



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

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INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/mg/805  
min  
11-12-85

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, November 12 at 5:00 p.m. in the ~~Library~~ at Middle School - North Campus.

*Capt. J. J. J.*

*Bennett Trochlil*  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____	Dean Guida _____
Jeanne Seigel _____	Anton Hastad _____
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 October 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
- IX. NEW BUSINESS
  1. Consider MAVTI 1985-86 Budget Revision Appendix C
  2. Consider Investments Appendix D
  3. Consider Migrant Program Resolution Appendix E
  4. Consider Personnel Appendix F
  5. Consider Management of Building and Grounds Position Appendix G
  6. Review Senior High Educational Program Task Force Appendix H

7. Review School Census

Appendix I

8. Review Enrollment Projections

Appendix J

9. Review Planning Assumptions for 1986-87

Appendix K

X. FOR YOUR INFORMATION

Appendix Z

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

XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, November 26

NEW BUSINESS

1. MAVTI 1985-86 Budget (Bergos) Appendix C  
Revision

Explanation: In December of 1984, the Board approved the 1985-86 budget submitted to the State. After the legislative appropriations became known, the State notified the AVTI administration of the funds which would be allocated to this school. Revision of the budget became necessary in order to bring the planned expenditures within the available income.

Recommendation: Move to approve the 1985-86 budget as requested.

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2. Investments (Lacher) Appendix D

Explanation: Approval is requested for investments #256 to #265 as shown in Appendix D-1. All of these transfers (in and out) were by wire transfer.

Recommendation: Move to approve investments #256 to #265 as shown.

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3. Migrant Program Resolution (Trochlil) Appendix E

Explanation: Each year the Board has approved the district's involvement in the migrant program. The resolution is Appendix E-1.

Recommendation: Move to approve the resolution (Appendix E-1).

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4. Personnel (Bergen) Appendix F

New Employees

Merlinda Pound - LD Aide, Edison Elementary, 4.5 hours a day, \$5.30 per hour, \$3,712.50, effective October 22, 1985

Julie Hulne - Dishwasher, Washington Elementary, 1 3/4 hours a day, \$4.98 per hour, effective October 31, 1985

Maternity Leave

Tami Lamphere - Occupational Therapist, effective approximately January 15 for six (6) weeks

Recommendation: Move to approve the personnel changes as shown.



5. Management of Buildings  
and Grounds

(Lacher)

Appendix G

Explanation: In the Management Plan for 1985-86, it was suggested that the position of Supervisor of Buildings and Grounds/Transportation may have to be separated.

The Buildings and Grounds requirements of air quality, site maintenance, worker safety, planning for building maintenance and preservation, expanded use of school buildings, the implementation of the bond election program, coupled with the daily time lines for transportation to and from schools, shuttle schedules, extra curricular trips, field trips, road hazards and weather observation, make it difficult to do justice to the needs of either department.

After two and one-half years of trial, the administration proposes to separate the positions and fill the position of Transportation Supervisor.

Recommendation: Move to place Orv Kaste into the full-time position of Supervisor of Buildings and Grounds, to advertise/post the position of Supervisor of Transportation and permit the administration to contract (with Board approval) a consultant to evaluate the transportation and census system.

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6. Senior High Educational  
Program Task Force

(Jernberg)

Appendix H

Explanation: Appendix H-1 is the format designed by Nelson Otto and the administration to explore, develop and recommend new and creative approaches to scheduling the educational day which would enhance the working and learning environment for students and staff with a primary focus on the quality of education for the students at Moorhead High School.

The Board needs to review the information and recommend changes where necessary.

Recommendation: For discussion only.

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7. School Census

(Jernberg)

Appendix I

Explanation: Appendix I-1 contains a copy of the 1985 Census Report. A complete census was taken by enumerators during September.

Recommendation: For information only.

8. Enrollment Projections (Jernberg) Appendix J

Explanation: Appendix J-1 contains enrollment projections for the next five years and graphs which indicate probable enrollment trends.

Recommendation: For information only.

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9. Planning Assumptions (Trochlil) Appendix K  
for 1986-87

Explanation: The administration is in the process of developing district goals and the budget for 1986-87. To assist in the planning process, assumptions have been formulated.

The Board needs to review the material for purposes of adding/deleting and/or correcting the assumptions (Appendix K-1).

Recommendation: For discussion with final action on November 26.

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'WE ARE PROUD'

1. Leigh Ledford, Senior High Orchestra Teacher, has been selected for the 1985 Orchestra Fellowship Program sponsored by the Minnesota State Department of Education and the St. Paul Chamber Orchestra.
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FOR YOUR INFORMATION

Appendix Z

1. CCVC Minutes of October 2 - Appendix Z-1
2. Two Way Interactive Television Conference - A. Hastad, Bob Jernberg, Bob Lacher and Ben Trochlil attended this conference in Montevideo. Mr. Hastad will give a review of the sessions.
3. On September 10, the Board of Education met at the AVTI. As a part of the agenda, the Board toured the new construction. The Board decided at that time to delay payments on construction items until progress could be shown by the parties involved.

Appendix Z-2 is a copy of the letter from the architect endorsing release of a check. In addition, the administration of the AVTI endorses the request for release of the check.

4. National Conventions (NSBA and AASA) - The management plan for 1985-86 had appropriated monies for two board members to attend national conventions. American Association of School Administrators (AASA) is scheduled for February 21-24 and NSBA for April 5-8. We need to decide who would like to attend.

One suggestion is that the chair automatically attend the one of his/her choice.

5. CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Athletic Council	Tuesday, Nov. 12	7:00 a.m.	Townsite
Title IX	Thursday, Nov. 14	7:00 a.m.	Townsite
Parent/Teacher Conferences	Thursday, Nov. 14 & Friday, Nov. 15	All Day	
Football (Gophers vs. Michigan)	Saturday, Nov. 16	7:00 p.m.	Metrodome
PER	Thursday, Nov. 21	7:00 a.m.	Townsite
Migrant Meeting	Friday, Nov. 22	8:00-3:30	Holiday Inn- Fargo
Policy Review	Monday, Nov. 25	7:00 a.m.	Townsite

## MOORHEAD PUBLIC SCHOOLS

## INVESTMENT RECORD

FROM OCTOBER 16, 1985 TO NOVEMBER 8, 1985

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	INTEREST EARNED *ESTIMATED	BANK OR S&L	BROKER
256	10-24-85	100000	02-12-86	8.75	* 2685	SUMMIT SAVINGS	HIGH YIELD
257	10-24-85	100000	02-12-86	8.60	* 2640	FIRST STATE S&L	HIGH YIELD
258	10-28-85	100000	08-04-86	** 9.35	* 7172	CALAMERICA	GOLDSTONE
259	10-29-85	100000	07-09-86	** 9.25	* 6412	FIDELITY S&L	GOLDSTONE
260	10-29-85	100000	08-04-86	** 9.30	* 7109	WESTWOOD	GOLDSTONE
261	10-29-85	100000	06-11-86	** 9.25	* 5702	MERIDIAN S&L	GOLDSTONE
262	10-29-85	100000	06-11-86	8.90	* 5485	FORESTWOOD NAT BANK	HIGH YIELD
263	10-29-85	100000	07-09-86	8.90	* 6168	PARIS S&L	HIGH YIELD
264	10-29-85	100000	08-04-86	9.00	* 6879	ENTERPRISE S&L	HIGH YIELD
265	10-29-85	100000	08-04-86	9.00	* 6879	COMMODORE S&L	HIGH YIELD

\*\*ON THESE INVESTMENTS WE PAY A FEE OF .25%. OTHERS ARE FEE PAID.

## SCHOOL BOARD RESOLUTION

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

WHEREAS School District # \_\_\_\_\_ at \_\_\_\_\_  
(City or Town)

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

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

BE IT THEREFORE RESOLVED that the District shall submit an application for a federal Title I Migrant Education grant to operate a Migrant Education project during the summer of 1986. The State Department of Education is requested to coordinate this application process with,

\_\_\_\_\_  
(Name of District Staff Person)

who is hereby designated as the district contact person for the 1986 Migrant Education summer project.

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE



Senior High Educational Program Task Force

Purpose: To explore, develop and recommend new and creative approaches to scheduling the educational day which would enhance the working and learning environment for students and staff with a primary focus on the quality of education for the students at Moorhead High School.

Membership: The committee will be comprised of the following:

- Board member (1)
- PER Committee member (1)
- Secretary (1)
- Custodian (1)
- Teachers (12) - Representative from each Moorhead Sr. High department
- Senior High principal
- Senior High Assistant Principal (1)
- Ass't. Supt. for Instruction
- Media Director
- Students (4) - To be selected by Student Council

Charges to the committee:

1. A commitment of six months and will vary in intensity
2. Participate in the development of preliminary plans
3. Participation in the planning process
4. Assist with analysis of data
5. Previous data collected by the district will be part of project
6. Select a recorder
7. Communicate with department or group that each committee member represents
8. Considerations shall emphasize:
  - 8.1 Minnesota Statute and Rule
  - 8.2 Master Contract
  - 8.3 Potential seven-period day
9. To include in the final plans the estimated cost factors of implementation

Timeline:

1. Meeting date and specific assignments will be determined as the plan progresses
2. First meeting date: December 5, 1985
3. Skeleton outline by April 1, 1986
4. Target date for completion: May 15, 1986
5. Implementation (if any changes are adopted): September 1, 1987

Consultants:

- Nelson Otto  
Anticipatory Science, Inc.  
Minneapolis, MN
- Other consultants as needed

November 6, 1985

TO: Board of Education  
Dr. Trochlil

FROM: Bob Jernberg *BJ*

SUBJECT: 1985 Census Report

DATE: November 7, 1985

We have completed the 1985 School Census for all children under twenty-one years of age in our school district. We have also mailed the report to the State Department of Education. This report includes a breakdown of children's ages 0 through 4, for each attendance area, grades K-6.

1981	Census Count	8,405
1982	Census Count	8,546
1983	Census Count	8,294
1984	Census Count	8,655
1985	Census Count	8,836

BJ/jh

## CENSUS INFORMATION

Appendix I-1  
Page 2 of 5

SCHOOL AREA	AGE					GRADE - PUBLIC						
	0	1	2	3	4	K	1	2	3	4	5	6
<u>EDISON</u>												
1. Edison	31	43	40	39	45	55	30	30	24	32	34	30
2. Americana Estates	0	5	4	4	4	7	2	0	8	6	7	2
3. Morningside	6	11	10	17	18	16	12	20	15	13	9	10
4. Ridgewood	7	15	25	24	19	27	17	14	10	11	18	5
5. Sharp	11	28	18	26	33	20	20	20	12	11	16	12
<u>EDISON - Totals</u>	55	102	97	110	119	125	81	84	69	73	84	59

EDISON NON-PUBLIC - 164 (K-8)

PROBSTFIELD	AGE					GRADE - PUBLIC						
	0	1	2	3	4	K	1	2	3	4	5	6
6. Probstfield	26	33	28	34	33	35	33	22	30	30	21	30
7. Belsy Addition	4	4	10	8	13	6	7	9	9	3	8	4
8. Brookdale South	7	13	7	13	12	13	12	8	13	12	7	8
9. Crestwood Addition	1	2	1	0	1	2	0	0	1	0	2	1
10. Morningside	3	6	9	5	12	12	13	11	8	15	13	11
11. Moorhead Township	0	0	0	0	0	0	0	0	1	0	0	2
12. Queens Addition	0	1	0	0	1	5	15	7	11	7	7	4
13. River Haven	0	0	0	0	0	0	1	0	0	0	0	0
14. River Oaks	0	0	0	0	0	0	0	0	2	2	1	0
15. River View Estates	4	17	15	11	12	22	10	18	18	11	8	10
16. Roels Acres	0	0	0	0	0	0	0	0	0	0	1	0
17. Village Green	17	22	24	17	24	28	25	21	21	15	12	6
<u>PROBSTFIELD - Totals</u>	62	98	94	88	108	123	116	96	114	95	80	76

PROBST. NON-PUBLIC - 138 (K-8)

RIVERSIDE	AGE					GRADE - PUBLIC						
	0	1	2	3	4	K	1	2	3	4	5	6
18. Riverside	16	17	23	31	27	32	26	25	26	25	25	24
19. Park School Area	11	7	13	12	24	9	17	12	13	6	15	8
20. Regal Estates/Apartments	8	12	7	9	9	14	12	11	6	8	4	9
21. Alliance Township	0	0	0	0	0	0	1	0	2	1	0	3
22. Country Acres Court	1	3	2	0	0	0	0	1	2	1	1	0
23. Elmwood Township	1	3	0	0	3	1	0	3	6	2	1	3
24. Glyndon Township	0	0	0	0	0	0	0	0	1	1	1	0
25. Holy Cross Township	0	0	0	1	0	0	0	0	0	1	0	0
26. Kurtz Township	1	1	0	5	7	4	6	3	1	2	2	0
27. Moorhead Township	0	0	0	0	0	0	0	1	2	1	0	1
28. Rustad Village	0	0	2	0	2	0	3	1	1	1	0	1
29. Sabin Village	6	9	10	15	12	10	11	11	7	9	8	13
<u>RIVERSIDE - Totals</u>	44	52	57	73	84	70	76	68	67	58	57	62

