

ACIR Board Members,

My name is Jodi Johnson and I am the Ward County Supt. of Schools. I work part time MWF from 8:30 am to 3:45 pm each day and will work a varied schedule if required.

I am appointed by the commissioners and a non elected department head. I am the only employee in my department.

My duties are listed in my position description which I have supplied. I will give an example of one situation for each of those items. There are 8 school districts, 1 military school and 2 private schools with a total of 9,640 students. You can ask questions at any time.

Spelling Bee and MATHCOUNTS Competitions. There were 78 students in the Spelling Bee and 69 students in the MATHCOUNT competition at Ward County. I do everything for the competition like registration, ordering awards, determining winners, etc. *Also State Bee / MATHCOUNTS*

Education services. Training on Homeland Security or any grant opportunities. For example lock boxes were put on all schools. In the box was the master key for the school and the key for the box were given to the fire chief, police chief, etc.

Promote Coordination and Cooperation. I held a meeting for all school administrators regarding "emergency plans" in schools. In attendance were the Emergency Manager and a Sheriff from Ward County as part of my team. I attended training for two days and our plan is to make a blanket plan for Ward County regarding all emergencies at schools. The Emergency Manager and I went to all schools and made agreements with the schools to use them as shelters during emergencies.

Assist Patrons. Most common is that a child needs special education and the school does not have that program and the parent comes to speak to me or a child is being bullied.

Record Retrieval. Patrons need a record of their name spelled correctly for social security or a passport. Patrons are doing genealogy or school reunions and want names of people attended dissolved school districts.

Elections. Keep a permanent record of all school elections. People voted after poll hours, pencils were used on ballots and ballots were handed out in the community. There is a sample on www.co.ward.nd.us of all needed election material.

School District Lines. My office has dissolved two school districts and completed approximately 20 annexations this last year. The biggest problem is the City of Minot has extended into the neighboring school districts and I do not input new parcels. Often the person inputting them assumes they are Minot Public Schools because they are in the City of Minot. I have to review these new areas and have them fixed prior to any election.

Financial Reports. I read over the financial reports. I found where a school business manger had transferred 255,000 dollars had been transferred into another account but it wasn't shown as incoming revenue. Another time 139,000 was not recorded. We get them to balance for audits.

Proposed Budgets. I can figure out an approximation of the mill levy for each school district if given the dollar amount requested and the taxable value. Every year I find where schools will not be getting the amount of money requested and assist them in finding ways to match their proposed budget.

Teacher Contracts. I record all teachers so when I get a call from a teacher several years later I can verify that they had a valid contract with a school to any employer that is asking for verification.

Oil and Gas. I compile the average daily attendance for each school district and find students that are attending Ward County Schools from neighboring counties so they can receive payment.

Annual Report. See report.

Tuition. I use the formula provided by DPI to determine tuition for all Ward County Schools. I help determine who can receive a tuition free agreement with Minot Public Schools.

Bus Driver Training. There were 106 bus drivers attending training on Law Enforcement question answer session, pre-trip inspection training and security on the bus. *Defensive Driving*

Bus Inspections. I scheduled the ND Highway Patrol to look at all the buses in Ward County and certify they were ready to transport students.

Home School. I receive and file all home school students for the two graded elementary in Ward County.

Pupil Membership Reports - Keep a digital report.

Most of my time . . .

- annexations*
- problem solving*
- mill levies*

Williams

- Assist all patrons to the Superintendent of Schools Office in record retrieval.
- Supervise school elections for compliance with the law and record all election results permanently at the courthouse.
- Determine school district lines and boundaries and keep permanent records of any changes that occur through the process of dissolution, reorganization or annexation.
- Receive, review and submit all school financial reports.
- Receive, review and record permanently all teachers' contracts.
- Engage in correspondence, phone conversations and meetings with school personnel regarding compliance with law.
- Assist schools in school closings, reorganizations, dissolutions or annexations by recording facts and distribution of school property for the Ward County Reorganization Committee and the State Board of Education.
- Keep a permanent record of all annexations, reorganizations, dissolutions for school closings.
- Determine distribution of Oil and Gas monies according to enrollment.
- Maintain various school records.
- Prepare an annual report for school board members that include per pupil costs, enrollment trends, tuition costs, and all financial fund groups within the schools.
- Determine, follow and provide an annual budget to the County Auditor/Treasurer for the office.
- Supervise and assist patrons in all tuition disputes and appeals.
- Complete training for all bus drivers annually.
- Determine that all buses and vehicles that transport students are inspected annually.
- Supervise Home School students for compliance with the law for districts that do not employ a superintendent.

3. SUPERVISION RECEIVED/EXERCISED:

This position is supervised by the Ward County Commissioners and does not supervise others.

4. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, and ABILITIES):
("•" indicates essential function)

- Bachelor's degree from a regional or nationally accredited institution of higher education approved for teacher education.
- Must hold a valid North Dakota professional teaching license.
- Must have experience teaching at an approved elementary, middle, or secondary school.
- Must possess excellent communication skills.
- Must have specific knowledge of education law, school plans, and school policies.
- Must be organized, capable of learning quickly and a self learner.
- Must have background in mediation and psychology for appropriate dealings with disgruntled and emotional people in confrontational situations.
- Must be adaptable to change and open-minded to suggestions of others.
- Must be able and licensed to drive to and from meetings in and out of Minot.
- Must have the ability to learn and effectively use the County's computer software, organize assigned work and perform work productively, learn and effectively use new methods, procedures, and technologies in carrying out the functions of the position; and to work effectively and cooperatively with other employees, other agencies and the public.

5. PHYSICAL and MENTAL DEMANDS: These support the essential functions of the position.

- Consistently works alone.
- Frequently works irregular schedule, as job requires.
- Must have vision capable of reading fine print and longhand writing. Must have vision capable of seeing medium and long distances.
- Must be able to speak clearly and hear people speaking in public meetings.
- Must be able to smell.
- Must be able to sit, stand, climb stairs, bend and move about.

- Must be able to keyboard and run adding machine.
- Must be able to use hands, arms, legs, and feet.

6. WORK ENVIRONMENT:

This position normally works 20 hours per week, Monday-Friday but may be called upon to work irregular hours including evenings or weekends during busy periods.

This position normally works seated at a desk in an environmentally controlled office often using a computer terminal. Considerable time is spent on the telephone answering questions and providing information.

This position frequently works alone.

This position may be required to occasionally travel to outlying schools and meetings.

