, they are not being paid an additional stipend unless they substitute in the higher classification (Head Server) for a period lasting more than five (5) working days.

I feel that we need to pay an additional stipend to hire and retain employees for this position. We currently have a position at Washington which I have been unable to fill.

This position (Assistant Server) requires more responsibility and a better working knowledge of the kitchen operation, than the server position.

The current hours for these positions (one (1) at each school) are as follows:

Riverside - 2 hours
Probstfield - 2.75 hours
Asp - 2.75 hours
Washington - 2.75 hours

An increase of \$1.00 per hour (from \$6.20 to \$7.20/hr) would increase our costs by \$1773 for 1999 - 2000.

Our full-preparation sites (Edison, Junior and Senior High) already have a full-time position classified as second cook to assume the Head Cook duties.

PART TIME AND SUBSTITUTE PAY SCHEDULE

ADULT ED

Vocational Licensed Teacher (New)	20.06
Vocational Licensed Teacher 2 years	20.66
Vocational Licensed Teacher 3 years or more	21.08
Avocational Teacher	14.39
After-school Healthy Community Initiative grant activity leaders	13.83
Program Assistant	

SUBSTITUTE TEACHERS

Daily	68.00
10 Day Consecutive same classroom	94.00
30 Day Consecutive same classroom	Daily rate-beginning BA Teacher Salary

LICENSED TUTORS - TEACHERS	19.52
----------------------------	-------

NOON HOUR SUPERVISORS/FOOD SERVICE WORKERS

<u>Part-time (non-contract) Assistant Server</u>	<u>7.20</u>
Part-time (non-contract)	6.20
(or .15 over previous rate)	

INTERPRETERS/COTA

Part-time (non-contract)	14.00
Freelance	Market

SECRETARIES

Part-time (non-contract)	7.73
--------------------------	------

PARAPROFESSIONALS (TEACHERS ASSISTANTS)

Part-time (non-contract)	7.73
Substitute	7.73

CUSTODIANS

Part-time (non-contract)	7.73
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WORK STUDY/STUDENT HELP	5.15
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Revised 11/08/99

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

November 22, 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 _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. "We Are Proud"

*** We Are Proud of the Moorhead High School Speech Program for qualifying for the National Forensic League's elite society -- "The 400." This designation means the team is among the top 1/2 of 1 percent of NFL chapters nationwide. The award is based on a combination of team participation and the success of individual team members. This award is important because it means the program is teaching essential life skills - communication, research, listening, writing, organization - to a large number of students, not just a few "stars."

SCHOOL BOARD AGENDA - November 22, 1999

PAGE 2

- 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. TEACHING/LEARNING MATTERS - Kovash

- (1) Acceptance of Gifts - Page 6
- (2) Acceptance of Grants - Pages 7-10

B. SYSTEM SUPPORT MATTERS - Astrup

- (1) Approval of Change Orders - Page 11

C. HUMAN RESOURCE MATTERS- Lacher

- (1) Approval of New Employees - Page 12
- (2) Acceptance of Resignation - Page 13
- (3) Acceptance of Early Retirement - Page 14

D. SUPERINTENDENT MATTERS - Anderson

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

Moved by _____ Seconded by _____

Comments _____

3. COMMITTEE REPORTS

SCHOOL BOARD AGENDA - November 22, 1999

PAGE 3

4. ELECTION RECOUNT: Anderson

Pages 15-21

Suggested Resolution: Move to approve the Resolution Canvassing Recount Returns of Votes of ISD No. 152 General Election and Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties, as presented.

Moved by _____ Seconded by _____
Comments _____

5. COMPARABLE WORTH CLASSIFICATION CHANGES: Anderson/Lacher

Pages 22-24

Suggested Resolution: Move to approve the band and grade classification changes related to the eight positions recommended for an increase in classification.

Moved by _____ Seconded by _____
Comments _____

6. 2000-2001 CALENDAR: Anderson/Kopperud

Pages 25-26

Initial review of 2000-2001 school calendar.

7. HIGH SCHOOL FOOTBALL FIELD: Anderson/Astrup

Page 27

Suggested Resolution: Move to approve the provision of up to \$100,000 toward the remodeling of the high school football site in accordance with the identified contingencies.

Moved by _____ Seconded by _____
Comments _____

SCHOOL BOARD AGENDA - November 22, 1999

PAGE 4

8. **1999-2000 FINAL BUDGETS:** Astrup

Pages 28-41

Suggested Resolution: Move to approve the final 1999-2000 budgets as presented.

Moved by _____ Seconded by _____

Comments _____

9. **FIRST READING OF POLICIES:** Anderson

Pages 42-47

Conduct a first reading of the following policies: Chemical Free Policy for Employees (JECL), State and Federal Law Prohibiting Discrimination (AC), and Rental of District Musical Instruments (DFD).

10. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

11. **ADJOURNMENT**

SCHOOL BOARD AGENDA - November 22, 1999
PAGE 5

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Thanksgiving Holiday	November 25 & 26		
Property Tax Hearing	November 29	7 pm	Townsite
Superintendent's Farewell	December 2	3:30-6:30 pm	NW Tech-Commons
A. Swedberg's Retirement	December 10	3:30-6	Mhd. Country Club
School Board	December 13	7 pm	Townsite
Supt. Advisory Council	December 16	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	December 16	7 am	Townsite
District Student/Staff Asst.	December 20	3:30-4:30 pm	Townsite
Winter Break Begins	December 22		
School Board	December 27	7 pm	Townsite
Mandated Staff Dev. for Employees Hired after 9/1/99	January 4		
K-12 Classes Resume	January 5		
School Board	January 10	7 pm	Townsite
Long Range Planning Com.	January 11	3:45 pm	Townsite
Martin Luther King Jr. Day/ K-12 Staff Dev. Day	January 17		
Policy Review Committee	January 17	7 pm	Townsite
Com. Ed. Adv. Council	January 18	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	January 20	7 am	Townsite
Supt. Advisory Council	January 20	7 pm	Townsite
End of 2nd Qtr/Semester	January 21		
School Board	January 24	7 pm	Townsite
Basic Standards Test (Writing)	January 26		
Basic Standards Test (Reading, Math)	February 1 & 3		
President's Day Holiday	February 21		No School

MEMO #: I-00-137



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: Gift Acceptance
DATE: November 15, 1999

Probstfield Elementary has received a gift of an Apple Macintosh SVGA Color Monitor from Candace Allen. The approximate value is \$725.00.

The district has received a gift of \$ 2,168.25 from Washington PTAC for purchase of a letter machine to be used at Washington Elementary.

Moorhead Junior High has received a check in the amount of \$180.96 from Target. The money will be used to purchase school supplies.

SUGGESTED RESOLUTION: Move to accept the gifts as presented and direct that a letter of thanks be sent Candace Allen, Washington PTAC and Target

LAK/smw

MEMO #: I-00-139



TO: Dr. Bruce Anderson
FROM: Lynne Kovash *LK*
SUBJECT: Class Size Reduction Grant Award
DATE: November 15, 1999

The District's application for Class Size Reduction funds have been approved for \$163,939.00. At the request of Administration the funds will be used for all day kindergarten.

SUGGESTED RESOLUTION: Move to accept the Class Size Reduction grant award as presented.

LAK/smw

CLASS SIZE REDUCTION APPLICATION (CONTINUED)

ED-02231-01

Page Four

VI. BUDGET SUMMARY

OBJECT CODES	Federal Class Size Reduction Entitlement (Finance Code 416)	State Learning and Development Revenue (Finance Code 330)	Class Size Reduction Set-Aside (if applicable) (Finance Code 334)	Other (identify source)
00 - Executive Managerial	8,569.00			
40 - Licensed Instruction* (see below)	119,135.00	685,505.34		
41 - Non-licensed Classroom Personnel (Aides only)				
42 - Licensed Instructional				
43 - Support Personnel (Social Workers only)				
45 - Substitute Licensed Instruction		36,150.00		
00 - Fringe Benefits (all)	30,804.00	144,331.07		
05 - Fees for Service/Consulting	5,000.00			
20 - Communication Services				
66 - Instate Travel Expense	431.00			
68 - Out-of-State Travel Expense				
Other 300 - Purchased Services				
30/433 - Instructional Materials		20,000.00		
60 - Textbooks				
Other Supplies/Materials				
00 - Other Miscellaneous				
GRAND TOTAL	\$ 163,939.00	\$ 885,986.41	\$	\$

Starting Salary of Teacher (Lane 1, Step 1) \$25,000.00

VII. ASSURANCES

Assurance is provided to the Department of Children, Families & Learning that: (Check all appropriate assurances for which the district is in compliance.)

- ☒ 1. The Federal Class Size Reduction Funds will supplement and not supplant state and local efforts to reduce class sizes.
- ☒ 2. The district will insure equitable participation of private schools in the professional development activities provided by the use of Federal Class Size Reduction Funds.
- ☒ 3. The district will report to the Department of Children, Families & Learning on its class size reduction efforts when requested.

DISTRICT SIGNATURES

Signature of Superintendent <i>Barbara R. Anderson</i>	Date 10/11/99
Signature of School Board President or Designee <i>Shirley A. Fox</i>	Date 10/11/99

FOR STATE USE ONLY

CSR Funds Approved 163,939	Signature - CFL Authorized Official <i>Matthew C. Kule</i>	Date 11-05-99
-------------------------------	---	------------------

MEMO #: I-00-138



TO: Dr. Bruce Anderson

FROM: Lynne Kovash *LK*

SUBJECT: Grant

DATE: November 15, 1999

The district has received continued funding for after school activities through the Moorhead Healthy Community Initiative. The district has received \$34,292.00 to provide services through the 99-00 school year.

SUGGESTED RESOLUTION: Move to accept the continued funding through Moorhead Healthy Community.