RIVER. NON-PUBLIC - 100 (K-8)



## CENSUS INFORMATION

Appendix I-1

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WASHINGTON

	AGE					GRADE - PUBLIC						
	0	1	2	3	4	K	1	2	3	4	5	6
30. Washington	36	52	56	49	66	60	52	46	36	41	46	33
31. Lincoln	20	14	21	20	17	25	16	17	12	19	15	8
32. Brentwood Addition	0	3	2	1	2	4	5	6	5	16	7	3
33. Broadway Road	0	3	1	3	1	3	2	4	2	3	1	4
34. Country Club Area	1	2	6	8	5	2	4	4	2	3	2	2
35. Georgetown Township	2	2	1	0	2	2	0	3	1	2	1	0
36. Georgetown Village	0	0	1	0	1	3	2	3	0	0	0	3
37. Kragnes Township	1	2	2	1	5	4	4	2	6	6	5	6
38. Kragnes Village	0	0	0	0	0	0	0	0	0	0	0	1
39. McCann's Addition	2	0	3	3	1	5	1	3	3	1	3	2
40. Mobile Manor Court	0	1	3	2	2	1	1	1	1	0	3	1
41. Moorhead Township	0	2	0	0	1	0	0	1	0	0	1	2
42. North of Cemetary	0	0	1	0	1	1	0	1	0	1	0	0
43. KQWB	0	0	0	0	2	2	1	1	0	0	0	1
44. North Road (County #93)	0	1	0	0	1	1	1	1	0	2	1	1
45. Oakview Road	0	1	1	1	2	1	0	3	1	1	3	2
46. Oakwood Manor	2	4	1	2	3	1	1	4	1	1	2	0
47. Odegard Addition	0	1	0	2	0	0	0	0	1	0	0	0
48. Oakport Township	1	0	1	2	3	4	4	11	3	5	4	3
49. Old Trail Estates	0	0	0	0	0	1	1	0	2	1	0	2
50. Pierce Addition	0	0	0	1	0	0	0	1	1	0	2	1
51. Rolyn Acres	2	0	0	1	0	3	2	0	1	2	0	0
52. West of Broadway Road	1	0	0	0	0	0	0	0	1	0	0	0
53. Wall Street	2	1	3	1	1	0	3	1	2	1	0	3

WASHINGTON - Totals

70 89 103 97 116 123 100 113 81 105 96 78

WASH. NON-PUBLIC - 225 (K-8)DISTRICT

231 341 351 368 427 441 373 361 331 331 317 275

SPECIAL ED.

6 5 4 7 5 3

DISTRICT (incl. special ed)

441 379 336 335 338 322 278

NON-PUBLIC 0-4 - (169)14 28 43 41 43 TOTAL NON-PUBLIC K-8 - 627

Five Year Census Study

AGE	1981	1982	1983	1984	1985
0	303	344	335	329	375
1	355	401	370	393	373
2	382	426	410	413	435
3	384	398	426	428	424
4	387	391	378	449	469
TOTALS	1,811	1,960	1,920	2,012	2,076
5	373	394	409	398	463
6	349	375	393	453	464
7	338	366	368	436	487
8	344	345	367	387	460
9	368	346	335	396	417
10	435	378	337	377	421
11	365	437	353	355	393
TOTALS	2,572	2,641	2,562	2,802	3,105
12	403	386	434	418	376
13	397	417	380	492	427
14	398	413	406	419	492
15	442	406	409	443	413
16	486	440	401	438	431
17	514	483	440	417	436
TOTALS	2,640	2,545	2,470	2,627	2,575
18	531	489	457	409	377
19	447	500	442	419	364
20	404	411	446	386	339
TOTALS	1,382	1,400	1,345	1,214	1,080
GRAND TOTALS	8,405	8,546	8,294	8,655	8,836

School Areas with Present School Boundaries

Ages 0 through 4 Years of Age on September 1, 1985

School Area	0 YEARS	1 YEAR	2 YEARS	3 YEARS	4 YEARS	TOTAL
Edison	55	102	97	110	119	483
Probstfield	62	98	94	88	108	450
Riverside	44	52	57	73	84	310
Washington	70	89	103	97	116	475
TOTAL PUBLIC	231	341	351	368	427	1,718
TOTAL NON-PUBLIC	14	28	43	41	43	169
GRAND TOTAL	244	369	384	405	470	1,887

INDICATE PUBLIC	1,718
INDICATE NON-PUBLIC	169
GRAND TOTAL	1,887

DATE 10/15/85

Appendix J-1

Page 1 of 4

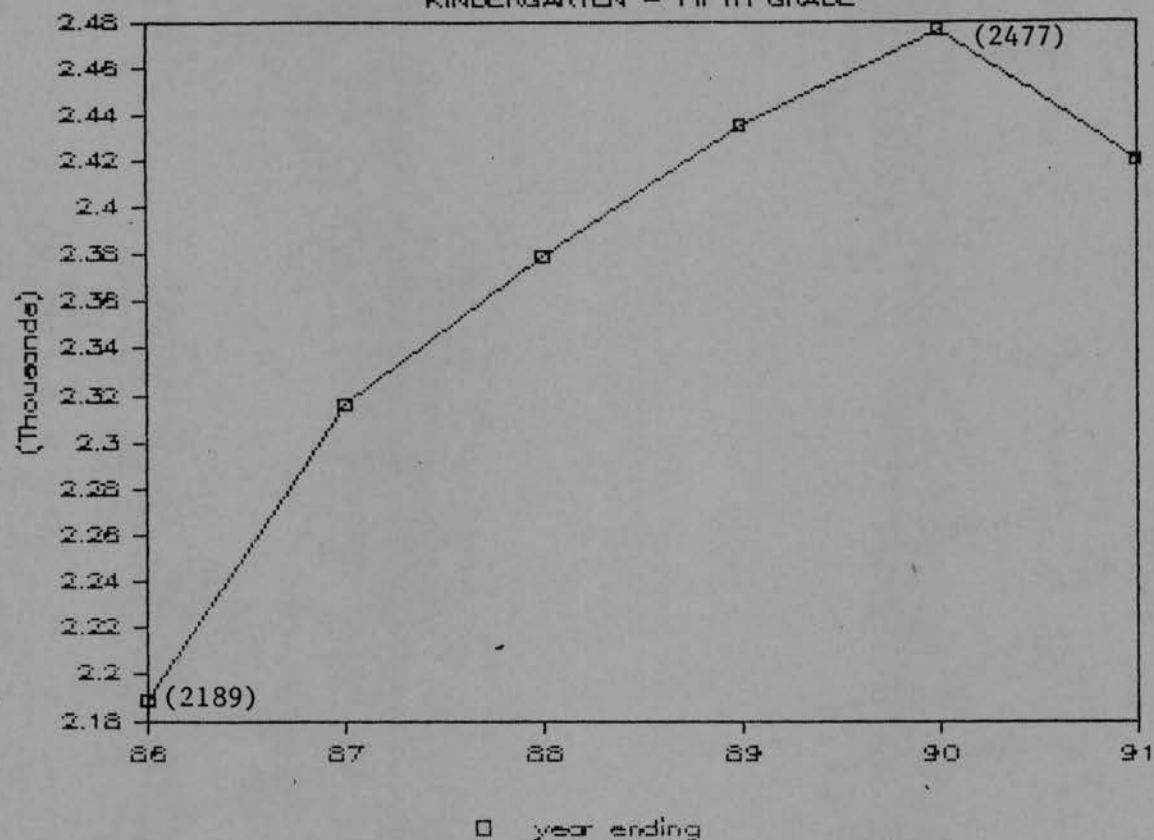
## MOORHEAD PUBLIC SCHOOLS COHORT PROJECTIONS OCTOBER 1985

AGE OR * PAST CENSUS + ENROLLMENT DATA * FUTURE ENROLLMENT PROJECTIONS											
GRADE * 81/82 82/83 83/84 84/85 85/86 * 86/87 87/88 88/89 89/90 90/91											
=====											
AGE 0	*	279	307	293	288	231	*				
AGE 1	*	330	347	324	344	341	*				
AGE 2	*	354	372	341	343	351	*				
AGE 3	*	347	352	362	363	368	*				
AGE 4	*	348	333	332	394	427	*				
=====											
0 - 4	*	1658	1711	1652	1732	1718	*				
=====											
KIND	*	350	383	400	403	441 (449)	494	443	434	441	346
=====											
GR 1	*	334	357	345	375	376	*	417	468	419	417
GR 2	*	295	333	346	351	370	*	373	413	464	415
GR 3	*	318	293	332	328	340	*	361	364	403	453
=====											
1 - 3	*	947	983	1023	1054	1086 (1098)	1151	1245	1286	1279	1229
=====											
GR 4	*	334	307	290	327	338	*	337	358	361	400
GR 5	*	386	334	302	286	324	*	334	333	354	357
GR 6	*	337	382	343	315	285	*	328	338	337	358
=====											
4 - 6	*	1057	1023	935	928	947 (932)	999	1029	1052	1115	1207
=====											
1 - 6	*	2004	2006	1958	1982	2033 (2030)	2150	2274	2338	2394	2436
=====											
GR 7	*	350	334	372	356	311	*	284	327	337	336
GR 8	*	340	365	336	368	359	*	314	287	330	340
GR 9	*	398	372	377	360	404	*	385	337	308	354
=====											
7 - 9	*	1088	1071	1085	1084	1074 (1058)	983	951	975	1030	1061
=====											
GR 10	*	406	393	358	361	348	*	391	372	326	298
GR 11	*	437	387	378	352	362	*	339	381	362	317
GR 12	*	483	418	388	356	344	*	350	328	369	350
=====											
10-12	*	1326	1198	1124	1069	1054 (1041)	1080	1081	1057	965	939
=====											
7-12	*	2414	2269	2209	2153	2128 (2099)	2063	2032	2032	1995	2000
=====											
K-12	*	4768	4658	4567	4538	4602 (4578)	4707	4749	4804	4830	4782