7. OTHER ASSIGNMENTS:

County Department Heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at anytime as they determine the best interest of their department. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

WARD COUNTY

SCHOOL BOARDS ASSOCIATION

ANNUAL REPORT

JANUARY 2014

TABLE OF CONTENTS
WARD COUNTY SCHOOL BOARDS' ASSOCIATION
ANNUAL REPORT

Ward County School Board Members.....	1
Jodi's Notes.....	2
2013 Taxable Valuations and Mill Levy Ward County	3
2013 Taxable Valuations and Mill Levy Districts Extending into Ward County.....	3
Comparative Levies of School District..... Ward County	4
Comparative Levies of School Districts..... Extending into Ward County	5
Average Per Pupil Cost.....	6
Tuition Charges by District.....	7
Transportation Summary.....	8
General Fund Balances.....	9
Special Reserve Fund.....	10
Capital Projects Fund.....	11
Sinking and Interest Fund.....	12
Total Revenue.....	13
Enrollment Trends	14
Non-Public Enrollment Trends	15

MEMBERS OF
WARD COUNTY SCHOOL BOARDS

2013-2014

MINOT # 1

*Jim Rostad (2016)
Steven Velk (2016)
Laura Mihalick (2016)
Roger Kluck (2018)
Brenda Foster (2018)

MINOT AIR FORCE BASE # 160

*Tony Keys (2016)
Shauna Hughes (2016)
Byron Brown (2015)
Cameron Peters (2015)
Jamee Moore (2015)

NEDROSE # 4

*Victoria M. Haider (2015)
Jaycin Sundheim (2016)
Holly Brekus (2015)
Mark Maercklein (2016)
Kim Kraft (2014)

UNITED # 7

*Brent Casavant (2016)
Brenda Buri (2015)
Josh Sundsbak (2016)
Gregg Schaefer (2014)
Ryan Davy (2014)

SAWYER # 16

*Cody Roteliuk (2015)
Tammie Mahoney (2014)
Sherri Peterson (2016)
Oliver Tafelmeyer (2016)
Scott Larson (2014)

KENMARE # 28

*Jan Kostad (2014)
Lenny Rodin (2015)
Blaine Huff (2015)
Doug Miller (2015)
Lars Christensen (2016)
Craig Ellsworth (2016)
Michele Nelson (2014)

SURREY # 41

*Tracey Day (2015)
Becky Bertsch (2014)
Jason Feller (2016)
Kevin Nelsen (2014)
Shelly Lee (2014)

SOUTH PRAIRIE # 70

*David Lakefield (2015)
Marla Gasmann (2015)
Shiela Lindbo (2016)
Lee Novak (2016)
Randy Korslien (2014)

LEWIS & CLARK # 161

*Michael Lautenschlager (2015)
Brenda Brown (2015)
Jerry Hennessy (2014)
Michael Axness (2016)
Kelly Abrahamson (2016)
Shane Erickson (2015)
Lisa Schenfisch (2014)

*Indicates School Board President

The (date) following each School Board Member's name indicates when term is completed.

Question: How does Ward County determine my taxable value and mill levy?

The Ward County Tax Equalization department goes into Ward County and assesses all commercial and residential property. The following formula is used to determine the taxable value. The different cities in the county also assess the properties within those cities. School districts that extend into other counties are given a taxable value from that county in addition to the taxable value determined by Ward County.

FORMULAS

Residential:

True and full evaluation of a home (divided by 2) = (a number) (multiplied) by (9% for residential and 10% for agricultural or commercial properties) = Taxable Valuation

So a house that would sell for 100,000 on the market or has a true and full value of 100,000 is $(100,000/2=\$50,000$ (times 9%) = \$4,500 taxable value

Then take Taxable Valuation (times) the (School District's mill rate) = TAX

If your mill rate is 82 mills it would be $(4,500)$ (times $.8200 = \$369.00$ to be paid in taxes on the school portion of the tax statement. The same formula is used for fire, township, ambulance, etc.

So your school would collect 369.00 on a house worth 100,000 in your district.

A mill in your school district is = your school district's total taxable value (times).001. Note the total may include taxable values from more than one county. United, Surrey, Lewis and Clark and Kenmare go into other counties and would have a combined taxable value.

Question: What is going to happen with my mill levy request next year?

In the 2013 tax year a new number was found to establish a baseline year due to the property tax relief bill. Next year in the general fund property tax levy you will be held to 12% more than the number established in the baseline year. You can still ask for transportation and tuition dollars if needed under the General Fund Group 1.

Some mill levy requests were eliminated like the technology levy. In the 2014 year a school could ask for those dollars from the miscellaneous levy which will be held to 12%.

While most administrators/business managers know the above information I felt it may be helpful for school board members to understand all that goes into a budget request.

**2013 TAXABLE VALUATIONS AND MILL LEVY
WARD COUNTY**

<u>DISTRICT</u>	<u>TAXABLE VALUATION</u>	<u>MILL LEVY</u>
Minot #1	192,803,655	81.98
Nedrose #4	18,349,263	70.78
United #7	13,224,232	108.35
Sawyer #16	5,362,947	97.96
Kenmare #28	13,802,628	78.11
Surrey #41	8,074,750	95.22
South Prairie #70	12,573,801	103.76
Lewis & Clark #161	21,125,449	83.68

**2013 TAXABLE VALUATIONS AND MILL LEVY
SCHOOL DISTRICTS EXTENDING INTO WARD COUNTY**

<u>DISTRICT</u>	<u>TAXABLE VALUATION</u>	<u>MILL LEVY</u>
Bowbells #14	5,927,828	71.62
Velva #2	12,943,139	106.76
Glenburn # 26	8,374,443	94.71
Max #50	7,479,111	76.66
Garrison #51	15,067,505	64.45

COMPARATIVE LEVIES OF SCHOOL DISTRICTS 2013

School District	School Year	General Fund	High School Tuition	Special Reserve or HST	Technology	Remodeling or HVAC	Building Fund	Special Assessments	Sinking And Interest	Remodeling Bonding	Alternative Education Program Bonding	Total Mills	Total dollars received
Minot #1	2010	106.48	9.55					.10		4.32	9.30	129.75	16,525,286.06
	2011	110.00	10.00					.19		5.00	10.00	135.19	17,569,844.39
	2012	105.57	9.98	.32					10.18	4.99	9.98	141.02	21,387,562.36
	2013	70.21	5.39					.32				81.98	15,806,544.62
Nedrose #4	2010	76.07	19.22									95.29	926,987.22
	2011	75.31	26.45									101.76	1,109,990.04
	2012	63.57	44.35									107.92	1,561,886.77
	2013	47.68	23.10									70.78	1,298,760.84
United #7	2010	103.61					19.16	.24	10.54			133.55	1,466,481.30
	2011	110.00					20.00	.24	11.05			151.33	1,688,585.84
	2012	109.50				9.95 H	19.90	.23	10.45			150.03	1,857,568.23
	2013	67.90	11.10				20.00	.25	9.10			108.35	1,432,845.54
Sawyer #16	2010	103.23				9.67	9.67					122.57	469,674.51
	2011	110.00	12.50			9.58	9.58					141.66	566,595.52
	2012	102.09	1.24	6.21 HST			10.00			10.08		129.62	625,657.56
	2013	67.20	5.76				15.00		10.00			97.96	525,354.29
Kenmare #28	2010	97.62					9.76					107.38	989,967.04
	2011	103.56					9.45					113.01	1,099,969.20
	2012	85.43					10.00					95.43	1,196,023.52
	2013	65.30		2.71			10.10					78.11	1,078,123.27
Surrey #41	2010	102.07					18.67					120.74	642,053.30
	2011	108.22				4.79	19.16					132.17	742,438.28
	2012	103.39				4.98	20.00					128.37	845,388.98
	2013	72.78		2.44			20.00					95.22	768,877.70
S. Prairie #70	2010	40.00	51.91			4.93			39.23			136.07	1,048,529.29
	2011	40.38	46.07			5.00			35.26			126.71	1,083,220.48
	2012	37.65	48.68			5.00			28.75			120.08	1,233,128.18
	2013	72.80	15.91						15.05			103.76	1,304,608.42
Lewis & Clark #161	2010	92.71				4.22	8.45					105.38	1,397,343.12
	2011	99.09				5.00	10.00					114.09	1,585,169.54
	2012	82.84				5.00	10.00					97.84	1,821,188.28
	2013	72.80					10.88					83.68	1,767,777.58

