



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

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INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/may/85  
MIN  
1/13/87

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on January 13 at 8:00 p.m. in the Multi-purpose room at MAVTI.  
Centre.

Bennett Trochil  
Bennett Trochil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

Douglas Fagerlie	_____	Dean Guida	_____
Jeanne Seigel	_____	Anton Hastad	_____
Mike Hulett	_____	Wayne Alexander	_____
Curt Borgen	_____	Ben Trochil	_____

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PREVIEW OF AGENDA - Bennett Trochil, Superintendent

IV. APPROVAL OF MINUTES

Appendix A

Recommendation: Move to approve minutes of December 9, 1986

\*V. CONSENT AGENDA

\*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

\*VI. CONSIDERATION OF CLAIMS

Appendix B

VII. COMMUNICATIONS

VIII. OPPORTUNITY FOR CITIZENS TO SPEAK

IX. "WE ARE PROUD"

X. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

A. OLD BUSINESS

B. NEW BUSINESS

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

A. UNFINISHED BUSINESS

1. Consider Eide Helmeke Proposal Appendix C

B. NEW BUSINESS

- \*1. Consider Acceptance of Gift Appendix D

- \*2. Consider Special Education Donations Appendix E

3. Consider Special Education Staff Request Appendix F

4. Consider Personnel Appendix G

- \*5. Consider Leases - Renewals Appendix H

- \*6. Consider Investments Appendix I

7. Consider Preliminary Budget for 1987-88 Appendix J

8. Consider Resolution-Interactive Technology Applications Appendix K

XII. FOR YOUR INFORMATION Appendix Z

1. Teacher Effectiveness

2. MSBA Convention Retreat Schedule

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

IX. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, January 27 - 7:30 P.M.

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

UNFINISHED BUSINESS

1. Eide Helmeke & Co. Proposal (Trochlil) Appendix C

Explanation: The objectives of the review are:

1. To review the various jobs to ensure that the functions are being performed in the most efficient fashion.
2. To identify duplication of effort and identify the area(s) where functions are most appropriately performed.
3. Ensure that the appropriate internal accounting controls are established.
4. Review staffing levels to ensure efficient staff utilization while providing the necessary human resources to allow for sufficient cross training.
5. Ensure staffing levels are adequate to provide for a smooth work flow during short-term absences of the accounting staff (illness, vacations, training, etc.)

The cost of this proposal is \$4,500.

Recommendation: Move to approve the study on the operation of the business and personnel offices.

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NEW BUSINESS

1. Acceptance of Gift (Jernberg) Appendix D

Explanation: The Moorhead High School Automotive Program has received a new 1986 GMC V6 engine, equipped with the latest fuel injection and ignition system, from a GMC plant in Flint, Michigan.

The gift is to be used for instructional purposes only.

Recommendation: Move to approve the acceptance of the gift as stated and direct a letter of thanks be sent to the General Motors Corporation.



\*2. Donations

(Swedberg)

Appendix E

Explanation: The school district has received the following gifts to assist in funding the transportation and food cost associated with sending students in the TMH classes to Camp Confidence near Brainerd, Minnesota.

Elsie Raer	\$200 Gift
Gerturde Raer	\$500 Gift

Recommendation: Move to accept the two gifts of money and direct a letter of thanks be sent to Elsie Raer and to Gertrude Raer.

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3. Special Education Staff (Swedberg)  
Requests

Appendix F

Explanation: Proposals have been received requesting additional speech clinician time (.327 FTE) to meet the needs of speech/language impaired students at Washington and Probstfield Elementary Schools; an individual to be employed up to 35 hours to collect student base line behavior data in Early Childhood:Special Education and kindergarten classrooms and an aide up to 200 hours to help meet the needs of a handicapped student being integrated into a kindergarten setting (Appendices F-1 and F-2).

It is anticipated the cost for the speech clinician after state reimbursement will be \$1,456.00. The total cost of the person collecting base line data and the EC:SE aide will be funded with Federal Early Childhood:Special Education Incentive funds.

Recommendation: Move to approve the special education staff requests as presented.

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\*4. Personnel

(Bergen)

Appendix G

New Employees

Paula Hamre - TMH Aide, Senior High, 3 1/2 hours per day, \$5.75 per hour, effective January 5, 1987

Jeanette Grinde - EMH Aide, Edison Elementary, 3 1/2 hour per day, \$5.75 per hour, effective January 5, 1987

Ardell Morrow - TMH Aide, Riverside Elementary, \$5.75 per hour, effective January 5, 1987 for the remainder of the school year.

Maternity Leave

Kathe Eldred - Physical Education teacher, Washington Elementary, from approximately March 30, 1987 to May 11, 1987

Maternity Leave (continued)

Kathy Johnson - EMH Aide, Senior High, approximately March 15, 1987, for six weeks

Leave of Absence

Hazel Haarstad - TMH Aide, Riverside Elementary, for the remainder of the 1986-87 school year, effective January 5, 1987

Recommendation: Move to approve the personnel changes as shown.

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\*5. Leases - Renewals (Bergen) Appendix H

Explanation: The following request renewal of their leases: (Appendices H-1,2,3).

F-M Symphony - effective July 1, 1986 through June 30, 1987. The cost per sq. ft. will be \$7.50 for a monthly payment of \$281.25, \$3375.00 yearly.

American Crystal Sugar - effective February 1, 1987 for 11 months. The cost per sq. ft. will be \$8.93 for a monthly payment of \$1711.58, \$20,538.96 yearly.

Department of Revenue - effective January 1, 1987, for one year. The cost per sq. ft. will be \$8.14 for a monthly payment of \$1023.61, \$12,283.32 yearly.

Recommendation: Move to approve renewal of leases for F-M Symphony for \$3,375.00, American Crystal Sugar for \$20,538.96 and Department of Revenue for \$12,283.32 yearly.

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\*6. Investments (Lacher) Appendix I

Explanation: Board approval is requested on investments #340-#343 as shown in Appendix I-1.

Recommendation: Move to approve investments #340-#343 as shown.

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7. Preliminary Budget for (Lacher) Appendix J  
1987-88

Explanation: The approval of a preliminary budget and to give authorization to the Business Office to publish and bid the purchase of supplies within the budgeted amounts is requested. The preliminary budget figures prepared for December 9 meeting are the amounts.

Recommendation: Move to give authorization to the Business Office to publish and bid the purchase of supplies within the budgeted amounts.

8. Resolution - Interactive (Trochlil)  
Technology Application

Appendix K

Explanation: A request of the Moorhead School District is support of West Central Minnesota Initiative Fund Grant by resolution (refer to Appendix K-1).

The rationale for this position is: (1) to continue our philosophy of working with neighboring districts; (2) the district may be in a position to provide the services; (3) unknown resources may be available as districts cooperate; (4) the Futures Committee identifies interactive television as an anticipated need; and, (5) we really do not know what benefits there are if we do not pursue the idea.

Recommendation: Move to approve the resolution concerning the cooperative acquisition and implementation of interactive technology applications from the West Central Initiative Fund Grant.

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FOR YOUR INFORMATION

Appendix Z

1. Teacher trainers, Gloria Anderson and Barb Anton, and staff members will update the Board on Elements of Instruction and improved teacher effectiveness efforts.

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WE ARE PROUD

1. Jim Ellingson has been selected by the Minnesota Teachers Association to participate in a combination LogoWriter/ Science Workshop conducted by Seymour Papert and others in St. Paul. He was nominated in recognition of his leadership in shaping the Minnesota science curriculum.
2. Fran Laske and Vern Zimmerman were selected to assist the Department of Education to assist in the evaluation of commercial software packages.

# CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Policy Review	Monday, Jan. 12	7:00 p.m.	Townsite
MAVTI Annual Advisory Banquet	Tuesday, Jan. 13	6:30 p.m.	MAVTI
Athletic Council	Tuesday, Jan. 13	7:00 a.m.	Townsite
Attendance Committee	Wednesday, Jan. 14	7:30 p.m.	Townsite
PER	Thursday, Jan. 15	7:00 a.m.	Townsite
Leadership Moorhead	Thursday, Jan. 15		Heritage Center
MSBA Convention	Sunday, Jan. 18 through Tuesday, Jan. 20		Minneapolis
Jimmy Dorsey	Wednesday, Jan. 21	7:30 p.m.	Senior High
Intergovernmental Retreat	Friday, Jan. 23 and Saturday, Jan. 24	1:00 p.m.	Detroit Lakes

Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986

Members Present: Dean Guida, Curt Borgen, Jeanne Seigel, Douglas Fagerlie, Mike Hulett, Wayne Alexander, and Anton Hastad

The meeting was called to order by Douglas Fagerlie, Chairperson.

Chairperson Douglas Fagerlie led the Board, administration and audience in the Pledge of Allegiance.

PREVIEW - Ben Trochlil previewed the agenda, adding Appointment - South Campus and Audit Proposal 1985-86.

APPROVAL OF MINUTES - Wayne Alexander moved, seconded by Jeanne Seigel, to approve the minutes of November 4, 11, and 25, 1986. Motion carried.

CONSENT AGENDA - Wayne Alexander moved, seconded by Anton Hastad, to approve the following items on the consent agenda: Claims, Personnel, Endorsement - Bob Olson, Acceptance of Gifts, Investments, January 13 Meeting Time Change, Change Order - Townsite Centre, and December 23 Meeting. Motion carried.

CLAIMS - As part of the consent agenda, the claims were approved, subject to audit, for \$998,997.56

GENERAL FUND	\$144,130.16
FOOD SERVICE	37,510.81
TRANSPORTATION FUND	88,444.43
COMMUNITY SERVICE	3,732.39
CAPITAL EXPENDITURE	46,269.65
BUILDING CONST	261,916.61
DEBT REDEMPTION	40,870.00
MAVTI-GENERAL FUND	107,848.35
MAVTI-COMM SERVICE	9,374.10
VO-TECH CAP OUTLAY	10,515.20
REPAIR & BETTERMENT	8,680.81
FED FINANCIAL AIDS	234,402.65
AVTI STUD SEN & MISC	1,436.80
TOWNSITE CENTRE	3,865.60
GRAND TOTAL	\$998,997.56

COMMUNICATIONS - Douglas Fagerlie read a letter from Alvina Lillibridge from the pupils, staff and parents of Edison School thanking the Board for the building projects which are nearly completed.

Curt Borgen received a letter from Pat and Harris Schenck, thanking the Board and administration for their part in helping their son Kale graduate. He is extremely proud of being a freshman at Moorhead State University.



Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Two

OPPORTUNITY FOR CITIZENS TO SPEAK - Rose Andersen presented a plaque to Mike Hulett for his service on the Community Education Advisory Council.

1986-87 STUDENT SENATE BUDGET - Curt Borgen moved, seconded by Dean Guida, to approve the Student Senate Budget for 1986-87. Motion carried.

AVTI BUDGET FOR THE 1987-88 TERM - Paul Molick and Rose Andersen reviewed the Vocational-Technical Education budget for 1986-87.

Curt Borgen moved, seconded by Jeanne Seigel, to approve the proposed AVTI budget for the 1987-88 school term and directed the administration to submit it to the state authorities.

PERSONNEL - The Board approved the following personnel change as part of the consent agenda:

Maternity Leave

Cheryl Olson, Washington Elementary, Maternity Leave, beginning December 1, 1986 for 6-8 weeks

APPOINTMENT - SOUTH CAMPUS - Mike Hulett moved, seconded by Jeanne Seigel, to approve a leave of absence for Darrell Naugle from January 5 to June 5. Motion carried.

Curt Borgen moved, seconded by Jeanne Seigel, to approve the appointment of Darrel Naugle to the position of interim principal of the South Campus for a period of 25 weeks contingent on a satisfactory working agreement. Motion carried.

ENDORSEMENT - BOB OLSON - As part of the consent agenda, the Board moved to endorse Bob Olson as a participant in the Blandin Principals Fellowship Program.

ACCEPTANCE OF GIFTS - As part of the consent agenda, the Board accepted gifts of \$1,000 from the Veterans of Foreign Wars and \$2,000 from the Middle School South Campus Student Council, to be used to construct a sign at Moorhead Middle School South Campus, directed letters of thanks be sent and directed the administration to coordinate the construction efforts.

INVESTMENTS - As part of the consent agenda, the Board approved the investments as shown.

JANUARY 13 MEETING - As part of the consent agenda, the Board approved the starting date of the January 13 meeting to 8:00 p.m. at MAVTI. The Board has been invited to attend the MAVTI Annual Advisory Meeting Dinner at 6:00 p.m.

Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Three

CHANGE ORDER - BOILER REPLACEMENT - TOWNSITE CENTRE - As part of the consent agenda, the Board approved the change order for \$10,050.00 for boiler replacement at Townsite Centre.

DECEMBER 23 MEETING DATE - As part of the consent agenda, the Board approved the canceling of the December 23 Meeting.

ASSURANCE OF MASTERY - Jeanne Seigel moved, seconded by Anton Hastad, to approve the Assurance of Mastery Policy (Code: IEA). Motion carried.

SPECIAL EDUCATION CONSULTANT AGREEMENT - Wayne Alexander moved, seconded by Dean Guida, to approve the agreement for Physical Disabilities Consultant Services. Motion carried.

SLD/EMH CLASSROOM AIDE - Wayne Alexander moved, seconded by Dean Guida, to approve the employment of a SLD/EMH Aide at Middle School South Campus for up to six hours per day. Motion carried.

ADDITIONS TO SITE DEVELOPMENT - Curt Borgen moved, seconded by Jeanne Seigel, to approve additional projects at the Senior High and survey work at Probstfield for \$4,393.25. Motion carried.

CALENDAR COMMITTEE - The Board reviewed the committee membership, charges and the timelines. Mike Hulett and Rod Bergen agreed to serve on the committee.

Jeanne Seigel moved, seconded by Wayne Alexander, to approve the establishment of the Calendar Committee to review the 1987-88 calendar and design the 1988-89 calendar. Motion carried.

Douglas Fagerlie left the meeting at 9:00 p.m.

EIDE HELMEKE & CO. PROPOSAL - The Board requested time to study the proposal which lists the following objectives:

1. To review the various jobs to ensure that the functions are being performed in the most efficient fashion.
2. To identify duplication of effort and identify the area(s) where functions are most appropriately performed.
3. Ensure that the appropriate internal accounting controls are established.
4. Review staffing levels to ensure efficient staff utilization while providing the necessary human resources to allow for sufficient cross training.
5. Ensure staffing levels are adequate to provide for a smooth work flow during short-term absences of the accounting staff (illness, vacations, training, etc.).

It will be brought back at the January 13 meeting.



Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Four

FINAL BUDGET APPROVAL FOR 1986-87 - Curt Borgen moved, seconded  
by Dean Guida, to approve the 1986-87 budget.

PRELIMINARY BUDGET APPROVAL FOR 1987-88 (K-12) - Bob Lacher  
reviewed the preliminary budget (K-12) with the Board.

Wayne Alexander moved, seconded by Anton Hastad, to approve the preliminary K-12 Budget for 1987-88, which designates a 0% increase in expenditures (Revenues - \$17,579,506; Expenditures - \$17,148,363). Motion carried.

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Wayne Alexander, Clerk

September, 1986

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1986-87 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: Riverside

TOPIC OF PROPOSAL: EC:SE Services

SUBMITTED BY: Don Iverson/Alan K. Swedberg DATE: 1-5-87

SUBMITTED TO: Robert Jernberg DATE TO BE IMPLEMENTED:

January 12, 1987

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 1-7-86

DISTRICT MISSION STATEMENT: To maximize the talent of every student without discrimination as to their sex, race, religious beliefs, handicap or socioeconomic level.

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

1. Describe the proposal for funding.

- a. Employ an individual to collect baseline data on functioning ability of a handicapped student in the EC:SE classroom up to thirty-five hours at various times during the next five months.
- b. Employ an aide up to 200 hours to help assure a EC:SE student receives an opportunity to succeed in a kindergarten classroom.

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

In order to determine what specific skills EC:SE students have mastered, which skills are expected in the EC:SE classroom and in the kindergarten classroom, baseline data must be collected to assure initial and ongoing placement is appropriate. When the EC:SE student is being programmed in the kindergarten classroom an aide will be measuring to help assure the student will be successful.

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

The student would not be given the opportunity to be programmed for in the least restrictive environment.

The district will not be able to collect data to determine if the requested placement by the parent in the kindergarten program is appropriate should the parent disagree with the current program.

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

Refuse to provide services as outlined and allow parent the request or impartial due process hearing.

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

PROPOSAL BUDGET

PERSONNEL	*1 Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net District Cost
Administrators					
Teachers	35 hours	350.00	01-200-424-421-880	350.00	-0-
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides	200 hrs	1150.	01-200-424-421-880	1150.00	-0-
Noon Aides					
	Total				
	Salaries			X 20%	
FRINGE BENEFITS	Worker's Compensation X salary X .0043 = 21.50				-0-
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST \$1,521.50					Net District Cost -0-
Comments on budgetary items:					
Code is Federal Preschool Incentive funds					

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).

No space implications

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as acceptable individuals can be employed.

9. Other comments:



September, 1986

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1986-87 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: Washington and Probstfield

TOPIC OF PROPOSAL: Speech/Language Services

Bob Olson, Howard Murray

SUBMITTED BY: and Anne Moyano

DATE: 12-4-86

SUBMITTED TO: Robert Jernberg

DATE TO BE IMPLEMENTED:

Alan K. Swedberg

January 5, 1987

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 1-7-86

DISTRICT MISSION STATEMENT: To maximize the talent of every student without discrimination as to their sex, race, religious beliefs, handicap or socioeconomic level.

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

1. Describe the proposal for funding.

Increase speech/language services by six and one-half hours per week at Washington (.185 FTE) and up to five hours per week (.142 FTE) at Probstfield, if needed.

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.)

There are twelve pending speech/language referrals at Washington. It is expected that eight to ten of these students will qualify for services. There is no time in current staff schedules to see these children. Staff schedules are completely filled at Probstfield with a few new students expected. The need for additional staff time will be determined by the building principal, speech/language coordinator and special education director.

