



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

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INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

March 23, 1993
7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to the following teachers for being selected by their peers as the outstanding educators in ISD #152: Sandy Kortan, grade 2, Washington; Dorothy Schmidt, ESL, Edison; Merwin (Bill) Schmidt, grade 5-6, Voyager; Tom Trautman, Math, Junior High; and, Shirley Tweten, ESL, Senior High.

E. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

S-Mg-BOS
4/1/93
3-23-93

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, Board Member inquiries on Consent Agenda items are to be made directly to district administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of 1993-94 Individual Learning Development Aid - Pages 6-9
- (2) Approval of Paraprofessional Position - Pages 10-14

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Investments - Pages 15-17
- (2) Approval of Roofing Materials Bids - Pages 18-19

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Resignation - Page 20
- (2) Approval of Retirement - Page 21

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Acceptance of Grant - Page 22
- (2) Approval of Community Education Field Trip - Pages 23-24

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. CONSTRUCTION BID AWARD - Lacher
Pages 25-29

Suggested Resolution: A resolution will be presented at the meeting.

Moved by _____ Seconded by _____
Comments _____

5. LAND VALUE EXCHANGE WITH CITY OF MOORHEAD - Anderson/Lacher
Pages 30-35

Suggested Resolution: Move to approve: transfer of five houses and properties to the city for their rehabilitation/recycling program; transfer the vacant land between 10th & 11th Avenues North and 11th & 12th Streets North, this transfer is subject to an agreement between the city and school district which conveys 1 1/2 acres of park land currently owned by the city to the school district and sets forth certain understandings with regard to the future development of park land south of 12th Avenue and east of the 34th Street corridor (Park land must abut to district property.); and, contingent on the city approving the moving permit and awarding the rehabilitation and moving contracts.

Moved by _____ Seconded by _____
Comments _____

6. 1993-94 LEASE AGREEMENT OF ST. FRANCIS PROPERTY - Lacher
Pages 36-45

Suggested Resolution: Move to approve a one year lease for \$65,000 to be consistent with our lease/purchase proposal, to include use of that portion of 9th Avenue North that becomes the property of the parish.

Moved by _____ Seconded by _____
Comments _____

7. 1993-94 SCHOOL CALENDAR - Jones
Pages 46-47

Suggested Resolution: Move to adopted the school calendar for the 1993-94 school year as recommended by the Calendar Committee and administration.

Moved by _____ Seconded by _____
Comments _____

8. RESOLUTION RELATING TO TERMINATION AND NONRENEWAL OF PROBATIONARY TEACHERS - Franklin
Page 48

Suggested Resolution: Move to approve the resolutions as presented.

Moved by _____ Seconded by _____
Comments _____

9. POLICY APPROVAL - Anderson

Page 49-50 (Please bring your copy of this policy from the last meeting.)

Suggested Resolution: Move to approve policy EDCA, Use of School Equipment Off School Premises, as revised by the Policy Review Committee.

Moved by _____ Seconded by _____
Comments _____

10. POLICY APPROVAL - Anderson

Page 51 (Please bring your copy of this policy from the last meeting.)

Suggested Resolution: Move to approve policy IEA, Assurance of Mastery, as revised by the Policy Review Committee.

Moved by _____ Seconded by _____
Comments _____

11. POLICY APPROVAL - Anderson

Page 52 (Please bring your copy of this policy from the last meeting.)

Suggested Resolution: Move to approve policy AFE, Planning, Evaluating and Reporting Policy Statement, as revised by the Policy Review Committee.

Moved by _____ Seconded by _____
Comments _____

12. POLICY APPROVAL - Anderson

Page 53-61

Suggested Resolution: Move to approve removing from the District Policy Book the following policies pertaining exclusively to Northwest Technical College, as recommended by the Policy Review Committee: MTC Asst. Directors Growth Plan (GCNC); Tuition Deferment (JECB-A); Student Assistance Program (JH); Moorhead Technical College Graduation (IKFF); Interruption of Instruction (INH); Grading (IKA); Change of Registration-Adding/Dropping Courses (IKFB); Credit by Departmental Examination (IKFA).

Moved by _____ Seconded by _____
Comments _____

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Community Education Advisory Council Mtg.	Mon., Mar. 22	7:30 p.m.	Townsite
Filing for School Board Election Closes	Tues., Mar. 23	5:00 p.m.	Townsite
End of 3rd Qtr.	Fri., Mar. 26		
MEEP Day (K-12 no classes)	Fri., Mar. 26		District- wide
Joint Ventures Mtg. (County, City, School District)	Mon., Mar. 29	7:00 p.m.	TBD
Community Education Classes Begin	Mon., Mar. 29		
P/T Conferences (K-only)	Mon., Apr. 5	All Day	
P/T Conferences	Tues., Apr. 6	K-day; 1-12 eve.	
P/T Conferences (K-12)	Wed., Apr. 7	to 6 p.m.	
Teacher Comp. Day (K-12)	Thurs., Apr. 8		District- wide
Spring Break	Fri., Apr. 9 - Mon., Apr. 12		District- wide
Teacher Comp. Day (K-6)	Tues., Apr. 13		

13. ADJOURNMENT

MEMO #: I-93-208
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: 1993-94 Individualized Learning Development Aid (ILDA)
DATE: March 15, 1993

Attached is a memo from the Minnesota Department of Education regarding the Individualized Learning Development Aid and an application form for the 1993-94 school year. You will note that the memo indicates that legislation is pending and anticipate that the current conditions remain for the 1993-94 school year. The application must arrive to the state department prior to April 15, 1993.

The PER Committee met on Thursday, March 18 and recommends that the Board approve the Individualized Learning Development Aid (ILDA): Certification of Data for School Year 1993-94 as attached.

Suggested Resolution: Move to approve the Individualized Learning Development Aid (ILDA): Certification of Data for School Year 1993-94.

RMJ/mdm
Attachment

MAN 15 1993

MDE

MINNESOTA DEPARTMENT OF
EDUCATION

Capitol Square 550 Cedar Street
Saint Paul, Minnesota 55101 612/296-6104

TO: Superintendents
Elementary Principals

FROM: Jessie Montano *Jessie Montano*
Team Leader, Learning Program Operations
Cc
Ceil Critchley
Assistant Commissioner
Division of Learning and Instructional Services

DATE: March 11, 1993

SUBJECT: Individualized Learning Development Aid (ILDA)

The purpose of this memo is to provide you with the opportunity to apply for Individualized Learning and Development Aid for school year 1993-1994. Even though the legislature is currently in session and has not acted on this legislation, we feel we must, none-the-less, move ahead with the application process.

At this time, we anticipate the current year conditions to remain the same for 1993-1994:

1. The program will include kindergarten, grades one, two, and three.
2. The amount of funding will be \$66.00 per K-3 child in ADM.

This funding is not competitive. However, pursuant to Statute 124.332, subd. 1, each district must submit its form by April 15, preceding the year for which the district will receive aid or it will lose its claim to the funding for the coming year. Please be certain that your application arrives in our office by April 15, 1993.

Attached is a form that will provide the necessary stipulations and provides information the Department needs for this program. Also enclosed is a summary of the intent of the ILDA legislation.

Please note that major authors of the legislation are insistent that if a district does not develop an individual learning plan for each student for whom they are receiving aid, that district's funding should be reduced appropriately because they are not complying with the good faith effort requirements in the legislation.