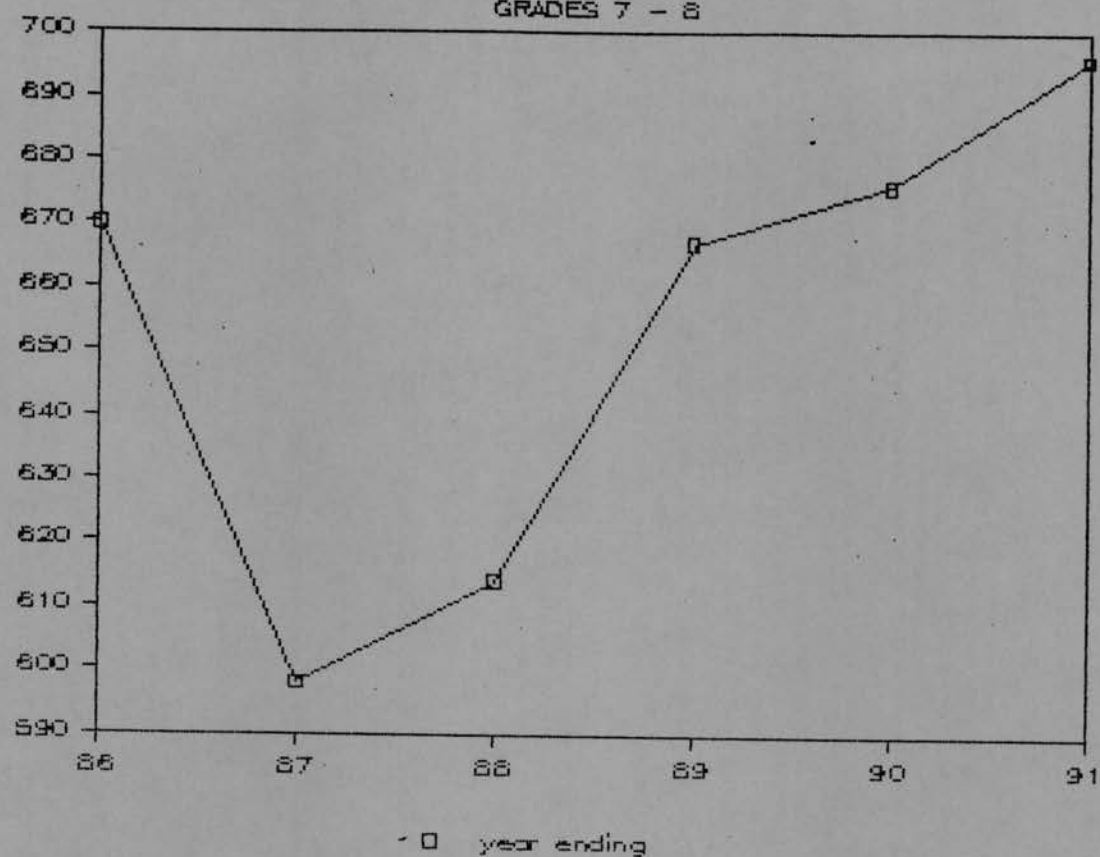
## MOORHEAD PUBLIC SCHOOL ENROLLMENT

KINDERGARTEN - FIFTH GRADE



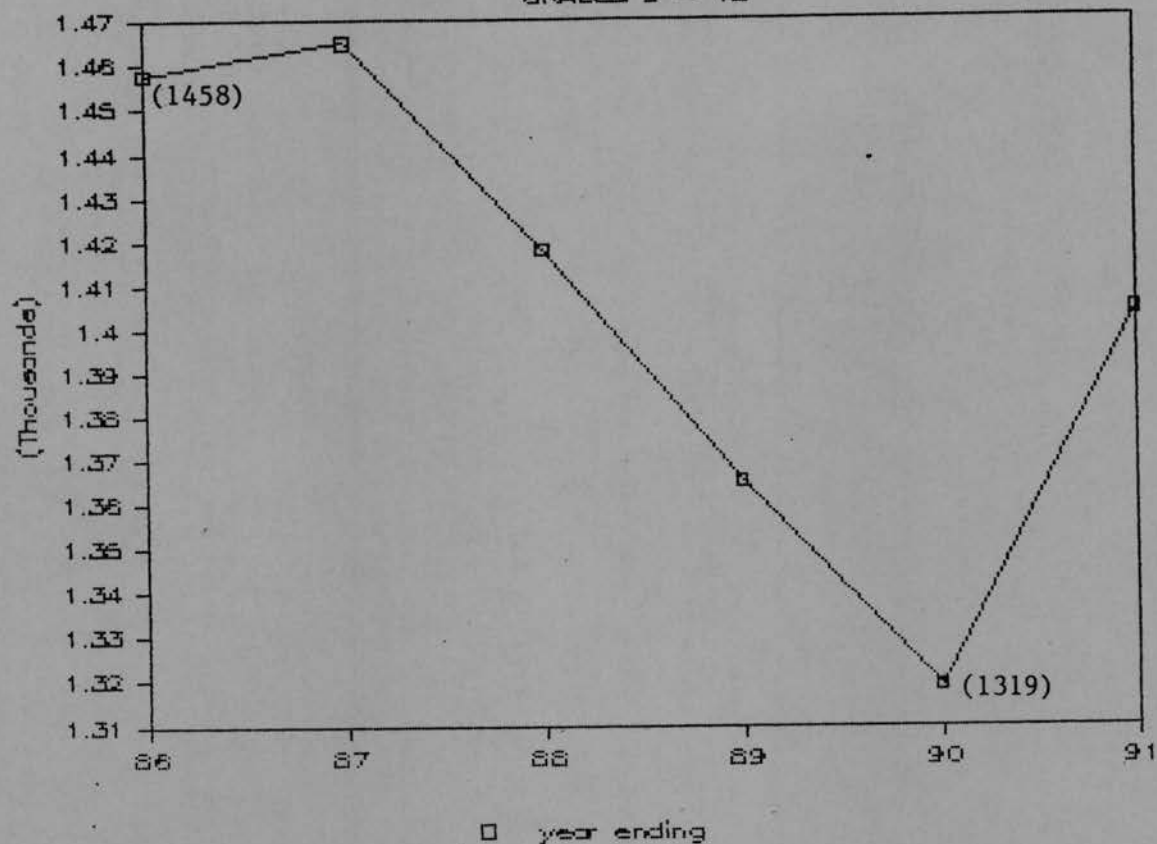
# MOORHEAD PUBLIC SCHOOL ENROLLMENT

GRADES 7 - 8



# MOORHEAD PUBLIC SCHOOL ENROLLMENT

GRADES 9 - 12



Mission Statement  
To develop the potential of every student (ages 4 through 100+) without discrimination as to their sex, race, handicap or socioeconomic level.

WORKING DRAFT  
10-28-85

MOORHEAD PUBLIC SCHOOLS

FIVE (5) YEAR PLANNING ASSUMPTIONS - 1986-1991

I. Planning

It is assumed for planning purposes that:

1. Future/strategic planning will be updated each year.
2. The laws of the federal government and the State of Minnesota are to be upheld; likewise, regulations from those bodies are to be implemented.
3. The contractual obligations with employees are to be met.
4. The policies and procedures of the Moorhead School Board are to be implemented.
5. School District #152's Philosophy of Education (Code: AD) is an integral part of planning.
6. The sense of priority built into the PER 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.
7. 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.
8. The use of goals and objectives by staff will be part of the planning process.
9. Committee recommendations will be considered:
  - Gifted and Talented - May, 1981
  - Title IX - October, 1983
  - Site Development Committee - February, 1983
  - Technology Plan - December, 1983
  - North Central Senior High Evaluation Report - October, 1983
  - PER (Planning, Evaluating and Reporting) - Continuous
  - Social Services Report - April, 1984
  - Partners in Education - April 3, 1984
  - Comprehensive Arts Program - May 8, 1984
  - Retention and Promotion Committee - May, 1984
  - Block Grant
  - Curriculum Committee
  - Testing Committee
  - Building Utilization/Site Development (Board Committee-As-A-Whole) 1984-85
  - Inservice Committee
  - Futures/Strategic Planning Committee (final draft in August, 1986)



II. Curriculum Program

Appendix K-1

It is assumed for planning purposes that:

Page 2 of 6

1. Programs from preschool through adult will be offered.
2. Educational programs will change in order to meet student needs.
3. Proven alternative program choices will be offered (i.e. S.T.E.P., Y.E.S., elective classes, etc.)
4. Secondary schools will have a comprehensive educational program.
5. The curriculum of the district will reflect a culturally pluralistic society.
6. A wide range of co-curricular activities (e.g., athletic, intramurals, debate, drama, newspaper) will be maintained.
7. The application of consistent educational and discipline standards will be enforced.
8. The implementation and effectiveness of programs will be systematically evaluated.
9. Learner outcome based education will be an integral part of curriculum development.
10. There will be a centralized curriculum (K-12 model with district-wide learner outcomes).
11. Student assessment procedures will be improved to assess the learner outcomes.
12. Technology will be available to support instruction (CAI-CMI-media circulation).
13. Technology will improve some present district-wide support services (student services, management).
14. Alternative arrangements of the school day will be explored.
15. Alternative school calendars will be explored.
16. State curriculum requirements will change.
17. Program sharing with neighboring school districts will be explored.
18. Post-secondary offerings will be available to eleventh and twelfth grade students. The number of students to accept this option will increase.
19. Post-secondary offerings may be available in the Senior High School.
20. North Central (K-12 model) will be implemented in 1987-88.
21. Planning, Evaluation and Reporting (PER) will continue to be active in planning and evaluating the school curriculum.
22. Students will take post-secondary courses.

### III. Instruction

Appendix K-1  
Page 3 of 6

It is assumed for planning purposes that:

1. Student growth drives staff development. The staff development program is designed to focus on areas identified in student/staff/community assessment programs.
2. The staff development program will consist of:
  - 2.1 Teacher responsibilities of instructional skills...knowledge of child growth and development...knowledge of content...human relations skills...knowledge and use of materials...planning skills...classroom management skills
  - 2.2 Teacher effectiveness program will involve:
    - 2.21 (1) Elements of Instruction I; (2) Elements of Instruction II; (3) Advanced Elements of Instruction, and (4) Clinical Supervision
  - 2.3 Administrator responsibilities of maintaining and extending effective teaching...goal setting...curriculum...staff development (improvement of performances for licensed and non-licensed staff...selection/supervision/evaluation of staff and program...resource allocation...decision making
    - 1.21 Administrators will commit additional time to maintain and extend teaching

### IV. Personnel

It is assumed for planning purposes that:

1. Jobs will be redefined as a result of technology.
2. The number of secondary staff will decrease and an increase of new elementary staff will occur.
3. Staff attrition ratios will continue based upon present trends of retirement incentives, pension provisions.
4. A more intensive recruitment program for hiring teachers will be continued.
5. Specific staff formulas will be developed for all classifications of personnel other than licensed.
6. Attempts will be made to reduce the average district-wide allocation of teaching positions from a ratio of 26.5:1 to 25.1.
7. A staffing goal will be based on a staff/student ratio of 16.5 to 1.
8. The current transfer policy and seniority rules will continue.
9. A staff performance appraisal system will be instituted.
10. Staff development to accommodate programs and diverse student needs will be necessary.

V. Population

It is assumed for planning purposes that:

Appendix K-1  
Page 4 of 6

1. School enrollment for grades K-6 will increase while secondary enrollments will decrease through 1990.
2. A number of students will continue to move from one school to another during the school year.
3. The student population will continue to be culturally, economically, and academically diverse.
4. A higher percentage of nonparents than parents of school-age children will continue in the city population.
5. The minority population in the school district as a whole will increase.
6. The number of single/one/shared parent families will increase.

VI. Facilities

It is assumed for planning purposes that:

1. The number of schools will be determined by enrollment, educational program and grade organization.
2. Facilities will be maintained/upgraded.
3. The post-secondary option may increase available space in the Senior High school.
4. Each building will update their utilization yearly.
5. A renewing three (3) year plan for construction/remodeling will be implemented.

VII. Finance

It is assumed for planning purposes that:

1. Fewer resources will be available in "real dollars" (shifting of resources ...insurance).
2. Costs to maintain the current program will increase more rapidly than resources.
3. A cost analysis of plan components and recommendations will be included.
4. The new tier levels will place more impact on local decision makers.
5. Expenditure projections will be based on best available economic projections.
6. The need for additional revenues to finance planned programs including the use of a referendum will be examined as needed.

7. Federal and state support will continue to be uncertain.
8. Continuing competition for public dollars among public agencies will continue.
9. A moderate (3-6%) inflation will occur between 1985-1990.
10. Increased support from foundations and businesses will be sought.
11. The eleventh and twelfth grade students will take post-secondary courses, creating a loss of revenues.
12. State control of the MAVTI will impact overhead costs.
13. Replacement, due to turnover, may not cover severance costs.
14. Mandates will exceed the resources provided.
15. Pupil transportation costs will not require subsidies from the general fund.
16. Food service costs will not require subsidies from the general fund.
17. All facets of the school district budget will be reviewed for revenues and expenditures:
  - The district will maintain a fund balance of 15% of operating funds
  - Cost of comparable worth is unknown
  - Chapter I fund reduction
  - Special ed. pro-rated adjustment
  - Interest rates
  - Payment of aids
  - Federal revenues
  - Tax delinquency
  - Property value reduction
18. Categories for the purpose of identifying major areas of the budget are:
  - Category I: Class Size/Staffing K-12
  - Category II: Licensed Specialists
  - Category III: Instruction/Curriculum
  - Category IV: After School Activities
  - Category V: Administrative Support Unit
  - Category VI: Other Support Units
  - Category VII: Facility Usage/Site Development
  - Category VIII: Operation of Buildings
  - Category IX: Food Service
  - Category X: Transportation
  - Category XI: Community Services
  - Category XII: Other
19. The School Board is the final authority for approving budget based on the District's Management Plan.
20. Any additions to budget will be presented to the Board as a budget revision (amendment) showing additions to revenues and expenditures, adjusted totals and affect on balances.

VIII. Organization

It is assumed for planning purposes that:

Appendix K-1

Page 6 of 6

1. Management structure will be analyzed and changed as needed.
2. Comprehensive long-range planning will be an ongoing function of the district with the provision for periodic review and updating.
3. A comprehensive K-12 plan, including special education, vocational education, and community education through September, 1990, will be developed and will include: program, staffing, facilities, finance and organization.
4. School district planning will include communications with city, county and metropolitan area planning efforts whenever possible.
5. Improved intergovernmental relations for sharing of financial and legislative information will be sought.
6. The State AVTI system may be organized as a state system.
7. The district will implement the Effective Schools/School Improvement Process in all buildings by July 1, 1989.
8. The option of a seven-period day for the Senior High will be determined by July 1, 1986.

IX. Communications/Public Relations

It is assumed for planning purposes that:

1. Communications within the district will be a high priority.
2. Parent involvement will increase
3. Moorhead business/community support will continue.
4. Public demand for accountability will continue.
5. Interest in retaining young families in the school district will continue.
6. Efforts at marketing the schools to district residents without school-age children will be a high priority.
7. A marketing plan for the total district will be implemented.