3. State the negative implications if the proposal is not approved.
  - 3.1 If students are not served, parents must be informed of this fact by the district. Additionally, the district must inform the parents of the process for conciliation conference and impartial due process hearing.
  - 3.2 Violation of state and federal law.
  - 3.3 If all the children needing services were worked into current schedules none of them would be receiving the type of educational program determined to be appropriate for them. They would not achieve the level of competence in communication skills which they can be expected to achieve.
4. List alternative actions available if this proposal is not approved. (It is assumed that any alternative listed is less desirable than the proposal.)

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



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

PROPOSAL BUDGET

PERSONNEL	*1 Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net District Cost
Administrators					
Teachers*	2 @ .327	4,796.48		3,357.54	1,438.94
Washington**	1 @ .185	2,877.68		2,014.37	863.31
Probstfield**	1 @ .142	1,918.80		1,343.16	575.63
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
		Total Salaries			
FRINGE BENEFITS		Worker's Compensation X salary X .0043 =			16.78
SUPPLIES					-0-
*2 CAPITAL OUTLAY					
OTHER EXPENSES			There may be travel		
<p>*3 TOTAL COST <u>4,813.26</u> Net District Cost <u>1,455.72</u></p>					
Comments on budgetary items:					
Salaries are based on 104 days effective 1-5-87					
Line Teachers* is total salary cost of package					
Line Washington** and Probstfield** are breakdown of Teachers*					

- 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).

Use of existing speech/language therapy room will be extended.

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as an acceptable candidate can be employed.

\$3375.00F-M. Symphony

## Section #9 Addendum

## TOWNSITE LEASING

This change will take place on July 1, 1986 for one year and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$7.50 per sq. ft. or monthly increase of \$21.25. New monthly payment will be \$281.25.

Please sign this document and return. A copy will be returned to you to be attached to your lease.

Board of Education  
Independent School District #152

Fargo-Moorhead Symphony  
Lessee

\_\_\_\_\_  
Chairman

Lyle M. Nordeen  
By: Office Manager

\_\_\_\_\_  
Clerk

\$20,539.00

American Crystal Sugar

1987 thru Dec. 31st

Section #9 Addendum

## TOWNSITE LEASING

This change will take place on Feb. 1, 1987 for <sup>11 months</sup>~~one year~~  
and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$8.93  
per sq. ft. or monthly increase of 32.41. New monthly payment  
will be \$1711.58.

Please sign this document and return. A copy will be returned  
to you to be attached to your lease.

Board of Education  
Independent School District #152

AMERICAN CRYSTAL SUGAR CO.Lessee

*James J. Harvath*  
JAMES J. HARVATH  
U P - FINANCE

By:

ChairmanClerk

\$12,283.26

Section #9 Addendum

#7974  
Dept. of Revenue  
2nd Floor-Room 200

TOWNSITE LEASING

This change will take place on Jan 1, 1987 for one year  
and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$8.14  
per sq. ft. or monthly increase of           . New monthly payment  
will be \$1023.61.

Please sign this document and return. A copy will be returned  
to you to be attached to your lease.

Board of Education  
Independent School District #152

\_\_\_\_\_  
Lessee-

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
By:

\_\_\_\_\_  
Clerk



## MOORHEAD PUBLIC SCHOOLS

## INVESTMENT RECORD

FROM DECEMBER 4, 1986 TO JANUARY 7, 1987

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST (NET)	BANK OR S&L	BROKER
340	12-10-86	99000	06-10-87	7.25	3615	COMMODORE S & L	HIGH YIELD
341	12-11-86	99000	03-11-87	7.125	1756	STATE FEDERAL S & L	HIGH YIELD
342	12-11-86	99000	03-11-87	6.75	2034	PLATTE VALLEY	HIGH YIELD
343	12-30-86	100000	03-31-87	6.50	1620	HOME SAVINGS	HIGH YIELD
				TOTAL	9025		

RESOLUTION CONCERNING THE  
COOPERATIVE ACQUISITION AND IMPLEMENTATION  
OF INTERACTIVE TECHNOLOGY APPLICATIONS

WHEREAS, Independent School District #152 recognizes the need for rural school districts to cooperate in the acquisition of interactive technology applications required to expand delivery of educational services:

AND WHEREAS, Independent School District #152 is but one of thirteen school districts actively engaged in the planning of and subsequent implementation of the Education District Cooperative Model designed for the very purpose of cooperative delivery of educational services;

THEREFORE BE IT RESOLVED, that Independent School District #152 hereby commits this district to cooperatively plan for the acquisition of the two-way interactive technology needed to deliver expanded and more diverse curriculum offerings and educational services to the students and adult residents of the cooperating districts.

Board member \_\_\_\_\_ seconded the motion and upon roll call vote being taken, the following voted in favor of:

Against: \_\_\_\_\_  
Whereupon said resolution was adopted.



INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/mg/BO5-  
m/w  
1/13/87

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on January 13 at 8:00 p.m. in the Multi-purpose room at MAVTI.  
Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent

IV. APPROVAL OF MINUTES

Appendix A

Recommendation: Move to approve minutes of December 9, 1986

\*V. CONSENT AGENDA

\*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

\*VI. CONSIDERATION OF CLAIMS

Appendix B

VII. COMMUNICATIONS

VIII. OPPORTUNITY FOR CITIZENS TO SPEAK

IX. "WE ARE PROUD"

- X. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
  - A. OLD BUSINESS
  - B. NEW BUSINESS
- XI. PRE-SCHOOL--K - GRADE 12 PROGRAM--COMMUNITY EDUCATION
  - A. UNFINISHED BUSINESS
    - 1. Consider Eide Helmeke Proposal Appendix C
  - B. NEW BUSINESS
    - \*1. Consider Acceptance of Gift Appendix D
    - \*2. Consider Special Education Donations Appendix E
    - 3. Consider Special Education Staff Request Appendix F
    - 4. Consider Personnel Appendix G
    - \*5. Consider Leases - Renewals Appendix H
    - \*6. Consider Investments Appendix I
    - 7. Consider Preliminary Budget for 1987-88 Appendix J
    - 8. Consider Resolution-Interactive Technology Applications Appendix K
- XII. FOR YOUR INFORMATION Appendix Z
  - 1. Teacher Effectiveness
  - 2. MSBA Convention Retreat Schedule
- XIII. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION
- IX. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, January 27 - 7:30 P.M.

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

UNFINISHED BUSINESS

1. Eide Helmeke & Co. Proposal (Trochlil) Appendix C

Explanation: The objectives of the review are:

1. To review the various jobs to ensure that the functions are being performed in the most efficient fashion.
2. To identify duplication of effort and identify the area(s) where functions are most appropriately performed.
3. Ensure that the appropriate internal accounting controls are established.
4. Review staffing levels to ensure efficient staff utilization while providing the necessary human resources to allow for sufficient cross training.
5. Ensure staffing levels are adequate to provide for a smooth work flow during short-term absences of the accounting staff (illness, vacations, training, etc.)

The cost of this proposal is \$4,500.

Recommendation: Move to approve the study on the operation of the business and personnel offices.

-----

NEW BUSINESS

1. Acceptance of Gift (Jernberg) Appendix D

Explanation: The Moorhead High School Automotive Program has received a new 1986 GMC V6 engine, equipped with the latest fuel injection and ignition system, from a GMC plant in Flint, Michigan.

The gift is to be used for instructional purposes only.

Recommendation: Move to approve the acceptance of the gift as stated and direct a letter of thanks be sent to the General Motors Corporation.

\*2. Donations

(Swedberg)

Appendix E

Explanation: The school district has received the following gifts to assist in funding the transportation and food cost associated with sending students in the TMH classes to Camp Confidence near Brainerd, Minnesota.

Elsie Raer	\$200 Gift
Gerturde Raer	\$500 Gift

Recommendation: Move to accept the two gifts of money and direct a letter of thanks be sent to Elsie Raer and to Gertrude Raer.

-----

3. Special Education Staff (Swedberg)  
Requests

Appendix F

Explanation: Proposals have been received requesting additional speech clinician time (.327 FTE) to meet the needs of speech/language impaired students at Washington and Probstfield Elementary Schools; an individual to be employed up to 35 hours to collect student base line behavior data in Early Childhood:Special Education and kindergarten classrooms and an aide up to 200 hours to help meet the needs of a handicapped student being integrated into a kindergarten setting (Appendices F-1 and F-2).

It is anticipated the cost for the speech clinician after state reimbursement will be \$1,456.00. The total cost of the person collecting base line data and the EC:SE aide will be funded with Federal Early Childhood:Special Education Incentive funds.

Recommendation: Move to approve the special education staff requests as presented.

-----

\*4. Personnel

(Bergen)

Appendix G

New Employees

Paula Hamre - TMH Aide, Senior High, 3 1/2 hours per day, \$5.75 per hour, effective January 5, 1987

Jeanette Grinde - EMH Aide, Edison Elementary, 3 1/2 hour per day, \$5.75 per hour, effective January 5, 1987

Ardell Morrow - TMH Aide, Riverside Elementary, \$5.75 per hour, effective January 5, 1987 for the remainder of the school year.

Maternity Leave

Kathe Eldred - Physical Education teacher, Washington Elementary, from approximately March 30, 1987 to May 11, 1987

Maternity Leave (continued)

Kathy Johnson - EMH Aide, Senior High, approximately March 15, 1987, for six weeks

Leave of Absence

Hazel Haarstad - TMH Aide, Riverside Elementary, for the remainder of the 1986-87 school year, effective January 5, 1987

Recommendation: Move to approve the personnel changes as shown.

-----

\*5. Leases - Renewals (Bergen) Appendix H

Explanation: The following request renewal of their leases: (Appendices H-1,2,3).

F-M Symphony - effective July 1, 1986 through June 30, 1987. The cost per sq. ft. will be \$7.50 for a monthly payment of \$281.25, \$3375.00 yearly.

American Crystal Sugar - effective February 1, 1987 for 11 months. The cost per sq. ft. will be \$8.93 for a monthly payment of \$1711.58, \$20,538.96 yearly.

Department of Revenue - effective January 1, 1987, for one year. The cost per sq. ft. will be \$8.14 for a monthly payment of \$1023.61, \$12,283.32 yearly.

Recommendation: Move to approve renewal of leases for F-M Symphony for \$3,375.00, American Crystal Sugar for \$20,538.96 and Department of Revenue for \$12,283.32 yearly.

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\*6. Investments (Lacher) Appendix I

Explanation: Board approval is requested on investments #340-#343 as shown in Appendix I-1.

Recommendation: Move to approve investments #340-#343 as shown.

-----

7. Preliminary Budget for (Lacher) Appendix J  
1987-88

Explanation: The approval of a preliminary budget and to give authorization to the Business Office to publish and bid the purchase of supplies within the budgeted amounts is requested. The preliminary budget figures prepared for December 9 meeting are the amounts.

Recommendation: Move to give authorization to the Business Office to publish and bid the purchase of supplies within the budgeted amounts.



8. Resolution - Interactive (Trochlil)  
Technology Application

Appendix K

Explanation: A request of the Moorhead School District is support of West Central Minnesota Initiative Fund Grant by resolution (refer to Appendix K-1).

The rationale for this position is: (1) to continue our philosophy of working with neighboring districts; (2) the district may be in a position to provide the services; (3) unknown resources may be available as districts cooperate; (4) the Futures Committee identifies interactive television as an anticipated need; and, (5) we really do not know what benefits there are if we do not pursue the idea.

Recommendation: Move to approve the resolution concerning the cooperative acquisition and implementation of interactive technology applications from the West Central Initiative Fund Grant.

-----  
FOR YOUR INFORMATION

Appendix Z

1. Teacher trainers, Gloria Anderson and Barb Anton, and staff members will update the Board on Elements of Instruction and improved teacher effectiveness efforts.
- 

WE ARE PROUD

1. Jim Ellingson has been selected by the Minnesota Teachers Association to participate in a combination LogoWriter/ Science Workshop conducted by Seymour Papert and others in St. Paul. He was nominated in recognition of his leadership in shaping the Minnesota science curriculum.
2. Fran Laske and Vern Zimmerman were selected to assist the Department of Education to assist in the evaluation of commercial software packages.

# CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Policy Review	Monday, Jan. 12	7:00 p.m.	Townsite
MAVTI Annual Advisory Banquet	Tuesday, Jan. 13	6:30 p.m.	MAVTI
Athletic Council	Tuesday, Jan. 13	7:00 a.m.	Townsite
Attendance Committee	Wednesday, Jan. 14	7:30 p.m.	Townsite
PER	Thursday, Jan. 15	7:00 a.m.	Townsite
Leadership Moorhead	Thursday, Jan. 15		Heritage Center
MSBA Convention ...	Sunday, Jan. 18 through Tuesday, Jan. 20		Minneapolis
Jimmy Dorsey	Wednesday, Jan. 21	7:30 p.m.	Senior High
Intergovernmental Retreat	Friday, Jan. 23 and Saturday, Jan. 24	1:00 p.m.	Detroit Lakes



Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986

Members Present: Dean Guida, Curt Borgen, Jeanne Seigel, Douglas Fagerlie, Mike Hulett, Wayne Alexander, and Anton Hastad

The meeting was called to order by Douglas Fagerlie, Chairperson.

Chairperson Douglas Fagerlie led the Board, administration and audience in the Pledge of Allegiance.

PREVIEW - Ben Trochlil previewed the agenda, adding Appointment - South Campus and Audit Proposal 1985-86.

APPROVAL OF MINUTES - Wayne Alexander moved, seconded by Jeanne Seigel, to approve the minutes of November 4, 11, and 25, 1986. Motion carried.

CONSENT AGENDA - Wayne Alexander moved, seconded by Anton Hastad, to approve the following items on the consent agenda: Claims, Personnel, Endorsement - Bob Olson, Acceptance of Gifts, Investments, January 13 Meeting Time Change, Change Order - Townsite Centre, and December 23 Meeting. Motion carried.

CLAIMS - As part of the consent agenda, the claims were approved, subject to audit, for \$998,997.56

GENERAL FUND	\$144,130.16
FOOD SERVICE	37,510.81
TRANSPORTATION FUND	88,444.43
COMMUNITY SERVICE	3,732.39
CAPITAL EXPENDITURE	46,269.65
BUILDING CONST	261,916.61
DEBT REDEMPTION	40,870.00
MAVTI-GENERAL FUND	107,848.35
MAVTI-COMM SERVICE	9,374.10
VO-TECH CAP OUTLAY	10,515.20
REPAIR & BETTERMENT	8,680.81
FED FINANCIAL AIDS	234,402.65
AVTI STUD SEN & MISC	1,436.80
TOWNSITE CENTRE	3,865.60
GRAND TOTAL	\$998,997.56

COMMUNICATIONS - Douglas Fagerlie read a letter from Alvina Lillibridge from the pupils, staff and parents of Edison School thanking the Board for the building projects which are nearly completed.

Curt Borgen received a letter from Pat and Harris Schenck, thanking the Board and administration for their part in helping their son Kale graduate. He is extremely proud of being a freshman at Moorhead State University.

Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Two

OPPORTUNITY FOR CITIZENS TO SPEAK - Rose Andersen presented a plaque to Mike Hulett for his service on the Community Education Advisory Council.

1986-87 STUDENT SENATE BUDGET - Curt Borgen moved, seconded by Dean Guida, to approve the Student Senate Budget for 1986-87. Motion carried.

AVTI BUDGET FOR THE 1987-88 TERM - Paul Molick and Rose Andersen reviewed the Vocational-Technical Education budget for 1986-87.

Curt Borgen moved, seconded by Jeanne Seigel, to approve the proposed AVTI budget for the 1987-88 school term and directed the administration to submit it to the state authorities.

PERSONNEL - The Board approved the following personnel change as part of the consent agenda:

Maternity Leave

Cheryl Olson, Washington Elementary, Maternity Leave, beginning December 1, 1986 for 6-8 weeks

APPOINTMENT - SOUTH CAMPUS - Mike Hulett moved, seconded by Jeanne Seigel, to approve a leave of absence for Darrell Naugle from January 5 to June 5. Motion carried.

Curt Borgen moved, seconded by Jeanne Seigel, to approve the appointment of Darrel Naugle to the position of interim principal of the South Campus for a period of 25 weeks contingent on a satisfactory working agreement. Motion carried.

ENDORSEMENT - BOB OLSON - As part of the consent agenda, the Board moved to endorse Bob Olson as a participant in the Blandin Principals Fellowship Program.

ACCEPTANCE OF GIFTS - As part of the consent agenda, the Board accepted gifts of \$1,000 from the Veterans of Foreign Wars and \$2,000 from the Middle School South Campus Student Council, to be used to construct a sign at Moorhead Middle School South Campus, directed letters of thanks be sent and directed the administration to coordinate the construction efforts.

INVESTMENTS - As part of the consent agenda, the Board approved the investments as shown.

JANUARY 13 MEETING - As part of the consent agenda, the Board approved the starting date of the January 13 meeting to 8:00 p.m. at MAVTI. The Board has been invited to attend the MAVTI Annual Advisory Meeting Dinner at 6:00 p.m.

Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Three

CHANGE ORDER - BOILER REPLACEMENT - TOWNSITE CENTRE - As part of the consent agenda, the Board approved the change order for \$10,050.00 for boiler replacement at Townsite Centre.

DECEMBER 23 MEETING DATE - As part of the consent agenda, the Board approved the canceling of the December 23 Meeting.

ASSURANCE OF MASTERY - Jeanne Seigel moved, seconded by Anton Hastad, to approve the Assurance of Mastery Policy (Code: IEA). Motion carried.

SPECIAL EDUCATION CONSULTANT AGREEMENT - Wayne Alexander moved, seconded by Dean Guida, to approve the agreement for Physical Disabilities Consultant Services. Motion carried.

SLD/EMH CLASSROOM AIDE - Wayne Alexander moved, seconded by Dean Guida, to approve the employment of a SLD/EMH Aide at Middle School South Campus for up to six hours per day. Motion carried.

ADDITIONS TO SITE DEVELOPMENT - Curt Borgen moved, seconded by Jeanne Seigel, to approve additional projects at the Senior High and survey work at Probstfield for \$4,393.25. Motion carried.

CALENDAR COMMITTEE - The Board reviewed the committee membership, charges and the timelines. Mike Hulett and Rod Bergen agreed to serve on the committee.

Jeanne Seigel moved, seconded by Wayne Alexander, to approve the establishment of the Calendar Committee to review the 1987-88 calendar and design the 1988-89 calendar. Motion carried.

Douglas Fagerlie left the meeting at 9:00 p.m.

