



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

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S/19/805
MIN 5/1/84

A G E N D A
M A Y 1, 1 9 8 4

BOARD OF EDUCATION
INDEPENDENT SCHOOL DIST. # 152

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on May 1 at 6:30 a.m. in the Board Room at Townsite Centre.

Bennett Trochlil

Dr. Bennett Trochlil, Superintendent

ATTENDANCE:

Joyce Sutter	Dean Guida
Karen Koentopf	Richard Pemble
Mike Hulett	Wayne Puppe
Curt Borgen	Ben Trochlil

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Dr. Ben Trochlil, Superintendent
- III. COMMUNICATIONS
- IV. OPPORTUNITY FOR CITIZENS TO SPEAK
- V. UNFINISHED BUSINESS

- | | |
|--------------------------------------|-------------------|
| 1. Review Space Needs | Appendix <u>A</u> |
| 2. Review Staff Requests for 1984-85 | Appendix <u>B</u> |
| 3. Review Capital Outlay | Appendix <u>C</u> |

V. UNFINISHED BUSINESS

1. Space Needs (Trochlil) Appendix A

Explanation: Appendix A, 1984-85 Elementary School Classroom Needs (April 26, 1984), is the latest information on space. Discussion will be held on this material.

Recommendation: Discussion with action on May 22.

2. Staff Requests for 1984-85 (Trochlil) Appendix B

Explanation: Appendix B is the updated information on staffing requests. This information needs to be coordinated with space needs, especially at the elementary level.

Recommendation: For information only.

3. Capital Outlay (Trochlil) Appendix C

Explanation: Memo #S-84-178R is background information on the Capital Outlay budget. The Board has approved the preliminary budget for \$471,000. The administration has spent considerable time placing the requests in priority. These decisions will be reviewed. Bids/quotes need to be initiated.

Recommendation: For discussion purposes; however, the Board has an opportunity to make alterations. If this is to occur, these decisions should be made no later than May 8.

1984-85 Elementary School Classroom Needs

4-26-84

1. Each of the following will require additional classroom space for 1984-85.

- 1.1 1 additional regular classroom at Probstfield
- 1.2 1 computer lab at Riverside
- 1.3 1 computer lab at Edison
- 1.4 1 additional SBP classroom (self-contained)
- 1.5 2 additional LD classrooms (self-contained)
- 1.6 1 additional Early Education classroom
- 1.7 1 additional EMH classroom (self-contained)

2. Possible solutions (short and long term)

	<u>Space Saving</u>
2.1 Computer in the Classroom Concept	4 rooms
2.2 Music in the Classroom Concept	5 1/2 rooms
2.3 Art in the Classroom Concept	1 + rooms
2.4 Art transported to Art Center at Wash. Annex	1 + rooms
2.5 Alternative use of special spaces	
2.6 Remodel at Probst. to create an added LD room	1 + rooms
2.7 Use Lincoln facility	2 + rooms
2.8 Use Townsite facility	2 + rooms
2.9 Move 6th grade to Washington Annex	11 spaces
2.10 Move some 6th graders to Washington Annex	
2.11 Move some 6th graders to Sr. High	
2.12 Move 6th grade to Jr. High & 8th grade to Sr. High	
2.13 Move to middle schools (6,7,8) at Jr. High and Washington Annex	
2.14 Move some Washington students to Washington Annex	
2.15 Build additions or use portable classrooms	
2.16 Move S.T.E.P. to Washington Annex, Townsite, Senior High or Moorhead State University	
2.17 Create an additional elementary school at Washington Annex	
2.18 Create an additional elementary school within the High School	

3. Recommended Alternatives for 1984-85

- 3.1 Use Lincoln school and several other combinations
 - 3.1.1. At Probstfield remodel to create an added LD room (2.6) and use current Music/Art room. This would accommodate needs 1.1 and one of the classrooms stated in 1.5
 - 3.1.2. Move current Early Education class to a Kindergarten at Riverside and create an Early Education room and a Kindergarten at Lincoln. This would allow for a computer lab and would accommodate needs 1.2 and 1.6.
 - 3.1.3. Alternative use of spaces for LD/SBP Resource, Art/OT room, and other spaces at Edison would allow space for one of the LD classrooms as stated in 1.5 and a computer lab.
 - 3.1.4. Use of Art room at Washington would allow for space for 1.7.
 - 3.1.5. Move S.T.E.P. to Washington Annex, Senior High or Moorhead State University to allow space for 1.4
 - 3.1.6. Use Art Center 3-6, Art in classroom K-2, Kindergarten taught by teachers or Art in classrooms (2.3)
 - 3.1.7. Keep two rooms at Townsite available for additional needs if required

Recommended Alternatives for 1984-85 (Cont.)

3.2 Use Townsite Centre and Lincoln School

- 3.2.1. Probstfield - remodel to create an added LD room (2.6) and use current Music/Art room. This would accommodate needs 1.1 and one of the classrooms stated in 1.5
- 3.2.2. Move current Early Education class to a Kindergarten at Riverside and create an Early Education room and a Kindergarten at Lincoln. This would allow for a computer lab and would accommodate needs 1.2 and 1.6
- 3.2.3. Alternative use of spaces for LD/SBP Resource and Art/OT room at Edison would allow for space for the computer lab (1.3)
- 3.2.4. Use of Art room at Washington would allow for space for 1.7
- 3.2.5. Move two Kindergartens from Probstfield to Townsite Centre. This allows space for 1.4 and the second LD classroom listed in 1.5

3.3 Move 6th grade to Washington Annex (2.9)

- 3.3.1. Place a computer lab at Riverside and allow Early Education program the use of two regular classrooms at one site (accommodates 1.2 and 1.6).
- 3.3.2. Place additional needed classroom, SBP added classroom, and use a full art room at Probstfield (accommodates 1.1 and 1.4).
- 3.3.3. Place a computer room, one additional LD classroom, and allow for additional resource room space and an art room at Edison (accommodates 1.3 and 1.5).
- 3.3.4. Place additional self-contained EMH at Washington and allow for a resource room, an art room and room for the anticipated additional LD classroom in 1985-86 (accommodates 1.5 and 1.7).
- 3.3.5. This option would need planning of Administration, secretarial service, transportation, hot lunch, library services and some special service concerns.

3.4 Move some Washington students to Washington Annex (2.14)

Staff Requests from Several Sources
for 1984-85

4-19-84

Cost

These are to be considered after adjusting staff for 26 to 1 Elem., and 27 to 1 Sec. actual class size with overall ratio of 16.5 to 1.

1. Lower elementary class size by targeting grades 1,2 adding one class room staff at Probstfield rather than reducing two elementary staff.	\$78,000
2. Additional elementary foreign language staff for Spanish in grade 5, German in grade 6 and continue Spanish in grade 4 in all schools.	13,000
3. Eight Kindergarten aides or two additional Kindergarten teachers to reduce class size.	52,000
4. One additional elementary guidance counselor	26,000
5. One additional elementary computer liaison teacher	26,000
6. One additional fifth grade teacher at Washington school	26,000
7. One FTE band position for Sr. High (or) One-half FTE band position for Sr. High	26,000 13,000
8. One additional staff for smaller classes at Sr. High (equivalent of one as needed)	26,000
9. One additional staff to lower class size in secondary Math	26,000
10. One additional staff to lower class size in secondary Science	26,000
11. One additional staff to lower class size in secondary English	26,000
12. .5 added staff to lower class size at Jr. High	13,000
13. One additional staff to lower class size in secondary Social Studies	26,000
14. .5 added staff to lower class size in secondary P.E.	13,000
15. One additional counselor at Sr. High to be continued for 1984-85	26,000
16. Three weeks added counselor time at Sr. High	2,000
17. Department Coordinators	-----

Staff Requests from Several Sources
for 1984-85

	<u>Cost</u>
18. One added S.T.E.P. staff (or)	26,000
.5 added S.T.E.P. staff (or)	13,000
One S.T.E.P. aide	5,400
19. One FTE staff for grant writing	26,000
20. One FTE staff for public relations	26,000
21. One FTE computer coordinator	26,000
22. One FTE assistant accountant	18,000
23. .5 FTE Title IX officer (added time)	10,000
24. One repair technician	15,000
25. One EMH teacher and one aide to meet current IEP's from spring child study. (net cost)	9,300
26. Two LD teachers and two aides to meet current IEP's from spring child study. (net cost)	18,600
27. .5 FTE music therapist (net cost)	3,900
28. One social worker (net cost)	7,800
29. One school psychologist (net cost)	7,800
30. Two child study facilitators (net cost)	15,600
31. One ESL aide	5,000
32. One Science aide/paraprofessional	5,000
33. .5 media services	13,000
34. Periodic substitute teachers for English staff	5,000
35. .2 Orchestra to elementary - Washington	5,200
36. Activities Director - one hour increase at Jr. High	4,300
37. Admin. assistant at Jr. High	26,000
38. Admin. assistants at elementary schools	-----
39. .5 FTE Art - Elementary	13,000
40. .5 FTE P.E. - Elementary	13,000
41. School patrol coordinator	1,000
42. .5 FTE EMH - Sr. High (net cost)	3,900

Staff Requests from Several Sources
for 1984-85

	<u>Cost</u>
43. Elementary coaches for feeder programs	-----
44. One FTE SBP resource teacher in the building where the self-contained room will be located	7,800
45. .5 to 1.0 FTE LD resource teacher to serve at Edison and possibly at Washington	3,900-7,800
46. .5 FTE SBP teacher at St. Ansgar Hospital	-0-
47. 1.0 6th grade teacher at Washington School	26,000
48. 1.0 5th grade teacher at Edison School	26,000

Maximum cost 803,000 + three items not costed out.
Minumum cost 765,500 + three items not costed out.

MEMO # S-84-178R

TO: District Administration

FROM: B. Trochlil

RE: Capital Outlay Guidelines for 1984-85

DATE: April 26, 1984

0.0 Expenditures to be \$100,000 less than revenues each year for five (5) years to make up cash deficit - basic budget amount - set at \$471,000.

1.0 Allocations will be based on the following (in priority):

- 1.1 Health and Safety
- 1.2 Energy Conservation
- 1.3 Building Preservation
- 1.4 Instructional Equipment
- 1.5 Convenience
- 1.6 Appearance

2.0 Requests will be made as to:

- 2.1 Improvement to Sites
- 2.2 New Buildings (none)
- 2.3 Improvement to Buildings
- 2.4 Instructional Equipment
- 2.5 Management Equipment

3.0 Expenditures will be on requests listed in the Preliminary Draft - March 21, 1984

4.0 Dedicated costs above the line are identified by Superintendent:

- 4.1 Media Equipment.....\$ 47,742
- 4.2 Debt Retirement..... 100,000
- 4.3 Food Service..... 0
- 4.4 Maintenance..... 12,100
- 4.5 District..... 41,952 (i.e. Tel. Lease, Inst. Equip. Region I, etc.)
- 4.6 Media
 - 4.60 Library book budget - allocation of \$3.25 per student - total \$14,000
 - 4.61 Responsibilities
 - 4.610 New library books for each building level library media center - budget established and controlled by the district library media director in consultation with building librarians and principals - selection of materials and decision to purchase - principals
 - 4.611 Audio visual materials housed at the district IMC and circulated to the schools (films, filmstrips, kits, etc.) - budget established and controlled by the district library media director - materials evaluated and recommended for purchase by teachers, librarians and principals - decision to purchase district media director

- 4.612 Audio visual equipment for buildings and district IMC (projectors, overheads, video equipment, computers, etc.) - budget established and controlled by district library media director - needs established by building AV coordinators in consultation with district media director and building principals - decision to purchase - district media director
- 4.613 Encyclopedias for libraries - budget established and controlled by building principals in consultation with building librarians
- 4.614 Professional library budget - capital outlay fund - decision to purchase - district media director
- 4.7 Athletics.....\$22,600 (rentals)
- 4.70 Junior and Senior program expenditure will be part of the building budgets
- 4.8 Building Technology Expenditures -- Computer Related -- for Riverside, Edison and the Junior High.....\$90,870
- 4.80 Consideration for Business Education will be assessed after bids/quotes are received.
- 4.9 Special Levy.....\$148,959
- 4.10 ASBPCB..... 43,725
- 4.11 Roof.....145,250
- 5.0 Allocations to buildings will be based on the number of pupil units (February enrollment)
 - 5.1 Preschool/Kindergarten .5
 - 5.2 Elementary (1-6) 1.0
 - 5.3 Junior High 1.4 (shared time -- +14)
 - 5.4 Senior High 1.4 (CCVC -- -72)
- 6.0 Expenditures will occur in the present fiscal year --- no carry over monies without Superintendent's approval
- 7.0 Special Services
 - 7.1 Teachers and building administrator will write recommendations to the Director of Special Services (copies will be forwarded to the Office of Instruction)
 - 7.2 Items (supplemental) not listed on 'spread' sheet will be financed by federal dollars
- 8.0 Gifted Program
 - 8.1 District-wide purchase

BT/jh

cc: School Board

1984-85 CAPITAL OUTLAY BUDGET SUMMARY APRIL 26, 1984

Major areas of concerns for the 1984-85 Capital Outlay budget:

*The asbestos and PCB removal Prelim Final

Jr.	170910	
Wash Annex	174000	
Sabin	32000	
Edison	15400	15400
Probst	3300	3300
Riv	11165	11165
Wash	13860	13860

Total	420635	43725
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Townsite	25000	31000
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*Roof maintenance REPAIR FINAL REPLACEMENT

Jr.	109200		219000
Wash Annex	109200		219000
Sabin	21900		57000
Edison	64500		173000
Probst	28200	28200	192400
Riv	50610	117050	130000
Wash	67000		174000

Total	450610	145250	1164400
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Townsite	51400	10000	134000
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*Site development

Sr.	803600
Jr.	243400
Wash Annex	3400
Edison	54300
Probst	49600
Riv	34600
Wash	115400
Townsite	23500
Maint	44200

1372000

*Future use of school buildings
Space needs
Special services
Enrollment

*Complete new envelope at Jr. High

Roof	219000	
Walls	290000	
Energy cons	84300	
Asbestos	140910	
Remodeling	50000	30000

1984-85 CAPITAL OUTLAY BUDGET SUMMARY APRIL 26, 1984

PCB	30000
Site Development	243300

	1057510 30000

*Complete new envelope at Wash. Annex

Roof	219000
Walls	290000
Energy cons	84300
Asbestos	144000
PCB	30000
Site Development	3400

	770700 0

1984-84 CAPITAL OUTLAY PRELIMINARY BUDGET

											LEVY	471000	136000	133000 =	ROOF		
PAGE	ITEM	#	#	ED	PRB	RIV	WASH	JR	SR	SAB	ANNEX	DIST	MAINT	BASIC	SPEC	ASBP	PCB
	1	10		500											500		
	2	12			2941									2941			
			1			500									500		
	4	11						1518						1518			
	5	17							21420					21420			
	6	1											5000		5000		
		2											1215	1215			
		6											672	672			
	8	13		844											844		
		17		7020											7020		
		18		14000													14000
		19		1400													1400
	9	1			10000									10000			
		3			28200									28200			28200
		14			2645										2645		
		15			3000												3000
		16			300												300
		18			1000										1000		
	10	10				117050									117050		117050
		11				7000									7000		
		24				10150											10150
		25				1015											1015
		26				700									700		
	11	18					12600										12600
		19					1260										1260
		20					1000								1000		
	12	22						20000						20000			
	13	23						1200							1200		
		7							2600						2600		
		12							8000					8000			
	14	7								700					700		
	15	17									1200				1200		
		3											10000	10000			
		4											2100	2100			

1984-85 CAPITAL OUTLAY BUDGET SUMMARY APRIL 26, 1984

[illegible]

1984-85 CAPITAL OUTLAY BUDGET SUMMARY APRIL 26, 1984

15	1	10000
	2	6000
	4	25000
	6	700
	1	4500
	2	450

	IMPROVEMENT TO SITES		IMPROVEMENT TO BLDGS		INSTURCTIONAL EQUIPMENT		MANAGEMENT EQUIPMENT		FOOD SERVICE		TOTAL	
	PRELIM	FINAL	PRELIM	FINAL	PRELIM	FINAL	PRELIM	FINAL	PRELIM	FINAL	PRELIM	FINAL
EDISON	55000	500	371761	23264	32584	30435					459345	54199
PROBST	59591	2941	116670	45145	25632		4204				206097	48086
RIV	37750	500	327625	135915	52645	30435	180				418200	166850
WASH	145800		254760	14860	16640				12000		429200	14860
T ELEM	298141	3941	1070816	219184	127501	60870	4384	0	12000	0	1512842	283995
JR HI	244920	1518	899260	21200	55242	30000					1199422	52718
SR HI	827420	21420	1301886	10600	489929	87600	750		5000		2624985	119620
T SEC	1072340	22938	2201146	31800	545171	117600	750	0	5000	0	3824407	172338
SABIN			150110	700							150110	700
W ANNEX	3400		982700	1200							986100	1200
SPEC ED							751				751	0
IMC					71077	47742					71077	47742
DIST	27687	6887	98100				50065	35065			175852	41952
MAINT	44200		25400	12100							69600	12100
FOOD SRV			4000		17000		505				21505	0
T DIST	75287	6887	1260310	14000	88077	47742	51321	35065	0	0	1474995	103694
GR TOT	1445768	33766	4532272	264984	760749	226212	56455	35065	17000	0	6812244	560027
TRANSP											0	0
TOWNSITE			153100	41700							153100	41700
COMM ED											0	0
AVTI	124800		4950	4950							129750	4950

	K	1-6	7-12 PUP UNITS								DISC \$
			OR								101157 BASIC LEVY BALANCE
			SPEC ED								19.92 PUPIL UNIT ALLOWANCE
EDISON	104	478	20	530							10558
PROBST	90	548		593							11812
RIV	94	339	31	386							7689
WASH	110	556	8	611							12171
T ELEM	398	1921	59	2120	0	0	0	0	0	0	42230
JR HI			722	1010.8							20135
SR HI			1391	1947.4							38792
T SEC			2113	2958.2							58927
TOTAL			4233	5078.2							101157

S-mg-805
N.W.
5-8-1-5

Special Meeting
Board of Education
Independent School District #152
May 1, 1984

Members Present: Karen Koentopf, Dean Guida, Curt Borgen, Richard Pemble, Joyce Sutter, Wayne Puppe, Mike Hulett, Ben Trochlil

The meeting was called to order by Curt Borgen, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda, adding Insurance Provision for retiring teachers.

INSURANCE PROVISION FOR RETIRING TEACHERS - Aaron Longtine discussed the concerns with the district's life insurance provision for retiring teachers. Action will be taken at the May 8 Board Meeting.

SPACE NEEDS - Discussion was held on the 1984-85 Elementary School Classroom Needs.

STAFF REQUESTS FOR 1984-85 - Current information on staffing requests was reviewed.

CAPITAL OUTLAY - The Board reviewed the preliminary Capital Outlay budget.


Karen Koentopf, Clerk

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tues., May 8 at 8:00 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil
Dr. Bennett Trochlil, Superintendent

ATTENDANCE:

Joyce Sutter	Dean Guida
Karen Koentopf	Richard Pemble
Mike Hulett	Wayne Puppe
Curt Borgen	Ben Trochlil

I. CALL TO ORDER

II. PREVIEW OF AGENDA - Dr. Ben Trochlil, Superintendent

III. APPROVAL OF MINUTES Appendix A

Recommendation: Move to approve the minutes of April 10 and 24, 1984.

IV. CONSIDERATION OF CLAIMS Appendix B

Recommendation: Move to approve the claims.

V. COMMUNICATIONS

VI. OPPORTUNITY FOR CITIZENS TO SPEAK

VII. "WE ARE PROUD"

VIII. UNFINISHED BUSINESS

1. Consider Teachers' Life Insurance Appendix C

IX. NEW BUSINESS

1. Report of Spelling Curriculum Adoption Appendix D

2. Report on Student Support Services Proposal Appendix E

3. Report on Comprehensive Arts Program Appendix F

4. Consider MAVTI Revised 1983-84 Budget Appendix G

S/mg/BOS
min
5-8-84

Ann Dickerson

- | | |
|---|-------------------|
| 5. Review MAVTI Construction Projects | Appendix <u>H</u> |
| 6. Consider Personnel | Appendix <u>I</u> |
| 7. Consider Dental Assistant Office Affiliations | Appendix <u>J</u> |
| 8. Consider Audit for 1983-84 | Appendix <u>K</u> |
| 9. Consider Annual Election---
Region I-ESV Executive Board | Appendix <u>L</u> |
| 10. Consider General Supply Award Recommendation | Appendix <u>M</u> |
| 11. Report on Scholarship for Moorhead Athletes | Appendix <u>N</u> |
| 12. Consider Library Software Proposal | Appendix <u>O</u> |
| X. FOR YOUR INFORMATION | Appendix <u>Z</u> |
| XI. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION | |
| XII. ADJOURNMENT | |

NEXT SCHEDULED MEETING Tuesday, May 15, 1984

UNFINISHED BUSINESS

1. Teachers' Life Insurance (Bergen) Appendix C

Explanation: Appendix C-1 is the background information that was reviewed at the May 1 meeting.

Recommendation: This is a negotiation issue.

NEW BUSINESS

1. Spelling Curriculum Adoption (Jernberg) Appendix D

Explanation: The Spelling Committee members will report to the Board regarding the recommended curriculum for Spelling.

Recommendation: For your information.

2. Student Support Services Proposal (Jernberg) Appendix E

Explanation: As a part of District Objectives, a committee was formed to review the need for student support services and social worker needs. The proposal from this committee is found in Appendix E-1. Mr. Jerry Koenig will give a report of the committee's discussions and findings.

Recommendation: Move to accept the report/proposal with any action to be taken as part of the 1984-85 management plan.

3. Comprehensive Arts Program (Jernberg) Appendix F

Explanation: A District #152 Comprehensive Arts Planning Committee has been formed with the aid of a State Department of Education grant to review the total Arts in General Education Program.

Members of the committee will update the Board on the program to date and will discuss the Annex Arts Center concept as found in Appendix F-1.

Recommendation: For information only.

4. MAVTI Revised 1983-84 Budget (Bergos) Appendix G

Explanation: Last November the Board of Education approved the revised AVTI budget for the 1983-84 term. This revision was accomplished after the State had taken action with regard to allocating aids, etc..

At this time, the AVTI budget needs to be revised to reflect the changes in salaries and fringe benefits which occurred as a result of the 1983-84 salary settlement.

The revised budget is shown in Appendix G-1. The Board should note that the summary sheets at the beginning of the budget book have been revised. This has been done in order to more clearly reflect what is happening to the various funds at AVTI.

The AVTI director will be present to discuss the budget and answer any questions from the Board.

Recommendation: Move to approve the revised budget as presented.

5. Moorhead AVTI Construction (Bergos) Appendix H
Projects

Explanation: At the last meeting of the Board, the AVTI director presented an update on construction of the agricultural building which was authorized by the Legislature in 1981. Governor Perpich has now sold the bonds so construction can proceed on this project as soon as preliminary planning is approved by the Board.

The 1983-84 Legislature has approved two additional construction projects for the Moorhead AVTI. These projects were approved by the Board of Education at the September 13, 1983, meeting (see appendix H-1). At that time, it was not anticipated that the Legislature would approve these projects during this session, but instead would probably defer them until the next session.

A special opportunity exists at this time which would allow the combining of the agricultural building, the refrigeration shop replacement, and the roofing project into one large project. This would very likely attract more competitive bids than if the three projects were bid separately.

The AVTI director will be present to discuss the project and to review for the Board the requirements for complying with state law concerning AVTI construction levies (see appendix H-2). In addition, the Board should review their decision as to selection of architects for the projects (see appendix H-3).

Recommendation: Consider the project as proposed but defer action until the May 15 meeting.

6. Personnel

(Bergen)

Appendix I

Retirement

Velma Morse - Edison Elementary, effective May 31, 1984.

Resignation

Vickie Wangberg - EMH Teacher, Washington Elementary, effective at the end of the 1983-84 school year.

Becky Dooley - Girls Basketball Coach, effective immediately.

Leave of Absence

Vernon Arntson - Custodian, Senior High, three-month leave of absence for June, July and August.

Recommendation: Move to approve the personnel changes.

7. Dental Assistant Office
Affiliations

(Bergos)

Appendix J

Explanation: The following people need to be added to our list of medical persons we want to have named to our non-paid cooperating Dental Assistant Staff:

Dr. Reed Sanford
Dr. Shelly Townsend

Recommendation: Move to appoint the list of medical persons to Moorhead AVTI non-paid cooperating staff.

8. Audit for 1983-84 School Year

(Trochlil)

Appendix K

Explanation: The district has retained the services of Eide, Helmeke and Company since 1979. A decision has to be made as to this year's audit firm.

The options that the Board have are:

1. retain Eide, Helmeke and Co. for 1983-84
2. request quotations for audit services

Recommendations: This is a Board decision.

9. Annual Election---Region I-ESV
Executive Board

(Trochlil)

Appendix L

Explanation: Appendix L-1 is the background information.