If you need assistance, please call Keith Kupcho at 612-296-4896.



Minnesota Department of Education	Program Operations Room 876 Capitol Square 550 Cedar Street St. Paul, MN 55101	INDIVIDUALIZED LEARNING DEVELOPMENT AID (ILDA): CERTIFICATION OF DATA SCHOOL YEAR 1993-1994	DUE DATE: April 15, 1993
--	---	--	--

THIS CERTIFICATION APPLIES TO SCHOOL YEAR ENDING JUNE 30, 1994

GENERAL INFORMATION: Minnesota Statutes 124.331 to 124.333 provides school districts with aid based upon the district's average daily membership in kindergarten through grade three. To obtain the funds, districts need to establish a district instructor-learner ratios and increase the amount of individual attention given to each learner in kindergarten through grade three to help them develop socially and emotionally in knowledge, skills, and attitudes. Districts, also, must prepare and use an individualized learning plan with each student in kindergarten through grade three. The State will pay \$66.00 per pupil (including kindergarten) in the ILDA program.

- INSTRUCTIONS:**
1. School districts qualified and interested in receiving the Individualized Learning Aid should complete this form.
 2. Retain a copy of the completed form for your records.
 3. Return the completed form to the above address by April 15, 1993.

DISTRICT IDENTIFICATION		
Name of School District Moorhead		District Number 152
Name of District Contact Robert Jernberg	Title Asst. Superintendent	Telephone (Include Area Code) 218/236-6400

PROGRAM INFORMATION

1. INDICATE INSTRUCTOR - LEARNER RATIO ESTABLISHED BY THE CURRICULUM COMMITTEE AND APPROVED BY THE BOARD OF EDUCATION:

23.5:1	KINDERGARTEN
23.5:1	GRADE ONE
23.5:1	GRADE TWO
25.5:1	GRADE THREE

Please note that Special Education Teachers, Limited English Proficiency Teachers, Instructional Aides, and/or Administrators may not be included in the instructor-learner ratio.

2. ☒ I CERTIFY THAT AN INDIVIDUAL LEARNING PLAN (ILP) WILL BE PREPARED AND USED FOR EACH LEARNER IN KINDERGARTEN THROUGH GRADE THREE. Please attach a copy of the ILP.

3. ☒ A COPY OF OUR DISTRICT'S INDIVIDUAL LEARNING PLAN (ILP) IS ATTACHED.
4. INDICATE HOW, FROM THIS CATAGORICAL AID, ADDITIONAL HUMAN RESOURCES WILL BE UTILIZED: (FOR USE ON THE REPORT TO THE LEGISLATURE). Check all items which apply:

<input type="checkbox"/>	Team teaching
<input type="checkbox"/>	Clusters
<input checked="" type="checkbox"/>	Use of educational assistants or aides
<input checked="" type="checkbox"/>	Specialized teachers
<input checked="" type="checkbox"/>	Flexible groups
<input checked="" type="checkbox"/>	"Send-out" programs
<input checked="" type="checkbox"/>	Send-in speciality teachers
<input checked="" type="checkbox"/>	Speciality learner outcome teachers
<input checked="" type="checkbox"/>	Academic support assistance
<input type="checkbox"/>	Schools within schools
<input type="checkbox"/>	Specialized sections
<input checked="" type="checkbox"/>	Outside school activities
<input type="checkbox"/>	Pre or post school activities
<input checked="" type="checkbox"/>	Tutoring
<input checked="" type="checkbox"/>	Enrichment opportunities
Other: <input type="text"/>	

5. PROGRAM IMPROVEMENT MAY BE IMPLEMENTED IN YOUR DISTRICT ONLY IF: (1) AN ILP HAS BEEN PREPARED AND WILL BE USED WITH ALL STUDENTS IN KINDERGARTEN THROUGH GRADE THREE AND (2) THE DESIRED INSTRUCTOR-LEARNER RATIO HAS BEEN REACHED (usually less than 20:1). IF BOTH CONDITIONS HAVE TAKEN PLACE, PLEASE INDICATE WHAT PROGRAM IMPROVEMENTS ARE PLANNED FOR THE 1993-94 SCHOOL YEAR OF THIS APPLICATION.

If appropriate, check one or more of the following program improvements:

<input type="checkbox"/>	Affective development
<input checked="" type="checkbox"/>	Developmentally appropriate curriculum
<input checked="" type="checkbox"/>	Diversity of instructional approaches
<input checked="" type="checkbox"/>	Multiple assessment and evaluation techniques
<input checked="" type="checkbox"/>	Interdisciplinary curriculum; multi-cultural, global perspectives
<input checked="" type="checkbox"/>	Emphasis on higher order thinking processes
<input type="checkbox"/>	Additional courses; list courses: <input type="text"/>
Other: <input type="text"/>	

CERTIFICATION OF INFORMATION

I hereby certify that the above information is true and correct.

Signature - Superintendent

Date

MEMO #: I-93-212

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Additional EBD Paraprofessional

DATE: March 18, 1993

Attached is a proposal for an additional EBD paraprofessional at Riverside School. We have reviewed the request and recommend the position be funded for the remainder of the year utilizing unspent federal funds. These funds were previously budgeted for other purposes.

Suggested Resolution: Move to authorize the employment of one additional 6.5 hour EBD paraprofessional at Riverside/Lincoln School.

RMJ/mdm
Attachment

August, 1991

MOORHEAD PUBLIC SCHOOLS
Moorhead Minnesota

1993 Budget
(Year)

MAR 1993

PROPOSAL FORM

NAME OF BUILDING: Riverside/Lincoln Elementary School

TOPICS OF PROPOSAL: Addition of E/BD paraprofessional

SUBMITTED BY: Donald Iverson DATE: 3-2-93

SUBMITTED TO: Robert Jernberg DATE TO BE IMPLEMENTED:
Alan Swedberg
Immediately

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 3/16/93 *Use unspent Federal Funds - no net cost to district.*

DISTRICT MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) 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.

The proposal is to add one paraprofessional at Riverside Elementary School to work with E/BD students in the resource room and regular classrooms. This is a request to employ 1 FTE paraprofessional to assist students in the E/BD program.

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

The addition of personnel in the area of E/BD is necessary to continue to offer a continuum of services at Riverside School. Three students are now scheduled in the resource room for half or more than half time of the day. There are 24 students presently identified with needs in the area of E/BD. There are presently 6 assessments in progress with the possibility of adding more students. With increased needs for students it is important that additional personnel be added. Students are not meeting goals or making progress due to increased class load. The times set aside for assessment is now needed to serve students. There is no longer time to have good communications with parents and school. Past district information, spring of 1988--indicates that it is difficult for an E/BD teacher to serve more than 15 level 2/3 students.

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

The students identified with needs in the area of Emotional/Social and Behavior Disorders will not be served as indicated on the IEP's. Consultation and classroom support is not available for classroom teachers. The resource room teacher will not be available for unscheduled situations that arise in the school that need immediate attention. There will not be time for assessment of students referred to the program.

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

A substitute could be hired during assessment time. Another teacher could be hired. Students will have to spend more time in the classrooms. Move to a larger space to accommodate more students at one time--there is no space available. The average number of students that are in the room at one time are 4. It is very difficult to work with 4-5 students that are at different levels and entirely different work with just one teacher.