EIDE HELMEKE & CO. PROPOSAL - The Board requested time to study the proposal which lists the following objectives:

1. To review the various jobs to ensure that the functions are being performed in the most efficient fashion.
2. To identify duplication of effort and identify the area(s) where functions are most appropriately performed.
3. Ensure that the appropriate internal accounting controls are established.
4. Review staffing levels to ensure efficient staff utilization while providing the necessary human resources to allow for sufficient cross training.
5. Ensure staffing levels are adequate to provide for a smooth work flow during short-term absences of the accounting staff (illness, vacations, training, etc.).

It will be brought back at the January 13 meeting.

Regular Meeting  
Board of Education  
Independent School District #152  
December 9, 1986  
Page Four

FINAL BUDGET APPROVAL FOR 1986-87 - Curt Borgen moved, seconded by Dean Guida, to approve the 1986-87 budget.

PRELIMINARY BUDGET APPROVAL FOR 1987-88 (K-12) - Bob Lacher reviewed the preliminary budget (K-12) with the Board.

Wayne Alexander moved, seconded by Anton Hastad, to approve the preliminary K-12 Budget for 1987-88, which designates a 0% increase in expenditures (Revenues - \$17,579,506; Expenditures - \$17,148,363). Motion carried.

---

Wayne Alexander, Clerk

September, 1986

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1986-87 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: Riverside

TOPIC OF PROPOSAL: EC:SE Services

SUBMITTED BY: Don Iverson/Alan K. Swedberg DATE: 1-5-87

SUBMITTED TO: Robert Jernberg DATE TO BE IMPLEMENTED:  
January 12, 1987

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 1-7-87

DISTRICT MISSION STATEMENT: To maximize the talent of every student without discrimination as to their sex, race, religious beliefs, handicap or socioeconomic level.

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

1. Describe the proposal for funding.

- a. Employ an individual to collect baseline data on functioning ability of a handicapped student in the EC:SE classroom up to thirty-five hours at various times during the next five months.
- b. Employ an aide up to 200 hours to help assure a EC:SE student receives an opportunity to succeed in a kindergarten classroom.



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

In order to determine what specific skills EC:SE students have mastered, which skills are expected in the EC:SE classroom and in the kindergarten classroom, baseline data must be collected to assure initial and ongoing placement is appropriate. When the EC:SE student is being programmed in the kindergarten classroom an aide will be measuring to help assure the student will be successful.

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

The student would not be given the opportunity to be programmed for in the least restrictive environment.

The district will not be able to collect data to determine if the requested placement by the parent in the kindergarten program is appropriate should the parent disagree with the current program.

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

Refuse to provide services as outlined and allow parent the request or impartial due process hearing.

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

PROPOSAL BUDGET

*1 PERSONNEL	Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net District Cost
Administrators					
Teachers	35 hours	350.00	01-200-424-421-880	350.00	-0-
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides	200 hrs	1150.	01-200-424-421-880	1150.00	-0-
Noon Aides					
	Total				
	Salaries			X 20%	
FRINGE BENEFITS	Worker's Compensation X salary X .0043 = 21.50				-0-
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST <u>\$1,521.50</u> Net District Cost <u>          </u>					-0-
Comments on budgetary items:					
Code is Federal Preschool Incentive funds					

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)..

No space implications

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as acceptable individuals can be employed.

9. Other comments:

September, 1986

MOORHEAD PUBLIC SCHOOLS  
Moorhead, Minnesota

1986-87 Budget  
(Year)

PROPOSAL FORM

NAME OF BUILDING: Washington and Probstfield

TOPIC OF PROPOSAL: Speech/Language Services  
Bob Olson, Howard Murray

SUBMITTED BY: and Anne Moyano DATE: 12-4-86

SUBMITTED TO: Robert Jernberg DATE TO BE IMPLEMENTED:  
Alan K. Swedberg  
January 5, 1987

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 1-7-86

DISTRICT MISSION STATEMENT: To maximize the talent of every student without discrimination as to their sex, race, religious beliefs, handicap or socioeconomic level.

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

1. Describe the proposal for funding.

Increase speech/language services by six and one-half hours per week at Washington (.185 FTE) and up to five hours per week (.142 FTE) at Probstfield, if needed.



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.)

There are twelve pending speech/language referrals at Washington. It is expected that eight to ten of these students will qualify for services. There is no time in current staff schedules to see these children. Staff schedules are completely filled at Probstfield with a few new students expected. The need for additional staff time will be determined by the building principal, speech/language coordinator and special education director.

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

- 3.1 If students are not served, parents must be informed of this fact by the district. Additionally, the district must inform the parents of the process for conciliation conference and impartial due process hearing.

- 3.2 Violation of state and federal law.

- 3.3 If all the children needing services were worked into current schedules none of them would be receiving the type of educational program determined to be appropriate for them. They would not achieve the level of competence in communication skills which they can be expected to achieve.

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

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



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

PROPOSAL BUDGET

PERSONNEL	*1 Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net District Cost
Administrators					
Teachers*	2 @ .327	4,796.48		3,357.54	1,438.94
Washington**	1 @ .185	2,877.68		2,014.37	863.31
Probstfield**	1 @ .142	1,918.80		1,343.16	575.63
Clerical					
Aides:					
No. & Hrs/Day					
Teacher Aides					
Noon Aides					
FRINGE BENEFITS	Total Salaries X 20% Worker's Compensation X salary X .0043 =				16.78
SUPPLIES					-0-
*2 CAPITAL OUTLAY					
OTHER EXPENSES			There may be travel		
*3 TOTAL COST <u>4,813.26</u> Net District Cost <u>1,455.72</u>					
Comments on budgetary items:					
Salaries are based on 104 days effective 1-5-87					
Line Teachers* is total salary cost of package					
Line Washington** and Probstfield** are breakdown of Teachers*					

- 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).

Use of existing speech/language therapy room will be extended.

7. Equity implications.

None

8. Suggested timeline for implementation.

As soon as an acceptable candidate can be employed.

\$3375.00F-M-Symphony

## Section #9 Addendum

## TOWNSITE LEASING

This change will take place on July 1, 1986 for one year and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$7.50 per sq. ft. or monthly increase of \$21.25. New monthly payment will be \$281.25.

Please sign this document and return. A copy will be returned to you to be attached to your lease.

Board of Education  
Independent School District #152

Fargo-Moorhead Symphony  
Lessee

\_\_\_\_\_  
Chairman

Lyle M. Nordeen  
By: office Manager

\_\_\_\_\_  
Clerk

\$20,539.00

American Crystal Sugar

1987 thru Dec. 31st

Section #9 Addendum

TOWNSITE LEASING

This change will take place on Feb. 1, 1987 for <sup>11 months</sup> ~~one year~~  
and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$8.93  
per sq. ft. or monthly increase of \$2.41. New monthly payment  
will be \$1711.58.

Please sign this document and return. A copy will be returned  
to you to be attached to your lease.

Board of Education  
Independent School District #152

AMERICAN CRYSTAL SUGAR CO.

~~Lessee~~

*James J. Horvath*  
JAMES J. HORVATH  
U P - FINANCE

By:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk

\$12,283.26

Section #9 Addendum

#7974  
Dept. of Revenue  
2nd Floor-Room 200

TOWNSITE LEASING

This change will take place on Jan 1, 1987 for one year  
and then will be reviewed again.

Your cost per sq. ft. beginning on above date will be \$8.14  
per sq. ft. or monthly increase of           . New monthly payment  
will be \$1023.61.

Please sign this document and return. A copy will be returned  
to you to be attached to your lease.

Board of Education  
Independent School District #152

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
By:

\_\_\_\_\_  
Clerk



## MOORHEAD PUBLIC SCHOOLS

## INVESTMENT RECORD

FROM DECEMBER 4, 1986 TO JANUARY 7, 1987

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST (NET)	BANK OR S&L	BROKER
340	12-10-86	99000	06-10-87	7.25	3615	COMMODORE S & L	HIGH YIELD
341	12-11-86	99000	03-11-87	7.125	1756	STATE FEDERAL S & L	HIGH YIELD
342	12-11-86	99000	03-11-87	6.75	2034	PLATTE VALLEY	HIGH YIELD
343	12-30-86	100000	03-31-87	6.50	1620	HOME SAVINGS	HIGH YIELD
				TOTAL	9025		

RESOLUTION CONCERNING THE  
COOPERATIVE ACQUISITION AND IMPLEMENTATION  
OF INTERACTIVE TECHNOLOGY APPLICATIONS

WHEREAS, Independent School District #152 recognizes the need for rural school districts to cooperate in the acquisition of interactive technology applications required to expand delivery of educational services:

AND WHEREAS, Independent School District #152 is but one of thirteen school districts actively engaged in the planning of and subsequent implementation of the Education District Cooperative Model designed for the very purpose of cooperative delivery of educational services;

THEREFORE BE IT RESOLVED, that Independent School District #152 hereby commits this district to cooperatively plan for the acquisition of the two-way interactive technology needed to deliver expanded and more diverse curriculum offerings and educational services to the students and adult residents of the cooperating districts.

Board member \_\_\_\_\_ seconded the motion and upon roll call vote being taken, the following voted in favor of:

---

Against: \_\_\_\_\_  
Whereupon said resolution was adopted.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, Jan. 27 at 7:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- \*IV. CONSENT AGENDA
  - \*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.
- V. COMMUNICATIONS
- VI. OPPORTUNITY FOR CITIZENS TO SPEAK
- VII. "WE ARE PROUD"
- VIII. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA
  - A. UNFINISHED BUSINESS
  - B. NEW BUSINESS
    - \*1. Consider Equipment Donation Appendix A
    - 2. Consider 1987-88 Calendar Appendix B
    - 3. Review Construction Proposal Appendix C

5/19/80 S  
MIN  
1/27/87

Joni Preston

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

A. UNFINISHED BUSINESS

B. NEW BUSINESS

- |   |                   |
|---|-------------------|
| *1. Consider Acceptance of Gift                                   | Appendix <u>D</u> |
| 2. Consider CCVC Resolution                                       | Appendix <u>E</u> |
| 3. Consider Bureau of Mediation Ruling                            | Appendix <u>F</u> |
| *4. Consider Personnel  | Appendix <u>G</u> |
| *5. Consider Security Pledge                                      | Appendix <u>H</u> |
| 6. Consider Audit Contract for 1986-87                            | Appendix <u>I</u> |
| 7. Consider Resolution for Reduction<br>of Programs and Positions | Appendix <u>J</u> |

XI. FOR YOUR INFORMATION Appendix Z

1. North Central Association Process

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

1. Principals Contract
2. Superintendent's Contract

XIII. ADJORNMENT

NEXT SCHEDULED MEETING Tuesday, February 10, 1987

## MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

### NEW BUSINESS

#### \*1. Equipment Donations to AVTI (Bergos)

Appendix A

Explanation: The following equipment items have been donated to various departments at the AVTI (Appendices A-1,2,3,4,5):

- °A used Baldwin Model 51 electronic organ donated by Dr. & Mrs. L. Dahl of Moorhead
- °An assortment of electronic equipment from Marguerite's Music.
- °One thermal blanket, three bedside heart monitors, five infusion pumps, four oxygen monitors, and an oxygen probe from St. Luke's Hospital (Dan Marren, Vice President).
- °A Basic Four computer and the peripherals from William and Debbie Barnhart.
- °A distortion analyzer from Don Goerger.

The appropriate thank you letters have been sent.

Recommendation: Move to accept the equipment donations to the AVTI.

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#### 2. 1987-88 Calendar

(Bergos)

Appendix B

Explanation: Last February, the AVTI Director submitted a proposal to the Board of Education to change the calendar at the AVTI. This proposal entailed increasing the student contact day from six hours to six-and-one-half hours per day. The teachers' work day increased from 6.75 hours to 7.25 hours. These adjustments served to reduce the school calendar to 164 student contact days and six workshop days for a total contract of 170 days (Appendix B-1).

At that time, the Calendar Committee at the AVTI proposed a calendar for both the 1986-87 term and the 1987-88 term. The Board of Education chose to accept only a one-year trial for the new calendar (Appendix B-2).

The Calendar Committee at the AVTI has met and would like to propose the same calendar for the 1987-88 term. Although there are a few minor problems with the new calendar, it is overwhelmingly endorsed by the staff of the AVTI.

Recommendation: Move to accept the AVTI calendar as proposed for the 1987-88 school term.



Explanation: Several developments have taken place at Moorhead AVTI which necessitate the consideration of additional construction. This past August, Governor Perpich visited the AVTI at which time he was appraised of the construction needs at Moorhead AVTI. He has included those construction items in his legislative capital request.

The construction items the Board should consider are as follows:

- A. Day Care Facilities--the student body at the AVTI is considerably older than it was a few years ago. We have many people with pre-school children. For a number of years there has been an increasing need to provide day care facilities. Three of the AVTI's in the State are already offering day care facilities available at the schools. At Moorhead AVTI, we have no space available.

We have surveyed our student body and find that we probably have a need for a day care facility which could handle from 30 to 50 clients. We estimate the square footage needed at approximately 5,000 square feet.

- B. The legislature and the State Board of Vocational Education are encouraging cooperation with academic institutions in the offering of Associate Degrees. We know that within a few years we will be cooperating with Moorhead State University in offering degrees and also we will be restructuring some programs so that they will be competency-based. Both of these developments will require our students to do more independent study and a library area will be needed. We estimate the square footage needed to be approximately 3,000 square feet.

- C. The Student Personnel Services department at Moorhead AVTI has expanded considerably in the last few years. More and more services are being expected. Some of the services are mandated by the State--others are a result of societal changes.

At this time, the Student Services department is extremely crowded as it is our Adult Extension division. We feel we could probably construct new Student Services facilities and turn their present facility over to the Adult Extension division. We estimate square footage needed to be approximately 3,000 square feet.

- D. Summary--The total construction proposal would be as follows:

	<u>Square Footage</u>
Day Care Facility	5,000
Library Area	3,000
Student Services	3,000
	<u>11,000</u>

AVTI Construction Proposal (continued)

Foss Associates has estimated that construction costs for facilities such as above would be somewhere around \$45 per square foot for a total of \$495,000. I believe we should anticipate construction costs for this total project to be \$500,000.

Financing of an addition would be as follows:

State Share	\$425,000 (85%)
Local Share	75,000 (15%)

The money needed for the local share would come from a local levy approved by the Board of Education. Present funds in our bond redemption account cannot be used for this construction.

Recommendation: To discuss at this meeting and take a position at the February 10th meeting.

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

\*1. Acceptance of Gift (Swedberg) Appendix D

Explanation: The Altrusa Club of Moorhead has donated \$50 to the Moorhead Schools for obtaining two body harnesses to be used in programming for severely handicapped students at Riverside and Edison Elementary Schools.

Recommendation: Move to accept the donation of \$50 from the Altrusa Club of Moorhead and direct a letter of thanks be sent.

-----  
2. Clay County Vocational (Trochlil) Appendix E  
Center Programs

Explanation: Appendix E-1 explains the recommended change.

Recommendation: Move to approve the resolution as stated.

-----  
3. Bureau of Mediation Ruling (Bergen) Appendix F

Explanation: Considerations before making a decision:

- supervisors supported keeping the unit
- fairness to employees
- delay will prolong negotiations
- cost of appeal
- licensed/non-licensed in same group
- supervisory duties

Recommendation: Move to withdraw the appeal and direct administration to contact Paul Hetland.

\*4. Personnel

(Bergen)

Appendix G

Resignation

Vernon Arntson - Custodian on leave of absence, effective January 14, 1986

Extension of Leave

Debera K. Frey - Extension of maternity leave, effective March 13 through the remainder of the 1986-87 school year

Recommendation: Move to approve the personnel changes as shown.

-----

\*5. Security Pledge -  
American Bank

(Lacher)

Appendix H

Explanation: A request has been made by American Bank and Trust Company of Moorhead to release \$500,000 of pledged security.

Recommendation: Move to approve release of \$500,000 U.S. Treasury Notes CUSIP #912827QL9 as security for school district deposits.

-----

6. Audit for 1986-87

(Lacher)

Appendix I

Explanation: Eide Helmeke & Co. has proposed a fee of \$21,700 to perform the 1986-76 audit. This is an increase of 2.1% (\$450) as shown in Appendix I-1.

Approximately \$650 is charged to the AVTI and \$15,200 to K-12. The administration will need to add \$319.00 to the budget for the audit.

Recommendation: Move to approve Eide Helmeke & Co. to perform the 1986-87 fiscal audit in the amount of \$21,700.

-----

7. Resolution for Reductions (Trochlil)  
in Programs and Positions

Appendix J

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

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

## FOR YOUR INFORMATION

## Appendix Z

1. The Third Annual Moorhead District-Wide Spelling Bee for grades 5-8 will be held on Wednesday, February 11, at 9:30 a.m. at the Senior High School. Participants will be first, second and third place winners from the school-wide Spelling Bee.

The winner here will compete in the regional contest at Fergus Falls and the regional winner will compete in St. Paul.

Community volunteers serve as pronouncers and judges.

2. North Central Association Process - Appendix Z-1

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## WE ARE PROUD

1. Barb Anton will be presenting at the Minnesota State 7th Annual School Health Conference. The topic is "Sexuality Teaching Strategies."

---

## CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Learning Bank	Thursday, Jan. 29	7:15 a.m.	Townsite
Workshop on Sexual Harassment	Monday, Feb. 9	11:00-3:30 a.m.	Senior High
Student Training on Sexual Harassment	Tuesday, Feb. 10	9:00-10:00 a.m.	Senior High
	Wednesday, Feb. 11	9:00-10:00 a.m.	Senior High
Joint Powers	Thursday, Feb. 5	7:00 a.m.	Townsite
Superintendent's Advisory Council	Thursday, Feb. 5	7:15 p.m.	Townsite
District Wide Workshop (no school for students)	Thursday and Friday February 12 & 13	All Day	District Buildings
Presidents Day	Monday, Feb. 16		



MOORHEAD  
AREA  
VOCATIONAL  
TECHNICAL  
INSTITUTE

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

December 2, 1986

Dr. and Mrs. L.M. Dahl  
3400 Village Green Block H206  
Moorhead, MN 56560

Dear Dr. and Mrs. Dahl:

I am writing to express our appreciation for your recent donation of a Baldwin Model 51 electronic organ to Moorhead AVTI. This organ will be a benefit to our school, both as an instructional aid in our electronics program, as well as providing music for some of our lyceum programs.