X. Technology

It is assumed for planning purposes that:

1. The use of technology will increase.
2. The need to manage information will increase.
3. The district will have an integrated student services, curriculum/instruction and management information system.
4. The statewide focus of technology utilization will be in a process of continual change.
5. An application model for effective use of technology utilization will be implemented.



CLAY COUNTY VOCATIONAL COOPERATIVE CENTER MINUTES

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER

GOVERNING BOARD MEETING

WEDNESDAY, OCTOBER 2, 1985, 7:30 P.M.

CALL TO ORDER

The meeting was called to order by Chairperson, Courtney Carlson.

ATTENDANCE

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

APPROVE AGENDA

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

MINUTES OF PREVIOUS MEETING

Moved by Seter, Jr., seconded by Coalwell to approve the minutes of the September 4, 1985, Governing Board meeting. Motion carried unanimously.

CONSIDERATION OF CLAIMS

Moved by Doran, seconded by Seter, Jr. to approve the CCVCC claims for September in the amount of \$26,162.61. Motion carried unanimously.

APPROVE TELEPHONE DEPOSITS

Moved by Coalwell, seconded by Doran to approve the telephone deposits for September in the amount of \$55,774.00. Motion carried unanimously.

DIRECTOR'S REPORT

Mr. Wiltsey updated the Board on the 1985-86 assessment percentages.

Moved by Seter, Jr., seconded by Doran to adopt the 1985-86 Student Handbook. Motion carried unanimously.

Mr. Wiltsey discussed with the Board the increase of insurance premiums.

Mr. Wiltsey discussed with the Board the tentative 1985-86 lease cost for Middle School North Campus.

There was discussion on the governance of the Y.E.S. and CCCPP Programs for 1986-87 and beyond.

CCVCC Minutes  
10/2/85  
Page 2

DIRECTOR'S REPORT (Continued)

There was discussion on interdistrict cooperative levy and how it will be affected by the discontinuance of the CCVCC.

NEW BUSINESS

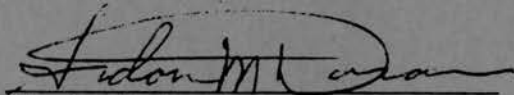
Mel Clarke from Eide Helmeke reviewed with the Board the 1984-85 Auditor's Report. A motion was made by Coalwell, seconded by Seter, Jr. to accept the 1984-85 Auditor's report. Motion carried unanimously.

NEXT MEETING DATE

The next regular Governing Board meeting will be November 6, 1985, at 10:30 A.M., at the Middle School North Campus.

ADJOURNMENT

Moved by Coalwell, seconded by Doran to adjourn. Motion carried unanimously.

A handwritten signature in dark ink, appearing to read "Ardon M. Doran", written over a horizontal line.

Clerk, Ardon Doran



FOSS ASSOCIATES  
Architecture Engineering & Interiors

November 1, 1985

Mr. Oscar Bergos, Director  
Moorhead Area Vocational Technical Institute  
1900 28th Avenue South  
Moorhead, MN 56560

RE: Shop Addition and Remodeling  
Moorhead Area Vocational Technical Institute  
Moorhead, Minnesota #8033

Dear Mr. Bergos:

On October 24, this office made a final inspection of both general and mechanical construction items. An inspection was made of electrical items previously on September 20, 1985.

General Construction:

A copy of the Deficiency List dated October 24, 1985 was sent to both yourself and Dr. Trochlil. There are only four items to complete, as of that date, which are all insignificant in nature. It is recommended that the \$13,750 check to J. E. Krieg & Sons, Inc. for Request for Payment No. 10, which is being held by Dr. Trochlil, should be released.

Mechanical Construction:

A copy of the Deficiency List dated October 25, 1985 was sent to both yourself and Dr. Trochlil. There are several items left to complete on this list and we will need to make another inspection.

Electrical Construction:

As of September 20, 1985, there were no items remaining on any Deficiency List.

It should be noted that both yourself and Paul Molick were present at the time of the general construction final inspection.

Sincerely,

Foss Associates

By 

Willis Stelter, AIA  
Project Manager

c: Dr. Bennett Trochlil, Mhd. Pub. Schools  
Dale Anderson

WS/bfo



*Juni Preston*

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/mg/805.  
min  
11-26-85

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, November 26 at 7:30 p.m. in the Board Room at Townsite Centre.

  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____	Dean Guida _____
Jeanne Seigel _____	Anton Hastad _____
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 the October 8, 1985 meeting.
- IV. COMMUNICATIONS
- V. OPPORTUNITY FOR CITIZENS TO SPEAK
- VI. "WE ARE PROUD"
- VII. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
  - A. UNFINISHED BUSINESS
  - B. NEW BUSINESS
    1. Review Enrollment Statistics for the 1985-86 Term at Moorhead Tech Appendix B
- VIII. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
  - A. UNFINISHED BUSINESS
    1. Consider National Conference Attendance Appendix C
    2. Consider Senior High Educational Program Task Force Appendix D
    3. Consider Capital Outlay Expenditures - Hockey Appendix E

4. Consider Planning Assumptions

Appendix F

B. NEW BUSINESS

1. Review Soccer Program

Appendix G

2. Consider Audit for 1984-85  
School Year

Appendix H

3. Consider Masonic Lodge Gift

Appendix I

4. Consider Comparable Worth

Appendix J

5. Consider Personnel

Appendix K

6. Consider Investments

Appendix L

7. Consider December 17 Meeting

Appendix M

IX. FOR YOUR INFORMATION

Appendix Z

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

XI. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, December 10 - 5:00 P.M.

# MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

## NEW BUSINESS

1. Enrollment Statistics for the (Bergos) Appendix B  
1985-86 Term at Moorhead Tech

Explanation: The October enrollment report to the State indicates the percent of residents and non-residents to be approximately equal to what it has been in past years. The attached map shows the counties of residence for our students (Appendix B-1).

Recommendation: For information only.

-----

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

### UNFINISHED BUSINESS

1. National Conference Attendance (Trochlil) Appendix C

Explanation: Considerations on this subject are:

1. School Board budget allows for two attendees
2. Two conferences available: NSBA and AASA
3. Administrative travel budget
4. Selection process
5. Staff development budget
6. Transferring funds between budget categories

Recommendation: None - Board's decision.

-----

2. Follow-up on Senior High (Jernberg) Appendix D  
Educational Program Task Force

Explanation: Appendix D-1 is the Senior High Educational Program Task Force format as to charges and membership.

The Board needs to appoint Board representative, appointments to the committee and finalize the charge.

Recommendation: Move to support the Task Force format.

3. Capital Outlay Expenditure (Lacher)  
- Hockey

Appendix E

Explanation: In the spring, the Moorhead Park Board requested the school district contribute \$20,000 towards the purchase of new hockey boards at the Moorhead Sports Center.

The suggested payment policy was:

July 1, 1986	\$6,667.00
July 1, 1987	6,667.00
July 1, 1988	6,666.00

Recommendation: Move to approve three payments, (as identified above), to the Moorhead Park Board to purchase hockey boards in the amount of \$20,000.

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4. Planning Assumptions (Trochlil)  
for 1986-1991

Appendix F

Explanation: Appendix F-1 is the revised copy of the planning assumptions. Each change/deletion/addition will be reviewed.

Recommendation: Move to accept the planning assumptions for 1986 through 1991.

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5. Soccer Program (Jernberg)

Appendix G

Explanation: Joel Johnson and Bob Seigel will be present to review the Soccer Program.

Recommendation: For informational purposes.

-----

6. Audit for 1984-85 (Lacher)

Appendix H

Explanation: Representatives from the auditing firm of Eide, Helmeke and Company will present the 1984-85 audit and will be available for questions.

Recommendation: Move to accept the 1984-85 audit as presented.

7. Acceptance of Gift (Swedberg) Appendix I

Explanation: The school district recently received a Glucose Scanner from the Moorhead Masonic Lodge #126. This piece of equipment will allow students at the secondary level who have diabetes to monitor their blood sugar at various times throughout the day.

Recommendation: Move to accept the Glucose Scanner from Moorhead Masonic Lodge #126.

-----

8. Comparable Worth Analysis (Bergen) Appendix J

Explanation: The Board has received the two reports and additional information. Rod Bergen will lead the discussion.

Recommendation: Move to approve the state report.

-----

9. Personnel (Bergen) Appendix K

James Nigg - Migrant Summer School Director - Salary to be determined by State of Minnesota

Recommendation: Move to approve personnel change as shown.

-----

10. Investments - Electronic Transfers (Lacher) Appendix L

Explanation: Board approval is requested to authorize Robert Lacher and Ruth Legg to make electronic transfers of district funds for investment purposes.

Recommendation: Move to approve authorization above.

-----

11. Meeting - December 17 (Trochlil) Appendix M

Explanation: The fourth Tuesday in December is the 24th. Each year we have had sufficient agenda items to meet on two consecutive Tuesdays. It would be appropriate to establish that date of Tuesday, December 17, as the second meeting in the month.

Recommendation: Move to establish the second meeting in December on Tuesday, December 17.



WE ARE PROUD

1. The Senior High School had 93.8% of the parents attending Parent/Teacher Conferences.
- 

FOR YOUR INFORMATION

Appendix Z

1. The State Department has notified the MAVTI that they are eligible for \$10,810 in single parent child care assistance. They will be receiving directions from the State as to how the funds are to be dispersed (eligibility, procedures, etc.).

During the next seven months, checks will need to be written to the individuals or agencies participating in the project. The Director felt the Board should be aware of the grant and the anticipated disbursements in advance.

-----

CALENDAR OF EVENTS

<u>Event</u>	<u>Dates</u>	<u>Time</u>	<u>Place</u>
Thanksgiving Holiday	Thursday, Nov. 28 & Friday, Nov. 29		
MSBA Delegate Assembly	Monday, Dec. 2 & Tuesday, Dec. 3		St. Paul
CCVC Board	Wednesday, Dec. 4	10:30 a.m.	North Campus
Joint Powers	Thursday, Dec. 5	7:00 a.m.	City Hall
Policy Review	Monday, Dec. 9	7:00 a.m.	Townsite
Athletic Council	Tuesday, Dec. 10	7:00 a.m.	Townsite

### Senior High Educational Program Task Force

Purpose: To explore, develop and recommend new and creative approaches to scheduling the educational day which would enhance the working and learning environment for students and staff with a primary focus on the quality of education for the students at Moorhead High School.

Membership: The committee will be comprised of the following:

Board member - To be appointed	Senior Science - Darrell Richter
PER Committee member - Jim Lisko	Senior Social Studies - Doyle Dotson
Secretary - Sharon Vettleson	Senior Ind. Arts - Ollie Bentson
Custodian - Richard South	Senior Special Ed. - Chuck Fisher
Art - Geri Thurn	Principal - Don Dulski
Business - Vern Zimmerman	Ass't. Prin. - Jerry Harter
Foreign Languages - Dave Gilchrist	Supt. Inst. - Bob Jernberg
Guidance - Russ Henegar	Media Director - Fran Laske
Health/Phy. Ed. - Mary A. Murack	Senior Student - Jennifer Erickson
Home Economics - Margaret Olson	Junior Student - Debbie King
Mathematics - Aaron Longtine	Sophomore Student - Steve Olson
Music - Mike Siggerud	Freshman Student - Terry Hoeft

Charges to the committee:

1. A commitment of six months and will vary in intensity
2. Participate in the development of preliminary plans
3. Participation in the planning process
4. Assist with analysis of data
5. Previous data collected by the district will be part of project
6. Select a recorder
7. Communicate with department or group that each committee member represents
8. Considerations shall emphasize:
  - 8.1 Minnesota Statute and Rule
  - 8.2 Master Contract
  - 8.3 Potential seven-period day
9. To include in the final plans the estimated cost factors of implementation

Timeline:

1. Meeting date and specific assignments will be determined as the plan progresses.
2. First meeting date: December 5, 1985
3. Skeleton outline by April 1, 1986
4. Target date for completion: May 15, 1986
5. Implementation (if any changes are adopted): September 1, 1987

Consultants

\*Nelson Otto  
Anticipatory Science, Inc.  
Minneapolis, MN

\*Other consultants as needed

November 26, 1985

WORKING DRAFT  
FOR SCHOOL  
BOARD REVIEW  
11-26-85

MOORHEAD PUBLIC SCHOOLS

FIVE (5) YEAR PLANNING ASSUMPTIONS - 1986-1991

Mission Statement  
(Preliminary and Tentative)

To maximize the talent of every student (ages one through 100+) without discrimination as to their sex, race, handicap or socioeconomic level.

I. Planning

It is assumed for planning purposes that:

1. Future/strategic/visionary planning will be updated each year.
2. The laws of the federal government and the State of Minnesota are to be upheld; likewise, regulations from those bodies are to be implemented.
3. The contractual obligations with employees are to be met.
4. The policies and procedures of the Moorhead School Board are to be implemented.
5. School District #152's Philosophy of Education (Code: AD) is an integral part of planning.
6. The sense of priority built into the PER 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.
7. 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.
8. The use of goals and objectives by staff will be part of the planning process.



