



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

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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, January 8 at 5:00 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____
Karen Koentopf _____
Mike Hulett _____
Curt Borgen _____

Dean Guida _____
Richard Pemble _____
Wayne Puppe _____
Ben Trochlil _____

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. APPROVAL OF MINUTES
Recommendation:
- IV. CONSIDERATION OF CLAIMS
Recommendation:
- V. COMMUNICATIONS
- VI. OPPORTUNITY FOR CITIZENS TO SPEAK
- VII. "WE ARE PROUD"
- VIII. UNFINISHED BUSINESS
 1. Consider Space Utilization Recommendation Appendix A
- IX. NEW BUSINESS
 1. Review Testing Committee Report Appendix B
 2. Consider Policy-Medication Administering Appendix C
 3. Review Adopt-A-School Program Appendix D
- X. FOR YOUR INFORMATION Appendix Z
- XI. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION
- XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, January 22, 1985
6:30 - Meet/Confer - Supervisors

VIII. UNFINISHED BUSINESS

1. Consider Space Utilization Recommendation (Trochlil) Appendix A

Explanation: At previous meetings, the Board has reviewed information concerning space needs for 1985-86 and through 1989. Appendix A is the recommendation as presented at the December 18 meeting.

Recommendations:

- (1) Move to approve the moving of the sixth grade to the Washington Annex.
- (2) Move to approve the forming of a Strategic Planning Standing Committee for the Moorhead Schools.

2. Testing Committee Report (Jernberg) Appendix B

Explanation: The Testing Committee and PER Committee have reviewed the recent results of the district's testing program. Pat Peterson, Junior High Counselor, will report on test results. Ray Larson, Senior High Counselor, will report on the current district-wide testing program.

Recommendation: For information purposes only.

3. Medication Administering (Trochlil) Appendix C

Explanation: Appendix C is the policy approved on an unanimous vote of the Policy Review Committee. The policy has been classified as an administrative policy for a period of one year. There are no indications that changes had to be made.

Recommendation: Move to approve the policy titled: "Medication Administering" - Code: JHCD.

4. Adopt-A-School Program (Trochlil) Appendix D

Explanation: This will be a discussion on the progress of the program. Mike Hulett will use the results of this discussion as part of his presentation at the MSBA Convention.

Recommendation: For discussion purposes.

'WE ARE PROUD'

1. During the latest school bus inspection (December, 1984), Mr. Ronald Nelson, Law Compliance Officer, indicated Moorhead ranks toward the top for overall condition of buses. This attests to the competence and the concerns for safety of the entire transportation staff.
2. The 'National Education Week Balloon Liftoff' was a success. Responses have been from the states of Minnesota, North Dakota, Wisconsin, Illinois, Kentucky, Indiana and South Carolina. Marty Fridgen, Edison School, was the coordinator of the event.

FOR YOUR INFORMATION

Appendix Z

1. Minutes of the CCVC for November 7 - Appendix Z-1
 2. Minutes of the Region I-ESV for November 16 - Appendix Z-2
 3. Minutes of the Metro ECSU for November 28 - Appendix Z-3
-

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Title IX Advisory Committee	Thursday, Jan. 10	7:00 a.m.	Townsite
MSBA Convention	Sunday, Jan. 13 - Wednesday, Jan 16		Minneapolis
PER Committee	Thursday, Jan. 17	7:00 a.m.	Townsite
CCVC Board	Thursday, Jan. 17	10:00 a.m.	Annex
Policy Review Committee	Monday, Jan. 21	7:00 p.m.	Townsite
Meet and Confer - Supervisors	Tuesday, Jan. 22	6:30 p.m.	Board Room
Regional AVTI Mtg.	Tuesday, Jan. 29	10:00 a.m.	Mahnomen
Intergovernmental Retreat-Chamber	Friday, Feb. 1 -	1:00 p.m.	Det. Lakes

TO: School Board

FROM: B. Trochlil

RE: Space Utilization for 1985-86 School Year - Recommendations

DATE: December 18, 1984

I. Acceptable Findings for Building Use - (Recommendations in 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

II. Issue - Move CCVC to Senior High

1. The mission of the CCVC is in review as is the role of vocational education in the Moorhead Schools. A decision at this point is premature.

III. Issue - Move Administration to Senior High

1. Use of instructional space for administration is not supported (3/4 rooms are necessary)
2. A decision at this point is premature as it relates to the use of entire building for 1985-86.
3. Central administration has no reservations about the move to the Senior High or any other building.

IV. Form a Strategic Planning Standing Committee

1. Purpose: To assist the school district in committing itself to the goals of planning and understand its relationship to future decision making and evaluation of progress.
2. Membership: Board members, administration (district/building), staff, students and community.
3. Charges:
 - 3.1 Collect and review national, state and local data as to economics, demographics, socio-political, educational trends and impact events.
 - 3.2 Review local education data: numbers and characteristics of staff, enrollments (district/course) student achievement, space utilization, resource allocation, etc.
 - 3.3 Recommend strategic vision and goals.

POLICY OF THE MOORHEAD, MN BOARD OF EDUCATION	DISTRICT CODE: JHCD DATE ADOPTED:
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MEDICATION ADMINISTERING

1. The administering of medication to students shall be done only in exceptional circumstances wherein the child's health may be jeopardized without it.
2. Students requiring medications in school shall be identified by parents and/or physician to the school nurse, teachers and other school personnel. Students observed by school personnel self-administering unauthorized medications shall be reported to the school nurse or appointed representative for the school.
3. After identification the school nurse or appointed representative for the school shall make a home contact to identify the type, dosage and purpose of said medication.
4. Written statements shall be required of:
 - 4.1 The family physician, who shall indicate the necessity of said medication being given to the child during school hours;
 - 4.2 The parents, who shall request and authorize the designated school personnel to give said medication in the dosage so prescribed by the physician and thereby releasing school personnel from liability should reactions result from the medications.
5. The physician shall then be requested by the parents to prescribe duplicate bottles of said medication, if it is necessary that it be given during school hours. One bottle will be kept at home and the other at school under the care of school authorities. Both bottles shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician and dosage of the drug to be given. Taking the dosage shall be supervised by the school nurse or other designated school personnel at a time conforming with the physician's indicated dosage schedule.
6. It is advisable to have in the principal's or school nurse's office a list of pupils needing medication during school hours, including type of medication, when given and dose. This list shall be reviewed quarterly.
7. Under no circumstances shall personnel provide aspirin or any other patent medicine or nostrum to students.

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER MINUTES

WEDNESDAY, NOVEMBER 7, 1984

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER 11:00 A.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, Supt. Bennett Trochlil. Glyndon-Felton: Lloyd Seter, Jr., Supt. Harold Larson. Barnesville: Ardon Doran, Supt. Ed Thompson.

APPROVE AGENDA

Moved by Doran, seconded by Carlson, to approve the agenda and the addendum agenda. Motion carried unanimously.

MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting were corrected to read seconded by Carlson not Coalwell under CONSIDERATION OF CLAIMS. Moved by Carlson, seconded by Seter, Jr., to approve the minutes of the October 3, 1984, meeting as corrected. Motion carried unanimously.

CONSIDERATION OF CLAIMS

Moved by Pemble, seconded by Doran that the Center claims be paid for October in the amount of \$14,211.16. Motion carried unanimously.

APPROVE TELEPHONE DEPOSITS

Moved by Carlson, seconded by Seter, Jr., to approve the telephone deposits for October in the amount of \$51,113.00. Motion carried unanimously.

INTRODUCTION OF GUESTS

Regina Mandy, Judie Lahlum, Jackie Johnson and Nancy Fix-Shelton of the Clay County Coordinated Preschool Program were introduced to the Board.

INTERIM DIRECTOR'S REPORT

The October Fact Sheet and Overview Papers for the Clay County Coordinated Preschool Program were presented for Board perusal.

A motion was made by Carlson, seconded by Seter, Jr., to authorize the Clay County Coordinated Preschool Program to submit their proposal for continuation for funding for 1985-86. Motion carried unanimously.

A motion by Doran, seconded by Pemble was made to authorize Dr. Bennett Trochlil to sign the licensure applications for Vocational staff members other than 5-year Vocational licensures. Motion carried unanimously.

Mr. Wiltsey provided the Board with information regarding the AVA Convention in New Orleans, November 30 - December 4.

The Board authorized 2 persons to attend, with the Glyndon-Felton School District having first choice. A motion was made by Carlson seconded by Pemble to approve the authorization. Motion carried unanimously.

OLD BUSINESS

Mr. Wiltsey will contact Mr. John DiFiore and negotiate his contract.

NEW BUSINESS

A discussion was held concerning Fashion & Textiles Instructor for 1985-86. Cheryl Adams, Fashion & Textiles Instructor for 1984-85 did not pass the Committee Review and it is not known whether she will consider getting the necessary requirements completed for licensure. Mr. Wiltsey will get a definite decision on this.

The Superintendent's interviewing committee is scheduled to meet Monday, November 12. There are 5 applicant's on file for the position of director of the Clay County Vocational Cooperative Center. Mr. Bob Wiltsey, Interim Director for the Clay County Vocational Cooperative Center will also be in attendance.

A motion was made by Dr. Pemble seconded by Seter, Jr. to enter into the "Right To Know Agreement", for services with ECSU. Motion carried unanimously.

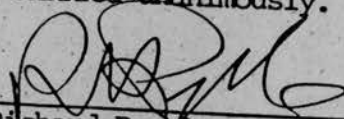
NEXT MEETING DATE

The next meeting will be held on December 19, 1984 at 11:00 a.m.
The Clay County Coordinated Preschool Program located at Lommen
Hall, MSU, will be toured following the meeting.

ADJOURNMENT

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

Clerk


Richard Pemble

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

The Region I - ESV Executive Board Meeting was held in Moorhead, November 16, 1984. The meeting was called to order by Paul Hoff, Chairman. Chairman Hoff thanked the board members for changing the meeting from Thief River Falls to Moorhead to accommodate him. Executive board members present were Bradley Cook, Karen Fossell, Paul Hoff, LaVonne Johnson, Allen Larson, Thomas Szczepanski, Harry Sjulson, Bernie Solberg and Executive Director, Burdette V. Clifford, Gene Kjellberg and James Lamont, Advisory Superintendents, were also present.

Allen Larson moved, Bradley Cook seconded, motion carried unanimously to approve the agenda as presented.

Harry Sjulson moved, Karen Fossell seconded, motion carried unanimously to approve the minutes of October 25, 1984.

LaVonne Johnson moved, Tom Szczepanski seconded, motion carried unanimously to approve the bills as presented in the amount of \$67,641.95.

Hartford Insurance	Dental insurance	530.14
Reliance Life Insurance	LTD insurance	268.38
American Family Ins.	Payroll deduction	66.30
The Guardian	Health insurance	1,717.54
AID	Payroll deduction	500.00
Burroughs	Equipment maintenance, contracts payable, software	34,330.93
Burroughs	Finance checks for schools	949.79
Bradley Cook	Board travel	8.28
John Corbid	Legislative consultant	1,000.00
Data Documents	Key punch cards	252.72
FBS	Microfiche service	844.80
Karen Fossell	Board travel	63.28
Paul Hoff	Board travel	43.50
Imprest checking	Reimburse to \$500	17.18
Jims Parcel Delivery	Delivery charges	14.00
LaVonne Johnson	Board travel	39.36
David G. Knutson	Board travel	13.80
James Lamont	Board travel	25.30
Allen Larson	Board travel	71.10
Moorhead Dist. 152	Lease	3,077.66
Moorhead Post Office	Postage for meter	500.00
National Computer Systems	Maintenance - scanner	182.00
Petty Cash	Reimburse to \$200	86.50
Burnham J. Philbrook	Legislative consultant	1,000.00
Reardons	Office supplies	48.47
Robert Gibb & Sons, Inc.	Air conditioning maintenance	186.00
Harry Sjulson	Board travel	58.22
Bernie Solberg	Board travel	61.90
Southern Computer Systems	Computer software	103.00
Uarco	Payroll supplies	1,590.84

Visible Computer Supplies	Supplies	37.62
Kathleen Ward	Travel	18.86
Techni-Tool, Inc.	Computer supplies	25.00
Videoland	Supplies	12.47
Wayne Miller	Travel	313.80
Donn Hanson	Travel	91.28
Willis Frazee	Travel	94.50
Mark VandeVelde	Travel	77.68
Burdette V. Clifford	Travel	388.50
Daniel Riley	Travel	352.92
	Professional development	700.00
United Parcel Service	Express	1,300.00
Michael Kunde	Travel	49.45
Transport Clearings	Freight charges	29.76
Northwestern Bell	Telephone expense	524.47
Burroughs	Contracts payable	813.14
Borland International	Computer software	104.95
Avery labels	3-up labels	291.60
Burroughs Corporation	Manual	27.18
Drawing Board	Disk mailers	70.18
Eide Helmeke & Co.	Audit - Region I	2,678.00
	Audit - WMMRCC	1,844.00
Fergus Falls Comm Coll	Meeting expense	21.50
IBM	Keypunch lease	343.00
Midwest Benefits, Inc.	Group health charge	84.00
Northwestern Bell	Telephone expense	8,515.81
Reardons	Supplies	73.50
The Forum	Printing of minutes	72.36

The financial report was approved as presented.

James Lamont reported on the ESV Computer Council.

The Director's report included:

- 1) The new MECC Board of Directors held an informational meeting on November 12, 1984 at MECC in Roseville.
- 2) The Apple version of Micro Fin that has been in the pilot stage this year is being discontinued.
- 3) Budget cuts for state agencies, including regional centers, are being considered.
- 4) Finance, Payroll and Student Services Coordinators are conducting many in-service meetings. More school districts are requesting payroll services.

The next meeting will be December 27, 1984 in Moorhead at 7:00 p.m.

Bradley Cook moved, Tom Szczepanski seconded, motion carried unanimously to adjourn the meeting.

Respectfully submitted,

Thomas Szczepanski, Clerk

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

Minutes of the Executive Committee
November 28, 1984

MEMBERS PRESENT:

Judy Farmer, Electoral District 1
Eleanor Weber, 2
Joe Lapinski, 3
Dorothy Pippie, 4
Lael Ramaley, 5
Beverly Albee, 6
Roger Delgehausen, 7
John Zimmerman, 8
Judy Betty, 9
Leila Anderson, Superintendent
Chris Huber, Superintendent
Lowell Larson, Superintendent

STAFF MEMBERS PRESENT:

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

OPEN MIKE:

Judy Betty announced that Wayzata passed a one year four-mill levy referendum. Lael Ramaley reported that Mahtomedi's referendum court challenge was settled in the district's favor.

Lowell Larson noted that a settlement had been reached with Richfield custodians whose contract had expired June 30. Further discussion of custodial contracts followed.

Leila Anderson reported that Bloomington is challenging the payment of private school tuition for a special education student voluntarily withdrawn based on the districts ability to fulfill the requirements of the I.E.P.

Judy Farmer reported that the Minneapolis Superintendent's Planning Council and board reviewed and reacted to "THE MINNESOTA PLAN: The Design of a New Education System," sponsored by the Minnesota Business Partnership. Discussion of the report followed. It was noted that comments from organizations reacting to the report were welcomed as soon as possible.

CALL TO ORDER:

The business meeting was called to order at 8:25 p.m. by Beverly Albee, Chairperson.

APPROVAL OF AGENDA:

A motion to approve the agenda with the following additions:
8.3 Secure Annual Meeting Facility and 8.4 Employee Cafeteria Plan was

made by Judy Farmer and seconded by Eleanor Weber. The motion carried.

APPROVAL OF CONSENT AGENDA:

A motion to approve the consent agenda as submitted was made by Judy Betty and seconded by Dorothy Rippie. The motion carried.

PERSONNEL MATTER:

A motion to accept the resignation of Linda Skon as Director of Planning and Services as of December 7, 1984 with appreciation for her services was made by Eleanor Weber and seconded by Dorothy Rippie. The motion carried.

A staff reorganization plan referred to in Linda Skon's letter of resignation was discussed. The Executive Director did not favor the proposal, as it only addressed organizational maintenance and not development of new activities and eliminated the position of Director of Planning and services.

Concern was expressed that there are limited opportunities for staff growth and advancement. A motion to refer the topic of providing staff with opportunities for growth and advancement within the organization to the personnel committee for in depth study was made by Eleanor Weber and seconded by Lael Ramaley. The motion carried.

A motion to approve the "Director of Planning and Services" position posting as submitted was made by Dorothy Rippie and seconded by Eleanor Weber. The motion carried.

Beverly Albee proposed that Eleanor Weber, Lowell Larson, and the Chairperson serve with the Executive Director on the screening/interviewing committee for the position of Director of Planning and Services. Following discussion, it was agreed that the full personnel committee serve in this capacity, if available. It was recommended that the committee examine the interview process.

DIRECTOR/BOARD MEMBERS ECSU CONFERENCE:

The following Executive Committee members indicated they would attend all or part of the Directors/Board Members ECSU Conference December 6-7, 1984 in St. Cloud: Judy Betty, Dorothy Rippie, John Zimmerman, Judy Farmer, Lael Ramaley, Beverly Albee, Leila Anderson, Chris Huber, Lowell Larson, and Jerry Mansergh.

SUPERINTENDENTS SUBREGIONAL MEETINGS:

Jerry Mansergh reported that meetings were held at Anoka and Richfield. An update of ECSU activities and discussion of nine impact areas identifying possible future directions for ECSU were among topics discussed. Chris Huber commented that the meetings provide a necessary and helpful means of communication. It was noted that the subregional groupings had changed from three to two on a north/south pattern and that the next meetings would be held in January and March.

MINNESOTA RURAL EDUCATION ASSOCIATION:

Discussion of the proposal for a Rural Education Association for Minnesota based on the rough draft provided was held. It was noted that this proposal for a state association is modeled after the

National Rural Education Association. Concern was expressed about the purposes of the association and its impact on other agencies.

A motion to explore the possibility of Metro ECSU becoming an institutional member of the Minnesota Rural Education Association was made by Judy Farmer and seconded by Judy Betty. The motion carried.

OTHER BUSINESS:

It was announced that the Executive Director will make a presentation at the AASA National Conference March 8, 1985 entitled "School Improvement: Research-Based Components and Processes for Effective Schools."

It was agreed that the Representative Assembly Annual Meeting on May 22, 1985 be held at the Campus Club in Coffman Memorial Union.

It was announced that an Employee Cafeteria Plan acceptable to the IRS is now available and will be adopted by the Metro ECSU. Al Elder, Benefits Consultant, will meet with staff to explain the plan. It was requested that the Executive Committee be notified when the meeting will be held.

The next meeting of the Executive Committee will be held on December 20 at 7:30 p.m. The personnel committee will meet at 6:00 p.m. prior to the Executive Committee meeting.

ADJOURNMENT:

A motion to adjourn the meeting at 10:30 p.m. was made by Judy Farmer and seconded by Dorothy Rippie. The motion carried.

Submitted by

Kathy Hoff
Planning Assistant

Lael Ramaley, Clerk

Gerald G. Mansergh, Executive Director

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1-8-85

Regular Meeting
Board of Education
Independent School District #152
January 8, 1985

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

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

PREVIEW - Ben Trochlil previewed the agenda, postponing Policy - Medication Administering and adding Special Education Study, Principals Fellowship Program, Personnel Resignations and Investments.

MINUTES - Doug Fagerlie moved, seconded by Karen Koentopf, to approve the minutes of December 11 and 18, 1984. Motion carried.

CLAIMS - Curt Borgen moved, seconded by Doug Fagerlie, to approve the claims in the amount of \$902,236.62. Motion carried.

GENERAL FUND	\$ 90,994.07
FOOD SERVICE	21,354.62
TRANSPORTATION FUND	70,603.54
COMMUNITY SERVICE	3,765.19
CAPITAL EXPENDITURE	24,290.10
DEBT REDEMPTION	407,542.44
MAVTI - GENERAL FUND	91,568.87
MAVTI COMM SERVICE	11,836.10
VO-TECH CAP. OUTLAY	4,259.73
VO-TECH BLDING FUND	58,719.05
VO-TECH BOND ROTN	93,446.99
STUDENT GRANTS FUND	11,911.33
TOWNSITE CENTRE	11,944.59
TOTAL	\$ 902,236.62

TESTING COMMITTEE REPORT - The Testing Committee and PER Committee have reviewed the recent results of the district's testing program. Pat Peterson, Junior High Counselor, and Ray Larson, Senior High Counselor, reported on test results.

SPACE UTILIZATION RECOMMENDATION - Curt Borgen moved, seconded by Mike Hulett, to approve the moving of the sixth grade to the Washington Annex, beginning in the 1985-86 school year. Motion carried by roll call vote: Koentopf-yes, Guida-yes, Borgen-yes, Pemble-yes, Fagerlie-yes, Hulett-yes.

STRATEGIC PLANNING STANDING COMMITTEE - Karen Koentopf moved, seconded by Dean Guida, to forming of a Strategic Planning Standing Committee for the Moorhead Schools. Motion carried.

SPECIAL EDUCATION STUDY - Dean Guida moved, seconded by Curt Borgen, to approve submitting a letter of intent to submit a proposal for a special education effectiveness study to the State Department. Motion carried.

PRINCIPALS FELLOWSHIP PROGRAM - Curt Borgen moved, seconded by Karen Koentopf, to approve that the School Board support Don Dulski's candidacy for the Principals Fellowship Program. Motion carried.