I called Nels Vogel to determine the approximate value of this organ. They informed me that this model and vintage has a retail value of between \$300 to \$350.

Your donation will be presented to our school board at their next regular meeting for formal acceptance.

Yours truly,

Paul R. Molick, Manager  
Plant and Operations

PRM:cw

copy to: Oscar Bergos  
pm86162







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

December 8, 1986

Marguerite's Music  
2409 10th Street South  
Moorhead, Mn 56560

Attention: Mr. Randy Shrike

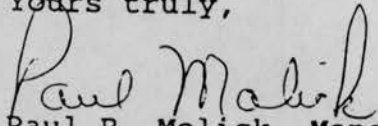
Dear Mr. Shrike:

I am writing to express our appreciation for your recent donation of assorted electronic equipment to our Electronics program. Mr. Chale informs me that he will be able to use parts of this equipment to enhance the instructional program in the department.

Attempting to keep abreast of modern technology and purchase equipment and supplies is becoming increasingly difficult in vocational education, considering the scarce resources we have to work with. It is for this reason that donations from the private sector, such as yours, are very welcome.

I thank you for your support of vocational education. Your donation will be formally accepted by our school board at their next regular meeting.

Yours truly,

  
Paul R. Molick, Manager  
Plant and Operations

PRM:cw  
pm86168





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

December 23, 1986

Dan Marren, Vice President  
5 Street North & Mills Avenue  
Fargo, ND 58122

Dear Mr. Marren,

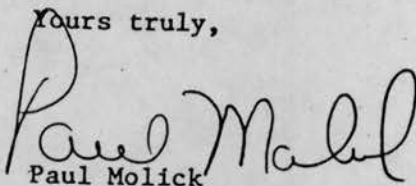
I am writing to express our appreciation for your donation to our electronics department of the following items:

1. One thermal blanket
2. Three bedside heart monitors
3. Five infusion pumps
4. Four oxygen monitors
5. Oxygen probe

This equipment is a welcomed addition to our school and will be put to good use as an instructional tool.

Your donation will be formally accepted by our school board at one of their regular meetings.

Yours truly,

  
Paul Molick  
Manager of Plant and Operations

PRM/rw

cc: Chuck Paulson





MOORHEAD  
AREA  
VOCATIONAL  
TECHNICAL  
INSTITUTE

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

December 22, 1986

William and Debbie Barnhart  
4107 Arbordale Lane NW  
Albuquerque, NM 87107

Dear Mr. and Mrs. Barnhart,

I am writing to express our appreciation for your donation of a Basic Four Computer and the peripherals listed below to our electronics department.

Peripherals:    2 Basic Four terminals  
                  1 disc storage cabinet  
                  2 Basic Four printers  
                  1 printer stand  
                  17 disc drive cartridges  
                  documentation  
                  business software

Their equipment is a welcomed addition to our school and will be put to good use as an instructional tool.

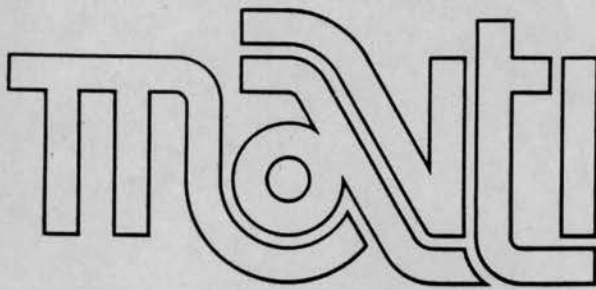
Your donation will be formally accepted by our school board at one of their regular meetings.

Yours truly,

Paul R. Molick  
Manager of Plant and Operations

PRM/dmg





MOORHEAD  
AREA  
VOCATIONAL  
TECHNICAL  
INSTITUTE

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

Appendix A-1  
Page 5 of 5

December 16, 1986

Mr. Don Goerger  
327 Mickey Mouse Avenue  
Horace, ND 58047

Dear Mr. Goerger:

I am writing to express our appreciation for your recent donation of a distortion analyzer to our electronics program. Mr. Chale informs me that he will be able to use this equipment to enhance the instructional program in the department.

I thank you for your support of vocational education. Your donation will be formally accepted by our school board at their next regular meeting.

Sincerely yours,

Oscar R. Bergos  
Director

ORB:bb





MOORHEAD AREA VOCATIONAL-TECHNICAL INSTITUTE  
February 11, 1986

Proposal to Add 30 Minutes to Each School Day

Current Teacher Work Day:

$$6.75 \text{ hours} \times 182 \text{ days} = 1228.5 \text{ hours}$$

Proposed Teacher Work Day:

$$1228.5 \text{ divided by } 7.25 = 169.448 = 170 \text{ Staff Days}$$

Current Student School Day:

$$6 \times 177 = 1062 \text{ hours}$$

Proposed Student School Day:

$$1062 \text{ divided by } 6.5 = 163.38 = 164 \text{ Student Days}$$

-----  
Current Summer Sessions:

$$6 \text{ hours} \times 20 \text{ days} = 120 \text{ hours}$$

Proposed Summer Sessions:

$$120 \text{ divided by } 6.5 = 18.46 = 19 \text{ student days}$$

-----  
1986-87

Fall	57
Winter	55
Spring	52
Summer Session 1	19
Summer Session 2	38

1987-88

Fall	55
Winter	55
Spring	54
Summer Session 1	19
Summer Session 2	38

-----

Teacher Workshops:

Staff - 170 Contract Days  
Students - 164 Student Contract Days  
          6 Workshop Days

2 August Conference or Inservice  
2 Preschool  
2 Inservice or ?



## MOORHEAD AREA VOC.-TECH. INSTITUTE--ACADEMIC CALENDAR 1987-88

SUMMER SESSION

August 3	Summer Session Begins
August 12-13	Vocational Conference (optional)
August 27	End of Summer Session

FALL QUARTER

September 3-4	Teacher Workshops
September 8	Beginning of Fall Quarter
October 15-16	MEA Break
November 25	End of Fall Quarter

WINTER QUARTER

November 30	Beginning of Winter Quarter
December 18	Last Day Before Holiday
January 4	Classes Resume
February 26	Last Day of Winter Quarter

SPRING QUARTER

Feb. 29-March 1	Teacher Workshops
March 2-3	Teacher Workshops (optional)
March 7	Beginning of Spring Quarter
March 31, April 1, 4, & 5	Easter Vacation
May 25	End of Spring Quarter and Graduation

SUMMER SESSION

May 31	Beginning of Summer Session
June 24	End of Short Summer Session
July 22	End of Long Summer Session

**RESOLUTION**  
Relating to the Continuance of  
CCVC Programming  
After 6/30/87

**WHEREAS,** the Clay County Vocational Center will terminate all services effective June 30, 1987;

**AND WHEREAS,** the existing programs are needed to continue to meet the needs of the students of Clay County;

**BE IT THEREFORE RESOLVED,** that effective July 1, 1987 and thereafter, those programs and services as identified below, be transferred to the Education District model being developed under the direction of the West Central Educational Cooperative Service Unit;

**AND FURTHER BE IT RESOLVED,** that effective July 1, 1987, and until the Education District is implemented, the West Central Educational Cooperative Service Unit, Fergus Falls, Mn., be designated as the manager and fiscal agent for the below named cooperative programs:

**COOPERATIVE PROGRAMS**

Clay County Coordinated Pre School Program  
The (YES) Program (Youth Educational Services)  
The Artists in Residence Program  
Improved Science Program  
Identified Secondary Vocational Education Programs

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## Eide Helmeke & Co.

Certified Public Accountants & Consultants

December 22, 1986

The Board of Education  
Independent School District No. 152  
Moorhead, Minnesota 56560

We are pleased to confirm our understanding of the services we are to provide for Independent School District No. 152 for the year ended June 30, 1987. We will audit the general purpose financial statements of the district as of and for the year ended June 30, 1987. Also, we will include in your report the following supplemental information that will be subjected to the auditing procedures applied in our audit of the general purpose financial statements:

1. Combining, individual fund and individual account group financial statements and schedules.
2. Schedule of Federal Financial Assistance.

Our audit will be a single audit made in accordance with generally accepted auditing standards; the standards for financial and compliance audits contained in Standards for Audit of Governmental Organizations, Programs, Activities and Functions, issued by the U.S. General Accounting Office; the Single Audit Act of 1984; and the provisions of OMB Circular A-128, Audits of State and Local Governments and will include tests of the accounting records of the district and other procedures we consider necessary to enable us to express an unqualified opinion that the financial statements are fairly presented in conformity with generally accepted accounting principles consistently applied and to report on the district's compliance with laws and regulations and its internal accounting controls as required for a single audit.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors and banks. We will request written representations from your attorneys as part of the engagement. At the conclusions of our examination, we will also request certain written representations from you about the financial statements and related matters.



An audit is based primarily on the selective testing of accounting records and related data; therefore, our audit will involve judgement about the number of transactions to be examined and the areas to be tested. Because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities or illegal acts, including fraud or defalcations, may exist and not be detected by us. We will advise you, however, of any matters of that nature that come to our attention.

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

The assistance to be supplied by your personnel, including the preparation of schedules, analyses of accounts and report preparation, will be coordinated with your accountant/bookkeeper. The timely completion of this work will assist us in performing our work efficiently.

Our fees for these services will be based on the actual time spent at our standard hourly rates, plus travel and other out-of-pocket costs such as report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate the work will be completed at a total cost of fees and expenses of \$21,700. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

We appreciate the opportunity to be of service to Independent School District No. 152 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

EIDE HELMEKE & CO.

By Mc Clark, Partner

RESPONSE:

This letter correctly sets forth the understanding of Independent School District No. 152.

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Member \_\_\_\_\_ introduced the following resolution  
and moved its adoption

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

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

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

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

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

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

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

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

and the following voted against

whereupon said resolution was declared duly passed and adopted.



North Central Association Guidelines  
Moorhead Public Schools

1-22-87

Purpose: The purpose of the North Central Association Evaluation of the Moorhead Public Schools is for the improvement of curriculum and instructional methods.

Process: The North Central Association Evaluation process shall be a continuous flow process utilizing the cycle of curriculum and evaluation as attached (Appendix A). The process shall include utilization of a steering committee, subcommittees in each area, building subcommittees as needed, and visitation committees. Reports from the evaluation shall be made available to the Board of Education, PER Committee, Administrative Cabinet, and appropriate staff members. The North Central Association School Evaluation Handbook of the Minnesota State NCA Committee shall be used as a process guide.

Guiding Principles:

1. Evaluation is governed by the philosophy and objectives of the District
2. State and federal statutes
3. State Department of Education rules and regulations
4. North Central Association guidelines and processes
5. Board of Education policies and actions
6. Each building principal is the educational leader within the building
7. Each school shall apply to become a member of the North Central Association of Schools and Colleges by July 1, 1987

Steering Committee:

- |   |                       |
|---|-----------------------|
| 1. Membership   | <u>Current Member</u> |
| • Assistant Superintendent of Instruction   | Bob Jernberg          |
| • 1 Secondary Principal   | Don Dulski            |
| • 1 Elementary Principal  | Bob Olson             |
| • 1 PER Committee Member  | Jim Cummings          |
| • 1 Senior High Staff Member  | Bruce Gravalin        |
| • 1 Middle School Staff Member  | Ken Welken            |
| • 1 Elementary School Staff Member  | Jim Ellingson         |
| • Superintendent of Schools as Ex Officio   |                       |
| 2. Duties:  |                       |
| • Selection of subcommittee members   |                       |
| • Establishing a time schedule  |                       |
| • Designing a method and schedule for subcommittee reports  |                       |
| • Providing needs, supplies, and guidance to subcommittees  |                       |
| • Coordination/supervising the Self Study   |                       |
| • Arrange for review of the Self Study for staff members  |                       |
| • Planning for Visiting Committee visitation  |                       |
| • Arrange for an exit presentation and presentation of Visiting Committee report                              |                       |
| • Encourage review and utilization of reports in school and District goals, objectives, and improvement plans |                       |

Subcommittee Work:

1. Completing North Central Association self evaluation
2. Examining guiding principles and NCA self evaluation materials for possible revision
3. Collecting data, exhibits and explanations
4. Completing NCA self evaluation materials
5. Reporting results to the Steering Committee, staff and Board

Visiting Committee:

1. A chairperson who may serve for two or three years and persons with expertise and credibility shall be selected by the Steering Committee with input from subcommittees.
2. Visiting Committee shall include 3-8 persons for each area of study.

Timelines:

1. Implement Steering Committee and subcommittee functions by February, 1987
2. Study committees to complete work by May 15 as to self study
3. Self study shared at staff meeting in each building by September 20
4. Self study updated by September 25
5. Visitation to be completed during period of October 15-November 15
6. Written report to be available for planning and program revision by December 15

Annual Budget:

1. Memberships - \$175/school	\$1,050.00
2. Self study costs	1,500.00
3. Visitation costs	2,000.00
4. Preparation & production of reports	150.00
	<u>\$4,700.00</u>

CYCLE OF CURRICULUM DEVELOPMENT

ACTION TO BE UTILIZED	1986-87 & 1993-94	1987-88 & 1994-95	1988-89 & 1995-96	1989-90 & 1996-97	1990-91 & 1996-97	1991-92 & 1998-99	1992-93 & 1999-2000
Develop Mission Statement and Identify Research Information Needed	Reading	Social Studies Handwriting	Art Spelling Music Business Education	Foreign Language Science	Language English (except Reading) Special Ed. Library/Media Skills	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education	Mathematics incl. Computer Applications
Research Conducted PER Data Reporting Identifying Program Strength & Weakness N. Central Self Study (May include preparation to pilot programs)	Mathematics incl. Computer Applications Educational Program	Reading Student Activities Program	Social Studies Handwriting Learning Media Services	Art Spelling Music Business Education Student Services	Foreign Language Science School Facilities	Language English (except Reading) Special Ed. Library/Media Skills School Staff & Administration	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education The Philosophy of Education
North Central Audit (by October 30) Review Learner Expectations Develop Improvement Plan Purchase or Prepare Curriculum Materials	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education The Philosophy of Education	Mathematics incl. Computer Applications Educational Program	Reading Student Activities Program	Social Studies Handwriting Learning Media Services	Art Spelling Music Business Education Student Services	Foreign Language Science School Facilities	Language English (except Reading) Special Ed. Library/Media Skills School Staff & Administration
Inservice Staff Implement Improvement Plan	Language English (except Reading) Special Ed. Library/Media Skills School Staff & Administration	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education The Philosophy of Education	Mathematics incl. Computer Applications Educational Program	Reading Student Activities Program	Social Studies Handwriting Learning Media Services	Art Spelling Music Business Education Student Services	Foreign Language Science School Facilities
Monitor Improvement Plan	Foreign Language Science	Language English (except Reading) Special Ed. Library/Media Skills	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education	Mathematics incl. Computer Applications	Reading	Social Studies Handwriting	Art Spelling Music Business Education
Monitor Improvement Plan - Review Data for Strengths & Weaknesses	Art Spelling Music Business Education	Foreign Language Science	Language English (except Reading) Special Ed. Library/Media Skills	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education	Mathematics incl. Computer Applications	Reading	Social Studies Handwriting
Review Mission Statement Prepare to Recycle	Social Studies Handwriting	Art Spelling Music Business Education	Foreign Language Science	Language English (except Reading) Special Ed. Library/Media Skills	Home Economics Industrial Arts Physical Education Health and Family Life Ed. Early Education	Mathematics incl. Computer Applications	Reading

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/19/80 5  
Min  
1/27/87

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, Jan. 27 at 7:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent

\*IV. CONSENT AGENDA

\*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.

V. COMMUNICATIONS

VI. OPPORTUNITY FOR CITIZENS TO SPEAK

VII. "WE ARE PROUD"

VIII. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

A. UNFINISHED BUSINESS

B. NEW BUSINESS

- |                                 |                   |
|---------------------------------|-------------------|
| *1. Consider Equipment Donation | Appendix <u>A</u> |
| 2. Consider 1987-88 Calendar    | Appendix <u>B</u> |
| 3. Review Construction Proposal | Appendix <u>C</u> |

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

A. UNFINISHED BUSINESS

B. NEW BUSINESS

- |   |                   |
|---|-------------------|
| *1. Consider Acceptance of Gift                                   | Appendix <u>D</u> |
| 2. Consider CCVC Resolution                                       | Appendix <u>E</u> |
| 3. Consider Bureau of Mediation Ruling                            | Appendix <u>F</u> |
| *4. Consider Personnel  | Appendix <u>G</u> |
| *5. Consider Security Pledge                                      | Appendix <u>H</u> |
| 6. Consider Audit Contract for 1986-87                            | Appendix <u>I</u> |
| 7. Consider Resolution for Reduction<br>of Programs and Positions | Appendix <u>J</u> |

XI. FOR YOUR INFORMATION Appendix Z

1. North Central Association Process

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

1. Principals Contract
2. Superintendent's Contract

XIII. ADJORNMENT

NEXT SCHEDULED MEETING Tuesday, February 10, 1987



MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

NEW BUSINESS

\*1. Equipment Donations to AVTI (Bergos)

Appendix A

Explanation: The following equipment items have been donated to various departments at the AVTI (Appendices A-1,2,3,4,5):

- \*A used Baldwin Model 51 electronic organ donated by Dr. & Mrs. L. Dahl of Moorhead
- \*An assortment of electronic equipment from Marguerite's Music.
- \*One thermal blanket, three bedside heart monitors, five infusion pumps, four oxygen monitors, and an oxygen probe from St. Luke's Hospital (Dan Marren, Vice President).
- \*A Basic Four computer and the peripherals from William and Debbie Barnhart.
- \*A distortion analyzer from Don Goerger.

The appropriate thank you letters have been sent.

Recommendation: Move to accept the equipment donations to the AVTI.

-----

2. 1987-88 Calendar

(Bergos)

Appendix B

Explanation: Last February, the AVTI Director submitted a proposal to the Board of Education to change the calendar at the AVTI. This proposal entailed increasing the student contact day from six hours to six-and-one-half hours per day. The teachers' work day increased from 6.75 hours to 7.25 hours. These adjustments served to reduce the school calendar to 164 student contact days and six workshop days for a total contract of 170 days (Appendix B-1).