6. Space implications (short/long range).

The present space would be utilized at this time. A larger room is needed next year to provide for more students at one time.

7. Equity implications.

None

8. Technology implications.

None

9. Suggested timelines for implementation.

March 9, 1993. The paraprofessional is needed as soon as possible. If the proposal is approved at the school board meeting it would be helpful to hire a substitute until a person is found to fill the position.

10. Who has been involved in this decision?

Joel Ortega
Donald Iverson

Alan Swedberg
Lynne Kovash

11. Other comments:

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

PROPOSAL FORM

*1 PERSONNEL	Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net Dist. Cost
Administrators					
Teachers					
Clerical					
Paraprofessional		2467.92	01 200 493.419.00141	2467.92	2467.92
No. & Hrs/Day	1 full time				
Teacher Para	6.5 hr.				
Noon Para					
					308.48
FRINGE BENEFITS					
SUPPLIES					
*2					
CAPITAL OUTLAY					
OTHER EXPENSES					
<p>*3 TOTAL COST <u>2776.40</u> NET DISTRICT COST <u>-0-</u></p> <p>Will be totally Federally funded.</p> <p>Comments on budgetary items:</p>					

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

MAR 4 1993

MEMO

TO: Robert Lacher
FROM: Ruth Legg *R. Legg*
SUBJECT: Investments/Board Approval
DATE: March 3, 1993

The attached list of investments and trust transfers should be placed on the Board's consent agenda for approval.

Thank you.

TRANSFERS TO/FROM TRUST ACCOUNT
From JULY 1, 1992 to MARCH 3, 1992

DATE	Transfers from checking TO TRUST	Transfers FROM TRUST to checking
07-30-92	\$	\$ 100,000
08-04-92		600,000
08-06-92		200,000
08-13-92		400,000
09-01-92		300,000
09-10-92		300,000
09-21-92	900,000	
09-29-92		2,000,000
09-30-92		500,000
10-14-92		400,000
10-23-92	900,000	
11-05-92	800,000	
11-18-92	400,000	
11-24-92		300,000
11-30-92		600,000
12-01-92		650,000
12-23-92		1,000,000
01-25-93	1,000,000	
01-29-93		700,000
02-10-93		250,000
02-17-93	1,100,000	
02-18-93		200,000
02-26-93	4,300,000	

MOORHEAD PUBLIC SCHOOLS

INVESTMENT RECORD

FROM JULY 1, 1992 TO MARCH 3, 1993

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	BANK OR S&L	BROKER
521	09-28-92	99000	03-26-93	3.90	1893	PLAZA S & L	FIN NORTHEASTERN
522	09-28-92	99000	03-27-93	3.70	1806	WESTERN FEDERAL	FIN NORTHEASTERN
523	09-28-92	99000	03-26-93	3.625	1760	SAN DEGUITO NATL BANK	FIN NORTHEASTERN
524	09-24-92	99000	03-23-93	3.65	1782	COLONIAL BANK SANTA ANA	FIN NORTHEASTERN
525	10-14-92	99000	12-14-92	3.25	538	FIRST PERFORMANCE BANK	C D SECURITIES
526	10-27-92	99000	12-28-92	3.25	538	REPUBLIC NATL BANK S.C.	FIN NORTHEASTERN
527	01-22-93	99000	03-31-93	3.75	691	REPUB BANK PHILADELPHIA	FIN NORTHEASTERN
528	02-18-93	99000	05-18-93	3.25	784	LIBERTY NATL BANK	C D SECURITIES
529	03-03-93	99000	06-01-93	3.5	854	JEFFERSON BANK & TRUST	C D SECURITIES
TOTAL INTEREST					10646		

MEMO #: B93.254

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *Robert Lacher*

DATE: MARCH 9, 1993

SUBJECT: ROOFING MATERIALS

Bids were opened on March 8, 1993. Four vendors presented bids:

Aluminum Coating Manufactures Inc.
Gardwell Manufacturing Corp.
W.P. Hickman Systems Inc.
Jeanco Inc.

The projects include the referendum additions at Probstfield, Robert Asp and the Jr. High.

Exact quantities will be determined later.

Suggested Resolution: Award to W.P. Hickman Systems, Inc., low bidder meeting specifications.

<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Total</u>
1. 5 Gal Elastomeric Cement	1	\$ 67.25	\$ 67.25
2. Rubberized Asphalt	3,781 Gal	\$ 8.00	\$30,248.00
3. Polyester Felt	71 Rolls	\$170.00	\$12,070.00
4. 5 Gal Asphalt Base Aluminum Paint	2	\$ 97.50	\$ 195.00
5. 5 Gal High Quality Elastomeric Cement (Rubberized)	6	\$137.25	\$ 832.50
			<u>\$43,412.75</u>

#15877
check #575#705
check #550#1106938
check #500#301
check #553

BASE BID

DATE 3-8-93

	VENDOR		VENDOR		VENDOR		VENDOR		VENDOR		VENDOR	
	ALUM. COATINGS		CARDWELL		HICKMAN		TEANCO					
	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST	UNIT PRICE	TOTAL COST
1. 5 GALS OF ELASTOMERIC CEMENT	\$80.00	\$80.00	\$78.00	\$78.00	\$67.25	\$67.25	\$75.00	\$75.00				
2. 700-3,780 GALS RUBBERIZED ASPHALT	8.95	6,265.00	9.32	6,524.00	8.50	5,950.00	9.10	6,370.00				
3,781-6,810 GALS RUBBERIZED ASPHALT	8.50	33,270.00	9.15	34,546.00	8.00	30,240.00	8.55	33,461.00				
3. 15-85 ROLLS OF POLYESTER FELT (10 SQ ROLL)	194.00	2,985.00	215.00	3,225.00	175.00	3,625.00	237.00	3,555.00				
71-141 ROLLS OF POLYESTER FELT (10 SQ ROLL)	145.00	13,845.00	205.00	14,555.00	170.00	13,000.00	232.00	14,472.00				
4. 10 GALS OF ASPHALT BASE ALUMINUM PAINT	20.00	200.00	110.00	220.00	97.25	195.00	103.50	207.00				
5. 30 GALS HIGH QUALITY ELASTOMERIC CEMENT (RUBBERIZED)	23.80	714.00	152.00	912.00	137.25	832.50	145.00	870.00				

MEMORANDUM

P 93.036

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: March 10, 1993
SUBJECT: Resignation of District Employees

The administration requests approval of the resignation of the following persons:

Erik Kristoffersen - Science Teacher Senior High effective June 4, 1993.

Lauri Richard - Accounting Assistant Townsite Centre effective March 23, 1993.

Jodean Hansen - Sign Language Interpreter effective June 4, 1993.

Suggested Resolution: Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 93.037

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: March 10, 1993
SUBJECT: Retirement of district employee

The administration requests approval of the retirement of the following person:

Hazel Haarstad - Paraprofessional Junior High effective June 4, 1993.

Suggested Resolution: Move to accept the retirement as presented.

BMF:sdh

MEMO #: I-93-209
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Grant
DATE: March 15, 1993

The F-M Junior League is providing a grant of \$3,000 and volunteers for the Motherhead Program, a cooperative effort with Early Childhood Family Education and Adult Basic Education.

Motherhead is a family literacy program that uses children's books to teach reading and parenting skills to adults with limited reading skills. The Minnesota Humanities Commission is currently working on Motherhead at the State level and they will serve as support for our local program.