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

Resignation

Sherley Krabbenhoft - Secretary, Edison Elementary, effective January 7, 1985

Dan Bacon - Custodian, Probstfield Elementary and Washington Annex, effective January 11, 1985
Motion carried.

INVESTMENTS - Bob Lacher discussed options for changes in current investment policies and will come back to the Board with a format to be considered at the January 22 Board meeting.

ADOPT-A-SCHOOL PROGRAM - Board members discussed the progress of the Adopt-A-School program.

Mike Hulett will be presenting a discussion of the program at the MSBA Convention.

ADJOURNMENT - Mike Hulett, Acting Chairperson, adjourned the meeting.

Karen Koentopf, Clerk

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, Jan. 22 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. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
 - A. UNFINISHED BUSINESS
 1. Review Accreditation by State Board Appendix A
 - B. NEW BUSINESS
 1. Review Comparative Cost/Enrollment Data Appendix B
 2. Review Placement Appendix C
 3. Consider Equipment Donation Appendix D
- VII. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
 - A. UNFINISHED BUSINESS
 1. Review Site Development Program Appendix E
 - B. NEW BUSINESS
 1. Review Learning Bank Program Appendix F
 2. Review Staff Development Program Appendix G

- | | |
|---------------------------------------------------|-------------------|
| 3. Consider Medication Administering Policy | Appendix <u>H</u> |
| 4. Consider Investments | Appendix <u>I</u> |
| 5. Consider Approval of Lease for Sports Center | Appendix <u>J</u> |
| 6. Review Sabin School Sale | Appendix <u>K</u> |
| 7. Consider Riverside Elementary Roof Replacement | Appendix <u>L</u> |
| 8. Consider 1984-85 Revised Budget | Appendix <u>M</u> |
| 9. Review Clay County Cooperative Center | 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, February 12 - 5:00 p.m.

VI. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

UNFINISHED BUSINESS

1. AVTI Accreditation (Bergos) Appendix A
by State Board

Explanation: On January 7th, Oscar Bergos and Keith Togstad appeared before the State Board of Vocational-Technical Education. This was the final step in achieving accreditation for the 1985-1990 terms.

Oscar Bergos was asked by the State Board to present a slide presentation about Moorhead AVTI and how it fits into the community. The slide presentation will be shown this evening.

Recommendation: Information item only

NEW BUSINESS

1. AVTI Comparative Cost Data (Bergos) Appendix B
Enrollment Projection

Explanation: The State Board of Vocational-Technical Education recently completed a study of costs for the entire system of AVTI's.

Enrollment statistics for the 1985-86 term should be discussed at this time. Although the data is preliminary, it does have an effect on the anticipated budgets for the 1985-86 term.

Oscar Bergos will present this comparative data for the Board's information.

Recommendation: Information item only

2. AVTI Placement (Bergos) Appendix C

Explanation: The placement follow-up on the 1983-84 class is now completed. AVTI staff will be present to discuss the follow-up.

Recommendation: Information item only

3. Equipment Donation

(Bergos)

Appendix D

Explanation: The following equipment has been donated to Moorhead AVTI by St. Ansgar Hospital, Moorhead, Minnesota:

- 1 Airshields Defibrillator
- 1 American Optical EKG Machine
- 1 Cambridge Portable EKG Machine

Recommendation: Move to accept the donation of the above equipment to Moorhead AVTI.

VII. PRE-SCHOOL--K - GRADE 12 GRADE PROGRAM--COMMUNITY EDUCATION
UNFINISHED BUSINESS

1. Site Development Program

(Trochlil)

Appendix E

Explanation: One of the goal statements for 1984-85 is:

"To Establish Space and Organizational Options and Develop/Implement A Five-Year Site Plan"

The first objective as to design configurations of buildings has been determined.

The second objective states:

"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."

Appendix E-1 is the Performance Inventory Rating for each of the sites. We recommend that each Board member complete this Inventory so that the administration could proceed in developing final recommendations.

Recommendation: For discussion purposes.

NEW BUSINESS

1. Learning Bank Program

(Jernberg)

Appendix F

Explanation: Appendix F-1 explains the Learning Bank. Jackie Brodshaug will update the Board on activities of the Learning Bank and will review the results of a recent needs assessment taken in the Moorhead/Fargo/West Fargo Districts.

Recommendation: Information item only

2. Staff Development Program (Jernberg)

Appendix G

Explanation: Bob Jernberg will review the preliminary staff development plan as found in Appendix G-1. Members of the Junior High staff will review the Elements of Instruction Workshop content.

Recommendation: Information item only

3. Policy - Medication (Trochlil)
Administering

Appendix H

Explanation: The Policy Review Committee will be meeting on Monday, January 21st to finalize the appropriate policy. The policy will be available at the meeting.

4. Investments (Lacher)

Appendix I

Explanation: Previous information regarding investments has been accurate. In order that we may take advantage of the higher rates, the administration is recommending to add the following institutions as depositories for school district investments (providing they are fully insured by Federal Agencies or collateralized as required by Minnesota statutes).

Recommendation: Move to approve the identified institutions as depositories for the school district investments.

1. First National Banks of Minneapolis Bank Corp.
2. First National Banks of St. Paul
3. American National Bank and Trust - Minneapolis
4. F & M Marquette National Bank - Minneapolis
5. National City Bank of Minneapolis
6. Northwestern National Bank - Minneapolis
7. Kiene-Wooters - Minneapolis
8. Dain Bosworth - Minneapolis
9. Merrill Lynch - Minneapolis
10. Piper Jaffray & Hopwood - Minneapolis
11. First Bank of Fargo - Fargo, ND
12. Fargo National Bank - Fargo, ND
13. Dakota Bank & Trust - Fargo, ND
14. Norwest Bank - Fargo, ND
15. NRX - San Diego, CA
16. American Savings & Loan - Edina, MN
17. High Yield Management - Clifton, NJ
18. Cit Bank-Card Bank - Sioux Falls, SD
19. MSBA Investment Trusts

5. Approval of Lease for (Jernberg) Appendix J
Sports Center

Explanation: Appendix J-1 is the lease proposed by the city and modified by the school district.

Basic rental will be \$13,200. The district will be charged for ice rental and \$12 per hour for time used outside of established schedule.

Recommendation: Move to approve the Sports Center contract between the School District and the Moorhead Parks and Recreation Department.

-
6. Sabin School Status (Trochlil) Appendix K

Explanation: Since the Sabin School is not in the long range plan for building utilization, we need to determine how we will use the building or dispose of it.

At the present time the building costs the district approximately \$9,000 a year to maintain. We will be incurring additional costs for roof and boiler repair.

Alternatives for the district appear to be:

1. sale
2. negotiate specifically with the City of Sabin
3. turn off the heat and not maintain any kind of temperature in the structure (this will lead to a rapid decline in the structure)

Recommendation: For discussion purposes

-
7. Riverside Elementary Roof (Lacher) Appendix L
Replacement

Explanation: The original plans for the building indicated a concrete deck over the gym (the concrete was metal).
was metal.

Additional Cost: \$6,110.00

Deduct for
elimination
of access panel 75.00
\$6,035.00

Recommendation: Move to approve the change order in the amount of \$6,035.00.

8. 1984-85 Revised Budget (Lacher) Appendix M

Explanation: The revised 1984-85 budget for the K-12, fund 14 and 22, are presented in Appendix M-1.

Recommendation: Move to approve budgets as presented.

9. Clay County Cooperative (Trochlil) Appendix N
Center

Explanation: The Board will be brought up-to-date as to the direction the Center is going. Background information will be prepared for the meeting.

FOR YOUR INFORMATION

Appendix Z

1. Calendar of Events

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Policy Review Committee	Monday, January 21	7:00 p.m.	Townsite
Regional AVTI Meeting	Tuesday, January 29	10:00 a.m.	Mahnomen
CCVC Board Meeting	Wednesday, Jan. 30	11:00 a.m.	Annex
Intergovernmental Retreat	Friday, February 1 and Saturday, Feb. 2	12:00	Detroit Lakes
Joint Powers	Thursday, February 7	7:00 a.m.	Townsite

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

----- SITE IMPROVEMENT (SENIOR HIGH) WEST HALF

1. Repair alligatored areas, add 1½" bituminous overlay and stripe parking lot	\$ 57,000	1	2	3	4
2. Replace sidewalk.	\$ 6,600	1	2	3	4
3. Repair curb and gutter around school building	\$ 3,000	1	2	3	4
4. Repair curb and gutter in parking lot	\$ 5,000	1	2	3	4
5. Overlay existing bituminous areas	\$ 2,600	1	2	3	4
Bus loading and unloading area.	\$ 27,950	1	2	3	4
7. Landscaping	\$ 3,100	1	2	3	4
TOTAL					

EAST HALF

1. 8-Lane, 400-Meter track, related field events, improve football field, security fence, bleachers and scoreboard.	\$444,400	1	2	3	4
Reverse slope of track, widen track convert to 400 meters	\$ 44,000	1	2	3	4
Two 4" bituminous high jump pads.	\$ 11,600	1	2	3	4
4" bituminous longjump runway	\$ 3,000	1	2	3	4
4" bituminous pole vault runway	\$ 3,000	1	2	3	4
1" Rubberized all-weather bituminous surfacing on track and related field events.	\$ 35,000	1	2	3	4
Interior underground drainage system.	\$ 20,000	1	2	3	4
Crown football field.	\$ 22,000	1	2	3	4
Upgrade irrigation system	\$ 3,500				
Sod football field and area inside track.	\$ 11,500	1	2	3	4

Combination football-soccer goal posts.	\$ 1,800	1	2	3	4
Security fence.	\$ 19,000	1	2	3	4
Bleachers, 4,000 seats.	\$220,000	1	2	3	4
Press box	\$ 10,400	1	2	3	4
Football field lighting	\$ 35,000	1	2	3	4
Scoreboard.	\$ 5,000	1	2	3	4
ADD: \$70,400 if polyurethane surface is used in lieu of rubberized surface.		1	2	3	4
DEDUCT: \$6,500 to seed field in lieu of sod.		1	2	3	4
DEDUCT: \$35,000 if track is sloped to the outside.		1	2	3	4
2. Resurface tennis courts	\$ 15,000	1	2	3	4
3. New football field.	\$ 49,600	1	2	3	4
Crown football field.	\$ 35,000	1	2	3	4
Irrigate football field	\$ 9,000	1	2	3	4
Combination football-soccer goal posts.	\$ 1,800	1	2	3	4
Seed football field	\$ 3,800	1	2	3	4
4. New football field - Same as football field no. 3.	\$ 49,600	1	2	3	4
5. Practice football field	\$ 19,300	1	2	3	4
Improve surface	\$ 10,000	1	2	3	4
Irrigate.	\$ 5,500	1	2	3	4
Seed.	\$ 3,800	1	2	3	4
6. Practice football field - Same as football field no. 5	\$ 19,300	1	2	3	4
7. Landscaping	\$ 8,700	1	2	3	4
TOTAL	\$605,900				

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

SITE IMPROVEMENT (JUNIOR HIGH)

		RATING			
		1	2	3	4
1.	6-lane, 400 meter track, related field events, improve football field security fence, bleachers and scoreboard.				
	\$194,100	1	2	3	4
	4" bituminous track				
	\$ 35,000	1	2	3	4
	Two 4" bituminous high jump pads.				
	\$ 11,600	1	2	3	4
	4" bituminous long jump runway.				
	\$ 3,000	1	2	3	4
	4" bituminous pole vault runway				
	\$ 3,000	1	2	3	4
	1" rubberized all weather bituminous.				
	\$ 30,000	1	2	3	4
	Concrete shot put pad				
	\$ 500	1	2	3	4
	Concrete discuss pad.				
	\$ 500	1	2	3	4
	Crown football field.				
	\$ 35,000	1	2	3	4
	Sod football field.				
	\$ 11,500	1	2	3	4
	Irrigation of football field.				
	\$ 9,000	1	2	3	4
	Combination football soccer goal posts.				
	\$ 1,800	1	2	3	4
	Security fence.				
	\$ 13,200	1	2	3	4
	Bleachers, seats 400.				
	\$ 14,000	1	2	3	4
	Scoreboard.				
	\$ 5,000	1	2	3	4
	Interior underground drainage				
	\$ 20,000	1	2	3	4
	ADD: \$55,700, if polyurethane surface is used in lieu of rubberized surface.	1	2	3	4
	DEDUCT: \$20,000, if track is sloped to outside.	1	2	3	4
	DEDUCT: \$ 6,500, to seed field in lieu of sod.	1	2	3	4
2.	4" bituminous parking area and 1" overlay of exist. drive.				
	\$ 1,800	1	2	3	4
3.	1" bituminous overlay				
	\$ 600	1	2	3	4
4.	4" concrete walk and drive.				
	\$ 1,100	1	2	3	4
5.	Repair curb and gutter.				
	\$ 600	1	2	3	4

6.	Softball field no. 1.	\$ 5,600	1	2	3	4
	Contour diamond for drainage.	\$ 1,500	1	2	3	4
	2" Agra-lime.	\$ 1,500	1	2	3	4
	Backstop.	\$ 2,500	1	2	3	4
	Bases	\$ 100	1	2	3	4
7.	Softball field no. 2, same as no. 6	\$ 5,600	1	2	3	4
8.	Seal existing bituminous area	\$ 1,500	1	2	3	4
9.	Landscaping	<u>\$ 4,500</u>	1	2	3	4
	TOTAL	\$215,400				

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

SITE IMPROVEMENT (PROBSTFIELD)

		<u>RATING</u>			
1. Repair alligatored area and add 2" bituminous overlay to exist. parking lot.\$ 6,300	1	2	3	4
2. Add 15 ft. to east side of exist. parking lot.\$ 8,900	1	2	3	4
3. Seal existing bituminous area.\$ 500	1	2	3	4
4. Softball field no. 1\$ 4,600	1	2	3	4
Contour diamond for proper drainage.\$ 1,500	1	2	3	4
2" agra-lime\$ 1,500	1	2	3	4
Backstop\$ 1,500	1	2	3	4
Bases.\$ 100	1	2	3	4
5. Softball field no. 2, same as no. 4.\$ 4,600	1	2	3	4
6. Quiet area\$15,000	1	2	3	4
7. Landscaping.\$ 4,000	1	2	3	4
TOTAL					

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

RATING

1.	Repair trenches, add 1" bituminous overlay and restripe playground area.	\$ 6,700	1	2	3	4
2.	1" overlay on berm area	\$ 500	1	2	3	4
3.	Replace sidewalk.	\$ 500	1	2	3	4
4.	Bus loading and unloading	\$18,950	1	2	3	4
5.	Landscaping	<u>\$ 4,000</u>	1	2	3	4
	TOTAL	\$30,650				

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

RATING

1.	Overlay parking lot, taper bituminous from 3" to ½" to accomplish drainage.	\$ 3,700	1	2	3	4
2.	Softball field no. 1.	\$ 4,600	1	2	3	4
	Contour diamond for proper drainage	\$ 1,500	1	2	3	4
	2" agra-lime.	\$ 1,500	1	2	3	4
	Backstop.	\$ 1,500	1	2	3	4
	Bases	\$ 100	1	2	3	4
3.	Softball field no. 2, same as no. 2	\$ 4,600	1	2	3	4
4.	Top dressing and seed heavily used areas of playground	\$ 2,000	1	2	3	4
5.	Bus loading and unloading	\$13,100	1	2	3	4
6.	Quiet area.	\$15,000	1	2	3	4
7.	Landscaping	\$ 5,000	1	2	3	4
	TOTAL	\$48,000				

PERFORMANCE INVENTORY RATING

Appendix E-1
Page 8 of 14

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
2. NICE IDEA
3. SUPPORT
4. MUST DO AS SOON AS POSSIBLE

SITE IMPROVEMENT (WASHINGTON)

		RATING			
		1	2	3	4
1	Crown athletic field for proper drainage. . . . \$ 41,000	1	2	3	4
	Earth fill \$ 12,000	1	2	3	4
	Black dirt \$ 24,000	1	2	3	4
	Seed \$ 5,000	1	2	3	4
2.	Shot put pad \$ 500	1	2	3	4
3.	Long jump sand pit \$ 500	1	2	3	4
4.	Softball field no. 1 \$ 4,600	1	2	3	4
	Contour diamond for proper drainage. \$ 1,500	1	2	3	4
	2" Agra-lime \$ 1,500	1	2	3	4
	Backstop \$ 1,500	1	2	3	4
	Bases. \$ 100	1	2	3	4
5.	Softball field no.2, same as no. 4 \$ 4,600	1	2	3	4
6.	Replace sidewalks. \$ 1,500	1	2	3	4
7.	Seal exist. bituminous areas \$ 3,000	1	2	3	4
8.	Refurbish chain link fence \$ 4,000	1	2	3	4
	DEDUCT: \$2,200 if fence is only repaired.				
9.	Bus loading and unloading. \$ 28,600	1	2	3	4
10.	Quiet area \$ 10,600	1	2	3	4
11.	Landscaping. \$ 3,200	1	2	3	4
	TOTAL \$102,100				

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
 2. NICE IDEA
 3. SUPPORT
 4. MUST DO AS SOON AS POSSIBLE
-

SITE IMPROVEMENT (TOWNSITE CENTRE)

		<u>RATING</u>			
		1	2	3	4
1. New parking lot of 4" full depth bituminous and striping (without curb and gutter).	\$16,500				
2. Seal cracks in bituminous parking lot and restripe lot.	\$ 2,000				
3. Landscaping	<u>\$ 2,300</u>				
TOTAL					

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
 2. NICE IDEA
 3. SUPPORT
 4. MUST DO AS SOON AS POSSIBLE
-

SITE IMPROVEMENT (WASHINGTON ANNEX)

		<u>RATING</u>			
1.	Blacktop area between sidewalk and service drive.	1	2	3	4
	\$.1,500				
2.	Landscaping.	1	2	3	4
	\$.1,500				
TOTAL					

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
 2. NICE IDEA
 3. SUPPORT
 4. MUST DO AS SOON AS POSSIBLE
-

SITE IMPROVEMENT (MAINTENANCE SHOP)

		<u>RATING</u>			
		1	2	3	4
1.	Remove and replace alligatored areas of parking lot.				
	\$ 9,100				
2.	3" bituminous overlay on parking lot.				
	<u>\$30,000</u>				
	TOTAL				
	\$39,100				