At that time, the Calendar Committee at the AVTI proposed a calendar for both the 1986-87 term and the 1987-88 term. The Board of Education chose to accept only a one-year trial for the new calendar (Appendix B-2).

The Calendar Committee at the AVTI has met and would like to propose the same calendar for the 1987-88 term. Although there are a few minor problems with the new calendar, it is overwhelmingly endorsed by the staff of the AVTI.

Recommendation: Move to accept the AVTI calendar as proposed for the 1987-88 school term.

Explanation: Several developments have taken place at Moorhead AVTI which necessitate the consideration of additional construction. This past August, Governor Perpich visited the AVTI at which time he was appraised of the construction needs at Moorhead AVTI. He has included those construction items in his legislative capital request.

The construction items the Board should consider are as follows:

- A. Day Care Facilities--the student body at the AVTI is considerably older than it was a few years ago. We have many people with pre-school children. For a number of years there has been an increasing need to provide day care facilities. Three of the AVTI's in the State are already offering day care facilities available at the schools. At Moorhead AVTI, we have no space available.

We have surveyed our student body and find that we probably have a need for a day care facility which could handle from 30 to 50 clients. We estimate the square footage needed at approximately 5,000 square feet.

- B. The legislature and the State Board of Vocational Education are encouraging cooperation with academic institutions in the offering of Associate Degrees. We know that within a few years we will be cooperating with Moorhead State University in offering degrees and also we will be restructuring some programs so that they will be competency-based. Both of these developments will require our students to do more independent study and a library area will be needed. We estimate the square footage needed to be approximately 3,000 square feet.

- C. The Student Personnel Services department at Moorhead AVTI has expanded considerably in the last few years. More and more services are being expected. Some of the services are mandated by the State--others are a result of societal changes.

At this time, the Student Services department is extremely crowded as ~~it~~ is our Adult Extension division. We feel we could probably construct new Student Services facilities and turn their present facility over to the Adult Extension division. We estimate square footage needed to be approximately 3,000 square feet.

- D. Summary--The total construction proposal would be as follows:

	<u>Square Footage</u>
Day Care Facility	5,000
Library Area	3,000
Student Services	3,000
	<u>11,000</u>

AVTI Construction Proposal (continued)

Foss Associates has estimated that construction costs for facilities such as above would be somewhere around \$45 per square foot for a total of \$495,000. I believe we should anticipate construction costs for this total project to be \$500,000.

Financing of an addition would be as follows:

State Share	\$425,000 (85%)
Local Share	75,000 (15%)

The money needed for the local share would come from a local levy approved by the Board of Education. Present funds in our bond redemption account cannot be used for this construction.

Recommendation: To discuss at this meeting and take a position at the February 10th meeting.

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

\*1. Acceptance of Gift (Swedberg) Appendix D

Explanation: The Altrusa Club of Moorhead has donated \$50 to the Moorhead Schools for obtaining two body harnesses to be used in programming for severely handicapped students at Riverside and Edison Elementary Schools.

Recommendation: Move to accept the donation of \$50 from the Altrusa Club of Moorhead and direct a letter of thanks be sent.

-----  
2. Clay County Vocational (Trochlil) Appendix E  
Center Programs

Explanation: Appendix E-1 explains the recommended change.

Recommendation: Move to approve the resolution as stated.

-----  
3. Bureau of Mediation Ruling (Bergen) Appendix F

Explanation: Considerations before making a decision:

- \* supervisors supported keeping the unit
- \* fairness to employees
- \* delay will prolong negotiations
- \* cost of appeal
- \* licensed/non-licensed in same group
- \* supervisory duties

Recommendation: Move to withdraw the appeal and direct administration to contact Paul Hetland.

\*4. Personnel

(Bergen)

Appendix G

Resignation

Vernon Arntson - Custodian on leave of absence, effective  
January 14, 1986

Extension of Leave

Debera K. Frey - Extension of maternity leave, effective  
March 13 through the remainder of the 1986-87 school year

Recommendation: Move to approve the personnel changes as shown.

-----

\*5. Security Pledge -  
American Bank

(Lacher)

Appendix H

Explanation: A request has been made by American Bank and  
Trust Company of Moorhead to release \$500,000 of pledged  
security.

Recommendation: Move to approve release of \$500,000 U.S.  
Treasury Notes CUSIP #912827QL9 as security for school  
district deposits.

-----

6. Audit for 1986-87

(Lacher)

Appendix I

Explanation: Eide Helmeke & Co. has proposed a fee of  
\$21,700 to perform the 1986-76 audit. This is an increase of  
2.1% (\$450) as shown in Appendix I-1.

Approximately \$6,500 is charged to the AVTI and \$15,200 to  
K-12. The administration will need to add \$319.00 to the  
budget for the audit.

Recommendation: Move to approve Eide Helmeke & Co. to per-  
form the 1986-87 fiscal audit in the amount of \$21,700.

-----

7. Resolution for Reductions (Trochlil)  
in Programs and Positions

Appendix J

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

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

## FOR YOUR INFORMATION

## Appendix Z

1. The Third Annual Moorhead District-Wide Spelling Bee for grades 5-8 will be held on Wednesday, February 11, at 9:30 a.m. at the Senior High School. Participants will be first, second and third place winners from the school-wide Spelling Bee.

The winner here will compete in the regional contest at Fergus Falls and the regional winner will compete in St. Paul.

Community volunteers serve as pronouncers and judges.

2. North Central Association Process - Appendix Z-1

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## WE ARE PROUD

1. Barb Anton will be presenting at the Minnesota State 7th Annual School Health Conference. The topic is "Sexuality Teaching Strategies."
- 

## CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Learning Bank	Thursday, Jan. 29	7:15 a.m.	Townsite
Workshop on Sexual Harassment	Monday, Feb. 9	11:00-3:30 a.m.	Senior High
Student Training on Sexual Harassment	Tuesday, Feb. 10	9:00-10:00 a.m.	Senior High
	Wednesday, Feb. 11	9:00-10:00 a.m.	Senior High
Joint Powers	Thursday, Feb. 5	7:00 a.m.	Townsite
Superintendent's Advisory Council	Thursday, Feb. 5	7:15 p.m.	Townsite
District Wide Workshop (no school for students)	Thursday and Friday February 12 & 13	All Day	District Buildings
Presidents Day	Monday, Feb. 16		



INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

5/19/30 5  
Min  
2/10/87

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, February 10 at 7:30 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

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

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent
- IV. APPROVAL OF MINUTES Appendix A

Recommendation:

\*V. CONSENT AGENDA

\*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.

Recommendation: Move to approve the items on the consent agenda.

- \*VI. CONSIDERATION OF CLAIMS Appendix B
- VII. COMMUNICATIONS
  - 1. Bryan Paulson
- VIII. OPPORTUNITY FOR CITIZENS TO SPEAK
- IX. "WE ARE PROUD"

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

A. UNFINISHED BUSINESS

1. Consider MAVTI Construction Proposal Appendix C
2. Consider Grading Policy - MAVTI Appendix D
3. Consider Small Business Management Program - MAVTI Appendix E

B. NEW BUSINESS

- \*1. Consider Acceptance of Gift Appendix F
- \*2. Consider Investments Appendix G
3. Consider Contract Specifications - Transportation Appendix H
- \*4. Consider Meeting Time Appendix I
- \*5. Consider Acceptance of Gift Appendix J
6. Consider Title IV Indian Education Grant Appendix K
7. Review Boundary Committee Report Appendix L
8. Consider Bi-Centennial to the Constitution Appendix M
9. Consider Roof Materials Bid Appendix N
10. Consider Summer School Appendix O
- \*11 Consider Leases-Renewals Appendix P
- \*12. Consider Personnel Appendix Q

XI. FOR YOUR INFORMATION Appendix Z

1. Foss and Associates
2. Futures Article

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

XIII. ADJOURNMENT

NEXT SCHEDULED MEETING Tuesday, February 24 - 8:00 p.m.

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

UNFINISHED BUSINESS

1. MAVTI Construction Proposal (Molick) Appendix C

Explanation: At the January 27th Board meeting, the construction proposal was presented as to day care facilities, library area, and student services.

Recommendation: Move to approve to support the capital expenditures proposal as to day care facilities, library area and student services area.

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2. Policy - Grading/MAVTI (Togstad) Appendix D

Explanation: Appendix D is the proposed policy. This was approved by the Policy Review Committee on January 12th.

Recommendation: Move to approve the MAVTI Grading Policy (Code: IKA-A1)

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3. Small Business Management (Tufte) Appendix E  
Program

Explanation: Appendix E contains the background information. The MAVTI is submitting a proposal to the State Board of Vocational Technical Education for a Small Business Management program that would start in the fall of 1987.

Recommendation: Move to approve the application for the Small Business Management program.

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NEW BUSINESS

- \*1. Acceptance of Gift (Swedberg) Appendix F

Explanation: The Altrusa Club of Moorhead has donated \$25.00 to the Moorhead Schools for obtaining an additional body harness to be used in programming for severely handicapped students in the Early Childhood program at Riverside.

Recommendation: Move to accept the donation of \$25.00 from the Altrusa Club of Moorhead and direct a letter of thanks be sent.

\*2. Investments

(Lacher)

Appendix G

Explanation: Approval requested for investments #344 to #350 as shown in Appendix G.

Recommendation: Move to approve investments #344 to #350 as shown.

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3. Master Contract - School  
Bus Specifications

(Bacon)

Appendix H

Explanation: Section XIII, Clause 4 of the Master Specification Document for Transportation is not enforceable as written, because of a need to replace a large portion of the fleets of our contractors. Future contracts will include guidelines of age and equipment features.

Recommendation: Move to approve language change in the Transportation Specification Document.

-----

\*4. Meeting Time Change

(Trochlil)

Appendix I

Explanation: The Library Bond Referendum and Clay County Commissioner's Election are scheduled for Tuesday, February 24th. The Board may not have a meeting scheduled before 8:00 p.m.

Recommendation: Move to approve the change in the meeting time for the February 24th meeting from 7:30 to 8:00 p.m.

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\*5. Acceptance of Gift

(Jernberg)

Appendix J

Explanation: We have received a videotape camera recorder purchased by the Moorhead VFW Club for utilization by the Athletic Department. We are very grateful for their generous contribution to our boys' and girls' athletic program

Recommendation: Move to accept the gift and direct the administration to send a letter of thanks to the Moorhead VFW Club.



6. Title IV Indian Education (Jernberg)  
Grant

Appendix K

Explanation: The Title IV Indian Education Grant proposal for 1987-88 will be presented and discussed.

Recommendation: Move to approve the Title IV grant application as proposed.

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7. Boundary Committee (Jernberg)  
Report

Appendix L

Explanation: The Boundary Committee report and information regarding the public meeting to be held on February 17 will be discussed with the Board of Education.

Recommendation: For information only.

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8. Bi-Centennial to the (Jernberg)  
Constitution

Appendix M

Explanation: At the Intergovernmental Retreat between the city of Moorhead, the county and the school district, joint efforts for a bi-centennial celebration were discussed. Clay County has appropriated \$500 for this purpose. The Moorhead Schools have also discussed a similar amount.

Recommendation: Move to authorize \$500 to be utilized in preparing for bi-centennial events and direct the administration to utilize money from existing budgets for this purpose.

-----

9. Roof Materials Bid (Lacher)

Appendix N

Explanation: Bids were opened on Monday, February 9.

Recommendation: Move to award the bid to the lowest bidder.

-----

10. Summer School (Jernberg)

Appendix O

Explanation: Appendix O contains the proposed summer school program guidelines and additional materials. Funding will be based on 1985 state guidelines. Our summer school aides will provide for all program costs.

Recommendation: Move to approve the summer school program guidelines as presented.



\*11. Leases-Renewals

(Bergen)

Appendix P

New Lease - Clay Wilkin Headstart Program

1013 sq. ft. c \$8.75 per sq. ft. or annual fee of  
\$8,863.75 beginning February 1, 1987 through December 30,  
1987 (\$738.65 monthly).

Change in Lease Through Relocation - Lakeland Mental Health  
Beginning February 1, 1987 through December 31, 1989 for  
\$62,050.50.

1987 - 8.10 for 11 months

1988 - 8.50 for 12 months

1989 - 8.90 for 12 months

Lease Renewal - Department of Jobs and Training

5066 sq. ft. for 2 years, 2 1/2 months from April 16, 1987  
through June 30, 1989 - \$57,203.74.

-----  
\*12. Personnel

(Bergen)

Appendix Q

Maternity Leave

Sharon Luckason, physical education teacher - Probstfield  
Elementary - starting approximately April 27 through  
June 5

Resignation

Vickie Frederick, E/BD aide - North Campus - effective  
February 13, 1987

Extension of Leave

Deb LaQua, school psychologist - one year extension on her  
leave

Rhonda Smith, early childhood teacher - one year extension  
on her leave

New Employee

Beth Hilde, server - South Campus - \$4.50/hour effective  
February 4, 1987, 2 hours/day

Retirement

Ivan Camrud, social studies teacher - South Campus - at the  
end of the 1986-87 school year

Lynn Prom, S.T.E.P. teacher - North Campus - at the end of  
the 1986-87 school year

Howard Baxter, custodian - South Campus - effective June  
30, 1987

Edward Fortin, physical education teacher - South Campus -  
at the end of the 1986-87 school year

FOR YOUR INFORMATION

Appendix Z

1. Foss and Associates will review the exterior wall project for the two middle schools.
  2. Futures article - Foreign Language Boom - Appendix Z-1.
- 

WE ARE PROUD

1. Donna Anderson and Fran Laske have been recognized by the Minnesota Department of Education for their contributions in developing the publication Model Learner Outcomes in Educational Media and Technology.
2. Principal Bob Olson has been selected to participate in the Blandin Principals Fellowship Program.
3. The following was written to Don Dulski:  
"Congratulations on being the winner in your division in the Academic Hallmarks computer testing program. It is indeed an outstanding achievement to be the top scoring school overall in Minnesota, as well as in the over 1,000 student category. I was also most pleased to see your 43rd place ranking out of 900 schools nationally."  
(signed) Ruth Randall  
Commissioner of Education  
\* Ken Tangen is the coach.
4. Congratulations are extended to Moorhead Teacher of the Year ---Tom Case (Probstfield) and to building teachers of the year:  
Edison - Jim Nigg  
Riverside - Betty Myers  
Washington - Donna Anderson  
North Campus - Lynn Prom  
South Campus - Doyle Dotson  
Senior High - "Buzz" Argent
5. CAPP (Comprehensive Arts Planning Program) subcommittee members including Diane Mancini, Linda Johnson, Crystal Thorson, and Judy Christoffersen helped to provide an excellent array of activities for Folk Arts Month in January. Events in our community included utilization of the following artists: Charlie Maguire, folk singer; Ross Sutter, folk dancer; Bill Bradford, mime; Kent Scheer, toymaker; and Loren Niemi, storyteller. We thank the CAPP Committee for their fine efforts.

WE ARE PROUD (Cont.)

6. The following students are the winners of their school's spelling bee:

Thomas Edison  
1-Tara Anderson  
2-David Leach  
3-Ben Tomhave  
4-Michael DiFiore

Probstfield  
1-Andy Lee  
2-Melissa Lommen  
3-Bethany Loppin  
4-Damon Wickum

Riverside  
1-Brian Kramer  
2-Andy Schmidt

Washington  
1-Jenni Schierman  
2-Jason Lavanger  
3-Shane Haugen  
4-Jenny Ward

North Campus  
1-Becky Tkachuk  
2-Hali Keenan  
3-Jason Steussy

South Campus  
1-Ryan Kallberg (7)  
2-Eric Clambey (7)  
3-Jon Folk (7)  
1-Terri Elofson (8)  
2-Matt Layton (8)  
3-Todd Hildebrandt (8)

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CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Workshop/Sexual Harassment	Mon/Feb. 9	11:00-3:30 p.m.	Sr. High
Student Training/ Sexual Harassment	Tue/Feb. 10 Wed/Feb. 11	9:00-10:00 a.m. 9:00-10:00 a.m.	Sr. High
Legislative Com.	Wed/Feb. 11	7:30-8:30 a.m.	Village Inn
CCVC	Wed/Feb. 11	8:30 a.m.	
Coalition of NW Schools	Wed/Feb. 11	7:00 p.m.	Det. Lakes
District-Wide Workshop (no school for students)	Thu/Feb. 12 Fri/Feb. 13	All Day All Day	District Buildings
MSBA Bargaining Seminar	Tue/Feb. 17	9:00-3:30 p.m.	Det. Lakes
Public Hearing Boundary Com.	Tue/Feb. 17	7:00 p.m.	Sr. High
Title IX	Thu/Feb. 19	7:00 a.m.	Townsite
PER	Thu/Feb. 19	7:00 a.m.	Townsite
Policy Review	Mon/Feb. 23	7:00 p.m.	Townsite

Regular Meeting  
Board of Education  
Independent School District #152  
January 13, 1987

Members Present: Dean Guida, Curt Borgen, Jeanne Seigel, Douglas Fagerlie, Mike Hulett, Wayne Alexander, Anton Hastad and Ben Trochlil

The meeting was called to order by Douglas Fagerlie, Chairperson.

Chairperson Douglas Fagerlie led the Board, administration and audience in the Pledge of Allegiance.

PREVIEW - Ben Trochlil previewed the agenda, adding Leases - Renewals, and We Are Proud.

APPROVAL OF MINUTES - Anton Hastad moved, seconded by Jeanne Seigel, to approve the minutes of December 9, 1986. Motion carried.

CONSENT AGENDA - Wayne Alexander moved, seconded by Anton Hastad, to approve the following items on the consent agenda: Acceptance of Gift, Special Education Donations, Personnel, Leases - Renewals, and Investments. Motion carried.

CLAIMS - As part of the consent agenda, the claims were approved, subject to audit, for \$1,169,336.28.