Suggested Resolution: Move to accept the grant as presented.

RMJ/mdm

MEMO #: S-93-157

TO: School Board

FROM: Bruce R. Anderson, Supt.

RE: Junior High Leadership Field Trip

DATE: March 15, 1993

Attached please find a memo detailing a field trip for junior high students sponsored by Community Education.

Suggested Resolution: Move to approve the field trip as presented.

BRA:cbp
Attachment

MAR 4 1993

MEMORANDUM

TO: Bob Jernberg
FROM: Rose Andersen *Nox*
DATE: March 4, 1993
RE: Moorhead Youth participation in Leadership seminar

Moorhead Community Education has been asked to participate in a junior high leadership experience at Camp Ihduhapi near Minneapolis. The session is called "Service Treks," a multicultural experiential intensive four-day model which addresses the issues of empowerment, responsibility, and the skills necessary to address specific community needs. The seminar will be held June 15-19, 1993. The cost is covered through the camp. The experience will provide the students with an understanding of adolescence, appropriate behavior modeling, emergency first aid and further training in leadership roles as well as a wealth of hands-on experience.

Eight students from the Moorhead Youth Leadership Council, a senior high service-learning project, have been asked to participate as staff and up to six students from HOTSHOTS and HOTSHOTS Partners are able to be participants. HOTSHOTS and HOTSHOTS Partners is the service-learning project at the Junior High School. Anne Larson and a junior high school teacher will accompany the students.

c: Dr. Anderson
Anne Larson

24.svctrks.cmp

MEMO #: B93.260

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R Lacher*

DATE: MARCH 12, 1993

SUBJECT: BUILDING CONSTRUCTION BID AWARD

The bids will be opened at 2:00 p.m. on Thursday, March 18, 1993. The completed bid summary will include all of the detail you see on the enclosed form.

Suggested Resolution: Will provide at board meeting on March 23, 1993.

REFERENDUM COST ESTIMATES

Revised BID AWARD (OVER)
12/1/92 MARCH 1993 UNDER

JR HIGH

CLASSROOM ADDITION (6)	375,600	0	0
IMC INFILL	333,500		
CONFERENCE/STAFF ROOMS/ADM.	104,500		
EXISTING L.R.M.	85,000		
NEW ADDITION: VOCAL/MULTIPURPOS	96,000		
GYMNASIUM/LOCKER ROOM	731,400		
ROOFING MATERIALS			
ADMINISTRATIVE	117,000		

SUB TOTAL	1,843,000	0	1,843,000
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FEES 5 1/2%	4.94%	91,000	0	
Soil Investigation		2,295	2,295	0
Printing/Postage		3,000	3,000	0
CONTINGENCY 6%		56,605		

SUB TOTAL	152,900	5,295	147,605
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OTHER REVENUE:

120,000	Health and Safety (Sprinklers)	59,000	0
60,000	Accessibility		
159,000	Communication		
40,000	Electrical		
841,000	Technology Network		
359,623	Cap/Outlay Facilities		
FEES 5 1/2%		3,245	0

SUB TOTAL	62,245	0	62,245
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Alternates:

MOORHEAD PARK DISTRICT OFFICE/STORAGE

CITY WILL FINANCE

1. Light Monitor I.M.C.	20,000		
3. Alternate Music Suite	62,000		
5. Technology Ed. (IND. ARTS)	188,000		
6. Equipment and Software	171,623		
7. Fees 5 1/2%	24,289	0	0

SUB TOTAL		0	0	0
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BUDGET	2,054,834			
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JR. HIGH GRAND TOTAL	2,058,145	5,295	2,052,850
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VOYAGER

SITE PURCHASE	1,000,000	526,719
Purchase of 9 homes		473,281

REFERENDUM COST ESTIMATES

		Revised 12/1/92	BID AWARD MARCH 1993	(OVER) UNDER
	SITE DEVELOPMENT	320,000		
	FOOD SERVICE AREA	150,000		
	MEDIA CENTER	50,000		
VOYAGER GRAND TOTAL		1,520,000	473,281	1,046,719
ASP				
	CLASSROOM ADDITION (8)	605,100		
	IMC	333,500		
	CONFERENCE/STAFF ROOM	104,500		
	ROOFING MATERIALS			
	ADMINISTRATIVE	117,000		
SUB TOTAL		1,160,100	0	1,160,100
	FEES 5 1/2%	63,806	0	
	Soil Investigation	2,093	2,093	0
	Printing/postage	2,500	2,500	0
	CONTINGENCY 6%	33,307		
SUB TOTAL		101,706	4,593	97,113
	OTHER REVENUE:			
	Health and Safety (Sprinklers)			
	Accessibility			
	Communication			
	Electrical			
	Technology Network			
	FEES 5 1/2%	0	0	
SUB TOTAL		0	0	0
Alternates:				
1. Light Monitor I.M.C.	20,000			
2. Additional Parking	20,000			
3. Fees 5 1/2%	1,100	0	0	
SUB TOTAL		0	0	0
BUDGET	1,261,734			
ASP GRAND TOTAL		1,261,806	4,593	1,257,213
PROBSTFIELD				
	KITCHEN, MEETING ROOMS	418,500		
	ROOFING MATERIALS			
	CLASSROOM (4)	410,000		
SUB TOTAL		828,500	0	828,500
	FEES 5 1/2%	45,500	0	

REFERENDUM COST ESTIMATES

Revised BID AWARD (OVER)
12/1/92 MARCH 1993 UNDER

Soil Investigation
Printing/Postage
CONTINGENCY 6%

1,730 1,730
1,870 1,870
0 0

SUB TOTAL

49,100 3,600 45,500

OTHER REVENUE:

Health and Safety
Accessibility
Communication
Electrical
Technology Network
FEES 5 1/2%

0

SUB TOTAL

0 0

Alternates:

1. Classroom Caswork 16,000
2. Sidewalks 5,000
3. Fees 5 1/2% 1,155

0

SUB TOTAL

0 0 0

BUDGET

877,505

PROBSTFIELD GRAND TOTAL

977,600 3,600 874,000

ADDED LATER:

SR. HIGH

142,000

SUB TOTAL

142,000 0 142,000

FEES 5 1/2%

7,800 0

Printing/Postage

1,000 1,000 0

CONTINGENCY 6%

7,932

SUB TOTAL

16,732 1,000 15,732

BUDGET

159,776

SR. HIGH GRAND TOTAL

158,732 1,000 157,732

*TECHNOLOGY

1,040,000 1,040,000 1,040,000

SUB TOTAL

7,017,989 1,532,362 6,525,626

Contingency not Committed: 6%

2.91% 97,844

Bond issuance cost

30,000

Consultant

19,500

Rating

6,500

Attorney

6,851

Statement & Printing

957

REFERENDUM COST ESTIMATES

	Revised 12/1/92	BID AWARD MARCH 1993	(OVER) UNDER
Bond discount	105,000	105,000	
SUB TOTAL	135,000	138,808	(3,808)
GRAND TOTAL	4,450,693	7,152,988	1,671,170
REVENUES - NET	6,895,057	6,895,057	6,895,057
EXPENDITURES (OVER) UNDER REVENUE	(257,931)		
ALTERNATES:			
Contingency	97,844		
Building Finance	61,000		
Health & Safety	59,000		
Accessibility	60,000		
Communication	159,000		
Riverside			
Edison			
Washington			
Electrical	40,000		
Technology Network	841,000		
Future Facilities Revenue	441,623		
	1,759,467		
ADDED:			
A&E fees Bid	4.40%	27,659	
A&E Fees Construction	1.10%	6,915	
		8,940,114	

*Technology catagory consists of these general areas:
 Electrical Upgrade to all buildings.
 Upgrage or replacement of Building communications systems/
 Equipment

Referendum "REFAWARD"

MEMO #: B93.261

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MARCH 17, 1993

SUBJECT: RENTAL OF ST. FRANCIS-VOYAGER SCHOOL

Attached is a letter from St. Francis regarding their time lines on deciding the future of the school. They will not be able to reach a decision on sale or long term lease until October 1, 1993.