1992b, 1993a, 1993b, 1993c, 1993d, 1993e, 1993f, 1993g, 1993h, 1993i, 1993j, 1993k, 1993l, 1993m, 1993n, 1993o, 1993p, 1993q, 1993r, 1993s, 1993t, 1993u, 1993v, 1993w, 1993x, 1993y, 1993z, 1994a, 1994b, 1994c, 1994d, 1994e, 1994f, 1994g, 1994h, 1994i, 1994j, 1994k, 1994l, 1994m, 1994n, 1994o, 1994p, 1994q, 1994r, 1994s, 1994t, 1994u, 1994v, 1994w, 1994x, 1994y, 1994z, 1995a, 1995b, 1995c, 1995d, 1995e, 1995f, 1995g, 1995h, 1995i, 1995j, 1995k, 1995l, 1995m, 1995n, 1995o, 1995p, 1995q, 1995r, 1995s, 1995t, 1995u, 1995v, 1995w, 1995x, 1995y, 1995z, 1996a, 1996b, 1996c, 1996d, 1996e, 1996f, 1996g, 1996h, 1996i, 1996j, 1996k, 1996l, 1996m, 1996n, 1996o, 1996p, 1996q, 1996r, 1996s, 1996t, 1996u, 1996v, 1996w, 1996x, 1996y, 1996z, 1997a, 1997b, 1997c, 1997d, 1997e, 1997f, 1997g, 1997h, 1997i, 1997j, 1997k, 1997l, 1997m, 1997n, 1997o, 1997p, 1997q, 1997r, 1997s, 1997t, 1997u, 1997v, 1997w, 1997x, 1997y, 1997z, 1998a, 1998b, 1998c, 1998d, 1998e, 1998f, 1998g, 1998h, 1998i, 1998j, 1998k, 1998l, 1998m, 1998n, 1998o, 1998p, 1998q, 1998r, 1998s, 1998t, 1998u, 1998v, 1998w, 1998x, 1998y, 1998z, 1999a, 1999b, 1999c, 1999d, 1999e, 1999f, 1999g, 1999h, 1999i, 1999j, 1999k, 1999l, 1999m, 1999n, 1999o, 1999p, 1999q, 1999r, 1999s, 1999t, 1999u, 1999v, 1999w, 1999x, 1999y, 1999z, 2000a, 2000b, 2000c, 2000d, 2000e, 2000f, 2000g, 2000h, 2000i, 2000j, 2000k, 2000l, 2000m, 2000n, 2000o, 2000p, 2000q, 2000r, 2000s, 2000t, 2000u, 2000v, 2000w, 2000x, 2000y, 2000z, 2001a, 2001b, 2001c, 2001d, 2001e, 2001f, 2001g, 2001h, 2001i, 2001j, 2001k, 2001l, 2001m, 2001n, 2001o, 2001p, 2001q, 2001r, 2001s, 2001t, 2001u, 2001v, 2001w, 2001x, 2001y, 2001z, 2002a, 2002b, 2002c, 2002d, 2002e, 2002f, 2002g, 2002h, 2002i, 2002j, 2002k, 2002l, 2002m, 2002n, 2002o, 2002p, 2002q, 2002r, 2002s, 2002t, 2002u, 2002v, 2002w, 2002x, 2002y, 2002z, 2003a, 2003b, 2003c, 2003d, 2003e, 2003f, 2003g, 2003h, 2003i, 2003j, 2003k, 2003l, 2003m, 2003n, 2003o, 2003p, 2003q, 2003r, 2003s, 2003t, 2003u, 2003v, 2003w, 2003x, 2003y, 2003z, 2004a, 2004b, 2004c, 2004d, 2004e, 2004f, 2004g, 2004h, 2004i, 2004j, 2004k, 2004l, 2004m, 2004n, 2004o, 2004p, 2004q, 2004r, 2004s, 2004t, 2004u, 2004v, 2004w, 2004x, 2004y, 2004z, 2005a, 2005b, 2005c, 2005d, 2005e, 2005f, 2005g, 2005h, 2005i, 2005j, 2005k, 2005l, 2005m, 2005n, 2005o, 2005p, 2005q, 2005r, 2005s, 2005t, 2005u, 2005v, 2005w, 2005x, 2005y, 2005z, 2006a, 2006b, 2006c, 2006d, 2006e, 2006f, 2006g, 2006h, 2006i, 2006j, 2006k, 2006l, 2006m, 2006n, 2006o, 2006p, 2006q, 2006r, 2006s, 2006t, 2006u, 2006v, 2006w, 2006x, 2006y, 2006z, 2007a, 2007b, 2007c, 2007d, 2007e, 2007f, 2007g, 2007h, 2007i, 2007j, 2007k, 2007l, 2007m, 2007n, 2007o, 2007p, 2007q, 2007r, 2007s, 2007t, 2007u, 2007v, 2007w, 2007x, 2007y, 2007z, 2008a, 2008b, 2008c, 2008d, 2008e, 2008f, 2008g, 2008h, 2008i, 2008j, 2008k, 2008l, 2008m, 2008n, 2008o, 2008p, 2008q, 2008r, 2008s, 2008t, 2008u, 2008v, 2008w, 2008x, 2008y, 2008z, 2009a, 2009b, 2009c, 2009d, 2009e, 2009f, 2009g, 2009h, 2009i, 2009j, 2009k, 2009l, 2009m, 2009n, 2009o, 2009p, 2009q, 2009r, 2009s, 2009t, 2009u, 2009v, 2009w, 2009x, 2009y, 2009z, 2010a, 2010b, 2010c, 2010d, 2010e, 2010f, 2010g, 2010h, 2010i, 2010j, 2010k, 2010l, 2010m, 2010n, 2010o, 2010p, 2010q, 2010r, 2010s, 2010t, 2010u, 2010v, 2010w, 2010x, 2010y, 2010z, 2011a, 2011b, 2011c, 2011d, 2011e, 2011f, 2011g, 2011h, 2011i, 2011j, 2011k, 2011l, 2011m, 2011n, 2011o, 2011p, 2011q, 2011r, 2011s, 2011t, 2011u, 2011v, 2011w, 2011x, 2011y, 2011z, 2012a, 2012b, 2012c, 2012d, 2012e, 2012f, 2012g, 2012h, 2012i, 2012j, 2012k, 2012l, 2012m, 2012n, 2012o, 2012p, 2012q, 2012r, 2012s, 2012t, 2012u, 2012v, 2012w, 2012x, 2012y, 2012z, 2013a, 2013b, 2013c, 2013d, 2013e, 2013f, 2013g, 2013h, 2013i, 2013j, 2013k, 2013l, 2013m, 2013n, 2013o, 2013p, 2013q, 2013r, 2013s, 2013t, 2013u, 2013v, 2013w, 2013x, 2013y, 2013z, 2014a, 2014b, 2014c, 2014d, 2014e, 2014f, 2014g, 2014h, 2014i, 2014j, 2014k, 2014l, 2014m, 2014n, 2014o, 2014p, 2014q, 2014r, 2014s, 2014t, 2014u, 2014v, 2014w, 2014x, 2014y, 2014z, 2015a, 2015b, 2015c, 2015d, 2015e, 2015f, 2015g, 2015h, 2015i, 2015j, 2015k, 2015l,

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

-

SITE IMPROVEMENT (AVTI)

		<u>RATING</u>			
		1	2	3	4
1.	2½" overlay of existing bituminous parking areas. \$ 64,500	1	2	3	4
2.	1½" overlay of existing bituminous parking areas. \$ 20,500	1	2	3	4
3.	Repair curb and gutter \$ 3,000	1	2	3	4
4.	Reroute storm sewer. \$ 2,000	1	2	3	4
5.	Sanitary sewer for carpentry building. \$ 5,000	1	2	3	4
6.	6' Security fence. \$ 9,000	1	2	3	4
7.	Landscaping. \$ 6,400	1	2	3	4
TOTAL \$110,400					

PERFORMANCE INVENTORY RATING

GROUP IDENTIFICATION _____

PLEASE CIRCLE ONE OF THE NUMBERS FOR EACH OF THE FOLLOWING ITEMS:

1. DO NOT SUPPORT
 2. NICE IDEA
 3. SUPPORT
 4. MUST DO AS SOON AS POSSIBLE
-

ASBESTOS AND PCB REMOVAL

			RATING			
			1	2	3	4
1.	Sabin.\$ 32,000				
2.	Senior High.\$700,000				
	TOTAL	\$732,000				

ROOF MAINTENANCE

			1	2	3	4
1.	Sabin.	REPAIR \$ 21,900				
		REPLACEMENT \$ 57,000				
2.	Edison	REPAIR \$ 64,500				
		REPLACEMENT \$173,000				
3.	Washington	REPAIR \$ 67,000				
		REPLACEMENT \$174,000				
	TOTAL REPAIR	\$153,400				
	TOTAL REPLACEMENT	\$404,000				

COMPLETE NEW ENVELOPE AT JUNIOR HIGH

			1	2	3	4
1.	Roof.	\$219,000				
2.	Walls	\$290,000				
3.	Energy Cons	\$ 84,300				
4.	Asbestos.	\$140,910				
5.	PCB	\$ 30,000				
	TOTAL	\$764,210				

COMPLETE NEW ENVELOPE AT WASHINGTON ANNEX

(Roof.	\$219,000	1	2	3	4
2.	Walls	\$290,000	1	2	3	4
3.	Energy Cons	\$ 84,300	1	2	3	4
4.	Asbestos.	\$144,000	1	2	3	4
5.	PCB	<u>\$ 30,000</u>	1	2	3	4
	TOTAL	\$767,300				



What is The Learning Bank?

The Learning Bank is a new clearinghouse for education designed to make the best use of our community's human and capital resources for learning through sharing. Its concept is similar to that of Tri-College University (TCU), an effective cooperative arrangement of the three Fargo-Moorhead higher education institutions: to help educators provide together programs they could not provide, or could not provide as well, alone.

Is another organization needed?

Until now, sharing of services by area school districts has been limited. The Red River divides the community into two states — North Dakota and Minnesota — with differences in state law and state funding. There has been no point of communication, no means, and no incentive for resolving these differences. The Learning Bank provides the vehicle to make the best possible use of our community resources.

How does it work?

The Learning Bank proposes three main programs:

1. It proposes exchanges and subcontracting among schools in Fargo and West Fargo, North Dakota, and Moorhead, Minnesota.
2. It brokers service between elementary/secondary schools and higher education. A significant partnership will develop between the public schools of the community and the TCU member institutions of Fargo and Moorhead.
3. It identifies resources in the private sector and conducts programs that bridge this private sector with the schools.

What benefits can The Learning Bank provide for students?

The Learning Bank offers students a flexible opportunity to reach their own potential, to experiment with career choices, to be stimulated, and to have their "reach exceed their grasp." Through cooperation, taxpayer dollars will buy more for students.

Some program ideas are:

- ☐ Interlibrary exchanges with a shuttle connecting all libraries in the community.
- ☐ Arts programs and performances, shared resource people, and large-group field trips.
- ☐ Foreign language classes and foreign student exchanges.
- ☐ International understanding — to tie language programs to economic education, cultural knowledge and global problem-solving with resource people from throughout the community.
- ☐ Volunteer coordination and speakers bureau.
- ☐ Partner projects, including business or college mentor programs to benefit students (including high potential) and teachers.
- ☐ Teacher exchanges.
- ☐ Communication center, where students learn creative writing and develop critical thinking techniques.
- ☐ Advanced math and science.
- ☐ Computer resources.
- ☐ Cooperative teacher and administrative inservice programs.
- ☐ Cooperative inservice for classified employees.
- ☐ Cooperative chemical dependency intervention.

Who supports The Learning Bank?

This pilot project has major developmental funding from the Minnesota Council on Quality Education.

Minnesota has attained national recognition for the high quality of its education system. The Minnesota legislature continues to provide funds for research and development in public education.

The funds are administered by a 19-member

State Council on Quality Education (CQE). Annually, the Council accepts proposals from educators and lay persons to improve local schooling. The proposals are reviewed on four criteria: 1. innovativeness; 2. cost effectiveness; 3. educational significance; and 4. procedural feasibility. After careful examination, the Council recommends funding to the State Board of Education for those projects it believes will make the best use of State monies in improving education.



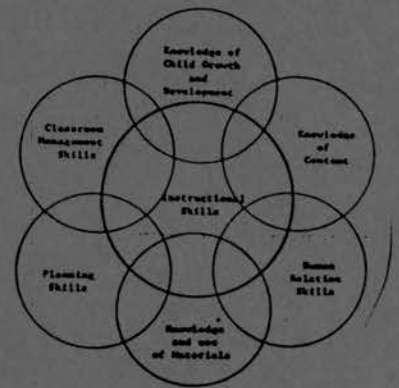
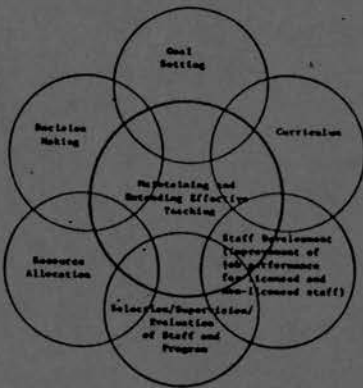
Minnesota CQE
718 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55101
612-296-5072

Other original funding sources as of September 1984:

- ☐ Northwestern Bell
- ☐ F-M Area Foundation
- ☐ Alex Stern Family Foundation
- ☐ Moorhead Public Schools
- ☐ Fargo Public Schools

Learning Bank Steering Committee

Chair: William Woods, NDSU
Co-Director: Jacqueline Brodshaug
Jon Arntson, Arntson, Wentz & Klein
Norman Buktenica, MSU
Jo Ann Geiger, Fargo
Marilyn Guy, Concordia College
Fred Manuel, Charles Bailly & Co.
Diane Meyer, Moorhead
Barbara Olive, West Fargo
State Sen. Curt Peterson, Fargo
Fargo Public Schools:
Vern Bennett, Supt.
Glenn Melvey, Asst. Supt.
West Fargo Public Schools:
Marvin Leidal, Supt.
Robert Windell, Admin. Asst.
Moorhead Public Schools:
Bennett Trochilil, Supt.
Robert Jernberg, Asst. Supt. and
CQE project co-director.



GOAL: TO DEVELOP AND IMPLEMENT A STAFF DEVELOPMENT PROGRAM

Objective 1 To Establish a System of Improving Teacher Effectiveness for the Purpose of Improved Instruction - Procedural Guidelines and Support Materials

Statement: Belief that people have an inner need/desire/right to grow based on the following assumptions:

1. The most important task of an educational institution is to continue the development of all the human resources within the organization: teachers, students, support personnel, administrators and Board members.
2. People want to perform as effectively as possible and to derive satisfaction from accomplishment.
3. People appreciate reviews that are predicated on a fair, professional basis.
4. People appreciate constructive criticism, provided a better alternative can be suggested.
5. The effectiveness of a Teacher Effectiveness Program (TEP) is enhanced by involving the people to be reviewed.
6. To be effective a TEP must be continually monitored, evaluated, modified and updated.
7. Effective teacher responsibilities include:
 - 7.1 Instructional skills
 - 7.2 Planning skills
 - 7.3 Knowledge and use of materials and equipment, including technology
 - 7.4 Human relation skills
 - 7.5 Improved knowledge of subject matter content
 - 7.6 Improved knowledge of child growth and development
 - 7.7 Improved classroom management and discipline skills
8. Administrators must have a personal commitment to make an affirmative impact on the lives of others - believes staff members can grow and develop.
9. Administrators receive satisfaction from the personal and professional growth of all staff members - helps staff members experience success and finds fulfillment in the achievement of each person's goals.
10. Administrators must identify that the most important aspect of a school is what happens between teachers and individual students.

11. Principal responsibilities are as follows:
 - 11.1 Maintaining and extending effective teaching
 - 11.2 Goal setting
 - 11.3 Curriculum
 - 11.4 Staff development (improvement of job performance for licensed and non-licensed staff)
 - 11.5 Selection/supervision/evaluation of staff and program
 - 11.6 Resource allocation
 - 11.7 Decision making

Objective 2 Teacher Excellence - Develop and Practice Relevant Skills

Strategies

1. Target instructional skills
 - 1.0 Commit \$15,000 for 1984-85
 - 1.1 Train 75 staff (teachers and administrators) in Elements of Instruction during 1983-84 and 1984-85 as an awareness
 - 1.10 1985-86 - additional 40 staff
 - 1.110 All probationary staff (see Objective 3)
 - 1.120 75 in 1986-87
 - 1.130 75 in 1987-88
 - 1.11 Advanced Elements to be scheduled by staff
 - 1.2 Identify and train two half time teacher trainers
 - 1.20 Develop trainer job description
 - 1.3 Establish a staff development committee from inservice committee
 - 1.4 Administrators receive training comparable to teacher trainers
 - 1.40 Elements I
 - 1.41 Following three in any order
 - 1.410 Elements II
 - 1.411 Clinical Supervision
 - 1.412 Advanced Elements
 - 1.5 Principals provide instructional leadership
 - 1.50 Give clear expectations to staff
 - 1.51 meetings with trained staff
 - 1.52 classroom observation and conferences with previously trained staff
 - 1.53 administrators or trainers teach effective elements of instruction as a part of regularly scheduled faculty meetings and other special sessions
 - 1.6 Continue to provide re-teaching and inservice training to administrators (include trainers at Cabinet meetings)
 - 1.7 Provide release time for principals and trainers
 - 1.8 Use clinical supervision for instructional improvement.
 - 1.80 Encourage utilization of teacher trainer to improve effectiveness on a teacher request basis.
 - 1.800 Teacher trainers will not evaluate teachers - responsibility of building administrator

Objective 3 Probationary Teacher Review - Technical and Procedural GuidanceStrategies

1. Ensure all probationary teachers have training in Elements of Instruction
 - 1.0 Have all probationary staff attend the two-day Elements of Instruction workshop during their probationary period
 - 1.1 Utilize administrators and teacher trainers to help provide additional instruction in Elements of Instruction to probationary staff
 - 1.2 Administrators support probationary teachers in instructional improvement
 - 1.21 Providing the incentive and encouragement to attend Elements of Instruction
 - 1.22 Work with the probationary staff members in instructional improvement.
 - 1.23 Provide opportunities for probationary staff to work with teacher trainers
 - 1.24 Use the probationary evaluation tool nine times with administrator in the evaluation process with an emphasis on those items which relate to effective instruction
 - 1.3 Complete the probationary review tool
 - 1.31 Compare with principals' ratings
 - 1.32 Discuss in conference ways of improving, and set goals or targets for instructional improvement

Objective 4 Supervision of Marginal Teachers - Basic Orientation for SupervisorsStrategies

1. Principals identify staff who need intensive assistance
 - 1.1 Develop a program for intensive assistance of marginal teachers
 - 1.11 Develop procedural guidelines and support materials for use by administrators and supervisors in the supervision of marginal staff
 - 1.2 Provide basic orientation to administrators and supervisors regarding the supervision of marginal staff
 - 1.3 Provide opportunities for supervisors and administrators to develop and practice supervisory skills
 - 1.4 Provide technical and procedural guidance to supervisors and administrators in planning and monitoring individual assistance plans for marginal staff based on intensive assistance programs
 - 1.5 Provide visible central office support and encouragement of appropriate supervisory practices of building administrators in dealing with marginal staff

THIS AGREEMENT made and entered into this _____ day of _____, 1984, by and between the City of Moorhead, a municipal corporation and political subdivision of the State of Minnesota, hereinafter referred to as "CITY", and Independent School District No. 152, a municipal corporation, hereinafter referred to as "SCHOOL",

WITNESSETH:

WHEREAS, the City of Moorhead has constructed an all purpose sports and recreation building within the City of Moorhead known as the Moorhead Sports Center, and

WHEREAS, SCHOOL operates among other programs, a physical education program requiring the participation of all of the students of the high school, and

WHEREAS, the Sports Center Building has facilities for the conduct of physical education classes by SCHOOL,

NOW, THEREFORE, It is hereby agreed by and between the parties hereto as follows:

1. CITY does hereby agree to lease to SCHOOL and SCHOOL does hereby agree to take from CITY the Sports Center Building for the conduct of SCHOOL's physical education class program during the school year.

2. The parties agree that SCHOOL will have the use of the Sports Center Building for its physical education class programs during the period from August 15 of each year until June 15 of the following year to coincide with its school year and may use the facilities for up to 177 days each such school year from 8:00 am to 6:00 pm; in order to allow the CITY to schedule other activities in the Sports Center, SCHOOL will provide the CITY no later than August 1 of each year during the term of this Agreement a school calendar showing the projected days when school classes will be in session and SCHOOL will be using the facilities.

3. SCHOOL agrees to pay to CITY each year the sum of \$13,200.00 for the purposes outlined under this Agreement for the use of the Sports Center Building for a period of up to 177 days. SCHOOL will not receive credit for days not used during any school year, provided, however, if physical education classes are cancelled due to weather or other emergency, then classes may be rescheduled to take place at a mutually agreeable time without additional expense to the school district.

4. In the event SCHOOL determines to use the Sports Center for additional activities in connection with its physical education classes and other supervised sports activities, excluding varsity hockey, such that these activities would be held before 8:00 am or after 6:00 pm, then SCHOOL must contact the Director or Park and Community Services Department of CITY or the designated manager of the Sports Center at least 48 hours in

Appendix J-1 Page 3 of 6

advance to enable CITY to adequately schedule its personnel at the Sports Center Building; SCHOOL agrees to pay CITY the cost incurred by CITY for the additional operation of the Sports Center Building for SCHOOL activities permissible under this paragraph of the Agreement at a rate as follows:

RATE PER HOUR - \$12.00

5. It is expressly agreed and understood by the parties that this Agreement covers only the use of the Sports Center Building for physical education classes and other supervised sports activities. All other activities for which SCHOOL desires to use the Sports Center Building shall be arranged and negotiated in separate agreements with the CITY and additional fees shall be negotiated as well as scheduling so as not to conflict with other tenants the CITY has entered into agreements with for the use of the Sports Center Building.

6. The CITY shall be responsible for all upkeep and maintenance of the Sports Center Building during the term of this Agreement, however, the SCHOOL expressly agrees that it will provide individuals to fully supervise physical education class activities within the Sports Center Building while the building is being used as a part of this Agreement.

7. The SCHOOL AGREES TO PROVIDE LIABILITY INSURANCE TO PROTECT AND INDEMNIFY the CITY from any and all claims for injuries or damages occurred or incurred by virtue of the SCHOOL's use of the Sports Center Building under this Agreement but, in any event,

Appendix J-1 Page 4 of 10
shall not provide for personal injury liability of not less than \$500,000 per occurrence; The City agrees to provide reasonably safe premises and to maintain the premises in a reasonably safe condition. Nothing in this lease shall be deemed to limit or abrogate this duty of the City.

8. The SCHOOL acknowledges that the CITY will be entering in agreements similar to this Agreement with other organizations within the City of Moorhead, for the use of the Sports Center Building and specifically recognizes that its request for use of the Sports Center Building over and above the days and times contemplated in this Lease Agreement will be subject to the availability of the Sports Center Building.

9. CITY and SCHOOL recognize that the athletic organization supporting Moorhead High School sports has installed and furnished a weight training and exercise room on the mezzanine level of the Sports Center Building. The parties agree that the continued use of that facility is contemplated and specifically allowed under the terms of this agreement, however, such use is limited to the days on which SCHOOL is conducting physical education classes and is further limited to the hours of 8:00 AM to 5:30 PM on such days. Further, the parties agree that, the weight room is under the sole and exclusive control of the SCHOOL and the SCHOOL will provide supervision whenever the room is being used by Moorhead High School students. In the event the SCHOOL desires its students to use the weight training and exercise facility outside of the hours contemplated by this Agreement, the parties expressly agree that such use is permitted during usual

Sports Center hours, however, SCHOOL must provide supervision for the use of the facility. In the event SCHOOL desires to use the facility outside of normal Sports Center hours, in addition to furnishing supervision, the SCHOOL agrees to pay the CITY for provided custodial services. The SCHOOL will provide full liability insurance coverage protecting the CITY as required by paragraph 7 in this Agreement.

10. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto and, before it becomes effective will be submitted to the respective governing bodies of the parties for approval by resolution, certified copies of which resolutions shall be attached to the executed copy of this Agreement.

11. The parties intend that this Agreement be an on-going, self-renewing Agreement, however, parties expressly agree that annual reviews of the experiences of each party under this agreement will take place no later than May 31 of each year; any amendments, additions or deletions to this Agreement, including the rate to be charged for use of the facility, will be incorporated into this Agreement as an addendum; if either party determines to cancel this Agreement, notice must be given prior to June 1 of the year in which the cancellation is intended to take place.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands as of the day and year first above written.

