



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

## **Copyright Notice:**

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit [www.mnhs.org/copyright](http://www.mnhs.org/copyright).

Ann Dickerson

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 Tuesday, Nov. 13 at 5:00 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____	Dean Guida _____
Karen Koentopf _____	Richard Pemble _____
Mike Hulett _____	Wayne Puppe _____
Curt Borgen _____	Ben Trochlil _____

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. APPROVAL OF MINUTES Appendix A  
Recommendation:
- IV. CONSIDERATION OF CLAIMS Appendix B  
Recommendation:
- V. COMMUNICATIONS
- VI. OPPORTUNITY FOR CITIZENS TO SPEAK
- VII. "WE ARE PROUD"
- VIII. UNFINISHED BUSINESS
- IX. NEW BUSINESS
  - 1. Consider MAVTI Change Order Appendix C
  - 2. Consider MAVTI Equipment Donation Appendix D
  - 3. Consider TMH Donation Appendix E
  - 4. Consider Tuition Agreement Appendix F
  - 5. Consider Speech/Language Staffing Appendix G
  - 6. Consider Personnel Appendix H
  - 7. Consider Appointment To Youth Intervention Advisory Committee Appendix I

S/mg/Bos  
MIN  
11/13/84

- |   |                   |
|---|-------------------|
| 8. Consider Worker Right To Know Policy                         | Appendix <u>J</u> |
| 9. Review Enrollment Projections                                | Appendix <u>K</u> |
| 10. Review School Census  | Appendix <u>L</u> |
| 11. Review Preliminary Space<br>Utilization Report              | Appendix <u>M</u> |
| 12. Consider Special Meeting                                    | Appendix <u>N</u> |
| 13. Review Superintendent's<br>Goals/Objectives                 | 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, November 27, 1984

## NEW BUSINESS

1. Construction Change Orders (Bergos) Appendix C  
for MAVTI

Explanation: We have several minor change orders which should be brought to the attention of the Board. These have been recommended and approved by the architect (refer to Appendix C-1).

Recommendation: Move to approve the MAVTI construction change order in the amount of \$1,584.39.

-----

2. Equipment Donation (Bergos) Appendix D

Explanation: The following equipment has been donated to the electronics program at MAVTI by Gary Kennedy, Pelican Rapids, Minnesota (refer to Appendix D-1).

- 1 Accurate Inst. Co. Tube Tester Model #157
- 1 Mercury Component Substituter #501
- 1 Mercury Cap Tester #1400
- 1 RCA Senior Volttohmyst WV-98A (w/high voltage probe)
- 1 LaFayette 223 Transistor Analyzer
- 1 Heath Kit Shortwave Radio
- 1 Heath Co. Ohm Tester (no usable meter)
- 1 Box Assorted Tubes
- 1 Box Assorted Tubes, Wires, and Components
- 2 Cerwin-Vega Speakers
- Assorted Circuits
- Assorted Speakers

Recommendation: Move to accept the donation of the above equipment to the electronics department.

-----

3. Donation - Secondary TMH (Swedberg) Appendix E  
Program

Explanation: A donation of \$1,200 has been received from the Clay County Association for Retarded Citizens to assist the District in purchasing vocational materials and equipment for use by students in the secondary TMH program.

Recommendation: Move to accept the donation and direct that a thank you letter be sent to the Clay County Association for Retarded Citizens.



4. Tuition Agreement

(Swedberg)

Appendix F

Explanation: The school district is in receipt of a tuition agreement from Beach Public School District #3 in Beach, North Dakota. The tuition agreement is in the amount of \$2,905 for a student placed at Home on the Range (refer to Appendix F-1).

Recommendation: Move to approve the tuition agreement with Beach Public Schools, Beach, North Dakota.

-----

5. Increase in Speech/Language Services

(Swedberg)

Appendix G

Explanation: Appendix G-1 contains a proposal requesting additional speech/language services. Administration has reviewed the needs and recommends approval.

Recommendation: Move to increase speech/language services by .658 at Probstfield and up to .5 at Edison.

-----

6. Personnel

(Bergen)

Appendix H

New Employee

Gary Ellingson, Electronics - MAVTI, BA (12), effective November 26, 1984 for 143 days, \$17,404.53 (\$21,908 base)

Retirement

Allard James Olson, Custodian - Washington Annex and Probstfield, effective December 1, 1984.

Change in Contract

Kay Hockett - Title I - Edison/Washington, from .405 to .536, effective October 24, 1984, BA (5) \$8,963.04 (\$17,115 base)

Recommendation: Move to approve the personnel changes as to new employees, retirements and change in contract.

-----

7. Advisory Committee - Youth Intervention Officer

(Trochlil)

Appendix I

Explanation: The School Board had appointed Rose Anderson to represent Community Education on the Advisory Committee. The recommendation is to appoint Diane Wray Williams as her replacement. She is employed part-time in Community Education as the Youth Board Coordinator and works with students at the junior and senior high school.

Recommendation: Move to approve the appointment of Diane Wray Williams to represent Community Education on the Youth Intervention Advisory Committee.

8. Worker Right To Know

(Trochlil)

Appendix J

Explanation: Appendix J-1 is the policy that needs to be approved by the School Board.

Recommendation: Move to approve the policy as stated.

-----

9. Enrollment Projects

(Jernberg)

Appendix K

Explanation: Appendix K-1 contains enrollment projections for the next five years and graphs which indicate probable enrollment trends. Mr. Jernberg will review the projections with the Board and will discuss how they reflect on facility needs.

Recommendation: For information only.

-----

10. School Census

(Jernberg)

Appendix L

Explanation: Appendix L-1 contains a copy of the 1984 Census Report. A complete census was taken by enumerators during September. Mr. Jernberg will review the results with the Board.

Recommendation: For information only.

-----

11. Preliminary Space Utilization Report

(Jernberg)

Appendix M

Explanation:

.....PLEASE BRING YOUR COPY OF THE REPORT.....

The remainder of the Preliminary Space Utilization Report will be reviewed.

After the completion of the report the Board needs to do the following:

.....Establish a timeline for administrative recommendation and a School Board decision

.....Set a meeting date to problem-solve the issue

Suggestion: Saturday, November 17 (or)

Saturday, December 1 (or) ?

.....Identify areas where information is lacking

.....Identify other issues (i.e. community to public, etc.)

Recommendation: For information and decision making

12. Special Meeting

(Trochlil)

Appendix N

Explanation: The MAVTI is in the process of developing their budget for 1985-86. It is becoming apparent that they cannot finalize their materials by December 11th. The second meeting in December is scheduled for the 25th.

Recommendation: Move to approve a special meeting for December 18th.

-----

13. Superintendent's Goals/  
Objectives

(Torchlil)

Appendix O

Explanation: One of the commitments made for this school year was a periodic review of the superintendent's goals/objectives. Appendix O-1 is an update.

Recommendation:

For information only

-----

WE ARE PROUD

1. 1985 National Merit Scholarship Program

Commended students:

Jeff A. Bailey, son of Judith and James Bailey  
Andrew Beauchamp, son of Artini and David Beauchamp  
Daniel T. Case, son of Mary and Tom Case  
Cheryl Chang Yit, daughter of Lazette and Rudolph Chang Yit  
Bruce B. Chenoweth, son of June and Richard Chenoweth  
Peter B. Davies, son of Mary and Robert Davies  
Peter M. Felde, son of June and Philip Felde  
Elizabeth A. Haugen, daughter of Mary Jane and Clair Haugen  
Linda E. Skogen, daughter of Ardis and Stanley Skogen

Semi-finalists:

Dane Berg, son of Merryll and Jim Fawbush  
Joan Gjevre, daughter of Marjorie and John Gjevre  
Lara Overbeck, daughter of Helen and Richard Boltan

2. Congratulations to the faculty and students of Clay County cooperative Center and Moorhead High School on the election of Kris Kruger as Vice President of Minnesota HEART/HERO.

3. The Executive Director of the Minnesota Vocational Association represented the administration and staff of Moorhead AVTI with the first outstanding membership participation award. Moorhead AVTI has the highest percent in the State of administrators and staff participating in the State Vocational Association. Membership in the Association is voluntary. This high participation rate reflects well upon the professional attitude of MAVTI staff.
4. Heather Doyle captured the MSHSL Girls Cross Country Championship in Class AA.

FOR YOUR INFORMATION

Appendix Z-1

1. Futures Planning Workshop Notes - Appendix Z-1
2. CCVC Minutes - October 3, 1984 - Appendix Z-2
3. ESV - Region I Minutes - September 27, 1984 - Appendix Z-3
4. Adopt-A-School Program - The MSBA is requesting that a member of the Moorhead School Board make two 45-minute presentations at the Tuesday, January 15th mini-sessions (8:30 - 9:15 a.m.). Who is interested?

5. CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
American Education Week	Week of November 12-16		
Title IX Advisory Committee	Thursday, Nov. 15	7:00 a.m.	Townsite
Quality Circles Workshop	Thursday, Nov. 15	9:30-3:30 p.m.	Townsite
Elements of Inst. Workshop	Monday, Nov. 19 & Friday, Nov. 20	All Day	Fergus Falls
Thanksgiving Vacation (no school-offices closed on Friday)	Thursday, Nov. 22 & Friday, Nov. 23		
Prep Bowl	Saturday, Nov. 24	All Day	Metrodome
MSBA Delegate Assembly	Monday, Nov. 26 & Tuesday, Nov. 27	All Day	Minneapolis
Policy Review Committee	Monday, Nov. 26	7:00 p.m.	Townsite
Meet and Confer (Supervisors)	Tuesday, Nov. 27	6:30 p.m.	Townsite



Regular Meeting  
Board of Education  
Independent School District #152  
October 9, 1984

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

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda.

MINUTES - Dean Guida moved, seconded by Mike Hulett, to approve  
the minutes of September 11 and 25, 1984. Motion carried.

CLAIMS - Dean Guida moved, seconded by Karen Koentopf, to approve  
the claims in the amount of \$513,357.61. Motion carried.

GENERAL FUND	\$ 170,542.52
FOOD SERVICE	28,921.68
TRANSPORTATION FUND	65,593.75
COMMUNITY SERVICE	13,518.13
CAPITAL EXPENDITURE	86,099.98
MAVTI-GENERAL FUND	99,289.92
MAVTI COMM SERVICE	2,222.92
VO-TECH CAP. OUTLAY	19,216.72
STUDENT GRANTS FUND	24,019.30
TOWNSITE CENTRE	3,932.69
GRAND TOTAL	\$ 513,357.61

SABBATICAL LEAVE - Dean Guida moved, seconded by Doug Fagerlie, to  
grant the Sabbatical Leave for Lynn Halmrast from January 7, 1985  
to the end of the school year, providing a suitable replacement  
can be found. Motion carried by roll call vote: Koentopf - yes,  
Guida - yes, Borgen - yes, Pemble - yes, Fagerlie - yes, Puppe -  
no, Hulett - yes.

LITIGATION - ASBESTOS - Bob Lacher presented research done by the  
Business Office in considering another legal office to pursue  
asbestos litigation. The chair appointed a committee of Bob  
Lacher, Ben Trochlil and Wayne Puppe to continue this search and  
present more information.

SPECIAL BOARD MEETING - Curt Borgen moved, seconded by Dean Guida,  
to set Thursday, October 25, 7:00 A.M. for a special meeting on  
building utilization at the Senior High. Motion carried.

DONATION - WASHINGTON SCHOOL - Curt Borgen moved, seconded by  
Doug Fagerlie, to accept the donation of \$75.00 from George  
Washington PTA to purchase a typewriter from AVTI for Washington  
School and direct a letter of thanks be sent.



DISTRICT INVESTMENT PRACTICES - Bob Lacher reviewed investment practices of the district. Ben Trochlil advised the Board that a recommendation would be prepared and mailed.

METRO ECSU MEMBERSHIP - Dean Guida moved, seconded by Karen Koentopf, to become an associate member of the Metro ECSU and pay the membership fee of \$2,073. Motion carried.

COMPREHENSIVE ARTS PLANNING COMMITTEE - Jan Childs reviewed the planning document produced by the Comprehensive Arts Planning Committee.

Karen Koentopf moved, seconded by Curt Borgen, to accept the report and to direct the committee to pursue individual items through administrative channels. Motion carried.

TRANSPORTATION CONTRACTS - Dean Guida moved, seconded by Karen Koentopf, to approve the purchase of a 1978 IHC 47 passenger bus for special education students from McLaughlin Equipment Co. for \$7,950 with new tires and other replacement parts for about \$1,000. Motion carried.

Curt Borgen moved, seconded by Mike Hulett, to advertise for bids on a new bus which will be equipped for special education students at an estimated cost of \$30,000. Motion carried.

PERSONNEL - Wayne Puppe moved, seconded by Doug Fagerlie, to approve the personnel changes as follows:

New Employees

Marilyn White - LD Teacher, Washington Elementary, .5 time, effective October 1, 1984, MA(8) \$9,968.40 (\$23,004 base)  
Kim Sufficool - LD Teacher, Edison and Riverside Elementary, effective October 1, 1984, BA(0) \$13,646.88 (\$15,747 base)  
David Todryk - SBP Teacher, Washington Elementary, effective September 28, 1984, MA(5) \$18,271.66 (\$20,949 base)  
Barbara Burndvedt - Secretary/Bookkeeper, Townsite Centre, effective October 8, 1984, \$5.13 per hour

Recalled

Tom Hall - WE/CEP Teacher, Senior High, .571 time, from September 4, through November 21, 1984, BA+75(8) \$4,145.46 (\$23,760 base)

Change in Position

Mary Joan Anderson - Speech, Washington Elementary, .714 to full-time, effective September 26, 1984, MA (0) \$18,927.09 (\$19,581 base)

Motion carried.

TAX LEVY CERTIFICATION - Wayne Puppe moved, seconded by Doug Fagerlie, to approve the 1984 Tax Levy for \$7,852,079.79. Motion carried.

-----  
Karen Koentopf, Clerk

Regular Meeting  
Board of Education  
Independent School District #152  
October 23, 1984

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

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda, adding Roof Repair Change Order, Remodeling Food Service Office - Senior High, and Personnel.

Opportunity For Citizens To Speak - A media event, for American Education Week, will be held Monday, 2:00 P.M., November 12. Joan Ostlie indicated that helium filled balloons will be launched from all elementary schools and the Junior High.

Report on Follow Up Visit of North Central Association at Moorhead Senior High - Don Dulski reviewed the North Central Report regarding the efforts being made for self improvement of Moorhead Senior High School based on recommendations of the North Central Association Visiting Committee.

Chemical Use Committee Report - Dave Andersen, Chairman of the Chemical Use Committee, reported inservice efforts, community and student presentation, the TAHC program, and the utilization of the Outreach Worker at Moorhead Senior High School.

Youth Intervention Program - Dave Andersen, Youth Intervention Officer, updated the Board regarding the operation of the Youth Intervention Program in the Moorhead schools.

Publications - Bob Jernberg and Mary Davies reviewed some of the publications and newsletters that are used for communications within the district.

Metro - ECSU - Curt Borgen appointed Dean Guida as a representative to the ECSU Representative Assembly and a member to the Planning and Services Commission.

Strategic Planning - High Impact Events - Ben Trochlil discussed the components of Strategic Planning and requested Board members to begin identifying high impact events that may have an effect on the district.

Preschool Health and Developmental Screening - Eldora Pederson, SLD and Preschool Health and Developmental Screening Coordinator, provided the Board with an update of the upcoming screening.

PERSONNEL - Mike Hulett moved, seconded by Curt Borgen, to approve the personnel changes as follows:

New Employees

Sandra Cassavant - EMH Teacher, Washington Elementary, effective October 10, 1984, MA (1) \$16,099.44 (\$19,581 base)  
Shirley Tweten, ESL Teacher, Senior High, effective August 27, 1984, BA+15(8), .786 time, \$15,820.61 (\$20,128 base)  
Betsy Little - Senior High Guidance, effective October 22, 1984, MA(8) \$18,275.40 (\$23,004 base)

Recalled

Wayne Maki - Industrial Arts Teacher, Senior High, .571 time, 1st semester, effective October 4, 1984, BA+90(14) \$5,761.35 (\$28,827 base)  
Sandra Retzlaff - Title I Teacher, Edison Elementary, .536 time, effective October 1, 1984, BA+15(12) \$12,245.28 (\$22,867 base)  
Patricia Swedberg - Title I Teacher, Edison Elementary, .536 time, effective October 1, 1984, BA+15(12) \$12,245.28 (\$22,867 base)  
Kay Hockett - Title I Teacher, Edison Elementary, .405 time, effective October 1, 1984, BA(5) \$6,927.75 (\$17,115 base)

Resignation - Janet Tvinnereim, Elementary Teacher, presently on extended leave of absence, effective October 23, 1984.

Retirement - Arvin Forness - Custodian, Probstfield Elementary, effective October 31, 1984

Motion carried.

A & R Roofing Change Order - Curt Borgen moved, seconded by Doug Fagerlie, to approve change order #1, to change the hot application of Therm-200 roofing to a cold process application at Riverside School. Motion carried.

Remodeling Food Service Office - Senior High - Dean Guida moved, seconded by Karen Koentopf, to award the project to Checkmate Construction for \$7,740. Motion carried.

Next Negotiation Meeting - The next negotiations meeting for custodians, secretaries, aides and cooks will be November 12, 1984, 10:00 A.M. - 2:30 P.M.

---

Karen Koentopf, Clerk



• RESIDENTIAL WIRING

• CABLE FLOWING

• COMMERCIAL WIRING

Appendix C-1



# MOORHEAD ELECTRIC

2310 FIFTH AVENUE NORTH  
BOX 776

MOORHEAD, MINNESOTA 56560

PHONE 236-9233

DAY OR NIGHT

Foss and Associates  
Box 2823  
Fargo, ND 58108

Re: Change Order  
Shop Addition and Alterations  
Moorhead Area Vocational Technical Institute  
Moorhead, MN

Material and labor to reroute clock and fire alarm conduits that have to <sup>be</sup> ~~be~~ re--  
located for new building.

400'-----1" PVC	@.36	\$144.00
400'-----3/4" PVC	@.24	96.00
1,200'-----#6 THHN	@.28	336.00
1,600'-----#12	@.05	80.00
Labor 52 hours @ \$20.00		1,040.00
Miscellaneous Material		40.00
Sub Total		\$1,736.00
Sales Tax on Material 6% @ \$696.00		41.76
Insurance and Bond 2%		34.76
		\$1,812.52
15% profit and overhead		271.87
Total for above change order		<del>\$2,084.39</del>

**\$1584.39**

Sincerely,

*I.A. Rick*

I.A. Rick, President

ROUTING CONDUITS  
FOR FIRE ALARM AND  
CLOCK COUPLER THROUGH  
NEW ADDITION IN LIEU  
OF AROUND NEW ADDITION



MOORHEAD  
AREA  
VOCATIONAL  
TECHNICAL  
INSTITUTE

1900 28TH AVENUE SOUTH

MOORHEAD, MINNESOTA 56560

TELEPHONE: 236-627

Appendix D-1  
Page 1 of 2

October 10, 1984

Mr. Gary Kennedy  
P.O. Box 477  
Pelican Rapids, MN 56572

Dear Mr. Kennedy:

I am writing this letter to verify your donation of assorted electronics components and equipment itemized on the attached sheet.

We want you to know that we appreciate your generosity.

It is becoming increasingly difficult to adequately supply the needed equipment in our instructional programs and we depend on contributions like yours to continue to offer quality education.

Yours truly,

Paul R. Molick  
Assistant Director

Enclosure

cc: Lloyd Chale

kb





- 1 Accurate Inst. Co. Tube Tester Model #157
- 1 Mercury Component Substituter #501
- 1 Mercury Cap Tester #1400
- 1 RCA Senior Voltohmyst WV-98A (w/high voltage probe)
- 1 LaFayette 223 Transistor Analyzer
- 1 Heath Kit Shortwave Radio
- 1 Heath Co. Ohm Tester (no usable meter)
- 1 Box Assorted tubes
- 1 Box Assorted Tubes, wires, and components
- 2 Cerwin-Vega Speakers
  - Assorted Circuits
  - Assorted Speakers

It is hereby agreed that the 1 (number) pupils herein listed:  
(Please designate elem. 1-6; 7-8; or high school 9-12, and use a separate sheet  
for each group)

1. <u>Ken Hilde</u>	Gr. <u>9</u>	5. _____	Gr. _____
2. _____	Gr. _____	6. _____	Gr. _____
3. _____	Gr. _____	7. _____	Gr. _____
4. _____	Gr. _____	8. _____	Gr. _____

who are residents of Moorhead Public School District No. 152,  
County, Moorhead, MN, ~~North Dakota~~, shall be admitted to Beach  
School, Beach Public School District No. 3, Golden Valley County,  
Beach, North Dakota. The amount to be charged by the admitting  
district shall be \$ 2,905.00 per pupil after credit for school taxes and  
credit for Foundation Program payments from the State General Fund and County  
Equalization Funds are given. (S.B. 2026, 1975 Session Laws)... (See County  
Tuition sheet)

Comments: \_\_\_\_\_  
\_\_\_\_\_

#### ADMITTING DISTRICT

Beach School District #3 Golden Valley Beach North Dakota  
Public School District County Town

*Patricia M. Hardy* President  
*Ann H. Hays* Clerk

Date: 10-22-84

#### DISTRICT IN WHICH PUPILS RESIDE

\_\_\_\_\_  
Public School District \_\_\_\_\_ County \_\_\_\_\_ Town \_\_\_\_\_ North Dakota

\_\_\_\_\_  
President  
\_\_\_\_\_  
Clerk

Date: \_\_\_\_\_

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1984-85 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: Probstfield  
Increase speech/language services by .658  
TOPIC OF PROPOSAL: at Probstfield and up to .5 at Edison

SUBMITTED BY: Howard Murray, Norm Felde and DATE: 10-25-84  
Anne Moyano  
SUBMITTED TO: Robert Jernberg  
Alan K. Swedberg

PERSON RESPONSIBLE TO RECOMMEND  
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve X Disapprove     Hold     Refer to Cabinet    

Date 11-7-84

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 and must support the district philosophy.

1. Describe the proposal for funding.

Add a .658 clinician at Probstfield and up to .5 clinician at Edison

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

A large number of transfer students with IEP's and significant speech/language disorders have enrolled at Edison and Probstfield. In addition, there are 18 pending referrals for speech/language assessment at Probstfield and 12 at Edison. It is anticipated that many of these students will qualify for services.