GENERAL FUND	\$144,472.40
FOOD SERVICE	20,209.81
TRANSPORTATION FUND	102,928.35
COMMUNITY SERVICE	5,330.79
CAPITAL EXPENDITURE	41,366.87
CONSTRUCTION FUND	30,716.40
DEBT REDEMPTION	513,210.17
MAVTI-GENERAL FUND	106,244.45
MAVTI-COMM SERVICE	12,427.21
VO-TECH CAP. OUTLAY	21,537.74
VO-TECH BOND RDTN	131,478.50
REPAIR & BETTERMENT	4,975.81
FED FINANCIAL AIDS	16,124.56
AVTI STUD SEN & MISC	12,646.58
TOWNSITE CENTRE	5,666.64
GRAND TOTAL	\$1,169,336.28

COMMUNICATIONS - Jeanne Seigel read a letter from Richard and Linda Jeffries commending Melody Schlittenhard and the South Campus Swing Choir for the excellent programs they have presented and the standards for which they aspire.

EIDE HELMEKE & CO. PROPOSAL - Jeanne Seigel moved, seconded by Anton Hastad, to approve the study on the operation of the business and personnel office by Eide Helmeke & Co. Motion carried.



Regular Meeting  
Board of Education  
Independent School District #152  
January 13, 1987  
Page Two

ACCEPTANCE OF GIFT - As part of the consent agenda, the Board approved the acceptance of a new 1986 GMC V6 engine from General Motors for instructional purposes at AVTI and directed a letter of thanks be sent.

DONATIONS - As part of the consent agenda, the Board accepted the gifts of \$200 from Elsie Raer and \$500 from Gertrude Raer to assist in funding the transportation and food cost associated with sending students in the TMH classes to Camp Confidence near Brainerd, MN.

SPECIAL EDUCATION STAFF REQUESTS - Wayne Alexander moved, seconded by Anton Hastad, to approve the special education staff requests of additional speech clinician time (.327); an individual to be employed up to 35 hours to collect student base line behavior data in Early Childhood:Special Education and kindergarten classrooms; and an aide up to 200 hours for a handicapped student. Motion carried.

PERSONNEL - As part of the consent agenda, the Board approved the following personnel changes:

New Employees

Paula Hamre - Aide, Senior High, 3 1/2 hours per day, \$5.75 per hour, effective January 5, 1987

Jeanette Grinde - EMH Aide, Edison Elementary, 3 1/2 hours per day, \$5.75 per hour, effective January 5, 1987

Ardell Morrow - TMH Aide, Riverside Elementary, \$5.75 per hour, effective January 5, 1987 for the remainder of the school year

Maternity Leave

Kathe Eldred - Physical Education teacher, Washington Elementary, from approximately March 30, 1987 to May 11, 1987

Kathy Johnson - EMH Aide, Senior High, approximately March 15, 1987, for six weeks

Leave of Absence

Hazel Haarstad - TMH Aide, Riverside Elementary, for the remainder of the 1986-87 school year, effective January 5, 1987, for six weeks

LEASES - RENEWALS - As part of the consent agenda, the Board approved the following lease renewals:

F-M Symphony - July 1, 1986 through June 30, 1987 - \$3375 yearly

American Crystal Sugar - February 1, 1987 for 11 months - \$20,538.96 yearly

Department of Revenue - January 1, 1987, for one year - \$12,283.32 yearly

Department of Jobs and Training; Job Service Division - renewal and additional space - effective January 1, 1987, - \$1,736.93 monthly



Regular Meeting  
Board of Education  
Independent School District #152  
January 13, 1987  
Page Three

INVESTMENTS - As part of the consent agenda, the Board approved investments #340 - #343 for a total of \$397,000.

PRELIMINARY BUDGET FOR 1987-88 - Dean Guida moved, seconded by Curt Borgen, to approve the preliminary budget and to give authorization to the Business Office to publish and bid the purchase of supplies within the budgeted amounts. Motion carried.

RESOLUTION - INTERACTIVE TECHNOLOGY APPLICATION - Curt Borgen moved, seconded by Jeanne Seigel, to approve the resolution concerning the cooperative acquisition and implementation of interactive technology applications from the West Central Initiative Fund Grant. Motion carried.

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FOR YOUR INFORMATION

1. Teacher trainers Gloria Anderson and Barb Anton updated the Board on Elements of Instruction and improved teacher effectiveness efforts and Bob Olson, principal, reported on the Madeline Hunter workshop he attended.

68% of current certified staff have taken Elements of Instruction I, 17% have taken Elements of Instruction II. Staff have been very responsive to the concept.

Follow-ups show that we have very competent teachers in our school system who are excited about the program.

2. Ben Trochlil reviewed the agenda for the retreat and the MSBA Convention in Minneapolis on January 17 - 20.
3. January 28 has been proclaimed as "National Teachers Day" by President Reagan. The whole year will be dedicated to teachers in memory of the Challenger Mission.

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THANK YOU TO MAVTI - Douglas Fagerlie thanked Oscar Bergos for including the Board and administration in the Annual Advisory Council meeting and dinner and for the use of the facilities for the Board meeting.

\_\_\_\_\_  
Wayne Alexander, Clerk

Regular Meeting  
Board of Education  
Independent School District #152  
January 27, 1987

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

The meeting was called to order by chairperson, Douglas Fagerlie.

Chairperson Douglas Fagerlie led the Board, administration and audience in the Pledge of Allegiance.

PREVIEW - Ben Trochlil previewed the agenda, adding Proposed Library Expansion.

CONSENT AGENDA - Mike Hulett moved, seconded by Anton Hastad, to approve the following items on the consent agenda: Equipment Donation, Acceptance of Gift, Personnel, and Security Pledge.

EQUIPMENT DONATIONS TO AVTI - As part of the consent agenda, the Board accepted the following equipment donations to various departments at the AVTI:

- \*A used Baldwin Model 51 electronic organ donated by Dr. & Mrs. L. Dahl of Moorhead
- \*An assortment of electronic equipment from Marguerite's Music
- \*One thermal blanket, three bedside heart monitors, five infusion pumps, four oxygen monitors, and an oxygen probe from St. Luke's Hospital
- \*A Basic Four computer and the peripherals from William and Debbie Barnhart
- \*A distortion analyzer from Don Goerger

1987-88 CALENDAR - Mike Hulett moved, seconded by Jeanne Seigel, to accept the AVTI calendar for 1987-88. Motion carried.

AVTI CONSTRUCTION PROPOSAL - Oscar Bergos discussed the need for additional construction at AVTI for a day care facility, additional library space and additional space for student services.

The estimated construction costs would be \$500,000 with financing by the state for 85% and locally for 15%.

The Board will act on this proposal at the February 10th meeting.

ACCEPTANCE OF GIFT - As part of the consent agenda, the Board accepted the donation of \$50 from the Altrusa Club of Moorhead for obtaining two body harnesses to be used in programming for severely handicapped students at Riverside and Edison Elementary Schools and directed a letter of thanks be sent.

CLAY COUNTY VOCATIONAL CENTER PROGRAMS - Wayne Alexander moved, seconded by Curt Borgen, to approved the RESOLUTION RELATING TO THE CONTINUANCE OF CCVC PROGRAMMING AFTER 6/30/87. Motion carried.

Regular Meeting  
Board of Education  
Independent School District #152  
January 27, 1987  
Page Two

BUREAU OF MEDIATION SUPERVISORS RULING - Dean Guida moved, seconded by Curt Borgen, to withdraw the appeal and direct administration to contact Paul Hetland. Motion carried.

PERSONNEL - As part of the consent agenda, the Board approved the following personnel changes:

Resignation

Vernon Arntson - Custodian on leave of absence, effective January 14, 1987

Extension of Leave

Debera K. Frey - Extension of maternity leave, effective March 13 through the remainder of the 1986-87 school year

SECURITY PLEDGE - As part of the consent agenda, the Board approved release of \$500,000 U.S. Treasury Notes CUSIP #912827QL9 as security for school district deposits.

AUDIT FOR 1986-87 - Dean Guida moved, seconded by Mike Hulett, to approve Eide Helmeke & Co. to perform the 1986-87 fiscal audit in the amount of \$21,700. Motion carried.

RESOLUTION FOR REDUCTIONS IN PROGRAMS AND POSITIONS - Curt Borgen moved, seconded by Jeanne Seigel, to approve the RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR. Motion carried.

FOR YOUR INFORMATION

1. The Third Annual Moorhead District-Wide Spelling Bee for grades 5-8 will be held on Wednesday, February 11, at 9:30 a.m. at the Senior High School. Participants will be first, second and third place winners from the school-wide Spelling Bee.

The winner here will compete in the regional contest at Fergus Falls and the regional winner will compete in St. Paul. Community volunteers serve as pronouncers and judges.

2. North Central Association Process - Bob Jernberg reviewed the North Central Association Guidelines with the Board and discussed their goals.
3. Proposed Library Expansion - Bob Jernberg discussed the proposed library expansion resolution with the Board and noted that the expansion would have a direct impact on the school district as well as the community. Anne Fredine, Director of the Moorhead Public Library, was present to answer questions.

Regular Meeting  
Board of Education  
Independent School District #152  
January 27, 1987  
Page Three

PUBLIC HEARING - Bob Jernberg informed the Board that the Boundary Configuration Committee has met, reviewed recommendations and has arrived at options that need public input.

A Public Hearing will be held addressing this issue on Tuesday, February 17 at 7:00 p.m. in the Senior High Auditorium.

An update will be available for the Board at the February 10 meeting.

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Wayne Alexander, Clerk



POLICY OF THE MOORHEAD, MN BOARD OF EDUCATION	DISTRICT CODE: IKA-A1 DATE ADOPTED:
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## GRADING - MAVTI

GRADE POINT AVERAGE

Moorhead Tech uses letter grades to indicate success or lack of success in classes. Overall progress will be evaluated in terms of a grade point average.

The following system will be used to establish a student's grade point average:

- "A" - 4 grade points per credit
- "B" - 3 grade points per credit
- "C" - 2 grade points per credit
- "D" - 1 grade point per credit

A grade point average is determined by adding all grade points and dividing by the sum of all credits attempted. Report cards are issued quarterly.

ATTENDANCE

Since attendance is important to both the mastery of course skills and the development of proper work habits; students are expected to attend all classes.

No absence is excused in the sense that students are responsible for work missed during an absence. Each instructor has the responsibility to insure satisfactory performance within the objectives of his or her class. Attendance is recorded on a daily basis.

Students who are absent for five consecutive days without contacting the Institute about the nature of their absence may be dismissed.

GRADING

The Moorhead Tech attendance policy stresses the relationship of academic success and class attendance.

Student's grades will be, however, based on the standard of achievement and will measure performance on required work during a quarter. Attendance is not a measure of academic competence and will not be used in determining a final course grade.

In addition, absence or tardiness will not be reasons for excluding the student from either the classroom or the learning process within the classroom. It may be reasonable under certain circumstances, however, to exclude the absent or tardy student from participation in a specific ongoing activity.

During the first week of each quarter students will be informed both orally and in writing by faculty members of the course objectives, specific evaluation instruments, and criteria used in assigning grades.



Small Business Management

The Small Business Management program is a three-year program designed to assist business operators to achieve their business goals through the improved management, organization, and operation of their business. Instruction includes a 3-hour monthly class and individual at-the-business instruction. During these visits, the manager/owner and instructor can study specific questions and problems pertaining to the individual business. Current technical advances such as the use of microcomputers in the small business are integrated into the course content.

Tuition is approximately \$360 a year. Some grants are available to use toward tuition costs. Enrollment will be limited to 10 businesses in the fall of 1987, 10 businesses in the fall of 1988, and 10 businesses in the fall of 1989.

## MOORHEAD PUBLIC SCHOOLS

## INVESTMENT RECORD

Appendix G

FROM JANUARY 8, 1987 TO JANUARY 27, 1987

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST (NET)	BANK OR S&L	BROKER
344	01-14-87	100000	05-14-87	6.75	2219	WESTRN SAV ASSOC	HIGH YIELD
345	01-14-87	100000	04-30-87	6.75 *	1887	ALASKA MUTUAL	HIGH YIELD
346	01-14-87	99000	04-30-87	6.625	1922	KILLEEN S & L	HIGH YIELD
347	01-14-87	100000	05-15-87	6.75	2219	SILVERADO S & L	GOLDSTONE
348	01-14-87	100000	04-30-87	6.70 *	1890	SAN ANTONIO S & L	GOLDSTONE
349	01-14-87	100000	04-30-87	6.45	1890	WESTERN S & L	GOLDSTONE
350	01-16-87	99000	05-22-87	6.45	2226	VICTORIA S & L	HIGH YIELD

\* FEE OF .25% PAID

TOTAL

14253

Appendix H

January 21, 1987

TO: School Board Members  
Contracted Bus Carriers  
Robert Lacher

FROM: Dan Bacon

SUBJECT: Master Specification Document

The original Master Specification Document dated April 16, 1985, Section XIII Clause 4 reads as follows:

Age of Buses Rural Routes  
Buses provided for basic service, or substitute buses may be no older than 1978 models for 1985-86 contracts. The purpose of age of fleet is to provide assurance that the age of the bus is spread over a ten year replacement schedule.

Clause 4 of the Master Specification Document should be amended to read:

Buses provided for rural route service and substitute buses must pass annual state inspection and any other inspections conducted at the discretion of the School District.

The original intent of the clause was to serve as a guideline for replacement bus purchases, and was found to be unenforceable because of a need to replace a large portion of each fleet, causing a financial hardship to our contractors.

Any future specification document will contain items pertaining to age of equipment and specific features to be included on buses.

The proposed 1987 Summer School Program guidelines are as follows:

I. DATES OF SUMMER SCHOOL

- |                         |  |
|-------------------------|--|
| A. February 11 - 27     | Request that teachers submit proposals                   |
| B. February 27          | Deadline for teachers to submit proposals                |
| C. March 6              | Classes and schedules finalized                          |
| D. March 17             | Brochure at printer                                      |
| E. April 6-10           | Registration   |
| F. April 13             | Final registration                                       |
| G. May 1-11             | Staff selection completed                                |
|                         | Secondary may be later depending on student registration |
| H. Summer School begins |  |
| June 15                 | Elementary   |
| June 10                 | Secondary  |
| I. July 17              | Summer School ends                                       |
|                         | (No vacation days the week of July 4th)                  |

II. HOURS

	<u>Elementary</u>
Session One	8:00 - 10:00
Session Two	10:15 - 12:15

	<u>Secondary</u>
Session One	8:00 - 10:05
Session Two	10:15 - 12:20

III. LOCATION

Elementary classes will be taught at the Washington, Probstfield and Lincoln Schools. All elementary special education classes will be held at one of the above buildings if room allows. The secondary classes, which includes the Middle School will be at the High School.

IV. TRANSPORTATION

Bus transportation will be provided to all students who live beyond one mile from school.

V. CREDIT COURSES

High school courses offered in summer school for credit will be for make-up credits necessary for graduation. Credit courses must be taught for a minimum of 60 contact hours.



VI. GRADING

High school credit courses will be graded. Students will have the option of S-U of the standard grade marking system. Academic developmental (remedial) and enrichment courses at the elementary level will have progress reports written by each teacher placed in the cumulative folders.

VII. REMUNERATION

- |  |                               |
|--|-------------------------------|
| - Remedial and for credit at the secondary level--6 weeks (24 additional hours required) | \$2,903.00 - \$20.17 per hour |
| - All elementary classes--5 weeks  | \$2,017.00 - \$20.17 per hour |
| - All secondary classes that are not remedial  | \$2,420.00 - \$20.17 per hour |

VIII. PROPOSAL DESIGN

Elementary classes will be five weeks in length and secondary will be six weeks. Credit courses must have 60 hours of contact time. Credit courses taken for first time will be 88 hours.

IX. GRADE DESIGNATION

The grade level of the students will be the grade the student is enrolled during the 1986-87 school year. Example: A sixth grade student during the 1986-87 school year would enroll in courses designed grade six (6).

X. SPECIAL EDUCATION

Summer school will coordinate with the special education program.

XI. CONFIRMATION OF SCHEDULES

About two weeks prior to the start of summer school a confirmation of elementary class schedules and transportation will be mailed to the students. Secondary students will be notified prior to the beginning of summer school.

XII. CLASS SIZE

Class size for remedial classes will be approximately 1-20 ratio. Other classes may be larger.





# Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

TO: Potential Summer School Teachers  
FROM: Howard Murray, Director  
RE: Proposed 1987 Summer School Program

This is to inform you that through state legislation the summer school program will be continued this summer in the Moorhead Public Schools.

According to state statute we must meet the following criteria:

1. Courses offered for academic enrichment
2. Courses offered for academic remediation

They cannot be:

1. Recreational sports or activities
2. Leisure activities
3. Entertainment
4. Crafts
5. Hobbies

Since there is a fine line between some of this criteria, other factors to be considered in the offerings of this will be:

1. Is it taught by a licensed teacher?
2. Is the program usually offered during the regular K-12 school year?
3. Does the program help the child expand beyond his/her current grade level?
4. Does the program combine summer school with instructional improvement?

If you are interested in teaching a developmental (remedial) or academic (regular enrichment) program this summer, please fill in the proposal form which is included in this packet.

1987 SUMMER SCHOOL PROPOSAL

Name of teacher submitting proposal \_\_\_\_\_

Course title \_\_\_\_\_

General course description (will be used in summer school brochure)

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Identify for what grade level this course is intended \_\_\_\_\_

List the course objectives \_\_\_\_\_

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Would high school credit be awarded (if applicable) \_\_\_\_\_

SECONDARY  
SUGGESTED COURSE  
OFFERINGS

ENGLISH

REMEDIAL ENGLISH	GRADES 7-8
REMEDIAL ENGLISH	GRADES 8
REMEDIAL ENGLISH	GRADES 9-10-11
ENGLISH AS A SECOND LANGUAGE	GRADES 7-12

MATHEMATICS

DEVELOPMENTAL MATH	GRADES 7
DEVELOPMENTAL MATH	GRADES 8
DEVELOPMENTAL MATH	GRADES 9-10-11

SOCIAL STUDIES

REMEDIAL GEOGRAPHY	GRADES 7
REMEDIAL SOCIAL STUDIES	GRADES 7-8
REMEDIAL SOCIAL STUDIES	GRADES 9-10-11

SCIENCE

REMEDIAL SCIENCE	GRADES 7-8
REMEDIAL SCIENCE	GRADES 9-11
BIOLOGY	GRADES 10-12
HEALTH	GRADES 10-12

ELEMENTARY  
SUGGESTED COURSE  
OFFERINGS

Kindergarten

Kindergarten and physical  
activities (4 hrs.)  
Kindergarten Readiness (2 hrs.)  
Easy Logo  
Creative Dramatics

Second Grade

Remedial Reading  
Remedial Math  
Enrichment Math/Reading

Science  
Writing Activities  
Social Studies  
Easy Logo  
Creative Dramatics

Fourth Grade

Apple Logo  
Creative Dramatics  
Remedial Reading  
Remedial Math  
Enrichment Math/Reading  
Writing Activities

First Grade

Remedial Reading  
  
Remedial Math  
Writing Activities  
Easy Logo  
Creative Dramatics

Third Grade

Remedial Reading  
Remedial Math  
Enrichment Math/  
Reading

Science  
Writing Activities  
Social Studies  
Apple Logo  
Creative Dramatics

Fifth Grade

Logo Writer  
Remedial Math  
Remedial Reading  
Creative Dramatics  
Health  
Young Astronaut

Sixth Grade

Logo Writer	Remedial Reading
Remedial Math	Creative Dramatics
Health	Science
Young Astronaut	Social Studies
Enrichment Math/Reading	



## FUTURES ARTICLE



### Foreign language boom

It's been nearly 25 years since Americans showed any significant interest in learning a foreign language.