CITY OF MOORHEAD

Appendix J-1
Page 6 of 6

BY:

Morris L. Lanning
MORRIS L. LANNING, MAYOR

ATTEST:

Everett B. Lecy
EVERETT B. LECY, CITY CLERK

INDEPENDENT SCHOOL DISTRICT NO. 152

BY:

_____, CHAIRMAN

ATTEST:

_____, CLERK

5/m9/80 S
min
1-22-85
Regular Meeting
Board of Education
Independent School Dist. #152
January 22, 1985

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, postponing Medication Administering Policy and adding Additional Pay for Dentists - AVTI, Planning Commission, Recognition of Staff and Right-of-Way.

AVTI Accreditation by State Board - On January 7, AVTI received accreditation from the State Board for the 1985-1990 terms.

Oscar Bergos presented a slide presentation about Moorhead AVTI on how it fits into the community.

AVTI Comparative Cost Data Enrollment Projection - Oscar Bergos presented comparative cost data and preliminary enrollment projections for the 1985-86 term.

AVTI PLACEMENT - Oscar Bergos discussed the placement follow-up on the 1983-84 class.

EQUIPMENT DONATION - Mike Hulett moved, seconded by Karen Koentopf, to accept the donation of equipment from St. Ansgar Hospital and direct a letter of thank-you be sent. Motion carried.

ADDITIONAL PAY FOR AVTI COOPERATING DENTISTS - Rod Bergen asked for a raise in pay for cooperating dentists at AVTI. This will be addressed at the February 12 Board meeting.

SITE DEVELOPMENT PROGRAM - Ben Trochlil addressed the following goal statement for 1984-85:

"To Establish Space and Organizational Options and Develop/Implement A Five-Year Site Plan"

He recommended that each Board member complete the Performance Inventory Rating for each of the sites by February 5 so that the administration could proceed in developing final recommendations.

LEARNING BANK PROGRAM - Jackie Brodshaug updated the Board on activities of the Learning Bank and reviewed the results of a recent needs assessment taken in the Moorhead/Fargo/West Fargo Districts.

STAFF DEVELOPMENT PROGRAM - Bob Jernberg reviewed the preliminary staff development plan. Karyn Hanson and Don Braniff presented a discussion on the Elements of Instruction Workshop and Staff Development.

Regular Meeting
Board of Education
Independent School District #152
January 22, 1985
Page Two

INVESTMENTS - Dean Guida moved, seconded by Doug Fagerlie, to approve the identified institutions as additional depositories for the school district investments:

1. First National Banks of Minneapolis Bank Corp.
2. First National Banks of St. Paul
3. American National Bank and Trust - Minneapolis
4. F & M Marquette National Bank - Minneapolis
5. National City Bank of Minneapolis
6. Northwestern National Bank - Minneapolis
7. Kiene-Wooters - Minneapolis
8. Dain Bosworth - Minneapolis
9. Merrill Lynch - Minneapolis
10. Piper Jaffray & Hopwood - Minneapolis
11. First Bank of Fargo - Fargo, ND
12. Fargo National Bank - Fargo, ND
13. Dakota Bank & Trust - Fargo, ND
14. Norwest Bank - Fargo, ND
15. NRX - San Diego, CA
16. American Savings & Loan - Edina, MN
17. High Yield Management - Clifton, NJ
18. Cit Bank-Card Bank - Sioux Falls, SD
19. MSBA Liquid Asset Fund Plus

Motion carried.

APPROVAL OF LEASE FOR SPORTS CENTER - Wayne Puppe moved, seconded by Karen Koentopf, to approve the Sports Center contract between the School District and the Moorhead Parks and Recreation Department.

SABIN SCHOOL STATUS - Wayne Puppe moved, seconded by Karen Koentopf, to direct the administration to pursue the sale of Sabin School with the following considerations:

1. continue to use as bus stop
2. continue to use as storage
3. can use existing equipment

Motion carried.

RIVERSIDE ELEMENTARY ROOF REPLACEMENT - Dean Guida moved, seconded by Mike Hulett, to approve the change order for roof replacement at Riverside Elementary in the amount of \$6,035.00. Motion carried.

1984-85 REVISED BUDGET - Wayne Puppe moved, seconded by Doug Fagerlie, to approve the revised 1984-85 budget for K-12. Motion carried.

CLAY COUNTY COOPERATIVE CENTER - Ben Trochlil brought the Board up-to-date as to the direction the Center is going.

Regular Meeting
Board of Education
Independent School Dist. #152
January 22, 1985
Page Three

PLANNING COMMISSION - Karen Koentopf moved, seconded by Mike Hulett, to appoint Bob Lacher to replace Dean Guida on the City Planning Commission. Motion carried.

STAFF RECOGNITION - Ben Trochlil discussed notes of a Staff Recognition meeting with Karen Koentopf and Dean Guida. The issue will be addressed at the February 12 meeting.

RIGHT-OF-WAY - Rod Bergen informed the Board that the State Highway Department needs a half acre of land belonging to the School District for a right-of-way. This issue will be addressed at the February 12 meeting.

NEXT SCHEDULED MEETING - The February 12 Board meeting will be held at MAVTI at 5:00 P.M.

ADJOURNMENT - Wayne Puppe moved, seconded by Doug Fagerlie, 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, Feb. 12 at 5:00 p.m. in the Auditorium at Moorhead Area Vocational Center.

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 January 8 and 22, 1985.
- IV. CONSIDERATION OF CLAIMS Appendix B
Recommendation: Move to approve the claims.
- V. COMMUNICATIONS
- VI. OPPORTUNITY FOR CITIZENS TO SPEAK
- VII. "WE ARE PROUD"
- VIII. UNFINISHED BUSINESS
 1. Review Staff Recognition Program Appendix C
 2. Consider Sale of Land on Highway 75 South Appendix D
- IX. NEW BUSINESS
 1. Consider AVTI Petty Cash Fund Appendix E
 2. Consider Investment Approval Appendix F
 3. Review 1983-84 Athletic Fund Budget Appendix G
 4. Review Special Education Corrective Action Plan Appendix H

- | | |
|----------------------------------------------------------|-------------------|
| 5. Consider Special Education Staffing | Appendix <u>I</u> |
| 6. Review Title I Program | Appendix <u>J</u> |
| 7. Consider Title I Resolution | Appendix <u>K</u> |
| 8. Consider Program Offerings | Appendix <u>L</u> |
| 9. Consider Personnel | Appendix <u>M</u> |
| 10. Consider Extension of Leases | Appendix <u>N</u> |
| 11. Review Clay County Vocational Center
Organization | Appendix <u>O</u> |
| 12. Review Performance Appraisal/Merit Pay
Conference | Appendix <u>P</u> |

X. FOR YOUR INFORMATION Appendix Z

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

XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, February 26, 1985
7:30 P.M., Townsite Centre

UNFINISHED BUSINESS

1. Staff Recognition Program (Guida, Koentopf) Appendix C

Explanation: Karen Koentopf and Dean Guida will lead the discussion on the Board's efforts to recognize staff (refer to Appendix C-1).

Recommendation: For discussion

2. Sale of Land on Highway 75 (Bergen) Appendix D
South

Explanation: To allow for a new 4-lane highway on #75 South, the State Dept. of Transportation offers the District \$3,500.00 for .55 acres of land. This is a 25' strip on the western edge of the 60-acre parcel owned by Independent School District #152. (Resolution found in Appendix D-1.)

Recommendation: Move to accept the offer of \$3,500.00 for .55 acres from Minnesota State Department of Transportation.

NEW BUSINESS

1. AVTI Petty Cash Fund (Lacher) Appendix E

Explanation: The petty cash fund at the AVTI which is presently set at \$50 is often insufficient to cover various small expenditures, postage due, etc. Board approval is requested to increase the petty cash fund to \$100.

Recommendation: Move to approve the increase as indicated.

2. Investment Approval (Lacher) Appendix F

Explanation: Board approval is requested for investments #171 to #183 shown in Appendix F-1. Interest rates have declined by almost 30% from September 19 to January 22.

Recommendation: Move to approve the investments as shown.

3. 1983-84 Athletic Fund Budget (Jernberg) Appendix G

Explanation: Appendix G-1 contains a summary of the Athletic Programs, participants and costs. Mr. Seljevoll will review the information with the Board.

Recommendation: For information only.

4. Special Education Corrective (Swedberg) Appendix H
Action Plan

Explanation: During the Spring of 1984 the School District was monitored by the State Department of Education to insure compliance with federal and state regulations relative to special education. Final monitoring report and the recommended Corrective Action Plan will be reviewed by Mr. Swedberg.

Recommendation: Move to approve the Corrective Action Plan and to submit same to the State Department of Education.

5. Special Education Staffing (Swedberg) Appendix I

Explanation: Requests have been received to employ a .571 FTE aide for the TMH classroom at Moorhead Senior High, a .5 FTE teacher for the Learning Disabled at Washington Elementary, a .743 FTE Speech/Language Clinician to service EC:SE students at Riverside Elementary, a 1.0 FTE teacher of the students with Severe Behavior Problems at Probstfield Elementary and a 1.0 FTE LD Management Aide at Junior High. The proposals and Memo #I-85-122 are in Appendix I-1 and will be briefly reviewed with the Board by Mr. Swedberg.

Recommendation: Move to approve the positions of:

- .571 FTE aide for the TMH classroom
 - .5 FTE teacher of the Learning Disabled
 - .743 FTE Speech/Language Clinician
 - 1.0 FTE teacher of Severe Behavior Problems
 - 1.0 FTE LD Management Aide
-

6. Title I Program (Swedberg) Appendix J

Explanation: Mrs. Vonnice Johnson and Al Swedberg will provide the Board of Education with a review and update of the Chapter I Program. Appendix J-1 shows the grade levels served, number of students served, amount of Chapter I funds received in past years and the amount we have been told to plan for in 1985-86.

Recommendation: Informational item only.

7. Title I Resolution (Swedberg) Appendix K

Explanation: The proposed resolution found in Appendix K-1 authorizes District #152 to apply for P.L. 97-35 (Chapter I) funds for the Moorhead School District. The resolution names Dr. Bennett Trochlil, Superintendent of Schools, as Local Agency Representative to direct, execute and file applications and otherwise act as authorized representative of said district in all activities related to P.L. 97-35 funds.

Recommendation: Move to approve the Chapter I (P.L. 97-35 Resolution.

8. Program Offerings for 1985-86 (Jernberg)

Appendix L

Explanation: Proposals requesting additional courses to be offered as a part of 1985-86 program offerings have been received and reviewed by staff, the PER Committee and the Administrative Cabinet.

Mr. Jernberg will review the proposed courses as listed in Appendix L-1 and will discuss the proposals.

Recommendation: Move to approve the additional course offerings for 1985-86 as recommended.

9. Personnel

(Bergen)

Appendix M

New Employees

Cindy Peterson - Payroll Secretary, Townsite Centre, effective February 18, 1985, \$5.13 per hour (based on 1983-84 salary)

Judy Bailey - Math Teacher, Senior High, .43 second semester, BA+15(4) \$3,738.60 (\$17,389 base)

Eric Hofstrand - Custodian, effective February 13, 1985, \$7.23 per hour

Leave of Absence

Arllys Buland - Nurse's Secretary, Senior High, unpaid leave of absence, effective February 4 - March 2, 1985

Military Leave of Absence

John Harrom - Drafting Instructor, MAVTI, military leave for two-week period from March 18-12 and March 25-29, 1985

Return from Leave of Absence

Ken Johnson - Secondary Science Teacher, returning from extended leave of absence, for the 1985-86 school year

Resignation

Catherine Holen - Special Education Teacher currently on leave of absence, effective immediately

Addition to Contract

Wayne Maki - SBP Teacher, Senior High, full-time second semester, BA+90(14) \$14,413.50 (\$28,827 base)

Roger Vettleson - Social Science Teacher, Senior High, .714 second semester, BA+75(14) \$9,949.50 (\$27,870 base)

Howard Murray - Summer School Director for 1984-85 school year, \$5,100.

Contract Settlement

Robin Swenson - Title IX Officer, .5 time, 1983-84 - \$8,105; 1984-85 - \$8,557

Recommendation: Move to approve the personnel changes.

10. Extension of Leases

(Bergen)

Appendix N

Explanation: The following parties are requesting extensions on their current leases:

Dept. of Revenue - from January 1, 1985 for one year at \$7.75 per sq. ft. for a total of \$11,694.84

American Crystal Sugar - for one year at \$7.90 per sq. ft. for a total of \$18,170.00

Recommendation: Move to approve extension of leases as listed above.

11. Clay County Vocational Center (Jernberg)
Organization

Appendix O

Explanation: As a part of the Clay County Vocational Center Board discussions on January 30, a meeting was planned for February 13 to discuss the critical issues regarding Clay County Vocational Center.

Appendix O-1 contains a list of issues. Dr. Pemble will answer questions regarding the issues and will receive input from other Board members as to the major issues from the Moorhead Board's point of view.

Recommendation: The Board will determine approximately eight major issues for discussion.

12. Performance Appraisal/Merit (Jernberg)
Pay Conference

Appendix P

Explanation: Mike Hulett will review the Performance Appraisal/Merit Pay Conference which he attended with Administrative staff.

Recommendation: For information purposes only

'WE ARE PROUD'

1. Robert Larson, Senior High math instructor, serves on the MECC Northwest Minnesota Computer Corporation Advisory Board.
2. Howard Wergeland, Assistant Principal, Senior High, has been elected President-Elect of the Minnesota Association of Secondary Principals (MASSP). In 1986 he will serve as President of the 825 member organization.

3. Moorhead has been selected as one of sixty schools to be a participant in the three-day K-12 Social Studies Leadership Conference on March 13-15th by the Minnesota State Department of Education.
4. The Probstfield School was one of four out of a possible 26 schools to be invited to appear before the House and Senate Education Committees in St. Paul on February 8th to testify on their School Effectiveness Project.
5. Nineteen young people, grades 5-8, are the finalists in the First Annual Spelling Bee held in each of the elementary schools and the Junior High. They will now compete in the District-Wide Spelling Bee to be held in the Senior High School on Thursday, February 28 at 9:30. The winner there will compete in the regional contest at St. Cloud and the regional winner will compete in St. Paul. The winners in each school are:

Edison
Karin Jacobson
Kristi Nerby
Kristen Dronen

Probstfield
Matt Layton
Ryan Kallberg
Amy Campbell

Riverside
Matt Wohl
Matt Philaya
Rachel Engelhardt

Washington
Kristen Johnson
Jennie Kalsow
Tom O'Dell

Junior High
Nathan Stensgard
Chris Heimarck
Kim Nockleberg
Greg Carlson
Chris Meier
Julie Kerssen

6. Moorhead won first place in the St. Olaf college speech and debate tournament on January 11 and 12. Chuck Gallatin was named top speaker overall, with a first place in humorous and fifth in extemp. Jarrod Olson won sixth in humorous, Vicky Held placed third in serious interp., Ross Cascio placed third and Jenny Olson fifth in creative expression, and Steve Wasson won fourth in extemp. and third speaker overall.
7. Moorhead High School has been selected to participate in the First Annual Bison Battalion Army ROTC Rifle Marksmanship Competition. The match will be on March 9th with six schools participating. The Army will furnish all weapons, ammunition and targets for practice and competition.

FOR YOUR INFORMATION

Appendix Z

1. CCVC Minutes of December 19 and January 17 - Appendix Z-1.

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Goal Setting for Staff	Saturday, Feb. 9	10:00 a.m.	Board Room
Title IX Advisory Committee	Thursday, Feb. 14	7:00 a.m.	West Conference Room
Goal Setting for Staff	Thursday, Feb. 14	4:00 p.m.	Board Room
Comparable Worth Meeting	Thursday, Feb. 14	7:00 p.m.	Senior High Library
Elements of Instruction Workshop	Thursday, Feb. 14 & Friday, Feb. 15	All Day	Ramada Inn
District Workshop	Friday, Feb. 15	All Day	
Washington's Birthday Observed (no school for students and staff)	Monday, Feb. 18		
Washington Annex Informational Meeting	Tuesday, Feb. 19	7:00 p.m.	Washington Annex Gymnasium
Goal Setting for Staff	Saturday, Feb. 23	10:00 a.m.	Board Room
Band Concert	Monday, Feb. 25	7:30 p.m.	Senior High

NOTES OF STAFF RECOGNITION MEETING
January 3, 1985

Present: Dean Guida, Karen Koentopf and Ben Trochlil

The purpose of this meeting was to identify strategies that could be implemented that would give recognition to staff.

1. Present Methods of Recognizing Staff
 - 1.1 'We Are Proud'--notes to staff--retirees at Board meeting--emphasis in newspapers--contact media--presentations to Board--send staff to workshops/conventions--performance reviews
2. 'Ideas'
 - 2.1 Recognition for service (i.e. pin for 10, 15, 20, etc.)
 - 2.2 Identify/recognize by programs/grade levels
 - 2.3 Dinner for outstanding staff
 - 2.4 One night activity
 - 2.5 Breakfast in the fall or end of school year for all staff
 - 2.6 Exchange teachers/administrator/secretary, etc. for a day
 - 2.7 Through Adopt-A-School, Board member/principal recognizes staff the last day of school
 - 2.71 Board member/principal invite six building members to breakfast (district expense)
 - 2.8 Recognize MEA's Teacher of the Year with a plaque
 - 2.9 Performance review
 - 2.10 Holiday parties
 - 2.11 Recognition of substitutes (all positions)
3. Other Comments:
 - 3.1 Establish a committee for awards (i.e. staff/PTO/administration/students/community)
 - 3.2 Obtain programs from other districts
 - 3.3 Building administrators identify staff for recognition
 - 3.4 Establish a district policy
 - 3.5 Establish criteria for awards to be earned (i.e. service/longevity; specific accomplishment)
4. Suggested Strategies That Will Be Presented to the Board on January 22:
 - 4.1 Review with entire Board
 - 4.2 Establish criteria for awarding a service pin/plaque
 - 4.3 Through Adopt-A-School program, recognition of staff and arrange breakfast sessions February through May
 - 4.4 Plaque for Teacher of the Year
 - 4.5 Obtain staff recognition programs from other districts
 - 4.6 Present a draft of a district policy to Policy Review Committee - 'Recognition for Accomplishment'
 - 4.61 Send for a search NSBA (Code AGA)
 - 4.7 Establish a committee for awards

RESOLUTION

Be it resolved that the Board of Education has agreed to accept the offer of the Minnesota Department of Transportation on a motion by _____, seconded by _____ and has authorized the Chairperson _____, and Clerk _____ to accept the offer.

Date: _____

MOORHEAD PUBLIC SCHOOLS
INVESTMENT RECORD

FROM SEPTEMBER 18, 1984 TO JANUARY 31, 1985

DATE	INV. #	AMOUNT	MATURITY DATE	INTEREST RATE	INTEREST EARNED (*) ESTIMATED
9-19-84	171	750000	12-21-84	11.35	21754.16
10-01-84	172	400000	12-03-84	11.02	7612.22
10-16-84	173	400000	2-01-85	10.75	* 12541.00
10-17-84	174	400000	2-01-85	10.75	* 12422.00
11-05-84	175	850000	12-03-84	9.75	6445.83
11-05-84	176	150000	12-26-84	9.75	2071.88
11-05-84	177	200000	1-11-85	9.80	3593.33
11-06-84	178	200000	2-04-85	9.80	* 4870.00
12-03-84	179	300000	2-04-85	8.90	* 4524.00
12-12-84	180	250000	2-14-85	9.00	* 3750.00
1-09-85	181	683000	4-01-85	8.50	* 13062.00
1-11-85	182	125000	4-01-85	8.25	* 2263.00
1-22-85	183	675000	3-01-85	8.15	* <u>5806.00</u>
					<u>100715.42</u>

All of the above investments were made in CDs at American Federal Savings & Loan, Moorhead.

