



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

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**INDEPENDENT SCHOOL DISTRICT #152**

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

January 6, 2000

6:00 p.m. Welcome for Dr. Nybladh and Lisa Erickson  
7:00 p.m. School Board Meeting

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

**ATTENDANCE:**

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

\*\*\* We Are Proud of the MJH Knowledge Bowl Team for completing another highly successful season. The Regional All-Team Meet was held at Moorhead Junior High on November 11 with 39 teams competing in two divisions. In the AA Division, Moorhead Teams places 1st, 2nd, 3rd, and 5th.

8-11-00  
min  
1-6-00

## **SCHOOL BOARD AGENDA - January 6, 1999**

### **PAGE 2**

#### **1st Place Team**

Nick Sternhagen  
Jim Ross  
Lonella Streitz  
John Anderson  
Ben Hanna  
Nels Hunstad

#### **2nd Place Team**

Zackary Kenz  
Matthew Dahlen  
Lindsey Marcy  
Alex Olson  
Mike Grimstad  
Jonathan Schultz

#### **3rd Place Team**

Courtney Covey  
River Finken  
Thelonius Gracyk  
Mike Maritato  
Ingrid Anderson  
Allison Carey

#### **5th Place Team**

Ian Burman  
Steve Astrup  
Paul Iverson  
Andrew Seaver  
Andrea Bakken

The Moorhead Junior High Knowledge Master Team placed first in Minnesota for the fifth consecutive time in the Fall Knowledge Master Open held on December 8. Moorhead ranked 17th out of 1,003 middle school teams worldwide.

Team members are: John Anderson, Andrea Bakken, Ian Burman, Courtney Covey, Matthew Dahlen, Thelonius Gracyk, Ben Hanna, Zackary Kenz, Ben Looock, Lindsey Marcy, Mike Maritato, and Nick Sternhagen.

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

## **2. ORGANIZATION OF THE SCHOOL BOARD: Foss**

- A. Oath of Office Ceremony

- B. Election of Officers:

Chairperson -  
Vice-Chair -  
Treasurer -  
Clerk -

**SCHOOL BOARD AGENDA - January 6, 1999**

**PAGE 3**

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

Comments \_\_\_\_\_

**3. CONSENT AGENDA**

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

**A. TEACHING/LEARNING MATTERS - Kovash**

(1) Acceptance of Grant - Page 7

(2) Acceptance of Gift - Page 8

**B. SYSTEM SUPPORT MATTERS - Astrup**

**C. HUMAN RESOURCE MATTERS- Lacher**

(1) Approval of New Employees - Page 9

(2) Acceptance of Resignations - Page 10

(3) Approval of Family/Medical Leave - Page 11

**D. SUPERINTENDENT MATTERS - Nybladh**

(1) Approval of December 13, 1999 Minutes - Pages 12-16

(2) Approval of January Claims

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

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

Comments \_\_\_\_\_

**4. COMMITTEE REPORTS**



**SCHOOL BOARD AGENDA - January 6, 1999**

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5. **SCHOOL BOARD/STAFF DIALOGUE**: Nybladh

(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.)

Art Department Dialogue - Kovash/Christoffersen/Geihl

Page 17

6. **1999-2001 TEACHER MASTER AGREEMENT**: Lacher/Astrup

Materials are being compiled and will be made available at the meeting.

Suggested Resolution: Move to approve the 1999-2001 Master Contract for the Education Moorhead Association contingent upon a majority vote of the teaching staff.

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

Comments \_\_\_\_\_

7. **NEW TELEPHONE SYSTEM**: Astrup/Markert

Pages 18-21

Suggested Resolution: Move to award bid to Corporate Technologies for Telephone System Equipment, Voice Mail, Training, and Installation totaling \$529,696; Cabling bid for \$22,980; Alternate A-1 (PBX--Lincoln) for \$17,860; Alternate A-2 (ISDN) included; minus existing PBX Trade-in Allowance credit of \$18,000; for a total bid award of \$552,536.

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

Comments \_\_\_\_\_

8. **POLICY DELETION**: Nybladh/Kovash

Pages 22-23

9. **STUDENT TEACHING AGREEMENT WITH VALLEY CITY STATE UNIVERSITY**:

Lacher

Pages 24-25

**SCHOOL BOARD AGENDA - January 6, 1999**  
**PAGE 5**

Suggested Resolution: Move to approve the agreement as presented

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

Comments \_\_\_\_\_

10. **PERSONNEL ACTION:** Lacher

11. **2000-2001 ANNUAL OPERATIONAL PLAN:** Astrup  
Pages 26-69

Initial review of the following funds:

Food Service

Community Service

Debt Service

Enterprise

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

13. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - January 6, 1999**  
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**CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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		
Basic Standards Test (Writing)	January 26		
Basic Standards Test (Reading, Math)	February 1 & 3		
Long Range Planning Com.	February 8	3:45 pm	Townsite
Com. Ed. Adv. Council	February 15	7 pm	Townsite
President's Day Holiday	February 21		No School
MN Comp. Assessment Tests	March 7, 8, 9, 14, & 15		
End of 3rd Quarter	March 24		
K-P/T Day Conferences (day)	March 28		
K-P/T Day Conferences (day)	March 29		
K-12 P/T Conferences (8-11, 12-4, 5-8:30)	March 30		
K-12 P/T Conferences (7:30 - 11 am)	March 31		
K-12 No School/Tchr Comp (pm)	March 31		

MEMO #: I-00-165



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Acceptance of Grant  
DATE: December 15, 1999

The district's application for the W.K. Kellogg grant has been approved for \$20,000.00.

Community Education has received \$4,000.00 from Child Care Resource and Referral to continue the Preschool on Wheels program through Kindergarten Readiness.

SUGGESTED RESOLUTION: Move to accept the grant awards as presented

LAK/smw

**MEMO #:** I-00-164



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Gift Acceptance  
**DATE:** December 15, 1999

The Robert Asp parents and friends donated \$788.53 for expenses of the production and performance of special music programs.

Edison Elementary has received a donation of \$350.00 from Paul and Tracy Morehead in the memory of Daniel Bergeron. The money will be used for Occupational Therapy equipment.

The Junior High library has received a gift of \$100.00 as a result of a student poem submitted by Nick Sternhagen. Nick's poem won the Wright Award for the best seventh and eighth-grade poem in the state.

Nick's poem resulted from the COMPAS Residency Program sponsored in 1998 by the Community Education Arts program.

**SUGGESTED RESOLUTION:** Move to accept the gifts as presented and direct a letter of thanks be sent to Robert Asp School and Paul and Tracy Morehead. A letter will also be sent to Nick Sternhagen and family.

LAK/smw

TO: Dr. Bruce Anderson  
FROM: Robert Lacher  
DATE: December 20, 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:

Jason Otto	Math Teacher, Sr. High, BA (0-6) \$12,432.42 (\$25,000) effective January 24, 2000. (Replace Bruce Emmel)
Allyson Boe	3rd Grade Teacher, Washington Elementary, BA (7) \$15,038 (\$25,962) effective December 20, 1999. (Replace Bill Ingison)

Suggested Resolution: Move to approve the employments as presented.

RL:jg

TO: Dr. Bruce Anderson

FROM: Robert Lacher

DATE: December 20, 1999

SUBJECT: Resignations

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

Rory Sandvig Paraprofessional, Sr. High, effective December 15, 1999.

Jeanne Erickson Health Technician, Edison, resigning .5 of position, from 6.5 hours to 3.25 hours/day, effective January 6, 2000.

Suggested Resolution: Move to accept the resignation as presented.

RL:jg

MEMORANDUM P 99.399

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: December 20, 1999

SUBJECT: Family/Medical Leave

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

Sherill Ohe                      Teacher, Probstfield Elementary, January 19, 2000 until  
March 2, 2000.

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

RL:jg



REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
DECEMBER 13, 1999  
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**MEMBERS PRESENT:** Jim Cummings, Stacey Foss, Mark Gustafson, Anton B. Hastad, James Hewitt, Carol A. Ladwig, Kristine Thompson, and Dr. Bruce R. Anderson.

**MEMBERS ABSENT:** None

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

**PREVIEW OF AGENDA:** Superintendent Anderson recommended the agenda proceed with the addition of Consent Agenda Item D.3 as printed.

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

**WE ARE PROUD:**

\*\*\* We Are Proud Five Moorhead Junior High students were selected to participate in ANACRUSIS '99, the All-State Minnesota Honors Choir for grades 7, 8 and 9. John Brink, Ansley Cameron, Erin Koppang, Lonella Streitz, and Preston Boyd were selected from over 700 students who auditioned for the choir.

The choir rehearsed and then gave a concert November 20 in the Ted Mann Auditorium at the University of Minnesota in Minneapolis. The honors choir is sponsored by the Minnesota Division of the American Choral Directors Association.

\*\*\*We Are Proud of Lauri Winterfeldt-Shanks for serving as editor for the September issue of "The Scene"--the state journal of the Minnesota Community Education Association.

\*\*\*We Are Proud of School Board member Jim Hewitt. His involvement and commitment to the issues of this district made him a valuable asset to the Board. He has served on the School Board since 1993 and will complete his term December 31, 1999.

\*\*\*We Are Proud of Dr. Anderson, Superintendent of Moorhead Public Schools. He has provided the district with outstanding leadership over the past 7 1/2 years, always focusing on

**REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
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what was best for students. His dedication, commitment and strong sense of personal values, not only met our expectations, but exceeded them. Our sincere thanks for a job well done!

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Education  
Moorhead President Pat Sullivan and Past-President Kent Welford thanked Dr. Anderson for his years of services as superintendent of schools and welcomed Dr. Nybladh. They also requested the new superintendent's involvement in further negotiation discussions.

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

Grants - Approve district's application for Indian Education Program Grant for \$3,552 for Moorhead Healthy Community and approve two grants from the Moorhead Area Education Foundation in the amount of \$980 which will be used to purchase computer software and memory upgrade.

Gift - Accept a gift of \$2,100 from Washington PTAC for supplemental instructional supplies at Washington Elementary School and a gift of \$300 from the Vikingland Kiwanis for the purchase of library books.

Position - Approve 1 FTE special education paraprofessional for the remainder of the 1999-2000 school year.

Contract - Approve the discontinuation of the Senior Center contract as presented.

Personnel Changes - Approve reduction in the number of clerical support hours for Sheila Waclawik's position from 30 to 21 hours per week and in the area of programming, the position of Older Adults will remain unfilled and those duties will be absorbed into an existing position (Karen Nitzkowski).

**New Employees**

Pauline Alba - Paraprofessional, RRALC, B21 (2) \$9.83 per hour, 6.5 hours daily.

Jena Witkowski - Paraprofessional, RRALC, B21 (2) \$9.83 per hour, 6.5 hours daily.

Mary Cihlar - Work Experience Teacher, RRALC, MA +45 (10) \$38,923.

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Early Retirement

Velma Schneeweis - Cook, Probstfield, effective December 3, 1999.

Resignation

Lori Winkenwader - Interpreter for the Deaf, Edison, effective December 3, 1999.

Family/Medical Leave

Candace Richards - Paraprofessional, Edison and Asp, for the month of December.

Change in Contract

Linda Nelson - Paraprofessional, Edison, B21 (2) \$9.83 per hour, 6.5 hours daily, from Paraprofessional, Probstfield, effective December 14, 1999.

Minutes - Approve the November 8, 22 and 29, 1999 minutes as presented.

Claims - Approve the December Claims, subject to audit, in the amount of \$163,324.52

General Fund:	\$68,420.97
Food Service:	22,984.40
Transportation:	271.78
Community Service:	16,092.80
Capital Expenditure	54,374.57
Townsite Centre	<u>1,180.00</u>
TOTAL	\$163,324.52

Director of Educational Programs and Planning - Approve the recommendation of the administration that effective January 3, 2000, Ms. Judie Lahlum assume the position of Director of Educational Programs and Planning at D64, Step 4 of the Moorhead Supervisors' Association contract at an annualized salary of \$61,492. Motion carried 7-0.

**COMMITTEE REPORTS:** Brief report was heard regarding the MSBA Delegate Assembly.

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

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An Inviting Safe Moorhead High School - Gene Boyle, Ruben Garcia and Paul Wraalstad provided a review and summary of the Truancy Intervention Program and an update related to security efforts at Moorhead High School.

**SPANISH IMMERSION PROGRAM:** Various Spanish Immersion first grade students performed "The Three Bears" play in the Spanish language. Anne Moyano, Rita Gullickson and Spanish Immersion staff provided an update on the implementation of the Spanish Immersion Program.

The meeting recessed at 8:11 p.m.; reconvened at 8:21 p.m.

**2000-2001 SCHOOL CALENDAR:** Dr. Anderson and Kevin Kopperud reviewed the changes in the 2000-2001 calendar. Ladwig moved, seconded by Cummings, to approve the 2000-2001 school calendar as presented. Motion carried 7-0.

**ENROLLMENT REVIEW:** Lynne Kovash reviewed the monthly enrollment comparison figures for fall 1999 including December 1999 enrollment with a chart of total school enrollment.

**POLICY DELETION:** Cummings moved, seconded by Hastad, to delete policy, Chemical Free Policy for Employees (JECL), from the District Policy Manual. Motion carried 7-0.

**POLICY APPROVAL:** Hewitt moved, seconded by Cummings, to approve the policy, State and Federal Law Prohibiting Discrimination (AC), as revised correcting a typographical error. Motion carried 7-0.

**POLICY APPROVAL:** Thompson moved, seconded by Gustafson, to approve the policy, Rental of District Musical Instruments (DFD), as presented. Motion carried 7-0.

**POLICY APPROVAL:** Ladwig moved, seconded by Foss, to approve the policy, Master Agreements with Employee Groups (HI), as presented. Motion carried 7-0.

**1999 PAYABLE 2000 TAX LEVY:** Cummings moved, seconded by Gustafson, to set the 1999 Payable 2000 Levy of \$7,871,854.62 less HACA of \$270,104 and debt service excess of \$50,000 for a net levy of \$7,551,750.62. Motion carried 6-1; Hewitt dissenting.

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**PORTRAITS OF SUPERINTENDENTS:** Gustafson moved, seconded by Ladwig, to accept the help/donation of pictures and send a letter of thanks to Dave Ortnier of D & M Computing, Dave Grosz of Grosz Photography, Willis Stelter, architect from Foss Associates, and Craig Bagne of Bagco for all their historic data research in producing the pictures. Motion carried 7-0.

**SCHOOL BOARD MEETING DATES:** Hastad moved, seconded by Cummings, that the December 27 (second) meeting be canceled and that the first regular organizational meeting in January be changed to Thursday, January 6 at 7 p.m. Motion carried 6-1; Gustafson dissenting.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Foss commented on the upcoming April NSBA Conference in Orlando, Florida, the January 13-14 MSBA Conference in Minneapolis, and the January 28-29 Intergovernmental Retreat in Detroit Lakes.

**CLOSE PUBLIC MEETING:** Cummings moved, seconded by Thompson, to close the public meeting at 8:58 p.m., pursuant to M.S. 471.705 for the purpose of discussing negotiations strategies. Motion carried 7-0.

The meeting recessed at 8:59 p.m.; reconvened at 9:06 p.m.

**OPEN PUBLIC MEETING:** Thompson moved, seconded by Foss, to reopen the public meeting at 10:18 p.m. Motion carried 7-0.

**ADJOURNMENT:** Hearing no objections, the meeting adjourned at 10:19 p.m.

Chair Foss requested thank you letters be sent to fifth grade students at the Art Shop for the 2000-2001 calendars.

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Carol Ladwig, Clerk

MEMO #: I-00-166



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Art Department Dialogue  
DATE: December 15, 1999

Judith Christoffersen and Sue Geihl will give an update on the elementary art program. The elementary art teachers have been developing plans to integrate the 5th grade standards into their program.

LAK/smw





# Moorhead Public Schools

TO: Dr. Larry Nybladh

FROM: Dan Markert

DATE: 1/3/2000

RE: Bid Award -- Network PBX Communications System

Over the course of the last 18-months the technology department has been planning a wide-area-networked digital telephone system. A series of planning meetings were held with various members of administration, principals, supervisors, teachers, secretaries and switchboard operators. The group generated a list of required system features and functions. Greg Frederick of Lesmeister & Associates was contracted to develop a RFP based on this list.

The new telephone system will provide every classroom Direct-in-Dial access 24-hours a day. The end-user has one-touch Do Not Disturb capability, although office staff can still ring through. All phones will have a voice mail box attached. The system is transparent as all system features are accessible from all district handsets and extensions are unique 4-digits. The system will allow buildings to share inbound and outbound telephone lines. Each building will have a designated telephone number, that will ring multiple office handsets. Callers to this number will not roll over to voice mail unless they request to do so. The system also includes Enhanced-911 calling capabilities from all district handsets. As a fully digital communication system, it is capable of integrating with district e-mail as well as with pagers, cell phones and fax machines. The system can be expanded if the need should arise.

The initial paperwork for this PBX project has been filed for E-Rate reimbursement. Upon bid award, the final E-Rate documents will be submitted for award. The district anticipates E-Rate reimbursement for this project to approach \$120,000.00. In addition to the E-Rate reimbursement, the project will be jointly financed through District Capital, Community Education, Adult Basic Education, Transportation, Food Service, Special Education and other Federal monies.

After careful review of bid responses, Greg Frederick of Lesmeister & Associates recommends that Corporate Technologies be awarded the bid. Corporate Technologies has bid a Fujitsu F9600 platform, which meets or exceeds all bid requirements. As an E-Rate project, construction cannot begin before July 1, 2000. The system is scheduled to be operational by the start of school and training will be provided to end-users during Fall workshops.

Suggested Resolution: Move to award bid to Corporate Technologies for Telephone System Equipment, Voice Mail, Training and Installation for a total \$529,696.00; Cabling bid for \$22,980.00; Alternate A-1 (PBX--Lincoln) for \$17,860.00; Alternate A-2 (ISDN) included; minus existing PBX Trade-in Allowance credit of \$18,000; for a total bid award of \$552,536.00.

**Moorhead Area Public Schools  
Fujitsu F9600 Telephone System Cost Analysis**

**Current Monthly Telephone Costs**

November 21, 1999 through December 20, 1999

**\$3742.17**

Item	Monthly Cost
Transportation	\$56.42
Business Lines in School Buildings	\$1,056.58
ECFE (Lincoln)	\$134.93
ABE	\$148.93
Community Ed	\$295.17
Partners In Learning	\$42.29
Language Immersion	\$44.74
Business Lines at Townsite (including SEMS)	\$304.03
Alarm Systems	\$109.70
AS/400 and Library System Modems	\$420.95
District trunk lines	\$4,349.34
Long Distance and Other Misc Charges	\$379.09
E-Rate Discount	-\$3,600.00
<b>Total Monthly Bill</b>	<b>\$3,742.17</b>

**Projected Monthly Telephone Costs**

After Installation of New Telephone System

**\$3797.60**

Item	Monthly Cost
(3) T1 Lines - US Link Switch	\$3,975.00
DID Numbers - US Link Switch	\$175.00
Lincoln & RRALC T1 Lines - US Link Switch	\$2,650.00
Alarm Systems	\$109.70
AS/400 Lines	\$78.88
Long Distance and Other Misc Charges	\$379.09
CAMA E-911 Lines	\$78.60
Possible E-Rate Discount	-\$3,648.67
<b>Total Monthly Bill</b>	<b>\$3,797.60</b>

**Fujitsu F9600 Telephone System Installation Costs**

**\$445,436.00**

Item	Cost
Telephone System	\$529,696.00
Cabling	\$22,980.00
Trade-In Allowance	-\$18,000.00
Lincoln	\$17,860.00
CAMA E-911 Lines	\$700.00
Possible E-Rate Discount	-\$120,000.00
T1 Install	\$2,200.00
<b>Projected Total Installation Cost</b>	<b>\$435,436.00</b>

*Cost Accounting will now allow us to bill back long distance and other charges on a building, department, grade level or classroom basis.*





December 21, 1999

Mr. Dan Markert  
Independent Schools District # 152  
Townsite Centre  
810 4<sup>th</sup> Ave. S.  
Moorhead, MN 56560

3220 18th St. S.

Suite 4

P.O. Box 9022

Fargo, ND

58106-9022

Dear Mr. Markert:

701.239.1707

Fax 701.239.9749

After careful review of the bid responses received at 2:00PM on December 20, 1999, Lesmeister & Associates recommends that Independent School District # 152 accept the Bid response presented by Corporate Technologies, Fargo, ND, bid to provide telephone, voice mail and enhanced 911 systems.

Corporate Technologies is the Low Qualified Bidder and meets or exceeds the specification set forth in the bid document released on December 1, 1999. Lesmeister & Associates believes Corporate Technologies has the capability to install the network in a timely manner.

Lesmeister & Associates appreciates the opportunity to serve Independent School District # 152. Please call if we can be of further assistance with this or other projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Frederick". The signature is written in a cursive, flowing style.

Greg Frederick  
Consultant

Enclosure



# Moorhead Public Schools Telecommunication Bid Tabulation

December 20, 1999

## BIDS RECEIVED

	Corporate Tech.	Lucent Tech.	Vicom	Norstar
Telephone System Equip Bid	\$423,946.00	\$910,825.00	\$440,828.00	\$540,405.00
Voice Mail Equip Bid	20,995.00	217,993.00	39,142.00	0.00
Installation Bid	84,755.00	159,917.00	78,894.00	165,000.00
Total System Bid	\$529,696.00	\$1,288,735.00	\$558,864.00	\$705,405.00
Cabling Bid	\$22,980.00	\$52,290.00	\$48,611.00	\$41,689.00
Trade in Allowance	-\$18,000.00	\$0.00	-\$5,000.00	\$0.00
Alternate A-1 (PBX)	\$17,860.00	\$6,147.00	\$2,785.00	\$5,900.00
Alternate A-2 (ISDN)	\$0.00	\$14,339.00	\$5,775.00	\$0.00

## DECLINED TO BID

Diversified Communications  
U. S. West  
Network Center  
Arvig Communications  
Dell Comm

**MEMO #:** I-00-175



**TO:** Dr. Larry Nybladh

**FROM:** Lynne Kovash

**SUBJECT:** Policy Deletion

**DATE:** December 20, 1999

Due to recent change in the Minnesota Legislature, policy IGBA will need to be deleted from our school district policy book. There is to be no policy related to providing special education services at non-public schools.

Due to the 1998 amendments by the Minnesota Legislature, state law now provides school districts with the discretion to determine the location at which to provide services, which includes sites other than the nonpublic school.

The policy will be taken to the Policy Review committee at their next meeting.

LAK/smw

POLICY OF THE  
BOARD OF EDUCATION  
MOORHEAD, MN

DISTRICT CODE: IGBA  
DATE ADOPTED: 2/09/98  
REVIEWED/REVISED:

SPECIAL EDUCATION AND RELATED SERVICES TO PRIVATE SCHOOLS

Primary and Secondary School Programs

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

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

Early Childhood Programs

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

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

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

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

REVIEWED/REVISED:

23

TO: Dr. Bruce Anderson

FROM: Robert Lacher



DATE: December 20, 1999

SUBJECT: Student Teaching Agreement with Valley City State University

The administration requests approval of the agreement with Valley City State University for a student teacher spring semester at Probstfield Elementary February 21, 2000 through May 5, 2000.

Suggested Resolution: Move to approve the agreement as presented.

RL:jg



Department of Student Teaching

The following is an agreement of cooperation between Valley City State University and Moorhead Public School/s to provide locations for student teachers that are completing their professional education program at Valley City State University.

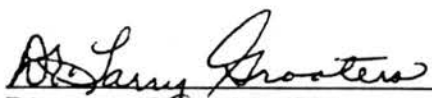
The agreement requests the following conditions; Student teachers will work toward assuming responsibilities of regular teachers and to comply with policies of the school system. The university supervisor of student teachers will be granted permission to visit the school and rooms while the student teacher is teaching and to consult with the cooperating teacher. At the discretion of the cooperating teacher, the student teacher will be expected gradually to increase the number of classes taught until he/she assumes the typical load of a full-time teacher. Procedures, including the assignment of student teachers and approval of cooperating teachers will be worked out cooperatively between the superintendent of the school, or the school's authorized representative, and the Department of Student Teaching of Valley City State University.


Valley City State University agrees to pay a stipend of \$178.00 for a full time (10 weeks) or \$89.00 for a half time (5 weeks) assignment. Payments will be made directly to the school district unless other arrangements are made.

This agreement is to continue from year to year until such time either party notifies the other of a desire to review the terms of this agreement.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Valley City State University  
Department of Student Teaching  
Valley City, North Dakota 58072

  
Director of Teacher Education

  
Director of Student Teaching

\_\_\_\_\_ School

\_\_\_\_\_ address

\_\_\_\_\_ city

\_\_\_\_\_ phone

\_\_\_\_\_  
Superintendent

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(Please complete and return this agreement to Valley City State University)

MOORHEAD AREA PUBLIC SCHOOLS  
ANNUAL OPERATIONAL PLAN OBJECTIVES

- I. To approve the 2000.01 preliminary budgets.  
Assumptions and Recommendations.
- II. To project revenues and expenditures for a four year period.
- III. To present projected revenues and expenditures.
- IV. To provide support data for revenue and expenditure projections.

OP002

FUND II

FOOD SERVICE FUND

II



## II. FOOD SERVICE FUND PROJECTIONS

### Table of Contents

### Page

A. Revenue Assumptions and Rationale	II 1-2
B. Expenditure Assumptions and Rationale	II 3-4
C. Fund Balance	II 5

### Exhibits

A. Fund Summary	II 6
B. Fund Graphic	II 7
C. Student participation in Food Service Program 1978-99	II 8-11

## II. FOOD SERVICE FUND

### INTRODUCTION:

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

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

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

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

II. FOOD SERVICE FUND

LINE

REVENUE ASSUMPTIONS

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

## II. FOOD SERVICE FUND

### Revenue Rationale

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

1.1 Milk and ala carte food sales will decrease due to declining enrollments.

#### 2. Reimbursements:

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

The per meal reimbursements for commodities will remain constant.

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

The per meal federal reimbursements (cash) for free and reduced meals will increase yearly by .01 per breakfast and .03 per lunch.

#### 1999-2000 REIMBURSEMENTS:

##### STATE REIMBURSEMENT:

\$ .07 All Lunch

\$ .02 All Breakfast

\$ .10 All Free & Reduced Breakfasts (Asp and Edison)

##### COMMODITIES REIMBURSEMENT:

\$ .1475 each meal

##### FEDERAL REIMBURSEMENT:

\$ .19 Paid lunch

\$1.58 Reduced lunch

\$1.98 Free lunch

\$ .21 Paid breakfast

\$ .79 Reduced breakfast

\$1.09 Free breakfast

##### K-MILK REIMBURSEMENT:

\$ .1275 Milk - PM Kindergarten

\$ .12 Milk - AM Kindergarten

II. FOOD SERVICE FUND

LINE

Expenditure Assumption

Basic Assumptions

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

## II. FOOD SERVICE FUND

### Expenditure Rationale

#### Basic Assumptions

1. Expenses will increase by three percent per year.
  
- 2.1 Food Service Fund will pay \$30,000 for capital equipment in 2000-2001.

Equipment needs include:

steamer, computer, signage, office remodeling, storage shelving.

II. FOOD SERVICE FUND

LINE

Fund Balance Projections . . . . . 23

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

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

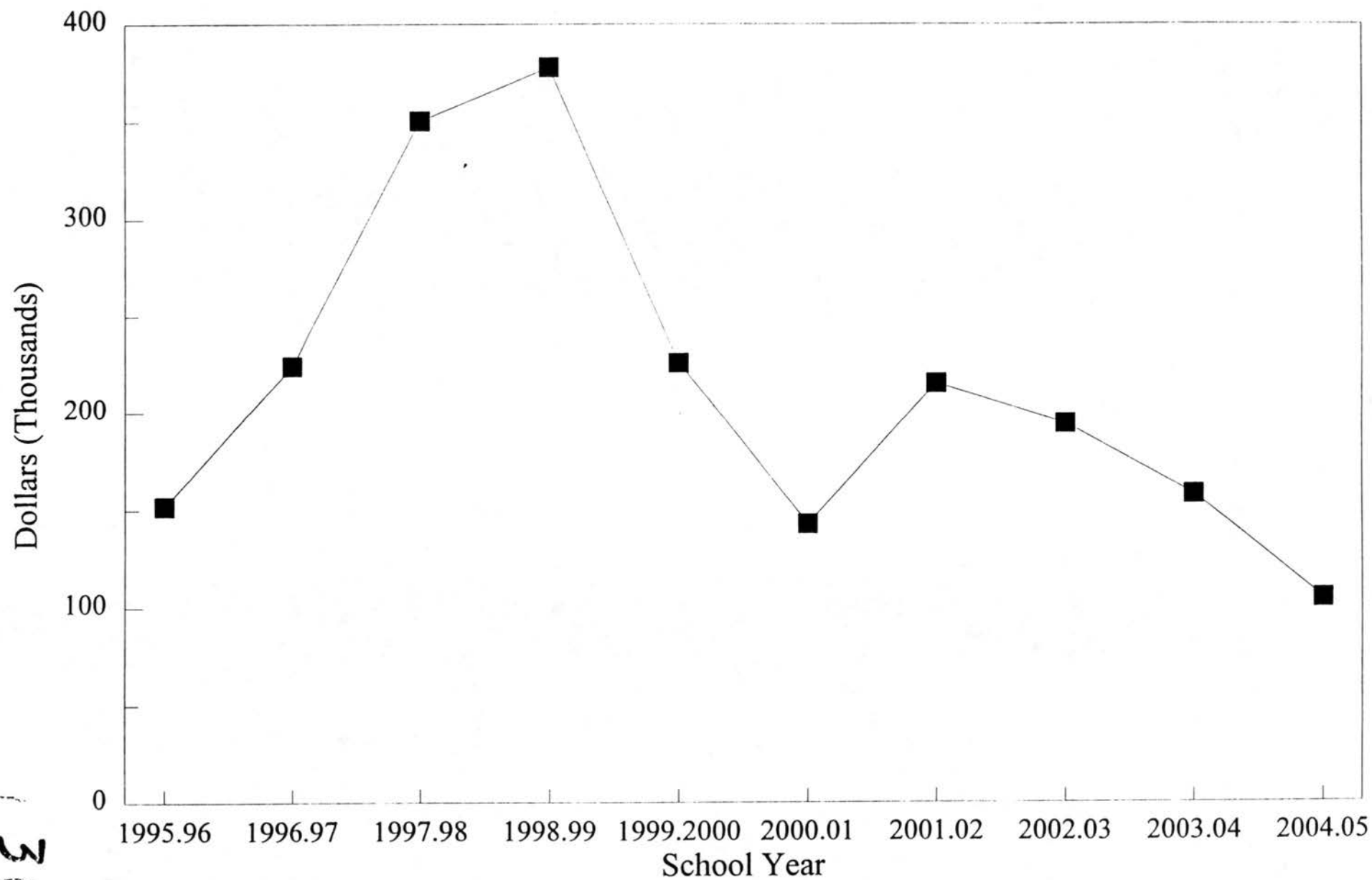
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5

INDEPENDENT SCHOOL DISTRICT #152 BUDGET  
FOOD SERVICE FUND (Fund 02)

Line #	1995.96 ACTUAL	1996.97 ACTUAL	1997.98 ACTUAL	1998.99 ACTUAL	1999.2000 BUDGET	2000.01 Preliminary Budget	2001.02	2002.03	2003.04	2004.05
							PROJECTED			
							1.02	1.02	1.02	1.02
<b>REVENUES:</b>										
Other local and county sources:										
1 Interest	15,999	10,144	32,754	20,580	12,000	12,000	7,140	10,750	9,710	7,900
2 Miscellaneous local revenues	0	265		4,941	4,600	4,200	4,280	4,370	4,460	4,550
3	15,999	10,409	32,754	25,521	16,600	16,200	11,420	15,120	14,170	12,450
State sources:										
4 Lunch program aid	47,128	48,521	40,297	22,144	78,180	46,900	79,740	81,330	82,960	84,620
Federal sources:										
5 Lunch program aid	441,087	462,560	482,615	521,835	534,600	524,620	545,290	556,200	567,320	578,670
6 Food distribution program	89,910	91,042	90,838	99,910	87,790	86,770	89,550	91,340	93,170	95,030
7	530,997	553,602	573,453	621,745	622,390	611,390	634,840	647,540	660,490	673,700
8 Sale of food	471,028	538,793	557,237	617,888	621,920	591,970	634,360	647,050	659,990	673,190
9 Transfers (Equipment)	10,000	0		0	0					
10 Total revenues	1,075,152	1,151,325	1,203,741	1,287,298	1,339,090	1,266,460	1,360,360	1,391,040	1,417,610	1,443,960
<b>EXPENDITURES:</b>										
Pupil support services:										
11 Salaries and wages	330,543	336,342	342,080	370,050	388,530	396,300	400,190	412,200	424,570	437,310
12 Employee benefits	54,429	55,014	53,454	57,572	66,400	67,730	68,390	70,440	72,550	74,730
13 Purchased services	44,485	42,882	44,011	77,313	81,670	83,300	84,120	86,640	89,240	91,920
14 Food costs-USDA commodities	89,909	91,042	90,838	99,910	87,790	89,550	90,420	93,130	95,920	98,800
15 Food costs, milk and supplies	512,505	523,804	532,332	623,715	669,000	654,000	689,070	709,740	731,030	752,960
16 Equipment/Construction	82,375	11,810		6,396	170,000	30,000	10,000	10,000	10,000	10,000
17 Other expenditures	11,734	18,001	14,681	24,935	28,000	28,560	28,840	29,710	30,600	31,520
18 Total expenditures	1,125,980	1,078,895	1,077,396	1,259,891	1,491,390	1,349,440	1,371,030	1,411,860	1,453,910	1,497,240
Revenues and other financing sources over (under)										
19 expenditures	(50,828)	72,430	126,345	27,407	(152,300)	(82,980)	(10,670)	(20,820)	(36,300)	(53,280)
20 FUND BALANCE (DEFICIT), BEGINNING OF YEAR	202,655	151,827	224,257	350,602	378,009	225,709	225,709	215,039	194,219	157,919
21 FUND BALANCE (DEFICIT), END OF YEAR	151,827	224,257	350,602	378,009	225,709	142,729	215,039	194,219	157,919	104,639
22 Fund Balance as a % of Expenditures	13.48%	20.79%	32.54%	30.00%	15.13%	10.58%	15.68%	13.76%	10.86%	6.99%



# Food Service Fund Balances



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ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

YEAR	ADP	% PARTICIPATION	NOTES
1978-79	3052	60.63	
1979-80	2969	62.68	
1980-81	2720	60.82	15 cent price increase
1981-82	2276	55.24	15 cent price increase
1982-83	2336	57.72	
1983-84	2346	59.60	Strike
1984-85	2499	63.10	
1985-86	2598	65.70	
1986-87	2696	65.30	
1987-88	2753	64.5	5 cent price increase
1988-89	2935	66.0	
1989-90	3005	66.7	
1990-91	3157	66.3	First full year of Bon Appetit
1991-92	3226	65.2	
1992-93	3342	64.9	
1993-94	3428	64.9	
1994-95	3493	66.1	
1995-96	3313	62.8	Ala Carte at Senior High
1996-97	3303	62.8	Blizzards/Flood-Lost 5 Lunch Days 20-25 cent price increase
1997-98	3203	61.54	
1998-99	3447	66.62	Alternate at Grades 1-6

## ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	VOY	TOTAL
1995-96										
SEPTEMBER	3419	23.7	79.6	78.1	80.8	84.2	80.8	83.4	77.6	62.9
OCTOBER	3451	26.7	74.8	80.4	87.9	84.9	81.1	85.4	79.5	64.3
NOVEMBER	3422	26.8	77.3	79.2	83.9	84.7	82.9	85.6	83.1	64.6
DECEMBER	3390	28.4	77.1	77.6	83.5	85.6	79.6	84.8	79.2	64.5
JANUARY	3357	24.6	76.6	79.2	84.5	84.9	77.8	85.9	82.5	63.8
FEBRUARY	3303	24.9	74.2	75.6	84.6	85.8	79.5	85.9	77.6	62.7
MARCH	3303	26.1	74.0	75.4	86.0	83.4	78.4	86.5	81.5	63.3
APRIL	3250	26.5	71.2	72.6	85.7	84.5	78.9	85.6	82.5	62.6
MAY	2996	23.3	71.9	57.3	84.7	79.0	70.9	81.3	70.6	57.9
TOTAL	3313									62.83

1996-97

SEPTEMBER	3347	21.9	76.7	82.4	87.3	82.2	75.3	85.5	82.6	62.3
OCTOBER	3458	26.4	77.4	82.6	86.2	87.1	80.0	88.7	83.9	64.9
NOVEMBER	3425	27.1	77.1	81.5	84.7	86.8	80.1	85.9	85.8	64.9
DECEMBER	3340	26.7	74.9	80.4	86.4	85.3	79.2	84.8	76.6	63.9
JANUARY	3365	26.8	72.9	82.0	86.1	86.8	81.2	88.4	78.0	64.5
FEBRUARY	3305	27.5	72.2	76.9	86.8	83.4	76.1	86.6	83.2	63.3
MARCH	3301	26.2	71.3	78.1	85.8	84.4	76.9	85.2	84.5	62.9
APRIL	3263	24.7	70.3	78.4	87.5	85.9	76.7	84.7	83.9	62.7
MAY	3033	23.7	70.6	63.7	80.9	78.7	71.3	76.8	74.4	57.9
TOTAL	3303									62.78

1997-98

SEPTEMBER	3346	22.7	80.1	80.9	86.8	81.4	77.1	86.3		62.7
OCTOBER	3374	25.1	79.2	81.6	88.9	81.9	75.2	86.1		63.4
NOVEMBER	3324	26.0	78.2	76.9	88.7	83.5	75.8	88.6		63.4
DECEMBER	3281	25.9	77.4	76.1	88.9	84.0	75.9	88.8		63.3
JANUARY	3158	25.1	73.5	71.9	87.8	82.4	73.8	85.1		61.1
FEBRUARY	3161	26.0	73.3	69.7	90.5	80.2	73.5	86.2		61.1
MARCH	3237	27.7	72.9	72.9	89.5	83.2	75.7	88.2		62.6
APRIL	3153	25.2	70.2	70.8	91.1	82.9	73.9	89.1		61.1
MAY	2877	23.0	69.6	54.8	86.4	79.6	69.1	80.8		56.2
TOTAL	3203									61.54

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# ANALYSIS OF PARTICIPATION (REIMBURSABLE MEALS)

MONTH	ADP	SR	JR	ASP	ED	PR	RI	WA	TOTAL
1998-99									
SEPTEMBER	3480	25.2	86.3	82.3	92.1	88.1	80.3	89.4	66.2
OCTOBER	3545	29.1	84.8	81.6	92.0	90.9	81.5	88.5	67.4
NOVEMBER	3524	29.5	88.2	81.5	90.6	91.2	82.0	88.3	67.8
DECEMBER	3487	29.1	89.5	79.3	90.4	90.0	77.9	89.5	67.3
JANUARY	3417	29.0	88.2	76.8	88.1	89.9	78.7	86.9	66.2
FEBRUARY	3458	29.8	87.9	76.8	92.5	89.7	82.2	88.6	66.9
MARCH	3456	29.7	88.0	77.7	93.3	90.5	81.3	90.2	67.5
APRIL	3419	28.7	86.9	75.3	93.1	91.8	80.5	90.6	66.8
MAY	3215	26.6	84.9	68.3	87.6	87.9	74.0	84.3	62.9
TOTAL	3447								66.62

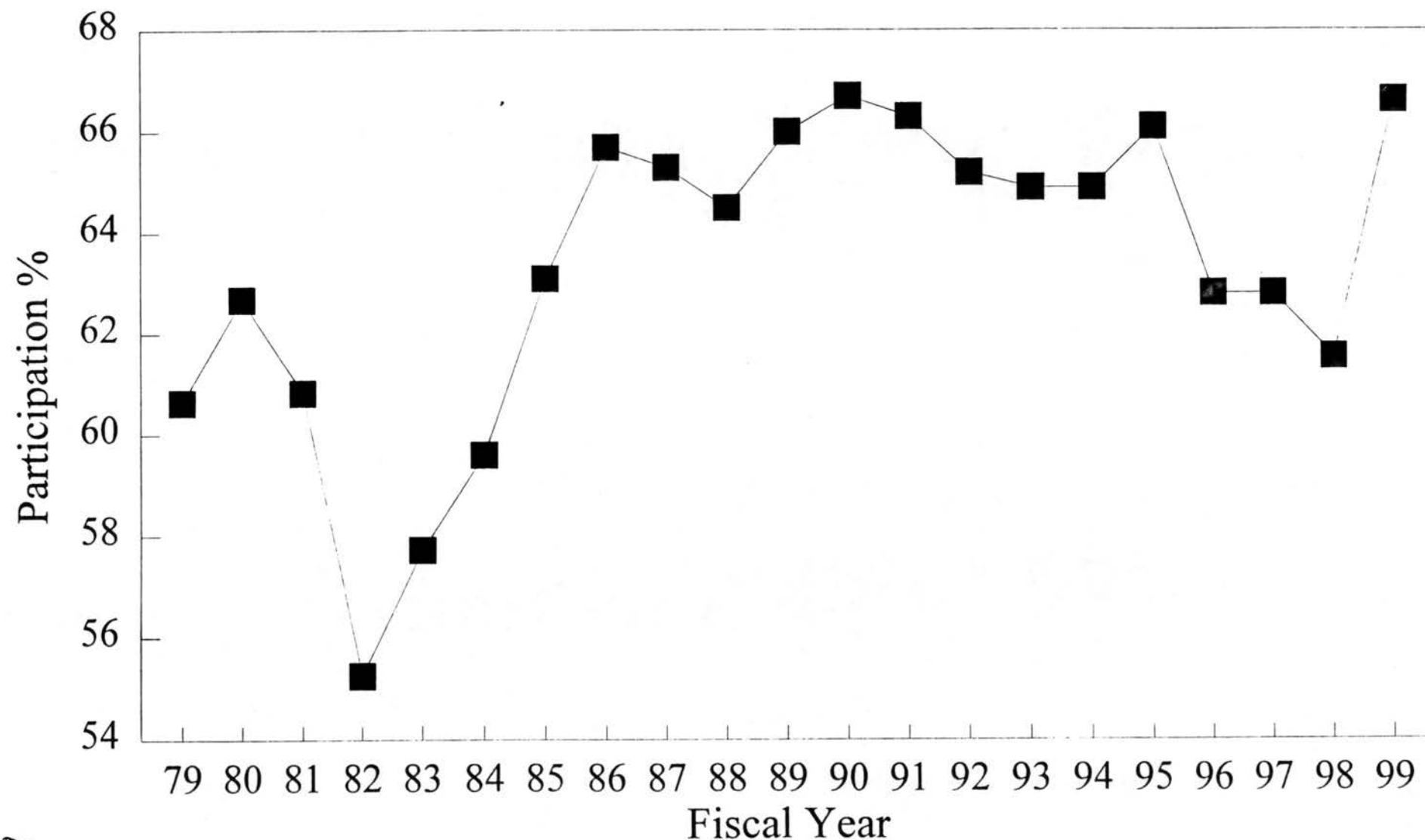
1999-2000

SEPTEMBER	3453	27.9	86.5	87.2	90.3	87.0	76.8	90.6	66.9
OCTOBER	3508	29.6	85.6	89.5	92.0	88.3	78.9	92.2	67.9
NOVEMBER	3488	30.2	83.0	90.2	90.9	88.9	74.1	92.9	67.4
DECEMBER	3404	27.1	82.1	88.3	91.6	90.7	75.4	92.3	66.0

01-10

# Food Service Participation

## Reimbursable Meals



# Community Education

## Operational Plan

### IV. Community Education Funds Projections

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

For the past several years, we have held the line on spending because we knew funding was not increasing. Each year, however, we have ended up with a larger than expected fund balance. For 1998-99 we levied less than the maximum (80%). For 1999-00 the levy will go back to 100%. The fund balance has decreased significantly this year and a further decline in subsequent years would be anticipated. Since we are aware of this trend, we are actively seeking additional funding sources and curbing expenditures whenever possible. Programs will be modified and staff reduced to deal with this decline.

