SCHOOL DISTRICT REORGANIZATION PLAN WORKBOOK

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April 2004

INTRODUCTION

The North Dakota Department of Public Instruction, Finance and Organization Unit, has prepared this **School District Reorganization Plan Workbook** to assist school districts in the preparation and submission of school district reorganization plans to county committees and the North Dakota State Board of Public School Education for review and action in accordance with N.D.C.C. sections 15.1-12-09, 15.1-12-09.1, and 15.1-12-10.

For further information or clarification regarding this **School District Reorganization Plan Workbook**, North Dakota school boards or superintendents are encouraged to contact Thomas Decker, Director of School District Finance and Organization, North Dakota Department of Public Instruction, 600 East Boulevard Avenue, Bismarck, ND 58505, or call 701-328-2267.

INITIATION OF A REORGANIZATION PLAN

North Dakota law (NDCC section 15.1-12-09) specifies the four steps necessary for two or more contiguous school districts or contiguous portions of two or more school districts to initiate a reorganization plan.

The school boards of **EACH** participating school district **MUST:**

- Vote to pursue reorganization,
- Prepare a reorganization plan,
- Approve the reorganization plan, and
- Submit the approved reorganization plan to the County Superintendent having jurisdiction over the **MAJOR PORTION OF PROPERTY** in each participating school district.

CONTENTS OF A REORGANIZATION PLAN

North Dakota law (N.D.C.C. section 15.1-12-10) specifies what the reorganization plan must contain. The reorganization plan MUST contain the following information:

a. It must include a map showing the boundaries of each participating district and of the proposed new district;

b. It must include the demographic characteristics of each participating district, including the population per age group;

c. It must include the number of students enrolled in each participating district during the current school year and during the ten preceding school years;

d. It must include projected student enrollments for the ensuing ten years;

e. It must include the location and condition of all school buildings and facilities in each participating district and intended uses for the buildings and facilities;

f. It must address planned construction, modification, or improvement of school buildings and facilities located within the boundaries of the new district;

g. It must address planned course offerings by the new district;

h. It must include the planned administrative structure of the new district and the number of full-time equivalent personnel to be employed by the new district;

i. It must include the planned number of members who will constitute the board of the new district and the manner in which the members are to be elected;

j. It must address plans regarding student transportation;

k. It must identify other governmental entities, including multidistrict special education units and area career and technology centers, which may provide services to the new district;

l. It must include the taxable valuation and per student valuation of each participating district and the taxable valuation and per student valuation of the new district;

m. It must include the amount of all bonded and other indebtedness incurred by each participating district;

n. It must address the planned disposition of all property, assets, debts, and liabilities of each participating district, taking into consideration section 15.1-12-18;

o. It must include a proposed budget for the new district and a proposed general fund levy and any other levies, provided that tax levies submitted to and approved by the state board as part of a reorganization plan are not subject to mill levy limitations otherwise provided by law; and

p. It must include any other information that the participating school districts wish to have considered by the county committee or the state board.

The reorganization plan must also specify whether the balance in the interim fund of each participating district is to be wholly or partially allocated to the general fund of the newly reorganized district. See subsection n-1 for additional related requirements of NDCC §15.1-12-09.1. This information may be included in part n or o, above, regarding the planned disposition of property, and the proposed budget and levies.

Subsection a

BOUNDARY INFORMATION

Prepare an area map. Show the boundaries of **EACH** participating school district. Show the boundaries of the proposed **NEW** district. Sometimes color coding is helpful. Explain anything that requires an explanation. Include a legal description of the property that will constitute the new reorganized school district.

Subsection b

DEMOGRAPHIC CHARACTERISTICS

Provide the following demographic characteristics for each school district participating in the reorganization plan. Include the population per age group.

Complete a page for each participating school district.

District Name:

Age	Population No.	Age	Population No.	Age	Population No.
0		6-18		46-50	
1		19-25		51-55	
2		26-30		56-60	
3		31-35		61-65	
4		36-40		Over 65	
5		41-45		Total	

Note: Insert population numbers for ages 19 and above only if available.

Subsection c

PRIOR AND CURRENT STUDENT ENROLLMENT

Provide the following information for each participating school district: The total K-12 enrollment data for the ten preceding years **AND** K-12 enrollment data, by grade level, for the current school year. Complete one sheet for each participating school district.

District Name

Preceding Year/Date	Enrollment (K-12)	Current Enrollment	Enrollment
10/ ( )		K	
9/ ( )		1	
8/ ( )		2	
7/ ( )		3	
6/ ( )		4	
5/ ( )		5	
4/ ( )		6	
3/ ( )		7	
2/ ( )		8	
1/ ( )		9	
		10	
		11	
		12	
		K-6 Total	
		7-12 Total	
		K-12 Total	

Subsection d

PROJECTED STUDENT ENROLLMENT

For each participating school district, provide projected student enrollments for the ten years following the current school year. Indicate how the projections were calculated.

School District:

Projected Enrollment

School Year	X District	Y District	Z District	Total Enrollment (K-12)
Current				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Subsection e

LOCATION AND CONDITION OF SCHOOL BUILDINGS AND FACILITIES

For each participating school district, provide the location and condition of all school buildings and facilities (e.g. bus barns, portable classrooms, etc.) and intended usage of each, following reorganization, if approved.