Recommendation: Individual Board member consideration.

10. General Supply Award
Recommendation

(Lacher)

Appendix M

Explanation: Appendix M-1 is the background information.

Recommendation: Move to approve the General Supply Award Recommendation.

11. Scholarship for Moorhead
Athletes

(Jernberg)

Appendix N

Explanation: Mr. Spencer Jones, a Moorhead High School Alumni, has established a charitable trust in the sum of \$10,000. This trust is called the Spencer and Ferne Jones trust.

The income of this trust is to be awarded to a needy Moorhead High School female athlete who will attend a local college. This award will be made directly to the local college.

Recommendation: Direct the Administration to write a letter of thank-you to Mr. Spencer Jones on behalf of the School District.

12. Library/Software Proposal

(Jernberg)

Appendix O

Explanation: A committee is preparing a proposal to Micro-Ed, Incorporated to establish a lending library of educational software which would be provided by Micro-Ed for families in the four elementary schools in District #152. Appendix O-1 contains the objectives of the proposal. A Micro-Ed proposal cannot be submitted without Board approval.

Recommendation: Move to allow the grant proposal to establish a lending library of educational software for family use to be submitted.

'WE ARE PROUD'

1. In a state-wide election of members of the Minnesota Association of Secondary Principals conducted last winter, Howard Wergeland, Assistant Principal, Moorhead Senior High School, was elected to the office of Secretary of the Association.

2. Six Moorhead Senior High students participated in the Drake Physics Prize Examination Test this year. Of these six, three were placed and given certificates of merit.

Jason Hinze - 13th place
Peter Kinsella - 16th place
Dan Ostercamp - 50th place

These students were rated in the upper 1% of all students taking part in the Drake test. The test was taken by 3,219 students from 265 schools in Iowa, Minnesota, and South Dakota.

3. The Moorhead High School Knowledge Bowl Team finished 7th in a nationwide contest of over 200 teams on April 25.

In an earlier, different type of Knowledge Bowl Competition, two teams from Moorhead finished 4th & 5th in regional competition at Fergus Falls. This is the second year that Moorhead has been entered in this type of competition.

Members of the teams are seniors: Jason Hinze, Dan Ostercamp, Pete Hofrenning, Kim Faurot, Karen Johnson, Peter Close, Weston Edwards.

Juniors: Chris Childers, Joan Gjevre, Dan Case, John Stelter
Sophomores: Charles Li, David Money
Coaches: Roger Vettleson and Ken Tangen

4. Six Moorhead High students made it to the finals in the Architectural Drawing competition sponsored by the Detroit Lakes AVTI on April 25. John Mears won first place along with a \$200 scholarship. Connie Toutges won the 3rd place trophy while Dana Thune and Kurt Huseby shared 4th & 5th place. Andrew Laske & Andrew Beauchamp also participated. Seventeen students participated in the Automotive Competitive events with Kurt Gruchalla & Jerry Rieber advancing to the finals. Tim Torgerson & Kevin Haley will compete in the Plymouth Trouble Shooting Contest State finals.
5. Kristi Paulson will be making a trip to San Antonio, TX to compete in National Competition for her outstanding performance at the National Forensic League Tournament held at Shanley High School last February.

6. OEA Spring Leadership Conference - (Appendix 6-A).

7. Letter of Commendation - Dental Assisting Department - (Appendix 7-A).

FOR YOUR INFORMATION

1. Senior High North Central Accreditation - Appendix Z-1
2. Minutes - Region I - ESV of March 26 - Appendix Z-2
3. Minutes - Community Education of March 26 - Appendix Z-3

4. CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Honors Banquet	Monday, May 7	6:00 p.m.	MSU Ballroom
Athletic Council	Tuesday, May 8	7:00 a.m.	Townsite
Meet the Candidate	Tuesday, May 8	6:30 p.m.	Townsite
Department Head Meeting	Thursday, May 10	3:30 p.m.	Townsite
Supt. Advisory Council	Thursday, May 10	7:30 p.m.	Townsite
Title IX	Monday, May 14	7:00 a.m.	Townsite
School Board Election	Tuesday, May 15	7:00 a.m.- 8:00 p.m.	
CCVC Board Meeting	Wednesday, May 16	8:00 p.m.	Annex
P.E.R.	Thursday, May 17	7:00 a.m.	Townsite
Baccelaureate	Sunday, May 20	7:00 p.m.	Senior High School
Athletic Banquet	Monday, May 21	7:00 p.m.	Senior High School
MAVTI Graduation	Thursday, May 31	7:00 p.m.	Senior High School
Senior High Graduation	Sunday, June 3	2:00 p.m.	Concordia

Insurance Provision - Group Life - Article 40, Section 3
March 30, 1984

Present: Don Haga, Bob Hellem, Darrell Tomlinson (partial), Rod Bergen and Ben Trochlil

Recorder: Ben Trochlil *BT*

Issues:

1. Carrier's position as to Article 40, Section 3 - Group Life Insurance
 - 1.0 Change in agreement -- "right to continue group life coverage" to "shall continue group life coverage"
 - 1.1 Carrier requires all retiring employees to participate
2. Letter of February 16, 1983
3. Letter of March 6, 1984
4. Memo of March 30, 1984
5. Cost of premium -- however, too many variables to be exact
6. Payment of premium
 - 6.0 Present contract -- "at the expense of the teacher"
 - 6.1 Suggestion of MEA - district's expense or charge against next year's settlement
7. Incentive to retirees
8. Amount of insurance needed by retirees

Action:

1. Contact Board members
2. Establish another meeting date - Board and MEA negotiation teams and central administration

Attachment

cc: School Board
Central Administration

4/16/84

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

1984-85 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: District No. 152

TOPIC OF PROPOSAL: Student Support Services Proposal

SUBMITTED BY: Student Support Services Com. DATE: 4-13-84

SUBMITTED TO: Robert Jernberg cc: Dr. Trochlil
Mr. Bergen
Mr. Swedberg

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve ___ Disapprove ___ Hold ___ Refer to Cabinet X

Date APR 24 1984

Complete a description of your program proposal. All eight (8) areas must be addressed. Information in support of your proposal should be as comprehensive as possible.

1. Describe the proposal for funding.

The attached committee report indicates a need for an additional elementary counselor, an additional school psychologist, and an additional school social worker to serve District 152.

2. Explain in detail the rationale or purpose of the proposal. (Please relate, if possible, your rationale to the previously identified high priority problems of your school.)

The number of referrals for special services, the number of resulting psychological assessments, and the requests from teachers and staff for follow-up support to students with handicaps as well as children in the mainstream classes continues to grow.

3. State the negative implications if the proposal is not approved.

The assessments and services mandated by law will not be met. The follow-up support which seems to be important to meeting the needs of students and which is also sought by staff will be even less. We will hardly meet crisis situations and we will move away from remediation and important preventative services mentioned in the committee report.

4. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

The alternative to adding support staff seems to be a reduction in services to students and staff.

5. Estimate the cost implications of this proposal on the following chart.

PROPOSED BUDGET

<u>Personnel</u>	<u>FTE</u>	<u>Salary Requested</u>	<u>Reimbursement Federal/State</u>	<u>Actual District Cost</u>	<u>Total Cost</u>
School Social Worker	1.0	19,032	13,322	5,710	\$ 5,710
Elementary Guidance Counselor	1.0	26,000	-0-	26,000	\$ 26,000
School Psychologist	1.0	26,000	18,200	7,800	\$ 7,800
<u>Fringe Benefits</u>					
Medical		2,206 X 3	= 6,618		
LTD		71,032 X .00557	= 396		
W.C.		71,032 X .0028	= 199		
Life		51 X 3	= 153		
			7,366		\$ 7,366
Travel					\$ 1,380
Supplies	900 - 50% = 450				\$ 450
TOTAL PROPOSED COST					\$ 48,706

6. Suggested timeline for implementation.

It appears that these additional positions would be available for the 1984-85 school year.

7. Recommendation rationale (if necessary):

See attached committee report.

STUDENT SUPPORT SERVICES COMMITTEE REPORT

INTRODUCTION

The Student Support Services committee was formed in response to district objective 1.19, "To determine the need for additional social services support staff in the elementary grades." A committee was formed and consisted of elementary teachers, elementary principals, special services support staff, community resource people, the Director of Special Services, the Assistant Superintendent in Charge of Instructional Programming and the Superintendent of Schools.¹

The committee looked beyond the need for additional Social Work staff and focused upon a broader area which might be called 'Student Support Services'. These support services include School Social Work, School Psychology, School Counseling and the School Nursing Services. This approach is very much in keeping with current trends, and is supported by a recent publication by the Minnesota Department of Education, titled "Differentiated Levels of Student Support Services".² This publication describes the roles of each profession and stresses the importance of teamwork and coordination of services. The suggested staff-to-student ratios cited in this report are taken from this publication.

Three levels of services were described in this publication: Level I services which are concerned with meeting the everyday needs and crises needs of students; Level II services which focus on remedial activities; and Level III services, which stress prevention activities.

Our committee met and reviewed other current literature and guidelines for service areas. We met as a group on January 13, 1984, and discussed two topics: 1) "What are the social/emotional needs of elementary school students in today's society?"; and 2) "What kinds of support do teachers need to deal effectively with the social/emotional needs of children?"³

The attached summary discusses several issues regarding our student population. Some of our main concerns are as follows:

a) the number of students being referred for Special Education services is increasing dramatically;⁴

¹See Appendix A - "Membership List"

²Differentiated Levels of Student Support Services, Crises, Remedial and Developmental Approaches, Published by Pupil Personnel Services, Minnesota Department of Education, 1982.

³See Appendix B - "Summary of Committee's Discussion at the January 13, 1984 meeting."

⁴See Appendix C - Referral Level Changes

b) the numbers of students from single parent households is increasing; and

c) the numbers of families moving in and out of our community for educational, medical, employment and welfare benefits is significant.

RECOMMENDATIONS

In order to address these needs, there must be a balance between special services and regular classroom support. The committee supported the following main recommendations:

A) consideration must be given to keeping classroom size low enough so that the classroom teacher can respond to the individual needs of the students, not only in basic academic areas but also in the area of personal needs. It was difficult for our committee to address the classroom size issue and come up with specific pupil-teacher ratios. However, in reviewing other reports presented to the Board of Education, i.e. "A Preliminary Report Regarding Enrollment, Staff and Space Concerns, March 13, 1984" and "Staff Requests from Several Sources for 1984-1985", dated April 9, 1984, it appears that the issue of class size has been approached by others.

B) with the unique needs of our students, we must have adequate support staff to allow the time and flexibility to respond to the needs of the student, the student's family, and the district staff who are involved with the student.

The following are statements regarding each special support service area. These will reflect an overview of the services which are being provided and those which are needed in order to provide a more comprehensive and effective program to insure that our district can follow through with its motto "Accent on Excellence through Individualized Instruction".

By way of introduction to this area of discussion, we will review the three levels of support services described in the aforementioned State Department of Education publication, "Differentiated Levels of Support Services".

Level I service involves basic maintenance and crisis level services. It is considered the minimum 'bare bones' approach to meeting the needs of district students and staff, and provides no time for prevention services.

Level II service involves moving beyond the crisis level of service to programs focusing on remediation and adjustment needs as well as the Level I services. At this level, time is available for individual and group work with students and consultation with school staff, families and the community.

Level III service involves a preventive/developmental

focus with students, families, staff and community on 'before-the-fact' rather than 'after-the-fact' situations. It also includes those services in Levels I and II.

One might ask how a district chooses which levels of service it wants for its students and staff. The answer lies in the philosophy of the district, and even more importantly in the personnel who are available to respond to the needs. Obviously the crises and basic maintenance needs must be met first, and then if time is available, other levels of service can be met. With these ideas in mind, let us look at how our district is currently functioning.

Elementary School Guidance and Counseling

Our guidance program at the elementary level fits well with the state's philosophy of a 'developmental approach'. This means that the Elementary Guidance Counselor reaches out to all students with programs designed to help each student grow in cognitive and affective skills which are related to that student's social, emotional and physical well-being. Don Ellingson, our Elementary Guidance Counselor, coordinates a program whereby he meets with classes at each grade level each year. Whenever possible he is available to meet with individual students, special needs small groups and act as a resource person to parents and staff. The major emphasis is upon group sessions for common developmental needs and working in the classroom with teachers where the mainstream action occurs. He also coordinates such programs as Operation Aware for grades 5 and 6, the Touch program for grade 3, and a program called 'Kids on the Block' which reaches out to third graders in the area of mainstreaming of handicapped students. Don Ellingson uses his expertise plus the expertise of community resources and interns in Counseling and Guidance.

It is interesting to note that we function with one guidance counselor for 2348 K-6 students. The state figures would indicate a realistic staff ratio of one elementary guidance counselor to 360-450 students.¹

School Psychological Services

Our district employs two School Psychologists, Lynn Halmrast and Debra LaQua. They serve the entire school district, age 4 through 21, plus providing consultation and assessment services to Moorhead students who attend Fargo-Moorhead private and parochial schools, as well as all students admitted to the Adolescent Unit at St. Ansgar Hospital. They are also available to provide assessment and consultation services for children birth through 3 years of age.

¹Differentiated Levels of Student Support Services, pp. 44-53, 218.

In accordance with the state rules, the majority of the School Psychologists' time is to be spent working with students who have special handicapping conditions. The services of the School Psychologists include the assessment of students referred for special education assistance, consultation with the Child Study Team regarding the placement and programming of handicapped students, and consultation with staff, families and community resources. The expertise of the psychologist in the areas of learning, behavior and emotional development are invaluable to the understanding of and planning for student programs. The School Psychologist has many skills in assisting students, individually or in groups, to deal with behavioral and emotional adjustments to family, peer or school situations or chemical use problems, as well as providing staff support and helping to meet staff needs through consultation, research and inservice.

Our School Psychologists consult with various community agencies and resources and supervise interns from the NDSU Psychology graduate program and the MSU School Psychology graduate program.

The state department recommends ratios of one School Psychologist for every 855 students.¹ It is therefore not surprising to find that in our school system, the School Psychologists are realizing that they are not able to provide a level of service beyond assessment and consultation. Their expertise in programming, research, inservice and counseling is unable to be utilized effectively, if at all.

School Social Work Services

There are two School Social Workers in District 152, Jerry Koenig and Lynn Lyons.

In accordance with the state rules, the majority of the School Social Workers' time is also to be spent working with students who have special handicapping conditions. The School Social Worker is also assigned to work in the area of Child Abuse and Neglect.

The School Social Worker is to function as a member of the Child Study Team, assisting in understanding the impact of family pressures on the functioning of the student. The School Social Worker also reaches out to the home and community in helping both to understand the needs of the student from the school's perspective. The School Social Worker also assists the student and family to make use of community resources for health, financial, mental health, protective and recreational needs. Keeping lines of communication open is an important function of the School Social Worker.

¹Differentiated Levels of Students Support Services, pp. 111-112 and 223-226.

Another function of the School Social Workers in District 152 is to provide follow-up support to students on an individual and small group basis. The areas of focus are social, emotional and behavioral growth and development. They also have the skills to provide staff support through consultation and inservice.

The School Social Workers utilize the follow-up services of many community agencies. They also supervise social work students from MSU and Concordia College.

The state guidelines recommend student ratios according to various levels of service, depending upon the numbers of special needs students. Considering our population of special education and special needs students, we would require a ratio of one School Social Worker to 800 students, although there is a recommendation that School Social Workers be assigned to special needs programs as well.¹

SUMMARY

If the School Psychologists, School Social Workers and Counselors spend all or most of their time and energy on crisis situations, their energy is drained rapidly, and short-range effectiveness is limited while long-range effectiveness is made virtually impossible. A more effective system would allow sufficient staff members to meet needs at all three levels of service delivery (crises, remediation and prevention).

The conclusion of our presentation is that in order to even function effectively at a Level I maintenance and crisis level, we need additional support staff. While our total student population has declined, our special services student population has increased. Programs and staff needs for programs such as the Learning Disabilities, Severe Behavioral Problems, Hearing Impaired, Visually Impaired, and Educable and Trainably Mentally Handicapped have grown.

In order to keep up with the demand for assessment alone, at least one more School Psychologist is needed.

When the SBP Self-Contained Program was initiated two years ago, the recommendation was that a School Social Worker be assigned to that program on a half-time basis as a home-school liason person. No additional School Social Work staff was added, however, and the needs have increased even more with the addition of a second self-contained SBP classroom. It is absolutely essential that at least one, and preferably one and one-half School Social Workers be hired to enable more direct support service to SBP students, staff and families, and to increase the communication and cooperation between home and school.

¹Differentiated Levels of Student Support Services, pp. 164-166 and 226-228.

Our Elementary Guidance Program needs at least one more person in order to give consideration to the individual social/emotional needs of the students who are in the mainstream population. The prevention of chemical abuse, a major area of concern today, must take place at the elementary level. The district's Developmental Guidance Program guidelines are very similar to those of successful nation and state-wide prevention programs. Our programs are negatively affected, however, due to the time constraints of our Elementary Counselor. The addition of a person to the Elementary Guidance program would further enhance the development and effectiveness of our prevention programs such as Operation Aware, the Touch Program, etc.

While little has been said about the needs of the School Nursing Program in this report, this service also provides a vital support service to the District. Objective 1.18 of the District Objectives for the Department of Instruction involved looking at the School Nursing program and the coordination of services with the Clay County Health Services. Our School Nurses provide health services and referrals for students who become ill or hurt during the school day. They also provide valuable health information about students and make home visits as necessary in regards to various health matters. They conduct vision and hearing screening and make referrals as necessary, as well as to help to maintain contact with area physicians and agencies. They are also available to provide consultation to staff, families and students, as well as to provide inservice on matters such as nutrition, general health maintenance and other health-related matters.

We believe that a strong School Nursing program which involves the School Nurses and Health Aides in each building is important for our district. The cooperation and support of the School Nursing program is important to each of us whether we are in the regular classroom or in special services.

We are fortunate in District 152 to have a full range of Student Support Services. We are even more fortunate in having people in all areas who appreciate the role of other staff members and we enjoy working together as Support Staff as well as working with other district staff, students, families and community agencies. With some attention to staff needs in our Support Staff, our district can move ahead to provide remedial and preventive services as well as maintenance and crisis services.

This report represents discussion of the committee and discussion in the elementary buildings. There continues to be a need for clarification of the roles of each of the professions in the Support Services area. This can be accomplished as we work and share together as a group and as we work and communicate with the rest of the district personnel. While there may still be debate and discussion as to the priority of these Support Service

needs in comparison to other needs in the district, it is important to realize that any support for additional staff in these Support Services areas is based upon the conclusion that the primary focus of the staff should be in remediation and prevention services.

APPENDIX A

MEMBERSHIP LIST

Committee to study the need for additional social service support staff in the elementary grades:

Thomas Edison School

Norman Felde	Principal
Frances Flaig	Grade 2
Kent Karch	SBP resource teacher
James Nigg	Grade 6

Probstfield School

Howard Murray	Principal
Dean Mollerud	Grade 5
Ruth Swenson	Grade 1

Riverside School

Donald Iverson	Principal
Kevin Beckius	Grade 5
Jean Kinsella	Kindergarten

George Washington School

Robert Olson	Principal
Debbie Anderson	Speech Clinician
Joanne McCarl	EMH Resource Teacher
Gert Solum	Grade 5

Resource People

Don Ellingson	Elementary Counselor
Robert Jernberg	Ass't. Supt. - Instruction
Jerry Koenig	School Social Worker
Deb LaQua	School Psychologist
Lynn Lyons	School Social Worker
Joel Ortega	SBP Coordinator
Corinne Pestes	School Nurse
Alan Swedberg	Director of Special Services
Sandy Robin	MSU - Internship Supervision
Mike Johnson	Clay County Social Services
Penney Hillman	Social Worker Intern
Dave Andersen	Juvenile, Youth Intervention Services

Community Resource People

Sandra Robin, ACSW	Michael Johnson	Dave Anderson
Assistant Professor	Social Worker	Youth Interven. Officer
Internship Coordinator	Clay Cty. Soc. Ser.	Moorhead Police Dept.
Dept. of Social Work	1004 North 1st Ave.	915 North 9th Ave.
Moorhead State Univ.	Moorhead, MN	Moorhead, MN

Summary of Committee's discussion at their meeting on
January 15, 1984

Topic: "What are the social/emotional needs of elementary
students in today's society?"

Self Needs

Self esteem - Self respect - Self confidence
Self discipline
Motivation

Health-Safety Needs

To love and to be loved
Eating disorders - over eating - anorexia
Chemical use - Drugs and alcohol
Pregnancy
Illness - Chronic - Terminal
Changes relative to growing up - Depression and related
emotional/behavioral

Society's Pressure

T.V. - Cable - H.B.O. - Dish Receiver
Economic factors - status - food - clothing - shelter
Changing roles
Music - rock music lyrics
Delinquency

Peer Relationship Needs

Feelings of acceptance - rejection
Communication - vocabulary
Respect for self and respect for others
Small groups - cliques
Teasing

School Related Needs

Teacher relationship - mutual respect and acceptance
Academic growth
Concern or lack of concern for grades
Self concept
Special groups - STEP, sports, music
Resource support
Parent support
Busing

Family Related Needs

Love - acceptance - rejection
Discipline - supervision
Pressure to achieve - belong to special groups
Sibling rivalry - support
Parental acceptance - rejection- child sexual abuse

- Economic security and status
- Employment - unemployment of parents
- Food - nutrition
- Shelter
- Clothing
- Rest
- Latch key situations
- Family changes and structure
 - Death - divorces
 - "Live in" relationships
 - Step parents - step siblings
- Relationship
 - Extended family
 - Relationship with separated or divorced parent
 - Custody issues
- Substitute care
 - Foster care
 - Adoption
- Transient families

Summary - "What kinds of support do teachers need to deal effectively with the social/emotional needs of children?"

Lower class size

Too many students leads to dealing with class as a group rather than relating to individual student needs.
Time to prepare and individualize the needs of students.
Support and recognition of efforts from fellow teachers, administration, parents and resource people.

Professional Growth and Development

Methods: Release and preparation time
Inservice, staff development
Classes - teacher support groups

Topics: Physical/emotional - abuse and neglect
Sexual abuse
Chemical dependency - Alcohol abuse
Mainstreaming handicapped students

Support Services Within the School

Special programs coming into the classes

TOUCH Program, Operation AWARE, Peer Relationships, Health, Handicapped Awareness, Safety, Delinquency Prevention

Support services outside classroom setting

Work with small groups
Work with individuals
Work with special needs students who are handicapped and who "fall between the chairs"
Child protection services

Improved and more effective communication with support staff

Support is available immediately when a need arises
Faster processing of referrals

Consultation from support staff on a consistent basis so follow up is understood, frequently updated, and follow up is thorough enough to make an impact.

More effective consultation on a pre-referral and preventive basis.
Consultation related to mainstream students so teacher is prepared to receive a special needs student and to continue to provide adequate follow up.

Access to Community Resources

Awareness of resources and how to utilize them
Communication with resource people

Open sharing of concerns and information
Follow up communication

Adequate follow through on referrals

Improved Communication, Support and Intervention with Parents

Time to communicate with parents
Home/school liaison
Awareness of home situations which will affect student's
performance

Implications from Discussion of Needs

Increased Support Staff

Counselors, Psychologists, Social Workers

Reassignment of support staff so they are more accessible - use
of interns to extend service.

What is the ideal class size in order to adequately meet the needs
of the students?

All the special services and opportunities tend to fragment the
classroom, so the teacher has less time to spend with the class
unit.

Combinations within a classroom are important to consider; special
needs children create special demands from teacher and classmates.

The number and diversity of needs will no doubt grow as society
changes and becomes more varied.

Why are Referrals to Special Services Increasing?

Classroom teachers can't get to each student as effectively
More special needs students than before
More awareness of special needs

How do teachers, students, parents and school support staff and
community resource people share the responsibility in meeting the
social, emotional needs?

APPENDIX C

1981-82	EVALUATIONS	CSI	CSI by Nov. 1	CSII
Edison	19	24	6	105
Riverside	18	30	12	56
Washington	29	21	9	124
1982-83				
Edison	44	35	7	153
Riverside	31	27	2	84
Washington	30	46	17	137
1983-84 (1st 10 weeks)				
Edison	17	18	11	51
Riverside	14	16	12	12
Washington	25	22	21	44
YEARLY TOTALS:	EVALUATIONS	CSI		CSII
1981-1982	66	75		285
1982-1983	105	108		374
1983-1984 (estimated- 1st 10 wks. X 3.6)	201	201		385

According to a survey of elementary schools on April 18 1984, the following percentages of new students enrolled in each building during the current school year were referred for special services:

Thomas Edison	19%	Probstfield	20%
Riverside	26%	George Washington	20%

May 1, 1984



The Comprehensive Arts Planning Committee unanimously endorses the "Annex Arts Center" concept. As previously proposed by the elementary art staff, the center would be used for elementary art classes. The CAPP Committee would like to propose that the board consider expanding this concept to create a space that would serve the community as well as the school district.

