

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

SF-00006-01

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT Education
736 Capitol Square Bldg.

TO : Special Ass't. Attorney General
G25 Administration Building

DATE: March 17, 1981

FROM : Lois E. Steinhaus LES.
Education Statistics Section

PHONE: 6-4428

SUBJECT: Approval of Rules Governing the Distribution of Post-Secondary Vocational Education Aids

Enclosed is a copy or more than one if indicated, of the following materials:

1. Rules as Adopted (original plus three)
2. Order Adopting Rules (original plus three)
3. Certificate of Board's Resolution Adopting Rules
4. Order for Notice to Adopt Rules Without Public Hearing
5. Certificate of Board's Authorizing Resolution
6. Rules as Proposed - State Register and as mailed
7. Affidavit of Mailing
   Affidavit of the Notice of the .....Rulemaking Mailing List
   Affidavit of Additional Notice of the .....Rulemaking Mailing List
   Copy of Mailing List
   Certificate
8. Findings of Fact and Conclusions - correspondence attached
9. Statement of Need and Reasonableness
10. Notice of Intent to Solicit Outside Opinion - none, but appeared in the State Register as a Temporary Rule "Request for ....Comment" March 3, 1980, Notice for Hearing, June 23, 1980 and as a Rule Without Public Hearing, January 19, 1981

Please return the approved file to me. Thank you.

CEIVED
MAR 31 1981
AL
GENCIES

Our File No. 686

4/6 Steinhaus requested to submit memo re, no requests for notice of submittal to A.G.

RULE REVIEW CHECKLIST

DATE RULE RECEIVED 3/31
DATE FOR REVIEW 4/3
DATE DUE 4/14

Adopted w/a hearing _____
Adopted w/o a hearing X
Temporary rule _____

Approved _____ Disapproved _____ Returned to Agency _____

Resubmitted _____ Due _____
Approved _____ Disapproved _____ Returned to Agency _____

Date filed w/Secretary of State _____

✓ Rule as Adopted

✓ Rule as Proposed

✓ Order Adopting 3.10.81

N/A Notice of Intent to Solicit Outside Opinion

✓ Order for rulemaking
_____ Date of Hearing (However, note that hearing was held 8.5.80 See Notices of Temp. Rule, Hearing)

✓ Certificate of Board's Authorizing Resolution

✓ Notice of rulemaking
? Sufficiency See my comment

✓ Affidavit of Mailing Notice of rulemaking
1.14.81 At least 30 days prior to ~~hearing~~/adoption

✓ Mailing list Certificate

✓ Publication in State Register
1.19.81 At least 30/~~20~~ days prior to ~~hearing~~/adoption

N/A Hearing Examiner's Report

N/A Chief Hearing Examiner's Report(s)
_____ Approving H.E.'s Report
_____ Approving agency action

✓ Agency's Findings of Fact

N/A LCRAR Report or agency Affidavit

✓ Certificate of Board's Resolution Adopting Rules

N/A Order Approving Incorporation by Reference

✓ Statement of Need and Reasonableness

N/A Petition for Adoption of a Rule

✓ Record (includes ~~transcript or tape~~, ~~exhibits~~, comments received by agency, ~~requests for a hearing~~, and other relevant materials)

✓ Certificate of Compliance w/Rulemaking Procedures

___ Affidavit of Mailing Notice of Submission to Attorney General

___ Notice of Submission to the Attorney General

ADMIN 1000 Rev. 1/81
SF-00006-01

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL

Office Memorandum

TO : Howard B. Casmey, Secretary
State Board of Education
(State Board for Vocational Education)

DATE: 4/8/81

ATTN : Lois E. Steinhaus, Education Statistics Section

FROM : JERRY S. ANDERSON
Special Assistant
Attorney General

PHONE: 6-4692

SUBJECT: In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids

Enclosed herewith are the rules you have submitted for approval. These rules have been approved by this office and filed with the Secretary of State. Please note that they have not been filed with the State Register; this must be done promptly by your agency.

Upon receipt and before transmittal to your agency, however, it is important that you recheck these rules as to:

1. Affixation of stamps of the Attorney General and Secretary of State to the last page of the rules;

2. Coverage by these stamps of all rules submitted; and

3. Inclusion of all pages to the rules in the approved set.

If you have any questions in this regard, please contact me.

JSA/gy

Enc.

cc: Duane Harves
Susan Robertson

ADMIN. 1000A (REV. 8/76)

STATE MINNESOTA

Office Memorandum

DEPARTMENT Education
736 Capitol Square Bldg.

TO : Jerry Anderson
Special Assistant Attorney General
G25 Administration Building

DATE: April 6, 1981

FROM : Lois E. Steinhaus LES
Education Statistics Section

PHONE: 6-4428

SUBJECT: Affidavit of Mailing Notice of Submission to the Attorney General in regard to our Rules Governing the Distribution of Post-Secondary Vocational Education Aids

We received no requests from persons and associations to receive notice that the rules were submitted to the Attorney General.

RECEIVED
APR 6 1981
ATTORNEY GENERAL
ADMINISTRATIVE AGENCIES

Thank you.

STATE OF MINNESOTA
DEPARTMENT OF EDUCATION

In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids

ORDER ADOPTING RULES

Notice of the Board's intent to adopt the above-entitled rules without a public hearing was published in the State Register on January 19, 1981, and was sent by the United States mail to all persons on the list maintained by the agency pursuant to Minnesota Statutes section 15.0412, subdivision 4 on January 14, 1981. After affording interested and affected persons an opportunity to submit comments for 30 days after Notice, receiving fewer than seven written requests for a public hearing within the 30-day comment period, reviewing and considering the comments, and determining the need for and reasonableness of the above-captioned rules,

NOW, THEREFORE, IT IS ORDERED that these rules identified as Post-Secondary Vocational Education Aid Distribution Rules, 5 MCAR § 1.01041, § 1.01042, § 1.01043, § 1.01044, § 1.01046, and § 1.01047, are adopted this 10th day of March, 1981, pursuant to authority vested in the State Board of Education (State Board for Vocational Education) by Minnesota Statute 121.21, subd. 6, and Minnesota Statute 121.11, subdivision 12.

STATE OF MINNESOTA

Howard B. Casmey
Secretary, State Board of Education
(State Board for Vocational Education)

Rules as Adopted

Chapter Six: Post-Secondary Vocational-Technical Education (all new material)

5 MCAR § 1.01041 Definition.

The term allocation or preliminary allocation means the level of funding recommended to the State Board for Vocational Education by the Division of Vocational-Technical Education.

5 MCAR § 1.01042 Instructional aid.

Instructional aid shall be allocated to the area vocational-technical institutes in accordance with the formula prescribed in Minn. Stat. § 124.5621.

5 MCAR § 1.01043 Post-secondary vocational supply aid.

A. Post-secondary vocational supply aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5622, subd. 4.

B. Supply aid allocation.

1. The Division of Vocational-Technical Education shall review each instructional and support services program budget submitted by the AVTI. The budget shall be reviewed and approved, modified or reduced giving consideration to the following factors:

a. The historical average of per student supply costs for the program.

b. The average per student cost of supplies for all similar programs in all AVTIs offering such programs.

c. Continued operation of the physical plant.

2. The Division of Vocational-Technical Education shall annually establish inflationary factors which will govern increases in the various categories of supplies. These inflationary factors will be a two year forecast from the base year which is the fiscal year immediately preceding the deadline for the submission of budgets to the Division of Vocational-Technical Education by the AVTIs. The Division of Vocational-Technical Education shall obtain estimates of cost for the types of items most commonly purchased by the AVTIs over the two year span of time in determining the inflationary factors from the State Economist, Department of Finance.

a. Separate factors shall be established to determine allowable increases for petroleum related supplies and non-petroleum related supplies.

(1) For petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index - refined petroleum products.

(b) Wholesale price index - rubber and plastic products.

(2) For non-petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index - lumber and wood products.

(b) Wholesale price index - chemicals and allied products.

(c) Wholesale price index - metals and metal products.

b. These inflationary factors shall be transmitted to the AVTIs not less than 90 days prior to the deadline by which the AVTIs must submit budget requests to the Division of Vocational-Technical Education.

3. Each school board which has established an AVTI shall implement policies to recover the cost of supplies purchased for resale to students and the public.

a. For instructional programs in the food service area, such rates of recovery shall be established in consultation with the Division of Vocational-Technical Education. Each food service instructional program will be compared to similar programs offered in other AVTIs to annually adjust the rate of recovery by considering the following factors:

(1) To provide maximum instructional benefits to students.

(2) To minimize the net cost to the program.

b. For all other instructional programs, the rate of cost recovery shall ensure that the total revenue from the resale of supplies shall not be less than the cost of acquisition of supplies purchased for resale.

4. Each AVTI that submits a program budget wherein the increased cost of supplies exceeds the two year forecast of inflationary factors established in B.2 above shall justify such increases in writing. This justification shall be submitted to the Division of Vocational-Technical Education with the budget requests to receive consideration.

5. In the event that the total request for supply aid for an individual AVTI does not exceed the base year expenditure plus the inflationary factors established in B.2. above, the Division of Vocational-Technical Education shall give preliminary approval to the request subject to the later necessity of prorated reductions applied to all AVTIs subject to the following:

a. When the total requests for supply aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI shall have its request reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. When the total requests by all AVTIs for supply aid exceed 105 percent of the funds appropriated for this purpose, an AVTI which requests supply aid in excess of its base year expenditures as adjusted by the inflationary factors established in B.2. above may have its request reduced to an amount equal to the base year amount. This reduction shall be accomplished

on a program by program basis by the Division of Vocational-Technical Education in consultation with the AVTI Director. In effecting such reductions, consideration shall be given to the factors enumerated in B.1.a.-c. above.

5 MCAR § 1.01044 Post-secondary vocational capital expenditure aid.

A. Post-secondary vocational capital expenditure aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5624, subd. 3.

B. Capital equipment aid allocation.

1. Each AVTI shall establish an order of priority for its capital aid requests. In establishing the order of priority, the AVTI shall give consideration to the enhancement of the safety of the students and staff and the replacement of technologically obsolete and/or worn out equipment.

2. All requests for the purchase of equipment which have a unit cost of $1,000 or more shall be justified in writing as a part of the documentation supporting the program budget request. The Division of Vocational-Technical Education shall review such requests giving consideration to the needs of the program as compared to similar programs offered in other AVTIs.

3. All projected capital expenditures which have a unit cost of $4,000 or more are subject to approval by the Commissioner of Education prior to purchase. This includes remodeling and site improvement projects with a cost of $4,000 to $50,000. These items shall be included in the appropriate program budget. Such approval shall be sought and given separately from the budget review in accordance with Minn. Stat. § 124.5624, subd. 5 (Supp. 1979).

a. These requests shall have the specific authorization of the school board which governs the AVTI.

b. The Division of Vocational-Technical Education shall review and approve, modify or reduce the request giving consideration to the following factors:

(1) The historical pattern of capital and/or equipment expenditures for that AVTI.

(2) A comparison with similar programs offered in other AVTIs.

(3) Current practices for facilities or types of equipment utilized in industry.

C. Preliminary allocations of post-secondary vocational capital expenditure aid for items not exceeding a unit cost of $50,000.

1. When the total requests for capital expenditure aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI's request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

2. If the total request for capital expenditure aid exceeds 105 percent of the funds appropriated for this purpose, each AVTI's budgets shall be reviewed by the Division of Vocational-Technical Education. The Division of Vocational-Technical Education shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1.-3. above prior to the scheduled budget review with the Division of Vocational-Technical Education. The AVTI Director shall be notified in writing as to the amount of the reduction.

D. Remodeling and construction requests.

Requests for remodeling or construction with an estimated cost in excess of $50,000 but not exceeding $150,000 are subject to prior approval by the State Board for Vocational Education in accordance with Minn. Stat. § 121.912 (Supp. 1979).

1. The State Board for Vocational Education shall review such requests giving consideration to the following factors:

a. The specific authorization of the request by the school board which governs the AVTI.

b. The remodeling or construction of facilities requested will provide adequate space for existing programs presently housed within district buildings or as a replacement for unsuitable rented space.

c. Construction requests for facilities identified in b. above shall be reviewed giving consideration to:

(1) A comparison with the facilities for similar programs offered in other AVTIs on a per student basis.

(2) Requirement to meet Occupational Safety and Health Act standards.

2. The State Board for Vocational Education shall review and approve, modify or reduce any requests for remodeling or construction and shall allocate available funds to meet the most critical needs as determined through the review of the factors set forth in D.1.a.-c. above.

5 MCAR § 1.01046 Final allocations shall be made by the State Board for Vocational Education pursuant to Minn. Stat. § 124.561, subd. 3a (Supp. 1979).

5 MCAR § 1.01047 Local responsibility and authority for fund expenditures.

Following the final approval of all budget categories, the school board governing an AVTI has the responsibility and authority for expenditure of these categorized aids within the legal constraints of the appropriate statutes.

Amendments as Adopted

5 MCAR §1.0104 Tuition and fees.

A. Deductible fees shall include all charges that are uniformly assessed all students. Charges for materials or equipment that become the property of the student shall not be considered a fee.

B. No tuition shall be charged to handicapped/disadvantaged students for the additional hours of instruction received beyond the approved program length as established by Minn. Stat. §124.562, subd. 2, as amended by Laws of 1979, ch. 334, art. V, § 10.

C. Students shall have their tuition prorated for less than or more than the regular instructional schedule. Tuition shall be prorated for part-time or extended-time programs, for quarters more or less than 60 days and for programs utilizing individual instruction. Daily tuition shall be prorated by dividing the quarterly tuition by 60, (the standard number of days in the quarter), and rounded downward to the nearest cent. Hourly tuition shall be prorated by dividing the daily rate by 6, (the standard number of hours in a school day), and rounded downward to the nearest cent. This formula for prorating tuition shall apply to resident and nonresident tuition.

D. Collection of tuition shall be on the basis of four periods per year as determined by the local calendar. No single period shall exceed 65 school days. Tuition may not be demanded more than 15 consecutive school days in advance of the time period but a student may pay in advance. Tuition may be delayed only upon initial application for tuition subsidy in any given year or guaranteed receipt from an agency.

E. A late penalty may be charged not to exceed $10.00 per period established pursuant to D. of this rule. The penalty assessment period is the period of time between the date tuition was demanded and the commencement of classes.

Penalty payments shall be deducted from Foundation aid.

F. Each district shall have an attendance policy. Students who notify the school of their withdrawal shall be dropped from the roll upon date of notification. Students absent for 15 consecutive school days shall be classified as withdrawn.

G. Students in continuous enrollment programs may be maintained on the roll for a vacation or a personal leave not to exceed 15 consecutive school days.

H. Upon prior approval of the Commissioner of Education, a district may add additional hours for membership not to exceed ten percent of the approved hours of the program for disadvantaged or handicapped students. Handicapped students are those who are mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, orthopedically impaired, or persons with specific learning disabilities, who by reason thereof require special education and related services, and who, because of their handicapping condition, cannot succeed in the regular vocational educational program without special education assistance or who require a modified vocational education program. Disadvantaged students are those who have academic or economic handicaps and who require special services and assistance in order to enable them to succeed in vocational education programs.

I. Unless otherwise exempt from tuition, students who begin during the quarter shall pay tuition as of the date of entry based upon the prorated formula established in 5 MCAR §1.0104 C. For such students the 15 day refund established by Minn. Stat. §124.565, subd. 3, as amended by Laws of 1979, ch. 334, art. V, § 20 shall commence with the date of scheduled entry.

APPROVED AS TO FORM AND LEGALITY

4-8 19 81

WARREN SPANNAUS, ATTORNEY GENERAL

BY _____

SPECIAL ASSISTANT ATTORNEY GENERAL

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
APR-8 1981
Joan Anderson Growe
Secretary of State

11:55AM

PROPOSED RULES

Pursuant to Minn. Laws of 1980, § 15.0412, subd. 4h, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless seven or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules;

and

4. that the rule may be modified if modifications are supported by the data and views submitted.

If, during the 30-day comment period, seven or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of § 15.0412, subds. 4 through 4g, which state that if an agency decides to hold a public hearing, it must publish in the *State Register* a notice of its intent to do so. This notice must appear at least 30 days prior to the date set for the hearing, along with the full text of the proposed rules. (If the agency has followed the provisions of subd. 4h and has already published the proposed rules, a citation to the prior publication may be substituted for republication.)

Pursuant to Minn. Stat. § 15.0412, subd. 5, when a statute, federal law or court order to adopt, suspend or repeal a rule does not allow time for the usual rulemaking process, temporary rules may be proposed. Proposed temporary rules are published in the *State Register*, and for at least 30 days thereafter, interested persons may submit data and views in writing to the proposing agency.

State Board of Education (State Board for Vocational Education) Department of Education Vocational-Technical Division

Proposed Adoption, Amendment, and Repeal of Rules Governing the Distribution of Post-Secondary Vocational Education Aids

Notice of Intent to Adopt, Amend, and Repeal Rules without Further Public Hearing

Notice is hereby given that the State Board of Education (State Board for Vocational Education) proposes to adopt, amend, and repeal the above captioned rules, without further public hearing, pursuant to Laws of 1980, ch. 615 § 7 (Minn. Stat. § 15.0412, subd. 4h).

These proposed rules govern the distribution of post-secondary vocational education aids. These rules were presented at a public hearing held on August 5, 1980. After the public hearing and before these proposed rules were considered for adoption by the State Board of Education (State Board for Vocational Education), the State Department of Education found an error in the rules which had been presented at the August 5, 1980, public hearing. The error was that the rule governing area vocational-technical institute tuition and fees, 5 MCAR § 1.0104 F., was identified as being repealed. 5 MCAR § 1.0104 F. is not proposed to be repealed. 5 MCAR § 1.0104 F. is proposed to be amended as set forth herewith. The State Board of Education (State Board for Vocational Education) also proposes to adopt 5 MCAR §§ 1.01041-1.01047, except that the State Board of Education (State Board for Vocational Education) has deleted the proposed rule § 1.01045 post-secondary vocational support services aid at this time, and repeal 5 MCAR §§ 1.0105 and 1.0107 as set forth herewith. These rules are substantially the same as presented at the public hearing of August 5, 1980, with some changes made to reflect comments made as a result of that hearing.

All interested persons may submit written comment or data on these proposed rules, within 30 days of the publication of these proposed rules in the State Register, to:

Robert M. Madson, Director
Post-Secondary Vocational Education
541 Capitol Square Building
St. Paul, Minnesota 55101
Telephone: 612-296-3387

No further public hearing will be held unless seven or more persons make a written request for hearing within the 30 day comment period to the above named person.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

The proposed rules may be modified if the modifications are supported by the data and views submitted. A statement of need and reasonableness is available without charge by making a written or telephone request to the above named person.

Any person who desires to be informed when these proposed rules are submitted to the Attorney General for approval may do so by writing or calling the above named person.

Howard B. Casmey
Commissioner of Education

Rules as Proposed

Chapter Six: Post-Secondary Vocational-Technical Education (all new material)

5 MCAR § 1.01041 Definition. The term allocation or preliminary allocation means the level of funding recommended to the State Board for Vocational Education by the Division of Vocational-Technical Education.

5 MCAR § 1.01042 Instructional aid. Instructional aid shall be allocated to the area vocational-technical institutes in accordance with the formula prescribed in Minn. Stat. § 124.5621.

5 MCAR § 1.01043 Post-secondary vocational supply aid.

A. Post-secondary vocational supply aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5622, subd. 4.

B. Supply aid allocation.

1. The Division of Vocational-Technical Education shall review each instructional and support services program budget submitted by the AVTI. The budget shall be reviewed and approved, modified or reduced giving consideration to the following factors:

a. The historical average of per student supply costs for the program.

b. The average per student cost of supplies for all similar programs in all AVTIs offering such programs.

c. Continued operation of the physical plant.

2. The Division of Vocational-Technical Education shall annually establish inflationary factors which will govern increases in the various categories of supplies. These inflationary factors will be a two year forecast from the base year which is the fiscal year immediately preceding the deadline for the submission of budgets to the Division of Vocational-Technical Education by the AVTIs. The Division of Vocational-Technical Education shall obtain estimates of cost for the types of items most commonly purchased by the AVTIs over the two year span of time in determining the inflationary factors from the State Economist, Department of Finance.

a. Separate factors shall be established to determine allowable increases for petroleum related supplies and non-petroleum related supplies.

(1) For petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—refined petroleum products.

(b) Wholesale price index—rubber and plastic products.

(2) For non-petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—lumber and wood products.

(b) Wholesale price index—chemicals and allied products.

(c) Wholesale price index—metals and metal products.

b. These inflationary factors shall be transmitted to the AVTIs not less than 90 days prior to the deadline by which the AVTIs must submit budget requests to the Division of Vocational-Technical Education.

3. Each school board which has established an AVTI shall implement policies to recover the cost of supplies purchased for resale to students and the public.

a. For instructional programs in the food service area, such rates of recovery shall be established in consultation with the Division of Vocational-Technical Education. Each food service instructional program will be compared to similar programs offered in other AVTIs to annually adjust the rate of recovery by considering the following factors:

(1) To provide maximum instructional benefits to students.

(2) To minimize the net cost to the program.

b. For all other instructional programs, the rate of cost recovery shall ensure that the total revenue from the resale of supplies shall not be less than the cost of acquisition of supplies purchased for resale.

4. Each AVTI that submits a program budget wherein the increased cost of supplies exceeds the two year forecast of inflationary factors established in B.2. above shall justify such increases in writing. This justification shall be submitted to the Division of Vocational-Technical Education with the budget requests to receive consideration.

5. In the event that the total request for supply aid for an individual AVTI does not exceed the base year expenditure plus the inflationary factors established in B.2. above, the Division of Vocational-Technical Education shall give preliminary approval to the request subject to the later necessity of prorated reductions applied to all AVTIs subject to the following:

a. When the total requests for supply aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI shall have their request reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. When the total requests by all AVTIs for supply aid exceed 105 percent of the funds appropriated for this purpose, an AVTI which requests supply aid in excess of its base year expenditures as adjusted by the inflationary factors established in B.2. above may have its request reduced to an amount equal to the base year amount. This reduction shall be accomplished on a program by program basis by the Division of Vocational-Technical Education in consultation with the AVTI Director. In effecting such reductions, consideration shall be given to the factors enumerated in B.1.a.-c. above.