Back then, we studied French for fear of losing ground to the Russians, who had just hurled into space something called Sputnik, a clear indication that the Soviet Union was making major strides in science and technology. In the 60's, we studied second languages for reasons of national security.

Today another foreign language boom is underway, this time fueled by the growing competition in international trade.

Or, in the words of international language lobbyist Dr. J. David Edwards, "Toyota has become the Sputnik of the 80's."

No matter how you phrase it, there's no denying the nation's renewed interest in foreign languages.

"In numerical terms, more Americans are studying for-

ign languages in school today than ever before," says C. Edward Scebold, executive director of the American Council of Teachers of Foreign Languages.

Much of the renewed interest stems from our realization that to operate successfully in the global village one needs to know more than just English.

"The idea is that yuppies can be more successful with more arrows in their quiver by a having a foreign language than not having it," says Rose L. Hayden, president of the National Council on Foreign Language and International Studies. "There's an economic imperative operating, and that's more compelling to many people than talk of national security."

Evidence of the nation's desire to learn a second language can be found almost everywhere, from kindergarten right through to the college level.

- In North Carolina, every district in the state offers foreign languages beginning at the kindergarten level and continuing through high school.

- Beginning next year, the California State University system will require the successful completion of two years of language study as an admission requirement for all incoming freshmen.

- Since 1980, the number of students in language programs

in elementary schools in New York State has tripled to 65,000.

- In 1985, Louisiana legislators ordered compulsory language instruction of at least 30 minutes a day beginning in the fourth grade.

The push to introduce foreign languages to students early in their academic career was largely inspired by research indicating that children absorb languages best before they reach the age of 11.

Other innovative language programs are drawing on the marvels of computers, video and other advanced technology. For example, a program in Hawaii allows students of Japanese to communicate with students in Japan through electronic mail and a special phone linkup.

There is a dark side to all this, however.

Congress, while advocating more language programs on the one hand, seems to be reluctant to shell out sufficient funds for such programs.

Another problem is a shortage of language teachers. In fact, many regions are recruiting foreigners to come to the states and teach their native language.

And, at a time when the national awareness of the value of foreign-language skills is so acute, potential teachers

are being seduced by banks and corporation with interests abroad.

Most educators point out that the current interest in foreign languages should be seen as a long-term investment.

## TRENDS & LEARNING

Dec. 31, 1986



INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA

Notice is hereby given that a regular meeting of the Moorhead Board of Education will be held on Tuesday, Feb. 24 at 8:00 p.m. in the Board Room at Townsite Centre.

Bennett Trochlil  
Bennett Trochlil, Superintendent

MISSION STATEMENT - Adopted by the School Board - November 11, 1986  
To maximize the talents of every student in Independent School District Number 152.

ATTENDANCE:

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

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. PREVIEW OF AGENDA - Bennett Trochlil, Superintendent

\*IV. CONSENT AGENDA

\*All items listed with an asterisk (\*) are considered to be routine by the School Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be considered in its normal sequence on the agenda.

V. COMMUNICATIONS

VI. OPPORTUNITY FOR CITIZENS TO SPEAK

VII. "WE ARE PROUD"

VIII. MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE AGENDA

A. UNFINISHED BUSINESS

B. NEW BUSINESS

1. Consider Request for New Programs

Appendix A

5/19/1305  
MIN  
2/24/87

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

A. UNFINISHED BUSINESS

1. Review Boundary Configuration Committee Report Appendix B

B. NEW BUSINESS

- \*1. Consider Acceptance of Gift Appendix C
2. Consider Personnel Appendix D
3. Consider Roof Labor Bid Appendix E
4. Consider Superintendent's Contract Appendix F
5. Consider Summer School Guidelines Appendix G
6. Consider Scheduling Change at South Campus Appendix H
7. Consider Senior High Program Change Appendix I

X. FOR YOUR INFORMATION

1. MSBA School Board Member Day At The Capitol
2. Follow-up Study Of Class Of '86
3. Teen-Age Health Consultant Program
4. Calendar of Regular School Business
5. Futures Article

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

1. Survey of School District

XII. ADJORNMENT

NEXT SCHEDULED MEETING Tuesday, March 10, 1987

## MOORHEAD AREA VOCATIONAL TECHNICAL INSTITUTE

### NEW BUSINESS

#### 1. Request For New Programs (Togstad/Tufte)

Appendix A

Explanation: The Moorhead Area Vocational Technical Institute is submitting a program outline of intent to the State Board of Vocational Technical Education for two programs--CHIROPRACTIC ASSISTANT and BUILDING MAINTENANCE TECHNICIAN. These two programs, if approved and funded, would start in the fall of 1988.

The CHIROPRACTIC ASSISTANT program would be a 9-month program to prepare workers to assist chiropractors in giving personal service to patients, in addition to performing office duties. Curriculum would focus on biomedical sciences; chiropractic philosophy/science, equipment, and therapy; and office management skills. Over 200 chiropractors in North Dakota and northern and west central Minnesota were surveyed in January, 1987. Seventy-eight percent of the respondents indicated that there is a need for such a program in this area.

The BUILDING MAINTENANCE TECHNICIAN program would be an 18-month program designed with several exit points to give workers the practical skills needed to maintain and repair heating, air conditioning, electrical, and plumbing systems in large buildings, in addition to cleaning, painting, carpentry, and grounds work. The curriculum would also include budgeting, purchasing, and supervision of maintenance personnel. Nearly 300 maintenance supervisors of large facilities within 75 miles of Moorhead AVTI were surveyed in January, 1987. Seventy-nine percent of the survey respondents indicated that there is a need for such a program in this area.

In addition to these two program proposals, East Grand Forks AVTI and Moorhead AVTI are cooperatively submitting a program outline of intent to the State Board of Vocational Technical Education for a BIOMEDICAL EQUIPMENT TECHNOLOGY program. Students would complete the electronics core curriculum during the first year at Moorhead AVTI. Second-year students would complete the biomedical curriculum at East Grand Forks. Clinical experiences would be developed in hospitals and clinics in both communities. The East Grand Forks AVTI staff is doing the background work needed to support the application.

Recommendation: Move to approve the submission of requests for the programs as listed to the Minnesota State Board of Vocational Technical Education.

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

UNFINISHED BUSINESS

1. Boundary/Configuration (Jernberg) Appendix B  
Committee Update

Explanation: The Boundary/Configuration Committee will present information and recommendations to the Board of Education regarding potential boundary and or configuration options which may be implemented for the 1987-88 school year.

Recommendation: This item is for discussion and will be brought to the Board for action at the March 10th meeting.

-----  
NEW BUSINESS

- \*1. Acceptance of Gift (Jernberg) Appendix C

Explanation: The Moorhead Senior High class of 1982 has given the following as gifts to Moorhead Public Schools (Appendix C-1):

- \*\$718.33 - Moorhead Senior High Drama (the spring play)
- \*\$718.33 - Cho-Kio (expenses)
- \*\$718.33 - Athletic Department (weightroom equipment)

Recommendation: Move to accept the gifts of \$718.33 each to the Senior High Drama Department, Cho-Kio, and Athletic Department from the Senior High Class of 1982 and direct a letter of thanks be sent.

- 2. Personnel (Bergen) Appendix D

Retirement

John Jess - English teacher, Senior High, effective June 5, 1987

Mel Nitschke - Custodian - South Campus, effective May 29, 1987

Medical Leave

Janice Olson - TMH Aide, Senior High, from February 9 - March 6, 1987

Recommendation: Move to approve the personnel changes as shown.

- 3. Roof Labor Bid (Lacher) Appendix E

Explanation: Bids were opened on Monday, February 23.

Recommendation: Move to award the bid to the lowest bidder.

4. Superintendent's Contract (Hulett) Appendix F

Explanation: Appendix F-1 contains a memo outlining the Superintendent's contract for 1986-87.

The contract provides for no change in contract language and an annual salary of \$63,750.

Recommendation: Move to approve the Superintendent's contract for 1986-87 as presented.

-----

5. Summer School Guidelines (Jernberg) Appendix G

Explanation: At the February 10 Board meeting, the Board approved the summer school guidelines. After review by the State Department of Education, they recommended guideline revisions.

It is recommended that the Board revise the guidelines as shown in Appendix G-1.

Recommendation: Move to approve the changes in the summer school guidelines as shown.

-----

6. Scheduling Change (Jernberg) Appendix H  
at South Campus

Explanation: The current schedule provides for Independent Study for all classes at any one grade level at the same time with music sectionals and choir being conducted at that time. This has caused foreign language classes to meet on an alternate day basis with concern regarding continuity. A revised scheduling process will be explained to the Board.

The new format will enhance the music program and will allow for foreign language classes to meet each day for a semester.

The PER committee recommends the change be adopted.

Recommendation: Move to approve the scheduling change at South Campus as presented.

-----

7. Senior High Program Change (Jernberg) Appendix I

Explanation: The Senior High School requests that 9th grade band, orchestra, and choir, be modified from one-half credit alternate day programs to one credit programs.

This request was briefly discussed at the PER Committee with positive response at its February 19 meeting. However, concerns have developed regarding the effects such a change would have on other elective programs.

Recommendation: A recommendation will be given to the Board at the time this item is presented.



FOR YOUR INFORMATION

Appendix Z

1. "Minnesota School Board Member Day At The Capitol" will be Tuesday, March 3, 1987

Appendix Z-1 contains the program agenda. If members wish to attend, plans will be made at the Board meeting.

2. Follow-up Study Of Class Of '86 - Appendix Z-2 contains information regarding Moorhead Senior Class of '86.

Bruce Gravalin, Guidance chair, will review the information with the Board.

3. Teenage Health Consultant Program - James Thom and members of the TAHC Committee will update the Board on recent activities and training of the TAHC Committee.

4. Calendar of Regular School Business - Appendix Z-3

5. Futures Article - "Two-Way Video Expected to Lead in Overall Teleconferencing Purchases" - Communication News, Feb. '87 (Appendix Z-4)

-----

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD OF EDUCATION

1. Survey of School District

WE ARE PROUD

1. Robert Heuer, a senior at Moorhead High, has been selected to receive The Dean's Honor Tuition Scholarship at Tulane University, New Orleans, LA. Robert is the son of Charles and Joanne Heuer, 1312 24 Ave. S.
2. Donna Anderson and Jan Kapitan from Washington Elementary School presented - Reading with Willie Workshop - to a group of media educators at the MEMO (MINNESOTA EDUCATIONAL MEDIA ORGANIZATION) Mid-Winter Regional Conference in Alexandria.

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
MSBA School Board Member Day at the Capitol	Tuesday, Mar. 3		St. Paul
CCVC	Wednesday, Mar. 4	8:30 a.m.	
Joint Powers	Thursday, Mar. 5	7:00 a.m.	Townsite
Title IX	Thursday, Mar. 12	7:00 a.m.	Townsite
Leadership, Moorhead	Thursday, Mar. 12	8:00 a.m.	MAVTI
Superintendent's Advisory Council	Thursday, Mar. 12	7:00 p.m.	Townsite
Parent Teacher Conferences (Elementary)	Thursday, Mar. 12 & Friday, Mar. 13		
School Effectiveness Riverside Elementary (no school in session)	Monday, Mar. 16		Riverside
Policy Review	Monday, Mar. 16	7:00 p.m.	Townsite

### WE ARE PROUD

1. Robert Heuer, a senior at Moorhead High, has been selected to receive The Dean's Honor Tuition Scholarship at Tulane University, New Orleans, LA. Robert is the son of Charles and Joanne Heuer, 1312 24 Ave. S.
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-----

### CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
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CCVC	Wednesday, Mar. 4	8:30 a.m.	
Joint Powers	Thursday, Mar. 5	7:00 a.m.	Townsite
Title IX	Thursday, Mar. 12	7:00 a.m.	Townsite
Leadership, Moorhead	Thursday, Mar. 12	8:00 a.m.	MAVTI
Superintendent's Advisory Council	Thursday, Mar. 12	7:00 p.m.	Townsite
Parent Teacher Conferences (Elementary)	Thursday, Mar. 12 & Friday, Mar. 13		
School Effectiveness Riverside Elementary (no school in session)	Monday, Mar. 16		Riverside
Policy Review	Monday, Mar. 16	7:00 p.m.	Townsite

February 2, 1987

D. Dulski  
Principal  
Moorhead High School  
2300 4th Avenue South  
Moorhead, MN 56560

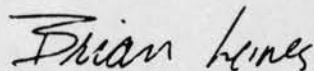
Mr. Dulski,

I have been informed that the Class of 1982 has a balance of \$2155 in their account. I also understand that we can divide up and give the money to the different areas within the school itself. If it is acceptable, Maren Diercks, Class Vice President, and I, Class President, have decided to divide up the money in the following ways:

Drama (The Spring Play)	- \$718.33
Cho-Kio (Expenses)	- \$718.33
Athletic Dept. (Weightroom Equip.)	- \$718.33

I have also discuss the matter with Ruth Legg, who will, with your approval, carry out the transactions. If you have any questions or concerns, please call me at Dakota Hospital, 280-4353.

Sincerely,



Brian Leines  
Senior Class President, 1982

MEMO # S-87-136

TO: School Board

FROM: Mike Hulett *MH*

RE: Superintendent's Contract

DATE: February 2, 1987

I. Contract Language - No change

- II. Salary - The Superintendent's contract salary for 1986-87 shall be \$61,342. In addition, the School Board shall pay the Superintendent \$2,405 as incentive pay based upon the Superintendent's previous performance for the school district. While the incentive pay must be treated as part of the Superintendent's 1986-87 salary for certain purposes, the parties agree that the incentive pay amount is not to be deemed part of the Superintendent's continuing salary for future years under the continuing contract law, and that any future payments will be made in the discretion of the Board based upon its evaluation of the Superintendent's performance.

The Superintendent shall be paid an annual contract salary of \$63,750 in twelve equal installments during the period of this contract, and the Superintendent shall perform the services prescribed by the School Board whether or not such services are specifically described in his contract.

This contract shall be effective only upon signature of the officers of the School Board after authorization for such signatures was taken by the School Board in an appropriate action recorded in its' minutes.

<u>Calculation:</u>	Base salary	\$60,140	Incentive	\$60,140
		02		04
		<u>1,203</u>		<u>2,406</u>

Total salary	\$60,140 + \$1,203 + \$2,406 = \$63,750
Total percentage & increase	- \$63,750 (1986-87)
	62,429 (1985-86)
	<u>\$ 1,321 = 2%</u>

BT/jh



The proposed 1987 Summer School Program guidelines are as follows:

#### I. DATES OF SUMMER SCHOOL

- |  |  |
|--|--|
| A. February 11 - 27                                  | Request that teachers submit proposals                   |
| B. February 27                                       | Deadline for teachers to submit proposals                |
| C. March 6   | Classes and schedules finalized                          |
| D. March 17  | Brochure at printer                                      |
| E. April 6-10  | Registration   |
| F. April 13  | Final registration                                       |
| G. May 1-11  | Staff selection completed                                |
|  | Secondary may be later depending on student registration |
| H. Summer School begins                              |  |
| June 15  | Elementary   |
| June 10  | Secondary  |
| I. July 17   | Summer School ends                                       |
| * <del>(No vacation days the week of July 4th)</del> |  |
| July 3 - vacation day                                |  |

#### II. HOURS

- |               | <u>Elementary</u>                        |
|---------------|--|
| * Session One | 8:00 - <del>10:00</del> ( 8:00 - 10:05)  |
| * Session Two | <del>10:15 - 12:15</del> (10:20 - 12:25) |
|               | <u>Secondary</u>                         |
| * Session One | 8:00 - <del>10:05</del> ( 8:00 - 10:13)  |
| * Session Two | <del>10:15 - 12:20</del> (10:20 - 12:33) |

#### III. LOCATION

Elementary classes will be taught at the Washington, Probstfield and Lincoln Schools. All elementary special education classes will be held at one of the above buildings if room allows. The secondary classes, which includes the Middle School will be at the High School.

#### IV. TRANSPORTATION

Bus transportation will be provided to all students who live beyond one mile from school.

#### V. CREDIT COURSES

High school courses offered in summer school for credit will be for make-up credits necessary for graduation. Credit courses must be taught for a minimum of 60 contact hours.

\* corrections

February 5, 1987

Appendix Z-1  
Page 1 of 2

TO: SCHOOL BOARD MEMBERS AND SUPERINTENDENT OF SCHOOLS  
FROM: MINNESOTA SCHOOL BOARDS ASSOCIATION  
RE: MSBA SCHOOL BOARD MEMBER DAY AT THE CAPITOL - TUESDAY, MARCH 3, 1987

The Board of Directors of your MSBA has designated TUESDAY, MARCH 3, 1987 as SCHOOL BOARD MEMBER DAY AT THE CAPITOL. School board members and superintendents will meet at the NATIONAL GUARD ARMORY (600 Cedar Street, just below the State Capitol, see map located on reverse side of this letter), ST. PAUL, for a briefing prior to meeting with your local area legislators. Many issues of concern will be addressed by the Legislature during the 1987 Legislative session, and it is important that school board members relay the needs and concerns facing your district and public education during this period of funding needs, capital outlay concerns, educational improvement measures, proposed changes to school board election laws, etc. Your MSBA Board sincerely hopes that you and other members of your board will partake in this most important opportunity to discuss education related legislative issues with your area legislators.