HST=High School Transportation H=Heating, Ventilation and Air Circulation or HVAC

COMPARATIVE LEVIES OF SCHOOL DISTRICTS EXTENDING INTO WARD COUNTY 2013

School District	Year	General Fund	High School Tuition	Special Reserve	Technology	Remodeling	Building Fund	Special Assessments	Sinking And Interest	Remodeling Bonding	Alternative Education Program Bonding	Total Mills	Taxable Valuation
Velva	2010	105.13					9.37		35.13			149.63	9,607,464
#2	2011	105.83					8.98		33.68			148.49	
	2012	101.56					7.70		28.86			138.12	11,692,620
	2013	67.20					7.70		28.86			106.76	12,943,139
Bowbells	2010	95.98					4.06		11.37			11.41	3,692,821
#14	2011	96.60					3.65		10.39			110.64	4,109,370
	2012	84.43					2.85		8.11			95.39	5,265,724
	2013	62.91		2.81			2.53		3.37			71.62	5,927,828
Glenburn	2010	94.85					19.25					114.10	5,791,140
#26	2011	99.76					20.00					119.76	6,166,781
	2012	98.77					20.00					118.77	7,800,568
	2013	59.71					20.00					94.71	8,374,443
Max	2010	81.80			3.95		7.89					93.64	5,081,171
#50	2011	84.50			5.00		10.00					99.50	5,207,347
	2012	76.80			5.00		10.00					91.80	6,163,713
	2013	63.88		2.95			9.83					76.66	7,479,111
Garrison	2010	104.64					10.00					114.64	10,182,581
#51	2011	105.02					10.00					115.02	11,183,360
	2012	98.77					10.00					108.77	13,317,958
	2013	54.45					10.00					64.45	15,067,505

AVERAGE COST PER PUPIL 2010-2013 SCHOOL YEAR

School District	School Year	Pre-School Spec. Ed	Kindergarten	1-6	7-8	9-12	TOTAL
Minot #1	10-11	11,255.66	5,898.72	8,927.35	10,038.80	8,196.31	8,013.85
	11-12	11,152.05	5,881.78	9,317.92	9,716.15	8,120.01	8,731.20
	12-13	14,412.50	6,445.09	9,573.16	10,251.35	9,107.26	9,281.20
Nedrose #4	10-11		6,926.27	7,055.85	10,226.76		7,855.71
	11-12		9,063.46	7,209.58	9,427.62		7,851.08
	12-13		7,856.07	7,733.04	9,414.30		8,094.61
United #7	10-11	16,109.71	6,107.53	8,637.36	7,435.25	9,208.42	8,457.16
	11-12	14,467.38	,910.88	8,480.58	8,134.25	9,283.32	8,652.60
	12-13	11,739.90	6,869.17	8,216.38	7,115.86	9,243.93	8,251.07
Sawyer #16	10-11		8,686.78	12,455.14	10,549.35	9,843.32	10,851.90
	11-12		25,590.39	12,333.97	11,188.23	9,621.67	11,600.15
	12-13		9,379.59	12,393.77	9,433.96	10,187.30	10,903.32
Kenmare #28	10-11		6,122.23	9,298.12	9,221.97	12,453.96	9,938.93
	11-12		7,496.73	10,838.03	14,026.37	13,945.08	11,868.33
	12-13		5,680.17	11,387.06	9,696.69	15,485.10	11,571.77
Surrey #41	10-11		5,781.66	9,002.45	6,354.21	8,802.34	8,149.47
	11-12	110,676.36	6,888.45	8,272.49	7,743.31	8,987.12	8,524.46
	12-13	11,605.71	6,356.51	9,663.58	8,628.82	8,453.86	8,820.76
South Prairie #70	10-11		8,450.14	10,435.26	9,260.07		9,924.22
	11-12		7,975.42	9,950.84	9,51.93		9,629.14
	12-13		7,550.58	8,706.48	6,755.85		8,121.09
Lewis & Clark #161	10-11		8,212.71	9,133.61	9,686.87	9,238.92	9,221.56
	11-12		9,818.72	10,210.95	11,391.16	10,726.76	10,570.67
	12-13	1,628.51	2,513.09	18,626.84	5,397.88	4,101.86	5,170.23

PER PUPIL TUITION CHARGES BY DISTRICT 2013-14

School District	School Year	Kindergarten	1-6	7-8	9-12
Minot					
#1	13-14	0	1,895.87	2,574.06	1,429.97
Nedrose					
#4	13-14	178.78	55.75	1,737.01	N/A
United					
#7	13-14	0	362.89	0	1,390.20
Sawyer					
#16	13-14	0	1,721.08	0	0
Kenmare					
#28	13-14	0	2,564.47	874.10	6,6262.51
Surrey					
#41	13-14	0	1,610.52	575.76	211.81
South Prairie					
#70	13-14	0	1,029.19	0	N/A
Lewis & Clark					
#161	13-14	8,076.72	0	2,478.95	4,248.84

TRANSPORTATION SUMMARY

School District	June 30, (year)	Foundation Payment	Student Transportation	Special Education Transportation	Total Cost
Minot #1	2011	362,242	612,324	466,240	1,440,806
	2012	322,451	743,566	426,270	1,492,287
	2013	340,800	620,056	465,721	1,426,577
Nedrose #4	2011	91,772	190,386	9,700	200,086
	2012	128,992	138,728	7,210	274,930
	2013	122,253	134,947	3,980	261,180
United #7	2011	305,990	321,072	0	321,072
	2012	255,042	359,119	0	614,161
	2013	323,007	419,060	0	742,067
Sawyer #16	2011	69,314	106,662	0	106,662
	2012	60,681	106,230	0	166,911
	2013	53,634	136,316	0	189,950
Kenmare #28	2011	139,004	235,031	0	235,031
	2012	117,353	306,570	0	423,923
	2013	286,625	360,331	0	646,956
Surrey #41	2011	83,577	146,602	0	230,179
	2012	79,902	199,693	0	279,595
	2013	79,470	208,761	0	288,231
South Prairie #70	2011	111,830	181,905	0	293,735
	2012	113,490	197,189	0	310,679
	2013	193,769	306,007	0	499,776
Lewis & Clark #161	2011	301,902	383,405	1,283	686,590
	2012	249,263	564,360	190	813,813
	2013	259,378	475,580	0	734,958