As all of the fine arts are represented on our committee, a variety of suggestions were presented for expanding the use of the space. Some of them include:

- 1) Cooperation with the Plain Art Museum in providing classroom space, artist demonstration areas, a satellite exhibit space.
- 2) Adult Ed. classroom space.
- 3) Community artist studio space.
- 4) Music and theater practice and production space that would not have to be at the mercy of Phy. Ed. gym space.
- 5) Housing the Cultural Arts Coordinator would create better communication with other arts areas.
- 6) Space to house Elementary Music library.
- 7) Possibility of housing STEP program in the same building would be very beneficial in interrelating art and STEP programs.
- 8) Future space for areas such as dance as an extra curricular activity.

Although the above ideas are ambitious; the CAPP Committee would recommend to the board approving the elementary art plan at present, and committing themselves to a five year plan for future expansion. A five year time span would coincide with the CAPP time commitment and this committee would be responsible for submitting new uses for the space to the administration and board. Although the committee would not be responsible for development, it could provide planning that would lead to development in an orderly and sound fashion.

"LET'S PUT A FEATHER IN MOORHEAD'S CAP"

AGENDA ITEM (App. _____)

MAVTI Construction
(Heading)Presenter: Oscar BergosEXPLANATION:

On August 23, the AVTI Director presented two construction recommendations for consideration by the Board. One construction project would be the repair and insulating of the roof and replacing HVAC units for the center wing of the Institute---see Appendix A. The other construction project involves the replacing of the second-year refrigeration shop with a shop which would be twice as large. The present shop would be remodeled into a multi-purpose classroom-shop area---see Appendix B.

The funding of these construction items would be a state-local effort of 85-15%.

Attached (Appendix C) is the memo from the State School Boards Association outlining how an AVTI bonding levy is set up. It should be noted that item C provides for a "reverse referendum" procedure.

At the August 23 meeting, the Board was asked to consider the proposed construction items. The construction proposal forms must have a resolution from the Board attached (see Appendix D). The deadline for submitting the proposals is September 15.

The AVTI Director will be present to answer questions from the Board.

RECOMMENDATION:

Move to approve the proposed repair, remodeling, and replacement projects.

Regular Meeting
Board of Education
Independent School District #152
September 13, 1983
Page two

MAVTI CONSTRUCTION - Joyce Sutter moved, seconded by Karen Koentopf, to approve the construction of a refrigeration/air conditioning shop of approximately 4,200 square feet and the remodeling of the present shop (2,136 square feet) into a multi-use classroom/shop. Richard Pemble moved, seconded by Mike Hulett, to approve the reroofing of the center section of the AVTI plant, including the addition of insulation and replacement of roof-top HVAC units. Mike Hulett moved, seconded by Joyce Sutter, to submit a letter to the State Department asking them to pick up 100% of the funding for the roof repair project out of the Repair and Betterment Fund. Motion carried.

P.E.R. COMMITTEE - Richard Pemble moved, seconded by Mike Hulett, to appoint members of the P.E.R. committee as listed:

<u>Position Represented</u>	<u>Current Member</u>
Clergy	Keith Forrester
Community	*Roger Geroy
Community Education	*Nancy Schaffer
Colleges	*Carl Carlson
Teacher	*Joel Ortega
Business	James Lisko
Special Ed.	*Bea Arett
City	Sue Porter
Edison Parent	Fern Elofson
Probstfield Parent	Dr. Larry Byrnes
Riverside Parent	Jim Cummings
Washington Parent	Kathy Carlson
Junior High Parent	William Woods
Senior High Parent	Alma Cater
Senior High Student	Kirsten Rowell
Senior High Student	Jon Lindemeyer
Board Member	*Joyce Sutter
Board Member	*Karen Koentopf
Office of Instruction	*Bob Jernberg

Motion carried.

PRIVATE SCHOOLS - IMC LOAN - Mike Hulett moved, seconded by Joyce Sutter, to accept the AV Material Borrowing Agreement between Moorhead Parochial Schools and Independent School District #152 for 1983-84 and to authorize the Administration to execute agreements for ensuing years with non-public schools. Motion carried.

PERSONNEL - Karen Koentopf moved, seconded by Joyce Sutter, to approve the personnel as follows:

September 14, 1983

Mr. Mel Johnson, Manager
Operational Services
Minnesota Department of Education
Vocational-Technical Ed. Division
Capitol Square Building
St. Paul, Minnesota 55101

SUBJECT: 1984 Capital Budget Request for Reroofing of 1971 Addition at
Moorhead AVTI

Dear Mr. Johnson:

At our regular Board of Education meeting held Tuesday, September 13, the Board authorized the submitting of two capital budget requests. These requests are as follows:

- A. The reroofing of the 1971 addition at Moorhead AVTI
- B. Replacement of the present second-year refrigeration/air-conditioning shop

With regard to item A.---the reroofing of the 1971 addition, it is our Board's feeling that this project should be funded 100% through repair and betterment funds. It is hoped that this could be accomplished during the 1985-86 year at the very latest. An earlier date would be welcome.

Sincerely yours,

Oscar R. Bergos
Director

ORB:bb
Enclosures
cc: Ben Trochlil
Curt Borgen

NOTICE OF PROPOSED LEVY
MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE
STATE OF MINNESOTA
INDEPENDENT SCHOOL DISTRICT #152

NOTICE IS HEREBY GIVEN that the School Board of Independent School District #152, State of Minnesota, proposes to certify the levy allowed by the District by Minnesota Statutes, Section 275.125, Subdivision 14a.

1. The proposed 81-82 levy would be in an amount equal to .000216 mills times the most recent adjusted assessed valuation of the taxable property of the District, which when applied to that valuation would raise \$35,400 in the first year.
2. The duration of the levy would be one (1) year.
3. The purpose of the levy would be to pay the District's share of the cost of construction of the Moorhead Area Vocational Technical Institute Agriculture Building operated by the District.

Dated: June 9, 1981.

BY ORDER OF THE SCHOOL BOARD

Wayne Puppe, Clerk
Independent School District #152

*1981 Agr. Project
M legal notice
6/15
6/22
6/29*

DEPARTMENT OF FINANCE
1984 CAPITAL BUDGET
PROJECT DETAIL REQUEST

Agency Name State Department of Education
Institution Moorhead Area Vocational-Technical Institute
Request Title: Reroofing of 1971 addition---31,000 square feet

Description:

Reroofing center section of the AVTI plant, including the addition of insulation and replacement of roof-top HVAC units.

Rationale for Project:

There would be a considerable savings in heating costs by adding insulation to this area. This section of roof has a number of areas where leakage is occurring. We expect the roof to deteriorate rapidly in the next three to five years. The roof-top HVAC units are a constant source of leakage.

Changes in Operation Expenses:

As well as the savings which would be experienced by reducing the annual repairs on the HVAC units, heating costs for this area should be reduced substantially. It is estimated that a savings of \$7,359 per year in operating costs would result from these repairs (April 1982 energy audit + inflation factor)(13.67 years payback).

Explanation of Governor's Recommendation:

<u>ESTIMATED COSTS:</u>	<u>TOTAL COST</u>	<u>STATE COST</u>
Land Acquisition	\$ 0.00	\$ 0.00
Construction	\$205,000.00	\$174,250.00
Non-Building Costs	\$	\$
Architect Fees	\$ 20,500.00	\$ 17,425.00
Equipment	\$ 0.00	\$ 0.00
Site Work	\$ 0.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Total Project Cost	\$225,500.00	\$191,675.00
Total for this Request Only	\$225,500.00	\$191,675.00
Cost/Gross Square Foot	\$ 7.27	\$ 6.18
Cost/Assignable Square Foot	\$ 7.27	\$ 6.18
Request	\$	\$
Governor's Recommendation	\$	\$

DEPARTMENT OF FINANCE
1984 CAPITAL BUDGET
PROJECT DETAIL REQUEST

Agency Name State Department of Education
Institution Moorhead Area Vocational-Technical Institute
Request Title: Refrigeration/Air-Conditioning Shop Replacement

Description:

Construct a refrigeration/air-conditioning shop of approximately 4,200 square feet and remodel the present shop (2,136 square feet) into a multi-use classroom-shop.

Rationale for Project: The present refrigeration/air-conditioning shop containing approximately 2,136 square feet is inadequate for providing up-to-date instruction. The large size of instructional equipment such as walk-in coolers and freezers, roof-top units, commercial display cases, etc. necessitate more space. The present shop would be remodeled into a multi-purpose classroom-shop. At this AVTI, all of the rooms are scheduled so tight that there is no place to conduct workshops, seminars, etc. during normal working hours.

Changes in Operation Expenses: The remodeled shop would allow the flexibility needed to make space available for short-term courses, workshops, etc.
There would be an increase in heating and electrical costs in proportion to the heating and electrical costs per square foot in the existing area. We estimate:
4,200 sq. ft. x \$.74 costs per sq. ft. per year (for electricity and heating in 1982-83) equals \$3,108 per year (plus inflation).

Explanation of Governor's Recommendation:

ESTIMATED COSTS:	TOTAL		STATE	
	COST	100%	COST	85%
Land Acquisition	\$	0.00	\$	0.00
Construction	\$	291,200.00 new const.	\$	247,520.00 new const.
Non-Building Costs	\$	33,800.00 remodeling	\$	28,730.00 remodeling
Architect Fees	\$	32,500.00	\$	27,625.00
Equipment	\$	0.00	\$	0.00
Site Work	\$	0.00	\$	0.00
Other	\$	0.00	\$	0.00
Total Project Cost	\$	357,500.00	\$	303,875.00
Total for this Request Only	\$	357,500.00	\$	303,875.00
Cost/Gross Square Foot	\$	69.33 new const. 15.82 remodeling	\$	58.93 new const. 13.45 remodeling
Cost/Assignable Square Foot	\$	69.33 new const. 15.82 remodeling	\$	58.93 new const. 13.45 remodeling
Request	\$		\$	
Governor's Recommendation	\$		\$	

BOARD RESOLUTION FOR CONSTRUCTION OF VOCATIONAL FACILITIES

At a meeting of the School Board of Independent District No. 152,
Moorhead, Minnesota, held at 7:30 o'clock P.M. on the day of
September 13, 1983, Board Member, _____ moved the
adoption of the following resolution:

WHEREAS, this board has authorized the submission of an application to
the Minnesota State Board of Education for financial participation in the
construction of vocational education facilities.

BE IT RESOLVED, that in order to facilitate the approval of the said
application, this board makes the following representations:

1. This project will be in accordance with the current State Plan
for Vocational-Technical Education.
2. This project will be in accordance with the Education Division
General Administrative Regulations (DHEW/OE), Federal Register
Vol. 45, No. 66, 4-3-80 and subsequent changes.
3. The assurance of compliance with the OCR Guidelines which include
Title VI, IX, and Section 504 dated _____ applies to
the application submitted herewith.

Board Member, _____ seconded the resolution and the roll
call being called on the adoption, the vote resulted as follows:

<u>Curt Borgen</u> _____	<u>Dean Guida</u> _____
<u>Richard Pemble</u> _____	<u>Michael Hulett</u> _____
<u>Joyce Sutter</u> _____	_____
<u>Karen Koentopf</u> _____	_____
<u>Wayne Puppe</u> _____	_____

Thereupon the Chairperson declared such resolution duly adopted.

CERTIFICATE

The undersigned Clerk of the Moorhead School District
Board of Education hereby certifies that the foregoing is a true and
correct copy of a resolution adopted by the said Board of Education at
the time indicated in such resolution.

September 13, 1983

(Signed) _____

Clerk

Sec. 19. Minnesota Statutes 1978, Section 275.125, is amended by adding a subdivision to read:

Subd. 14a. A district maintaining a post-secondary area vocational technical institute may levy for its local share of the cost of construction of facilities for the post-secondary area vocational-technical institute as provided in this subdivision.

(1) The construction must be authorized by a specific legislative act pursuant to section 121.21, subdivision 4a, after January 1, 1980. The specific legislative act must require that 85 percent of the cost of construction for post-secondary vocational purposes shall be financed by the state and that 15 percent of the cost of construction for post-secondary vocational purposes shall be financed by the school district operating the post-secondary area vocational-technical institute.

(2) The district may levy an amount equal to the local share of the cost of construction for post-secondary vocational purposes, minus the amount of any unappropriated net balance in the district's post-secondary vocational-technical building construction fund. A district may levy the total amount authorized by this subdivision in one year, or a proportionate amount of the total authorized amount each year for up to three successive years.

(3) By the July 1 before a district certifies the first levy pursuant to this subdivision for the local share of any construction project, at least three weeks published notice of the proposed levy shall be given in the legal newspaper with the largest circulation in the district. The notice shall state the purpose of the proposed levy, the duration of the proposed levy and the amount of the proposed levy in dollars and mills. Upon petition within 20 days after the notice of the greater of (a) 50 voters, or (b) 15 percent of the number of voters who voted in the district at the most recent regular school board election, the board shall call a referendum on the proposed levy. The referendum shall be held on a date set by the school board, but no later than the August 20 before the levy is certified. The question on the ballot shall state the amount of the proposed levy in mills on the district's adjusted assessed valuation and in dollars in the first year of the proposed levy.

(4) For the purposes of this subdivision, "construction" includes the acquisition and betterment of land, buildings and capital improvements for post-secondary area vocational-technical institutes.

(5) A district may not levy for the cost of a construction project pursuant to the subdivision if it issues any bonds to finance any costs of the project.

Sec. 20. Minnesota Statutes, 1979 Supplement, Section 353.01, Subdivision 2b, is amended to read:

Subd. 2b. EXCLUDED EMPLOYEES. The following persons are excluded from the meaning of "public employee":

Changes or additions indicated by underline deletions by ~~strikeout~~

JUN 1 1981

TO: AVTI SUPERINTENDENTS OF SCHOOLS AND DIRECTORS
FROM: MINNESOTA SCHOOL BOARDS ASSOCIATION
DATE: JUNE 1, 1981

NOTE: Because of the urgency in time, we are forwarding this information which will later on be revised in format and included in Chapter 13 of the MSBA Manual.

AVTI BONDING LEVY

A. Introduction. In 1980, the legislature authorized school districts to levy for the local share of the cost of construction of facilities for area vocational-technical institutes. See Minnesota Statutes, Section 275.125, Subd. 14a.

B. Levy Authority.

1. In order for a district to receive this authority, the construction must be authorized by a specific legislative act enacted after January 1, 1980. The act must require that 85 percent of the cost of the construction be financed by the state and that 15 percent of the cost be financed by the district operating the AVTI.

2. If the district receives the levy authority, it may levy an amount equal to the local share of the cost of the AVTI construction minus the amount of any unappropriated net balance in the district's post-secondary vocational-technical building fund.

3. The district may levy the total amount in one year or may levy a proportionate amount of the total each year for up to three successive years.

4. A district may not levy for the local cost of the construction project if it issues bonds to finance any costs of the project.

C. Levy and Referendum Procedure. Minnesota Statutes, Section 275.125, Subdivision 14a, clause (3), contains the following elements:

1. By July 1 before a district certifies its first levy for the local share of any construction project, it must give three weeks' published notice (three publications) of the proposed levy in the legal newspaper with the largest circulation in the district.

2. The notice must state:

- a. The purpose of the proposed levy;
- b. The duration of the proposed levy; and
- c. The amount of the proposed levy in dollars and EARC mills.

3. If the district receives a petition within 20 days of the last publication of the notice, signed by the greater of 50 voters or 15 percent of the number of voters who voted in the district at the most recent regular school board election, the board must call a referendum on the proposed levy.

4. The referendum must be held on a date set by the school board, but no later than August 20 of the year the levy is first certified.

5. The question on the ballot must state the amount of the levy in EARC mills and in dollars in the first year of the proposed levy.

6. The conduct of the election is otherwise as provided by Minnesota Statutes, Section 123.32. For additional information, consult your revised election manual which is included as Chapter 14 of this Handbook.

D. Forms. Resolutions relating to publication of notice and a referendum election and ballot forms are included here for your convenience as Attachments A, B and C.

ATTACHMENT A

Extract of Minutes of Meeting
of School Board
of Independent School District No. _____
(_____)
_____ County, Minnesota

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. _____ was held on the _____ day of _____, 19____, at _____ o'clock ____m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION PROVIDING FOR PUBLICATION
OF NOTICE REGARDING PROPOSED LEVY

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

1. The School Board finds that a necessity exists to make the levy allowed the District by Minnesota Statutes, Section 275.125, Subdivision 14a, to pay the local share of construction costs for the AVTI operated by the District.

2. The Clerk is hereby authorized and directed to cause notice of the proposed levy to be published three times in _____, the legal newspaper with the largest circulation in the District, which publications shall be a week apart.

3. The notice shall be in substantially the following form:

NOTICE OF PROPOSED LEVY
INDEPENDENT SCHOOL DISTRICT NO. _____
STATE OF MINNESOTA
(Name of District)

NOTICE IS HEREBY GIVEN that the School Board of Independent School District No. _____, State of Minnesota, (Name of District), proposes to certify the levy allowed the District by Minnesota Statutes, Section 275.125, Subdivision 14a.

1. The proposed _____ (Year) _____ levy would be in an amount equal to _____ mill(s) times the most recent adjusted assessed valuation of the taxable property of the District, which when applied to that valuation would raise \$ _____ in the first year.

2. The duration of the levy would be _____ year(s).

3. The purpose of the levy would be to pay the District's share of the costs of construction of the AVTI operated by the District.

Dated: _____, 19____.

BY ORDER OF THE SCHOOL BOARD

(Clerk's Name) _____
Clerk, Independent School District No. _____
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by :
Member _____, and upon vote being taken thereon, the following voted in
favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS
COUNTY OF)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. _____, _____, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said District duly called and held on the date therein indicated, insofar as such minutes relate to a publication of notice of a proposed levy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 19____.

Clerk

ATTACHMENT B

Extract of Minutes of Meeting
of School Board
of Independent School District No. _____

(_____)

_____ County, Minnesota

Pursuant to due call and notice thereof, a _____ meeting of the School Board of Independent School District No. _____ was held in the Board office in _____ in the City of _____, Minnesota, on _____, 19____, at _____ o'clock ____m.

The following members were present:

and the following were absent:

_____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO
REFERENDUM ON PROPOSED LEVY

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

1. A sufficient number of qualified voters have petitioned the School District, within 20 days after _____, 19____, the date of the last publication of the notice proposing a levy pursuant to Minnesota Statutes, Section 275.125, Subdivision 14a, to require the Board to conduct a referendum on the proposed levy.

2. The question shall be submitted to the qualified electors of the District at a special election, which is hereby called and directed to be held on (Day of _____ Week) _____, the _____ day of _____ (Month) _____, 19____, between the hours of _____ a.m. and _____ p.m.

3. The voting precincts for said election, and the polling places within the respective precincts, shall be those established by Board resolution adopted _____ and which have at all times since been used for all school district elections.

4. The Clerk is hereby authorized and directed to cause notice of said election to be posted at not less than three public and conspicuous places within the district, including one notice to be posted at each of said polling places, at least ten days before the date of said election, and to cause said notice to be published in the _____, at least one week before the election, said newspaper being the official newspaper of the district. The notice so posted and published shall state the question to be submitted to the electors as set forth in the form of ballot below, and shall include the description of each established precinct and polling place.

5. The Clerk is further authorized and directed to cause printed ballots to be prepared for use at said election in substantially the following form on the front of ballot:

OFFICIAL BALLOT

SPECIAL ELECTION

INDEPENDENT SCHOOL DISTRICT NO. _____

(_____)

_____, 19____

Vote on the proposition stated below:

☐

YES

SHALL INDEPENDENT SCHOOL DISTRICT NO. _____ OF _____, MINNESOTA, BE AUTHORIZED TO LEVY _____ MILLS TIMES THE ADJUSTED ASSESSED VALUATION OF THE DISTRICT, WHICH WILL RAISE \$ _____ IN (INSERT FIRST YEAR OF LEVY) _____, TO FINANCE THE LOCAL COSTS OF AREA VOCATIONAL-TECHNICAL INSTITUTE CONSTRUCTION IN THE DISTRICT?

☐

NO

INSTRUCTION TO VOTERS: Voters desiring to vote in favor of said proposition put a cross mark (X) in the square opposite the word YES. Voters desiring to vote against said proposition put a cross mark (X) in the square opposite the word NO.

On the back of all ballots shall be printed the words "OFFICIAL BALLOT", the date of the election, and lines for the initials of two judges. The printing shall be so placed as to be visible when the ballot is properly folded for deposit.

6. The following persons are hereby appointed as judges of election, to act as such at the respective polling places and for the respective precincts listed below:

Precinct and Polling Place

(List Precinct Number and Polling Place Location)

Election Judges

(List Names of Election Judges assigned to each Polling Place)

7. The election judges shall act as clerks of election, count the ballots cast, and submit to this Board for canvass in the manner provided for other School District elections.

The motion for the adoption of the foregoing resolution was duly seconded by _____,

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)

) SS

COUNTY OF _____)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. _____, _____, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said District duly called and held on the date therein indicated, insofar as such minutes relate to the calling of a referendum, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 19____.

Clerk

ATTACHMENT C

OFFICIAL BALLOT

SPECIAL ELECTION

INDEPENDENT SCHOOL DISTRICT NO. _____
(_____)
_____, 19____

Vote on the proposition stated below:

<input type="checkbox"/>	YES	SHALL INDEPENDENT SCHOOL DISTRICT NO. _____ OF _____ MINNESOTA, BE AUTHORIZED TO LEVY _____ MILLS TIMES THE ADJUSTED ASSESSED VALUATION OF THE DISTRICT, WHICH WILL RAISE \$ _____ IN (INSERT FIRST YEAR OF LEVY) _____, TO FINANCE THE LOCAL COSTS OF AREA VOCATIONAL-TECHNICAL INSTITUTE CONSTRUCTION IN THE DISTRICT?
<input type="checkbox"/>	NO	

INSTRUCTION TO VOTERS: Voters desiring to vote in favor of said proposition put a cross mark (X) in the square opposite the word YES. Voters desiring to vote against said proposition put a cross mark (X) in the square opposite the word NO.

Reverse Side:


OFFICIAL BALLOT

_____, 19____

Judge

Judge

TO: Dr. Ben Trochlil, Superintendent

FROM: Oscar R. Bergos, Director, MAVTI 

SUBJECT: Selection of Architect for Agricultural Building

DATE: June 26, 1980

In response to the Board's directive to submit the names of several architectural firms interested in working with us with regard to the new agricultural building, I am submitting the following names. All three have shown an interest via telephone calls, etc. The three firms are:

Willis Stelter

Foss, Engelstad, & Foss ✓
215 Main Avenue
Moorhead, Minnesota
Phone #236-1202

Norman E. Triebwasser

Triebwasser Architects
Box 36A River Oaks
Moorhead, Minnesota
Phone #236-8593

George Rutter

George S. Rutter & Associates
403 Center Avenue
Moorhead, Minnesota
Phone #233-2816

I assume that you will invite these people to appear at the July 8 board meeting. I told these three firms that they would be receiving an invitation from the superintendent's office.

If there is anything else I should do on this, please let me know.

ORB:bb



Burdette V. Clifford
Executive Director

REGION I — ESV DATA PROCESSING COOPERATIVE

810 SOUTH 4TH AVENUE
P.O. BOX 1178
MOORHEAD, MN 56560
(218) 236-1081

TO: School Board - Region I Schools

TOPIC: Annual Election - Region I - ESV Executive Board

FROM: Burdette V. Clifford, Executive Director

Date; April 27, 1984

The election procedures for Region I - ESV will be the same as last year with the election deadlines one month after the school district deadlines. This procedure is used to avert any conflicts with school district election results since members of the Executive Board of Region I - ESV must be school board members from Region I - ESV school districts.

The Executive Board is composed of nine people and there are three members to be elected this year for three-year terms. Karen Fossell from Plummer, Allen Larson from Karlstad, Robert Larson from Bagley, Thomas Szczepanski from Stephen, Harry Sjulson from Thief River Falls and Bernie Solberg from Fosston are the six board members with continuing terms.

The first day to file for the Executive Board is May 2, 1984 and the last day to file is May 24, 1984 with the election to be completed by June 15, 1984.

The monthly meetings of the Executive Board are held alternately in Moorhead and Thief River Falls. Board members wishing to file for the board are to complete the attached forms and mail them to me prior to May 24, 1984.

Thank you.

EXECUTIVE BOARD

CHAIRMAN — Paul Hoff, Crookston; VICE CHAIRMAN — Harry Sjulson, Thief River Falls; CLERK — Thomas Szczepanski, Stephen;
TREASURER — Allen Larson, Karlstad; DIRECTOR — Gordon Borsvold, Strandquist; DIRECTOR — Karen Fossell, Plummer;
DIRECTOR — Robert Larson, Bagley; DIRECTOR — Carroll Nelson, Rothsay; DIRECTOR — Bernie Solberg, Fosston

MEMO TO: BOARD OF EDUCATION
DR. TROCHLIL

FROM: ROBERT LACHER

DATE: MAY 3, 1984

SUBJECT: SUPPLY BID AWARD

Attached are the print outs showing the items and low bidders meeting our specifications for the general supplies for our School District and other School Districts and Political Sub Divisions purchasing with us.