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

- a. Parents of the children not receiving service must be informed of this fact by the district. Additionally, the district must inform the parents of the process for going to conciliation conference and impartial due process hearing.
- b. Violation of state and federal law.
- c. If all the children needing services were worked into current schedules none of them would be receiving the type of educational program determined to be appropriate for them. They would not achieve the level of competence in communication skills which they can be expected to achieve.

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

Refuse to provide service and allow parents to go to conciliation and due process hearing.



6. Space implications (short/long range).

It appears that space is available at Probstfield. Finding a workspace at Edison will be extremely difficult. Possibilities are being explored.

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as acceptable candidates can be employed.

9. Other comments:



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

PROPOSAL BUDGET

PERSONNEL	*1 Number Re-quested	Total Cost	Code to be Charged	Reimburse-ment (Fed/State)	Net District Cost
Administrators	1.158	22,675		15,872	6,803
Teachers	.943	12,617		8,832	3,785
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides				LTD	94
				Life	72
				Medical	1,976
				X 20%	
FRINGE BENEFITS				Worker's Compensation X salary X .0043 =	
SUPPLIES	100				50
*2 CAPITAL OUTLAY					-0-
OTHER EXPENSES					-0-
*3 TOTAL COST <u>24,917</u>					Net District Cost <u>8,995</u>
Comments on budgetary items:					

- 1 F.T.E. (Full-time equivalent)  
 2 Equipment, remodeling, site improvement, etc.  
 3 Review by Business Office before Superintendent's Approval

SAMPLE POLICY    CONCERNING TRAINING OF EMPLOYEES  
UNDER THE 1983 MINNESOTA EMPLOYEE RIGHT TO KNOW ACT

1-2-D-152 School District of Appleton Minn., in compliance with Minnesota's 1983 Employee Right-to-Know Act, establishes this policy concerning identification and training of employees. The law states that all employees "routinely exposed" to a hazardous substance, harmful physical agent, or infectious agent, must be trained and given access to specific information about those hazards. "Routinely exposed" means that there is a reasonable potential for exposure during the normal course of assigned work.

Training will be provided to the following:

- 1) All employees, full or part-time, in these targeted categories:

Art  
Science  
Industrial Arts  
Food Services/Home Economics  
Transportation  
Buildings and Grounds

6TH GRADE ELEMENTARY (Any special areas that were identified in  
your building survey as having ten or more  
STEP Swimming Pool hazardous compounds)

AUTI Department

- 2) Any concerned employee, not specifically targeted by this policy, who requests the training.

Initial training will be provided to the above employees prior to January 1, 1985. After that date, training will be provided to the following employees before they begin work:

- 1) any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.
- 2) any employee re-assigned to a work area where he or she is determined to be "routinely exposed" by the above guidelines.

In addition, an annual update will be provided to all trained employees.

November 9, 1984

The following information includes the cohort projection produced on October 17, utilizing current and past enrollment and census data.

Census date for 0-4 year olds includes only those students whose parents indicated they will attend public school

Past enrollment includes special education students placed at their proper grade level.

The information included is as follows:

- page 1 - cohort projections
- page 2 - table of enrollments for existing configurations
- page 3 - graphs - grades K-6, 1979-89
- page 4 - graphs - grades K-12 and 7-12, 1979-89
- page 5 - graphs - grades 9-12 and 7-8, 1979-89
- page 6 - table of other possible configurations
- page 7 - graphs - grades 5-8 and K-5, 1979-89
- page 8 - graphs - grades 6-8 and 8-12, 1979-89

DATE 10/17/84

## MOORHEAD PUBLIC SCHOOLS COHORT PROJECTION OCTOBER 1984

AGE GR * PAST CENSUS + ENROLLMENT DATA * FUTURE ENROLLMENT PROJECTIONS											
GRADE * 80/81 81/82 82/83 83/84 84/85 * 85/86 86/87 87/88 88/89 89/90											
AGE 0	*	303	279	307	293	288	*				
AGE 1	*	337	330	347	324	344	*				
AGE 2	*	344	354	372	341	343	*				
AGE 3	*	352	347	352	362	363	*				
AGE 4	*	333	348	333	332	394	*				
=====											
0 - 4	*	1669	1658	1711	1652	1732	*				
=====											
KIND	*	354	350	383	400	403	*	449	412	392	414 395
GR 1	*	302	334	357	345	375	*	383	426	391	372 393
GR 2	*	321	295	333	346	351	*	371	379	421	387 368
GR 3	*	336	318	293	332	328	*	344	364	372	413 380
=====											
1 - 3	*	959	947	983	1023	1054	*	1098	1169	1184	1172 1141
GR 4	*	397	334	307	290	327	*	322	338	358	365 406
GR 5	*	346	386	334	302	286	*	322	317	333	352 359
GR 6	*	381	337	382	343	315	*	288	324	319	335 354
=====											
4 - 6	*	1124	1057	1023	935	928	*	932	979	1010	1052 1119
=====											
1 - 6	*	2083	2004	2006	1958	1982	*	2030	2148	2194	2224 2260
GR 7	*	345	350	334	372	356	*	308	282	317	312 328
GR 8	*	374	340	365	336	368	*	358	309	283	318 313
GR 9	*	404	398	372	377	360	*	392	381	329	301 338
=====											
7 - 9	*	1123	1088	1071	1085	1084	*	1058	972	929	931 979
GR 10	*	451	406	393	358	361	*	352	383	372	321 294
GR 11	*	499	437	387	378	352	*	349	340	370	359 310
GR 12	*	507	483	418	388	356	*	340	337	328	357 347
=====											
10-12	*	1457	1326	1198	1124	1069	*	1041	1060	1070	1037 951
=====											
7-12	*	2580	2414	2269	2209	2153	*	2099	2032	1999	1968 1930
=====											
K-12	*	5017	4768	4658	4567	4538	*	4578	4592	4585	4606 4585



MOORHEAD PUBLIC SCHOOLS  
ENROLLMENT 1979-1990

Projected as of 10/15/83

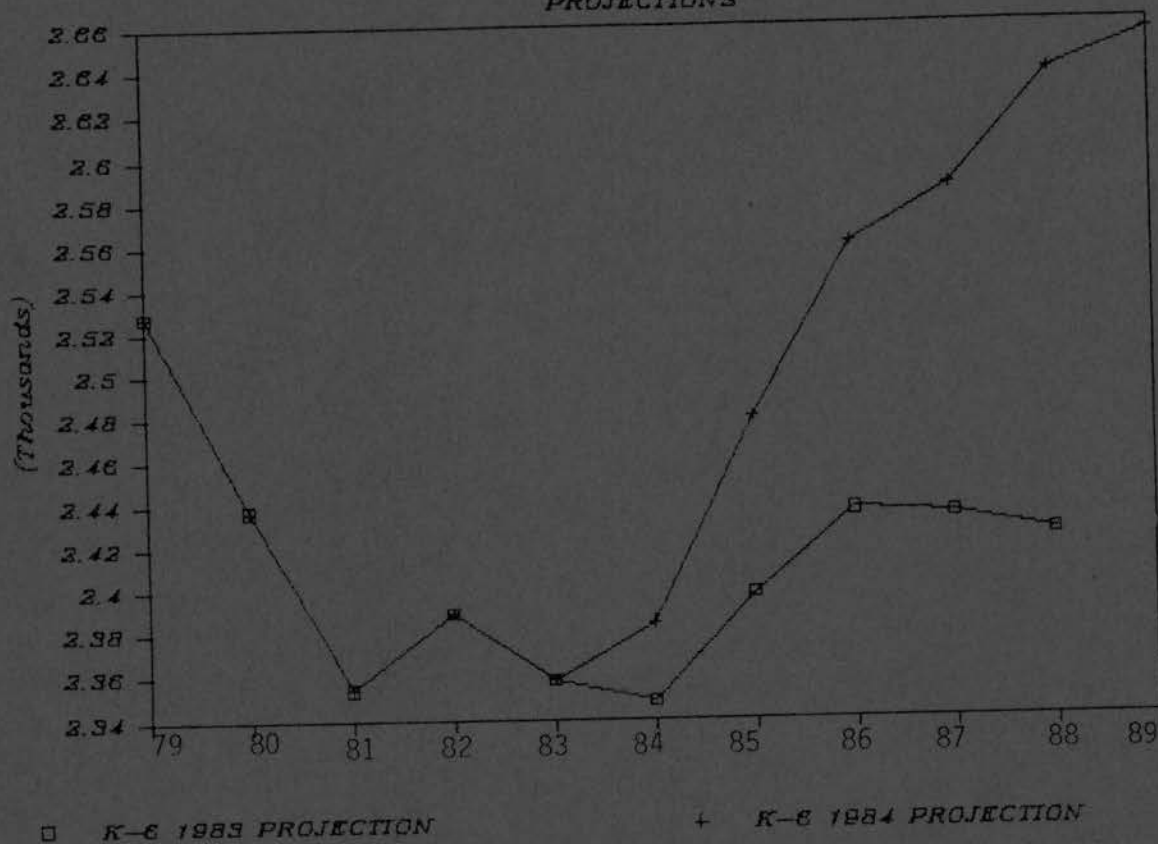
	K-6	7-8	9-12	7-12	K-12
79-80	2527	767	1979	2746	5273
80-81	2437	719	1861	2580	5017
81-82	2354	690	1724	2414	4768
82-83	2389	699	1570	2269	4658
83-84	2358	708	1501	2209	4567
84-85	2348	707	1438	2145	4493
85-86	2398	624	1437	2061	4459
86-87	2436	568	1423	1991	4427
87-88	2434	587	1357	1944	4378
88-89	2425	631	1297	1928	4353
89-90	2425	633	1234	1867	4293

Projected as of 10/17/84

	K-6	7-8	9-12	7-12	K-12
80-81	2437	719	1861	2580	5017
81-82	2354	690	1724	2414	4768
82-83	2389	699	1570	2269	4658
83-84	2358	708	1501	2209	4567
84-85	2385	724	1429	2153	4538
85-86	2479	666	1433	2099	4578
86-87	2560	591	1441	2032	4592
87-88	2586	600	1399	1999	4585
88-89	2638	630	1338	1968	4606
89-90	2655	641	1289	1930	4585