X School District	
Facility Name:	Location:
Construction date:	Dates of additions:
Site size:	Square footage:
Condition:	
Intended usage:	

Y School District:	
Facility Name:	Location:
Construction date:	Dates of additions:
Site size:	Square footage:
Condition:	
Intended usage:	

Z School District:	
Facility Name:	Location:
Construction date:	Dates of additions:
Site size:	Square footage:
Condition:	
Intended usage:	

Subsection f

PLANNED CONSTRUCTION, MODIFICATION, OR IMPROVEMENT OF SCHOOL BUILDINGS AND FACILITIES

Identify any planned construction, modification, or improvement of school buildings and facilities located within the boundaries of the new district.

Subsection g

PLANNED COURSE OFFERINGS

Furnish a listing of the number of secondary school (grades 7-12) semester courses CURRENTLY offered in the district by subject area and the number PLANNED to be offered in the new school district.

Subject Area	Current Semester Courses	Planned Semester Courses	Names of New Courses
Agriculture			
Art			
Business/Marketing			
Computer			
English/Communications			
Foreign(World)Languages			
Home Economics (FACS)			
Industrial Technology			
Mathematics			
Music			
Physical Education			
Science			
Social Studies			
Distributive Education			
Telecommunications			
Other:			
Total			

Subsection h

ADMINISTRATIVE STRUCTURE AND PERSONNEL

Provide a description of the planned administrative structure for the new school district and the number of full-time equivalent personnel to be employed by the **new** school district.

Administrative Structure	**F.T.E.**	**Personnel**	**F.T.E.**
Superintendent		Administrators	
Assistant Superintendent		Teachers, elementary	
Principals		Teachers, secondary	
Business Managers		Teachers, special education	
Director of Special Education		Library/Media	
Director of Athletics/Activities		Counselors/Social Workers	
Assistant Principal		Clerks	
Other		Paraprofessionals (in classroom)	
		Custodians	
		Cooks, food service	
		Drivers	
		Other	
Total		Total	

Subsection i

SCHOOL BOARD COMPOSITION AND SELECTION

Provide details on the number of members who will constitute the school board of the new school district and the manner in which the school board members will be elected.

Number of members constituting the new school board:

Method or manner for selecting the new school board:

Subsection j

STUDENT TRANSPORTATION

Provide detailed information about the student transportation system and operations for the new school district.

District Data:	
Area of District (Square Miles)	
Student Data:	
Total district students	
Number of Students to be Transported (estimate)	
Longest distance from school – miles (estimate)	
Longest bus ride time - minutes (estimate)	
Transportation Data:	
Total Number of Buses	
Projected number of routes	
Longest projected route – miles	
Travel time for longest route – minutes (if available)	
Shortest projected route - miles (if available)	
Travel time for shortest route – minutes (if available)	
Average route length – miles (if available)	
Average travel time all routes – minutes (if available)	
Family Transportation:	
Number of students to be transported (estimate)	
Projected distance from home to school	
Projected distance from home to bus route pick up	
Other Transportation:	

Subsection k

SERVICE PROVIDERS TO NEW SCHOOL DISTRICT

Identify other governmental entities, including other school districts, multi-district special education units, and area career and technology centers, which may provide services to the new school district and identify the types of services which may be provided. (For example: D.A.R.E, police liaison, special education programs or services, career courses or programs, telecommunication courses, social work services, counseling services, psychological services, health screening, nursing, shared space, grounds, fields, shared staff, shared athletic programming, grants-in-aid, shared maintenance, head start programming)

Names of Service Providers:	Type of Service

Subsection I

TAXABLE VALUATION AND PER STUDENT VALUATION

Provide taxable valuation and per student valuation figures for each participating school district **AND** for the proposed new school district.

District	Taxable Valuation	Per Student Valuation
X District		
Y District		
Z District		
New District		

Subsection m

BONDED AND OTHER INDEBTEDNESS

Detail the amount of all bonded and other indebtedness incurred by each participating school district.

District Name	Original Bonded Debt	Year of Debt Retirement	Outstanding Bonded Debt
			Total

District Name	Other Debt	Year of Debt Repayment	Outstanding Other Debt
			Total

Subsection n-1

15.1-12-09.1. Reorganization plan - Interim fund balance.

1. The reorganization plan must specify whether the balance in the interim fund of each District participating in the reorganization is to be wholly or partially allocated to the general fund of the newly reorganized district.

2. If the reorganization plan provides that the balance in the interim fund of each district participating in the reorganization is to be wholly allocated to the general fund of the newly reorganized district, the reorganization plan may also provide that the general fund mill levy applicable to property in those participating districts having a general fund mill levy that is lower than the proposed general fund mill levy for the reorganized district may be raised incrementally, over a period of five years, to the level proposed for the reorganized district.