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

December 27, 1999

## Community Education Fund

### Revenue Assumptions

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

#### a. General Community Education funding

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1996-97	185,432	72,365	257,796	0%
1997-98	186,124	71,672	257,796	0%
1998-99	162,518	43,720	206,238	-20%
1999-2000	71,100	186,696	257,796	+20%
2000-01	71,100	186,696	257,796	0%
2001-02	71,100	186,696	257,796	0%
2002-03	71,100	186,696	257,796	0%
2003-04	71,100	186,696	257,796	0%
2004-05				

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

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1996-97	102,664	102,874	205,538	+27%
1997-98	106,109	115,561	221,670	+8%
1998-99	123,950	72,641	196,591	-11%
1999-2000	81,457	117,219	198,676	1%
2000-01	84,047	120,946	204,993	3%
2001-02	84,047	120,946	204,993	0%
2002-03	84,047	120,946	204,993	0%
2003-04	84,047	120,946	204,993	0%
2004-05	84,047	120,946	204,993	0%

#### c. Kindergarten Readiness (state grant only)

<u>Year</u>	<u>State Grant</u>
1995-96	53,476
1996-97	56,340
1997-98	71,639
1998-99	50,837
1999-2000	50,837
2000-01	50,837
2001-02	50,837
2002-03	50,837
2003-04	50,837
2004-05	50,837

1996-97	Actual
1997-98	Actual
1998-99	Actual
1999-2000	Preliminary
2000-01	Projection
2001-02	Projection
2002-03	Projection
2003-04	Projection
2004-05	Projection

## Revenue Rationale

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

1. All levies are certified in December of each year for the forthcoming school year. Community Education funds are categorical funds, meaning they cannot be transferred from one fund to another.
  - a. This revenue is based on district population, currently 37,093. The population will remain constant until the 2000 census. Based on figures from the State Demographic Center, we should see a slight increase in district population in the 2000 census. These numbers will be used in FY2003.

Past and current levy amounts are:

1996-97	\$ 6.95
1997-98	\$ 6.95
1998-99	\$ 6.95
1999-2000	\$ 6.95
2000-01	\$ 6.95
2001-02	\$ 6.95
2002-03	\$ 6.95
2003-04	\$ 6.95
2004-05	\$6.95

The Community Education Advisory Council recommended levying 80% for 1998-99 because of the large fund balance. They recommended 100% for 1999-00 and 2000-01 because of local program needs.

- b. The ECFE state grant and local levy are based on the number of children in the district age 0-4. The population high was 2323 in 1994-95. The count in November 1998 was 1690. We are anticipating that the decline in preschool numbers has stopped as of 2000-2001 and the population will remain fairly stable. The per capita funding will be \$115.96 for fiscal year 2000 based on a one year state aid formula. The state has indicated there will be an increase in per capita funding beginning in 2002 to \$120 but we anticipate that they will delay these funds as has happened in the past.

1996-97	2,030 x (\$101.25 + \$1.60)
1997-98	1,965 x (\$101.25 + \$1.60) + \$10/capita
1998-99	1,708 x (\$113.50 + \$1.60)
1999-2000	1,690 x (\$115.96 + \$1.60)
2000-01	1,781 x (\$113.50 + \$1.60)
2001-02	1,781 x (\$113.50 + \$1.60)
2002-03	1,781 x (\$113.50 + \$1.60)
2003-04	1,781 x (\$113.50 + \$1.60)
2004-05	1,781 x (\$113.50 + \$1.60)

- c. Kindergarten Readiness gained stable funding in 1993-94 as a grant from the Minnesota Department of Education. The funding formula is based on population and K-12 free/reduced lunch numbers. According to Greg Sogaard, Program Finance - Education Finance at CFL, "School Readiness aid entitlement numbers are ALWAYS an ESTIMATE until final payments are made to school districts." Locally our population of children aged 3 ½ to 5 year olds has historically fallen, resulting in a decline in revenue. In 1998-99 we received 15% less funding expected. That is the basis of our projection of future funding. The program will be supplemented with grant dollars.



## Revenue Assumptions

### d. Disabled Adult levy and state aid

<u>Year</u>	<u>Local Levy</u>	<u>State Aid</u>	<u>Total</u>	<u>Change</u>
1996-97	13,000	13,000	26,000	0%
1997-98	13,000	13,000	26,000	0%
1998-99	13,000	13,000	26,000	0%
1999-2000	13,000	13,000	26,000	0%
2000-01	13,000	13,000	26,000	0%
2001-02	13,000	13,000	26,000	0%
2002-03	13,000	13,000	26,000	0%
2003-04	13,000	13,000	26,000	0%
2004-05	13,000	13,000	26,000	0%

### e. Adult Basic Education funding

<u>Year</u>	<u>Local Levy</u>	<u>State &amp; Federal Aid</u>	<u>Total</u>	<u>Change</u>
1996-97	20,229	123,391	143,620	Actual
1997-98	20,304	135,598	155,902	Actual
1998-99	21,830	143,590	165,420	0%
1999-2000	0	264,398	264,398	60%
2000-01	0	359,581	359,581	36%
2001-02	0	359,581	359,581	0%
2002-03	0	359,581	359,581	0%
2003-04	0	359,581	359,581	0%
2004-05	0	359,581	359,581	0%

### f. Early Childhood screening (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1996-97	10,025	+51%
1997-98	11,539	+15%
1998-99	3,413	-70%
1999-2000	12,000	+251%
2000-01	12,000	0%
2001-02	12,000	0%
2002-03	12,000	0%
2003-04	12,000	0%
2004-05	12,000	0%

### g. Non-Public funding (state aid only)

<u>Year</u>	<u>State Aid</u>	<u>Change</u>
1995-96	19,000	-1%
1996-97	30,089	+58%
1997-98	19,910	-34%
1998-99	22,675	+14%
1999-2000	20,421	-1%
2000-01	20,421	0%
2001-02	20,421	0%
2002-03	20,421	0%
2003-04	20,421	0%

## Revenue Rationale

d. Disabled Adult funding is based on a grant from the state and local levy authority. It is unlikely there will be an increase. There has been no increase since 1990-91. Fees collected help to offset class and activity costs but do not cover the expenditures entirely. The general community education fund has supplemented the Choices budget to allow for growth.

e. There is no longer an ABE local levy. The State and Federal grant is applied for annually. If the numbers are lower than anticipated thereby reducing reimbursement, any overrun will need to come from general community education dollars. ABE is the only program in Community Education that receives Federal funds. Federal monies may remain stable or increase. In recent years we have taken advantage of grant opportunities and sub-contracting with other groups. We are currently seeing an increase in revenue due to higher than expected participation.

f. We are to receive \$40 from the Department of Education for each preschooler who is screened. The number of 4-year-olds has been decreasing. The recent increase to \$40/screening will decrease the need for other early childhood funds to supplement the program.

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

### Authorized Rates of Entitlement:

The authorized rates of entitlement per eligible pupil to be used in computing district allotments for non-public pupil aids for school year 1990-00 are as follows:

Textbooks, standardized tests and individualized instructional materials	\$ 49.92
Public Health Services	\$ 38.14
Secondary pupil guidance and counseling services	\$116.38

h. Lincoln rent

<u>Year</u>	<u>Rent</u>	<u>Change</u>
1996-97	18,000	-55%
1997-98	20,000	+11%
1998-99	20,000	0%
1999-2000	20,000	0%
2000-01	21,000	+5%
2001-02	22,050	+5%
2002-03	23,152	+5%
2003-04	24,310	+5%
2004-05	25,525	+5%

i. Extended Day Program (Washington)

<u>Year</u>	<u>Tuition</u>	<u>Gifts &amp; Reimb.</u>	<u>Dist Subsidy</u>	<u>Local Levy</u>	<u>State Aid</u>
1997-98	36,257	20,622	(not needed)	0	0
1998-99	35,000	7,000	up to \$10,000	\$7,240	\$2,760
1999-2000	0	0	0	0	0
2000-01	0	0	0	0	0
2001-02	0	0	0	0	0
2002-03	0	0	0	0	0
2003-04	0	0	0	0	0
2004-05	0	0	0	0	0

- h. Lincoln expenses are covered by charging rent to Early Childhood Family Education and Kindergarten Readiness. We have not set aside money for building improvements but will assess those programs as needed. As maintenance salaries and costs for electricity and heat increase so will expenses at the building.
  
- i. Extended Day Program. As of fall 1999, this is no longer a fund 4 activity. Title One and reserve all-day kindergarten funds are currently being used.

## Revenue Assumptions

2. Some programs have tuition or fees (Adult Classes, Driver Education, ECFE, CHOICES, Older Adults, Summer Music, Kindergarten Readiness, GED Tests). Fees will supplement the cost of Community Education programs. Fees will increase by 3% to cover instructional costs and are credited to the individual programs where they are generated.

<u>Year</u>	<u>Amount</u>
1995-96	123,663
1996-97	141,257
1997-98	213,911
1998-99	184,362
1999-2000	189,892
2000-01	195,589
2001-02	201,457
2002-03	207,501
2003-04	213,726
2004-05	220,138

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

<u>Year</u>	<u>Income</u>
1995-96	30,146
1996-97	26,930
1997-98	37,092
1998-99	33,493
1999-2000	21,000
2000-01	0
2001-02	0
2002-03	0
2003-04	0
2004-05	0

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

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

## Revenue Rationale

2. Since local and state funding probably will not increase, we need to look at income from fees to help maintain or expand present programs. An attempt has been made to increase income derived from fees by improving marketing efforts and by providing quality programs with maximum customer service. In addition, non-resident participants in subsidized programs pay higher fees and we will continue to evaluate charging higher fees to all non-residents in programs when possible. Driver Education was added in fall 1996. The classroom portion continues although Behind the Wheel instruction was halted during the summer of 1999 due to increasing costs. The income from tuition of all classes does fluctuate with weather.
3. Because fund balances have remained high so has our interest income, but interest income will drop as the fund balance decreases.

4. Grants awarded for 1999-00 are:

Clay County Family Service Collaborative for Partners In Learning	\$76,205
Healthy Community Initiative (After School Activities)	45,880
MN Dept. CFL Service Learning Grants to Riverside and Senior High	20,000
Kellogg Foundation for Sustaining Service Learning	20,000
Region Four Child Care Resource & Referral	4,000

5. Service agreements for 1999-00  
Work Force Literacy 74,360

## Community Education Fund

### Expenditure Assumption

1. Every attempt is being made to hold the line on expenditures for 1999-2000. We are obligated to pay a portion of the salaries of the Healthy Community Director and administrative assistant this year. Because of this, no programs will be added within Community Education and positions have been merged to respond to the falling fund balance. Our goal is to preserve the existing Community Education programs and to fund those activities which align with our mission and are within Minnesota rules for Community Education programs.
2. Teaching staff for classes will be hired as needed. Rates of pay will increase each year.
3. A decreasing fund balance will necessitate further cost-cutting and additional grant writing for the Early Childhood Family Education program.
4. The kindergarten readiness fund balance is being depleted due to shrinking numbers of 3 1/2 to 5-year-olds in the district. This budget will also have to be watched closely. A \$4000 grant was received to provide Preschool On Wheels for child care homes.
5. General community education funds will be used to supplement CHOICES budget until there is a state increase in funding or until general community education funds are no longer available.
6. Adult Basic Education funds will cover annual expenditures. Because of high enrollment, state reimbursement has increased dramatically.
7. Non-public expenses and Preschool Screening are included in the Community Service fund. Non-public expenses are not managed by Community Education. Preschool screening came under Community Education management in 1994-95. Starting fall 1996, the screening is done under contract by Clay County Public Health. Increased reimbursement by the state will cover expenses previously funded by ECFE and Kindergarten Readiness.
8. Early Childhood Family Education and Kindergarten Readiness will continue to share the costs of operating Lincoln Community Education Center.
9. All-day kindergarten will not be subsidized by Community Education and is no longer administered through Community Service funds.

## Expenditure Rationale

1. Staffing needs are evaluated regularly. Within the general Community Education program, current positions include one full-time director, full-time coordinator, three half-time coordinators, the district full-time communications coordinator and 2.75 FTE secretarial positions. These will be analyzed in terms of program needs. Because of increasing staff costs as a result of a settlement with the non-aligned district staff, this pattern indicates a reduction in staffing with realigned job descriptions. One half-time coordinator position has been dropped and .25 FTE secretarial position has been reduced. We will continue to analyze all positions to ensure that expenditures don't exceed revenues.
2. Some staff costs are based on staff required for fee-based programs. As participation increases, staff costs will increase but income also increases. Fees that are collected cover the increased program costs and also supplement other programs. Staff may be added as necessary to carry out grant requirements.
3. A decrease in the fund balance will need to be offset by expenditure reductions unless we can increase participation fees through strengthened marketing efforts and/or increasing revenue from non-residents. The Early Childhood Family Education program has a full-time director and pays 10% of the Community Education Director salary. All other staff are part-time, including a .50 FTE secretary.
4. The program will work closely with other early childhood programs at Lincoln and with Title I to extend resources. This program has a part-time coordinator and part-time teachers and jointly funds a Learning Readiness/Title I/Home School Liason.
5. Additional funds from general community education are currently used to increase participation and the Choices coordinator will continue to work half-time.
6. The ABE coordinator will continue as full-time as long as funding is available. There is a part-time secretary. The state is changing the method of funding Adult Basic Education so we will need to adjust costs to reflect this. Implementation of welfare reform may also require changes in programming and staffing. We will continue to look for ways to sell services to other agencies.
7. Non-public funding is flow-through funding that supplies textbooks, health services and guidance services for students who attend non-public schools and home-schooled students who live in the district. Expenditures equal revenues. Preschool screening expenditures are determined by the numbers of children screened. Screening of children ages 3½-5 year old must be completed prior to entering kindergarten.
8. Lincoln expenditures will increase based on maintenance salary increases and costs for electricity and fuel.
9. All-day kindergarten will no longer be part of Community Service funds.



## Revenue Rationale

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

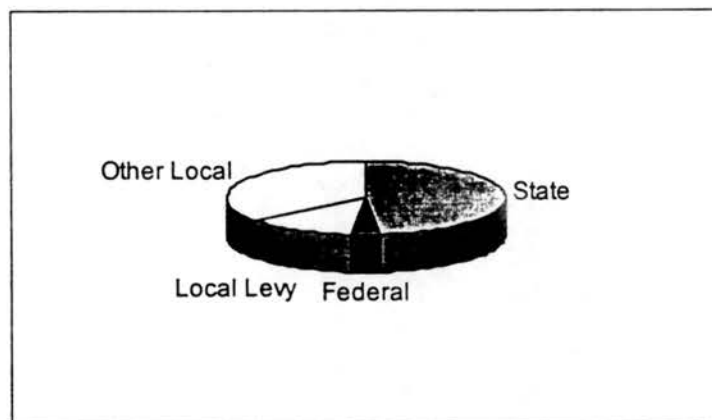
Little increase in tax revenue is expected over the five-year period of these projections. In order to grow, ways need to be found to increase income through increased participation and user fees, developing additional profitable fee-based programs, grants and contracting to operate programs. Figures for 2000-01 and years following do not include current grants; some may continue.

## Revenues 1996-2005

	Actual Estimate								
	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04	2004-05
Gen Com Ed	\$268,684	\$264,292	\$208,794	\$257,796	\$257,796	\$257,796	\$260,374	\$260,374	\$260,374
Fees	141,257	173,761	157,522	141,668	189,589	195,157	200,901	206,826	212,930
All Day Kinder		56,879	63,841	0	0	0	0	0	0
CHOICES	26,893	27,187	27,414	29,500	29,000	29,000	29,000	29,000	29,000
ABE	193,968	254,684	266,403	341,880	359,581	359,581	359,581	359,581	359,581
Interest	26,930	37,092	33,493	21,000	0	0	0	0	0
ECFE	214,353	227,007	209,764	196,560	220,993	220,993	220,993	220,993	220,993
Kind Read	56,340	71,639	50,837	57,800	57,800	57,800	57,800	57,800	57,800
Lincoln	18,000	20,000	20,000	20,000	21,000	22,050	23,152	24,310	25,520
Other*	84,908	61,921	160,696	218,005	44,421	32,421	32,421	32,421	32,421
<b>TOTAL</b>	<b>\$1,031,333</b>	<b>\$1,194,462</b>	<b>\$1,198,764</b>	<b>\$1,284,209</b>	<b>\$1,180,180</b>	<b>\$1,174,798</b>	<b>\$1,184,222</b>	<b>\$1,191,305</b>	<b>\$1,198,630</b>

\*Other includes Non-public funding, Early Childhood Screening and grants.

State	622,091
Federal	42,480
Local Levy	165,557
Other Local	454,081
<b>TOTAL</b>	<b>1,284,209</b>



## Expenditure Rationale

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

Community Education programs change and as they do, costs will change. As these changes take place, ways need to be found to streamline program operations and to develop cost-effective procedures. Expenditures do not include anticipated grants. Criteria will also be developed to ensure that all activities funded by Community Education meet state rules.

A one-year contribution to Healthy Community Initiative (\$25,000) for 1999-2000 is included in the expenditures.

## Expenditures 1996-2005

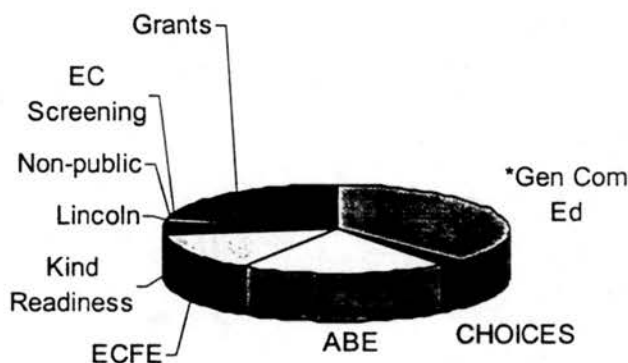
	Actual		Estimated						
	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
*Gen Com Ed	\$450,763	\$512,992	\$640,496	\$607,743	\$644,795	\$691,862	\$691,862	\$691,862	\$691,8
CHOICES	26,922	31,988	32,329	36,080	29,000	29,000	29,000	29,000	29,0
All Day Kinderg	0	58,008	60,718	0	0	0	0	0	0
ABE	189,653	232,239	260,630	309,410	359,581	359,581	359,581	359,581	359,5
ECFE	188,092	225,676	237,347	225,600	200,000	200,000	200,000	200,000	200,0
Kind Readiness	26,130	50,136	73,925	74,850	60,000	60,000	60,000	60,000	60,0
Lincoln	18,820	18,788	20,452	21,640	21,122	21,122	21,756	22,408	22,4
Non-public	21,617	20,637	22,580	20,421	20,421	20,421	20,421	20,421	20,4
EC Screening	6,975	9,325	11,250	9,500	9,500	9,500	9,500	9,500	9,5
Grants				313,119	14,000				
Total	\$928,972	\$1,159,789	\$1,359,727	\$1,618,363	\$1,358,419	\$1,391,486	\$1,392,120	\$1,392,772	\$1,392,7

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

\*\*This amount includes district communications and support for Healthy Community Initiative.

\*\*\*In 1999-00 we are adding a Grant row to accurately reflect expenditures from grant dollars.

*Gen Com Ed	\$607,743
CHOICES	36,080
ABE	309,410
ECFE	225,600
Kind Readiness	74,850
Lincoln	21,640
Non-public	20,421
EC Screening	9,500
Grants	313,119



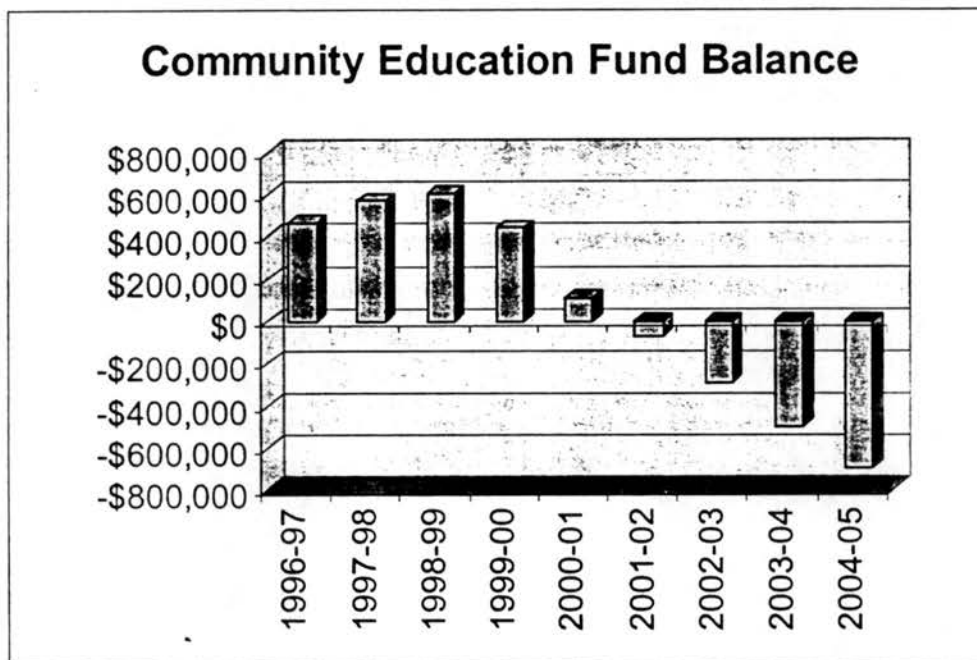
# Community Education Fund Balance

1996- 2005

	1996-97	1997-98	Actual 1998-99	Estimated 1999-00	2000-01	2001-02	2002-03	2003-04	2004-05
Bal. 7/1	\$466,370	\$568,730	\$603,473	\$442,509	\$108,355	-\$69,884	-\$286,572	-\$494,470	-\$695,887
Revenues	1,031,332	1,194,462	1,198,764	1,284,209	1,180,180	1,174,798	1,184,222	1,191,305	1,198,632
Total Rev	1,497,702	1,763,192	1,802,237	1,726,718	1,288,535	1,104,914	897,650	696,835	502,745
Expenditures	928,972	1,159,719	1,359,728	1,618,363	1,358,419	1,391,486	1,392,120	1,392,722	1,392,772
Total	\$568,730	\$603,473	\$442,509	\$108,355	-\$69,884	-\$286,572	-\$494,470	-\$695,887	-\$890,027

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

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



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

	June 30, 1997	June 30, 1998	June 30, 1999
1. Community Education	\$402,978	\$422,884	\$316,964
2. Early Childhood Family Education	\$124,202	\$125,533	97,949
3. Community Service includes Early Childhood Screening, Learning Readiness and non-public.	\$41,550	\$55,056	27,596
<b>Audited Fund 4 reserve balance</b>	<b>\$568,730</b>	<b>\$603,473</b>	<b>\$442,509</b>

# Community Education Staffing 1999-00

<u>#of Staff</u>	<u>Title</u>	<u>Full/Part Casual</u>	<u># of months</u>
1	CE Director	Full-time	12-month
1	ECFE Coord.	Full-time	12-month
1	ABE Coord.	Full-time	12-month
1	Prog. Coord.	Full-time	12-month
4	Coordinators	Half-time	9-months (CHOICES, Community Arts, Older Adults*, Youth, Kindergarten Readiness)
1	KR/Title 1/ Home School Liason	Full-time	9-months (jointly funded with Title 1)
1	District Comm. Coordinator	Full-time	12-month (not supervised by Community Ed)
1	Secretary	Full-time	12-month
1	Secretary	Full-time	10-month
2	Secretary	Part-time	9-month
1	Secretary	Part-time	9 1/2 month
1	Para-professional	Part-time	9 month

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

\* The duties involved in this position have been absorbed by the Program Coordinator.

FUND VII

DEBT SERVICE FUND

## VII. DEBT SERVICE FUND

### DEFINITION

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

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

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

There can be no borrowing from the Debt Service Fund. Any cash balance or investment in a Debt Service Fund is held in trust for the bondholders, and must not be used to support cash deficits in other funds (M.S. 123B.78, Subd. 4).

The District's debt service expenditures per average daily membership (ADM) was \$303 in 1997.98 compared to a statewide average for district's of similar size of \$546/ADM.

## VII. DEBT SERVICE FUND

### Revenue Rationale (See spreadsheet attached)

- LINE 1. Levy: This is determined by the bond payment schedule.  
The District must levy 105% of the annual debt service requirement.
- LINE 4. Interest Income: Interest rates will remain low for short term  
investments.
- LINE 6 & 7 State Sources: Are aids received for the replacement of local taxes.
- \*\*\* 2000 thru 2005 reduced levy by \$50,000 per year due to excess fund  
balance.

### Expenditure Rationale

#### Basic Assumptions

- LINE 10. Principal on Bonds: As required by bond payment schedule.
- LINE 11. Interest on Bonds: As required by bond payment schedule.

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INDEPENDENT SCHOOL DISTRICT #152  
DEBT SERVICE FUND (Fund 07)

Line No.		1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000.01 Preliminary Budget	2001.02	2002.03 Projected	2003.04	2004.05
REVENUES:											
1	Local property tax levy	519,905	486,123	522,562	728,732	712,990	765,599	435,080	434,360	433,430	431,220
2	Property tax shift	(617)	-136								
		519,288	485,987	522,562	728,732	712,990	765,599	435,080	434,360	433,430	431,220
Other local sources:											
3	Proceeds of refunding bonds			5,839,400							
4	Interest income	30,562	15,688	153,252	271,795	265,600	263,690	8,000	7,500	7,000	6,500
				5,992,652							
State sources:											
5	HACA (Homestead credit)	219,838	264,254	211,720	0	0	0	0	0		
6	Border city aid	113,829	103,491	116,137	122,351	122,350	122,350	122,350	122,350	122,350	122,350
7	Other appropriations	437	398	459	631	630	630	630	630	630	630
8	State aid adjustment	617	136								
		334,721	368,279	328,316	122,982	122,980	122,980	122,980	122,980	122,980	122,980
9	Total revenues	884,571	869,954	6,843,530	1,123,509	1,101,570	1,152,269	566,060	564,840	563,410	560,700
EXPENDITURES:											
10	Principal on bonds	437,524	455,873	1,245,873	509,310	535,870	565,870	5,395,000	345,000	360,000	375,000
11	Interest on bonds	470,365	445,755	544,062	636,740	603,410	576,590	248,600	232,920	216,530	199,430
12	Other debt service	0	0	(1,690)	438	500	500	500	500	1,000	1,000
13	Total expenditures	907,889	901,628	1,788,245	1,146,488	1,139,780	1,142,960	5,644,100	578,420	577,530	575,430
14	Revenues over (under) expenditures	(23,318)	(31,674)	5,055,285	(22,979)	(38,210)	9,309	(5,078,040)	(13,580)	(14,120)	(14,730)
FUND BALANCE, BEGINNING OF YEAR											
15		334,754	311,436	279,762	5,335,047	5,312,068	5,273,858	5,283,167	205,127	191,547	177,427
16	FUND BALANCE, END OF YEAR	311,436	279,762	5,335,047	5,312,068	5,273,858	5,283,167	205,127	191,547	177,427	162,697

\*\*\* 2000-2005 projections include a \$50,000/year reduction in the debt service levy due to excess fund balance.



FUND VIII

ENTERPRISE FUND

## VIII. ENTERPRISE FUND

### INTRODUCTION

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

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

OP0120

## REVENUE ASSUMPTION AND RATIONALE

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

## EXPENDITURE ASSUMPTIONS AND RATIONALE

### Basic Assumptions

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

## TOWNSITE CENTRE LEASING

OCTOBER 1999

SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
101B	O.B.E. Office	6-30-00	324	5.79	156.33	1,875.96
101C	Special Education Offices	6-30-00	445	5.79	214.71	2,576.55
104B	Superintendent's Office	6-30-00	301	10.35	259.61	3,115.35
104A	Supt. Sec. Office	6-30-00	364	10.35	313.95	3,767.40
105	Chapter 1	6-30-00	124	5.74	59.31	711.76
106	Migrant Health Ser	1-31-00	546	10.04	456.82	5,481.84
120	Migrant Health Ser	1-31-00	1,188	10.04	993.96	11,927.52
126	Migrant Health Ser	1-31-00	150	10.04	125.50	1,506.00
128	Migrant Health Ser	1-31-00	137	10.04	114.62	1,375.48
130	Migrant Health Ser	1-31-00	142	10.04	118.81	1,425.68
132	Migrant Health Ser	1-31-00	172	10.04	143.91	1,726.88
152.2	Migrant Health Ser-storage	1-31-00	513	3.00	128.25	1,539.00
134	Goodwill-Easter Seal	11-30-00	480	10.61	424.40	5,092.80
139.1	Three Treasures	12-31-00	242	10.61	213.97	2,567.62
139.2	Three Treasures	12-31-00	80	10.61	70.73	848.80
139.3	Three Treasures	12-31-00	57	10.61	50.40	604.77
140	Tri-Valley	8-31-00	805	10.61	711.75	8,541.05
141	A.R.C.	12-31-00	388	10.86	351.14	4,213.68
142	Val Ed Joint Venture	3-31-00	840	11.04	772.80	9,273.60
144.6	Farm Management	7-31-00	265	10.30	227.46	2,729.50
144.7	Farm Management	7-31-00	301	10.30	258.36	3,100.30
146	Cultural Diversity	12-31-01 2 YR	778	8.62	558.86	6,706.36
148	UMOS	NO DATES 2 YR	459	10.60	406.45	4,865.40
152	Elementary Avenue	4-30-00	2,500	10.35	2,156.25	25,875.00
153	VACANT - Above Phy Ed Office		459			
153.1	Special Serv	12-01-00	342	5.74	163.59	1,963.08
154	Mn Dept. of Ec. Security	09-30-02 3 YR	3,000	11.00	2,750.00	33,000.00
156	Connections	03-31-01 2 YR	4,875	9.68	3,932.10	47,185.16
160	Community Education	8-31-00	728	10.93	663.09	7,957.04
161	Mn Dept. of Ec. Security	09-30-02	349	Included in above figures for Suite 154		
200	MN Dept Revenue	1-31-02 5 YR	900	10.00	750.00	9,000.00
201	VACANT		186			
202.1	Speical Ed Offices	8-31-00	664	10.61	587.09	7,045.04
202.2	Speical Ed Offices	8-31-00	204	10.61	180.37	2,164.44
203	Community Ed	9-31-00	450	10.93	409.88	4,918.50
204	MinnKota Health	03-31-00 6 MOS	610	12.00	610.00	3,660.00

## TOWNSITE CENTRE LEASING

OCTOBER 1999

SUITE	LESSEE	ENDING DATE OF LEASE	SQ. FT.	RATE SQ. FT.	RENT PER MONTH	RENT YEAR
206.1	Ron Odden Psychologist	3-31-00	184	10.93	167.59	2,011.12
206.3	Ron Odden Psychologist	3-31-00	185	10.93	168.50	2,022.05
206.2	Trans Em	10-31-00	102	10.61	90.19	1,082.22
206.4	Trans Em	10-31-00	168	10.61	148.54	1,782.48
220	Multi Regional Center	6-30-00	900	8.81	660.75	7,929.00
230.1	Region I ESV	6-30-00	2,183	9.32	1,695.46	20,345.56
230.3	Added Main Office	6-30-00	500	8.68	361.67	4,340.00
230.2	Computer Room	6-30-00	1,867	7.51	1,168.43	14,021.17
236.1	Region I Storage	6-30-00	400	6.21	207.00	2,484.00
250 FM	Symphony	6-30-02 2 YR	800	8.83	588.67	7,064.00
254 FM	Symphony	6-30-02 2 YR	550	8.83	404.71	4,856.50
260	Foss Associates	12-31-00	2,216	11.67	2,155.06	25,860.72
263	Foss Associates Storage	12-31-00	936	4.24	330.72	3,968.64
265	Foss Unsecured Space	12-31-00	888	2.89	213.86	2,566.32
265	Storage (Over Access/Conn.)		1,064			
265.1	Training Room Region I	7-1-00	1,026			
267	East Otter Tail Telephone Co. & Val Ed.	3-31-00 Then month to month	600	4.25	212.50	2,550.00
272	Vision Impaired	8-31-00	218	5.74	104.28	1,251.32
342	School Ballet	12-31-00	1,500	3.40	425.00	5,100.00
TOTALS			40,655	8.30	28,437.39	337,576.66
101A I. S. D.	152 Office	6-30-00	6,276	5.57	2,913.11	34,957.32
TOTALS			46,931	7.94	31,350.50	372,533.98
Total School District Use			10,899	7.08	6,432	77,169
VACANT SPACE			23.22%			20.71%
Rented Space (None School)			5,334			
			11.36%			
			30,698			
			65.41%			

TOWNSITE LEASING, PROGRAM: LEASES00

## VOYAGER LEASING

06-Oct-99  
SUITE LESSEEENDING SQ. FT. RATE RENT PER RENT PER  
DATE SQ. FT. MONTH YEAR

## VOYAGER RENTALS

06-Oct-99  
SUITE LESSEEENDING SQ. FT. RATE RENT PER RENT PER  
DATE SQ. FT. MONTH YEAR

## SCHOOL BUILDING

101 Childrens Garden Pre-School	5-31-00	105	4.25	37.19	446.25
101A Childrens Garden Pre-School	5-31-00	107	4.25	37.90	454.75
101b Childrens Garden Pre-School	5-31-00	31	4.25	10.98	131.75
102 Baytone Music	11-30-00	900	4.33	324.75	3,897.00
103 ABE	8-31-00	830	3.09	213.73	2,564.70
104 ABE	8-31-00	900	5.15	386.25	4,635.00
105 Childrens Garden Pre-School	5-31-00	900	4.25	318.75	3,825.00
106 Boiler room		644			
107 Gym - Childrens Garden Pre-School	5-31-00	3843	1.56	499.59	5,995.08
108 Phy. Ed. Office		300			
110 Kitchen		375			
111 Locker room		165			
112 Locker room		165			
202A Custodial closet		48			
202B Mhd 7th Day Adventist *	6-30-00	345	1.42	40.83	489.90
202C Mhd 7th Day Adventist *	6-30-00	345	1.42	40.83	489.90
202D Mhd 7th Day Adventist *	6-30-00	48	1.42	5.68	68.16
204 Indian Ed.	6-30-00	280	3.51	81.90	982.80
205 Classroom		900			
206 Mhd 7th Day Adventist *	6-30-00	900	1.42	106.50	1,278.00
207 Classroom		900			
208 Mhd 7th Day Adventist *	6-30-00	900	1.42	106.50	1,278.00

## CHURCH BUILDING

First Floor	5406
Second Floor	5406
Gallery	473

## MEDIA CENTER

ABE	8-31-00	1168	4.38	426.32	5,115.84
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## RECTORY

First floor ST. FRANCIS	7-1-00	1883		10 Months for Heat	
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Second flr. ST. FRANCIS	7-1-00	1539		198.25	1,982.50
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## ANNEX

Chapel		450			
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303 Moorhead Church of Christ	5-31-00	2250	4.40	825.00	9,900.00
308 Moorhead Church of Christ	5-31-00	Inc.			
401 Moorhead Church of Christ	5-31-00	Inc.			
402 Moorhead Church of Christ	5-31-00	Inc.			
403 Moorhead Church of Christ	5-31-00	Inc.			
404 Moorhead Church of Christ	5-31-00	Inc.			
405 Moorhead Church of Christ	5-31-00	Inc.			
406 Moorhead Church of Christ	5-31-00	Inc.			
407 Moorhead Church of Christ	5-31-00	Inc.			
408 Moorhead Church of Christ	5-31-00	Inc.			
409 Moorhead Church of Christ	5-31-00	Inc.			
409a Moorhead Church of Christ	5-31-00	Inc.			
410 Moorhead Church of Christ	5-31-00	Inc.			
411 Moorhead Church of Christ	5-31-00	Inc.			

TOTALS		32,506	1.34	3,660.93	43,534.63
--------	--	--------	------	----------	-----------

Total School District Use

% of Total

Annex (First floor)

(Lower floor)

School

Church

Rectory

Media Center

VACANT SPACE

TOTAL RENTABLE SPACE VACANT

Rented Space (None School)

% OF TOTAL (None School)

\* They use only on Wed. &amp; Sat.