5 MCAR § 1.01044 Post-secondary vocational capital expenditure aid.

A. Post-secondary vocational capital expenditure aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5624, subd. 3.

B. Capital equipment aid allocation.

1. Each AVTI shall establish an order of priority for its capital aid requests. In establishing the order of priority, the AVTI shall give consideration to the enhancement of the safety of the students and staff and the replacement of technologically obsolete and/or worn out equipment.

2. All requests for the purchase of equipment which have a unit cost of $1,000 or more shall be justified in writing as a part of the documentation supporting the program budget request. The Division of Vocational-Technical Education shall review such requests giving consideration to the needs of the program as compared to similar programs offered in other AVTIs.

3. All projected capital expenditures which have a unit cost of $4,000 or more are subject to approval by the Commissioner of Education prior to purchase. This includes remodeling and site improvement projects with a cost of $4,000 to $50,000. These items shall be included in the appropriate program budget. Such approval shall be sought and given separately from the budget review in accordance with Minn. Stat. § 124.5624, subd. 5 (Supp. 1979).

a. These requests shall have the specific authorization of the school board which governs the AVTI.

b. The Division of Vocational-Technical Education shall review and approve, modify or reduce the request giving consideration to the following factors:

(1) The historical pattern of capital and/or equipment expenditures for that AVTI.

(2) A comparison with similar programs offered in other AVTIs.

(3) Current practices for facilities or types of equipment utilized in industry.

C. Preliminary allocations of post-secondary vocational capital expenditure aid for items not exceeding a unit cost of $50,000.

1. When the total requests for capital expenditure aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI's request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

2. If the total request for capital expenditure aid exceeds 105 percent of the funds appropriated for this purpose, each AVTI's budgets shall be reviewed by the Division of Vocational-Technical Education. The Division of Vocational-Technical Education shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1.-3. above prior to the scheduled budget review with the Division of Vocational-Technical Education. The AVTI Director shall be notified in writing as to the amount of the reduction.

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

D. Remodeling and construction requests. Requests for remodeling or construction with an estimated cost in excess of $50,000 but not exceeding $150,000 are subject to prior approval by the State Board for Vocational Education in accordance with Minn. Stat. § 121.912 (Supp. 1979).

1. The State Board for Vocational Education shall review such requests giving consideration to the following factors:

a. The specific authorization of the request by the school board which governs the AVTI.

b. The remodeling or construction of facilities requested will provide adequate space for existing programs presently housed within district buildings or as a replacement for unsuitable rented space.

c. Construction requests for facilities identified in b. above shall be reviewed giving consideration to:

(1) A comparison with the facilities for similar programs offered in other AVTIs on a per student basis.

(2) Requirement to meet Occupational Safety and Health Act standards.

2. The State Board for Vocational Education shall review and approve, modify or reduce any requests for remodeling or construction and shall allocate available funds to meet the most critical needs as determined through the review of the factors set forth in D.1.a.-c. above.

5 MCAR § 1.01046 Final allocations shall be made by the State Board for Vocational Education pursuant to Minn. Stat. § 124.561, subd. 3a (Supp. 1979).

5 MCAR § 1.01047 Local responsibility and authority for fund expenditures. Following the final approval of all budget categories, the school board governing an AVTI has the responsibility and authority for expenditure of these categorized aids within the legal constraints of the appropriate statutes.

Amendments as Proposed

5 MCAR § 1.0104 ~~Foundation aid.~~ Tuition and fees.

~~A. A school district operating an area vocational-technical institute shall be eligible to receive post-secondary vocational foundation aid for all students attending approved post-secondary vocational-technical programs.~~

~~B. Average daily membership estimates shall be included in the annual budget request. These estimates shall be derived from uniform student accounting reports and that shall be the basis for beginning foundation aid payments. Adjustments to estimated average daily membership shall be reported by each AVTI to the Division of Vocational-Technical Education by the first of September, December, March and June.~~

~~C. Changes in estimates as authorized in Minn. Stat. § 124.11 shall be approved by the Commissioner of Education before payment is authorized by the department.~~

~~D. Final adjustment data shall be submitted by August 15 of each year.~~

~~E. Only days in which school is open and students are under the supervision and guidance of teachers and for educational purposes are eligible for foundation aid. Snow days are not to be counted.~~

~~F. Tuition and fees.~~

A. ~~1.~~ Deductible fees shall include all charges that are uniformly assessed all students. Charges for materials or equipment that become the property of the student shall not be considered a fee.

B. ~~2.~~ No tuition shall be charged to handicapped/disadvantaged students for the additional hours of instruction received beyond the approved program length as established by Minn. Stat. § 124.562, subd. 2, as amended by Laws of 1979, ch. 334, art. V, § 10.

C. ~~3.~~ Students shall have their tuition prorated for less than or more than the regular instructional schedule. Tuition shall be prorated for part-time or extended-time programs, for quarters more or less than 60 days and for programs utilizing individual instruction. Daily tuition shall be prorated by dividing the quarterly tuition by 60, (the standard number of days in the quarter), and rounded downward to the nearest cent. Hourly tuition shall be prorated by dividing the daily rate by 6, (the standard number of hours in a school day), and rounded downward to the nearest cent. This formula for prorating tuition shall apply to resident and nonresident tuition.

D. ~~4.~~ Collection of tuition shall be on the basis of four periods per year as determined by the local calendar. No single period shall exceed 65 school days. Tuition may not be demanded more than 15 consecutive school days in advance of the time period but a student may pay in advance. Tuition may be delayed only upon initial application for tuition subsidy in any given year or guaranteed receipt from an agency.

E. ~~5.~~ A late penalty may be charged not to exceed $10.00 per period established pursuant to ~~F. 4.~~ D. of this rule. Penalty payments shall be deducted from foundation aid. The penalty assessment period is the period of time between the date tuition was demanded and the commencement of classes.

~~6. The total amount of tuition deducted from foundation aid shall be calculated on the total number of ADM's in the fiscal year. This calculation shall be made at the time of the final foundation aid adjustment. with tuition deficits being charged to local funds. Tuition loss due to deferment during student application for tuition subsidy shall not be deducted from foundation aid. Students shall not apply for a tuition subsidy more than once during a collection period.~~

~~7. Students on internships shall pay tuition for the time period claimed for foundation aid. Daily hours shall not exceed six unless the students are fully supervised under personnel provided by the institute.~~

F. ~~8.~~ Each district shall have an attendance policy. Students who notify the school of their withdrawal shall be dropped from the roll upon date of notification. Students absent for 15 consecutive school days shall be classified as withdrawn.

G. ~~9.~~ Students in continuous enrollment programs may be maintained on the roll for a vacation or a personal leave not to exceed 15 consecutive school days.

H. ~~G.~~ Upon prior approval of the Commissioner of Education, a district may add additional hours for membership not to exceed ten percent of the approved hours of the program for disadvantaged or handicapped students. Handicapped students are those who are mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, orthopedically impaired, or persons with specific learning disabilities, who by reason thereof require special education and related services, and who, because of their handicapping condition, cannot succeed in the regular vocational educational program without special education assistance or who require a modified vocational education program. Disadvantaged students are those who have academic or economic handicaps and who require special services and assistance in order to enable them to succeed in vocational education programs.

I. ~~H.~~ Unless otherwise exempt from tuition, students who begin during the quarter shall pay tuition as of the date of entry based upon the prorated formula established in 5 MCAR § 1.0104 ~~F. 3.~~ c. For such students the 15 day refund established by Minn. Stat. § 124.565, subd. 3, as amended by Laws of 1979, ch. 334, art. V, § 20 shall commence with the date of scheduled entry.

~~5 MCAR § 1.0105 Capital expenditure aid.~~

~~A. Districts shall be eligible for capital expenditure aid when foundation aid, tuition, and fees, are insufficient to provide for capital purchases.~~

~~B. All equipment not approved in the budget review, purchases at a cost in excess of $4,000.00 must be preapproved by the commissioner of education.~~

~~C. All equipment shall be accounted for by the standard inventory control system.~~

~~D. Repairs on facility, equipment, or improvement of grounds that exceed $4,000.00 and not included in the budget review shall be included in B. for approval.~~

~~5 MCAR § 1.0107 Categorical aid. Categorical aid shall be allocated on the following criteria for districts operating high cost programs which require expenditures in excess of funding available through foundation aid and capital expenditure aid:~~

~~A. Preservation of the present plant and equipment.~~

~~B. Development of programs for emerging business and industry.~~

~~C. Unique programs designed to serve special populations.~~

~~D. Educational services for special populations.~~

~~E. High operating costs.~~

~~F. Rules and regulations imposed by other regulatory bodies which may affect the student teacher ratio as well as operating equipment costs.~~

KEY: PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." ADOPTED RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

State Board of Education
(State Board for Vocational
Education)
Department of Education
Vocational-Technical Division

In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids

Order for Notice to Adopt Rules Without Further Public Hearing

IT IS ORDERED this 20th day of November, 1980, that a Notice of Proposed Adoption of 5 MCAR § 1.01041 - § 1.01047, Amendment of 5 MCAR § 1.0104, and Repeal of 5 MCAR § 1.0105 and § 1.0107 Without Further Public Hearing be given to all persons who have registered their names with the State Board of Education (State Board for Vocational Education), State Department of Education, for that purpose and be published in the State Register.

Howard B. Casmey
Commissioner of Education

CERTIFICATE OF BOARD'S
AUTHORIZING RESOLUTION

I, Howard B. Casmey, do hereby certify that I am the Secretary of the State Board of Education (State Board for Vocational Education), a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Education (State Board for Vocational Education) duly and properly called and held on the 20th day of November, 1980, that a quorum was present at said meeting, that a majority of those present voted for the resolution, that said resolution is set forth in the Minutes of said meeting, and has not been rescinded or modified.

> RESOLVED, that the State Board of Education (State Board for Vocational Education) proposes to adopt 5 MCAR § 1.01041 - § 1.01047, to amend 5 MCAR § 1.0104, and to repeal 5 MCAR § 1.0105 and § 1.0107 through rule making procedures for noncontroversial rules without public hearing pursuant to Laws of 1980, ch. 615, § 7 (Minn. Stat. § 15.0412, subd. 4h), and that Howard B. Casmey, Commissioner of Education, or a Deputy Commissioner of Education in the absence of the Commissioner, be and hereby is granted the authority and directed to provide for the publication of proposed rules governing the Distribution of Post-Secondary Vocational Education Aids in the State Register. Such rules shall be published in the form attached hereto, provided that the Commissioner or, in his absence, a Deputy Commissioner may make such changes, not substantial in nature, which he or, in his absence, a Deputy Commissioner deems appropriate prior to publication in the State Register. It is further ordered that copies of the Notice of Intent to Adopt Rules be mailed to persons on the State Board of Education's (State Board for Vocational Education's) Rule making mailing list.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 20th day of November, 1980.

HOWARD B. CASMEY
Secretary, State Board of Education
(State Board for Vocational Education)

Member, State Board of Education
(State Board for Vocational Education)

State Board of Education
(State Board for Vocational Education)
Department of Education
Vocational-Technical Division

In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids

Notice of Intent to Adopt 5 MCAR §§ 1.01041-1.01047, Amend 5 MCAR § 1.0104, and Repeal 5 MCAR §§ 1.0105 and 1.0107 Rules Without Further Public Hearing

Notice is hereby given that the State Board of Education (State Board for Vocational Education) proposes to adopt, amend, and repeal the above captioned rules, without further public hearing, pursuant to Laws of 1980, ch. 615 § 7 (Minn. Stat. § 15.0412, subd. 4h).

These proposed rules govern the distribution of post-secondary vocational education aids. These rules were presented at a public hearing held on August 5, 1980. After the public hearing and before these proposed rules were considered for adoption by the State Board of Education (State Board for Vocational Education), the State Department of Education found an error in the rules which had been presented at the August 5, 1980, public hearing. The error was that the rule governing area vocational-technical institute tuition and fees, 5 MCAR § 1.0104 F., was identified as being repealed. 5 MCAR § 1.0104 F. is not proposed to be repealed. 5 MCAR § 1.0104 F. is proposed to be amended as set forth herewith. The State Board of Education (State Board for Vocational Education) also proposes to adopt 5 MCAR §§ 1.01041-1.01047, except that the State Board of Education (State Board for Vocational Education) has deleted the proposed rule § 1.01045 post-secondary vocational support services aid at this time, and repeal 5 MCAR §§ 1.0105 and 1.0107 as set forth herewith. These rules are substantially the same as presented at the public hearing of August 5, 1980, with some changes made to reflect comments made as a result of that hearing.

All interested persons may submit written comment or data on these proposed rules, within 30 days of the publication of these proposed rules in the State Register, to:

Robert M. Madson, Director
Post-Secondary Vocational Education
541 Capitol Square Building
St. Paul, Minnesota 55101
Telephone: 612-296-3387

No further public hearing will be held unless seven or more persons make a written request for hearing within the 30 day comment period to the above named person.

The proposed rules may be modified if the modifications are supported by the data and views submitted. A statement of need and reasonableness is available without charge by making a written or telephone request to the above named person.

Any person who desires to be informed when these proposed rules are submitted to the Attorney General for approval may do so by writing or calling the above named person.

Howard B. Casmey
Commissioner of Education

Rules as Proposed

Chapter Six: Post-Secondary Vocational-Technical Education (all new material)

5 MCAR § 1.01041 Definition.

The term allocation or preliminary allocation means the level of funding recommended to the State Board for Vocational Education by the Division of Vocational-Technical Education.

5 MCAR § 1.01042 Instructional aid.

Instructional aid shall be allocated to the area vocational-technical institutes in accordance with the formula prescribed in Minn. Stat. § 124.5621.

5 MCAR § 1.01043 Post-secondary vocational supply aid.

A. Post-secondary vocational supply aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5622, subd. 4.

B. Supply aid allocation.

1. The Division of Vocational-Technical Education shall review each instructional and support services program budget submitted by the AVTI. The budget shall be reviewed and approved, modified or reduced giving consideration to the following factors:

a. The historical average of per student supply costs for the program.

b. The average per student cost of supplies for all similar programs in all AVTIs offering such programs.

c. Continued operation of the physical plant.

2. The Division of Vocational-Technical Education shall annually establish inflationary factors which will govern increases in the various categories of supplies. These inflationary factors will be a two year forecast from the base year which is the fiscal year immediately preceding the deadline for the submission of budgets to the Division of Vocational-Technical Education by the AVTIs. The Division of Vocational-Technical Education shall obtain estimates of cost for the types of items most commonly purchased by the AVTIs over the two year span of time in determining the inflationary factors from the State Economist, Department of Finance.

a. Separate factors shall be established to determine allowable increases for petroleum related supplies and non-petroleum related supplies.

(1) For petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index - refined petroleum products.

(b) Wholesale price index - rubber and plastic products.

(2) For non-petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index - lumber and wood products.

(b) Wholesale price index - chemicals and allied products.

(c) Wholesale price index - metals and metal products.

b. These inflationary factors shall be transmitted to the AVTIs not less than 90 days prior to the deadline by which the AVTIs must submit budget requests to the Division of Vocational-Technical Education.

3. Each school board which has established an AVTI shall implement policies to recover the cost of supplies purchased for resale to students and the public.

a. For instructional programs in the food service area, such rates of recovery shall be established in consultation with the Division of Vocational- Technical Education. Each food service instructional program will be compared to similar programs offered in other AVTIs to annually adjust the rate of recovery by considering the following factors:

(1) To provide maximum instructional benefits to students.

(2) To minimize the net cost to the program.

b. For all other instructional programs, the rate of cost recovery shall ensure that the total revenue from the resale of supplies shall not be less than the cost of acquisition of supplies purchased for resale.

4. Each AVTI that submits a program budget wherein the increased cost of supplies exceeds the two year forecast of inflationary factors established in B.2 above shall justify such increases in writing. This justification shall be submitted to the Division of Vocational-Technical Education with the budget requests to receive consideration.

5. In the event that the total request for supply aid for an individual AVTI does not exceed the base year expenditure plus the inflationary factors established in B.2. above, the Division of Vocational-Technical Education shall give preliminary approval to the request subject to the later necessity of prorated reductions applied to all AVTIs subject to the following:

a. When the total requests for supply aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI shall have their request reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. When the total requests by all AVTIs for supply aid exceed 105 percent of the funds appropriated for this purpose, an AVTI which requests supply aid in excess of its base year expenditures as adjusted by the inflationary factors established in B.2. above may have its request reduced to an amount equal to the base year amount. This reduction shall be accomplished

on a program by program basis by the Division of Vocational-Technical Education in consultation with the AVTI Director. In effecting such reductions, consideration shall be given to the factors enumerated in B.1.a.-c. above.

5 MCAR § 1.01044 Post-secondary vocational capital expenditure aid.

A. Post-secondary vocational capital expenditure aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5624, subd. 3.

B. Capital equipment aid allocation.

1. Each AVTI shall establish an order of priority for its capital aid requests. In establishing the order of priority, the AVTI shall give consideration to the enhancement of the safety of the students and staff and the replacement of technologically obsolete and/or worn out equipment.

2. All requests for the purchase of equipment which have a unit cost of $1,000 or more shall be justified in writing as a part of the documentation supporting the program budget request. The Division of Vocational-Technical Education shall review such requests giving consideration to the needs of the program as compared to similar programs offered in other AVTIs.

3. All projected capital expenditures which have a unit cost of $4,000 or more are subject to approval by the Commissioner of Education prior to purchase. This includes remodeling and site improvement projects with a cost of $4,000 to $50,000. These items shall be included in the appropriate program budget. Such approval shall be sought and given separately from the budget review in accordance with Minn. Stat. § 124.5624, subd. 5 (Supp. 1979).

a. These requests shall have the specific authorization of the school board which governs the AVTI.

b. The Division of Vocational-Technical Education shall review and approve, modify or reduce the request giving consideration to the following factors:

(1) The historical pattern of capital and/or equipment expenditures for that AVTI.

(2) A comparison with similar programs offered in other AVTIs.

(3) Current practices for facilities or types of equipment utilized in industry.

C. Preliminary allocations of post-secondary vocational capital expenditure aid for items not exceeding a unit cost of $50,000.

1. When the total requests for capital expenditure aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI's request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

2. If the total request for capital expenditure aid exceeds 105 percent of the funds appropriated for this purpose, each AVTI's budgets shall be reviewed by the Division of Vocational-Technical Education. The Division of Vocational-Technical Education shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1.-3. above prior to the scheduled budget review with the Division of Vocational-Technical Education. The AVTI Director shall be notified in writing as to the amount of the reduction.

D. Remodeling and construction requests.

Requests for remodeling or construction with an estimated cost in excess of $50,000 but not exceeding $150,000 are subject to prior approval by the State Board for Vocational Education in accordance with Minn. Stat. § 121.912 (Supp. 1979).

1. The State Board for Vocational Education shall review such requests giving consideration to the following factors:

a. The specific authorization of the request by the school board which governs the AVTI.

b. The remodeling or construction of facilities requested will provide adequate space for existing programs presently housed within district buildings or as a replacement for unsuitable rented space.

c. Construction requests for facilities identified in b. above shall be reviewed giving consideration to:

(1) A comparison with the facilities for similar programs offered in other AVTIs on a per student basis.

(2) Requirement to meet Occupational Safety and Health Act standards.

2. The State Board for Vocational Education shall review and approve, modify or reduce any requests for remodeling or construction and shall allocate available funds to meet the most critical needs as determined through the review of the factors set forth in D.1.a.-c. above.

5 MCAR § 1.01046 Final allocations shall be made by the State Board for Vocational Education pursuant to Minn. Stat. § 124.561, subd. 3a (Supp. 1979).

5 MCAR § 1.01047 Local responsibility and authority for fund expenditures.

Following the final approval of all budget categories, the school board governing an AVTI has the responsibility and authority for expenditure of these categorized aids within the legal constraints of the appropriate statutes.

Amendments as Proposed

5 MCAR §1.0104 ~~Foundation aid.~~ Tuition and fees.

~~A. A school district operating an area vocational technical institute shall be eligible to receive post secondary vocational foundation aid for all students attending approved post secondary vocational technical programs.~~

~~B. Average daily membership estimates shall be included in the annual budget request. These estimates shall be derived from uniform student accounting reports and that shall be the basis for beginning foundation aid payments. Adjustments to estimated average daily membership shall be reported by each AVTI to the Division of Vocational Technical Education by the first of September, December, March and June.~~

~~C. Changes in estimates as authorized in Minn. Stat. §124.11 shall be approved by the Commissioner of Education before payment is authorized by the department.~~

~~D. Final adjustment data shall be submitted by August 15 of each year.~~

~~E. Only days in which school is open and students are under the supervision and guidance of teachers and for educational purposes are eligible for foundation aid. Snow days are not to be counted.~~

~~F. Tuition and fees.~~

A. ~~1.~~ Deductible fees shall include all charges that are uniformly assessed all students. Charges for materials or equipment that become the property of the student shall not be considered a fee.

B. ~~2.~~ No tuition shall be charged to handicapped/disadvantaged students for the additional hours of instruction received beyond the approved program length as established by Minn. Stat. §124.562, subd. 2, as amended by Laws of 1979, ch. 334, art. V, § 10.

C. ~~3.~~ Students shall have their tuition prorated for less than or more than the regular instructional schedule. Tuition shall be prorated for part-time or extended-time programs, for quarters more or less than 60 days and for programs utilizing individual instruction. Daily tuition shall be prorated

by dividing the quarterly tuition by 60, (the standard number of days in the quarter), and rounded downward to the nearest cent. Hourly tuition shall be prorated by dividing the daily rate by 6, (the standard number of hours in a school day), and rounded downward to the nearest cent. This formula for prorating tuition shall apply to resident and nonresident tuition.

D. ~~4.~~ Collection of tuition shall be on the basis of four periods per year as determined by the local calendar. No single period shall exceed 65 school days. Tuition may not be demanded more than 15 consecutive school days in advance of the time period but a student may pay in advance. Tuition may be delayed only upon initial application for tuition subsidy in any given year or guaranteed receipt from an agency.

E. ~~5.~~ A late penalty may be charged not to exceed $10.00 per period established pursuant to ~~F.~~ ~~4.~~D. of this rule. Penalty payments shall be deducted from foundation aid. The penalty assessment period is the period of time between the date tuition was demanded and the commencement of classes.