GENERAL FUND BALANCES

School District	General Fund Balance June 30, 2008	General Fund Balance June 30, 2009	General Fund Balance June 30,2010	General Fund Balance June 30, 2011	General Fund Balance June 30,2012	General Fund Balance June 30, 2013	Total of Fund Group 1 June 30, 2013
Minot							
#1	15,451,358	14,308,501	21,885,287	15,545,483	15,883,628	14,467,390	14,680,602
Nedrose							
#4	605,568	814,673	1,304,433	1,073,026	1,135,189	1,251,764	1,251,764
United							
#7	391,078	439,443	666,814	676,988	587,799	590,894	590,894
Sawyer							
#16	196,523	142,068	132,256	150,799	156,374	251,821	251,821
Kenmare							
#28	979,267	962,508	1,082,720	586,592	829,142	671,990	671,990
Surrey							
#41	35,081	99,121	211,586	275,352	278,581	98,055	98,055
South Prairie							
#70	663,849	749,863	1,103,108	1,107,177	1,063,254	1,018,205	1,018,205
Lewis & Clark							
#161	1,820,968	2,138,626	1,279,736	1,519,373	1,606,344	1,523,393	1,523,393
M.A.F.B		2,138,626	2,573,169	2,650,418	2,468,053	2,588,380	2,588,380

Note:** Fund Group 1 Total includes General Fund, High School Tuition and High School Transportation

SPECIAL RESERVE FUND

School District	Balance June 30, 2007	Balance June 30, 2008	Balance June 30, 2009	Balance June 30, 2010	Balance June 30, 2011	Balance June 30, 2012	Balance June 30, 2013
Minot							
#1	0	0	0	0	0	0	0
Nedrose							
#4	0	0	0	0	0	0	0
United							
#7	34,125	34,126	34,126	34,126	34,126	34,126	34,126
Sawyer							
#16	101,910	113,044	115,025	116,752	117,627	118,806	119,400
Kenmare							
#28	0	0	0	0	0	0	0
Surrey							
#41	0	0	0	0	0	0	0
South Prairie							
#70	0	0	0	0	0	0	0
Lewis & Clark							
#161	0	0	0	0	0	0	0
M.A.F.B.							
#160	0	0	0	0	0	0	0

CAPITAL PROJECTS FUND

Building Fund & Special Assessment

School District	Balance June 30, 2009	Balance June 30, 2010	Balance June 30, 2011	Balance June 30, 2012	Total Receipts	Total Expenditures	Balance June 30, 2013
Minot							
#1	156,203	(48,566)	(194,093)	3,929,761	32,692,810	50,370,466	(13,747,895)
Nedrose							
#4	0	0	0	0	0	0	0
United							
#7	101,667	182,676	1,641,945	125,888	459,170	141,890	443,169
Sawyer							
#16	82,981	7,009	382,487	81,716	84,470	67,071	99,116
Kenmare							
#28	206,847	232,049	149,469	169,358	174,328	153,129	190,557
Surrey							
#41	91,403	133,826	145,590	186,925	124,679	40,945	270,659
South Prairie							
#70	307,306	158,780	160,774	287,102	1,099	0	288,201
Lewis & Clark							
#161	195,954	200,447	203,755	256,333	327,897	185,410	398,820
M.A.F.B.							
#160	305,044	51,975	78,619	0	94,022	32,809	81,213

SINKING AND INTEREST FUND

Debt Service

School District	Balance June 30, 2009	Balance June 30, 2010	Balance June 30, 2011	Balance June 30, 2012	Total Receipts	Total Expenditures	Balance June 30, 2013
Minot #1	0	0	0	(1,050)	1,408,299	733,467	673,782
Nedrose #4	0	0	0	0	0	0	0
United #7	89,715	89,844	82,673	98,441	669,288	606,206	161,523
Sawyer #16	0	0	0	0	47,653	35,000	12,653
Kenmare #28	0	0	0	0	0	0	0
Surrey #41	0	0	0	0	0	0	0
South Prairie #70	255,595	33,681	34,194	83,487	341,659	296,392	128,755
Lewis & Clark #161	0	0	0	0	0	0	0
M.A.F.B. #160	0	0	0	0	0	0	0

WARD COUNTY PUBLIC SCHOOLS

TOTAL REVENUE

School District	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
Minot									
#1	53,830,584	56,546,603	57,499,451	59,894,785	62,447,129	74,522,806	71,189,595	72,601,838	76,234,174
Nedrose									
#4	2,094,326	2,187,818	2,136,234	2,302,758	2,368,445	2,984,012	2,472,553	2,949,654	3,664,257
United									
#7	3,343,698	3,686,642	3,797,908	4,522,338	4,752,093	5,623,716	5,559,564	5,462,358	5,854,989
Sawyer									
#16	1,095,968	1,099,843	1,216,217	1,495,510	1,413,307	1,722,068	1,722,302	1,784,496	1,777,100
Kenmare									
#28	2,549,975	3,246,620	3,014,969	3,230,245	3,052,117	3,932,047	3,712,173	3,937,851	4,110,508
Surrey									
#41	2,149,272	2,234,359	2,231,918	2,546,615	2,856,690	3,485,307	3,620,740	3,569,565	3,859,791
South Prairie									
#70	1,232,726	1,583,637	1,810,183	2,224,563	2,400,334	3,178,750	2,584,686	2,401,372	2,742,375
Lewis & Clark									
#161	3,078,677	3,289,342	3,438,090	3,929,966	3,811,260	4,601,198	4,688,396	4,637,232	4,939,015
M.A.F.B.									
#160	11,142,518	11,664,934	11,307,133	11,020,792	10,761,492	11,255,845	8,394,581	6,959,943	7,168,589