LAK/smw

Moorthead Community Education
Project Year 1999-2000

Robert Asp			
Coordinator	25 weeks x 6 hrs plus 10 hrs planning x \$13.83 =		\$ 2,212.80
Activity Providers	25 weeks x 1.5 x 10 activities/week x \$13.83=		\$ 5,186.25
Literacy Program	14 weeks x 6 hrs x \$13.83		\$ 1,162.00
Total wages			\$ 8,561.00
			\$ 1,250.00
Supplies			\$ 200.00
Field Trip Transport			\$10,011.00
Total grant			
Junior High			
Coordinator	25 weeks x 6 hrs x 13.83=		\$ 2,074.50
Assistant Coord	25 weeks x 4 hrs x 13.83=		\$ 1,383.00
Activity Providers	15 providers (varying # of weeks/teachers/hours)		\$8,563.00
Total wages			\$12,021.00
			\$ 1,750.00
Supplies (no funding for skiis)			\$13,771.00
Total grant			
Probstfield Elem.			
Homework/Gym club	23 weeks x 3 hrs x 2 staff x \$13.83=		\$ 1,908.54
Spanish Club	23 weeks x 1 hour x \$13.83=		\$318.09
Total wages			\$ 2,227.00
			\$600.00
Supplies			\$ 2,827.00
Total grant			
Edison Elementary			
Chess Club	20 weeks x 1 hr x \$13.83=		\$ 276.60
After School Gym	20 weeks x 1 hr x \$13.83=		\$276.60
Total wages			\$ 553.00
Washington Elem			
Homework Club	23 weeks x 3 hours x \$13.83=		\$ 954.00
			\$ 175.00
Supplies			\$ 1,129.00
Total grant			
Riverside Elementary			
Homework Club	23 weeks x 3 hours x \$13.83=		\$ 954.00
			\$ 100.00
Supplies			\$ 1,054.00
Total grant			
Salaries			\$25,270.00
FICA	\$25,270.00 x .0765=		\$1,933.15
TRA/PERA	\$25,270.00 x .051=		\$ 1,288.77
			\$28,492.00
TOTAL SALARIES			\$ 726.00
STAFF TRAINING	35 staff x 1.5 x \$13.83=		\$ 3,875.00
TOTAL SUPPLIES			\$ 200.00
TOTAL TRANSPORTATION (Asp)			\$999.00
ADMINISTRATION COSTS 3% OF TOTAL GRANT \$33293.00			\$34,292.00
TOTAL COMMUNITY EDUCATION/ISD 152 GRANT=			

MEMO #: B00193

MEMO TO: DR. ANDERSON

FROM: BETH ASTRUP *B. Astrup*

DATE: NOVEMBER 10, 1999

SUBJECT: CHANGE ORDER #17 & #18 - SR. HIGH SCHOOL

Change Order #17 - Provide frames, wood doors, hardware,
stud framing, insulation, sheet rock,
painting, electrical & labor to East
Classrooms.

Add \$4,898.00

Change Order #18 - Provide one refrigerated air dryer to
existing air compressor located in
existing Wood Shop.

Add \$2,233.00

TOTAL \$7,131.00

Suggested Resolution: Move to approve Change Order #17 & #18 as specified
above.

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: November 15, 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:

Janet Wright Health Tech, Riverside, B21 (2) \$9.83 per hour, 6.5 hours daily, effective November 23, 1999. (Replace Arlys Christianson)

Daniel Bergeron OT Teacher, Edison/Riverside, BA (0-6)\$12,814.21 (25,000) effective November 8, 1999. (Replace Yvette Gourde)

Donna Gunderson Dishwasher, Washington Elementary, \$6.20 per hour, 2.75 hours daily, effective October 4, 1999. (Replace Susan Kreps)

Suggested Resolution: Move to approve the employments as presented.

RL:jg

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: November 15, 1999

SUBJECT: Resignations

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

Shannon Lindberg

Coordinator for Older Adults Programming through
Community Education, effective December 10, 1999.

Suggested Resolution: Move to accept the resignation as presented.

RL:jg

MEMORANDUM

P 99.358

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: November 15, 1999

SUBJECT: Early Retirement

The administration requests approval of the early retirement of the following person :

Evangeline Klemisch Head Server, Probstfield, effective December 15, 1999.

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

RL:jg

MEMO #: S-00-092

TO: School Board

FROM: Dr. Bruce R. Anderson, Supt. BIZK

RE: Election Recount

DATE: November 16, 1999

Attached please find the Resolution Canvassing Recount Returns of Votes of ISD No. 152 General Election and Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties.

Suggested Resolution: Move to approve the Resolution Canvassing Recount Returns of Votes of ISD No. 152 General Election and Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties, as presented.

:mdm

Attachments

RESOLUTION CANVASSING RECOUNT RETURNS
OF VOTES OF
INDEPENDENT SCHOOL DISTRICT NO. 152
GENERAL ELECTION

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

1. It is hereby found, determined and declared that the November 16, 1999 recount of the general election of the district, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast - Election Recount Summary, a total of 12,373 votes were recounted on the election of four (4) school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

<u>Scott Abrahamson</u>	<u>688</u>	(4-year term)
<u>Sharon Christensen-Clark</u>	<u>867</u>	(4-year term)
<u>Jim Cummings</u>	<u>1,548</u>	(4-year term)
<u>Lisa Erickson</u>	<u>2,031</u>	(4-year term)
<u>Kathy Fischer-Thom</u>	<u>894</u>	(4-year term)
<u>Anton "Butch" Hastad</u>	<u>1,274</u>	(4-year term)
<u>David Wayne Klemetson</u>	<u>549</u>	(4-year term)
<u>Carol A. Ladwig</u>	<u>1,982</u>	(4-year term)
<u>Bob Schieffer</u>	<u>1,272</u>	(4-year term)
<u>William K. (Bill) Tomhave</u>	<u>1,268</u>	(4-year term)

3. Jim Cummings, Lisa Erickson, Anton "Butch" Hastad, and Carol A. Ladwig, having received the highest number of votes, are elected to four year terms beginning the first Monday in January, 2000.

4. The school district clerk hereby authorized to certify the recount results of the election to the county auditor of each county in which the school district is located in whole or in part.

Dated: November 22, 1999

Carol A. Ladwig, Clerk

Attachment: Abstract & Return of Votes Cast - Election Recount Summary

INDEPENDENT SCHOOL DISTRICT #152

STATE OF MINNESOTA

ABSTRACT AND RETURN OF VOTES CAST

ELECTION RECOUNT SUMMARY - NOVEMBER 16, 1999

SCHOOL BOARD MEMBER (4-year term)

Scott Abrahamson	688
Sharon Christensen-Clark	867
Jim Cummings	1,548
Lisa Erickson	2,031
Kathy Fischer-Thom	894
Anton "Butch" Hastad	1,274
David Wayne Klemetson	549
Carol A. Ladwig	1,982
Bob Schieffer	1,272
William K. (Bill) Tomhave	<u>1,268</u>
TOTAL VOTES RECOUNTED	12,373

SCHOOL BOARD ELECTION RECOUNT - Tuesday, November 16, 1999**FOUR (4) FOUR-YEAR TERMS
CANVASS OF RECOUNT RETURNS**

PRECINCTS	#1 W1P1	#2 W1P2	#3 W1P3	#4 W2P1	#5 W2P2	#6 W2P3	#7 W3P1	#8 W3P2	#9 W3P3	#10 W4P1	#11 W4P2	#12 W4P3	#13 Dlw	#14 S-cy	#15 S-tn	#16 Gtn	#17 Crths	TOTAL
Name of Candidates																		
ABRAHAMSON, Scott	86	76	46	52	17	55	75	19	50	60	61	65	4	4	7	4	7	688
CHRISTENSEN- CLARK, Sharon	96	75	69	101	21	60	135	32	56	61	81	60	5	3	4	3	5	867
CUMMINGS, Jim	151	143	128	110	39	148	116	56	159	128	202	111	5	10	11	14	17	1,548
ERICKSON, Lisa	206	196	129	153	65	187	150	54	242	183	215	180	11	12	15	7	26	2,031
FISCHER-THOM, Kathy	135	155	86	55	19	75	48	12	83	56	65	74	9	10	7	3	2	894
HASTAD, Anton "Butch"	111	124	85	79	45	102	120	30	141	113	189	87	3	7	8	15	15	1,274
KLEMETSON, David Wayne	63	69	49	35	9	41	38	10	46	69	60	38	2	5	7	0	8	549
LADWIG, Carol A.	180	196	161	130	64	177	153	72	230	158	224	167	7	13	13	14	23	1,982
SCHIEFFER Bob	96	84	75	124	46	106	118	49	139	142	141	107	6	10	9	0	20	1,272
TOMHAVE, William K. (Bill)	88	91	85	81	45	93	134	55	187	116	140	124	4	5	6	1	13	1,268
Write-Ins	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL RECOUNTED	1,212	1,209	913	920	370	1,044	1,087	389	1,333	1,086	1,378	1,013	56	79	87	61	136	12,373

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has recounted the election for school board members held on November 2, 1999.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 152 to the following candidates:

- a. Jim Cummings
- b. Lisa Erickson
- c. Anton "Butch" Hastad
- d. Carol A. Ladwig

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January following the election, based on the results of the recount.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

CERTIFICATE OF ELECTION
(Full 4-Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 152 on November 16, 1999, recounted the general election of school board members held on November 2, 1999.

2. _____ received the (largest/second largest/third largest/fourth largest) number of votes cast for the office of school board member of Independent School District No. 152 for a full four-year term.

3. There are four full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.

4. Therefore _____ is elected to the office of school board member of Independent School District No. 152 for a full four-year term beginning the first Monday in January, 2000 and expiring the first Monday in January, 2004.

By authority of the School Board of Independent School District No. 152, pursuant to resolution dated November 22, 1999.

Dated: _____
Chair

Dated: _____
Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: [The recipient of the Certificate of Election]

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 152 for a term beginning the first Monday in January, 2000 and expiring the first Monday in January, 2004.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF CLAY)

The foregoing instrument was acknowledged before me this _____ day of _____, 1999 by (name of candidate).

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 152 to the best of my judgment and ability.

Date: _____

Signature

STATE OF MINNESOTA)

)

COUNTY OF CLAY)

The foregoing instrument was acknowledged before me this _____ day of _____, 1999 by (name of candidate).

Notary Public

MEMO #: S-00-089

TO: School Board

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

RE: Comparable Worth Classification Changes

DATE: November 12, 1999

As reflected on Mr. Lacher's attached memo, Fox Lawson Associates have reviewed the classifications of a number of positions and shared their findings.

It is recommended that the band and grade be increased for the eight positions identified. It is further recommended in accordance with past discussions that the three individuals in positions in which the consultant has recommended lowering the band and grade continue at their existing band and grade with normal step increases. Upon resigning or retiring from the position, new employees to the position would be paid at the lower rate recommended by the consultant.

Suggested Resolution: Move to approve the band and grade classification changes related to the eight positions recommended for an increase in classification.

BRA:mdm
Attachment

TO: Dr. Anderson, Superintendent

FROM: Robert Lacher, Asst. Supt. - Human Resources

DATE: October 28, 1999

SUBJECT: Recommended classification changes from Mr. Andrew Knutson,
consultant for Fox Lawson Associates

All of the positions have been returned. Of the 27 positions, the following have been recommended for an increase in the classification.