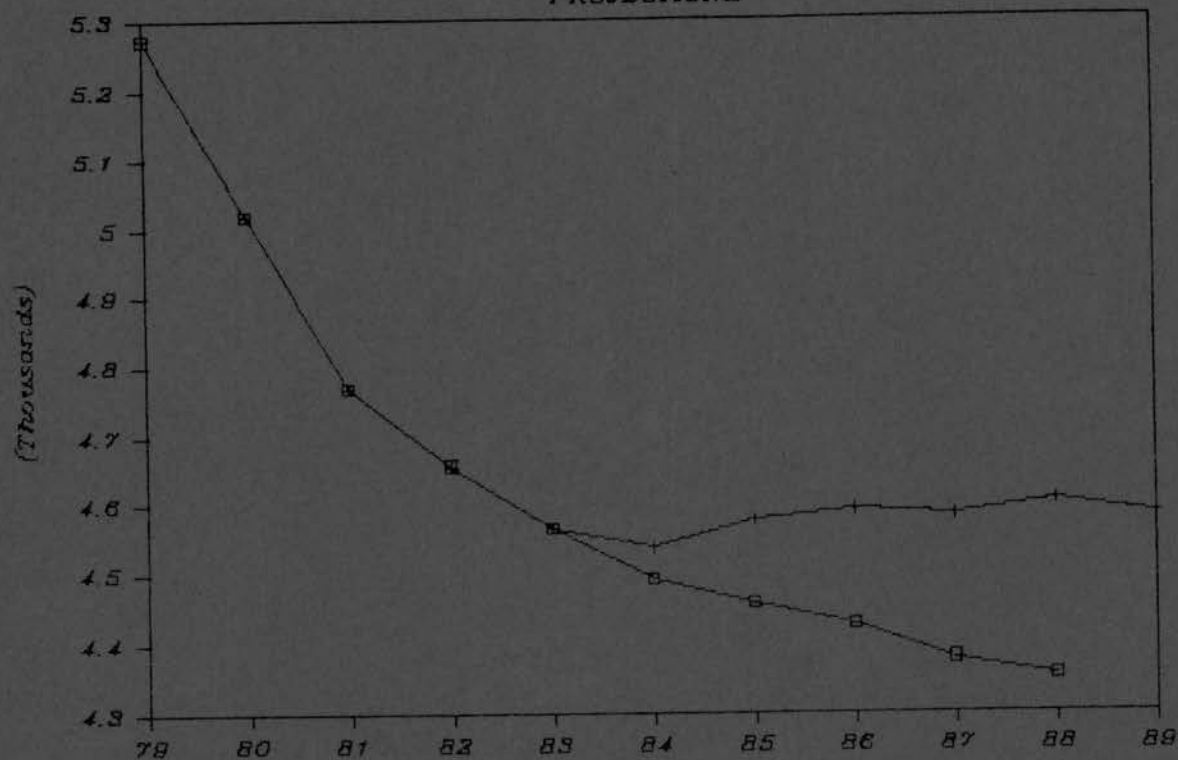


# 1983-84 K-6 PROJECTIONS



# K - 12 1983 vs 84

PROJECTIONS

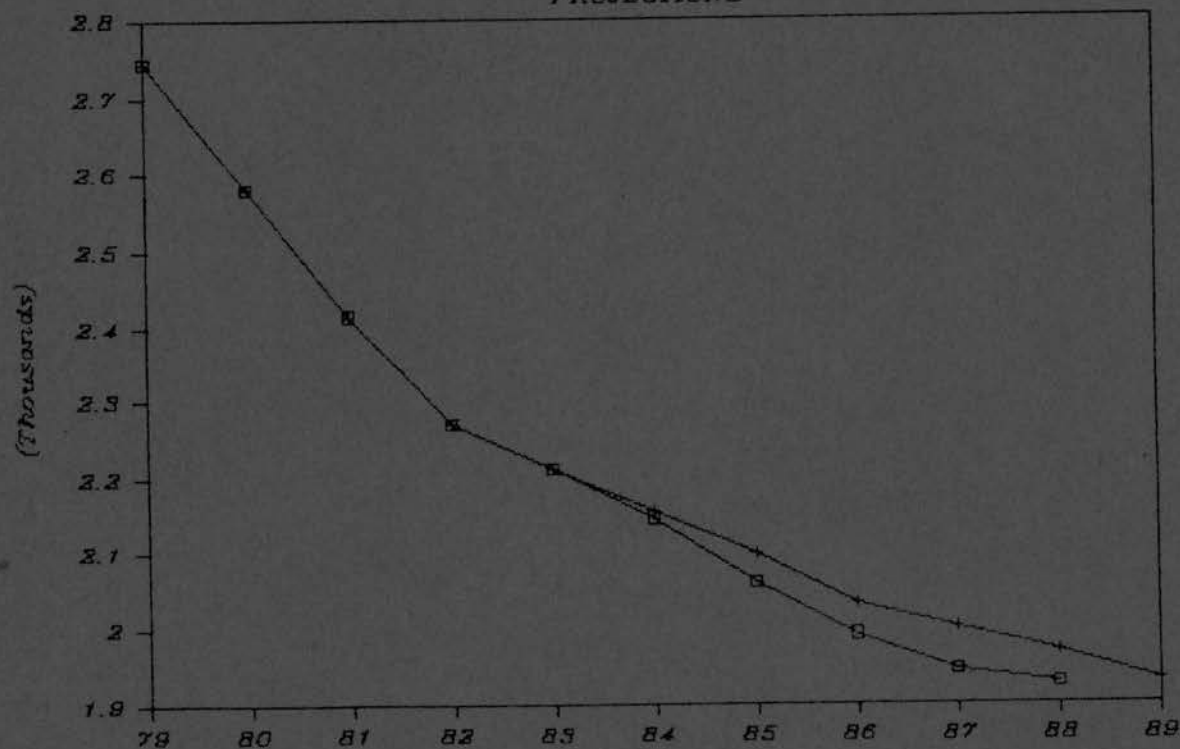


□ K-12 83 projection

+ K-12 84 projection

# 1983 VS 84 7-12

PROJECTIONS

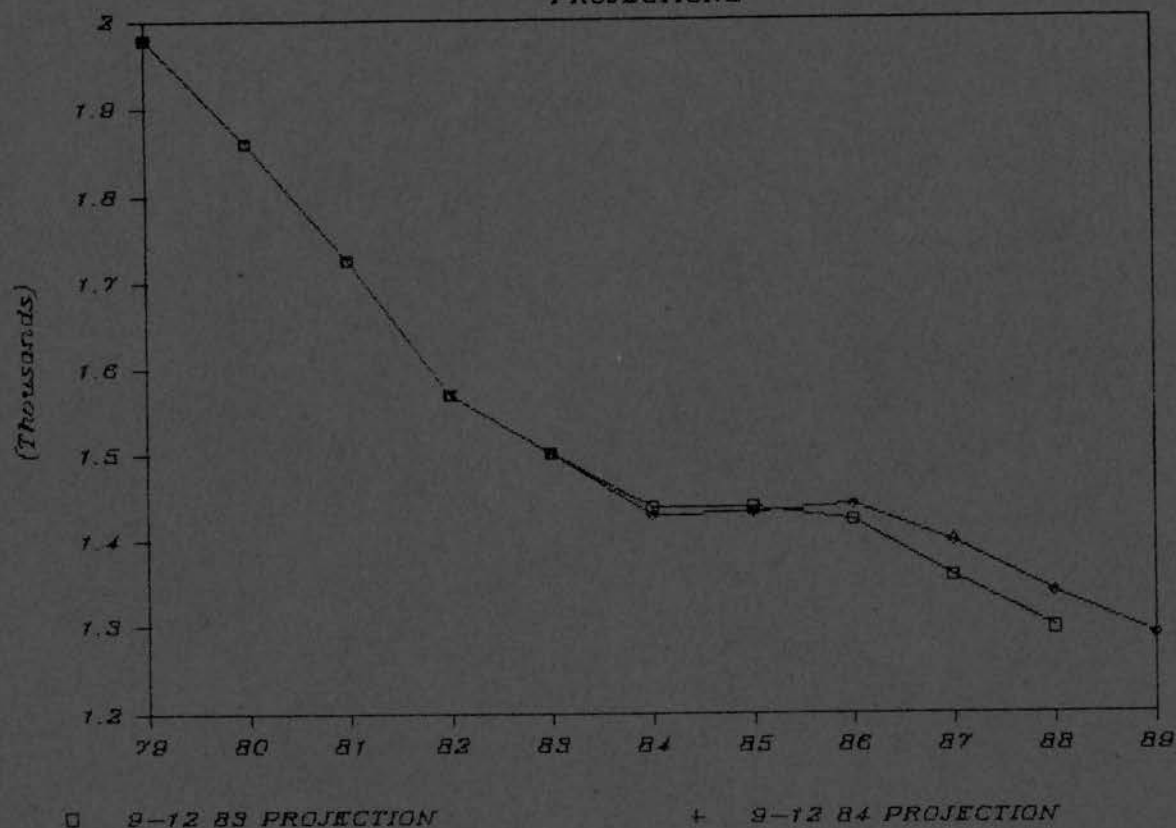


□ 7-12 83 PROJECTION

+ 7-12 84 PROJECTION

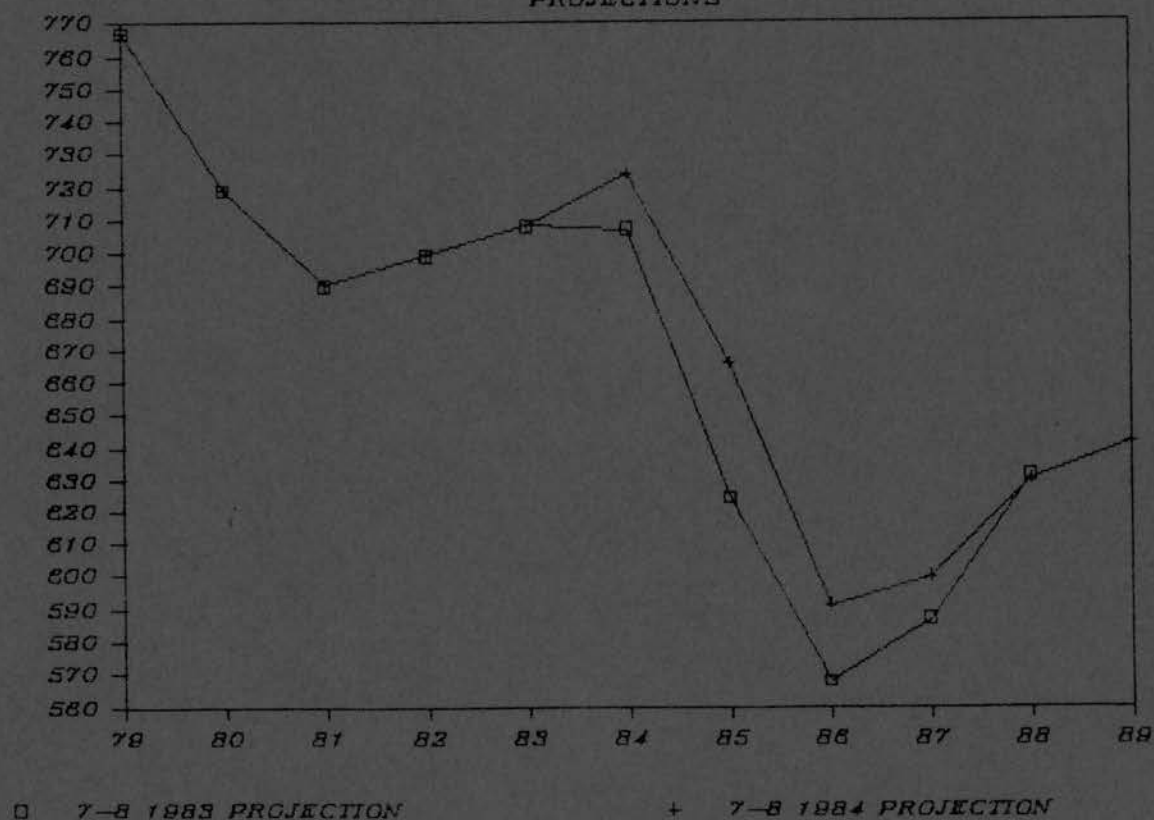
# 1983 VS 84 9 - 12

PROJECTIONS



# 1983 VS 84 7-8

PROJECTIONS



MOORHEAD PUBLIC SCHOOLS  
ENROLLMENT 1979-1990

Projected as of 10/15/83

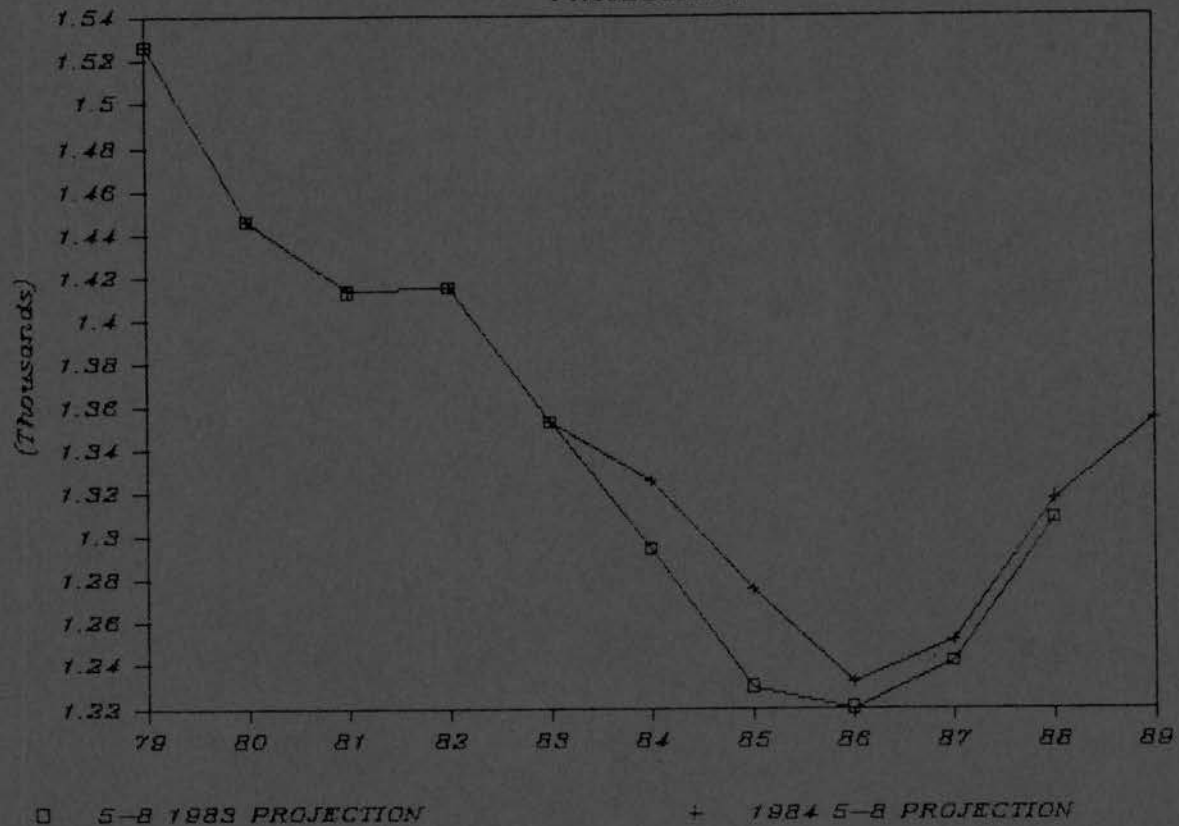
	5-8	K-5	8-12	6-8
79-80	1527	2164	2367	1130
80-81	1446	2056	2235	1100
81-82	1413	2017	2064	1027
82-83	1415	2000	1935	1081
83-84	1353	2015	1873	1051
84-85	1294	2047	1814	1008
85-86	1230	2113	1771	909
86-87	1220	2116	1716	888
87-88	1242	2094	1635	918
88-89	1308	2102	1609	954

Projected as of 10/17/84

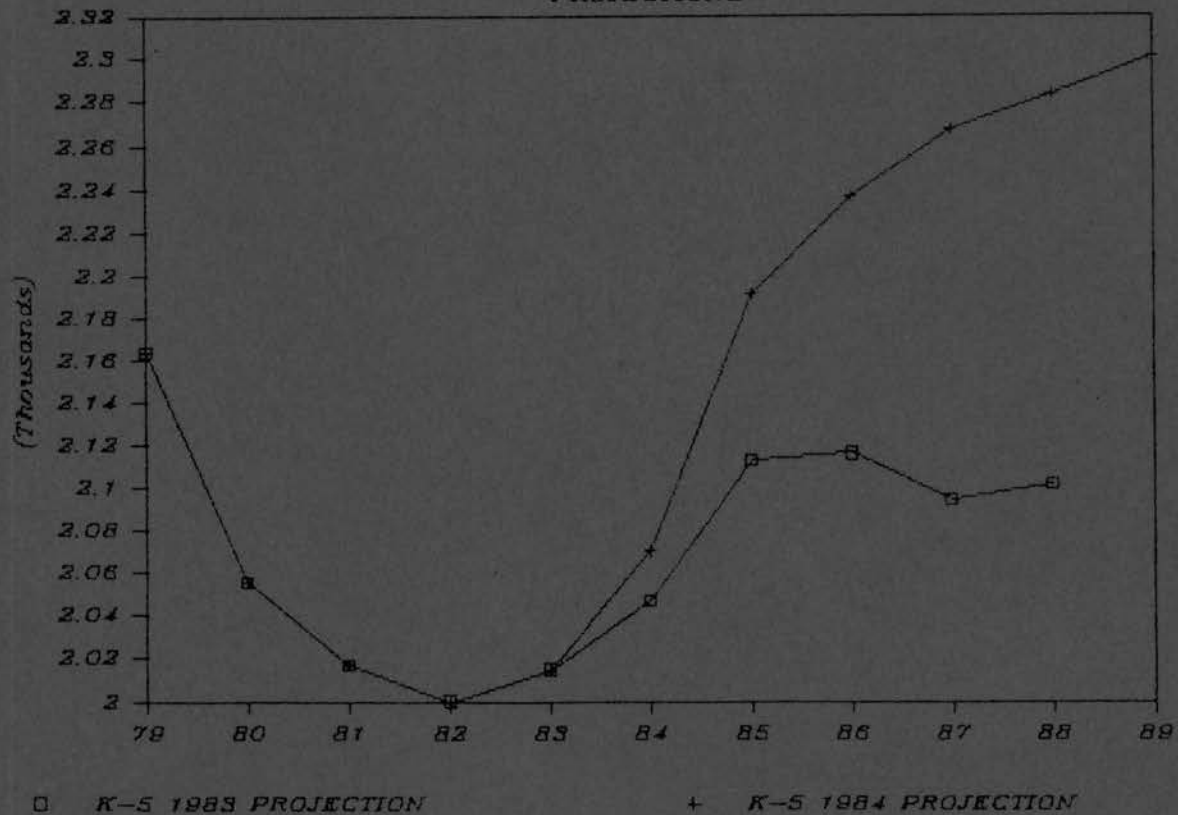
	5-8	K-5	8-12	6-8
80-81	1446	2056	2235	1100
81-82	1413	2017	2064	1027
82-83	1415	2000	1935	1081
83-84	1353	2015	1873	1051
84-85	1325	2070	1785	1039
85-86	1276	2191	1741	954
86-87	1232	2236	1723	915
87-88	1252	2267	1716	919
88-89	1317	2283	1650	965
89-90	1354	2301	1617	995



# 1983 VS 84 5 - 8 PROJECTIONS

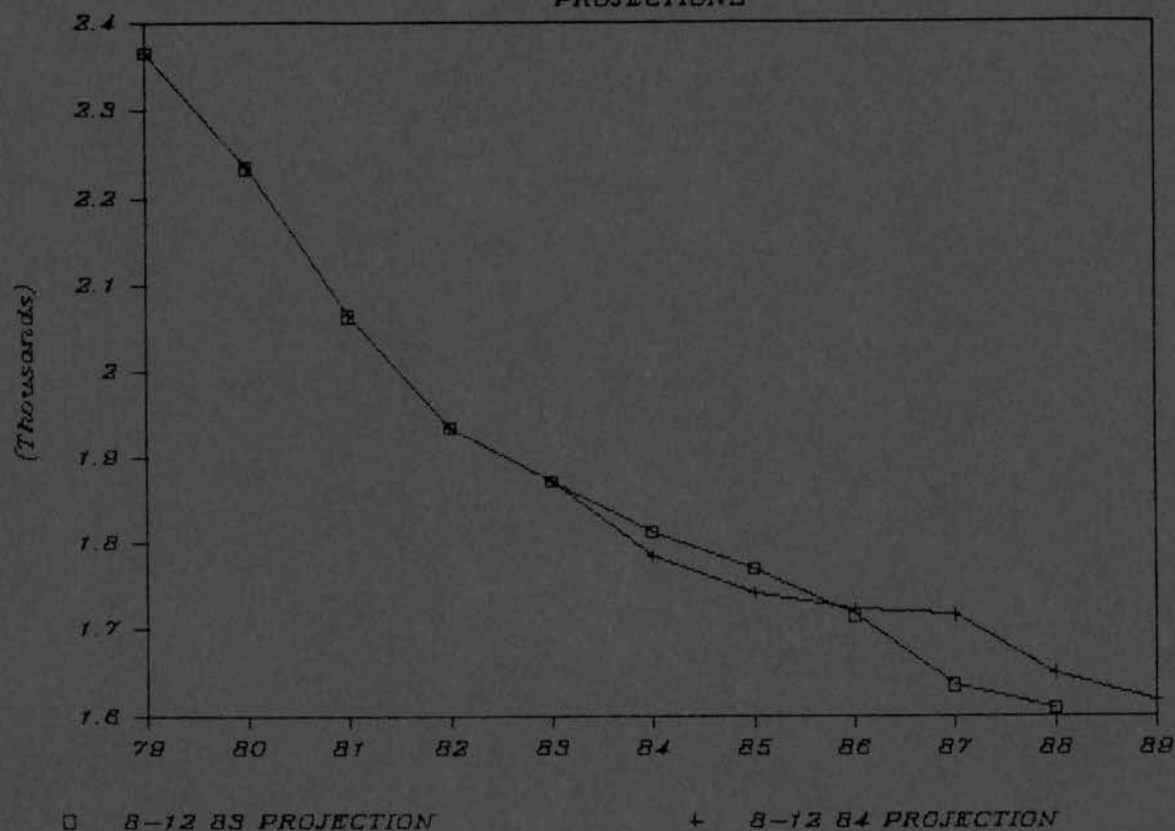


# 1983 VS 1984 K-5 PROJECTIONS



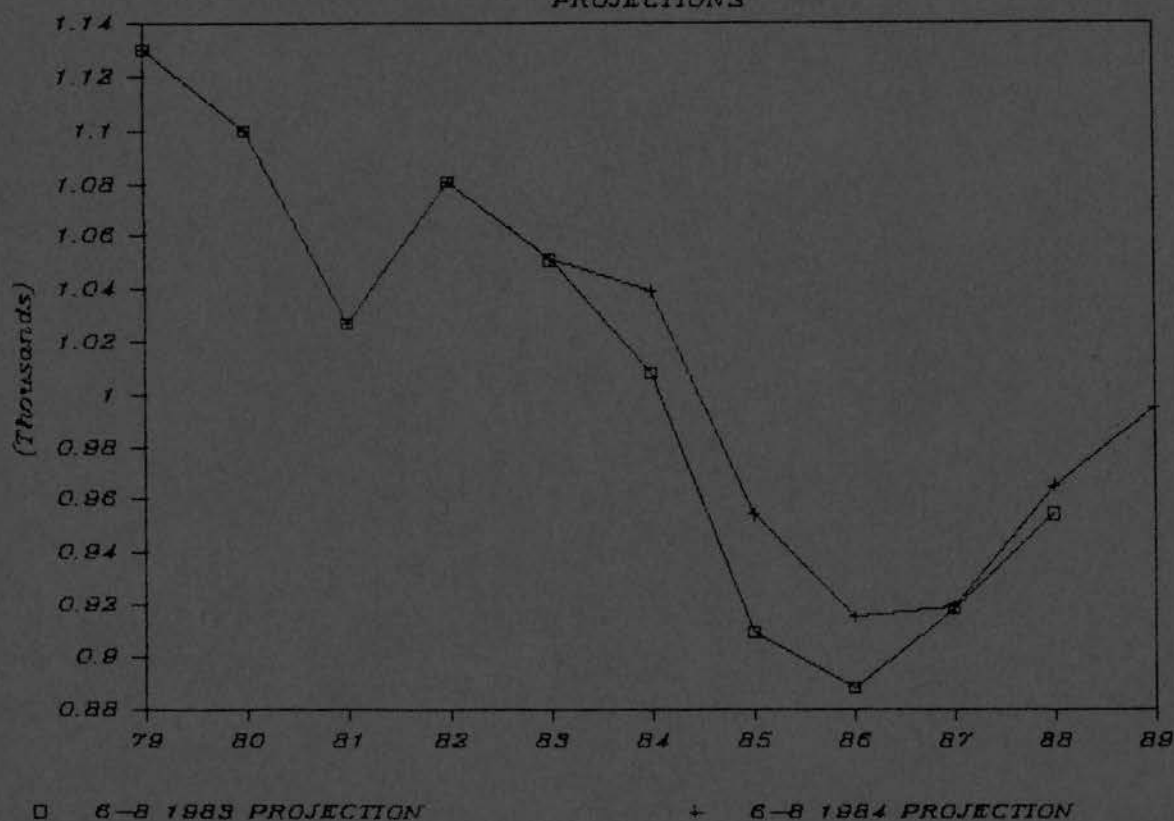
# 1983 VS 84 8-12

PROJECTIONS



# 1983 VS 1984 SIX - EIGHT

PROJECTIONS



TO: Board of Education  
Dr. Trochlil

FROM: Bob Jernberg

SUBJECT: 1984 Census Report

DATE: November 7, 1984

We have completed the 1984 School Census for all children under twenty-one years of age in our school district. We have also mailed the report to the State Department of Education. This report includes a breakdown of children's ages 0 through 4, for each attendance area, grades K-6.

1980	Census Count	8,761
1981	Census Count	8,405
1982	Census Count	8,546
1983	Census Count	8,294
1984	Census Count	8,655

We have concerns regarding the major increase in the census due to the fact that the census procedure changed. Mrs. Ella Selvig continued to direct our census, however, we utilized Region I computer facilities. Region I had already received information from the schools indicating all students who were enrolled in grades 1-12. Therefore, the census takers only had to add new families, families without students 1-12, Kindergarten students and nonstudents to existing families rather than create a complete data base. This may have increased the accuracy of the census.

BJ/jh

CENSUS INFORMATION

SCHOOL AREA  
EDISON

AGE					GRADE - PUBLIC						
0	1	2	3	4	K	1	2	3	4	5	6
42	44	40	50	54	50	32	32	35	38	32	31
2	3	3	3	4	6	0	8	6	8	1	6
7	15	15	12	12	19	14	14	15	10	7	11
11	25	23	19	23	22	14	10	9	16	3	4
15	10	19	20	16	21	22	16	12	19	14	18
77	97	100	104	109	118	82	80	77	91	57	70

EDISON - Totals

EDISON NON-PUBLIC - 138 (K-8)

PROBSTFIELD

AGE					GRADE - PUBLIC						
0	1	2	3	4	K	1	2	3	4	5	6
26	24	26	23	40	33	28	35	26	25	30	35
3	6	7	6	5	10	7	5	3	4	1	2
8	12	13	14	12	12	9	13	11	6	7	14
0	1	2	1	2	0	0	0	1	2	1	1
3	8	6	12	12	10	15	12	12	12	12	9
0	0	0	0	0	0	0	1	0	0	3	0
4	7	7	6	4	4	6	5	10	10	3	4
0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	1	0	1	0	2	2	0	1	3
10	17	9	13	21	6	17	14	8	9	11	9
0	0	0	0	0	0	0	0	0	1	0	1
22	18	17	19	21	27	20	24	14	8	9	6
77	93	88	95	117	103	102	111	87	77	78	84

PROBSTFIELD - Totals

PROBST. NON-PUBLIC - 146 (K-8)

RIVERSIDE

AGE					GRADE - PUBLIC						
0	1	2	3	4	K	1	2	3	4	5	6
29	28	26	25	28	25	22	24	29	19	27	18
4	9	10	10	7	16	10	12	7	12	10	11
9	8	12	11	14	7	7	5	7	7	7	5
0	0	0	0	0	1	0	2	1	0	3	0
0	0	0	0	0	0	2	2	0	1	0	1
3	0	0	2	1	0	3	6	3	1	3	2
0	0	0	0	0	0	0	1	1	1	0	0
0	0	1	0	0	0	0	0	1	0	0	0
1	0	5	4	2	5	4	0	2	1	1	5
0	0	0	0	0	0	2	1	1	0	1	1
0	1	0	1	1	1	1	0	1	0	0	2
7	10	12	9	10	13	9	8	10	8	14	9
53	56	66	62	63	55	72	62	63	53	65	54

RIVERSIDE - Totals

RIVER. NON-PUBLIC - 110 (K-8)



## CENSUS INFORMATION

Appendix L-1  
Page 3 of 5WASHINGTON

	AGE					GRADE - PUBLIC						
	0	1	2	3	4	K	1	2	3	4	5	6
30. Washington	45	44	44	41	46	48	51	37	42	43	38	42
31. Lincoln	19	29	17	17	22	29	19	12	13	21	7	15
32. Brentwood Addition	0	1	1	5	6	5	9	5	18	7	4	6
33. Broadway Road	0	0	2	4	3	3	4	2	1	2	2	0
34. Country Club Area	4	6	5	5	2	3	6	2	2	3	1	3
35. Georgetown Township	2	5	3	6	2	1	0	1	1	0	0	1
36. Georgetown Village	1	1	0	2	4	3	0	4	0	0	2	1
37. Kragnes Township	3	2	4	6	2	7	3	5	4	5	6	7
38. Kragnes Village	0	0	0	0	0	0	0	0	0	0	1	0
39. McCann's Addition	0	2	3	4	5	1	3	3	1	3	2	1
40. Mobile Manor Court	0	2	1	1	1	1	1	1	0	3	1	3
41. Moorhead Township	0	0	0	0	1	0	3	0	0	2	2	0
42. North of Cemetery	0	1	0	1	0	1	1	0	1	0	0	0
43. KQWB	0	1	0	2	2	1	0	1	0	0	1	0
44. North Road (County #93)	0	0	0	0	0	0	2	1	2	1	2	0
45. Oakview Road	0	1	1	1	2	0	3	2	1	4	1	3
46. Oakwood Manor	5	1	0	3	3	1	3	2	0	2	0	1
47. Odegard Addition	1	1	0	1	0	0	2	0	0	0	0	0
48. Oakport Township	1	0	3	2	1	5	10	3	4	4	4	1
49. Old Trail Estates	0	0	0	0	0	0	0	1	0	1	0	1
50. Pierce Addition	0	0	1	0	0	0	2	1	0	2	1	1
51. Rolyn Acres	0	0	1	0	2	1	1	1	2	0	0	2
52. West of Broadway Road	0	0	1	0	0	0	0	1	0	0	0	0
53. Wall Street	0	1	2	1	1	4	2	2	2	0	2	0

WASHINGTON - Totals

81 98 89 102 105 115 125 87 94 103 77 88

WASH. NON-PUBLIC - 284 (K-8)DISTRICT

288 344 343 363 394 403 369 339 321 321 278 306

SPECIAL ED.