WARD COUNTY FALL ENROLLMENT 2009-2014

School District	Years	K	1	2	3	4	5	6	7	8	Total	9	10	11	12	Total	System Total
Minot #1	09-10	627	564	543	517	489	498	513	471	441	4663	470	445	429	412	1756	6419
	10-11	669	612	598	578	526	535	502	526	505	5051	509	644	568	545	2266	7317
	11-12	666	650	558	589	544	528	493	488	476	4992	518	496	567	490	2071	7063
	12-13	757	630	652	596	555	560	515	524	514	5303	529	529	582	555	2195	7498
	13-14	697	709	651	660	615	568	546	539	522	5507	563	510	562	522	2157	7664
Nedrose #4	09-10	21	25	16	28	21	22	18	24	28	203	0	0	0	0	0	203
	10-11	25	28	23	19	32	24	29	19	23	222	0	0	0	0	0	222
	11-12	39	23	30	17	22	27	20	29	22	229	0	0	0	0	0	229
	12-13	34	36	20	36	22	27	34	25	26	260	0	0	0	0	0	260
	13-14	40	37	34	22	37	27	26	29	32	284	0	0	0	0	0	284
United #7	09-10	53	39	42	31	43	46	42	42	46	384	36	45	50	42	173	557
	10-11	43	51	38	44	35	42	51	39	40	383	49	34	42	48	173	556
	11-12	54	49	44	40	45	35	43	50	41	401	41	49	34	41	165	566
	12-13	47	48	50	52	46	48	44	47	51	433	41	41	52	31	165	598
	13-14	56	44	51	48	52	45	51	43	48	438	48	36	38	49	171	609
Sawyer #16	09-10	12	5	6	10	15	8	8	12	9	85	13	6	13	17	49	134
	10-11	3	13	6	7	8	17	9	9	11	83	11	16	7	10	44	127
	11-12	12	4	16	6	7	11	16	8	7	87	11	13	12	6	42	129
	12-13	11	14	8	13	6	8	10	14	7	91	8	12	12	12	44	135
	13-14	5	11	11	5	10	4	7	9	14	76	8	7	13	12	40	116
Kenmare #28	09-10	24	22	23	25	20	27	15	23	34	213	22	25	22	23	92	305
	10-11	29	25	24	23	24	18	29	15	22	209	29	17	20	24	90	299
	11-12	19	27	25	20	27	23	20	30	20	211	24	32	19	21	96	307
	12-13	34	18	24	23	21	24	25	19	25	213	20	20	27	16	83	296
	13-14	26	31	17	25	23	20	21	28	17	208	25	20	21	27	93	301
Surrey #41	09-10	31	20	19	16	27	26	27	30	31	227	28	33	39	24	124	351
	10-11	32	28	21	19	16	28	25	27	30	226	39	29	32	38	138	364
	11-12	32	30	29	22	23	14	28	28	29	235	41	40	28	32	141	376
	12-13	39	29	31	31	22	25	18	28	26	249	40	42	34	27	143	392
	13-14	36	38	26	29	31	24	22	17	27	250	32	33	39	34	138	388

School District	Years	K	1	2	3	4	5	6	7	8	36	9	10	11	12	42	78
South Prairie #70	09-10	14	16	16	10	17	17	12	19	13	134	0	0	0	0	0	134
	10-11	22	15	16	16	15	14	16	12	21	147	0	0	0	0	0	147
	11-12	18	24	14	25	18	18	19	22	17	175	0	0	0	0	0	175
	12-13	30	26	23	13	21	22	22	20	23	200	0	0	0	0	0	200
	13-14	30	32	28	25	17	19	22	26	21	220					0	220
Lewis & Clark #161	09-10	30	25	26	29	23	35	33	28	38	267	36	28	35	25	124	391
	10-11	24	27	22	23	25	26	30	29	31	237	37	31	22	32	122	359
	11-12	22	31	27	24	28	25	29	36	32	254	29	40	30	25	124	378
	12-13	28	23	31	30	26	31	29	35	33	266	33	31	42	31	137	403
	13-14	37	25	25	34	33	27	32	27	34	274	32	33	27	36	128	402
																	0
Bishop Ryan Private School	09-10	12	17	13	18	15	17	23	35	44	194	35	46	33	42	156	350
	10-11										0					0	0
	11-12										0					0	0
	12-13										0					0	0
	13-14										0					0	0
Dakota Memorial Private School	09-10					1	1	4	15	7	28	14	24	23	6	67	95
	10-11						1	6	8	12	27	10	17	14	19	60	87
	11-12					1	1	3	4	12	21	20	19	12	9	60	81
	12-13										0					0	0
	13-14										0					0	0
Our Redeemers Private School	09-10	26	15	15	21	12	20	12	13	11	145	16	18	19	8	61	206
	10-11	24	18	17	15	21	11	22	18	17	163	12	16	17	18	63	226
	11-12	25	17	22	18	18	20	14	23	14	171	16	12	15	18	61	232
	12-13	31	22	17	21	17	16	20	16	24	184	13	16	13	17	59	243
	13-14	28	30	22	17	23	18	15	19	14	186	22	13	17	13	65	251

North Dakota County Superintendents Association

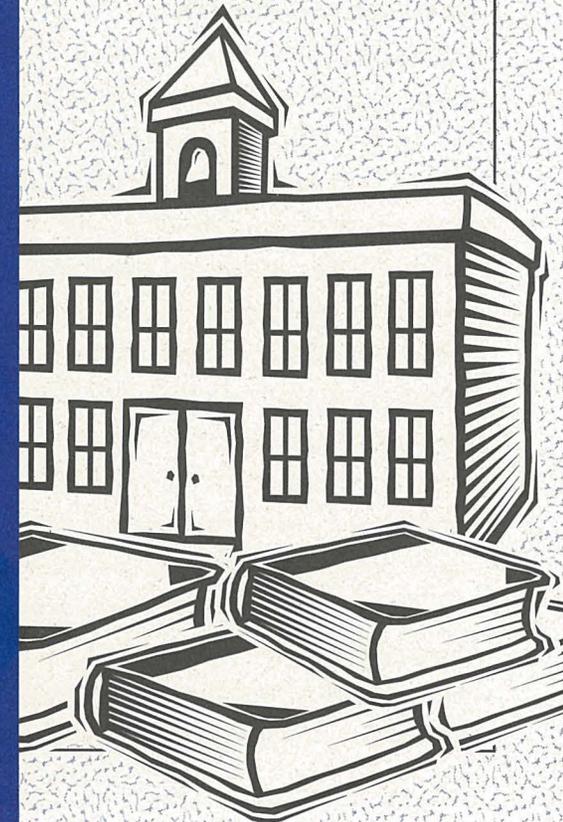
County	Address	Phone
Adams	Box 589, Hettinger ND 58639-0589	567-4363
Barnes	230 4th NW Rm 103, Valley City ND 58072-2947	845-8500
Benson	PO Box 347, Minnewaukan ND 58351-0347	473-5370
Billings	PO Box 334, Medora ND 58645-0334	623-4366
Bottineau	314 W 5th St, Bottineau ND 58318-1204	228-2815
Bowman	PO Box 380, Bowman ND 58623-0380	523-3478
Burke	PO Box 310, Bowbells ND 58721-0310	377-2861
Burleigh	210 2nd Ave NW, Mandan ND 58554-3158	667-3315
Cass	PO Box 2806, Fargo ND 58108-2806	241-5601
Cavalier	901 3rd St, Langdon ND 58249-2457	256-2285
Dickey	PO Box 148, Ellendale ND 58436-0148	349-3029
Divide	PO Box G, Crosby ND 58730-0062	965-6313
Dunn	PO Box 105, Manning ND 58642-0105	573-4448
Eddy	524 Central Ave, New Rockford ND 58356-1639	947-5615
Emmons	PO Box 338, Linton ND 58552-0338	254-4486
Foster	PO Box 80, Carrington ND 58421-0080	652-2441
Golden Valley	PO Box 35, Beach ND 58621-0035	872-4543
Grand Forks	500 Stanford Rd, Grand Forks ND 58203-2713	795-2777
Grant	PO Box 279, Carson ND 58529-0279	622-3238
Griggs	PO Box 511, Cooperstown ND 58425-0511	797-3117
Hettinger	PO Box 668, Mott ND 58646-0668	824-2500
Kidder	RRI Box 136, Steele ND 58482-0136	475-2311
LaMoure	PO Box 128, LaMoure ND 58458-0128	883-5301
Logan	301 Broadway, Napoleon ND 58561-7010	754-2756
McHenry	PO Box 28, Towner ND 58788-0028	537-5642
McIntosh	112 NE 1st St, Ashley ND 58413-0290	288-3346
McKenzie	PO Box 503, Watford City ND 58854-0503	842-3456
McLean	PO Box 1108, Washburn ND 58577-1108	462-8541
Mercer	PO Box 39, Stanton ND 58571-0039	745-3392
Morton	210 2nd Ave NW, Mandan ND 58554-3158	667-3315
Nelson	PO Box 566, Lakota ND 58344-0566	247-2472
Oliver	PO Box 188, Center ND 58530-0188	794-8721
Pembina	301 Dakota St W 11, Cavalier ND 58220-4100	265-4336
Pierce	240 SE 2nd St, Rugby ND 58368-1830	776-5227
Ramsay	524 4th Ave 1, Devils Lake ND 58301-2490	662-7062
Ransom	PO Box 112, Lisbon ND 58054-0112	683-5823
Renville	PO Box 68, Mohall ND 58761-0068	756-6301
Richland	418 2nd Ave N, Wahpeton ND 58075-4400	642-7713
Rolette	102 2nd Ave NE, Rolla ND 58367-7150	477-5265
Sargent	PO Box 177, Forman ND 58032-0177	724-6241
Sheridan	PO Box 636, McClusky ND 58463-0636	363-2205
Sioux	PO Box L, Fort Yates ND 58538-0529	854-3481
Slope	PO Box MM, Amidon ND 58620-0448	879-6277
Stark	PO Box 130, Dickinson ND 58602-0130	264-7630
Steele	PO Box 275, Finley ND 58230-0275	524-2110
Stutsman	511 2nd Ave SE, Jamestown ND 58401-4210	252-9035
Towner	PO Box 603, Cando ND 58324-0603	968-4346
Trails	PO Box 429, Hillsboro ND 58045-0429	436-4458
Walsh	600 Cooper Ave, Grafton ND 58237-1535	352-1060
Ward	PO Box 5005, Minot ND 58702-5005	857-6495
Wells	PO Box 408, Fessenden ND 58438-0408	547-3221
Williams	PO Box 2047, Williston ND 58802-2047	572-1712