They are proposing a one year lease of \$65,000.

Suggested Resolution: Approve a one year lease for \$65,000 to be consistent with our lease/purchase proposal. the lease to include use of that portion of 9th Ave. that becomes the property of the parish.

Attachment: February 15, 1993 - Letter from Reverend D. J. Super



The Catholic Community of North Moorhead

St. Francis de Sales Church

804 North Thirteenth Street Moorhead, MN 56560-2198
(218) 233-4780

28-15-93

Dr. Bruce Anderson
Mr. Robert Lacher
ISD #152
Townsite Centre
810 South 4th Ave.
Moorhead, Mn. 56560

Dear Dr. Anderson and Mr. Lacher,

Thank you for meeting with our parish leadership on Wed., Jan. 27, 1993 to present your proposal for a lease extension and/or purchase of our parish property.

Since that time our parish Pastoral Council, Finance Council and Long Range Planning Committee have been diligently working to respond to your proposal. We must take into consideration our Parish and Tri-Parish (includes St. Joseph's, Moorhead & St. Elizabeth's, Dilworth) efforts and we have met with our parish consultants from Yeatter/Henning/Ruff/Schultz/Rokke.

We are able to respond to your proposal for a lease extension at this time, however, we cannot meet the desired July 1, 1993 date for a response regarding the purchase of parish property. We will be able to respond to that proposal by Oct. 1, 1993 and trust this will meet with your understanding and satisfaction. Please see the enclosed "Action Plan/Time Table" and accompanying letter detailing our process.

Our response to your proposal to "Lease for 1993-94 School Year (includes portable classroom) \$75,000" follows:

- We are willing to lease our School & Convent (excluding our portable classroom) for the 1993-94 School Year for \$65,000.

Our explanation follows:

- * We are greatly concerned that leasing our Parish Office (portable classroom) as we finalize our Long Range Plans and Tri-Parish Planning would indicate to parishioners a decision has already been made about the Long Term Lease/Sale of some or all parish property. We intend to make these decisions within the next 7 months.

* The slight increase of lease money reflects money we have spent on these properties and a minimal lease increase. We do this as a sign of good faith and our intentions to continue negotiations about a long term lease/sale of some of our property/sale of all of our property.

I look forward to hearing from you about this matter and our continued good working relationship.

Sincerely,

Rev. David J. Super

Rev. David J. Super
Pastor

cc: St. Francis Pastoral Council Members

ACTION PLAN/TIME TABLE
FOR PARISH LONG RANGE PLANNING AND
RESPONSE TO SCHOOL BOARD PROPOSAL

LEASE PROPOSAL

FEBRUARY 2, 1993

PASTORAL COUNCIL (PC)
FINANCE COUNCIL (FC)
PASTOR (PA)

LONG RANGE PLANNING (LRP)
TRI PARISH PLANNING (TRP)

ITEM	RESP	DUE	FEB				MAR		
			1	8	15	22	1	8	15
Determine viability of status quo	PA/FC	2/15	X						
Determine viability of portable classroom	PA/FC	2/15		X					
Determine costs of alternative living/office space	FC	2/15		X					
Determine if lease is desired	PC	2/15		X					
Determine length of lease (1yr or 2yr)	PC	2/15		X					
Determine terms	PC/FC	2/22			X				
Negotiate terms	PA	3/1				X			
Sign lease	PA	3/15						X	



The Catholic Community of North Moorhead

St. Francis de Sales Church

*804 North Thirteenth Street Moorhead, MN 56560-2198
(218) 233-4780*

2-5-93

Dear Parishioner,

I am writing to share with you some important information concerning our Parish and Tri-Parish (St. Francis, St. Joseph's and St. Elizabeth's) Long Range Planning Process. This is done to keep you informed of the results of our planning efforts to date and to encourage your ongoing participation in upcoming meetings.

Two very important events have occurred over the past months:

- 1) We have had a Tri-Parish Planning effort which resulted in a Questionnaire being sent to all parishioners and four (4) "Feedback-Listening Sessions" being held in our parishes. The results and preliminary conclusions drawn from these questionnaires are enclosed (see ivory colored sheet). Please note that all parishioners are encouraged to attend the Sunday, March 7th, 7 pm meeting at St. Joseph's Church Hall to hear the final recommendations given by Mr. Bob Burke, our Tri-Parish consultant. Mr. Burke will meet earlier that day with our Long Range Planning Committee, Tri-Parish Planning Committee, Pastoral Council members and Bishop Balke. Bishop will also be present for the evening meeting. Please mark your calendar!
2. Our parish has received an offer from Independent School District #152 for a lease extension of our parish school, convent and parish office. An additional proposal is for the purchase of these and all parish properties. This took place on January 27th at a meeting of our pastoral Council, Finance Council, Long Range Planning members, and the ISD #152 representatives.

Since that time these Parish Leadership members have worked diligently to develop a process to follow in responding to these offers in light of our continuing Long Range Planning. This "Action Plan/Time Table" was approved this past Tues., Feb. 2nd at our Pastoral Council Meeting. It entails two parts which are enclosed (see green colored sheet). Side one outlines the work to be done in order to respond to the request for a Lease Extension for our Convent and School (and Parish Office). Side two outlines the work to be done in order to respond to the request to purchase some or all of our parish property.

(over)

Tri-Parish Long Range Planning Survey Results

For those of you who were unable to attend one of the listening sessions held on January 23rd or 24th, the highlights, results, and conclusions drawn from the Tri-Parish Needs Assessment Survey are:

DEMOGRAPHIC DATA:

The Catholic community in the greater Moorhead area is very stable, predominantly middle-aged, well educated, very family oriented and busy (i.e. unable to volunteer). Currently, we have 33 active priests in the Crookston Diocese with an anticipated loss of 13 by the year 2000, leaving 20 priests to provide sacramental leadership.

CONCLUSIONS:

1. A very strong willingness to collaborate exists among the three parishes.
2. Large sensitivity to the issue of social justice.
3. Strong support for a Moorhead Catholic School.
4. There is a strong desire to maintain three separate churches, and little interest in relocation.

FOLLOW UP:

Mr. Bob Burke, the consultant who is guiding the tri-parish Long Range Planning Committee, will return to Moorhead on March 7th to make final recommendations. The scheduled meetings are:

Sunday, March 7 - 2:00 P.M. - at St. Francis Parish Center for:
Long Range Planning Committee, Pastoral
Councils from all three churches, and Bishop
Balke to meet with Mr. Burke.