SUMMARY OF ATHLETIC PROGRAMS (GRADE 5) 7-12-----

PROGRAM ATHLETICS
BUILDING JR & SR HIGH
YEAR 1983-84

JAN 24 1985

1/18/85

SPORT	NO OF COACHES	NO OF PARTIC	PARTIC PER		OFFICIAL COST	SUPPL	TRANS	TRAVEL EXP	MISC	TOURN EXPENSE	EQUIP	TOT COST	INCOME	COST PER PARTICIPANT	
			COACH	SALARIES										TOTAL	LESS INC
BASEBALL	2	42	21.00	3107.20	1055.00	668.25	298.67	20.10	51.09	-257.92		4942.39	741.00	117.68	100.43
BASK B SR	5	50	10.00	7187.02	1722.50	350.40	2103.25	419.86	0.00	531.12		12314.15	5018.00	246.28	145.92
BASK B JR	6	100	16.67	6519.75	390.00	0.00	330.85	0.00	0.00	0.00		7340.6		73.41	73.41
BASK G SR	5	49	9.80	7484.27	1722.50	179.40	1474.00	81.94	9.00	0.00		10951.11	966.00	223.49	203.78
BASK G JR	6	82	13.67	4723.35	900.00	0.00	469.41	0.00	0.00	0.00	271.80	6269.56		76.46	76.46
CHEERLD	1	45	45.00	1215.90	0.00	103.10	8.84	0.00	0.00	0.00		1327.84		29.51	29.51
CR C B SR	.5	19	39.00	607.95	0.00	0.00	492.93	0.00	145.08	-4.32		1241.635		65.35	65.35
CR C G SR	.5	7	14.00	607.95	0.00	0.00	492.93	0.00	-24.09	-19.84		1056.95		150.99	150.99
FB SR	10	136	13.60	14814.46	1587.50	3187.48	3153.65	929.41	1829.00	381.63	943.00	26926.13	7945.00	197.99	139.57
FB JR	8	151	18.88	5674.00	377.50	0.00	155.74	0.00	0.00	0.00		6207.24		41.11	41.11
GOLF B SR	1.5	31	20.67	3026.10	0.00	21	116.38	0.00	85.73	-221.84		3027.37		97.66	97.66
GOLF G SR	1.5	10	6.67	3026.10	0.00	169.50	116.38	118.52	45.89	7.72		3484.11		348.41	348.41
GOLF JR	2	45	22.50	1992.62	0.00	15.43	0.00	621.87	0.00	0.00		2629.92		58.44	58.44
GYM SR	3	14	4.67	3512.60	649.50	551.42	478.75	0.00	41.06	26.82		5260.15		375.73	375.73
GYM JR	2	23	11.50	1351.00	30.00	0.00	0.00	0.00	0.00	0.00	490.00	1871.00		81.35	81.35
HOCKEY	3	50	16.67	5025.60	1553.00	3499.01	1915.17	270.94	20.00	442.61	1620.00	14346.33	6699.65	286.93	152.93
SOFTBALL	2	27	13.50	2701.90	225.00	1086.64	0.00	0.00	75.00	0.00	1851.80	5940.34		220.01	220.01
SWIM B	1	13	13.00	1756.20	187.50	194.00	1196.69	0.00	35.00	67.36		3436.75		264.37	264.37
SWIM G	2	26	13.00	2999.08	382.50	0.00	1091.05	0.00	37.50	321.72		4631.85		178.14	178.14
TEN B SR	1	11	11.00	1242.88	0.00	162.75	983.90	0.00	0.00	-40.92		2348.61		213.51	213.51
TEN G SR	1	18	18.00	1108.16	0.00	162.75	588.50	0.00	0.00	-78.22	245.00	2026.19		112.57	112.57
TEN JR	2	58	29.00	2161.52	0.00	138.38	62.64	0.00	0.00	0.00		2362.54		40.73	40.73
TR B SR	5	49	9.80	7653.12	0.00	1227.78	88.37	32.58	291.87	-158.00	1170.00	10305.72		210.32	210.32
TR B JR	3	43	14.33	3174.70	0.00	65.17	0.00	0.00	0.00	0.00		3239.87		75.35	75.35
TR G SR	5	40	8.00	7441.27	0.00	450.26	106.68	0.00	438.62	483.86	1040.00	9960.69		249.02	249.02
TR G JR	3	42	14.00	3107.15	0.00	148.26	0.00	0.00	0.00	0.00		3255.41		77.51	77.51
VB SR	6	104	17.33	6754.90	815.00	611.67	0.00	180.00	244.91	-32.87		9573.61	1128.00	82.44	71.59
VB JR	6	158	26.33	6500.98	307.50	3.80	260.01	0.00	0.00	0.00	271.80	7344.09		46.48	46.48
WR SR	4	34	8.50	7963.84	995.00	449.28	2452.01	291.00	263.91	1134.70		13549.74	1136.00	399.52	365.11
WR JR	3	39	13.00	3174.70	101.00	165.6	137.44	0.00	0.00	0.00	1600.00	5178.74		132.79	132.79
TOTAL	101	1516	0.00	127821.3	12901.00	13611.33	18574.24	2966.22	3589.57	2583.61	9503.40	191550.6	23633.65	126.35	110.76

The figures below are not reflected in the above income figures:

Season Ticket Sales
Activity Fees- \$ 5,169.00
- 10,786.00

MEMO # I-85-122

TO: Dr. Trochlil

FROM: Bob Jernberg *BJ*

SUBJECT: Special Education Staff Requests

DATE: February 1, 1985

I have reviewed the four special education staff requests which have been submitted with their respective principals. The response is as follows:

1. Teacher for the Learning Disabled at Washington School - Current caseload at Washington School as of February 1, 1985 is 39 with 12 referrals being processed. Mr. Olson indicates most of these referrals will result in service. The current 2.5 persons would allow for a serving of 45 pupils. An additional half would allow us a maximum of 54. In discussing the concern of added staff with Mr. Olson, he indicates that the current half-time person is willing to increase time on as need basis, which means that we could increase the service time by one or two hours, rather than immediate employment of a full-time position. Based on this, I concur with the request to authorize the increase of up to a full-time position but that we ask Mr. Olson, Mrs. Pederson and Mr. Swedberg to continue to revise the position on a need basis rather than on an anticipated basis.
2. Employment of a .743 speech/language clinician - I discussed this with Mr. Iverson and his recommendation is that we fill the position due to the severity of the Early Education students and the fact that lack of adequate services at this early date will likely result in increased services for a longer period of time.
3. Request for a full-time SBP teacher at Probstfield School - In reviewing the caseload at Probstfield school, three staff members are employed to serve resource students. The state guidelines indicate a caseload in this area of 18 is allowable. However, we are currently serving a total of 54 LD and EMH students and 11 SBP students, which means that we are currently 11 students beyond the state-approved load for our teaching staff at Probstfield school. We also have seven referrals in progress. If these referrals result in all students being served, we will have a total of 72 students, which is the number that is allowable for four staff members. We are currently over the limit, and therefore, it is imperative that we add the staff to Probstfield at this time.
4. Request for .571 TMH aide at the Senior High - I have reviewed the request for a .571 TMH aide at Moorhead Senior High School with the principal, Mr. Dulski. Mr. Dulski indicates that there is a need to meet the minimum caseload due to the fact that we are now at five severely multi-handicapped students with a state limit of four. However, he does indicate that he anticipates that we will have a decrease of one or two students at the end of the year in this area, which means that this request should be authorized for the remainder of the 1984-85 school year only but the aide should not be employed beyond that time. The cost to the district after reimbursement is approximately \$378 for this request, which is recommended.

5. Request for a full-time LD Management Aide at the Junior High. Mr. Braniff has carefully reviewed this request and recommends it for the remainder of the 1984-85 school year.

Although I do recommend that we fill the positions as requested, I also recommend that we review the special education situation. Attached to this memo is a copy of the summary page of the 1982-83 district profile, compiled by the State Department of Education. The numbers at the bottom indicate Moorhead's figures and asteriks the standing. You will note that we are between the 90 and 95th percentile in exceptional education.

Also attached are three pages from the Educational Cooperative Service Unit of the metropolitan Twin Cities area of which we are an auxillary member. This report form is a proof copy of the annual finance study for 1983-84, Table 14 showing that Moorhead is again above the 90th percentile. However, we have to realize that many of the metropolitan schools do have their low-incident handicapped students served by the intermediate districts which may skew the results of this table. Also attached is a copy of page 15 from this report which outlines the category, "Exceptional Education." This category is the same for both reports.

I believe that we should review this information with the Board and discuss the fact that we are contemplating a major study of the special services area as to appropriate services and criteria for entrance as a possible major goal for the 1985-86 school year. We may wish to consider this as a part of our management plan. This does need review and we must maintain services for all students in the district at as high a level as possible. Review may show that we are serving appropriately or that we need to make some adjustments.

BJ/jh

cc: Bob Lacher
Rod Bergen
Al Swedberg

Educational Cooperative Service Unit

of the Metropolitan Twin Cities Area

3602 Highcrest Road, Suite 112
Minneapolis, Minnesota 55418

Area Code: 612
781-5051



January 18, 1985

TO: District Finance Contact Persons
FROM: Anne M. Frenchick, Planning Assistant
RE: Annual Finance Study - Approval of Proofs

Enclosed is a proof copy of this year's Annual Finance Study (FY 83-84 data) tables for verification prior to final printing and dissemination of the report.

Although we have taken every precaution to accurately report what exists on the MDE data base, we realize the potential for problems to occur in comparative financial data reporting. Therefore, we urge you to review the enclosed tables with care. The numbers in parentheses above each table column make reference to glossary definitions which explain the reported revenue or expenditure items and how they were calculated. Most definitions in the glossary include Program Category and/or Source or Object code references. Used in conjunction with the UFARS Blue Manual, these references can provide a detailed explanation of any given element. A copy of the glossary is enclosed.

As you review the tables, we would like to remind you of the following:

* Audit Status of Data:

In most years, for most districts, the use of unaudited data in the ECSU Finance Study does not present a problem. (We report only Revenues and Expenditures.) Depending on when districts made audit entries to their financial report data, the data reported in these tables may be audited or unaudited.

Anoka-Hennepin
Belle Plaine
Bloomington
Brooklyn Center
Burnsville-Eagan-Savage
Centennial
Chaska
Columbia Heights
Eden Prairie
Edina
Farmington
Forest Lake
Fridley
Hastings
Hopkins-Golden Valley
Inver Grove Heights
Jordan
Lakeville
Mahtomedi
Minneapolis
Minnetonka
Mounds View
New Prague
No. St. Paul-Maplewood-
Oakdale
Norwood-Young America
Orono
Osseo
Prior Lake
Randolph
Richfield
Robbinsdale
Rosemount
Roseville
St. Anthony-New Brighton
St. Francis
St. Louis Park
St. Paul
Shakopee
So. St. Paul
So. Washington County
Spring Lake Park
Stillwater
Waconia
Watertown-Mayer
Wayzata
West St. Paul
Westonka
White Bear Lake

Buffalo
Cannon Falls
Chisago Lakes
Elk River
Moorhead
North Branch
Northfield
College of Education
Special District #28
Special District #976
Special District #977
Carver-Scott-Vaughan
Metro II
TIES

TABLE 14. EXCEPTIONAL INSTRUCTIONAL EXPENDITURES (PROGRAM SERIES 400)
Dollars Per Weighted Pupil Unit

	(16) TOTAL EXCEP. INSTR.	(38) % OF TOTAL EXP.		(17) EXCEP. INSTR. SALARIES	(38) % OF TOTAL EXP.
625. ST PAUL	535.22	15.16	625. ST PAUL	532.56	13.70
1. MINNEAPLS	562.86	13.60	1. MINNEAPLS	487.51	11.78
283. ST LOUIS P	403.45	10.20	283. ST LOUIS P	329.09	8.32
108. NORMOOD-YA	385.54	10.27	152. MOORHEAD	313.07	14.02
152. MOORHEAD	378.16	13.31	15. ST FRANCIS	309.44	11.24
282. ST ANTHONY	365.92	8.56	106. NORMOOD-YA	300.84	8.01
15. ST FRANCIS	365.63	13.28	282. ST ANTHONY	286.31	6.70
112. CHASKA	330.54	10.86	112. CHASKA	281.79	9.25
281. ROBBINSOLF	324.12	10.34	623. ROSEVILLE	274.74	7.98
623. ROSEVILLE	300.25	8.72	281. ROBBINSOLF	261.51	8.35
270. HOPKINS	297.78	7.84	270. HOPKINS	260.71	6.86
6. SO ST PAUL	296.42	9.56	6. SO ST PAUL	255.21	8.23
716. BELLE PLN	291.69	11.05	832. MAHOMET	221.60	8.01
152. FARMINGTON	247.46	9.25	716. BELLE PLN	218.09	8.26
277. WESTONKA	243.33	7.60	11. ANOKA-MEN	214.86	8.30
832. MAHOMET	242.29	8.38	278. ORONO	214.21	6.85
110. WACONIA	241.74	8.53	192. FARMINGTON	211.03	7.89
12. CENTENNIAL	241.62	8.38	271. BLOOMINGTN	206.79	6.53
278. ORONO	241.23	7.72	659. NORTHFIELD	200.36	7.17
659. NORTHFIELD	238.07	8.52	195. RANDOLPH	199.10	6.67
11. ANOKA-MEN	229.69	8.88	277. WESTONKA	198.95	6.21
720. SHAKOPEE	229.63	8.23	199. INV GROVE	191.42	7.42
276. MINNETONKA	227.71	7.45	276. MINNETONKA	189.12	6.19
138. N BRANCH	226.42	8.46	252. CANNON FLS	184.23	6.77
280. RICHFIELD	219.67	7.18	280. RICHFIELD	178.90	5.85
199. INV GROVE	218.48	8.47	194. LAKEVILLE	178.87	6.69
271. BLOOMINGTN	217.13	6.86	728. ELK RIVER	177.39	6.13
155. RANDOLPH	215.32	7.21	720. SHAKOPEE	176.05	6.23
622. N ST PAUL	213.21	7.42	877. RUFFALO	172.42	6.14
252. CANNON FLS	213.19	7.83	138. N BRANCH	171.31	6.40
16. SPR LK PK	212.26	7.27	12. CENTENNIAL	169.74	5.89
721. NEW PRAGUE	208.11	7.44	110. WACONIA	166.05	5.86
377. BUFFALO	207.03	7.38	279. OSSEO	164.56	6.47
717. JORDAN	206.62	7.31	622. N ST PAUL	163.94	5.72
194. LAKEVILLE	204.56	7.65	721. NEW PRAGUE	163.83	5.86
272. EDEN PRAR	195.83	6.30	16. SPR LK PK	163.65	5.61
200. HASTINGS	195.78	7.16	272. EDEN PRAR	162.05	5.21
157. N ST PAUL	195.56	6.53	286. BRKLYN CTR	161.99	5.25
723. ELK RIVER	190.50	6.59	621. MNDS VIEW	161.96	5.89
256. BRKLYN CTR	188.20	6.11	200. HASTINGS	160.37	5.87
624. WHITE BEAR	187.64	6.73	191. BURNSVILLE	155.15	5.45
621. MNDS VIEW	184.63	6.72	284. WAYZATA	155.51	5.54
284. WAYZATA	181.49	6.47	197. N ST PAUL	154.80	5.17
14. FRIDLEY	176.12	6.11	624. WHITE BEAR	151.68	5.44
151. BURNSVILLE	175.81	6.14	717. JORDAN	146.21	5.17
141. CHISAGO LK	174.74	6.60	831. FOREST LK	140.36	5.27
111. WATERLOON	173.95	6.04	272. EDINA	138.33	4.60
279. OSSEO	173.52	6.82	141. CHISAGO LK	136.15	5.11
273. EDINA	168.14	4.84	196. ROSEMOUNT	126.91	5.11
13. COL HTS	159.23	5.35	833. SO WASH CT	125.91	4.99
833. SO WASH CT	155.94	6.18	14. FRIDLEY	124.62	4.32
156. ROSEMOUNT	147.44	5.85	13. COL HTS	120.94	4.07
831. FOREST LK	147.13	5.51	111. WATERLOON	119.82	4.16
835. STILLWATER	141.16	5.31	834. STILLWATER	118.89	4.48
719. PRIOR LAKE	148.56	4.41	719. PRIOR LAKE	88.69	3.60

16. Exceptional Instructional Expenditures, Total

includes all costs related to providing learning experiences for pupils of any age who, because of certain atypical characteristics or conditions, have been identified as requiring, or who would benefit by, educational programs differentiated from those provided pupils in regular or vocational instruction.

Add expenditures for:

Exceptional Instruction (Program Category 400 series)

The following subcategories are included:

Educationally Deprived (Program Category 410)

Gifted & Talented (Program Category 415)

Special Education-General (Program Category 420)

Early Childhood/Handicapped (Program Category 425)

Homebound (Program Category 430)

Educable Mentally Retarded (Program Category 440)

Trainable Mentally Retarded (Program Category 450)

Physically Impaired (Program Category 460)

Hearing Impaired (Program Category 465)

Speech Impaired (Program Category 470)

Visually Impaired (Program Category 475)

Special Learning & Behavior Problems-SLBP (Program Category 490)

SLBP, Residential Delinquent (Program Category 491)

SLBP, Emotionally Disturbed & Autistic-like Children (Program Category 492)

Subtract:

Permanent Transfers to Other Funds (Program Category 400 series, Object 900 series)

17. Exceptional Instructional Salaries

Includes the salaries for district personnel whose jobs relate to providing exceptional instructional services (see definition 16).

Add:

Salaries & Wages (Object 100 series) for:

Exceptional Instructional Salaries (Program Category 400 series)

18. Expenditures & Encumbrances, Total

Expenditures include charges incurred, whether paid or unpaid, for current expense, capital outlay, and debt service. (Transfers between funds, exchanges of cash for other current assets, payments of cash in settlement of liabilities already accounted as expenditures, and the repayment of principal of current loans are not considered expenditures.)

Encumbrances include purchase orders, contracts, and salary or other commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

Definitions

Lowest Value — For any specific variable, the lowest value of that variable among all 432 school districts. For example, the lowest EARC mill rate (column 12) for a Minnesota school district is 17.21 mills. The table also shows the highest value for each variable.

XXth percentile — For any specific variable, a value chosen such that XX percent of the school districts are below the chosen value. For example, the 10th percentile for total staff (column 9) is 20; this means that approximately 10 percent of the school districts have fewer than 20 staff members, and 90 percent of the districts have more than 20 staff. The 25th and

75th percentile are also called quartiles; the 10th, 20th, 30th, . . . through 90th percentiles are also called deciles.

Median — For any specific variable, a value chosen such that half of the school districts are below the chosen value, and half are above. For example, the median number of resident pupil units (column 13) is 758. This means that half the school districts have fewer than 758 resident pupil units, and half have more than 758.

State Total — For variables 1-5 (1982-83 resident average daily membership), 9 (total staff), and 13-14 (pupil units), the state total is simply the sum of the corresponding value for all 432 districts listed in the report. For all other variables, the

state total is computed as the sum of the numerators for all districts, divided by the sum of the denominators. For example,

$$\text{State total pupil-staff ratio} = \frac{\text{State total of pupils}}{\text{State total of staff}}$$

For these variables, the state total is a form of weighted average.

	Revenue %			1982 - 83 Expenditures per Pupil Unit																Other Measures per Pupil Unit				
	15. Federal	16. State	17. Local and Other	18. District and School Admin.	19. District Support Services	20. Regular Instruction	21. Vocational Instruction	22. Exceptional Instruction	23. Instructional Support Services	24. Pupil Support Services	25. Operations and Maintenance	26. Food Service	27. Pupil Transportation	28. Other Oper. Program	29. Total K-12 Operating Expenditures	30. Community Service	31. Capital Outlay	32. Building Construction	33. Debt Service	34. Operating Funds Balance	35. Change in Funds Balance	36. State and Local Oper. Costs	37. Long Term Debt	38. 1982 EARC Value
Low	1	0	4	80	10	795	0	20	2	0	146	2	47	0	1847	0	11	0	0	689-	941-	1536	0	138
5th	2	19	26	113	15	916	11	93	14	2	178	* 87	108	19	2042	0	48	0	0	134-	298-	1682	0	16,188
10th	3	25	32	*122	19	944	20	117	24	3	192	102	*122	28	2070	4	60	0	0	33-	233-	1716	0	18,847
20th	3	32	37	137	29	985	30	152	36	8	208	110	139	38	2151	17	70	0	51	120	166-	1767	73	24,016
25th	4	34	39	143	31	999	36	163	40	12	215	114	147	40	2183	20	78	0	65	174	137-	1793	153	25,971
30th	4	37	41	149	35	1016	41	172	43	16	222	120	155	47	*2212	23	86	0	74	198	99-	1826	212	27,897
40th	4	42	45	161	*41	*1048	*52	192	48	29	232	127	165	59	*2271	30	98	0	94	269	46-	1886	402	*31,336
Med	5	45	48	174	48	1075	61	202	53	35	243	134	179	69	2338	34	112	*0	113	330	5-	1935	600	36,036
60th	5	50	52	186	53	1105	69	224	*59	*43	262	144	198	94	2401	40	*127	0	137	*398	34	1980	812	40,132
70th	6	53	57	205	61	1146	80	244	68	*52	278	150	214	114	2483	*47	142	0	165	487	67	2063	1086	47,069
75th	7	55	60	219	65	1181	86	259	71	56	292	156	223	*125	2533	51	151	0	180	547	100	2107	1193	51,333
80th	7	58	64	229	74	1205	94	278	76	61	302	163	236	134	2583	57	172	0	202	615	124	2178	1418	55,312
90th	8	63	69	261	89	1308	115	*314	97	73	347	180	271	167	2795	73	219	14	269	927	*197	2339	2348	68,548
95th	10	66	76	297	105	1434	160	*375	120	86	379	196	303	204	3025	91	263	74	335	1172	347	2509	3201	75,919
High	35	75	99	475	227	2447	306	902	243	164	935	288	446	355	5108	222	1325	9634	736	3195	1014	4935	20,817	119,884
Tot.	5	40	55	148	59	1074	56	247	75	60	252	121	172	137	2402	51	116	48	156	300	13-	2020	1046	38,659
Mhd.				122	40	1052	58	338	59	45	174	94	135	123	2241	47	128	0	110	344	197	1900	531	30,952

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

8/6/84

Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Riverside or Lincoln
TOPIC OF PROPOSAL: Add Speech/Language Clinician in Early Education
SUBMITTED BY: Don Iverson - Anne Moyano DATE: January 16, 1985
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 1/31/85

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 .743 speech/language clinician to serve Early Education students at either Riverside or Lincoln.

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.)

The speech/language caseload in Early Education is currently at twenty-nine with three pending referrals. Under the present service delivery model no child receives services more than two days per week. For approximately eighteen children this an inappropriate amount of service time and progress on IEP goals and objectives is limited or nonexistent.

Adding an additional part-time clinician will allow us to provide either two or four days per week service depending on each child's needs. Currently the children in the program are seen individually by the clinician no more than seven times per month. Some children cannot make significant gains under that kind of delivery model.