SUPERINTENDENT OF SCHOOLS

Education Coordinator for the County



North Dakota County
Superintendents
Association





North Dakota County Superintendents Association



Preceding statehood

The first county superintendent assumed duties in 1876, 13 years before North Dakota became a state. By 1889, the year N.D. entered the union, 38 superintendents were on the job. Well educated and in a position of high profile, superintendents often became community leaders and several held leadership positions with the state. The office maintains valuable student records spanning over 100 years and handles a wealth of records useful in historical research.

An educational resource for schools and community

The Superintendent's duties fill students' lives with activities they will long remember, including spelling bees, MATHCOUNTS, and other local and state contests. Superintendents plan and conduct workshops for the training of school bus drivers. They assist teachers and administrators and provide information on school law and legislative matters. The county superintendent assumes the primary responsibility in restructuring school district boundaries. The future sees an increasing need for this process which includes: education and guidance for patrons; extensive knowledge and implementation of legal procedures; detailed descriptions of land areas; and documentation of public testimony. With more school districts consolidating and more state control of local programs, county superintendents have taken on greater roles as record keepers, coordinators and technical advisors.

Equipped for expanding roles

County superintendents of schools are appointed by boards of county commissioners. Each one must have a bachelor's degree in education, a teaching certificate, and experience in teaching. This combination of education and experience equips them to manage diverse responsibilities. County superintendents evaluate the needs of schools under their jurisdiction and develop a full service plan accordingly. For smaller schools that do not have a superintendent, the county superintendent serves in that capacity.

"If any business manager, school officer, educator, taxpayer or patron of any school district has a question about education, the county superintendent...is a good source, because he/she can do the research to answer the question."

■ **from the handbook of the N.D. School Boards Association**

Professional development

The N.D. Association of County Superintendents encourages professional development. Through state and regional meetings and workshops, the Association helps its members fulfill mandates set forth in its Constitution and the laws of the State of N.D.

Article II of the constitution of the N.D. Association of County Superintendents reads..

"The purpose of the Association shall be to bring together the county superintendents/designees of the State, to carry into effect all lawful instructions of the Superintendent of Public Instruction, to establish closer relationships among county superintendents, to develop understanding of school district reports and of fiscal accounting, to encourage good legislation, to receive interpretations of legislation, and to promote education at all levels by cooperating with the Department of Public Instruction and school boards."

Active membership is also maintained in the following organizations:

- N.D. Council of School Administrators
- N.D. School Boards Association
- N.D. Association of Counties
- National Rural Education Association

Ready for the needs of the future

More than 100 years since their inception, county superintendents of schools in North Dakota still work to bring the best for communities by coordinating educational efforts county-wide. This will be particularly important into the 21st century with the focus on more shared services rather than independent local efforts. The superintendents are ideally suited to the regional concept since they already work with multiple schools and sometimes in multiple counties.

EMERGENCY PROCEDURES

School: _____

Teacher: _____

Room: _____

EMERGENCY NUMBERS

911Emergency, Fire, Ambulance, Police
852-0111Police Non-Emergency (Minot)
838-5635Police Non-Emergency (Burlington)
852-4154Police Non-Emergency (Surrey)
385-4411Police Non-Emergency (Kenmare)
857-6500Ward County Sheriff's Office
385-4283Kenmare Health Center
1-800-222-1222.....Poison Control Center

EMERGENCY PHONE NUMBERS

Table of Contents:

1. Response Team, Evacuation Procedures
2. Safe and Pick-Up Areas, Medical Emergency, Fire
3. Bomb Threat, Explosion
4. Tornado, Winter Storm, Flooding
5. Verbal Threat, Assault, Sexual Assault, Death/Suicide
6. Lockdown, Riot, Hostage, Intruder
7. Utility Emergency, HAZMAT Materials/Gas Leak/Spills
8. Bus Accident

Revised February 2006
Ward County Emergency Management Office

TABLE OF CONTENTS

RESPONSE TEAM

The administrator will appoint at least four other members to the ***Response Team**, listed in order of who is in charge should the administrator or designated representative be unavailable or incapacitated.

Administrator: _____

Work #: _____

Home #: _____

1st Alternate: _____

Work #: _____

Home #: _____

2nd Alternate: _____

Work #: _____

Home #: _____

3rd Alternate: _____

Work #: _____

Home #: _____

4th Alternate: _____

Work #: _____

Home #: _____

The school must identify a "code" to be used in case of an emergency, such as a series of beeps using the intercom. The code is also used as a signal to keep students in their rooms (locked) until further notice. When the code is used, the **Response Team** will report to a predetermined site to find out what the situation is and what to do. The site will **NOT** be the office area.