~~6.--The-total-amount-of-tuition-deducted-from-foundation-aid-shall-be calculated-on-the-total-number-of-ADM's-in-the-fiscal-year.--This-calculation shall-be-made-at-the-time-of-the-final-foundation-aid-adjustment,-with-tuition deficits-being-charged-to-local-funds.--Tuition-loss-due-to-deferment-during student-application-for-tuition-subsidy-shall-not-be-deducted-from-foundation aid.--Students-shall-not-apply-for-a-tuition-subsidy-more-than-once-during-a collection-period.~~

~~7.--Students-on-internships-shall-pay-tuition-for-the-time-period claimed-for-foundation-aid.--Daily-hours-shall-not-exceed-six-unless-the students-are-fully-supervised-under-personnel-provided-by-the-institute.~~

F. ~~8.~~ Each district shall have an attendance policy. Students who notify the school of their withdrawal shall be dropped from the roll upon date of notification. Students absent for 15 consecutive school days shall be classified as withdrawn.

G. ~~9.~~ Students in continuous enrollment programs may be maintained on the roll for a vacation or a personal leave not to exceed 15 consecutive school days.

H. ~~6.~~ Upon prior approval of the Commissioner of Education, a district may add additional hours for membership not to exceed ten percent of the approved hours of the program for disadvantaged or handicapped students. Handicapped students are those who are mentally retarded, hard of hearing, deaf, speech impaired, visually impaired, orthopedically impaired, or persons with specific learning disabilities, who by reason thereof require special education and related services, and who, because of their handicapping condition, cannot succeed in the regular vocational educational program without special education assistance or who require a modified vocational education program. Disadvantaged students are those who have academic or economic handicaps and who require special services and assistance in order to enable them to succeed in vocational education programs.

I. ~~H.~~ Unless otherwise exempt from tuition, students who begin during the quarter shall pay tuition as of the date of entry based upon the prorated formula established in 5 MCAR §1.0104 ~~F.-3.~~C. For such students the 15 day refund established by Minn. Stat. §124.565, subd. 3, as amended by Laws of 1979, ch. 334, art. V, § 20 shall commence with the date of scheduled entry.

~~5-MCAR-§1.0105--Capital-expenditure-aid.~~

~~A.--Districts-shall-be-eligible-for-capital-expenditure-aid-when-foundation aid,-tuition,-and-fees,-are-insufficient-to-provide-for-capital-purchases.~~

~~B.--All-equipment-not-approved-in-the-budget-review,-purchases-at-a-cost-in excess-of-$4,000.00-must-be-preapproved-by-the-commissioner-of-education.~~

~~C.--All-equipment-shall-be-accounted-for-by-the-standard-inventory-control system.~~

~~D.--Repairs-on-facility,-equipment,-or-improvement-of-grounds-that-exceed $4,000.00-and-not-included-in-the-budget-review-shall-be-included-in-B.-for approval.~~

~~5-MCAR-§1.0107--Categorical-aid.~~

~~Categorical-aid-shall-be-allocated-on-the-following-criteria-for-districts operating-high-cost-programs-which-require-expenditures-in-excess-of-funding available-through-foundation-aid-and-capital-expenditure-aid:~~

~~A.--Preservation-of-the-present-plant-and-equipment.~~

~~B.--Development-of-programs-for-emerging-business-and-industry.~~

~~C.--Unique-programs-designed-to-serve-special-populations.~~

~~D.--Educational-services-for-special-populations.~~

~~E.--High-operating-costs.~~

~~F.--Rules-and-regulations-imposed-by-other-regulatory-bodies-which-may affect-the-student-teacher-ratio-as-well-as-operating-equipment-costs.~~

State of Minnesota
Department of Education

State Board of Education
(State Board for Vocational Education)
Vocational-Technical Education Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids 5 MCAR §§ 1.01041-1.01047, Amendment of 5 MCAR § 1.0104 and Repeal of 5 MCAR § 1.0105 and § 1.0107 Without Further Public Hearing

Affidavit of Mailing

Dennis Carlson, being first duly sworn, deposes and says:

That on the 14th day of January, 1981, at the City of St. Paul, County of Ramsey, State of Minnesota, he served the attached Notice of Intent to Adopt Rules Without Further Public Hearing, by depositing in the State of Minnesota Central Mail System (or) in the United States mail at said City of St. Paul, a copy thereof, properly enveloped, with postage prepaid, to all persons and associations at the addresses listed on the attached Affidavits of the Notice of the State Board of Education Rulemaking Mailing List and Additional Notice of the State Board of Education Mailing List.

Dennis C Carlson

Subscribed and sworn to before me
this 15th day of January
1981.

Betty L. King

BETTY L. KING
Notary Public, Dakota Co. MN
My Commission Expires
June 13, 1983

State of Minnesota
Department of Education

State Board of Education
(State Board for Vocational Education)
Vocational-Technical Education Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids 5 MCAR §§ 1.01041 - 1.01047, Amendment of 5 MCAR § 1.0104 and Repeal of 5 MCAR § 1.0105 and § 1.0107 Without Further Public Hearing

Affidavit of the Notice of the State Board of Education Rulemaking Mailing List

I hereby certify that the attached 20 sheets constitute the accurate and complete list of persons, associations, and other interested groups who as of 3:00 o'clock P.M. this 14th day of January, 1981, have requested pursuant to Minn. Stat. § 15.0412, subd. 4, that their names be placed on file with the Minnesota Department of Education for the purpose of receiving Notice of Intent to Adopt Rules Without Further Public Hearing on the rules, amendment, and repeal as proposed on the subject captioned above.

State Board of Education
(State Board for Vocational Education)

By Howard B. Casmey, Secretary

Subscribed and sworn to before me this 16th day of January, 1981.

Douglas E. Larson
Notary Public

Scott County, Minnesota

My Commission expires Jan 1, 1983.

DOUGLAS E. LARSON
Notary Public, Scott Co., Mn.
My Commission Expires
Jan. 1, 1983

State of Minnesota
Department of Education

State Board of Education
(State Board for Vocational Education)
Vocational-Technical Education Division

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids 5 MCAR §§ 1.01041-1.01047, Amendment of 5 MCAR § 1.0104 and Repeal of 5 MCAR § 1.0105 and § 1.0107 Without Further Public Hearing

Affidavit of Additional Notice of the State Board of Education Mailing List

I hereby certify that included in the attached 20 sheets are persons on the Education Statistics memo series mailing list which includes school superintendents, directors of AVTIs, ECSUs, vocational centers, joint power districts and other interested persons, who pursuant to Minn. Stat. § 15.0412, subd. 4, receive Notice of Intent to Adopt Rules Without Further Public Hearing on the rules, amendment, and repeal as proposed on the subject captioned above. This notice was in addition to that required for persons on the State Board of Education rulemaking mailing list of persons who have specifically requested notice of rulemaking proceedings.

State Board of Education
(State Board for Vocational Education)

Howard B. Casmey, Secretary

Subscribed and sworn to before me
this 16th day of January,
1981.

Douglas E. Larson
Notary Public

Scott County, Minnesota

My Commission expires Jan 1, 1983.

DOUGLAS E. LARSON
Notary Public, Scott Co., Mn.
My Commission Expires
Jan. 1, 1983

State of Minnesota
Department of Education

State Board of Education
(State Board for Vocational Education)
Vocational-Technical Education Division

STATE OF MINNESOTA

COUNTY OF RAMSEY

CERTIFICATE

IN THE MATTER OF: The Proposed Adoption of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids 5 MCAR §§ 1.01041-1.01047, Amendment of 5 MCAR § 1.0104 and Repeal of 5 MCAR § 1.0105 and § 1.0107 Without Further Public Hearing

I hereby certify that the attached 20 sheets constitute the accurate and complete list of persons, associations, and other interested groups who, as of 3:00 P.M. this 14th day of January, 1981, have requested pursuant to Minnesota Statutes section 15.0412, subdivision 4 that their names be placed on file with the Minnesota Department of Education for the purpose of receiving notice of the proposed adoption of rules by the State Board of Education.

STATE BOARD OF EDUCATION

By Linda Alberg

WAYNE ERCECKER DIRECTO
VOC, TECH INSTITUTE
2200 TECH DRIVE
ALBERT LEA MN 56007

VERNON MAACK DIRECTOR
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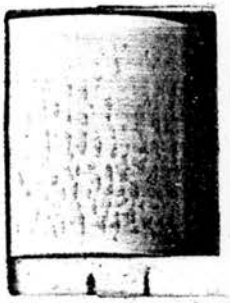

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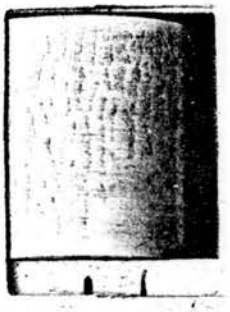

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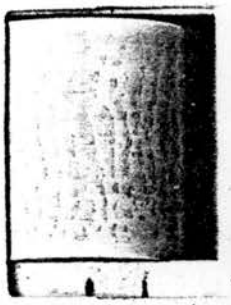

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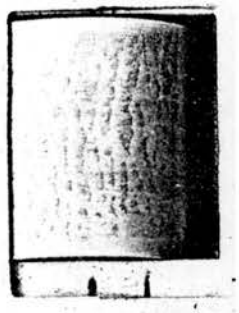

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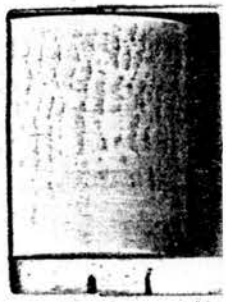



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Mary Dolbotten
Education Media Unit

George Droubie
School Personnel Services
610 Capitol Square

Roger Delgehausen
School Personnel Services
613 Capitol Square

Joleen Durken
Education Development
7th Floor
Capitol Square

Larry Erie
Community Education
633 Capitol Square

Reynold Erickson
Pupil Personnel
631 Capitol Square

Gary Farland, Director
State Aids Section
915 Capitol Square

Bob Gramstad
Community Education
647 Capitol Square

Ron Dreyer
Vocational Education
551 Capitol Square

Mel Johnson
Vocational Education
548 Cap Square

Gerald Kleve
Assistant Commissioner
Division of Instruction
657 Capitol Square

Colleen Kish
School Personnel Services
614 Capitol Square

Floyd Keller
Planning & Evaluation
714 Capitol Square

Bob Kasper
Fiscal Services
7th Floor
Capitol Square

Dick Locke
Education Data Systems
803 Capitol Square

Ron Laliberte, Assistant
Commissioner
School Management Services
803 Capitol Square

Jim Lee, Director
Publications Section
8th Floor Capitol Square

Dan Loritz
Planning & Evaluation
7th Floor
Capitol Square

Don Modeen
Child Nutrition
508 Capitol Square

Ron Moir, Director
Financial Management
807 Capitol Square

Robert Madson, Director
Program Operations
Vocational Education
541 Capitol Square

Pete Moreno
Migrant Education
809 Capitol Square

Mary Lynne McAlonie
Special Education
802 Capitol Square

Leonard Nachman
Planning & Evaluation
717 Capitol Square

Gary Olsen
State Aids
915 Capitol Square

John Ostrem
Asst. To Deputy Commissioner
7th Floor Capitol Square

Phyllis Paul
Pupil Personnel Services
651 Capitol Square

Jerry Pavek
Director of Pupil Transport.
9th Floor Capitol Square

Don Pfiffner
State Aids Section
915 Capitol Square

Don Peterson
Community Education
664 Capitol Square

Ken Peatross
Board of Teaching
609 Capitol Square

E. Raymond Peterson
Associate Commissioner
709 Capitol Square

Patricia Strang
Monitoring
3rd Floor Capitol Square

Helen Smith
State Aids
915 Capitol Square

Stan Tikkanen
Sch. Financial Management
807 Capitol Square

Robert Van Tries
7th Floor
Capitol Square Bldg.

Von Valletta
Deputy Commissioner
7th Floor, Capitol Square

Bill White
Education Data Systems
803 Capitol Square

Shirlee Walker
6th Floor Capitol Square

Dr. Greg Waddick
Assistant Commissioner
Special Services
726 Capitol Square

Lowell Tornquist
Rm 718
Capitol Square

Sandy Hobson
Rm 710 Capitol Square

Barry Shaffer
Rm. 721 Capitol Square

Boni Pilapil
Rm 720 Capitol Square

John Comstock
Rm 720 Capitol Square

Diane Morehouse
Rm 721
Capitol Square

Marilyn Sorenson
Special Education
Rm 810 Capitol Square

John Maas
Deputy Commissioner
7th Floor, Capitol Square

Mary Honetschlager
Program Specialist - Art
Room 639 Capitol Square

Paul Day
Room 523 Capitol Square

Tricia Penn
Monitoring
3rd Floor Capitol Square

Joanne Carlson & Beth Sulliva
c/o Erv Chorn
8th Floor Capitol Square

Marilyn Mills
Professional Library
5th Floor Capitol Square

John Mercer
Rm 101 Capitol Square

Wayne Erickson
Rm. 802 Capitol Square

Norena Hale
Rm. 802 Capitol Square

Russ Andrews-Auditors Office
First Floor
Vets Building

Legislators Auditors Office
Veterans Service Bldg.

Donna Fortin-Schroeder
Head Start Advocate
Dept. of Economic Security
690 American Center Bldg.

Robert Ashbach
123 State Office Bldg.

Zona De Witt
Legislative Reference Library
Room 111 Capitol Bldg.

Gary Bastian
Senate IRC
49 State Office Bldg.

Charles J. Mander
Room 100 Vets Bldg.

Karen Baker
Room 17
Capitol Bldg.

Fred Post
Dept. of Finance
309 Administration Bldg.

Rey Boezi, Director
Human Resources Dept.
Metro Council
Metro Square Bldg.

Secretary of Senate
Room 231
Capitol Bldg.

Laubook

Chief Clerk of the House
of Representatives
Room 211
Capitol Bldg.

Linda Woodstrom, Librarian
Dept. of Economic Security
American Center Bldg.

Barbara Diamond
House Ed Committee
17E Capitol Bldg.

Jim Cleary
House of Representatives
Room 17 Capitol Bldg.

Dean Honetschlager
State Planning Agency
Rom 101 Capitol Square

Mike Bradley
Attorney General's Office
11th Floor Bremer Towers
7th & Minnesota
St. Paul, MN

Joyce Krupey
Senate Education Comm.
471 State Office Bldg.

Bill Asp
OPLIC
301 Hanover Bldg.

Donna Knight
State Planning Agency
Room 101 Capitol Square

Steve Lindgren
110 State Office Bldg.

SUPERINTENDENT

MINNEAPOLIS
SPECIAL SCH DIST 0001
807 NE. BROADWAY
MINNEAPOLIS MINN
55413

SUPERINTENDENT

EDINA
INDEP SCH DISTRICT 0273
5555 W. 70TH ST.
EDINA MINN
55435

SUPERINTENDENT

OSSEO
INDEP SCH DISTRICT 0279
317 2ND AVE NW.
OSSEO MINN
55369

SUPERINTENDENT

ST. LOUIS PARK
INDEP SCH DISTRICT 0283
6425 W. 33RD ST.
ST. LOUIS PARK MINN
55426

SUPERINTENDENT

MOUNDS VIEW
INDEP SCH DISTRICT 0621
2959 HAMLINE AVE. N.
ROSEVILLE MINN
55113

SUPERINTENDENT

ST. PAUL
INDEP SCH DISTRICT 0625
360 COLBORNE ST.
ST. PAUL MINN
55102

SUPERINTENDENT

BIWABIK
INDEP SCH DISTRICT 0693
BOX 669
BIWABIK MINN
55708

SUPERINTENDENT

EVELETH
INDEP SCH DISTRICT 0697
801 JONES ST.
EVELETH MINN
55734

SUPERINTENDENT

HIBBING
INDEP SCH DISTRICT 0701
8TH AVE. E. & 21ST ST.
HIBBING MINN
55746

SUPERINTENDENT

NETT LAKE
INDEP SCH DISTRICT 0707

NETT LAKE MINN
55772

SUPERINTENDENT

HOPKINS
INDEP SCH DISTRICT 0270
1001 STATE HWY. 7
HOPKINS MINN
55343

SUPERINTENDENT

MINNETONKA
INDEP SCH DISTRICT 0276
261 SCHOOL AVE.
EXCELSIOR MINN
55331

SUPERINTENDENT

RICHFIELD
INDEP SCH DISTRICT 0280
7001 HARRIET AVE. S.
RICHFIELD MINN
55423

SUPERINTENDENT

WAYZATA
INDEP SCH DISTRICT 0284
210 D HWY. 101 N.
WAYZATA MINN
55391

SUPERINTENDENT

NORTH ST. PAUL-MAPLEWOOD
INDEP. SCH DISTRICT 0622
2055 E. LARPENTEUR AVE.
MAPLEWOOD MINN
55109

SUPERINTENDENT

METROPOLITAN ECSU
INDEP SCH DISTRICT 0920
360 COLBORNE
ST. PAUL MINN
55102

SUPERINTENDENT

BUHL
INDEP SCH DISTRICT 0694
BOX 710
BUHL MINN
55713

SUPERINTENDENT

FLOODWOOD
INDEP SCH DISTRICT 0698
BOX 287
FLOODWOOD MINN
55736

SUPERINTENDENT

MOUNTAIN IRON
INDEP SCH DISTRICT 0703

MOUNTAIN IRON MINN
55768

SUPERINTENDENT

TOWER-SOUDAN
INDEP SCH DISTRICT 0708

TOWER MINN
55790





UPERINTENDENT

LOOMINGTON
NDEP SCH DISTRICT 0271
0025 PENN AVE. S.
LOOMINGTON MINN
5431

UPERINTENDENT

ESTONKA
NDEP SCH DISTRICT 0277
600 LYNWOOD BLVD.
ICUND MINN
5364

UPERINTENDENT

OBBINSDALE
NDEP SCH DISTRICT 0281
148 WINNETKA AVE. N.
EW HOPE MINN
5427

UPERINTENDENT

ROOKLYN CENTER
NDEP SCH DISTRICT 0286
500 HUMBOLDT AVE. N.
ROOKLYN CENTER MINN
5430

UPERINTENDENT

OSEVILLE
NDEP SCH DISTRICT 0623
251 W. COUNTY ROAD B-2
OSEVILLE MINN
5113

UPERINTENDENT

URORA-HOYT LAKES
NDEP SCH DISTRICT 0691
01 N. 1ST ST. W.
URORA MINN
5705

UPERINTENDENT

HISHOLM
NDEP SCH DISTRICT 0695
RD AVE. SW. & 3RD ST.
HISHOLM MINN
5719

UPERINTENDENT

ILBERT
NDEP SCH DISTRICT 0699

ILBERT MINN
5741

UPERINTENDENT

ROCTOR
NDEP SCH DISTRICT 0704
01 1ST AVE. N.
ROCTOR MINN
5810

UPERINTENDENT

ULUTH
NDEP SCH DISTRICT 0709
AKE AVE. & 2ND ST.
ULUTH MINN
5802

SUPERINTENDENT

EDEN PRAIRIE
INDEP SCH DISTRICT 0272
8025 SCHOOL ROAD
EDEN PRAIRIE MINN
55343

SUPERINTENDENT

ORONO
INDEP SCH DISTRICT 0278
685 OLD CRYSTAL BAY RD N
LONG LAKE MINN
55356

SUPERINTENDENT

ST. ANTHONY VILLAGE
INDEP SCH DISTRICT 0282
3303 33RD AVE. NE.
ST. ANTHONY VILLAGE MINN
55418

SUPERINTENDENT

SUBURAN HENN. CO. AVTI
INDEP SCH DISTRICT 0287
1820 N. XENIUM LANE
PLYMOUTH MINN
55441

SUPERINTENDENT

WHITE BEAR LAKE
INDEP SCH DISTRICT 0624
3375 WILLOW AVE.
WHITE BEAR LAKE MINN
55110

SUPERINTENDENT

BABBITT
INDEP SCH DISTRICT 0692
SOUTH DRIVE
BABBITT MINN
55706

SUPERINTENDENT

ELY
INDEP SCH DISTRICT 0696
600 E. HARVEY ST.
ELY MINN
55731

SUPERINTENDENT

HERMANTOWN
INDEP SCH DISTRICT 0700
4190 UGSTAD ROAD
DULUTH MINN
55811

SUPERINTENDENT

VIRGINIA
INDEP SCH DISTRICT 0706
TECHNICAL BUILDING
VIRGINIA MINN
55792

SUPERINTENDENT

ST. LOUIS COUNTY
INDEP SCH DISTRICT 0710
731 3RD ST. S.
VIRGINIA MINN
55792





SUPERINTENDENT

NORTHEAST ECSU
INDEP SCH DISTRICT 091
HALL OF FAME, BOX 657
EVELETH MINN
55734

SUPERINTENDENT

ANOKA
INDEP SCH DISTRICT 0011
11299 HANSON BLVD. NW.
COON RAPIDS MINN
55433

SUPERINTENDENT

ST. FRANCIS
INDEP SCH DISTRICT 0015
BOX 128
ST. FRANCIS MINN
55070

SUPERINTENDENT

FRAZEE-VERGAS
INDEP SCH DISTRICT 0023
BOX 186
FRAZEE MINN
56544

SUPERINTENDENT

BLACKDUCK
INDEP SCH DISTRICT 0032

BLACKDUCK MINN
56630

SUPERINTENDENT

FOLEY
INDEP SCH DISTRICT 0051
520 DEWEY ST.
FOLEY MINN
56329

SUPERINTENDENT

ORTONVILLE
INDEP SCH DISTRICT 0062
200 6TH ST. NW., BOX 247
ORTONVILLE MINN
56278

SUPERINTENDENT

MANKATO
INDEP SCH DISTRICT 0077
51 PARK LANE
MANKATO MINN
56001

SUPERINTENDENT

COMFREY
INDEP SCH DISTRICT 0081
BOX 68
COMFREY MINN
56019

SUPERINTENDENT

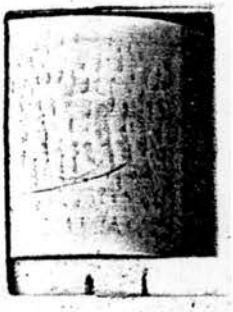
BARNUM
INDEP SCH DISTRICT 0091
BOX 227
BARNUM MINN
55707