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

Children fail to make the gains expected in their speech/language skills.

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

A number of alternatives have been explored and were found to be unacceptable or were denied. (Staffing patterns have been a concern since early November)

Rather than misrepresent services available in the program, it is recommended that the current clinician be assigned to one site full-time and that services be discontinued at the second site.

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	.743	5898.98		4129.29	1769.69
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
FRINGE BENEFITS	Total Salaries X 20% Worker's Compensation X salary X .0043 =				12.39
SUPPLIES					
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST _____ Net District Cost _____					1782.08
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

6. Space implications (short/long range).

The space presently being used is available.

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as an acceptable candidate can be employed.

9. Other comments:

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

8/6/84

84-85 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Moorhead Senior High School

TOPIC OF PROPOSAL: Employ a .571 TMH Aide

SUBMITTED BY: Don Dulski DATE: 1-30-85

SUBMITTED TO: Alan K. Swedberg
Robert Jernberg

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve Disapprove Hold X Refer to Cabinet

Date 1/31/85

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.

Request authorization to employ one part-time TMH aide at Moorhead Senior High School. The part-time aide would be employed four hours per day.

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.)

In the Fall of 1984 a teacher of the TMH at the Senior High School was assigned a maximum caseload of four severely multiply handicapped students. In January 1985, one additional student moved into the district requiring this type of program.

Because of the special needs of these students, one additional part-time aide is requested. Each activity these students participate in requires one adult on one student or one adult on two students ratio.

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

Existing staff will be unable to meet the needs of the students during lunch and afternoon activities.

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

Attempt to recruit volunteers

• Employ one additional teacher of the TMH

Attempt to obtain a variance in maximum class size from the State Department of Education

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					
Clerical					
Aides: No. & Hrs/Day					
Teacher Aides	1	1251.20	TMH Aides	875.84	375.30
Noon Aides					
FRINGE BENEFITS		Total Salaries X 20% Worker's Compensation X salary X .0043 =			2.63
SUPPLIES					
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST <u>1253.83</u> Net District Cost <u>377.93</u>					
Comments on budgetary items: TMH Aide will be employed four hours per day through May 31, 1985					

- 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.

February 19, 1985

9. Other comments:

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

8/6/84

84-85 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Probstfield School

TOPIC OF PROPOSAL: Add an additional SBP teacher

SUBMITTED BY: Howard Murray DATE: 1-18-85

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 1/31/85

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 full time SBP Resource teacher at Probstfield

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.)

We are currently serving 11 SBP students at Probstfield and have seven referrals in progress. These students are being served by three LD/SBP/EMH teachers who are also serving 54 LD and EMH students. It is anticipated that many of the students with referrals in progress will qualify for services in the L.D. or SBP programs.

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 project. 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.

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	1.0 FTE	10406		7122	3122.00
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
FRINGE BENEFITS	Total Salaries X 20% Worker's Compensation X salary X .0043 =				997.00
SUPPLIES	300			150	150.00
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST <u>11,703</u> Net District Cost <u>4269.00</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

6. Space implications (short/long range).

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as acceptable condidate can be employed.

9. Other comments:

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

8/6/84

____ Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Washington School

TOPIC OF PROPOSAL: Increase .5 L.D. Teaching Position Up To Full-time

SUBMITTED BY: Robert Olson - Eldora Pederson DATE: 1-30-85

SUBMITTED TO: Robert Jernberg
Alan Swedberg

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve ✓ Disapprove ____ Hold ____ Refer to Cabinet ____

Date 1/31/85

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.

Increase the half-time learning disabilities teaching position up to full-time to help serve the students who have been identified by the George Washington Child Study Team as requiring services because of a specific learning disability.

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.)

The learning disabilities caseload at Washington is currently at thirty-eight with twelve referrals in the process of being assessed. It is anticipated that several of the students with referrals in process will qualify for services. In order to meet the needs of the previously identified learning disabled students, assess the students newly referred, and serve the new students placed by the Child Study Team in the learning disabilities program, the half-time learning disabilities teaching position needs to be increased up to full-time as the numbers identified warrant.

3. State the negative implications if the proposal is not approved.
We will exceed the State of Minnesota maximum caseload limit of 18 students per learning disabilities teacher.

Students will not receive the type of educational program determined to be appropriate for them.

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.

Provide inappropriate services and allow parents to go conciliation and due process hearing.

6. Space implications (short/long range).

None. Space is already available.

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as the Washington principal and learning disabilities coordinator determine that an increase in time is needed to meet the needs identified in item #2 of this proposal.

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					
Teachers	.5	4984.20		3488.94	1495.26
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
FRINGE BENEFITS	Total Medical, Life, LTD and WC				387.36
	Salaries X 20%				
	Worker's Compensation X salary X .0043 =				
SUPPLIES		100.00			50.00
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
<div> <div>*3 TOTAL COST</div> <div>\$5,471.56</div> <div>Net District Cost</div> <div>\$1932.62</div> </div>					
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

MOORHEAD PUBLIC SCHOOLS
Moorhead, Minnesota

8/6/84

84-85 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Moorhead Junior High School

TOPIC OF PROPOSAL: Employ a Full-time LD Management Aide

SUBMITTED BY: Donald Braniff/Eldora Pederson DATE: 2-6-85

SUBMITTED TO: Alan K. Swedberg
Robert Jernberg

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: _____

Recommendation (by person responsible):

Approve X Disapprove ____ Hold ____ Refer to Cabinet ____

Date 2/6/85

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.

Employ a full-time management aide to assist with the provision of special education to three Level IV learning disability students. The primary responsibility will be to implement pupil behavior management techniques, particularly on-task behaviors.

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.)

Because of the severity of the Level IV students' learning problems, a management aide is needed to implement pupil behavior management on task techniques.

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

Students will not receive the type of educational program necessary to meet their needs.

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

Provide inappropriate services and allow parents to go to conciliation and due process hearing.

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					
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides	1.0	1532.27	LD Aides	1072.59	459.68
Noon Aides					
FRINGE BENEFITS					
			Total Salaries and WC Medical, Life, LTD X 20% Worker's Compensation X salary X .0043 =		156.50
SUPPLIES					
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
<p>*3 TOTAL COST <u>1688.77</u> Net District Cost <u>616.18</u></p> <p>Comments on budgetary items:</p>					

- 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

February 19, 1985 or as soon as possible

9. Other comments:

Chapter I Information

	1982-83	1983-84	1984-85	1985-86
1. Schools served	Washington Edison Probstfield Riverside* St. Joseph St. Francis	Washington Edison Probstfield Riverside St. Joseph St. Francis all eligible	Washington Edison Probstfield* Riverside* St. Joseph St. Francis	Washington Edison Probstfield Riverside St. Joseph St. Francis Park Christian?

*On first year of a two-year probation

		Read.	Math	Read.	Math	Read.	Math	
2. Number of students served	Gr. 1	103	80	48	26	56	19	-
	Gr. 2	77	45	57	59	32	49	-
	Gr. 3	34	20	39	30	37	26	-

3. Number of teaching staff working approximately 5 hours per day for 135 days	13.5	10.5	10.5	-
--------------------------------------------------------------------------------	------	------	------	---

		Read.	Math	Read.	Math	Read.	Math	
4. Percent of students receiving Title I	Gr. 1	.248	.192	.128	.069	.131	.044	-
	Gr. 2	.202	.118	.142	.147	.085	.13	-
	Gr. 3	.105	.068	.107	.083	.10	.07	-

		Allocation	Carryover	Total
5. Chapter I (Title I) allocations	81-82	182,678		182,678
	82-83	180,340	3,742	184,082
	83-84	174,518	9,074	183,592
	84-85	148,340	30,472	178,812
	85-86	126,089 est.	2,748 est.	128,837 est.

6. Estimated number of staff Chapter I funds in 1985-86 will support:
7 versus 11 in 1984-85.

CHAPTER I (TITLE I) RESOLUTION 1985-86

Reading and Math

WHEREAS, the Congress of the United States has, "In recognition of the special education needs of children of low-income families and the impact that concentrations of low-income families have on the ability of educational agencies to support adequate educational programs, Congress hereby declares it to be the policy of the United States to provide financial assistance to local educational agencies serving areas with concentration of children from low-income families to expand and improve the educational programs by various means which contribute particularly to meeting the special educational needs of educationally deprived children", and,

WHEREAS, School District #152 declares its intention to carry out the policy of the Congress of the United States by developing projects in concert with current state and Federal Chapter I Regulations and Guide lines to expand and improve the educational programs by various means which contribute particularly to meeting the special educational needs of the educationally deprived children that attend school in the district.

NOW, THEREFORE, BE IT RESOLVED, that School District #152 apply for financial assistance available under E.S.E.A. Title I as amended (P.L. 97-35, Title V, Subtitle D, Chapter I) and that Dr. Bennett Trochlil, Superintendent of Schools, be named as the Local Agency Representative and be directed to execute and file application(s) for and in behalf of the School District and otherwise act as authorized representative of the School District in all activities related to E.S.E.A., Title I, as amended (P.L. 97-35, Title V, Subtitle D, Chapter I) for the school year 1985-86.

Clerk

Date

Proposals requesting the curricular additions have been received and have been reviewed by staff, the PER Committee and Administrative Cabinet. Proposed additional curricular offerings for 1985-86 and administrative recommendations are as follows:

	Course Be Offered	Course Not Be Offered	Further Study	Comments
1. Theatre Arts (1 elective credit - grades 9-12)	X			
2. Pre-College Reading (1/2 credit - grades 11-12)	X			
3. Swing Choir		X		Review as possible extra-curricular
4. Auto Computer Systems (1/2 credit - prereq. Auto I-II or 2-hour auto mechanic class)	X			
5. Calculus	X			
6. Practical Family Life			X	
7. Increased foreign language as follows: Junior High - Spanish, French, German (IA,IB) Senior High - Spanish IV, French IV	X			

1. Theatre Arts
(1 elective credit - grades 9-12)

Statement of Proposal

It is proposed that a non-English credit theatre arts elective be created at the Senior High School.

Rationale and Need

- a. At the present time, there are no theatre arts or drama classes being offered at the Senior High. Drama as an offering in English was dropped due to lack of qualified staff when Mrs. Holland was placed on unrequested leave of absence.
- b. The lack of a theatre arts course creates a serious void in the arts background of Senior High students.

2. Pre-College Reading
(1/2 credit - grades 11-12)

Statement of Proposal

It is proposed that a Pre-College Reading course be an elective offering for 1/2 credit. The population to be served would be upperclass students (grades 11 and 12) of above-average or superior academic ability who intend to pursue academic work beyond high school.

Rationale and Need

Research has shown that the academically talented student responds favorable to an independent program in which he/she is not restricted by a lock-step curriculum. This feature of the present reading course appeals to those students who would be expected to enroll in a pre-college reading course. In such a course, there would be an opportunity for "shared/paired" learning.

3. Swing Choir

Statement of Proposal

High School Swing Choir

Rationale and Need

There is no outlet currently available for students to study and perform popular music and relate that music to movement and dance. Also, there is a significant number of students that have requested a swing choir.

4. Auto Computer Systems
(1/2 credit - prerequisite Auto I-II
or 2-hour auto mechanic class)

Statement of Proposal

Automotive Computer Control Systems would be a high technology class designed to serve students who desire a more in-depth study of the late model computer-controlled automobiles than is possible in the other Auto classes.

Rationale and Need

The new electrical systems in 1980's types of cars have become much more complex and it is not feasible to add all this material to existing classes. In addition, there have been many students asking for additional auto mechanics the last several years and the proposed class would allow them to work in the high technology area of the automotive field.

5. Calculus

Statement of Proposal

To offer calculus as a math option.

Rationale and Need

There have been suggestion by former students, North Central Association and measures have been taken to allocate for student acceleration so there will be students with the background for this course.

6. Practical Family Life

Statement of Proposal

To offer a Practical Family Health Course as a Health Department offering.

Rationale and Need

The objectives are covered, at least partially, in Home Ec. courses. The Home Economics Department of the State Department has licensure concerns. An interdisciplinary study of this proposal is needed among Sr. High departments.

7. Increased foreign language as follows:

Junior High - Spanish, French, German IA, IB

Senior High - Spanish IV, French IV

Statement of Proposal

Increase the Junior High electives by offering each of the three languages listed over a two-year period. i.e., Spanish IA, Spanish IB would provide for students to begin Spanish II at the Senior High level.

Rationale and Need

With the current introduction to foreign language offerings at the elementary level, this provides for continuity and a comprehensive foreign language programs for grades 4-12.

- Issues:
1. support for present structure
 2. support for a new focus/mission/model
 3. director - full time vs. part time
 4. process in selecting director (staff involvement, etc.)
 5. respective district's staff (building level) support for program
 6. school board support for program
 7. short/long-range planning (short-term 'fix' vs. long-term)
 8. hidden agendas/trust
 9. location of program
 10. part-time vs. full-time staff
 11. mission statement
 12. identification of obstacles and supportive forces for Center
 13. legislation - interdistrict cooperation levy/intermediate districts/Perpich plan/educational plan
 14. events (now anticipated) that impact on the Center
 15. one year for programs
 16. frustration - distraught feelings
 17. creative problem solving
 18. newly defined cooperative effort
 19. Learning Bank (Moorhead, Fargo, West Fargo)
 20. Management Assistance Program - SDE
 21. school effectiveness research
 22. timelines
 - 22.1 lack of progress since October
 23. involvement of people affected by the program
 24. Moorhead's 'power' base
 25. needs of each district
 26. evaluation of Center - Dayton Perry

- 27. support for new model
- 28. management styles of administrators
- 29. Moorhead's committee on the role of vocational education.
in the Moorhead district
- 30. role of MAVTI
- 31. financial committment by each district
- 32. CCVC nominal group process results
- 33. selling the solution
 - 33a. fact finding
 - 33b. lack of time
- 34. We Agree Statements by Superintendents:
 - 34.1 interim director - Bob Wiltsey
 - 34.2 programs should operate for 1985-86
 - 34.3 each superintendent will 'touch base' with their
administration and Board representative
 - 34.4 propose location of Center 'as is' to administration
 - 34.40 high school
 - 34.41 permanent home
 - 34.5 staffing based on need
 - 34.6 assistance for Bob Wiltsey in negotiations
 - 34.7 notify applicants as to status of Center
 - 34.8 there is potential for success
 - 34.9 goal - to restructure the Center by March 1, 1985

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER MINUTES
WEDNESDAY, DECEMBER 19, 1984
LOMMEN HALL, MOORHEAD STATE UNIVERSITY, 10:00 A.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, Supt. Bennett Trochlil. Glyndon-Felton: Lloyd Seter, Jr., Supt. Harold Larson. Barnesville: Ardon Doran, Supt. Ed Thompson.

APPROVE AGENDA

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

MINUTES OF PREVIOUS MEETING

Moved by Carlson, seconded by Doran to approve the minutes of the November 7, 1984 meeting as read. Motion carried unanimously.

CONSIDERATION OF CLAIMS

Moved by Carlson, seconded by Seter, Jr., that the Center claims be paid for November in the amount of \$19,980.32. Motion carried unanimously.

APPROVE TELEPHONE DEPOSITS

Moved by Doran, seconded by Seter, Jr., to approve the telephone deposits for November in the amount of \$58,318.61. Motion carried unanimously.

INTERIM DIRECTOR'S REPORT

Evelyn Lynch and Robyn Widley of the Clay County Coordinated Preschool Program gave the Board an update of their program and showed a slide tape presentation that is being developed to share program ideals with others.

Bob Wiltsey gave an update on the science grant.

Harold Larson/Lloyd Seter, Jr. gave a short encapsulation of the A.V.A. Convention.

OLD BUSINESS

Harold Larson presented to the Board, "New Horizons" which deals with organization and the Minnesota Plan.

Bennett Trochlil/Richard Pemble presented to the Board, "Scott-Carver Cooperative Center", which is a rather new cooperative venture in Minnesota.

NEW BUSINESS

The Superintendent's and Bob Wiltsey are going to meet to decide on a definite direction of the Center and a short term plan to be presented to the Board.

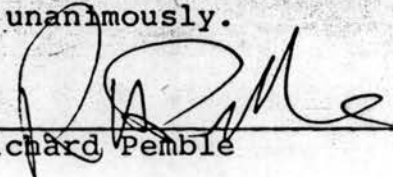
NEXT MEETING DATE

The next meeting will be held on January 30, 1984 at 11:00 a.m.

ADJOURNMENT

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

Clerk


Richard Pemble

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER MINUTES
SPECIAL BOARD MEETING
JANUARY 17, 1985 10:00 A.M.
CLAY COUNTY VOCATIONAL COOPERATIVE CENTER

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: Supt. Bennett Trochlil. Glyndon-Felton: Lloyd Seter, Jr., Supt. Harold Larson. Barnesville: Ardon Doran, Supt. Ed Thompson. Absent: Moorhead: Richard Pemble.

NEW BUSINESS

The Superintendent's will meet to recommend how the science project handles inservice of staff.

Moved by Carlson, seconded by Doran to extend Robert Wiltsey as the Interim Director until June 30, 1985. Motion carried unanimously.

Moved by Seter, Jr., seconded by Carlson, to commit the member schools to the operation of the CCVCC for the 1985-86 school year subject to home board approval. Motion carried unanimously.

Moved by Doran, seconded by Seter, Jr., that member schools shall consider the future of the CCVCC and bring the recommendations to the Board by March 1, 1985. CCVCC Board members will take back to their home boards for their approval. Motion carried unanimously.

NEXT MEETING DATE

The next meeting will be held on January 30, 1985, at 11:00 a.m.

ADJOURNMENT

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

Acting Clerk

Courtney Carlson

5/mg/B005
2-12-85
Regular Meeting
Board of Education
Independent School District #152
February 12, 1985

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

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

PREVIEW - Rod Bergen previewed the agenda, adding The Sabin School Issue.

MINUTES - Wayne Puppe moved, seconded by Dean Guida, to approve the minutes of January 8 and 22, 1985. Motion carried.

CLAIMS - Curt Borgen moved, seconded by Karen Koentopf, to approve the claims in the amount of \$768,175.84. Motion carried.

GENERAL FUND	\$246,574.44
FOOD SERVICE	33,032.12
TRANSPORTATION FUND	66,581.15
COMMUNITY SERVICE	10,616.51
CAPITAL EXPENDITURE	34,520.24
MAVTI - GENERAL FUND	135,743.14
MAVTI COMM SERVICE	3,683.18
VO-TECH CAP. OUTLAY	34,513.62
VO-TECH BUILDING FUND	59,591.07
STUDENT GRANTS FUND	129,235.03
TOWNSITE CENTRE	14,085.34
GRAND TOTAL	\$ 768,175.84

STAFF RECOGNITION PROGRAM - Karen Koentopf and Dean Guida reviewed discussions of their meeting with Ben Trochlil to identify strategies that could be implemented that would give recognition to staff. Suggested strategies were:

1. Obtain staff recognition programs from other districts
2. Establish criteria for awarding a service pin/plaque
3. Design pin/plaque
4. Through Adopt-A-School program, recognition of staff and arrange breakfast sessions February through May
5. Extend recognition of Teacher of the Year

The Committee will come back to the Board with further recommendations and reports on actions taken.

Regular Meeting
Board of Education
Independent School District #152
February 12, 1985
Page Two

SALE OF LAND ON HIGHWAY 75 SOUTH - Wayne Puppe moved, seconded by Curt Borgen, to accept the offer of \$3,500.00 for .55 acres of land from Minnesota State Department of Transportation to allow for a new 4-lane highway on #75 South. Motion carried.

AVTI PETTY CASH FUND - Curt Borgen moved, seconded by Karen Koentopf, to approve the increase of the petty cash fund at AVTI from \$50 to \$100. Motion carried.

INVESTMENT APPROVAL - Wayne Puppe moved, seconded by Doug Fagerlie, to approve investments #171 to #183. Motion carried.

1983-84 ATHLETIC BUDGET - Phil Seljevold reviewed a summary of the Athletic Programs, participants and costs.

SPECIAL EDUCATION CORRECTIVE ACTION PLAN - Doug Fagerlie moved, seconded by Dean Guida, to approve the Corrective Action Plan and to submit same to the State Department of Education. Motion carried.

SPECIAL EDUCATION STAFFING - Curt Borgen moved, seconded by Karen Koentopf, to approve the positions of:

- .571 FTE aide for the TMH classroom
- .5 FTE teacher of the Learning Disabled
- .743 FTE Speech/Language Clinician
- 1.0 FTE teacher of Severe Behavior Problems
- 1.0 FTE Management Aide

Motion carried.

TITLE I PROGRAM - Vonnice Johnson and Al Swedberg provided the Board with a review and update of the Chapter I Program. The Board requested administrative staff look at alternatives in delivering the Title I Program for the 1984-85 school year.

TITLE I RESOLUTION - Doug Fagerlie moved, seconded by Karen Koentopf, to approve the Chapter I (P.L. 97-35) Resolution. Motion carried.

The Title I program has been officially changed to Chapter I (P.L. 87-35).

PROGRAM OFFERINGS FOR 1985-86 - Curt Borgen moved, seconded by Doug Fagerlie, to approve the following additional course offerings for 1985-86 as recommended:

- Theatre Arts - 1 elective credit - grades 9-11
- Pre-College Reading - 1/2 credit - grades 11-12
- Auto Computer Systems - 1/2 credit - prereq. Auto I-II
- Calculus
- Increased foreign language - Junior High - Spanish, French, German (IA,IB); Senior High - Spanish IV, French IV

Motion carried.