Sunday, March 7 - 7:00 P.M. - at St. Joseph's Marian Hall for:
Parishioners of all three parishes.

MEMO #: B93.255

MAR 17 1993

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: MARCH 10, 1993

SUBJECT: PROPERTY BOUNDED BY 10TH AVE. NO. AND 11TH AVE. NO. AND
11TH ST. NO. AND 12TH ST. NO.

This property contains 15 lots, 25'x150' and have an estimated agreed value of \$3250.00 per lot. It takes two lots per house to provide space for a house and garage. The total size of the site is 56,250 sq. ft. It was determined that a safety hazard existed because of students crossing 10th Ave. No. to get to the space. The closing of the 9th Ave. No. Project will add 136,736 sq. ft. of site. Most of this space is being used for Asp students.

Since 1986 we have proposed closing 9th Ave. No. so our schools could have more site for outdoor play space and also eliminating the safety hazard of 10th Ave. No. crossings. While the staff at Asp wanted to close both 9th Ave. No. and 10th Ave. No., the city emergency services rejected the 10th Ave. No. portion because it is the fastest route to travel east for police and sheriffs personnel.

The city has tentatively agreed to work with us to develop a common school and park site somewhere on the east side of town along the 12th Ave. So. and East of 34th St. Corridor. There is an In-Kind exchange of land value of \$48,750. (See Feb. 3, 1993 Memo to Mayor Lanning and City Council).

The school board needs to decide:

1. How large a site do they want?
2. Do they support the value exchange for park dedication land and the lots noted above and donation of homes to the city rehabilitation program. Keep in mind we may need to deal with a 6% dedication for the land we buy. ($80 \times .06 = 4.8 \times 3750 = \$18,000$).

Suggested Resolution: Move to approve:

- A. Transfer of five houses and properties to the city for their rehabilitation/recycling program.
- B. Transfer the vacant land between 10th Ave. No. & 11th Ave. No. and 11th St. No. & 12th St. No.
- C. This transfer is subject to an agreement between the city and the school district which conveys 1 1/2 acres of park land currently owned by the city to the school district and sets forth certain understandings with regard to the future development of park land South of 12th Ave. & East of the 34th Street Corridor. (Park land must abut to district property).
- D. Contingent on the city approving the moving permit and awarding the rehabilitation and moving contracts.

Attachments: North side complex site map
February 3, 1993, City Memo
March 10, 1993, City Memo

+

TOTAL ADDED SPACE
 50 FT
 27,700
 30,400
 23,000
 15,000
 41,135

$136,736 \div 43,560 = 3.139 \text{ ACRES}$

56,250 sq ft
 1.29 ACRES

11TH AVE. N.
 12TH ST. N.

10TH AVE. N.

SOFTBALL FIELD

9TH AVE. N.

9TH AVE. N.

8TH AVE. N.

12TH ST. N.

12TH ST. N.

14TH ST. N.

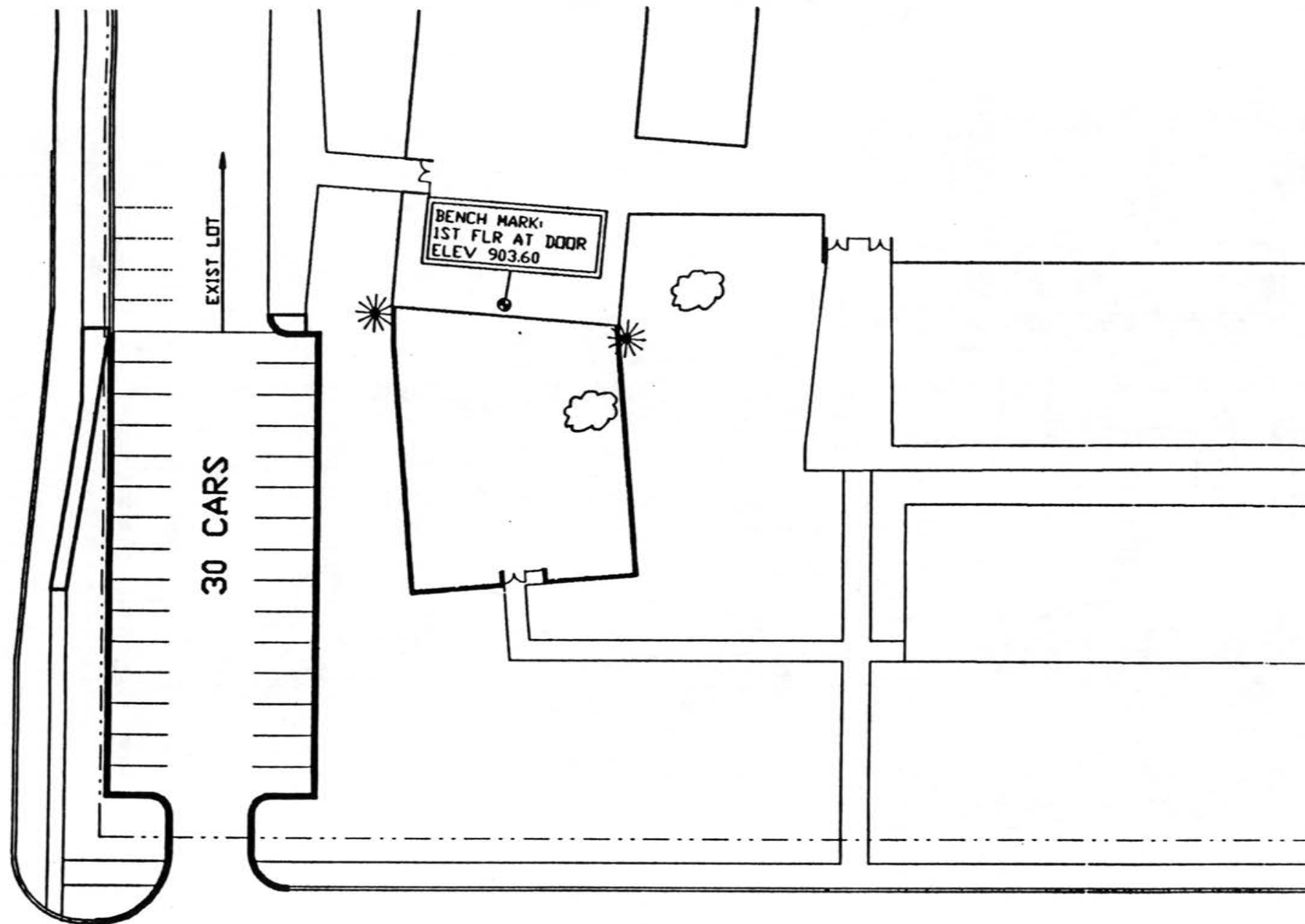
14TH ST. N.



FOSS ASSOCIATES
 Architecture Engineering & Interiors

6/11/92

37



8 1/2 AV N

\$17,000⁰⁰

BUSH
B

ATID

N 38

Bob I.
copy to: Mr. Anderson

MEMORANDUM

FEB 17 1993

February 3, 1993

TO: Mayor Lanning
City Council Members

FROM: Gerald H. Sorenson, Director of Administrative Services

RE: 9th Avenue School Financing Assistance/
10th Avenue School Lots

When the School referendum was passed, it did not include financing for:

1. The newly designed 9th Avenue North
2. Four (4) of the nine (9) homes they are purchasing for the roadway

ISD #152 also had to pay more than was planned in order to purchase the property.