SUPERINTENDENT

AITKIN
INDEP SCH DISTRICT 0001
306 SECOND ST. NW.
AITKIN MINN
56431

SUPERINTENDENT

CENTENNIAL
INDEP SCH DISTRICT 0012
NORTH ROAD & LEVER ST.
CIRCLE PINES MINN
55014



SUPERINTENDENT

SPRING LAKE PARK
INDEP SCH DISTRICT 0016
8000 HWY. 65 NE.
SPRING LAKE PARK MINN
55432

SUPERINTENDENT

LAKE PARK
INDEP SCH DISTRICT 0024
BOX 357
LAKE PARK MINN
56554

SUPERINTENDENT

KELLIHER
INDEP SCH DISTRICT 0036
BOX 147
KELLIHER MINN
56650

SUPERINTENDENT

BEARDSLEY
INDEP SCH DISTRICT 0057

BEARDSLEY MINN
56211

SUPERINTENDENT

LAKE CRYSTAL
INDEP SCH DISTRICT 0070
BOX F
LAKE CRYSTAL MINN
56055

SUPERINTENDENT

GARDEN CITY
INDEP SCH DISTRICT 0078

GARDEN CITY MINN
56034



SUPERINTENDENT

SLEEPY EYE
INDEP SCH DISTRICT 0084
400 4TH AVE. SW.
SLEEPY EYE MINN
56085

SUPERINTENDENT

CARLTON
INDEP SCH DISTRICT 0093
BOX 310
CARLTON MINN
55718

SUPERINTENDENT

HILL CITY
INDEP SCH DISTRICT 0002
BOX 69
HILL CITY MINN
55748

SUPERINTENDENT

COLUMBIA HEIGHTS
INDEP SCH DISTRICT 0013
1400 49TH AVE. NE.
COLUMBIA HEIGHTS MINN
55421

SUPERINTENDENT

AUDUBON
INDEP SCH DISTRICT 0021
BOX 38
AUDUBON MINN
56511

SUPERINTENDENT

PINE POINT
INDEP SCH DISTRICT 0025
BOX 61
PONSFORD MINN
56575

SUPERINTENDENT

REDLAKE
INDEP SCH DISTRICT 0038

REDLAKE MINN
56671

SUPERINTENDENT

CLINTON
INDEP SCH DISTRICT 0058
BOX 361
CLINTON MINN
56225

SUPERINTENDENT

WAPLETON
INDEP SCH DISTRICT 0072
201 6TH AVE. NE, BOX 365
WAPLETON MINN
56065

SUPERINTENDENT

WMBOY-GOODTHUNDER
INDEP SCH DISTRICT 0079

WMBOY MINN
56010

SUPERINTENDENT

SPRINGFIELD
INDEP SCH DISTRICT 0085
BOX 145
SPRINGFIELD MINN
56087

SUPERINTENDENT

CLOQUET
INDEP SCH DISTRICT 0094
309 CARLTON AVE.
CLOQUET MINN
55720

SUPERINTENDENT

MC GREGOR
INDEP SCH DISTRICT 0004
MAIN ST.
MC GREGOR MINN
55760

SUPERINTENDENT

FRIDLEY
INDEP SCH DISTRICT 0014
6000 W. MOORE LK. DR.
FRIDLEY MINN
55432

SUPERINTENDENT

DETROIT LAKES
INDEP SCH DISTRICT 0022
702 LAKE AVE.
DETROIT LAKES MINN
56501

SUPERINTENDENT

BEMIDJI
INDEP SCH DISTRICT 0031
15TH ST. & BELTRAMI AVE.
BEMIDJI MINN
56601

SUPERINTENDENT

SAUK RAPIDS
INDEP SCH DISTRICT 0047
901 1ST ST. S.
SAUK RAPIDS MINN
56379

SUPERINTENDENT

GRACEVILLE
INDEP SCH DISTRICT 0060
BOX 398
GRACEVILLE MINN
56240

SUPERINTENDENT

ST. CLAIR
INDEP SCH DISTRICT 0075

ST. CLAIR MINN
56080

SUPERINTENDENT

SOUTH CENTRAL ECSU
INDEP SCH DISTRICT 0922
218 OLD MAIN, BOX 9
MANKATO MINN
56001

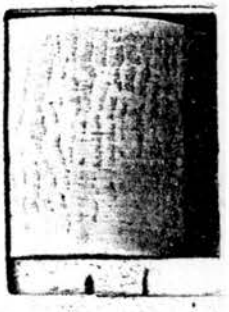
SUPERINTENDENT

NEW ULM-HANSKA
INDEP SCH DISTRICT 0088
412 N. MINNESOTA
NEW ULM MINN
56073

SUPERINTENDENT

CROMWELL
INDEP SCH DISTRICT 0095

CROMWELL MINN
55726





SUPERINTENDENT

MOOSE LAKE
INDEP SCH DISTRICT 0097
413 BIRCH AVE.
MOOSE LAKE MINN
55767

SUPERINTENDENT

WACONIA
INDEP SCH DISTRICT 0110
24 S. WALNUT ST.
WACONIA MINN
55387

SUPERINTENDENT

CASS LAKE
INDEP SCH DISTRICT 0115
BOX 187
CASS LAKE MINN
56633

SUPERINTENDENT

WALKER-HACKENSACK
INDEP SCH DISTRICT 0119
WALKER MINN
56484

SUPERINTENDENT

MONTEVIDEO
INDEP SCH DISTRICT 0129
3RD & EUREKA
MONTEVIDEO MINN
56265

SUPERINTENDENT

CHISAGO LAKES
INDEP SCH DISTRICT 0141
LINDSTROM MINN
55045

SUPERINTENDENT

DILWORTH
INDEP SCH DISTRICT 0147
BOX 188
DILWORTH MINN
56529

SUPERINTENDENT

GONVICK-TRAIL
INDEP SCH DISTRICT 0158
GONVICK MINN
56644

SUPERINTENDENT

MOUNTAIN LAKE
INDEP SCH DISTRICT 0173
450 12TH ST.
MOUNTAIN LAKE MINN
56159

SUPERINTENDENT

BRAINERD
INDEP SCH DISTRICT 0181
300 QUINCE ST.
BRAINERD MINN
56401

SUPERINTENDENT

ESKO
INDEP SCH DISTRICT 0099
ESKO MINN
55733

SUPERINTENDENT

WATERTOWN-MAYER
INDEP SCH DISTRICT 0111
BOX 368
WATERTOWN MINN
55388



SUPERINTENDENT

PILLAGER
INDEP SCH DISTRICT 0116
BOX 38
PILLAGER MINN
56473

SUPERINTENDENT

CLARA CITY
INDEP SCH DISTRICT 0126
BOX 590
CLARA CITY MINN
56222

SUPERINTENDENT

NORTH BRANCH
INDEP SCH DISTRICT 0138
320 MAIN ST.
NORTH BRANCH MINN
55056

SUPERINTENDENT

FRANCONIA
COMMON SCH DISTRICT 0323
SHAFER MINN
55074

SUPERINTENDENT

HAWLEY
INDEP SCH DISTRICT 0150
BOX 608
HAWLEY MINN
56549

SUPERINTENDENT

CLEARBROOK
INDEP SCH DISTRICT 0161
CLEARBROOK MINN
56634



SUPERINTENDENT

WESTBROOK
INDEP SCH DISTRICT 0175
BOX 128
WESTBROOK MINN
56183

SUPERINTENDENT

CROSBY-IRONTON
INDEP SCH DISTRICT 0182
CROSBY MINN
56441

SUPERINTENDENT

WRENSHALL
INDEP SCH DISTRICT 0100
BOX 68
WRENSHALL MINN
55797

SUPERINTENDENT

CHASKA
INDEP SCH DISTRICT 0112
1700 CHESTNUT
CHASKA MINN
55318

SUPERINTENDENT

PINE RIVER
INDEP SCH DISTRICT 0117

PINE RIVER MINN
56474

SUPERINTENDENT

MAYNARD
INDEP SCH DISTRICT 0127
BOX 276
MAYNARD MINN
56260

SUPERINTENDENT

RUSH CITY
INDEP SCH DISTRICT 0139

RUSH CITY MINN
55069

SUPERINTENDENT

GLYNDON-FELTON
INDEP SCH DISTRICT 0145

GLYNDON MINN
56547

SUPERINTENDENT

MOORHEAD
INDEP SCH DISTRICT 0152
810 4TH AVE. S.
MOORHEAD MINN
56560

SUPERINTENDENT

BAGLEY
INDEP SCH DISTRICT 0162
308 N. BAGLEY AVE.
BAGLEY MINN
56621

SUPERINTENDENT

WINDOM
INDEP SCH DISTRICT 0177
BOX C-177
WINDOM MINN
56101

SUPERINTENDENT

PEQUOT LAKES
INDEP SCH DISTRICT 0186
BOX 368
PEQUOT LAKES MINN
56472

SUPERINTENDENT

NORWOOD-YOUNG AMERICA
INDEP SCH DISTRICT 0108

NORWOOD MINN
55368

SUPERINTENDENT

BACKUS
INDEP SCH DISTRICT 0114

BACKUS MINN
56435

SUPERINTENDENT

REMER
INDEP SCH DISTRICT 0118
BOX 37
REMER MINN
56672

SUPERINTENDENT

MILAN
INDEP SCH DISTRICT 0128
BOX 180
MILAN MINN
56262

SUPERINTENDENT

TAYLORS FALLS
INDEP SCH DISTRICT 0140

TAYLORS FALLS MINN
55084

SUPERINTENDENT

BARNESVILLE
INDEP SCH DISTRICT 0146
BOX 188
BARNESVILLE MINN
56514

SUPERINTENDENT

ULEN-HITTERDAL
INDEP SCH DISTRICT 0914

ULEN MINN
56585

SUPERINTENDENT

COOK COUNTY
INDEP SCH DISTRICT 0166
BOX F
GRAND MARAIS MINN
55604

SUPERINTENDENT

STORDEN-JEFFERS
INDEP SCH DISTRICT 0178
BOX 68
STORDEN MINN
56174

SUPERINTENDENT

SOUTH ST. PAUL
SPECIAL SCH DIST 0006
700 N. SECOND ST.
SOUTH ST. PAUL MINN
55075





SUPERINTENDENT

BURNSVILLE
INDEP SCH DISTRICT 0191
100 RIVER RIDGE COURT
BURNSVILLE MINN
55337

SUPERINTENDENT

ROSEMOUNT
INDEP SCH DISTRICT 0196
14445 DIAMOND PATH W.
ROSEMOUNT MINN
55068

SUPERINTENDENT

DAKOTA COUNTY AVTI
INDEP SCH DISTRICT 0917
145TH ST. E. & AKRON RD.
ROSEMOUNT MINN
55068

SUPERINTENDENT

KASSON-MANTORVILLE
INDEP SCH DISTRICT 0204

KASSON MINN
55944

SUPERINTENDENT

EVANSVILLE
INDEP SCH DISTRICT 0208

EVANSVILLE MINN
56326

SUPERINTENDENT

DELAVAN
INDEP SCH DISTRICT 0218
BOX 125
DELAVAN MINN
56023

SUPERINTENDENT

WELLS
INDEP SCH DISTRICT 0224
250 2ND AVE. SW.
WELLS MINN
56097

SUPERINTENDENT

LANESBORO
INDEP SCH DISTRICT 0229
100 KIRKWOOD EAST
LANESBORO MINN
55949

SUPERINTENDENT

WYKOFF
INDEP SCH DISTRICT 0236
BOX 96
WYKOFF MINN
55990

SUPERINTENDENT

ALDEN
INDEP SCH DISTRICT 0242
BOX 99
ALDEN MINN
56009

SUPERINTENDENT

FARMINGTON
INDEP SCH DISTRICT 0192
510 WALNUT ST.
FARMINGTON MINN
55024

SUPERINTENDENT

WEST ST. PAUL
INDEP SCH DISTRICT 0197
1037 BIDWELL ST.
WEST ST. PAUL MINN
55118

SUPERINTENDENT

CLAREMONT
INDEP SCH DISTRICT 0201

CLAREMONT MINN
55924

SUPERINTENDENT

WEST CONCORD
INDEP SCH DISTRICT 0205
500 EUGENE ST.
WEST CONCORD MINN
55985

SUPERINTENDENT

KENSINGTON
INDEP SCH DISTRICT 0209

KENSINGTON MINN
56343

SUPERINTENDENT

ELMORE
INDEP SCH DISTRICT 0219
BOX 98
ELMORE MINN
56027

SUPERINTENDENT

WINNEBAGO
INDEP SCH DISTRICT 0225
BOX 65
WINNEBAGO MINN
56098

SUPERINTENDENT

PETERSON
INDEP SCH DISTRICT 0232
BOX 8
PETERSON MINN
55962

SUPERINTENDENT

SPRING VALLEY
INDEP SCH DISTRICT 0237
BOX 72
SPRING VALLEY MINN
55975

SUPERINTENDENT

EMMONS
INDEP SCH DISTRICT 0243
BOX 13
EMMONS MINN
56029





SUPERINTENDENT

AKEVILLE
NDEP SCH DISTRICT 0194
670 210TH ST. W.
AKEVILLE MINN
5044

SUPERINTENDENT

NVER GROVE-PINE BEND
NDEP SCH DISTRICT 0199
875 INVER GROVE TR. E.
NVER GROVE HEIGHTS MINN
5075

SUPERINTENDENT

CDGE CENTER
NDEP SCH DISTRICT 0202
OX 40
CDGE CENTER MINN
5927

SUPERINTENDENT

LEXANDRIA
NDEP SCH DISTRICT 0206
TH & FILLMORE
LEXANDRIA MINN
6308

SUPERINTENDENT

SAKIS
NDEP SCH DISTRICT 0213
4 OAK ST. E.
SAKIS MINN
6360

SUPERINTENDENT

IESTER-WALTERS
NDEP SCH DISTRICT 0222
IESTER MINN
6051

SUPERINTENDENT

LUE EARTH
NDEP SCH DISTRICT 0240
AST 6TH ST.
LUE EARTH MINN
6013

SUPERINTENDENT

RESTON-FOUNTAIN
NDEP SCH DISTRICT 0233
OX 407
RESTON MINN
5965

SUPERINTENDENT

ABEL-CANTON
NDEP SCH DISTRICT 0238
ILLMORE AVE.
ABEL MINN
5954

SUPERINTENDENT

REEBORN
NDEP SCH DISTRICT 0244
OX 155
REEBORN MINN
6032

SUPERINTENDENT

RANDOLPH
INDEP SCH DISTRICT 0195
BOX 38
RANDOLPH MINN
55065

SUPERINTENDENT

HASTINGS
INDEP SCH DISTRICT 0200
9TH & VERMILLION ST.
HASTINGS MINN
55033

SUPERINTENDENT

HAYFIELD
INDEP SCH DISTRICT 0203
HAYFIELD MINN
55940

SUPERINTENDENT

BRANDON
INDEP SCH DISTRICT 0207
BOX 185
BRANDON MINN
56315

SUPERINTENDENT

BRICELYN
INDEP SCH DISTRICT 0217
BOX 277
BRICELYN MINN
56014

SUPERINTENDENT

MINNESOTA LAKE
INDEP SCH DISTRICT 0223
BOX 218
MINNESOTA LAKE MINN
56068

SUPERINTENDENT

HARMONY
INDEP SCH DISTRICT 0228
145 MAIN AVE. S.
HARMONY MINN
55939

SUPERINTENDENT

RUSHFORD
INDEP SCH DISTRICT 0234
BOX 368
RUSHFORD MINN
55971

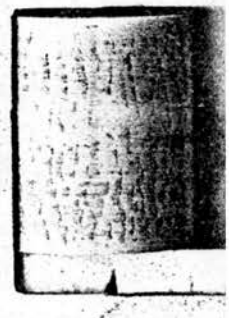
SUPERINTENDENT

ALBERT LEA
INDEP SCH DISTRICT 0241
109 WEST AVE.
ALBERT LEA MINN
56007

SUPERINTENDENT

GLENVILLE
INDEP SCH DISTRICT 0245
230 5TH ST. SE.
GLENVILLE MINN
56036





SUPERINTENDENT

CANNON FALLS
INDEP SCH DISTRICT 0252
820 E. MINNESOTA ST.
CANNON FALLS MINN
55009

SUPERINTENDENT

RED WING
INDEP SCH DISTRICT 0256
525 EAST AVE.
RED WING MINN
55066

SUPERINTENDENT

BARRETT
INDEP SCH DISTRICT 0262
BOX 273
BARRETT MINN
56311

SUPERINTENDENT

HOUSTON
INDEP SCH DISTRICT 0294
306 W. ELM
HOUSTON MINN
55943

SUPERINTENDENT

AKELEY
INDEP SCH DISTRICT 0301
BOX 246
AKELEY MINN
56433

SUPERINTENDENT

BRAHAM
INDEP SCH DISTRICT 0314
BOX 488
BRAHAM MINN
55006

SUPERINTENDENT

GRAND RAPIDS
INDEP SCH DISTRICT 0318
820 N. POKEGAMA AVE.
GRAND RAPIDS MINN
55744

SUPERINTENDENT

SIOUX VALLEY
INDEP SCH DISTRICT 0328
ROUTE 2
LAKE PARK, IOWA
51347

SUPERINTENDENT

ATWATER
INDEP SCH DISTRICT 0341

ATWATER MINN
56209

SUPERINTENDENT

PRINSBURG
COMMON SCH DISTRICT 0815
BOX 98
PRINSBURG MINN
56281

SUPERINTENDENT

GOODHUE
INDEP SCH DISTRICT 0253
BOX 128
GOODHUE MINN
55027

SUPERINTENDENT

WANAMINGO
INDEP SCH DISTRICT 0258

WANAMINGO MINN
55983

SUPERINTENDENT

ELBOW LAKE
INDEP SCH DISTRICT 0263
411 1ST ST. SE.
ELBOW LAKE MINN
56531

SUPERINTENDENT

SPRING GROVE
INDEP SCH DISTRICT 0297
BOX 626
SPRING GROVE MINN
55974

SUPERINTENDENT

LAPORTE
INDEP SCH DISTRICT 0306
BOX 8
LAPORTE MINN
56461

SUPERINTENDENT

CAMBRIDGE
INDEP SCH DISTRICT 0911
430 NW. 8TH ST.
CAMBRIDGE MINN
55008

SUPERINTENDENT

NASHWAUK-KEEWATIN
INDEP SCH DISTRICT 0319
400 2ND ST.
NASHWAUK MINN
55769

SUPERINTENDENT

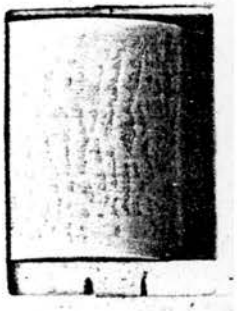
HERON LAKE-OKABENA
INDEP SCH DISTRICT 0330
BOX 378
HERON LAKE MINN
56137

SUPERINTENDENT

NEW LONDON-SPICER
INDEP SCH DISTRICT 0345
BOX 287
NEW LONDON MINN
56273

SUPERINTENDENT

HALLOCK
INDEP SCH DISTRICT 0351
BOX L
HALLOCK MINN
56728





SUPERINTENDENT

KENYON
INDEP SCH DISTRICT 0254
401 FOREST
KENYON MINN
55946

SUPERINTENDENT

ZUMBROTA
INDEP SCH DISTRICT 0260
705 MILL ST.
ZUMBROTA MINN
55992

SUPERINTENDENT

HERMAN
INDEP SCH DISTRICT 0264

HERMAN MINN
56248

SUPERINTENDENT

CALEDONIA
INDEP SCH DISTRICT 0299
N. MAIN ST.
CALEDONIA MINN
55921

SUPERINTENDENT

NEVIS
INDEP SCH DISTRICT 0308
BOX 183
NEVIS MINN
56467

SUPERINTENDENT

COLERAINE
INDEP SCH DISTRICT 0316
ROOSEVELT AVE.
COLERAINE MINN
55722

SUPERINTENDENT

JACKSON
INDEP SCH DISTRICT 0324
405 5TH ST.
JACKSON MINN
56143

SUPERINTENDENT

MORA
INDEP SCH DISTRICT 0332
400 E. MAPLE
MORA MINN
55051

SUPERINTENDENT

RAYMOND
INDEP SCH DISTRICT 0346
309 DAY ST.
RAYMOND MINN
56282

SUPERINTENDENT

HUMBOLDT-ST. VINCENT
INDEP SCH DISTRICT 0352
BOX 54
HUMBOLDT MINN
56731

SUPERINTENDENT

PINE ISLAND
INDEP SCH DISTRICT 0255
BOX 398
PINE ISLAND MINN
55963

SUPERINTENDENT

ASHBY
INDEP SCH DISTRICT 0261
BOX C
ASHBY MINN
56309

SUPERINTENDENT

HOFFMAN
INDEP SCH DISTRICT 0265
BOX 306
HOFFMAN MINN
56339

SUPERINTENDENT

LA CRESCENT
INDEP SCH DISTRICT 0300
LANCER BLVD.
LA CRESCENT MINN
55947

SUPERINTENDENT

PARK RAPIDS
INDEP SCH DISTRICT 0309

PARK RAPIDS MINN
56470

SUPERINTENDENT

DEER RIVER
INDEP SCH DISTRICT 0317

DEER RIVER MINN
56636

SUPERINTENDENT

LAKEFIELD
INDEP SCH DISTRICT 0325
BOX 338
LAKEFIELD MINN
56150

SUPERINTENDENT

OGILVIE
INDEP SCH DISTRICT 0333
BOX 186
OGILVIE MINN
56358

SUPERINTENDENT

WILLMAR
INDEP SCH DISTRICT 0347
611 W. 5TH ST.
WILLMAR MINN
56201

SUPERINTENDENT

KARLSTAD
INDEP SCH DISTRICT 0353
BOX 178
KARLSTAD MINN
56732





SUPERINTENDENT

KENNEDY
INDEP SCH DISTRICT 0354
BOX 127
KENNEDY MINN
56733

SUPERINTENDENT

SOUTH KOOCHICHING
INDEP SCH DISTRICT 0363
BOX 465
NORTHOME MINN
56661

SUPERINTENDENT

DAWSON-BOYD
INDEP SCH DISTRICT 0378
BOX S
DAWSON MINN
56232

SUPERINTENDENT

LE CENTER
INDEP SCH DISTRICT 0392
150 W. TYRONE ST.
LE CENTER MINN
56057

SUPERINTENDENT

HENDRICKS
INDEP SCH DISTRICT 0402
200 E. LINCOLN
HENDRICKS MINN
56136

SUPERINTENDENT

TYLER
INDEP SCH DISTRICT 0409
BOX 659
TYLER MINN
56178

SUPERINTENDENT

MINNEOTA
INDEP SCH DISTRICT 0414
504 N. MONROE ST.
MINNEOTA MINN
56264

SUPERINTENDENT

5 WEST & W CENTRAL ECSU
INDEP SCH DISTRICT 0991
SW STATE UNIVERSITY
MARSHALL MINN
56258

SUPERINTENDENT

LESTER PRAIRIE
INDEP SCH DISTRICT 0424
HICKORY AVE. & 2ND ST. N
LESTER PRAIRIE MINN
55354

SUPERINTENDENT

MAHNOMEN
INDEP SCH DISTRICT 0432
BOX 319
MAHNOMEN MINN
56557

SUPERINTENDENT

LANCASTER
INDEP SCH DISTRICT 0356
BOX 217
LANCASTER MINN
56735

SUPERINTENDENT

BELLINGHAM
INDEP SCH DISTRICT 0371
BOX 367
BELLINGHAM MINN
56212

SUPERINTENDENT

LAKE SUPERIOR
INDEP SCH DISTRICT 0381
405 4TH AVE.
TWO HARBORS MINN
55616

SUPERINTENDENT

LE SUEUR
INDEP SCH DISTRICT 0393
901 E. FERRY ST.
LE SUEUR MINN
56058

SUPERINTENDENT

IVANHOE
INDEP SCH DISTRICT 0403
BOX 9
IVANHOE MINN
56142

SUPERINTENDENT

BALATON
INDEP SCH DISTRICT 0411
330 THIRD ST.
BALATON MINN
56115

SUPERINTENDENT

LYND
INDEP SCH DISTRICT 0415
BOX 68
LYND MINN
56157

SUPERINTENDENT

BROWNTON
INDEP SCH DISTRICT 0421
BOX 338
BROWNTON MINN
55312

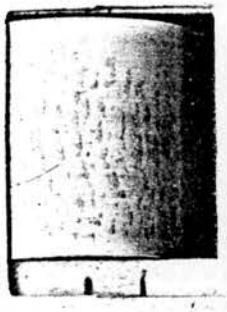
SUPERINTENDENT

SILVER LAKE
INDEP SCH DISTRICT 0425

SILVER LAKE MINN
55381

SUPERINTENDENT

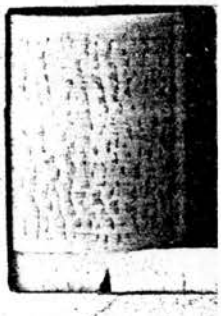
WAUBUN
INDEP SCH DISTRICT 0435
BOX 98
WAUBUN MINN
56589