9. Committee recommendations will be considered:
  - Gifted and Talented Task Force 1980 - Continuous
  - Title IX - Continuous
  - Site Development Committee - February, 1983
  - Technology Plan - December, 1983
  - North Central Senior High Evaluation Report - October, 1983
  - PER (Planning, Evaluating and Reporting) - Continuous
  - Social Services Report - April, 1984
  - Partners in Education - April 3, 1984
  - Comprehensive Arts Program - May 8, 1984
  - Retention and Promotion Committee - May, 1984
  - Block Grant
  - Curriculum Committees - Continuous
  - Testing Committee
  - Building Utilization/Site Development (Board Committee-As-A-Whole) 1984-85
  - Inservice Committee - Continuous
  - Futures/Strategic Planning Committee (final draft in August, 1986)

## II. Curriculum Program

It is assumed for planning purposes that:

1. Programs from preschool through adult will be offered.
2. There will be a greater emphasis placed on pre-kindergarten education.
3. Educational programs will change in order to meet student needs.
4. Proven alternative program choices will be offered (i.e. S.T.E.P., Y.E.S., elective classes, etc.)
5. Secondary schools will have a comprehensive educational program.
6. The curriculum of the district will reflect a culturally pluralistic society.
7. A wide range of co-curricular activities (e.g., athletic, intramurals, debate, drama, newspaper) will be maintained.
8. The application of consistent educational and discipline standards will be enforced.
9. The implementation and effectiveness of programs will be systematically evaluated.
10. Learner outcome based education will be an integral part of curriculum development.
11. There will be a centralized curriculum (Preschool-12 model with district-wide learner outcomes).
12. Student assessment procedures will be improved to assess the learner outcomes.

13. Technology will be available to support instruction (CAI-CMI-media circulation).
14. Technology will improve some present district-wide support services (student services, management).
15. Alternative arrangements of the school day will be explored.
16. Alternative school calendars will be explored.
17. State curriculum requirements will change.
18. Program sharing with neighboring school districts will be explored.
19. Post-secondary offerings will be available to eleventh and twelfth grade students. The number of students to accept this option will increase.
20. Post-secondary offerings may be available in the Senior High School.
21. North Central Accreditation (K-12 model) will be implemented in 1987-88.
22. Planning, Evaluating and Reporting Committee (PER) will continue to be active in planning and evaluating the school curriculum.
23. Open enrollment for secondary students will occur.
24. The vocational programs associated with the CCVC will be terminated on June 30, 1986.

### III. Instruction

It is assumed for planning purposes that:

1. Student growth drives staff development. The staff development program is designed to focus on areas identified in student/staff/community assessment programs.
2. The staff development program will consist of:
  - 2.1 Instructional skills...knowledge of child growth and development... knowledge of content...human relations skills...knowledge and use of materials...planning skills...classroom management skills
  - 2.2 Teacher effectiveness program training will involve:
    - 2.21 (1) Elements of Instruction I; (2) Elements of Instruction II; (3) Advanced Elements of Instruction, and (4) Clinical Supervision; and (5) Teacher Trainers
  - 2.3 Administrator responsibilities of maintaining and extending effective teaching...goal setting...curriculum...staff development (improvement of performances for licensed and non-licensed staff...selection/supervision/evaluation of staff and program...resource allocation... decision making
    - 2.31 Administrators will commit additional time to maintain and extend teaching

IV. Personnel

It is assumed for planning purposes that:

1. Jobs will be redefined as a result of technology.
2. The number of secondary staff will decrease and an increase of new elementary staff will occur.
3. Staff attrition ratios will continue based upon present trends of retirement incentives, pension provisions.
4. An intensive recruitment program for hiring teachers will continue.
5. Specific staff formulas will be developed for all classifications of personnel other than licensed.
6. Attempts will be made to reduce the average district-wide allocation of teaching positions from a ratio of 26.5:1 to 25.1.
7. A staffing goal will be based on a staff/student ratio of 16.5 to 1.
8. The current transfer policy and seniority rules will continue.
9. A staff performance appraisal system will be instituted.
10. Staff development to accommodate programs and diverse student needs will be necessary.

V. Population

It is assumed for planning purposes that:

1. School enrollment for grades K-8 will increase while secondary enrollments will decrease through 1991.
2. A number of students will continue to move from one school to another during the school year.
3. The student population will continue to be culturally, economically, and academically diverse.
4. A higher percentage of nonparents than parents of school-age children will continue in the city population.
5. The minority population in the school district as a whole will increase.
6. The number of single/one/shared parent families will increase.

VI. Facilities

It is assumed for planning purposes that:

1. The number of schools will be determined by enrollment, educational program and grade organization.
2. Facilities will be maintained/upgraded.
3. The post-secondary option and secondary open enrollment will impact the available space in the Senior High school.
4. Each building will develop long range utilization programs.
5. A renewing three (3) year plan for construction/remodeling will be part of the capital outlay guidelines.

VII. Finance

It is assumed for planning purposes that:

1. Fewer resources will be available in "real dollars" (shifting of resources ...insurance).
2. Costs to maintain the current program will increase more rapidly than resources.
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6. The need for additional revenues to finance planned programs including the use of a referendum will be examined as needed.
7. Federal and state support will continue to be uncertain.
8. Continuing competition for public dollars among public agencies will continue.
9. A moderate (3-6%) inflation will occur between 1986-1991.
10. Increased support from foundations and businesses will be sought.
11. The eleventh and twelfth grade students will take post-secondary courses, creating a loss of revenues.
12. Change in governance of the MAVTI will impact overhead costs.
13. Replacement, due to turnover, may not cover severance costs.
14. Mandates will exceed the resources provided.



15. Pupil transportation costs will not require subsidies from the general fund.
16. Food service costs will not require subsidies from the general fund.
17. All facets of the school district budget will be reviewed for revenues and expenditures:
  - The district will maintain a fund balance of 15% of operating funds
  - Cost of comparable worth...range of \$300,000 to \$450,000 through 1991  
...unknown beyond that date
  - Chapter I fund reduction
  - Special ed. pro-rated adjustment
  - Interest rates
  - Payment of aids
  - Federal revenues
  - Tax delinquency
  - Property value reduction
18. Categories for the purpose of identifying major areas of the budget are:
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  - Category IV: After School Activities
  - Category V: Administrative Support Unit
  - Category VI: Other Support Units
  - Category VII: Facility Usage/Site Development
  - Category VIII: Operation of Buildings
  - Category IX: Food Service
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19. The School Board is the final authority for approving budget based on the District's Management Plan.
20. Any additions to budget will be presented to the Board as a budget revision (amendment) showing additions to revenues and expenditures, adjusted totals and affect on balances.

#### VIII. Organization

It is assumed for planning purposes that:

1. Management structure will be analyzed and changed as needed.
2. The School Board will have an ongoing developmental program.
3. Comprehensive long-range planning will be an ongoing function of the district with the provision for periodic review and updating.
4. A comprehensive K-12 plan, including special education, vocational education, and community education through September, 1991, will be developed and will include: program, staffing, facilities, finance and organization.
5. Partnerships with post-secondary institutions will be enhanced.



6. School district planning will include communications with city, county and metropolitan area planning efforts whenever possible.
7. Improved intergovernmental relations for sharing of financial and legislative information will be sought.
8. The AVTI system will be reorganized.
9. Opportunities to share between preschool-grade 12 and MAVTI will be explored.
10. The district will implement the Effective Schools/School Improvement Process in all buildings by July 1, 1989.
11. The option of a seven-period day for the Senior High will be determined by July 1, 1986.
12. Home schools will become a factor.

IX. Communications/Public Relations

It is assumed for planning purposes that:

1. Communications within the district will continue to be a high priority.
2. Parent involvement will increase.
3. Moorhead business/community support will continue.
4. Public demand for accountability will continue.
5. Interest in retaining young families in the school district will continue.
6. Efforts at marketing the schools to district residents without school-age children will be a high priority.
7. A marketing plan for the total district will be implemented.

X. Technology

It is assumed for planning purposes that:

1. The use of technology will increase.
2. The need to manage information will increase.
3. The district will have an integrated student services, curriculum/instruction and management information system.
4. The statewide focus of technology utilization will be in a process of continual change.
5. An application model for effective use of technology utilization will be implemented.

IX. Trends

1. From an industrial to an information society.
2. From centralized to decentralized.
3. From a national economy to a global economy.
4. From the north to the south and west.
5. From either/or to multichoice.
6. From new technologies to high-tech/high-touch.
7. From quantity to quality.
8. From hierarchies to networks.
9. From representation to participation.
10. From business-as-usual to greater accountability.
11. From strategic planning to strategic vision.
12. From top-down to bottom-up.
13. From vertical to horizontal.
14. From the qualities of left-brain and management of the qualities of creativity and the right brain.
15. From institutional-help to self-help.
16. From a focus on material goods to a focus on quality.
17. From a resource exploitation to resource conservation.

S/mg/BoS  
min  
11-26-85

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

Members Present: Jeanne Seigel, Dean Guida, Mike Hulett, Doug Fagerlie, Wayne Puppe, Anton Hastad and Ben Trochil

The meeting was called to order by Chairperson, Mike Hulett.

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

MINUTES - Wayne Puppe moved, seconded by Jeanne Seigel, to approve the minutes of the October 8 meeting. Motion carried.

COMMUNICATIONS - Mike Hulett reviewed a letter from Brian Arett requesting use of space for the Moorhead Community Access Television Corporation. This is referred to the administration for a recommendation.

ENROLLMENT STATISTICS FOR THE 1985-86 TERM AT MOORHEAD TECH - Oscar Bergos reviewed the October enrollment report to the State indicating the number of residents and non-residents to be approximately the same as it has been in past years.

MAVTI CHANGE ORDERS - Dean Guida moved, seconded by Doug Fagerlie, to approve the change orders. Motion carried.

SOCCER PROGRAM - Joel Johnson and Bob Seigel presented an overview of the proposed Soccer Program in the Moorhead Schools and presented petitions signed by area citizens.

The proposal will be included in the Goal Setting and Management Plan for 1986-87 and finalized in March.

Dean Guida moved, seconded by Jeanne Seigel, to accept the petitions. Motion carried.

AUDIT FOR 1984-85 - Dave Stende and Mel Clark of Eide, Helmeke and Company presented the 1984-85 audit.

Anton Hastad moved, seconded by Dean Guida, to approve the audit as presented with direction being given to administration to present to the Board of Education on December 10 strategies to correct the audit exceptions. Motion carried.

COMPARABLE WORTH ANALYSIS - Rod Bergen reviewed the two reports with the Board and informed them that Miriam Kragness will be present at the December 10 meeting to cover the analysis of the study.

Mike Hulett moved, seconded by Doug Fagerlie, to approve the state report. Motion carried.

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

NATIONAL CONFERENCE ATTENDANCE - The Board determined that Mike Hulett would attend the NSBA Conference and Jeanne Seigel would attend the AASA Conference.

FOLLOW-UP ON SENIOR HIGH EDUCATIONAL PROGRAM TASK FORCE - Dean Guida moved, seconded by Doug Fagerlie, to appoint Wayne Puppe and Anton Hastad as Board representatives to the Task Force and to support the Task Force format. Motion carried.

CAPITAL OUTLAY EXPENDITURE - Doug Fagerlie moved, seconded by Wayne Puppe, to approve payment of \$20,000 over a three year period, to the Moorhead Park Board to purchase hockey boards. Motion carried.

PERSONNEL - Wayne Puppe moved, seconded by Dean Guida, to approve the following personnel changes:

James Nigg - Migrant Summer School Director - salary to be determined by the State of Minnesota

Retirement

Mary Olson - Food Service, currently on LTD, effective November 30, 1985

Maternity Leave

Robin Oestreich - Title IX Coordinator, six-weeks maternity leave, starting approximately January 20, 1985

New Employee

Bill Irion - Custodian, Senior High School, effective December 2, 1985

Motion carried.

PLANNING ASSUMPTIONSs FOR 1986-1991 - Ben Trochlil reviewed the revised copy of the planning assumptions.

Jeanne Seigel moved, seconded by Doug Fagerlie to accept the planning assumptions for 1986-1991 as part of the preparation information for the 1986-87 school year. Motion carried.

ACCEPTANCE OF GIFT - Dean Guida moved, seconded by Jeanne Seigel, to accept the Glucose Scanner from Moorhead Masonic Lodge #126 and directed a letter of thanks be sent. Motion carried.

INVESTMENTS - ELECTRONIC TRANSFERS - Wayne Puppe moved, seconded by Jeanne Seigel, to approve authorization to Robert Lacher and Ruth Legg to make electronic transfers of district funds for investment purposes. Motion carried.