<u>Name</u>	<u>Position</u>	<u>Was</u>	<u>Recommended</u>
	Census Secy.	A11	A12
	Transportation Secy.	B21	B22
	Adult Basic Ed. Coord.	C43	C52
	IMC Coordinator	B21	B22
	Early Childhood/ Family Education	C44	C52
	LAN/WAN Specialist	(made supv. pos.)	C41
	Recpt./Main Office Secy.	A12	B21
	Secy. - Technology, Comp. Prgms, & Grad Stnds	A12	B22

Positions recommended for a lower classification:

<u>Name</u>	<u>Position</u>	<u>Was</u>	<u>Recommended</u>
	Prgm Man. -Admin. Technology	D61	C51
	Prgm Man. - Media Services	D61	C52
	Student Resource & Attendance Coordinator	C41	B32

Positions recommended for no change or confirmed present classification:

<u>Name</u>	<u>Position</u>	<u>Was</u>	<u>Recommended</u>
	Director of Information Systems & Instr. Support	D63	D63
	Supv. of Planning, Assess. & Online Resources	D61	D61
	AS400 Systems Analyst	C41	C41
	Building Technician	B22	B22
	Maintenance Mechanic	B23	B23
	Switchboard	B21	B21
	Prgm Man. - Teaching & Learning -Spec. Ed	C52	C52
	Prg Man. Alternative Ed	C52	C52
	Prg Man. - Compensatory Programs	C52	C52
	Teaching/Learning Supv	C52	C52
	Literacy & Reading Recovery		
	Spanish Language	C52	C52
	Immersion Coordinator		
	SEMS Operator (new position)	B21	B21
	Registrar	B22	B22
	Attendance Secretary	B21	B21
	Secretary (1/2 Publications 1/2 student assistance)	B21	B21
	Main Office Secy./Recept.	B21	B21

He was also sent the following two job descriptions and they did not change.

In-School Suspension Supervisor	B21	B21
Security Hall Monitor	B21	B21

RL:jg

MEMO #: S-00-093

TO: School Board

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

RE: 2000-2001 School Calendar

DATE: November 16, 1999

Attached please find the suggested 2000-2001 school calendar. Feedback from staff on the recommendation is being obtained by principals/supervisors from their building/program 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, not everyone will be pleased with the final product.

No action is anticipated at this meeting.

BRA:mdm
Attachment

July 2000					August					September				
3	4	5	6	7	1	2	3	4					1	
10	11	12	13	14	7	8	9	10	11	(4)	5	6	7	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28	29	30	31		25	26	27	28	29
October					November					December				
2	3	4	5	6		1	2	3						1
9	10	11	12	13	6	(7)	(8)	(9)	(10)	4	5	6	7	8
16	17	18	(19)	(20)	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22	(23)	(24)	18	19	20	(21)	(22)
30	31				27	28	29	30		(25)	(26)	(27)	(28)	(29)
January 2001					February					March				
(1)	2	3	4	5			1	2				1	2	
8	9	10	11	12	5	6	7	8	9	5	6	7	8	9
(15)	16	17	18	19	12	13	14	15	16	12	13	14	15	16
22	23	24	25	26	(19)	20	21	22	23	19	20	21	22	23
29	30	31			26	27	28			26	(27)	(28)	(29)	(30)
April					May					June 2000				
2	3	4	5	6		1	2	3	4					(1)
9	10	11	12	(13)	7	8	9	10	11	4	5	6	7	8
(16)	17	18	19	20	14	15	16	17	18	11	12	13	14	15
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
30					(28)	29	30	31		25	26	27	28	29

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

Snow Make-Up:

February 19
 April 16
 June 1
 June 4 and beyond

Payroll Dates:

July 31, 2000
 August 31
 September 29
 October 31
 November 30
 December 20
 January 31, 2001
 February 28
 March 30
 April 30
 May 31
 June 29

2000-2001 SCHOOL CALENDAR

2000			2001 continued....		
Aug.	28,29,30,31	K-12 Teacher Workshops	Feb.	1	MCA (Grade 10 Reading)
Sept.	1	K-12 Classes Begin		6	Basic Standards Test (Reading)
	4	Labor Day		8	Basic Standards Test (Math)
Oct.	19 & 20	MEA		19	President's Day Holiday
Nov.	3	End of 1st Quarter	Mar.	13 & 14	MCA (Grade 3 & 5 Reading)
	7 & 8	K - P/T Conferences (day)		15	MCA (Grade 5 Writing)
	9	K-12 P/T Conferences (8-11, 12-4, 5-8:30)		23	End of 3rd Quarter
	10	K-12 P/T Confs. (7:30-11 a.m.)		27 & 28	MCA (Grade 3 & 5 Math)
	10	K-12 No School/Tchr Comp. (p.m.)		27	K - P/T Day Conferences (day)
	13-17	ITBS Testing (Elem.)		28	K - P/T Day Conferences (day)
	23 & 24	Thanksgiving Holiday		29	K-12 P/T Conferences (8-11, 12-4, 5-8:30)
Dec.	21	Winter Break Begins		30	K-12 P/T Confs. (7:30-11 a.m.)
				30	K-12 No School/Tchr. Comp. (p.m.)
Jan.	2	K-12 Classes Resume	April	13-16	Spring Break/No School
	15	Martin Luther King Jr. Day/ K-12 Staff Development Day	May	28	Memorial Day
	19	End of 2nd Quarter/Semester		31	Last Day for Students
	30	Basic Standards Test (Writing)	June	1	Last Day for K-12 Staff/Workshops
	31	MN Comp. Assessment (MCA) Tests (Grade 11 Math)		3	Graduation

MEMO #: S-00-086

TO: School Board

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

RE: Request for Funds for High School Football Field

DATE: November 12, 1999

A timely response seems appropriate related to the request for school district participation in the costs of upgrading the high school football site.

The administration recommends that the school district support the effort for an amount up to \$100,000. We believe this recommendation is appropriate in light of the fact that the source of these funds would be the health and safety levy for bleachers and thus would not compete with scarce dollars which have been allocated for instructional and/or identified purposes.

The recommendation is given contingent upon the following:

1. Project specifications and the bid process will be the responsibility of the district as in other district capital projects.
2. The project would not begin until all monies necessary to complete the project have been received.
3. Access of health and safety dollars will require project completion by January 2001.

It is hoped that this effort by the district will support the special effort by Mr. Seljevold and his team in making Moorhead Schools an even more attractive place for our students, staff and community.

Suggested Resolution: Move to approve the provision of up to \$100,000 toward the remodeling of the high school football site in accordance with the identified contingencies.

BRA:mdm

MEMO #: B00199

MEMO TO: DR. ANDERSON

FROM: BETH ASTRUP *Beth Astrup*

DATE: NOVEMBER 18, 1999

SUBJECT: 1999.2000 BUDGET

The recommended final budgets for 1999.2000 are in order by fund as follows:

<u>FUNDS</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>	<u>ENDING FUND BALANCE</u>
I General Fund	\$ 5,209,141	\$34,355,460	\$35,296,610	\$ 4,267,991
II Food Service	\$ 352,819	\$ 1,339,090	\$ 1,491,390	\$ 200,519
III Transportation	\$ 419,025	\$ 2,194,380	\$ 2,404,750	\$ 208,655
IV Community Serv.	\$ 442,509	\$ 1,358,846	\$ 1,525,499	\$ 275,856
V Capital Outlay	\$(1,763,291)	\$ 3,603,420	\$ 5,447,740	\$(3,607,611)
VII Debt Service	\$ 5,312,068	\$ 1,101,570	\$ 1,139,780	\$ 5,273,858
VIII Townsite/Voyager	\$ (615,663)	\$ 373,900	\$ 345,730	\$ (587,493)

Attached are spreadsheets which show the recommended budgets in more detail along with an explanation of the changes that have occurred since the preliminary budget was approved last February.

Suggested Resolution: Move to approve the 1999.2000 budgets as presented.

Recommended Changes to General Fund Preliminary Budget for 1999-2000
Preliminary Budget Approved in February of 1999
(Refer to the attached spreadsheet)

Preliminary Budget - Total Revenues	\$34,311,240
Recommended Budget - Total Revenues	<u>\$34,355,460</u>
Favorable Change	<u>\$44,220</u>

Although the total revenue projections did not change significantly, there were significant changes to various line items as follows:

Line 6 - General Education Aid decreased \$756,550. This is due primarily to the elimination of the Graduation Standards funding and the roll-in of the Training & Experience revenue.

Line 7 - Special Education funding increased \$706,550. Part of the increase is due to an understatement of the prior year revenue. It is difficult to forecast the amount of excess revenue each District receives until all of the reporting is done, which occurs in September.

Preliminary Budget - Total Expenditures	\$34,389,530
Recommended Budget - Total Expenditures	<u>\$35,296,610</u>
Unfavorable Change	<u>(\$907,080)</u>

Primary factors contributing to the large increase in expenditures over the preliminary budget:

Line 19 - Instructional salaries increased \$338,541. The legislature made a significant increase in the general education formula revenue that must be used for ILDA (class size reduction). To comply with the state statute the District increased its spending in this area by about \$300,000.

Line 25 - Special Education salaries increased \$98,685. Even though our enrollment is declining our special needs population is increasing.

Line 23,27,31,43 - Fringe benefits increased over \$500,000. The District received a 33% increase in health insurance premiums, the preliminary budget had a 3% increase.

Note:

- 1) **The ending fund balance of \$4,181,491 is 11.82% of budgeted expenditures. In order to cashflow, the District should maintain a ratio of 10-15%.**
- 2) **Because a large portion of the budget is teacher salaries and benefits, it may be necessary to bring a revised budget to the Board when the teacher contract is settled.**

Account Number	Description	99-00 Prel. Budget	Revised Budget	Difference
01.005.010.000.00882	Supt. Search	17,800	12,000	(5,800)
01.005.010.000.00899	School Board Misc	4,500	3,000	(1,500)
01.005.020.000.00306	Strategic Planning	5,000	3,000	(2,000)
01.005.110.000.00381	Printing & Publishing	16,000	12,000	(4,000)
01.005.140.000.00345	AS/400 Training	7,000	5,000	(2,000)
01.005.160.000.00805	Admin Candidate Exp	6,000	5,000	(1,000)
01.005.160.000.00890	Misc Admin Exp	3,000	2,000	(1,000)
01.100.203.000.00461	Textbook Adoptions	95,000	0	(95,000)
01.300.211.000.00430	Instruct Supplies	7,500	0	(7,500)
01.300.211.000.00461	Textbook Adoptions	130,000	0	(130,000)
01.300.211.000.00889	Supt Discr/Global Exchange	5,000	0	(5,000)
01.382.292.000.00897	Tournament Expense	15,000	10,000	(5,000)
01.200.605.000.00185	Non-contract time	16,480	10,000	(6,480)
01.200.605.000.00899.020	Supt Misc Account	12,750	6,500	(6,250)
01.200.605.000.00899.030	Asst. Supt. Misc Account	13,000	6,500	(6,500)
01.200.605.000.00889	Supt Discr/Global Exchange	7,500	2,500	(5,000)
01.xxx.640.xxx.00xxx	Staff Development	576,450	510,520	(65,930)
01.xxx.2xx.000.00430	Bldg Instr. Supply Budgets	460,530	450,000	(10,530)
01.005.930.000.00270	Worker's Comp Ins	130,000	110,000	(20,000)
01.005.110.000.00399	Chargeback	(60,000)	(67,000)	(7,000)
Total				(387,490)
Ending Fund Balance				3,880,501
Revised Ending Fund Balance				4,267,991
Goal				4,800,000
Difference Remaining				(532,009)