Midwest Carbon Co Fargo, ND	\$5037.30
St. Paul Book & Stationary Co. St. Paul, MN	\$2083.50
Supreme School Supply Co. Arcadia, WI	\$ 856.00
Mathisons Co. Fargo, ND	\$ 373.38
Fargo Paper Co. Fargo, ND	\$ 361.30
Bertleson Bros. Minneapolis, MN	\$ 322.64
Northern School Supply Co. Fargo, ND	\$ 319.21
Dick Blick Co. Galesburg, IL	\$ 179.20

Appendix M
Page 3 of 4

[illegible]

6 A	Circle Master Compass	Pkg	DB	1.20	42	50.40			
35 A	Rt hand Point Sciss 5"	Each	DB	0.55	232	127.60	0.85		14.40
39 N	Draft Tape 1/2"	Roll	DB	2.90	0	0.00		0.90	0.55
87	Circle Master Compass	Each	DB	1.20	1	1.20			0.88
						179.20			1.20

1	E. Blue BDC 372 4oz	Each	FP	0.29	195	56.55	0.96	0.88	0.29	0.60	0.29	0.35	0.32
27	Paste Quart Elmers 503	Each	FP	1.15	236	271.40			1.19	1.15	2.00	1.23	0.44
38	Steno N. Book Narr rule	Each	FP	0.29	115	33.35	0.56	0.36	0.32	0.29			
						361.30							

Appendix M
Page 4 of 4

[illegible]

1. To establish a lending library of educational software for families in the four elementary schools in District 152.
2. To survey our students to determine types of computers available.
3. To help families become aware that computers can be used to teach and/or reinforce teaching in skills areas.
4. To provide guidance to families in using and choosing educational software.
5. To provide guidance in choosing appropriate software for a student of a particular grade level or skill level. Curriculum committees, parents and volunteers will work on deciding in which curriculum areas software would be appropriate.
6. To involve families in the community by soliciting parent/community volunteers. Volunteers would be used to help set up a card system, a check-out system, an evaluation system and a tabulating system for evaluation. It is felt that parent/community involvement is essential in the implementation of this program. Other volunteers could be retired teachers. A sample of the lending card is attached.
7. To strengthen communication and cooperation between home and school with respect to computer-assisted instruction.
8. To equalize the use of education software through a free lending library by having the software available at all four elementary schools, one-fourth of the school year at each elementary school. The committee feels this is a more equitable way to run this system. The software would be available for district-wide use.
9. To reinforce the objectives of our District 152 Instructional Technology Plan:
 - a. Use of the computer as a tool in instruction.
 - b. Reinforcing our basic curriculum through the use of computers. We have developed a curriculum guide for use of software we now have available.
 - c. Students should be computer literate. This includes the idea that students should be able to use a variety of pre-programmed computer applications in personal and academic contexts. Also students should be able to use computer applications for problem solving, which they could with various educational programs.
 - d. We have two computer labs established in our elementary schools and will have two more labs the next school year in our other two schools. The software lending program will reinforce our educational use of the labs.
10. To emphasize the use of computers with students in the various special services areas. At present, we use computers with our special services students for teaching and reinforcement of skills. Some of these families have home computers and these students could benefit from educational software.

11. To inform community by Community Newsletter, school newsletters or bulletins, various media (TV, radio) public service announcements of the software program. We have enclosed a sample of the newsletter and a list of radio and TV stations. A sample media letter is attached.
12. We will survey the families who used the software to evaluate the effectiveness of the lending program. A sample is included of the evaluation form that will be completed when each program is returned. A sample of the survey is attached. There will be a published accounting of the results of the surveys and evaluation. This will be in our Community Education newsletter.
13. The Steering Committee will meet quarterly to evaluate the results of the check-out system at each school.
14. A policy was established by the committee regarding damaged software. If a disk is damaged, the person who check it out will be responsible for replacement costs.
15. Establish time for student and parent use of Micro-Ed library at school during selected evening hours.

The following Moorhead students placed in Individual Competitive Events at the OEA Spring Leadership Conference. Over 1,150 members of the Office Education Association entered various events.

ACCOUNTING CLERK

Third Place - - - Patty Zumwalde - - - Accounting Division
Sixth Place - - - Jan Hufford - - - Accounting Division
Eighth Place - - - Becky Nicklay - - - Accounting Division

COST ACCOUNTANT

Tenth Place - - - Melissa Mohs - - - Accounting Division

ACCOUNTANT II

Third Place - - - Lucinda Melby - - - Accounting Division

TYPIST

Fifth Place - - - Kae Andring - - - Secretarial Division

JOB APPLICATION/ACCOUNTING

Third Place - - - Lucinda Melby - - - Accounting Division
Sixth Place - - - Melissa Mohs - - - Accounting Division
Tenth Place - - - Janel Crowe - - - Accounting Division

JOB APPLICATION/SECRETARIAL

Second Place - - Robin Harper - - - Medical Division
Sixth Place - - - Jeri Logan - - - Secretarial Division
Eighth Place - - Carolyn Pekas - - - Secretarial Division

JOB APPLICATION/DATA PROCESSING

Tenth Place - - - Scott Hagen - - - Data Processing Division

JOB APPLICATION/GENERAL OFFICE

Second Place - - Debra Nichols - - - Medical Records Division

BUSINESS PROOFREADING/SPELLING

Fifth Place - - - Veronica Radjl - - - Accounting Division
Ninth Place - - - Kim Dimmen - - - Accounting Division

BUSINESS MATH

Sixth Place - - - Douglas Bosak - - - Accounting Division

ECONOMIC AWARENESS

Fifth Place - - - Douglas Dean - - - Data Processing Division

FUNDAMENTALS OF PARLIAMENTARY LAW

Third Place - - - Tim Green - - - Data Processing Division

CHAPTER EVENTS: The Moorhead Chapter took first place in all chapter events except one.

CHAPTER OF THE YEAR - - - - - First Place

Students in Charge: Andrea Mortenson -- Data Processing Division
Cindy Kneisl - - - Legal Secretarial
Janel Crowe - - - Accounting Division
My Highman - - - Data Processing Division

CHAPTER ACTIVITIES MANUAL - - - - - Second Place

Students in Charge: Sara Hornbacher - - Secretarial Division
Andrea Mortenson - Data Processing Division
Plus 14 Members - - All Divisions

PARLIAMENTARY PROCEDURE - - - - - First Place

Team Members: President - - Lucinda Melby - - Accounting Division
Secretary - - Andrea Mortenson - Data Processing Division
Treasurer - - Suzanne Merkins - Data Processing Division
Member - - - Oscar Stalvik - - Data Processing Division
Member - - - Julie Stone - - Accounting Division
Member - - - Kamran Ghorbani - Data Processing Division
Member - - - Sue Lewis - - Data Processing Division
Member - - - Pam Pipek - - Data Processing Division

MINNESOTA OFFICE EDUCATION ASSOCIATION MEMBER OF THE YEAR

First Place - - - Andrea Mortenson - - Data Processing Division

CHAPTER PROFESSIONAL DEVELOPMENT AWARD - - - - - First Place

Student in Charge: Debra Nichols - - - Medical Records Division

MINNESOTA SPECIAL OLYMPICS AWARD - - - - - First Place

Student in Charge: Julie Stone - - - Accounting Division

TALENT SEARCH - MUSICAL

Third Place - - - Tim Green - - Data Processing Division
Sixth Place - - - Broadway Band - - Band Members
Russ Van Raden - Drums
Suzanne Merkins - Clairnet
Tim Green - Trombone
Cindy Kneisl - Sax
Paula Nelson - Piano
Tim Sanden - - Trumpet

TALENT SEARCH - THEATRICAL

First Place - - - Kamran Ghorbani - - Data Processing Division

BUSINESS AND OFFICE DISPLAY

TENTH PLACE - - - Cheryl Bitker - - Accounting Division

STATESMAN/STATESWOMAN AWARD

Kathy Zumwalde
Melissa Mohs
Mary Larson
Lori Brown
Rebecca Nicklay
Kimberly Dimmen
Carolyn Pekas
Sandy Kvidt
David Reuss
Doug Millar
Oscar Stalvik
Suzanne Merkins
Andrea Mortenson
Sara Hornbacker

Janel Crowe
Julie Anderson
Lisa Weber
Wanda Woollweever
Julie Stone
Michelle Olson
Kae Andring
Kamran Ghorbani
Tim Green
My Highman
Valerie Olberg
Luci Melby
Cheryl Bitker

APR 19 1984



UNIVERSITY OF MINNESOTA
TWIN CITIES

School of Dentistry
Health Sciences Unit A
515 Delaware Street S.E.
Minneapolis, Minnesota 55455

April 17, 1984

Mr. Oscar Bergos, Director
Moorhead AVTI
1900 - 28th Avenue South
Moorhead, Minnesota 56560

Dear Mr. Bergos,

On behalf of the staff of the School of Dentistry Dental Clinics, I wish to express how well received the internship program with the Moorhead dental assisting students has been.

The students came very well prepared for their clinical assignments and their instructor is constantly making an effort to further enrich their experiences within the setting of the Dental School. The attitudes of the students display maturity, cheerfulness, and an eagerness to participate and are a joy to have in the clinical setting. The staff has come to look forward to their assignment here at school.

Certainly this is evidence of a well run, effective program. We look forward to the continued participation of the Moorhead Dental Assisting Program.

Sincerely,

A handwritten signature in cursive script that reads "Helen M. Tuchner".

Helen M. Tuchner, Coordinator
Dental Assisting Student Internships

CC: Mr. Keith Togstad
Pennie Humphrey

HMT:hm

North Central Association
of Colleges and Schools

Executive Director
John W. Vaughn
Commission on Schools/NCA
1540 Thirtieth Street
Post Office Box 18
Boulder, Colorado 80306
Toll-Free: 800/525-9517
Colorado: 303/497-0261

APR 27 1984

30 March 1984

To the Administrative Head of :



Moorhead High School

We are pleased to inform you that your school has been accredited for the 1983-84 school year by the North Central Association of Colleges and Schools. This action was taken at the business meeting of the Association held in Chicago on 28 March 1984. On behalf of all schools holding membership in the Association, we extend congratulations to the school, its staff, and its community.

During the review of the school's report and supplementary information, no deviations from policies or standards were noted. The school is to be commended for its efforts to provide for its students a quality program of education.

The school will want to display in a conspicuous place its certificate of membership in the North Central Association so that students, teachers, and members of the community may be informed about the recognition and honor the school has earned.

Sincerely,

State Director

Associate State Director

Executive Director
Commission on Schools

MINUTES
Region I - ESV
810 - 4th Avenue South
Moorhead, MN 56560

The Region I - ESV Executive Board Meeting was held in Thief River Falls, March 26, 1984. The meeting was called to order by Harry Sjulson, Vice Chairman. Executive Board Members present: Gordon Borsvold, Karen Fossell, Allen Larson, Robert Larson, Harry Sjulson, Bernie Solberg and Executive Director, Burdette V. Clifford. Gene Kjellberg, Advisory Superintendent, was also present.

Allen Larson moved, Karen Fossell seconded, motion carried unanimously to approve the agenda as amended.

Gordon Borsvold moved, Allen Larson seconded, motion carried unanimously to approve the minutes of February 23, 1984.

Bernie Solberg moved, Karen Fossell seconded, motion carried unanimously to approve the bills as presented in the amount of \$172,447.27.

American Family Life Assur	Payroll deduction	45.70
Public Service Dept	Utilities	150.00
Safeco Ins Co.	Health insurance	1,342.95
Reliance Insur Co.	LTD insurance	241.66
Hartford Insurance	Dental insurance	528.16
AID Association for Luth	Payroll deduction	500.00
American School Board Journal	Subscription	38.00
Gordon Borsvold	Travel	68.80
Burroughs Corp.	Maintenance, contracts payable	1,830.35
Burroughs Corp.	Payroll & finance cks	667.31
Computer Assoc Communica	CRT repair	640.00
John Corbid	Legislative consultant	1,500.00
FBS	Payroll & finance microfiche	3,040.85
IBM	Keypunch lease	323.00
Imprest checking	Reimburse to \$500	32.76
Jims Parcel Delivery	Express charges	20.00
Gene Kjellberg	Travel	343.60
Allen Larson	Travel	71.10
Robert Larson	Travel	64.20
MECC	Payroll supplies	38.00
Metro Claims	Self-ins medical insurance	100.80
Moorhead Dist. # 152	Lease	1,506.00
Moorhead Post Office	Postage - meter	475.77
National Computer Systems	Scanner	9,550.00
Carroll Nelson	Travel	21.62
Petty Cash	Reimburse to \$200	43.08
Burnham Philbrook	Legislative consultant	1,500.00
Reardons	Office supplies	81.95
Thomas Sczepanski	Travel	64.20
Harry Sjulson	Travel	58.22
Bernie Solberg	Travel	65.12
Steamatic of Fgo-Mhd	Carpet cleaning	100.00
WMMRCC	Quarter 4 services	96,650.00

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Public Service Dept.	Utilities	1,988.31
Burroughs	Maintenance, contracts payable, software,	28,994.92
Data Center Systems	Air conditioning maint	168.19
Data Sources	Miscellaneous expense	60.00
Kvamme Travel Agency	Travel	120.00
Russ Matter	Travel	9.80
Metro Claims	Self-insured medical insurance	45.60
Moorhead Dist. #152	Lease	1,571.56
Moorhead Post Office	Postage	24.23
Mpls Star & Tribune	Advertising - new employee	120.00
Northern School Supply	Office supplies	79.40
Petty Cash	Reimburse to \$200	8.98
Dan Riley	Travel expense	271.90
Robert Gibb & Sons, Inc.	Air conditioning maintenance	93.00
Technology Network	Subscription	7.50
The Forum	Advertising	61.38
The Forum	Printing of minutes	76.62
Wayne Miller	Travel	118.16
Fargo Paper Co.	Supplies	134.61
Northwestern Bell Telephone	Telecommunications	8,814.29
	Regular telephone expense	1,227.73
UPS	Express charges	1,250.00
Mark VandeVelde	Travel	87.77
Burroughs	Cable	108.00
Data Documents	Keypunch cards	203.83
Moorhead Public Service	Utilities	150.00
Donn Hanson	Travel	147.60
Marsha Ziegler	Travel	9.60
B. V. Clifford	Travel	451.37
Arrowwood	Registration - MASBO	75.00
Dan Riley	Travel expense	267.63
Reliance Insurance	AD&D insurance - new employee	34.00
Metro Claims	Self-insured medical ins	679.15
P. C. World	Subscription	24.00
First International Travel	Travel	474.50
Robert Gibb & Sons	Air conditioning maintenance	366.00
Northwestern Bell Telephone	Telephone expense	500.40
Visible Computer Supply	Printer ribbons	79.97
Moorhead Public Service	Utilities	1,838.97

The financial report was approved as presented.

Gene Kjellberg, member of the Regional Subsidy Committee, reported on the final two meetings of this committee. The committee has recommended that state funding for regional centers be increased to a minimum of \$3,443,471 for FY 85. The board expressed their appreciation to Mr. Kjellberg for his participation on this committee and for his excellent contribution to the task.

The Director's report included the following:

- 1) James Lamont has been reappointed to the ESV Computer Council, after originally being removed, due primarily to the efforts of Senator Roger Moe and Representative Willis Eken.

-3-

- 2) An update on Senate and House subcommittee meetings, as it relates to ESV, was presented.
- 3) Another report was presented on new users for the Payroll and Student Support systems.

The next meeting will be on April 26, 1984 in Moorhead at 7:00 p.m.

Meeting adjourned by Harry Sjulson, Vice Chairman.

Respectfully submitted,

Allen Larson, Secretary

COMMUNITY EDUCATION ADVISORY COUNCIL MINUTES
MARCH 26, 1984, 7:30 P.M.
MAVTI STAFF LOUNGE

Members Present: Nick Heisler-chairperson, Betty Tosterud-secretary, Bea Arett, Sue Hamm, Howard Murray, Scott Ellison (for Sue Porter), Ada Fick, Larry Gilbertson, John Holten, Marilyn Woods, Darla Roy, Mark Voxland, Michael Hulett, Grant Lowe, Mary Davies, Diane Wray-Williams Pat Frazee, Rose Andersen.

Other present: Mary Redlin

Nick Heisler called the meeting to order. The minutes were approved with the correction that Marlis Ziegler was present on February 27. Mary Redlin, a community education intern from NDSU, and Scott Ellison, City Recreation Supervisor, was introduced. Darla Roy encouraged committee members to visit her AB/CE classes.

Rose Andersen distributed the corrected list of goals (green). Andersen explained the budget process and projected income. This year we had not expected any state grant and the early childhood grant is a new program. She has not received an after-school recreation proposal from Washington but is expecting one, as well as the Sabin softball proposal. The committee then reviewed each proposal.

MSU SUMMER SCHOOL-The budget subcommittee has recommended funding \$1,500, not the full \$2,000 requested.

MOTION: to approve \$1,500 for the MSU summer program with money for hardship cases coming from that amount.

MOVE: Holten SECOND: Murray CARRIED

MOTION: to ask MSU to give credit to Moorhead Community Education in their printed materials.

MOVE: Voxland SECOND: Arett CARRIED

SUMMER SCHOOL-Andersen noted the request from the Ministerium that no activities be scheduled during the mornings of the week of June 4-8.

MOVE: Gilbertson SECOND: Holten CARRIED

MOTION: to accept the guidelines on page 21 with the corrections indicated, adding that application forms will state that no student will be turned away if they can't pay. School lunch guidelines will be used. Fees for swing choir will reflect number of weeks.

MOVE: Woods SECOND: Lowe CARRIED

MOTION: to accept the proposals from Sommerfeld, Linde, and Possehl

MOVE: Holten SECOND: Woods CARRIED

MOTION: to approve the proposal for a swing choir for students completing grades, 4, 5, and 6.

MOVE: Voxland SECOND: Gilbertson CARRIED

AFTER-SCHOOL RECREATION-the after-school recreation proposals will be considered next time. Andersen is meeting with the after-school recreation people March 27.

MOTION: to adopt the program philosophy as presented.

MOTION: Arett

SECOND: Woods

CARRIED

Ada Fick asked what Community Education is doing for the senior citizens in the summer.

MOTION: to appoint a Subcommittee to explore the needs of the senior citizens and report back at the April meeting.

MOTION: Lowe

SECOND: Hulett

CARRIED

Committee members will be Mary Redlin, Ada Fick, Mark Voxland, and Sue Hamm.

YELLOW PAGES-Mary Davies distributed copies and asked for any additions, deletions, or changes. Community response continues to be very positive. Although names of elected officials sometimes change after publication, the committee prefers a September publication date.

MOTION: to approve funding of \$900 for the Yellow Pages.

MOTION: Holten

SECOND: Fick

CARRIED

NEWSLETTER-Davies said that the Newsletter Advisory Committee will be meeting next week. Firm costs on the newsletter will depend on bids from printers. Bea Arett requested that information about voter registration be included.

MOTION: to approve newsletter proposal.

MOTION: Hulett

SECOND: Frazee

CARRIED

COMMUNITY/ADULT EDUCATION

MOTION: to approve funding as requested for Community/Adult Education.

MOTION: Lowe

SECOND: Voxland

CARRIED

LITERACY-Joan Fagerlie announced that she had just received the \$1,500 from B. Dalton Books for last fall's sale. That money will be used for promotion and to give something like a book to "graduates" of the program.

MOTION: that funding be granted to the literacy volunteer coordinator and materials.

MOTION: Murray

SECOND: Hulett

CARRIED

MOTION: that materials costs usually borne by tutors be waived for anyone who cannot afford.

MOTION: Hulett

SECOND: Lowe

CARRIED

PARENTING PROGRAM

MOTION: that the parenting program be funded as per request.

MOTION: Woods

SECOND: Frazee

CARRIED

John Holten asked why the Moorhead Schools don't bus children to the FM Symphony's Youth Concerts? Howard Murray indicated that his school is planning to, with funds raised by the parents. Other schools may be doing something. The program on April 6 is appropriate for 3rd and 4th graders.

MOTION: to direct Sue Hamm to look into the possibility of busing children from all schools to the concert on April 6.

MOTION: Holten

SECOND: Woods

CARRIED

GOOD TIMES CLUB-The budget subcommittee concurs with the request to increase the number of times this group meets.

MOTION: that \$1,600 be allocated to the Good Times program

MOTION: Lowe

SECOND: Voxland

CARRIED

Marilynn Woods reported for the nominating committee. Nick Heisler will continue as chairperson and Betty Tosterud as secretary. Grant Lowe, John Holten and Marlis Ziegler will be leaving. Mary Martin will continue. New members will be Lynn Thompson, Clay Wilkin Opportunity Council (with Pam Lamb from the Head State Program at Concordia as alternate,) and Carol Moeckel representing the Chamber of Commerce.

Copies of the proposed Sabin Softball was distributed. The remaining program requests will be discussed April 30.

The meeting adjourned at 9:25.

SLM9-BoS
min.
5-8-84

Regular Meeting
Board of Education
Independent School District #152
May 8, 1984

Members Present: Joyce Sutter, Mike Hulett, Curt Borgen, Dean Guida, Richard Pemble, Wayne Puppe, Ben Trochlil

The meeting was called to order by Curt Borgen, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda and added Campus Life, Hearings and Migrant Health Leasing.

MINUTES - Joyce Sutter moved, seconded by Richard Pemble to approve the minutes of April 10 and the amended minutes of April 24, 1984. Motion carried.

CLAIMS - Wayne Puppe moved, seconded by Mike Hulett to approve the claims in the amount of \$434,466.51. Motion carried.

GENERAL FUND	\$ 126,015.03
FOOD SERVICE	21,637.97
TRANSPORTATION FUND	54,890.94
COMMUNITY SERVICE	6,356.27
CAPITAL EXPENDITURE	38,190.96
MAVTI - GENERAL FUND	85,523.71
MAVTI COMM SERVICE	2,207.07
VO-TECH CAPITAL OUTLAY	29,740.63
STUDENTS GRANTS FUND	64,011.48
TOWNSITE CENTRE	5,893.35
GRAND TOTAL	434,466.51

TEACHERS' LIFE INSURANCE - Rod Bergen presented the issue of Group Life Insurance Provision and Don Haga updated the Board on current status. Joyce Sutter moved, seconded by Dean Guida to table any action until the next Board meeting. Motion carried.

CAMPUS LIFE - Bob Jernberg informed the Board that Don Dulski has contacted Mr. Jensen, subscriptions have been canceled and Mike Hannaher has contacted Mr. Feder. Action will be taken at the May 22 Board meeting if possible.

Regular Meeting
Board of Education
Independent School District #152
May 8, 1984
Page 2

SPELLING CURRICULUM ADOPTION - Jim Ellingson presented a report to the Board on the recommended curriculum for Spelling and the Clay County Project - Science Grant.

STUDENT SUPPORT SERVICES PROPOSAL - Jerry Koenig gave a report on the need for student support services needs and presented a proposal. Dean Guida moved, seconded by Wayne Puppe to accept the report/proposal with any action to be taken as part of the 1984-85 management plan.

COMPREHENSIVE ARTS PROGRAM - Judy Christofferson and Jan Childs updated the Board on the Comprehensive Arts Program and discussed the Annex Arts Center concept.

MAVTI REVISED 1983-84 BUDGET - Wayne Puppe moved, seconded by Dean Guida to approve the MAVTI Revised 1983-84 Budget. Motion carried.

MOORHEAD AVTI CONSTRUCTION PROJECTS - Oscar Bergos discussed the AVTI construction projects. Action will be deferred until the May 15 meeting.

PERSONNEL - Richard Pemble moved, seconded by Dean Guida to approve the personnel changes as follows:

Retirement

Velma Morse - Edison Elementary, effective May 31, 1984.

Resignation

Vickie Wangberg - EMH Teacher, Washington Elementary, effective at the end of the 1983-84 school year.

Becky Dooley - Girls Basketball Coach, effective immediately.

Leave of Absence

Vernon Arntson - Custodian, Senior High, three-month leave of absence for June, July and August, 1984.

Motion carried.

HEARINGS - Rod Bergen informed the Board that three teachers have requested hearings on their proposed placement on unrequested leave of absence.

Further study will be made and action will be taken at the May 22 meeting.

Regular Meeting
Board of Education
Independent School District #152
May 8, 1984
Page 3

TOWNSITE LEASE EXTENSION - Mike Hulett moved, seconded by Joyce Sutter to approve the extension of the Migrant Health lease from April 1, 1984 through March 31, 1985 @ \$825.00 per month and the additional space of 480 square feet for the months of June and July @ \$275.00 per month. Motion carried.

DENTAL ASSISTANT OFFICE AFFILIATIONS - Joyce Sutter moved, seconded by Dean Guida to appoint Dr. Reed Sanford and Dr. Shelly Townsend to the list of medical persons to Moorhead AVTI non-paid cooperating staff. Motion carried.