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

MEETING - DECEMBER 17 - Jeanne Seigel moved, seconded by Doug Fagerlie, to establish the second meeting in December on Tuesday, December 17, at 5:00 P.M. Motion carried.

AVTI CHILD CARE ASSISTANCE - The State Department has notified the MAVTI that they are eligible for \$10,810 in single parent child care assistance and will be receiving directions as to how the funds are to be dispersed.

\_\_\_\_\_  
Jeanne Seigel, Clerk



5/19/85  
min  
58-21-11

Regular Meeting  
Board of Education  
Independent School District #152  
November 12, 1985

Members Present: Jeanne Seigel, Curt Borgen, Mike Hulett, Doug Fagerlie, Wayne Puppe, Anton Hastad and Ben Trochlil

PREVIEW - Ben Trochlil previewed the agenda, adding Bond Sale, Personnel, Clay County Vocational Cooperative Center Resolution and correction in Landfill For The District item in the October 22 minutes.

OPPORTUNITIES FOR CITIZENS TO SPEAK- Joan Ostlie informed the Board that American Education Week, November 18 - 22, would be celebrated with school personnel asked to wear buttons with the slogan, Liberty To Learn, proclaiming that Education is Alive and Well.

K-6 students will be involved in fund raising for the restoration of the Statue of Liberty. Red, white and blue ribbons will be available for all students to take home for outside display.

COMMUNICATIONS - Mike Hulett read a letter from Bob Olson, parent, requesting transportation for his daughter to Senior High for a 8:00 class.

Anton Hastad moved, seconded by Curt Borgen, to accept the letter from Mr. Olson, turn it over to administration for investigation with solutions to be proposed prior to next semester. Motion carried by roll call vote: Seigel - yes; Borgen - yes; Hulett - yes, Fagerlie - yes; Puppe - yes; Hastad - yes.

MINUTES - Anton Hastad moved, seconded by Doug Fagerlie, to approve the minutes of October 22, 1985. Motion carried.

CLAIMS - Jeanne Seigel moved, seconded by Curt Borgen, to approve the claims in the amount of \$691,799.22. Motion carried.

GENERAL FUND	\$197,802.91
FOOD SERVICE	35,857.62
TRANSPORTATION FUND	87,865.72
COMMUNITY SERVICE	17,180.17
CAPITAL EXPENDITURE	48,742.46
CONSTRUCTION FUND	23.00
MAVTI - GENERAL FUND	199,770.38
MAVTI COMM SERVICE	8,158.96
VO - TECH CAP. OUTLAY	52,204.51
VO - TECH BUILDING FUND	3,922.94
REPAIR & BETTERMENT	10,633.42
STUDENT GRANTS FUND	25,893.71
TOWNSITE CENTRE	3,743.42
GRAND TOTAL	\$691,799.22

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

MAVTI 1985-86 BUDGET REVISION - Curt Borgen moved, seconded by Jeanne Seigel, to approve the MAVTI 1985-86 revised budget. Motion carried.

INVESTMENTS - Anton Hastad moved, seconded by Doug Fagerlie, to approve investments #256 to #265 as shown. Motion carried.

MIGRANT PROGRAM RESOLUTION - Wayne Puppe moved, seconded by Jeanne Seigel, to approve the resolution stating the district's involvement in the Migrant Program. Motion carried.

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

New Employees

Merlinda Pound - LD Aide, Edison Elementary, 4.5 hours a day, \$5.30 per hour, \$3,712, effective October 22, 1985

Julie Hulne - Dishwasher, Washington Elementary, 1 3/4 hours a day, \$4.98 per hour, effective October 31, 1985

Richard South - Head Custodian, Senior High School, \$8.76 per hour, effective November 7, 1985

Maternity Leave

Tami Lamphere - Occupational Therapist, effective approximately January 15 for six weeks

Motion carried.

MANAGEMENT OF BUILDINGS AND GROUNDS - In the Management Plan for 1985-86, it was suggested that the position of Supervisor of Buildings Grounds/Transportation may have to be separated.

After two and one-half years of trial, the administration proposed to separate the positions and fill the position of Transportation Supervisor.

Anton Hastad suggested the Board review the job descriptions and the consulting proposal before action is taken. The proposal will be presented at the December 10 meeting.

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

SENIOR HIGH EDUCATIONAL PROGRAM TASK FORCE - Bob Jernberg reviewed a format designed by Nelson Otto and the administration to explore, develop and recommend new and creative approaches to scheduling the educational day which would enhance the working and learning environment for students and staff with a primary focus on the quality of education for the students at Moorhead High School.

The Board will be asked to approve the membership of the program at the November 26 meeting.

SCHOOL CENSUS - Bob Jernberg reviewed the 1985 Census Report.

ENROLLMENT PROJECTIONS - Bob Jernberg reviewed the enrollment projections for the next five years and graphs which indicate probable enrollment trends.

CLAY COUNTY VOCATIONAL COOPERATIVE CENTER RESOLUTION - Curt Borgen moved, seconded by Doug Fagerlie, to amend the resolution submitted to the Clay County Vocational Center on July 23, 1985, to read, "on June, 1987", instead of "June 30, 1986".

BOND SALE - Myron Knutson, Evenson Dodge, Inc., reviewed the tabulation of bids on the \$2,500,000 General Obligation School Building Bonds of 1985.

Curt Borgen moved, seconded by Doug Fagerlie, to approve awarding the bid to Norwest Investment Services for \$2,467,500.00. Motion carried by roll call vote: Seigel - yes; Borgen - yes; Hulett - yes; Fagerlie - yes; Puppe - yes; Hastad - yes

PLANNING ASSUMPTIONS FOR 1986-87 - The administration is in the process of developing district goals and the budget for 1986-87. To assist in the planning process, assumptions have been formulated.

Ben Trochlil reviewed the material with the Board.

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Jeanne Seigel, Clerk



5/19/80 5  
min  
12-10-85

Regular Meeting  
Board of Education  
Independent School District #152  
December 10, 1985

Members Present: Jeanne Seigel, Dean Guida, Mike Hulett, Doug Fagerlie, Wayne Puppe, Anton Hastad and Ben Trochlil

The meeting was called to order by chairperson, Mike Hulett.

PREVIEW - Ben Trochlil previewed the agenda, adding Additional LD Room.

COMPARABLE WORTH STUDY - Miriam Kragness, Consultant for Arthur Young & Co., reported on the Moorhead School District's Comparable Worth Study giving a review of the State's requirements and the district's plan. A discussion followed.

APPROVAL OF MINUTES - Anton Hastad moved, seconded by Doug Fagerlie, to approve the minutes of November 12, 1985. Motion carried.

Anton Hastad moved, seconded by Jeanne Seigel, to approve the corrected minutes of November 26, 1985. Motion carried.

CLAIMS - Dean Guida moved, seconded by Anton Hastad, to approve the claims, subject to audit, in the amount of \$730,153.81. Motion carried.

GENERAL FUND	\$151,375.40
FOOD SERVICE	30,727.74
TRANSPORTATION FUND	79,994.99
COMMUNITY SERVICE	7,852.73
CAPITAL EXPENDITURE	20,699.15
DEBT REDEMPTION	41,630.00
MAVTI-GENERAL FUND	93,775.06
MAVTI COMM SERVICE	4,402.66
VO-TECH CAP OUTLAY	54,408.26
VO-TECH BLDING FUND	1,984.41
FED FINANCIAL AIDS	236,939.78
AVTI STUD SEN & MISC	3,596.38
TOWNSITE CENTRE	2,767.25
GRAND TOTAL	\$730,153.81

COMMUNICATIONS - Dean Guida reviewed a letter from Thomas and Cynthia Ash regarding Fundraisers. Anton Hastad reviewed a letter from Howard Wergeland regarding a CCVC meeting Dec. 17.

Ben Trochlil left the meeting at this time. Bob Jernberg took his place.

1984-85 AUDIT REPORT - The Board discussed the action the administration will take in response to the auditor's report titled Responses to 1984-85 Audit Comments.

Regular Meeting  
Board of Education  
Independent School District #152  
December 10, 1985  
Page Two

BUILDINGS/GROUNDS AND TRANSPORTATION POSITION - Wayne Puppe moved, seconded by Dean Guida, to place Orv Kaste into the full-time position of Properties Services Supervisor and to advertise/post the position of Supervisor of Transportation and permit the administration to contract (with Board approval) a consultant to evaluate the transportation and census system.

Anton Hastad moved, seconded by Jeanne Seigel, to amend the original motion to strike and permit the administration to contract (with Board approval) a consultant to evaluate the transportation and census system. The motion to amend carried by roll call vote: Seigel - yes, Guida - no, Hulett - yes, Fagerlie - yes, Puppe - no, Hastad - yes.

The amended motion: Move to place Orv Kaste into the full-time position of Supervisor of Buildings and Grounds and to advertise/post the position of Supervisor of Transportation, carried by roll call vote: Seigel - yes, Guida - yes, Hulett - yes, Fagerlie - no, Puppe - no, Hastad - yes.

SCHOOL CALENDAR COMMITTEE - Discussion was held on the proposed Calendar Committee structure for the school years 1986-87 and 1987-88.

It was recommended that an additional charge be added: Consider evening conferences as part of the calendar.

Action on the structure and appointments to the Committee will be taken at the December 17 meeting.

Wayne Puppe left the meeting at this time.

DISTRICT 1986-87 GOALS - With the acceptance of the five year assumptions, the School Board will proceed with generating ideas as to the major efforts for the district in the school year 1986-87.

The Board will write their ideas on district-wide needs for the school year 1986-87 and they will be compiled and presented at the December 17 meeting.

ACCEPTANCE OF GIFT - Anton Hastad moved, seconded by Doug Fagerlie, to accept \$20.00 from Foss Associates, Inc. and \$20.00 from Aggie Management and Investment, Inc. and direct letters of thanks be sent. Motion carried.



Regular Meeting  
Board of Education  
Independent School District #152  
December 10, 1985  
Page Three

PERSONNEL - Jeanne Seigel moved, seconded by Anton Hastad, to approve the following personnel change:

Resignation - Tamara Lamphere - Occupational Therapist, effective December 20, 1985  
Motion carried.

ADDITIONAL LD ROOM - Al Swedberg informed the Board that due to increased enrollment, he is recommending the addition of an LD teacher and aide. The proposal will be presented at the December 17 meeting.

SUPERINTENDENT'S CONTRACT FOR 1985-86 - The Board discussed the contract for the superintendent for the school year 1985-86.

SENIOR HIGH EDUCATIONAL TASK FORCE - Anton Hastad reported on the Senior High Task Force meeting held on December 5. The committee submitted creative ideas put forth as alternatives for practical solutions to scheduling at the Senior High. The next meeting will be December 16.

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Jeanne Seigel, Clerk

*Jim Preston*

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/mg/BO-S  
min  
12-10-85

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, Dec. 10 at 5:00 p.m. in the Board Room at Townsite Centre.

*Bennett Trochlil*  
\_\_\_\_\_  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____	Dean Guida _____
Jeanne Seigel _____	Anton Hastad _____
Mike Hulett _____	Wayne Puppe _____
Curt Borgen _____	Ben Trochlil _____

- I. CALL TO ORDER
- II. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- III. APPROVAL OF MINUTES Appendix A  
Recommendation: Move to approve the minutes of November 12 and 26, 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 Comparable Worth Study Appendix C
  2. Review 1984-85 Audit Responses Appendix D
  3. Consider Buildings/Grounds and Transportation Position Appendix E
- IX. NEW BUSINESS
  1. Review School Calendar Committee Structure Appendix F
  2. Discussion on Preliminary 1986-87 Goals Appendix G

3. Consider Acceptance of Gifts

Appendix H

4. Consider Personnel

Appendix I

5. Discussion on Superintendent's  
Contract for 1985-86

Appendix J

X. FOR YOUR INFORMATION

Appendix Z

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

XII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, December 17 - 5:00 P.M.

## UNFINISHED BUSINESS

1. Comparable Worth Report (Bergen) Appendix C

Explanation: Miriam Kragness, Consultant for Arthur Young Co., will report on the Moorhead School Districts Comparable Worth Study.

Recommendation: For review and discussion.

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2. 1984-85 Audit Responses (Lacher) Appendix D

Explanation: The Board has received copies of the memo dated November 26th as to the action the administration will take in response to the auditor's report titled Responses to 1984-85 Audit Comments (bring your copy).

Recommendation: This is for discussion with an opportunity to correct/delete and/or add to the report.

-----

3. Buildings/Grounds and Transportation Position (Lacher) Appendix E

Explanation: The Board received a proposal for separating the two positions (please bring your copy of the proposal).