**Independent School District #152
General Fund**

	1998-99 BUDGET	1998-99 ACTUAL	1999-00 PREL. BUDGET	1999-00 RECOMMENDED BUDGET	2000-01
Formula Allowance/pupil unit	3,360	3,360	3,460	3,570	3,705
1 Property Taxes	5,197,640	5,371,206	3,131,630	3,055,400	3,116,508
2 Interest	261,850	283,706	200,000	200,000	150,000
3 Tax shift		(433,661)		0	0
4 Other local	383,230	227,562	392,650	351,080	358,102
5 Tax credits	2,368,360	2,412,562	3,000,000	3,012,000	3,072,240
6 General ed aid	19,150,000	19,002,119	21,082,680	20,326,130	20,362,401
7 Special ed aid	3,800,000	3,688,216	3,893,450	4,600,000	4,600,000
8 Other state aids	302,648	272,374	310,090	280,010	285,610
9 Tax shift		433,661		0	0
10 Federal aids	1,842,670	1,976,098	1,887,990	1,998,080	2,038,042
11 Conversion of assets	20,000	45,531	20,490	15,000	15,300
12 Tuition & fees	382,840	570,295	392,260	517,760	528,115
13 State reduction					
14 TOTAL REVENUES	33,709,238	33,849,669	34,311,240	34,355,460	34,526,318
	+++++	+++++	+++++	+++++	+++++
15 Admin salaries	2,137,735	2,099,599	2,161,867	2,187,830	2,253,465
16 Admin supplies	16,690	12,873	16,690	15,690	16,161
17 Admin fringe benefits	327,460	326,325	337,284	354,290	364,919
18 Admin other	206,100	236,494	231,100	262,990	270,880
19 Instruct salaries(reg & voc)	12,466,180	12,706,728	12,840,165	12,775,300	13,158,559
20 Allowance for new staff:			(403,406)		(250,610)
21 Instruct supplies	539,295	482,971	539,295	518,690	534,251
22 Allowance for new students:			(10,043)		12,000
23 Instruct fringe benefits	2,387,120	2,433,257	2,458,734	2,682,480	2,762,954
24 Instruct other	950,088	987,318	920,088	892,820	919,605
25 Spec ed salaries	6,524,160	6,596,552	6,719,885	6,818,570	7,023,127
26 Spec ed supplies	102,150	92,676	102,150	110,100	113,403
27 Spec ed fringe benefits	1,250,400	1,256,063	1,287,912	1,503,950	1,549,069
28 Spec ed other	950,840	881,508	950,840	1,156,980	1,191,689
29 Instruct support salaries	1,388,718	1,253,784	1,430,380	1,363,770	1,404,683
30 Instruct support supplies	128,610	148,510	128,610	162,890	167,777
31 Instruct support fringe benefits	221,120	206,932	227,754	257,180	264,895
32 Instruct support other	632,360	697,185	632,360	282,870	291,356
33 Pupil support salaries	725,750	746,458	747,523	719,570	741,157
34 Pupil support supplies	9,880	9,847	9,880	10,090	10,393
35 Pupil support fringe benefits	135,270	133,509	139,328	159,160	163,935
36 Pupil support other	92,390	84,825	106,073	117,830	121,365
37 Bldgs & grounds salaries	821,510	859,868	846,155	876,780	903,083
38 Bldgs & grounds energy exp	520,270	443,753	510,270	450,000	463,500
39 Bldgs & grounds supplies	141,940	170,718	141,940	180,000	185,400
40 Bldgs & grounds fringe benefits	158,200	149,521	162,946	170,000	175,100
41 Bldgs & grounds other	288,030	288,031	288,030	278,240	286,587
42 Early retirement pay	257,950	508,477	408,188	450,000	460,000
43 Fringe benefits	407,604	328,035	419,832	449,840	463,335
44 Other fixed costs	87,700	78,167	87,700	88,700	91,361
45 To be determined (staff development??)	(50,000)		(50,000)		
46 TOTAL EXPENDITURES	33,825,520	34,219,984	34,389,530	35,296,610	36,113,399
	+++++	+++++	+++++	+++++	+++++
47 REV OVER EXP (EXP OVER REV)	(116,282)	(370,315)	(78,290)	(941,150)	(1,587,081)
48 BEGINNING FUND BALANCE *	5,579,456	5,579,456	5,463,174	5,209,141	4,267,991
49 ENDING FUND BALANCE *	5,463,174	5,209,141	5,384,884	4,267,991	2,680,910
As a % of Expenditures	16.15%	15.22%	15.66%	12.09%	7.42%

50	SALARIES	24,322,003	24,771,466	24,750,757	25,191,820	25,693,465
51	SUPPLIES	938,565	917,595	928,522	997,460	1,039,384
52	ENERGY ITEMS	520,270	443,753	510,270	450,000	463,500
53	OTHER	3,207,508	3,253,528	3,216,191	3,080,430	3,172,843
54	FRINGE BENEFITS	4,887,174	4,833,642	5,033,790	5,576,900	5,744,207
55	REVENUES	33,709,238	33,849,669	34,311,240	34,355,460	34,526,318
.....						
56	SALARIES	104.91%	106.85%	99.92%	101.70%	101.99%
57	SUPPLIES	91.62%	89.57%	101.19%	108.70%	104.20%
58	ENERGY ITEMS	105.85%	90.28%	114.99%	101.41%	103.00%
59	OTHER	114.81%	116.46%	98.85%	94.68%	103.00%
60	FRINGE BENEFITS	104.42%	103.28%	104.14%	115.38%	103.00%
61	REVENUES	102.46%	102.89%	101.36%	101.49%	100.50%
62	Kindergarten & Early Childhood	450	425	445	376	396
63	1-6	2,665	2,667	2,587	2,590	2,511
64	7-12	2,749	2,753	2,719	2,757	2,692
65		5,864	5,845	5,751	5,723	5,599
66	Kindergarten & Early Childhood	239	225	236	210	221
67	1-6	2,825	2,827	2,742	2,816	2,729
68	7-12	3,574	3,579	3,535	3,578	3,499
69		6,637	6,631	6,513	6,603	6,450
70	CHANGE IN PUPIL UNITS	(4)	(23)	(113)	(122)	(124)
71	CHANGE IN WEIGHTED PUPIL UNITS	(21.51)	(28.00)	(124.33)	(28.18)	(153.29)

Independent School District #152
Food Service Fund

Line #	1998.99 BUDGET	1998.99 ACTUAL	1999.2000 Prel. Budget	1999.2000 Recommended Budget	2000.01
REVENUES:					1.02
Other local and county sources:					
1 Interest	12,240	20,580	12,480	12,000	10,000
2 Miscellaneous local revenues	5,100	4,941	5,200	4,600	4,690
	17,340	25,521	17,680	16,600	14,690
State sources:					
3 Lunch program aid	36,850	22,144	37,590	78,180	38,340
Federal sources:					
4 Lunch program aid	485,670	521,835	495,380	534,600	545,290
5 Food distribution program	83,120	99,910	84,780	87,790	89,550
	568,790	621,745	580,160	622,390	634,840
6 Sale of food	549,310	617,888	560,300	621,920	634,360
7 Total revenues	1,172,290	1,287,298	1,195,730	1,339,090	1,322,230
EXPENDITURES:				1.030	1.030
Pupil support services:					
8 Salaries and wages	377,600	370,050	388,930	388,530	396,300
9 Employee benefits	59,930	57,572	61,730	66,400	67,730
10 Purchased services	52,580	77,313	54,160	81,670	83,300
11 Food costs-USDA commodities	83,120	99,910	85,610	87,790	89,550
12 Food costs, milk and supplies	576,590	623,715	593,890	669,000	682,380
13 Equipment/Construction	25,000	6,396	140,000	170,000	10,000
14 Other expenditures	22,660	24,935	23,340	28,000	28,560
15 Total expenditures	1,197,480	1,259,891	1,347,660	1,491,390	1,357,820
Revenues over(under)					
16 expenditures	(25,190)	27,407	(151,930)	(152,300)	(35,590)
FUND BALANCE ,					
17 BEGINNING OF YEAR	350,602	325,412	325,412	352,819	173,482
FUND BALANCE,					
18 END OF YEAR	325,412	352,819	173,482	200,519	137,892
19 Fund Balance as a % of Expend	27.17%	28.00%	12.87%	13.45%	10.16%

Highlights of the recommended changes to the Food Service Fund Preliminary Budget for 1999-2000:

Line 3 - The District received a "Fast Break to Learning" in the amount of \$25,670 to provide breakfast at a reduced cost at two elementary schools.

Line 4 & 6 - Participation is expected to increase over prior projections.

Line 12 - Food costs increased due to the new grant and the increased participation.

Line 13 - Underestimated remodeling costs at Washington.

**Independent School District #152
Transportation Fund**

	1998-99 BUDGET	1998-99 ACTUAL	1999-00 PREL . BUDGET	1999-00 Recommended Budget	2000-01
REVENUES					
Other local and county sources:					
1 Interest	0	19,552		10,000	
2 Bus depreciation	89,000	56,983	60,000	60,000	60,000.00
3 Special Needs Chargeback	498,820	476,350	513,790	461,750	529,200.00
4 Miscellaneous local revenues					
	587,820	552,885	573,790	531,750	589,200
State Sources:					
5 Transportation aid	1,458,690	1,466,032	1,462,330	1,522,630	1,472,790
6 Other appropriations	111,760	162,134	113,670	140,000	115,670
7 State aid adjustment					
	1,570,450	1,628,166	1,576,000	1,662,630	1,588,460
8 Total revenues	2,158,270	2,181,051	2,149,790	2,194,380	2,177,660
EXPENDITURES:					
Pupil support services:					
9 Salaries and wages	380,680	350,631	390,200	396,530	399,960
10 Employee benefits	72,450	60,919	74,260	74,260	76,110
11 Contracted bus services	1,276,990	1,322,151	1,308,910	1,465,270	1,341,630
12 Other purchased services	33,210	75,786	34,040	89,280	34,890
13 Supplies and materials	227,420	148,851	233,100	233,100	238,930
14 Equipment	0	6,397	0	60,000	0
15 Other expenditures	25,660	20,717	26,310	26,310	26,970
16 Chargebacks	89,000	56,983	60,000	60,000	60,000
17 Total expenses	2,105,410	2,042,435	2,126,820	2,404,750	2,178,490
18 Revenues over (under) expenditures:	52,860	138,616	22,970	(210,370)	(830)
19 FUND BALANCE, BEGINNING OF YEAR	280,409	280,409	333,269	419,025	208,655
20 FUND BALANCE, END OF YEAR	333,269	419,025	356,239	208,655	207,825
21 Fund Balance reserved for bus purchase	113,505	164,091	173,505	164,091	224,091
22 Operating Fund Balance	219,764	254,934	182,734	44,564	(16,266)

Highlights of the recommended changes to the Transportation Fund Preliminary Budget for 1999-2000:

Line 11 - Contracted services was overbudget in the prior year primarily due to changes made to Riverside. The current year's budget needed to be adjusted to reflect this increased cost. Also, special needs transportation has increased at the High School level.