UPERINTENDENT		SUPERINTENDENT		
NTERNATIONAL FALLS NDEP SCH DISTRICT TH ST. & 6TH AVE. NTERNATIONAL FALLS 6649	0361 MINN	LITTLEFORK-BIG FALLS INDEP SCH DISTRICT BOX D LITTLEFORK 56653	0362 MINN	(
UPERINTENDENT		SUPERINTENDENT		
ARIETTA NDEP SCH DISTRICT ARIETTA 6257	0376 MINN	MADISON INDEP SCH DISTRICT 316 4TH ST. MADISON 56256	0377 MINN	(
UPERINTENDENT		SUPERINTENDENT		
AKE OF THE WOODS NDEP SCH DISTRICT OX 310 AUDETTE 6623	0390 MINN	CLEVELAND INDEP SCH DISTRICT CLEVELAND 56017	0391 MINN	(
UPERINTENDENT		SUPERINTENDENT		
ONTGOMERY-LONSDALE NDEP SCH DISTRICT 01 2ND ST. NE. ONTGOMERY 6069	0394 MINN	WATERVILLE-ELYSIAN INDEP SCH DISTRICT 500 E. PAQUIN ST. WATERVILLE 56096	0395 MINN	(
UPERINTENDENT		SUPERINTENDENT		
AKE BENTON NDEP SCH DISTRICT 01 GARFIELD ST. AKE BENTON 6149	0404 MINN	VERDI INDEP SCH DISTRICT BOX 7-A VERDI 56179	0408 MINN	(
UPERINTENDENT		SUPERINTENDENT		
OTTONWOOD NDEP SCH DISTRICT OX 107 OTTONWOOD 6229	0412 MINN	MARSHALL INDEP SCH DISTRICT 401 S. SARATOGA ST. MARSHALL 56258	0413 MINN	(
UPERINTENDENT		SUPERINTENDENT		
RACY NDEP SCH DISTRICT 34 PINE ST. RACY 6175	0417 MINN	RUSSELL INDEP SCH DISTRICT RUSSELL 56169	0418 MINN	(
UPERINTENDENT		SUPERINTENDENT		
LENCOE NDEP SCH DISTRICT 6TH ST. & PRYOR LENCOE 5336	0422 MINN	HUTCHINSON INDEP SCH DISTRICT 30 GLEN ST. N. HUTCHINSON 55350	0423 MINN	(
UPERINTENDENT		SUPERINTENDENT		
TEWART NDEP SCH DISTRICT TEWART 5385	0426 MINN	WINSTED INDEP SCH DISTRICT 431 4TH ST. N. WINSTED 55395	0427 MINN	(
UPERINTENDENT		SUPERINTENDENT		
LVARADO NDEP SCH DISTRICT OX 816 LVARADO 6710	0436 MINN	ARGYLE INDEP SCH DISTRICT BOX 279 ARGYLE 56713	0437 MINN	(





SUPERINTENDENT

MIDDLE RIVER
INDEP SCH DISTRICT 0440
BOX 130
MIDDLE RIVER MINN
56737

SUPERINTENDENT

STRANDQUIST
INDEP SCH DISTRICT 0444
BOX 6
STRANDQUIST MINN
56758

SUPERINTENDENT

EAST CHAIN
INDEP SCH DISTRICT 0453
ROUTE 1
BLUE EARTH MINN
56013

SUPERINTENDENT

TRUMAN
INDEP SCH DISTRICT 0458
BOX 276
TRUMAN MINN
56088

SUPERINTENDENT

EDEN VALLEY-WATKINS
INDEP SCH DISTRICT 0463
BOX 47
EDEN VALLEY MINN
55329

SUPERINTENDENT

ISLE
INDEP SCH DISTRICT 0473
BOX 25
ISLE MINN
56342

SUPERINTENDENT

LITTLE FALLS
INDEP SCH DISTRICT 0482
109 NE. 2ND AVE.
LITTLE FALLS MINN
56345

SUPERINTENDENT

SWANVILLE
INDEP SCH DISTRICT 0486
BOX 98
SWANVILLE MINN
56382

SUPERINTENDENT

LYLE
INDEP SCH DISTRICT 0497
BOX 38
LYLE MINN
55953

SUPERINTENDENT

FULDA
INDEP SCH DISTRICT 0505
FULDA MINN
56131

SUPERINTENDENT

NEWFOLDEN
INDEP SCH DISTRICT 0441
BOX 277
NEWFOLDEN MINN
56738

SUPERINTENDENT

WARREN
INDEP SCH DISTRICT 0446
224 E. BRIDGE ST.
WARREN MINN
56762



SUPERINTENDENT

FAIRMONT
INDEP SCH DISTRICT 0454
115 S. PARK ST.
FAIRMONT MINN
56031

SUPERINTENDENT

WELCOME
INDEP SCH DISTRICT 0459
WELCOME MINN
56181

SUPERINTENDENT

GROVE CITY
INDEP SCH DISTRICT 0464
BOX 278
GROVE CITY MINN
56243

SUPERINTENDENT

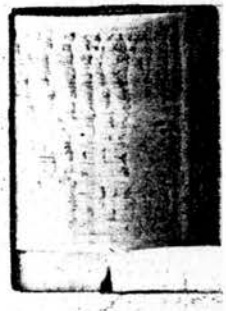
PRINCETON
INDEP SCH DISTRICT 0477
606 S. 3RD ST.
PRINCETON MINN
55371

SUPERINTENDENT

MOTLEY
INDEP SCH DISTRICT 0483
BOX 268
MOTLEY MINN
56466

SUPERINTENDENT

UPSALA
INDEP SCH DISTRICT 0487
UPSALA MINN
56384



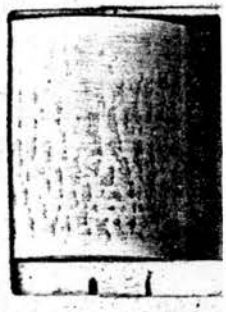
SUPERINTENDENT

LE ROY-OSTRANDER
INDEP SCH DISTRICT 0499
BOX N
LE ROY MINN
55951

SUPERINTENDENT

CHANDLER-LAKE WILSON
INDEP SCH DISTRICT 0918
LAKE WILSON MINN
56151

UPERINTENDENT		SUPERINTENDENT		
SLC INDEP SCH DISTRICT	0442	S[illegible]PHEN INDEP SCH DISTRICT	0443	
SLC	MINN	BOX 68 STEPHEN	MINN	
56744		56757		
SUPERINTENDENT		SUPERINTENDENT		
GRYGLA-GATZKE INDEP SCH DISTRICT	0447	CEYLON INDEP SCH DISTRICT	0451	
BOX 18 GRYGLA	MINN	BOX 368 CEYLON	MINN	
56727		56121		
SUPERINTENDENT		SUPERINTENDENT		
SHERBURN INDEP SCH DISTRICT	0456	TRIMONT INDEP SCH DISTRICT	0457	
SHERBURN	MINN	BOX N TRIMONT	MINN	
56171		56176		
SUPERINTENDENT		SUPERINTENDENT		
GRANADA-HUNTLEY INDEP SCH DISTRICT	0460	COSMOS INDEP SCH DISTRICT	0461	
BOX 17 GRANADA	MINN	320 N. SATURN ST. COSMOS	MINN	
56039		56228		
SUPERINTENDENT		SUPERINTENDENT		
LITCHFIELD INDEP SCH DISTRICT	0465	DASSEL-COKATO INDEP SCH DISTRICT	0466	
901 GILMAN AVE. N. LITCHFIELD	MINN	HWY. 12 & WRIGHT CO. 100 COKATO	MINN	
55355		55321		
SUPERINTENDENT		SUPERINTENDENT		
ONAMIA INDEP SCH DISTRICT	0480	MILACA INDEP SCH DISTRICT	0912	
BOX B ONAMIA	MINN	500 SW. 4TH ST. MILACA	MINN	
56359		56353		
SUPERINTENDENT		SUPERINTENDENT		
PIERZ INDEP SCH DISTRICT	0484	ROYALTON INDEP SCH DISTRICT	0485	
PIERZ	MINN	BOX 5 ROYALTON	MINN	
56364		56373		
SUPERINTENDENT		SUPERINTENDENT		
AUSTIN INDEP SCH DISTRICT	0492	GRAND MEADOW INDEP SCH DISTRICT	0495	
202 4TH AVE. NE. AUSTIN	MINN	BOX 68 GRAND MEADOW	MINN	
55912		55936		
SUPERINTENDENT		SUPERINTENDENT		
SOUTHLAND INDEP SCH DISTRICT	0500	SLAYTON INDEP SCH DISTRICT	0504	
ADAMS	MINN	2420 28TH ST. SLAYTON	MINN	
55909		56172		
SUPERINTENDENT		SUPERINTENDENT		
NICCLLET INDEP SCH DISTRICT	0507	ST. PETER INDEP SCH DISTRICT	0508	
BOX 108 NICCLLET	MINN	LINCOLN DRIVE ST. PETER	MINN	
56074		56082		