6 12 7 6 8 9

DISTRICT (incl. special ed)

288 344 343 363 394 403 375 351 328 327 286 315

NON-PUBLIC 0-4 -41 49 70 65 55 TOTAL NON-PUBLIC K-8 - 678

Five Year Census Study

AGE	1980	1981	1982	1983	1984
0	331	303	344	335	329
1	357	355	401	370	393
2	374	382	426	410	413
3	377	384	398	426	428
4	369	387	391	378	449
TOTALS	1,808	1,811	1,960	1,920	2,012
5	359	373	394	409	398
6	345	349	375	393	453
7	341	338	366	368	436
8	372	344	345	367	387
9	460	368	346	335	396
10	396	435	378	337	377
11	417	365	437	353	355
TOTALS	2,690	2,572	2,641	2,562	2,802
12	423	403	386	434	418
13	399	397	417	380	492
14	445	398	413	406	419
15	488	442	406	409	443
16	514	486	440	401	438
17	579	514	483	440	417
TOTALS	2,848	2,640	2,545	2,470	2,627
18	502	531	489	457	409
19	484	447	500	442	419
20	429	404	411	446	386
TOTALS	1,415	1,382	1,400	1,345	1,214
GRAND TOTALS	8,761	8,405	8,546	8,294	8,655

Independent School District 152, Moorhead, Minnesota

School Areas with Present School Boundaries

Ages 0 through 4 Years of Age on September 1, 1984

School Area	0 YEARS	1 YEAR	2 YEARS	3 YEARS	4 YEARS	TOTAL
Edison	77	97	100	104	109	487
Probstfield	77	93	88	95	117	470
Riverside	53	56	66	62	63	300
Washington	81	98	89	102	105	475
TOTAL PUBLIC	288	344	343	363	394	1,732
TOTAL NON-PUBLIC	41	49	70	65	55	280
GRAND TOTAL	329	393	413	428	449	2,012

INDICATE PUBLIC	1,732
INDICATE NON-PUBLIC	280
GRAND TOTAL	2,012



## GOAL #1

TO CONTINUE STAFF DEVELOPMENT AND TO COORDINATE THAT EFFORT WITH THE CONCEPT OF RESEARCH AND DEVELOPMENT

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. Develop a Performance Review Program for administrators, supervisors and teachers no later than June 30, 1985 1.0 Formalize an administrative program 1.1 Teacher Effectiveness Program	1. Critique the present Performance Review Program (memo #S-83-27) 1.10 Each building, central office administrators and supervisors will be expected to develop building/individual goals for 1984-85	6/30	None	Trochlil Jernberg Bergen	In process
	2. Research a minimum of two administrative performance models that have received regional/national support no later than December 1.	12/1	None	Trochlil	In process
	3. Contact/visit a minimum of two consulting firms that work with school districts (administration) and determine their possible role in the Moorhead School District.	12/21	\$200	Trochlil	One contact
	4. Use Meet and Confer to create dialogue between the Board, administrators and supervisors. This includes the issue of reward for performance.	12/1	None	Trochlil	Principals completed
	5. Report/recommend to the School Board an appropriate administrative plan no later than June 30, 1985.	6/30	None	Trochlil	
	6. Attend the Burnsville Staff Development Program Workshop on October 13.	10/13	\$50	Trochlil	Completed
	7. Attend one regional/national conference staff development programs.	6/30		Trochlil	
	8. Recommend a minimum of one in-service session for Secretary to Superintendent and School Board	12/1		Trochlil	In process



## GOAL #1

TO CONTINUE STAFF DEVELOPMENT AND TO COORDINATE THAT EFFORT WITH THE CONCEPT OF RESEARCH AND DEVELOPMENT

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
2. Design and implement an Instructional Improvement Program for Probationary Teachers no later than November 15, 1984.	1. Assign the responsibility to the Office of Personnel.	11/15	Substitutes	Bergen	In process
3. Implement the necessary components of the Employee Right to Know Act by January 1, 1985.	1. The Business Office will continue the implementation of the service program.	1/1	Substitutes Training	Lacher	In process
4. Design a minimum of two staff development sessions for administrators no later than October 1.	1. November 15 - Quality Circles	11/15	\$700	Molich	Scheduled
	2. Re-evaluate the administrative assessment results of March, 1984 to determine if the needs remain the same.	12/1	None	Trochlil	In process
5. Participate in a minimum of three self-improvement programs.	1. Chair Anoka-Hennepin North Central Evaluation of the three high schools.	2/20	None	Trochlil	
	2. Attend a strategic planning workshop.	12/15	\$225	Trochlil	Completed
	3. Attend one workshop on futurism.	12/15		Trochlil	Metro-ECSU

## GOAL #2

TO CONTINUE THE DEVELOPMENT OF THE CURRICULAR/INSTRUCTIONAL PROGRAM

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. Classroom teacher staffing in elementary grades will be based on a 26.5:1 ratio with specific targeting.	1. Assign to the Office of Instruction.	9/1		Jernberg	Completed
2. Classroom teachers staffing in the secondary grades will be based on a 27:1 ratio with specific targeting.	2. Assign to the Office of Instruction.	9/1		Jernberg	Completed

## GOAL #3

TO DEVELOP A SHORT/LONG RANGE PLAN IN TECHNOLOGY AS TO INSTRUCTION, STUDENT SERVICES, MANAGEMENT AND ADMINISTRATION AND FUTURES AS AN AREA OF STUDY

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. To design and implement computerized programs in areas of students, personnel, facilities, media and general areas.	1. To be knowledgeable of the media center's five-year plan.	11/15	None	Trochlil Laske	Completed
	2. Meet with Region I-ESV and explore the service that the Moorhead School District is using and the areas for additional assistance.	12/1	None	Central Admin.	Contact
	3. Each administrator will identify their computer program needs in their respective programs/buildings.	12/15	None	Trochlil	In process through building goals & objectives
	4. Provide staff development programs.	6/30		Jernberg Lacher	In process
2. To operate the IBM-PC	1. To become knowledgeable of the capabilities of the PC Superintendent's office usage.	2/1		Trochlil	

## TO ADDRESS MANAGEMENT ALTERNATIVES TO ENSURE THE MOST EFFECTIVE OPERATION OF THE DISTRICT

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. Study and determine a course of action pertaining to 'Comparable Worth' legislation.	1. Participate in the MSBA Comparable Worth Advisory Committee.	6/30	\$200	Trochlil	Completed
	2. Assign the Office of Personnel to be responsible for the drafting of a program acceptable under statute.	10/15		Bergen	On hold until proto-type is developed
	3. Through Joint Powers, review with other units of government the potential impact of the legislation.	10/1	None	Trochlil	Completed
2. To self-evaluate the Central Office Administration operation: 1) to serve as a tool for self-analysis by central office personnel; 2) to serve as a base for planning and staff development; and, 3) to provide a measure of accountability.	1. Use the National Study of School Evaluation.	12/15	None	Trochlil	In process
	2. Review findings and conclusions with district administration.	2/1		Trochlil	
	3. Use data to develop Management Plan for 1985-86.	3/15		Trochlil	
3. Design a Strategic Planning Model	1. Attend a Strategic Planning Seminar.	10/	\$300	Trochlil	Completed - 10/1,2
	2. Contact consultants in this field of work and determine if they are of value to the district.	10/	None	Trochlil	Completed (Nelson Otto)
4. Determine and implement, if appropriate, a program to store student records.	1. Delegate responsibility for initiating meetings with city and county to high school principal.	12/15		Dulski	In process



## ESTABLISH SPACE AND ORGANIZATIONAL OPTIONS AND DEVELOP/IMPLEMENT A FIVE-YEAR SITE PLAN

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. The Board (as a Committee-of-the-Whole) will 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; 8-12; etc.) of buildings that would support the need for additional space.	1. Establish a series of meetings with the administration and School Board to review the data for making the decision—final decision in December.	12/15	None	Trochlil	In process
2. The Board (as a Committee-of-the-Whole) will develop a short/long range site plan for each building and make a determination as to the alternative methods of financing the improvements.	1. The Business Office will continue to provide the necessary data for a final plan decision.	2/1	None	Lacher	In process
3. Curricular development in Science (K-12), Foreign Language (K-12) and TMH	1. Assign to Office of Instruction.	9/1	None	Jernberg	Completed
	2. Attend a minimum of one department meeting in each area.	6/30	None	Trochlil	Science 10/
	3. Attend a state conference in one of the areas.	6/30	\$200	Trochlil	
	4. Attend a minimum of three PER meetings during the year.	6/30	None	Trochlil	
	5. A minimum of one classroom visitation in each of the areas.	6/30	None	Trochlil	

## ESTABLISH SPACE AND ORGANIZATIONAL OPTIONS AND DEVELOP/IMPLEMENT A FIVE-YEAR SITE PLAN

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
4. Determine the role of vocational education (high school, CCVC and post-secondary) in the Moorhead Public Schools no later than June 30, 1985.	1. Assign to the Office of Instruction.	9/1	None	Jernberg	Completed
	2. Committee will include all secondary principals and AVTI administrators.	9/1	None	Jernberg	Completed
	3. Attend a minimum of two sessions of the Committee.	3/1	None	Trochlil	
	4. Present to the School Board the findings, conclusions and recommendations of the Committee.	3/1	None	Trochlil	
5. Support the School Effectiveness Project - Probstfield.	1. Attend planning sessions of the Committee.	6/30	\$300	Trochlil	In process
	2. Allocate \$10,000 in the budget for the project.	9/1	\$10,000	Trochlil	Completed
	3. Be a spokesperson for the project.	6/30	None	Trochlil	In process

## GOAL #6

## TO MARKET THE MOORHEAD SCHOOLS

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. To identify alternatives to improve in-district communications (short range).	1. Identify the present methods of in-district communications.	12/1	None	Trochlil	
	2. Implement the following communications programs: 1) 'brown bag' sessions; 2) building meetings; 3) meet and confer; 4) building visitations; 5) a district-wide communication group (one representative from each building)—breakfast—no agenda; 6) non-certified staff officers—once a month.	12/1	None	Trochlil	In process
	3. Expect each building administrator to have a staff advisory council.	10/1	None	Trochlil	Completed
2. Determine the most effective means of communications within the district.	1. Survey staff as to their perception of the most effective means of communication in-district.	3/1		Trochlil	

## GOAL #6

## TO MARKET THE MOORHEAD SCHOOLS

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
3. Identify alternatives to improve out-district communications (short range).	1. Identify the present methods of out-district communications.	1/1	None	Trochlil	
	2. Continue the Superintendent/Parent Advisory Council.	12/1	None	Trochlil	
	3. Expect each building to have a community advisory council (i.e. PTA/PTO; parent advisory; etc.)	11/1	None	Building Admin.	Completed
	4. To become actively involved in 'The Year of the School,' using the campaign theme "Ah - Those Marvelous Minnesota Schools" (Minnesota Coalition for Public Education.)	6/30		Trochlil	In process
	5. To actively encourage the Moorhead Chamber of Commerce to establish an Education Committee that includes the Birth-to-12 Program and Post-Secondary.	11/1	None	Trochlil	In process
	6. To finance (if necessary) the video tape supporting post-secondary education in Moorhead.	2/1	\$500	Trochlil	8-84— /84
	7. To contact Nancy Kracke, Chairperson of 'Year of the School 1984-85,' to assist the Moorhead district in developing a long-range marketing program.	12/15		Trochlil	
	8. Expect use of the 'Tip Sheet for news story happening in the classrooms.	9/1	None	Trochlil	Completed
	9. Continuation of calling the Superintendent's office for news stories on Monday mornings.	9/1	None	Trochlil	On-going



GOAL #6

TO MARKET THE MOORHEAD SCHOOLS

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
4. Submit a report to the School Board on the achievement of goals and objectives.		11/27 2/26 4/23	None	Trochlil	
5. To participate in Chamber of Commerce activities.	1. Active in committees of communications and public issues.	6/30	None	Trochlil	On-going
	2. Accept chair position for 'Leadership, Moorhead' Program.	10/30	None	Trochlil	In process

## GOAL #7

## TO INVESTIGATE PARTNERSHIP DEVELOPMENT WITH THE BUSINESS/EDUCATION COMMUNITY

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. To determine post-secondary partnerships (i.e. tuition; program offerings; enrollment; staffing; travel impact on local high school.	1. Organize three meetings (Concordia, MSU and North Dakota University) with Senior High administration, Superintendent and office of Instruction) to determine the present and potential for positive partnerships.	12/21	None	Trochlil	

## TO SUPPORT COMMUNITY EDUCATION GOALS

OBJECTIVE(S)	STRATEGIES TO ACCOMPLISH OBJECTIVE(S)	DATE DUE	RESOURCES NEEDED (TIME, \$, HUMAN)	PERSONS RESPONSIBLE	RESULTS (TO BE RE-PORTED IN NOV-FEB-APR)
1. To assist in determining the direction of the Early Childhood Program	1. Involve the Community Education staff in developing a plan for the Early Childhood Program for District 152 that meets the criteria established by the Community Education section of the Minnesota Dept. of Education.	6/30	None	Trochlil	On-going
	2. Determine levy the district will make for Early Childhood and Family Education for 1985-86.	10/15	\$50,000	Trochlil	Completed

Futures Planning Workshop  
Continuation of Notes  
Metro ECSU  
October 2, 3, 1984

Pat Jilk

Demographic Trends -- Hazel Reinhardt, Director of Research, Minneapolis Tribune, State of Minnesota Demographer 1974-79.

Numbers and size are very important to Americans. Every community posts its population. State distributes money by size.

Population in Minnesota -- 4 Million  
Metro -- 50% of Minnesota  
15th largest market in U.S.

Tension between rural/urban has diminished somewhat in last decade.

Growth is slowing. Minnesota growth is slower than national average due to out-migration. Out-migration is expected to continue throughout the 80's. In the 70's we gained some school age children.

After age 40, people begin to leave Minnesota -- move to SunBelt is part of continuing movement West -- California, Colorado, Arizona are favorites for Minnesotans.

Minnesota has had significant redistribution within the state. 1973-74 marked "rural renaissance" not for agricultural purposes, but to live in country. Also redistribution within the metro area out of Hennepin, Ramsey counties into Anoka and Dakota counties.

Age Structure -- Baby Boom -- high number of babies between 1947-1962. Preceded by a smaller group (depression). 1973 was the year of fewest births in the United States.

America is on the verge of becoming a middle-aged society. Growth in numbers of elderly now known as young/old, old, old/old. Population 85 and over is doubling. White female born in this decade has a life expectancy of 80. Elderly are now direct competitors with young for \$\$.

We have always lived in a world where youth outnumbered old. Now there are smaller numbers of youth.

Between 1990-2000, a decline of 4% in schools is expected. After 2000, decline of 9%. We will not see the decline that we saw between 1970-1980. (In Minnesota, only 10 schools escaped out of 400. Some declined 50%. Average decline was 24% between 1970-80.)

In 1980, there were 625,000 under 18.

- 1) number of 5-9 year olds will increase through 1990
- 2) 10-14 year olds will be down until 1995, then increase
- 3) high school population is at maximum or has stabilized



Mortality -- There have been some significant changes in the mortality rate. Following WWII, and into 1950's, there were dramatic changes in communicable diseases throughout public health. In the 70's another significant change occurred -- years were added to the last years of life. Mortality is now reduced to chronic and debilitating diseases such as heart disease, cancer, strokes, hypertension.

Fertility -- Even though births have increased due to the "baby boom", fertility remains low. Now, averages less than 2 per woman.

- 1) People are choosing to have fewer children
- 2) Large number of women will not have children
- 3) Relatively high number of women in the labor force
- 4) High number of births over age 30-35.

Teen Pregnancies peaked in 1981. This is clearly a social problem. Keeping the baby and not finishing school is a clear road to poverty for the teen mother.

Along with social changes come population changes:

- 1) Women in the labor force is a significant factor in the economy.  
Changes in attitude and perception of women.
- 2) Teen labor force is high in Minnesota. Over 60% have part-time jobs and work more than 20 hours per week. As a result, there is changed relationship between parent and child. Teens no not depend on parents for money to spend socially.
- 3) Changes in level of educational attainment in Minnesota.
  - 1960 - 7% attained college degrees
  - 1970 - 11% attained college degrees
  - 1980 - 17% attained college degrees
  - 22% Metro attained college degrees

As a result of these changes, the status of teaching is reduced. Role of AVTI's important because many students take some further education beyond high school.

Marital Changes --

- 1) Rise is the age of marriage: now 22.5 years for women and 24 years for men
- 2) "Fair" number are not marrying
- 3) In the rural areas, there is a tremendous imbalance -- women leave and men tend to stay

Divorce Rate has been going down. Concentrated now among young people.

Majority of households have no children. Growing number of females who are heads of households. Also growing number of children in these households. There is an increase in one person households, now almost 25%. In Minneapolis, it is 35%.

Average Size of Families:

1980 -- 2.7 -- will increase to 2.5 by end of 1980's. Most of the baby boomers will have formed households by 1985.

Values and Attitudes according to poll of Minnesotans by Minneapolis Star, 1984:

- 1) Trend of conservatism -- Minnesota professes to be committed to public education. Women are more likely to favor additional \$\$ for teachers.
- 2) Real attachment to Basic Education -- Do not want to pay for more than a basic education. Rural Minnesotans place a higher priority on teaching such things as drug education, driver education, etc.
- 3) High proportion (2/3) of Minnesotans favor prayer in the public schools.
- 4) More support for Christian values.
- 5) Competition is becoming slowly valued again. Increasing attitude of either, "you make it or you don't".
- 6) Cost-effectiveness valued -- not necessarily cheap.
- 7) Social Class -- high income, high status families based on two incomes. Tend to be less committed to public education. These folks tend to have origins in middle class. The strength of public education was built upon the lower middle class wanting to achieve. Public education, of course, offers same opportunity to everyone. Growing number of upper middle class will choose the best system for their child.

\$25,000 -- per household -- median income  
\$35,000 -- per household -- upper middle class  
\$40,000 -- per household -- excess income

Public education has changed from education to solving a variety of social problems.

Values transition takes one generation to occur. An example of changing values -- On a school district survey in Metro area (taken recently), the following question was asked, "Should school children follow their teacher's directions?" Parents of non-public students said "yes"; parents of public school students said "no"; people without children said "yes".

There has been a breakdown in consensus on what education should be. Has resulted in the growth of private religious 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, September 27, 1984. The meeting was called to order by Harry Sjulson, Vice Chairman. Roll call was taken by Allen Larson, Acting Clerk. Executive Board Members present: Bradley Cook, Karen Fossell, LaVonne Johnson, Allen Larson, Harry Sjulson, Bernie Solberg and Executive Director, Burdette V. Clifford. James Lamont, Advisory Superintendent was also present.

Bradley Cook moved, Karen Fossell seconded, motion carried unanimously to approve the agenda as presented.

Bernie Solberg moved, Allen Larson seconded, motion carried unanimously to approve the minutes of August 30, 1984.

Bernie Solberg moved, Allen Larson seconded, motion carried unanimously to approve the bills as presented in the amount of \$232,997.80.

American Federal S & L	Investment	50,000.00
Hartford Insurance	Dental insurance	543.34
The Guardian	Health insurance	1,717.54
American Family Ins.	Payroll deduction	66.30
Reliance Insurance	Long-term disability ins.	268.38
ST Treas SS Contr Fd	FICA	2,495.79
UPS	Express charges	1,350.00
Michael Kunde	Travel	298.46
Wayne Miller	Travel	44.10
Midwest Benefits	Self-insured insurance	193.79
Public Service Dept.	Utilities	2,297.97
Steffen's Office Equip	Panels	4,035.00
Moorhead AVTI	Class registration - S.	
	Pritchett	110.00
Burroughs Corp.	Supplies	812.50
AID	Payroll deduction	500.00
Burroughs Corp.	Maintenance, contracts	
	payable, software	34,305.93
Burroughs Corp.	Cartridge marker	73.50
Burroughs Corp.	Computer paper	19,946.50
Bradley Cook	Travel	8.28
John Corbid	Legislative consultant	1,000.00
Dept. of Employee Rela	FICA expense	21.73
Diercks Printing	Supplies	86.80
Annette Dudgeon	Travel	23.00
FBS	Microfiche	773.90
Karen Fossell	Travel	63.28
IBM	Keypunch lease	343.00
Imprest Checking	Reimburse to \$500	355.90
Jims Parcel Delivery	Express	18.00
LaVonne Johnson	Travel	39.36
Gene Kjellberg	Travel	84.90
James Lamont	Travel	32.80
Allen Larson	Travel	71.10



Robert Larson	Travel	64.20
Midwest Benefits, Inc.	Self-insured medical ins.	80.00
Moorhead Dist. 152	Lease	3,077.66
Moorhead Post Office	Stamp machine	500.00
National Computer Systems	Maintenance - scanner	182.00
Petty Cash	Reimburse to \$200	90.82
B. J. Philbrook	Legislative consultant	1,000.00
Pitney Bowes	Maintenance	245.00
Purolator	Express charges	8.30
Reardons	Supplies	46.24
Dan Riley	Travel	777.81
Robert Gibb & Sons	Air conditioning main	93.00
Thomas Sczepanski	Travel	65.35
Harry Sjulson	Travel	58.22
Bernie Solberg	Travel	61.90
Sound Inc.	Telephones	1,441.00
WMMRCC	Second qtr pmt/services	94,937.50
Burroughs Corp.	Computer Supplies	24.60
Data Documents	Key punch cards	228.30
Willis Frazee	Travel	315.01
Donn Hanson	Travel	42.26
Dorothy Nelson	Travel	21.85
Northern School Supply	Supplies	10.56
Reardons	Supplies	140.64
A. C. Ridlon	Manual	29.00
Dan Riley	Travel	139.60
Robert Gibb & Sons	Air conditioning main	93.00
Sound Inc.	Telephone repair	38.60
Robert Gibb & Sons	Air conditioning main	93.00
Northwestern Bell	Telephone expense	8,960.48
B. V. Clifford	Travel	646.54

The financial report was approved as presented.

James Lamont reported on recent action of the Computer Council.

The Director's report included:

1) A report was given on the meeting on September 5, 1984 called by Roger Moe, Senate Majority Leader, to deal with the state funding of ESV Regional Centers. Senators Tom Nelson, James Pehler and Gene Waldorf were also present. Other people attending, at the request of Senator Moe, were Minnesota Department of Education and Finance personnel, senate staff and the ESV directors.

2) A letter to Governor Perpich from Senator Moe and also signed by Senators Nelson, Pehler, Waldorf and Willett was reviewed. The letter expressed strong senate support for the ESV system and continued state funding at the level before the recent reductions in state support.

The next meeting will be on October 25, 1984 in Moorhead at 7:00 p.m. Vice Chairman, Harry Sjulson reminded board members that the November meeting had previously been changed to November 16, 1984.

The meeting was adjourned by Harry Sjulson.

Respectfully submitted,

Allen Larson, Acting Clerk



CLAY COUNTY VOCATIONAL COOPERATIVE CENTER MINUTES

WEDNESDAY, OCTOBER 3, 1984

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER 8:00 P.M.

CALL TO ORDER

The meeting was called to order by Chairperson, Rolland Coalwell.

ATTENDANCE

The following were present: Dilworth: Rolland Coalwell, Supt. Don Vellenga. Hawley: Courtney Carlson, Supt. Duane Rafteseth. Moorhead: Richard Pemble. Glyndon-Felton: Lloyd Seter, Jr., Supt. Harold Larson. Barnesville: Ardon Doran, Supt. Ed Thompson. Absent: Supt. Bennett Trochlil.

APPROVE AGENDA

Moved by Doran, seconded by Seter, Jr., to approve the agenda. Motion carried unanimously.

MINUTES OF PREVIOUS MEETING

Moved by Carlson, seconded by Pemble that the minutes of the August 22, 1984, meeting and the minutes of the September 14, 1984 Special meeting be approved as read. Motion carried unanimously.

CONSIDERATION OF CLAIMS

Moved by Pemble, seconded by Coalwell, that the Center claims be paid for September in the amount of \$14,860.92. Motion carried unanimously.

APPROVE TELEPHONE DEPOSITS

Moved by Carlson, seconded by Doran to approve the telephone deposits for September in the amount of \$49,294.92. Motion carried unanimously.

DIRECTOR'S REPORT

Mr. Folstrom provided the Board with an update of Program enrollments.

Mr. Folstrom provided the Board with the 1984-85 Assessment Percentages.

Barnesville	13.68
Dilworth	5.96
Glyndon-Felton	9.63
Hawley	8.39
Moorhead	62.34

The Board was provided with a Cooperative Mission Statement of the CCVCC and a job description of the Vocational Director from the Superintendent's and the two appointed Board members.

Mr. Folstrom provided the Board information for discussion for a building intercommunication system.

Mr. Folstrom provided the Board information for discussion on equipment purchases.

The Board received their 1984-85 secondary vocational aid report for their school.

The Board was informed that the State will send a team of program evaluators on February 4-6, 1985. Barnesville, Dilworth, Glyndon-Felton, Hawley and the Vocational Center will be evaluated.

#### OLD BUSINESS

Moved by Pemble, seconded by Seter, Jr., to have the Center act as the Fiscal Agent for the Artist in Education Program. Motion carried unanimously.