Line 14 - Equipment purchases were removed from the preliminary budget, but a replacement schedule was included in the Annual Operating Plan.

COMMUNITY EDUCATION

Revenues
1999-2000

	<u>Operational Projections</u>	<u>99-00 budget</u>
Gen Com Ed	\$257,796	\$257,100
Fees	\$175,000	\$150,610
All Day Kgn	\$58,100	\$13,094
CHOICES	\$29,000	\$29,500
ABE	\$225,000	\$342,080
Interest	\$30,000	\$21,000
ECFE	\$194,519	\$206,562
Kind. Read	\$65,000	\$57,800
Lincoln	\$20,600	\$20,000
Other*	\$60,000	\$261,100
TOTAL	\$1,115,015	\$1,358,846

*includes Early Childhood Screening, Non-public Ed and Grants

Revised *

COMMUNITY EDUCATION
Expenditures 1999-2000

REV. 1 1999

	<u>Operational Plan Projections</u>	<u>Actual Budgeted Amounts</u>
Gen Comm Ed	\$569,680	\$741,059*
CHOICES	\$29,000	\$36,080
All Day Kind	\$58,100	\$13,090
ABE	\$235,000	\$383,770**
ECFE	\$220,000	\$225,600
Kind Read	\$63,000	\$74,850
Lincoln	\$19,910	\$21,640
Non-Public	\$19,910	\$19,910
EC Screening	\$9,500	\$9,500
TOTAL	\$1,224,100.00	\$1,525,499.00

* General Comm Ed fund includes \$149,920 in grant monies

**ABE includes \$75,360 in grant monies

Rationale for change in 1999-00 expenditure budget:

Increases in expenditures due to:

- Salary increases in General Comm Ed due to non-aligned settlement
- Increase in ABE enrollment last year generated additional aid and expenditures for additional space and staff
- We assumed total financial responsibility for the school district communications coordinator

**Independent School District #152
Capital Outlay Fund**

Line #	98.99 BUDGET	98.99 ACTUAL	1999.00 Preliminary Budget	1999.00 Recommended Budget	2000.01
BEGINNING FUND BALANCE					
1 Disabled Accessibility	99,745	99,745	(50,255)	0	(93,840)
2 Operating Capital	(246,949)	(246,949)	(1,000,685)	(1,686,293)	(3,065,113)
3 Health and Safety	265,531	265,531	(32,569)	(76,998)	(448,658)
4 Total Beginning Fund Balance	118,327	118,327	(1,083,509)	(1,763,291)	(3,607,611)
REVENUES					
5 Operating Capital Aid	1,346,600	1,362,025	1,304,490	1,353,500	1,277,212
6 Lease Levy	217,440	222,042			66,000
7 Excess Levy			541,630	561,300	554,700
8 Excess levy Aid			1,263,800	1,309,700	1,294,300
9 Interest Income (Townsite Loan)	43,780	44,709	42,780	42,780	41,780
10 Interactive Television	72,700	77,946	72,700	72,700	0
11 Misc./Donations/Grants	88,000	92,365			
12 Sale of Property		8,532			
13 Total Operating Capital	1,768,520	1,807,619	3,225,400	3,339,980	3,233,992
14 Super Fund Reimb.				57,470	
15 Health and Safety	(124,700)	(32,206)	205,970	205,970	573,401
16 Total Health & Safety	(124,700)	(32,206)	205,970	263,440	573,401
17 Disabled Accessibility					
18 Total Revenues	1,643,820	1,775,413	3,431,370	3,603,420	3,807,393
	+++++	+++++	+++++	+++++	+++++
EXPENDITURES					
OPERATING					
19 Food Service		4,059	0	0	0
20 Special Assessments	27,490	33,310	8,800	8,800	8,800
21 Maintenance	167,200	46,433	25,000	200,000	25,000
22 Telephone/Telecommunications	91,340	64,218	94,080	94,080	96,903
23 Building Construction	215,060	1,230,824	4,132,260	3,210,680	681,411
24 Air Conditioning					
25 Security Equipment					
26 Reading Recovery Room					
27 *Lease Expense	217,440	223,286	226,440	300,000	226,440
Building Allocation					
28 Edison	14,750	14,938	14,510	14,510	7,255
29 Probstfield	16,140	16,506	16,270	16,270	8,135
30 Riverside	10,060	10,217	9,040	9,040	4,520
31 Washington	16,310	12,947	16,300	16,300	8,150
32 Robert Asp	20,960	24,008	20,910	20,640	10,455
33 Voyager	0	0			0
34 Jr. High	28,655	29,164	28,200	28,200	14,100
35 Athletics	3,000	3,071	3,000	3,000	3,000
36 Sr. High	53,768	33,606	53,580	106,080	26,790
37 Athletics	6,000	5,906	6,000	6,000	6,000
38 Interest	32,000	41,390	42,000	100,000	52,000
39 Technology	23,000	21,175	23,000	23,000	23,000
40 Technology Staffing	149,870	124,864	154,370	146,520	84,001
41 Technology Long-Term/Emergency	10,000	0	10,000	10,000	10,000
42 Technology Plan	1,120,700	1,031,616	100,000	100,000	545,130
43 Interactive Television	10,000	0	10,000	10,000	0
44 Replacement of Equip.	20,000	19,212	20,000	20,000	20,000
45 Maint./Transportation	20,000	22,336	10,000	20,000	35,000
46 Vehicles	15,000	5	30,000	20,000	20,000

**Independent School District #152
Capital Outlay Fund**

Line #	98.99 BUDGET	98.99 ACTUAL	1999.00 Preliminary Budget	1999.00 Recommended Budget	2000.01
47 Media/A.V.	27,000	27,018	27,000	21,850	27,000
48 Media Library	26,000	25,594	26,000	31,150	26,000
49 District-Wide Equip.		0	0		0
50 Music	12,000	11,959	12,000	12,000	12,000
51 Text Book Adoptions	161,300	157,398	0	165,000	0
52 Misc./Donations/Grants	7,213	816		5,680	
53 Total Operating	2,522,256	3,235,876	5,118,760	4,718,800	1,981,090
HEALTH AND SAFETY					
54 Fire Code Compliance	15,000	80,895	15,000	57,000	15,000
55 Life Safety Repairs/Demolition			400,000	429,500	
56 Sr. High Lab Remodeling					
57 Asbestos Removal/Hazardous Waste	30,000	18,270	15,000		15,000
58 Asbestos Loan Payback	76,400	76,343	76,400	76,600	76,400
59 Hazardous Substance Consult	52,000	83,083	67,000	30,000	67,000
60 Health & Safety Management		36,491		42,000	
61 Health and Safety	173,400	295,082	573,400	635,100	173,400
62 Disabled Accessibility	150,000	126,073	93,840	93,840	94,540
63 Total Expenditures	2,845,656	3,657,031	5,786,000	5,447,740	2,249,030
64 Total Revenue Over Expenditure (Total Expenditure Over Revenue)	(1,201,836)	(1,881,618)	(2,354,630)	(1,844,320)	1,558,363
65 Total Ending Fund Balance	(1,083,509)	(1,763,291)	(3,438,139)	(3,607,611)	(2,049,248)

Highlights of recommended changes to the Capital Outlay Fund Preliminary Budget for 1999-2000:

- Line 5,7,&8 - The change in the pupil unit weighting increased the revenue to the Capital Outlay Fund.
- Line 14 - The District received \$57,470 from litigation related to asbestos abatement.
- Line 21 & 23 - The decrease for these 2 lines combined is \$746,580. This is primarily due to the work that was completed on Washington, Asp, and the High School prior to July 1, 1999, therefore was recorded as an expenditure in the prior year.
- Line 27 - Lease expense increased due to the addition of the space for RRALC on the south side of Moorhead.
- Line 36 - Dollars were carried over from the previous year to allow the Senior High to replace the computers in the business department's lab.
- Line 38 - The interest expense created by the deficit was understated.
- Line 51 - Textbook adoption expenditures were moved to the Capital Outlay Fund from the General Fund.

Independent School District #152
Debt Service Fund

Line No.		1998.99 ACTUAL	1999.00 BUDGET	2000.01 Projected
REVENUES:				
1	Local property taxes levy	728,732	712,990	716,100
2	Property tax shift			
		<u>728,732</u>	<u>712,990</u>	<u>716,100</u>
Other local sources:				
Proceeds of refunding bonds				
3	Interest income	<u>271,795</u>	<u>265,600</u>	<u>263,690</u>
State sources:				
4	HACA (Homestead credit)	0	0	0
5	Border city aid	122,351	122,350	122,350
6	Other appropriations	631	630	630
7	State aid adjustment			
8		<u>122,982</u>	<u>122,980</u>	<u>122,980</u>
9	Total revenues	<u>1,123,509</u>	<u>1,101,570</u>	<u>1,102,770</u>
EXPENDITURES:				
10	Principal on bonds	509,310	535,870	565,870
11	Interest on bonds	636,740	603,410	576,590
12	Other debt service	<u>438</u>	<u>500</u>	<u>500</u>
13	Total expenditures	<u>1,146,488</u>	<u>1,139,780</u>	<u>1,142,960</u>
14	Revenues over (under) expenditure	(22,979)	(38,210)	(40,190)
FUND BALANCE, BEGINNING				
15	OF YEAR	<u>5,335,047</u>	<u>5,312,068</u>	<u>5,273,858</u>
16	FUND BALANCE, END OF YEAR	<u>5,312,068</u>	<u>5,273,858</u>	<u>5,233,668</u>