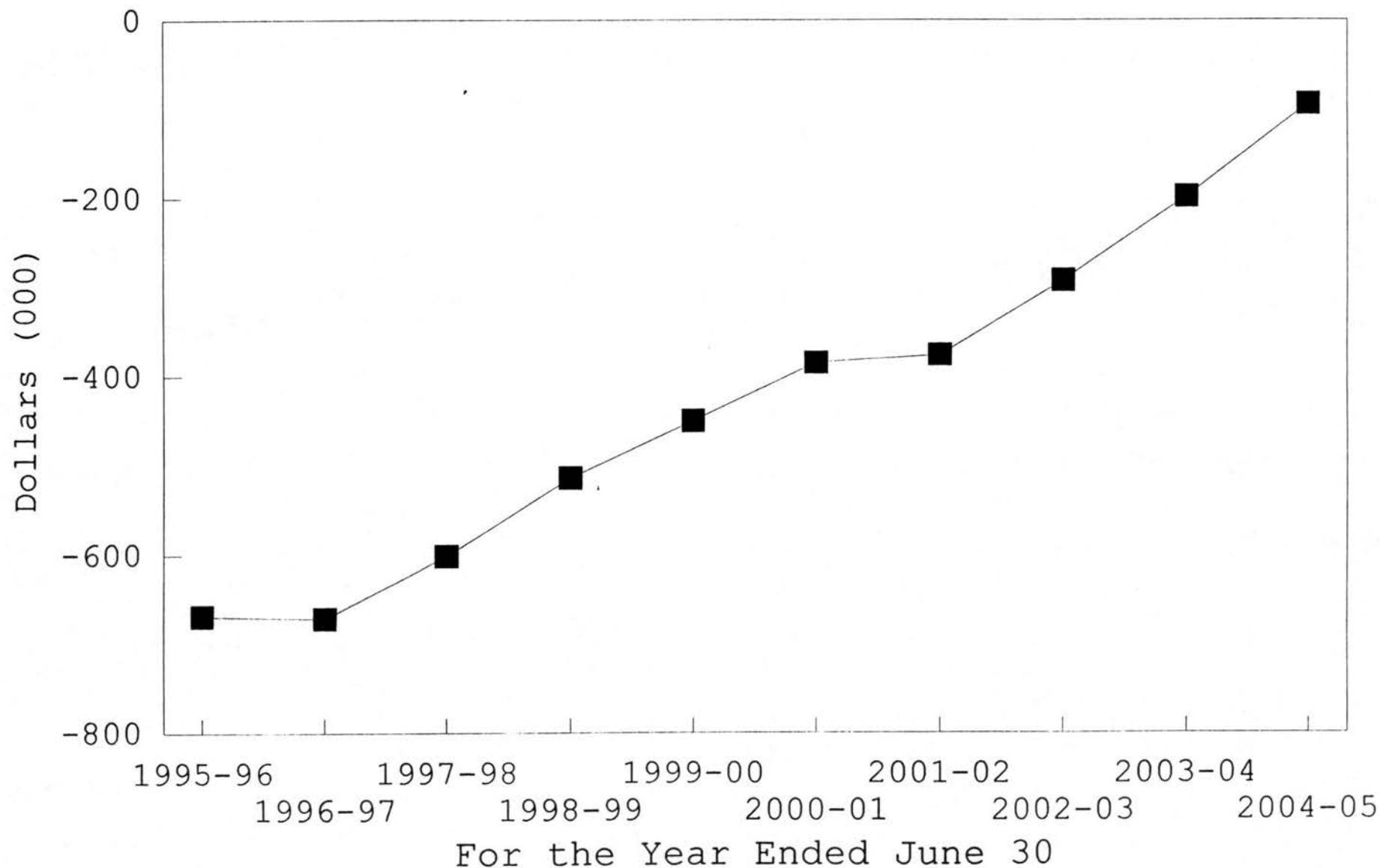
LeaseV00

INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE ENTERPRISE FUND (Fund 22)

	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000-01 Prel. Budget	2001-02	2002-03 PROJECTED	2003-04	2004-05
							1.02	1.02	1.02	1.02
OPERATING REVENUES:										
Rents	197,054	180,584	229,502	256,625	259,000	264,180	269,464	274,853	280,350	285,957
Rents from School District	63,462	79,932	78,453	73,000	74,000	75,480	76,990	78,529	80,100	81,702
	260,516	260,516	307,955	329,625	333,000	339,660	346,453	353,382	360,450	367,659
OPERATING EXPENSES:										
Salaries and benefits	76,975	80,504	84,495	86,810	88,340	90,990	93,720	95,594	97,506	99,456
Utilities and fuel	51,060	52,665	51,120	49,230	54,710	56,351	58,042	59,203	60,387	61,594
Insurance	6,583	6,850	6,602	6,412	7,000	7,210	7,426	7,575	7,726	7,881
Bldg. Improvement	0	3,089	0	2,585	10,000	10,300	10,609	10,927	11,255	11,593
Other operating expense	19,785	39,399	34,067	15,586	30,900	31,827	32,782	33,437	34,106	34,788
Total operating expenses	154,403	182,507	176,284	160,623	190,950	196,679	202,579	206,737	210,981	215,313
OPERATING INCOME BEFORE DEPRECIATION	106,113	78,009	131,671	169,002	142,050	142,982	143,874	146,646	149,469	152,346
DEPRECIATION	37,937	37,901	41,642	39,341	39,000	40,000	36,940	33,880	30,820	27,760
OPERATING INCOME	68,176	40,108	90,029	129,661	103,050	102,982	106,934	112,766	118,649	124,586
NONOPERATING REVENUES (EXPENSES):										
Interest revenue	3,116	1,340	0	2,729	1,900	2,000	2,500	3,000	3,500	4,000
Interest expense	(45,582)	(44,213)	(43,871)	(44,709)	(41,000)	(40,000)	(36,000)	(32,000)	(28,000)	(24,000)
Other	0	0	24,000	10	0	0	0	0	0	0
Net Nonoperating expense	(42,466)	(42,873)	(19,871)	(41,970)	(39,100)	(38,000)	(33,500)	(29,000)	(24,500)	(20,000)
NET INCOME (LOSS)	25,710	(2,765)	70,158	87,691	63,950	64,982	73,434	83,766	94,149	104,586
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	(694,636)	(668,926)	(671,691)	(601,533)	(513,842)	(449,892)	(449,892)	(376,458)	(292,692)	(198,543)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(668,926)	(671,691)	(601,533)	(513,842)	(449,892)	(384,911)	(376,458)	(292,692)	(198,543)	(93,956)

# Townsite Centre Fund

Retained Earnings End of Year



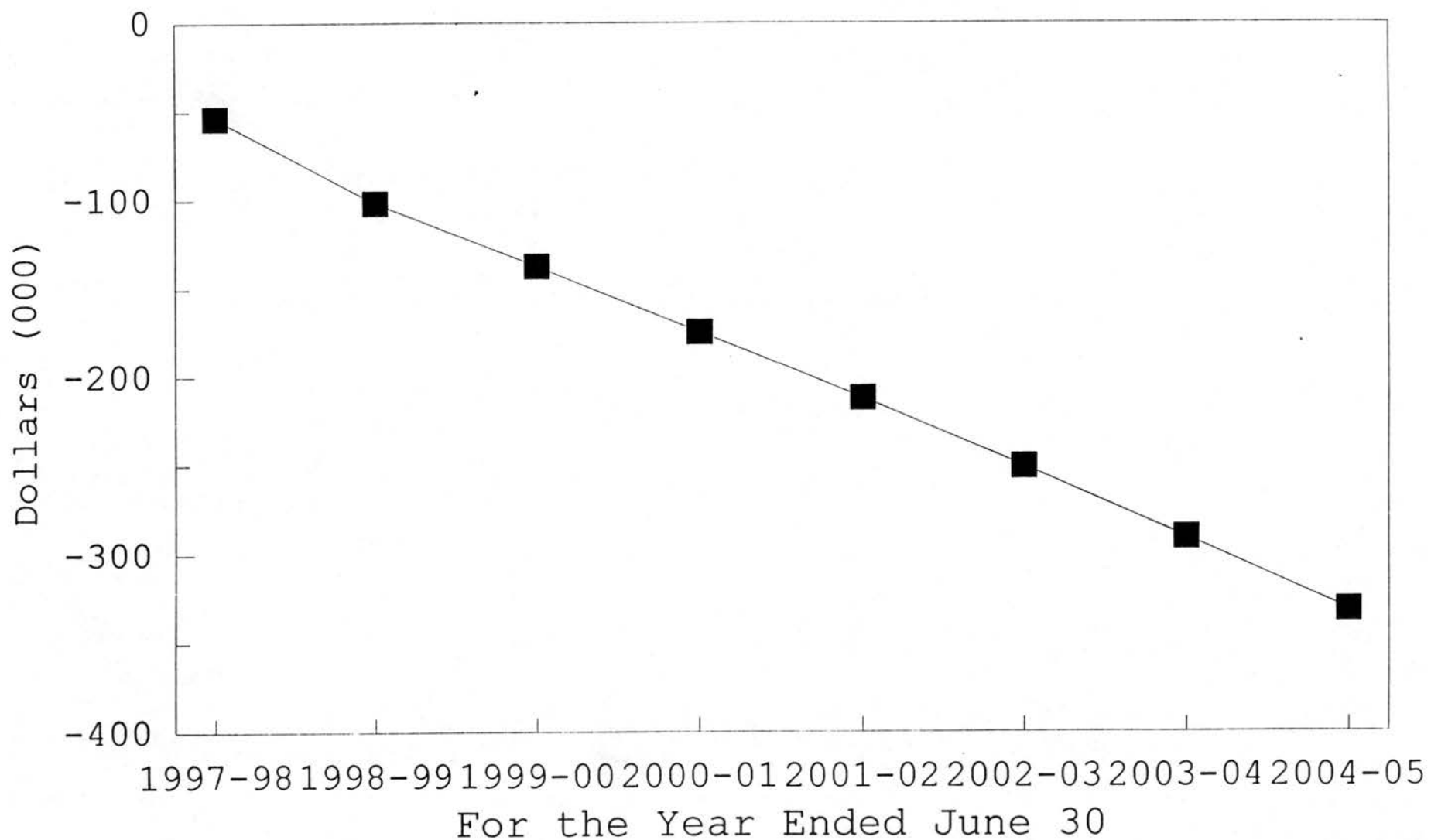


INDEPENDENT SCHOOL DISTRICT #152  
VOYAGER PROPERTY ENTERPRISE FUND (Fund 22)

	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000-01 Prel. Budget	2001-02	2002-03 PROJECTED	2003-04 PROJECTED	2004-05 PROJECTED
OPERATING REVENUES:					1.02	1.02	1.02	1.02
Rents	14,735	19,272	26,400	26,900	27,440	27,990	28,550	29,120
Rents from School District	7,500	12,662	12,600	12,800	13,060	13,320	13,590	13,860
	22,235	31,934	39,000	39,700	40,500	41,310	42,140	42,980
OPERATING EXPENSES:								
Salaries and benefits	27,607	26,660	28,030	28,870	29,740	30,630	31,550	32,500
Utilities and fuel	22,096	20,312	20,550	21,170	21,810	22,460	23,130	23,820
Insurance	1,316	1,825	1,900	1,960	2,020	2,080	2,140	2,200
Bldg. Improvement		0	0	0	0	0	0	0
Other operating expense	6,483	12,391	5,650	5,820	5,990	6,170	6,360	6,550
Total operating expenses	57,502	61,188	56,130	57,820	59,560	61,340	63,180	65,070
OPERATING INCOME BEFORE DEPRECIATION	(35,267)	(29,254)	(17,130)	(18,120)	(19,060)	(20,030)	(21,040)	(22,090)
DEPRECIATION (40 year \$746,000)	18,650	18,650	18,650	18,650	18,650	18,650	18,650	18,650
OPERATING LOSS	(53,917)	(47,904)	(35,780)	(36,770)	(37,710)	(38,680)	(39,690)	(40,740)
NONOPERATING REVENUES (EXPENSES):								
Interest revenue	0	0	0		0	0	0	0
Interest expense	0	0	0		0	0	0	0
Other	0	0	0		0	0	0	0
Net Nonoperating expense	0	0	0		0	0	0	0
NET LOSS	(53,917)	(47,904)	(35,780)	(36,770)	(37,710)	(38,680)	(39,690)	(40,740)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, BEGINNING OF YEAR	0	(53,917)	(101,821)	(137,601)	(174,371)	(212,081)	(250,761)	(290,451)
RETAINED EARNINGS (DEFICIT)/ FUND BALANCE, END OF YEAR	(53,917)	(101,821)	(137,601)	(174,371)	(212,081)	(250,761)	(290,451)	(331,191)

## VOYAGER LEASING FUND

Retained Earnings End of Year



5-M9-805  
min  
1-24-02

## INDEPENDENT SCHOOL DISTRICT #152

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

January 24, 2000

7:00 p.m.

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

### ATTENDANCE:

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

### A G E N D A

#### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

Comments \_\_\_\_\_

- D. "We Are Proud"

\*\*\* We Are Proud of the MJH Knowledge Bowl Team for completing another highly successful season. The Regional All-Team Meet was held at Moorhead Junior High on November 11 with 39 teams competing in two divisions. In the AA Division, Moorhead Teams places 1st, 2nd, 3rd, and 5th.

## SCHOOL BOARD AGENDA - January 24, 2000

### PAGE 2

#### **1st Place Team**

Nick Sternhagen  
Jim Ross  
Lonella Streitz  
John Anderson  
Ben Hanna  
Nels Hunstad

#### **2nd Place Team**

Zackary Kenz  
Matthew Dahlen  
Lindsey Marcy  
Alex Olson  
Mike Grimstad  
Jonathan Schultz

#### **3rd Place Team**

Courtney Covey  
River Finken  
Thelonius Gracyk  
Mike Maritato  
Ingrid Anderson  
Allison Carey

#### **5th Place Team**

Ian Burman  
Steve Astrup  
Paul Iverson  
Andrew Seaver  
Andrea Bakken

The Moorhead Junior High Knowledge Master Team placed first in Minnesota for the fifth consecutive time in the Fall Knowledge Master Open held on December 8. Moorhead ranked 17th out of 1,003 middle school teams worldwide.

Team members are: John Anderson, Andrea Bakken, Ian Burman, Courtney Covey, Matthew Dahlen, Thelonius Gracyk, Ben Hanna, Zackary Kenz, Ben Looock, Lindsey Marcy, Mike Maritato, and Nick Sternhagen.

\*\*\* We Are Proud of each District staff member who put forth the effort to assure that the District would be protected against a potential Y2K disaster. We commend Dan Markert and Orv Kaste for the leadership they provided over the past year in making the preparation for the District. We would also like to say we are proud and thank you to the following staff members who were present in the buildings on New Year's Eve to take care of the alarm systems and keep watch for potential problems:

Townsite  
Senior High  
Junior High  
Robert Asp  
Edison Elem.  
Probstfield Elem.

Jim Rene  
Cliff Steinert  
Elvin Nerby  
Jerome Mogard  
Marv Thompson  
Bob Beaton

## SCHOOL BOARD AGENDA - January 24, 2000

### PAGE 3

Riverside Elem.	George Parker
Washington Elem.	Jim Smith
Mechanic	Tim Truscinski
Maintenance Bldg.	Jim Boothroyd

- 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 Student Teacher Agreement - Pages 7-8
  - (2) Approval of Contract Agreement - Pages 9-10
  - (3) Approval of Position - Page 11
  - (4) Acceptance of Gift - Page 12
- B. SYSTEM SUPPORT MATTERS - Astrup
- C. HUMAN RESOURCE MATTERS- Lacher
- (1) Approval of New Employees - Page 13
  - (2) Approval of Resolution Discontinuing and Reducing Programs and Positions - Pages 14-15
  - (3) Approval of Family/Medical Leave - Page 16
  - (4) Acceptance of Resignations - Page 17
- D. SUPERINTENDENT MATTERS - Nybladh

**SCHOOL BOARD AGENDA - January 24, 2000**

**PAGE 4**

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

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

Comments \_\_\_\_\_

3. **COMMITTEE REPORTS**

4. **GOALS 2000:** Kovash

Pages 18-20

5. **SPORT CENTER LEASE:** Astrup

Pages 21-28

Suggested Resolution: Move to approve the 1999-2001 Sport Center Lease with the City of Moorhead at an annual rate of \$34,606.25.

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

Comments \_\_\_\_\_

6. **ALLOCATION OF GENERAL EDUCATION REVENUE AMONG BUILDINGS:**

Astrup

Pages 29-31

Suggested Resolution: Move to approve the reallocation of general education revenue and direct administration to send the attached report to the Commissioner of the Minnesota Department of Children, Families and Learning.

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

Comments \_\_\_\_\_

7. **FIRST READING OF POLICIES:** Nybladh

Pages 32-39

**SCHOOL BOARD AGENDA - January 24, 2000**

**PAGE 5**

Conduct a first reading of the following policies: Promotion, Retention and Acceleration of Elementary Students (IKE), Family Involvement (KMA), Cash Management (DAA), Health and Safety Protection (GBEE), Safety and Security Technology (ECA), and High School Academic, Activity and Varsity Athletic Letters (JIA).

8. **POLICY DELETION:** Nybladh

Pages 40-42

Suggested Resolution: Move to approve deleting policy IGBA - Special Education and Related Services to Private Schools from the school district policy manual.

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

Comments \_\_\_\_\_

9. **LEVEL THREE GRIEVANCE OF TEACHERS:** Lacher

Pages 43-48

Suggested Resolution: Accept the recommended action of the review committee and deny the grievances as noted in the report.

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

Comments \_\_\_\_\_

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

11. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - January 24, 2000****PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Basic Standards Test (Writing)	January 26		
Basic Standards Test (Reading, Math)	February 1 & 3		
Long Range Planning Com.	February 8	3:45 pm	Townsite
School Board	February 14	7 pm	Townsite
Com. Ed. Adv. Council	February 15	7 pm	Townsite
Inst. and Curr. Adv. Com.	February 17	7 am	Townsite
Supt. Adv. Council	February 17	7 pm	Townsite
President's Day Holiday	February 21		No School
School Board	February 21	7 pm	Townsite
MN Comp. Assessment Tests	March 7, 8, 9, 14, & 15		
School Board	March 13	7 pm	Townsite
Long Range Planning Com.	March 14	3:45 pm	Townsite
Inst. and Curr. Adv. Com.	March 16	7 am	Townsite
Supt. Adv. Council	March 16	7 pm	Townsite
Policy Review Com.	March 20	7 pm	Townsite
Com. Ed. Adv. Council	March 21	7 pm	Townsite
End of 3rd Quarter	March 24		
School Board	March 27	7 pm	Townsite
K-P/T Day Conferences (day)	March 28		
K-P/T Day Conferences (day)	March 29		
K-12 P/T Conferences (8-11, 12-4, 5-8:30)	March 30		
K-12 P/T Conferences (7:30 - 11 am)	March 31		
K-12 No School/Tchr Comp (pm)	March 31		



MEMO #: I-00-188



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Student Teacher Agreement  
DATE: January 18, 2000

The administration requests approval of the agreement with North Dakota State University for student teachers.

Attached is the agreement with North Dakota State University for the 1999-2000 school year for the Moorhead School District to serve as a student teaching center.

Cooperating teachers will be asked to sign student teacher agreements when students begin student teaching. For each full time student teacher the school of education will pay to the school district \$178.00.

SUGGESTED RESOLUTION: Move to approve the agreement as attached.

LAK/smw  
attachment

North Dakota State University  
55 E. Morrow-Lebedeff Hall  
Fargo, North Dakota 58105-5057

December 20, 1999

The following AGREEMENT is an expression of professional cooperation between North Dakota State University and the school district identified below in providing student teaching opportunities for students enrolled in the professional education program.

The Teacher Education Program at North Dakota State University will assign a student teacher(s) to the student teaching site for a minimum period of ten (10) weeks of full-time participation. The actual number of student teachers will remain flexible.

The student teacher(s) will be encouraged to assume the responsibilities of regular teachers and to comply with the policies of the school system. At the discretion of the cooperating teacher(s), the student teacher(s) will be expected to increase gradually the number of classes taught until the typical load of a full-time teacher is assumed.

The cooperating teacher(s) agrees to assist and to supervise the student teacher(s). An honorarium will be provided according to the state guidelines for each student teacher supervised. Additional help to the student teacher(s) and the cooperating teacher(s) will be provided by the Teacher Education faculty through visits to the school by teacher educators representing NDSU.

This agreement will be in effect until terminated by an advance written notice of 30 days to the other party, given by either a representative of the school district or by a representative of the School of Education.

THIS AGREEMENT is approved by the following:

Moorhead Public School District No 152  
School District

Moorhead MN 56560  
Town/City, State, ZIP Code

By School District Administrative Representative:

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

By the School of Education, North Dakota State University, Fargo, North Dakota:

James V. Wigtil  
Chair, School of Education

James V. Wigtil  
Signature

12-20-99  
Date

Justin J. Wageman  
Student Teacher Coordinator

Justin J. Wageman  
Signature

12-20-99  
Date

drt

Connections of Moorhead Incorporated  
And  
Moorhead Independent School District  
Contractual Agreement For The 2000 School Year

This contract entered into this 6<sup>th</sup> day of January, 2000, by and between Moorhead Independent School District #152 and Connections, a nonprofit corporation, witness that:

1. The term of this contractual agreement shall commence on the 11<sup>th</sup> day of January 2000, and extend until June 1, 2000. The agreed cost during the full term of the contract is as follows:
  - ▶ \$88.82 per full day OR \$66.61 per partial day of vocational assessment and programming for a total of 101 days. This will not exceed the amount of \$8,970.82 beginning January 11<sup>th</sup>, 2000 and ending June 1<sup>st</sup>, 2000.
  - ▶ Transportation of the student to the Connections job site will be provided by Connections staff at a rate of \$8.53 per day. This will not to exceed a total of \$861.53 for January 11<sup>th</sup> through June 1<sup>st</sup>.
  - ▶ **Total cost of the contract**, for vocational assessment, programming, and transportation will not exceed \$9,832.35 for the period of time of January 11th through June 1<sup>st</sup>.
  - ▶ Technical assistance will be provided upon request from Independent School District #152.
2. Connections agrees to bill Independent School District #152 at the end of each month and will provide Independent School District #152 with a written copy of the student progress reports.
3. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

MEMO #: I-00-183



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Contract Agreement  
DATE: January 17, 2000

Attached is the agreement with Connections of Moorhead, Inc. to provide service to a Moorhead student. The services will include vocational assessment programming and transportation.

The agreement, which covers the period of January 11, 2000 to June 1, 2000. The amount paid to connections will not exceed \$9,832.35.

**SUGGESTED RESOLUTION:** Move to approve the attached agreement with Connections of Moorhead , Inc.

LAK/smw

MEMO #: I-00-184



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Position Approval

DATE: January 17, 2000

A 1 FTE special education paraprofessional is needed for a student that is to be placed at Riverside Elementary. The child is to be placed in a therapeutic classroom. The paraprofessional position will be a direct bill back to the home school district.

**SUGGESTED RESOLUTION:** Move to approve 1 FTE special education paraprofessional for the remainder of the 1999-2000 school year.

LAK/smw

MEMO #: I-00-182



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Gift Acceptance

DATE: January 17, 2000

The Junior High Honor Choir has received a \$250.00 donation from the Vikingland Kiwanis. The money will be used for the February appearance at the Minnesota Music Educators Conference in Minneapolis.

The Junior High received \$200.00 in merchandise from Barnes and Noble from Pam Rezac to Marsha Johanson and Michaela Ludwig for enrichment materials in their English classrooms.

The Senior High has received pool equipment donated by Bert Chamberlain with a value of \$369.91.

The Senior High has received a gift of two checks from Target Stores in the amount of \$707.36 and \$526.36. The money will be used to purchase picnic tables and a refrigerator.

**SUGGESTED RESOLUTION:** Move to accept these gifts and direct a letter of thanks to Target Stores, Bert Chamberlain, Vikingland Kiwanis and Pam Rezac from Barnes and Noble.

LAK/smw

TO: Dr. Larry Nybladh

FROM: Robert Lacher 

DATE: January 18, 2000

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:

Jason Otto Math Teacher, Senior High, BA (0-6) \$12,731.14 (25324), effective January 24, 2000. (Replace Bruce Emmel)

Mark Dufner Math Teacher, Senior High, MA (7) \$15,408.30 (30986), effective January 24, 2000. (Replace M. Argent)

Mark Perry Social Teacher, Senior High, BA (0-6) .714 FTE, \$9090.04 (25324), effective January 24, 2000. (Replace Fisher who has Gifted)

Bruce Roen Custodian, Senior High, A12 (3) \$9.41 per hour, effective January 18, 2000. (Replace Adrian Smith)

Revis Nelson EBD Paraprofessional, Senior High, B21 (2) \$9.83 per hour, 6.5 hours daily, effective January 24, 2000. (Replace Rory Sandvig)

Darlene Renwick Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective December 16, 1999. (Replace Melinda Swanson)

Deb Jackson Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective January 5, 2000. (Replace Florence Holte)

Anjela Broden Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective immediately. (Replace Gary Mosbacher)

Kathleen Norwig Assistant Server, Probstfield, \$7.20 per hour, 2.75 hours daily, effective December 15, 1999. (Replace Lucy Skodje)


Kyle Wilking Food Server, Riverside, \$6.20 per hour, 1.75 hours daily, effective December 13, 1999. (Replace Nina Langness)

Suggested Resolution: Move to approve the employments as presented.

RL:sh

MEMORANDUM P 00.017

TO: Dr. Larry Nybladh

FROM: Robert Lacher 

DATE: January 18, 2000

SUBJECT: Resolution for Discontinuing and Reducing programs and Positions.

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

SUGGESTED RESOLUTION: Move to approve the resolution as presented.

RJ:sh



MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

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

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

WHEREAS there is a fluctuating student enrollment, and,

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

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

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

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

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

thereon the following voted in favor thereof:

and the following voted against:

Whereupon said resolution was declared duly passed and adopted.

Chairperson \_\_\_\_\_

Date \_\_\_\_\_

MEMORANDUM P 00.015

TO: Dr. Larry Nybladh

FROM: Robert Lacher 

DATE: January 18, 2000

SUBJECT: Family/Medical Leave

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

Catherine Rockstad Third Grade Teacher, Probstfield, beginning on or about May 3, for 6 weeks.

Anita Huseby First Grade Teacher, Washington, to begin approximately April 3 for 6 weeks.

Brenda Krueger First Grade Teacher. Washington, to begin approximately February 28 for 12 weeks.

Peggy Simonson School Readiness Teacher, from January 17 through February 29, 2000.

Jean Morlock Library Secretary, Edison, to begin approximately February 4 for 6 weeks.

Candace Richards Paraprofessional, Edison and Asp, for the month of January.

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

RL:sh

MEMORANDUM P 00.016

TO: Dr. Larry Nybladh

FROM: Robert Lacher 

DATE: January 18, 2000

SUBJECT: Resignations

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

Michael Fairbanks Custodian, Robert Asp, effective January 25, 2000.

Kristi Jackson Paraprofessional, Edison, effective January 21, 2000.

Sandra Sidler Interpreter for the Deaf/Hard of Hearing, District Wide, effective January 21, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RL:sh

MEMO #: I-00-185



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Goals 2000

DATE: January 17, 2000

Attached is the report for the Goals 2000 Program complete by Pat King for the 1998-99 school year. The report was sent to the Department of Children, Families and Learning.

LAK/smw  
attachment

District Goals 2000 Report  
FY 1998

School District Moorhead #01-152

Person Reporting: Patricia King

Phone : 218-299-6257

Date: December 21, 1999

December 15, 1998 THROUGH DECEMBER 1, 1999

The following work was completed during the Summer of 1998 for the 1998-99 school year:

Strategy #1. K-2 Program Development for Gifted & Talented Learners.

- K-4 services are being assessed through work with academic advisors and principals
- Procedures have been established for assessment

Strategy #2. Collaboration for Development of the Standards Based "Maximum Achievement Plan" (MAP) for all students

- Reviewed elementary learning plan process
- In the process of reviewing the implications of the graduation standards rule
- In the process of incorporating technology, standards and other information
- The plan to pilot within Middle Level and High School has been incorporated into FY 98 Goals 2000. Due to time constraints we will not be able to address this until next year, although planning is continuing.

Strategy #3. Developing Alternative Education Programs for 5th and 6th grade students

- The alternative options for 5th and 6th grade have been developed at an alternative site due to lack of space at Robert Asp School at this time. This project is on hold.
- Individualized student programming has been developed, we are reevaluating the Jostens and Plato system due to district networking

GOAL IV

Strategy #1. Training for New Math Implementation

### Curriculum Based on Identified Teachers' Needs

- Due to district networking, classes will be offered in January. The scope and sequence of technology skills for students has been developed and used as a needs assessment for teacher inservice.

### Strategy #3. Training for Teacher Trainers for Sites to Implement the Graduation Standards and Assessment Packages

- Trainers have been trained and meet monthly for updates. Each school has a plan utilizing the trainers (facilitators) and providing staff development for all staff members.

### Strategy #4. Summer Grad Standards Training

- Workshops were held for planning, assessing and record keeping of the Minnesota Graduation Standards this past summer and fall.

### The Goals 2000 project for the 99-00 school year began in the fall of 1999:

Every K-12 building will promote family-school partnerships that provide all students with learning opportunities at home and at school which will ensure progress towards meeting the graduation standards.

#### 1. Objective--Identify existing barriers to family-school

- Most schools are developing surveys and beginning to identify barriers.

#### 2. Objective-- Based on the results of the surveys developed under objective one, strategies will be generated to address some of the identified barriers and partnerships.

- This is in the planning stages for some schools and others are not ready for this step.

#### 3. Objective: Enhance family /school partnerships to strengthen parental competency to offer meaningful support for their child's progress toward reaching the graduation standards.

- We are currently looking a more comprehensive method of reporting progress to parents.

#### 4. Objective: Maximize individual achievement by using an individual "Maximum Achievement Plan" (MAP) and provide flexible structures to offer educational opportunities.

- This is in the planning stages.

MEMO #: B00214

MEMO TO: DR. NYBLADH

FROM: BETH ASTRUP 

DATE: JANUARY 14, 2000

SUBJECT: SPORT CENTER LEASE

Attached is the 1999.2001 Sport Center Lease Agreement proposed by the City of Moorhead. The agreement is for 2 years at an annual expense of \$34,606.25. The previous agreement was \$32,957. The increase is \$1,649.25 or 5%. The second year of the agreement will remain at \$34,606.25.

Suggested Resolution: Move to approve the 1999.2001 Sport Center Lease with the City of Moorhead at an annual rate of \$34,606.25.

Attachments: 1999.2001 Lease Agreement

AGREEMENT FOR USE OF  
CITY OF MOORHEAD FACILITIES & ISD #152 FACILITIES  
FOR THE SCHOOL YEAR 1999-2001

THIS AGREEMENT made and entered into this 20th day of September, 1999, by and between the CITY OF MOORHEAD, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "CITY," and Independent School District No. 152, a municipal corporation, hereinafter referred to as "SCHOOL"; and

WITNESSETH:

WHEREAS, the CITY OF MOORHEAD has constructed and operated several facilities within its Parks and Recreation System made available for a multitude of active and passive recreation and education activities; and

WHEREAS, the SCHOOL operates among other education programs and activities, a physical education program, extra curricular activities program, picnics, junior varsity and varsity events, and athletic programs; and

WHEREAS, the following facilities shall be open and shared available for the use of SCHOOL activities including the following:

Gooseberry Mound Park	Daly Park
MB Johnson Park	5-9 Park
Memorial Park	Hansmann Park
Woodlawn Park	Horn Park
Centennial Park	Knapp Park
Community Center	Lamb Park
Matson Memorial Field	Morningside Park
Moorview Soccer Complex	Northeast Park
Moorhead Sports Center	Holmstead Park
Moorhead Municipal Pool	Ridgewood Park
Village Green Golf Course	River Oaks Park
Alm Park	Riverview Estates Park
Angela's Park	Romkey Park
Arrowhead Park	South Park
Belsly Park	Townsite Park
Buland Park	Village Green Park
Country Club Park (Volk)	Viking Ship Park

which are available for the use of SCHOOL; and

WHEREAS, SCHOOL operates educational facilities which will be made available to the CITY at:



George Washington School  
Robert Asp School  
Moorhead Junior High School  
Probstfield School

Riverside School  
Senior High School  
Thomas Edison School

WHEREAS, the SCHOOL may from time to time find it necessary to charge fees to the CITY to cover the operational costs of its facilities when the SCHOOL is not operating or does not have the facility open at that time; and

WHEREAS, the CITY and the SCHOOL each shall have secondary rights of refusal for the mutual use of the programs after the respective owner of each have scheduled their activities and curriculum, with the exception of those civic organizations currently using the facilities; and

WHEREAS, the CITY and the SCHOOL do mutually promote and provide recreation and education activities and events through its Park and Recreation programs, Community Education programs, and other types of publications and shall cooperate and coordinate its resources and share in the responsibilities of setting forth priorities and activities for the use of the facilities and sharing of the human, physical and financial resources to promote the optimum number of recreation and continuing education activities for community residents; and

WHEREAS, the CITY and the SCHOOL acknowledge in consideration of this Agreement certain further and additional agreements and activities and understandings may be reached from time to time by CITY and SCHOOL for use of lands and properties and the maintenance of the same.

NOW, THEREFORE, it is hereby agreed by and between CITY and SCHOOL as follows:

1. The CITY does hereby agree to lease to the SCHOOL, and the SCHOOL does hereby agree to take from CITY the Moorhead Sports Center building to conduct a portion of the SCHOOL's physical education, extra curricular activities, and athletic programs during the school year subject to the agreements and mutual understandings by and between the CITY and the SCHOOL.

2. The parties agree that the SCHOOL will have the use of the Sports Center building (this reference is to only one sheet of ice or dry floor unless mutually acceptable to both parties, except the spaces which they have constructed and/or are maintaining) for its physical education programs, extra curricular activities, and athletic programs during the period from August 15 of each year until June 15 of the following year to coincide with the school year, and may use the facilities for up to 177 days each such school year from 8:00 a.m. to 6:00 p.m., plus such additional hours of operation as shall be necessary to conduct the SCHOOL's extra curricular activities, hockey programs, and other athletic programs. In order to allow the CITY to schedule other activities in the Sports Center, SCHOOL will

provide the CITY no later than August 1 of each year during the term of this Agreement, a SCHOOL calendar showing the projected days when SCHOOL classes will be in session and the exact days the SCHOOL will be using the facilities.

3. In accordance with Exhibit "B," SCHOOL agrees to pay to the CITY \$34,606.25 per year during the School Years of 1999-00 and 2000-01 a total sum of \$69,212.50. The SCHOOL will receive credit for days not used during any School Year. If physical education classes are cancelled due to weather or any other emergency, classes may be rescheduled to take place at a mutually agreeable time without additional expense of the SCHOOL. The ice hours and dry floor hours may vary, based upon established schedule by SCHOOL and CITY.

4. It is expressly agreed and understood by the parties that this Agreement covers only the use of the Sports Center building for physical education, extra curricular activities, and varsity athletic programs. All other activities for which the SCHOOL may desire to use the Sports Center building shall be arranged and negotiated in separate agreements between the CITY and SCHOOL.

5. The CITY shall be responsible for certain designated areas of upkeep and maintenance of the Sports Center building during the term of this Agreement; however, the SCHOOL agrees that it will provide individuals to fully supervise physical education, extra curricular activities, and varsity and junior varsity athletic programs within the Sports Center building while the building is being used as a part of this Agreement. The SCHOOL also agrees it will provide custodial services and supplies for maintaining the Outreach Center rooms #180 through #195, the weight room #210, offices #211, #212 and #213, the varsity team room used by the Moorhead Spuds, the activities room #232, health room #205, concession room #172, storage rooms #175, and men's and women's restrooms #174. Also, it shall provide and maintain the elevator listed in Alternate 2 near room #230. The CITY shall exclusively maintain and provide materials and supplies for upkeep, safety, and cleanliness throughout the remainder of the building. (Exhibit C, C-1, C-2, C-3 and C-4).

6. The SCHOOL agrees to provide liability insurance to protect and indemnify the CITY from any and all claims for injuries or damages occurred or incurred by virtue of the SCHOOL's use of the Sports Center building under this Agreement, but in any event, shall provide for personal injury liability of not less than 1 million per occurrence; the CITY agrees to provide reasonable safe premises and to maintain the premises in a reasonably safe condition. Nothing in this lease shall be deemed to limit or abrogate this duty of the CITY.

7. The CITY and the SCHOOL will meet annually, no later than May 31 to determine the need for replacement and addition of ice skates. One organization will place the order and the CITY and SCHOOL will share equally in the costs.

8. CITY and SCHOOL agree that when there is not a programming conflict, and when there is either ice or dry floor on both floors, the SCHOOL will be allowed to utilize the tract around both floors with no monetary consideration.

9. The SCHOOL acknowledges that the CITY will be entering into agreements similar to this Agreement with other organizations within the CITY OF MOORHEAD for the use of the Sports Center building, and specifically recognizes that its request for use of the Sports Center building over and above the days and times contemplated in this lease agreement will be subject to the availability of the Sports Center building.

10. CITY and SCHOOL recognize that individuals and organizations supporting Moorhead High School sports have installed and furnished a weight training room on the mezzanine level of the Sports Center building. The CITY will be working to install equipment in the Fitness Room. It is recognized that the equipment maintenance and responsibility for the weight room will be with the SCHOOL, and the equipment and responsibility of the Fitness Center will be with the CITY. SCHOOL and CITY will continue to work toward the development of a weight and fitness program for the community.

11. This Agreement shall be binding upon and insure to the benefit of the successors and assigns of the parties hereto and, before it becomes effective, will be submitted to the respective governing bodies of the parties for approval by resolution, certified copies of which resolutions shall be attached to the executed copy of the Agreement.

12. The parties intend that this Agreement be an ongoing, self-renewing Agreement; however, the parties agree that annual reviews of the experiences of each party under this Agreement will take place no later than May 31 of each year; any amendments, additions or deletions to this Agreement, including the rate to be charged for the use of the facility, will be incorporated into this Agreement as an addendum; if either party determines to cancel this Agreement, notice must be given prior to June 1 of the year in which cancellation is intended to take place.


IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

CITY OF MOORHEAD

BY:

  
\_\_\_\_\_  
Morris L. Lanning, Mayor

ATTEST:

  
\_\_\_\_\_  
James W. Antonen, City Manager

INDEPENDENT SCHOOL DISTRICT NO. 152

BY:

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Clerk

DATE: \_\_\_\_\_

EXHIBIT "A"

ADDITIONAL AGREEMENTS AND MUTUAL UNDERSTANDINGS

CITY and SCHOOL agree to the following use by CITY of SCHOOL lands and properties and maintenance of same:

- I. The CITY will continue to use the site on the East end of Moorhead Junior High's campus for a neighborhood park as depicted in Attachment I.
- II. The CITY will continue to use the swimming pool at a rental cost of \$150 or the required permit, whichever is higher.

## EXHIBIT "B"

## SPORTS CENTER LEASE

CITY and SCHOOL agree to the following Rental Payment Schedule and rates therein for the 1999-2001 School Year during the term of this Agreement:

	1999-2000	2000-2001	Rates	Total/Per Year	Grand Total
PE Dry Floor	300	300	\$11.35	\$3,405.00	\$6,810.00
PE Ice Use	175	175	\$15.75	\$2,756.25	\$5,512.50
B/Hockey Practice	160	160	\$66.37	\$10,619.20	\$21,238.40
A&B Games	10	10	\$612.15	\$6,121.50	\$12,243.00
A Games Only	1	1	\$427.35	\$427.35	\$854.70
Ath. Dry Floor	120	120	\$11.35	\$1,362.00	\$2,724.00
G. Hockey Practice	85	85	\$66.37	\$5,641.45	\$11,282.90
A Games Only	10	10	\$427.35	\$4,273.50	\$8,547.00
<b>Totals</b>				\$34,606.25	\$69,212.50



Memo #: B00215

TO: Dr. Nybadh

FROM: Beth Astrup BA

DATE: January 17, 2000

SUBJECT: Allocation of General Education Revenue Among Buildings

During the 1999 legislative session a new law was passed that requires all school districts to initially allocate general education and referendum revenue to each building in the district where the children who have generated the revenue are served. After the initial allocation districts can, by board resolution, reallocate the revenue among buildings or district-wide services.

I attached a copy of the statute relating to this new reporting requirement and also the spreadsheet that will be sent to the State detailing the reallocation of revenues for Moorhead. The district wide allocation includes revenue to offset expenses for student transportation, Townsite staff, School Board, many capital items, maintenance costs for the entire district, and numerous other items that are not costed out to the buildings.

Suggested Resolution: Move to approve the reallocation of general education revenue and direct administration to send the attached report to the Commissioner of the Department of Children, Families, and Learning.

Minnesota Statutes 1999, Table of Chapters

Table of contents for Chapter 126C

**126C.23 Allocation of general education revenue.**

Subdivision 1. **Definitions.** For the purposes of this section, "building" means education site as defined in section 123B.04, subdivision 1.

Subd. 2. **Building allocation.** A district must initially allocate its general education and referendum revenue to each building in the district where the children who have generated the revenue are served. General education and referendum revenue generated by students served at sites not owned and operated by the district must be allocated to a separate account to be used for services for pupils who generated the revenue.

Subd. 3. **Reallocation for expenditures.** A district may, by board resolution, adjust the initial allocation so as to expend revenue for any purpose including, but not limited to, district services, revenues or other funds established, reallocations among buildings and programs and, separately, the costs of increases in compensation approved by the board for teachers and other employees.

Subd. 4. **Separate accounts.** Each district shall maintain separate accounts to identify revenues and expenditures for each building.

Subd. 5. **Data reporting.** Each district must report to the commissioner the estimated amount of general education and referendum initially allocated to each building under subdivision 2 and the amount of any reallocations under subdivision 3 by January 30 of the current fiscal year, and the actual amount of general education and referendum revenue initially allocated to each building under subdivision 2 and the amount of any reallocations under subdivision 3 by January 30 of the next fiscal year.

HIST: 1999 c 249 s 23

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Allocation of General Education Revenue Among Buildings  
1999-2000 Estimate

Building	Building #	Initial Allocation	Building Reallocation	District Wide Reallocation	Adjusted Allocation
Edison	186	\$2,816,379	\$119,063	(\$931,740)	\$2,003,702
Probstfield	190	3,062,087	225,778	(1,043,603)	2,244,262
Riverside	191	1,785,849	33,872	(577,599)	1,242,122
Washington	194	3,428,764	179,923	(1,145,435)	2,463,252
Sr. High	382	9,410,658	(137,635)	(2,943,355)	6,329,668
Asp	384	3,805,356	388,910	(1,331,304)	2,862,962
Jr. High	385	5,397,705	(1,224,219)	(1,321,767)	2,851,719
Juvenile Detention Ctr.	960	36,443	102,957	(44,247)	95,153
Shelter Care	970	28,288	(747)	(8,742)	18,799
Red River Area Lrng. Ctr.	980	637,063	(343)	(202,102)	434,618
Targeted Services	981	9,268	(9,268)		0
Outreach	990	81,892	321,709	(128,106)	275,495
Tuitioned Out	998	828,116			828,116
District Wide	005	0		9,678,000	9,678,000
Total		<u>\$31,327,868</u>	<u>\$0</u>	<u>\$0</u>	<u>\$31,327,868</u>

MEMO #: S-00-116

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: First Reading of Policies

DATE: January 18, 2000

Attached please find the policies: Promotion, Retention and Acceleration of Elementary Students (IKE), Family Involvement (KMA), Cash Management (DAA), Health and Safety Protection (GBEE), Safety and Security Technology (ECA), and High School Academic, Activity and Varsity Athletic Letters (JIA) for your review.

The Policy Review Committee recommends approval of each policy.

:mdm

Attachments

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: IKE

DATE ADOPTED: 04-24-84

REVIEWED/REVISED: 05-22-95

PROMOTION, RETENTION & ACCELERATION OF ELEMENTARY STUDENTS

Promotion, retention and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of the alternatives.

Our school system accepts the responsibility to aid the development of each student. The educational programs in our district are designed to maximize individual growth in the following areas as identified and defined in our District Philosophy:

- A. Self-concept
- B. Human understanding
- C. Basic skills
- D. Creative development
- E. Knowledge and appreciation of human achievement
- F. Joy of learning
- G. Physical and mental well-being
- H. Self-sufficiency
- I. Responsible citizenship

Every effort shall be made to identify the special needs and talents of students early in their school careers so appropriate placements can be made.

Final decisions on promotion, retention and acceleration shall be made by the principal after consultation and recommendations of teachers, parents and other resource persons.

An appeal may be made to the Superintendent and ultimately to the School Board within thirty (30) calendar days of the principal's decision.

Reviewed/Revised: 12/90

5/22/95

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN.