SUPERINTENDENT

ADRIAN
INDEP SCH DISTRICT 0511
BOX 38
ADRIAN MINN
56110

SUPERINTENDENT

WORTHINGTON
INDEP SCH DISTRICT 0518
BOX C
WORTHINGTON MINN
56187

SUPERINTENDENT

HALSTAD
INDEP SCH DISTRICT 0524
HALSTAD MINN
56548

SUPERINTENDENT

BYRON
INDEP SCH DISTRICT 0531
BOX 157
BYRON MINN
55920

SUPERINTENDENT

SOUTHEAST ECSU
INDEP SCH DISTRICT 0921
5930 BANDEL ROAD
ROCHESTER MINN
55901

SUPERINTENDENT

HENNING
INDEP SCH DISTRICT 0545
BOX 15
HENNING MINN
56551

SUPERINTENDENT

UNDERWOOD
INDEP SCH DISTRICT 0550
UNDERWOOD MINN
56586

SUPERINTENDENT

THIEF RIVER FALLS
INDEP SCH DISTRICT 0564
BOX 160
THIEF RIVER FALLS MINN
56701

SUPERINTENDENT

HINCKLEY
INDEP SCH DISTRICT 0573
BOX 308
HINCKLEY MINN
55037

SUPERINTENDENT

EDGERTON
INDEP SCH DISTRICT 0581
BOX 307
EDGERTON MINN
56128

SUPERINTENDENT

BREWSTER
INDEP SCH DISTRICT 0513
BOX 309
BREWSTER MINN
56119

SUPERINTENDENT

ADA
INDEP SCH DISTRICT 0521
105 E. 4TH AVE.
ADA MINN
56510

SUPERINTENDENT

HENDRUM-PERLEY
INDEP SCH DISTRICT 0525
BOX 39
HENDRUM MINN
56550

SUPERINTENDENT

DOVER-EYOTA
INDEP SCH DISTRICT 0533
BOX 268
EYOTA MINN
55934

SUPERINTENDENT

BATTLE LAKE
INDEP SCH DISTRICT 0542
BATTLE LAKE MINN
56515

SUPERINTENDENT

PARKERS PRAIRIE
INDEP SCH DISTRICT 0547
BOX 46
PARKERS PRAIRIE MINN
56361

SUPERINTENDENT

NEW YORK MILLS
INDEP SCH DISTRICT 0553
BOX 218
NEW YORK MILLS MINN
56567

SUPERINTENDENT

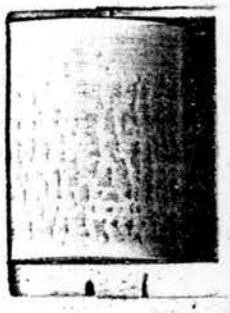
NORTHWEST ECSU
INDEP SCH DISTRICT 0928
BOX 160
THIEF RIVER FALLS MINN
56701

SUPERINTENDENT

SANDSTONE
INDEP SCH DISTRICT 0576
SANDSTONE MINN
55072

SUPERINTENDENT

JASPER
INDEP SCH DISTRICT 0582
JASPER MINN
56144





SUPERINTENDENT

ELLSWORTH
INDEP SCH DISTRICT 0514
BOX 9
ELLSWORTH MINN
56129

SUPERINTENDENT

BORUP
INDEP SCH DISTRICT 0522
BORUP MINN
56519

SUPERINTENDENT

TWIN VALLEY
INDEP SCH DISTRICT 0526
TWIN VALLEY MINN
56584

SUPERINTENDENT

STEWARTVILLE
INDEP SCH DISTRICT 0534
500 SW. 4TH ST.
STEWARTVILLE MINN
55976

SUPERINTENDENT

DEER CREEK
INDEP SCH DISTRICT 0543
BOX 235
DEER CREEK MINN
56527

SUPERINTENDENT

PELICAN RAPIDS
INDEP SCH DISTRICT 0548
BOX V
PELICAN RAPIDS MINN
56572

SUPERINTENDENT

WEST CENTRAL ECSU
INDEP SCH DISTRICT 0926
120 S. VINE, PC DRAWER E
FERGUS FALLS MINN
56537

SUPERINTENDENT

ASKOV
INDEP SCH DISTRICT 0566
ASKOV MINN
55704

SUPERINTENDENT

WILLOW RIVER
INDEP SCH DISTRICT 0577
BOX 66
WILLOW RIVER MINN
55795

SUPERINTENDENT

PIPESTONE
INDEP SCH DISTRICT 0583
BOX 71
PIPESTONE MINN
56164

SUPERINTENDENT

POND LAKE
INDEP SCH DISTRICT 0516
ROUND LAKE MINN
56167

SUPERINTENDENT

GARY
INDEP SCH DISTRICT 0523
BOX 47
GARY MINN
56545

SUPERINTENDENT

CHATFIELD
INDEP SCH DISTRICT 0227
CHATFIELD MINN
55923

SUPERINTENDENT

ROCHESTER
INDEP SCH DISTRICT 0535
401 2ND ST. SW.
ROCHESTER MINN
55901

SUPERINTENDENT

FERGUS FALLS
INDEP SCH DISTRICT 0544
600 FRIBERG AVE.
FERGUS FALLS MINN
56537

SUPERINTENDENT

PERHAM
INDEP SCH DISTRICT 0549
200 5TH ST. SE.
PERHAM MINN
56573

SUPERINTENDENT

GOODRIDGE
INDEP SCH DISTRICT 0561
BOX 195
GOODRIDGE MINN
56725

SUPERINTENDENT

FINLAYSON
INDEP SCH DISTRICT 0570
FINLAYSON MINN
55735

SUPERINTENDENT

PINE CITY
INDEP SCH DISTRICT 0578
605 6TH ST.
PINE CITY MINN
55063

SUPERINTENDENT

RUTHTON
INDEP SCH DISTRICT 0584
BOX 8
RUTHTON MINN
56170





SUPERINTENDENT

CLIMAX
INDEP SCH DISTRICT 0592
BOX 45
CLIMAX MINN
56523

SUPERINTENDENT

CROOKSTON
INDEP SCH DISTRICT 0593
BOX 602
CROOKSTON MINN
56716

SUPERINTENDENT

FERTILE-BELTRAMI
INDEP SCH DISTRICT 0599
FERTILE MINN
56540

SUPERINTENDENT

FISHER
INDEP SCH DISTRICT 0600
BOX 37
FISHER MINN
56723



SUPERINTENDENT

MENTOR
INDEP SCH DISTRICT 0604
MENTOR MINN
56736

SUPERINTENDENT

CYRUS
INDEP SCH DISTRICT 0611
BOX 39
CYRUS MINN
56323

SUPERINTENDENT

VILLARD
INDEP SCH DISTRICT 0615
BOX 66
VILLARD MINN
56385

SUPERINTENDENT

OKLEE
INDEP SCH DISTRICT 0627
OKLEE MINN
56742

SUPERINTENDENT

BELVIEW
INDEP SCH DISTRICT 0631
BOX 8
BELVIEW MINN
56214

SUPERINTENDENT

LAMBERTON
INDEP SCH DISTRICT 0633
BOX 278
LAMBERTON MINN
56152

SUPERINTENDENT

REDWOOD FALLS
INDEP SCH DISTRICT 0637
4TH & LINCOLN
REDWOOD FALLS MINN
56283

SUPERINTENDENT

SANBORN
INDEP SCH DISTRICT 0638
SANBORN MINN
56083

SUPERINTENDENT

BIRD ISLAND
INDEP SCH DISTRICT 0646
110 S. 9TH ST.
BIRD ISLAND MINN
55310

SUPERINTENDENT

BUFFALO LAKE
INDEP SCH DISTRICT 0647
BOX 278
BUFFALO LAKE MINN
55314

SUPERINTENDENT

FRANKLIN
INDEP SCH DISTRICT 0650
BOX 38
FRANKLIN MINN
55333

SUPERINTENDENT

HECTOR
INDEP SCH DISTRICT 0651
HECTOR MINN
55342



SUPERINTENDENT

RENVILLE
INDEP SCH DISTRICT 0654
BOX 338
RENVILLE MINN
56284

SUPERINTENDENT

SACRED HEART
INDEP SCH DISTRICT 0655
BOX 10
SACRED HEART MINN
56285

SUPERINTENDENT

NORTHFIELD
INDEP SCH DISTRICT 0659
301 UNION ST.
NORTHFIELD MINN
55057

SUPERINTENDENT

MAGNOLIA
INDEP SCH DISTRICT 0669
MAGNOLIA MINN
56158

UPERINTENDENT

AST GRAND FORKS
NDEP SCH DISTRICT 0595
420 4TH AVE. NW.
AST GRAND FORKS MINN
6721

SUPERINTENDENT

ERSKINE
INDEP SCH DISTRICT 0597
BOX 209
ERSKINE MINN
56535

UPERINTENDENT

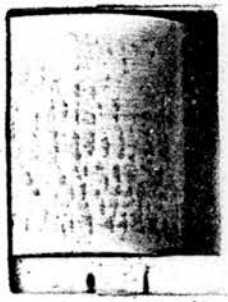
CSSTON
NDEP SCH DISTRICT 0601

CSSTON MINN
6542

SUPERINTENDENT

MC INTOSH
INDEP SCH DISTRICT 0603

MC INTOSH MINN
56556



UPERINTENDENT

LENWOOD
NDEP SCH DISTRICT 0612
E. 2ND AVE.
LENWOOD MINN
6334

SUPERINTENDENT

STARBUCK
INDEP SCH DISTRICT 0614

STARBUCK MINN
56381

UPERINTENDENT

LUMMER
NDEP SCH DISTRICT 0628

LUMMER MINN
6748

SUPERINTENDENT

RED LAKE FALLS
INDEP SCH DISTRICT 0630
BOX 367
RED LAKE FALLS MINN
56750

UPERINTENDENT

ILROY
NDEP SCH DISTRICT 0635
OX 10
ILROY MINN
6263

SUPERINTENDENT

MORGAN
INDEP SCH DISTRICT 0636
BOX 188
MORGAN MINN
56266

UPERINTENDENT

ABASSO
NDEP SCH DISTRICT 0640
333 MAY ST.
ABASSO MINN
6293

SUPERINTENDENT

WALNUT GROVE
INDEP SCH DISTRICT 0641

WALNUT GROVE MINN
56180

UPERINTENDENT

ANUBE
NDEP SCH DISTRICT 0648
OX 157
ANUBE MINN
6230

SUPERINTENDENT

FAIRFAX
INDEP SCH DISTRICT 0649
300 SE. 2ND ST., BOX 489
FAIRFAX MINN
55332

UPERINTENDENT

ORTON
NDEP SCH DISTRICT 0652
OX 68
ORTON MINN
6270

SUPERINTENDENT

OLIVIA
INDEP SCH DISTRICT 0653
709 S. 9TH ST.
OLIVIA MINN
56277



UPERINTENDENT

ARIBAULT
NDEP SCH DISTRICT 0656
855 NW. 1ST AVE.
ARIBAULT MINN
5021

SUPERINTENDENT

MORRISTOWN
INDEP SCH DISTRICT 0657
BOX 278
MORRISTOWN MINN
55052

UPERINTENDENT

UVERNE
NDEP SCH DISTRICT 0670
OX 278
UVERNE MINN
6156

SUPERINTENDENT

HILLS-BEAVER CREEK
INDEP SCH DISTRICT 0671
BOX 547
HILLS MINN
56138

SUPERINTENDENT

BADGER
INDEP SCH DISTRICT 0676
BOX 68
BADGER MINN
56714

SUPERINTENDENT

BELLE PLAINE
INDEP SCH DISTRICT 0716
220 S. MARKET ST.
BELLE PLAINE MINN
56011

SUPERINTENDENT

NEW PRAGUE
INDEP SCH DISTRICT 0721
721 CENTRAL AVE. N.
NEW PRAGUE MINN
56071

SUPERINTENDENT

ARLINGTON
INDEP SCH DISTRICT 0731
202 3RD AVE. NW.
ARLINGTON MINN
55307

SUPERINTENDENT

WINTHROP
INDEP SCH DISTRICT 0735
N. COTTONWOOD ST.
WINTHROP MINN
55396

SUPERINTENDENT

KIMBALL
INDEP SCH DISTRICT 0739
BOX 368
KIMBALL MINN
55353

SUPERINTENDENT

SAUK CENTRE
INDEP SCH DISTRICT 0743
9TH & STATE ROAD
SAUK CENTRE MINN
56378

SUPERINTENDENT

CENTRAL ECSU
INDEP SCH DISTRICT 0923
RM A150-EDU BLDG, UNIV
ST. CLOUD MINN
56301

SUPERINTENDENT

MEDFORD
INDEP SCH DISTRICT 0763
BOX 38
MEDFORD MINN
55049

SUPERINTENDENT

KERKHOVEN-MURDOCK
INDEP SCH DISTRICT 0775

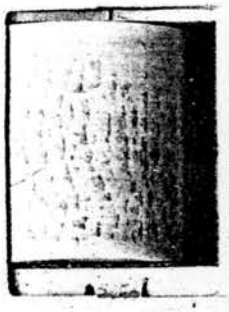
KERKHOVEN MINN
56252

SUPERINTENDENT

GREENBUSH
INDEP SCH DISTRICT 0678
BOX 70
GREENBUSH MINN
56726

SUPERINTENDENT

JORDAN
INDEP SCH DISTRICT 0717
500 SUNSET DRIVE
JORDAN MINN
55352



SUPERINTENDENT

BECKER
INDEP SCH DISTRICT 0726
BOX 188
BECKER MINN
55308

SUPERINTENDENT

GAYLORD
INDEP SCH DISTRICT 0732
500 COURT AVE.
GAYLORD MINN
55334

SUPERINTENDENT

BELGRADE
INDEP SCH DISTRICT 0736

BELGRADE MINN
56312

SUPERINTENDENT

MELROSE
INDEP SCH DISTRICT 0740
546 N. 5TH AVE. E.
MELROSE MINN
56352

SUPERINTENDENT

ALBANY
INDEP SCH DISTRICT 0745
140 3RD ST.
ALBANY MINN
56307

SUPERINTENDENT

BLOOMING PRAIRIE
INDEP SCH DISTRICT 0756
202 4TH AVE. NW.
BLOOMING PRAIRIE MINN
55917



SUPERINTENDENT

HANCOCK
INDEP SCH DISTRICT 0768
BOX 367
HANCOCK MINN
56244

SUPERINTENDENT

BENSON
INDEP SCH DISTRICT 0777
1400 MONTANA AVE.
BENSON MINN
56215

SUPERINTENDENT

ROSEAU
INDEP SCH DISTRICT 0682
509 3RD ST. NE.
ROSEAU MINN
56751

SUPERINTENDENT

PRIOR LAKE
INDEP SCH DISTRICT 0719
15870 FRANKLIN TRAIL SE.
PRIOR LAKE MINN
55372

SUPERINTENDENT

BIG LAKE
INDEP SCH DISTRICT 0727

BIG LAKE MINN
55309

SUPERINTENDENT

GIBBON
INDEP SCH DISTRICT 0733

GIBBON MINN
55335

SUPERINTENDENT

BROOTEN
INDEP SCH DISTRICT 0737
BOX 38
BROOTEN MINN
56316

SUPERINTENDENT

PAYNESVILLE
INDEP SCH DISTRICT 0741
HIGHWAY 23 WEST
PAYNESVILLE MINN
56362

SUPERINTENDENT

SARTELL
INDEP SCH DISTRICT 0748
BOX 328
SARTELL MINN
56377

SUPERINTENDENT

OWATONNA
INDEP SCH DISTRICT 0761
515 WEST BRIDGE
OWATONNA MINN
55060

SUPERINTENDENT

MORRIS
INDEP SCH DISTRICT 0769
201 S. COLUMBIA
MORRIS MINN
56267

SUPERINTENDENT

APPLETON
INDEP SCH DISTRICT 0784
128 S. HERING
APPLETON MINN
56208

SUPERINTENDENT

WARROAD
INDEP SCH DISTRICT 0690
BOX 130
WARROAD MINN
56763

SUPERINTENDENT

SHAKOPEE
INDEP SCH DISTRICT 0720
505 S. HOLMES
SHAKOPEE MINN
55379

SUPERINTENDENT

ELK RIVER
INDEP SCH DISTRICT 0728
400 SCHOOL ST.
ELK RIVER MINN
55330

SUPERINTENDENT

HENDERSON
INDEP SCH DISTRICT 0734
107 8TH ST.
HENDERSON MINN
56044

SUPERINTENDENT

HOLDINGFORD
INDEP SCH DISTRICT 0738
BOX 496
HOLDINGFORD MINN
56340

SUPERINTENDENT

ST. CLOUD
INDEP SCH DISTRICT 0742
628 ROOSEVELT ROAD
ST. CLOUD MINN
56301

SUPERINTENDENT

COLD SPRING
INDEP SCH DISTRICT 0750
ROCORI HIGH SCHOOL
COLD SPRING MINN
56320

SUPERINTENDENT

ELLENDALE-GENEVA
INDEP SCH DISTRICT 0762
BOX 428
ELLENDALE MINN
56026

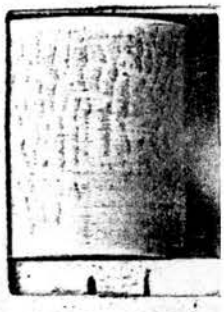
SUPERINTENDENT

CHOKIO-ALBERTA
INDEP SCH DISTRICT 0771
BOX 87
CHOKIO MINN
56221

SUPERINTENDENT

BERTHA-HEWITT
INDEP SCH DISTRICT 0786

BERTHA MINN
56437





SUPERINTENDENT

BROWERVILLE
INDEP SCH DISTRICT 0787
BOX 195
BROWERVILLE MINN
56438

SUPERINTENDENT

LONG PRAIRIE
INDEP SCH DISTRICT 0792
205 SECOND ST. S.
LONG PRAIRIE MINN
56347

SUPERINTENDENT

WHEATON
INDEP SCH DISTRICT 0803
1700 3RD AVE. S.
WHEATON MINN
56296

SUPERINTENDENT

WABASHA
INDEP SCH DISTRICT 0811
611 BROADWAY AVE.
WABASHA MINN
55981

SUPERINTENDENT

SEBEKA
INDEP SCH DISTRICT 0820
SEBEKA MINN
56477

SUPERINTENDENT

JANESVILLE
INDEP SCH DISTRICT 0830
110 E. 3RD ST.
JANESVILLE MINN
56048

SUPERINTENDENT

SOUTH WASHINGTON COUNTY
INDEP SCH DISTRICT 0833
8040 80TH ST. S.
COTTAGE GROVE MINN
55016

SUPERINTENDENT

MADELIA
INDEP SCH DISTRICT 0837
320 BUCK AVE. SE.
MADELIA MINN
56062

SUPERINTENDENT

CAMPBELL-TINTAH
INDEP SCH DISTRICT 0852
BOX 8
CAMPBELL MINN
56522

SUPERINTENDENT

ANNANDALE
INDEP SCH DISTRICT 0876
BOX 190
ANNANDALE MINN
55302

SUPERINTENDENT

CLARISSA
INDEP SCH DISTRICT 0789
CLARISSA MINN
56440

SUPERINTENDENT

STAPLES
INDEP SCH DISTRICT 0793
3RD ST.
STAPLES MINN
56479

SUPERINTENDENT

ELGIN-MILLVILLE
INDEP SCH DISTRICT 0806
1ST STREET SE.
ELGIN MINN
55932

SUPERINTENDENT

LAKE CITY
INDEP SCH DISTRICT 0813
LAKE CITY MINN
55041

SUPERINTENDENT

MENAHGA
INDEP SCH DISTRICT 0821
BOX 160
MENAHGA MINN
56464

SUPERINTENDENT

WALDORF-PEMBERTON
INDEP SCH DISTRICT 0913
WALDORF MINN
56091

SUPERINTENDENT

STILLWATER
INDEP SCH DISTRICT 0834
6225 OASIS AVE. N.
STILLWATER MINN
55082

SUPERINTENDENT

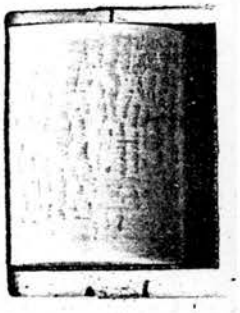
ST. JAMES
INDEP SCH DISTRICT 0840
10TH AVE. N.
ST. JAMES MINN
56081

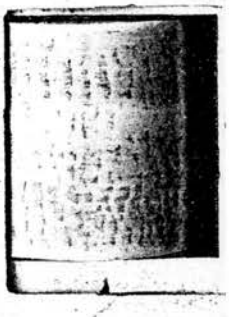
SUPERINTENDENT

LEWISTON
INDEP SCH DISTRICT 0857
LEWISTON MINN
55952

SUPERINTENDENT

BUFFALO
INDEP SCH DISTRICT 0877
109 4TH ST. NE.
BUFFALO MINN
55313





UPERINTENDENT

AGLE BEND
NDEP SCH DISTRICT 0790
CX K
AGLE BEND MINN
6446

UPERINTENDENT

NORTH CENTRAL ECSU
NDEP SCH DISTRICT 0924
22 N. 2ND ST.
TAPLES MINN
6479

UPERINTENDENT

AZEPPA
NDEP SCH DISTRICT 0809
CX 100
AZEPPA MINN
5956

UPERINTENDENT

ERNDALE
NDEP SCH DISTRICT 0818
CX G
ERNDALE MINN
6481

UPERINTENDENT

NEW RICHLAND-HARTLAND
NDEP SCH DISTRICT 0827
CX 188
NEW RICHLAND MINN
6072

UPERINTENDENT

FOREST LAKE
NDEP SCH DISTRICT 0831
08 SW. 15TH ST.
FOREST LAKE MINN
5025

UPERINTENDENT

NE. METROPOLITAN AVTI
NDEP SCH DISTRICT 0916
3300 CENTURY AVE. N
WHITE BEAR LAKE MINN
5110

UPERINTENDENT

BRECKENRIDGE
NDEP SCH DISTRICT 0846
13TH ST. & DOUGLAS AVE.
BRECKENRIDGE MINN
6520

UPERINTENDENT

ST. CHARLES
NDEP SCH DISTRICT 0858
HIGHWAY 14 EAST
ST. CHARLES MINN
5972

UPERINTENDENT

DELANO
NDEP SCH DISTRICT 0879

DELANO MINN
5328

SUPERINTENDENT

GREY EAGLE
INDEP SCH DISTRICT 0791
GREY EAGLE MINN
56336

SUPERINTENDENT

BROWNS VALLEY
INDEP SCH DISTRICT 0801
BOX N
BROWNS VALLEY MINN
56219

SUPERINTENDENT

PLAINVIEW
INDEP SCH DISTRICT 0810
500 W. BROADWAY
PLAINVIEW MINN
55964

SUPERINTENDENT

WADENA
INDEP SCH DISTRICT 0819
BOX 151
WADENA MINN
56482

SUPERINTENDENT

WASECA
INDEP SCH DISTRICT 0829
501 E. ELM AVE.
WASECA MINN
56093

SUPERINTENDENT

MAHTOMEDI
INDEP SCH DISTRICT 0832
814 MAHTOMEDI AVE.
MAHTOMEDI MINN
55115

SUPERINTENDENT

BUTTERFIELD
INDEP SCH DISTRICT 0836
BOX 189
BUTTERFIELD MINN
56120

SUPERINTENDENT

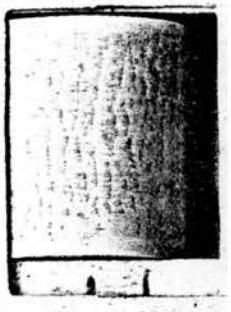
ROTHSAY
INDEP SCH DISTRICT 0850
BOX 247
ROTHSAY MINN
56579

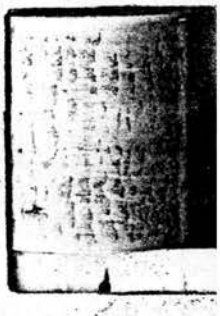
SUPERINTENDENT

WINONA
INDEP SCH DISTRICT 0861
166 W. BROADWAY
WINONA MINN
55987

SUPERINTENDENT

HOWARD LAKE-WAVERLY
INDEP SCH DISTRICT 0880
BOX 408
HOWARD LAKE MINN
55349





SUPERINTENDENT

MAPLE LAKE
INDEP SCH DISTRICT 0881
133 MOLAND AVE.
MAPLE LAKE MINN
55358

SUPERINTENDENT

MONTICELLO
INDEP SCH DISTRICT 0882
BOX 897
MONTICELLO MINN
55362

SUPERINTENDENT

CANBY
INDEP SCH DISTRICT 0891
307 1ST ST. W.
CANBY MINN
56220

SUPERINTENDENT

CLARKFIELD
INDEP SCH DISTRICT 0892

CLARKFIELD MINN
56223



SUPERINTENDENT

WOOD LAKE
INDEP SCH DISTRICT 0896

WOOD LAKE MINN
56297

SUPERINTENDENT

ROCKFORD
INDEP SCH DISTRICT 0883
BOX 9
ROCKFORD MINN
55373

SUPERINTENDENT

ST. MICHAEL-ALBERTVILLE
INDEP SCH DISTRICT 0885

ST. MICHAEL MINN
55376

SUPERINTENDENT

ECHO
INDEP SCH DISTRICT 0893
BOX 246
ECHO MINN
56237

SUPERINTENDENT

GRANITE FALLS
INDEP SCH DISTRICT 0894
450 9TH AVE.
GRANITE FALLS MINN
56241



STATE OF MINNESOTA
DEPARTMENT OF EDUCATION

In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post-Secondary Vocational Education Aids

FINDINGS OF FACT AND CONCLUSIONS

At its meeting of November 21, 1980, the State Board of Education (State Board for Vocational Education) (hereinafter the "Board") proposed that the above-entitled rules be amended and adopted after compliance with the procedure which authorizes an agency to amend and adopt rules without a public hearing. Pursuant thereto, the Notice of Intent to Adopt Rules Without a Public Hearing was published in the State Register together with a copy of the proposed rules. After adoption by the Board, these rules and the record herein shall be submitted to the Attorney General for review.

Based upon all the records and proceedings herein, the Board makes the following:

FINDINGS OF FACT

1. On March 3, 1980, the Request for Public Comment Concerning Proposed Rules Governing the Distribution of Post-Secondary Vocational Education Aids was published in the State Register, 4SR 1420-1422.

2. On November 21, 1980, the Board resolved to adopt 5 MCAR § 1.01041, § 1.01042, § 1.01043, § 1.01044, § 1.01046, and § 1.01047, to amend 5 MCAR § 1.0104, and to repeal 5 MCAR § 1.0105 and § 1.0107 through rule-making procedures for noncontroversial rules without public hearing pursuant to Laws of 1980, ch. 615, § 7

(Minnesota Statute 15.0412, subdivision 4h).

3. On January 14, 1981, 725 copies of the Notice of Intent to Adopt 5 MCAR §§ 1.01041-1.01047, Amend 5 MCAR § 1.0104, and Repeal 5 MCAR §§ 1.0105 and 1.0107 Rules Without Further Public Hearing and the proposed rules were mailed to the names appearing on the Department of Education rule-making mailing list.

4. On January 19, 1981, the Notice of Intent to Adopt Rules Without Further Public Hearing, together with the rules proposed to be adopted, amended, and repealed were published in the State Register, 5SR 1131-1135.

5. No person requested a public hearing within the 30-day comment period.

6. The Board's authority to promulgate the proposed rules is contained in Minnesota Statute 121.21, subdivision 6, and Minnesota Statute 121.11, subdivision 12.

7. The proposed rules are adopted to implement Minnesota Statutes 121.21, subdivision 6, and 124.561, subdivision 2a.

8. One letter was received during the 30-day comment period.

9. In this letter, dated January 29, 1981, Mr. Harlan Sheely, Director of Administrative Services at the 916 Area Vocational-Technical Institute, raises a question concerning the proposed amendment to 5 MCAR § 1.0104, Tuition and Fees. His specific inquiry centers around the necessity for the statement in subsection E.--"Penalty payments shall be deducted from foundation aid."--since foundation aid is no longer a category of post-secondary vocational education funding. In the agency's Statement of Need and Reasonableness (November 20, 1980), it is stated:

> Those portions of this rule dealing with foundation aid are being repealed as the statutes, which provide for this category of funding, were repealed by

> Minn. Stat. (1979 Supp.), Ch. 334, Art. V. As these statutes and accompanying funds are no longer in existence as of July 1, 1980, it is reasonable to repeal the rules governing the distribution of this aid. Those portions of this rule dealing with tuition and fees remain in effect with the exception of subsections F.6. and F.7. referring to foundation aid calculations which are being repealed. Those portions of this rule dealing with tuition and fees that remain in effect have been renumbered to reflect the repeal of the foundation aid section and to maintain continuity.

The inclusion of this sentence in the proposed rule represents an oversight. Therefore, Mr. Sheely's suggestion, which is appropriate inasmuch as the foundation aid statute has been repealed, is accepted by the Board; and the deletion of this sentence from subsection E. of 5 MCAR § 1.0104 will be made.

10. The Statement of Need and Reasonableness for Proposed Rules 5 MCAR § 1.01041, § 1.01042, § 1.01043, § 1.01044, § 1.01046, and § 1.01047 set forth the need for and the reasonableness of the rules to be amended and adopted herein.

11. The Statement of Need and Reasonableness is incorporated into these Findings and becomes a part hereof as though fully set forth herein.

CONCLUSIONS

1. The Board gave due, timely, and adequate legal notice of its intent to adopt rules without public hearing and no public hearing was requested.

2. The Board has statutory authority to promulgate the proposed rules.

3. The Board has fulfilled all relevant, substantive, and procedural requirements of law or rule.

4. The Board has demonstrated the need for and the reasonableness of the proposed rules by an affirmative presentation of facts.

Dated this 10th day of March, 1981.

Ruth A. Myers
President, State Board of Education

CERTIFICATE OF BOARD'S
RESOLUTION ADOPTING RULES

I, Howard B. Casmey, do hereby certify that I am secretary of the State Board of Education (State Board for Vocational Education), a board duly authorized under the laws of the State of Minnesota, and that the following is a true, complete, and correct copy of a resolution adopted at a meeting of the State Board of Education (State Board for Vocational Education), duly and properly called and held on the 10th day of March, 1981, that a quorum was present at said meeting, that a majority of those present voted for the resolution, and that said resolution is set forth in the minutes of said meeting and has not been rescinded or modified.

> RESOLVED, that the noncontroversial rules governing the distribution of post-secondary vocational education aids, 5 MCAR § 1.01041, § 1.01042, § 1.01043, § 1.01044, § 1.01046, and § 1.01047, hereby are approved and adopted, § 1.0104 is amended, and 5 MCAR § 1.0105 and § 1.0107 are repealed, pursuant to authority vested in us by Minnesota Statute 121.21, subd. 6 and Minnesota Statute 121.11, subdivision 12, and that one of the members of the State Board of Education (State Board for Vocational Education) be and hereby is authorized to sign an order adopting these rules,
>
> BE IT FURTHER RESOLVED that if, after review by the Attorney General, it should be deemed appropriate by the Commissioner of Education to make changes in the rules as adopted herein, the Commissioner is hereby authorized to make any changes permitted by law which do not result in a substantially different rule and to sign an amendment to the order adopting the rules.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 10th day of March, 1981.

Howard B. Casmey
Secretary, State Board of Education
(State Board for Vocational Education)

Ruth A. Myers
Member, State Board of Education
(State Board for Vocational Education)

STATE OF MINNESOTA
STATE BOARD FOR VOCATIONAL EDUCATION

STATEMENT OF NEED AND REASONABLENESS
FOR RULE CHANGES FOR CHAPTER SIX: POST SECONDARY
VOCATIONAL-TECHNICAL EDUCATION

5 MCAR § 1.01041 Definition.

The definition of the terms allocation or preliminary allocation was included to clarify the fact that all such allocations or preliminary allocations made by the Division of Vocational-Technical Education are not final distributions of aid funds. They are recommendations to the State Board for Vocational Education which has the final authority to distribute vocational aids after the completion of the public hearing process. The State Board for Vocational Education may alter the recommendations as a result of the public hearing as it deems necessary.

5 MCAR § 1.01042 Post Secondary Vocational Instructional Aid.

This statement has been included to reflect the fact that the allocation of instructional aid is made by means of a formula in accordance with Minn. Stat. § 124.5621 and is not subject to action by the vocational division.

5 MCAR § 1.01043 Post Secondary Vocational Supply Aid.

A. This statement is included to indicate that only those items of expenditure as defined in the statute may be paid for from this aid allocation.

B.1. This statement indicates that the staff of the vocational division shall review each program budget prior to the budget review session with the AVTI staff utilizing the factors enumerated below. The phrase "such factors as" was deleted and the phrase "the following factors" was added to this statement at the prior public hearing on these rules. This change, justified at the hearing, has been made to ensure that unrestricted discretion will be eliminated.

B.1.a. The division staff will review each of the program budgets submitted by the AVTI and for that program from previous years to establish the historical average of per student supply costs. This is to determine expenditure trends and any unique aspects of that program which require consideration.

B.1.b. Division staff will determine the average per student supply costs for all similar programs, e.g., auto mechanics, offered by all AVTIs. This is to create composite statistics regarding supply costs and to provide a basis for improving the management of supply expenditures by the individual AVTIs.

B.1.c. The continued operation of the physical plant is of a high priority. Costs associated with the heating of the building and maintenance supplies are paid for out of supply aid. These expenditure items are reviewed to ascertain that a safe training environment is maintained.