AUDIT FOR 1983-84 SCHOOL YEAR - Wayne Puppe moved, seconded by Dean Guida to retain the services of Eide, Helmeke and Co. for this year's audit. Motion carried by roll call vote: Guida - yes; Pemble - yes; Borgen - yes; Sutter - no; Puppe - yes; Hulett - yes.

ANNUAL ELECTION - REGION I-ESV EXECUTIVE BOARD - Ben Trochlil asked for volunteers to run for Region I-ESV Executive Board. There was no response.

GENERAL SUPPLY AWARD RECOMMENDATION - Joyce Sutter moved, seconded by Richard Pemble to approve the General Supply Award Recommendation. Motion carried.

SCHOLARSHIP FOR MOORHEAD ATHLETES - Mike Hulett moved, seconded by Joyce Sutter to direct the Administration to write a letter of thank-you to Mr. Spencer Jones for establishing a charitable trust in the sum of \$10,000. The income of this trust is to be awarded to a needy Moorhead High School female athlete who will attend a local college. Motion carried.

LIBRARY/SOFTWARE PROPOSAL - Richard Pemble moved, seconded by Joyce Sutter to allow the grant proposal to Micro-Ed, Incorporated, to establish a lending library of educational software for family use, to be submitted. Motion carried.

TOUR OF BUILDING - Ben Trochlil suggested that Board members meet at 7:30 P.M., before the May 15 meeting, to inspect the remodeling projects at Townsite.

EMERGENCY MEETING - Wayne Puppe moved, seconded by Mike Hulett to set a negotiations meeting to study the Department Head issue on Thursday, May 10 at 6:30 A.M. in the Board Room, Townsite Centre. Motion carried by roll call vote: Guida - yes; Pemble - abstain; Borgen - yes; Sutter - abstain; Puppe - yes; Hulett - no.

Karen Koentopf, Clerk

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

5/19/85
min
5-15-84

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, May 15 at 8:00 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil
Dr. Bennett Trochlil, Superintendent

ATTENDANCE:

Joyce Sutter	_____	Dean Guida	_____
Karen Koentopf	_____	Richard Pemble	_____
Mike Hulett	_____	Wayne Puppe	_____
Curt Borgen	_____	Ben Trochlil	_____

7:30 P.M. TOUR OF TOWNSITE

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Dr. Ben Trochlil, Superintendent
- III. Recognition of Retiring Staff Appendix A
- IV. COMMUNICATIONS
- V. OPPORTUNITY FOR CITIZENS TO SPEAK
- VI. "WE ARE PROUD"
- VII. UNFINISHED BUSINESS
 1. Consider MAVTI Construction Proposal Appendix B
- VIII. NEW BUSINESS
 1. Consider Facility Usage Plan for 1984-85 Appendix C
 2. Consider Sabin School Sale Proposal Appendix D
 3. Review Progress on 1983-84 Goals Appendix E
 4. Review District Priorities for 1984-85 Appendix F
 5. Consider Election Results Appendix G
- X. FOR YOUR INFORMATION Appendix Z
- XI. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION
- XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, May 22

UNFINISHED BUSINESS

1. MAVTI Construction Proposal

(Bergos)

Appendix B

Explanation: At the last meeting of the Board, the AVTI Director presented an update on construction.

At that time, he proposed the possibility of not having a levy to finance the local share of the newly-approved construction but, rather, to use the excess funds in the bond redemption account. This recommendation came after consultation with State Department officials.

On Wednesday, May 9, the AVTI Director received a call from the same State Department officials informing him of the fact that it would be very unwise to use the excess funds in the bond redemption account. They gave no specific reason why this should not be done.

On Thursday, Dr. Trochlil directed the AVTI Director to present the question to Paul Hetland and his associates in order to ascertain whether or not our Board could go ahead with the idea even though some of the state officials had recommended against it.

Paul Hetland's associate, Tom Deans, called with the information requested. He said we should leave the funds in the bond redemption account because they are dedicated for bond redemption and to use some of them for building construction would be jeopardizing the integrity of the account. He said we should let the public know that we are not going to levy additional funds into the redemption account but, instead, will use the levy to raise the 15% local share. The Legislature provides that this can be done over a period of one to three years.

The AVTI Director will be present to elaborate upon the discussion thus far and to answer any questions the Board may have.

Recommendation:

Move to begin the legal procedures involved with the building construction including the notices of intent to levy, etc..

In addition, move to direct the architect (Foss Associates) to proceed with preliminary drawings which combine the three construction or repair projects into one large project as outlined to the Board on May 8 (this is contingent upon state legislative approval which has been requested by the AVTI Director).

NEW BUSINESS

1. Facility Usage Plan (Jernberg) Appendix C
for 1984-85

Explanation: Appendix C-1 is the background information. All of the information has been reviewed by the School Board at previous meetings, administration, and each elementary school staff.

Recommendation: Move to approve Alternative 3.1 for the school year 1984-85 and to direct the administration to organize a Task Force to determine the long-range building needs of the district.

2. Sabin School Sale Proposal (Trochlil) Appendix D

Explanation: Appendix D-1 is the proposal for the purchase of property known as the "Sabin Elementary School" and adjoining property.

Recommendation: Move to direct the administration to identify issues involved in the sale and report the findings to the Board on May 22.

3. Progress Report on (Trochlil) Appendix E
1983-84 Goals

Explanation: Appendix D-1 is the list of district goals and objectives. A review will be made on the progress.

Recommendation: For information purposes.

4. District Proprieties (Trochlil) Appendix F
for 1984-85

Explanation: Appendix F-1 has been identified as major directions for the school district year 1984-85.

Assuming this to be correct, the administration is developing goals and objectives to accomplish these priorities. However, the Board may want to identify additional areas.

Recommendation: To finalize major priorities for the district.

5. Election Results (Trochlil) Appendix G

Explanation: Action necessary. The motion will read:

_____ moved, seconded by _____,
to accept the elction results.

FOR YOUR INFORMATION

Appendix Z

1. CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
CCVC Board Meeting	Wednesday, May 16	8:00 p.m.	Annex
P.E.R.	Thursday, May 17	7:00 a.m.	Townsite
Department Heads Issue	Friday, May 18	7:00 a.m.	Townsite
TMH Graduation	Friday, May 18	1:30 p.m.	
Baccelaureate	Sunday, May 20	7:00 p.m.	Senior High School
Athletic Banquet	Monday, May 21	7:00 p.m.	Senior High School
MAVTI Graduation	Thursday, May 31	7:00 p.m.	Senior High School
Senior High Graduation	Sunday, June 3	2:00 p.m.	Concordia

RESOLUTION RECOGNIZING SCHOOL DISTRICT STAFF UPON RETIREMENT

WHEREAS, The Moorhead Board of Education desires to recognize staff on behalf of the community:

Joel Belgium	1955 - 1984	Ray Johnson	1956 - 1984
Robert Benson	1966 - 1984	Velma Morse	1965 - 1984
Dorothy Carey	1946 - 1984	Inez Ortner	1967 - 1984
Adeline Erickson	1963 - 1984	Ben Swanson	1967 - 1984
Opal Forness	1964 - 1984	Helen Seim	1969 - 1984
Margaret Johnson	1971 - 1984	Ruth Hovey	1969 - 1984; and

WHEREAS, The Moorhead Board of Education desires to commend years of tireless and faithful efforts on behalf of the students; and

WHEREAS, THE Moorhead Board of Education appreciates the many hours committed to the development of our young people; and,

WHEREAS, The Moorhead Board of Education has determined to thank the above for those years of dedicated service to the youth of this district;

BE IT RESOLVED, by the School Board of Independent School District #152, as follows:

That the School Board hereby directs the Superintendent of Schools to draft a letter on behalf of the Board to the above stating our appreciation for many years of faithful and dedicated service to this school district, and

To award the Appreciation Plaque, and

To make as a permanent record this resolution, a part of the minutes of this school district, as a small means of expression of our gratitude to: _____

The motion for the adoption of the foregoing resolution was duly made by _____ seconded by _____ and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against: _____ whereupon said resolution was declared duly passed and adopted.

1984-85 Elementary School Classroom Needs

5-9-84

1. Each of the following will require additional classroom space for 1984-85.

- 1.1 1 additional regular classroom at Probstfield
- 1.2 1 computer lab at Riverside
- 1.3 1 computer lab at Edison
- 1.4 1 additional SBP classroom (self-contained)
- 1.5 2 additional LD classrooms (self-contained)
- 1.6 1 additional Early Education classroom
- 1.7 1 additional EMH classroom (self-contained)

- | 2. Possible solutions (short and long term) | <u>Space Saving</u> |
|--|---------------------|
| 2.1 Computer in the Classroom Concept | 4 rooms |
| 2.2 Music in the Classroom Concept | 5 1/2 rooms |
| 2.3 Art in the Classroom Concept | 1 + rooms |
| 2.4 Art transported to Art Center at Wash. Annex or Townsite facility | 1 + rooms |
| 2.5 Alternative use of special spaces | |
| 2.6 Remodel at Probst. to create an added LD room | 1 + rooms |
| 2.7 Use Lincoln facility | 2 + rooms |
| 2.8 Use Townsite facility | 2 + rooms |
| 2.9 Move 6th grade to Washington Annex | 11 spaces |
| 2.10 Move some 6th graders to Washington Annex | |
| 2.11 Move some 6th graders to Sr. High | |
| 2.12 Move 6th grade to Jr. High & 8th grade to Sr. High | |
| 2.13 Move to middle schools (6,7,8) at Jr. High and Washington Annex | |
| 2.14 Move some Washington students to Washington Annex | |
| 2.15 Build additions or use portable classrooms | |
| 2.16 Move S.T.E.P. to Washington Annex, Townsite, Senior High or Moorhead State University | |
| 2.17 Use Sabin school | |
| 2.18 Create an additional elementary school at Washington Annex | |
| 2.19 Create an additional elementary school within the High School | |

3. Recommended Alternatives for 1984-85

- 3.1 Use Lincoln school and several other combinations
 - 3.1.1. At Probstfield remodel to create an added LD room (2.6) and use current Music/Art room. This would accommodate needs 1.1 and one of the classrooms stated in 1.5
 - 3.1.2. Move current Early Education class to a Kindergarten at Riverside and create an Early Education room and a Kindergarten at Lincoln. This would allow for a computer lab and would accommodate needs 1.2 and 1.6.
 - 3.1.2.1. This option would need planning of Administration, secretarial service, transportation, library services and some special service concerns.

Recommended Alternatives for 1984-85 (Cont.)

- 3.1.3. Alternative use of spaces for LD/SBP Resource, Art/OT room, and other spaces at Edison would allow space for one of the LD classrooms as stated in 1.5 and a computer lab.
- 3.1.4. Use of Art room at Washington would allow for space for 1.7.
- 3.1.5. Move S.T.E.P. to Washington Annex, Senior High or Moorhead State University to allow space for 1.4
- 3.1.6. Use Art Center 3-6, Art in classroom K-2, Kindergarten taught by teachers or Art in classrooms (2.3)
- 3.1.7. Keep two rooms at Townsite available for additional needs if required
- 3.2 Use Townsite Centre and Lincoln school
 - 3.2.1. Probstfield - remodel to create an added LD room (2.6) and use current Music/Art room. This would accommodate needs 1.1 and one of the classrooms stated in 1.5
 - 3.2.2. Move current Early Education class to a Kindergarten at Riverside and create an Early Education room and a Kindergarten at Lincoln. This would allow for a computer lab and would accommodate needs 1.2 and 1.6
 - 3.2.2.1. This option would need planning of Administration, secretarial service, transportation, library services and some special service concerns.
 - 3.2.3. Alternative use of spaces for LD/SBP Resource and Art/OT room at Edison would allow for space for the computer lab (1.3)
 - 3.2.4. Use of Art room at Washington would allow for space for 1.7
 - 3.2.5. Move two Kindergartens from Probstfield to Townsite Centre. This allows space for 1.4 and the second LD classroom listed in 1.5
- 3.3 Move 6th grade to Washington Annex (2.9)
 - 3.3.1. Place a computer lab at Riverside and allow Early Education program the use of two regular classrooms at one site (accommodates 1.2 and 1.6).
 - 3.3.2. Place additional needed classroom, SBP added classroom, and use a full art room at Probstfield (accommodates 1.1 and 1.4).
 - 3.3.3. Place a computer room, one additional LD classroom, and allow for additional resource room space and an art room at Edison (accommodates 1.3 and 1.5).
 - 3.3.4. Place additional self-contained EMH at Washington and allow for a resource room, an art room and room for the anticipated additional LD classroom in 1985-86 (accommodates 1.5 and 1.7).
 - 3.3.5. This option would need planning of Administration, secretarial service, transportation, hot lunch, library services and some special service concerns.
- 3.4 Move some Washington students to Washington Annex (2.14)

Staff Requests from Several Sources
for 1984-85

Appendix C-1
page 3 of 5

5-9-84

Cost

These are to be considered after adjusting staff for 26 to 1 Elem., and 27 to 1 Sec. actual class size with overall ratio of 16.5 to 1.

1. Lower elementary class size by targeting grades 1,2 adding one class room staff at Probstfield rather than reducing two elementary staff.	\$78,000
2. Additional elementary foreign language staff for Spanish in grade 5, German in grade 6 and continue Spanish in grade 4 in all schools.	13,000
3. Eight Kindergarten aides or two additional Kindergarten teachers to reduce class size.	52,000
4. One additional elementary guidance counselor	26,000
5. One additional elementary computer liaison teacher	26,000
6. One additional fifth grade teacher at Washington school	26,000
7. One FTE band position for Sr. High (or) One-half FTE band position for Sr. High	26,000 13,000
8. One additional staff for smaller classes at Sr. High (equivalent of one as needed)	26,000
9. One additional staff to lower class size in secondary Math	26,000
10. One additional staff to lower class size in secondary Science	26,000
11. One additional staff to lower class size in secondary English	26,000
12. .5 added staff to lower class size at Jr. High	13,000
13. One additional staff to lower class size in secondary Social Studies	26,000
14. .5 added staff to lower class size in secondary P.E.	13,000
15. One additional counselor at Sr. High to be continued for 1984-85	26,000
16. Three weeks added counselor time at Sr. High	2,000
17. Department Coordinators	-----

Staff Requests from Several Sources
for 1984-85

Appendix C-1
page 4 of 5

	<u>Cost</u>
18. One added S.T.E.P. staff (or)	26,000
.5 added S.T.E.P. staff (or)	13,000
One S.T.E.P. aide	5,400
19. One FTE staff for grant writing	26,000
20. One FTE staff for public relations	26,000
21. One FTE computer coordinator	26,000
22. One FTE assistant accountant	18,000
23. .5 FTE Title IX officer (added time)	10,000
24. One repair technician	15,000
25. One EMH teacher and one aide to meet current IEP's from spring child study. (net cost)	9,300
26. Two LD teachers and two aides to meet current IEP's from spring child study. (net cost)	18,600
27. .5 FTE music therapist (net cost)	3,900
28. One social worker (net cost)	7,800
29. One school psychologist (net cost)	7,800
30. Two child study facilitators (net cost)	15,600
31. One ESL aide	5,000
32. One Science aide/paraprofessional	5,000
33. .5 media services	13,000
34. Periodic substitute teachers for English staff	5,000
35. .2 Orchestra to elementary - Washington	5,200
36. Activities Director - one hour increase at Jr. High	4,300
37. Admin. assistant at Jr. High	26,000
38. Admin. assistants at elementary schools	-----
39. .5 FTE Art - Elementary	13,000
40. .5 FTE P.E. - Elementary	13,000
41. School patrol coordinator	1,000
42. .5 FTE EMH - Sr. High (net cost)	3,900

Staff Requests from Several Sources
for 1984-85

	<u>Cost</u>
43. Elementary coaches for after school programs	25,000
44. One FTE SBP resource teacher in the building where the self-contained room will be located	7,800
45. .5 to 1.0 FTE LD resource teacher to serve at Edison and possibly at Washington	3,900-7,800
46. .5 FTE SBP teacher at St. Ansgar Hospital	-0-
47. 1.0 6th grade teacher at Washington School	26,000
48. 1.0 5th grade teacher at Edison School	26,000
49. 1.0 Fine Arts Coordinator or .5 Fine Arts Coordinator	26,000 13,000
50. Computer aide (hourly)*	3,000
51. .1 FTE 5th grade Keyboarding teacher at Edison and Riverside (continue at Probstfield and Washington)	2,600

Maximum cost 859,600 + two items not costed out.
Minumum cost 809,100 + two items not costed out.

PROPOSAL FOR THE PURCHASE OF PROPERTY KNOWN AS THE "SABIN
ELEMENTARY SCHOOL" AND ADJOINING PROPERTY.

I.

By this proposal, Paul Motschenbacher, Sabin, Minnesota as representative of a corporation to be formed later, which shall be admitted to do business in the State of Minnesota, does hereby propose to purchase the property known as the "Sabin Elementary School" and adjoining property, which encompasses 8.6 acres more or less which is located on one full block in the city of Sabin, State of Minnesota.

II.

The above named representative proposes the sum of twenty-five thousand dollars (\$25,000.00) in payment of all rights and title to said property.

III.

This proposal may be withdrawn at any time prior to acceptance, by any reasonable method of communication to the representative of the other party.

IV.

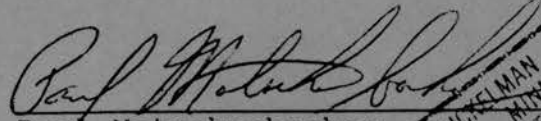
It shall be understood that the above mentioned offer shall be contingent upon financing being obtained from FHA.

V.

It shall also be understood that said offer shall be contingent up on the Sabin City Council's approval of the plans that will be submitted to them as to the use of the property,

which will be a senior citizen apartment complex.

Dated this 11 day of MAY, 1984.

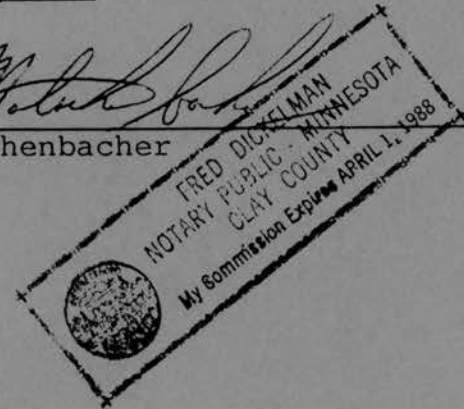

Paul Motschenbacher


Subscribed and sworn to me
this 11 day of May, 1984.



Notary Public MIN
~~Cass County, North Dakota~~

My commission expires: April 1, 1988



 NORWEST BANKS		Money Order	
		037 9478 479 TRAVELERS EXPRESS COMPANY INC. P.O. BOX 9476, MINNEAPOLIS, MN 55480	
PAY TO THE ORDER OF <u>Meerhead School Dist 152</u>		DATE <u>5-11-84</u>	75-53 919
- NOT VALID FOR OVER ONE THOUSAND U.S. DOLLARS -			
AMOUNT		<u>THE SUM 500 DOLLARS 00 CTS</u> DOLLARS	
Payable thru Norwest Bank Faribault, N.A. Faribault, MN	SIGNATURE <u>P. Matlock</u>	ADDRESS <u>R.R. 1 Box 76</u>	
BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE			

⑆091900533⑆037 94784795⑆ 90

OFFICE/DEPARTMENT Management
INDIVIDUAL RESPONSIBLE B. Trochlil
GOAL STATEMENT _____

1983-84
SCHOOL YEAR

NO.	OBJECTIVE TO BE ACCOMPLISHED	DATE INITIATED	PROGRESS REPORT DATES	ANTICIPATED DATE OF COMPLETION	DATE OF COMPLETION	COST ANALYSIS
1	Teacher Effectiveness Prog.	Sep'83		Jun 30,'84		
2	Budget Allocation for Staff Development and R/D	Sep'83		October'83		
3	Adm. Development Plans	Sep'83		Jan 1,'84		
4	School Board Evaluation	May'83		Dec 30,'83		
5	NSBA National Convention	Sep'83		April,'84		
6	Title IX Compliance Review	Oct'83		Dec.'83		
7	Inst/Curriculum Position	Spring'83		July'83		
8	Decentralization	Spring'83		Mar 30,'84		
9	Policies-Needs & Revisions	Spring'83		Jun 30,'84		
10	Quality Circles	Spring'83		Mar 30,'84		
11	Futures Planning	Spring'83		Jan 27,'84		
12	Building Utilization	Spring'83		Jan 24,'84		
13	School Organization (45-15)	Spring'83		Feb 28,'84		
14	Communications-In District	Spring'83		Feb 15,'84		
15	Communications-Out District	Spring'83		Feb 15,'84		
16	Marketing Plan-District Wide	Spring'83		Feb 27,'84		
17	Partnership Guidelines	Spring'83		May 1,'84		
18	Business/Education Partnership Library	Spring'83		Jun 30,'84		
19	Policy - Philosophy	Spring'83		Nov 15,'84		
:		:	:	:	:	:

OFFICE/DEPARTMENT Curriculum
INDIVIDUAL RESPONSIBLE Bob Jernberg
GOAL STATEMENT _____

1983-84
SCHOOL YEAR

NO.	OBJECTIVE TO BE ACCOMPLISHED	DATE INITIATED	PROGRESS REPORT DATES	ANTICIPATED DATE OF COMPLETION	DATE OF COMPLETION	COST ANALYSIS
1	Inservice Programs	May '83		Apr '84		
2	Student Perceiver	Sep '83		Dec '83		
3	Accountability Model	Sep '83		Jun 30, '84		
4	Basic Skills Needs Assessment	Sep '83		Feb 15, '84		
5	Program Designs (Art, etc.)	Spring '83		Jun 30, '84		
6	Department Heads	Sep '83		Jan 20, '84		
7	North Central Evaluation	Spring '83		Oct 12, '83		
8	N.C. Improvement Plan	Spring '83		Feb 29, '84		
9	Monitor Annual Needs	Spring '83		Apr '84		
10	Learning Bank	Spring '83		Jun 30, '84		
11	Co/Non-Curricular Activities	Spring '83		Jun 30, '84		
12	Task Force - 1980	1980		Continuous		
13	Role Vocational Education	Sep '83		Feb 1, '84		
14	Monitor Budgets	1982-83		Jun 30, '84		
15	Equal Program (M/W)	Spring '83		Jan 1, '84		
16	Library-Media Center	Sep '83		Jun '84		
17	CCVC Pre-School	Summer '83		Sep 15, '83		
18	Support Services-Elem. Grades	Sep '83		Feb 28, '84		
19	Youth Intervention Program	Spring '83		Sep '83		
20	Censorship	Sep '83		Jan '84		
21	AV Coordinator Position	Sep '83		Jan 31, '84		
22	County Health Services	Sep '83		Feb 28, '84		
23	Incentive - \$10,000	Sep '83		Jun 30, '84		

OFFICE/DEPARTMENT Curriculum
INDIVIDUAL RESPONSIBLE Bob Jernberg
GOAL STATEMENT _____

1983-84
SCHOOL YEAR

NO.	OBJECTIVE TO BE ACCOMPLISHED	DATE INITIATED	PROGRESS REPORT DATES	ANTICIPATED DATE OF COMPLETION	DATE OF COMPLETION	COST ANALYSIS
24	Operation of Pool	Sep '83		Mar 31, '84		
25	Athletic Handbook	Sep '83		Mar 31, '84		
26	Equipment Manager	Sep '83		Feb 27, '84		
27	Discipline Policy	Spring'83		Sep '83		
28	Technology-Instructional	Spring'83		Feb 1, '84		
29	Technology-Student Services	Spring'83		May 1, '84		
30	Technology-Management	Spring'83		Jun 30, '84		
31	Utilization - Television & Visual Projections	Spring'83		May 1, '84		

OFFICE/DEPARTMENT Business AffairsINDIVIDUAL RESPONSIBLE Bob Lacher

GOAL STATEMENT _____

1983-84

SCHOOL YEAR

NO.	OBJECTIVE TO BE ACCOMPLISHED	DATE INITIATED	PROGRESS REPORT DATES	ANTICIPATED DATE OF COMPLETION	DATE OF COMPLETION	COST ANALYSIS
1	Capital Outlay Budget	Dec '83		Apr '83		
2	Capital Outlay Guidelines	Dec '83		Jan '84		
3	Site Development - Five Year Plan	Spring'83		Feb 1, '84		
4	Bond Issue - Site	Spring'83		Mar 15, '84		
5	Repair of Equipment	Dec '83		Mar '84		

GOAL STATEMENT

SCHOOL YEAR

NO.	OBJECTIVE TO BE ACCOMPLISHED	DATE INITIATED	PROGRESS REPORT DATES	ANTICIPATED DATE OF COMPLETION	DATE OF COMPLETION	COST ANALYSIS
1	Staff Morale Needs Assessment			Feb 27, '84		

MEMO # S-84-175
TO: District Administration
FROM: B. Trochlil
RE: District Goals/Priorities for 1984-85
DATE: April 6, 1984

CURRICULUM DEVELOPMENT

1. Lower Class Size
2. Improvement of Instruction
3. Staff Development
4. Students in the 'middle'
5. Technology
6. Instructional Budgets
7. Science
8. Foreign Language
9. S.T.E.P.
10. Equity/Title IX
11. Art Center
12. Incentive Grants
13. Department Heads
14. Regional Science Center
15. Interdistrict Levy
16. Learner Outcomes
17. Vocational Delivery System
18. Career Education
19. Assessment
20. 'Right To Know'
21. Summer School

STAFF DEVELOPMENT

1. Improvement of Instruction
2. Technology
3. Equity
4. Salaries
5. Accountant
6. Teacher Center
7. Employee 'Right To Know'
8. Probationary Teachers

STUDENT SERVICES

1. Technology
2. Counselors/Social Service
3. ESV - Region I
4. Safety Patrol

SITE DEVELOPMENT

1. Refer to Site Plans

SPACE NEEDS

1. Refer to memo on 1984-85
Elementary School Classroom
Needs (date April 4, 1985)

MANAGEMENT

1. Building Goals/Objectives
2. School Effectiveness Program
(state assisted)

5/14/84
508/bw/s
18-2-5
Regular Meeting
Board of Education
Independent School District #152
May 22, 1984

Members Present: Joyce Sutter, Mike Hulett, Curt Borgen, Dean Guida, Richard Pemble, Wayne Puppe, Karen Koentopf, Ben Trochlil

The meeting was called to order by Curt Borgen, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda, adding Placement on Unrequested Leave of Absence, Personnel - Early Retirement, Legal Advice Regarding Religion and Release of Information, Migrant Summer School and Discussion on Armory Site.