DISTRICT CODE: KMA

DATE ADOPTED: 06/26/95

REVIEWED/REVISED:

FAMILY INVOLVEMENT

ISD #152 believes that many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to achieving a high quality education and a safe, disciplined learning environment.

Family involvement will be encouraged at all grade levels. There shall be opportunities for parents to become involved both at home and at school. A special effort will be made to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education. Changing family structures and strengths and needs will be recognized and programs planned accordingly.

The District will keep families informed through various channels of communication of their child's progress in school and activities. There will be opportunities for parents to become involved and provide input in building and district decisions. The staff will encourage open communication between the family and the schools.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: DAA

DATE ADOPTED: 07/17/95

REVIEWED/REVISED:

CASH MANAGEMENT

The School Board acknowledges the need for effective management of the District's cash resources. The School Board directs the Assistant Superintendent of ~~Business Affairs~~, - System Support or designee, to maintain effective cash management procedures. These procedures shall seek to optimize yields of investable funds at acceptable levels of risk. Procedures shall be in accordance with Minnesota statutes.

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: GBEE

DATE ADOPTED: 07/17/95

REVIEWED:

HEALTH AND SAFETY PROTECTION

ISD #152 considers health and safety protection an important part of every operation. ~~We~~ The District will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times.

~~Safety and health shall be an integral part of all operations. Accidents have no place in our schools.~~

~~We will work to maintain safe and healthful working conditions. Adhering to proper operating practices and procedures designed to prevent injury and illness, and comply with all applicable regulation and standards.~~

~~Each level of administration must model, and reflect an interest in school safety and health objective. Administration interest must be vocal, visible and continuous.~~

All employees and students shall follow safe working practices, obey rules and regulations, and work, and learn in a way manner that maintains the high safety and health standard developed and sanctioned by the school District. ~~We urge all employees and students to make our safety and health program an integral part of their daily activities.~~

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ECA

DATE ADOPTED: 08/14/95

REVIEWED/REVISED:

SAFETY AND SECURITY TECHNOLOGY

The purpose for using safety and security technology in school buildings, school buses, and other property utilized by Independent School District #152 is to enhance the safety and security of pupils and staff. Various forms of technology may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings.

I. Video Cameras

A. Placement - Video cameras may be installed only in common student areas, (e.g. hallways, cafeteria, library, office, parking lots, school buses, etc.). Signs will be placed in areas where video cameras are installed notifying all persons that their conversation or actions may be recorded on tape.

Under no circumstances will video cameras be installed in areas restricted to only one sex (e.g. bathroom, locker rooms, etc.).

Surveillance equipment on buses will be rotated on a random basis and used to target bus routes identified or suspected by drivers or other district staff as having a problem. Neither students nor bus drivers will have prior knowledge of video cameras being placed on buses.

B. Use and Retention of Video Tapes -

1. Tapes will be viewed under the following conditions:

- a. a complaint or report from a student, staff members, parent, bus driver, or other citizen arising out of suspected personal misconduct;
- b. at the request of a school administrator or law enforcement agency;
- c. periodic review at the discretion of the school principals, transportation director, or other designees of the Superintendent.

2. Video tapes will not be released or shown to parents, the public, or district personnel, except in conformance with the Minnesota Government Data Practices Act and the Family Education

Rights and Privacy Act and rules and/or regulations promulgated thereunder.

3. Video tapes or copies of video tapes used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video tape is used as evidence and will be kept as set forth in the school district's Records and Retention Schedule (JO-A).

4. Video tapes used as evidence in criminal proceedings will be retained until released to be destroyed by court order or law enforcement officials.

## II. Other Safety and Security Technology

A. Placement - Other forms of safety technology may be utilized to enhance student and staff safety.

B. Use - Any safety and security technology used such as stationary or hand-held metal detectors will be utilized in accordance with federal and state statute and local ordinances. Students and staff will be informed in advance of the use of any such equipment.

## III. General Statement of Policy

The purchase and utilization of safety and security technology will occur only after review and approval by the School Board.



POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JIA

DATE ADOPTED: 3/24/87

REVIEWED REVISED: 5/08/95

HIGH SCHOOL ACADEMIC, ACTIVITY AND VARSITY ATHLETIC LETTERS

Letters are awarded to students in recognition of their efforts in meeting the district's mission statement: "To develop the maximum potential of every learner to thrive in a changing world." The purpose of an academic, athletic, or activity letter is to recognize student motivation, incentive to achieve, ability, accomplishments, and/or contribution to team effort. Guidelines for receiving a letter in academics, athletics, and activities shall be developed through administrative and building policy to insure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available and properly communicated to students and parents.

Reviewed/Revised: 5/8/95

MEMO #: S-00-117

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LEN*

RE: Policy Deletion

DATE: January 18, 2000

As previously discussed at the January 6 Board meeting, the attached policy IGBA will need to be deleted from our school district policy book due to a recent change in the Minnesota Legislature. There is to be no policy related to providing special education services at nonpublic schools.

Suggested Resolution: Move to approve deleting policy IGBA - Special Education and Related Services to Private Schools from the school district policy manual.

:mdm

Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: IGBA

DATE ADOPTED: 02/09/98

REVIEWED/REVISED

SPECIAL EDUCATION AND RELATED SERVICES TO PRIVATE SCHOOLS

Primary and Secondary School Programs

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

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

Early Childhood Programs

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

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

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

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

MEMO #: P.00.019

TO: School Board

FROM: Jim Cummings, Chair, Grievance Committee *QC (under)*

DATE: January 19, 2000

RE: Level Three Grievance of Teachers

Attached are the specific grievance procedures from the teachers' contract (pages 9 & 10) and the recommendations from the Board's committee that heard the grievances.

Recommended Resolution: Accept the recommended action of the review committee and deny the grievances as noted in the report.

JC:jg

Attachments: Recommendation from Committee  
Contract Pages 9 & 10

RECOMMENDED REPORT LETTER  
FOR THE SCHOOL BOARD

January 12, 2000

Stacey Foss, Chair  
Independent School District #152  
810 4th Ave. South  
Moorhead, MN 56560

Dear Chair Foss:

Pursuant to Step 3 of the Contract Grievance Procedure, the undersigned members of the School Board appointed to conduct the Step 3 meeting hereby make the following recommendations:

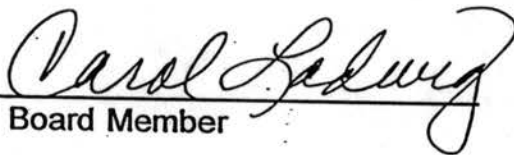
1. The grievance on deduct days.
  - a. There is no violation of the applicable collective bargaining agreement.
  - b. There is applicable language in the contract.
  - c. The grievance should be denied.
2. The grievance for long-term sub pay.
  - a. There is no violation of the applicable collective bargaining agreement.
  - b. There is an applicable past practice. The Board has set the rates of pay. The Employee Association has not attempted to bargain these provisions.
  - c. The grievance should be denied.
3. Emergency Leave Grievance
  - a. The grievance is moot.
  - b. Education Moorhead has withdrawn the grievance.

RECOMMENDED REPORT LETTER  
Page 2

4. The grievance for additional paid days for Reading Recovery teachers.
- a. There is no violation of the applicable collective bargaining agreement.
  - b. The grievance should be denied.

Sincerely,

By:   
Board Member

By:   
Board Member

1/13/00


Dr. Nybladh, Superintendent  
ISD #152  
Townsite Center  
Moorhead, MN 56560

Re: Grievance regarding the denial of emergency leave

Dear Dr. Nybladh:

The Exclusive Representative for the Teachers of ISD #152 is pleased to inform you of the formal withdrawal of the above stated grievance. With the ratification of the contract by Education Moorhead, and the approval of the contract by the Moorhead School Board, the issues that led to this grievance are no longer present. At this time the Association is withdrawing this grievance without prejudice. Thank you for your time in this matter.

Sincerely,



Robert Haseltine, Chair  
Educator Rights Council  
Education Moorhead

cc: Patricia Sullivan  
Carl Erickson  
Robert Lacher



of the receipt of the appeal. Each party shall have the right to include in its representation appropriate witnesses and counselors to develop facts pertinent to the grievance. Upon conclusion of the hearing, the Superintendent will have five (5) days in which to provide her/his decision to the Teachers' Grievance Committee.

**Step 3** - If the grievance is not resolved in Step 1 or Step 2, then the Teachers' Grievance Committee shall refer the grievance to the School Board within five (5) days. The School Board shall arrange for a meeting between the Teachers' Grievance Committee and the School Board to take place within ten (10) days of its receipt of the appeal, or at the next scheduled Board meeting. Each party shall have the right to include in its representation appropriate witnesses and counselors to develop facts pertinent to the grievance. Upon conclusion of the hearing, the School Board will have five (5) days in which to provide its written decision to the Teachers' Grievance Committee.

At the option of the School Board, two (2) or more School Board members, less than a quorum, may be designated by the School Board to hear the appeal when it reaches the School Board level. Following the hearing, said Board member(s) shall report findings and recommendations to the School Board. The School Board shall then render its decision. Following Step 3, this Grievance Procedure then terminates.

- Section 5. The School Board acknowledges the right of the Teachers' Grievance Committee representatives to participate in the processing of a grievance at any level.
- Section 6. By mutual agreement, Step 1 and/or Step 2 of the Grievance Procedure may be bypassed and the grievance brought directly to the next step.
- Section 7. No reprisals of any kind will be taken by the School Board of Education or the school administration against any teacher because of his/her participation in this Grievance Procedure.
- Section 8. All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participant(s).

## CONTRACT GRIEVANCE

- Section 1. **Definition** - A dispute or disagreement as to interpretation or application of any term or terms of this Contract, but can be initiated only by the Exclusive Representative.
- Section 2. **Time Limits** - All time limits herein shall consist of school days except that when a grievance is submitted on or after June 1, time limits shall consist of all weekdays so that the matter may be resolved before the close of the school term, or as soon as possible thereafter. Such time limitations may be extended only by mutual consent. The number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process.
- Section 2-3. **Procedure** - The parties acknowledge that it is usually most desirable for the Exclusive Representative and the appropriate representative of the Board to resolve problems through free informal communication. ~~However, should such informal process fail to satisfy the Exclusive Representative, the grievance may be processed as follows:~~

Step 1. - The Exclusive Representative will attempt to resolve the complaint through informal discussion with the appropriate school district representative.

~~Step 1. 2.~~ - If the complaint is not resolved in the initial meeting between the appropriate management department and the Exclusive Representative, and no more than thirty (30) days have elapsed since the occurrence prompting the complaint, then the Exclusive Representative must present the grievance in writing within five (5) days to the Superintendent of schools and/or the Superintendent representative who will arrange a meeting in ten (10) days. The Exclusive Representative, the appropriate management department official and the Superintendent, or his/her designated representative, will be present for the meeting.

The Superintendent and designee, must provide the Exclusive Representative with a written answer on the grievance within ten (10) days. Provided the aggrieved and aggrieved agree, ~~Step 1. 2~~ may be bypassed and brought to the next step.

~~Step 2. 3.~~ - If the grievance is not resolved in ~~Step 1. 2~~, then the Exclusive Representative may refer the grievance to the School Board who will meet with the Exclusive Representative at a regular or special called meeting, but in no case shall this period of time extend beyond thirty (30) days. An unlimited number of meetings may be held on the grievance, but when either party requests a formal answer, it shall be given in writing within ten (10) days of the request.

At the option of the School Board, two (2) or more Board members, less than a quorum, may be designated by the Board to hear the appeal when it reaches the Board level. Following the hearing, said Board members(s) shall report findings and recommendations to the School Board. The School Board shall then render its decision.

~~Step 3. 4.~~ - If the Exclusive Representative is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the time period provided above, the grievance may be submitted to arbitration before an impartial arbitrator. If the parties cannot agree as to the arbitrator within ten (10) working days from the notification date that the arbitration will be pursued, he/she shall be selected through the Bureau of Mediation Services in accordance with its rules, which shall likewise govern the arbitration proceeding. The fees and expenses of the arbitrator shall be shared equally by both parties.

~~Step 4. 5.~~ - The decision of the arbitrator shall be final and binding on all parties to the dispute unless the decision violated any provision of the laws on Minnesota or rules and regulations promulgated thereunder, or municipal charters or ordinances or resolutions enacted pursuant thereto, or which causes a penalty to be incurred thereunder. The decision shall be issued to the parties by the arbitrator, and a copy shall be filed with the Bureau of Mediation Services, State of Minnesota.

## **ARTICLE 11: POLICY "MEET AND CONFER" SESSIONS**

**Section 1. Statement** - In accordance with the PELRA, the School Board and the Exclusive Representative recognize that professional employees possess knowledge, expertise, and dedication which are helpful and necessary to the operation and quality of public services, and which may assist the School Board in developing their educational policies.

5-Min  
2-14-00

## INDEPENDENT SCHOOL DISTRICT #152

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

February 14, 2000

7:00 p.m.

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

### ATTENDANCE:

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

### AGENDA

#### 1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

\*\*\* We Are Proud of Bryce Haugen for taking first place honors in the Moorhead Junior High School Geography Bee. Nick Sternhagen placed second, and Derrick Turner, a seventh grader, placed third.

The Bee, sponsored by the National Geographic Society, is an integral part of the Society's campaign to restore geography to every classroom in the country.

**SCHOOL BOARD AGENDA - February 14, 2000**

**PAGE 2**

\*\*\* We Are Proud - Moorhead High School's Cyber Knowledge Team A tied with Warroad for first in the state in the Cyber Knowledge Competition Jan. 24-28. The Moorhead Junior High team placed fourth in the state. Thirty-two teams participated in the state competition.

Moorhead students also captured the top three spots in Region IV. Moorhead High Team A placed first, Moorhead Junior High placed second and Moorhead High Team B placed third. Eight teams from Region IV participated in the competition.

Moorhead High A: Jim Ross, Rory Lenertz, David Grandbois, BJ Shiers, and Steven Tranby

Moorhead High B: Bob Bekkerus, Will Hewitt, Tim Gustafson, Lee Richards, and John Langdahl.

Moorhead Junior High Team: Zack Kenz, Matt Dahlen, Ian Burman, Lindsey Marcy, Brock Ashmore, and Shane Olson.

Charlie Fisher served as the Moorhead High School coach and Lois Brown served as coach of the Moorhead Junior High team.

- 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 Grant - Page 9  
(2) Acceptance of Gifts - Page 10

**SCHOOL BOARD AGENDA - February 14, 2000**

**PAGE 3**

**B. SYSTEM SUPPORT MATTERS - Astrup**

- (1) Approval of Change Orders - Page 11
- (2) Approval of Townsite Lease - Page 12

**C. HUMAN RESOURCE MATTERS- Lacher**

- (1) Approval of New Employees - Page 13
- (2) Approval of Change in Contract - Page 14
- (3) Approval of Family/Medical Leave - Page 15
- (4) Acceptance of Resignations - Page 16

**D. SUPERINTENDENT MATTERS - Nybladh**

- (1) Approval of January 6 and 24, 2000 Minutes - Pages 17-27
- (2) Approval of February Claims

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

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

Comments \_\_\_\_\_

**3. COMMITTEE REPORTS**

**4. POLICY APPROVAL: Nybladh**

Pages 28-29

Suggested Resolution: Move to approve the policy, Promotion, Retention and Acceleration of Elementary Students (IKE), as presented.

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

Comments \_\_\_\_\_

**SCHOOL BOARD AGENDA - February 14, 2000**  
**PAGE 4**

5. **POLICY APPROVAL**: Nybladh  
Pages 30-31

Suggested Resolution: Move to approve the policy, Family Involvement (KMA), as presented.

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

6. **POLICY APPROVAL**: Nybladh  
Pages 32-33

Suggested Resolution: Move to approve the policy, Cash Management (DAA), as presented.

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

7. **POLICY APPROVAL**: Nybladh  
Pages 34-35

Suggested Resolution: Move to approve the policy, Health and Safety Protection (GBEE), as presented.

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

8. **POLICY APPROVAL**: Nybladh  
Pages 36-38

Suggested Resolution: Move to approve the policy, Safety and Security Technology (ECA), as presented.

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



**SCHOOL BOARD AGENDA - February 14, 2000**

**PAGE 5**

9. **POLICY APPROVAL:** Nybladh

Pages 39-40

Suggested Resolution: Move to approve the policy, High School Academic, Activity and Varsity Athletic Letters (JIA), as presented.

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

Comments \_\_\_\_\_

10. **SPORT CENTER LEASE:** Astrup

Pages 41-48

Suggested Resolution: Move to approve the 1999-2001 Sport Center Lease with the City of Moorhead at an annual rate of \$34,606.25.

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

Comments \_\_\_\_\_

11. **RESCINDING PREVIOUS RESOLUTION PROPOSING To IMMEDIATELY DISCHARGE LINDA FITZGERALD:** Lacher

Pages 49-50

Suggested Resolution: Move to pass the enclosed resolution as written by our legal counsel.

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

Comments \_\_\_\_\_

**SCHOOL BOARD AGENDA - February 14, 2000**

**PAGE 6**

**12. PAY EQUITY IMPLEMENTATION REPORT: Lacher**

Pages 51-59

Suggested Resolution: Accept the State Pay Equity Report. Have the Board chairperson sign and direct the Human Resources staff to post and notify appropriate bargaining units.

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

Comments \_\_\_\_\_

**13. PURCHASE OF STUDENT TRANSPORT VEHICLES: Astrup**

Pages 60-65

Suggested Resolution: Move to approve the purchase of two GMC Safari mini-vans from Falls Automotive at a cost of \$22,734 each without tax, license and fees.

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

Comments \_\_\_\_\_

**14. TRANSPORTATION BUDGET REVISION: Astrup**

Page 66

Suggested Resolution: Move to approve the changes to the 1999-2000 transportation budget as presented.

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

Comments \_\_\_\_\_

**15. 2000-2001 ANNUAL OPERATIONAL PLAN: Astrup**

Pages 67-73

Initial review of Pupil Transportation Fund III.



**SCHOOL BOARD AGENDA - February 14, 2000**  
**PAGE 7**

16. **CLAY COUNTY JOINT POWERS COLLABORATIVE AGREEMENT:** Nybladh  
Pages 74-83

Suggested Resolution: Move to approve the agreement as presented.

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

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

18. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - February 14, 2000****PAGE 8****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Com. Ed. Adv. Council	February 15	7 pm	Townsite
District Spelling Bee	February 15	10 am	MSH Aud.
Inst. and Curr. Adv. Com.	February 17	7 am	Townsite
Supt. Adv. Council	February 17	7 pm	Townsite
President's Day Holiday	February 21		No School
MJH Musical	Feb. 24-26	7:30 pm	MSH Aud.
"The Secret Garden"	Feb. 27	2 pm	MSH Aud.
School Board	February 28	7 pm	Townsite
MN Comp. Assessment Tests	March 7, 8, 9, 14, & 15		
School Board	March 13	7 pm	Townsite
Long Range Planning Com.	March 14	3:45 pm	Townsite
Inst. and Curr. Adv. Com.	March 16	7 am	Townsite
Supt. Adv. Council	March 16	7 pm	Townsite
Policy Review Com.	March 20	7 pm	Townsite
Com. Ed. Adv. Council	March 21	7 pm	Townsite
End of 3rd Quarter	March 24		
School Board	March 27	7 pm	Townsite
K-P/T Day Conferences (day)	March 28		
K-P/T Day Conferences (day)	March 29		
K-12 P/T Conferences (8-11, 12-4, 5-8:30)	March 30		
K-12 P/T Conferences (7:30 - 11 am)	March 31		
K-12 No School/Tchr Comp (pm)	March 31		
School Board	April 10	7 pm	Townsite
Spring Break/No School	April 21-24		
School Board	April 24	7 pm	Townsite

MEMO #: I-00-200



TO: Dr. Larry Nybladh

FROM: Lynne Kovash *LK*

SUBJECT: Grant Acceptance

DATE: February 9, 2000

The Partners in Learning Family Literacy project has been awarded an additional \$5,000.00 in LCTS grant dollars to assist with the increasing cost of transportation.

**SUGGESTED RESOLUTION:** Move to accept the grant as presented.

LAK/smw

**MEMO #:** I-00-199



**TO:** Dr. Larry Nybladh  
**FROM:** Lynne Kovash *LK*  
**SUBJECT:** Gift Acceptance  
**DATE:** February 9, 2000

The Senior High has received a donation of \$800.00 from the VFW Post #21 to be used to purchase a new judging platform for volleyball.

The Senior high has received a donation of \$5,090.00 from Moorhead Spud Boosters and Moorhead Optimist Club to purchase two scoretables to be used at home contests in the gym. Each organization donated \$2,545.00.

**SUGGESTED RESOLUTION:** Move to accept these gifts and direct a letter of thanks to the VFW Post #21, Moorhead Spud Boosters and Moorhead Optimist Club.

LAK/smw

MEMO #: B00216

MEMO TO: DR. NYBLADH

FROM: BETH ASTRUP *BA*

DATE: JANUARY 20, 2000

SUBJECT: CHANGE ORDER #19, #20, #21 & #22

Change Order #19 (Jr. High) - Revise door opening detail to toilet due to existing structural column support.	Add	\$ 850.00
Change Order #20 (Probst.)- Add 1, 2x2 light in admin. office	Add	\$ 396.00
Change Order #21 (Asp) - Provide infill above aluminum windows	Add	\$1,624.00
Revise door opening detail to toilet due to existing structural column support.	Add	\$ 911.00
Change Order #22 (Sr High) - Provide storm sewer modifications at Area "B".	Add	\$3,345.00
Modify door frame to maintain fire rating.	Add	\$ 336.00
Place/pour concrete pad for chiller at NE corner of Area "B".	Add	<u>\$ 804.00</u>
TOTAL	Add	\$8,266.00

Suggested Resolution: Move to approve Change Orders #19, #20, #21 & #22 as specified above.

MEMO #: B00219

MEMO TO: DR. NYBLADH

FROM: BETH ASTRUP 

DATE: JANUARY 21, 2000

SUBJECT: TOWNSITE RENTAL - MIGRANT HEALTH

Migrant Health is renewing their lease for one (1) year. They are renting 2,335 square feet at \$10.34 and 513 square feet at \$3.00 for a annual rental amount of \$25,682.90.

Suggested Resolution: Move to approve the above lease to Migrant Health for an annual rental amount of \$25,682.90.

MEMORANDUM P 00.034

TO: Dr. Larry Nybladh

FROM: Robert Lacher *R Lacher*

DATE: February 8, 2000

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:

Susan Pezalla	EBD Paraprofessional, Riverside, B21 (2) \$9.83 per hour, 6.5 hours daily, effective February 4, 2000. (Paid for by DGF)
Jessica Christmann	MSMI Paraprofessional, Probstfield, B21 (2) \$9.83 per hour, 6.5 hours daily, effective February 3, 2000. (Replace Michele Hartel)
Carol Honick	ECSE Paraprofessional, Riverside/Probstfield, B21 (2) \$9.83 per hour, 6.5 hours daily, effective February 14, 2000. (Replace D. Boe)
Robert Erickson	EBD Paraprofessional, Edison, B21 (2) \$9.83 per hour, 3.25 hours daily, effective January 31, 2000. (Replace Linda Nelson)

Suggested Resolution: Move to approve the employments as presented.

RL:sh

MEMORANDUM P 00.035

TO: Dr. Larry Nybladh

FROM: Robert Lacher *R Lacher*

DATE: February 8, 2000

SUBJECT: Change in Contract

The administration requests approval of the change in contract of the following persons:

Michele Hartel MSMI Paraprofessional, Probstfield, to half-time Nurse's Secretary, Edison Elementary, effective February 7, 2000.

Jeanne Erickson Nurse's Secretary, Edison Elementary, to half-time Nurse's Secretary's, Edison, effective February 7, 2000.

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

RL:sh



MEMORANDUM P 00.036

TO: Dr. Larry Nybladh  
FROM: Robert Lacher *R Lacher*  
DATE: February 8, 2000  
SUBJECT: Family/Medical Leave

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

Melissa Lund English Teacher, Senior High, to be around March 30, 2000 for six weeks.

Julie Reno Math Teacher, Senior High, to begin around May 3, 2000 for the remainder of the 1999-2000 school year.

Audrey Shafer Erickson English Teacher, Senior High, to begin about March 21, 2000 for the remainder of the 1999-2000 school year.

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

RL *sh*

TO: Dr. Larry Nybladh  
FROM: Robert Lacher *R Lacher*  
DATE: February 8, 2000  
SUBJECT: Resignations

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

Diana Barendt	Autistic Paraprofessional, Probstfield, effective January 21, 2000.
Andrea Heldt	Security/Night Attendance Caller, Senior High, effective February 8, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RL:sh

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 6, 2000  
PAGE 1

**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Anton B. Hastad, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** Mark Gustafson.

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

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

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

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Pat Sullivan, President of Education Moorhead, stated the union had ratified the 1999-2001 contract by majority vote.

**OATH OF OFFICE CEREMONY:** Chairperson Foss conducted the Oath of Office Ceremony for Board members elected to the 2000-2003 term. Newly elected members took their seats on the Board. Chairperson Foss thanked Mr. Hewitt for his contributions to the Board during his terms of office.

**ORGANIZATION OF THE SCHOOL BOARD:** Hastad moved, seconded by Erickson, to nominate the following officers for the year 2000 term of the Moorhead School Board and cast an unanimous ballot by acclamation:

Chairperson: Stacey Foss  
Vice-Chair: Jim Cummings  
Treasurer: Kristine Thompson  
Clerk: Carol Ladwig

Motion carried 6-0.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 6, 2000  
PAGE 2

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

Grants - Accept a \$20,000 W.K. Kellogg grant and a \$4,000 Community Education grant from Child Care Resource and Referral to continue the Preschool on Wheels program through Kindergarten Readiness.

Gifts - Accept the \$788.53 gift from Robert Asp parents and friends for expenses of the production and performance of special music programs; \$350 gift from Paul and Tracy Morehead in memory of Daniel Bergeron for purchasing occupational therapy equipment at Edison School; and a \$100 gift from Nick Sternhagen, Moorhead Junior High student, whose poem won the Wright Award for the best seventh and eighth-grade poem in the state.

New Employees

Amber Plocher - Music Teacher, Probstfield Elementary, BA (0-6) \$14,207.65 (\$25,000) effective January 5, 2000.

Allyson Boe - Third Grade Teacher, Washington Elementary, BA (7) \$15,038 (\$25,962) effective December 20, 1999.

Valerie Stevenson - O.T. Teacher, Riverside/Edison, .70 FTE, BA (0-6) \$9,945.35 (\$25,000) effective January 5, 2000.

Resignation

Rory Sandvig - Paraprofessional, Senior High, effective December 15, 1999.

Family/Medical Leave

Sherill Ohe - Teacher, Probstfield Elementary, January 19, 2000 until March 2, 2000.

Minutes - Approve the December 13, 1999 minutes as presented.

Claims - Approve the January Claims, subject to audit, in the amount of \$754,001.08.

REGULAR MEETING  
BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT #152  
TOWNSITE CENTRE  
JANUARY 6, 2000  
PAGE 3

General Fund:	\$358,340.00
Food Service:	55,031.37
Transportation:	155,868.42
Community Service:	12,575.00
Capital Expenditure	136,503.25
Townsite Centre	<u>32,683.04</u>
TOTAL	\$754,001.08

Motion carried 6-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Indian Education and Joint Powers Committees.

**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.)

**Art Department Dialogue** - Judith Christoffersen and Sue Geihl provided a visual presentation related to the elementary art program and plans developed to integrate the fifth grade standards into their program.

**1999-2001 TEACHER MASTER AGREEMENT:** Ladwig moved, seconded by Cummings, to approve the 1999-2001 Master Contract for the Education Moorhead Association of 5.59 percent increase in 1999-2000 and 6.35 percent increase in 2000-2001 (totaling 11.95 percent) and significant language changes. Motion carried 6-0.

**NEW TELEPHONE SYSTEM:** Dan Markert and Greg Frederick, Lesmeister & Associates, provided a review of the wide-area-networked digital telephone system.

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Ladwig moved, seconded by Hastad, to award the bid to Corporate Technologies for Telephone System Equipment, Voice Mail, Training, and Installation totaling \$529,696; Cabling bid for \$22,980; Alternate A-1 (PBX--Lincoln) for \$17,860; Alternate A-2 (ISDN) included; minus existing PBX Trade-in Allowance credit of \$18,000; for a total bid award of \$552,536. This award is contingent upon the School District receiving notification from the United States Government that it will receive E Rate Reimbursement for this telephone system project in an amount not less than \$120,000. In the event the request for such reimbursement is rejected, the School District shall reject all bids and determine whether to rebid the project. Motion carried 6-0.

**POLICY DELETION:** Kovash reported that due to recent change in the MN Legislature, policy IGBA - Special Education and Related Services to Private Schools, will need to be deleted from the school district policy manual. State law now provides school districts with the discretion to determine the location at which to provide services, which includes sites other than the nonpublic school. The Policy Review Committee will review this policy deletion at their next meeting.

**STUDENT TEACHING AGREEMENT WITH VALLEY CITY STATE UNIVERSITY:**

Cummings moved, seconded by Hastad, to approve the agreement as presented. Motion carried 6-0.

**RESOLUTION TO DISCHARGE SEAN DALY:** Cummings moved, seconded by Hastad, the resolution to place continuing contract teacher Mr. Sean F. Daly to be immediately discharged pursuant to Minnesota Statutes Section 122A.40. Motion carried 6-0.

**2000-2001 ANNUAL OPERATIONAL PLAN:** Astrup provided an initial review of Annual Operational Plan objectives and Food Service, Debt Service, and Enterprise funds. Lauri Winterfeldt-Shanks provided a review of the Community Education fund.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Foss commented on the upcoming January Intergovernmental Retreat in Detroit Lakes, MSBA Annual Leadership Conference in Minneapolis, the January 24 group photo session for school board members, and the April 1-4 NSBA Conference in Orlando, Florida. Committee assignments for newly elected Board members were also discussed.

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ADJOURNMENT: Hearing no objections, the meeting adjourned at 8:51 p.m.

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Carol Ladwig, Clerk

**REGULAR MEETING  
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**MEMBERS PRESENT:** Jim Cummings, Lisa Erickson, Stacey Foss, Mark Gustafson, Carol A. Ladwig, Kristine Thompson, and Dr. Larry P. Nybladh.

**MEMBERS ABSENT:** Anton B. Hastad.

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

**PREVIEW OF AGENDA:** Superintendent Nybladh recommended the agenda proceed as printed with the deletion of the Sport Center Lease (Item 5).

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

**WE ARE PROUD:**

\*\*\* We Are Proud of the MJH Knowledge Bowl Team for completing another highly successful season. The Regional All-Team Meet was held at Moorhead Junior High on November 11 with 39 teams competing in two divisions. In the AA Division, Moorhead Teams placed 1st, 2nd, 3rd, and 5th.

**1st Place Team**

Nick Sternhagen  
Jim Ross  
Lonella Streitz  
John Anderson  
Ben Hanna  
Nels Hunstad

**2nd Place Team**

Zackary Kenz  
Matthew Dahlen  
Lindsey Marcy  
Alex Olson  
Mike Grimstad  
Jonathan Schultz

**3rd Place Team**

Courtney Covey  
River Finken  
Thelonius Gracyk  
Mike Maritato

**5th Place Team**

Ian Burman  
Steve Astrup  
Paul Iverson  
Andrew Seaver



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Ingrid Anderson  
Allison Carey

Andrea Bakken

The Moorhead Junior High Knowledge Master Team placed first in Minnesota for the fifth consecutive time in the Fall Knowledge Master Open held on December 8. Moorhead ranked 17th out of 1,003 middle school teams worldwide.

Team members are: John Anderson, Andrea Bakken, Ian Burman, Courtney Covey, Matthew Dahlen, Thelonius Gracyk, Ben Hanna, Zackary Kenz, Ben Looock, Lindsey Marcy, Mike Maritato, and Nick Sternhagen.

\*\*\* We Are Proud of each District staff member who put forth the effort to assure that the District would be protected against a potential Y2K disaster. We commend Dan Markert and Orv Kaste for the leadership they provided over the past year in making the preparation for the District. We would also like to say we are proud and thank you to the following staff members who were present in the buildings on New Year's Eve to take care of the alarm systems and keep watch for potential problems:

Townsite	Jim Rene
Senior High	Cliff Steinert
Junior High	Elvin Nerby
Robert Asp	Jerome Mogard
Edison Elem.	Marv Thompson
Probstfield Elem.	Bob Beaton
Riverside Elem.	George Parker
Washington Elem.	Jim Smith
Mechanic	Tim Truscinski
Maintenance Bldg.	Jim Boothroyd

**MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS:** Ladwig commented on receiving communication related to the upcoming DARE graduations from the Moorhead Police Department and a communication from Vicky Anderson.

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

Student Teacher Agreement - Approve the agreement with North Dakota State University for student teachers.

Contract Agreement - Approve the contract with Connections of Moorhead, Inc. to provide service to a Moorhead student. The amount paid to Connections will not exceed \$9,832.35.

Position - Approve a 1 FTE special education paraprofessional position at Riverside School to assist a student in a therapeutic classroom. The position will be a direct bill back to the home school district.

Gifts - Accept the following gifts: \$250 from Vikingland Kiwanis for the Junior High Honor Choir appearance at the MN Music Educators Conference in Minneapolis; \$200 in merchandise from Barnes and Noble from Pam Rezac to Marsha Johanson and Michaela Ludwig for junior high enrichment materials for English classrooms; \$369.91 pool equipment from Bert Chamberlain for use at the Senior High School; and \$707.36 and \$526.36 from Target Stores to purchase picnic tables and a refrigerator for Moorhead Senior High School.

New Employees

Jason Otto - Math Teacher, Senior High, BA (0-6) \$12,731.14 (25324), effective January 24, 2000.

Mark Dufner - Math Teacher, Senior High, MA (7) \$15,408.30 (30986), effective January 24, 2000.

Mark Perry - Social Teacher, Senior High, BA (0-6) .714 FTE, \$9090.04 (25324), effective January 24, 2000.

Bruce Roen - Custodian, Senior High, A12 (3) \$9.41 per hour, effective January 18, 2000.

Revis Nelson - EBD Paraprofessional, Senior High, B21 (2) \$9.83 per hour, 6.5 hours daily, effective January 24, 2000. (Replace Rory Sandvig)

Darlene Renwick - Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective December 16, 1999.

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Deb Jackson - Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective January 5, 2000.

Anjela Broden - Food Server, Senior High, \$6.20 per hour, 2.25 hours daily, effective immediately.

Kathleen Norwig - Assistant Server, Probstfield, \$7.20 per hour, 2.75 hours daily, effective December 15, 1999.

Kyle Wilking - Food Server, Riverside, \$6.20 per hour, 1.75 hours daily, effective December 13, 1999.

Resolution Discontinuing and Reducing Programs and Positions - Approve the resolution directing administration to discontinue and reduce education programs and positions.

Family/Medical Leave

Catherine Rockstad - Third Grade Teacher, Probstfield, beginning on or about May 3, for 6 weeks.

Anita Huseby - First Grade Teacher, Washington, to begin approximately April 3 for 6 weeks.

Brenda Krueger - First Grade Teacher, Washington, to begin approximately February 28 for 12 weeks.

Peggy Simonson - School Readiness Teacher, from January 17 through February 29, 2000.

Jean Morlock - Library Secretary, Edison, to begin approximately February 4 for 6 weeks.

Candace Richards - Paraprofessional, Edison and Asp, for the month of January.

Resignations

Michael Fairbanks - Custodian, Robert Asp, effective January 25, 2000.

Kristi Jackson - Paraprofessional, Edison, effective January 21, 2000.

Sandra Sidler - Interpreter for the Deaf/Hard of Hearing, District Wide, effective January 21, 2000.

Motion carried 6-0.

**COMMITTEE REPORTS:** Brief reports were heard regarding the Senior High PTAC, Clay County Family Service Collaborative, Instruction and Curriculum Advisory Committee, Interagency Early Intervention Committee, and Indian Education Committee. Reports from the

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January MSBA conference were delayed until the next meeting.

**GOALS 2000:** Kovash reviewed the 1998-2000 Goals 2000 report stating funding will continue for one more year. The 1999 Goals 2000 funding will be used to promote and enhance family-school partnerships.

**ALLOCATION OF GENERAL EDUCATION REVENUE AMONG BUILDINGS:** Gustafson moved, seconded by Cummings, to approve the reallocation of general education revenue and direct administration to send the attached report to the Commissioner of the Minnesota Department of Children, Families and Learning. Motion carried 6-0.

**FIRST READING OF POLICIES:** The Board conducted a first reading of the following policies: Promotion, Retention and Acceleration of Elementary Students (IKE), Family Involvement (KMA), Cash Management (DAA), Health and Safety Protection (GBEE), Safety and Security Technology (ECA), and High School Academic, Activity and Varsity Athletic Letters (JIA).

**POLICY DELETION:** Thompson moved, seconded by Ladwig, to approve deleting policy IGBA - Special Education and Related Services to Private Schools from the school district policy manual. Motion carried 6-0.

**LEVEL THREE GRIEVANCE OF TEACHERS:** Cummings moved, seconded by Gustafson, to accept the recommended action of the review committee and deny the grievances as noted in the report. Motion carried 6-0.

**OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD:** Foss commented on the Intergovernmental Retreat scheduled for January 28-29 in Detroit Lakes. Thompson also commented on upcoming public meetings: Debating the Pros/Cons of a Unicameral Legislature (2/3/00 - 7 pm - King Hall - MSU) and a legislative report session (2/26 - 9-10:30 am, Townsite Centre Board Room) where District 9 legislators report on current legislative sessions.

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**ADJOURNMENT:** Hearing no objections, the meeting adjourned at 7:45 p.m.

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Carol Ladwig, Clerk

MEMO #: S-00-125

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: Approval of Policy

DATE: February 7, 2000

Attached please find the policy, Promotion, Retention and Acceleration of Elementary Students (IKE).

Suggested Resolution: Move to approve the policy, Promotion, Retention and Acceleration of Elementary Students (IKE) as presented.

:mdm  
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: IKE

DATE ADOPTED: 04-24-84

REVIEWED/REVISED: 05-22-95

PROMOTION, RETENTION & ACCELERATION OF ELEMENTARY STUDENTS

Promotion, retention and acceleration shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of the alternatives.

Our school system accepts the responsibility to aid the development of each student. The educational programs in our district are designed to maximize individual growth in the following areas as identified and defined in our District Philosophy:

- A. Self-concept
- B. Human understanding
- C. Basic skills
- D. Creative development
- E. Knowledge and appreciation of human achievement
- F. Joy of learning
- G. Physical and mental well-being
- H. Self-sufficiency
- I. Responsible citizenship

Every effort shall be made to identify the special needs and talents of students early in their school careers so appropriate placements can be made.

Final decisions on promotion, retention and acceleration shall be made by the principal after consultation and recommendations of teachers, parents and other resource persons.

An appeal may be made to the Superintendent and ultimately to the School Board within thirty (30) calendar days of the principal's decision.

Reviewed/Revised: 12/90

5/22/95

MEMO #: S-00-126

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: Approval of Policy

DATE: February 7, 2000

Attached please find the policy, Family Involvement (KMA).

Suggested Resolution: Move to approve the policy, Family Improvement (KMA) as presented.

:mdm

Attachment



POLICY OF THE SCHOOL BOARD, MOORHEAD, MN.

DISTRICT CODE: KMA

DATE ADOPTED: 06/26/95

REVIEWED/REVISED:

FAMILY INVOLVEMENT

ISD #152 believes that many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to achieving a high quality education and a safe, disciplined learning environment.

Family involvement will be encouraged at all grade levels. There shall be opportunities for parents to become involved both at home and at school. A special effort will be made to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education. Changing family structures and strengths and needs will be recognized and programs planned accordingly.

The District will keep families informed through various channels of communication of their child's progress in school and activities. There will be opportunities for parents to become involved and provide input in building and district decisions. The staff will encourage open communication between the family and the schools.

MEMO #: S-00-131

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: Approval of Policy

DATE: February 7, 2000

Attached please find the policy, Cash Management (DAA).

Suggested Resolution: Move to approve the policy, Cash Management (DAA) as presented.

:mdm  
Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: DAA

DATE ADOPTED: 07/17/95

REVIEWED/REVISED:

CASH MANAGEMENT

The School Board acknowledges the need for effective management of the District's cash resources. The School Board directs the Assistant Superintendent ~~of Business Affairs, - System Support~~ or designee, to maintain effective cash management procedures. These procedures shall seek to optimize yields of investable funds at acceptable levels of risk. Procedures shall be in accordance with Minnesota statutes.

**MEMO #: S-00-127**

**TO:** School Board

**FROM:** Dr. Larry P. Nybladh, Supt. *LPN*

**RE:** Approval of Policy

**DATE:** February 7, 2000

Attached please find the policy, Health and Safety Protection (GBEE).

Suggested Resolution: Move to approve the policy, Health and Safety Protection (GBEE) as presented.

:mdm

Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: GBEE

DATE ADOPTED: 07/17/95

REVIEWED:

HEALTH AND SAFETY PROTECTION

ISD #152 considers health and safety protection an important part of every operation. ~~We~~ The District will establish, provide, and maintain safe and healthful working conditions and insist upon safe work methods and practices at all times.

~~Safety and health shall be an integral part of all operations. Accidents have no place in our schools.~~

~~We will work to maintain safe and healthful working conditions. Adhering to proper operating practices and procedures designed to prevent injury and illness, and comply with all applicable regulation and standards.~~

~~Each level of administration must model, and reflect an interest in school safety and health objective. Administration interest must be vocal, visible and continuous.~~

All employees and students shall follow safe working practices, obey rules and regulations, and work, ~~and learn~~ in a way manner that maintains the high safety and health standard developed and sanctioned by the school District. ~~We urge all employees and students to make our safety and health program an integral part of their daily activities.~~

**MEMO #: S-00-129**

**TO:** School Board

**FROM:** Dr. Larry P. Nybladh, Supt. *LPN*

**RE:** Approval of Policy

**DATE:** February 7, 2000

Attached please find the policy, Safety and Security Technology (ECA).