*** 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.

16-Nov-99

ENTERPRISE FUND (TOWNSITE)
INDEPENDENT SCHOOL DISTRICT #152

	1994-95 ACTUAL	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 PREL BUDGET	2000-01	2001-02	2002-03	2003-04
							PROJECTED			
							1.02	1.02	1.02	1.02
OPERATING REVENUES:										
Rents	163,649	197,054	180,584	229,502	256,625	259,000	264,180	269,464	274,853	280,350
Rents from School District	69,493	63,462	79,932	78,453	73,000	74,000	75,480	76,990	78,529	80,100
	233,142	260,516	260,516	307,955	329,625	333,000	339,660	346,453	353,382	360,450
Sq Feet				45,189	45,319					
44,971	\$5.18	\$5.79	\$5.79	\$6.81	\$7.27	\$7.35	\$7.49	\$7.64	\$7.80	\$7.95
OPERATING EXPENSES:										
Salaries and benefits	75,620	76,975	80,504	84,495	86,810	88,340	90,107	91,909	93,747	95,622
Utilities and fuel	47,237	51,060	52,665	51,120	49,230	54,710	55,804	56,920	58,059	59,220
Insurance	6,952	6,583	6,850	6,602	6,412	7,000	7,140	7,283	7,428	7,577
Bldg. Improvement		0	3,089	0	2,585	10,000	10,300	10,609	10,927	11,255
Other operating expense	38,799	19,785	39,399	34,067	15,586	30,900	31,518	32,148	32,791	33,447
Total operating expenses	168,608	154,403	182,507	176,284	160,623	190,950	194,869	198,869	202,953	207,121
Per square foot	\$3.75	\$3.43	\$4.06	\$3.92	\$3.54	\$4.21	\$4.30	\$4.39	\$4.48	\$4.57
OPERATING INCOME BEFORE DEPRECIATION	64,534	106,113	78,009	131,671	169,002	142,050	144,791	147,584	150,429	153,329
DEPRECIATION	37,937	37,937	37,901	41,642	39,341	39,000	35,940	32,880	29,820	26,760
Per square foot	\$0.84	\$0.84	\$0.84	\$0.93	\$0.87	\$0.87	\$0.80	\$0.73	\$0.66	\$0.60
OPERATING INCOME	26,597	68,176	40,108	90,029	129,661	103,050	108,851	114,704	120,609	126,569
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	2,952	3,116	1,340	0	2,729	1,900	2,400	2,900	3,400	3,900
Interest expense	(48,535)	(45,582)	(44,213)	(43,871)	(44,709)	(41,000)	(37,000)	(33,000)	(29,000)	(25,000)
Other	2,262	0	0	24,000	10	0	0	0	0	0
Net Nonoperating expense	(43,321)	(42,466)	(42,873)	(19,871)	(41,970)	(39,100)	(34,600)	(30,100)	(25,600)	(21,100)
Per square foot	(\$0.96)	(\$0.94)	(\$0.95)	(\$0.44)	(\$0.93)	(\$0.87)	(\$0.77)	(\$0.67)	(\$0.57)	(\$0.47)
NET INCOME (LOSS)	(16,724)	25,710	(2,765)	70,158	87,691	63,950	74,251	84,604	95,009	105,469
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(677,912)	(694,636)	(668,926)	(671,691)	(601,533)	(513,842)	(449,892)	(375,641)	(291,037)	(196,028)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(694,636)	(668,926)	(671,691)	(601,533)	(513,842)	(449,892)	(375,641)	(291,037)	(196,028)	(90,559)

16-Nov-99
ENTERPRISE FUND (VOYAGER)
INDEPENDENT SCHOOL DISTRICT #152

Line #

	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 PREL BUDGET	2000-01	2001-02 PROJECTED	2002-03 PROJECTED	2003-04 PROJECTED
OPERATING REVENUES:				1.02	1.02	1.02	1.02
1 Rents	14,735	19,272	26,400	26,928	27,467	28,016	28,576
2 Rents from School District	7,500	12,662	12,600	12,852	13,109	13,371	13,639
3	22,235	31,934	39,000	39,780	40,576	41,387	42,215
4 Sq. Feet							
5	41,248	\$0.54	\$0.77	\$0.95	\$0.96	\$0.98	\$1.00
6 OPERATING EXPENSES:							
7							
8 Salaries and benefits	27,607	26,660	28,030	28,591	29,162	29,746	30,341
9 Utilities and fuel	22,096	20,312	20,550	20,961	21,380	21,808	22,244
10 Insurance	1,316	1,825	1,900	1,938	1,977	2,016	2,057
11 Bldg. Improvement		0	0	0	0	0	0
12 Other operating expense	6,483	12,391	5,650	5,763	5,878	5,996	6,116
13 Total operating expenses	57,502	61,188	56,130	57,253	58,398	59,566	60,757
14 Per square foot	\$1.39	\$1.48	\$1.36	\$1.39	\$1.42	\$1.44	\$1.47
15							
16 OPERATING INCOME BEFORE							
17 DEPRECIATION	(35,267)	(29,254)	(17,130)	(17,473)	(17,822)	(18,178)	(18,542)
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)	(47,904)	(35,780)	(36,123)	(36,472)	(36,828)	(37,192)
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)	(47,904)	(35,780)	(36,123)	(36,472)	(36,828)	(37,192)
32							
33 RETAINED EARNINGS (DEFICIT)/							
34 FUND BALANCE, BEGINNING	0	(53,917)	(101,821)	(137,601)	(173,724)	(210,196)	(247,024)
35 OF YEAR							
36							
37 RETAINED EARNINGS (DEFICIT)/							
38 FUND BALANCE, END OF YEAR	(53,917)	(101,821)	(137,601)	(173,724)	(210,196)	(247,024)	(284,216)
39							
40							
41 TOWNSITE AOP: "VOYAGER"							

MEMO #: S-00-091

TO: School Board

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

RE: First Reading of Policies

DATE: November 16, 1999

Attached please find the policies, State and Federal Law Prohibiting Discrimination (AC) and Rental of District Musical Instruments (DFD), for your review.

Also attached is policy, Chemical Free Policy for Employees (JECL). The Policy Review Committee recommends deletion of this policy due to the fact that policies, Drug-Free Workplace/Drug-Free School (JECK) and Employee Assistance (GBEB), address the policy issues in JECL.

The Policy Review Committee recommends approval of policies, State and Federal Law Prohibiting Discrimination (AC) and Rental of District Musical Instruments (DFD), as presented.

:mdm
Attachments

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE:AC

DATE ADOPTED: 04/24/84

REVIEWED/REVISED: 03/13/95

STATE & FEDERAL LAW PROHIBITING DISCRIMINATION

Independent School District No. 152 shall comply with federal and state law prohibiting discrimination and with the requirements imposed by or pursuant to regulations issued thereto, to the end that no person in Independent School District No. 152 shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, limited English proficiency, sexual orientation, status with regard to public assistance, family care leave status, veteran status, or disability be excluded from any educational program or activity, or in employment, or recruitment, consideration, or selection therefore, including hiring, discharge, promotion, compensation, facilities or privileges of employment, whether full time or part time, under an educational program or activity for which the school is responsible. The District also makes reasonable accommodations for disabled employees and students.

Any inquiries concerning this policy may be referred to:

Office of Superintendent
Townsite Centre
810-4th Avenue South
Moorhead, MN 56560
(218) 299-6256

(or)

~~Commissioner of Human Rights
200 Capitol Square Building
Fifth Floor - Bremer Tower
Seventh and Minnesota
St. Paul, MN 55101~~

(or)

~~Office for Civil Rights
U.S. Department of Education
300 S. Wacker Drive, 8th Floor
Chicago, IL 60610
(312) 353-2520~~

The District prohibits the harassment of any individual's for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the District's internal procedures or addressing complaints of harassment, please refer to the District's policy on harassment and violence.

Cross Reference: Prohibition of Harassment and Violence Policy (JFCFA)

Reviewed/Revised: 10/22/90
3/13/95

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: DFD

DATE ADOPTED: 07/01/81

REVISED: 04/10/95

RENTAL OF DISTRICT MUSICAL INSTRUMENTS

A rental fee of \$20.00 per semester, (\$40.00 per year), will be assessed each family whose child is playing a school-owned instrument.

A maximum of ~~\$50.00~~ \$0.00 per year for any one individual for all activities, including athletics, music, drama, etc., will be observed.

The requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee (as determined by the building principal by using the ~~free/reduced hot lunch~~ Application for Educational Benefits (Free or Reduced-Price School Meals) criteria).

2. In situations where students who provide their own musical instruments are asked to switch to a school- owned instrument to obtain a balance in instrumentation, no fee will be requested.

No student will be denied the right to participate in music because of any or all of the above.

Reviewed/Revised: 7/1/88
 7/25/94
 4/10/95

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: JECL
DATE ADOPTED: 10-10-94
REVIEWED/REVISED:

CHEMICAL FREE POLICY FOR EMPLOYEES

1. In accordance with the District's continuing interest in the personal welfare, professional development, and performance of all employees, the objective of this policy is to aid in retaining and continuing the health and productivity of employees who are, or who may become, chemically dependent or who are affected by chemical dependency in their family situation.
2. The Moorhead School District recognizes that chemical dependency is a health problem and that it should be treated as such.
3. The majority of chemically dependent persons can be helped to achieve freedom from active dependency when appropriate and reasonable assistance is offered. The District assumes the responsibility within resource capabilities to provide such assistance.
4. The chemical dependency of household or family member may have a deleterious effect upon other members. Employees in whose families or households such a situation exists are encouraged to utilize all available assistance.
5. When an employee is pursuing a chemical dependency treatment program, District agreement provisions relative to insurance, leave of absence, and sick leave will apply. When a member of an employee's family or household is pursuing a chemical dependency treatment program, the employee, upon recommendation of a physician and with administrator approval, will be granted serious illness leave to participate in the treatment of the dependent.
6. Job security and/or advancement will not be affected when impairment of performance due to chemical dependency has been corrected.
7. The administration will develop and implement a chemical dependency program for employees or will include chemical dependency assistance as part of a more general employee assistance program.
 - a. The employee chemical dependency program will promote awareness and prevention of chemical abuse so that chemical dependency may be identified at the earliest stage.
 - b. A supervisor will initiate action so that the problem will be discussed with the employee and an offer will be made to assist in correcting the problem.

- c. It is the employee's responsibility to take whatever steps are necessary to correct the problem.
 - d. It is the joint responsibility of the supervisor, chemically dependent employee, and concerned persons to discuss and evaluate post-treatment performance.
8. It is the responsibility of the Board of Education to review and act upon a chemical dependency program or general employee assistance program developed and implemented by the administration.

INDEPENDENT SCHOOL DISTRICT #152

School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

November 29, 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 _____

AGENDA

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

2. **TRUTH IN TAXATION PROPERTY TAX HEARING:** Anderson/Astrup

Overview of the 1999 payable 2000 property tax levy and receive testimony and respond to questions.