PROGRAM AGENDA

MINNESOTA NATIONAL GUARD ARMORY \*\*

600 CEDAR STREET (near State Capitol)

ST. PAUL

\*\* See map located on reverse side of this letter for location of Armory \*\*

9:00 a.m. - REGISTRATION, COFFEE AND ROLLS

9:30 a.m. - WELCOME

9:35 a.m. - THE 1987 SESSION OVERVIEW

- Senator Roger Moe, Senate Majority Leader

- Representative Fred Norton, Speaker of the House

9:55 a.m. - EDUCATION ISSUES IN THE 1987 SESSION

- Senator Jim Pehler, Chair, Senate Education Committee

- Representative Bob McEachern, Chair, House Education Committee

10:20 a.m. - UPDATE ON LEGISLATIVE ISSUES - MSBA STAFF

10:40 a.m. - RELEASE TO ATTEND MEETINGS WITH YOUR LEGISLATORS

ACTIVITIES OF YOUR BOARD PRIOR TO COMING TO THE CAPITOL

Establish a meeting time with your area legislators for TUESDAY, MARCH 3. Prior to your trip to the Capitol, it is very important that you have a clear understanding with your area legislators concerning where and when you will meet them on March 3rd after 10:40 a.m. Be prepared to discuss education related legislative issues.

SUPERINTENDENTS - RETURN THE POSTCARD WHICH YOU HAVE RECEIVED WITH THIS LETTER. It is important for planning purposes that the MSBA office is aware of your intent and the names of the people from your district who will be attending the DAY AT THE CAPITOL activities.

LOCATIONS FOR LUNCH

The following list is some suggestions on eating locations close to the Capitol Complex: State Capitol Cafeteria; State Office Building Cafeteria; Transportation Building Cafeteria; Centennial Building Cafeteria; Holiday Inn-Capitol as well as many other privately owned eating facilities located within easy driving distance of the State Capitol.

MSBA staff will have additional information available for you at the National Guard Armory. MSBA staff will also notify the legislators that school board members will be at the Capitol on Tuesday, March 3, BUT IT IS YOUR RESPONSIBILITY TO ARRANGE YOUR MEETINGS WITH YOUR AREA LEGISLATORS.

MAKE SURE THAT YOUR DISTRICT IS WELL REPRESENTED AT THE SCHOOL BOARD MEMBER DAY AT THE STATE CAPITOL ON TUESDAY, MARCH 3, 1987.

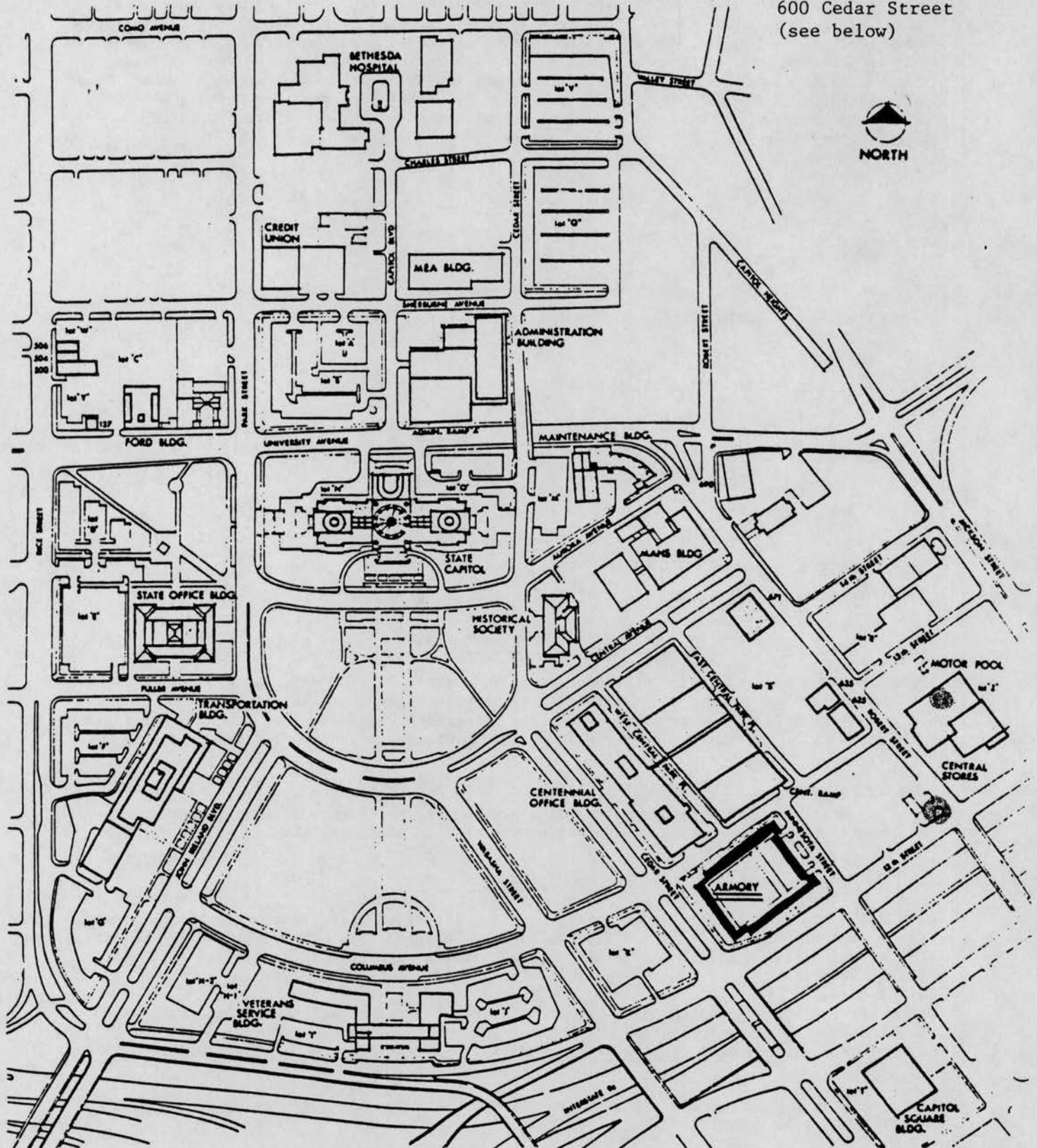
SEE MAP ON REVERSE SIDE FOR DIRECTIONS AND LOCATION OF NATIONAL GUARD ARMORY.

enc.

# BUILDING LOCATIONS STATE CAPITOL COMPLEX

FOR INFORMATION ABOUT HANDICAPPED PARKING  
AND ACCESS CALL 296-6401

\*\* NATIONAL GUARD ARMORY \*\*  
600 Cedar Street  
(see below)





COMMUNICATING WITH YOUR LEGISLATOR

SUGGESTIONS FOR USE WHEN WRITING TO YOUR LEGISLATOR(S):

1. Be sure to put a return name and address on the envelope. This identifies you to the legislator and draws attention to the fact that you are a constituent from the legislator's district.
  2. In the first paragraph, identify your concern. If you make reference to an actual bill, give a short description of the bill and list the House or Senate file number. The file numbers and descriptions of bills can be found in your MSBA LOGGER which each district's MSBA Legislative Liaison receives weekly during the session from your MSBA office. If additional information on the bill is desired, do not hesitate to contact your MSBA office.
  3. In the second paragraph, point out the ramifications the bill or proposal will have (either favorable or unfavorable) if it is enacted into law. It is extremely important to notify the legislator what the bill or proposal will mean in the legislator's district schools.
  4. Be sure to thank the legislator for past support and future considerations.
  5. Important tips to remember:
    - a. Write the letter in your own words. Do not send a form or mimeographed letter.
    - b. Be polite. Strive to present a rational argument for or against the bill or proposal without attacking the legislator on a personal basis.
    - c. It is best to type or hand print your letters to ensure clarity and readability.
    - d. Attempt to keep the letter from becoming too lengthy, but do make sure to include important information and ramifications of the bill on your school district if the bill or proposal is enacted into law.
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SUGGESTIONS FOR USE WHEN TELEPHONING YOUR LEGISLATOR(S):

1. Clearly identify yourself to the person that answers the phone including the fact that you are a school board member (from name not number) school district.
  2. If the legislator is not available to take the call, give the staff member the reason for your call. Clearly identify the issue or bill number that you are calling about and ask that the legislator be given a message that you support or oppose the issue or bill and the reason for your position. Legislative staff, in almost all cases, will see that the legislator receives your message.
  3. Be polite. Try not to let party politics become an issue of discussion.
  4. Thank the legislator or legislative staff member for their consideration of your position.
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SUGGESTIONS FOR USE WHEN VISITING A LEGISLATOR'S OFFICE:

1. Call ahead for an appointment.
2. Be on time or even a little early for your appointment.
3. Be prepared to discuss your concerns without becoming too lengthy and do not dominate the conversation.
4. Be prepared to end the discussion at the conclusion of your appointment time.
5. Thank the legislator for the time for discussion and for past support and future considerations.

(continued on reverse side)

SUGGESTIONS FOR TESTIFYING AT LEGISLATIVE COMMITTEE HEARING:

1. When testifying at a legislative committee hearing be well prepared for your presentation and be ready to answer questions, if any, from members of the committee following your testimony. Be sure to check with the committee staff on how long the Chairperson would like you to speak. It is acceptable to have a handout prepared for committee members but, if you do have a handout, make sure to have sufficient copies for members of the committee and committee staff members.
2. When addressing a committee, go to the podium after being called or introduced by the committee chairperson. Start your presentation by saying, "Thank you Mr./Ms Chairperson, members of the committee. My name is \_\_\_\_\_. I am a school board member from \_\_\_\_\_ (name not number) school district." Proceed with your testimony. At the end of your testimony thank the chairperson for allowing you to come before the committee and indicate to the chairperson that you are willing to answer any questions the members of the committee may have regarding your testimony. If a question is asked by a member of the committee, address the question by stating, "Mr./Ms Chairperson, Representative \_\_\_\_\_ (or Senator \_\_\_\_\_)" then proceed with your answer.
3. The goal of your testimony is to either try to convince the committee members to vote "yes" on a bill or proposal you support, or to convince the committee members to vote "no" on a bill or proposal that you believe will not be in the best interest of education in your school district. Attempt to keep your testimony precise and not too long. Testimony should capture the attention of committee members and convince them to support your position on a bill or proposal. A committee hearing is not the place for individual ego trips. Terse testimony from a committee witness that speaks forthrightly is likely to be the most persuasive. Legislators will generally make every attempt to be considerate of people who testify before committees. Never take out your anger or frustration on committee members during a public hearing.
4. When testifying before a legislative committee be polite, courteous, and straight forward in your presentation. Testifying can be an enjoyable experience and through your testimony you may be able to have a direct effect on education in your district and other public schools in Minnesota.



GUIDANCE DEPARTMENT

MOORHEAD SENIOR HIGH SCHOOL

FOLLOW-UP STUDY OF CLASS OF '86

316\* students graduated in the class of '86. Of this number, we were able to follow-up 295 or 93.35%.

\* This does not include students who graduated from the Y.E.S. Program.

**FOLLOW - UP STUDY**

**CLASS OF '86**

**PERCENTAGES**

FOUR YEAR COLLEGE	58.6 %
TECHNICAL SCHOOLS	11.8%
WORKING	14.23%
MILITARY	7.45%
BEAUTY COLLEGE	1.35 %
NANNIES	1.35%
FOREIGN EXCHANGE	1.35%
UNEMPLOYED	1.35%
MARRIED	.59%
SCHOOL FOR THE ARTS	.59%
DECEASED	.34%
OTHER	1.0 %
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TOTAL	100.00%

<u>COLLEGE</u>	<u>TOTAL</u>	<u>M</u>	<u>F</u>
MSU	71	34	37
NDSU	24	14	10
Concordia	35	19	16
U of M/Mpls	10	8	2
U of M/Duluth	4	1	3
UND	9	2	7
Brown Inst.	1	1	
Creighton Univ.	1	1	
MIT	1	1	
New. Mex. Military Inst.	1	1	
Northern Arizona	1	1	
Oberlin			1
Rensselaer Polytechnic Inst.	1	1	
St. Cloud St.	2	2	
St. John's	1	1	
St. Benedict	2		2
St. Thomas	1		1
St. Olaf	2	1	1
St. Teresa	1		1
U of Eau Claire	1		1
U of Southern Calif	1	1	
Gustavus Adolphus	2		2
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<u>TOTAL</u>	173	89	84
 <u>TECH SCHOOL</u>			
MAVTI	27	14	13
Bottineau	1	1	
Alex. AVTI	3	1	2
Duluth AVTI	1		1
D.L. AVTI	1	1	
AVTI (unknown)	2	2	
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<u>TOTAL</u>	35	19	16

<u>BEAUTY COLLEGE</u>	<u>TOTAL</u>	<u>M</u>	<u>F</u>
Mr. Don's	2		2
Rita's	1		1
Joseph's			1
<u>TOTAL</u>	<u>4</u>	<u>—</u>	<u>4</u>
<u>ARMED FORCES</u>			
Marines	4	3	1
Air Force	11	10	1
Army	3	2	1
Air National Guard	1	1	
Navy	2	2	
West Point	1		1
<u>TOTAL</u>	<u>22</u>	<u>17</u>	<u>4</u>
FOREIGN EXCHANGE	4	2	2
NANNIES	4		4
MARRIED	2		2
WORKING	42	24	18
SCHOOL FOR THE ARTS	2		2
UNEMPLOYED	4	1	3
DECEASED	1	1	
OTHER	3	1	3
<u>GRAND TOTALS</u>	<u>296</u>	<u>154</u>	<u>142</u>

(one student is counted twice as they are in the military, and also married)



CALENDAR OF REGULAR SCHOOL BUSINESS  
1986-87

March

- \* School Board Election dates
- \* legislative update
- \* School Board annual election resolution/judges
- \* present Management Plan for 1987-88
- \* summer school program
- \* resolution for non-renewal of probationary teachers - evaluations due March 1
- \* migrant summer program

April

- \* proposed placement of tenured teachers on unrequested leave of absence
- \* resolution for non-renewal of probationary teachers

May

- \* placement of tenured teachers on unrequested leave of absence

--- Significant Dates ---

March 3, 1987

MSBA School Board Member  
Day at Capitol

March 12, 13, 1987

Parent-Teacher Conferences  
(Elementary)

## Two-Way Video Expected to Lead in Overall Teleconferencing Purchases

Two-way videoconferencing is expected to lead a surge in growth for overall teleconferencing in the next five years, according to Frost and Sullivan of New York.

With an average annual growth rate of 24 percent, overall expenditures are expected to increase from \$167 million in 1985 to \$486 million in 1990. With total five-year revenues of nearly \$1.6 billion, two-way videoconferencing will account for 62 percent, one-way video for 24 percent, audiographic 11 percent and audio teleconferencing three percent, according to the study.

A user survey revealed that the most popular current applications for teleconferencing are sales presentations, product demonstrations, technical assistance, training and engineering conferences. Decreasing transmission costs, more-efficient signal-compression techniques and lower-cost, more-portable hardware are making two-way, full-motion videoconferencing more acceptable to users.

Equipment sales growth was also broken down by the study for the period of 1985 to 1990. Increases will be from \$30 million in 1985 to \$123 million in 1990 for 1.5-Mb/s codecs; \$6 million in 1985 to \$16 million in 1990 for 56-kb/s codecs; \$40 million to \$74 million for portable unit

sales; and \$20 million to \$95 million for modular cameras and other two-way room equipment.

The study said that the development of one-way videoconferencing has been as a single-event medium, with many organizations having set up private one-way videoconferencing networks.

Frost and Sullivan also said that private networks will be the fastest growing one-way videoconferencing market, with increases in sales from \$30 million in 1985 to \$87 million in 1990.

The study defines au-

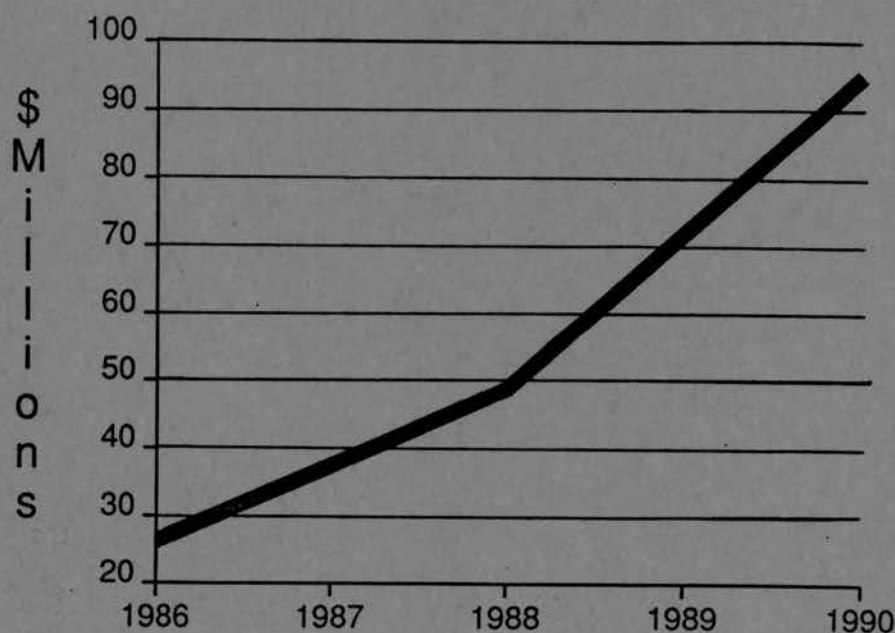
diographic teleconferencing as audioconferencing combined with slow-scan television, facsimile, electronic blackboard or computer conferencing capabilities.

Audio-only teleconferencing is the most developed, ranging from the typical telephone conference call to dedicated networks. Its growth is expected to be \$7 million over the five-year period.

For more information on the study, titled "The Teleconferencing Market in the US," call Frost and Sullivan at 212-233-1080.

### VIDEOCONFERENCING PURCHASES

#### TWO-WAY, FULL-MOTION ROOM EQUIPMENT



Source: Frost and Sullivan

Total Revenue