Suggested Resolution: Move to approve the policy, Safety and Security Technology (ECA) as presented.

:mdm

Attachment

## POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: ECA

DATE ADOPTED: 08/14/95

REVIEWED/REVISED:

### SAFETY AND SECURITY TECHNOLOGY

The purpose for using safety and security technology in school buildings, school buses, and other property utilized by Independent School District #152 is to enhance the safety and security of pupils and staff. Various forms of technology may be utilized to deter misbehavior, promote security and safety, and serve as evidence if needed for disciplinary action or criminal proceedings.

#### I. Video Cameras

A. Placement - Video cameras may be installed only in common student areas, (e.g. hallways, cafeteria, library, office, parking lots, school buses, etc.). Signs will be placed in areas where video cameras are installed notifying all persons that their conversation or actions may be recorded on tape.

Under no circumstances will video cameras be installed in areas restricted to only one sex (e.g. bathroom, locker rooms, etc.).

Surveillance equipment on buses will be rotated on a random basis and used to target bus routes identified or suspected by drivers or other district staff as having a problem. Neither students nor bus drivers will have prior knowledge of video cameras being placed on buses.

#### B. Use and Retention of Video Tapes -

1. Tapes will be viewed under the following conditions:

- a. a complaint or report from a student, staff members, parent, bus driver, or other citizen arising out of suspected personal misconduct;
- b. at the request of a school administrator or law enforcement agency;
- c. periodic review at the discretion of the school principals, transportation director, or other designees of the Superintendent.

2. Video tapes will not be released or shown to parents, the public, or district personnel, except in conformance with the Minnesota Government Data Practices Act and the Family Education

Rights and Privacy Act and rules and/or regulations promulgated thereunder.

3. Video tapes or copies of video tapes used as evidence in school policy or safety violations will be retained by the school district until conclusion of any disciplinary proceeding in which the video tape is used as evidence and will be kept as set forth in the school district's Records and Retention Schedule (JO-A).

4. Video tapes used as evidence in criminal proceedings will be retained until released to be destroyed by court order or law enforcement officials.

## II. Other Safety and Security Technology

A. Placement - Other forms of safety technology may be utilized to enhance student and staff safety.

B. Use - Any safety and security technology used such as stationary or hand-held metal detectors will be utilized in accordance with federal and state statute and local ordinances. Students and staff will be informed in advance of the use of any such equipment.

## III. General Statement of Policy

The purchase and utilization of safety and security technology will occur only after review and approval by the School Board.



MEMO #: S-00-130

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: Approval of Policy

DATE: February 7, 2000

Attached please find the policy, High School Academic, Activity and Varsity Athletic Letters (JIA).

Suggested Resolution: Move to approve the policy, High School Academic, Activity and Varsity Athletic Letters (JIA) as presented.

:mdm

Attachment

POLICY OF THE SCHOOL BOARD, MOORHEAD, MN

DISTRICT CODE: JIA

DATE ADOPTED: 3/24/87

REVIEWED REVISED: 5/08/95

HIGH SCHOOL ACADEMIC, ACTIVITY AND VARSITY ATHLETIC LETTERS

Letters are awarded to students in recognition of their efforts in meeting the district's mission statement: "To develop the maximum potential of every learner to thrive in a changing world." The purpose of an academic, athletic, or activity letter is to recognize student motivation, incentive to achieve, ability, accomplishments, and/or contribution to team effort. Guidelines for receiving a letter in academics, athletics, and activities shall be developed through administrative and building policy to insure fairness and equity. Administrative and building policies shall ensure that written requirements are developed, available and properly communicated to students and parents.

Reviewed/Revised: 5/8/95

MEMO #: B00214

MEMO TO: DR. NYBLADH

FROM: BETH ASTRUP *BA*

DATE: JANUARY 14, 2000

SUBJECT: SPORT CENTER LEASE

Attached is the 1999.2001 Sport Center Lease Agreement proposed by the City of Moorhead. The agreement is for 2 years at an annual expense of \$34,606.25. The previous agreement was \$32,957. The increase is \$1,649.25 or 5%. The second year of the agreement will remain at \$34,606.25.

Suggested Resolution: Move to approve the 1999.2001 Sport Center Lease with the City of Moorhead at an annual rate of \$34,606.25.

Attachments: 1999.2001 Lease Agreement

AGREEMENT FOR USE OF  
CITY OF MOORHEAD FACILITIES & ISD #152 FACILITIES  
FOR THE SCHOOL YEAR 1999-2001

THIS AGREEMENT made and entered into this 20th day of September 1999, by and between the CITY OF MOORHEAD, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "CITY," and Independent School District No. 152, a municipal corporation, hereinafter referred to as "SCHOOL"; and

WITNESSETH:

WHEREAS, the CITY OF MOORHEAD has constructed and operated several facilities within its Parks and Recreation System made available for a multitude of active and passive recreation and education activities; and

WHEREAS, the SCHOOL operates among other education programs and activities, a physical education program, extra curricular activities program, picnics, junior varsity and varsity events, and athletic programs; and

WHEREAS, the following facilities shall be open and shared available for the use of SCHOOL activities including the following:

Gooseberry Mound Park	Daly Park
MB Johnson Park	5-9 Park
Memorial Park	Hansmann Park
Woodlawn Park	Horn Park
Centennial Park	Knapp Park
Community Center	Lamb Park
Matson Memorial Field	Morningside Park
Moorview Soccer Complex	Northeast Park
Moorhead Sports Center	Holmstead Park
Moorhead Municipal Pool	Ridgewood Park
Village Green Golf Course	River Oaks Park
Alm Park	Riverview Estates Park
Angela's Park	Romkey Park
Arrowhead Park	South Park
Belsly Park	Townsite Park
Buland Park	Village Green Park
Country Club Park (Volk)	Viking Ship Park
Meadows Golf Course	

which are available for the use of SCHOOL; and

WHEREAS, SCHOOL operates educational facilities which will be made available to the CITY at:

George Washington School  
Robert Asp School  
Moorhead Junior High School  
Probstfield School

Riverside School  
Senior High School  
Thomas Edison School

WHEREAS, the SCHOOL may from time to time find it necessary to charge fees to the CITY to cover the operational costs of its facilities when the SCHOOL is not operating or does not have the facility open at that time; and

WHEREAS, the CITY and the SCHOOL each shall have secondary rights of refusal for the mutual use of the programs after the respective owner of each have scheduled their activities and curriculum, with the exception of those civic organizations currently using the facilities; and

WHEREAS, the CITY and the SCHOOL do mutually promote and provide recreation and education activities and events through its Park and Recreation programs, Community Education programs, and other types of publications and shall cooperate and coordinate its resources and share in the responsibilities of setting forth priorities and activities for the use of the facilities and sharing of the human, physical and financial resources to promote the optimum number of recreation and continuing education activities for community residents; and

WHEREAS, the CITY and the SCHOOL acknowledge in consideration of this Agreement certain further and additional agreements and activities and understandings may be reached from time to time by CITY and SCHOOL for use of lands and properties and the maintenance of the same.

NOW, THEREFORE, it is hereby agreed by and between CITY and SCHOOL as follows:

1. The CITY does hereby agree to lease to the SCHOOL, and the SCHOOL does hereby agree to take from CITY the Moorhead Sports Center building to conduct a portion of the SCHOOL's physical education, extra curricular activities, and athletic programs during the school year subject to the agreements and mutual understandings by and between the CITY and the SCHOOL.

2. The parties agree that the SCHOOL will have the use of the Sports Center building (this reference is to only one sheet of ice or dry floor unless mutually acceptable to both parties, except the spaces which they have constructed and/or are maintaining) for its physical education programs, extra curricular activities, and athletic programs during the period from August 15 of each year until June 15 of the following year to coincide with the school year, and may use the facilities for up to 177 days each such school year from 8:00

a.m. to 6:00 p.m., plus such additional hours of operation as shall be necessary to conduct the SCHOOL's extra curricular activities, hockey programs, and other athletic programs. In order to allow the CITY to schedule other activities in the Sports Center, SCHOOL will provide the CITY no later than August 1 of each year during the term of this Agreement, a SCHOOL calendar showing the projected days when SCHOOL classes will be in session and the exact days the SCHOOL will be using the facilities.

3. In accordance with Exhibit "B," SCHOOL agrees to pay to the CITY \$34,606.25 per year during the School Years of 1999-00 and 2000-01 a total sum of \$69,212.50. The SCHOOL will receive credit for days not used during any School Year. If physical education classes are canceled due to weather or any other emergency, classes may be rescheduled to take place at a mutually agreeable time without additional expense of the SCHOOL. The ice hours and dry floor hours may vary, based upon established schedule by SCHOOL and CITY.

4. It is expressly agreed and understood by the parties that this Agreement covers only the use of the Sports Center building for physical education, extra-curricular activities and athletic programs. All other activities for which the SCHOOL may desire to use the Sports Center building shall be arranged and negotiated in separate agreements between the CITY and SCHOOL.

5. The CITY shall be responsible for certain designated areas of upkeep and maintenance of the Sports Center building during the term of this Agreement; however, the SCHOOL agrees that it will provide individuals to fully supervise physical education, extra-curricular activities and athletic programs within the Sports Center building while the building is being used as a part of this Agreement. The SCHOOL also agrees it will provide custodial services and supplies for maintaining the Outreach Center rooms #180 through #195, the weight room #210, offices #211, #212 and #213, the varsity team room used by the Moorhead Spuds, the activities room #232, health room #205, concession room #172, storage rooms #175, and men's and women's restrooms #174. Also, it shall provide and maintain the elevator listed in Alternate 2 near room #230. The CITY shall exclusively maintain and provide materials and supplies for upkeep, safety, and cleanliness throughout the remainder of the building. (Exhibit C, C-1, C-2, C-3 and C-4).

6. The SCHOOL agrees to provide liability insurance to protect and indemnify the CITY from any and all claims for injuries or damages occurred or incurred by virtue of the SCHOOL's use of the Sports Center building under this Agreement, but in any event, shall provide for personal injury liability of not less than 1 million per occurrence; the CITY agrees to provide reasonable safe premises and to maintain the premises in a reasonably safe condition. Nothing in this lease shall be deemed to limit or abrogate this duty of the CITY.

7. The CITY and the SCHOOL will meet annually, no later than May 31 to determine the need for replacement and addition of ice skates. One organization will place the order and the CITY and SCHOOL will share equally in the costs.



8. CITY and SCHOOL agree that when there is not a programming conflict, and when there is either ice or dry floor on both floors, the SCHOOL will be allowed to utilize the tract around both floors with no monetary consideration.

9. The SCHOOL acknowledges that the CITY will be entering into agreements similar to this Agreement with other organizations within the CITY OF MOORHEAD for the use of the Sports Center building, and specifically recognizes that its request for use of the Sports Center building over and above the days and times contemplated in this lease agreement will be subject to the availability of the Sports Center building.

10. CITY and SCHOOL recognize that individuals and organizations supporting Moorhead High School sports have installed and furnished a weight training room on the mezzanine level of the Sports Center building. The CITY will be working to install equipment in the Fitness Room. It is recognized that the equipment maintenance and responsibility for the weight room will be with the SCHOOL, and the equipment and responsibility of the Fitness Center will be with the CITY. SCHOOL and CITY will continue to work toward the development of a weight and fitness program for the community.

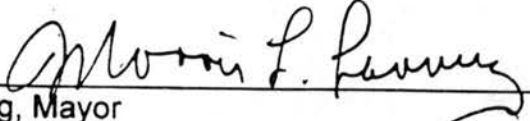
11. This Agreement shall be binding upon and insure to the benefit of the successors and assigns of the parties hereto and, before it becomes effective, will be submitted to the respective governing bodies of the parties for approval by resolution, certified copies of which resolutions shall be attached to the executed copy of the Agreement.

12. The parties intend that this Agreement be an ongoing, self-renewing Agreement; however, the parties agree that annual reviews of the experiences of each party under this Agreement will take place no later than May 31 of each year; any amendments, additions or deletions to this Agreement, including the rate to be charged for the use of the facility, will be incorporated into this Agreement as an addendum, if either party determines to cancel this Agreement, notice must be given prior to June 1 of the year in which cancellation is intended to take place.

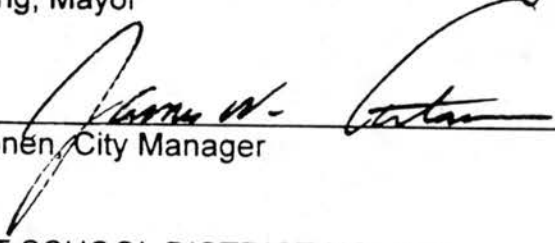
IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

CITY OF MOORHEAD

BY:

  
\_\_\_\_\_  
Morris L. Lanning, Mayor

ATTEST:

  
\_\_\_\_\_  
James W. Antonen, City Manager

INDEPENDENT SCHOOL DISTRICT NO. 152

BY:

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
Clerk

DATE: \_\_\_\_\_



EXHIBIT "A"

ADDITIONAL AGREEMENTS AND MUTUAL UNDERSTANDINGS

CITY and SCHOOL agree to the following use by CITY of SCHOOL lands and properties and maintenance of same:

- I. The CITY will continue to use the site on the East end of Moorhead Junior High's campus for a neighborhood park as depicted in Attachment I.
- II. The CITY will continue to use the swimming pool at a rental cost of \$150 or the required permit, whichever is higher.

# EXHIBIT "B"

## SPORTS CENTER LEASE

CITY and SCHOOL agree to the following Rental Payment Schedule and rates therein for the 1999-2001 School Year during the term of this Agreement:

	1999-2000	2000-2001	Rates	Total/Per Year	Grand Total
PE Dry Floor	300	300	\$11.35	\$3,405.00	\$6,810.00
PE Ice Use	175	175	\$15.75	\$2,756.25	\$5,512.50
B/Hockey Practice	160	160	\$66.37	\$10,619.20	\$21,238.40
A&B Games	10	10	\$612.15	\$6,121.50	\$12,243.00
A Games Only	1	1	\$427.35	\$427.35	\$854.70
Ath. Dry Floor	120	120	\$11.35	\$1,362.00	\$2,724.00
G. Hockey Practice	85	85	\$66.37	\$5,641.45	\$11,282.90
A Games Only	10	10	\$427.35	\$4,273.50	\$8,547.00
<b>Totals</b>				\$34,606.25	\$69,212.50

JAN 21 2000

MEMO #: P.00.025

TO: Dr. Nybladh, Supt.

FROM: Robert Lacher, Asst. Supt - Human Resources



DATE: January 20, 2000

RE: Rescinding Previous Resolution Proposing to Immediately  
Discharge Linda Fitzgerald

The Minnesota Department of Children, Families & Learning have granted  
Ms. Fitzgerald a one-year teaching certificate.

Therefore, we need pass the attached resolution.

Suggested Resolution: Pass the enclosed resolution as written by our legal council.

RL:jg


RESOLUTION RESCINDING RESOLUTION  
PROPOSING TO IMMEDIATELY DISCHARGE  
LINDA FITZGERALD

WHEREAS, the School Board of Independent School District No. 152 adopted a Resolution Proposing to Immediately Discharge Linda Fitzgerald on September 27, 1999, and

WHEREAS, Linda Fitzgerald subsequently provided evidence which resolved the basis for the immediate discharge.

THEREFORE, IT IS HEREBY RESOLVED by the School Board of Independent School District No. 152 that the Resolution Proposing to Immediately Discharge Linda Fitzgerald adopted on September 27, 1999, is hereby rescinded.

MEMORANDUM P 00.033

TO: Dr. Nybladh  
FROM: Robert Lacher   
DATE: January 28, 2000  
SUBJECT: Pay Equity Implementation Report

Attached if the documentation and calculated data for the State report. We have sent the unsigned report in as that it was due January 31, 2000. After Board Action, we will send in the signed report. The school district has passed all of the required tests.

	Passing	Moorhead
Underpayment Ration	80%	81.20 %
Salary Range Test	80%	98.06 %

SUGGESTED RESOLUTION: Accept the State Pay Equity Report. Have the Board chairperson sign and direct the Human Resources staff to post and notify appropriate bargaining units.

RL:sh

# Pay Equity Implementation Report

Send completed report to:

Pay Equity Coordinator  
Department of Employee Relations  
200 Centennial Building  
658 Cedar Street  
St. Paul, MN 55155-1603 (651) 296-2653 (Voice)  
(651) 297-2003 (TDD)

For Department Use Only

Postmark Date of Report

Jurisdiction ID Number

Part A: Jurisdiction Identification	Name of Jurisdiction <b>Moorhead Public Schools, ISD #152</b>			
	<input type="checkbox"/> City <input type="checkbox"/> County <input checked="" type="checkbox"/> School <input type="checkbox"/> Other:			
Part B: Official Verification	Address <b>810 4th Avenue S.</b>		City <b>Moorhead</b>	State <b>MN</b>
	Contact Person <b>Mr. Robert Lacher</b>		Zip <b>56560</b>	
Part C: Salary Range Test	1 The job evaluation system used measured skill, effort, responsibility and working conditions and the same system was used for all classes of employees. Check the system used: <input type="checkbox"/> State Job Match <input type="checkbox"/> Designed Own (specify) _____ <input checked="" type="checkbox"/> Consultant's System (specify) <b>Decision Band Method</b> <input type="checkbox"/> Other (specify) _____		5 No salary ranges/performance differences. <input type="checkbox"/> Check here if both of the following apply; otherwise, leave blank. a. Jurisdiction does not have a salary range for any job class. b. Upon request, jurisdiction will supply documentation showing that inequities between male and female classes are due to performance differences. Note: Do not include any documentation regarding performance with this form.	
	2 Health insurance benefits for male and female classes of comparable value have been evaluated and: <input checked="" type="checkbox"/> There is no difference and female classes are not at a disadvantage. <input type="checkbox"/> There is a difference and the maximum salaries reported include the monthly amount paid by the employer for health insurance.		6 An official notice has been posted at <u>Townsite Centre</u> (prominent location) informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library. The report was approved by: <u>Board of Education</u> (governing body) <u>Stacey Foss,</u> (chief elected official, print) _____ (chief elected official, signature) <u>School Board Chair</u> (title) _____ (date)	
Part D: Exceptional Service Pay Test (Longevity and Performance)	3 Information in this report is complete and accurate.			
	4 The report includes all classes of employees over which the jurisdiction has final budgetary approval authority.			
Part E: Total Payroll	Result from Salary Range Worksheet <u>98.06</u> % is the result of average years to salary range maximum for male classes divided by the average years to salary range maximum for female classes.			
	Results from Exceptional Service Pay Worksheet <input type="checkbox"/> 20% or less of male classes receive ESP. <u>0</u> % is the result of the percentage of female classes receiving ESP divided by the percentage of male classes receiving ESP.			
\$ <u>25,817,700.56</u> is the annual payroll for the calendar year just ended December 31.				

(Part F on Back)

# **PART F: Job Class Information**

Report Date \_\_\_\_\_

(Name of Jurisdiction) \_\_\_\_\_

Contact Person \_\_\_\_\_

(Address) \_\_\_\_\_

Phone \_\_\_\_\_

(City, State, Zip) \_\_\_\_\_

To convert an hourly  
rate to a monthly rate,  
multiply hourly rate by 173.3

A	B	C	D	E	F	G	H	I	J
Class Title	Number of Male Employees	Number of Female Employees	Class Type M, F, B	Comparable Work Value (Job Points)	Minimum Monthly Salary	Maximum Monthly Salary	Years to Max	or # Years of Service	Exceptional Service Pay
1. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
2. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
3. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
4. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
5. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
6. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
7. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
8. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
9. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
10. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
11. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
12. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
13. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
14. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
15. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____
16. _____	_____	_____	_____	_____	\$ _____	\$ _____	_____	_____	_____

Please make additional copies of this form as needed to allow space for all the job classes in your jurisdiction.

Return to: Faith Zwemke, Department of Employee Relations, 200 Centennial Building, 658 Cedar Street, St. Paul, MN 55155-1603

Questions: Call (651) 296-2653 (voice)  
(651) 297-2003 (TDD)

payequit/gencr 1/99pi:

# Predicted Pay Report - ISD #152

01/31/2006 9:35:48 AM

Page: 1

## Moorhead Public Schools

### Case: Pay Equity Report

Job Nbr	Job Title	Male Empl	Female Empl	Total Empl	Sex	Work Points	Max Mo. Salary	Predicted Pay	Pay Difference
1	Cooks Helper	1	2	3	B	667	\$2,108.00	\$2,089.73	\$18.27
2	Transportation Asst.	0	8	8	F	1000	\$2,021.00	\$2,160.71	-\$139.71
3	Custodian, Night	12	1	13	M	1000	\$2,160.00	\$2,160.71	-\$.71
4	Secretary, Library	0	14	14	F	1000	\$2,160.00	\$2,160.71	-\$.71
5	Second Cook	0	3	3	F	1333	\$2,234.00	\$2,231.78	\$2.22
6	Secretary, Asst. Elem./JH	0	11	11	F	1333	\$2,234.00	\$2,231.78	\$2.22
7	Custodian, 2nd Night/Deliv.	6	1	7	M	1333	\$2,234.00	\$2,231.78	\$2.22
8	Security Hall Monitor SH	4	3	7	B	1625	\$2,284.00	\$2,294.16	-\$10.16
9	Head Server	0	4	4	F	1625	\$2,290.00	\$2,294.16	-\$4.16
10	Bus Driver	13	8	21	B	1625	\$2,146.00	\$2,294.16	-\$148.16
11	Security Hall Monitor, JH	0	1	1	F	1625	\$2,284.00	\$2,294.16	-\$10.16
12	Attendance Secretary	0	1	1	F	1625	\$2,284.00	\$2,294.16	-\$10.16
13	Suspension Monitor	0	1	1	F	1625	\$2,284.00	\$2,294.16	-\$10.16
14	Home School Liaison	2	2	4	B	1625	\$2,284.00	\$2,294.16	-\$10.16
15	Paraprofessional	25	174	199	F	1625	\$2,284.00	\$2,294.16	-\$10.16
16	Secretary/Clerical	0	16	16	F	1625	\$2,284.00	\$2,294.16	-\$10.16
17	SEMS Operator	0	1	1	F	1625	\$2,284.00	\$2,294.16	-\$10.16
18	Custodian, Day/2nd Night/Pool	2	1	3	B	1625	\$2,284.00	\$2,294.16	-\$10.16
19	Head Cook	1	1	2	B	1875	\$2,356.00	\$2,366.67	-\$10.67
20	Secretary, Princ/Pay/HR/Tech	2	22	24	F	1875	\$2,345.00	\$2,366.67	-\$21.67
21	Custodian, Spec. Assign.	3	0	3	M	1875	\$2,345.00	\$2,366.67	-\$21.67
22	Head Cook, Sr. High	1	1	2	B	2125	\$2,425.00	\$2,424.99	\$.01
23	Paraprofessional, Certified	1	7	8	F	2125	\$2,402.00	\$2,424.99	-\$22.99
24	Secretary, Accounting	0	4	4	F	2125	\$2,402.00	\$2,424.99	-\$22.99
25	Custodian, Mechanic	1	0	1	M	2125	\$2,402.00	\$2,424.99	-\$22.99
26	Secretary, Confidential	0	4	4	F	2375	\$2,529.00	\$2,652.31	-\$123.31
27	Secretary, Instruction	0	1	1	F	2375	\$2,501.00	\$2,652.31	-\$151.31
28	Custodian, Head Elem.	6	0	6	M	2750	\$2,586.00	\$2,778.42	-\$192.42
29	Custodian, Head Large Bldg	3	0	3	M	3250	\$2,732.00	\$3,197.74	-\$465.74
30	Coordinator, Comm. Ed	0	6	6	F	3625	\$3,948.00	\$3,638.23	\$309.77
31	Communications Coordinator	0	1	1	F	3625	\$3,948.00	\$3,638.23	\$309.77
32	AS/400 Analyst	1	0	1	M	3625	\$3,948.00	\$3,638.23	\$309.77
33	LAN/WAN Specialist	1	0	1	M	3625	\$4,097.00	\$3,638.23	\$458.77
34	Student Resources	1	0	1	M	3625	\$3,948.00	\$3,638.23	\$309.77



# Predicted Pay Report - ISD #152

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## Moorhead Public Schools

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### Case: Pay Equity Report

Job Nbr	Job Title	Male Empl	Female Empl	Total Empl	Sex	Work Points	Max Mo. Salary	Predicted Pay	Pay Difference
35	Supv. Acct/FS/Transp./Tech.	1	3	4	F	4125	\$4,424.00	\$4,407.11	\$16.89
36	Technology Coordinator	0	1	1	F	4125	\$4,424.00	\$4,407.11	\$16.89
37	Supv. Property Services	1	0	1	M	4375	\$4,612.00	\$4,612.00	\$0.00
38	Coordinator, ECSE	0	1	1	F	4375	\$4,612.00	\$4,612.00	\$0.00
39	Teacher	104	306	410	F	4750	\$5,924.00	\$4,991.54	\$932.46
40	Teacher, Nurse	0	2	2	F	4750	\$5,924.00	\$4,991.54	\$932.46
41	Teacher, Librarian	0	7	7	F	4750	\$5,924.00	\$4,991.54	\$932.46
42	Teacher, Counselor	3	7	10	F	4750	\$5,924.00	\$4,991.54	\$932.46
43	Teacher, Psychologist	2	2	4	B	4750	\$5,924.00	\$4,991.54	\$932.46
44	Teacher, Social Worker	1	3	4	F	4750	\$5,924.00	\$4,991.54	\$932.46
45	Teacher, Speech Pathologist	1	13	14	F	4750	\$5,924.00	\$4,991.54	\$932.46
46	Teacher, OT	1	3	4	F	4750	\$5,924.00	\$4,991.54	\$932.46
47	Teacher, PT	0	3	3	F	4750	\$5,924.00	\$4,991.54	\$932.46
48	Teacher, Spec. Assgn	0	1	1	F	4750	\$5,924.00	\$4,991.54	\$932.46
49	Coord. Language Immersion	0	1	1	F	5250	\$5,300.00	\$5,388.50	-\$88.50
50	Program Manager, Comp. Prgm	0	1	1	F	5250	\$5,300.00	\$5,388.50	-\$88.50
51	Program Manager, Reading	0	1	1	F	5250	\$5,300.00	\$5,388.50	-\$88.50
52	Program Manager, Spec. Ed	0	1	1	F	5250	\$5,300.00	\$5,388.50	-\$88.50
53	Coordinator, ABE	0	1	1	F	5250	\$5,300.00	\$5,388.50	-\$88.50
54	Coordinator, EDB/LD/Lib. Med	0	3	3	F	5250	\$5,300.00	\$5,388.50	-\$88.50
55	Principal, Asst. Elem./JH	2	0	2	M	5667	\$5,855.00	\$5,797.67	\$57.33
56	Supv. Online Resouces	1	0	1	M	5667	\$5,683.00	\$5,797.67	-\$114.67
57	Activities Director	1	0	1	M	6000	\$6,010.00	\$6,124.67	-\$114.67
58	Principal, Asst. HS	2	0	2	M	6000	\$6,182.00	\$6,124.67	\$57.33
59	Principal, Elementary	1	3	4	F	6333	\$6,527.00	\$6,451.67	\$75.33
60	Director of Educational Prgm	0	1	1	F	6666	\$6,727.00	\$6,889.36	-\$162.36
61	Principal, Lg Elem./JH	0	2	2	F	6750	\$7,136.00	\$6,982.88	\$153.12
62	Principal, High School	1	0	1	M	7250	\$7,554.00	\$7,538.75	\$15.25
63	Asst. Superintendent	1	2	3	B	8250	\$8,670.00	\$8,887.55	-\$217.55
64	Superintendent	1	0	1	M	9250	\$10,162.00	\$10,124.74	\$37.26

# Compliance Report

Jurisdiction: ISD #152

Moorhead Public Schools

Contact: Robert Lacher

Insurance Added? Y

Job Evaluation System Used: DBM (Decision Band Method)

Date: 01/31/2000

Phone: (218) 299-6226

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your Pay Equity Report data. Parts II, III, and IV give you the test results. For more detail on each test, refer to the guidebook.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	16	39	9	64
# Employees	45	783	49	877
Avg. Max Monthly Pay per Employee	3,265.67	4,500.71		4,348.51

## II. STATISTICAL ANALYSIS TEST

### A. UNDERPAYMENT RATIO = 81.2 \*

	Male Classes	Female Classes
a. # at or above Predicted Pay	9	18
b. # Below Predicted Pay	7	21
c. TOTAL	16	39
d. % Below Predicted Pay (b divided by c = d)	43.75	53.85

\* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay)

### B. T-TEST RESULTS

Degrees of Freedom (DF) = 826 Value of T = -8.194

a. Avg. diff. in pay from predicted pay for male jobs =	-\$33
b. Avg. diff. in pay from predicted pay for female jobs =	\$538

## III. SALARY RANGE TEST = 98.06 % (Result is A divided by B)

A. Avg. # of years to max salary for male jobs =	15.31
B. Avg. # of years to max salary for female jobs =	15.62

## IV. EXCEPTIONAL SERVICE PAY TEST .00 %

A. % of male classes receiving ESP	.00 *
B. % of female classes receiving ESP	.00

\* (if 20% or less, test result will be 0.00)

## Data Entry Listing - ISD #152

01/31/2000 6:37:47 AM

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## Moorhead Public Schools

## Case: Pay Equity Report

Job Nbr	Job Title	Men	Females	Class Type	Points	Min Salary	Max Salary	Yrs to Max	Yrs of Srv	Exceptional Srv
1	Cooks Helper	1	2	B	667	\$1,537.00	\$2,108.00	16		
2	Transportation Asst.	0	8	F	1000	\$1,607.00	\$2,021.00	16		
3	Custodian, Night	12	1	M	1000	\$1,607.00	\$2,160.00	16		
4	Secretary, Library	0	14	F	1000	\$1,607.00	\$2,160.00	16		
5	Second Cook	0	3	F	1333	\$1,752.00	\$2,234.00	17		
6	Secretary, Asst. Elem./JH	0	11	F	1333	\$1,654.00	\$2,234.00	17		
7	Custodian, 2nd Night/Deliv.	6	1	M	1333	\$1,654.00	\$2,234.00	17		
8	Security Hall Monitor SH	4	3	B	1625	\$1,704.00	\$2,284.00	17		
9	Head Server	0	4	F	1625	\$1,808.00	\$2,290.00	17		
10	Bus Driver	13	8	B	1625	\$1,704.00	\$2,146.00	17		
11	Security Hall Monitor, JH	0	1	F	1625	\$1,704.00	\$2,284.00	17		
12	Attendance Secretary	0	1	F	1625	\$1,704.00	\$2,284.00	17		
13	Suspension Monitor	0	1	F	1625	\$1,704.00	\$2,284.00	17		
14	Home School Liaison	2	2	B	1625	\$1,407.00	\$2,284.00	17		
15	Paraprofessional	25	174	F	1625	\$1,407.00	\$2,284.00	17		
16	Secretary/Clerical	0	16	F	1625	\$1,407.00	\$2,284.00	17		
17	SEMS Operator	0	1	F	1625	\$1,407.00	\$2,284.00	17		
18	Custodian, Day/2nd Night/Pool	2	1	B	1625	\$1,407.00	\$2,284.00	17		
19	Head Cook	1	1	B	1875	\$1,874.00	\$2,356.00	17		
20	Secretary, Princ/Pay/HR/Tech	2	22	F	1875	\$2,206.00	\$2,345.00	17		
21	Custodian, Spec. Assign.	3	0	M	1875	\$2,206.00	\$2,345.00	17		
22	Head Cook, Sr. High	1	1	B	2125	\$1,941.00	\$2,425.00	17		
23	Paraprofessional, Certified	1	7	F	2125	\$1,827.00	\$2,402.00	17		
24	Secretary, Accounting	0	4	F	2125	\$1,827.00	\$2,402.00	17		
25	Custodian, Mechanic	1	0	M	2125	\$1,827.00	\$2,402.00	17		
26	Secretary, Confidential	0	4	F	2375	\$2,106.00	\$2,529.00	16		
27	Secretary, Instruction	0	1	F	2375	\$1,946.00	\$2,501.00	16		
28	Custodian, Head Elem.	6	0	M	2750	\$2,031.00	\$2,586.00	16		
29	Custodian, Head Large Bldg	3	0	M	3250	\$2,179.00	\$2,732.00	16		
30	Coordinator, Comm. Ed	0	6	F	3625	\$2,655.00	\$3,948.00	14		
31	Communications Coordinator	0	1	F	3625	\$2,655.00	\$3,948.00	14		
32	AS/400 Analyst	1	0	M	3625	\$2,655.00	\$3,948.00	14		
33	LAN/WAN Specialist	1	0	M	3625	\$2,890.00	\$4,097.00	15		
34	Student Resources	1	0	M	3625	\$2,655.00	\$3,948.00	14		
35	Supv. Acct/FS/Transp./Tech.	1	3	F	4125	\$3,108.00	\$4,424.00	16		
36	Technology Coordinator	0	1	F	4125	\$3,108.00	\$4,424.00	16		
37	Supv. Property Services	1	0	M	4375	\$3,221.00	\$4,612.00	16		
38	Coordinator, BSE	0	1	F	4375	\$3,221.00	\$4,612.00	16		

# Data Entry Listing - ISD #152

01/31/2000 6:38:06 AM

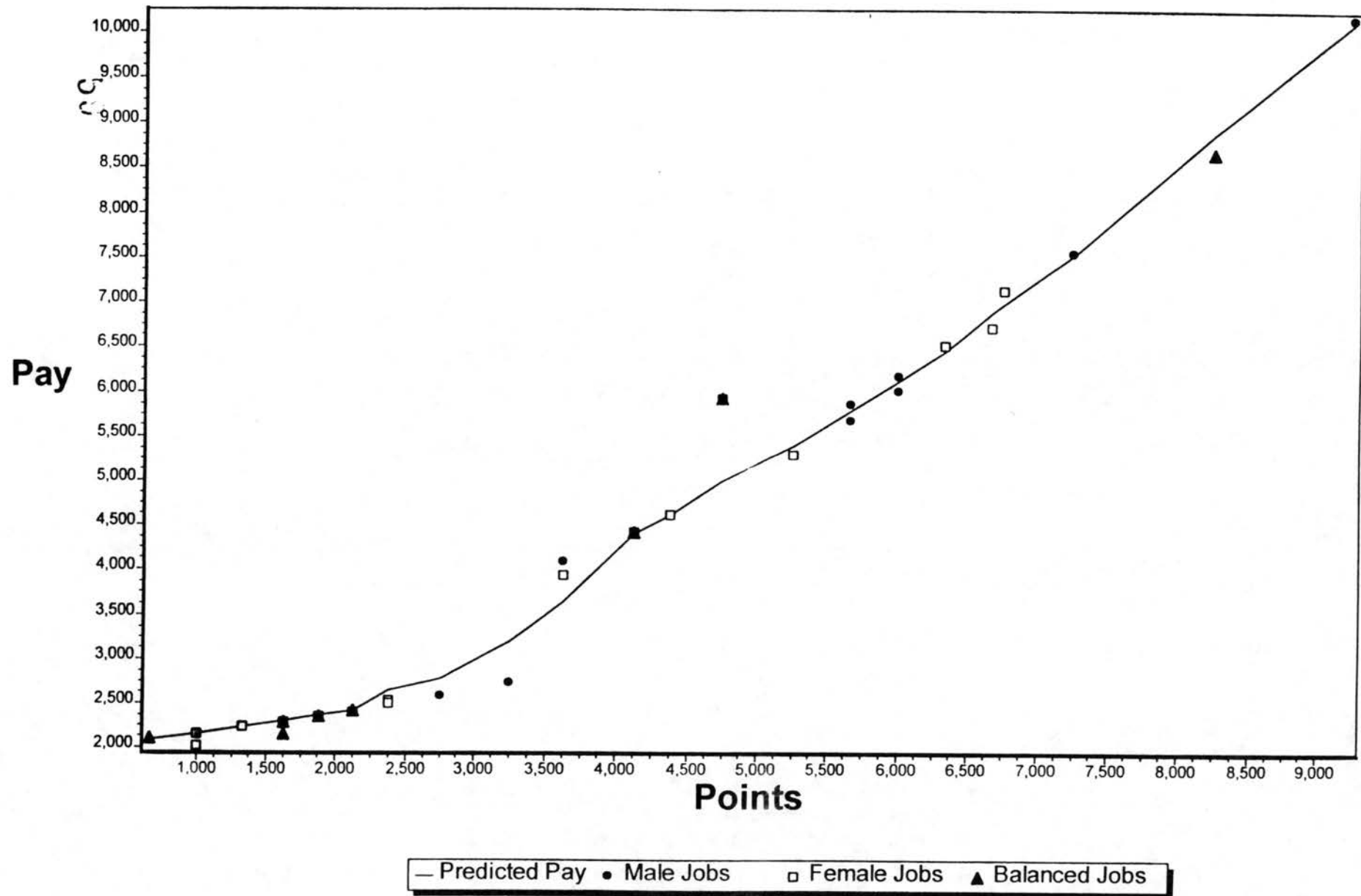
Page: 2


## Moorhead Public Schools

### Case: Pay Equity Report

Job Nbr	Job Title	Men	Females	Class Type	Points	Min Salary	Max Salary	Yrs to Max	Yrs of Srv	Exceptional Srv
39	Teacher	104	306	F	4750	\$2,778.00	\$5,924.00	14		
40	Teacher, Nurse	0	2	F	4750	\$2,778.00	\$5,924.00	14		
41	Teacher, Librarian	0	7	F	4750	\$2,778.00	\$5,924.00	14		
42	Teacher, Counselor	3	7	F	4750	\$2,778.00	\$5,924.00	14		
43	Teacher, Psychologist	2	2	B	4750	\$2,778.00	\$5,924.00	14		
44	Teacher, Social Worker	1	3	F	4750	\$2,778.00	\$5,924.00	14		
45	Teacher, Speech Pathologist	1	13	F	4750	\$2,778.00	\$5,924.00	14		
46	Teacher, OT	1	3	F	4750	\$2,778.00	\$5,924.00	14		
47	Teacher, PT	0	3	F	4750	\$2,778.00	\$5,924.00	14		
48	Teacher, Spec. Assgn	0	1	F	4750	\$2,778.00	\$5,924.00	14		
49	Coord. Language Immersion	0	1	F	5250	\$3,676.00	\$5,300.00	16		
50	Program Manager, Comp. Prgm	0	1	F	5250	\$3,676.00	\$5,300.00	16		
51	Program Manager, Reading	0	1	F	5250	\$3,676.00	\$5,300.00	16		
52	Program Manager, Spec. Ed	0	1	F	5250	\$3,676.00	\$5,300.00	16		
53	Coordinator, ABE	0	1	F	5250	\$3,676.00	\$5,300.00	16		
54	Coordinator, EDB/LD/Lib. Med	0	3	F	5250	\$3,676.00	\$5,300.00	16		
55	Principal, Asst. Elem./JH	2	0	M	5667	\$4,478.00	\$5,855.00	13		
56	Supv. Online Resouces	1	0	M	5667	\$3,921.00	\$5,683.00	16		
57	Activities Director	1	0	M	6000	\$4,134.00	\$6,010.00	16		
58	Principal, Asst. HS	2	0	M	6000	\$4,705.00	\$6,182.00	13		
59	Principal, Elementary	1	3	F	6333	\$4,948.00	\$6,527.00	13		
60	Director of Educational Prgm	0	1	F	6666	\$4,606.00	\$6,727.00	16		
61	Principal, Lg Elem./JH	0	2	F	6750	\$5,280.00	\$7,136.00	14		
62	Principal, High School	1	0	M	7250	\$5,566.00	\$7,554.00	14		
63	Asst. Superintendent	1	2	B	8250	\$6,002.00	\$8,670.00	15		
64	Superintendent	1	0	M	9250	\$6,463.00	\$10,162.00	15		

# ISD #152 Moorhead Public Schools



Memo #: B00228  
To: Dr. Nybladh  
From: Beth Astrup   
Subject: Purchase of Mini-Vans  
Date: February 7, 2000

Attached you will find the quote information relating to the purchase of two mini-vans. Dan Bacon is recommending the purchase of two GMC Safari mini-vans at \$22,734 each. The transportation fund had budgeted for the purchase of two mini-vans at \$30,000 each, so the quote is in line with what was budgeted.

One of the vans will be used to replace the Dodge Caravan that is currently used for special needs transportation. The Caravan will have to be taken out of service as a pupil transportation vehicle next year.

The other van will be used for small group transportation, transportation needs of the RRALC, and as back-up if the other van is out of service. The transportation department has had to contract for the use of a suburban to meet the current needs of the RRALC.

Suggested Resolution: Move to approve the purchase of two GMC Safari mini-vans from Falls Automotive at a cost of \$22,734 each without tax, license, and fees.



# Memo

**To:** Beth Astrup  
**From:** Dan Bacon  
**CC:**  
**Date:** 01/21/00  
**Re:** Purchase of two mini-vans

---

The Minnesota Department of Administration Materials Management Division invites eligible governmental agencies to join their purchasing pool, we are members of this pool. Through the contract we sign we may purchase items which have been bid by the State of Minnesota without the necessity of advertising and opening sealed bids.

Four vendors are on the vendor list from the Materials Management Division with Minivans, they are:

Falls Automotive of Fergus Falls,

Dodge Caravan, GMC Safari, Pontiac Montana, and Dodge Grand Caravan

Grossman Chevrolet of Burnsville,

Chevrolet Venture, Chevrolet Astro

Coon Rapids Chrysler of Coon Rapids, and

Plymouth Voyager

Denny Hecker's Rosedale Dodge of Roseville.