Therefore, ISD #152 requests that the City of Moorhead loan them \$150,000 to prevent cutbacks in the project. Mr. Lacher and I discussed the issue two or three months ago, and I was delaying at that time because of my schedule. It now becomes important that we consider the matter fairly quickly because ISD #152 will be receiving bids on the project. It is important to the School that the financing be obtained where repayment can be made outside the operating tax levy. Therefore, Bob and I would recommend that the School deed or lease the playground area and its equipment to the City and that the School be allowed to lease it back over a five year period. ISD #152 would have ownership after all lease payments have been made. During the terms of the lease, ISD #152 would be responsible for maintenance, upkeep and liability of the facility. Suggested terms are:

1. Approximately \$150,000.00
2. Five year lease
3. Interest - 20 year Bond Buyer Index rate
4. Payments to begin January 1994 (semi annual thereafter)
- First payment interest adjusted to actual months of loan.

Memo to: Mayor/City Council
February 3, 1993
Page 2

In addition, the School and City will be working together in the following areas:

- City will design curb, gutter and paving project and School will be responsible for the payment of all costs including engineering.
- School will design, construct, maintain and pay all costs associated with the playground/recreational area. City will add this to our pavement bid to hopefully attract better pricing.
- School construction is estimated to begin on April 15 and street closing to be determined by City and coordinated with house moving/demolition. Street is to be open prior to School starting in fall 1993.
- All demolition, basement filling, etc. are the responsibility of ISD #152. This will be added to the City contract.
- City should in street design, accommodate the moving of two garages if required. School will be responsible for cost.
- City must establish R/W needed; School prefers parking on south side only; School responsible for plat filing.

I recommend that the City assist ISD #152 to complete the financial package for this important community project.

Another topic that Mr. Lacher and I discussed is the vacant land the School currently owns to the north of 10th Avenue between 11th and 12th Streets. There is enough property to create six (6) 50' lots and one (1) 75' lot. If the City obtained the property, it would provide us with an opportunity to recycle seven (7) more homes. City staff are currently viewing the homes purchased by the School to determine which are recyclable candidates. By our assessment records, each lot is worth \$3,200. The School had a private appraisal at \$3,375. For negotiating purposes, Bob and I agreed that we should establish the price at \$3,250. These are 25' lots. I indicated for the recycling program, the maximum the City could afford would be \$2,250 per lot or \$4,500 per building site. To get around the price issue, Mr. Lacher offered the following:

12
15 lots at \$3,250 = \$ 48,750
1.52 acre park tract in Ridgewood
@ \$3,750/acre = - 5,700
Balance owed School \$ 43,050
\$43,050 ÷ \$3,750/acre = 11.48 acres

Memo to: Mayor/City Council
February 3, 1993
Page 3

Mr. Lacher is suggesting no exchange of dollars, but that we deed them our 1.52 acre tract in Ridgewood as a credit against the initial price. He is then suggesting that as the balance of land to the east of Ridgewood is platted, the City would take its 6% land dedication and require that it be contiguous to the property the School would purchase. The School and the City would jointly plan and utilize this open tract of land (minimum of 11.48 acres) which results in the School not having to purchase that land.

This is a tremendous benefit to both the School and the City and I highly recommend that the City Council approve the program. I trust this will be one of just many instances in which the School and City can work jointly on projects that will provide better service at a lower cost.

MEMORANDUM

DATE: March 10, 1993

TO: Chair Frider and Members of the Moorhead Planning Commission

FROM: Scott A. Hutchins, Community Development Director *SAH*

RE: Recycled Home Program

INTRODUCTION

The Community Development Department has made application for a moving permit in accordance with Moorhead City Code, Section 9-3 (See Attachment 1) to relocate five single family residential structures including garages. These structures are located at 821 13th Street North, 812 12th Street North, 812, 11th Street North, 811 12th Street North, and 817 13th Street North and are being displaced due to the expansion of Robert Asp School and relocation of 9th Avenue North. A public hearing, recommendation of the Planning Commission and resolution of the City Council are required to approve a moving permit.

PROJECT DESCRIPTION

In connection with the proposed expansion of Robert Asp School and vacation/reconstruction of 9th Avenue North, School District 152 has acquired nine single-family homes. Five of the nine homes can be recycled, similar to the Eventide project which took place last year. The five homes are proposed to be relocated to a vacant undeveloped portion of land (See Attachment 2a & 2b) lying directly north of Robert Asp School and presently used for playground activities. School District 152 will transfer the homes and the vacant land to the City at no cost. However, the transfer of the land is subject to an agreement between the City and the School District which conveys 1-1/2 acres of park land currently owned by the City to the School District and sets forth certain understandings with regard to the future development of park land south of 12th Avenue and east of the 34th Street corridor.

INDIVIDUAL STRUCTURE DESCRIPTIONS (See Attachment 3)

1. 821 13th Street North - Rambler

This home is a 1,064 square foot, three bedroom rambler constructed in 1952 with a current estimated market value of \$42,900. The exterior finish is a dark grey redwood

siding and it has a double stall garage that will also be relocated; however, a lean-to attached to the garage will be demolished.

2. 812 12th Street North - Rambler

This home is a 820 square foot, two bedroom rambler constructed in 1959 with a current estimated market value of \$35,400. The exterior finish is a beige wood shake siding and the single (extra deep) stall garage is of masonite siding in the same color.

3. 812 11th Street North - 1-1/2 Story

This home is a 1,152 square foot, three bedroom 1-1/2 story structure, constructed in 1929 with a current estimated market value of \$47,000. The exterior finish is an off-white stucco. The double stall garage, which will be relocated from the structure located at 813 12th Street North, is a wood lap siding which will be repainted to match the home.

4. 811 12th Street North - Rambler

This home is a 888 square foot, two bedroom rambler, constructed 1948 with a current estimated market value of \$39,100. The exterior finish of both the home and garage is a pink wood shake siding which will be removed and replaced with vinyl siding.

5. 817 13th Street North - Rambler

This home is a 1,008 square foot, three bedroom rambler, constructed in 1950 with a current estimated market value of \$38,600. The exterior finish of the home is white vinyl siding and the garage, white redwood lap siding.

When moved, the five homes are to be rehabilitated to meet all state building and health and safety codes. Sidewalks are proposed to be constructed along the entire block, both on the avenue and street.

SURROUNDING NEIGHBORHOOD INFORMATION

As stated above the five homes are proposed to be relocated to a vacant undeveloped portion of land lying directly north of Robert Asp School. The land currently consists of twelve 25 x 150 foot lots which will be reconfigured to five 60 x 150 foot lots. The area is zoned R-2, Single and Two Family Residential District. The surrounding neighborhood is comprised primarily of single-family homes. Also located within the area are a church, four - four unit apartments, located at 1206 11th Avenue North,

1205 12th Avenue North, 1110 12th Street North, and 1116 12th Street North, and one duplex. Residential properties range in size from 610 to 1,586 square feet. Current property valuations range from \$12,200 to \$62,200, with the majority of the homes valued between \$38,000 and \$42,000. Area homes were constructed between 1920 and 1962, with most being constructed between 1951 and 1954 (See Attachment 4).

The lot sizes of the existing single-family homes are of a variety of sizes. There are 52 lots that are less than 60 feet in width and 12 which are greater than 60 feet in width.