3. **ADJOURNMENT**

S-119-805
MM
11-29-99

SCHOOL BOARD AGENDA - November 29, 1999**PAGE 2****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Superintendent's Farewell	December 2	3:30-6:30 pm	NW Tech-Commons
A. Swedberg's Retirement	December 10	3:30-6	Mhd. Country Club
School Board	December 13	7 pm	Townsite
Supt. Advisory Council	December 16	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	December 16	7 am	Townsite
District Student/Staff Asst.	December 20	3:30-4:30 pm	Townsite
Winter Break Begins	December 22		
School Board	December 27	7 pm	Townsite
Mandated Staff Dev. for Employees Hired after 9/1/99	January 4		
K-12 Classes Resume	January 5		
School Board	January 10	7 pm	Townsite
Long Range Planning Com.	January 11	3:45 pm	Townsite
Martin Luther King Jr. Day/ K-12 Staff Dev. Day	January 17		
Policy Review Committee	January 17	7 pm	Townsite
Com. Ed. Adv. Council	January 18	7 pm	Townsite
Instr. and Curr. Adv. (ICAC)	January 20	7 am	Townsite
Supt. Advisory Council	January 20	7 pm	Townsite
End of 2nd Qtr/Semester	January 21		
School Board	January 24	7 pm	Townsite
Basic Standards Test (Writing)	January 26		
Basic Standards Test (Reading, Math)	February 1 & 3		
President's Day Holiday	February 21		No School

MEMO #: B00200

MEMO TO: DR. ANDERSON AND SCHOOL BOARD

FROM: BETH ASTRUP *Beth Astrup*

DATE: NOVEMBER 24, 1999

SUBJECT: TRUTH IN TAXATION

The 1999 State Legislature made many significant changes in school district funding. The graduation standards revenue and district cooperation revenue was rolled into the formula allowance. Training and experience revenue continues to be phased out. Secondary vocational aid was repealed beginning next year along with transportation safety aid. The legislature also put more restrictions on the formula allowance relating to the dollars that must be used for class size reduction and staff development.

From a property tax standpoint, the 1999 Legislature continued its commitment which began in 1997 to providing property tax relief for school district and property tax payers. The tax bill approved by the 1999 Legislature provides for a slight reduction in the general rate for the formula funding (36.58% to 35.78%) and an increase in the equalized limit on operating referendum levies (\$350/pupil unit to \$415/pupil unit). Keep in mind that the voters of this district gave the School Board the authority to increase our operating referendum from \$60/pupil unit to \$380/pupil unit. Also, the Education Homestead Credit that was established beginning with the taxes payable in 1998 was increased for the 2000 taxes payable. The credit is calculated by the county for each homestead and is now equal to 83.0% of the property's general education tax, limited to a maximum credit of \$390 per homestead. (For 1999 taxes, the credit was 66.2% with a maximum credit of \$320). School taxes on a \$100,000 residential homestead will be approximately \$50 less than last year if there was no change in the market value for the property.

These property tax changes will continue to shift the amount of revenue school districts receive from property taxes to state aid. In addition to these changes, 2000 property taxes will be impacted by reductions in the class rates for most types of properties. Class rates are a multiplier used in the calculation of property taxes.

For the Moorhead School District, our property valuations seem to have leveled off as reflected in the overall net tax capacity. Our tax levy ratios to the amount of state aid should remain constant based on the concept of equalization. Keep in mind that our overall decrease in our net levy may not be the same percentage decrease that an individual tax payer may see reflected on their tax bill for their particular parcel, due to the many factors involved in the calculation.

The hearing will also include a discussion of the budget and other related financial information which I have attached. As always, feel free to contact me if you have any questions regarding the information provided.

**MOORHEAD PUBLIC SCHOOLS
TRUTH IN TAXATION
PROPERTY TAX HEARING**

NOVEMBER 29, 1999

TAX LEVY CALENDAR

August 9, 1999	Set dates and location of levy hearings.
September 7, 1999	Levy Limitation Certification received from the State.
September 13, 1999	Certify Proposed Levy. (1)
November 24, 1999	County mails levy notices to property owners.
November 29, 1999	Public hearing on levy.
December 13, 1999	Continuation of Public Hearing (if necessary).
December 13, 1999	Certify final tax levy. (2)

(1) Except for new voter approved tax levies, the final levy cannot exceed the proposed levy certified in September.

(2) The certification of the levy is the culmination of a five month process which began the previous August.

Property Tax Levy by Fund

<u>School District Fund</u>	<u>Tax Levy By Year</u>			<u>Difference</u>
	<u>1999 Actual</u>	<u>2000 Proposed</u>		
<u>General Fund</u>				
Set by State Formula	\$5,790,404	\$5,411,975	(1)	(\$378,429)
Set by Local Board				
Operating Levy Referendum	714,179	795,898	(2)	81,719
Crime Levy	0	55,640	(3)	55,640
Health Insurance Levy	0	25,846	(4)	25,846
Leased Facilities	0	264,871	(5)	264,871
Health & Safety	96,781	199,559		102,778
Total General Fund	<u>6,601,364</u>	<u>6,753,789</u>		<u>152,425</u>
 <u>Community Service Fund</u>				
Set by State Formula	164,844	169,263		4,419
Set by Local Board				
Extended Day - Disabled	10,334	10,224		(110)
Total Community Service Fund	<u>175,178</u>	<u>179,487</u>		<u>4,309</u>
 <u>Debt Service Fund</u>				
Set by State Formula	0	0		0
Set by Local Board (Voter Approved)	935,975	938,579		2,604
Total Debt Service Fund	<u>935,975</u>	<u>938,579</u>		<u>2,604</u>
 Total Before Credits and Reductions	<u><u>\$7,712,517</u></u>	<u><u>\$7,871,855</u></u>		<u><u>\$159,338</u></u>

- (1) See detail on page immediately following
- (2) Increased revenue by voter approval from \$350/pupil unit to \$380/pupil unit. (\$415 max)
- (3) Authority is for \$1.50 per resident with no state aid.
- (4) Authority is for cost of providing health insurance benefits for 1992 and 1993 retirees.
- (5) Authority is for cost of leasing additional space such as the Sports Center, Gymnastic Center RRALC, and storage.

Note: Formulas set by State Law are primarily driven by enrollment or population.

General Fund State Formula Breakdown

<u>Levy Line Item</u>	<u>Tax Levy By Year</u>			<u>Difference</u>
	<u>1999 Actual</u>	<u>2000 Proposed</u>		
General Education Formula	\$5,308,031	\$5,208,890	(1)	(\$99,141)
Cooperative Revenue	330,462	0	(2)	(330,462)
Transition Revenue	182,714	182,808	(3)	94
Prior Year Levy Adjustments	<u>(30,803)</u>	<u>20,277</u>		<u>51,080</u>
Total General Fund State Formula	<u>\$5,790,404</u>	<u>\$5,411,975</u>		<u>(\$378,429)</u>

(1) The levy rate used for the general education formula is 35.8% and 36.6% for the 2000 and 1999 levies, respectively. This rate is multiplied by the district's adjusted net tax capacity to determine the amount of the levy. The net tax capacity for the district went from 14,510,745 for 1999 to 14,558,105 for 2000. The adjusted net tax capacity remained fairly constant and the levy rate decreased slightly which is reflected in the slight decrease in this line item on the levy limitation.

(2) The \$67 per pupil unit that District's receive through aid and levy has been rolled into the formula allowance.

(3) This line item is primarily for the change in the compensatory formula: The formula is now based on students who qualify for free/reduced meals and prior to last year it was based on AFDC units.

**State Determined Levy and
Education Homestead Credit (Simplified)
Taxes Payable 1999 vs Taxes Payable 2000**

Sample for \$97,000/103,000 Residential Homestead*:

	Pay 1999		Pay 2000	
1. Tax Capacity	1% * \$75,000	750.00	1% * \$75,000	750.00
	1.7% * \$22,000	374.00	1.65% * \$28,000	462.00
		1,124.00		1,212.00
2. General Education Levy Rate		0.3658		0.3578
3. Gross General Education Levy		411.16		433.65
4. Education Credit		0.662		0.83
5. Gross Credit (Maximum of \$320 for '99 & \$390 for '00)		272.19		359.93
6. Net General Education Levy		138.97		73.72
7. Additional State Determined Levies		4.38		(1.40)
8. Total State Determined Levy		143.35		72.32
9. Voter Approved Levies		136.42		150.53
10. Other Local Levies		25.81		53.87
11. Total School District Levy		305.58		276.72
11. Change				(28.86) -9.44%

See Attached Tax Statement

* The taxable market value on this property increased 6% over the previous year.

YOUR PROPOSED PROPERTY TAX FOR 2000

This Is Not A Bill - Do Not Pay

THE TAXABLE MARKET VALUES LISTED TO THE RIGHT ARE FINAL AND ARE NOT A SUBJECT FOR THE UPCOMING BUDGET HEARINGS.

TAXABLE MARKET VALUE FOR TAXES PAYABLE IN 1999: \$ 97,000
TAXABLE MARKET VALUE FOR TAXES PAYABLE IN 2000: \$ 103,000
RESIDENTIAL-HOMESTEAD

PRESORTED 1ST CLASS MAIL
U.S. POSTAGE PAID
PERMIT NO. 80
MOORHEAD, MN 56560

↓ Send Written Comments To: ↓	(1) 1999 Property Tax	(2) Increase/Decrease Due To Reappraisal	(3) Increase/Decrease Due To Other Changes	(4) Total 2000 Tax	
CLAY COUNTY					DEC 2, 1999 7:00 PM
807 N 11 ST MOORHEAD, MN 56560	\$ 690.39	\$30.72	\$21.57	\$ 742.68	CLAY CO. BOARD ROOM MOORHEAD, MN 56560
MOORHEAD CITY					DEC 6, 1999 5:00 PM
CITY HALL 500 CENTER AVE P.O. BOX 779 MOORHEAD, MN 56560	\$ 334.75	\$36.46	\$8.51	\$ 382.70	COUNCIL CHAMBERS MOORHEAD CITY HALL
School District 015					
State determined levy:	\$ 143.35	\$0.00	\$71.03	\$ 72.32	
Voter approved levies:	\$ 136.42	\$12.31	\$1.80	\$ 150.53	
Other local levies:	\$ 25.81	\$14.24	\$13.82	\$ 53.87	
TOWNSITE CENTER 810 4TH AVE S MOORHEAD, MN 56560	305.58			276.72	NOV 29, 1999 7:00 PM TOWNSITE CENTER MOORHEAD
SPECIAL TAXING DISTRICTS:	\$ 27.28	\$2.37	\$0.25	\$ 29.90	
TAX INCREMENT TAX:					NO MEETING REQUIRED
TOTAL (Excluding Special Assessments)	\$ 1358.00	\$96.10	\$42.10	\$ 1412.00	
Percent change (proposed 2000 total tax over 1999 total tax)					

PROPERTY:

OWNER(S):

Class Rates under 1999 Omnibus Tax Bill

	Current Law Payable 1999	Payable 2000
Residential Homestead:		
<\$76,000 ¹	1.00 %	1.00 %
>\$76,000	1.70	1.65
Residential Non-homestead:		
Single unit:		
<\$76,000 ¹	1.25	1.20
>\$76,000	1.70	1.65
2-3 unit and undeveloped land	1.70	1.65
Apartments:		
Regular	2.50	2.40
Small City	2.15	2.15
Low Income (New Class 4d)	1.00	1.00
Commercial/Industrial/Public Utility:		
<\$150,000 ²	2.45	2.40
>\$150,000	3.50	3.40
Seasonal Recreational Commercial:		
Homestead resorts (1c)	1.00	1.00
Seasonal resorts (4c)	1.80	1.65
Seasonal Recreational Residential:		
<\$76,000 ¹	1.25	1.20
>\$76,000	2.20	1.65
Disabled homestead <\$32,000	0.45	0.45
Agricultural land & buildings:		
Homestead:		
<\$115,000	0.35	0.35
\$115,000 - \$600,000:		
<320 acres	0.80	0.80
>320 acres	1.25	0.80
>\$600,000		
<320 acres	0.80	1.20
>320 acres	1.25	1.20
Nonhomestead	1.25	1.20
Education homestead credit:		
Percentage	66.2%	83.0%
Maximum	\$320	\$390
Education agricultural credit:		
Homestead	na	54.0%
Nonhomestead	na	50.0%

¹ First tier limit was \$72,000 for payable 1997, \$75,000 for payable 1998 and 1999.