Dodge Caravan

After reviewing the product specifications there were two vehicles we felt could meet the needs of the school district for the best price, the Dodge Grand Caravan, or the GMC Safari from Falls Automotive in Fergus Falls. Falls offered proposals on each vehicle with the options preferred by the school district including rear heat, power outside mirrors, and running boards. The best price is on the GMC Safari All Wheel Drive model for \$22,734 without tax, license and fees.

I recommend purchasing two GMC Safari's at the proposed price.

c/o - Dan

4 pages



2228 College Way • Fergus Falls, MN 56537 • 218-739-2283 • 800-726-7564 • Fax 218-736-7432 • www.fallsautomotive.com

January 18, 2000

pg00000001

Moorhead Schools -- Tim Truscinski  
1304 15th Ave N  
Moorhead, MN 56560

Phone 218-299-6238  
FAX 218-236-9612

### PROPOSAL FOR 2000 DODGE GRAND CARAVAN SE PER STATE CONTRACT ITEM 8

This letter is to propose vehicles for your department based on Minnesota Contract 424588 for Model Year 2000, Group 8-A Dodge Grand Caravan, All Wheel Drive Mini-Van.

Thank you for this opportunity to present a quote. We sell large volumes of vehicles to body equipment companies, and large volumes to political subdivisions (over 100 each year to the State of Minnesota alone in each of the last two years). We are glad to extend the benefits of factory fleet bid concessions to qualified political subdivisions such as your department.

Prices are indicated below, plus any applicable taxes, registration, and fees. Other options are available, and we will quote on any desired. The vehicle would be available in approximately 60 days after receipt of your order, subject to manufacturer's production schedules.

___ 2000 Dodge Grand Caravan AWD Mini-Van	\$ 22,563.00	plus any options selected
___ Rear heat & AC, 2 child seats, deep tinted glass, and daytime running lights	+ 1244.00	
___ Delivery at \$0.75/mile ~56 miles	+ 42.00	
___ Total delivered	\$ 23,849.00	delivered, w/o tax, license or fees

If this proposal is acceptable, please sign below, select colors, provide insurance information, and return it to us. You may FAX to us at 218-736-7432. We look forward to again serving your transportation needs. Please call me for clarification of any information regarding our proposal.

Sincerely,

Gerry Worner,  
Commercial and Fleet Manager

EXT. COLOR \_\_\_\_\_ INTERIOR \_\_\_\_\_  
PROPOSAL ACCEPTED BY: \_\_\_\_\_

INSURANCE  
POLICY NO. \_\_\_\_\_

Date \_\_\_\_\_





2228 College Way • Fergus Falls, MN 56537 • 218-739-2283 • 800-726-7564 • Fax 218-736-7432 • www.fallsautomotive.com

Vendor: Falls Automotive, Inc.

Contract No. 424588

Group 8 - A

Vans, Compact Passenger, All Wheel Drive

Manufacturer	CHRYSLER
Make and Model Name	DODGE GRAND CARAVAN SPORT AWD
Model Number	NSDH53
Engine	3.8 L GAS
Drive Axle Location(s)	ALL WHEEL DRIVE
Front Seat Type	2 BUCKET
Total Vehicle Seating Capacity	7
Tires	P215/65R16 A/S
Spare Tire	Space Saver
Air Bag Location(s)	2 FRONT
ABS Brakes Standard on this Model	Yes
Power Windows Standard on this Model	Yes
Power Door Locks Standard on this Model	Yes
Power Drivers Seat Standard on this Model	No
AM/FM Radio with Cassette Standard on this Model	Yes

Equipment Included Automatic Transmission, Cloth Upholstery, Rear Window Defroster, Cruise Control, Tilt Wheel, Engine Block Heater, Air Conditioning.

Price Per Unit, Equipped as Specified Above \$22,563.00  
 Price Per Mile for Delivery from Dealer Location to Delivery Point \$0.75

## STEP #4 - SELECT - COLOR &amp; TRIM CODES

COLOR/TRIM	SPORT	SPWP	MSAP	CAMEL	MIST GRAY	SILVER PERN
SEATS - CLOTH HIGH-BACK BUCKET	SI	N/C	N/C	B5K5	B5C3	B5JK
SEATS - PREM CLOTH LOWBACK BUCKET	WZ,N	N/C	N/C	E5K5	E5C3	E5JK
PRIMARY COLOR						
AQUAMARINE METALLIC CLEAR COAT		N/C	N/C		PGW	
BRIGHT SILVER METALLIC CLEAR COAT		N/C	N/C		PSZ	
BRIGHT WHITE CLEAR COAT		N/C	N/C	PNT	PW7	
DEEP SLATE PEARL COAT		N/C	N/C		PAW	
INFERNO RED TINTED PEARL COAT		17C	20C	FEL	PEL	
SHALE GREEN METALLIC CLEAR COAT		N/C	N/C	PGR		PGR

Extra Cost :\$170.00



2228 College Way • Fergus Falls, MN 56537 • 218-739-2253 • 800-726-7564 • Fax 218-736-7432 • [www.fallsautomotive.com](http://www.fallsautomotive.com)

January 18, 2000

Moorhead Schools -- Tim Truscinski  
1304 15th Ave N  
Moorhead, MN 56560

Phone 218-299-6238  
FAX 218-236-9612

# PROPOSAL FOR 2000 GMC SAFARI SL All Wheel Drive PER STATE CONTRACT ITEM 8

This letter is to propose vehicles for your department based on Minnesota Contract 424588 for Model Year 2000, Group 8-A alternate GMC Safari, All Wheel Drive Mini-Van.

Thank you for this opportunity to present a quote. We sell large volumes of vehicles to body equipment companies, and large volumes to political subdivisions (over 100 each year to the State of Minnesota alone in each of the last two years). We are glad to extend the benefits of factory fleet bid concessions to qualified political subdivisions such as your department.

Prices are indicated below, plus any applicable taxes, registration, and fees. Other options are available, and we will quote on any desired. The vehicle would be available in approximately 60 days after receipt of your order, subject to manufacturer's production schedules.

— 2000 GMC Safari AWD Mini-Van	\$ 20,897.00	plus any options selected
— Rear heat & AC, deep tinted glass, power windows & outside mirrors, running boards	+ 1795.00	
— Delivery at \$0.75/mile ~56 miles	+ 42.00	
— Total delivered	\$ 22,734.00	delivered, w/o tax, license or fees

If this proposal is acceptable, please sign below, select colors, provide insurance information, and return it to us. You may FAX to us at 218-736-7432. We look forward to again serving your transportation needs. Please call me for clarification of any information regarding our proposal.

Sincerely,

*Gerry Worner*

Gerry Worner,  
Commercial and Fleet Manager

EXT. COLOR \_\_\_\_\_ INTERIOR \_\_\_\_\_  
PROPOSAL ACCEPTED BY: \_\_\_\_\_

INSURANCE  
POLICY NO. \_\_\_\_\_

Date \_\_\_\_\_

# Falls

## AUTOMOTIVE, INC.



2228 College Way • Fergus Falls, MN 56537 • 218-739-2283 • 800-726-7564 • Fax 218-736-7432 • www.fallsautomotive.com

Vendor: Falls Automotive, Inc.

Contract No. 424588

### Group 8 - A (Alternate)

### Vans, Compact Passenger

Manufacturer	GM
Make and Model Name	GMC SAFARI PASSENGER VAN <i>ALL WHEEL DRIVE</i>
Model Number	T 11006
Engine	4.3 L GAS
Drive Axle Location(s)	REAR
Front Seat Type	2 BUCKETS
Total Vehicle Seating Capacity	8
Tires	P215/75R 15
Spare Tire	Space Saver
Air Bag Location(s)	2 FRONT
ABS Brakes Standard on this Model	Yes
Power Windows Standard on this Model	No
Power Door Locks Standard on this Model	Yes
Power Drivers Seat Standard on this Model	No
AWFM Radio with Cassette Standard on this Model	No

Equipment Included Automatic Transmission, Cloth Upholstery, Rear Window Defroster, Cruise Control, Tilt Wheel, Engine Block Heater, Air Conditioning.

Price Per Unit, Equipped as Specified Above

*220,897.00*

~~510,197.00~~

Price Per Mile for Delivery from Dealer Location to Delivery Point

\$0.75

Decor Level		Trim	INTERIOR TRIM OPTIONS		
			Navy	Neutral	Pewter
SL		Custom Cloth	26G	52G	52G
EXTERIOR COLORS		Upper Color Code	INTERIOR & EXTERIOR COMBINATIONS SHOWN BY * ARE THE ONLY COMBINATIONS AVAILABLE		
		Lower Color Code			
AUTUMNWOOD, LIGHT (MET.)	55	55		*	
CADET BLUE (MET.)	25(a)	25	*	*	*
BICOOPER (MET.)	80	80		*	*
DARK BRONZE (MET.)	78	78		*	*
DARK TEAL, MEDIUM (MET.)	38	38		*	*
FOREST GREEN (MET.)	57(a)	57		*	*
SILVERMET, (MET.)	17	17	*		*
BISTORM GRAY (MET.)	14(a)	14	*	*	*
TORREADOR RED, LIGHT (MET.)	53(a)	53		*	*
WHITE, IVORY	10	10	*	*	*

(a) N/A w/BVE Running Boards

Memo #: B00227  
To: Dr. Nybladh  
From: Beth Astrup *BA*  
Subject: Transportation Budget Revision  
Date: February 8, 2000

Dan Bacon, Director of Transportation has made a request for the Board to amend the 1999-2000 transportation budget. Because of the significant affect on both revenues and expenditures I would recommend that the Board take action to make the following revisions:

	<u>Beginning Fund Balance</u>	<u>Revenues</u>	<u>Expenditures</u>	<u>Ending Fund Balance</u>
Current	\$419,025	\$2,194,380	\$2,404,750	\$208,655
Change		<u>73,920</u>	<u>(156,840)</u>	<u>230,760</u>
Revised	\$419,025	\$2,268,300	\$2,247,910	\$439,415

Suggested Resolution: Move to approve the changes to the 1999-2000 transportation budget as presented.

**Moorhead Public School District**

**Annual Operating Plan**

**Fund III**

**Pupil Transportation Department**

**January 2000**

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## Charts and Graphs

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Chart of Fund Balance	4
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## Transportation requirements

The state's basic pupil transportation mandate requires a school board to provide transportation to and from school or to provide board and lodging for all pupils who live two miles or more from schools. A school board is required to provide equal transportation for non-public school children.<sup>1</sup>

In addition to this requirement we also fall under the jurisdiction of several Federal and State agencies in regards to other aspects of operating school buses. These agencies include:

Federal Department of Transportation - Regulates drug testing, and driver qualification for commercial motor vehicle operators

National Highway Traffic Safety Administration - Regulates manufacture and first sale of all motor vehicles including school buses.

State Department of Public Safety - Minnesota State Patrol Division - Responsible for administering the laws, and rules regulating how school buses operate within the State of Minnesota. Including traffic laws specific to school buses, driver qualifications, and inspection of school bus equipment.

Minnesota Department of Children Families and Learning - Responsible for administering funding structure, requirements for student training, and regulations involved with transporting special needs students.

In addition to Federal and State agencies there is also an industry group that meets each 5 years to revise a document called the National Standards for School Transportation. The State of Minnesota codifies portions of this document into statute, especially those sections related to equipment. This document is considered by many pupil transportation professionals to be the primary source of information for developing sound operating practices. The next meeting will be held in May of 2000. The title of the document will be changed to National Guidelines ....

<sup>1</sup> "From Minnesota School Finance" published by the House Research Department December 1998

## **Funding**

In 1995 the Minnesota State Legislature eliminated most categorical transportation funding and replaced it with an increase in the general education formula allowance of \$170 (1995 amount) per pupil unit. A transportation scarcity allowance was also added to the general education formula, for Moorhead in 1999-2000 the amount is \$51.91 per pupil unit. In addition we receive revenue to offset some of the cost associated with providing transportation for students to non-public schools.

The 1995 Legislature also eliminated the bus purchase reimbursement program. This has had the result in some school districts of choosing to not replace buses when they should be replaced. We chose to set up a fund for bus purchase to be funded by the users of school buses in the district. All programs are charged a \$.35 per mile fee for school buses which is allocated to this fund.

More recently funding for transportation of special needs students was built into the regular special education funding formula. Since this revenue formula is based upon actual cost we transfer the total cost of transportation in this category to the special needs program at the end of the fiscal year for accounting purposes.

## **Revenue Projections and Rational-**

Prior to the 1995 legislature revenue calculations were based on actual costs of transportation, however since that time there is no relationship between transportation costs and revenue. The state identifies a portion of general revenue for transportation.

As with other fund categories in the school district when the student population declines so will our total revenue. Even though enrollment declines the number of routes needed to serve our students will not decline as rapidly.



## **Expenditure Projections and Rational -**

### **Bus Purchase -**

In 1995 the state eliminated the bus purchase reimbursement program at the same time they eliminated all other categorical funding for transportation. Unfortunately this does not eliminate the need to replace school bus equipment periodically. Some districts plan their bus purchases based upon vehicle age, however I do not believe this is the most prudent way to purchase vehicles. Some brands and models of equipment last longer than others, and some buses have fewer miles accumulating annually than others.

Since we are in a period of declining enrollment I would suggest that buses be purchased as needed, based on how individual buses are performing, and what the needs are expected to be. I have projected the needs for future bus purchases based upon the condition of our current equipment, and what I expect for needs in the coming years. This year (1999-2000) I have planned the purchase of two mini-vans (Type III vehicles), next year (2000-2001) I am planning the purchase of two school buses, to replace two school buses. The two buses up for replacement are 1988 model Ford B700s, they have a history of being high cost of maintenance buses.

### **School Bus Contractors -**

Approximately 65% of our pupil transportation costs are paid to private contractors. I often receive questions about which is more efficient, contracted or district owned fleets. When I look at the cost per pupil of operation between school districts my perception is that costs are lowest in those districts who use a mix of district owned, and contractor owned buses. There are many factors that can affect costs for individual districts, so it is very difficult to draw a firm conclusion.

In FY2001 we will either let bids or negotiate a new price for our school bus routes. Each time we do this I calculate the cost of individual routes if done by the school district in comparison to the contractors bid. Generally the cost for an individual route is slightly less for the school district to do. This would not necessarily hold true however, if all of the routes were done by the school district. We would need

additional storage facilities, additional school buses, more maintenance and repair facilities and staff. On balance I have the opinion that it is in the school districts best interest to continue to have a mix of district and contract owned and operated equipment.

### **Cost of hiring driving staff -**

One of the hidden costs of operation that becomes a greater impact during periods of low unemployment is the cost of recruiting, hiring, and training of school bus drivers. From advertising for employment, interviewing, performing a background investigation, drug testing, physical exam, and training, until the driver is ready to run a school bus route on their own it costs approximately \$1100 per new driver. In a typical year we train 5 new drivers. If the trend of a full employment continues, the costs of recruiting drivers may increase. Other industries have begun offering bonuses for new hires, providing benefits to part time employees, and other incentives to encourage new applicants, and retention of current employees.

### **Fund Balance History and Projections -**

Until 1995 the state's agenda for pupil transportation funding was to encourage a 0 balance in transportation over time. They attempted to do this by basing funding on two year old actual cost. This resulted in district fund balances having peaks and valleys, and appearing to be out of control. In 1995 the legislature changed the method of funding, as discussed earlier in this document. For Moorhead, this resulted in the perceived windfall in the 1997-98 year. When the state equalized aid throughout the state we received the benefit of operating at a lower cost per pupil than similar districts throughout the state. The transition portion of the aid only lasted for a short time, we no longer receive the benefit of our earlier efficiencies.

The largest single factor affecting costs in pupil transportation is program scheduling. Managers of programs throughout the system work with the transportation department to first provide the necessary services to students, and second to provide those service at times and locations which work with existing transportation patterns whenever possible.

Recent impacts on transportation costs include:

- ◆ Balancing class sizes at Riverside School
- ◆ Spanish Immersion Program Transportation
- ◆ Growth of the RRALC programs and associated transportation services
- ◆ Balancing class size with the MSU kindergarten classroom

For budgeting purposes I have projected a smaller growth in funding than expenditures. I have also assumed that we will continue with current program offerings at all schools.

MEMO #: S-00-132

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt. *LPN*

RE: Clay County Joint Powers Collaborative Agreement

DATE: February 9, 2000

Attached please find the Clay County Joint Powers Collaborative - Joint Powers Agreement amended December 15, 1999. This agreement must be approved annually.

Suggested Resolution: Move to approve the annual agreement as presented.

:mdm

Attachment

**CLAY COUNTY JOINT POWERS COLLABORATIVE  
JOINT POWERS AGREEMENT  
AMENDED DECEMBER 15, 1999**

This Joint Powers Agreement made and entered into this 4th day of March, 1997, and amended on December 15, 1999, by and between the mandated partners: the Board of County Commissioners, Clay County, Minnesota, Independent District No. 152 (Moorhead), Independent School District No. 146 (Barnesville), Independent School District No. 2164 (Dilworth, Glyndon, Felton), Independent School District No. 150 (Hawley), Independent School District No. 914 (Ulen-Hitterdal), Clay-Wilkin Opportunity Council, Children's Mental Health Collaborative Advisory Committee and Minnesota Department of Corrections-Clay County Court Services, and also between the voluntary partners as set out in this Agreement in Section 4 A. (4); herein collectively referred to as "Participating Boards;" is as follows:

WHEREAS, there is a recognized need to plan and develop services for children and families in Clay County; and

WHEREAS, Minnesota Statute Section 124D.23 provides for the establishment of a Family Services Collaborative to provide services designed to enhance opportunities for children or youth to improve child health and development, reduce barriers to adequate school performance, improve family functioning, provide community service, enhance self esteem and develop general employment skills; and

WHEREAS, Minnesota Statute Section 245.491, provides for the establishment of a Children's Mental Health Collaborative to provide for the establishment of a local system of care including mental health services, social services, correctional services, educational services, health services, and vocational services for the purposes of developing and governing an integrated service system; and

WHEREAS, the Participating Boards desire to make such services readily available to their residents in conformance with the provisions of Minnesota Statute 124D.23 and

WHEREAS, the Participating Boards recognize that such services can be appropriately financed, supported and managed by a multi organization joint venture.

NOW THEREFORE, in consideration of the conveyance and mutual agreements pursuant to the foregoing and to Minnesota Statutes Section 471.59, the Participating Boards do hereby establish the Clay County Joint Powers Collaborative; hereinafter referred to as CCJPC; having the composition, powers and duties provided in this Agreement as follows:

## **SECTION 1. PURPOSE:**

The purpose of this agreement is to fulfil the Participating Boards' responsibilities to carry out the mission of the CCJPC. The CCJPC Board is established, herein and referred to as the Joint Powers Board, to plan for and develop policies to implement, direct, operate and manage or contract for the operation and management of services of the CCJPC.

## **SECTION 2. MISSION:**

The mission of CCJPC is to work in partnership with Clay County families, communities, agencies/organizations and institutions to increase opportunities to improve child health and development, reduce barriers to quality school performance and improve family functioning through enhanced self esteem and the development of general employment skills.

## **SECTION 3. OFFICE:**

The main administrative offices for CCJPC shall be at a location determined by the fiscal agent.

## **SECTION 4. JOINT POWERS BOARD:**

The powers, duties, mission and purpose of this agreement shall be carried out through the Joint Powers Board. Composition of the membership in the Joint Powers Board shall be as follows:

### **A. The Board shall Consist of:**

1. Two (2) Clay County Commissioners.
2. Two (2) School Board Members from the Independent School District 152.
3. One (1) School Board Member from each of the other four (4) participating School Districts.
4. One (1) City Representative from within each of the five School Districts providing the city wishes representation.
5. One (1) Representative of the Clay-Wilkin Opportunity Council.
6. One (1) Representative of the Children's Mental Health Collaborative Advisory Committee.

7. One (1) Representative of the Minnesota Department of Corrections - Clay County Court Services.
8. One (1) Non-Profit Consumer representative who is a resident of Clay County.
9. Administrator of Clay County Public Health Department.
10. Director of Clay County Social Services.
11. One (1) Superintendent representative from within the County.

B. Appointment to the Board:

1. Members representing Clay County shall be appointed and removed by the Clay County Board of Commissioners.
2. Members representing each school district shall be appointed and removed by the represented School District's Board.
3. Representatives of each City choosing to participate shall be appointed and removed by the City Council.
4. Representative of the Clay-Wilkin Opportunity Council shall be appointed and removed by the Clay County Board of Commissioners.
5. Representative of the Children's Mental Health Collaborative Advisory Committee shall be appointed and removed by the Clay County Board of Commissioners.
6. Representative of the Minnesota Department of Corrections - Clay County Court Services shall be appointed and removed by the Clay County Board of Commissioners.
7. The non-profit consumer representative shall be appointed and removed by the Clay County Board of Commissioners.
8. The Superintendent representative shall be selected by the Clay County Superintendent group and forwarded to the Clay County Board of Commissioners for formal appointment and/or removal.
9. Additional Parties to this Joint Powers Agreement may be added from Time to Time by agreement of the present/future participating Boards.

- C. Members of the Joint Powers Board shall be appointed to a three (3) year term.



## **SECTION 5. POWERS AND DUTIES OF THE JOINT POWERS BOARD:**

The Joint Powers Board shall exercise the powers and duties as necessary in the creation and operation of a Family Services Collaborative as provided under Minnesota Statute Section 124D.23, Children's Mental Health Collaborative as provided under Minnesota Statute Section 245.491 through 245.496 and by this Joint Powers Agreement. The parties agree as follows:

A. This Joint Powers Agreement authorizes the CCJPC to receive and expend any funds received from parties hereto, from the State of Minnesota, and from any other lawful source, including any governmental source, gifts, or donations in order to fulfill the purposes and mission as described in this agreement.

B. The respective Participating Boards each will make the final decisions related to the collaborative efforts as they impact their specific jurisdiction.

C. An Integrated Fund shall be created. In-kind contributions and approved grants shall be committed to the integrated fund by Participating Boards in conformance to the provision of Minnesota Statute Chapter 124D.23.

D. Any funding received by CCJPC for which expenditure guidelines have not been clearly identified must be approved by at least three fourth majority of the Joint Powers Board.

E. Clay County is hereby designated the fiscal agent for CCJPC. At the effective date of this agreement Clay County, as the fiscal agent for the CCJPC shall be responsible for the safekeeping of the funds of the CCJPC. The CCJPC and the fiscal agent shall ensure the accountability of all funds and the accurate reporting of all receipts and disbursements.

F. All contracts, sales and purchases made by the Joint Powers Board shall be in conformance with the procurement procedures and practices applied by the fiscal agent (Clay County).

G. The Joint Powers Board may contract with and/or employ and manage staff as necessary to carry out the purpose of this Joint Powers Agreement, subject to the financial and regulatory limitations imposed by law, this Joint Powers Agreement to the State of Minnesota.

H. If a coordinator is employed by the CCJPC, the position shall be paid for by grant funds and/or Clay County, with or without contributions from other Participating Boards. The supervision of this position will be provided by the entity serving as the fiscal agent.

I. The CCJPC shall assure that a collaborative plan is created in accordance with Minnesota Statute Sections 124D.23 and 245.491 through 245.496.



## **SECTION 6. OPERATING PROCEDURES:**

A. The CCJPC's fiscal year will be January 1 through December 31.

B. At the annual organizational meeting, held the first meeting of the Collaborative's fiscal year, the Joint Powers Board shall elect, from its membership a chair and such other officers as it deems necessary for the conduct of its affairs.

C. Each Joint Powers Board member shall have one vote in the determination of all issues. A quorum is necessary for the conduct of business. A quorum shall be the presence of a minimum of eleven (11) members of the Joint Powers Board. Proxy voting shall not be permitted. An alternate member, when acting in the absence of a member, shall have all rights and privilege of a member including a vote in the determination of all issues.

D. The regular meetings of the Joint Powers Board shall be held at a minimum once every quarter. Time and place of regular and special meetings shall be established by the Joint Powers Board.

E. All meetings of the Joint Powers Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law, Minnesota Statute Section 471.705, and amendments thereto.

F. The Joint Powers Board shall provide the minutes of its meeting, financial statements and a copy of its annual audit to the Participating Boards. It shall annually inform the Participating Boards about its anticipated revenues and expenses for the coming year in sufficient time for consideration in the budget process by the Participating Boards.

G. Each member of the Joint Powers Board may receive per diem and be reimbursed expenses in the performance of official duties within the limitations established by the board which she/he represents.

## **SECTION 7. CCJPC ADVISORY COMMITTEES:**

Advisory committees consist of those listed as A. and B. below, as well as other initiative advisory committees which may be established in the future. Each advisory committee will elect one of its members to serve as chair of the committee. The committee chair, or representative, will present progress reports and/or make recommendations as appropriate to the Joint Powers Board at the regular meetings.

A. Family Services Collaborative Advisory Committee (FSCAC): The FSCAC will be made up of citizens, service providers, young adults, parents, public and private non profit supportive organizations and public officials. The FSCAC shall be responsible for developing and recommending programs and collaborative efforts designed to realize the mission of the CCJPC.

B. Children's Mental Health Collaborative Advisory Committee (CMHCAC): The CMHCAC shall include service providers, parents and consumers with severe emotional disabilities. CMHCAC shall advise the CCJPC Board on mental health needs of children and families. The committee will make recommendations related to intake, assessment, evaluation and mental health service provision.

#### **SECTION 8. COLLABORATION WITH ONGOING PROJECTS AND INITIATIVES:**

A. Cultural Diversity Resources and Healthy Community Initiative are two area wide collaboratives that are currently in place. The CCJPC will seek to improve coordination with these existing collaboratives and/or future initiatives that may be related to its mission.

B. A commitment to the Local Collaborative Time Study Formal Agreement for the following calendar year will be secured by September 30 of each year.

#### **SECTION 9. COMMITMENT AND TERMINATION:**

Each participating Board shall have the right to annually review its participation and financial commitment when and if there is change in the existing funding mechanisms and legislation as it relates to the mission of CCJPC. Any participating Board shall have the right to withdraw from this Joint Powers Agreement in a manner described as follows:

A. The participating Board withdrawing shall pass a resolution declaring its intent to withdraw and forward a certified copy of the resolution to the Chair of the CCJPC not later than September 30 of each year.

B. Each participating Board acknowledges that withdrawal may mean that CCJPC could cease to meet the statutory requirements for continued existence as a collaborative under Federal, State and/or Local law.

C. Notwithstanding each Participating Board's right to withdraw, this Joint Powers Agreement and the Joint Powers Board created hereby shall continue in full force and effect until all Joint Powers Board members mutually agree to terminate this agreement by a joint resolution.

D. After the effective date of termination, the Joint Powers Board shall continue to exist for the limited purpose of discharging the Board's debts and liabilities, settling its affairs and disposing of its property, if any.

#### **SECTION 10. DISPOSAL OF SURPLUS PROPERTY:**

Upon termination of this Joint Powers Agreement all remaining personal and real property of CCJPC shall be distributed by resolution of the Joint Powers Board in accordance with the law and in a manner to best accomplish the continuing purposes of the CCJPC. As provided by law any surplus moneys shall be returned to the Parties after the purpose of the Joint Powers Agreement has been completed.

#### SECTION 11. AMENDMENTS:

This Joint Powers Agreement may be amended only by the agreement of all Participating Boards. Notice of any proposed amendment must be provided to all parties at least 30 days prior to the effective date of the proposed amendment.

#### SECTION 12. INSURANCE AND INDEMNIFICATION:

CCJPC shall obtain and maintain such workers' compensation insurance, automobile insurance and general liability insurance for bodily injury, personal injury and property damage to the CCJPC officials and the employees in the performance of duties arising from this Joint Powers Agreement as is appropriate. CCJPC shall also obtain such general liability insurance for bodily injury, personal injury and property damage to third parties as is appropriate. CCJPC shall provide certification of such coverage to the Participating Boards.

#### SECTION 13. EFFECTIVE DATE:

The effective date of this amended agreement shall be the 15th day of December, 1999.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by the authority of their respective governing boards.

#### CLAY COUNTY BOARD OF COMMISSIONERS

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Administrator

#### INDEPENDENT SCHOOL DISTRICT NO. 152 (MOORHEAD)

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 146  
(BARNESVILLE)

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 2164  
(DILWORTH-GLYNDON-FELTON)

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 150  
(HAWLEY)

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Clerk

INDEPENDENT SCHOOL DISTRICT NO. 914  
(ULEN-HITTERDAL)

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Clerk

CLAY-WILKIN OPPORTUNITY COUNCIL

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Executive Director

CHILDREN'S MENTAL HEALTH COLLABORATIVE

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Chair

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Vice-Chair

MINNESOTA DEPARTMENT OF CORRECTIONS -  
CLAY COUNTY COURT SERVICES

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: District Supervisor

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its: Lead Agent

CITY REPRESENTATIVE - DILWORTH, GLYNDON,  
FELTON

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

CITY REPRESENTATIVE - BARNESVILLE

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

CITY REPRESENTATIVE - MOORHEAD

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

CITY REPRESENTATIVE - HAWLEY

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

By \_\_\_\_\_

CITY REPRESENTATIVE

Dated: \_\_\_\_\_

By \_\_\_\_\_

Dated: 83

By \_\_\_\_\_

**INDEPENDENT SCHOOL DISTRICT #152**

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

February 28, 2000

7:00 p.m.

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

**ATTENDANCE:**

Jim Cummings _____	Anton B. Hastad _____
Lisa Erickson _____	Carol A. Ladwig _____
Stacey Foss _____	Kristine Thompson _____
Mark Gustafson _____	Larry P. Nybladh _____

**AGENDA**

1. **CALL TO ORDER**

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Larry P. Nybladh, Superintendent
- C. Approval of Meeting Agenda

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

- D. "We Are Proud"

\*\*\* We Are Proud of Kellee Trautman, Moorhead Junior High eighth-grade clarinetist, who was selected to perform in the fourth annual Minnesota Band Directors Association (MBDA) Middle Level Honor Band.

S-m4-Bus  
min  
2-28-00

## **SCHOOL BOARD AGENDA - February 28, 2000**

### **PAGE 2**

Nearly 600 musicians from 103 schools across Minnesota prepared and submitted audition tapes this past fall. Trautmann is one of only 75 students selected to perform during the annual Minnesota Music Educators Association's mid-winter clinic. The Middle Level Honor Band performed on February 19 in the Grand Ballroom of the Minneapolis Convention Center. Trautmann is a student of Moorhead Junior High band director Denise Pesola.

\*\*\* We Are Proud of the following winners of the Grade Level Spelling Bees held at Robert Asp and Moorhead Junior High:

Grade 5: Andrew Chen  
Grade 6: Megan Kimball  
Grade 7: Erin Koppang  
Grade 8: Damyon Miller

The top six spellers from each of the Grade Level Bees competed in the Moorhead District Spelling Bee held on February 15 in the senior high school auditorium. Winners are:

First Place: Mitch Nelson, Grade 8  
Second Place: Ben Gunderson, Grade 7  
Third Place Tie: Samantha Erdmann, Grade 8 and Shane Thielges, Grade 6

Mitch and Ben will represent Moorhead Schools at the Regional Spelling Bee in Fergus Falls on March 2.

\*\*\* We Are Proud of Moorhead Junior High School Mathcounts team for placing second in the chapter competition held at Moorhead State University on February 9. Zack Kenz, Erin Koppang, Ingrid Anderson, and Kateri Skunes will compete at the state competition in Arden Hills on March 25th.

Team members were eighth grader Zach Kenz and seventh graders Kateri Skunes, Erin Koppang and River Finken. Alternates were Ingrid Anderson and Allyson Carey. Zack Kenz place first individual and third place in the countdown round.

## **SCHOOL BOARD AGENDA - February 28, 2000**

### **PAGE 3**

Erin Koppang placed third individual and second place in the countdown round.  
Kateria Skunes placed in the top eight individual and Ingrid Anderson placed second as an alternate.

The Mathcounts team is coached by Ken Welken. Mathcounts, a national competition, tests students on probability, statistics, linear algebra, and polynomials.

- 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 Grant - Page 7
- B. SYSTEM SUPPORT MATTERS - Astrup
  - (1) Approval of NSF Check Collection - Page 8
  - (2) Approval of Change Order - Page 9
- C. HUMAN RESOURCE MATTERS- Lacher
  - (1) Approval of New Employee - Page 10
  - (2) Approval of Family/Medical Leave - Page 11
  - (3) Acceptance of Resignations - Page 12
  - (4) Acceptance of Early Retirements - Page 13
- D. SUPERINTENDENT MATTERS - Nybladh



**SCHOOL BOARD AGENDA - February 28, 2000**  
**PAGE 4**

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

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

Comments \_\_\_\_\_

3. **COMMITTEE REPORTS**

4. **RESTORATIVE JUSTICE PROGRAM:** Kovash

Page 14

Dave Anderson and others from the Moorhead Police Department, social services and probation will review the Restorative Justice Program.

5. **FOOTBALL STADIUM BID SPECIFICATIONS:** Astrup

Pages 15-18

Suggested Resolution: Move to approve the bid package for the Stadium Project as prepared by Foss Associates and direct administration to move forward with the bid process as defined in MN Statute 123B.52.

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

Comments \_\_\_\_\_

6. **2000-2001 ANNUAL OPERATIONAL PLAN:** Nybladh/Astrup/Kovash

Pages 19-60

Initial review of the General and Capital Outlay funds. Presentation of recommendation for reductions in programs and positions.

**SCHOOL BOARD AGENDA - February 28, 2000**

**PAGE 5**

7. **ACCEPTANCE OF RESIGNATION:** Nybladh

Pages 61-62

Suggested Resolution: Move to accept the resignation of Mr. Robert Lacher effective June 30, 2000.

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

Comments \_\_\_\_\_

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

9. **ADJOURNMENT**

**SCHOOL BOARD AGENDA - February 28, 2000****PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
High School Music Department			
Concert	March 6	7:30 pm	MHS Audi.
MN Comp. Assessment Tests	March 7, 8, 9, 14, & 15		
School Board	March 13	7 pm	Townsite
Long Range Planning Com.	March 14	3:45 pm	Townsite
Inst. and Curr. Adv. Com.	March 16	7 am	Townsite
Supt. Adv. Council	March 16	7 pm	Townsite
Policy Review Com.	March 20	7 pm	Townsite
District Student/Staff			
Assistance Com.	March 20	3:30 pm	Townsite
Com. Ed. Adv. Council	March 21	7 pm	Townsite
End of 3rd Quarter	March 24		
School Board	March 27	7 pm	Townsite
K-P/T Day Conferences (day)	March 28		
K-P/T Day Conferences (day)	March 29		
K-12 P/T Conferences (8-11, 12-4, 5-8:30)	March 30		
K-12 P/T Conferences (7:30 - 11 am)	March 31		
K-12 No School/Tchr Comp (pm)	March 31		
School Board	April 10	7 pm	Townsite
Long Range Planning Com.	April 11	3:45 pm	Townsite
District Student/Staff			
Assistance Com.	April 17	3:30 pm	Townsite
Policy Review Com.	April 17	7 pm	Townsite
Com. Ed. Adv. Council	April 18	6:30 pm	Townsite
Inst. and Curr. Adv. Com.	April 20	7 am	Townsite
Supt. Adv. Council	April 20	7 pm	Townsite
Spring Break/No School	April 21-24		
School Board	April 24	7 pm	Townsite

FEB 22 2000



MEMO #: I-00-205

TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Grant Acceptance  
DATE: February 22, 2000

Sandy Kortan at Washington Elementary School has been awarded a grant in the amount of \$780.76 from the Moorhead Area Education Foundation.

The money will be used to purchase materials that will be used in the Writer's Workshop.

**SUGGESTED RESOLUTION:** Move to accept the grant as presented.

LAK/smw

January 21, 2000

TO: Larry Nybadh

FROM: Beth Astrup

SUBJECT: NSF checks

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

On the General Acct:

Tammy A. Hagensen	\$ 12.50
Ladonne Vik/Victoria Anderson	34.00
Larry Fossum	20.00
Deb Storbakken	10.00
Leslie Schellack	30.00
Donna Holm	10.00
Patricia Hansen	10.00
Angela Williams	12.00
Casaundra Jolly	8.00
Richard Storlie	20.00
Barbara Niedzwiecka	4.00
Barbara Niedzwiecka	4.00

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Total	174.50
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On the Activity Acct:

Javier Felices	25.00
Trisha Nelson	24.00
Gary Knutson	25.00
Tammy Blotsky	25.00
Blanche Rodriguez	3.00

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Total	102.00
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Suggested Resolution: Move to approve collection of NSF checks listed above.

MEMO #: B00234

MEMO TO: DR. NYBLADH

FROM: BETH ASTRUP *BA*

DATE: FEBRUARY 23, 2000

SUBJECT: CHANGE ORDER #23 - WASHINGTON

Remove 5 heating convectors. Infill openings with glazed tile	Add	\$2090
Modify door frame to meet fire rating	Add	\$ 284
Remove/replace circuit breaker for water heater on panel board. Provide data outlet in kitchen for cash register	Add	<u>\$ 234</u>
TOTAL	Add	\$2608

Suggested Resolution: Move to approve Change Order #23 as specified above.

MEMORANDUM      P 00.043

TO:            Dr. Larry Nybladh

FROM:        Robert Lacher *RL*

DATE:        February 22, 2000

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:

Candy Thompson	Autism Paraprofessional, Probstfield, B21 (2) \$9.83 per hour, 6.5 hours daily, effective February 28, 2000. (Replace Diana Barendt)
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Suggested Resolution: Move to approve the employment as presented.

RL:sh

MEMORANDUM P 00.046

TO: Dr. Larry Nybladh  
FROM: Robert Lacher *RL*  
DATE: February 22, 2000  
SUBJECT: Family/Medical Leave

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

Carole Mitchell Second Cook, Edison, to begin March 1, 2000 for the remainder of the 1999-2000 school year.

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

RL:sh



MEMORANDUM P 00.044

TO: Dr. Larry Nybladh

FROM: Robert Lacher *RL*

DATE: February 22, 2000

SUBJECT: Resignations

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

Nadine Butts	Counselor, Junior High, effective March 10, 2000.
Twyla Nielsen	Counselor, Senior High, effective at the close of the 1999-2000 school year.
Richard Trowbridge	Custodian, Riverside Elementary, effective February 29, 2000.
Mustala Nabi	Paraprofessional, ABE Program, effective February 18, 2000.

Suggested Resolution: Move to accept the resignations as presented.

RL:sh

MEMORANDUM

P 00.045

TO: Dr. Larry Nybladh

FROM: Robert Lacher *R. Lacher*

DATE: February 22, 2000

SUBJECT: Early Retirement

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

Jon Babler	4th Grade Teacher, Edison, effective June 2, 2000.
Astrid Brenny	Hearing Teacher, Junior, effective June 2, 2000.
Thomas Case	Grade 4 Teacher, Probstfield, effective June 2, 2000.
Jacqueline Miller	Grade 2, Probstfield, effective June 2, 2000.
Margaret Olson	Home Ec. Teacher, Senior High, effective June 2, 2000.
Carole Westra	Grade 2 Teacher, Edison, effective June 2, 2000.
James Westra	Science Teacher, Senior High, effective June 2, 2000.

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

RL(sh)


MEMO #: I-00-206



TO: Dr. Larry Nybladh  
FROM: Lynne Kovash *LK*  
SUBJECT: Restorative Justice Program  
DATE: February 23, 2000

Dave Anderson and others from the Moorhead Police Department, social services and probation will review the restorative justice program. The program is part of a community collaborative project.

LAK/smw

Memo #: B00232  
To: Dr. Nybladh  
From: Beth Astrup   
Subject: Stadium  
Date: February 22, 2000

On October 11, 1999, the School Board heard a presentation from a group of Moorhead citizens known as "The Stadium Committee." At that time the committee informed the Board of their intent to raise funds to build stadium seating, a press box, and lighting for the existing football field and track located on the east side of the Senior High School. The committee's goal at the time was to raise \$500,000 to be used for the construction of this project.

On November 22, 1999, the School Board by resolution approved \$100,000 of health and safety funding to be used toward the project with the recommendation being contingent on the following:

- The project specifications and the bid process will be the responsibility of the District as in other capital projects.
- The project would not begin until all monies necessary to complete the project have been received.
- Project completion must be by January 2001, in order to comply with bleacher safety requirements.

Phil Seljevold has provided administration with periodic updates on the success of the fund raising campaign. The committee has surpassed their goal of raising \$500,000, currently at \$623,917. This figure includes the contribution from the District and it also includes outstanding pledges. The State Bank of Moorhead has agreed to finance the outstanding pledges. The estimated cost of the project (see attached) is \$615,981 with alternates to the base of \$13,500.

I would like to commend all the individuals involved in this project for their efforts in making this dream a reality and I recommend the District move forward with the bid process for the stadium project.

Suggested Resolution: Move to approve the bid package for the Stadium Project as prepared by Foss Associates and direct administration to move forward with the bid process as defined in MN Statute 123B.52.