#### NEW BUSINESS

Moved by Carlson, seconded by Doran to approve the 1983-84 Auditor's report. Motion carried unanimously.

Moved by Carlson, seconded by Pemble to approve the Student Teachers reimbursement policy effective for the 1984-85 school year:

The supervising teacher shall receive 75% of monies received and the school 25%. Motion carried unanimously.

Moved by Seter, Jr., seconded by Pemble to accept the letter of resignation from Joyce Hanna, Fashion/Apparel position. Motion carried unanimously.

Moved by Seter, Jr., seconded by Doran to approve employment contract of Cheryl Adams, Fashion/Apparel Instructor - BA STEP II 2/3 position Base-\$10,432. Motion carried unanimously.

Moved by Pemble, seconded by Carlson to approve additional contract for Robert Wiltsey for the supervision of the Clay County Vocational Center.

October-December \$3,237.06

If supervision persists beyond January 1, 1985, add \$133.62 per each extra day worked plus \$500 per month for supervision. Motion carried unanimously.

Moved by Seter, Jr., seconded by Doran to approve employment of Tammy Parks, Preschool Aide, 17.5 hours per week, \$4.35 per hour. Motion carried unanimously.

Moved by Carlson, seconded by Pemble, to approve a salary increase for Kristi Furuseth, Secretary, \$5.45 per hour. Motion carried unanimously.

Moved by Doran, seconded by Seter, Jr., to approve the Cooperative Center building lease with Moorhead Public School amounting to \$42,667.02. Motion carried unanimously.

Moved by Carlson, seconded by Pemble to approve Region I to do employee payroll beginning January 1, 1985. Motion carried unanimously.

The Superintendents were appointed to draft a resolution to MSBA regarding Teacher's certification requirements for vocational teachers.

Moved by Carlson, seconded by Seter, Jr., to approve severance pay for Jerry Folstrom. Motion carried unanimously.

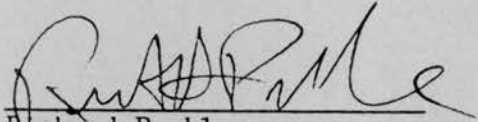
NEXT MEETING DATE

The next meeting will be held November 7, 1984, at 11:00 A.M.

ADJOURNMENT

Moved by Seter, Jr., seconded by Pemble to adjourn. Motion carried unanimously.

Clerk

  
Richard Pemble

5/mg/805  
min  
11-13-84

Regular Meeting  
Board of Education  
Independent School District #152  
November 13, 1984

Members Present: Karen Koentopf, Dean Guida, Richard Pemble, Doug Fagerlie, Wayne Puppe, Mike Hulett and Ben Trochlil

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda, adding MAVTI Change Order and Personnel.

MINUTES - Dean Guida moved, seconded by Karen Koentopf, to approve the minutes of October 9 and the corrected minutes of October 23, 1984. Motion carried.

CLAIMS - Wayne Puppe moved, seconded by Doug Fagerlie, to approve the claims in the amount of \$718,091.87. Motion carried.

GENERAL FUND	\$ 172,140.85
FOOD SERVICE	36,397.62
TRANSPORTATION FUND	80,998.83
COMMUNITY SERVICE	15,995.30
CAPITAL EXPENDITURE	56,477.57
MAVTI - GENERAL FUND	107,778.68
MAVTI COMM SERVICE	3,515.31
VO-TECH CAP. OUTLAY	26,816.91
VO-TECH BUILDING FUND	97,432.48
STUDENT GRANTS FUND	118,240.33
TOWNSITE CENTRE	2,297.99
GRAND TOTAL	\$ 718,091.87

SPECIAL MEETING - The November 27 Board meeting has been canceled and rescheduled for November 20, 5:30, Board Room, Townsite Centre.

MAVTI CHANGE ORDERS - Dean Guida moved, seconded by Karen Koentopf, to approve the construction change orders in the amount of \$1,584.39 and a deduct for \$370.00. This motion was withdrawn.

Dean Guida moved, seconded by Karen Koentopf, to approve the construction change order in the amount of \$1,584.39 and the deduct of \$370.00 subject to review of the figures by Ben Trochlil. Motion carried.

EQUIPMENT DONATION - Wayne Puppe moved, seconded by Mike Hulett, to accept the donation of the equipment donated to the electronics program at MAVTI by Gary Kennedy, Pelican Rapids, Minnesota. Motion carried.



DONATION - SECONDARY TMH PROGRAM - Doug Fagerlie moved, seconded by Karen Koentopf, to accept the donation of \$1,200 from the Clay County Association for Retarded Citizens to assist the District in purchasing vocational materials and equipment for use by students in the secondary TMH program and a thank you letter be sent. Motion carried.

TUITION AGREEMENT - Dean Guida moved, seconded by Mike Hulett, to approve the tuition agreement with Beach Public Schools, Beach, North Dakota. Motion carried.

INCREASE IN SPEECH/LANGUAGE SERVICES - Mike Hulett moved, seconded by Dean Guida, to increase speech/language services by .658 at Probstfield and up to .5 at Edison. Motion carried.

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

New Employees

Gary Ellingson, Electronics - MAVTI, BA (12), effective November 26, 1984 for 143 days, \$17,404.53 (\$21,908 base)

Dawn Hansmann - Speech Clinician, Probstfield Elementary, .342 time, effective November 15, 1984, MA (3) \$4,650.00 (\$19,581.00 base)

Retirement

Allard Olson, Custodian - Washington Annex and Probstfield, effective December 1, 1984

Change in Contract

Kay Hockett - Title I - Edison/Washington, from .405 to .536, effective October 24, 1984, BA (5) \$8,963.04 (\$17,115 base)  
Motion carried.

ADVISORY COMMITTEE - YOUTH INTERVENTION OFFICER - Mike Hulett moved, seconded by Karen Koentopf, to approve the appointment of Diane Wray Williams to represent Community Education on the Youth Intervention Advisory Committee. Motion carried.

WORKER RIGHT TO KNOW - Wayne Puppe moved, seconded by Doug Fagerlie, to approve the Worker Right to Know policy. Motion carried.

SCHOOL CENSUS - Bob Jernberg reviewed the results of the complete census taken by enumerators during September, 1984.

ENROLLMENT PROJECTS - Bob Jernberg reviewed enrollment projections for the next five years and graphs which indicate probable enrollment trends and discussed how they reflect on facility needs.

SUPERINTENDENT'S GOALS/OBJECTIVES - Ben Trochlil reviewed the superintendent's goals/objectives.

PRELIMINARY SPACE UTILIZATION REPORT - Bob Jernberg reviewed the remainder of the Space Utilization Report.

-----  
Karen Koentopf, Clerk

5/11/85  
11-20-84

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

Ann Dickerson

Notice is hereby given that a Special meeting of the Moorhead Board of Education will be held on Tuesday, Nov. 20 at 5:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie	_____	Dean Guida	_____
Karen Koentopf	_____	Richard Pemble	_____
Mike Hulett	_____	Wayne Puppe	_____
Curt Borgen	_____	Ben Trochlil	_____

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. NEW BUSINESS
  1. Problem Solving Process Appendix A
- IV. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, December 11, 1984

## NEW BUSINESS

### 1. Problem Solving - Space Utilization

(Trochlil)

Appendix A

Explanation: Lynn Prom will facilitate the problem solving process as to the space issue facing the district.

The objectives we expect to accomplish are:

1. understand components of the problem solving process
2. identify the problem
3. identify 'facts' that have impact on the problem
4. identify 'potential' high impact events that would affect the space needs
5. determine the criteria necessary to make a decision
6. 'brainstorm' the possible alternatives to solve the problem
7. determine the strategies to inform the affected parties (stakeholders - i.e. school district staff; community; etc.) of the facts and alternatives

The arrangement for the meeting will be a 'roundtable' discussion. The administration will be available as recourse people only.

Recommendation: For information/discussion only----final decision at a time established by the Board.

S/mg/80.5  
min  
11.20-84

Regular Meeting  
Board of Education  
Independent School District #152  
November 20, 1984

Members Present: Karen Koentopf, Dean Guida, Richard Pemble, Doug Fagerlie, Wayne Puppe, Mike Hulett and Ben Trochlil

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda.

SPACE UTILIZATION - The Board of Education and the Administration used the problem solving process to look at alternatives for space utilization for the school year 1985-86.

MEETING DATE - A meeting date for a public meeting was set for Tuesday, December 11, 7:30 P.M., AVTI Auditorium.

On December 18, the Administration will recommend the plan for Space Utilization. The Board decision will be on January 8, 1985.

Rod Bergen informed the Board that Lakeland Mental Health is interested in leasing approximately 1,750 sq. ft. for five years in Townsite Centre with \$5,000 to \$8,000 remodeling cost to the district.

Dean Guida moved, seconded by Karen Koentopf, to adjourn the meeting. Motion carried.

---

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 Tuesday, Dec. 11 at 5:00 p.m. in the MAVTI Auditorium.

Bennett Trochlil  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie	Dean Guida
Karen Koentopf	Richard Pemble
Mike Hulett	Wayne Puppe
Curt Borgen	Ben Trochlil

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. APPROVAL OF MINUTES Appendix A  
Recommendation: Move to approve the minutes of November 13 and 20, 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
- IX. NEW BUSINESS
  1. Review of MAVTI Evaluation Appendix C
  2. Consider MAVTI Construction Change Order Appendix D
  3. Consider Transfer of Funds Appendix E
  4. Consider Personnel Appendix F
  5. Consider Food Service Agreement for 1984-85 and 1985-86 Appendix G
  6. Consider Lakeland Mental Health Plan Lease Appendix H

- 7. Consider Staff for St. Ansgar Appendix I
- 8. Consider Summer School Director  
Position Appendix J
- 9. Pubic Meeting - Space Utilization Appendix K
- X. FOR YOUR INFORMATION Appendix Z
- XI. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION
- XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, December 18, 7:30 P.M.

Personnel (continued)

Change in Contract

Dawn Hansmann - Speech Clinician - Probstfield Elementary,  
.342 time to full-time, MA (3) \$13,597.50 (\$19,581.00 base)

Retirement

Marietta Gunderson - Food Service - Edison Elementary, effective  
November 16, 1984

- 
5. Food Service Agreement (Bergen) Appendix G

Explanation: The agreement has been approved by School District #152 Food Service Staff. Rod Bergen will present the information regarding the settlement to the Board.

Recommendation: Move to approve the Food Service Agreement for 1984-85 and 1985-86.

- 
6. Lakeland Mental Health Lease (Bergen) Appendix H

Explanation: Rod Bergen will present the lease agreement to the Board. Legal counsel needs to give final agreement.

Recommendation: Move to approve the five-year lease with Lakeland Mental Health Center contingent on approval by legal counsel.

- 
7. Increased Staff at St. Ansgar (Swedberg) Appendix I

Explanation: A proposal has been received requesting the district authorize and employ an additional .5 FTE teacher to serve students admitted to the St. Ansgar Adolescent Treatment Unit. An increase in the utilization of this facility by area agencies justifies the increased staff time. All excess costs of this program are assumed by St. Ansgar Hospital. Appendix I-1 is the proposal.

Recommendation: Move to authorize and employ the additional .5 FTE teacher for the St. Ansgar Adolescent Treatment Unit Program.

8. Summer School Director  
Position

(Jernberg)

Appendix J

Explanation: Appendix J-1 contains the job description for the Summer School Director position. Salary for Summer School Director in 1979-80 was \$3,865.00 - mileage was \$280.00. Salary in 1980-81 was \$4,148.00 - mileage was \$280.00.

Recommendation: For information only with action at the December 18th meeting.

-----

9. Public Meeting on Space  
Utilization

(Trochlil)

Appendix O

Explanation:

At 7:30 p.m., the public meeting on space utilization will begin.

-----

WE ARE PROUD

1. Student Achievements:

....Swimming - six state qualifiers  
....Volleyball - placed third in state meet  
....Football - reached the semi-finals

Knowledge Bowl - Twenty Senior High students, 9-12, finished third in the nation out of 300 teams from 38 states on Dec. 5. Ken Tangen is the advisor.

2. Dewey Possehl was elected as County Commissioner effective January 1.

3. Diane Meyer, former board member, was elected County Commissioner effective January 1.

4. Howard Murray currently serves as Coordinator of the International Reading Association for the state of Minnesota.



FOR YOUR INFORMATION

1. Community Education Minutes of October 22 and November 25 (Appendix Z-1).
2. Region I - ESV Minutes of October 25 (Appendix Z-2)
3. Metro-ECSU Minutes of October 31 (Appendix Z-3)
4. CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
CCVC Directors Meeting	Wednesday, Dec. 12	11:00 a.m.	Annex
Mediator and Board	Wednesday, Dec. 12	7:00 a.m.	Townsite
Mediation-Board,	Wednesday, Dec. 12	10:00 a.m.	Townsite
Aides, Custodians			
and Secretaries			
Title IX Advisory	Thursday, Dec. 13	7:00 a.m.	Townsite
School Effectiveness	Thursday, Dec. 13	12:30-3:00	Probstfield
Probstfield - Project		p.m.	
Evaluation			
Athletic Council	Tuesday, Dec. 18	7:00 a.m.	Townsite
PER Committee	Thursday, Dec. 20	7:00 a.m.	Townsite
Christmas Vacation	Monday, December 24		
(no students)	through January 4		
MSBA Convention	Monday, January 14		Minneapolis
	through Wednesday,		
	January 16		
MSBA-"The ABC's of	Tuesday, January 29	6:30 p.m.	Fergus Falls
Policy Development"			

# West Fargo Plumbing and Heating, Inc.

P. O. Box 711

West Fargo, ND 58078

Phone 282-4032

November 5, 1984

Foss Associates  
Box 306  
Moorhead, Minnesota 56560

Project: Moorhead Vo-Tec School  
Moorhead, Minnesota

Subject: Change order request

Gentlemen;

We propose to furnish (4) four 30x24 grilles per schedule as indicated, 43, 44, 45, and 56 for the following sum:

<u>Materials</u>	
4 Grilles	\$ 150.00
Tax	9.00
Total Material Cost	<u>159.00</u>
 <u>Labor</u>	
2 hours @ 23.50	<u>47.00</u>
	206.00
15% Profit & Overhead	<u>30.90</u>
Total C.O. request	\$ 236.90

WEST FARGO PLUMBING & HEATING, INC.

LeRoy E. Smith  
Estimator

LES/ps

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

8/6/84

1984-85 Budget  
(Year)PROPOSAL FORMNAME OF BUILDING: Adolescent Treatment Unit - St. Ansgar HospitalTOPIC OF PROPOSAL: Change from 3½/7 Teaching time to Full-time  
Henry Padgett, Linda CowanSUBMITTED BY: Joel Ortega, Alan K. Swedberg DATE: 11-30-84SUBMITTED TO: Robert Jernberg  
\_\_\_\_\_  
\_\_\_\_\_PERSON RESPONSIBLE TO RECOMMEND  
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve X Disapprove      Hold      Refer to Cabinet     Date 12/3/84

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 and must support the district philosophy.

## 1. Describe the proposal for funding.

Due to the increase in the use of the unit by many agencies from different states, there is a need to increase the teaching staff from 1.5 to 2.0 FTE teachers. This is needed in order to continue to maintain the quality and the highly effective programs which are currently provided and are now expected by both the students who are being served and those agencies who refer to the unit.

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

This unit has been running at capacity for quite some time. Because of this, a waiting list has been developed and priorities are made whereby students who are in need of immediate interventions are accepted and placed on the fourth (4th) floor. With the increase of the student population, at such an intense state, comes an increase in the need for effective and consistent services.

What is recommended, then, is that the educational staff be increased to two (2) teachers whereby these students and their school districts would be provided the same educational package as their counterparts on the adolescent unit. This procedure would thereby provide consistency in programming which should make transition to the unit much easier.

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

- 1) Students who are waiting on 4th floor for vacancies on the unit would continue to be tutored instead of being provided a structured educational program.
- 2) The liaison work cannot be started until the students get to the unit, thus cost-effectiveness is stifled.
- 3) The observations and reports needed by doctors and hospital staff will be lacking, therefore pertinent data will not be communicated and confusion regarding effective programmin variables will arise.
- 4) Different students from different districts will ultimately mean different tutors. This revolving door approach may cause a problem with confidentiality.
- 5) Outlying and out-of-state districts using the unit for the first time may develop negative perceptions of the program.

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

- 1) Refuse to admit seriously emotionally disturbed students, who are in need of immediate interventions, until a vacancy is available on the unit.
- 2) Continue to tutor, which was already observed as not being cost or program effective.



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

PROPOSAL BUDGET

PERSONNEL	*1 Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net District Cost
Administrators					
Teachers	.5	6229.65		6,229.65	-0-
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
FRINGE BENEFITS		Total Medical, LTD, Life, W.C. 1,880.00 Salaries X 20% Worker's Compensation X salary X .0043 =			-0-
SUPPLIES		250.00		250.00	-0-
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST <u>8,359.65</u> Net District Cost <u>-0-</u>					
Comments on budgetary items:					
The excess cost of this program, those costs which are none reimburseable, are					
charged back to the resident districts in the form of tuition or are picked					
up by St. Ansgar Hospital in accordance with our contract with them.					

1 F.T.E. (Full-time equivalent)

2 Equipment, remodeling, site improvement, etc.

3 Review by Business Office before Superintendent's Approval

6. Space implications (short/long range).

None

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as possible.

9. Other comments:

LOCATOR: 3.63

TITLE: Summer School Director

REPORTS TO: Assistant Superintendent of Instruction

JOB GOAL: The Director of Summer School will take responsibility for implementing general philosophies and policies as directed by the Board of Education through the Superintendent and Assistant Superintendent for Instruction.

It will be the primary objective of the summer school to provide wide and varied experiences for students with major emphasis at the elementary and junior high level focused upon enrichment and exploratory experiences but to blend in opportunity for student development through specially designed remedial experiences.

It will be the objective of the summer school to provide regular programs and experiences beyond those offered in the regular school program and extend specific courses which would broaden opportunities for students enrolled in the program.

PERFORMANCE RESPONSIBILITIES:

1. The director shall take responsibility for the establishment of goals, identify weakness and strengths, and report periodically to the assistant superintendent for instruction on needs which will ultimately strengthen the program.
2. The director shall motivate the staff to submit appropriate programs to encourage student participation and to operate the program economically.
3. He/she shall publish a program of offerings for the summer school as early as practical during the period of time between March 1 and opening of summer school and acquaint principals with that program and suggest means by which enrollment can occur in various schools.
4. The Summer School Director shall use a period of time between February and the beginning of summer school mutually agreeable at the direction of the assistant superintendent to plan, publicize and enroll students.

5. The director shall be responsible for the management of the entire summer school program.
6. The director shall maintain a relationship with the institutions of higher learning and shall capitalize upon those resources both for advice, input and use of college personnel.
7. It shall be the responsibility of the director through the resources of the school district to identify students, suggest methods to principals and teachers that will encourage students to participate in the program under its stated objectives.
8. The director will monitor the program, determine those needs for development and make recommendations for modification of policies and changes in the program periodically.
9. The director shall be responsible for cooperating with the director of transportation and assistant superintendent in providing an adequate transportation system for students under the rules established by the school district.
10. The director shall have the authority to recommend personnel under his/her supervision for hire, transfer, suspension, promotion, discharge, assignment, reward, or discipline and be responsible to direct them or adjust their grievances.

DATE: November, 1984

ACCOUNTABILITY:

The Director shall assume responsibility for preparing proposed budgets for the summer school program. He/she shall prepare the necessary reports as required by the assistant superintendent or State Department of Education. He/she will respond to questions raised by students or parents concerning the summer school program.

EMPLOYMENT:

The Director of Summer School shall be employed from the close of the regular school year through the completion of summer school and shall receive wages for the time spent between February and the beginning of summer school as a part of the Summer School Director contract salary set by the Board of Education. He/she will be given a mileage allowance as established by the Assistant Superintendent for Instruction.



COMMUNITY EDUCATION ADVISORY COUNCIL MINUTES  
OCTOBER 22, 1984, 7:30 P.M.  
MAVTI STAFF LOUNGE

Members present: Nick Heisler, Betty Tosterud, Rose Andersen, Susan Hamm, Ada Fick, Mary Davies, Darla Roy, Larry Gilbertson, Chris Olson, Pat Frazee, Diane Wray-Williams, Scott Ellison, Charles Asplin, Howard Murray, Mary Redlin, Marilyn Woods, Bob Jernberg, Dave Braton and Mike Hulett.

Nick Heisler called the meeting to order.

MOTION: to approve the minutes of April 30, 1984  
MOVE: Murray SECOND: Braton CARRIED

Mary Davies presented a report concerning the feasibility of a volunteer program in the Moorhead Schools. Discussion followed. Rose Andersen and Nick Heisler had attended state community ed meetings where other districts told of such programs.

MOTION: to set up a committee to look into establishing a volunteer program in District 152

MOVE: Frazee SECOND: Woods CARRIED

A needs assessment to ascertain teacher/classroom needs will be part of the process. Howard Murray, Nick Heisler, and Pat Frazee volunteered to be on the committee.

Rose Andersen introduced a proposal for an intramural program in basketball and volleyball at the junior high.

MOTION: to table the junior high intramural proposal until more information is obtained.

MOVE: Frazee SECOND: Hulett CARRIED

MOTION: when the intramural program is considered any salaries be consistent with other community education programs.

MOVE: Frazee SECOND: Fick CARRIED

Mary Redlin presented a proposal to extend the senior citizen's education program through June.

MOTION: to approve the request for funds (\$6,567) for a senior citizen's program through June, 1985.

MOVE: Fick SECOND: Hulett CARRIED

Rose Andersen updated the committee on the money available for Early Childhood/Family Education and the guidelines for such programs. Mary Davies reviewed the MSU Secondary School Summer Program. Forty-nine Moorhead students took part. Andersen reported that 28 children are taking part in the YMCA's School's Out program. Pat Casey reported on the Good Times activities and Joan Fagerlie on advertising for the literacy program and the upcoming tutor training workshop. Darla Roy informed the council on TAHC activities. Susan Hamm gave a report on Community Arts programming for fall.

Pat Frazee asked that the council reconsider the earlier tabling of the intramural proposal. She expressed concern with the difficulty in adopting any new programs between April and January because of when the council meets.

(over)

MOTION: to authorize the executive committee and staff to approve or deny the intramural program in the junior high.