COMMUNICATIONS - Curt Borgen read a letter of thank-you from Dorothy Carey.

TEACHER INSURANCE - Mike Hulett moved, seconded by Richard Pemble, to accept the proposal to provide Group Time Life Insurance benefits to teacher early retirees this year with the understanding that this policy will be bargained for future retiring teacher groups. Motion carried.

SABIN SCHOOL ISSUE - Joyce Sutter moved, seconded by Karen Koentopf, to direct the Administration to consider the issues/alternatives on the sale of Sabin School with action to be taken at the June 12 meeting. Motion carried.

BUILDING UTILIZATION SITE DEVELOPMENT TASK FORCE - Karen Koentopf moved, seconded by Wayne Puppe, to proceed with the Site Development/Building Utilization Long-Range Plan made up of the Committee-of-the-Whole with input from staff and community resource people. Motion carried.

UNCOLLECTIBLE CHECKS - Mike Hulett moved, seconded by Joyce Sutter, to approve write-off of checks as follows:

<u>Account</u>	<u># Of Checks</u>	<u>Total Amount</u>
American - regular	3	\$ 88.00
Moorhead State - activity	2	297.70
	total	\$385.70

Motion carried.

UNCASHED CHECKS - Richard Pemble moved, seconded by Dean Guida, to approve cancelling checks as follows:

<u>Account</u>	<u># Of Checks</u>	<u>Total Amount</u>
Norwest Bank - regular	8	\$ 106.54
Norwest - payroll	8	462.91
American Bank - regular	5	215.13
American Bank - payroll	3	54.65
Moorhead State - activity	44	1,158.63
	total	\$1,997.86

Motion carried.

Regular Meeting
Board of Education
Independent School District #152
May 22, 1984
Page two

INVESTMENTS - Dean Guida moved, seconded by Karen Koentopf, to approve the 1983-84 investments. Motion carried.

GENERAL FUND BUDGET PROJECTIONS - Ruth Legg explained the development of the 1984-85 Preliminary Budget General Fund Revenue estimates, explaining the State Foundation Aid Program.

CCCPP SUMMER SCHOOL - Richard Pemble moved, seconded by Dean Guida, to authorize the CCVC to provide the summer program for the Moorhead Preschool Handicapped students in the CCVC program. Motion carried.

ST. ANSGAR HOSPITAL TREATMENT PROGRAM - Wayne Puppe moved, seconded by Joyce Sutter, to approve the revised agreement between St. Ansgar Hospital and Independent School District #152 extending it from June 1, 1984 through June 30, 1985. Motion carried.

PRESCHOOL HEALTH AND DEVELOPMENTAL SCREENING REPORT - Mike Hulett moved, seconded by Karen Koentopf, to approve the preschool Health and Development Screening Report. Motion carried.

LEGAL ADVICE REGARDING RELIGION AND RELEASE OF INFORMATION - The administration has received legal advice as requested by the Board pertaining to Policy JO, "Guidelines For The Collection, Maintenance, And Release Of Pupil Records" and Policy IGAC, "Religion". Mike Hannaher, in his letter, states that these policies are sound and well-written and the information on interpretation should be passed on to the building principals.

PERSONNEL - Joyce Sutter moved, seconded by Karen Koentopf, to approve the personnel changes as follows:

Resignation

Elvira Krier - Washington Elementary Food Service, effective May 31, 1984.

Motion carried.

Richard Pemble moved, seconded by Joyce Sutter, to approve the following personnel change:

Retirement

Bryant Lekander - Industrial Arts, Senior High, effective July 18, 1984.

Motion carried.

Regular Meeting
Board of Education
Independent School District #152
May 22, 1984
Page three

PLACEMENT ON UNREQUESTED LEAVE OF ABSENCE - The following people were placed on Unrequested Leave of Absence:

<u>Name</u>	<u>Moved By</u>	<u>Seconded By</u>	<u>Roll Call</u>
Denita Clapp	Joyce Sutter	Wayne Puppe	aye-Koentopf, Guida Pemble, Sutter, Hulett, Borgen, Puppe
Mary Flesberg	Richard Pemble	Dean Guida	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Joyce Olson	Dean Guida	Karen Koentopf	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Bruce Carlson	Karen Koentopf	Mike Hulett	Koentopf, Guida, Sutter, Hulett, Borgen, Puppe nay-Pemble
Wayne Maki	Mike Hulett	Wayne Puppe	aye-Koentopf, Guida, Sutter, Hulett, Borgen, Puppe nay-Pemble
Mary Jo Johnson	Wayne Puppe	Joyce Sutter	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Charles Gulsvig	Joyce Sutter	Richard Pemble	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Carol Johnson	Richard Pemble	Dean Guida	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Roger Vettleson	Dean Guida	Karen Koentopf	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe

Regular Meeting
Board of Education
Independent School District #152
May 22, 1984
Page four

Karen Hartke	Karen Koentopf	Mike Hulett	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Nancy Barlow	Mike Hulett	Wayne Maki	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Bruce Emmel	Wayne Puppe	Joyce Sutter	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe
Ted Guerrero	Richard Pemble	Dean Guida	aye-Koentopf, Guida, Pemble, Sutter, Hulett, Borgen, Puppe

MANAGEMENT PLAN FOR 1984-85 (Preliminary & Tentative) - The first draft of a portion of the final Management Plan for the 1984-85 school year was presented by Ben Trochlil. The purpose of presenting this information to the Board is to have agreement as to the guidelines in establishing the final plan.

ARTS IN EDUCATION GRANT PROPOSAL - Richard Pemble moved, seconded by Joyce Sutter, to submit an application to the Minnesota Arts Board to employ a Jazz/Woodwind Specialist as an Artist in Residency in Moorhead Schools and to authorize Independent School District #152 participation if the grant application is approved. Motion carried.

MIGRANT SUMMER SCHOOL - Joyce Sutter moved, seconded by Karen Koentopf, to approve the Migrant Program for the summer of 1984. Motion carried.

ARMORY SITE PROPOSAL - Willis Stelter, Foss Associates, presented a preliminary draft on projected costs on the Armory site located north of the Sports Center.

TOWNSITE CENTRE CHANGE ORDER - Joyce Sutter moved, seconded by Karen Koentopf, to approve several change orders for Minnesota Job Service totalling \$4,479. Motion carried.

Karen Koentopf, Clerk

5-14-84
5-15-84
Special Meeting
Board of Education
Independent School District #152
May 15, 1984

Members Present: Karen Koentopf, Dean Guida, Richard Pemble, Curt Borgen, Joyce Sutter, Wayne Puppe, Mike Hulett and Ben Trochlil

The meeting was called to order by Curt Borgen, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda and added Proposed Site for Moorhead Armory.

MAVTI CONSTRUCTION PROPOSAL - Joyce Sutter moved, seconded by Wayne Puppe to begin the legal procedures involved with the building construction including the notices of intent to levy and to direct the architect (Foss Associates) to proceed with preliminary drawings which combine the three construction or repair projects into one large project as outlined to the Board on May 8 (this is contingent upon state legislative approval which has been requested by the AVTI Director). Motion carried.

Wayne Puppe moved, seconded by Karen Koentopf, to encourage future Boards to decrease the debt redemption levy by that amount which is levied for building construction funds for the above projects. Motion carried.

FACILITY USAGE PLAN FOR 1984-85 - Richard Pemble moved, seconded by Joyce Sutter to approve Alternative 3.1 for the school year 1984-85 and to direct the administration to organize a Task Force to determine the long-range building needs of the district. Motion carried.

SABIN SCHOOL SALE PROPOSAL - A discussion was held on the sale of Sabin School.

PROGRESS REPORT ON 1983-84 GOALS - A review was made on the list of 1983-84 district goals and objectives.

DISTRICT PRIORITIES FOR 1984-85 - A discussion was held to finalize major priorities for the district in 1984-85.

ELECTION RESULTS - Joyce Sutter moved, seconded by Karen Koentopf to accept the election results as follows:

Three Year Term

Curt Borgen - 501
Dean Guida - 713
Kenneth Lucier - 371
Cleo Butterfield - 1
Ray Johnson - 3
Steve Eddy - 1
Bea Arett - 1

Mike Cummings - 1
Ernie Mancini - 12
Arloine Mithun - 1
Alice Nielsen - 4
Florence Culp - 1
Bruce Savage - 2

Special Meeting
Board of Education
Independent School District #152
May 15, 1984

One Year Term

Douglas Fagerlie	- 731	Dave Paulson	- 1
Randy Fridgen	- 1	Al Hoeft	- 1
Dan Evert, Jr.	- 1	Ron Masanz	- 1
Ivan Lotton	- 1	Ernie Mancini	- 2
Alice Nielsen	- 1	Kathy Carlson	- 1
Diane Meyer	- 2	Ron Jenson	- 1
Janice Sedivec	- 1		

Motion carried.

PROPOSED SITE FOR MOORHEAD ARMORY - Discussion was held on the proposed site for the Moorhead Armory and Willis Stelter, Foss Associates, reviewed alternative proposals.

Karen Koentopf, Clerk

5/m9/Bo5
min
5-22-84

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tues. May 22 at 7:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil

Dr. Bennett Trochlil, Superintendent

ATTENDANCE:

Joyce Sutter	_____	Dean Guida	_____
Karen Koentopf	_____	Richard Pemble	_____
Mike Hulett	_____	Wayne Puppe	_____
Curt Borgen	_____	Ben Trochlil	_____

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Dr. Ben Trochlil, Superintendent
- III. COMMUNICATIONS
- IV. OPPORTUNITY FOR CITIZENS TO SPEAK
- V. "WE ARE PROUD"
- VI. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
 - A. UNFINISHED BUSINESS
 - B. NEW BUSINESS
- VII. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
 - A. UNFINISHED BUSINESS
 - 1. Consider Teacher Insurance Appendix A
 - 2. Review Sabin School Issue Appendix B
 - 3. Consider Building Utilization/Site Development Task Force Appendix C
 - B. NEW BUSINESS
 - 1. Consider Uncollectible Checks Appendix D
 - 2. Consider Uncashed Checks Appendix E
 - 3. Consider Investments Appendix F
 - 4. Review General Fund Budget Projections Appendix G

- | | |
|--|-------------------|
| 5. Consider CCCPP Summer School | Appendix <u>H</u> |
| 6. Consider St. Ansgar Hospital
Treatment Program Agreement | Appendix <u>I</u> |
| 7. Consider Preschool Health and
Developmental Screening Report | Appendix <u>J</u> |
| 8. Consider Personnel | Appendix <u>K</u> |
| 9. Review Management Plan for
1984-85 (Preliminary & Tentative) | Appendix <u>L</u> |
| 10. Consider Arts in Education
Grant Proposal | Appendix <u>M</u> |

VIII. FOR YOUR INFORMATION

Appendix Z

IX. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION

X. ADJOURNMENT

NEXT SCHEDULED MEETING _____ June 12, 1984 _____

PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION

UNFINISHED BUSINESS

1. Teacher Insurance (Bergen) Appendix A

Explanation: At the May 8 meeting, a discussion was held on contract language concerning teachers' group life insurance.

The Board and MEA Negotiations' Committees have reviewed additional data. The Board's Committee will review the issues involved in making a final decision.

Recommendation: This is a negotiation's issue.

2. Sabin School Issue (Trochlil) Appendix B

Explanation: At the May 18 meeting, the Board directed the administration to determine the issues/alternatives the district may have in deciding the future of the school. Appendix B-1 is the information requested by the Board.

Recommendation: The School Board will need to determine their needs that will assist them in responding to the sale of the building.

3. Building Utilization/ (Trochlil) Appendix C
Site Development Task Force

Explanation: At the May 15 meeting, the Board directed the administration to establish a Task Force on long-range building utilization.

In the design of the Task Force, purpose dictates that site development be a major component in the final decision and rather than creating two groups of people working on similar projects the recommendation is to jointly combine the two needs (building utilization and final site development).

For tonight's meeting, the Board should determine:

1. the purpose of the Task Force
2. the composition of the Task Force
 - 2.0 number of people
 - 2.1 number of people within each category
 - 2.2 the composition of representatives (does the suggested makeup give the district a cross-representative group of people?)
3. the charges for the Task Force
4. a timeline acceptable to the Board
5. the process of selecting Task Force participants

Recommendation: Move to establish the Purpose, Composition, Charge and Timelines of the Task Force.

NEW BUSINESS

1. Uncollectible Checks (Lacher) Appendix D

Explanation: Board approval is requested to write off certain uncollected checks that have not been collected through efforts of district personnel. These checks can then be turned over to a collection agency and if any are collected they are shown as income at that time.

Board approval is requested to write off checks as follows:

<u>Account</u>	<u># of checks</u>	<u>total amount</u>
American - regular	3	\$ 88.00
Moorhead State - activity	2	297.70
		<u>\$385.70</u>

Details are available in the business office.

Recommendation: Move to approve write-off of checks as shown above.

2. Uncashed Checks (Lacher) Appendix E

Explanation: In order to simplify records before year end, Board approval is requested to cancel outdated outstanding checks issued by the district that have not been cashed by the recipients. These checks are more than two years old, so banks would no longer cash them for the holders. If a claim for payment is made, the district can then issue a new check.

Board approval is requested to cancel checks as follows:

<u>Account</u>	<u># of checks</u>	<u>total amount</u>
Norwest Bank - regular	8	\$ 106.54
Norwest - payroll	8	462.91
American Bank - regular	5	215.13
American Bank - payroll	3	54.65
Moorhead State - activity acct.	44	1,158.63
total		<u>\$1,997.86</u>

Recommendation: Move to approve cancelling checks as shown above.

3. Investments

(Lacher)

Appendix F

Explanation: Board approval is requested for the list of investments as shown in Appendix F-1. Interest received in 1983-84 to date totals \$190,894 (not including investment of proceeds from tax anticipation certificates). A complete list of 1983-84 investments together with interest received or accrued will be sent to the board after June 30.

Recommendation: Move to approve the 1983-84 investments.

4. GENERAL FUND BUDGET
PROJECTIONS

(Lacher)

Appendix G

Explanation: Ruth Legg will explain the development of the 1984-85 Preliminary Budget General Fund Revenue estimates. Appendix G-1 contains material explaining the State Foundation Aid Program.

Recommendation: For information only.

5. CCCPP Summer School

(Swedberg)

Appendix H

Explanation: The CCVC has requested they be authorized to provide a six-week summer school program for handicapped pre-schoolers enrolled in the Clay County Coordinated Preschool Program. It is anticipated the cost to each district will be approximately \$2.59 per hour per student served which is approximately the same as last year. As during the regular year, transportation would be provided by each district. Approximate cost to the district is \$1,279.46.

Recommendation: Move to authorize the CCVC to provide the summer program for the Moorhead Preschool Handicapped students in the CCVC program.

6. St. Ansgar Hospital
Treatment Program

(Swedberg)

Appendix I

Explanation: Last fall the Board of Education entered into an agreement with St. Ansgar Hospital to provide educational services (assessment, consultation and tutoring) for students admitted to the hospital for treatment of emotional and/or behavior disorders. The hospital agreed to pick up all excess costs after reimbursement. This contract expires on June 1, 1984.

Recommendation: Move to approve the Agreement between St. Ansgar and Independent School District #152.

Recommendation: Move to approve the Preschool Health and Development Screening Report as presented.

Recommendation: Move to approve the personnel changes.

Recommendation: For information and possible addition/
deletions/revisions in the guidelines.

10. Arts in Education
Grant Proposal

(Jernberg)

Appendix M

Explanation: Appendix M-1 contains an application to obtain a Jazz/Woodwind Specialist as an Artist in Residency. The artist would be employed for 170 days and would spend one day per week in each of the schools who are members of the Clay County Vocational Center.

If accepted by the Minnesota Arts Board each school district would equally share the additional \$10,034 from the Special Inter-district Cooperative Levy.

Recommendation: Move to authorize Independent School District #152 participation if the grant application is approved by the Minnesota Arts Board.

'WE ARE PROUD'

1. The following students were picked for All State Orchestra:
Their director is Vince Pulicicchio.

Joan Gjevre	Charles Li
Naomi Gjerve	Jeannine Koenig
Julie Buckley	John Moline
Sandra Sample	Margaret Batterman

FOR YOUR INFORMATION

Appendix Z

1. Community Education Advisory Council Minutes of April 30 -
Appendix Z-1.
2. Calendar of Events

Event

Athletic Awards	Monday, May 21	7:00 p.m.	Senior High School
MAVTI Graduation	Thursday, May 31	7:30 p.m.	Senior High School
Senior High Graduation	Sunday, June 3	2:00 p.m.	Concordia

MEMO # S-84-205
TO: School Board
FROM: B. Trochlil
RE: Sabin School Issues
DATE: May 22, 1984

Issues to Consider

1. Use of building by contractor - senior citizen's home
2. Use of grounds
3. Appraisal of building vs. offer
4. Utility cost of approximately \$8,000
5. Sabin City Council's position
6. School officials meeting with Council
7. Zoning regulations
8. Variance considerations
9. Present use of building
 - 9.0 Storage
 - 9.1 Basketball - winter
10. Current district space needs---school as a viable option
11. City ownership of building
12. FHA involvement
13. Proposal as submitted
14. Timeline
15. Upkeep costs (i.e. maintenance costs)
 - 15.0 Utility costs of approximately \$8,000
16. Use of buildings vs. new building for senior citizens
17. Alternative use of building in the future
18. Enrollment projections in Sabin
19. Council of Governments (COG - F/M)
20. Cost of reopening
21. Staff concerns in use of general funds
22. Programs available for Sabin students
23. Impact of renovating building
 - 23.0 Codes of asbestos, roof, energy
 - 23.1 Deterioration of building
24. Space needs for selective programs
25. Board alternatives:
 - 25.0 Outright sale of building
 - 25.1 Retain building
 - 25.2 Postpone decision as to sale or retain building until Task Force recommendations as to space needs
 - 25.3 City ownership

BUILDING UTILIZATION/SITE DEVELOPMENT TASK FORCE

PURPOSE OF TASK FORCE

- (1) To determine the space needs for the district through the year 1990 and to design alternative configurations (i.e. K-6; K-5; 6-7; 7-8; 7-12; 8-12; etc.) of buildings that would support the need for additional space.
- (2) To develop a short/long range site plan for each building and make a determination as to the alternative methods of financing the improvements.

COMPOSITION OF TASK FORCE

All appointments to the Task Force are made by the School Board. The Task Force shall consist of _____ members. The representatives (cross section) will include _____ Board Members(s); _____ Administrator(s); _____ teacher(s); _____ non-certified staff; _____ student(s); and _____ community people.

CHARGES TO TASK FORCE

1. Select a chairperson
2. Select a recorder
 - 2.0 Minutes will be written after each meeting and distributed to committee members, administration, Board members and bargaining units
3. Review the data compiled by the administration as to:
 - (1) enrollment projections
 - (2) population trends
 - (3) school-owned properties
 - (4) present room uses of buildings
 - (5) financial condition of district in all budgets
 - (6) projected space needs of the district (i.e. vocational handicapped, special needs, computer, special programs)
 - (7) capacities of buildings
 - (8) projected costs of site development
 - (9) financial guidelines for the operation of a school building
 - (10) major capital improvements, maintenance and major structural repair costs
 - (11) operating costs of each building and site (i.e. asbestos; roof; energy; potential remodeling, etc.)

4. Review the following reports:
 - 4.0 Building and Site Sub-Committee Report of 1980
 - 4.1 Task Force Report of 1980
 - 4.2 Site Development Study of 1983
 - 4.3 Site Development Plan for District Buildings - 1984
5. Impact of the private schools on space needs
6. Review impact on space need for community uses (i.e. Community Education and Parks/Recreation)
7. Identify site limitations for individual buildings
8. Identify possible building renovations for space needs
9. Determine the impact lower class sizes will have on buildings
10. Location of Central Administration
11. Location of Clay County Vocational Center (CCVC)
12. Identify alternative methods of financing building/site improvements.
13. To file a final report on the findings, conclusions and recommendations to the School Board

SKELETON TIMELINE - PROPOSED

1. By May 16, 1984-----Board authorizes establishment of Task Force
2. By May 23, 1984-----Board establishes the Purpose, Composition, Charges and Timeline
3. By June 12, 1984-----Board appoints individuals to Task Force
4. By June 30, 1984-----Initial meeting is held
5. By October 10, 1984-----Final decision of Levy Certification for 1984-85
5.0 October 10, 1985-----Final decision on Levy Certification for 1985-86
6. By November 1, 1984-----Progress Report to School Board
7. By December 13, 1984-----Findings, Conclusions and Recommendations to the Board

MOORHEAD PUBLIC SCHOOLS
INVESTMENT RECORD
1983-84

<u>Date</u>	<u>Inv.#</u>	<u>Type</u>	<u>Amount</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Interest Received</u>
1-5-84	148	CD	\$350,000	4-10-84	9.6	\$8866.67
1-19-84	149	CD	235,000	3-1-84	9.4	2577.17
3-6-84	150	CD	200,000	9-4-84	9.75	
3-7-84	151	Repo(1)	300,000	3-14-84	9.25	539.58
3-7-84	152	CD(2)	370,000	3-31-84	9.45	2428.13
4-4-84	153	CD(1)	350,000	7-11-84	10.25	
4-4-84	154	CD(1)	655,000	8-1-84	10.25	
4-17-84	155	CD	160,000	9-4-84	10.4	
5-1-84	156	CD	200,000	8-15-84	10.3	
5-1-84	157	CD	400,000	9-4-84	10.35	
51-1-84	158	CD	325,000	9-12-84	10.35	

(1) Investments at Norwest Bank. All others at American Federal Savings & Loan.

(2) This was a reinvestment of bond proceeds that was withdrawn during a cash shortage in February.

Ken G. Nelson

District 62A
Hennepin County

Committees:

Education

Education Finance Division, Chairman
Energy

Energy and Economics Subcommittee

Environment and Natural Resources



Minnesota House of Representatives

Harry A. Sieben, Jr., Speaker

Caucus Steering Committee
Minneapolis/Hennepin County Delegation

April 26, 1984

TO: All House Members

FROM: Rep. Ken Nelson

Several members have requested an explanation of the foundation program, the tiers, the training and experience (T&E) index, and the changes being made in HF1393. The attached chart shows the formula now in law for 1984-85. The changes made by HF1393 for 1985-86 are shown in the column on the right.

Basic Foundation Formula - For 1984-85, the basic foundation formula is \$1475 and the mill rate is 24 mills (.024). By dividing \$1475 by .024, the quotient is \$61,458. If a district's EARC property valuation per pupil unit is greater than \$61,458, that district will receive all of its foundation revenue from the maintenance levy and be "off the formula." If a district's property valuation per pupil unit is \$30,729, the district would receive 50% of its revenue from state aid and 50% from the property tax levy.

This can also be looked at in another way. When the district makes a 24 mill levy, the state guarantees that it will raise \$1475 per pupil unit by paying the difference between the amount raised by the district's 24 mill levy and \$1475 per pupil unit.

This relationship can be carried further by dividing \$1475 by 24 mills which equals \$61.46. For every 1 mill the district levies, the state guarantees \$61.46 per pupil unit. In a district where 1 mill raises \$61.46 or more per pupil unit the state pays no foundation aid. In a district where a 1 mill levy raises \$30 per pupil unit, the state would pay the remaining \$31.46.

Tier I - Tier I contains the training and experience allowance and the sparsity allowance. Tier I is equalized at the same level as the basic formula; that is, the state guarantees that a 1 mill levy will raise \$61.46 per pupil unit.