- It must be determined how to handle students who are with a **Response Team** member when a code is used. Students should not be left alone in an emergency situation.

EVACUATION PROCEDURES:

When directed to evacuate the building by the administrator or designated representative:

1. Tell students where to go before anyone leaves the classroom.
2. Remind students not to take personal items.
3. Take the class list or grade book for roll.
4. Follow the designated evacuation route to the **Safe Area**, unless directed to do otherwise by the administrator or designee.
5. Take roll of assigned students.
6. Notify a **Response Team** member of any missing students, to include ones out of the classroom when you evacuated.
7. Notify a **Response Team** member if you have any students that need extra help during the evacuation.

RESPONSE TEAM

Reentering the Building:

1. Return to the building once cleared to do so by the administrator or designee.
2. Take roll of assigned students.
3. Report any missing students to a **Response Team** member or the administrator's office.
4. Report any extra students to the **Response Team** so they can be escorted to the correct classroom.

CLASSROOM EVACUATION ROUTE

EVACUATION PROCEDURES

SAFE AREA

Each school has both interior (basements, interior hallways, bathrooms) and external (away from buildings) **Safe Areas** when shelter away from the classroom is necessary.

Location of **Safe Area(s)**:

1. _____

(used in the event of _____)

2. _____

(used in the event of _____)

3. _____

(used in the event of _____)

4. _____

(used in the event of _____)

Safe areas should be designated for fire, explosion, tornado, utility emergency, riot, hostage, and bomb threat situations.

PICK-UP AREA

*Following an evacuation of the school building, students may be escorted by a member of the **Response Team** or designee to the **Pick-Up Area** when parents arrive to take custody of them. **Pick-Up Area** should not be where emergency vehicles are located or scheduled to arrive.

Location of **Pick-Up Area**:

*A **Response Team** Member(s) will staff the **Pick-up Area** and account for students released to their parents.

MEDICAL EMERGENCY

DO NOT TRY TO MOVE AN INJURED PERSON UNLESS ABSOLUTELY NECESSARY. If you should become aware of a medical emergency:

1. Call 911.
2. Administer first aid.
3. Determine pertinent info about the injury.
4. Notify administrator or designee who will:
 - Assign a staff person to accompany the injured student.
 - Notify parents of the injured student(s).
5. Identify multiple victims by writing their names on their hands or attach a piece of paper to clothing.

FIRE

If you are the first person with knowledge that a fire has occurred on school property, pull the nearest fire alarm and follow the below procedures:

1. Evacuate immediately, using **Evacuation Procedures**, to the **Safe Area**.
2. Call 911 in case the alarm did not activate or lines are inoperable.
3. Do not exit toward smoke or use elevators.
4. Be aware of location and proper use of fire extinguishers. Use as necessary.
5. Return to the school using building reentry procedures. Students will only be returned to the school when officials declare the area safe.
6. The administrator or designee will determine whether students will be dismissed or sent to an alternate site.
7. Work with **Response Team** members to reunite students and parents at **Pick-Up Area**, if applicable.

SAFE AREA

PICK-UP AREA

MEDICAL EMERGENCY

FIRE

BOMB THREAT

Upon receiving a Bomb Threat:

1. Record exact time of call and phone line:

2. Write down the exact words of threat:

3. Prolong the conversation as long as possible.

4. Identify background noises:

5. Ask the caller:

A. **When** will the bomb explode:

B. **Where** is it right now:

C. **What** does it look like:

D. **What** type of bomb is it:

E. **What** will detonate it:

F. **Who** placed the bomb:

G. **Why** was the bomb placed:

H. **How** do they know there is a bomb if the caller didn't place it: _____

I. **What** is caller's name, address, and phone number:

J. **What** is caller's knowledge of the facility:

DO NOT HANG UP THE PHONE!

6. Use a ***STANDARD** phone to call 911.

7. Notify administrator or designee.

8. Evacuate building immediately using

Evacuation Procedures.



IMPORTANT Bomb Threat Safety Notes:

- DO NOT use cell phones or 2-way radios as they may trigger a bomb.
- DO NOT touch a suspected bomb if located.
- AVOID turning off lights or closing doors and windows.
- DO NOT reenter the building until it's been declared safe by the administrator or designee.

EXPLOSION

If you should hear a loud, sharp sound made as a result of mechanical, chemical, or nuclear energy being released in a sudden and often violent manner with the generation of high temperature and usually with the release of gases:

1. Have students duck and cover until the explosion(s) ceases.
2. Notify the administrator or designee.
3. Evacuate building as instructed by administrator or designee, using **Evacuation Procedures**.
4. Close classroom after exiting.
5. If necessary, work with the **Response Team** to reunite students and parents at **Pick-Up Area**.

BOMB THREAT

EXPLOSION

TORNADO

Tornado Watch = Conditions are favorable to produce tornados. Prepare students to move to a sheltered area if needed.

Tornado Warning = Tornado has been spotted.

1. Notify the principal or designee as soon as possible.
2. Evacuate immediately to the interior **Safe Area**, using **Evacuation Procedures**.
3. Close classroom door after exiting.
4. Avoid windows, auditoriums or other rooms with wide free-span roofs.
 - Get beneath heavy furniture or line up along the wall of an interior hallway on the lowest floor available.
 - Kneel on the floor with elbows touching the floor and hands clasped behind the neck to protect the head.
5. Return students to the classroom after all-clear announcements are made by the administrator or designee.
6. Work with **Response Team** to reunite students and parents at **Pick-Up Area** if necessary as school buses may NOT be able to get to school until all roads and bridges are deemed safe.

WINTER STORM

Announcements regarding suspension of classes will be made from the administrator's office.

1. Account for all your students using the class list or grade book.
2. Students are not to leave building unless authorized by an adult.
3. Report any students in need of shelter to the administrator or designee.
4. Stay with your students until all are picked up or the administrator clears you to leave.

FLOODING

Flash Floods: Results from extremely heavy and rapid rainfall or snowmelt in a brief period of time.

- If heavy rain occurs during school hours, students must remain inside the school to avoid danger in flooded areas, downed power lines, poor street/sidewalk visibility, etc.
- Flooding from ice jams on rivers: Conditions are monitored by emergency agencies. 2-3 days lead time will allow adequate time to cancel school in low-lying areas, if necessary.

TORNADO

WINTER STORM

FLOODING

VERBAL THREAT

A verbal threat is an expression of an intention or an act to inflict pain, injury, evil, or punishment against a student or a school employee. If you become aware or are the recipient of a verbal threat, immediately notify the administrator or designee who will:

1. Interview threatened person(s) to gather all pertinent information.
2. Interview witnesses, if any.
3. Interview person(s) identified as threatening others.
4. Determine who to notify (i.e. parents, law enforcement).