MOVE: Braton

SECOND: Frazee

CARRIED

The meeting adjourned at 9:31

COMMUNITY EDUCATION ADVISORY COUNCIL MINUTES  
NOVEMBER 25, 1984, 7:30 PM  
MAVTI STAFF LOUNGE

Members and staff present: Nick Heisler, Betty Tosterud, Rose Andersen, Susan Hamm, Ada Fick, Mary Davies, Pat Frazee, Marilynn Woods, Dean Guida, Dave Andersen, Chris Olson, Sue Porter, Diane Wray-Williams, Larry Gilbertson, Mike Hulett, Charles Asplin, Bob Jernberg, Dave Braton, Lynn Thompson, Mark Voxland, Matt Geiger, Carol Moeckel and Kim Bushaw.

Others present: Darrel Naugle

Nick Heisler called the meeting to order.

Pat Frazee announced that Howard Murray is hospitalized and suggested a card from Community Education be sent.

MOTION: to approve the minutes of October 22, 1984.

MOVE: Hulett

SECOND: Andersen

CARRIED

R. Andersen distributed information on the current budget.

Darrel Naugle presented a proposal for Junior High Intramurals. The program is not intended to be a feeder program and they are trying to meet in several locations. Supervisors also serve as referees.

MOTION: to approve funding for the Junior High Intramural program in the amount of \$1,483.20.

MOVE: Hulett

SECOND: D. Andersen

CARRIED

Sue Porter presented a request for funding for a Senior High Intramural Volleyball Program coordinated by the Moorhead Parks and Recreation Department. It will run Saturdays at the Senior High.

MOTION: to allocate \$710 to the Moorhead Park Board for a Senior High Intramural Volleyball Program.

MOVE: Guida

SECOND: Braton

CARRIED

Diane Wray-Williams distributed the new Youth Board youth services directory, "HELP". Copies are being mailed to all students grades 7-12 and will be given to all school district staff.

Rose Andersen explained the formula used for the new Early Childhood/Family Education grant. Kim Bushaw went over programs currently a part of this program and discussed future activities. She is going to St. Cloud to observe a toddler/parent program.

Susan Hamm presented a proposal from Melody Schlittenhard for a Swing Choir Program at Riverside and Probstfield Schools. Funding this year could come from the Community Arts Program budget. Discussion centered around the desirability of offering a program only in two schools. These are the schools where Schlittenhard currently teaches. The committee would be open to similar program proposals from other schools.



MOTION: to approve funding the Swing Choir programs directed by Melody Schlittenhard at Probstfield and Riverside, funding to come from the Community Arts Program.

MOVE: D. Andersen

SECOND: Geiger

CARRIED

Mary Davies updated the members concerning the Volunteer Program. A task force meeting was held and the task force will meet again in January to refine goals for such a program. Prior to the January meeting a needs assessment will be done with teachers. The task force plans to present a funding request to the Community Education Advisory Council meeting in February.

Copies of the fall class catalog were distributed and members were asked to suggest new class ideas. Matt Geiger suggested that something be offered to physically handicapped persons on coping with physical limitations. Print making and walkers support group in the Moorhead Center Mall were suggested.

There was discussion on the need to recognize people in the District who give "above and beyond". Excellence and dedication should be rewarded in some way, perhaps by newsletter articles.

Members then met in their assigned committees. Committees are as follows:

EVALUATION COMMITTEE-Responsibilities: Develop evaluation procedures for programs presently offered, prioritize and evaluate several programs each year. Committee members: Pat Frazee, Chair, Diane Wray-Williams, Bea Arett, Carol Moeckel, Larry Gilbertson, Charles Asplin

NEEDS ASSESSMENT AND GOAL SETTING FOR 1984-85-Responsibilities: Study needs assessments that have been done to identify areas of program needs and explore new programs. Committee members: Ada Fick, Chair, Dean Guida, Matt Geiger, Darla Roy, Dave Braton

Mary Davies

MEMBERSHIP AND IN-SERVICE-Responsibilities: Contact old members to see if they want to continue membership, recommend new members present a slate of officers, plan in-service for members and award certificates. Committee members: Marilyn Woods, Chair, Mark Voxland, Dave Andersen, Sue Hamm, Mike Hulett, Chris Olson

BUDGET-Responsibilities: Approve continuing program proposal form, meet prior to budget approval meeting to make recommendations to the total advisory council regarding program requests. Committee members: Betty Tosterud, Sue Porter, Howard Murray, Nick Heisler, Lynn Thompson, and Rose Andersen.

The meeting was adjourned at 9:30.



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

The Region I - ESV Executive Board Meeting was held in Moorhead, October 25, 1984. The meeting was called to order by Paul Hoff, Chairman. Roll call was taken by Allen Larson, Acting Clerk. Executive Board Members present: Bradley Cook, Karen Fossell, Paul Hoff, LaVonne Johnson, Allen Larson, Harry Sjulson, Bernie Solberg and Executive Director, Burdette V. Clifford. Dan Riley, Multi Regional Center Director and Dave Stende from Eide Helmeke and Co. were also present.

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

Harry Sjulson moved, Bradley Cook seconded, motion carried unanimously to approve the minutes of September 27, 1984.

Dave Stende of Eide Helmeke presented the financial audit report for the 1983-84 year. Harry Sjulson moved, LaVonne Johnson seconded, motion carried unanimously to accept the audit report.

Allen Larson moved, Bernie Solberg seconded, motion carried unanimously to approve the bills as presented in the amount of \$110,485.01.

Hartford Multiple Ins.	Dental insurance	530.14
Reliance Insurance	Long-term disability insur	268.38
American Family Ins.	Payroll deduction	66.30
The Guardian	Health insurance	1,717.54
Worthington Aviation	Travel - WMMRCC board members	405.00
Mark VandeVelde	Travel	69.40
Donn Hanson	Travel	92.57
Burdette V. Clifford	Travel	510.20
Public Service Dept.	Utilities	2,217.33
Transport Clearings	Freight - computer equipment	60.50
Midwest Benefits, Inc.	Self-insured insurance	1,172.74
AID Assoc. for Luth.	Payroll deduction	500.00
American Business Forms	Student services supplies	1,141.54
Blackbox Catalog	Cable	58.46
Burroughs Corp.	Equipment maintenance, software, contracts payable	36,397.17
Burroughs Corp. - Office		
Products Division	Payroll & finance checks	11,612.20
Bradley Cook	Travel	61.44
John Corbid	Legislative consultant	1,000.00
Dept. of Administration	Telecommunications	12,694.53
DSI Incorporated	CRTs purchased for schools	3,024.88
Fargo Paper Co.	Supplies	163.11
FBS	Microfiche	664.85
Karen Fossell	Travel	11.50
General Datacomm Indus	Computer equipment	2,864.56
IBM	Keypunch lease	343.00
Imprest Checking	Reimburse to \$500	25.00
Jims Parcel Delivery	Delivery service	20.00

-2-

LaVonne Johnson	Travel	76.62
James Lamont	Travel	67.88
Allen Larson	Travel	16.10
Midwest Benefits, Inc.	Health insur administr fee	84.00
Miller/Davis Co.	Receipt books	80.79
Moorhead Dist. 152	Lease	3,077.66
Moorhead Insurance	Blanket bond insurance	128.00
Moorhead Post Office	Postage for meter	500.00
National Computer Systems	Maintenance - scanner	182.00
Petty Cash	Reimburse to \$200	25.12
Burnham J. Philbrook	Legislative consultant	1,000.00
Pitney Bowes	Postage meter rental	59.25
Reardons	Supplies	118.40
Daniel Riley	Travel	333.04
Harry Sjulson	Travel	3.45
Bernie Solberg	Travel	32.00
The Forum	Printing of minutes	63.08
Burroughs Corporation	CRT maintenance for schools & Region I office	16,441.74
Data Center Systems	Air conditioning maintenance	24.57
Dept of Administration	Telecommunications	805.41
Educational Media Center	Printer for micros	708.50
Willis Frazee	Travel	170.42
Michael Kunde	Travel	85.90
NCR Corporation	Supplies - Student Services	965.33
Northwestern Bell	Telephone expense	8,848.43
The Forum	Printing of minutes	67.72

The financial report was approved as presented.

Robert Larson, Executive Board member from Bagley, placed a telephone call to the members at the meeting asking them to accept his resignation from the board. The Region I by-laws state that members of the Executive Board must be school board members from Region I schools and, because of a job change, he has resigned from the Bagley school board and so is no longer eligible for the Region I - ESV Executive Board. Mr. Larson also expressed his appreciation to the other board members and offered to assist in any way he could. Bradley Cook moved, Allen Larson seconded, motion carried unanimously to accept the resignation effective October 25, 1984.

The Western Minnesota Regional Computer Center had requested bids on a Tape Cleaner/Evaluator system and the following bids were received.

Company	Computer Equip & Supply	Dennison KYBE	Computer Link	Burroughs
Base Bid	15,695	16,620	15,510	15,554
Optical Scan	NA	995	1,490	NA
Total	\$15,695	\$17,615	\$17,000	\$15,554

-3-

The Multi Regional Center advisory board recommended purchasing the Dennison KYBE because it was the latest technology and, including the optical scan option, was a superior machine. Bernie Solberg moved, Bradley Cook seconded, motion carried unanimously to accept the recommendation of the advisory board and purchase the Dennison KYBE.

Harry Sjulson moved, Karen Fossell seconded, motion carried unanimously to authorize Dan Riley to attend a Computer Security - Contingency Planning Seminar in Las Vegas, Nevada from December 2-7, 1984.

Burdette Clifford informed the Executive Board that Governor Perpich had appointed him to the Board of Directors of the Minnesota Educational Computing Corporation and asked permission to serve in this capacity. Karen Fossell moved, Allen Larson seconded, motion carried unanimously to allow the time needed to serve on this board.

LaVonne Johnson moved, Bernie Solberg seconded, motion carried unanimously to authorize Burdette Clifford to attend the American Association of School Administrators convention in Dallas, Texas from March 8-11, 1985.

The next meeting will be November 16, 1984 in Thief River Falls at 7:00 p.m.

Allen Larson moved, Bernie Solberg seconded, motion carried unanimously to adjourn the meeting.

Respectfully submitted,

Allen Larson  
Acting Clerk

EDUCATIONAL COOPERATIVE SERVICE UNIT  
of the Metropolitan Twin Cities Area  
3602 Highcrest Road N.E.  
Minneapolis, Minnesota 55418

Minutes of the Executive Committee  
October 31, 1984

MEMBERS PRESENT:

Judy Farmer, Electoral District 1  
Eleanor Weber, 2  
Dorothy Rippie, 4  
Lael Ramaley, 5  
Beverly Albee, 6  
Roger Delgehausen, 7  
John Zimmerman, 8  
Judy Betty, 9  
Chris Huber, Superintendent  
Lowell Larson, Superintendent

MEMBERS ABSENT:

Leila Anderson, Superintendent

STAFF MEMBERS PRESENT:

Gerald Mansergh, Executive Director  
Linda Skon, Director of Planning and Services  
Kathy Hoff, Planning Assistant  
Celine Horn, Accountant

CALL TO ORDER:

The meeting was called to order at 8:12 p.m. by Beverly Albee, chairperson.

APPROVAL OF AGENDA:

A motion to approve the agenda with the following additions: 8.1 November 7 Representative Assembly Meeting; 8.2 December 6-7 ECSU Directors/Board Members Meeting; 8.3 Approval of Advisory Council and Planning and Services Commission members; 8.4 Evaluation Report of Mentor Connection; 8.5 ECSU Objectives-based Management System 1984-85 was made by Judy Farmer and seconded by Judy Betty. The motion carried.

APPROVAL OF EXECUTIVE COMMITTEE ACTIONS SEPTEMBER 12, 1984:

A motion to approve the actions taken by the Executive Committee on September 12, 1984 was made by Roger Delgehausen and seconded by Eleanor Weber. The motion carried.

APPROVAL OF CONSENT AGENDA:

A motion to approve the consent agenda as submitted was made by Lael Ramaley and seconded by Eleanor Weber. The motion carried.

ACCEPTANCE OF FY 1983-84 AUDIT:

Don Anfinson of Anfinson, Hendrickson and Company highlighted the FY 1983-84 Audit Report noting that the audit went smoothly as a result of the good records kept by the administrative staff. He further noted that the fund balance had been reduced by \$4,961 leaving the ECSU in excellent



condition.

A motion to accept the FY 1983-84 audit as presented by ECSU auditors and to commend the executive director and staff for the good records and efforts to preserve the fund balance was made by Judy Betty and seconded by Eleanor Weber. The motion carried.

#### APPROVAL OF "REVISED" FY 1984-85 ECSU BUDGETS:

Roger Delgehausen, treasurer, reported that the revised budget contains the following four additional programs: Carver-Scott Satellite Project, CSSP Block Grant, Principals' Academy, and Special Education Management. The revised budget summary projects expenditure of \$863,462 and projected revenue of \$815,796 providing a projected usage of \$47,666 of the fund balance which reduces the deficit of the original adopted budget by \$21,517.

A motion to approve the "revised" FY 1984-85 ECSU budgets as submitted was made by Judy Farmer and seconded by Lael Ramaley. The motion carried.

#### APPOINTMENT OF ELECTORAL DISTRICT 3 REPRESENTATIVE ASSEMBLY MEMBER TO FILL EXECUTIVE COMMITTEE VACANCY:

Beverly Albee noted the potential replacements for the position on the Executive Committee held by Jackie Lentz, Fridley. Jerry Mansergh reviewed the ECSU Bylaws relative to replacements. Discussion followed.

A motion to authorize the ECSU Executive Committee Chairperson to ask Joe Lapinski, Fridley to serve on the ECSU Executive Committee until June 30, 1985, and to stand for election on May 22, 1985 replacing Jackie Lentz who officially resigned (moved to Idaho) was made by Judy Farmer and seconded by Judy Betty. The motion carried.

#### OTHER BUSINESS:

Plans for the November 7 Representative Assembly School Board Member Information Session were reviewed.

Executive Committee members were reminded of the ECSU Directors/Board Members meeting being held in St. Cloud December 6-7 at the Sunwood Inn. Gary Marx, AASA Associate Executive Director will speak. A panel of legislators will discuss potential legislation relating to regional service agencies on the state and national scene. It was noted that registration materials would be sent shortly.

A listing of the 1984-85 Advisory Council and Planning and Services Commission was presented for approval.

A motion to accept the appointments to the Advisory Council and Planning and Services Commission as submitted was made by Eleanor Weber and seconded by Dorothy Rippie. The motion carried.

The first year evaluation report of the Mentor Connection was distributed for review by the Executive Committee. Linda Silrum, Mentor Connection Coordinator will be available to respond to questions at a future meeting if desired.

The ECSU 1984-85 Objectives-based Management System document was distributed. Jerry Mansergh noted that the document includes staff job descriptions, major areas of responsibility and individual special

objectives.

OPEN MIKE:

Beverly Albee reported that the ECSU Business/Education Partnership presentation for the NSBA Convention will also be presented at the MSBA Convention.

Participants at the "I Care Conference" reported that the conference was well planned and featured some exceptional speakers. A metro delegation met with the two senators and several legislative aides.

Judy Betty reported that Wayzata will hold a one year 4 mill levy election November 13. Lael Ramaley noted that Mahtomedi's successful levy referendum has been challenged and is in court.

ADJOURNMENT:

A motion to adjourn the meeting at 10:15 p.m. was made by Eleanor Weber and seconded by Lael Ramaley. The motion carried.

Submitted by

Kathy Hoff  
Planning Assistant

Lael Ramaley, Clerk

Gerald G. Mansergh, Executive Director

5/19/85  
min  
12-11-84  
Regular Meeting  
Board of Education  
Independent School District #152  
December 11, 1984

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

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda.

MINUTES - Wayne Puppe moved, seconded by Dean Guida, to approve the minutes of November 13 and 20, 1984. Motion carried.

CLAIMS - Dean Guida moved, seconded by Curt Borgen, to approve the claims in the amount of \$988,814.84. Motion carried.

GENERAL FUND	\$ 168,903.16
FOOD SERVICE	23,440.56
TRANSPORTATION FUND	85,900.18
COMMUNITY SERVICE	9,867.96
CAPITAL EXPENDITURE	181,232.92
DEBT REDEMPTION	42,390.00
MAVTI - GENERAL FUND	90,913.70
MAVTI - COMM SERVICE	1,420.49
VO-TECH CAPITAL OUTLAY	15,466.68
VO-TECH BUILDING FUND	290,412.60
REPAIR & BETTERMENT	442.52
STUDENT GRANTS FUND	74,943.41
TOWNSITE CENTRE	3,480.66
GRAND TOTAL	\$ 988,814.84

MAVTI EVALUATION - Representatives of the State Board of Vocational-Technical Education (Charles Schubat-Robert Madsen-Jerry Schmehl) reported on the on-site evaluations at MAVTI.

The Board will review the material and act on the report at the December 18 meeting.

Regular Meeting  
Board of Education  
Independent School District #152  
December 11, 1984  
Page two

CONSTRUCTION CHANGE ORDERS - Doug Fagerlie moved, seconded by Dean Guida, to approve the MAVTI construction change order in the amount of \$236.90 to provide labor and materials to install four 30" x 24" return air grilles. Motion carried.

TRANSFER OF FUNDS - Dean Guida moved, seconded by Karen Koentopf, to approve the transfer of \$7,159.87 (as of 6-30-84) from the capital outlay fund to the food service fund for equipment purchased. Motion carried.

PERSONNEL - Wayne Puppe moved, seconded by Curt Borgen, to approve the personnel changes as follows:

New Employees

Lori Mittag - Speech Teacher, Edison Elementary, effective November 26, 1984, BA+30 (2), .429 time, \$5,050.80 (\$17,662.00 base)

Daniel Bacon - Custodian, Probstfield, Lincoln and Washington Annex, effective November 15, 1984, \$7.40 per hour

Change in Contract

Dawn Hansmann - Speech Clinician, Probstfield Elementary, .342 time to full-time, MA (3) \$13,597.50 (\$19,581.00 base)

Retirement

Marietta Gunderson - Food Service, Edison Elementary, effective November 16, 1984

FOOD SERVICE AGREEMENT - Dean Guida moved, seconded by Doug Fagerlie, to approve the Food Service Agreement for 1984-85 and 1985-86.

The settlement, for a two-year period, including fringe benefits, is \$1.22 per hour or 15.95%. Motion carried.

LAKELAND MENTAL HEALTH LEASE - Wayne Puppe moved, seconded by Curt Borgen, to approve the five-year lease with Lakeland Mental Health Center for 1757 sq. ft @ \$8.75 per sq. ft., contingent on approval by legal counsel. Motion carried.

INCREASED STAFF AT ST. ANSGAR - Dean Guida moved, seconded by Karen Koentopf, to authorize and employ an additional .5 FTE teacher for the St. Ansgar Adolescent Treatment Unit Program. Motion carried.



Regular Meeting  
Board of Education  
Independent School District #152  
December 11, 1984  
Page three

SUMMER SCHOOL DIRECTOR - Bob Jernberg discussed the need for Summer School Programs and a Summer School Director. Action will be taken at the December 18th meeting.

PUBLIC MEETING ON SPACE UTILIZATION - Richard Pemble gave the introduction which included objectives: creating awareness of existing problem (problem statement), presenting background information, identifying current suggested solutions and audience input.

Ben Trochlil presented the background information from a packet of information available for the audience.

Richard Pemble explained the process for Problem Solving and asked for input from the audience. The audience responded by submitting written remarks and questions on cards and by responding directly to the Board members.

Richard Pemble presented his closing remarks.

Ben Trochlil will make his recommendation to the Board at the December 18 meeting and the Board will make their decision at the January 8 meeting.

Wayne Puppe moved, seconded by Dean Guida, to adjourn the meeting. Motion carried.

---

Karen Koentof, Clerk

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/19/80 5 min 12-18-84  
Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, Dec. 18 at 7:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie	Dean Guida
Karen Koentopf	Richard Pemble
Mike Hulett	Wayne Puppe
Curt Borgen	Ben Trochlil

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. COMMUNICATIONS
- IV. OPPORTUNITY FOR CITIZENS TO SPEAK
- V. "WE ARE PROUD"
- VI. UNFINISHED BUSINESS
  1. Review Space Utilization Recommendation Appendix A
- V. NEW BUSINESS
  1. Consider MAVTI Resolution Appendix B
  2. Consider Audit Report for 1983-84 Appendix C
  3. Consider MAVTI 1985-86 Budget Appendix D
  4. Consider Probationary Teacher Evaluation Form Appendix E
  5. Review Community Education Report Appendix F
  6. Consider Summer School Director Position Appendix G
  7. Review Criteria For Evaluating Activities Appendix H
  8. Consider Personnel Appendix I
  9. Consider Land Rental Appendix J

- |   |                   |
|---|-------------------|
| 10. Consider Lease Renewal -<br>Clay County Veterans Office | Appendix <u>K</u> |
| 11. Consider Migrant Summer School<br>Resolution            | Appendix <u>L</u> |
| 12. Consider Transportation Contract                        | Appendix <u>M</u> |
| 13. Consider Calendar Committee<br>for 1985-86              | Appendix <u>N</u> |

VIII. FOR YOUR INFORMATION Appendix Z

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

X. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, January 8, 1985

## UNFINISHED BUSINESS

1. Review Space Utilization (Trochlil) Appendix A  
Recommendation

Explanation: Information and the recommendation for space utilization will be submitted at the meeting for consideration.

Recommendation: For information only.

-----

## NEW BUSINESS

1. MAVTI Resolution (Bergos) Appendix B

Explanation: At the December 11 meeting, representatives of the State Board of Vocational-Technical Education (Charles Schubat-Robert Madsen-Jerry Schmehl) reported on the on-site evaluations at MAVTI and discussed findings and recommendations.

Recommendation: Move to pass the resolution to accept findings that have been made and work towards recommendations made by the visiting team.

-----

2. Audit Report for 1983-84 (Lacher) Appendix C

Explanation: Enclosed is the 1983-84 Audit Report. Staff from Eide, Helmeke and Co. will make a presentation and answer questions.

Recommendation: Move to approve the audit as presented.

-----

3. MAVTI 1985-86 Budget (Bergos) Appendix D

Explanation: Moorhead Tech Administration has prepared the 1985-86 budget for submittal to the State.

The Board will consider the budget and it will be forwarded to the state by January 1, 1985 with corrections, deletions and/or suggestions.