The sparsity formula in Tier I is the same one that was in effect in 1980-81. It takes into account a school district's secondary school enrollment and the distance from the district's secondary school(s) to a secondary school in another district. Districts that are relatively small in enrollment and large in geographic area tend to have the largest sparsity allowances.

The training and experience allowance per pupil unit is determined by using the following formula:

(District's Training Experience Index - 1.25) x 300

The attached matrix shows the type of index a district would have if its staff had certain training and experience levels. The training and experience indices could range from 1.0 (a district in which all the teachers had only a BA and were in their first year of teaching) to 2.4 (a district in which all teachers have a Phd and 20 or more years experience). The average training and experience index is 1.6. The subtraction of 1.25 in the calculation means that no district is paid for the first 1.25 of training and experience which in 1984-85 is \$75 per pupil unit.

Tier II - The Tier II allowance is \$150 per pupil unit. It is equalized at the same level as the basic formula and Tier I - the state guarantees that a 1 mill levy

Reply to: ☐ 163 State Office Building, St. Paul, Minnesota 55155

☐ 4201 Garfield Ave. S., Minneapolis, Minnesota 55409

Office: (612) 296-4244

Home: (612) 825-6667

will raise \$61.46 per pupil unit. A district's Tier II allowance is reduced by the amount that its fund balance exceeds \$500 per pupil unit. (If a district has a fund balance of \$600 per pupil unit, it's Tier II allowance is reduced to \$50 per pupil unit.)

Tier III - The Tier III allowance is \$100 per pupil unit. It is equalized at 75% of the level of the basic formula. The state guarantees that a 1 mill levy in Tier III will raise \$46.09 per pupil unit.

Tier IV - The Tier IV allowance is also \$100 per pupil unit but it is equalized at 50% of the level of the basic formula. The state guarantees that a 1 mill levy in Tier IV will raise \$30.73 per pupil unit.

Tier V - The Tier V allowance is essentially a new grandfather allowance. It is equal to the difference in revenue that a district would have received under the old formula components and what is received through Tiers I-IV of the new formula.

HF1393 - Formula Changes - 1985-86

HF1393 makes these changes for 1985-86 in the basic formula, Tier I, and Tier IV.

Basic Foundation Formula - HF1393 increases the foundation formula for 1985-86 to \$1585 and decreases the mill rate to 23.5; By dividing 1585 by .0235, the off-formula point is \$67,447. This also means that the state guarantees that for every 1 mill the district levies it is guaranteed \$67.45 per pupil unit. The increase in formula and decrease in mill rate, along with a general decrease in EARC property values, causes the number of off-formula districts to drop from about 60 in 1984-85 to about 40 in 85-86.

Tier I - For 1985-86, HF1393 doubles school district sparsity allowances. It also increases the training and experience allowance in Tier I from \$300 to \$400. The new formula for calculating the Tier I portion is as follows:

$$(\text{District's Training and Experience Index} - 1.25) \times 400$$

Tier IV - In addition to the \$100 allowance already in Tier IV, HF1393 adds a training and experience formula to Tier IV. It is as follows:

$$(\text{District's Training and Experience Index} - 1.25) \times \$150$$

Training and Experience Index - The combined allowances for training and experience in Tiers I and IV provide for a \$550 training and experience allowance. The House bill that went to conference committee provided for a combined Tier I and Tier IV allowance of \$700; arrived at using the following formula:

$$\text{T\&E allowance per pupil unit} = \frac{\text{statewide average beginning teacher salary}}{\text{statewide average class size}}$$

$$\begin{aligned} \text{T\&E allowance per pupil unit} &= \frac{\$14,456}{20.58} \\ &= \$702.43 \end{aligned}$$

A district with a T&E Index of 2 should have an average teacher's salary of \$28,912 - thus reflecting a cost twice that of a district that has an index of 1. The statewide T&E Index of 1.6 represents a statewide average teacher's salary of \$23,500. Despite the relationship to statewide average salaries, each district's T&E Index is based on the training and experience of its staff and does not compensate a district for its particular salary settlements.

ADOLESCENT EDUCATION/TREATMENT PROGRAM AGREEMENT

Independent School District #152, Moorhead, Minnesota (hereinafter referred to as the School District) and St. Ansgar Hospital, Moorhead, Minnesota (hereinafter referred to as the Hospital), hereby agree to the following terms and conditions for the primary purpose of providing optimum treatment and educational services to adolescent patients with emotional behavioral disorders who are admitted to the hospital for treatment.

A. Goals and Objectives

Both parties recognize that they share the mutual goals of optimum health care, education, and community service. Therefore, this agreement provides a means for improved communications between the parties and for better coordination of their efforts in accomplishing their mutual goals.

It is agreed by both parties that the responsibility for nursing treatment care and of related activities of those patients is retained by the Hospital's adolescent psychiatric treatment department. It is also agreed by both parties that responsibility for education, and related assessment of patients is retained by the School District.

B. Change or Termination of Agreement

1. The term of this agreement shall be for the period of thirteen months (June 1, 1984 through June 30, 1985) and shall be subject to renewal from year to year thereafter.
2. This agreement may be altered at any time in writing as agreed upon by both parties and either party shall have the right to terminate the agreement without cause at the end of the 1984-85 school year (May 31, 1985) by giving the other party three months prior written notice of its intent to do so.

C. Obligations of the School District

1. The School District will provide the Hospital with the services of teachers (full and part-time), the part-time services of an educational/behavioral specialist and a school psychologist licensed by the Board of Teaching in the State of Minnesota to provide liaison/ teaching and assessment/consultation for school age patients in the adolescent unit.
2. The School District will provide educational/assessment services on days the School District is in session.
3. The School District will compensate its employees for basic services rendered and provide fringe benefits including workman compensation.
4. The School District's educational/behavioral specialist will supervise the hospital-school liaison/teacher.

5. The School District agrees to hold harmless and indemnify the Hospital for any losses or action resulting from the education program component.
6. The School District agrees to provide educational/assessment services to patients/students in the adolescent treatment unit regardless of school district residence.

D. Obligations of the Hospital

1. The Hospital shall allow a reasonable amount of hospital staff time for joint conferences and planning with the School District and for such other assistance as may be mutually agreed upon. Department heads or area supervisors within the Hospital may be asked to provide orientation assistance for School District staff, providing that such assistance does not detract from the normal activities of the day and providing that no patient, Hospital employee, or member of the medical staff is inconvenienced by such assistance.
2. The Hospital shall arrange locker or closet space for School District staff assigned there. It shall make available classroom assessment and staff space with a desk, chairs, table and telephone that is suitable for the above activities.
3. School District employees who are injured or become ill while providing educational and/or assessment responsibilities shall have the injury or illness reported to the School District and the Hospital's Coordinator of Adolescents Treatment Program in the same manner as for other employees. Expedient and emergency medical care will be provided by the Hospital. Costs of necessary treatment shall be the responsibility of the individual School District employee.
4. No employee of the School District participating in a program at the Hospital pursuant to this agreement shall be considered an employee, agent or representative of the Hospital for any purpose.
5. The Hospital shall have the right to exclude from its premises any person participating in any program hereunder who does not meet the standards established by the Hospital for health, safety and ethical behavior.
6. The Hospital agrees to hold harmless and indemnify the School District for any losses or action resulting from the Hospital treatment program component.

E. Mutual Obligation of the School District and the Hospital

1. The total compensation for services rendered by School District employees will be \$18,875 for the term of this agreement paid to the School District by the hospital. Payment not to exceed \$1,975.00 will be made in September 1984 for services provided during Summer 1984, in January 1985 for one-half of the remaining

contracted services (\$8,450.00) with the remaining one-half (\$8,450.00) minus the tuition received from billing resident school districts by June 30, 1985. Compensation for the educational/behavioral services will be negotiated prior to the renewal date each year.

2. The agency-school liaison, the educational emotional/behavioral specialist and school psychologist will also be expected to apply for and receive Hospital privileges at the Hospital under
3. The agency-school liaison/teacher selected by the School District to provide these services will be acceptable to the Hospital psychiatrists and Hospital administration.
4. The agency-school liaison/teacher, the educational/behavioral specialist and school psychologist will be expected to be included and to participate in case reviews at the Hospital to discuss the patients being treated at the Hospital and to secure advice on counseling protocol and educational services that may be provided to better meet the needs of the Hospital.
5. Hours of service the School District provides will be flexible. Educational services will be provided at the Hospital on an agreed upon weekly schedule by the Hospital's medical staff and the School District's educational/behavioral specialist with no services available on School District non-school days.
6. The program operated under this agreement must be so conducted as not to interfere with or compromise the primary responsibility of the Hospital to treat and care for its patients.
7. No employee of either the School District or the Hospital shall be discriminated against by virtue of sex, race, color, creed or national origin in programs operated under this agreement.
8. Appropriate representatives of the School District and the Hospital shall meet at least twice a year, in October and March, to review and evaluate the services provided adolescent students in the treatment program. Written documentation of these meetings shall be kept on file at the School District.

Approved and executed this _____ date of _____, 1984:

Independent School District #152
Moorhead, Minnesota 56560

St. Ansgar Hospital
Moorhead, Minnesota 56560

By: _____

By: _____

Title

Title

	Pupil Personnel Section 631 Capitol Square - 550 Cedar St. Paul, MN 55101	PRE-SCHOOL HEALTH AND DEVELOPMENTAL SCREENING COMPLETION REPORT AND REQUEST FOR REIMBURSEMENT	ED-01611-04 DUE: JUNE 1

GENERAL INFORMATION & INSTRUCTIONS: The reporting of your annual Pre-School Screening (PPS) program and component cost is required by Minnesota Statute 123.703. The information is submitted to the State Legislature as a part of the annual SDE report and assists in planning educational and health programs for children. Please print or type the information requested and record any comments on the back of this form. Retain the last (gold) copy for your files, and return the two top copies at the completion of your program but not later than June 1.

IDENTIFICATION INFORMATION	District Name	Moorhead Public Schools	District Number	152	County Name	Clay
	Name and Address of Agency Coordinating the Screening Program (if different from above)					
	Name of Pre-School Screening Coordinator				Telephone (Include Area Code)	
	Eldora Pederson				218-236-6400 ext 229	

GENERAL INFORMATION	1. Total number of district children eligible for 1983-84 PSS Program	418	2. Total number of children screened in 1983-84 school year	395	3. Total number of Medical Assistance eligible screenings to be paid by DPW.	24

PROGRAM COMPONENT AND COST INFORMATION	In this table, identify the screening personnel that performed the actual screening by component. Use the codes listed below for reference. Indicate the number of children participating in each component. Provide the total program costs for each screening component.					
	Use a screening agency code number to identify the personnel that provide each screening component.					

SCREENING AGENCY CODES		PERSONNEL CLASSIFICATION CODES	
1- Local School District	4- Nursing or Public Health Agency	LSN - Licensed School Nurse	VOL - Volunteers
2- Cooperative or ECSU	5- Private Contractors	PHN - Public Health Nurse	SPE - Special Education Staff
3- Medical Clinic	6- Community Resources	PHY - Physician	OTH - Other

REQUIRED COMPONENTS	SCREENING COMPONENTS	PERSONNEL PROVIDING SCREENING						# CHILDREN SCREENED BY COMPONENT	TOTAL COST BY SCREENING COMPONENT
		LSN	PHN	PHY	VOL	SPE	OTHER Specify Below		
REQUIRED COMPONENTS	Vision and Hearing	X					X trained lay people	395	\$ 708.39
	Developmental						X substitute teachers	395	719.78
	Height and Weight						X trained lay people	395	396.97
	Health History and Immunization Review	X					X licensed nurse	375	1120.33
	Summary Interview	X				X	X licensed nurse	395	720.69
	Other (materials, travel, clerical expenditures, etc.) Specify:	materials, clerical, rent, administration							2258.84
TOTAL ACTUAL COSTS FOR REQUIRED COMPONENTS OF PSS									\$ 5924.85
1983-84 AID ENTITLEMENT (For Required Components Only)									\$ 5925.00 *
Enter lesser: \$15.00 X 395 (# of children screened) = \$5925.00 ; or actual costs (above line)									

OPTIONAL COMPONENTS	Physical Inspection								\$
	Laboratory Tests								
	Dental								
	Nutrition Assessment								
	Other (Specify):								\$

☐ Check Here if Parents were charged a Fee for Optional Screening Services.

*Use UFARS Finance Dimension Code # 354.

VERIFICATION OF DATA AND STATEMENT OF ASSURANCES	
It is hereby verified that the above information is true and correct, and further, it is certified that the above named school district is in compliance with the following provisions of M.S. 123.701-705, and 5 MCAR 1.0720-1.0725 as follows:	
1. The public has been informed of and actively encouraged to participate in the Pre-School Screening Program. 2. All staff have met the qualifications as defined in 5 MCAR 1.0723. 3. All required screening components have been offered in accordance with 5 MCAR 1.0724. 4. The required screening services have been offered at no direct cost to the participating parents.	5. A follow-up referral process has been made available. 6. No reimbursement request has been submitted for children whose screening has been paid for by other agencies or for costs reimbursed by other sources. 7. No reimbursement has been claimed for more than one screening per child.
Signature - Clerk, School District <i>Karen Hentrich</i>	Signature - Superintendent or Authorized Agent <i>Bernard Brockel</i>
Date 5-15-84	Date 5-15-84

Copy Distribution:

White - SDE Pupil Personnel
 Yellow - District Return Copy

Pink - MN Department of Health
 Green - SDE State Aids

Gold - School District File



Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

Dear _____,

Thank you for your part in making our recent preschool screening a beneficial experience for the parents and the 455 children who participated.

I wish each one of you could read all of the compliments you received on the parent survey forms. Of the 339 survey forms returned, only 13 contained negative comments - 12 referred to the screening taking too long (10 of these were turned in the first day) and 1 referred to the exit interview being too fast. Three hundred thirty-eight respondents stated that they would recommend the screening to others. Over 80 persons wrote positive comments in addition to checking positive responses. Below are some samples of the favorable comments you received for your work.

- "The people were all friendly and helpful and kind to children."
- "This is an excellent program offered to the community. I am new to Moorhead, and I am very impressed."
- "It is very helpful to find out what possible difficulties there might be and also to discover areas in which you can help your child. I think this program is super!"
- "Very satisfied with the gentleness and thoroughness of the program."
- "Fun for them. Interesting to see development."
- "Treated the children with respect."
- "Excellent information available from qualified people. Thank you!"
- "Very well planned and handled."
- "Very nicely and warmly done."
- "Very helpful in understanding child's behavior and development."
- "A parent can learn how to help their child advance in areas of development. I felt satisfied with this screening."
- "A fun afternoon. Nice people."
- "Run very efficiently."
- "I think this screening is excellent and very necessary for some children. Thanks so much!"
- "A service such as this is very helpful for the parents to find out in what areas the child needs help at home before school."
- "Well done - excellent program"

Sincerely,

Eldora Pederson
Preschool Screening Coordinator

*Sent to each person
who worked in preschool
screening.*

MANAGEMENT PLAN FOR 1984-85

K-12

Moorhead Public Schools

May 1984

Prepared by: Bennett Trochlil
Superintendent

GUIDELINES FOR PREPARATION OF 1984-85 BUDGET
May 1984

Appendix L-1
page 2 of 6

1. The laws of the federal government and the State of Minnesota are to be upheld; likewise, regulations from these bodies are to be implemented.
1.0 Legislation of 1984-85
2. The contractual obligations with employees are to be met.
2.0 Contracts available in office
3. The policies and procedures of the Moorhead School Board are to be implemented.
4. The sense of priority built into the School District #152 Statement of Philosophy and P.E.R. Goals --- develop skills in reading, writing, speaking and listening; gain a general education; develop good character and self-respect; develop pride in work and a feeling of self-worth; develop a desire for learning now and in the future --- should be weighed heavily in decision making.
5. The district will make a commitment of resources for supplies, staff development and equipment in the area in which major curriculum reviews are scheduled including the years of development and implementation.
6. Assumptions:
 - Financial
General
 1. 1984-85 Foundation Aid \$1,475 (no increase from 1984-85)
 2. 1985-86 Foundation Aid \$1,585 (+7.5%)
2.0 State worksheets on aids (attached)
 3. Energy - 8% Increase
 4. Expenditures - +10%
 5. Salaries - +6.5%
 6. All other aids will depend on statute
 - Food
 1. Price - No Increase
 2. Number of lunches - No Change
 - Transportation
 1. District transportation furnished will continue as in 1983-84
 2. Furnish transportation to private schools upon request/within statute
 - Community Service
 1. No change
 - Capital Outlay
 1. Budget capital expenditures to continue to be \$100,000 less than revenues each year for five (5) years to make up cash deficit
 2. Set budget at \$471,000
 - Debt Redemption
 1. Levy maximum and pay all bonds due

Staffing

1. Staffing will be based on 26.5 to 1 Elementary
2. Staffing will be based on 27 to 1 Secondary
3. Staffing will be based on a staff to student ratio of 16.5 to 1 including all district staff (i.e. Title I, district wide administration, AD, AV, psychologists, classroom teachers - positions that require certification)
4. Enrollments will be based on the February, 1984 cohort projections
5. A shared time equivalence of 18 students will be added at the Junior High School
6. An equivalence of 49 students will be deducted for Senior High due to students attending the CCVC
7. An equivalence of 28 Elementary students, 5 Junior High students and 18 Senior High students will be deducted due to Special Education students in determining average class size
8. Any supervision (will, will not) allow additional staff
9. Enrollment will be analyzed on August 20 for staffing considerations
10. Title I staff will remain constant
11. No allocation has been reduced for early graduation
12. Staffing will be adjusted from the ratios of one, two or three above based on targeting improvements utilizing Board goals and objectives

		5/1/84		
		Actual		
<u>Enrollment Projections</u>	<u>1983-84</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>
1. Kindergarten-----	353	(399)	377	
2. Grades 1-6-----	1,956	(1,908)	1,943	
2.21 1,971 - 28 Sp. Ed. =	1,943			
3. Grades 7-8-----	709	(704)	727	
2.22 714 - 5 Sp. Ed. + 18 share				
time = 727				
4. Grades 9-12-----	1,407	(1,414)	1,371	
2.41 1,430 - 42 CCVC - 17				
Sp. Ed. = 1,371				
5. Pre-School-----	28	(21)	30	
TOTAL	4,453	(4,440)	4,448	

Pupil Units

1. Kindergarten-----	176.5	188.5
2. Grades 1-6-----	1,956	1,943.0
3. Grades 1-6 Sp. Ed.-----	23	28.0
4. Grades 7-12-----	3,060.4	2,937.2
(includes CCVC equivalence & shared time)		
5. Grades 7-12 Sp. Ed.-----	30.8	32.2
6. Pre-School-----	14	15
	5,260.7	5,143.9

Current Staff

1. Current total staff (Mar. 16, 1984) 284.291
2. Current total staff ratio (Mar. 16, 1984) is 16.26

6. All facets of the school district budget will be scrutinized for revenues, savings and reductions.
7. Categories for the purpose of identifying major areas of the budget are:

- | | | |
|------|----------------|---------------------------------|
| 7.1 | Category I: | Class Size/Staffing K-12 |
| 7.2 | Category II: | Licensed Specialists |
| 7.3 | Category III: | Instruction/Curriculum |
| 7.4 | Category IV: | After School Activities |
| 7.5 | Category V: | Administrative Support Unit |
| 7.6 | Category VI: | Other Support Units |
| 7.7 | Category VII: | Facility Usage/Site Development |
| 7.8 | Category VIII: | Operation of Buildings |
| 7.9 | Category IX: | Food Service |
| 7.10 | Category X: | Transportation |
| 7.11 | Category XI: | Community Services |
| 7.12 | Category XII: | Other |

8. The areas identified in Committees:

- | | |
|------|--|
| 8.1 | Building & Sites - January, 1980 |
| 8.2 | Short and Long Range Planning - February, 1981 |
| 8.3 | Gifted and Talented - May, 1981 |
| 8.4 | Title IX - October, 1983 |
| 8.5 | Nominal Group Process - September, 1981 |
| 8.6 | Site Development Committee - February, 1983 |
| 8.7 | Technology Plan - December, 1983 |
| 8.8 | North Central Senior High Evaluation Report - Oct., 1983 |
| 8.9 | PER (Planning, Evaluation and Reporting) - Continuous |
| 8.10 | Social Services Report - April, 1984 |
| 8.11 | Partners in Education - April 3, 1984 |
| 8.12 | Comprehensive Arts Program - May 8, 1984 |
| 8.13 | Athletic/After School Report - May 8, 1984 |
| 8.14 | Testing and Promotion Committee - May 1984 |
| 8.15 | Discipline Committee - 1983-84 |
| 8.16 | Community Education Management Plan, 1983-84 |
| 8.17 | Block Grant |
| 8.18 | Curriculum Committee |

9. Moves towards fewer options or choices on the part of students, parents, and staff are to be considered if economies can be realized. Concentrate resources to provide quality services.
10. The Management Plan should include other recommendations to improve the operation of the District.
11. The School Board is the final authority for approving budgets.
12. National Reports have been given consideration.

13. Goal Statements

- 13.0 To Continue Staff Development and to Coordinate that Effort with the Concept of Research and Development
- 13.1 To Continue the Development of the Curricular Program
- 13.2 To Develop a Short/Long-Range Plan in Technology as to Instruction, Student Services, Management and Administration and Futures as an Area of Study
- 13.3 To Address Management Alternatives to Ensure the Most Effective Operation of the District
- 13.4 To Prepare a Five-Year Site Development Plan
- 13.5 To Market the Moorhead Schools
- 13.6 To Investigate the Potential for Partnership Development with Business/Education Partnerships
- 13.7 To Support the Community Education Goals

1. Classroom teacher staffing will be based on 26.5:1 in K-6
 - 1.0 Specific targeting in some grades will occur
2. Classroom teacher staffing will be based on 27.0:1 in grades 7-12
 - 2.0 Specific targeting in some subject areas
3. If lower ratios are to occur (by priority):
 - 3.1 Kindergarten through grade three
 - 3.2 English and writing
 - 3.3 Math - lower ability
4. Teacher reductions (by positions) due to declining enrollments K-12:

	<u>F.T.E.</u>	
4.0 Elementary	2.0	
4.1 Secondary:		
1.0 Business Education		4.8
.1 English		
.7 Home Economics		
3.0 Industrial Arts		
		6.8 Total
5. Teacher Additions (as of May 8, 1984)
 - 5.0 Three (3) elementary positions in grade
 - 5.1 One and one half foreign language

COMMUNITY EDUCATION ADVISORY COUNCIL MINUTES

APRIL 30, 1984, 5:30 P.M.

MAVTI C-1

Members Present: Betty Tosterud, Howard Murray, Ada Fick, Larry Gilbertson, John Holten, Marilyn Woods, Mark Voxland, Michael Hulett, Grant Lowe, Pat Frazee, Dave Andersen, Dave Braton, Dean Guida, Marlis Ziegler, Bob Jernberg, Sue Hamm, Rose Andersen, Mary Davies, Diane Wray-Williams, and Darla Roy.

Others Present: Mary Redlin

Following dinner, Rose Andersen presented certificates of appreciation to retiring members Marlis Ziegler, Grant Lowe, and Dr. John Holten.

Betty Tosterud called the meeting to order in the absence of chairperson Nick Heisler. The minutes were approved as distributed (Ziegler, Fick).

Marilynn Woods presented the slate of officers: Nick Heisler to continue as chair and Betty Tosterud as secretary. New members will be Carol Moeckel, Representing the Chamber of Commerce, Lynn Thompson, from the Clay-Wilkin Opportunity Council, a representative from the Ministerium, and a representative from Georgetown.

MOTION: to accept the slate of officers and new members.

MOVE: Frazee

SECOND: Murray

CARRIED

Woods went over the position description for council members.

MOTION: to adopt the community education advisory council member description as revised.

MOVE: Lowe

SECOND: Gilbertson

CARRIED

Rose Andersen called attention to the compliance meeting to be held in conjunction with the Joint Powers meeting on May 3 at 7 A.M. Flyers for summer swing choir and new parenting program brochures were distributed.

MOTION: to leave the community education levy at the current amount

MOVE: Lowe

SECOND: Frazee

CARRIED

MOTION: to accept Bruce Hering's proposal for summer music at a cost of \$3,210

MOVE: Holten

SECOND: Lowe

CARRIED

Rose Andersen presented information about the after school recreation program as presented by the coaches and proposals for action. Ziegler expressed concern about the average child getting a chance. Lowe asked if community ed would be open to a "recreation" program if this would be brought to us. Lowe said the Ministerium and Campfire have been looking at an alternative sports program but it does not look like the program will materialize. Diane Wray-Williams said that any open gym program needs to be at the same time and place in order to get people to participate and a qualified supervisor is needed who knows the facility and will try to involve all those interested in attending.

MOTION: to table funding for the after school recreation program and to refer the coaches' proposal to the District administration with the recommendation that the after school program be funded out of the athletic budget and be under the direction of the athletic department.

MOVE: Lowe

SECOND: Woods

CARRIED

MOTION: to consider developing open gym and intramural programs for junior and senior high students and family open gym nights at the elementary schools.