ASSAULT

If you should become aware of a threatened or attempted physical attack to a student or school employee by someone who appears to be able to cause bodily harm if not stopped:

1. Call 911. Advise the Operator there is an assault occurring inside the school. Provide the following information if known:
 - Last known location of suspect(s):

- Description of the suspect(s):

- Weapon(s) used:

- Number of injured personnel:

2. Notify the administrator or designee.

SEXUAL ASSAULT

A sexual assault may be verbal, visual, or anything that forces a person to join in unwanted sexual contact or attention. If you become aware of a sexual assault inside the school:

1. Call 911. Advise the operator of the situation and the alleged attacker's last known location. Stay on the line.
2. Comfort assaulted individual.
3. Notify administrator or designee who will:
 - Alert parents of incident and advise that emergency personnel have been notified.
 - Inform parents where they should meet their child (i.e. hospital, school, other location).
 - Alert Social Services.

DEATH/SUICIDE

If you receive a report that there has been a death/suicide on school property:

1. Call 911.
2. Secure the area.
3. Notify administrator or designee who will:
 - Obtain facts about the incident and provide them to the 911 responders.
 - Alert the superintendent to determine if the ***Crisis Team** needs to be activated.

The **Crisis Team** will:

1. Contact family and offer to assist in making any arrangements.
2. Hold staff meeting as soon as possible to discuss incident.
3. Establish an appropriate area for grief counseling.
4. Prepare statement to issue to the news media and for teachers to read in class as needed.
5. Develop strategy for resumption of classes.

***CRISIS TEAM:**

Superintendent: _____

Administrator: _____

District Counselors:

VERBAL THREAT

ASSAULT

SEXUAL ASSAULT

DEATH/SUICIDE

LOCKDOWN

If a potentially dangerous person tries to enter the building, it may become necessary to lock down the school using the following steps:

1. Call 911. Be sure the operator understands the potential danger and that you need assistance.
 2. Lock all entrances to the building.
 3. Alert the **Response Team** using the identified code.
 4. Secure students in locked classrooms until further notice.
 5. * The administrator or designee should check the identification of all people coming into the main entrance before admitting them to the building.
- * The check should be done inside the building with the door locked until a uniformed police officer is on the scene.

RIOT

If you should become aware of an act of violence or a violent disturbance of the public peace by three or more persons on school property:

1. Call 911. Advise Operator there is a riot and the location of rioters. Stay on the line.
2. Alert the **Response Team** using identified codes.
3. Notify administrator or designee.
4. Secure students in their classrooms. Keep all students inside locked classrooms until further notice.
5. Move students to the **Safe Area(s)** if riot can be contained in one section of the building.
6. As soon as it's safe, a **Response Team** member should go outside the building to warn visitors.

HOSTAGE

If a student or school employee should become involved in a hostage situation:

1. Call 911. Advise the Operator there is hostage situation occurring inside the school. Provide the following information if known:

- Last known location of suspect(s):

- Description of the suspect(s)

- Weapon(s) used:

- Number of injured personnel:

2. Alert the **Response Team** using identified codes.

3. **WITHOUT USING THE INTERCOM**, notify all teachers of the emergency situation.

4. If the hostage taker can be contained in one section of the building, students should be removed from exposed areas (i.e. windows or open areas) and rooms near the armed person to the **Safe Area(s)** with the assistance of the police and **Response Team**.

5. Students outside the building should be protected and not allowed to enter the building.

6. As soon as it's safe, a **Response Team** member should go outside to warn visitors of the danger.

INTRUDER

If you should become aware that an unwanted person has intruded on school property:

1. Call 911. Advise Operator there is an intruder inside the school and give their last known location in the building. Stay on the line.

2. Alert **Response Team** using identified codes.

3. Secure students in their classroom. Keep all students in locked classrooms until further notice.

4. As soon as it's safe, a **Response Team** member should go outside the building to warn visitors.

LOCK DOWN

RIOT

HOSTAGE

INTRUDER

UTILITY EMERGENCY

Failure of one or more of the utilities (electricity, gas, water) constitutes a condition that must be dealt with on a situational basis. The basic District policy governing actions that should be taken is that schools and child development centers should remain in operation to the extent possible and students will be cared for until regular dismissal time. If you should become aware of a possible utility emergency:

1. Notify the administrator or designee who will:
 - Contact Building Maintenance to determine potential length and severity of outage.
 - Assist Site Coordinator in determining desired action which may include relocation of students and staff to another District site; notification of parents; and alternate food service.
2. Building Maintenance will notify the appropriate utility superintendent and provide the following information:
 - Affected site sections:

 - Type of problem or outage:

 - Expected duration of the outage, if known:

 - Advise site staff of the problem and actions to be taken, if any.

HAZARDOUS MATERIALS/GAS LEAK

Hazardous material spills may occur inside a building, such as a spill in a chemistry lab. More likely, incidents of disaster magnitude will occur outside, such as a tank truck accident involving large quantities of toxic material.

SPILLS INSIDE THE BUILDING

1. Remove students from the area.
2. Consider evacuation if spill is endangering personnel, otherwise students should remain in the building.

3. Close all windows and doors.

4. Call 911. Provide the following information:

- Building address, including nearest cross street(s):

- Site name
- Your name and phone number
- Location of the spill and/or materials released:

- Characteristics of spill (colors, smells, visible gases)

- Substance name, if known:

- Injuries, if any:

5. Request the custodian shut off mechanical ventilating systems.

- The custodian will advise the District Maintenance Manager of the situation.

6. IF GAS LEAK IS OF SERIOUS PROPORTION, shut off external natural gas feed.

7. Notify the administrator or designated official who will initiate evacuation procedures if the smell of gas is particularly strong.

8. Advise students and staff NOT to eat or drink anything or apply cosmetics.

9. Call the First District Health Unit at 852-1376 to advise them of the situation.

SPILLS OUTSIDE THE BUILDING

1. Alert others in the immediate area outside to leave the area.

2. Close all windows and doors. Restrict access to the affected area(s).

3. Request that the custodian shut off mechanical ventilating systems.

4. Call 911. Provide information listed in step 2 of Spills Inside the Building (see above).

5. Advise students and staff NOT to eat or drink anything or apply cosmetics.

6. Call the First District Health Unit at 852-1376 to advise them of the situation.

BUS ACCIDENT

Below are driver, dispatcher, and administrator/designee procedures to follow in the event of a bus accident.

DRIVER NOT INCAPACITATED

During normal working hours,

1. The driver will:

- Call the dispatcher at _____ with the bus number, location of the accident and extent of injuries.
- Identify multiple victims by writing their names on their hands or attach a piece of paper to their clothing.
- Keep the dispatcher informed.

2. The dispatcher will:

- Call 911 for assistance.
- Notify administrator or designee and send a replacement bus.

3. The administrator /designee will:

- Notify parents of students on the bus.
- Coordinate with the news media to keep the community informed of the situation.

Outside normal working hours, the driver will:

1. Call 911. Keep students calm and on the bus unless there is a reason to evacuate.
2. Follow first aid protocol as he/she checks for injuries.
3. Arrange for injured students to be taken to the hospital.
4. Identify multiple victims by writing their names on their hands or attach a piece of paper to clothing.

DRIVER INCAPACITATED

If a school employee/adult or student is available, they should follow the driver's emergency procedures listed for outside normal working hours.

BUS ACCIDENT