² First tier limit was \$100,000 for payable 1997.

Budget Overview for Independent School District 152

	98-99 Budget	98-99 Actual	99-00 Budget	Percent Change	
REVENUES					
General Fund	\$33,709,238	\$33,849,669	\$34,355,460	1.49%	(1)
Food Service	1,172,290	1,287,298	1,339,090	4.02%	
Transportation	2,158,270	2,181,051	2,194,380	0.61%	
Community Education	1,224,934	1,198,764	1,358,846	13.35%	
Capital Expenditure	1,643,820	1,775,413	3,603,420	102.96%	(4)
Debt Service	1,107,000	1,123,509	1,101,570	-1.95%	
EXPENDITURES					
General Fund	\$33,825,520	\$34,219,984	\$35,296,610	3.15%	(1)
Food Service	1,197,480	1,259,891	1,491,390	18.37%	(2)
Transportation	2,105,410	2,042,435	2,404,750	17.74%	(3)
Community Education	1,608,079	1,359,728	1,525,499	12.19%	
Capital Expenditure	2,845,656	3,657,031	5,447,740	48.97%	(4)
Debt Service	1,143,400	1,146,488	1,139,780	-0.59%	

(1) For 1999-2000 the increase in revenues will not keep pace with the increase in expenditures, this is primarily due to the decline in enrollment.

(2) The large increase in the Food Service expenditures is due to the major remodeling that was done to the kitchen at Washington school.

(3) Transportation costs were impacted with the addition of new programs and an increased utilization of special needs transportation. In addition, the District will replace some vehicles in the current year.

(1) Building additions at the Senior High, Washington, and Robert Asp plus remodeling at the Junior High and Probstfield account for these large fluctuations. The deficit created will be paid back with future revenues.

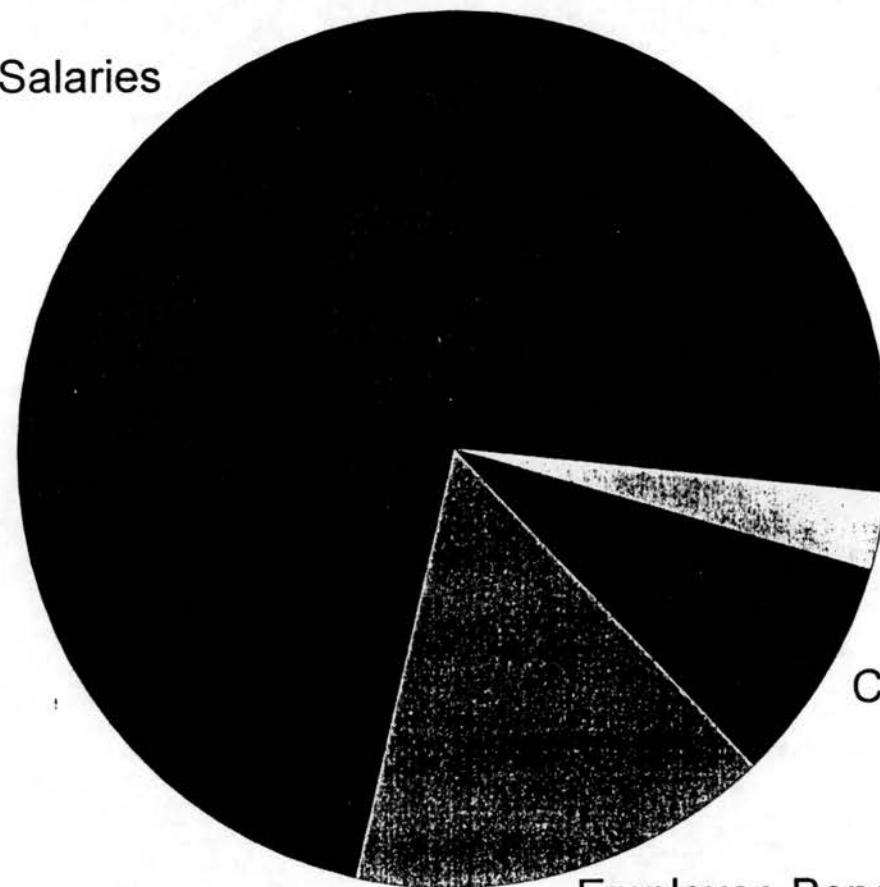
General Fund by Object of Expenditure

	1998-1999 Budget	1998-1999 Actual	1999-2000 Budget
Wages and Salaries	\$24,322,003 71.90%	\$24,771,466 72.39%	\$25,191,820 71.37%
Employee Benefits	4,887,174 14.45%	4,833,642 14.13%	5,576,900 15.80%
Total Personnel Expenses	\$29,209,177 86.35%	\$29,605,108 86.51%	\$30,768,720 87.17%
Contracted Services	\$2,780,525 8.22%	\$2,689,165 7.86%	\$2,934,265 8.31%
Supplies	\$938,565 2.77%	\$917,595 2.68%	\$997,460 2.83%
Other Expenses	\$897,253 2.65%	\$1,008,116 2.95%	\$596,165 1.69%
Total Budget	\$33,825,520 100%	\$34,219,984 100%	\$35,296,610 100%

1999-2000 General Fund Budget

By Object

Wages and Salaries



Other Expenses
Supplies

Contracted Services

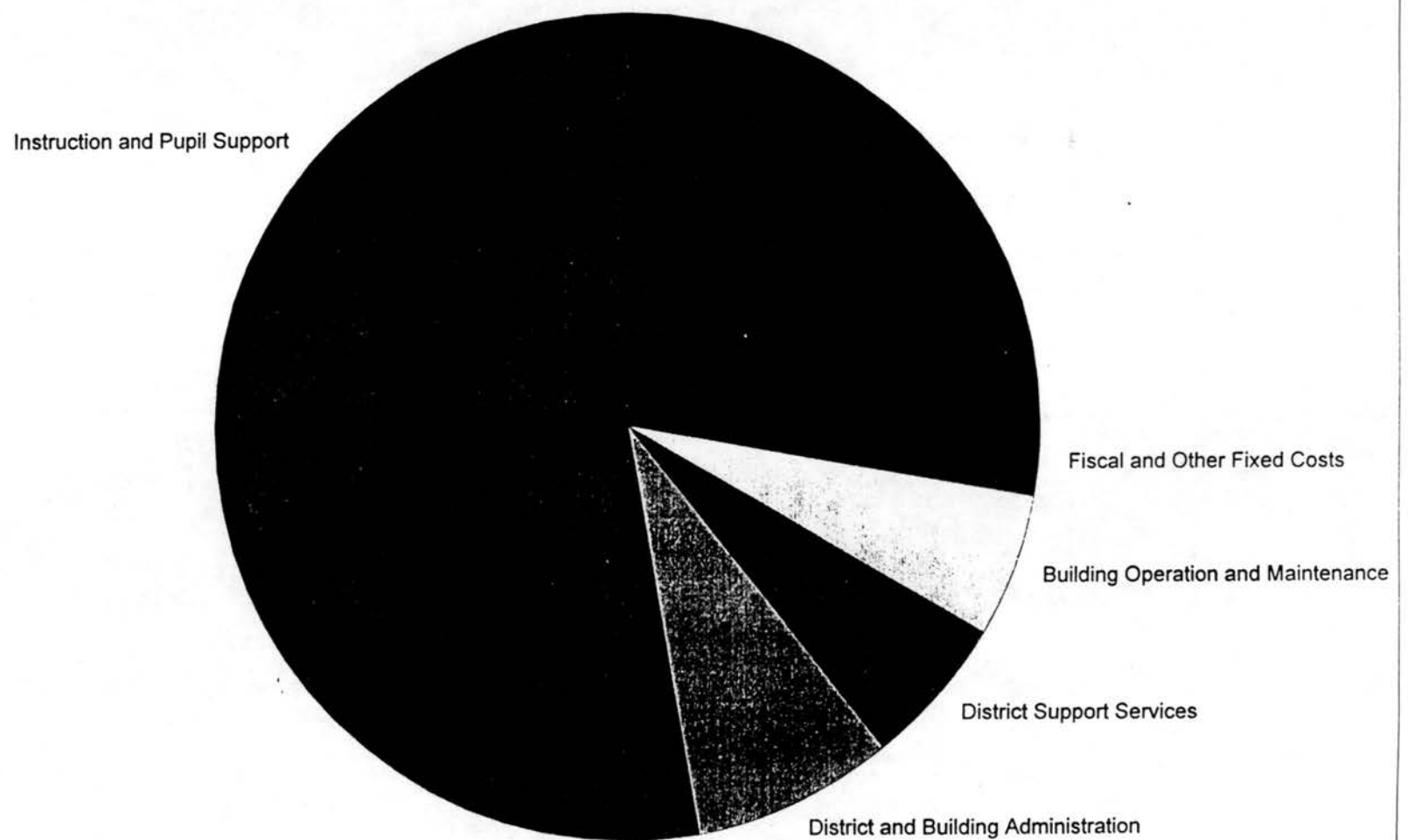
Employee Benefits

General Fund by Program of Expenditure

	1998-1999 Budget	1998-1999 Actual	1999-2000 Budget
Instruction and Pupil Support	\$26,133,523 77.26%	\$26,411,712 77.18%	\$27,465,540 77.81%
District and Building Administration	2,687,985 7.95%	2,675,281 7.82%	2,820,800 7.99%
District Support Services	\$2,370,808 7.01%	\$2,306,411 6.74%	\$2,066,710 5.86%
Building Operation and Maintenance	\$1,929,950 5.71%	\$1,911,891 5.59%	\$1,955,020 5.54%
Fiscal and Other Fixed Costs	\$703,254 2.08%	\$914,679 2.67%	\$988,540 2.80%
Total Budget	\$33,825,520 100%	\$34,219,974 100%	\$35,296,610 100%

1999-2000 General Fund Budget

by Program



Recommendation for Certification

Maximum allowable for certification	\$7,871,855
Proposed final certification amount	\$7,871,855
Percent of maximum allowable	100.00%
Prior year Levy	\$7,712,517
Increase over prior year	2.07%

1990 - 1999 Levy