MOVE: Lowe SECOND: Woods CARRIED

Diane Wray-Williams urged that community ed work with the park board particularly at the senior high level.

MOTION: to consider sponsoring summer programs in the summer of 1985 and that the same procedure as used in other community education programs be followed:

MOVE: Lowe SECOND: Holten CARRIED

Frazer questioned the need for any more summer activities. Jernberg explained summer school legislation. Ada Fick suggested that if there is money available for summer programming we should be putting it into senior citizen activities.

Diane Wray-Williams reported on recent youth board activities.

MOTION: to approve funding for the youth board as per request.

MOVE: Lowe SECOND: Ziegler CARRIED

MOTION: to approve \$8,000 for the Youth Intervention Officer and adopt the budget committee's recommendation.

MOVE: Gilbertson SECOND: Holten CARRIED

MOTION: to approve funding the TAHC program in the amount of \$8,500 and to adopt the following recommendations of the budget committee:

1. Recommend that we fund an additional day per week for the outreach worker.
2. Persons working with the TAHC program should devise some ways that they can give recognition to the fact that community education is sponsoring the TAHC program.
3. Information should be provided on how the \$400 requested for supplies is going to be used.

MOVE: Lowe SECOND: Braton CARRIED

Susan Hamm reported on recent community arts activities. Dr. Holten questioned whether we get our money's worth when we bring in outside artists.

MOTION: to fund the community arts request and adopt the following budget committee recommendations:

1. Continue efforts to reach more junior and senior high students. Consider after school workshops at the junior high school. Also, offer jazz dance and drama, with emphasis on participation at the high school.
2. Consider outreach to preschool children and seniors who are not in a center. Cooperate with the parenting education program in preschool offerings.
3. Become involved in Salute to Music Week.

MOTION: to approve \$750 for the Sabin Softball program

MOVE: Gilbertson SECOND: Lowe CARRIED

Marlis Ziegler suggested the need for programming in the Georgetown area.

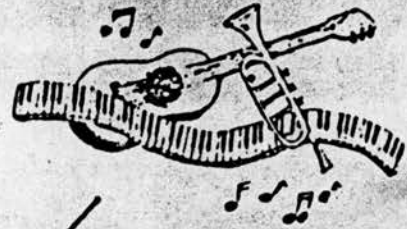
Mary Redland presented a proposal for a senior citizen program to be started this summer. She did a need assessment and came up with a proposal that a coordinator be hired for the summer to plan activities at the various senior citizen centers. Expenses would include hiring a coordinator (1,149.60) and hiring instructors (324.00). Suggestions made during the discussion included the need for a year-round coordinator, a more complete needs assessment, activities at Georgetown for seniors, use of TV to

educate seniors, the possibilities of community access cable and the need for supplies money in the proposed budget.

MOTION: to approve a summer senior citizen activity program in the amount of \$2,000.
MOVE: Hulett SECOND: Voxland CARRIED

Bob Jernberg thanked the council for their contributions to Community Education and Rose Andersen for a job well done.

The meeting was adjourned at 8:50.



ARTISTS IN EDUCATION

AN APPLICATION
1984-85



A COOPERATIVE APPLICATION

SUBMITTED BY

CLAY COUNTY VOCATIONAL COOP
WASHINGTON ANNEX
MOORHEAD, MINNESOTA

ON BEHALF OF

THE MEMBER SCHOOL DISTRICTS:

ISD #146
BARNESVILLE DISTRICT

ISD #147
DILWORTH DISTRICT

ISD #145
GLYNDON-FELTON DIST.

ISD #150
HAWLEY DISTRICT

ISD #152
MOORHEAD DISTRICT

MINNESOTA
 STATE
 ARTS
 BOARD

432 Summit Avenue
 St. Paul, MN 55102
 612/297-2603
 1-800-652-9747 (Toll Free in Minnesota)

*Will service students in
 Moorhead Schools, Dilworth, Glynd
 Felton, Hawley, & Barnesville.

Note: Refer to program information in completing this application.
 All information given in this application is considered public.

1. Contact Person's Name and Title Jerry Folstrem, Director	Name of School or Educational Organization *Clay County Vocational Cooperative Center Serving five Clay County Schools
School Address Washington Annex	City, State, Zip Code Moorhead, Minnesota 56560
Contact Person's Day Telephone 218-236-5211	Contact Person's Evening Telephone

2. Residency Period (cannot start before September 1, 1984, or end after August 31, 1985)	
Start Date Tuesday, September 4, 1984	End Date Friday, May 31, 1985

3. a. Name(s) of artists presenting residency	b. Artistic discipline	c. # of days of residence (x # of residencies)	d. On Arts Board roster?
John DiFiore	Jazz/Wood- wind Special- ist/Musician	170 days (1 day per week in each school/ 34 days total each school)	Applied

4. Describe the planning process you used to develop this residency, including the types of people involved in the planning process.

The above gentlemen has been involved as an artist in residence in the State of North Dakota for the 1983-84 school year and provided these same experiences to large numbers of students. At the present time, all of the music (Instrumental) directors in the Clay County School Districts have brass backgrounds, with very little expertise in woodwinds. In addition, the school districts have stage bands formed and with the Jazz/Improvisation experience of Mr. DiFiore, these students would most certainly benefit from his presence in "residence".

Don Vellenga, Superintendent, Dilworth Public Schools
 Ed Thompson, Superintendent, Barnesville Public Schools
 Duane Rafteseth, Superintendent, Hawley Public Schools
 Dr. Ben Trochlil, Superintendent, Moorhead Public Schools

SH-00011-06 (Rev. 12/83)

Susan G. Hamun, Programs coordinator, Moorhead Public Schools

over-----

Bob Jernberg, Assistant Superintendent of Instruction, Moorhead Public Schools
Harold K. Larson, Superintendent, Glyndon-Felton Public Schools
D. Barry Kutzer, Instrumental Music Director, Glyndon-Felton
Jerry Feigum, Instrumental Music Director, Barnesville
Keith Wanda, Instrumental Music Director, Hawley
Rod Wambolt, Instrumental Music Director, Dilworth
Bruce Hering, Instrumental Music Director, Moorhead High Schools
Jerry Folstrom, Director, Clay County Vocational Cooperative Center.

5. Briefly describe your proposed residency, including the goals of the residency, a concise overview of planned activities, who is to be involved, (teachers, students and artists), and the specific results. Be specific.

Appendix M-1
page 4 of 12

a. *Residency Goals.*

To work with small groups of students, elementary & secondary in a lesson format on woodwinds: The Resident Artist would introduce embouchure concepts, mouthpieces and read combinations that are more effective, teach overtones, technical exercises, jazz mouthpieces, and other related subjects in an ongoing fashion. He would correct the Concert Band woodwind players and provide the opportunity for the younger students to develop their use of the woodwind instruments correctly at an early musical age!

In addition, the 34 lessons in each school district during the year would provide enough contact and supervision to implant proper instrument detail and use for present & future music development.

b. *Overview of Activities and Who is Involved.*

During the year in Residence, the Artist would work closely with each Instrumental Music Director in each school to develop a lesson format to maximize the artists contact with woodwind students grades 5-12. It will provide an ongoing learning experience for both the children just beginning on woodwind instruments to the highly experienced and highly motivated concert band students. He will be in contact and improving the skills of 700 to 1000 beginners and experienced woodwind musicians. It is important to allow each director to retain the flexibility in scheduling the artist's student contact time one day a week within his/her program.

Mr. DiFiore, Jazz Educator/Musician, will also bring to the stage band participants in the respective schools the skills of a professional performer along with the technical expertise. He will introduce blues scales, pentatonic scales, dorian modes, diminished scales, etc. Demonstrations of different types of articulation to make solo performances more effective, teach students a logical approach to improvising, introduce keyboard player voicings for jazz-related chords, etc.

c. *Expected Results.*

We anticipate that each student to come in contact with this Artist in Residence will develop a purer appreciation for this art and means of expression and communication. These students will be challenged to improve their technique and use of woodwind instruments and consequently set goals for their personal improvement on their respective instrument. The opportunity to reach so many aspiring young musicians is thoroughly exciting and will positively impact on the instrumental music programs and student experiences for the next seven to eight years!!! In this time of priority efforts in the maths/science/technology, we best remember the crucial role of the fine arts in developing a balance and "whole" person for our global society!

d. *If you selected all of your artists from the Arts Board roster, skip to question 6.*

If you are sponsoring artists not on the roster, describe how and why you selected them.

John DiFiore is a very talented professional artist and musician, and in addition to that, this artist is a certificated music instructor with those professional skills to get his message to the students! What a professional package to present to the students and provide this artistic experience!! Mr. DiFiore has studied with some of the finest jazz educators in New York and attended the Manhattan School of Music as a partial basis for developing his artistic and professional skills that he is willing to share with our elementary, junior high, and senior high students. Many of the students are familiar with Mr. DiFiore's professional career and have heard him perform on television or at Jazz Festivals. He is very highly thought of in the Region!!

6. Each residency generally has two core (or target) groups of students who work regularly with the artist(s) during the residency.

a. What students and teachers will comprise the core group(s) for your residency?
Students Grades 10 through 12/Concert Band Members (Woodwinds/Stage Band) Students 5 through 8 (Woodwind Instruments)

b. How did you choose the core group(s)? As a result of the concerns and suggestions of the instrumental music specialists in each of the participating schools, who saw this crucial need to enhance the experience of students.

c. How many students and teachers will be in the core group(s)?.....students 75-100
.....teachers 2-4

d. Excluding the core group(s), approximately how many other people will be participating in one or more residency activities (including community members, students and faculty)?.....2,500 in Performances

e. Total individuals to benefit (c + d).....3000 to 4000

f. What is the average size of a core group ?average 10 - 15
How did you decide that this is the best size for your arts discipline?

The instruction will involve typically woodwind sections from junior high, elementary and concert bands all working on the same instrument and will be a comfortable size for the artist to work with and yet allow the personal attention necessary to improve and enhance their skill and use of their instrument(s).

7. How will teachers, administrators, students and the community be prepared in advance of this residency (e.g., in-service training, presentations at school board meetings or service clubs, preparatory units on art skills, etc.)?

The administrators and music directors will meet twice more prior to the start of the 1984-85 school year to finalize schedules for the artist and structure his student/contact time in each district. The publicity will be also formalized to optimize our public awareness of this experience being provided the young people of Clay County.

8. How will you publicize the residency?

Each school district will utilize its School/Community Newsletter & the Fargo Forum with coverage in all school districts. The local community newspapers located in four of the five participating schools along with television coverage during the year.

9. How will you involve parents and the community?

The residents of the respective school districts will be invited to public performances of the students, they will be invited to open house in the fall and spring and will be invited to visit the program in operation.

10. How will you document and evaluate the residency?

a. Documentation.

Newspaper articles/Newsletter items/Photographs

b. Evaluation.

Evaluation by Music Directors
Student Evaluation of Experience
Assessment by the Building Administrator
Self Assessment by the Artist in Residence.

I. ESTIMATED EXPENSES OF RESIDENCY PROJECT
(Clearly identify each item.)

	Cash	In-Kind	Totals
a. Artistic professional services			
Artist Salary: Basic Services	\$	\$ X	
170 days @ \$110 per day	18,700	X	
		X	
Fringe Benefits (Hosp./LTD)	1,368	X	
b. Artist(s) travel and expenses	\$	\$	
Staff Meetings/Inservice Meetings:		150	
c. Marketing expenses	\$	\$	
Materials/Posters Printed/Misc.		750	
d. Administrative personnel	\$	\$	
5 music directors @ 15 hours	X	1,725	
5 secretaries @ 6 hours	X	193	
e. Space rental	\$	\$	
None	X		
f. Remaining residency expenses	\$	\$	
Duplicating/instructional materials for approximately 500 students @ \$2 per student participant		1,000	
g. TOTAL CASH EXPENSES	\$ 20,068		
h. TOTAL IN-KIND CONTRIBUTIONS		\$3,790	
i. TOTAL COST OF RESIDENCY PROJECT (G+H)			\$ 23,858

II. ESTIMATED CASH REVENUE
(Clearly identify each item.)

a. Applicant cash (identify source)			
Five School Districts use of the Interdistrict Cooperative Levy:	\$ 10,034	\$ V	
b. Grants and contributions (do not list this request)	\$	\$	
N/A		X	
c. Admissions	\$	\$	
N/A		V	
d. Other revenue	\$	\$	
N/A		V	
e. TOTAL APPLICANT CASH REVENUE (A+B+C+D)	\$ 10,034		
f. GRANT AMOUNT REQUESTED (cannot exceed 50% of I. i., TOTAL COST OF RESIDENCY PROJECT)			\$ 10,034
g. TOTAL CASH REVENUE (E+F must equal I. g., TOTAL CASH EXPENSES)			\$ 20,068

III. ADDITIONAL BUDGET COMMENTS

(If you are not using the suggested artist fee schedule, include rationale here.)

12. a. What are the artistic goals of the school(s) in which the residency will take place?

The five participating school districts in Clay County consider the fine arts of equal importance as the academic disciplines in the growth and development of a youngster. That emphasis is expressed by the submission of this application to serve these music students!

b. How will this residency help fulfill those artistic goals?

This proposal will fill an absolute void in all of the instrumental programs in Clay County and will provide an improvement and enhancement of the instrumental music experiences of woodwind instrument sections of students with major impact along with a long-term impact on the technical development of these participants.

13. a. Describe your school's curriculum in each of the areas of visual arts, music, creative writing, drama and dance or movement. You may wish to describe the staffing of these programs, the manner in which the curriculum is organized or the special programs. Indicate areas in which the school is working to improve its program.

Programming is available to students K-12 in all of the areas save dance & movement. Minimal experiences in drama in elementary. . with visual arts being taught in the elementary by the regular classroom teacher. The schools are working toward the creating of a student center for the arts through Moorhead Public Schools to provide students in Clay County with the opportunities to experience and grow in their appreciation of the fine arts. This would be provided on a regular basis during their elementary/secondary careers.

b. How does this residency complement, rather than supplant, the arts program available in your school? This addition to the instrumental program will allow those woodwind students the opportunity to receive the assistance of a true specialist and his expertise and skills will provide a high level of motivation for these beginning and advanced music students!

14. a. Number of students in your school (5) 4,240 and in your district s 7,436 ?

b. Number of full-time equivalencies of teachers teaching the arts disciplines in your school..... and in your district ?

CERTIFICATION

15. We certify that the information contained in this application is true and correct to the best of our knowledge.

Contact Person's Printed Name/Title	Signature	Date
Jerry Folstrem, Director		

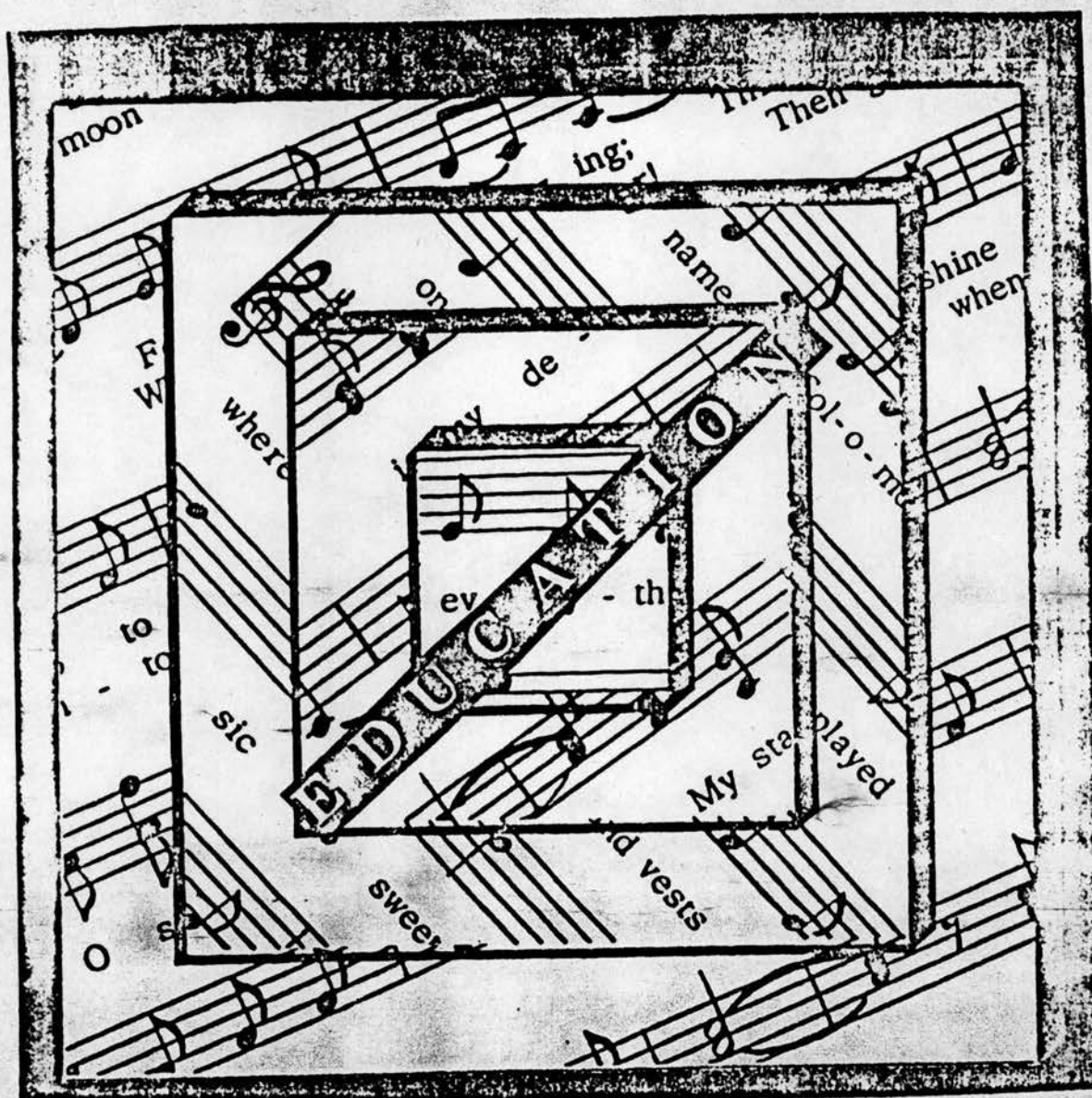
Authorizing Official's Printed Name/Title	Signature	Date
Harold K. Larson, Superintendent		
Artist(s) in Residence Printed Name(s)	Signature(s)	Date
John DiFiore		

* If the applicant is a public school, the authorizing official is the district superintendent.
If the applicant is not a public school, the authorizing official is the equivalent of the district superintendent.

ALL ABOUT OUR OWN

ARTIST IN RESIDENCE

JOHN PAUL DIFIORE



ARTISTS IN EDUCATION : SCHOOL SUPPORT APPLICATION DATA

All applicants must complete items 1 through 7. Public school applicants must also complete item 8. Submit this completed form with your application.

1. Contact Person's Name Jerry Folstrem
 Contact Person's Title Director
 Name of School Clay County Vocational Cooperative Center
 Membership in Coop Dilworth, Hawley, Barnesville, Glyndon-Felton & Moorhead

Mailing Address of Contact Person: Washington Annex
Moorhead, Minnesota 56560

2. Contact Person's Day Phone 218-236-5211

3. Contact Person's evening Phone _____

4. Residency period Start Date September 4, 1984

5. Residency period End Date Friday, May 31, 1985

6. Number of Artists: One

7. Total individuals to benefit: 3,000 to 4,000

8. Cooperative School Superintendents: Don Vellenga, Superintendent
Dilworth Public School
Dilworth, Minnesota

Duane Rafteseth, Superintendent
Hawley Public School
Hawley, Minnesota

Edward Thompson, Superintendent
Barnesville Public School
Barnesville, Minnesota

FOR OFFICE USE ONLY

NUM _____

APP 84 _____ FIL _____ PRG _____ DIS _____ TYP _____

STS _____

APP _____

DRR _____

AID _____

REQ _____

DRE _____

PAN _____

DPA _____

GRA _____

DGR _____

BAL _____

DWA _____

SPE _____

AUD _____

IND _____

HOI _____ CGR _____ COI _____ COI _____ REG _____

COM _____

BSG _____ SAA _____ NEA _____ OTH _____

Dr. Ben Trochlil, Superintendent
Moorhead Public Schools
Moorhead, Minnesota

Harold K. Larson, Superintendent
Glyndon-Felton Public Schools
Glyndon, Minnesota

1420 South 19 Street
Moorhead, MN 56560
April 23, 1984

Appendix M-1
page 10 of 12

Minnesota State Arts Board
432 Summit Avenue
St. Paul, MN 55102

To Whom it May Concern:

I am applying to participate in the Minnesota State Arts Board "Artist in Residence" program. I would like to teach jazz improvisation and give instruction to woodwind players. The instruments I specialize in are clarinet, saxes and flute. I've been involved in instrumental music for the last ten years in western Minnesota and find that the majority of band directors are brass players. I feel there is a need for more knowledge in woodwinds in many of the area schools. In stage bands, although most ensembles are more than adequate, I feel there is a need for improvement in solo improvising. There is more to improvising than "playing by ear."

In approaching the woodwinds, I would introduce embouchure concepts, mouthpieces and reed combinations that are more effective, overtone series, technical exercises, jazz mouthpieces and other related subjects.

My goal as a jazz educator would be to introduce to the students tools that are necessary (blues scales, pentatonic scales, dorian modes, etc.) to begin improvising. I have studied with some of the finest jazz educators in New York and would like to share some of this information with the students, using the following format:

Introduce blues scales, pentatonic scales, dorian modes, diminished scales, etc.; show the students by demonstrating with arrangements they are using in stage band how to use these scales over the chord progressions in the arrangement; introduce the concept of transcribing solos off records; demonstrate different types of articulation that would make a solo more effective; introduce to the keyboard player voicings for jazz-related chords; give the students a list of books and records that would help their development.

I hope that you will consider my application and I look forward to hearing from you soon.

Sincerely,

John DiFiore

RESUME

JOHN PAUL DIFIORE
1420 South 19 St.
Moorhead, MN 56560
(218) 233-6090

EDUCATION

BISHOP LOUGHLIN HIGH SCHOOL
Clinton Avenue
Brooklyn, NY

MANHATTAN SCHOOL OF MUSIC
120 Claremont Avenue
New York, NY

Bachelor of Music (clarinet major)
52 credits toward Masters in Music
Education

JOB EXPERIENCE

(Performance)

1959-1960	Newport Jazz Festival Youth Band under the direction of Marshall Brown
1961-1964	Summers in Catskill Mountain Hotels - Show Band.
1965-1966	Toured with Jimmy Dorsey Orchestra under the direction of Lee Castle. Performed at: <ul style="list-style-type: none">* Steel Pier - Atlantic City* Breezy Point - Pequot Lakes, MN* Riverboat - Empire State Building
1966-1967	Toured with Glenn Miller Orchestra under the direction of Buddy De Franco. Performed: <ul style="list-style-type: none">* Riverboat - Empire State Building* Tropicana Hotel - Las Vegas* Recorded for RCA* Appeared on Jackie Gleason TV Show
1969-1970	Toured with national company of Broadway show MAME with Patrice Munsel/Sheila Smith.
1971-1972	Grossinger Hotel - Liberty, NY - Show Band.
1975-1978	Frank Scott Big Band - Fargo/Moorhead
1978-1980	Eidem-Condell Big Band - Fargo/Moorhead
1980-1984	Freelance musician in Fargo/Moorhead area

JOB EXPERIENCE

(Teaching)

1974-1984	Woodwinds & Jazz Improvisation Instructor at Mayville College.
1975-1980	Junior High Instrumental Music Teacher at Glyndon, Minnesota.
Feb-May, 1980	Received a grant from North Dakota Council of the Arts to teach jazz improvisation in the Fargo Public Schools: * Ben Franklin * Agassiz * North High School * South High School
Oct, 1983- Jan, 1984	Received a grant from North Dakota Council of the Arts to teach jazz improvisation and woodwinds in the Bismarck, Mandan and Fargo Public Schools.

PRIVATE MUSIC STUDIES

Studied Clarinet with:

- * Harold Blayman (NY Metropolitan Opera)
- * John LaPorta (Berklee School of Music)
- * David Tofani (NY Saxophone Quartet &
freelance studio musician)
- * Charles Russo (Manhattan School of Music)

Studied Saxophone with:

- * Bob Tricarico (Doc Severinson Tonight
Show Band when in NY)
- * John LaPorta (Berklee School of Music)
- * Joe Allard (Manhattan & Julliard
Schools of Music)
- * Dave Tofani (NY Saxophone Quartet)
- * Frank Foster (Count Basie - freelance
studio musician in NY)
- * Eddie Daniels (Thad Jones-Mel Lewis Band
& freelance studio musician)

Studied Flute with:

- * Harold Bennett (NY Metropolitan Opera)

Studied Drums with:

- * Sonny Igoe (Woody Herman- freelance
studio musician; formerly
CBS staff musician, NY)

REFERENCES

Available Upon Request