# Foss Associates

Architecture &  
Interiors

February 21, 2000

Stadium Seating  
Moorhead Senior High School  
Independent School District No. 152  
Moorhead, Minnesota #9900.05

## Construction Document Phase Estimate (Revised)

### A. Construction Costs:

1. Stadium Seating	\$ 315,000.00
2. Press Box	67,000.00
3. Remove Existing Bleachers	2,000.00
4. Remove Asphalt Pavement	900.00
5. 4" Asphalt Pavement	18,360.00
6. 1-1/2" Asphalt Overlay	960.00
7. 4'-0" Chain Link Fence/Gate	3,098.00
8. Seed/Mulching	1,950.00
9. 6" Concrete Pavement	4,400.00
10. 4" Concrete Pavement	360.00
11. Top Soil Stripping/Replacement	2,000.00
12. Stadium Lighting with Ladder/Cages (4)	100,500.00
13. Electrical Service	6,600.00
14. Trenching	2,530.00
15. Power Circuitry/Boxes	22,605.00
16. Communication Circuitry/Boxes	31,768.00
17. Public Address	13,200.00
18. Press Box Electrical	<u>3,300.00</u>
Subtotal Construction	\$ 596,531.00

### B. Non-Construction Costs:

1. A/E Fees (3% Estimated)	\$ 17,900.00
2. Topographic Survey	700.00
3. Soil Investigation	<u>850.00</u>
Subtotal Non-Construction	\$ 19,450.00
Total Project Cost	\$ 615,981.00

### Alternates:

1. 4'-0" Chain Link Around Balance of Track to Include One (1) 4'-0" Gate and Two (2) 12'-0" Gates	Add \$ 10,500.00
2. Stadium Lighting Lowering System	Add \$ 3,000.00

218-236-1202

810 4th Avenue South • Suite 260  
PO Box 306  
Moorhead, Minnesota 56561  
Fax 218.236.4945  
e-mail info@fossassociates.com



## STATE BANK OF MOORHEAD

403 8th Street South, Moorhead, MN 56560

(218) 233-3107

February 15, 2000

Beth Astrup  
Assistant Business Superintendent  
Moorhead School District Number 152  
Townsite Centre  
810 South 4th Avenue  
Moorhead, MN 56560

Re: Moorhead High Stadium Financing

Dear Mrs. Astrup:

I have been asked by the Moorhead High Stadium Committee to provide you with a letter of commitment as to State Bank of Moorhead's role in providing construction financing for the contemplated stadium. I know you have been in discussions with Dan Carey of State Bank of Fargo, who is also one of our directors at State Bank of Moorhead.

Please be advised that State Bank of Moorhead commits to provide a construction loan in the amount of \$400,000, which said amount will be available but will probably not be used, based on the fundraising efforts to date. The goal of the stadium drive was to raise between \$500,000 and \$600,000, which were the original estimates for the construction of the stadium. As of this date, my understanding is that there is approximately \$214,000 in cash in the bank, and that by the time construction begins, we will have approximately \$464,000 available in cash. Further, there are additional pledges outstanding of approximately \$134,000 which will be collected over the next 12 to 24 months. In addition, there is approximately \$100,000 which will be acquired by virtue of a grant application presented to the Stearn Foundation and from a major provider.

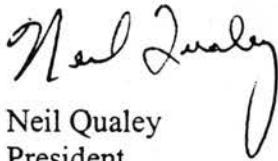
I think the Moorhead High Stadium Committee, led by Phil Seljevold, has done an outstanding job of raising the necessary money for this project. As to structure of the credit facility, I anticipate that we would have a note in the amount of \$400,000 available throughout the construction period, although it will probably not be utilized to that extent. At the end of the construction period and after all bills are paid, there will be a remaining balance which will basically equate to the amount of the outstanding pledges which will be received over a period of time. In conjunction with a filing of a security interest in those pledges/receivables, the bank will provide a term note of approximately \$135,000 for a period not to exceed four years.

Beth Astrup  
February 15, 2000  
Page 2

Please be advised that we are very flexible in assisting with this project as we realize it is not only a great project for the city, it is also a great project for the school district. It is always gratifying to watch from a business perspective when public and private partnerships get things done.

If you have any further questions, please don't hesitate to call me.

Sincerely,

A handwritten signature in cursive script that reads "Neil Qualey". The signature is written in dark ink and is positioned above the printed name and title.

Neil Qualey  
President

ljr

Memo #: B00236

To: Dr. Nybladh

From: Beth Astrup *BA*

Date: February 23, 2000

Subject: Annual Operating Plan Draft

At the January 24, 2000 meeting the School Board adopted the following resolution:

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

At the meeting on January 6, 2000, the School Board received the draft of the Annual Operating Plan related to the food service, community education, debt service, and enterprise funds. At the meeting on February 14, 2000, the preliminary draft of the transportation fund was reviewed. At the meeting on February 28, 2000 the School Board will be provided with a recommended draft of the Annual Operating Plan, 2000.2001 for the General Fund and the Capital Outlay Fund.

The School Board will be asked to consider approval of the Annual Operating Plan, which will contain the preliminary budgets by fund for 2000-2001, at the next meeting which is scheduled for March 13, 2000.



**INDEPENDENT SCHOOL DISTRICT 152  
MOORHEAD, MINNESOTA  
ANNUAL OPERATING PLAN SUMMARY**

**Mission Statement**

The mission of the Moorhead School District is to develop the maximum potential of every learner to thrive in a changing world.

**The School Entity**

The District encompasses 206 square miles in Clay County. It includes all or part of 11 townships. It is 34 miles long and ranges from 3 1/2 to 9 1/2 miles wide. It is bounded on the west by the Red River. The communities of Moorhead, Georgetown, Kragnes, Sabin, and Rustad are all part of the District. The District currently employs over 900 individuals in full and part-time positions. The District operates an early childhood family education center, 5 elementary schools, a junior high school, and a senior high school. In addition, the District owns a maintenance garage, the Townsite Centre, and the Voyager/St. Francis properties.

**Objectives of the Annual Operating Plan**

1. To approve the 2000-2001 preliminary budget .
2. To project revenue and expenditures for a four year period beyond the preliminary budget.
3. To present historical information.
4. To have the above information organized in such a manner that it may be used as a tool in the Districts long range planning process.

## **The Process**

In January 2000, preliminary budget projections showed that due to a number of factors the 2000-2001 expenditures in the general fund would have exceeded revenue by \$2,169,000. These factors included decreased revenue due to declining enrollment, a formula funding increase that was insufficient for current spending, increased expenditures due to personnel contract settlements, and continuation of past expenditure practices, including deficit spending. The School Board directed administration to develop a recommended plan to bring the expenditures of the District down to the same level as the predicted revenue. Administration developed a process according to a collaborative decision making model to share information and solicit input from staff members and the parent community. Ideas for expenditure reductions and revenue enhancements were generated through a brainstorming process. All of the ideas that were generated through this process have been summarized and are included with the agenda information. The Central Office Team, Principals, Activities Director, and the Director of the Alternative Learning Center met on several occasions over the course of a month to summarize, rationalize, and prioritize the ideas that were generated by the staff and parent community. The results have been incorporated into this document

## I. General Fund

### INTRODUCTION

The 1995 Legislature eliminated the requirement to segregate pupil transportation and capital outlay into separate funds. Because there are still mandates relating to the expenditures in the area of pupil transportation and capital outlay, the District decided to continue to keep the three funds separate for budget and accounting purposes. The general fund is used to account for all transactions not properly accounted for in one of the other six funds. The items accounted for in the general fund include, but are not limited to, administration, instruction, pupil services, operation and maintenance of plant and related fixed charges.

Approximately 90% of the District's revenue in the general fund is based on a state formula which multiplies an allowance determined by the legislature by the number of pupil units attending the District. The annual formula allowance is detailed on line 13 of the general fund revenue worksheet which is attached. Although the formula allowance for the current year and next year appear to be significant increases there are other details of the 1999 Education Bill to consider. The formula allowance for the current year was increased 6.25%, but that increase includes the roll-in of the graduation standards and the training and experience funding that had previously been provided to Districts as categorical aid. The actual net increase in funding per pupil unit is actually 4%. The same holds true for 2000-2001. The formula allowance shows an increase of 5.18%, but with the roll-in of the cooperation revenue to the formula allowance the net increase is actually closer to 3%. The average annual increase in formula funding over the past six years is 2.16%.

One may raise the question as to how the District could add to its fund balance if the average increase in funding per pupil unit has only been 2.16% annually. The other major factor in the revenue equation is enrollment. Prior to 1996, the District's enrollment had been increasing on an annual basis. This increase in enrollment provided more revenue to the District because of the way the formula is set up. During the time of increasing enrollment the District was able to maintain lower class sizes, offer new programs, and add to the fund balance of the general fund. In 1996-1998 enrollment hit a plateau and the following year (fiscal 1999) the District experienced its first significant decrease in enrollment since the early 80's, 3.72%. The revenue worksheet shows that the projected enrollment will continue to decline through 2005.(line 14)

The combination of the the enrollment decline and small increases in formula funding create a challenging situation for the District. That challenge will be to maintain the quality of the education that Moorhead has been so well known for in the past and to continue that quality well into the future with the resources available.

On line 8 of the attached general fund expenditure worksheet is the annual increase (decrease) in expenditures of the District. The large fluctuation from the 1997 school year to the 1998 school year is due primarily to the increase in expenditures related to the flood at the Senior High School.

The recommended preliminary general fund expenditure budget for 2000-2001 is \$34,906,180. This is \$390,430 or 1.11% less than the 1999-2000 budget. The decrease in expenditures was an effort to "rightsize" the District to its projected enrollment.

As indicated by the graph that is attached, over 85% of the District's general fund expenditures are for salaries and employee benefits. The recommended staffing changes are indicated on the attached worksheet along with the impact on class size and the state and federal guidelines relating to class size.

The other recommended reductions not reflected on the staffing worksheet are as follows:

1. Regular Staff Development	\$100,000
2. Graduation Standards Staff Development	256,000
3. Assistant Supt. Reduced to Director Position	50,000
4. ILDA Substitutes	40,000
5. Department Heads	40,000
6. Supplies	25,000
7. Field Trips	10,000
8. Legal Services	30,000
9. Other Misc. Items	40,000

The net result of the recommended changes described above is a balanced budget, revenue is equal to expenditures. The total fund balance is projected to be maintained at \$4,267,991 for 2000-2001, which is the budgeted ending fund balance for the current year. The projected fund balance is equal to approximately 12% of the annual expenditure budget. The preliminary budget assumptions will be monitored to verify accuracy as new information becomes available from now until the final budget is recommended for approval in November.

# REVENUE

Line #

Property Taxes.....1

Each fall the State Department of Children, Families and Learning calculates the maximum dollar amount the District can levy for the following year. The aggregate levy has many components, the largest being the general education levy. The general education levy is calculated by multiplying the general rate set by the legislature by the adjusted net tax capacity of the District. The general rate decreased from .3658 for the Pay 1999 levy to .3578 for the Pay 2000 levy. The adjusted net tax capacity of the District is 14,558,105, which is only a .3% increase over the previous year. The property tax revenue decreased significantly in fiscal year 2000 due to the introduction of the education homestead credit. See line 7 for further explanation. The projected revenue for property tax is expected to increase 2% annually .

Interest..... 2

As the fund balance of the general fund declines so will the revenue generated by investing excess cash. The District has been earning 5-6.5% interest on investments. The projected interest earnings are based on the assumptions that interest rates will remain stable over the next three years.

Tax Shift..... 3,10

The tax shift was introduced many years ago as mechanism for the State to slow down cash payments to school districts. The tax shift percentage has fluctuated annually and in 1999 it was reduced to 0%, except for revenues associated with excess levy referendums. It is projected that the shift will remain at 0% as long as the State has a budget surplus.

Tuition and Fees..... 4

This line items contains the fees from participation in extra-curricular activities, the ticket sales from activity events, and the tuition received from other districts. The activity fees were raised for fiscal year 2000 and therefore are expected to general more revenue annually. The tuition revenue fluctuates annually and is difficult to predict. Most of the students that have tuition agreements are special needs students and their are students entering and leaving the District daily.

Other Local Sources..... 5

The large fluctuation in this source of revenue over the past few years was due primarily to the insurance recovery from the flood at the Senior High School. Revenue is projected to increase by 2% annually.

General Education Aid..... 6

This aid represents the state share of the basic general education revenue. It is based on the difference between the local tax effort (line 1) and the total revenue allowed in the general education formula (line 13). This includes the sum of basic, compensatory, training and experience, sparsity, and supplemental aids. It is projected that the legislature will increase the formula funding 2% annually, but due to the decline in enrollment the total revenue from this sources will decrease annually until 2005.

Tax Credits..... 7

This state aid is received from the state to replace real estate tax credits to property owners. This revenue is deducted from the property tax levy revenue (line 1). The largest credits available to District property owners are the education homestead credit, the homestead and agricultural credit, and the border city credit.

Special Education Aid..... 8

This is partial reimbursement for expenditures in special education. The aid represents a percentage of salary and supplies costs of the District. In fiscal year 2000 the level of funding for excess special education costs was significantly increased. It is projected the state's level of commitment to funding special education will be maintained and it is projected that the reimbursable special education expenditures will continue to rise even as the District experiences a decline in overall enrollment.

Other State Sources..... 9

For fiscal year 1999, the legislature rolled the funding for training and experience into the general education formula. For fiscal year 2001, cooperative revenue has also been rolled into the formula (\$100,000) and the funding for secondary vocational programs has been eliminated (\$80,000). The remaining state aids are projected to increase 2% annually.



Federal Sources.....	11
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The District receives a number of federal grants both directly and through the State of MN. Approximately 75% of the revenue is for Title 1 programming and the flo-thru funding for special education. The projected revenue will increase 2% annually and expenditure budgets for federal grants will reflect any increase or decrease in funding.

## EXPENDITURES

Line #

## Administration and Support Services.....1

These lines include all costs for general administration, instructional administration, school site administration, and administrative support services. Administrative services are defined as those provided by head administrators who are in charge of instructional or instruction-related units. This includes the school board, superintendent, principals, assistant superintendents, and directors of instructional areas. Included are the costs of their immediate offices, including those individuals in direct support of the administrator and the administrative support positions. All staffing level changes are reflected on the attached worksheet, with the effect of those changes being built in to the overall expenditure budget.

## Regular and Vocational Instruction.....2

These lines include all activities dealing directly with the teaching of pupils in the classroom and co-curricular activities at the kindergarten, elementary and secondary levels excluding expenditures for special education instruction. Lines 2.2 and 2.5 project the staffing and supply expenditures that are associated directly with the annual fluctuation in enrollment.

## Special Education Instruction.....3

These line items include the budget for activities that provide learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction. The average school district has approximately 12% of students requiring special education services. Moorhead's average has been approximately 18% for the past couple of years.

## Instructional Support Services.....4

These line items include the budget for activities for assisting the instructional staff with the content and process of providing learning experiences for pupils in the kindergarten through twelfth grade. It includes, but is not limited to, the organization, management and operation of libraries and media centers and the budgets for staff development.

## Pupil Support Services.....5

Includes all services provided to pupils which do not qualify to be classified as



instructional services. The services include counseling and guidance, health, psychological, social work, crime prevention, and others.

Operations and Maintenance of Buildings and Grounds..... 6

These line items include the budgets for activities related to maintaining and sustaining the utility, economic and aesthetic value of existing District owned property. For buildings, this includes the custodial care and ordinary upkeep. For equipment, it consists of repairs and maintenance of equipment which sustains the original condition of completeness and efficiency. The Townsite and Voyager properties are not included in this budget.

Fiscal and Other Fixed Costs Programs..... 7

These line items include the budgets for severance pay, life and health premiums for retirees, employee benefit programs such as employee assistance, and the insurance premiums for worker's compensation, property, and liability coverage.

Independent School District #152  
General Fund Revenue (01)

LINE #	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000-01 Prel. Budget	2001-02	2002-03	2003-04	2004-05
							PROJECTED			
1 Property Taxes	\$5,311,658	\$6,255,001	\$5,580,324	\$5,371,206	\$3,055,400	\$3,000,000	\$3,060,000	\$3,121,200	\$3,183,620	\$3,247,290
2 Interest	368,284	284,705	307,219	283,706	200,000	150,000	50,000	0	0	0
3 Tax Shift	(948,780)	(861,979)	(9,317)	(433,661)	0	0	0	0	0	0
4 Tuition & Fees	595,350	483,768	426,393	570,295	517,760	528,120	538,680	549,450	560,440	571,650
5 Other Local Sources	291,670	1,223,196	686,593	273,093	366,080	373,400	380,870	388,490	396,260	404,190
6 General Education Aid	19,152,318	17,220,321	17,899,531	19,002,119	20,326,130	20,905,010	20,777,700	20,676,520	20,470,150	20,528,910
7 Tax Credits	1,639,937	1,960,723	1,864,138	2,412,562	3,012,000	3,110,000	3,172,200	3,235,640	3,300,350	3,366,360
8 Special Education Aid	3,316,632	3,411,095	3,553,701	3,688,216	4,600,000	4,692,000	4,785,840	4,881,560	4,979,190	5,078,770
9 Other State Sources	530,632	582,781	718,617	272,374	280,010	109,610	111,800	114,040	116,320	118,650
10 Tax shift	948,780	861,979	9,314	433,661	0	0	0	0	0	0
11 Federal Sources	1,624,406	1,791,076	1,863,604	1,976,098	1,998,080	2,038,040	2,078,800	2,120,580	2,162,790	2,206,050
TOTAL REVENUES	\$32,830,887	\$33,212,666	\$32,900,117	\$33,849,669	\$34,355,460	\$34,906,180	\$34,955,890	\$35,087,280	\$35,169,120	\$35,521,870
12 % Increase (Decrease) in Annual Revenue	4.19%	1.16%	-0.94%	2.89%	1.49%	1.60%	0.14%	0.38%	0.23%	1.00%
\$ Increase (Decrease) in Annual Revenue	1,319,472	381,779	(312,549)	949,552	505,791	550,720	49,710	131,390	81,840	352,750
13 Formula Allowance	3,205	3,205	3,281	3,360	3,570	3,755	3,830	3,907	3,985	4,065
Annual Increase	1.20%	0.00%	2.37%	2.41%	6.25%	5.18%	2.00%	2.00%	2.00%	2.00%
14 Enrollment	6,151	6,034	6,071	5,845	5,781	5,662	5,506	5,367	5,212	5,157
Annual Increase(Decrease)	1.07%	-1.90%	0.61%	-3.72%	-1.09%	-2.06%	-2.76%	-2.52%	-2.89%	-1.06%

Independent School District #152  
General Fund Expenditures (01)

LINE #	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000-01 Prel. Budget	2001-02	2002-03	2003-04	2004-05
							PROJECTED			
1.0 Administration/Support Services										
1.1 Salaries	\$1,658,169	\$1,878,735	\$1,972,892	\$2,099,599	\$2,187,830	\$2,180,420	\$2,245,830	\$2,313,200	\$2,382,600	\$2,454,080
1.2 Employee Benefits	284,018	315,777	310,800	326,325	354,290	349,890	360,390	371,200	382,340	393,810
1.3 Supplies	58,716	12,731	14,062	12,873	15,690	16,160	16,640	17,140	17,650	18,180
1.4 Other	232,945	229,234	242,736	236,494	262,990	227,340	234,160	241,180	248,420	255,870
2.0 Regular and Vocational Instruction										
2.1 Salaries	10,659,285	11,903,289	12,008,226	12,706,728	12,775,300	12,367,670	12,738,700	12,902,770	12,988,070	13,003,780
2.2 Allowance (Reduction) for Enrollement							(211,740)	(292,990)	(363,040)	(107,510)
2.3 Employee Benefits	2,438,367	2,624,645	2,347,095	2,433,257	2,682,480	2,628,650	2,707,510	2,788,740	2,872,400	2,958,570
2.4 Supplies	459,016	758,003	674,814	482,971	518,690	509,250	524,530	540,270	556,480	573,170
2.5 Allowance (Reduction) for Enrollement							(9,920)	(13,730)	(17,010)	(5,040)
2.6 Other	825,471	963,533	939,106	987,318	892,820	909,600	936,890	965,000	993,950	1,023,770
3.0 Special Education Instruction										
3.1 Salaries	6,488,986	5,773,112	6,205,047	6,596,552	6,818,570	7,012,300	7,222,670	7,439,350	7,662,530	7,892,410
3.2 Employee Benefits	1,390,055	1,224,518	1,189,328	1,256,063	1,503,950	1,572,430	1,619,600	1,668,190	1,718,240	1,769,790
3.3 Supplies	102,879	79,687	72,005	92,676	110,100	113,400	116,800	120,300	123,910	127,630
3.4 Other	973,280	1,006,436	857,107	881,508	1,156,980	1,191,690	1,227,440	1,264,260	1,302,190	1,341,260
4.0 Instructional Support Services										
4.1 Salaries	936,539	1,028,975	1,181,830	1,253,784	1,363,770	1,127,960	1,161,800	1,196,650	1,232,550	1,269,530
4.2 Employee Benefits	183,419	189,643	193,299	206,932	257,180	263,180	271,080	279,210	287,590	296,220
4.3 Supplies	107,222	98,438	101,290	148,510	162,890	167,780	172,810	177,990	183,330	188,830
4.4 Other	413,795	411,371	319,383	697,185	282,870	177,660	182,990	188,480	194,130	199,950
5.0 Pupil Support Services										
5.1 Salaries	638,704	668,083	724,911	746,458	719,570	723,550	745,260	767,620	790,650	814,370
5.2 Employee Benefits	132,675	137,676	133,954	133,509	159,160	162,300	167,170	172,190	177,360	182,680
5.3 Supplies	19,614	14,037	12,537	9,847	10,090	10,390	10,700	11,020	11,350	11,690
5.4 Other	86,486	77,963	85,685	84,825	117,830	121,360	125,000	128,750	132,610	136,590
6.0 Operations and Maintenance of Buildings and Grounds										
6.1 Salaries	766,668	796,756	804,908	859,868	876,780	888,620	915,280	942,740	971,020	1,000,150
6.2 Employee Benefits	128,465	136,604	138,546	149,521	170,000	173,900	179,120	184,490	190,020	195,720
6.3 Energy Expense	490,775	525,445	491,513	443,753	450,000	463,500	477,410	491,730	506,480	521,670
6.4 Supplies	125,015	170,768	149,694	170,718	180,000	185,400	190,960	196,690	202,590	208,670
6.5 Other	247,225	1,283,964	277,842	288,031	278,240	286,590	295,190	304,050	313,170	322,570
7.0 Fiscal and Other Fixed Costs Programs										
7.1 Early retirement pay	297,733	244,506	286,217	508,477	462,000	525,100	540,850	557,080	573,790	591,000
7.2 Fringe benefits	436,497	377,720	367,103	328,035	449,840	471,090	485,220	499,780	514,770	530,210
7.3 Other fixed costs	427,082	229,678	71,903	78,167	76,700	79,000	81,370	83,810	86,320	88,910
TOTAL EXPENDITURES	\$31,009,101	\$33,161,327	\$32,173,833	\$34,219,984	\$35,296,610	\$34,906,180	\$35,731,710	\$36,507,160	\$37,236,460	\$38,258,530
8.0 % Increase (Decrease) in Annual Expenditures	0.66%	6.94%	-2.98%	6.36%	3.15%	-1.11%	2.36%	2.17%	2.00%	2.74%
8.1 \$ Increase (Decrease) in Annual Expenditures	203,517	2,152,226	(987,494)	2,046,151	1,076,626	(390,430)	825,530	775,450	729,300	1,022,070

Independent School District #152  
General Fund (01) - Fund Balance

	1995-96 ACTUAL	1996-97 ACTUAL	1997-98 ACTUAL	1998-99 ACTUAL	1999-00 BUDGET	2000-01 Prel. Budget	2001-02	2002-03	2003-04	2004-05
							PROJECTED			
Revenue Over(Under) Expenditures	\$1,821,786	\$51,339	\$726,284	(\$370,315)	(\$941,150)	\$0	(\$775,820)	(\$1,419,880)	(\$2,067,340)	(\$2,736,660)
Fund Balance, Beginning of Year	2,980,047	4,801,833	4,853,172	5,579,456	5,209,141	4,267,991	4,267,991	3,492,171	2,072,291	4,951
Fund Balance, End of Year	\$4,801,833	\$4,853,172	\$5,579,456	\$5,209,141	\$4,267,991	\$4,267,991	\$3,492,171	\$2,072,291	\$4,951	(\$2,731,709)
Fund Balance as % of Annual Expenditures	15.49%	14.64%	17.34%	15.22%	12.09%	12.23%	9.77%	5.68%	0.01%	-7.14%

General Fund Staffing Report  
Values Refer to Full Time Equivalents (FTE)

	1999-2000 Actual	2000-2001 Budget	Increase Decrease	
Licensed Staff:				
Kindergarten	10.5	9.5	(1.0)	
Grade 1	22.5	19.0	(3.5)	
Grade 2	18.5	17.0	(1.5)	
Grade 3	18.0	17.0	(1.0)	
Grade 4	18.0	14.0	(4.0)	
Grade 5	17.0	16.0	(1.0)	
Grade 6	15.0	15.0		
Grades 7-8	44.0	40.0	(4.0)	
Grades 9-12	74.5	68.5	(6.0)	
Alternative Education	13.8	12.8	(1.0)	
Special Education	111.0	105.0	(6.0)	
Reading Recovery	7.0	6.0	(1.0)	
Title I/AOM	14.0	13.5	(0.5)	
ESL	7.6	6.6	(1.0)	
Elementary Art	3.9	3.9		
Elementary Music	12.2	10.2	(2.0)	
Elementary Physical Education & Health	10.2	8.0	(2.2)	
Elementary Foreign Language	0.8	0.0	(0.8)	
Elementary Keyboarding	0.7	0.0	(0.7)	
Gifted and Talented	3.2	3.0	(0.2)	
Librarians	7.0	6.0	(1.0)	
Counselors	10.0	9.0	(1.0)	
Nurses	2.0	2.0		
Extra-Curricular	11.8	11.5	(0.3)	
Administrative	12.5	11.5	(1.0)	
Site-Level Assistance	0.0	1.0	1.0	
Supervisory	8.0	7.8	(0.2)	
Non-Aligned	1.0	1.0		
Total Licensed Staff	473.7	433.8	(39.9)	-8.42%
Non-licensed Staff:				
Administrative	1.3	1.3		
Supervisory	3.6	3.0	(0.6)	
Special Education Paraprofessionals	160.0	150.0	(10.0)	
Title I/AOM Paraprofessionals & Non-aligned	33.0	30.0	(3.0)	
Other Paraprofessionals	9.0	7.0	(2.0)	
Non-aligned	5.0	5.0		
Clerical	62.5	61.5	(1.0)	
Custodial	32.0	30.0	(2.0)	
Total Non-licensed Staff	306.4	287.8	(18.6)	-6.07%
Total	780.1	721.6	(58.5)	-7.50%

Note: Totals on this worksheet do not include District staff that are expensed out of the food service fund, transportation fund, capital outlay fund, and enterprise fund.

### Salary Expenditures - Student to Teacher Ratios

	95.96	96.97	97.98	98.99	99.00	00-01
Building	Class	Class	Class	Class	Class	Class
Ratio	Size	Size	Size	Size	Size	Size
<u>Grade Levels</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>	<u>Ratio</u>
Elem. K-4	25:1	25:1	25:1	25:1	25:1	25:1
Elem. 5-6	28:1	28:1	28:1	28:1	28:1	29:1
Jr. High	28:1	28:1	28:1	28:1	28:1	30:1
Sr. High	28:1	28:1	28:1	28:1	28:1	30:1

K-3 class size **ratio** will be less than listed above due to special state and federal legislation. Secondary staffing for elective classes will require a student enrollment of 20-23.

The following information provides the actual ratios and average class sizes for 98-99, 99-00, and 00-01.

	<b>School Year 1998-99</b>		<b>School Year 1999-00</b>		<b>School Year 2000-01</b>	
	Learner-Instructor Ratio	Average Class Size	Learner-Instructor Ratio	Average Class Size	Learner-Instructor Ratio	Average Class Size
Kindergarten	14.84	20.91	16.48	20	17.23	20
Grade 1	14.90	21.82	13.38	16	15.84	19.68
Grade 2	17.71	23.84	15.33	18	17.01	23
Grade 3	17.39	23.10	14.92	18	19.86	26.18
Grade 4	18.33	25.58	16.82	21	20.17	27.64
Grade 5	17.54	25.23	16.64	23	20.36	28.62
Grade 6	18.58	26.71	19.50	26	22.38	29.60

**Learner-Instructor Ratio** - The state of Minnesota's Learning and Development Revenue requires a district to reduce and maintain the learner-instructor ratio to 17:1 in kindergarten and first grade. Once the district achieves the target levels for both grade levels, the district may address the subsequent grade levels.

In order to calculate the learner-instructor ratio for a grade level, a district may include all full-time licensed teachers, including art, music, world language, gifted and talented, counselor, nurse, computer and physical education specialists. Math and reading specialists who teach with the regular classroom teacher may also be included in the calculation. Special education instructors may not be included.

**Federal "Average Class Size"** - The federal class size reduction program is intended to provide money to hire new teachers for the early elementary grades (Grades 1-3). The class size in a school district is determined by the average number of students per regular class in each grade level in the district. The target class size for grades 1-3 will be 18:1. This number includes teachers of regular classrooms, special education teachers, and teachers of children with special needs, such as those with disabilities or limited English proficiency. This does not include administrative support, paraprofessionals, guidance counselors, librarians or other specialist such as physical education, art or music teachers.

## General Fund Expenditures by Program

(47.0%) Regular and Vocational Instruction

(28.3%) Special Education Instruction

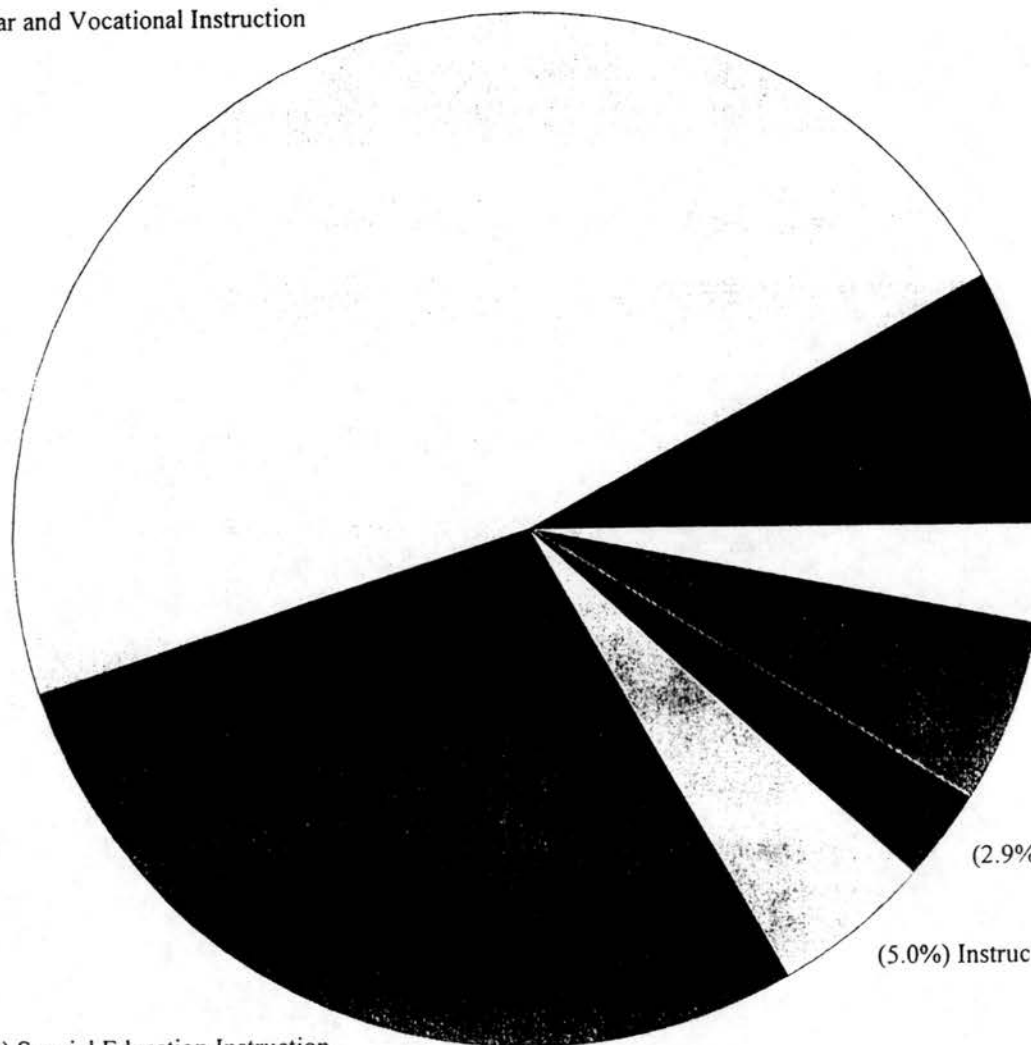
(7.9%) Admin/Support Services

(3.1%) Fiscal and Other Fixed Costs

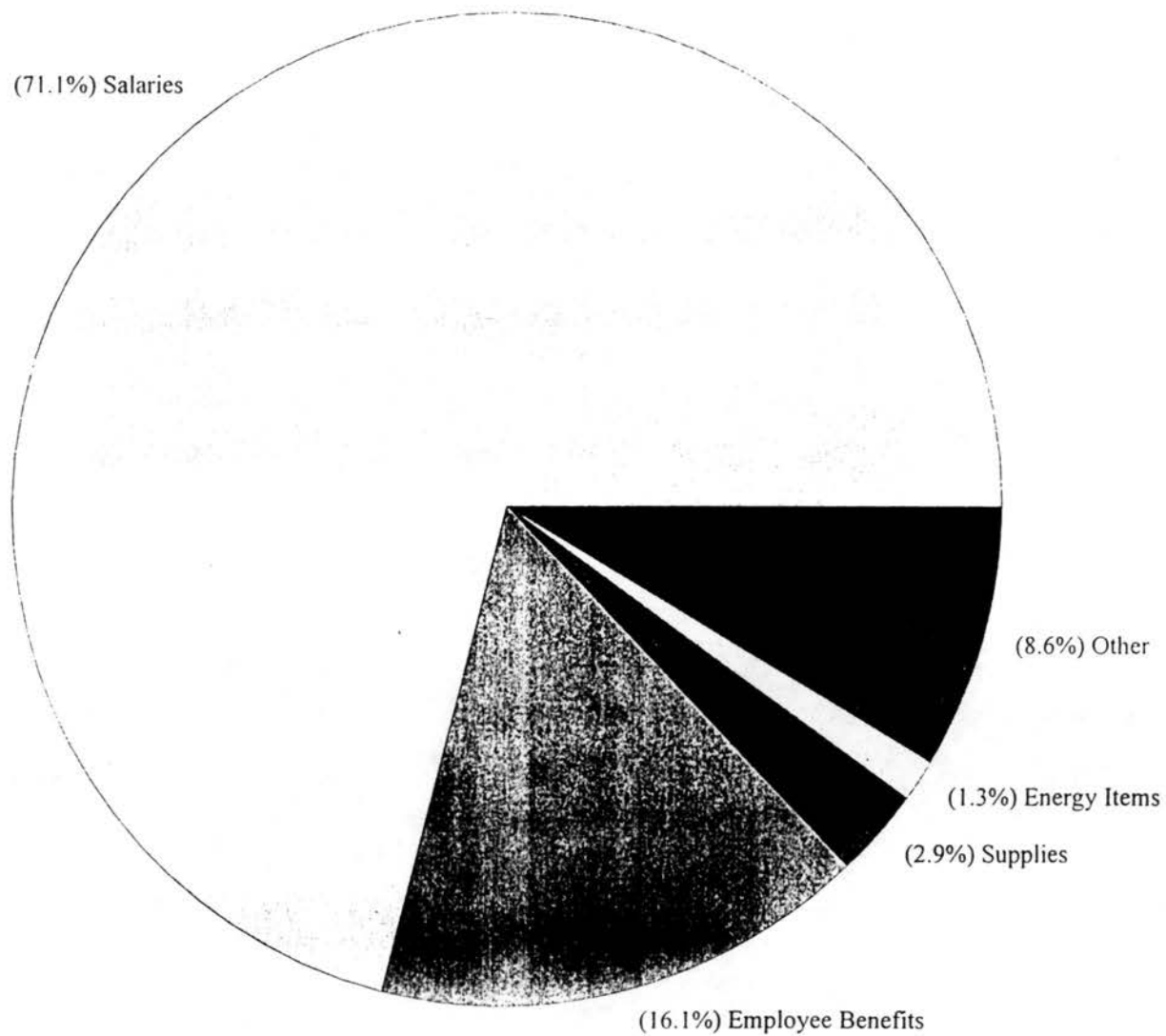
(5.7%) Operations and Maint. Bldgs./Gr

(2.9%) Pupil Support Services

(5.0%) Instructional Support Services



## General Fund Expenditures by Object





## V. Capital Outlay Fund

### INTRODUCTION

Prior to fiscal year 1996, the State of MN mandated that revenues and expenditures relating to capital be accounted for in a separate fund (05). At that time the District was receiving approximately \$205/pupil unit for expenditures relating to facilities and equipment. Health and safety, ITV, and disabled accessibility revenues and related expenditures were also accounted for in the capital outlay fund (fund 05). In fiscal year 1997 the legislature rolled the facility and equipment revenue into the general education revenue and deleted fund 05 from UFARS (Uniform Financial Accounting Reporting System). At the same time restrictions were placed on general education funding to prevent districts from using capital dollars for general operations of the district. A finance code was added to the accounting system to track district's capital expenditures and if restricted revenues exceeded expenditures for any year the fund balance created must be reserved for capital purposes. The District continues to get approximately \$205/pupil unit that must be used for capital items that are defined in MN Statute 126C.10 subd 14. The District decided at that time to keep the funds separate for budgeting and planning purposes rather than combining them with the general fund.

Capital expenditures consist of expenditures for acquisition, additions, or improvement of sites, building, and equipment. An item qualifies as equipment if all the following criteria are met:

- It retains its original shape and appearance with use. It has a normal useful life of at least three years.
- It is nonexpendable. That is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- It represents an investment of money (usually a unit cost range of greater than \$25-\$50) which makes it feasible and advisable to capitalize the item.
- It does not lose its identity through incorporation into a different or more complex unit or substance.
- Under a property control system each item or group of like items would be separately inventoried and controlled.

# REVENUE

Line #

Operating Capital..... 1

The formula for calculating operating capital revenue is \$68 plus \$100 multiplied by the facilities age index (1.3651 for 2000-01) multiplied by the adjusted marginal cost pupil units. In addition, districts that operate year round programs such as the RRALC are entitled to \$30 for each pupil unit attending a year round program. The aid/levy mix is the same percentage as the general education formula allowance funding.

Excess Levy Referendum..... 2,3

November 3, 1998, voters in the District approved an excess levy referendum. The approval gives the District the authority to levy and receive aid for a ten year period. The excess levy will general approximately \$290 per resident marginal cost pupil unit per year for the ten year period.

Lease Levy..... 4

The District is authorized under MN Statute 126C.40 to levy for the cost of leasing space for instructional purposes or for school storage. The District submits an annual application to the commissioner for approval. The total levy for a year must not exceed \$100 times the resident pupil units for the fiscal year to which the levy is attributable. The lease levy will be utilized to cover the expenditures related to line 13.

Interest..... 5

The capital fund has an outstanding loan to the enterprise fund. The balance for the year end 1998-99 was \$719,962. Interest is charged to the enterprise fund annually at a rate of 5.7%. The interest revenue will decrease annually as the loan is paid back.

Interactive Television..... 6

The District is authorized under MN Statute 126C.40 to levy for interactive television (ITV). The estimated revenue for 2000-01 is equal to 50% of .6% of the adjusted net tax capacity for the District. The following year the percentage will drop to 25% and the revenue will be eliminated thereafter.

Miscellaneous..... 7

Periodically the District receives grants or donations for capital items.

Sale of Property..... 8

When there is property that is no longer of use to the District it is sold at a public auction and the receipts are deposited in the capital outlay fund.

Health and Safety ..... 9

To receive health and safety revenue for any fiscal year a district must submit to the commissioner an application for aid and levy. The application may be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, and health, safety, and environmental management, including indoor air quality management. The revenue received through aid and levy is equal to the expenditures of the approved projects. (See lines 28-33)

Disabled Accessibility..... 10

The District was given the authority to levy \$300,000 over a period of five years. The revenue generated was earmarked for projects relating to accessibility. The District does not predict that this levy will be reinstated in the future.

## EXPENDITURES

Line #

Food Service ..... 11

In the past, the Capital Outlay Fund has made contributions toward the capital needs of the Food Service Fund. Beginning in 1999, the contribution to the Food Service Fund has been eliminated.

Special Assessments ..... 12

Special assessments will be based on city improvements including projects related to repaving streets, curb and gutter work, and needed improvements for city services.

Leases ..... 13

The District currently has lease agreement with the City of Moorhead for the Sports Center, D&M Graphic for the RRALC, Fargo Schools for the gymnastics center, and Lakes Country Service Cooperative for YES program and Clay County Coordinated Preschool Program.

Telephone/Telecommunications ..... 14

Expenses include equipment and the expense relating to leasing telephone lines. E-rate reimbursements received through the federal government will cause this line item to fluctuate over the next two years. The purchase of a new system could also affect the budget projections. The new phone system is included in the technology budget.

Interest ..... 15

The capital fund will have interest costs as long as the fund balance is in a deficit position. The projected interest expense is 5% of the the average fund deficit for the year.

Building Discretionary Allocation ..... 16

Each building is allocated capital dollars to cover incidental expenses that are not part of the long range facility plan. Prior to 2000, the allocation was \$25/WADM attending each building. From 2000 on, the allocation is reduced to \$12.50 per student based on projected enrollments.

Athletics.....	17
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The budget for replacement of athletic equipment has not been increased for the past five years and is not projected to receive an increase in the future.

Textbook/Curriculum Adoption.....	18
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The review process will take place annually to decide the needs relative to textbook adoptions. It is predicted that the use of textbooks will decline with the increased use of technology.

Music.....	19
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The budget for additions and replacement of musical instruments has not been increased for the past five years and is not projected to receive an increase in the future. Musical instrument purchase and replacement will be based on recommendations from the District's music staff.