Recommendation: Move to approve submittal of the budget to the State for funding.



4. Probationary Teacher (Bergen) Appendix E  
Evaluation Form

Explanation: Appendix E-1 is the Probationary Teacher Evaluation Form. Anne Moyano, Chairperson of the Committee, and Rod Bergen will present the information

Recommendation: Move to approve the Probationary Teacher Evaluation Form.

-----

5. Community Education Report (Rose Andersen) Appendix F

Explanation: Appendix F-1 is background information regarding Community Education's Programs Committee and Goals/Objectives.

Community Education Programs for junior and senior high school students are a responsibility of Diane Wray-Williams and the Youth Board. Diane will report on the Intramural Program and the HELP Brochure the Youth Board distributed.

Rose Andersen will briefly describe the status of the Volunteer Program and Swing Choir.

Recommendation: For information only.

-----

6. Summer School Director (Jernberg) Appendix G

Explanation: At the December 11 meeting, a preliminary discussion of the summer school program and the position description for the Director of Summer School were discussed. Bob Jernberg will discuss results of a preliminary survey regarding potential summer school options.

A revised job description for the Summer School Director position is found in Appendix G-1.

Recommendation: Move to authorize the administration to advertise for the position of Director of Summer School.

7. Criteria for Evaluating (Jernberg) Appendix H  
Activities

Explanation: A committee under the direction of Phil Seljevold has met over the past 12 months discussing criteria on evaluating co-curricular and non-curricular activities. (This is a recommendation of the 1980 Task Force.) Information for the Board is found in Appendix H-1.

Members of the committee will review the criteria selected and discuss the evaluation of current programs utilizing that criteria.

Recommendation: For information only. Adoption of the criteria at a later date.

-----

8. Personnel (Bergen) Appendix I

New Employees

Laurie Lee - School Psychologist, effective January 7 for 105 days, \$12,939.15

Sylvia Oie - E.S.L. Teacher, Washington Elementary, BA+15 (7) \$19,444.00

Lila Unruh - Twelve-month Secretary - MAVTI, effective December 11, 1984, \$4.92 per hour

-----

9. Land Rental (Bergen) Appendix J

Explanation: Bob Videen has offered \$60.00 per acre for 60 acres and \$30.00 per acre for 10 acres owned by the school district. He will revamp the ditch on the 60-acre site.

Recommendation: Move to accept the proposal.

-----

10. Lease Renewal - Clay County (Bergen) Appendix K  
Veterans Office

Explanation: A request has been made to renew the annual lease with Clay County Veterans Office, Townsite Centre, for 675 ft. on the 1st floor east @ \$7.50 per sq. ft. from January 1, 1985 through December 31, 1985 @ \$5,062.00.

Recommendation: Move to approve the lease with Clay County Veterans Office as stated above at the new rate of \$7.50 per square foot.

11. Migrant Summer School  
Resolution

(Jernberg)

Appendix L

Explanation: Each year the School Board approves the Migrant Summer School Program. Appendix L-1 is the resolution that the Board must approve to participate in the Migrant Summer School Program. This is the identical resolution passed each year.

Recommendation: Move to approve the resolution as stated.

-----  
12. Transportation Contract

(Kaste)

Appendix M

Explanation: Carol Fridgen has requested that we allow her to transfer her contract to Mark Schuck. Only one route is involved, which is a noon Kindergarten return to Sabin. Mr. Schuck has consented to accept this contract at the same cost. The contract does allow for this. Appendix M-1 contains letters from Carol Fridgen and Mark Schuck.

Recommendation: Move to allow Carol Fridgen to cancel her contract and write a new contract with Mr. Schuck.

-----  
13. Calendar Committee  
for 1985-86

(Bergen)

Appendix N

Explanation: Appendix N-1 is the structure for the Calendar Committee. Doug Fagerlie and Karen Koentopf are the School Board representatives.

Recommendation: Move to approve the establishment of the Calendar Committee for the School Year 1985-86.

-----  
FOR YOUR INFORMATION

1. Calendar of Events

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Athletic Council	Tuesday, Dec. 18	7:00 a.m.	Townsite
CCVC Directors Meeting	Wednesday, Dec. 19	10:00 a.m.	MSU-Lommen Hall
PER Committee	Thursday, Dec. 20	7:00 a.m.	Townsite
Christmas Vacation (no students)	Monday, December 24 through January 4		
MSBA Convention	Monday, January 14 through Wednesday, January 16		Minneapolis
MSBA-"The ABC's of Policy Development"	Tuesday, January 29	6:30 p.m.	Fergus Falls



PROBATIONARY TEACHER EVALUATION

NAME \_\_\_\_\_

This evaluation should be completed by the probationary teacher and administrator individually by the twelfth and twenty-fourth weeks of the school year and no later than May 1, of each year during the three years of probationary employment. Individual items shall be rated on the following scale:

1	2	3	4	5
unsatisfactory		average		superior

and/or writing comments for each section in the space provided. After meeting to compare and discuss the evaluation, the teacher and principal should complete the conference summary form. Supervisors, department heads, coordinators, and peers may be used for consultation throughout the evaluation process. All items are not applicable in every situation.

DATE:

19 -19

19 -19

19 -19

--	--	--

--	--	--

--	--	--

PLANNING AND ORGANIZING:

101 - Makes short- and long-range plans

--	--	--

--	--	--

--	--	--

102 - Plans appropriate sequence of skills

--	--	--

--	--	--

--	--	--

103 - Plans for individual differences

--	--	--

--	--	--

--	--	--

104 - Encourages student leadership and participation in decision making

--	--	--

--	--	--

--	--	--

105 - Adjusts physical environment to accommodate variety in learning situations

--	--	--

--	--	--

--	--	--

106 - Cooperates with others in planning activities

--	--	--

--	--	--

--	--	--

107 - Manages time efficiently

--	--	--

--	--	--

--	--	--

108 - Keeps accurate records

--	--	--

--	--	--

--	--	--

109 - Organizes work so that substitute teachers can function with a minimum of loss of learning for students

--	--	--

--	--	--

--	--	--

Comments:

MOTIVATING LEARNERS:

201 - Motivates by positive feedback, praise, and rewards

--	--	--

--	--	--

--	--	--



202 - Is responsive to the needs, aptitudes, talents, and learning styles of students

--	--	--	--	--	--	--	--	--

203 - Generates a sense of enthusiasm among students

--	--	--	--	--	--	--	--	--

204 - Helps students experience social and intellectual satisfaction

--	--	--	--	--	--	--	--	--

205 - Relates achievement in school to life

--	--	--	--	--	--	--	--	--

Comment:

#### RELATIONSHIPS WITH STUDENTS:

301 - Shows concern for students as individuals

--	--	--	--	--	--	--	--	--

302 - Counsels students individually and in groups

--	--	--	--	--	--	--	--	--

303 - Promotes an open atmosphere, enabling students to express their opinions

--	--	--	--	--	--	--	--	--

304 - Encourages students to strive for high achievement

--	--	--	--	--	--	--	--	--

305 - Promotes positive behavior patterns of students

--	--	--	--	--	--	--	--	--

306 - Manages behavior problems on an individual basis

--	--	--	--	--	--	--	--	--

Comments:

#### UTILIZING RESOURCES:

401 - Uses a variety of community resources effectively

--	--	--	--	--	--	--	--	--

402 - Uses the services of specialists available in the selection and utilization of resources

--	--	--	--	--	--	--	--	--

403 - Uses equipment and materials efficiently

--	--	--	--	--	--	--	--	--

Comments:

INSTRUCTIONAL TECHNIQUES:

- 501 - Encourages students to think through multi-level questioning  
☐☐☐ ☐☐☐ ☐☐☐
- 502 - Uses a variety of teaching techniques  
☐☐☐ ☐☐☐ ☐☐☐
- 503 - Uses a variety of instructional materials  
☐☐☐ ☐☐☐ ☐☐☐
- 504 - Varies opportunity for creative expression  
☐☐☐ ☐☐☐ ☐☐☐
- 505 - Conducts meaningful class discussion  
☐☐☐ ☐☐☐ ☐☐☐
- 506 - Uses appropriate evaluative techniques to measure student progress  
☐☐☐ ☐☐☐ ☐☐☐
- 507 - Assists students to evaluate their own growth and development  
☐☐☐ ☐☐☐ ☐☐☐
- 508 - Enables students to share in carrying out classroom activities  
☐☐☐ ☐☐☐ ☐☐☐
- 509 - Communicates clearly with students individually and/or in groups  
☐☐☐ ☐☐☐ ☐☐☐
- 510 - Creates an atmosphere of mutual respect between students and teacher  
☐☐☐ ☐☐☐ ☐☐☐
- 511 - Enables students to learn how to work independently and in groups  
☐☐☐ ☐☐☐ ☐☐☐
- 512 - Uses feedback information skillfully  
☐☐☐ ☐☐☐ ☐☐☐
- Comments: ☐☐☐ ☐☐☐ ☐☐☐

PROFESSIONAL GROWTH AND RESPONSIBILITY:

- 601 - Participates in the development and implementation of school policies and procedures  
☐☐☐ ☐☐☐ ☐☐☐
- 602 - Maintains good rapport with colleagues  
☐☐☐ ☐☐☐ ☐☐☐
- 603 - Keeps up to date in areas of specialization  
☐☐☐ ☐☐☐ ☐☐☐
- 604 - Takes advantage of inservice education opportunities  
☐☐☐ ☐☐☐ ☐☐☐
- 605 - Participates in school and systemwide committees  
☐☐☐ ☐☐☐ ☐☐☐

606 - Assists in out-of-class activities, including student management

--	--	--

--	--	--

--	--	--

607 - Shares ideas, materials, and methods with colleagues

--	--	--

--	--	--

--	--	--

608 - Interprets school programs to parents and to the community as opportunities occur

--	--	--

--	--	--

--	--	--

609 - Can laugh at own mistakes and minor difficulties

--	--	--

--	--	--

--	--	--

610 - Is aware of needs at various stages of child development and adjusts teaching to meet those needs

--	--	--

--	--	--

--	--	--

611 - Has a good command of the written and spoken language

--	--	--

--	--	--

--	--	--

612 - Has a reasonable degree of self-confidence

--	--	--

--	--	--

--	--	--

Comments:

#### RELATIONSHIPS WITH PARENTS:

701 - Invites parents to assist with school activities

--	--	--

--	--	--

--	--	--

702 - Encourages parents to visit the classes of the children

--	--	--

--	--	--

--	--	--

703 - Stresses a positive approach in parent relations

--	--	--

--	--	--

--	--	--

704 - Maintains confidentiality

--	--	--

--	--	--

--	--	--

Comments:

#### KNOWLEDGE OF SUBJECT MATTER:

Comments:



CONFERENCE SUMMARY

Staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Grade level/program: \_\_\_\_\_ Building: \_\_\_\_\_

I. Positive Areas

II. Areas of Concern

III. Goals

\_\_\_\_\_  
(Signature of Staff Member) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Administrator) Date: \_\_\_\_\_



COMMUNITY EDUCATION PROGRAMS 1984-85

Administration of Community Education  
Coordinator and part-time secretarial  
Professional assistance-Newsletter writing, publicity, and  
coordinating Adult Education Brochure  
Adult Education  
Parenting program support  
GED-Adult Basic Education-Literacy  
Senior Citizen Fees  
Publication of Brochure and advertising  
Job Training Scholarship  
Community Arts Program  
Coordinator and secretarial  
Writers in the Schools  
Community Arts Presentations  
Yellow Pages  
Community Newsletter  
Summer Music  
Sabin Softball  
Recreational Program for Handicapped  
Youth Board and Coordinator  
Youth Intervention Officer  
Teenage Health Consultants and Outreach Worker (TAHC)  
Moorhead State Secondary Cultural Summer Program  
Senior Citizen Program  
Maintenance and overhead for building use for Adult Education, Park  
Department, Community Events

1983-84 Income

Carry over 1982-83	\$ 38,710
Levy \$3.40/capita, 34,796 people	\$118,306
Tuition summer music (83)	
199 students, \$30	\$ 5,485
Newsletter income	\$ 900
Community Arts grants	\$ (5,850)
Interest	\$ 5,500
Early Childhood grant	\$ 8,699
State Grant	\$ 27,702
	<u>\$205,302</u>

1984-85 Income

Carry over 1983-84	\$ 55,013
Levy \$3.40/capita, 34,796 people	\$118,306
Tuition Summer Music (84)	\$ 5,000
Newsletter Income	\$ 900
Interest	\$ 5,800
State Grant	\$ 27,161
Early Childhood grant	\$ 17,398
	<u>\$229,578</u>

<u>COMMUNITY EDUCATION</u>	1983-84 Budget	1984-85 Budget
Director	\$ 11,200	\$ 11,859
Secretarial	\$ 9,500	\$ 10,500
Professional Assistance	\$ 6,500	\$ 7,500
		} 29,859
<u>ADULT EDUCATION</u>		
Parenting Program	\$ 5,000	\$ 15,500
ABE-Literacy Coordinator	\$ 3,000	\$ 3,500
Senior Citizen fees for Ad. Ed.	\$ 1,000	\$ 1,000
Avocational Supplies	\$ 3,500	\$ 4,000
Catalog	\$ 10,400	\$ 6,000
Advertising		\$ 7,000
GED costs	\$ 2,100	\$ 700
Job Training Scholarships	\$ 800	\$ 1,000
		} 38,700
<u>COMMUNITY ARTS PROGRAM</u>		
Coordinator	\$ 10,046	\$ 10,519
Secretarial	\$ 1,800	\$ 2,200
Community Arts Projects(\$1800 compas)	\$ 11,950	\$ 12,200
		} 24,919
<u>YELLOW PAGES</u>	\$ 750	\$ 900
<u>COMMUNITY NEWSLETTER (4 issues)</u>	\$ 6,600	\$ 7,000
<u>SUMMER MUSIC</u> (Summer, 1984, 4½ instructors (@\$3,210)	\$ 9,189	\$ 13,910
<u>AFTER SCHOOL RECREATIONAL PROGRAM</u>	\$ 17,000	\$
<u>RECREATIONAL PROGRAM FOR HANDICAPPED (ARC)</u>	\$ 1,232	\$ 1,600
<u>YOUTH BOARD AND COORDINATOR</u>	\$ 5,290	\$ 5,290
<u>YOUTH INTERVENTION OFFICER</u>	\$ 7,500	\$ 8,000
<u>TAHC</u>	\$ 1,900	\$ 3,000
<u>TAHC Outreach worker</u>	\$ 2,700	\$ 5,500
<u>MSU SUMMER SCHOOL</u> (was 1507)	\$ 682	\$ 1,500
<u>SABIN SOFT BALL</u>	\$ 750	\$ 750
<u>SENIOR CITIZEN'S PROGRAM</u>		\$ 2,000
<u>COMMUNITY ED COUNCIL AND EXPENSES</u>	\$ 1,200	\$ 1,200
<u>MAINTENANCE-OVERHEAD</u>		
Fringe benefits	\$ 2,200	\$ 2,200
Building expense for adult education, park board and community events	\$ 16,500	\$ 16,500
TOTAL	<u>\$150,289</u>	<u>\$162,828</u>

## COMMUNITY EDUCATION GOALS AND OBJECTIVES

Ind. School District 152 will provide a balanced Community Education Program for all segments of the community. This is to be based on assessed needs and interests of the community through the active involvement of a representative Community Education Advisory Council.

### LONG RANGE GOALS OF THE COUNCIL:

1. To advise in the support of the adult education program including vocational, avocational, GED and ABE Programs.
2. To advise in the cooperation of the community education with other agencies in the community to avoid duplication and to develop better programs for the community. Cooperation with MSU, Moorhead Parks and Recreation Department, and K-12 school programs are among those to be considered for cooperative efforts.
3. To evaluate programs and recommend changes in program direction to meet community needs.
4. To develop a balanced budget for each fiscal year.

### 1984-85 GOALS

1. Promote programs (GED, ESL, ABE and literacy) that help adults develop basic life skills.
2. Sponsor programs to meet the needs of youth.
3. Support programs that can reduce vandalism, shoplifting, drug and alcohol abuse, and traffic accidents.
4. Develop programs to strengthen parenting skills with recognition to the needs of single parents.
5. Promote and foster school/community communications.
6. Sponsor family recreation activities.
7. Work with other agencies in summer programming for children and adults.
8. Encourage all ages to participate in wellness activities.
9. Support senior citizen's activities.
10. Facilitate the delivery of quality day care.



1984-85  
COMMUNITY EDUCATION ADVISORY COUNCIL

Appendix F-1  
Page 4 of 4

Nick Heisler, Chairperson  
Box 4  
Sabin, MN 56580  
H-789-7514  
(Term Exp. '84)

Betty Tosterud-Secretary  
414 S. 4th Street  
Moorhead, MN 56560  
H-233-1960 W-232-9292  
(Term. Exp. '84)

Bea Arett  
824 N. 15th Street  
Moorhead, MN 56560  
H-233-1663  
(Term Exp. '85)

Dave Andersen  
1409 S. 4th Street  
Moorhead, MN 56560  
H-236-8470 W-299-5124  
(Term. Exp. '85)

Charles Asplin  
Georgetown, MN 56546  
H-233-6126  
(Term Exp. '87)

Dave Braton  
1119 N. 16th Street  
Moorhead, MN 56560  
H-236-6449 W-241-5410  
(Term. Exp. '85)

Ada Fick  
1403 14th St. S.  
Moorhead, MN 56560  
H-233-7155  
(Term. Exp. '86)

Pat Frazee  
2511 29th Ave. S.  
Moorhead, MN 56560  
H-233-2329 W-299-3624  
(Term. Exp. '85)

Matt Geiger  
First Congregational Church  
Box 613  
Moorhead, MN 56560  
W-236-1756  
(Term. Exp. '87)

Larry Gilbertson  
411 Maple Lane  
Moorhead, MN 56560  
H-233-3354  
W-236-6400, ext. 291  
(Term. Exp. '86)

Dean Guida  
Sabin, MN 56580  
H-789-7694 W-236-2550

Michael Hulett  
1310 28th Ave. S.  
Moorhead, MN 56560  
H-236-5328 W-299-5306

Chris Olson  
Moorhead Public Library  
Box 900  
Moorhead, MN 56560  
W-233-7594  
(Term. Exp. '84)

Carol Moeckel  
Carol's Craftique  
Moorhead Center Mall  
Moorhead, MN 56560  
H-236-1414 W-233-3220  
(Term. Exp. '87)

Howard Murray  
Probstfield  
Moorhead, MN 56560  
H-233-6743 W-236-6400  
(Term. Exp. '85)

Sue Porter, Director  
Parks and Recreation  
500 Center Avenue  
Moorhead, MN 56560  
W-299-5340  
(Term. Exp. '86)

Lynn Thompson  
Clay-Wilkin Opportunity Council  
2700 12th Ave. S.  
Moorhead, MN 56560  
H- W-233-7514  
(Term. Exp. '87)

Mark Voxland  
3906 S. 4th Street  
Moorhead, MN 56560  
H-236-5295 W-236-0864  
(Term. Exp. '86)

Marilynn Woods  
2513 Fairway Drive  
Moorhead, MN 56560  
H-236-9917  
(Term. Exp. '86)

Staff:  
Rose Andersen, Coordinator  
Adult/Community Education  
MAVTI  
Moorhead, MN 56560  
H-236-6902 W-236-6469

Susan Hamm, Cultural Coord  
Townsite Centre  
Moorhead, MN 56560  
H-237-4002 W-236-6400, (36)

Mary Davies, Publicity  
Newsletter Editor  
MAVTI  
H-233-2175 W-236-6277 (274)

Diane Wray Williams  
Teen Board Coordinator  
514 19th St. S.  
Moorhead, MN 56560  
H-236-5663

Darla Roy  
AB/CE Lead Teacher  
MAVTI  
H-233-3682 W-236-6277 (268)

Bob Jernberg  
Townsite Centre  
Moorhead, MN 56560

(Revised 11/1/84)



LOCATOR: 3.63

TITLE: Summer School Director/Principal

QUALIFICATIONS:

1. Elementary Administration Certificate and/or Elementary Teaching Certificate
2. Elementary Teaching Experience (minimum of three years)
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent of Instruction

JOB GOAL:

The Director of Summer School will take responsibility for implementing general philosophies and policies as directed by the Board of Education through the Superintendent and Assistant Superintendent for Instruction.

It will be the primary objective of the summer school to provide wide and varied experiences for students with major emphasis at the elementary and junior high level focused upon enrichment and exploratory experiences but to blend in opportunity for student development through specially designed remedial experiences.

It will be the objective of the summer school to provide regular programs and experiences beyond those offered in the regular school program and extend specific courses which would broaden opportunities for students enrolled in the program.

PERFORMANCE RESPONSIBILITIES:

1. The director shall take responsibility for the establishment of goals, identify weakness and strengths, and report periodically to the assistant superintendent for instruction on needs which will ultimately strengthen the program.
2. The director shall motivate the staff to submit appropriate programs to encourage student participation and to operate the program economically.
3. He/she shall publish a program of offerings for the summer school as early as practical during the period of time between March 1 and opening of summer school and acquaint principals with that program and suggest means by which enrollment can occur in various schools.
4. The Summer School Director shall use a period of time between February and the beginning of summer school mutually agreeable at the direction of the assistant superintendent to plan, publicize and enroll students.

5. The director shall be responsible for the management of the entire summer school program.
6. The director shall maintain a relationship with the institutions of higher learning and shall capitalize upon those resources both for advice, input and use of college personnel.
7. It shall be the responsibility of the director through the resources of the school district to identify students, suggest methods to principals and teachers that will encourage students to participate in the program under its stated objectives.
8. The director will monitor the program, determine those needs for development and make recommendations for modification of policies and changes in the program periodically.
9. The director shall be responsible for cooperating with the director of transportation and assistant superintendent in providing an adequate transportation system for students under the rules established by the school district.
10. The director shall have the authority to recommend personnel under his/her supervision for hire, transfer, suspension, promotion, discharge, assignment, reward, or discipline and be responsible to direct them or adjust their grievances.

DATE: November, 1984

ACCOUNTABILITY:

The Director shall assume responsibility for preparing proposed budgets for the summer school program. He/she shall prepare the necessary reports as required by the assistant superintendent or State Department of Education. He/she will respond to questions raised by students or parents concerning the summer school program.