B.2. This statement has been included to illustrate the process whereby the vocational division will establish the increases in the various categories of supply expenditures to account for the effects of inflation upon supply costs. A two-year forecast is necessary as the base year data is the most recent actual expenditure information available at the time when the forecast must be made. The State Economist is the most knowledgeable source of information regarding the projections for increased costs due to inflation.

B.2.a. Separate factors for petroleum related and non-petroleum related supply categories are necessary as the data indicates that increases in petroleum costs will exceed the increases in other categories of supplies. This trend is expected to continue for the foreseeable future.

B.2.a.(1), (a) and (b). This is a listing of the indexes available to the vocational division from the State Economist to forecast increases in the cost of petroleum and related supplies.

B.2.a.(1), (a.-c.). This is a listing of the indexes available to the vocational division from the State Economist to forecast increases in the cost of non-petroleum related supplies.

B.2.b. This statement is to define the lead time that the AVTIs will have after receipt of the inflation factors so that they can file their budget requests. The number of days identified in this statement was changed from 60 to 90 following the prior public hearing on these rules. This change, supported by testimony at the public hearing, has been made to ensure that the AVTIs have sufficient time to consider inflationary factors in the budgetary process.

B.3. This statement has been included to define the management objective for the supplies for resale account and to ensure the prudent use of public funds.

B.3.a. This statement recognizes that the requirements of food service instructional programs are different than the requirements of other types of programs. There is an element of wastage inherent in food service programs which can be minimized but not eradicated. The vocational division will provide management assistance to the AVTIs, to increase the efficiency of the program.

B.3.a.(1 and 2). These are the factors which will be considered in establishing the rate of recovery. The primary concern is to provide maximum instructional benefits to the students and thus the rate of recovery will be less than 100 percent, but wastage will be as low as possible.

B.3.b. This statement establishes the rate of recovery for non-food service programs at 100 percent. Supplies for resale in these programs are often purchased at wholesale and resold at retail which permits an overall recovery rate of 100 percent after allowances for some breakage. The shelf life of such supplies is sufficient to permit this and contamination is generally not a factor.

B.4. This statement requires that a program budget submitted by an AVTI which exceeds the appropriate inflation factor(s) contain written supplemental justification for such increases. As per student costs are a factor in this process as indicated in B.1.b. above, enrollment changes are accounted for.

B.5. This statement indicates that preliminary approval of the total supply aid expenditures shall be given to an AVTI whose total supply aid request is within the established inflationary factors subject to the following conditions.

B.5.a. This statement recognizes that the budget review process will be completed prior to the final appropriations being known in odd-numbered years and, therefore, establishes a procedure for reducing expenditures to the amount appropriated provided that the total request is not more than 105 percent of the funds appropriated for this purpose.

B.5.b. This statement establishes the procedure for reducing requests for supply aid when total requests exceed 105 percent of the funds appropriated for this purpose. It further provides a limitation to the amount of reduction that may be applied to any AVTI whose request for supply aid exceeds the established inflationary factors and a method for effecting such reductions prior to or during the budget review process.

5 MCAR § 1.01044 Post Secondary Vocational Capital Expenditure Aid.

A. This statement is included to indicate that only those items of expenditure as defined in the statute may be paid for from this aid allocation.

B.1. This statement requires that each AVTI shall list its request for items purchased from capital expenditure aid funds in order of priority. The priority shall consider the factors listed in the rule as total requests generally exceed available funds and the primary emphasis must be upon safety and replacement of worn out and/or obsolescent equipment.

B.2. This statement is included to enable the staff of the vocational division to exercise a greater degree of supervision and oversight upon individual equipment purchases which have a relatively high unit cost. Monitoring of these purchases is necessary to achieve a balance between the needs of individual programs and other programs of a similar nature offered in other AVTIs.

B.3. This statement is included to reflect the requirements of the statute regarding procedures for approving requests for capital expenditure aid with a unit cost of at least $4,000 and not exceeding $50,000. Requests for either items of equipment or remodeling site improvements that fall within these dollar limits must follow this procedure. Requests that exceed $50,000 per unit or project require prior approval of the State Board for Vocational Education which must be sought separately from the budget review process in accordance with the statute. Construction of facilities is not included in the budget review process as it is subject to review and funding by the legislature. The statute referenced in this statement was changed from § 124.5264 to § 124.5624 following the prior public hearing on these rules. This change was made to correct a clerical error.

B.3.a. This statement is included to require the specific authorization by the school board that governs the AVTI. This is to ensure that such requests are known to and approved by the school board. AVTI budgets are normally submitted by the AVTI to the local school board for approval before they are submitted to the vocational division on or before January 1st each year.

B.3.b. This statement has been included to reflect the fact that the staff of the vocational division is charged with the responsibility for efficient management of public vocational aid funds which includes ensuring that expenditures for capital items do not exceed the funds available for this purpose. The factors to be considered in this process are listed in B.3.b.(1-3) below.

B.3.b.(1). The division staff will review the program budgets submitted by the AVTI for each program for the current year and prior years to establish the historical pattern of capital and/or equipment expenditures. This pattern will indicate the per student costs and cycles of equipment replacement to achieve an economical method of equipment purchases.

B.3.b.(2). The division staff will compare the capital and/or equipment expenditure costs of similar programs offered in all other AVTIs on the basis of factors established in B.3.b.(1) above. This will indicate how similar programs compare to others of a like nature and serve as a guide for review of the request by that program seeking capital expenditure aids.

B.3.b.(3). The division staff will review capital and/or equipment aid requests with reference to current practices in industry for facilities and equipment. This is to ensure that instructional equipment and facilities meet safety standards and that they are essentially similar to the environment students will be employed in upon completion of the program. Conversely, it is not always necessary or economical to train students to use ultrasophisticated equipment that has not and will not be introduced into general use in industry for several years.

C.1. The same rationale applies to this statement as applies to 5 MCAR § 1.01043 B.5.a. above.

C.2. This statement outlines the procedure whereby the staff of the vocational division shall attempt to effect reductions in an AVTI's request for capital expenditure funds prior to the budget review session. The director of the AVTI in question will then have the opportunity to commence restructuring of the capital aid request and be prepared to modify or defend the request in the budget review should agreement not be effected regarding reductions prior to the review. Such agreements prior to or as a result of the budget review sessions are subject to later reduction in accordance with C.1. above as necessary to reduce requests to an amount not exceeding the funds appropriated for this purpose.

D. This statement has been included to define the minimum and maximum fiscal limits for construction and remodeling requests that require separate action by the State Board for Vocational Education in accordance with the statute. All requests for remodeling and/or construction projects which exceed $150,000 per project require separate legislative approval.

D.1. This statement has been included to indicate that the State Board for Vocational Education shall review requests from all AVTIs for remodeling and/or construction projects using the same factors as defined below in considering such requests so that all requests are treated in an equitable manner.

D.1.a. This statement has been included as it is both reasonable and necessary that all such requests for AVTI remodeling and/or construction projects be specifically authorized by the local school board that governs the AVTI. Projects of this nature are not minor undertakings and thus, the local board should exercise its overall management function in this area.

D.1.b. This statement has been included to indicate the limits placed upon remodeling and/or construction requests. Such projects under this rule are solely for the purpose of providing adequate space for existing programs that are housed in unsuitable facilities. Expansion of facilities for new or proposed programs is subject to legislative approval.

D.1.c. This statement has been included to further define D.1.b. above and to enumerate the factors to be utilized in considering such requests.

D.1.c.(1). This statement has been included to indicate that requests for remodeling and/or construction will be compared on a per student basis for programs of a similar nature in other AVTIs. Such a comparison is necessary to ensure that the most critical needs for facilities receive the highest priority for available funds.

D.1.c.(2). This statement has been included to emphasize the necessity for ensuring that a safe environment for students and staff is a prime factor in considering requests for remodeling and/or construction requests.

D.2. This statement has been included to recognize that the requests for remodeling and/or construction funds will usually exceed the funds available for this purpose. The State Board for Vocational Education will utilize the above factors to approve and/or modify requests so as to fund the most critical projects.

5 MCAR § 1.01046. This statement has been included to recognize that the authority for making final allocations of the various aids rest solely with the State Board for Vocational Education in accordance with the statute. The statute provides that the final allocations shall be made by the State Board for Vocational Education subsequent to the public hearing where affected parties may present testimony for or against the proposed allocations as provided for in the statute. Preliminary allocation of aids presented to the State Board for Vocational Education constitute the recommendations of the vocational division and thus are tentative or advisory in nature. The State Board for Vocational Education is charged with the responsibility for accepting the recommendations presented by the vocational division or making such alterations as it deems advisable as a result of the public hearing process.

5 MCAR § 1.01047. This statement has been included to recognize the fact that the school board which governs an AVTI has the authority to expend the aids allocated within the legal constraints imposed by the appropriate statutes. The local board may shift funds from one program to another so long as such funds are used to meet expenditure items defined by the appropriate statute.

5 MCAR § 1.0104. Amendment and Repeal of Existing Rules.

Those portions of this rule dealing with foundation aid are being repealed as the statutes, which provide for this category of funding, were repealed by

Minn. Stat. (1979 Supp.), Ch. 334, Art. V. As these statutes and accompanying funds are no longer in existence as of July 1, 1980, it is reasonable to repeal the rules governing the distribution of this aid. Those portions of this rule dealing with tuition and fees remain in effect with the exception of subsections F.6. and F.7. referring to foundation aid calculations which are being repealed. Those portions of this rule dealing with tuition and fees that remain in effect have been renumbered to reflect the repeal of the foundation aid section and to maintain continuity.

5 MCAR §§ 1.0105 and 1.0107. Repeal of Existing Rules.

These rules are being repealed as the statutes, which provided for these three categories of funding, were repealed by Minn. Stat. (1979 Supp.), Ch. 334, Art. V. As these statutes and accompanying funds are no longer in existence as of July 1, 1980, it is reasonable to repeal the rules governing the distribution of these aids.

We may call one or more of the following witnesses to testify:

Dr. Mary Thornton Phillips, Assistant Commissioner
Division of Vocational-Technical Education

Robert M. Madson, Manager of Post Secondary Vocational Education
Division of Vocational-Technical Education

Barton J. Kersteter, Supervisor of Support Services Programs
Division of Vocational-Technical Education

We may cite the following:

Minnesota Statutes § 124.5621 through § 124.5624

2/2/81 cb

916 AREA VO-TECH INSTITUTE

January 29, 1981

Robert Madson, Manager - Operational Services
Division of Vocational-Technical Education
State Department of Education
550 Capitol Square Building
St. Paul, MN 55101

The purpose of this letter is to raise a question concerning the notice received of the intent to adopt the MCAR rules affecting the distribution of post secondary vocational aids.

The proposed amendment for 5 MCAR § 1.0104, Tuition and Fees, page 6, paragraph E states that: "A late penalty may be charged not to exceed $10.00 per period established pursuant to D. of this rule. Penalty payments shall be deducted from foundation aid....."

The question then is that since foundation aid is no longer a category of post secondary aid, where will the late penalty charge of $10.00 be deducted?

Please advise.

Harlan H. Sheely, Ed. D.
Director of Administrative Services

HHS/sjj

Superintendent: Dr. William C. Knaak

3300 Century Avenue North, White Bear Lake, Minnesota 55110
Telephone: (612) 770-2351

SPECIAL INTERMEDIATE SCHOOL
DISTRICT NUMBER 916

founded September, 1969

BOARD OF EDUCATION

(Elected by the Following Component School Boards)

District No. 834
Stillwater Area Schools

District No. 624
White Bear Area Schools

District No. 623
Roseville Area Schools

District No. 621
Mounds View Area Schools

District No. 833
So. Washington Co. Area Schools

District No. 622
No. St. Paul-Maplewood Schools

District No. 832
Mahtomedi Area Schools

District No. 12
Centennial Area Schools,
Anoka County

District No. 16
Spring Lake Park Area Schools

916 Area Vo-Tech Institute is an Equal Opportunity Institution

STATE OF MINNESOTA
STATE BOARD OF EDUCATION

In the Matter of the Proposed Adoption, Amendment, and Repeal of Rules of the State Board of Education (State Board for Vocational Education) Governing the Distribution of Post Secondary Vocational Education Aids

STATEMENT OF COMPLIANCE WITH RULEMAKING PROCEDURES

I, Special Assistant Attorney General Charles T. Mottl, do hereby declare that I have examined the proposed rules and all related documents and that, based upon my examination and my personal familiarity with the applicable procedures, the Administrative Procedure Act, the Rules of the Office of Administrative Hearings, and the rules of the Attorney General have been followed. Any exceptions are noted below.

Dated: March 27, 1981

Charles T. Mottl

CHARLES T. MOTTL
Special Assistant
Attorney General

ADMINISTRATIVE AGENCIES
MAR 31 1981
FILED

IN WITNESS WHEREOF, the (name of company) and (name of group self-insurer) have caused this indemnity agreement to be executed by its authorized officers:

GROUP SELF-INSURERS NAME	COMPANY NAME
By: _____	By: _____
DATE: _____	DATE: _____

Department of Education Vocational-Technical Division

Proposed Temporary Rules for the Distribution of Vocational Aids

Request for Public Comment

The State Board of Education has proposed the following temporary rules in response to Minn. Stat. chs. 121 and 124 (1978) as amended by Laws of 1979, ch. 334, Art. V, §§ 1, 7 and 13-16. Authority to adopt such temporary rules is provided by Minn. Stat. § 121.21, subd. 6 as amended by Laws of 1979, ch. 334, Art. V, § 1 and by Minn. Stat. § 15.0412, subd. 5. Additionally, state agencies are directed by Minn. Stat. § 15.0412, subd. 5, to repeal rules which are not in compliance.

All interested parties are hereby afforded the opportunity for 20 days after publication of this material in the *State Register* to submit data and views on the proposed by writing to Charles Coskran, Acting Assistant Commissioner for Vocational-Technical Education, 564 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101. Such publication is hereby ordered.

Any written materials received by the agency shall become part of the hearing record in the final adoption of the temporary rule.

February 11, 1980

Howard B. Casmey
Commissioner of Education

Temporary Rules as Proposed

Chapter Six: Post-Secondary Vocational-Technical Education (all new material)

5 MCAR § 1.01041 Definition. The term allocation or preliminary allocation means the level of funding recommended to the State Board for Vocational Education by the Vocational Division.

5 MCAR § 1.01042 Instructional aid. Instructional aid shall be allocated to the area vocational-technical institutes in accordance with the formula prescribed in Minn. Stat. § 124.5621.

5 MCAR § 1.01043 Post-secondary vocational supply aid.

A. Post-secondary vocational supply aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5622, subd. 4.

B. Supply aid allocation.

1. The Vocational Division shall review each instructional and support services program budget submitted by the AVTI. The budget shall be reviewed and approved, modified or reduced giving consideration to such factors as:

a. The historical average of per student supply costs for the program.

b. The average per student cost of supplies for all similar programs in all AVTIs offering such programs.

c. Continued operation of the physical plant.

2. The Vocational Division shall annually establish inflationary factors which will govern increases in the various categories of supplies. These inflationary factors will be a two-year forecast from the base year which is the fiscal year immediately preceding the deadline for the submission of budgets to the Vocational Division by the AVTIs. The Vocational Division shall obtain estimates of cost for the types of items most commonly purchased by the AVTIs over the two year span of time in determining the inflationary factors from the State Economist, Department of Finance.

a. Separate factors shall be established to determine allowable increases for petroleum related supplies and non-petroleum related supplies.

(1) For petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—refined petroleum products.

(b) Wholesale price index—rubber and plastic products.

(2) For non-petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—lumber and wood products.

(b) Wholesale price index—chemicals and allied products.

(c) Wholesale price index—metals and metal products.

b. These inflationary factors shall be transmitted to the AVTIs not less than 60 days prior to the deadline by which the AVTIs must submit budget requests to the Vocational Division.

3. Each school board which has established an AVTI shall implement policies to recover the cost of supplies purchased for resale to students and the public.

a. For instructional programs in the food service area, such rates of recovery shall be established in consultation with the Vocational Division. Each food service instructional

program will be compared to similar programs offered in other AVTIs to annually adjust the rate of recovery by considering the following factors:

(1) To provide maximum instructional benefits to students.

(2) To minimize the net cost to the program.

b. For all other instructional programs, the rate of cost recovery shall ensure that the total revenue from the resale of supplies shall not be less than the cost of acquisition of supplies purchased for resale.

4. Each AVTI that submits a program budget wherein the increased cost of supplies exceeds the two year forecast of inflationary factors established in B.2. above shall justify such increases in writing. This justification shall be submitted to the Vocational Division with the budget requests to receive consideration.

5. In the event that the total request for supply aid for an individual AVTI does not exceed the base year expenditure plus the inflation factors established in B.2. above, the Vocational Division shall give preliminary approval to the request subject to the later necessity of pro-rated reductions applied to all AVTIs subject to the following:

a. When the total requests for supply aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI shall have their request reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. When the total requests by all AVTIs for supply aid exceed 105 percent of the funds appropriated for this purpose, an AVTI which requests supply aid in excess of its base year expenditures as adjusted by the inflationary factors established in B.2. above may have its request reduced to an amount equal to the base year amount. This reduction shall be accomplished on a program by program basis by the Vocational Division in consultation with the AVTI Director. In effecting such reductions, consideration shall be given to the factors enumerated in B.1.a.-c. above.

5 MCAR § 1.01044 Post-secondary vocational capital expenditure aid.

A. Post-secondary vocational capital expenditure aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5624, subd. 3.

B. Capital equipment aid allocation.

1. Each AVTI shall establish an order of priority for its capital aid requests. In establishing the order of priority, the AVTI shall give consideration to the enhancement of the safety of the students and staff and the replacement of technological obsolescent and/or worn out equipment.

2. All requests for the purchase of equipment which have a unit cost of $1,000 or more shall be justified in writing as a part of the documentation supporting the program budget request. The Vocational Division shall review such requests giving consideration to:

a. The needs of the program as compared to similar programs offered in other AVTIs; and

b. the recommendation of the AVTI program advisory committee established in accordance with 5 MCAR § 1.0075.

3. All projected capital expenditures which have a unit cost of $4,000 or more are subject to approval by the Commissioner of Education prior to purchase. This includes remodeling and site improvement projects with a cost of $4,000 to $50,000. These items shall be included in the appropriate program budget. Such approval shall be sought and given separately from the budget review in accordance with Minn. Stat. § 124.5264, subd. 5 (Supp. 1979).

a. These requests shall have the specific authorization of the school board which governs the AVTI.

b. The AVTI program advisory committee shall concur with the request stating the basis for its recommendation.

c. The Vocational Division shall review and approve, modify or reduce the request giving consideration to the following factors:

(1) The historical pattern of capital and/or equipment expenditures for that AVTI.

(2) A comparison with similar programs offered in other AVTIs.

(3) Current practices for facilities or types of equipment utilized in industry.

C. Preliminary allocations of post-secondary vocational capital expenditure aid for items not exceeding a unit cost of $50,000.

1. When the total requests for capital expenditure aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTIs' request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

2. If the total request for capital expenditure aid exceeds 105 percent of the funds appropriated for this purpose, each AVTIs' budgets shall be reviewed by the Vocational Division. The Vocational Division shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1.-3. above prior to the scheduled budget review with the Vocational Division. The AVTI Director shall be notified in writing as to the amount of the reduction.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

D. Remodeling and construction requests. Requests for remodeling or construction with an estimated cost in excess of $50,000 but not exceeding $150,000 are subject to prior approval by the State Board for Vocational Education in accordance with Minn. Stat. § 121.912 (Supp. 1979).

1. The State Board for Vocational Education shall review such requests giving consideration to the following factors:

a. The specific authorization of the request by the school board which governs the AVTI.

b. The recommendation of the AVTI General Advisory Committees established in accordance with 5 MCAR § 1.0075 A.4., that this project is required to:

(1) Remodel or construct facilities which will provide adequate space for existing programs presently housed within district buildings; or

(2) Construct a facility to provide adequate space for existing programs as a replacement for unsuitable rented space.

c. Construction requests for facilities recommended in b. above shall be reviewed giving consideration to:

(1) A comparison with the facilities for similar programs offered in other AVTIs on a per student basis.

(2) Requirement to meet Occupational Safety and Health Act standards.

2. The State Board for Vocational Education shall review and approve, modify or reduce any requests for remodeling or construction and shall allocate available funds to meet the most critical needs as determined through the review of the factors set forth in D.1.a.-c. above.

5 MCAR § 1.01045 Post-secondary vocational support service aid.

A. Post-secondary vocational support service aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5623, subd. 4.

B. Support service aid allocation.

1. The Vocational Division shall review and approve, modify or reduce the support services budgets submitted by the AVTIs. This review shall include such factors as:

a. The historical expenditures for such items by the individual AVTI.

b. A comparison of support services expenditures on a per student basis for other AVTIs of an essentially similar enrollment for similar areas of expenditures.

c. Expenditures necessary to meet minimum requirements set forth in 5 MCAR § 1.0103.

d. The composition of the student body which would indicate an above average number of students or unique groups of students who meet one or more of the criteria set forth in 5 MCAR § 1.0070 GG. Such students require special needs services to upgrade their basic skills to that level necessary to successfully complete their vocational objectives.

2. Each AVTI shall justify in writing, as a part of the budget request, the addition of any new support services or the creation of new staff positions based upon the criteria set forth in B.1.a.-d. above.

C. Preliminary allocations of post-secondary vocational support aid.

1. In the event that the aggregated requests for support services aid from the AVTIs exceed the funds appropriated for this purpose, continued operation of the physical plant shall be given first priority for funds. Then the AVTIs shall be allocated support service aid in the following manner:

a. When the total requests for support service aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTIs' request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. If the total requests for support service aid exceed 105 percent of the funds appropriated for this purpose, each AVTIs' budgets shall be reviewed by the Vocational Division. The Vocational Division shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1. & 2. above prior to the scheduled budget review with the Vocational Division.

2. The AVTI Director shall be notified in writing as to the amount of the reduction.

5 MCAR § 1.01046 Final allocations shall be made by the State Board for Vocational Education pursuant to Minn. Stat. § 124.561, subd. 3a (Supp. 1979).

5 MCAR § 1.01047 Local responsibility and authority for fund expenditures. Following the final approval of all budget categories, the school board governing an AVTI has the responsibility and authority for expenditure of these categorized aids within the legal constraints of the appropriate statutes.