Media.....	20
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Audiovisual equipment and application software will be purchased based on the recommendation of the Building Technicians, Media Specialists, and Principals with assistance from the Director of Media Services and Director of Information Systems and Instructional Support. Attention will focus on the district's integration of technology and the delivery & implementation of the MN Profiles of Learning. Media/library print books and electronic resources will be purchased as recommended by building Media Specialists in collaboration with the Director of Media Services & the Director of Information Systems and Instructional Support. Specific attention will be given to the current curriculum cycle, the district's focus on technology integration and those resources needed for implementation of the MN Graduation Standards.

Maintenance Equipment.....	21
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This budget is for the replacement of lawn maintenance and snow removal equipment. Purchases will be based on the recommendations of the Buildings and Grounds Supervisor.

Vehicles.....	22
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The Building and Grounds Supervisor will make recommendations regarding purchasing vehicles for use by District staff. The District's fleet of vehicles that are not used for transporting students will be downsized over the next five years.

Equipment Contingency Fund.....	23
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Equipment that must be replaced immediately for continuity of instructional programs or for equipment essential for District operations will be purchased when necessary from this budget. Non-emergency items will not be replaced from this budget.

Technology Staffing.....	24
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This budget is for the wage and benefit expense associated with the Director of Information Systems and Instructional Support and the Program Manager for Administrative Technology. The Program Manager position will be eliminated June 30, 2000. Salary settlements are projected to increase by 3% annually.

Technology Plan.....	25
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The technology plan is attached. It details the annual operating costs and the planned acquisitions for the next nine years.

Building Construction and Maintenance Plan.....	26
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The building construction and maintenance plan is attached. It details the projected expenditures by building.

Miscellaneous.....	27
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Expenditures related to grants or donations the District has received.

Health and Safety Expenditures.....	28-33
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All of the expenditures included in this category have been approved by the commissioner. To be considered by the commissioner for health and safety funding the project must be for hazardous substance removal, fire and life safety code repairs, labor and industry regulated facility and equipment violations, or health, safety, and environmental management including indoor air quality management. MN Statute 123B.57 defines the health and safety program.

Total Ending Fund Balance.....	35-38
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The total capital outlay fund balance is made up of three reserves. In 1992, when the District was given the authority to levy for revenue to cover projects that were disabled accessible in nature. The total revenue received was \$300,000 and the District was required to reserve a fund balance for revenue received in excess of expenditures. In fiscal 1999, the District's cumulative expenditures exceeded \$300,000 and thereafter there is no fund balance reserve for disabled accessibility. The health and safety fund balance is due to the timing of projects and the when the revenue is received. Since the District receives revenue in the amount of approved expenditures for health and safety the fund balance should eventually be \$0. The operating capital fund balance accounts for the remainder of the capital outlay fund balance.



Independent School District #152  
Capital Outlay Fund (Fund 05)

Line #	REVENUES	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
		ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Prel Budget				PROJECTED				
1	Operating Capital	1,403,955	1,324,554	1,312,486	1,362,025	1,355,500	1,322,280	1,283,691	1,251,838	1,214,112	1,193,690	1,181,753	1,181,753	1,181,753	1,181,753
2	Excess Levy Referendum (Local)					561,300	516,300	501,091	487,541	471,492	462,804	457,726	452,699	447,722	442,795
3	Excess Levy Referendum (State)					1,309,700	1,204,700	1,169,213	1,137,595	1,100,148	1,079,876	1,068,028	1,056,297	1,044,684	1,033,188
4	Lease Levy	298,681	245,754	221,153	222,042		264,870	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
5	Interest Income	45,582	73,349	44,778	44,709	42,780	41,780	40,780	39,780	38,780	37,780	36,780	35,780	34,780	33,780
6	Interactive Television	36,962	80,419	77,491	77,946	72,700	43,670	0	0	0	0	0	0	0	0
7	Miscellaneous	13,972	19,319	164,992	92,365										
8	Sale of Property	10,919	757		8,532										
	Total Operating Capital	1,810,071	1,744,152	1,820,900	1,807,619	3,339,980	3,393,600	3,294,775	3,216,755	3,124,533	3,074,151	3,044,287	3,026,530	3,008,940	2,991,516
9	Total Health & Safety	962,310	481,243	521,428	(32,206)	263,440	622,058	173,400	173,400	173,400	173,400	173,400	173,400	173,400	173,400
10	Disabled Accessibility	60,000	120,000												
	Total Revenues	2,832,381	2,345,395	2,342,328	1,775,413	3,603,420	4,015,658	3,468,175	3,390,155	3,297,933	3,247,551	3,217,687	3,199,930	3,182,340	3,164,916
	EXPENDITURES														
	Operating					0	0	0	0	0	0	0	0	0	0
11	Food Service	41,545	10,000	6,953	4,059	8,800	8,800	9,060	9,330	9,610	9,900	10,200	10,510	10,830	11,150
12	Special Assessments	7,373	8,528	8,422	33,310	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
13	Leases	226,171	221,702	222,452	223,286	94,080	96,900	99,807	102,801	105,885	109,062	112,334	115,704	119,175	122,750
14	Telephone/Telecommunications	72,166	73,829	88,679	64,218	100,000	136,130	63,900	13,710	0	0	17,640	0	0	0
15	Interest	15,348	0	0	41,390	100,000	70,150	68,090	66,490	64,440	63,880	63,240	62,600	61,980	61,360
16	Building Discretionary Allocation	138,420	150,704	164,484	141,386	211,040	211,040	211,040	211,040	211,040	211,040	211,040	211,040	211,040	211,040
17	Athletics	8,075	5,907	7,893	8,977	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000
18	Textbook/Curriculum Adoption		225,000		157,398	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
19	Music	11,997	11,697	11,548	11,959	53,000	53,000	53,000	53,000	53,000	53,000	53,000	53,000	53,000	53,000
20	Media	52,656	52,800	52,461	52,612	20,000	24,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
21	Maintenance Equipment	27,019	21,042	9,050	22,341	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
22	Vehicles		26,000	19,717	0	20,000	15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
23	Equipment Contingency Fund	53,613	70,167	14,185	19,212	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
24	Technology Staffing				124,864	146,520	74,000	76,220	78,510	80,870	83,300	85,800	88,370	91,020	93,750
25	Technology Plan	52,691	171,874	1,014,664	1,052,791	143,000	565,130	496,700	503,618	859,655	1,023,382	1,078,559	1,105,397	1,098,357	943,538
26	Building Construction & Maintenance Plan	500,209	1,175,538	932,940	1,277,257	3,410,680	498,000	758,100	949,450	1,161,400	2,068,000	725,000	550,000	185,000	830,000
27	Miscellaneous	20,102	(461)	(4,840)	816	5,680									
	Total Operating Expenditures	1,227,385	2,224,417	2,548,608	3,235,876	4,718,800	2,072,110	2,175,877	2,327,909	2,895,860	3,994,584	2,706,773	2,536,581	2,170,362	2,676,548
	Health and Safety					414,500									
28	Physical Hazard Control					45,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000	67,000
29	Hazardous Substance	26,056	135,444	13,386	83,083	42,000									
30	Environmental Health & Safety Mgmt	397,381	21,573	248,871	36,491	91,400	91,400	91,400	91,400	91,400	91,400	91,400	91,400	91,400	91,400
31	Asbestos	104,278	76,343	76,572	94,613	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
32	Fire Safety	100,679	114,325	298,620	80,895	57,000									
33	Other			11,355											
	Total Health and Safety Expenditures	628,394	347,685	648,804	295,082	635,100	173,400	173,400	173,400	173,400	173,400	173,400	173,400	173,400	173,400
34	Disabled Accessibility	22,598	2,810	20,075	126,073	93,840	0	0	0	0	0	0	0	0	0
	Total Expenditures	1,878,377	2,574,912	3,217,487	3,657,031	5,447,740	2,245,510	2,349,277	2,501,309	3,069,260	4,167,984	2,880,173	2,709,981	2,343,762	2,849,948
	Total Revenue Over Expenditures (Total Expenditures Over Revenue)	954,004	(229,517)	(875,159)	(1,881,618)	(1,844,320)	1,770,148	1,118,898	888,846	228,672	(920,433)	337,514	489,949	838,578	314,968
	Beginning Fund Balance	268,999	1,223,003	993,486	118,327	(1,763,291)	(3,607,611)	(1,837,463)	(718,565)	170,281	398,953	(521,480)	(183,965)	305,983	1,144,561
35	Total Ending Fund Balance	1,223,003	993,486	118,327	(1,763,291)	(3,607,611)	(1,837,463)	(718,565)	170,281	398,953	(521,480)	(183,965)	305,983	1,144,561	1,459,529
36	Disabled Accessibility	2,630	119,820	99,745	0	0	0	0	0	0	0	0	0	0	0
37	Operating Capital	961,024	480,759	(277,524)	(1,686,293)	(3,158,953)	(1,837,463)	(718,565)	170,281	398,953	(521,480)	(183,965)	305,983	1,144,561	1,459,529
38	Health and Safety	259,349	392,907	296,116	(76,998)	(448,658)	0	0	0	0	0	0	0	0	0

22-Feb-2000

**Technology Plan 00/01 - 08/09****Annual Operations****Infrastructure**

	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	Totals
WAN -- Fiber Optics Lease	19,700	19,700	19,700	19,700	19,700	30,000	30,000	30,000	30,000	218,500
Miscellaneous Electrical Upgrades	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	9,000
Cabling -- Misc. Districtwide	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	60,955
NW Links Membership (TAG Grant)	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	10,159
	27,700	27,910	28,126	28,349	28,579	39,115	39,358	39,609	39,867	298,614

**Hardware**

Telephone System Maintenance	—	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	26,677
Cellular Communication	3,120	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	16,459
	3,120	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	16,459

**Maintenance Agreements**

SIRSI Software/Support Agreement	5,500	5,665	5,835	6,010	6,190	6,376	6,567	6,764	6,967	55,875
NCS Software/Support Agreement	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	203,182
Hardware Repair/Replacement	31,200	32,136	33,100	34,093	35,116	36,169	37,254	38,372	39,523	316,964
Firewall Agreement	2,995	3,085	3,177	3,273	3,371	3,472	3,576	3,683	3,794	30,427
CacheFlow Agreement	3,700	3,811	3,925	4,043	4,164	4,289	4,418	4,551	4,687	37,589
SmartNet Lightstream	1,850	1,906	1,963	2,022	2,082	2,145	2,209	2,275	2,344	18,794
SmartNet 7204 Routers (9)	15,750	16,222	16,709	17,210	17,727	18,259	18,806	19,371	19,952	160,006
SmartNet 2621 Router	275	283	292	300	310	319	328	338	348	2,794
SmartNet 2501 Router	195	201	207	213	219	226	233	240	247	1,981
Gigabit Switch Agreement	600	1,200	1,800	2,400	3,000	3,090	3,183	3,278	3,377	21,927
ID Card Maker	995	1,025	1,056	1,087	1,120	1,153	1,188	1,224	1,260	10,108
	83,060	86,134	89,282	92,506	95,809	98,684	101,644	104,694	107,834	859,647

**Department Operations**

General Supplies (Toner @ TC)	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	20,318
CD-R's & Other Media	750	772	796	820	844	869	896	922	950	7,619
Backup Archival Tapes	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	20,318
	4,750	4,892	5,039	5,190	5,346	5,507	5,672	5,842	6,017	48,256

**Software Subscriptions**

Norton Utilities	375	386	398	410	422	435	448	461	475	3,810
Mac/Win Translation Software	140	144	149	153	158	162	167	172	177	1,422
AppleWorks	16,000	16,480	16,974	17,484	18,008	18,548	19,105	19,678	20,268	162,546
QuickMail Office	12,000	12,360	12,731	13,113	13,506	13,911	14,329	14,758	15,201	121,909
Inspiration	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	25,398
FileMaker Pro Server	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	20,318
FileMaker Pro Client New/Upgrade	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	30,477
Internet Filtering/Monitoring	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	25,398
SENDIT membership	1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773	14,223
GradeQuick	2,800	2,884	2,971	3,060	3,151	3,246	3,343	3,444	3,547	28,445
Network operating system upgrade	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	101,591
	52,715	54,296	55,925	57,603	59,331	61,111	62,944	64,833	66,778	535,537

**Staff Development**

Instructor's fee's local training classes	19,000	19,570	20,157	20,762	21,385	22,026	22,687	23,368	24,069	193,023
Operations specialized training	5,000	5,150	5,304	5,464	5,628	5,796	5,970	6,149	6,334	50,796
Intern Help (Salary)	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	60,955
	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	304,773

SubTotal Operational Expenditures--&gt;

201,345	205,633	211,745	218,022	224,470	240,883	247,179	253,665	260,345	266,778	2,063,286
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9-year Total



## Technology Plan 00/01 - 08/09

## Technology Acquisitions

## Infrastructure

	00/01	01/02	02/03	03/04	04/05	05/06	06/07	07/08	08/09	Totals
WAN -- Video Network	---	---	---	---	100,000	100,000	---	---	---	200,000
WAN -- Digital Telephone System	490,000	---	25,000	---	---	---	---	---	---	515,000
WAN -- Data Warehousing	---	40,000	3,000	3,090	3,183	3,278	3,377	3,478	3,582	62,987
WAN -- Additional Internet Bandwidth	---	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	53,354
LAN -- Hub/Switches Replacement	---	60,000	61,800	63,654	65,564	67,531	69,556	71,643	73,792	533,540
	490,000	106,000	95,980	73,109	175,303	177,562	79,889	82,285	84,754	1,364,882

## Hardware

RAM Upgrades	---	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	177,847
G3/G4 Upgrades	---	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	88,923
Ethernet Card Upgrades	---	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	88,923
Computer Workstations	---	150,000	150,000	425,000	475,000	475,000	525,000	525,000	400,000	3,125,000
Network Printers	---	5,000	5,150	5,304	5,464	5,628	5,796	5,970	6,149	44,462
Peripheral Add-ons	10,000	3,000	3,000	10,000	10,300	10,609	10,927	11,255	11,593	80,684
Data Servers/upgrades	---	18,000	18,540	25,000	25,750	26,522	27,318	28,138	28,982	198,250
Emerging Technologies/Electrical Contingency	---	12,000	13,200	14,520	15,972	17,569	19,326	21,259	23,385	137,231
	10,000	228,000	231,090	522,260	576,195	580,349	634,739	639,384	519,304	3,941,320

## Maintenance Agreements

Additional Hardware/Software agreements	---	---	8,000	8,240	8,487	8,742	9,004	9,274	9,552	61,300
	0	0	8,000	8,240	8,487	8,742	9,004	9,274	9,552	61,300

## Department Operations

Additional Technical Support Personnel	---	---	---	65,000	66,950	98,000	100,940	134,000	138,020	602,910
	0	0	0	65,000	66,950	98,000	100,940	134,000	138,020	602,910

## Software

Software New/contingency	---	---	12,000	12,360	12,731	13,113	13,506	13,911	14,329	91,950
	0	0	12,000	12,360	12,731	13,113	13,506	13,911	14,329	91,950

## Staff Development

Training--New Technologies	---	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	31,123
Conference attendance	---	13,000	---	---	---	---	---	---	---	13,000
	0	16,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	44,123

## 9-year Total

SubTotal Technology Acquisitions-->	500,000	350,500	350,675	684,683	843,490	881,704	842,135	883,034	770,263	6,106,484
SubTotal Operational Expenditures--> +	201,345	205,633	211,745	218,022	224,470	240,883	247,179	253,665	260,345	2,063,286
Balance before E-Rate Reimbursement-->	701,345	556,133	562,420	902,705	1,067,960	1,122,587	1,089,314	1,136,699	1,030,608	8,169,770
Anticipated E-Rate Reimbursement--> -	140,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	620,000
Projected Balance after E-Rate-->	561,345	496,133	502,420	842,705	1,007,960	1,062,587	1,029,314	1,076,699	970,608	7,549,770
Total Capital Allocation-->	565,130	496,700	503,618	859,655	1,023,382	1,078,559	1,105,397	1,098,357	943,538	7,674,336
CONTINGENCY/Balance-->	3,785	567	1,198	16,950	15,422	15,972	76,083	21,658	-27,070	124,566

## PROPERTY SERVICES

## CAPITAL OUTLAY 2000

2/22/2000

SENIOR HIGH	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Track Repair	30,000.00				50,000.00					
Tennis Court Repair	15,000.00				15,000.00					
Sidewalk Repair		\$ 10,000.00					20,000.00			
Carpet Replacement		20,000.00						50,000.00		30,000.00
Parking Lot Resurface		80,000.00								
Pool Repair			10,000.00							
Reline Pool					250,000.00					
Tuckpointing				40,000.00						
Insulate Walls-Gym				50,400.00						
Roof Repair-Resaturation			539,450.00							
Repaint			12,000.00				15,000.00			
Boiler Replacement										350,000.00
Tuckpointing				40,000.00						
Door Replacement				35,000.00						
TOTAL	\$ 45,000.00	\$ 110,000.00	\$ 561,450.00	\$ 165,400.00	\$ 315,000.00	\$ -	\$ 35,000.00	\$ 50,000.00	\$ -	\$ 380,000.00
JUNIOR HIGH	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Roof Repair-Resaturation	275,000.00									
Track Repair	30,000.00									
Remove Canopy	6,000.00				50,000.00					
Door Replace-HA Hardware		28,000.00								
Tuckpointing			25,000.00							
Parking Lot Resurface				35,000.00						
Repaint				20,000.00						
Replace Univents					275,000.00					
Sidewalk Repair							15,000.00			
Carpet Replacement								40,000.00		
Boiler Replacement (3)									300,000.00	
TOTAL	\$ 311,000.00	\$ 28,000.00	\$ 25,000.00	\$ 55,000.00	\$ 325,000.00	\$ -	\$ 15,000.00	\$ 40,000.00	\$ 300,000.00	\$ -
ROBERT ASP ELEMENTARY	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Sidewalk Repair		5,000.00					15,000.00			
Tuckpointing			25,000.00							
Door Replace-HA Hardware			28,000.00							
Roof Repair-Resaturation				300,000.00						
Parking Lot Resurface				35,000.00						
Replace Univents					250,000.00					
Repaint							20,000.00			
Carpet Replacement								35,000.00		
Renovate Stage								20,000.00		
Boiler Replacement (3)									300,000.00	
TOTAL	\$ -	\$ 5,000.00	\$ 53,000.00	\$ 335,000.00	\$ 250,000.00	\$ -	\$ 35,000.00	\$ 55,000.00	\$ 300,000.00	\$ -

## PROPERTY SERVICES

## CAPITAL OUTLAY 2000

2/22/2000

PROBSTFIELD ELEMENTARY	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Playground Replace-Access/Safety	145,000.00									
Handicapped Doors	5,000.00									
Relighting Circle Areas	2,000.00									
Window Replacement			50,000.00							
Water Main Service			5,000.00							
Door Replace-HA Hardware			25,000.00							
Tuckpointing				28,000.00						
Parking Lot Resurface					35,000.00					
Roof Repair-Resaturation					210,000.00					
Replace Univents					250,000.00					
Repaint						12,000.00				
Sidewalk Replacement							10,000.00			
Boiler Replacement								180,000.00		
Carpet Replacement								50,000.00		
TOTAL	\$ 152,000.00	\$ -	\$ 80,000.00	\$ 28,000.00	\$ 495,000.00	\$ 12,000.00	\$ 10,000.00	\$ 230,000.00	\$ -	\$ -
RIVERSIDE ELEMENTARY	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
HA Accessible Restrooms	5,000.00									
Roof Repair-Resaturation		128,000.00								
Window Replacement			50,000.00							
Water Main Service			4,000.00							
Door Replacement			20,000.00							
Insulate Pipe Tunnels			12,000.00							
Water Heater-Gas				12,000.00						
Replace Univents				300,000.00						
Playground Area Resurface					25,000.00					
East Entrance Remodel						30,000.00				
Repaint						8,000.00				
Sidewalk Repair							10,000.00			
Boiler Replacement							180,000.00			
Install Wall Paneling							5,000.00			
Carpet Replacement								10,000.00		
TOTAL	\$ 5,000.00	\$ 128,000.00	\$ 86,000.00	\$ 312,000.00	\$ 25,000.00	\$ 38,000.00	\$ 195,000.00	\$ 10,000.00	\$ -	\$ -
EDISON ELEMENTARY	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Playground Replacement	90,000.00									
HA Accessible Restrooms	7,000.00									
Sidewalk Replacement-Southside	5,000.00									
Door Replace-HA Hardware		25,000.00								
Parking Lot Resurface		10,000.00								
Tunnel Wall Insulation			15,000.00							
Window Replacement			50,000.00							
Roof Repair-Resaturation				159,000.00						
Replace Univents					400,000.00					
Boiler Replacement						180,000.00				
Sidewalk Replacement							10,000.00			
Repaint							8,000.00			
Carpet Replacement								10,000.00		
TOTAL	\$ 102,000.00	\$ 35,000.00	\$ 65,000.00	\$ 159,000.00	\$ 400,000.00	\$ 180,000.00	\$ 18,000.00	\$ 10,000.00	\$ -	\$ -

## PROPERTY SERVICES

## CAPITAL OUTLAY 2000

2/22/2000

WASHINGTON ELEMENTARY	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Air Handler Replace	20,000.00									
Tile Replacement	15,000.00									
Door Replacement		30,000.00								
Roof Repair-Resaturation		200,100.00								
Water Main Service			4,000.00							
Window Replacement			75,000.00							
Replace Small Load Boiler				30,000.00						
Parking Lot Resurface				25,000.00						
Replace Univents					500,000.00					
Repaint						8,000.00				
Sidewalk Repair							10,000.00			
Boiler Replacement							180,000.00			
Carpet Replacement								10,000.00		
TOTAL	\$ 35,000.00	\$ 230,100.00	\$ 79,000.00	\$ 55,000.00	\$ 500,000.00	\$ 8,000.00	\$ 190,000.00	\$ 10,000.00	\$ -	\$ -
MAINTENANCE BUILDING	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Energy Work		20,000.00								
Door Replacement		40,000.00								
Carpet Replacement		3,000.00								
Remodel		7,000.00								
Parking Lot Resurface			80,000.00							
Storage Shed					150,000.00					
Replace Boiler					75,000.00					
Water Main Service						4,000.00				
Building Siding							50,000.00			
Undedicated										
TOTAL	\$ -	\$ 70,000.00	\$ 80,000.00	\$ -	\$ 225,000.00	\$ 4,000.00	\$ 50,000.00	\$ -	\$ -	\$ -
UNDEDICATED CAPITAL	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Undedicated	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00
TOTAL	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
BUILDING C/O SUMMARY 2000	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
Senior High	\$ 45,000.00	\$ 110,000.00	\$ 561,450.00	\$ 165,400.00	\$ 315,000.00	\$ -	\$ 35,000.00	\$ 50,000.00	\$ -	\$ 380,000.00
Junior High	\$ 311,000.00	\$ 28,000.00	\$ 25,000.00	\$ 55,000.00	\$ 325,000.00	\$ -	\$ 15,000.00	\$ 40,000.00	\$ 300,000.00	\$ -
Robert Asp Elementary	\$ -	\$ 5,000.00	\$ 53,000.00	\$ 335,000.00	\$ 250,000.00	\$ -	\$ 35,000.00	\$ 55,000.00	\$ 300,000.00	\$ -
Probstfield Elementary	\$ -	\$ 152,000.00	\$ -	\$ 80,000.00	\$ 28,000.00	\$ 495,000.00	\$ 12,000.00	\$ 10,000.00	\$ 230,000.00	\$ -
Riverside Elementary	\$ 5,000.00	\$ 128,000.00	\$ 86,000.00	\$ 312,000.00	\$ 25,000.00	\$ 38,000.00	\$ 195,000.00	\$ 10,000.00	\$ -	\$ -
Edison Elementary	\$ 102,000.00	\$ 35,000.00	\$ 65,000.00	\$ 159,000.00	\$ 400,000.00	\$ 180,000.00	\$ 18,000.00	\$ 10,000.00	\$ -	\$ -
Washington Elementary	\$ 35,000.00	\$ 230,100.00	\$ 79,000.00	\$ 55,000.00	\$ 500,000.00	\$ 8,000.00	\$ 190,000.00	\$ 10,000.00	\$ -	\$ -
Maintenance Building	\$ -	\$ 70,000.00	\$ 80,000.00	\$ -	\$ 225,000.00	\$ 4,000.00	\$ 50,000.00	\$ -	\$ -	\$ -
Undedicated	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
TOTAL SUMMARY 2000	\$ 498,000.00	\$ 758,100.00	\$ 949,450.00	\$ 1,161,400.00	\$ 2,068,000.00	\$ 725,000.00	\$ 550,000.00	\$ 185,000.00	\$ 830,000.00	\$ 380,000.00

# Master List of Brainstorm Ideas

A compilation of ideas generated through a collaborative process for use in the planning and development of the Annual Operational Plan — 2000-2001



## Moorhead Area Public Schools Independent School District 152



*"None of us is as good as all of us."*

February 24, 2000

### **Central Office Team**

Dr. Larry P. Nybladh, Superintendent  
Beth Astrup, Assistant Superintendent - System Support  
Lynne Kovash, Assistant Superintendent - Teaching/Learning  
Robert Lacher, Assistant Superintendent - Human Resources  
Judie Lahlum, Director of Educational Programs and Planning  
Dan Markert, Director of Instructional Systems and Instructional Support

### **Site-Level Administrative Leaders**

Pamela Becker, Principal - George Washington School  
Gene Boyle, Principal - Moorhead Senior High School  
Bert Chamberlain, Assistant Principal - Robert Asp School  
Russ Henegar, Assistant Principal - Moorhead Senior High School  
Don Hulbert, Activities Director - Moorhead Senior High School  
Kevin Kopperud, Principal - Thomas Edison School  
Steve Morben, Assistant Principal - Moorhead Junior High School  
Anne Moyano, Principal - Probstfield School  
Dr. Betty Myers, Principal - Robert Asp School  
Deb Pender, Program Manager - Alternative Education  
Mary Jo Schmid, Principal - Riverside School  
Mike Siggerud, Assistant Principal - Moorhead Senior High School  
Colleen Tupper, Principal - Moorhead Junior High School

"We wish to express our sincere appreciation to all staff and parents who provided their time, energy, talent, expertise, and perspective as they participated in this collaborative decision-making process."

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## Introduction

This list of ideas represents the culmination of a collaborative decision-making process. Despite a rather constrained time line for planning, decision-making, and preparation of administrative recommendations for the Annual Operational Plan - 2000-2001, an effort was made to seek involvement from staff and parent representatives. This collaborative approach allowed the sharing of information, exchanging of ideas, and the collection of input.

Participating staff and parents were asked to engage in a brainstorming exercise. The rules for the exercise were as follows: 1) no idea is a bad idea; 2) be creative; 3) take risks; 4) no criticism allowed. Participants were asked to provide ideas for ways to both reduce the school district's budget expenditures and to enhance revenues.

After this process was conducted at the various levels and sites of the organization, a master list of all brainstorm ideas was compiled. At a series of meetings, members of the school district's Central Office Team and site-level administrative leaders reviewed and discussed each item on the list. The items were subdivided and categorized as follows:

**Short-term:** Ideas which may hold potential and require consideration in developing the Annual Operational Plan for 2000-2001.

**Long-term:** Ideas which may hold potential for consideration, but which can not be adequately or successfully explored or implemented in 2000-2001.

**Infeasible:** Ideas which may or may not hold merit for consideration if modified or changed. In the current form or due to current operational or organizational structure they could not be successfully implemented either short-term or long-term. For example, an idea might violate state law or a collectively bargained contract. It is important to note that a natural consequence of a brainstorming process is the generation of "wild ideas." While some of these may have to be readily dismissed, it is still useful to continue to reexamine these ideas since they may serve as a root to the growth of other new ideas.



The ideas on this master list have been edited for redundancy. Ideas are listed verbatim as submitted, except for the removal of any reference to individual personal names. All of these ideas should be considered for what they are, brainstorm ideas. The intent of the brainstorming exercise is not to target nor offend anyone associated with our outstanding school district and community. The purpose is to allow the values of creativity and synergy to guide the decision-making process. Synergy is a consequence of group decision-making. Synergy means that "the whole is greater than the sum of the individual parts." In other words, together we come to better decisions than if we each acted alone.

## EXPENDITURE REDUCTION BRAINSTORM IDEAS

### Short-term

1. Increase class size - reduces FTE's by approximately seven by increasing all class sizes by one student. Keep in mind the state has restricted revenue to be used for class size reduction.
2. Cut textbook adoption budget in half.
3. Cut All Day Kindergarten with Probstfield All Day Program.
4. Full day every other day kindergarten - savings would relate to transportation costs.
5. Move elementary art back to buildings and have instructors travel.
6. Reduce program managers to ten months.
7. Eliminate graduation standards portion of staff development.
8. Reduce staff development to staff mandated amount.
9. Eliminate or reduce language immersion program, savings would be reduction of coordinator position and transportation costs (partial immersion).
10. Heritage Hjemkomst membership.
11. Building discretionary capital outlay (\$0 to buildings).
12. Hold all non-salary budgets to 98-99 level. (savings is related to supply budgets only) - (high school graduating students).
13. Eliminate employee assistance program (evaluate with committee).
14. Cut Teacher Center.
15. Move MSU kindergarten to Edison.
16. Lower standard of maintenance and reduce custodial staff.
17. Eliminate Assistant Superintendent of Human Resource position.
18. Reduce Assistant Principals positions - annual savings is per FTE reduced.
19. Modify regular education secondary summer school program.
20. Modify STEP Program. (3 FTE - match to state funding - target "Advanced Gifted" -?)
21. Modify funding for field trips.
22. Reduce secretarial FTE in Central office - 1 FTE.
23. Eliminate foreign language instruction in elementary schools (French, German, Spanish - could be after school).
24. Eliminate keyboarding in elementary schools (1/3-1/2 FTE?).
25. Reduce librarian positions and share between buildings - savings is the cost of 1 FTE.
26. Reduce hall monitor positions - currently 5 FTE's, savings is per FTE.
27. Cut Global Exchange.
28. Eliminate staff development director (part of overall administration restructuring).
29. Eliminate department heads.
30. Modify AOM Para positions.
31. Modify school patrol advisors and make them volunteer positions.

32. Eliminate Admin Tech Program Manager.
33. Eliminate elementary art teachers and have classroom teacher provide art instruction.
34. Reduce or eliminate Media Program Manager to ten month position.
35. Reduce support staff - Reassignment of paras.
36. Reduce counselors (HS), psychologists (cut from 10 months to 9 months), and social workers.
37. Assess use and cost of substitutes.
38. Go to state guidelines for transportation.
39. Reduce entire study halls at Sr. High.
40. Reduce length of teacher contract. Reduce length of all employee's contracts by 1 day.
41. Review personal use of personal appliances such as fridges and microwaves.
42. Sabbatical leave.
743. Reduce bulk mailings - postage is part of instructional supply budgets for buildings.
44. Reduce temperature in buildings to save energy.
45. No coach buses, only school buses.
46. Increase special education class size.
47. Increase minimum class size at HS from 16 & 18 to 18 & 20.
48. Eliminate ILDA days.
49. Change Human Resources and Systems Support Positions from Asst. Supt. to manager positions.
50. Review ITBS student testing on alternate years.
51. Eliminate North Central evaluations.
52. Review elimination of child study facilitators.
53. Add self-contained special education classrooms to reduce need for paras.
54. Be more aggressive with recycling efforts.
55. Eliminate payment to school board members.
56. Modify reading recovery program - convert to Title.
57. Look at the role of technology and the cost of that area. Can we put the new telephone system on hold for now?
58. Allocation for swimming pool at the Senior High School.
59. Eliminate/reduce cell phones.
60. Eliminate district funded food at meetings.
61. Hold all varsity contests at the existing number of events - don't add any more.
62. Transportation costs for scrimmages and jamborees to be paid for by the group requesting travel out of the district.
63. Use school buses rather than motor coaches for all long distance activity trips.
64. If program cuts are necessary, cheerleading may need to be considered first.
65. Limit or drop elective courses.
66. District wide all-day -- every other day kindergarten.

67. Eliminate any supplies that are not needed - pool resources to eliminate waste (i.e. - Scholastica).
68. Look at equal class size in the Spanish Immersion program compared to regular classes.
69. Look at costs of Gifted and Talented Program-Transportation, field trips, keep within buildings.
70. Eliminate guest speakers on workshop days.
71. Eliminate programs, policies, grants that require subs.
72. Change curriculum adoptions to more cost effective programs (i.e. math).
73. Reduce custodial staff.
74. Cut child-study facilitator positions.
75. Cut special ed supervisor positions.
76. Cut elementary foreign language program.
77. Examine elective course offerings for possible reductions.

#### **Long-term**

1. Cut DARE/ GREAT Program Officer.
2. Hire classroom teachers with special education licenses.
3. Reconfigure the District - K-5, 6-8.
4. Eliminate 7:30 am classes at HS (transportation savings, savings due to staff reductions).
5. Restructure 9th grade into houses and reduce minute per period.
6. Modify extended-school year.
7. Close Riverside School.
8. Year-round school.
9. Review elimination of school vehicles for staff.
10. Consolidate with other districts.
11. Review the deduct days.
12. Review longer winter breaks - keep temperature down - save on energy costs.
13. Review paraprofessional positions with work study seniors.
14. Incentive for unused sick leave.
15. Create large lecture size classes of 50 students.
16. Use volunteers to install software and machines and reduce technical staff.
17. Review health tech positions/nursing positions.
18. Cut positions at Senior High that were added in the past couple of years to address attendance/safety.
19. Negotiate with EM to eliminate the supervisory period for teachers (Junior High, 5 periods - 1 supervisor - 1 prep time)-in contract.
20. Increase excess levy. (November 2000 would be the first opportunity to put this on a ballot. If the effort was successful, the revenue would not be recognized until the 2001-2002 fiscal year and each excess levy is in effect for ten years.)

21. Redraw school boundaries.
22. Reduce 12-month secretaries by 1 or 2 months.
23. Prioritize extra-curricular activities.
24. Busing: look at trips within town, overall travel charge for bussing within the state busing limits.
25. Administrative restructuring: are there cuts we can make to reduce the number of supervisors?
26. Secretarial positions: review to see where cuts could be made.
27. Look at severance package for the administrators/teachers.
28. Look into less expensive contracting in every field: architectural, engineering, etc.
29. Go to two junior highs (7-9), then go K-6 with elementaries.
30. Cut area of extra curricular sports. Go to a more fee based program so that all programs are self-supporting.
31. Reconfigure grade levels to better utilize staff and space.
32. Eliminate or reduce the health tech secretaries.
33. Cut back on the calendar year/contract year.
34. Close the Voyager building.
35. Reduce technology at lower elem. level.
36. Offer teachers incentives to retire early.
37. Implement stricter special ed referral guidelines to reduce the number of IEP's.
38. Continue staff input by having a monetary reward for ideas that are utilized by the system.
39. Investigate the use of e-mail for communication with parents to reduce postage expenses.
40. Ways to incorporate partnerships - establish themes.
41. Are we working with the City to set long term plans.
42. Change policies on funding; "use it or lose it" often encourages people to buy sooner rather than later.
43. Expand alternative options.

#### **Infeasible**

1. Eliminate transportation for athletics and activities.
2. Put an Asst. Principal on special assignment in the Human Resource Office.
3. Eliminate Title 1 Program Manager Position - funded out of Title 1 (use targeted services to fund).
4. Have special education teachers team teach with regular ed teachers.
5. Eliminate music lessons during the day.
6. Eliminate Reading Recovery Program (Title 1 funded).
7. Eliminate all travel (not entirely possible since some travel is part of negotiated agreements).

8. Hire service to clean buildings.
9. Assign teachers to noon hour duty.
10. Eliminate Directors' positions at Townsite.
11. Cut administrative costs district-wide.
12. Combine Title 1 manager and Staff Development Coordinator.
13. Reduce administrative positions to nine months.
14. Superintendent's salary and severance pay for retiring superintendent.
15. Move RRALC to district-owned building.
16. Consolidate RRALC/Outreach/Detention.
17. Cut RRALC program.
18. Use college students in areas where paid positions are now (paras, lunchroom, sup).
19. Eliminate Ed 110 class and require experience in school versus always in the classroom.
20. Reduce technology staff.
21. Retire all old teachers with incentives.
22. Administrators donate part of their salary.
23. Shorten time for spending/hold money in reserve/allow carryover.
24. Contract for food service.
25. Relocated staff at Townsite and rent out space.
26. Cut administration mileage allowances.
27. Professional dues paid by employee.
28. Don't adopt curriculum series for coming year.
29. Drop summer curriculum work and have teachers share more curriculum.
30. Slow down technology purchases.
31. Reduce 1 administrative position for 3 teachers.
32. Ten month contract for principals.
33. Close web page.
34. Eliminate unnecessary use of subs for meetings during the school day.
35. Replace textbooks with online textbook service.
36. Block schedule.
37. Have reading recovery teachers teach literacy groups.
38. Sell land owned by the district.
39. Close Asp and bring fifth and sixth graders back to neighborhood schools.
40. Have principals do more substitute teaching.
41. Promote and encourage more job sharing to save on fringe benefit expenses.
42. Eliminate "briefcase carriers" (supervisors of supervisors).
43. Cut special ed supervisor positions.
44. Transfer graduation standards money to general fund.
45. Parents pay for busing.
46. Eliminate network cabling at Voyager.



47. Increase parent fees for supplies.
48. Freeze salaries.
49. Don't build football stadium.
50. Set administration salaries equal to salaries of teachers with equal education & experience.
51. Add extended day program in elementary school. Extended day programs must be run through the community education fund.
52. Sell district owned land that is not currently being used by the district.
53. Sell advertisements - display through web page.
54. Charge tuition for music programs (would have to take place through community education).
55. Lab fees.
56. Community wide fund raising effort.
57. Utilize [www.Technology4kids.com](http://www.Technology4kids.com).
58. Special education equipment costs.
59. Cut extra-curricular programs for 3 year. Another idea was to make them completely self supporting with activity fees.
60. Cut air conditioning.
61. Cut breakfast program.
62. Move administration to ten month salaries.
63. Do not support or allocate district monies for the stadium project.
64. Reduce asst. principals at senior high. Assign one assistant to human resources.
65. Cut summer school program.
66. Put hold on buying new textbooks.
67. Cut employees that consistently miss work or take long-term leaves.
68. Look at the paid position supervising technology.
69. Utilize PH teachers for some direct service.
70. Cut teachers who don't teach.
71. Maintain as low class size as is legal and practical - will cut back on the number of special ed referrals.
72. Help people move from one job to another (i.e. SLD to classroom).
73. Get rid of "Profiles of Learning" to free up state monies.
74. Eliminate special assignments.
75. Reduce the number of selections offered for school lunches.
76. Raise standards to qualify for post secondary options.
77. Buy the YES program.

## INCREASE REVENUE BRAINSTORM IDEAS

### Short-term

1. Seek assistance from legislature.
2. Exclusive vending contract.
3. Funding from Mhd. Healthy Community Initiative for after-school programs.
4. Sell off equipment that doesn't work.
5. Have PTAC fund supplies in the classroom or in part.
6. Increase registration for free/reduced meals. (If the district were to increase its percentage of children qualifying for free/reduced meals, more revenue would be received for food service (if those children ate lunch), Title 1 and E-rate.)
7. Solicit more support from PTAC groups.
8. Increase number of grants that are written.

### Long-term

1. Review efficiency of Townsite: all spaces rented, sell the building.
2. Increase activity fees.
3. Go to voters: ask for increased taxation to support class size.
4. Having businesses donate money to the district-corporate sponsors.
5. Close lunch hour at Senior High.
6. Create foundation or expand the focus of the existing foundation.
7. Increase rent on property.
8. Set up Spudmall.com.
9. Increase number of grants that are written.
10. Increase mill levy.
11. Consolidate with other districts.
12. Corporate donations to help support athletic activities.
13. Go to the taxpayer.
14. Multimedia productions marketing the district and creating positive image through promotions.
15. Business development.
16. Charge library fee (community, not children).
17. Increase activity fees.
18. Logo copyright.
19. Increase grant writing.
20. Offer summer enrichment programs that are fee based.



**Infeasible**

1. Sell land or get top dollar rental of land.
2. Allow deduct days.
3. Hold benefits auction.
4. Use three party billing that would generate funding for some special education services.
5. Charge for field trips.

MEMO #: S-00-137

TO: School Board

FROM: Dr. Larry P. Nybladh, Supt.

RE: Resignation of Mr. Robert Lacher

DATE: February 23, 2000

As per the attached memo, Mr. Robert Lacher has submitted notice of his resignation based upon his decision to retire effective June 30, 2000.

Mr. Lacher has been a diligent and loyal employee of the Moorhead Public School District since 1978. During that time period, Mr. Lacher served for 21 years as Assistant Superintendent of Business Affairs. This current year he has assumed the position of Assistant Superintendent of Human Resources.

Mr. Lacher's departure from the school district truly represents the end of an era. I wish Bob and his family a happy retirement.

With the acceptance of Mr. Lacher's resignation, the administration will proceed with the school board's earlier directive to implement the consultant's recommendation by eliminating the Assistant Superintendent for Human Resources position and creating a Director of Personnel position. The plan will be to have the position filled by July 1, 2000.

Suggested Resolution: Move to accept the resignation of Mr. Robert Lacher effective June 30, 2000.

LPN:mdm  
Attachment

Date: Feb. 1, 2000  
To: Dr. Nybladh  
From: Robert Lacher  
Subject: Retirement



I plan to retire June 30, 2000. I feel fortunate to have worked and raised my family in Moorhead, Minnesota.

Thanks to the superintendents who kept encouraging me and to the board members who supported me.

If there is any way I can help with the transition now or in the future, please let me know.