3. a. If the reorganization plan provides that the balance in the interim fund of each district participating in the reorganization is to be partially allocated to the general fund of the newly reorganized district, then each participating district shall divide the amount of its interim fund balance on the day preceding the effective date of the reorganization by the number of students in average daily membership in the district during the school year concluding on the day preceding the effective date of the reorganization.

   b. The participating district having the lowest per student interim fund balance must contribute the total amount of its interim fund balance to the general fund of the newly reorganized district.

   c. Each of the other participating districts shall multiply the lowest district's per student interim fund amount by the number of students in average daily membership in their respective districts during the school year concluding on the day preceding the effective date of the reorganization. Each of the other participating districts must contribute the lesser of the amount arrived at under this subdivision or the total amount in its interim fund to the general fund of the newly reorganized district.

   d. If after complying with the requirements of subdivision c, a participating district has a balance available in its interim fund, the reorganization plan must allow that balance to be used by or on behalf of property owners residing within the boundaries of that participating district, as a proportionate credit against any property taxes owed by the property owners. The reorganization plan must determine the manner in which the proportionate credit must be used. The credit may be used either in its entirety on a single occasion or applied to several taxable years. The credit may not be used beyond the fifth taxable year.

INTERIM FUND BALANCE WORKSHEET

NDCC §15.1-12-09.1
DEPARTMENT OF PUBLIC INSTRUCTION

1. Name of Districts Involved in Reorganization

DISTRICT NAME	INTERIM FUND COMMITMENT	
	WHOLLY	PARTIALLY
	$	$
	$	$
	$	$
	$	$
	$	$

If each participating district's interim fund is to be wholly allocated to the general fund of the newly reorganized district,

a) And all of the participating districts will have the same general fund levy, then this worksheet does not need to be completed further.

b) And it is proposed that the general fund levy in a participating district will be increased incrementally, then complete number 2, below.

If it is intended that the interim fund of at least one of the participating districts will be only partially allocated to the general fund of the newly reorganized district, then complete numbers 3.a., 3.b., and 3.c., below.

2. Interim fund balances wholly committed to new district with incremental levy increases provided for in the reorganization plan. List only districts whose general fund levy is lower than that of the reorganized district.

Proposed general fund levy for newly reorganized district: _____ mills.

DISTRICT NAME	CURRENT GEN FUND LEVY	NO. OF YEARS*	INCREMENTAL INCREASES				
			Year 1	Year 2	Year 3	Year 4	Year 5

**Insert here the number of years allowed in the reorganization plan to reach the new district levy.*

Subsection n-1 (cont.)

3.a. Partial Allocation of Interim Fund Balance

DISTRICT NAME	CALCULATION (*Interim Fund Balance divided by ADM = Per student balance)		
	Interim Fund Balance	ADM	Per Student Balance

**Calculated based on interim fund balance on last day before reorganization.*

3.b. District Rank (*list from lowest per student balance to highest per student balance).*

DISTRICT NAME	PER STUDENT BALANCE	AMOUNT OF CONTRIBUTION	
		Dollar Amount	Percentage
	$	$	100%
	$	*$	
	$	*$	
	$	*$	
	$	*$	

**Multiply the lowest per student balance by each successive district's ADM.*

3.c. Remaining District Interim Fund Balances after compliance with 3.b.

DISTRICT NAME	FUND BALANCE REMAINING	*YEARS TAX CREDIT
	$	
	$	
	$	
	$	
	$	

**The reorganization plan must specify a number of years, up to five, over which the tax credit may be used.*

Subsection n-2

PLANNED DISPOSITION OF PROPERTY, ASSETS, DEBTS, AND LIABILITIES

According to NDCC 15.1-12-18, within thirty days from the effective date of the reorganization, personnel from school districts incorporated in whole or in part into a reorganized district shall turn over to the school board of the reorganized district all property and assets as required by the approved reorganization plan. Unless otherwise provided in the reorganization plan, the participating districts' debts, obligations, and liabilities become those of the reorganized school district. Address below the planned disposition of all property, assets, debts, and liabilities of each participating school district. (Attach additional pages if needed. Use one page per district.)

Participating school district:

Disposition Planned
Assets
Debts
Liabilities
Property

Subsection o

PROPOSED BUDGET, GENERAL FUND LEVY, AND OTHER LEVIES

Provide a proposed budget for the new district. Also, include a proposed general fund levy and any other levies.

Funding Categories	Amount
Proposed first year general fund budget (expenditures)	
Proposed first year general fund budget (revenue)	
Proposed first year general fund beginning balance	
Proposed first year general fund ending balance	
Proposed general fund levy	
Proposed building fund levy	
Proposed sinking and interest fund levy	
Other proposed levies	

Tax levies submitted to and approved by the state board as a part of the reorganization plan is not subject to mill levy limitations otherwise provided by law.

The reorganization plan may propose the inclusion of up to ten mills as a building fund levy. If the reorganization plan is approved by a majority of electors residing within the boundaries of the proposed new district, the building fund levy becomes effective, notwithstanding any other voter approval requirement in section 57-15-16. See NDCC §15.1-12-16.1.

Subsection p

OTHER INFORMATION

The participating school districts may use this sheet (and others as necessary) to submit additional information to the county committee for consideration along with the reorganization plan.