5 MCAR § 1.0104 Foundation aid.

I. This rule shall be in effect until the close of the day, June 30, 1980.

5 MCAR § 1.0105 Capital expenditure aid.

E. This rule shall be in effect until the close of the day, June 30, 1980.

5 MCAR § 1.0107 Categorical aid.

I. This rule shall be in effect until the close of the day, June 30, 1980.

PROPOSED RULES

Pursuant to Minn. Stat. § 15.0412, subd. 4, agencies must hold public hearings on proposed new rules and/or proposed amendment of existing rules. Notice of intent to hold a hearing must be published in the *State Register* at least 30 days prior to the date set for the hearing, along with the full text of the proposed new rule or amendment. The agency shall make at least one free copy of a proposed rule available to any person requesting it.

Pursuant to Minn. Stat. § 15.0412, subd. 5, when a statute, federal law or court order to adopt, suspend or repeal a rule does not allow time for the usual rulemaking process, temporary rules may be proposed. Proposed temporary rules are published in the *State Register*, and for at least 20 days thereafter, interested persons may submit data and views in writing to the proposing agency.

Department of Commerce Insurance Division

Notice of Withdrawal of Proposed Rules Governing Minimum Anticipated Loss Ratios for Accident and Health Insurance Policies INS-79-006-NG

The above entitled matter came on for hearing on May 16, 1979, and the Hearing Examiner, Natalie L. Gaull, issued her report on July 25, 1979.

After review of the record herein, the commissioner hereby orders that the Proposed Rules Governing Minimum Anticipated Loss Ratios for Accident and Health Insurance Policies (4 MCAR §§ 1.3275 through 1.3282) are withdrawn.

June 5, 1980

Michael D. Markman
Commissioner of Insurance

Board of Education (State Board for Vocational Education)
Department of Education
Vocational-Technical Division

Proposed Rules Governing the Distribution of Post-Secondary Vocational Education Aids (5 MCAR §§ 1.01041-1.01047) and Proposed Repeal of 5 MCAR §§ 1.0104, 1.0105, and 1.0107

Notice of Hearing

A public hearing concerning the proposed rule will be held in Conference Room A, Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101, on Tuesday, August 5, 1980, commencing at 9:00 a.m. The proposed rule may be modified as a result of the hearing process. Therefore, if you are affected in any manner by the proposed rule, you are urged to participate in the rule hearing process.

Following the agency's presentation at the hearing all interested or affected persons will have an opportunity to ask questions and make comments. Statements may be made orally and written material may be submitted. In addition, whether or not an appearance is made at the hearing, written statements or material may be submitted to Peter Erickson, Hearing Examiner, Room 300, 1745 University Avenue, St. Paul, MN 55104, telephone (612) 296-8118 either before the hearing or within five working days after the close of the hearing. The hearing examiner may, at the hearing, order that the record be kept open for a longer period not to exceed 20 calendar days. The rule hearing procedure is governed by Minn. Stat. §§ 15.0411-15.0417 and 15.052, and by 9 MCAR §§ 2.101-2.112 (Minnesota Code of Agency Rules). If you have any questions about the procedure, call or write the hearing examiner.

Twenty-five days prior to the hearing, a Statement of Need and Reasonableness will be available for review at the agency and at the Office of Hearing Examiners. This Statement of Need and Reasonableness will include all of the evidence which will be presented by the agency at the hearing justifying both the need for and the reasonableness of the proposed rule. Copies of the Statement of Need and Reasonableness may be obtained from the Office of Hearing Examiners at a minimum charge.

The agency intends to present only a short summary of the Statement of Need and Reasonableness at the hearing but will answer questions raised by interested persons. You are therefore urged to review the Statement of Need and Reasonableness before the hearing. Additional copies will be available at the hearing.

Public Hearings on Agency Rules June 30-July 4, 1980

Date	Agency and Rule Matter	Time & Place
July 3	Administration Dept., Building Code Div. Energy Conservation Standards for Existing Residences, and Cetification of Evaluators for Energy Disclosure Program Hearing Examiner: Richard Luis	9:00 a.m., Conference Rm., 408 Metro Square Bldg., St. Paul, MN.

The board's statutory authority to promulgate the proposed rules is provided by Minn. Stat. § 121.21 as amended.

The board estimates that there will be no cost to local bodies in the state to implement the rule for the two years immediately following its adoption within the meaning of Minn. Stat. § 15.0412, subd. 7 (1978).

A copy of the proposed rules is attached hereto. One free copy may be obtained by writing to Robert M. Madson, 541 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101. Additional copies will be available at the door on the date of the hearing. If you have any questions on the content of the proposed rule, contact Robert M. Madson (612) 296-3387.

Any person may request notification of the date on which the hearing examiner's report will be available, after which date the board may not take any final action on the rules for a period of five working days. Any person may request notification of the date on which the hearing record has been submitted or resubmitted to the Attorney General by the board. If you desire to be so notified, you may so indicate at the hearing. After the hearing, you may request notification by sending a written request to the hearing examiner, in the case of the hearing examiner's report, or to the board, in the case of the board's submission or resubmission to the Attorney General.

Minn. Stat. ch. 10A requires each lobbyist to register with the State Ethical Practices Board within five days after he or she commences lobbying. A lobbyist is defined in Minn. Stat. § 10A.01, subd. 11, as any individual:

(a) Engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any one month or more than $250, not including *his own* travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or

(b) Who spends more than $250, not including *his own* traveling expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, 41 State Office Building, St. Paul, MN 55155, telephone (612) 296-5615.

May 12, 1980

Howard B. Casmey, Secretary
Board of Education

Rules as Proposed (all new material)

Chapter Six: Post-Secondary Vocational-Technical Education

5 MCAR § 1.01041 Definition. The term allocation or preliminary allocation means the level of funding recommended to the State Board for Vocational Education by the Division of Vocational-Technical Education.

5 MCAR § 1.01042 Instructional aid. Instructional aid shall be allocated to the area vocational-technical institutes in accordance with the formula prescribed in Minn. Stat. § 124.5621.

5 MCAR § 1.01043 Post-secondary vocational supply aid.

A. Post-secondary vocational supply aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5622, subd. 4.

B. Supply aid allocation.

1. The Division of Vocational-Technical Education shall review each instructional and support services program budget submitted by the AVTI. The budget shall be reviewed and approved, modified or reduced giving consideration to such factors as:

a. The historical average of per student supply costs for the program.

b. The average per student cost of supplies for all similar programs in all AVTIs offering such programs.

c. Continued operation of the physical plant.

2. The Division of Vocational-Technical Education shall annually establish inflationary factors which will govern increases in the various categories of supplies. These inflationary factors will be a two year forecast from the base year which is the fiscal year immediately preceding the deadline for the submission of budgets to the Division of Vocational-Technical Education by the AVTIs. The Division of Vocational-Technical Education shall obtain estimates of cost for the types of items most commonly purchased by the AVTIs over the two year span of time in determining the inflationary factors from the State Economist, Department of Finance.

a. Separate factors shall be established to determine allowable increases for petroleum related supplies and non-petroleum related supplies.

(1) For petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—refined petroleum products.

(b) Wholesale price index—rubber and plastic products.

(2) For non-petroleum related supplies, the following indexes shall be utilized:

(a) Wholesale price index—lumber and wood products.

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike-outs~~ indicate deletions from proposed rule language. PROPOSED RULES SECTION — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

(b) Wholesale price index—chemicals and allied products.

(c) Wholesale price index—metals and metal products.

b. These inflationary factors shall be transmitted to the AVTIs not less than 60 days prior to the deadline by which the AVTIs must submit budget requests to the Division of Vocational-Technical Education.

3. Each school board which has established an AVTI shall implement policies to recover the cost of supplies purchased for resale to students and the public.

a. For instructional programs in the food service area, such rates of recovery shall be established in consultation with the Division of Vocational-Technical Education. Each food service instructional program will be compared to similar programs offered in other AVTIs to annually adjust the rate of recovery by considering the following factors:

(1) To provide maximum instructional benefits to students.

(2) To minimize the net cost to the program.

b. For all other instructional programs, the rate of cost recovery shall ensure that the total revenue from the resale of supplies shall not be less than the cost of acquisition of supplies purchased for resale.

4. Each AVTI that submits a program budget wherein the increased cost of supplies exceeds the two year forecast of inflationary factors established in B.2. above shall justify such increases in writing. This justification shall be submitted to the Division of Vocational-Technical Education with the budget requests to receive consideration.

5. In the event that the total request for supply aid for an individual AVTI does not exceed the base year expenditure plus the inflationary factors established in B.2. above, the Division of Vocational-Technical Education shall give preliminary approval to the request subject to the later necessity of prorated reductions applied to all AVTIs subject to the following:

a. When the total requests for supply aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI shall have their request reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. When the total requests by all AVTIs for supply aid exceed 105 percent of the funds appropriated for this purpose, an AVTI which requests supply aid in excess of its base year expenditures as adjusted by the inflationary factors established in B.2. above may have its request reduced to an amount equal to the base year amount. This reduction shall be accomplished on a program by program basis by the Division of Vocational-Technical Education in consultation with the AVTI Director. In effecting such reductions, consideration shall be given to the factors enumerated in B.1.a.-c. above.

5 MCAR § 1.01044 Post-secondary vocational capital expenditure aid.

A. Post-secondary vocational capital expenditure aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5624, subd. 3.

B. Capital equipment aid allocation.

1. Each AVTI shall establish an order of priority for its capital aid requests. In establishing the order of priority, the AVTI shall give consideration to the enhancement of the safety of the students and staff and the replacement of technologically obsolete and/or worn out equipment.

2. All requests for the purchase of equipment which have a unit cost of $1,000 or more shall be justified in writing as a part of the documentation supporting the program budget request. The Division of Vocational-Technical Education shall review such requests giving consideration to the needs of the program as compared to similar programs offered in other AVTIs.

3. All projected capital expenditures which have a unit cost of $4,000 or more are subject to approval by the Commissioner of Education prior to purchase. This includes remodeling and site improvement projects with a cost of $4,000 to $50,000. These items shall be included in the appropriate program budget. Such approval shall be sought and given separately from the budget review in accordance with Minn. Stat. § 124.5264, subd. 5 (Supp. 1979).

a. These requests shall have the specific authorization of the school board which governs the AVTI.

b. The Division of Vocational-Technical Education shall review and approve, modify or reduce the request giving consideration to the following factors:

(1) The historical pattern of capital and/or equipment expenditures for that AVTI.

(2) A comparison with similar programs offered in other AVTIs.

(3) Current practices for facilities or types of equipment utilized in industry.

C. Preliminary allocations of post-secondary vocational capital expenditure aid for items not exceeding a unit cost of $50,000.

1. When the total requests for capital expenditure aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI's request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

2. If the total request for capital expenditure aid exceeds 105 percent of the funds appropriated for this purpose, each AVTI's budgets shall be reviewed by the Division of Vocational-Technical Education. The Division of Vocational-Technical Education shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1.-3. above prior to the sched-

uled budget review with the Division of Vocational-Technical Education. The AVTI Director shall be notified in writing as to the amount of the reduction.

D. Remodeling and construction requests. Requests for remodeling or construction with an estimated cost in excess of $50,000 but not exceeding $150,000 are subject to prior approval by the State Board for Vocational Education in accordance with Minn. Stat. § 121.912 (Supp. 1979).

1. The State Board for Vocational Education shall review such requests giving consideration to the following factors:

a. The specific authorization of the request by the school board which governs the AVTI.

b. The remodeling or construction of facilities requested will provide adequate space for existing programs presently housed within district buildings or as a replacement for unsuitable rented space.

c. Construction requests for facilities identified in b. above shall be reviewed giving consideration to:

(1) A comparison with the facilities for similar programs offered in other AVTIs on a per student basis.

(2) Requirement to meet Occupational Safety and Health Act standards.

2. The State Board for Vocational Education shall review and approve, modify or reduce any requests for remodeling or construction and shall allocate available funds to meet the most critical needs as determined through the review of the factors set forth in D.1.a.-c. above.

5 MCAR § 1.01045 Post-secondary vocational support services aid.

A. Post-secondary vocational support services aid shall be allocated to each AVTI for those items of expenditure enumerated in Minn. Stat. § 124.5623, subd. 4.

B. Support services aid allocation.

1. The Division of Vocational-Technical Education shall review and approve, modify or reduce the support services budgets submitted by the AVTIs. This review shall include such factors as:

a. The historical expenditures for such items by the individual AVTI.

b. A comparison of support services expenditures on a per student basis for other AVTIs of an essentially similar enrollment for similar areas of expenditures.

c. Expenditures necessary to meet minimum requirements set forth in 5 MCAR § 1.0103.

2. Each AVTI shall justify in writing, as a part of the budget request, the addition of any new support services or the creation of new staff positions based upon the criteria set forth in B.1.a.-c. above.

C. Preliminary allocations of post-secondary vocational support services aid.

1. In the event that the aggregated requests for support services aid from the AVTIs exceed the funds appropriated for this purpose, continued operation of the physical plant shall be given first priority for funds. Then the AVTIs shall be allocated support services aid in the following manner:

a. When the total requests for support services aid are equal to or less than 105 percent of the funds appropriated for this purpose, each AVTI's request shall be reduced by an equal percentage so that the allocations make maximum use of but do not exceed the funds appropriated for this purpose.

b. If the total requests for support services aid exceed 105 percent of the funds appropriated for this purpose, each AVTI's budget shall be reviewed by the Division of Vocational-Technical Education. The Division of Vocational-Technical Education shall contact the Director of the AVTI for the purpose of effecting reductions in the request giving consideration to the factors set forth in B.1. & 2. above prior to the scheduled budget review with the Division of Vocational-Technical Education.

c. Upon completion of the budget review sessions, if the requests for support services aid exceed but are equal to or less than 105 percent of the funds available for this aid, the reduction shall be effected in accordance with C.1.a. above.

d. If the requests for support services aid exceed 105 percent of the funds available for this purpose at the completion of the budget review sessions, each AVTI will be allocated support services aid through the application of the following procedures:

(1) The AVTIs will be ranked by the cost per projected ADM for support services aid in descending order from the highest cost AVTI to the lowest cost AVTI.

(2) The plant operations component of the support services aid shall be removed and the remainder of the support services aid request shall be factored by a percentage which provides for the highest cost-per-ADM AVTI receiving the lowest percentage of its request and the lowest cost-per-ADM AVTI receiving the greatest percentage of its request. Upon the completion of this process, the plant operations component shall be added to the amount calculated through this process to form the support services aid allocation to each AVTI.

2. The AVTI Director shall be notified in writing as to the amount of the reduction.

5 MCAR § 1.01046 Final allocations shall be made by the

KEY: RULES SECTION — Underlining indicates additions to proposed rule language. ~~Strike-outs~~ indicate deletions from proposed rule language. **PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material."

State Board for Vocational Education pursuant to Minn. Stat. § 124.561, subd. 3a (Supp. 1979).

5 MCAR § 1.01047 Local responsibility and authority for fund expenditures. Following the final approval of all budget categories, the school board governing an AVTI has the responsibility and authority for expenditure of these categorized aids within the legal constraints of the appropriate statutes.

Rules as Proposed (repeal)

~~5 MCAR § 1.0104 Foundation aid.~~

~~A. A school district operating an area vocational-technical institute shall be eligible to receive post-secondary vocational foundation aid for all students attending approved post-secondary vocational-technical programs.~~

~~B. Average daily membership estimates shall be included in the annual budget request. These estimates shall be derived from uniform student accounting reports and that shall be the basis for beginning foundation aid payments. Adjustments to estimated average daily membership shall be reported by each AVTI to the Division of Vocational Technical Education by the first of September, December, March and June.~~

~~C. Changes in estimates as authorized in Minn. Stat. § 124.11 shall be approved by the commissioner of education before payment is authorized by the department.~~

~~D. Final adjustment data shall be submitted by August 15 of each year.~~

~~E. Only days in which school is open and students are under the supervision and guidance of teachers and for educational purposes are eligible for foundation aids. Snow days are not to be counted.~~

~~F. Tuition and fees.~~

~~1. Deductible fees shall include all charges that are uniformly assessed all students. Charges for materials or equipment that become the property of the student shall not be considered a fee.~~

~~2. No tuition shall be charged to handicapped/disadvantaged students for the additional hours of instruction received beyond the approved program length as established by Minn. Stat. § 124.562, subd. 2, as amended by Laws of 1979, ch. 334, art. V, § 10.~~

~~3. Students shall have their tuition prorated for less than or more than the regular instructional schedule. Tuition shall be prorated for part-time or extended time programs, for quarters more or less than 60 days and for programs utilizing individual instruction. Daily tuition shall be prorated by dividing the quarterly tuition by 60, (the standard number of days in the quarter), and rounded downward to the nearest cent. Hourly tuition shall be prorated by dividing the daily rate by 6, (the standard number of hours in a school day), and rounded downward to the nearest cent. This formula for prorating tuition shall apply to resident and nonresident tuition.~~

~~4. Collection of tuition shall be on the basis of four periods per year as determined by the local calendar. No single period shall exceed 65 school days. Tuition may not be demanded more than 15 consecutive school days in advance of the time period but a student may pay in advance. Tuition may be delayed only upon initial application for tuition subsidy in any given year or guaranteed receipt from an agency.~~

~~5. A late penalty may be charged not to exceed $10.00 per period established pursuant to F.4. of this rule. Penalty payments shall be deducted from foundation aid. The penalty assessment period is the period of time between the date tuition was demanded and the commencement of classes.~~

~~6. The total amount of tuition deducted from foundation aid shall be calculated on the total number of ADM's in the fiscal year. This calculation shall be made at the time of the final foundation aid adjustment, with tuition deficits being charged to local funds. Tuition loss due to deferment during student application for tuition subsidy shall not be deducted from foundation aid. Students shall not apply for a tuition subsidy more than once during a collection period.~~

~~7. Students on internships shall pay tuition for the time period claimed for foundation aid. Daily hours shall not exceed six unless the students are fully supervised under personnel provided by the institute.~~

~~8. Each district shall have an attendance policy. Students who notify the school of their withdrawal shall be dropped from the roll upon date of notification. Students absent for 15 consecutive school days shall be classified as withdrawn.~~

~~9. Students in continuous enrollment programs may be maintained on the roll for a vacation or a personal leave not to exceed 15 consecutive school days.~~

~~G. Upon prior approval of the commissioner of education, a district may add additional hours for membership not to exceed ten percent of the approved hours of the program for disadvantaged or handicapped students. Handicapped students are those who are mentally retarded, hard of hearing, deaf, speech-impaired, visually-impaired, orthopedically impaired, or persons with specific learning disabilities, who by reason thereof require special education and related services, and who, because of their handicapping condition, cannot succeed in the regular vocational-educational program without special education assistance or who require a modified vocational education program. Disadvantaged students are those who have academic or economic handicaps and who require special services and assistance in order to enable them to succeed in vocational education programs.~~

~~H. Unless otherwise exempt from tuition, students who begin during the quarter shall pay tuition as of the date of entry based upon the prorated formula established in 5 MCAR § 1.0104 F.3. For such students the 15 day refund established by Minn. Stat. § 124.565, subd. 3, as amended by Laws of 1979, ch. 334, art. V, § 20 shall commence with the date of scheduled entry.~~

~~5 MCAR § 1.0105 Capital expenditure aid.~~

~~A. Districts shall be eligible for capital expenditure aid when foundation aid, tuition, and fees, are insufficient to provide for capital purchases.~~

~~B. All equipment not approved in the budget review, purchases at a cost in excess of $4,000.00 must be preapproved by the commissioner of education.~~

~~C. All equipment shall be accounted for by the standard inventory control system.~~

~~D. Repairs on facility, equipment, or improvement of grounds that exceed $4,000.00 and not included in the budget review shall be included in B. for approval.~~

~~5 MCAR § 1.0107 Categorical aid.~~ ~~Categorical aid shall be allocated on the following criteria for districts operating high cost programs which require expenditures in excess of funding available through foundation aid and capital expenditure aid:~~

~~A. Preservation of the present plant and equipment.~~

~~B. Development of programs for emerging business and industry.~~

~~C. Unique programs designed to serve special populations.~~

~~D. Educational services for special populations.~~

~~E. High operating costs.~~

~~F. Rules and regulations imposed by other regulatory bodies which may affect the student teacher ratio as well as operating equipment costs.~~

Department of Health Environmental Health Division

Proposed Temporary Rule Governing the Level of Formaldehyde in Residential Units

Request for Public Comment

Notice is hereby given that the Department of Health has proposed the following temporary rule for the purpose of implementing provisions of Laws of 1980, ch. 594, §§ 1, 2 and 12, relating to formaldehyde.

All interested persons are hereby afforded the opportunity to submit their comments on the proposed rule for 20 days immediately following publication of this material in the *State Register* by writing to Pauline Bouchard, Division of Environmental Health, Minnesota Department of Health, 717 Delaware Street S.E., Minneapolis, Minnesota 55440. The temporary rule may be revised on the basis of comments received. Any written material received shall become part of the record in the final adoption of the temporary rule.

Since temporary rules can remain in effect by law, for no more than 180 days from their effective date, permanent rules will be proposed and a public hearing will be held on the proposed permanent rules at some time in the fall of 1980. A formal Notice of Hearing will appear at the appropriate time in the *State Register*.

June 9, 1980

George R. Pettersen, M.D.
Commissioner of Health

Temporary Rule as Proposed

7 MCAR § 1.234 Formaldehyde levels in residential units.

A. Any newly-constructed residential unit which is sold, rented or leased after the effective date of this rule, shall not contain more than 0.50 parts of formaldehyde per million parts of ambient air.

B. For the purpose of determining compliance with this rule,

1. "Newly constructed" means that the unit has not been previously occupied;

2. "Residential unit" means any mobile home, single-family residence or living unit in a multi-unit structure, regardless of type of ownership.

C. Measurements for formaldehyde shall be made under normal living conditions of temperature, which is defined as 68 degrees Fahrenheit to 75 degrees Fahrenheit; and of relative humidity, which is defined as 40% to 60%.

D. Formaldehyde shall be measured according to NIOSH Manual of Analytical Methods, 2nd Edition, NIOSH 77-157-A, 1977, Method P&CAM 125, as follows:

Formaldehyde in Air—Analytical Method

1. Principle of the method.

a. Formaldehyde reacts with chromotropic acid-sulfuric acid solution to form a purple monocationic chromogen. The absorbance of the colored solution is read in a spectrophotometer at 580 nm and is proportional to the quantity of formaldehyde in the solution (References 11.b. 11.f).

b. The chemistry of this color reaction is not known with certainty (Reference 11.c).

2. Range and sensitivity.

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