Recommendation: Move to place Orv Kaske into the full-time position of Supervisor of Buildings and Grounds, to advertise/post the position of Supervisor of Transportation and permit the administration to contract (with Board approval) a consultant to evaluate the transportation and census system.

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## NEW BUSINESS

1. School Calendar Committee (Trochlil) Appendix F

Explanation: Appendix F-1 is the proposed Calendar Committee structure for the school years of 1985-86 and 1986-87. At this meeting, the discussion will focus on the committee membership, charges and timelines. Structure and appointments to the Committee will be at the December 17th meeting.

Recommendation: For discussion purposes.



2. District 1986-87 Goals (Trochlil) Appendix G

Explanation: With the acceptance of the five year assumptions, the School Board should proceed with generating ideas as to the major efforts for the district in the school year 1986-87.

I recommend we begin this goal setting process at this meeting by:

1. silent generation of ideas in writing
2. round-robin expression of ideas
3. submit to superintendent for compilation

Recommendation: Be prepared to write your ideas on district-wide needs for the school year 1986-87. Allocation of 30 minutes for the process.

-----

3. Acceptance of Gift (Jernberg) Appendix H

Explanation: We have received the following contributions to the Community Education Literacy Program (Appendix H-1).

Foss Associates, Inc. \$20.00

Aggie Management and Investment, Inc. 20.00

Recommendation: Move to accept \$20.00 from Foss Associates, Inc. and \$20.00 from Aggie Management and Investment, Inc. and direct letters of thanks be sent.

-----

4. Personnel (Bergen) Appendix I

Resignation

Tamara Lamphere - Occupational Therapist, effective December 20, 1985.

Recommendation: Move to approve the personnel change as shown.

-----

5. Superintendent's Contract (Hulett) Appendix J  
for 1985-86

Explanation: At the end of the meeting, the chair requests that the Board remain and have a discussion on a contract for the superintendent for the school year 1985-86.

Recommendation: For discussion purposes.



'WE ARE PROUD'

1. Ron Ness, elementary physical education instructor, has been invited to assist in the development of the Minnesota Physical Education Computer Assessment System. The project is supported by the Technology Section of the Minnesota Department of Education, Bloomington School District, Minnesota Plan of Action for Developmental/Physical Education and the Minnesota Department of Education Health/Physical Education Unit.
2. Joel Ortega, SBP Coordinator, has been recognized for contributions in the development of the Adaptive Behavior Evaluation Scale and Learning Disability Evaluation Scale by the Hawthorne Educational Services, Columbia, Missouri.

FOR YOUR INFORMATION

Appendix Z

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Policy Review	Monday, Dec. 9	7:00 p.m.	Townsite
Metropolitan Economic Task Force	Monday, Dec. 9	6:30 p.m.	Senior Library
Athletic Council	Tuesday, Dec. 10	7:00 a.m.	Townsite
Title IX	Thursday, Dec. 12	7:00 a.m.	Townsite
Continuing Education	Wednesday, Dec. 18	7:30 a.m.	Townsite
PER	Thursday, Dec. 19	7:00 a.m.	Townsite

## DISTRICT-WIDE CALENDAR COMMITTEE

### I. PURPOSE

The purpose of this committee is to re-design a school calendar for the school year 1985-86 and design the 1986-87 calendar.

### II. ORGANIZATION

A committee of 13 members will be established and will report directly to the Board of Education. The committee-of-the-whole will develop the final recommendations for the Board's consideration.

#### Committee Appointments

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

#### Membership

The committee shall consist of 13 members: two (2) Board members; one administrator from each organizational unit (elementary, middle school, senior high, Central Office); one teacher from the organizational units of elementary, middle school and senior high; two students (one middle school and senior high); and two parents.

### III. CHARGES

1. Select a chairperson
2. Select a recorder
3. Review Community Involvement Policy (Code: KC)
4. Review of current and previous calendars
5. Understanding of Master Agreements
6. Understanding of legal holidays; starting date for Bible Schools and summer school
7. Optional inclusion of two days for inclement weather
8. Provisions for fall workshop and possible mid-year workshop options
9. Four days of elementary parent-teacher conferences
10. Two/or four days of secondary parent-teacher conferences
11. Consideration of state requirements governing a 'legal school day'
12. Innovative calendar ideas
13. Coordination of school calendar with other area Minnesota Schools.

IV. SKELETON TIMELINES - PROPOSED

1. By December 17, 1985 -----Board authorizes  
establishment of committee  
and appointment of members
2. By January 15, 1986 -----Committee to have begun  
their task
3. By February 25, 1986 -----Committee makes  
recommendation to Board

- V. ATTACHMENTS - Community Involvement Policy (Code:KC)
- 1984-85 and Preliminary 1985-86 Calendar
  - Master Agreement (Article 5-Section 7-Page 9)
  - Multi-Year Planning Calendar
  - SDE--Suggested Opening and Closing Dates of  
School and Major Holidays--Analysis of  
Statewide Opening and Closing Dates
  - Projected Calendar of School Events



1900 28TH AVENUE SOUTH MOORHEAD, MINNESOTA 56560 TELEPHONE: 236-6277

TO: Bob Jernberg *cjs*  
FROM: Claudia Simon Literacy Volunteer Coordinator  
RE: Contributions to Moorhead Literacy Project  
DATE: Dec. 2, 1985

We have recently received the following contributions.

- 1) Foss Associates, INC.  
Architecture, Engineering, and Interiors  
West Acres Office Park  
Box 2823  
Fargo, ND 58108 \$20.00
  
- 2) Aggie Management and Investment Inc.  
Sam Aggie  
902 15 St. N.  
Fargo, ND 58102 \$20.00

Thank you for agreeing to submit this to the School Board for formal acceptance.





5/19/80.5  
min  
12-17-85

*Jim Preston*

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, December 17 at 5:00 p.m. in the Board Room at Townsite Centre.

  
Bennett Trochlil, Superintendent

ATTENDANCE:

Douglas Fagerlie _____	Dean Guida _____
Jeanne Seigel _____	Anton Hastad _____
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 1986-87 Budget Request Appendix A
- VII. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
  - A. UNFINISHED BUSINESS
    - 1. Consider Calendar Committee and Charges Appendix B
    - 2. Review Goal Setting Process Appendix C
  - B. NEW BUSINESS
    - 1. Consider Investments Appendix D
    - 2. Consider Revised Budget for 1985-86 Appendix E
    - 3. Consider Community Education Proposal Appendix F

VIII. FOR YOUR INFORMATION

Appendix Z

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

X. ADJOURNMENT

NEXT SCHEDULED MEETING January 14, 1986 - 5:00 P.M.

MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE

NEW BUSINESS

1. MAVTI 1986-87 Budget Request (Bergos) Appendix A

Explanation: The State Board of Vocational-Technical Education requires AVTI budgets to be submitted by January 1 for the next school term.

District #152 Board needs to consider the budget request prior to submittal.

Recommendation: Move to approve the 1986-87 budget and submit the budgets to authorities in St. Paul.

-----

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

UNFINISHED BUSINESS

1. Calendar Committee (Trochlil) Appendix B  
and Charges

Explanation: Appendix B-1 is the updated information on the Calendar Committee.

Recommendation: Move to approve the structure and committee appointments for the Calendar Committee.

-----

2. Goal Setting Process (Trochlil) Appendix C

Explanation: The superintendent will compile the information and review with the Board. An opportunity will be given to clarify, add, etc. Final goal statements need to be adopted in January.

Recommendation: For discussion

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NEW BUSINESS

1. Investments (Lacher) Appendix D

Explanation: Appendix D-1 is the list of investments. All of the investments were by wire transfer.

Recommendation: Move to approve the investments.

## 2. Budget for 1985-86

(Lacher)

Appendix E

Explanation: A copy of the revised 1985-86 budget for K-12 funds and Townsite Centre was sent out with the December 10th Board agenda.

Recommendation: Move to approve the revised 1985-86 budget.

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3. Community Education  
Proposal

(Jernberg)

Appendix F

Explanation: Appendix F-1 contains a proposal requesting Mary Davies be changed in position from hourly to 3/4 time with added job responsibility. Discussions have taken place with Bob Jernberg, Oscar Bergos, Community Education Advisory Committee and others regarding the proposal. They all have approved the proposal. Rose Andersen will be available to discuss the issue.

Recommendation: Move to accept the proposal as presented.

-----

## FOR YOUR INFORMATION

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Holiday Vacation	Monday, Dec. 23 - Wednesday, Jan. 1		
School Begins	Thursday, Jan. 2		
MSBA Convention	Sunday, Jan. 5 - Wednesday, Jan. 8		Minneapolis
CCVC	Thursday, Jan. 9	10:00 a.m.	Voc. Center
Title IX	Thursday, Jan. 9	7:00 a.m.	Townsite
Athletic Council	Tuesday, Jan. 14	7:00 a.m.	Townsite
Board Meeting	Tuesday, Jan. 14	5:00 p.m.	Townsite



Calendar Committee  
1985-86

elementary administrator.....Bob Olson  
middle school administrator.....Don Braniff  
senior high administrator.....Bev Bjork  
central office administrator.....Rod Bergen  
teacher - elementary.....Charles Leitheiser  
teacher - middle school.....Tom Trautman  
teacher - senior high.....Jon Enderle  
student - middle school.....Andrea Lisko  
student - senior high.....Krista Zuelsdorf  
parent - elementary.....Karen Schneider  
parent - secondary.....Norris Knutson  
board member.....Doug Fagerlie

CHARGES

1. Select a chairperson
2. Select a recorder
3. Review Community Involvement Policy (Code: KC)
4. Review of current and previous calendars
5. Understanding of Master Agreements
6. Understanding of legal holidays; starting date for Bible Schools and summer school
7. Optional inclusion of two days for inclement weather
8. Provisions for fall workshop and possible mid-year workshop options
9. Four days of elementary parent-teacher conferences
10. Two/or four days of secondary parent-teacher conferences
11. Consideration of state requirements governing a 'legal school day'
12. Innovative calendar ideas
13. Coordination of school calendar with other area Minnesota Schools
14. Consider evening conferences as part of calendar

MOORHEAD PUBLIC SCHOOLS

INVESTMENT RECORD

FROM NOVEMBER 9, 1985 TO DECEMBER 16, 1985

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST (NET)	BANK OR S&L	BROKER
266	12-09-85	100000	08-04-86	** 9.375	5950	SILVERADO	GOLDSTONE
267	12-09-85	100000	08-04-86	** 9.25	5868	SAN ANGELO S&L	GOLDSTONE
268	12-09-85	100000	08-04-86	8.95	5836	CENTENNIAL	HIGH YIELD
269	12-12-85	100000	07-08-87	** 9.55	14802	SAN JACINTO	GOLDSTONE
270	12-12-85	100000	07-08-87	** 9.50	14723	AMERICAN DIVERSIFIED	GOLDSTONE
271	12-12-85	100000	07-08-87	** 9.25	14325	BELAIR	GOLDSTONE
272	12-12-85	100000	07-08-87	** 9.50	14521	LINCOLN	GOLDSTONE
273	12-12-85	100000	07-08-87	** 9.50	14723	UNIVERSAL SAVINGS OF TEXAS	GOLDSTONE
274	12-12-85	100000	07-08-87	** 9.375	14325	LAMAR S&L	HIGH YIELD
275	12-12-85	100000	07-08-87	** 9.625	14922	SUN S&L	HIGH YIELD
276	12-12-85	100000	07-08-87	** 9.60	14678	FARMERS	HIGH YIELD
277	12-12-85	100000	07-08-87	** 9.625	14922	FIRST SECURITY S&L	HIGH YIELD
278	12-13-85	100000	07-09-87	** 9.50	14521	SECURITY SAVINGS	HIGH YIELD
279	12-13-85	100000	07-08-87	** 9.55	14574	FIRST SAVINGS OF ORANGE	HIGH YIELD
280	12-12-85	100000	07-08-87	9.15	14364	COUNTY SAVINGS	HIGH YIELD
281	12-12-85	100000	07-08-87	9.15	14364	SENTRY S&L	HIGH YIELD
282	12-12-85	100000	07-08-87	9.15	14364	NEW MEXICO FED	HIGH YIELD
283	12-12-85	100000	07-08-87	9.15	14564	PEOPLES OF TEXAS	HIGH YIELD
284	12-13-85	100000	07-09-86	** 9.00	4986	HOME SAVINGS	GOLDSTONE
285	12-13-85	100000	07-09-86	** 9.00	4986	PROVIDENT S&L	GOLDSTONE
286	12-16-85	100000	07-09-86	** 9.00	4914	MAJESTIC	GOLDSTONE
287	12-13-85	100000	07-09-86	8.75	4986	MCLEAN	HIGH YIELD
288	12-13-85	100000	07-09-86	8.75	4986	FIRST FED OF COL SPRNGS	HIGH YIELD

289	12-13-85	100000	07-09-86	8.60	4969	LIBERTY	HIGH YIELD
290	12-13-85	100000	07-09-86	8.70	4958	FIRST NAT BANK-ELDORADO	HIGH YIELD
291	12-13-85	100000	07-09-86	8.75	4986	STANDARD FED	HIGH YIELD
292	12-13-85	100000	07-09-86	8.70	4958	GLOBAL BANK	HIGH YIELD

TOTAL INTEREST 281075

INTEREST ON  
\*\* FEE OF .25% PAID BY DISTRICT BOND PROCEED 263421



MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

Appendix F-1  
Page 1 of 6

1985-86 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: \_\_\_\_\_

TOPIC OF PROPOSAL: Community Education Coordinator

SUBMITTED BY: Rose Andersen DATE: Dec. 12, 1985

SUBMITTED TO: Robert Jernberg DATE TO BE IMPLEMENTED:  
\_\_\_\_\_  
January 1, 1986

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: \_\_\_\_\_

PERSON RESPONSIBLE TO RECOMMEND  
TO SUPERINTENDENT: Robert Jernberg

Recommendation (by person responsible):

Approve X Disapprove \_\_\_\_ Hold \_\_\_\_ Refer to Cabinet \_\_\_\_

Date \_\_\_\_\_

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. (What's your marketing strategy...Who will make it work?)