Regular Meeting
Board of Education
Independent School District #152
February 12, 1985
Page Three

It was recommended that Swing Choir be reviewed as an extra-curricular activity.

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

New Employees

Cindy Peterson - Payroll Secretary, Townsite Centre, effective February 18, 1985, \$5.13 per hour (based on 1983-84 salary)
Judy Bailey - Math Teacher, Senior High, .43 second semester, BA+15(4) \$3,738.60 (\$17,389 base)
Eric Hofstrand - Custodian, effective February 13, 1985, \$7.23 per hour

Leave of Absence

Arllys Buland - Nurse's Secretary, Senior High, unpaid leave of absence, effective February 4 - March 2, 1985

Military Leave of Absence

John Harrom - Drafting Instructor, MAVTI, military leave for two-week period from March 18-22 and March 25-29, 1985

Return from Leave of Absence

Ken Johnson - Secondary Science Teacher, returning from extended leave of absence, for the 1985-86 school year

Resignation - Catherine Holen - Special Education Teacher currently on leave of absence, effective immediately

Addition to Contract

Wayne Maki - SBP Teacher, Senior High, full-time second semester, BA+90(14) \$14,413.50 (\$28,827 base)

Roger Vettleson - Social Science Teacher, Senior High, .714 second semester, BA+75(14) \$9,949.50 (\$27,879 base)

Motion carried.

SUMMER SCHOOL DIRECTOR - Mike Hulett moved, seconded by Curt Borgen, to approve Howard Murray as Summer School Director for 1984-85, at \$5,110. Motion carried.

TITLE IX CONTRACT - Dean Guida moved, seconded by Doug Fagerlie to approve the contract for Robin Swenson, Title IX Officer, .5 time, for 1983-84 - \$8,105; 1984-85 - \$8,557. Motion carried.

EXTENSION OF LEASES - Curt Borgen moved, seconded by Karen Koentopf, to approve extension of leases to MN Dept. of Revenue from January 1, 1985 for one year at \$7.75 per sq. ft. for a total of \$11,694.84 and American Crystal Sugar for one year at \$7.90 per sq. ft. for a total of \$18,170.00. Motion carried.

Regular Meeting
Board of Education
Independent School District #152
February 12, 1985
Page Four

CLAY COUNTY VOCATIONAL CENTER ORGANIZATION - A meeting is planned for February 13 to discuss the critical issues regarding Clay County Vocational Center.

Dr. Pemble answered questions regarding the issues and received input from other Board members as to the major issues from the Moorhead Board's point of view.

SABIN SCHOOL ISSUE - A meeting was held with the Sabin City Council and Mayor Harry Buth on February 11 and an informal offer was made to purchase Sabin School from Independent School District #152.

The Board discussed concerns regarding storage area and equipment, restrictions placed on the building, date of sale and holding an auction.

Dean Guida moved, seconded by Doug Fagerlie, to adjourn the meeting. Motion carried.

Karen Koentopf, Clerk

5/mg/BDS
mm
2-26-85

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, Feb. 26 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. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
 - A. UNFINISHED BUSINESS
 - B. NEW BUSINESS
 1. Consider Dentist Salaries Appendix A
- VII. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
 - A. UNFINISHED BUSINESS
 1. Review Site Development Program Appendix B
 - B. NEW BUSINESS
 1. Review Community Education Early Childhood Family Education Program Appendix C
 2. Consider Middle School Concept and Management of the Sixth Grade Program Appendix D
 3. Consider Lease Appendix E
 4. Consider Discontinuance of Position Resolution Appendix F

- | | |
|--------------------------------------------------|-------------------|
| 5. Consider Personnel | Appendix <u>G</u> |
| 6. Consider Travel Account Reimbursement | Appendix <u>H</u> |
| 7. Consider Audit for 1984-85 School Year | Appendix <u>I</u> |
| 8. Review Guidelines for the 1985-86 School Year | Appendix <u>J</u> |

VIII. FOR YOUR INFORMATION

Appendix Z

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

X. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, March 12, 1985

VI. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

NEW BUSINESS

1. Dentist Salaries - AVTI (Bergen) Appendix A

Explanation: Oscar Bergos has received a request from the dentists who participate in our Dental Assistant Program requesting an increase in salary.

Recommendation: Move to approve an hourly rate of \$50.00 per hour for participating dentists in the Dental Assistant Program.

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

UNFINISHED BUSINESS

1. Site Development (Trochlil) Appendix B

Explanation: The results of the Performance Inventory Rating will be reviewed. Discussion will take place as to the process necessary to bring closure to this district objective (i.e. financing) of the Site Development Program.

Recommendation: For discussion purposes

NEW BUSINESS

1. Early Childhood/ Family (R. Andersen) Appendix C
Education Programs

Explanation: Funds have been provided through Community Education to offer an Early Childhood Family Education program. Children from birth to kindergarten and their parents are the target group to be served. Parents must be involved in a substantial, meaningful way. Programs are to be educational experiences for both children and parents together.

The Community Education staff has put together a plan for District #152. Rose Andersen, Rose Krumwiede and Kim Bushaw will explain it.

Recommendation: Move to approve the Early Childhood/Family Education Program plan as presented.

2. Middle School Concept/ (Trochlil) Appendix D
Management of the Sixth
Grade Program

Explanation: For the purposes of flexibility, developing a tie between the elementary and junior high programs, and selecting leadership that has experienced success in reorganizing efforts, the superintendent supports the implementation of a middle school concept with the present junior high principal as manager of the 6th grade program.

Recommendation: Move to appoint Donald Braniff as the principal of the Moorhead Middle School (North and South Campus)

3. Lease - Foss & Associates - (Bergen) Appendix E
Townsite Centre

Explanation: Foss & Associates request a two (2) year lease in Townsite Centre - for 1,190 sq. ft. @ \$4,998.00. They agree to remodel the space and pay that cost, \$9,000 to \$10,000.

Recommendation: Move to approve the lease with Foss & Associates in the amount of \$4,998.00.

4. Discontinuance of Programs (Bergen) Appendix F
and/or Positions Resolution

Explanation: Appendix F-1 is the resolution directing the administration to make recommendations for reductions in programs, positions and the reasons. This is done each year as it is part of the planning process for the next school year.

Recommendation: Move to approve the resolution listed in Appendix F-1.

5. Personnel (Bergen) Appendix G

New Employees

James Smith - Custodian, Probstfield/Lincoln/Washington Annex, effective February 27, 1985, \$7.23 per hour

Margaret Hanson - Speech/Language teacher, Lincoln Elementary .743 time, MA(0) \$4,930.63 (\$19,581.00 base)

Susan Bryant, SBP teacher, Probstfield Elementary, effective March 4, 1985, BA+30(0) \$5,985.32 (\$17,662.00 base)

Retirements

Vincent Pulicicchio - Music teacher, effective May 31, 1985
Erling Linde - Music teacher, effective May 31, 1985
Dewey Possehl - Music teacher, effective May 31, 1985
Raymond Larson - Senior High counselor, effective June 14, 1985
Mildred Bruggeman - Junior High English teacher, effective May 31, 1985
Robert Johnson - Senior High Math teacher, effective May 31, 1985

Resignation

Craig McComb - Secondary teacher on extended leave of absence, effective immediately

Military Leave of Absence

Ronald Kragness - Math teacher, Senior High, military leave of absence for 10 days effective February 25 - March 8, 1985

6. Travel Account Reimbursement (Lacher) Appendix H

Explanation: At this time of year the travel account is not adequate to cover travel advances for an entire month. Board approval is requested to reimburse the travel account in the amount of \$5,826.49. Details are available in the business office.

Recommendation: Move to approve reimbursement in the travel account in the amount of \$5,826.49.

7. Audit for 1984-85 School Year (Lacher) Appendix I

Explanation: The proposal from Eide Helmeke & Co. for the annual audit for the 1984-85 school year is \$18,250. This includes writing the statements and the report (Appendix I-1). The fee is the same amount we contracted for in 1983-84.

Recommendation: Move to accept the audit proposal from Eide Helmeke & Co. in the amount of \$18,250.

8. Budget Guideline for the (Trochlil) Appendix J
1985-86 School Year

Explanation: Appendix J-1 contains the tentative and preliminary guidelines in preparing for the 1984-85 budget. The administration will review this with the Board and make corrections/deletions/additions as requested.

Recommendation: This is for discussion purposes with final approval (this meeting or March 9th).

'WE ARE PROUD'

1. Don Dulski has been selected to be a participant in the Blandin Foundation Fellowship Program. In addition, he will chair the North Central Evaluation in the Canby High School.

CALENDAR OF EVENTS

Event

MSBA - Capitol for a Day	Tuesday, March 5	All Day	State Capitol
Joint Powers	Thursday, March 7	7:00 a.m.	City Hall
CCVC Board Meeting	Wednesday, Mar. 13	11:00 a.m.	CCVC
NSBA Convention	Saturday, March 30 through Tuesday, April 2		Anaheim, California

The Concept of Early Childhood and Family Education

Early childhood and family education (ECFE) is designed for parents and their children aged birth to kindergarten enrollment. The programs are based on a recognition that the home is a child's first learning environment, and that the parents are the child's primary and most influential teachers. As a result, the central goal of early childhood and family education is to enhance and support the competence of parents in providing the best possible environment for the healthy growth of their children.

Other major objectives include: (1) engaging the interest and talents of parents in recognizing and meeting the emotional, intellectual, and physical needs of children; (2) promoting healthy self-concepts among family members; (3) sharing alternative child-rearing approaches with parents and offering them a chance to share skills, techniques, and ideas with each other; and (4) providing creative learning experiences for both parents and children.

Local school districts are responsible for serving as a catalyst to encourage cooperative efforts among other community services.

Parents and children are involved together in program activities. Typical annual involvement of a family is one and one-half or two hours a week for lengths of time ranging from eight weeks to a school year. Most local programs are designed to offer parent education and child development sessions concurrently, beginning or ending with parent-child interaction times.

Intended participants are families of all income levels and ethnic backgrounds. It has been shown that involving families in the years prior to kindergarten enrollment encourages parents to continue to play an active role in the education of their children in the elementary grades and beyond.

Included in the services are opportunities for parent and family education through discussion groups and workshops, and education of the individual child and parent in the home. Offerings for children at program centers include supervised play and learning activities, as well as early health screening and investigation of potential barriers to learning. Since each local program is designed to meet community needs and interests, services supplied by individual programs vary to match those needs.

The purposes of early childhood and family education programs are stated in the legislation as:

- (a) to strengthen families, (b) to help parents to provide for their children's learning and development, and (c) to help young children to develop their physical, mental and social potentials.
- (Laws of Minnesota, 1979: Chapter 334)

Most frequently provided services are described below.

1. Center-Based Parent and Family Education
2. Home-Based Parent and Family Education
3. Center-Based Child Development Activities
4. Early Health Screening
5. Resource Libraries

HIGHLIGHTS OF COMMUNITY EDUCATION LEGISLATION

EQUALIZED COMMUNITY EDUCATION REVENUE

The guaranteed equalized revenue for community education programs during school year 1984-85 is the greater of \$5.00 per capita or \$7,000.00. For school year 1985-86, the guaranteed equalized revenue will be increased to the greater of \$5.25 per capita or \$7,000.00.

The equalized community education levy remains at eight tenths (0.8) mill, but the amount raised by that levy is limited so as not to exceed the guaranteed revenue amount. For the 84 pay 85 levy, the limit is the greater of \$5.25 per capita or \$7,000.00.

State aid is revenue minus levy and is proportionately reduced for under levy. It is computed equal to:

- 1) guaranteed equalized revenue minus permitted levy, times
- 2) the ratio of actual levy to permitted levy

EARLY CHILDHOOD AND FAMILY EDUCATION

Program

Effective July 1, 1985, only districts that provide a community education program may receive aid for an early childhood and family education program.

Article 4 of the 1984 School Aids Omnibus Bill (H.F. 1393) authorizes individual district or cooperative programs, establishes program components, requires district advisory councils, authorizes the hiring of staff and authorizes the charging of fees. All statutory reference to ECFE programs under the cognizance of CQE is repealed and deleted.

As program cognizance moves from CQE to Community Education, program funding transitions from a grant support concept to a guaranteed equalized revenue concept based on a district's population under five (5) years of age.

Funding

1. School year 1983-84: During school year 1983-84, ECFE was funded in 29 districts by a CQE grant plus (in those districts with a concurrent community education program) \$0.25 per capita. All other districts with a community education program received aid at \$0.25 per capita and were encouraged to provide an ECFE program.
2. School year 1984-85: During school year 1984-85 only districts with a community education program will receive state aids for ECFE programs. The aid amount will be \$0.50 per capita. Those districts with a community education program that received a FY'83 CQE grant for ECFE are guaranteed a minimum aid amount of \$11,000.00. If the \$0.50 per capita aid is less than \$11,000.00, additional aid equal to the difference will be provided.
3. School year 1985-86: Commencing with school year 1985-86, a district with a community education program that offers ECFE is guaranteed ECFE revenue in an amount equal to the product of:
 - 1) five percent of the foundation aid formula allowance for the current school year, TIMES
 - 2) the greater of
 - a) 150, or

- b) the number of children in the district under five years of age as determined by the school census of the preceding school year.

NOTE: for school year 1985-86, the minimum guaranteed revenue available will be:

$$\$1,585.00 \times 0.05 \times 150 = \$11,887.50$$

ECFE revenue shall be used only for ECFE programs. A district receiving ECFE funds shall maintain a separate account within the community education fund (Fund 4) for the receipt and disbursement of ECFE funds.

A district may levy four tenths (0.4) mill for ECFE but the amount raised by that levy is limited so as not to exceed the guaranteed ECFE revenue amount.

State aid is revenue minus levy and is proportionately reduced for under levy. It is computed equal to:

- 1) guaranteed ECFE revenue minus permitted levy, TIMES
- 2) the ratio of actual levy to permitted levy

NOTE: the \$0.50 per capita aid is eliminated.

Licensure

A person who teaches in an ECFE program shall continue to meet licensure requirements as a teacher. Previous reference to membership in the teacher bargaining unit has been deleted.

1985 - 86

① 1400 (estimated students) \times \$79.25 =

$$\begin{array}{r} 150,575 \\ - 64,853 \text{ (.4 mill local levy)} \\ \hline 85,722 \text{ state grant.} \end{array}$$

② will be adjusted according to real census figures which aren't available now

③ Locally we levied \$50,000 (78% of possible)
State would then be reduced to \$66,000,
making a total of \$116,000.

EARLY CHILDHOOD AND FAMILY EDUCATION

PROGRAM CHARACTERISTICS

Early childhood and family education programs are programs for children in the period of life from birth to kindergarten and for the parents of such children. The programs may include the following:

- (1) programs to educate parents about the physical, mental, and emotional development of children;
- (2) programs to enhance the skills of parents in providing for their children's learning and development;
- (3) learning experiences for children and parents;
- (4) activities designed to detect children's physical, mental, emotional, or behavioral problems that may cause learning problems;
- (5) educational materials which may be borrowed for home use;
- (6) information on related community resources; or
- (7) other programs or activities.

The programs shall not include activities for children that do not require substantial involvement of the children's parents. (at least 50%)

EARLY CHILDHOOD/FAMILY EDUCATION
1985-1986 PROPOSAL

Appendix C-1
Page 5 of 11

Moorhead Community Education
District 152
Moorhead, MN

In consideration of the Early Childhood/Family Education legislation, the following programs are proposed for 1985-86. The intent of the law is to establish quality programs serving parents and children (ages 0-5). The programs require substantial (more than 50%) parent-child interaction. The Early Childhood/Family Education program is a component of the Moorhead Adult/Community Education Parenting Program.

PARENTS AND PRESCHOOLERS (Preschool Readiness)

- * A class for four and five year olds and their parents with an emphasis on preparation for kindergarten-9 weeks, 2-hour sessions.

- * Potential Offerings include:

Fall - 3 evenings, 2 daytime (mornings and/or afternoons)
Winter - 3 evenings, 2 daytime
Spring - 3 evenings, 2 daytime
Summer - 1 evening, 2 daytime

- * Goal - to serve 100-120 children with their parents-12 sections total

- * Teacher Salaries

Parent Educator (14.00/hr.)	\$252.00/section
Children's Teacher (11.40/hr.)	\$205.20/section
	12 sections = \$5,486.40

- * Supplies and Equipment:

New activity kits for "learning at home"
1 set of new masters
2 sets of new equipment

\$2,500.00

- * Consumables

\$ 250.00

- * Activity Newsletters for parents that participate
Single sheet, monthly

\$ 400.00

- * Projected Income: (based on 10 participants/section)

\$18 fee* x 12 sections

\$2,160.00

*Tuition for this class would normally be approximately \$23.00. ECFE funds will be used to supplement approximately 25% of the tuition.

- * Headstart

*Additional cooperative efforts with Headstart might include (1) adding a class of Parents and Preschoolers for Headstart participants only and (2) becoming a part of the nursery school/daycare parent education programs.

PROJECTED TOTAL EXPENSE	\$8,636.40
PROJECTED TOTAL INCOME	<u>\$2,160.00</u>

CLASSES (cont.)

PARENTS AND TOTS

- * A class for two and three year olds and their parents with an emphasis on learning and playing together-6 weeks, 1½-hour sessions.

- * Potential Offerings include:

Fall - 2 evenings, 1 daytime (mornings and/or afternoons)
Winter - 2 evenings, 1 daytime
Spring - 2 evenings, 1 daytime
Summer - 1 evenings, 1 daytime

- * Goal - to serve 100 children with their parents-19 sections total

- * Teacher Salaries

Parent Educator (14.00/hr.) \$126.00/section
Children's teacher (11.40/hr.) \$102.60/section

10 sections = \$2,286.00

- * Supplies and Equipment \$ 800.00

- * Consumables \$ 200.00

- * Projected Income: (based on 10 participants/section)
\$10 fee x 10 sections \$1,000.00

PROJECTED TOTAL EXPENSES \$3,286.00
PROJECTED TOTAL INCOME \$1,000.00

CCCPP (Clay County Cooperative Preschool Program)

- * Parents of handicapped children will be invited to attend the 2-3 year old's program. Mainstreaming has been encouraged. If there is interest on the part of parents, CCCPP could (1) help train our instructor or (2) be available to be with the child during the time when parents form discussion groups.

- * Teacher Salary (11.40/hr.) \$ 102.60/section
2 sections = \$205.20

PROJECTED TOTAL EXPENSES \$ 205.20

PARENTING NEWBORNS

- * A class for parents with newborns and infants. Babies are welcome.
6 weeks, 1½-hour sessions.

- * Potential Offerings include:

Fall - 2 evenings
Winter - 2 evenings
Spring - 2 evenings

This class is currently a cooperative effort with St. Ansgar and St. John's Hospital.

- * Goal - to serve 75 new parents and their babies-6 sections total

PARENTING NEWBORNS (CONT.)

- * Teacher Salary
Parent Educator (14.00/hr) \$126.00/6 sections = \$ 756.00
- * Supplies and Equipment
Resource and reference materials \$ 250.00
- * Projected Income: (based on 10 participants/section)
\$10 fee x 6 sections \$ 600.00

PROJECTED TOTAL EXPENSES \$1,006.00
PROJECTED TOTAL INCOME \$ 600.00

One-Night Workshops

- * Typically evening or afternoon sessions of special interest to parents and their three, four, and five year olds-1 week, 1-2 hour sessions.
- * Offerings would vary from fall through spring.
- * Goal - to serve 160-320 children and their parents-16 section total
- * Teacher Salary (14.00/hr) up to \$28.00/section
16 sections = \$ 448.00
- * Supplies and Equipment \$ 100.00
- * Consumables \$ 360.00
- * Projected Income: (based on 15 participants/section)
\$3 fee x 16 sections \$ 720.00

PROJECTED TOTAL EXPENSES \$ 908.00
PROJECTED TOTAL INCOME \$ 720.00

Tours

- * Tours provide parents and three and four year olds opportunities to visit places of interest in the community.
- * Potential Offerings include 20-12 tours each year
- * Goal - to maintain the registration numbers we currently have - up to 80 parents and children per tour-40 sections
- * Teacher Salary
Parent Educator (14.00/hr.) \$7.00/40 sections = \$280.00
- * No charge for participants

PROJECTED TOTAL EXPENSES \$ 280.00

PROJECTS AND PROGRAMS: In cooperation with other agencies

PRENATAL CLASSES

- * We will continue to work with local hospitals to contribute to prenatal programs.

Parenting Fair

- * Family A-Fair brings together community agencies serving parents with young children for an afternoon of fun and learning opportunities at Moorhead Center Mall. It is held yearly, typically in November. Potentially it reaches "hundreds" of individuals.
- * Salaries \$175.00
- * Supplies \$100.00
- * Rentals \$100.00
- * No charge for participation

PROJECTED TOTAL EXPENSES \$ 375.00

YES (Youth Educational Services)

- * Parent education would be provided for the students enrolled at the alternative high school who are parents or expectant parents. The curriculum is intact. It is hoped the program could become self-sufficient within two to three years.
- * Potential Offerings-each week of the school year
- * Teacher Salary
Parent Educator (14.00/hr) Up to 5 hours/week-30 weeks=\$2,100.00
- * Supplies and Equipment
Resources and reference materials are needed as well as audio-visual rentals or purchase. \$ 150.00
- * Consumables \$ 50.00
- * Travel Allowance
On the recommendation of the YES director, transportation would be provided if needed (bus, taxi, etc.). Applications would be considered or given on a first-come, first-served basis.
- * Child care could be provided
(5.00/hr.) up to 3 hours/week-30 weeks = \$ 450.00

YES (cont.)