EMPLOYMENT:

The Director of Summer School shall be employed from the close of the regular school year through the completion of summer school and shall receive wages for the time spent between February and the beginning of summer school as a part of the Summer School Director contract salary set by the Board of Education. He/she will be given a mileage allowance as established by the Assistant Superintendent for Instruction.

- I. Evaluation criteria suggested by 1980 task force
- II. Selected as an objective of Athletic Department and Office of Instruction in Fall 1983
- III. Committee met from January 1984 to date
- IV. Committee membership:
  - Dorothy Fandrich                      Phil Seljevold
  - Darrell Naugle                         Bob Jernberg
  - Robin Swenson                         Jim Westra
- V. Information for this evaluation is an average over several years and may change some every year.
- VI. Criteria sources
  - A. 1980 task force
  - B. Board of Education goal setting
  - C. Other school studies - Cloquet
  - D. Staff input - A survey was sent to all staff on two occasions for input
  - E. Cost per participant was put at a lower value so it would not affect high educational value activities or Title IX consideration when compared to high income activities. This should be taken into consideration by the Board when adding new activities.
- VII. Proposed purposes of evaluative information
  - A. Proposed new program decisions
  - B. Deletion of programs
  - C. Improvement of programs
- VIII. Procedure of committee
- IX. Discussion of some key information
  - A. Total cost of programs
  - B. Cost of programs on per participant level will be presented to the Board in a memorandum to follow in January.
    - 1. Cost per participant plus the number of participants will be updated and presented by Phil Seljevold at a later date.
  - C. Discussion of programs with high or low evaluation areas
  - D. Title IX guidelines
  - E. Title IX considerations were evaluated favorably in our present programs. There is, however, one less girls' sport and this should be considered if activities are added or deleted.
- X. Community education programs
  - A. Youth Board
  - B. Swing Choir
  - C. Junior High intramurals
  - D. Senior High intramurals
- XI. Others - Activities not functioning
  - A. Language club
  - B. Junior High Drama - Community Arts
  - C. Radio Club

MEMO

TO: Jr. High Staff  
Sr. High Staff

FROM: Bob Jernberg

SUBJECT: Evaluative Criteria for Co and Extra-Curricular Activities

DATE: May 23, 1984

A committee is currently reviewing criteria to be used in evaluating extra and co-curricular activities. This criteria would be used whenever consideration was being given to adding, altering or deleting extra and co-curricular programs. Criteria under consideration includes:

- A. Current total number of participants
- B. Optimum number of participants
- C. Facilities
- D. Qualified instructor
- E. Educational value
- F. Cost per participant
- G. Non-availability of alternate programs
- H. Competition availability
- I. Title IX guidelines
- J. School's responsibility
- K. Value to non-participating students
- L. Demand on student
- M. Continuity of program
- N. Missed classes

Please comment on the appropriateness and importance of the above criteria and list any other items you feel should also be considered.

---

---

---

---

---

---

---

---

---

---

Please return to Darrell Naugle - (Jr. High staff) or  
Jim Westra - (Sr. High staff)



Most Important	Above Average Importance	Average Importance	Below Average Importance	Least Important
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1
5	4	3	2	1

DIRECTIONS: Please circle the rating you give each of the evaluative criteria as you compare it to the other criteria

- A. Total number of participants.
- B. Optimum number of participants.
- C. Facilities.
- D. Qualified instructor.
- E. Educational value.
- F. Cost per participant.
- G. Non-availability of alternate programs.
- H. Competition availability.
- I. Title IX guidelines.
- J. School's responsibility.
- K. Demand on student.
- L. Continuity of program.
- M. Missed classes.
- N. Value + non-participating students.

ACTIVITIES	4 Total No. of Participants	4.5 Optimum No. Participants	4 Facilities	4 Qualified Instructor	4 Educational Value	2.5 Cost per Participant	3 Alternate Programs	3.5 Competition Availability	4 Title II Guidelines	3.5 School's Responsibility	3 Value to Non- Participants	3 Demand on Student	3 Continuity of Program	3 Missed Classes	Total
***Boys' Varsity Baseball Boys' J.V. Baseball	2/8	3/13.5	3/12	3/12	2/8	2/5	1/3	3/10.5	3/12	3/10.5	2/6	3/9	3/9	2/6	124.5
***Boys' Varsity Basketball Boys' J.V. Basketball Boys' Sophomore Basketball	3/12	3/13.5	3/12	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	3/9	137.5
***Boys' 9th Grade Basketball	3/12	3/13.5	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	129.5
***Boys' 8th Grade Basketball Boys' 7th Grade Basketball	3/12	3/13.5	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	129.5
***Girls' Varsity Basketball Girls' J.V. Basketball Girls' Sophomore Basketball	3/12	3/13.5	3/12	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	3/9	136.5
***Girls' 9th Grade Basketball	3/12	3/13.5	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	129.5
***Girls' 8th Grade Basketball Girls' 7th Grade Basketball	3/12	3/13.5	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	129.5
***Boys' Varsity Cross Country Boys' J.V. Cross Country	2/8	3/13.5	3/12	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	2/6	2/6	120.5
Girls' Varsity Cross Country Girls' J.V. Cross Country	2/8	3/13.5	3/12	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	2/6	2/6	120.5
***Boys' Varsity Football Boys' J.V. Football Boys' Sophomore Football	3/12	3/13.5	2/8	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	2/6	133.5
***Boys' 9th Grade Football	2/12	2/9	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	125.00
***Boys' 8th Grade Football Boys' 7th Grade Football	3/12	3/13.5	2/8	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	128.5
***Boys' Varsity Golf Boys' J.V. Golf	3/12	1/4.5	1/4	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	2/6	3/9	1/3	108.5
***Boys' 7th-8th Grade Golf	3/12	1/4.5	1/4	3/12	2/8	2/5	3/9	1/3.5	3/12	3/10.5	1/3	2/6	3/9	1/3	101.5
***Girls' Varsity Golf Girls' J.V. Golf	3/12	1/4.5	1/4	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	2/6	3/9	1/3	108.5
***Girls' 7th-8th Grade Golf	3/12	1/4.5	1/4	3/12	2/8	2/5	3/9	1/3.5	3/12	3/10.5	1/3	2/6	3/9	1/3	101.5
***Girls' Varsity Gymnastics Girls' J.V. Gymnastics	2/8	2/9	2/8	2/8	2/8	1/2.5	2/6	2/7	3/12	3/10.5	2/6	3/9	3/9	3/9	112.00
***Girls' 7th-8th Grade Gymnastics	2/8	2/9	2/8	2/8	2/8	1/2.5	2/6	1/3.5	3/12	3/10.5	1/3	3/9	3/9	3/9	105.5
***Boys' Varsity Hockey Boys' J.V. Hockey	3/12	3/13.5	3/13.5	3/8	2/8	1/2.5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	3/9	135.50

ACTIVITIES	4 Total No. of Participants	4.5 Optimum No. Participants	4 Facilities	4 Qualified Instructor	4 Educational Value	2.5 Cost per Participant	3 Alternate Programs	3.5 Competition Availability	4 Title IX Guidelines	3.5 School's Responsibility	3 Value to Non- Participants	3 Demand on Student	3 Continuity of Program	3 Missed Classes	Total
***Boys' Sophomore Hockey	3/12	3/13.5	3/12	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	137.50
***Girls' Varsity Softball Girls' J.V. Softball	3/12	3/13.5	3/12	2/8	2/8	2/5	2/6	2/7	3/12	3/10.5	2/6	3/9	2/6	2/6	121.00
***Boys' Varsity Swimming Boys' J.V. Swimming	1/4	1/4.5	3/12	2/8	2/8	1/2.5	2/6	3/10.5	3/12	3/10.5	1/3	3/9	2/6	2/6	102.00
***Girls' Varsity Swimming Girls' J.V. Swimming	2/8	2/9	3/12	2/8	2/8	1/2.5	2/6	3/10.5	3/12	3/10.5	1/3	3/9	2/6	2/6	110.50
***Boys' Varsity Tennis Boys' J.V. Tennis	2/8	3/13.5	2/8	2/8	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	2/6	121.00
***Boys' 7th-8th Grade Tennis	3/12	3/13.5	1/4	3/12	2/8	3/7.5	3/9	1/3.5	3/12	3/10.5	1/3	3/9	3/9	3/9	121.63
***Girls' Varsity Tennis Girls' J.V. Tennis	2/8	3/13.5	2/8	2/8	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	2/6	122.00
***Girls' 7th-8th Grade Tennis	3/12	3/13.5	1/4	3/12	2/8	3/7.5	3/9	1/3.5	3/12	3/10.5	1/3	3/9	3/9	3/9	122.00
***Boys' Varsity Track Boys' J.V. Track	2/8	2/9	1/4	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	2/6	118.00
***Boys' 9th Grade Track	2/8	2/9	1/4	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	117.50
***Boys' 7th-8th Grade Track	3/12	3/13.5	1/4	3/12	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	129.00
***Girls' Varsity Track Girls' J.V. Track	2/8	2/9	1/4	2/8	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	2/6	114.00
***Girls' 9th Grade Track	2/8	2/9	1/4	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	126.00
***Girls' 7th-8th Grade Track	3/12	3/13.5	1/4	3/12	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	129.00
***Girls' Varsity Volleyball Girls' J.V. Volleyball Girls' Sophomore Volleyball	3/12	3/13.5	3/12	2/8	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	2/6	126.00
***Girls' 9th Grade Volleyball	3/12	3/13.5	2/8	2/8	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	129.00
***Girls' 8th Grade Volleyball Girls' 7th Grade Volleyball	3/12	3/13.5	2/8	2/8	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	132.00
***Boys' Varsity Wrestling Boys' J.V. Wrestling Boys' Sophomore Wrestling	2/8	2/9	3/12	3/12	2/8	1/2.5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	3/9	129.50
***Boys' 9th Grade Wrestling	1/4	1/4.5	3/12	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	117.50
***Boys' 8th Grade Wrestling Boys' 7th Grade Wrestling	2/8	2/9	3/12	3/12	2/8	2/5	3/9	3/10.5	3/12	3/10.5	2/6	3/9	3/9	3/9	134.00

ACTIVITIES	4 Total No. of Participants	4.5 Optimum No. Participants	4 Facilities	4 Qualified Instructor	4 Educational Value	2.5 Cost per Participant	3 Alternate Programs	3.5 Competition Availability	4 Title II Guidelines	3.5 School's Responsibility	3 Value to Non- Participants	3 Based on Student	3 Continuity of Program	3 Missed Classes	Total
***Senior Coed Weight Training(fall) Senior Coed Weight Training(winter) Senior Coed Weight Training(spring)	2/8	2/9	3/12	3/12	2/8	3/75	2/6	1/3.5	3/12	3/10.5	1/3	1/3	3/9	3/9	112.50
***Junior Coed Weight Training(block)	2/8	2/9	3/12	3/12	2/8	3/7.5	2/6	1/3.5	3/12	3/10.5	1/3	1/3	3/9	3/9	109.10
***Varsity Cheerleaders Sophomore Cheerleaders	2/8	2/9	3/12	2/8	2/8	3/7.5	3/9	1/3.5	3/12	3/10.5	3/9	2/6	1/3	3/9	114.50
***Eleen After Sch Gyn	3/12	2/9	2/8	3/12	3/12	3/7.5	2/6	3/10.5	3/12	3/10.5	1/3	3/9	3/9	3/9	129.5
***Jr. High Newspaper-Junior	3/12	3/13.5	2/8	3/12	3/12	3/7.5	3/9	1/3.5	3/12	3/10.5	3/9	1/3	2/6	3/9	117.00
***Jr. High Photo Club-Junior	1/4	1/4.5	2/8	3/12	2/8	1/2.5	3/9	1/3	3/12	1/3.5	2/6	1/3	2/6	3/9	90.50
***Jr. High Memory Book-Junior	2/8	2/9	2/8	3/12	3/12	3/7.5	3/9	1/3	3/12	3/10.5	3/9	2/6	2/6	3/12	124.00
***Sr. Photo Club	1/4	1/4.5	3/12	3/12	2/8	1/2.5	2/6	1/3	3/12	1/3.5	1/3	1/3	2/6	3/9	74
***Sr. Cho Kio	3/12	3/13.5	3/12	3/12	3/12	2/5	3/9	2/7	3/12	2/7	3/9	3/9	3/9	3/9	122.5
***Sr. DEA	2/8	2/9	3/12	3/12	3/12	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	1/3	3/9	126.50
***Sr. Student Council	3/12	3/13.5	2/8	3/12	2/8	3/7.5	3/9	2/7	3/12	3/10.5	3/9	3/9	3/9	1/3	129.50
***Sr. DECA	2/8	2/9	3/12	3/12	3/12	3/7.5	3/9	3/10.5	3/12	3/10.5	1/3	3/9	1/3	3/9	126.50
***Sr. SPUB	3/12	3/13.5	2/8	2/8	3/12	1/2.5	3/9	2/7	3/12	3/10.5	3/9	2/6	2/6	3/9	124.50
***Varsity Speech J.V. Speech Debate Coaches	3/12	3/13.5	3/12	3/12	3/12	1/3	3/9	3/10.5	3/12	3/10.5	1/3	3/9	2/6	2/6	115.0
***Stage Crew One-Act Play Major Play	3/12	3/13.5	3/12	3/12	2/8	3/7.5	2/6	1/3	3/12	3/10.5	3/9	3/9	1/3	3/9	126.50
***Orchestra/Op.Str./Comp.	2/8	2/9	3/12	3/12	2/8	3/7.5	2/6	3/10.5	3/12	3/10.5	3/9	3/9	3/9	2/6	128.50
***Choir/Carolers/Comp.	2/8	2/9	3/12	3/12	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	2/6	131.50
***Band/Pep Band/Comp.	3/12	3/13.5	3/12	3/12	2/8	3/7.5	3/9	3/10.5	3/12	3/10.5	3/9	3/9	3/9	2/6	140.00



## SCHOOL BOARD RESOLUTION

WHEREAS in recognition of the special educational needs of children of migratory farm workers the Congress of the United States has declared it to be the Policy of the United States to provide funds to State Departments of Education for the purpose of providing special educational programs designed to meet the special educational needs of the children of migratory farm workers and

WHEREAS School District # \_\_\_\_\_ at \_\_\_\_\_

(City or Town)

is centrally located in an area of the state in which large numbers of migratory farm workers are employed on a seasonal basis, and

WHEREAS the district is being requested by the State Department of Education to cooperate in an effort to provide an educational program for the children of migratory farm workers designed to meet their special educational needs during their residence in the area;

BE IT THEREFORE RESOLVED that the District shall submit an application for a federal Title I Migrant Education grant to operate a Migrant Education project during the summer of 1985. The State Department of Education is requested to coordinate this application process with,

(name of district staff person)

who is hereby designated as the district contact person for the 1985 Migrant Education summer project.

IT IS UNDERSTOOD THAT coordinated with the Title I Migrant Education project, day care and Head Start services will be provided directly by the Tri-Valley Opportunity Council, Inc. to the preschool aged children of migratory workers. While the district is not the fiscal host for these preschool services, the district will cooperate in the operation of this preschool component of the Migrant project, thereby, assisting in the provision of comprehensive services to Migrant children.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

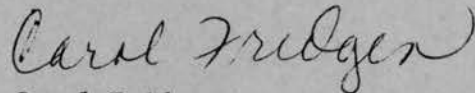
December 11, 1984

Mr. Orve Kaste  
Moorhead Public Schools  
Maintenance Building  
Moorhead, MN 56560

Dear Orv:

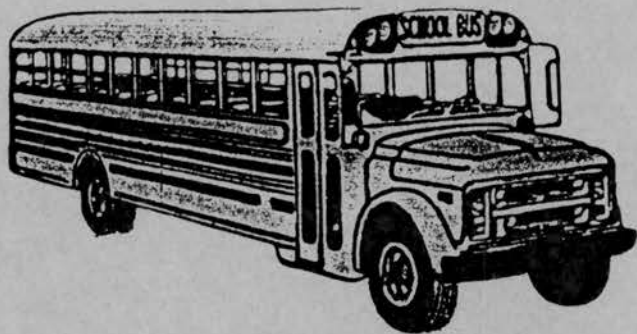
Because of the rise in our insurance rates for the suburban we use for the noon kindergarten route, we have been compelled to turn our contract over to Mark Schuck. If possible, we would like this to take effect January 1, 1984. Thank you.

Sincerely,



Carol Fridgen  
Fridgen School Buses

cjf



Jesse (Sam) Schuck

Rte 3 Moorhead, MN 56560  
Phone (218) 233-1402

Dec. 13, 1984

Mr. Kaste  
Moorhead Public Schools

Dear Mr.,

Upon learning of her drastic insurance premium increase, Carol Bridgen asked us to relieve her of Route 8B.

We feel we can provide the needed service. So upon agreement with the Moorhead School District #152, we can commence service on January 7, 1985.

Thank you,  
Mark L. Schuck

## DISTRICT-WIDE CALENDAR COMMITTEE

## I. PURPOSE

The purpose of this committee is to design a school calendar for the school year 1985-86.

## II. ORGANIZATION

A committee of 14 members which will report directly to the Board of Education is to be established. The committee-of-the-whole will develop the final recommendations for the Board's consideration.

## Committee Appointments

All appointments to the committee are made by the Board of Education.

## Membership

The committee shall consist of 14 members: two (2) Board members; one administrator from each organizational unit (elementary, junior high, senior high, Clay County Vocational Center, Central Office); one teacher from the organizational units of elementary, junior high and senior high; two students (one junior high and senior high); and two parents.

## III. CHARGES

1. Select a chairperson
2. Select a recorder
3. Review Community Involvement Policy (Code: KC)
4. Review of current and previous calendars
5. Understanding of Master Agreements
6. Understanding of legal holidays; starting date for Bible Schools and summer school
7. Optional inclusion of two days for inclement weather
8. Provisions for fall workshop and possible mid-year workshop options
9. Four days of elementary parent-teacher conferences
10. Two/or four days of secondary parent-teahcer conferences
11. Consideration of state requirements governing a 'legal school day'
12. Innovative calendar ideas
13. Coordination of school calendar with other area Minnesota Schools, especially those involved in the Clay County Vocational Center
14. Consider a 1986-87 calendar
15. Consider a calendar that schools begin after Labor Day (may be necessitated due to legislative action)



IV. SKELETON TIMELINES - PROPOSED

1. By December 18, 1984-----Board authorizes  
establishment of committee
2. By January 8, 1985-----Appointment of members
3. By January 15, 1985-----Committee to have begun  
their task
4. By February 12, 1985-----Committee makes  
recommendation to Board

3/19/85  
mib  
12-18-84

Regular Meeting  
Board of Education  
Independent School District #152  
December 18, 1984

Members Present: Doug Fagerlie, Karen Koentopf, Mike Hulett, Dean Guida, Richard Pemble, Wayne Puppe and Ben Trochlil

The meeting was called to order by Richard Pemble, Chairperson.

PREVIEW - Ben Trochlil previewed the agenda.

MAVTI RESOLUTION - Dean Guida moved, seconded by Karen Koentopf, to accept findings that have been made by the State Board of Vocational-Technical Education and the MAVTI will work towards recommendations made by them. Motion carried.

AUDIT REPORT FOR 1983-84 - Dean Guida moved, seconded by Mike Hulett, to accept the audit report for 1983-84 as presented. Motion carried.

REVIEW SPACE UTILIZATION RECOMMENDATION - Ben Trochlil presented information and recommendations for space utilization to the Board for their consideration in the following priority:

1. Moving Sixth Grade Level to Washington Annex
2. Move Some Students to Washington Annex AND Rental Space Close to Schools
3. Change District Configuration K-5, 6-7, 8-12
4. Portable Classrooms
5. Two Middle Schools (5-8) or (6-8)
6. Computers in the Portable Classrooms
7. Computers in the Classroom/Media Centers

MAVTI 1985-86 BUDGET - Karen Koentopf moved, seconded by Mike Hulett, to approve submittal of the MAVTI 1985-86 budget to the State for funding. Motion carried.

PROBATIONARY TEACHER EVALUATION FORM - Dean Guida moved, seconded by Doug Fagerlie, to approve the Probationary Teacher Evaluation Form. Motion carried.

COMMUNITY EDUCATION REPORT - Diane Wray-Williams reported on the Community Education Intramural Program and the HELP Brochure distributed by the Youth Board.

Rose Andersen described the status of the Volunteer Program and Swing Choir.

Regular Meeting  
Board of Education  
Independent School District #152  
December 18, 1984  
Page two

SUMMER SCHOOL DIRECTOR - Wayne Puppe moved, seconded by Dean Guida, to authorize the administration to advertise for the position of Director of Summer School. Motion carried.

CRITERIA FOR EVALUATING ACTIVITIES - Darrel Naugle and Jim Westra reviewed the criteria selected and discussed the evaluation of current programs utilizing that criteria.

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

New Employees

Laurie Lee - School Psychologist, effective January 7 for 105 days, \$12,939.15  
Sylvia Oie - E.S.L. Teacher, Washington Elementary, BA+15. (7) \$19,444.00  
Lila Unruh - Twelve-month Secretary - MAVTI, effective December 11, 1984, \$4.92 per hour

Motion carried.

LAND RENTAL - Dean Guida moved, seconded by Doug Fagerlie, to accept the proposal from Bob Videen for \$60.00 per acre for 60 acres and \$30.00 per acre for 10 acres of land owned by the school district. Motion carried.

LEASE RENEWAL - CLAY COUNTY VETERANS OFFICE - Doug Fagerlie moved, seconded by Karen Koentopf, to approve the lease with Clay County Veterans Office for 675 sq. ft. on the 1st floor east @ \$7.50 per sq. ft. from January 1, 1985 through December 31, 1985.

MIGRANT SUMMER SCHOOL RESOLUTION - Dean Guida moved, seconded by Mike Hulett, to approve the Migrant Summer School Resolution. Motion carried.

TRANSPORTATION CONTRACT - Mike Hulett moved, seconded by Doug Fagerlie, to allow Carol Fridgen to cancel her contract and write a new contract with Mr. Schuck. Motion carried.

CALENDAR COMMITTEE - Karen Koentopf moved, seconded by Doug Fagerlie, to approve establishment of the Calendar Committee for the School Years 1985-86 and 1986-87. Motion carried.

ADJOURNMENT - Doug Fagerlie moved, seconded by Karen Koentopf, to adjourn the meeting. Motion carried.

---

Karen Koentopf, Clerk