1. Describe the proposal for funding.

Change of Mary Davies from hourly pay to a contract position that is 3/4 time for 12 months to assist in the management of Community Education Program



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.)

Minnesota adult vocational budget includes more funds to pay for an adult vocational administrator in each AVTI. This increased funding assumes more time will be spent on developing adult vocational programs. Rather than 33% of Rose Andersen's salary coming from community education funds, it is now 25%.

Concurrently with the need for Andersen to spend less time administering community education programs, there is an increase in the number of community education programs and part-time employees. Because of the special need to supervise and direct new and experienced part-time employees and the time required to develop new programs (e.g. Early Childhood, Adult Handicapped, Community Resource) more supervision is necessary.

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

Adequate supervision of Community Education programs and development of Community Education staff would be difficult.

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

Continue as is.

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					
Noon Aides					
Salary increase cost of \$1950			04-005-590-000-140-000		\$1950
Health Insurance					867
Salaries			X 20%		
FRINGE BENEFITS			Worker's Compensation X salary X .0043 =		
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST _____				Net District Cost	\$2817
Comments on budgetary items:					
\$11.00 to \$12.25 raise for 1560 hours - \$1950					
Salary based on recommendation to be in line with Comparable Worth					
Study - conferred with Miriam Kragness					

- 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).

NA

7. Equity implications.

Presently Mary is working 4-6 hours per day. By establishing this as a 3/4 time position, she would qualify for employee benefits.

8. Suggested timeline for implementation.

January 1, 1986

9. Other comments:

Attached job description - item 5 is added to current position.

Also attached is proposed organizational chart change.

POSITION TITLE: Community Education Coordinator

ACCOUNTABLE TO: Manager of Community/Adult Education

PRIMARY OBJECTIVES OF POSITION: Promote Moorhead Adult Education classes and Community Education programs. Assist in setting up adult education classes. Edit the Community Newsletter. Assist with the administration of other Community Education Programs.

QUALIFICATIONS: Bachelor's degree required. Person should have demonstrated writing skills and ability to organize. Knowledge of marketing, public relations, and publications needed. Knowledge of community is essential.

TERMS OF EMPLOYMENT: Three fourths time for twelve months.

EVALUATION: Performance of this job will be evaluated periodically by the Manager of Community/Adult Education.

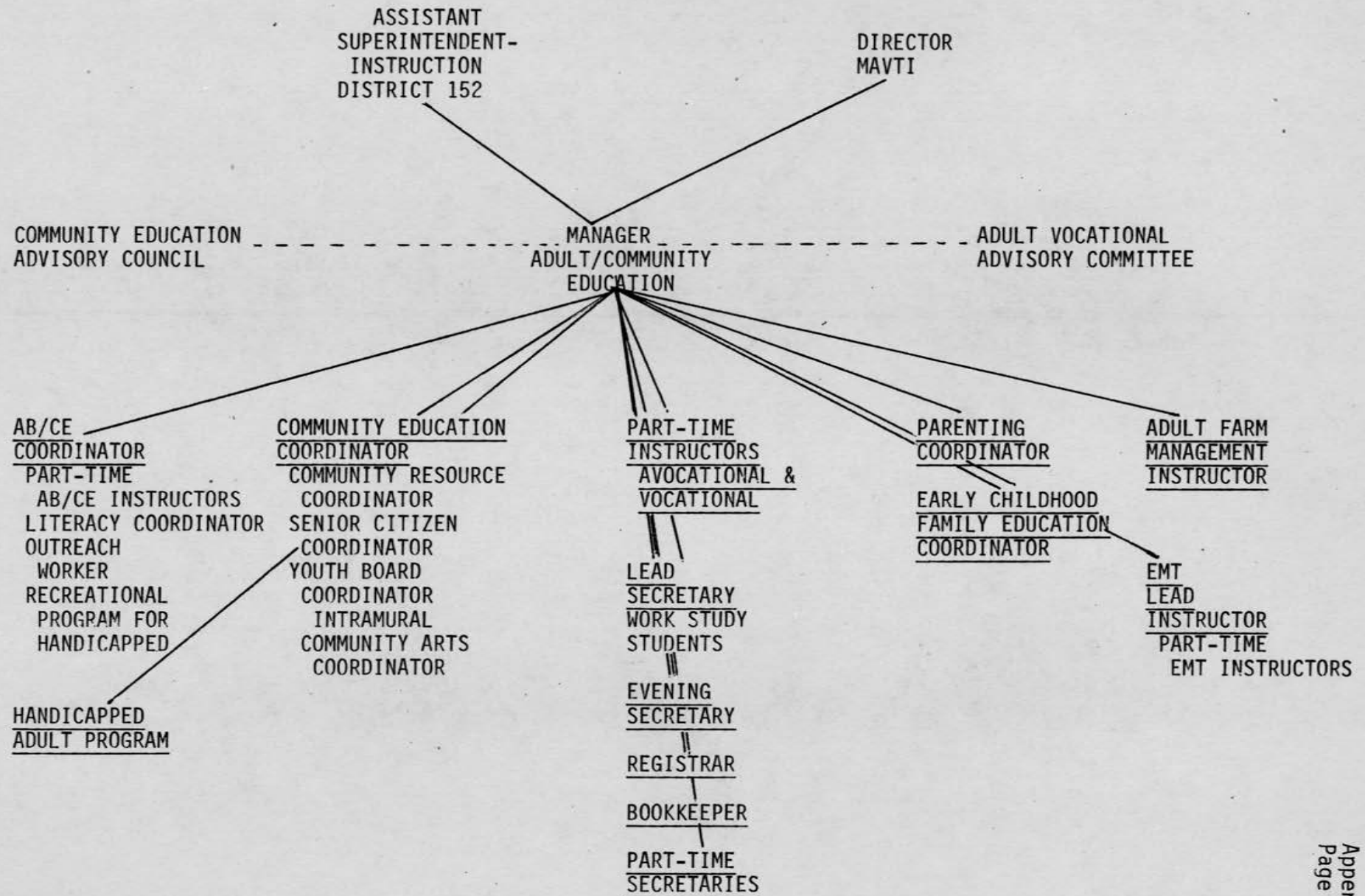
JOB RESPONSIBILITIES:

1. Plan and implement publicity to promote adult education classes.
  - a. Prepare marketing plan and budget
  - b. Schedule paid newspaper, radio and television advertising
  - c. Prepare news releases and public service announcements
  - d. Work with news media
  - e. Arrange for any free publicity
  - f. Arrange distribution of class catalogs
  - g. Evaluate and review publicity after each session
  - h. Publicize special classes and workshops such as farm commodity marketing, Adult Basic/GED, Literacy, and parenting
2. Coordinate production of class catalogs.
  - a. Assist in securing and scheduling instructors for adult education classes
  - b. Keep up with class trends and ideas for new classes
  - c. Arrange for typing of catalog
  - d. Work with printer on catalogs printing and mailing
  - e. Draw up specifications for bidding print job
3. Edit Community Newsletter
  - a. Meet with Community Education committee and/or its newsletter committee to make plans for the newsletter and Yellow Pages of Community Services
  - b. Solicit contributions for the newsletter
  - c. Edit newsletter articles
  - d. Prepare newsletter for the printer
  - e. Work with printer
  - f. Draw up specification for bidding print job
  - g. Evaluate newsletter both for appearance and for community impact
4. Perform other writing and public relations tasks for Community/Adult Education
  - a. Help other staff draw up annual public relations plans (Parenting, Teen Board, Senior Citizen, AB/CE, Literacy, Community Arts, Community Resource Program)
  - b. Supervise other staff in preparing brochures or flyers for their programs
  - c. Do other writing as assigned
5. Supervise and evaluate the following programs
  - a. Community Resource
  - b. Senior Citizens
  - c. Youth Board
  - d. Community Arts
6. Additional responsibilities as assigned by Adult/Community Education Coordinator

Proposal 12/12/85



PROPOSAL 12/12/85



(ORGANIZATIONAL CHART-p. 1.1-REC2)

12/85

5/19/85  
min  
12-17-85

Regular Meeting  
Board of Education  
Independent School District #152  
December 17, 1985

Members Present: Dean Guida, Mike Hulett, Doug Fagerlie, Wayne Puppe, Anton Hastad and Ben Trochlil

The meeting was called to order by chairperson, Mike Hulett.

PREVIEW - Ben Trochlil reviewed the agenda, adding Special Education Staff Request, Personnel, Supervisors Contract and Title IX Officer Contract.

MAVTI 1986-87 BUDGET REQUEST - Oscar Bergos reviewed the AVTI 1986-87 budget with the Board.

Dean Guida moved, seconded by Anton Hastad, to approve the 1986-87 budget and submittal to authorities in St. Paul. Motion carried.

Oscar reviewed a proposed change in the AVTI calendar for 1986-87 with the Board.

CALENDAR COMMITTEE AND CHARGES - Anton Hastad moved, seconded by Doug Fagerlie, to approve the structure and committee appointments for the for the Calendar Committee. Motion carried.

GOAL SETTING PROCESS - Ben Trochlil reviewed ideas submitted by Board members for goal statements which will be adopted in February.

INVESTMENTS - Curt Borgen moved, seconded by Anton Hastad, to approve the investments as listed. Motion carried.

BUDGET FOR 1985-86 - Bob Lacher reviewed the revised 1985-86 budget for K-12 funds and Townsite Centre with the Board.

Dean Guida moved, seconded by Anton Hastad, to approve the budget. Motion carried.

COMMUNITY EDUCATION - Rose Andersen reviewed a proposal requesting Mary Davies be changed in position from hourly to 3/4 time with added job responsibility.

Curt Borgen moved, seconded by Dean Guida, to accept the proposal. Motion carried by roll call vote: Guida - yes, Borgen - yes, Hulett - yes, Fagerlie - abstain, Puppe - yes, Hastad - yes.

SPECIAL EDUCATION STAFF REQUEST - Anton Hastad moved, seconded by Wayne Puppe, to approve adding a .5 FTE teacher at Washington Elementary for students identified as having specific learning disabilities. Motion carried.

Regular Meeting  
Board of Education  
Independent School District #152  
December 17, 1985  
Page Two

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

New Employee

Janice Johnson - replacement for Marily Ronken, Probstfield Elementary, on sabbatical leave for 100 days, BA+15 (6)  
\$11,022 (\$19,840 base)

Early Retirement

Daryl Adair - AVTI Chef Training Instructor, effective  
December 20, 1985

Motion carried.

SUPERVISORS CONTRACT - Dean Guida reviewed the Supervisors Contract with the Board.

Dean Guida moved, seconded by Anton Hastad, to approve the contract as outlined with the following language change:

"Two percent of the total contracted salaries would be set aside to be awarded to persons who receive an exemplary performance review by the individual's immediate supervisor and approved by the Superintendent. The review is to be made no later than May 15, 1986. Each person has an opportunity to improve their salary up to two percent. This provision terminates June 30, 1986."

Motion carried by roll call vote: Hastad - yes, Puppe - yes, Fagerlie - yes, Hulett - yes, Borgen - yes, Guida - yes.

TITLE IX OFFICER CONTRACT - Ben Trochlil reviewed the Title IX Officer Contract for 1985-86 with the Board.

Dean Guida moved, seconded by Curt Borgen, to approve the contract as outlined. Motion carried by roll call vote: Guida - yes, Borgen - yes, Hulett - yes, Fagerlie - yes, Puppe - no, Hastad - yes

DISCUSSION ON ADMINISTRATIVE CONTRACT - The Board and Superintendent discussed the 1985-86 administrative contract.

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Jeanne Seigel, Clerk