* Projected Income:

This undertaking would be a cooperative effort with YES, where each student earning one unit brings in \$1.83. For example, for every student completing $\frac{1}{4}$ credit in parenting, the program would be contributing \$82.75.

20 students completing $\frac{1}{4}$ credit = \$1,655.00

PROJECTED TOTAL EXPENSES \$2,750.00
PROJECTED TOTAL INCOME \$1,655.00

Home Visitor Program

* A possible outreach method and supplement to attending classes.

* Teacher Salary (14.00/hr.) Up to 10 hours/week-30 weeks=\$4,200.00

* Travel Expenses \$ 500.00

PROJECTED TOTAL EXPENSES \$4,700.00

District 152 Special Services

* Parent education components could be added to assist "high-risk" children who would not be eligible for special services under current guidelines.

* In consideration of current legislative proposals, Preschool Screening could possibly become a coordinated effort. Minimum expenses = \$8,000.00

* Coordinated funding could be considered if CCCPP program for children birth to 18 mos. if such program becomes mandated.

Storytime Plus - Moorhead Public Library

* Parenting component will be added to their storytime.

* Potential offerings include:
Parenting offered once a month, 3 sessions, for nine months.

* Teacher Salary (14.00/hr) 3 hours/months-9 months= \$378.00

* Child care for siblings may be a future consideration
(5.00/hr) 3 hrs./month 9 months = \$135.00

PROJECTED TOTAL EXPENSES \$513.00

ECFE for Daycares and Nursery Schools

* Parent education would be provided for parents with children in local daycares and nursery schools. Centers would eventually contract for services, indicating numbers of sessions per year.

* Potential Offerings:
Could include any number of sessions per year - from three or four up to monthly. Could possibly reach 50 sessions per year.

ECFE FOR DAYCARES (CONT.)

* Teacher Salary

Parent Educator (14.00/hr)-each session 1 hr. = \$ 700.00

* Child care expenses for siblings may be a future consideration.
(5.00/hr) 1 hr./session/14 up to 50 sessions = \$1,000.00

* Consumable supplies \$ 100.00

* In cases where snacks or meals may be involved, a fee would be charged to cover those expenses only. There would be no charge for the basic parent education component.

PROJECTED TOTAL EXPENSES \$1,800.00

Contacts with Community Agencies

* Community agencies contacts will continue to be made. The following agencies will be contacted:

- a. Clay Co. Extension
- b. Clay Co. Public Health
- c. Clay Co. Social Service
- d. Center for Parents and Children
- e. Clay-Wilkin Opportunity Council
- f. Rape and Abuse Crisis Center
- g. St. Ansgar's Aftercare
- h. S.E. Mental Health
- i. Red River Human Services
- j. Dakota Hospital
- k. St. Luke's Hospital
- l. St. Ansgar Hospital
- m. St. John's Hospital
- n. Discovery, Inc.

ADDITIONAL PROGRAM EXPENSES

* Coordination (10.50/hour)	
Kim Bushaw - ECFE - 30-40 hours/month	
Rose Krumwiede - Parent Education - 20-25 hours/month	
10 months = \$6,825.00	
* Consultants; speakers for classes	\$ 500.00
* Inservice training-includes travel, expenses	
3 program staff meeting	\$2,500.00
* Room Rental	
Two rooms needed	\$6,000.00
Equipment needed to set-up children's room	\$4,000.00
* Advertising	\$1,500.00
* Materials, curriculums	\$ 500.00
* Printing and Postage	
1500 brochures - Parents and Preschoolers	
3 mailings	
1200 brochures - Parents and Tots	
3 mailings	
6000 Parenting Newsletters	
3 mailings	
Xerox - AVTI	\$2,500.00
* Secretary	\$1,000.00
* Telephone	\$ 200.00

PROJECTED TOTAL PROGRAM EXPENSES	\$49,779.40
PROJECTED TOTAL PROGRAM INCOME	<u>\$ 6,135.00</u>

Member _____ introduced the following resolution
and moved its adoption

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE
RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND
POSITIONS AND REASONS THEREFOR.

WHEREAS, the financial condition of the school district #152 dictates that the School Board must reduce expenditures, and,

WHEREAS, there has been a reduction in student enrollment, and,

WHEREAS, this reduction in expenditures and decrease in student enrollment must include discontinuance of positions and discontinuance or curtailment of programs, and,

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 152, as follows

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economics in the school district and reduce expenditures and, as a result of a reduction in enrollment, make recommendations to the School Board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

and the following voted against

whereupon said resolution was declared duly passed and adopted.

Eide Helmeke & Co.
Certified Public Accountants

February 5, 1985

Board of Education
Independent School District No. 152
Moorhead, Minnesota

We are summarizing herein, for your review and as a matter of record, our arrangements relating to the examination of the financial statements of the district for the year ending June 30, 1985.

Our examination will be in accordance with generally accepted auditing standards and will include such testing of the accounting records of the district and the examination of such evidential matters as we deem necessary and appropriate for the purpose of expressing an opinion on the financial statements. If conditions discovered in the course of our examination, however, are of such significance as to preclude the expression of an opinion on the financial statements, or necessitate qualification thereof, we will promptly inform you of such fact and discuss the matter with you.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected creditors, legal counsel and banks. At the conclusion of our examination, we will request certain written representations from you about the financial statements and related matters.

Because we will not perform a detailed examination of all transactions, there is an inherent risk that material errors, irregularities or illegal acts, including fraud or defalcations, if they exist, will not be detected by us. We will inform you of any such matters that come to our attention.

We understand that you will provide us with the basic information required for our audit and that you are responsible for the accuracy and completeness of that information. Although we will advise you about appropriate accounting principles and their application and will assist in the preparation of your financial statements, the responsibility for the financial statements remains with you. This responsibility includes the maintenance of adequate records and internal accounting controls, the selection and application of accounting principles and the safeguarding of assets.

-2-

During the course of our engagement, we may observe opportunities for economy in or improved controls over your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

Our charges for services will be at our standard hourly rates and will be billed monthly. We estimate the work will be completed at a total cost of fees and expenses of \$18,250. This estimated fee assumes that unexpected circumstances requiring additional time will not be encountered. If significant time is necessary, we will discuss the situation with you before expending the additional time.

Should our relationship terminate before the work is completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A finance charge of 1.0% per month will be added to all accounts unpaid 30 days after the billing date.

If the foregoing is in accordance with your understanding of our discussions regarding the services to be performed by us, kindly acknowledge your acceptance by signing the duplicate copy of this letter in the space provided below and return to us.

EIDE HELMEKE & CO.

*Eide Helmeke & Co.
By Mc Clark, Partner*

ACCEPTED BY:

Name

Title

Date

GUIDELINES FOR PREPARATION OF 1984-85 BUDGET
February 12, 1985

1. The laws of the federal government and the State of Minnesota are to be upheld; likewise, regulations from these bodies are to be implemented.
2. The contractual obligations with employees are to be met.
2.0 Contracts available in office
3. The policies and procedures of the Moorhead School Board are to be implemented.
4. School District #152's Philosophy of Education (Code: AD) is an integral part of this plan.
5. The sense of priority built into the P.E.R. Goals --- develop skills in reading, writing, speaking and listening; gain a general education; develop good character and self-respect; develop pride in work and a feeling of self-worth; develop a desire for learning now and in the future --- should be weighed heavily in decision making.
6. The district will make a commitment of resources for supplies, staff development and equipment in the area in which major curriculum reviews are scheduled including the years of development and implementation.

7. Assumptions:

Financial
General

1. 1985-86 Foundation Aid \$1,585 (7.46%) (no increase from 1984-85)
2. 1986-87 Foundation Aid \$1,655 (+4.42%)
2.0 State worksheets on aids (available in office)
3. Energy - +5% Increase
4. Expenditures - +5%
5. Salaries - -0-
6. All other aids will depend on statute

Food

1. Price - No Increase
2. Number of lunches - No Change

Transportation

1. District transportation furnished will continue as in 1984-85
2. Furnish transportation to private schools upon request/within statute

Community
Service

1. No change

Capital
Outlay

1. Budget capital expenditures to continue to be \$100,000 less than revenues each year for four (4) years to make up cash deficit
2. Set budget at \$401,815.00

Debt
Redemption

1. Levy maximum and pay all bonds due

Staffing

1. Staffing will be based on 26.5 to 1 Elementary, then reduced by targeting specific areas (24.83 for 1984-85)
2. Staffing will be based on 27 to 1 Secondary, then reduced by targeting specific areas (26.75-Junior High for 1984-85; 25.82-Senior High for 1984-85)
3. Staffing will be based on a staff to student ratio of 16.5 to 1 including all district staff (i.e. Title I, district wide administration, AD, AV, licensed special services staff, classroom teachers - positions that require certification, then reduced by targeting specific areas (15.23 for 1984-85)
4. Enrollments will be based on the February, 1985 cohort projections
5. A shared time equivalence of 18 students will be added at the Junior High School
6. An equivalence of 42 students will be deducted for Senior High due to students attending the CCVC
7. An equivalence of 58 Elementary students, 5 Junior High students and 17 Senior High students will be deducted due to Special Education students in determining average class size
8. Any supervision will allow for additional staff
9. Enrollment will be analyzed on August 20, 1985 for staffing considerations
10. Title I staffing will be based on Title I revenues
11. No allocation has been reduced for early graduation
12. Staffing will be adjusted from the ratios of one, two or three above based on targeting improvements utilizing Board goals and objectives

		5/1/84		2/4/85	
		Actual	Projected	Actual	Projected
<u>Enrollment Projections</u>		1983-84	1984-85	1984-85	1985-86
1.	Kindergarten-----	(399)	377	402	446
2.	Grades 1-6-----	(1,908)	1,943	1,927	1,998
	2.21 2,056 - 66 Sp. Ed. = 1,990				
3.	Grades 7-8-----	(704)	727	730	666
	2.22 653 - 5 Sp. Ed. + 18 share				
	time = 666				
4.	Grades 9-12-----	(1,414)	1,371	1,342	1,344
	2.41 1,403 - 42 CCVC - 17				
	Sp. Ed. = 1,344				
5.	Pre-School-----	(21)	30	29	30
6.	Special Ed. 1-6-----	(28)	28	66	58
7.	Special Ed. 7-12-----	(22)	22	22	22
8.	CCVC-----	(46)	49	42	42
		(4,538)	4,507	4,560	4,606
<u>Pupil Units</u>					
1.	Kindergarten-----		188.5	201	223
2.	Grades 1-6-----		1,943.0	1,927.0	1,998.0
3.	Grades 1-6 Sp. Ed.-----		28.0	66.0	58.0
4.	Grades 7-12-----		2,937.2	2,959.6	2,872.8
	(includes CCVC equivalence & shared time)				
5.	Grades 7-12 Sp. Ed.-----		32.2	32.2	32.2
6.	Pre-School-----		15	14.5	15
			5,143.9	5,200.3	5,199.0

Staff

- | | | | |
|----|-----------------------------------|---------|--------|
| 1. | Total staff | 284.291 | 299.92 |
| 2. | Total staff ratio | 15.96 | 15.23 |
| 3. | Total staff ratio without Title I | 16.26 | 15.53 |

6. All facets of the school district budget will be reviewed for revenues and expenditures.

- 6.1 The district will maintain a fund balance of _____.
- 6.2 Annex move will demand additional revenue.
- 6.3 Cost of comparable worth is unknown.

7. Categories for the purpose of identifying major areas of the budget are:

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

8. The areas identified in Committees:

- 8.1 Gifted and Talented - May, 1981
- 8.2 Title IX - October, 1983
- 8.3 Site Development Committee - February, 1983
- 8.4 Technology Plan - December, 1983
- 8.5 North Central Senior High Evaluation Report - Oct., 1983
- 8.6 PER (Planning, Evaluation and Reporting) - Continuous
- 8.7 Social Services Report - April, 1984
- 8.8 Partners in Education - April 3, 1984
- 8.9 Comprehensive Arts Program - May 8, 1984
- 8.10 Retention and Promotion Committee - May 1984
- 8.11 Block Grant
- 8.12 Curriculum Committee
- 8.13 Testing Committee
- 8.14 Building Utilization/Site Development (Board Committee-As-a-Whole)
- 1984-85
- 8.15 Inservice Committee

9. Goal Setting Sessions - District/Building

10. The School Board is the final authority for approving budget based on the District's Management Plan.

11. Any additions to budget will be presented to the Board as a budget revision (amendment) showing additions to revenues and expenditures, adjusted totals and effect on balances.

MOORHEAD PUBLIC SCHOOLS PROJECTION FEBRUARY 1985

AGE OR * 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	*	346	349	373	399	402	*	446	406	389	411 391
GR 1	*	308	337	362	333	389	*	389	432	395	377 398
GR 2	*	319	288	328	354	352	*	383	383	425	389 371
GR 3	*	335	313	299	332	336	*	350	381	381	422 387
=====											
1 - 3	*	962	938	989	1019	1077	*	1122	1196	1201	1188 1156
GR 4	*	393	333	310	290	325	*	330	344	374	374 414
GR 5	*	345	385	338	303	284	*	321	325	339	369 369
GR 6	*	372	341	374	346	307	*	283	320	324	338 368
=====											
4 - 6	*	1110	1059	1022	939	916	*	934	989	1037	1081 1151
=====											
1 - 6	*	2072	1997	2011	1958	1993	*	2056	2185	2238	2269 2307
GR 7	*	349	348	338	373	354	*	302	279	315	319 333
GR 8	*	379	332	360	338	369	*	351	300	277	313 317
GR 9	*	405	385	374	378	349	*	389	370	316	292 330
=====											
7 - 9	*	1133	1065	1072	1089	1072	*	1042	949	908	924 980
GR 10	*	447	392	388	359	357	*	338	377	358	306 283
GR 11	*	485	428	380	362	345	*	341	322	360	341 292
GR 12	*	498	483	408	378	344	*	335	331	313	350 331
=====											
10-12	*	1430	1303	1176	1099	1046	*	1014	1030	1031	997 906
=====											
7-12	*	2563	2368	2248	2188	2118	*	2056	1979	1939	1921 1886
=====											
K-12	*	4981	4714	4632	4545	4513	*	4558	4572	4566	4601 4584

Note: Includes 86 special education self-contained students added to regular class numbers at proper grade levels.

FUND BALANCE SUMMARY

GENERAL FUND

Unapprop & severance

Beginning balance

2990294

84-85 budgeted revenues + 85 M 50M F. Aio

12792390

84-85 budgeted expenditures + 130M STAFF
KIND
PAYROLL

13007445
(215,053)

Ending fund balance (budgeted) 6-30-85

2775239

Approp for unemployment

Beginning balance

44715

84-85 budgeted revenues

44675

84-85 budgeted expenditures

30000
14,675

Ending fund balance (budgeted) 6-30-85

59390

FOOD SERVICE FUND

Unapprop

Beginning balance

78852

84-85 budgeted revenues

591780

84-85 budgeted expenditures

594459
(2279)

Ending fund balance (budgeted) 6-30-85

76173

TRANSPORTATION FUND

Unappropriated

Beginning balance	170116
84-85 budgeted revenues	897170
84-85 budgeted expenditures	916940 (19,770)
Ending fund balance (budgeted) 6-30-85	150346

Appropriated for bus purchase

Beginning balance	86335
84-85 budgeted revenues	28165
84-85 budgeted expenditures	40000 (11,935)
Ending fund balance (budgeted) 6-30-85	74500

COMMUNITY SERVICE FUND

Unappropriated

Beginning balance	83681
84-85 budgeted revenues	302308
84-85 budgeted expenditures	310857 (9,549)
Ending fund balance (budgeted) 6-30-85	75132

CAPITAL OUTLAY FUND

Total fund balance

Beginning balance	656456
84-85 budgeted revenues	851920
84-85 budgeted expenditures	811427 40,493
Ending fund balance (budgeted) 6-30-85	696949

DEBT SERVICE FUND

Beginning balance

199851

84-85 budgeted revenues

509810

84-85 budgeted expenditures

583650
(93,840)

Ending fund balance (budgeted) 6-30-85

126011

ADULT VOCATIONAL FUND

Unappropriated

Beginning balance

39214

84-85 budgeted revenues

192540

84-85 budgeted expenditures

204563
(12,023)

Ending fund balance (budgeted) 6-30-85

27191

TOWNSITE CENTRE FUND

Retained earnings

Beginning balance

-333364

84-85 budgeted revenues

224000

84-85 budgeted expenditures

265300
(41,300)

Ending fund balance (budgeted) 6-30-85

-374664

5/19/85
min
2-26-85

Regular Meeting
Board of Education
Independent School District #152
February 26, 1985

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

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

PREVIEW - Ben Trochlil previewed the agenda, adding Discussion of Staff Breakfasts with Board.

OPPORTUNITY FOR CITIZENS TO SPEAK - Jim Cummings requested the Board to define a Middle School. Richard Pemble stated that would be addressed in one of the agenda items.

DENTIST SALARIES - MAVTI - Dean Guida moved, seconded by Curt Borgen, to approve an hourly rate of \$50.00 per hour for participating dentists in the Dental Assistant Program. Motion carried.

SITE DEVELOPMENT - The results of the Performance Inventory Rating were reviewed. Discussion was held as to the process used to bring closure to this district objective (i.e. financing) of the Site Development Program. A final decision will be made at the March 26 meeting.

EARLY CHILDHOOD/FAMILY EDUCATION PROGRAMS - Rose Andersen, Rose Krumwiede and Kim Bushaw from the Community Education staff presented a plan for an Early Childhood/Family Education program for District #152.

Dean Guida moved, seconded by Doug Fagerlie, to approve the plan as presented. Motion carried.

MIDDLE SCHOOL CONCEPT/MANAGEMENT OF THE SIXTH GRADE PROGRAM - Curt Borgen moved, seconded by Karen Koentopf, to appoint Donald Braniff as the principal of the Moorhead Middle School (North and South Campus). Motion carried.

LEASE - FOSS & ASSOCIATES - Mike Hulett moved, seconded by Karen Koentopf, to approve the two (2) year lease with Foss & Associates for 1,190 sq. ft. @ \$4,998.00 with the agreement they pay the remodeling cost of \$9,000 to \$10,000. Motion carried.

DISCONTINUANCE OF PROGRAMS AND/OR POSITIONS RESOLUTION - Doug Fagerlie moved, seconded by Curt Borgen, to approve the Discontinuance of Programs and/or Positions Resolution. Motion carried on a roll call vote; Doug Fagerlie - yes, Karen Koentopf - yes, Mike Hulett - yes, Curt Borgen - yes, Dean Guida - yes, Richard Pemble - yes.

Regular Meeting
Board of Education
Independent School District #152
February 26, 1985
Page Two

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

New Employees

James Smith - Custodian, Probstfield/Lincoln/Washington Annex, effective February 27, 1985
Margaret Hanson - Speech/Language teacher, Lincoln Elementary, .743 time
Susan Bryant - SBP teacher, Probstfield Elementary, effective March 4, 1985

Retirements

Vincent Pulicicchio - Music teacher, effective May 31, 1985
Erling Linde - Music teacher, effective May 31, 1985
Dewey Possehl - Music teacher, effective May 31, 1985
Raymond Larson - Senior High counselor, effective June 14, 1985
Mildred Bruggeman - Junior High English teacher, effective May 31, 1985
Robert Johnson - Senior High Math teacher, effective May 31, 1985
Dan Grohnke - Senior High Business/DECA, effective May 31, 1985
Dorothy Fandrich - Physical Education/Health teacher, Junior High, effective May 31, 1985
James Gotta - Social Studies teacher, Senior High, effective May 31, 1985

Resignation

Craig McComb - Secondary teacher on extended leave of absence, effective immediately

Military Leave of Absence

Ronald Kragness - Math teacher, Senior High, military leave of absence for 10 days effective February 25 - March 8, 1985

Leave of Absence

Marilyn Ronken - Elementary teacher, Probstfield Elementary, effective January 1, 1986 through the 1985-86 school year

Extended Leave of Absence

David Ortner - Electronics teacher, Moorhead Area Vocational Technical Institute, five-year extended leave, commencing June 1, 1985

Maternity Leave

Amy Biller - LD Resource teacher, Edison Elementary, Maternity Leave, beginning tentatively March 3, 1985 for approximately 11 days

Motion carried.

Regular Meeting
Board of Education
Independent School District #152
February 26, 1985
Page Three

TRAVEL ACCOUNT REIMBURSEMENT - Curt Borgen moved, seconded by Karen Koentopf, to approve reimbursement in the travel account in the amount of \$5,826.49. Motion carried.

AUDIT FOR 1984-85 SCHOOL YEAR - Mike Hulett moved, seconded by Karen Koentopf, to accept the audit proposal from Eide Helmeke & Co. in the amount of \$18,250. Motion carried.

BUDGET GUIDELINE FOR THE 1985-86 SCHOOL YEAR - The administration reviewed the tentative and preliminary guidelines in preparing for the 1985-86 budget and made corrections/deletions/additions. The redrafted guidelines will be presented at the next Board meeting.

ACCEPTANCE OF GIFT - Karen Koentopf moved, seconded by Curt Borgen, to accept the gift of money from the ARC and directed a letter of thanks be sent. Motion carried.

DISCUSSION ON STAFF BREAKFASTS WITH BOARD - The Board discussed guidelines to be used at staff breakfasts with Board members.

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

Karen Koentopf, Clerk