EVALUATION

The Moorhead Building and Zoning Official and the Community Development Rehabilitation Specialist have inspected the properties and found that the five homes are suitable for moving and rehabilitation.

RECOMMENDATION

The City Planner recommends approval of the moving permit to move five single family residential structures and garages from 821 13th Street North, 812 12th Street North, 812, 11th Street North, 811 12th Street North, and 817 13th Street North, Moorhead to 1025, 1019, 1015, 1009, and 1003 12th Street North, Moorhead.

The City will be pursuing the granting of a waiver from Section 11-1-7 of the Subdivision Ordinance by the City Council. This Section states: "No conveyance of land to which these regulations are applicable shall be filed or recorded if the land is described in the conveyance by metes and bounds or by reference to an unapproved registered land survey made after April 21, 1961, or to an unapproved plat made after such regulations became effective." After this statement the Ordinance lists six criteria which, if the conveyance meets, a subdivision is not necessary. The proposed reconfiguration of the lots does not meet the six criteria listed, however, and more importantly, the reconfiguration does not interfere with the purpose of the subdivision regulations. Requiring a subdivision could also create an unnecessary hardship for the City due to the cost associated with replatting the existing 12 lots. Section 11-1-7 does allow the City Council to grant a waiver under such circumstances.

11th Ave. N.

12th St. N.

11th St. N.

10th Ave. N.

Robert Asp

9th Ave. N.

MEMO #: S-93-158

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: 1993-94 School Calendar
DATE: March 18, 1993

Attached please find the recommended 1993-94 school calendar as received from the Calendar Committee. The 1993-94 calendar reflects the following highlights:

- o School starts after Labor Day
- o 168 and 170 student contact days for elementary and secondary students respectively
- o 182 teacher contract days
- o Five workshop days
- o November and March parent conferences

Regarding the 1994-95 calendar, the committee has submitted several issues which need to be reviewed prior to the submission of a recommended calendar. These issues and questions are being reviewed administratively and recommendations will be shared with you in the near future.

Dr. Jones and the committee are to be commended for their excellent efforts leading to the recommended calendar.

Suggested Resolution: Move to approve the 1993-94 school calendar as recommended by the Calendar Committee and administration.

BRA:cbp
Attachment

1993-94 CALENDAR B Draft

August-September

M	T	W	TH	F
30	31	1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June

		1	2	3
6	7	8		

MEEP
Workshop
Vacation
P/T Conference ()
Teacher Comp Day



SNOW MAKEUP DAYS

February 14
April 4
June 2 (Students K-6)
June 3 (Students 7-12)
June 3 (Staff K-6)
June 6 (Staff 7-12)

AUGUST

30 MEEP Day K-6
31 Teacher Workshop K-12

SEPTEMBER

1, 2 Teacher Workshop K-12
3 MEEP Day K-6
6 Labor Day
7 First Day of School

OCTOBER

21, 22 MEA

NOVEMBER

5 End of First Quarter
5 MEEP Day K-12
19 P/T Kind. Conf. All Day
22 P/T Kind Conf. Day/K-12 Evening
23 P/T K-12 Conf. All Day/Evening
24 Teacher Comp Day K-12
25, 26 Thanksgiving Holiday

DECEMBER

23 Teacher Comp Day K-6
23-31 Winter Break Begins

JANUARY 1993

3 Classes Resume K-12
21 End of Second Quarter
21 Teacher Workshop K-12

FEBRUARY

11 Teacher Workshop K-12
14 Presidents' Day

MARCH

25 End of Third Quarter
28 P/T Kind. Conf. All Day with Subs.
29 P/T Kind. Conf. Day/K-12 Evening
30 P/T Kind. Conf. Day/Evening
30 P/T 1-12 Conf. Day til 6 p.m.
31 Teacher Comp Day K-12

APRIL

1-4 Spring Break
5 Teacher Comp Day K-6
22 MEEP Day K-12

MAY

30 Memorial Day

JUNE

1 Last Day with Students K-6
2 Last Day for Students 7-12
2 Last Day for Staff K-6
3 Last Day for Staff 7-12
5 Graduation Day

MEMORANDUM

P 93.034

TO: Bruce Anderson
FROM: Brenda Franklin
DATE: March 11, 1993
SUBJECT: RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL
OF THE TEACHING CONTRACT OF PROBATIONARY TEACHERS.

Consider the attached resolution directing the administration to effect termination and non-renewal of the positions of probationary teachers as listed below.

Ernestina Gaona	5th Grade Voyager
Karen Lind	2nd Grade Probstfield
Carolyn Juell	Inclusion Washington
Shirley Wallace	ECSE Lincoln
Scott Allen	Biology Senior High
Helen Pemble	EBD Partial Hospital
Katherine Zander	EBD Odyssey
Gwen Sallberg	Reading Senior High
Keith Radke	German Senior High
Diane Houglum	Band Junior High
Terry Warkenthein	EBD Outreach
Janet Pipho	2nd Grade Edison
Sandra Asleson	3rd Grade Edison
Sara Miller	EBD Asp
Nancy Brunelle	Chapter I Robert Asp
Jeffrey Erickson	ESL Junior/Probstfield
Daria Anderson	Inclusion/Probstfield
Angela Huettl	German/Voyager

Suggested Resolution: Move to approve the names as presented.

BMF:sdh

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: EDCA DATE ADOPTED: 04-10-84 REVISED: 03-23-93
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USE OF ALL SCHOOL EQUIPMENT AND MATERIALS
FOR INSTRUCTIONAL PURPOSES OFF SCHOOL PREMISES

It may be necessary for faculty and students to use school equipment off the school premises, for instructional purposes not for recreational purposes or personal gain. Use of school equipment will be limited to organizations affiliated with the school district.

Each building level administrator, in consultation with appropriate staff, shall have the responsibility of developing a circulation policy for instructional materials that will encourage access to these materials by students and faculty. It must be recognized that restrictions on the out of the building circulation of certain types of materials and equipment may be necessary. This would occur when their circulation would result in a violation of contractual or copyright agreements that the school district has entered into with other agencies (example: teacher's manuals, computer software, commercial video tapes).

Each borrower shall bear the responsibility for returning the equipment or materials in the same condition as when received. The school district shall be reimbursed by the borrower for the loss or damage to any school equipment or materials. This would include textbooks, library books, athletic equipment, music equipment, computers, audiovisual equipment, etc. The cost of the reimbursement shall be based on the amount of the original purchase price in the event of loss or damage beyond repair. When repair is possible, the reimbursement shall be based on the exact costs of repair or an amount agreed upon by the school administration.

Form EDCA-A will be used for off-premise use of district equipment.

ADMINISTRATIVE POLICY OF THE MOORHEAD PUBLIC SCHOOLS	DISTRICT CODE: EDCA-A DATE ADOPTED: REVISED: 03-23-93
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OFF PREMISE USE OF DISTRICT EQUIPMENT

Item (s) Borrowed: _____ Ident. No. _____

Borrower _____
 (if an organization, both the person and organization)

Date Borrowed _____ Checked Out By _____

Date to be Returned _____ Date of Return _____

Intended Use _____

Place Equipment is to be Used _____

Department to Whom the Equipment is Assigned _____

Additional Explanation (if necessary) _____

The undersigned assumes responsibility for loss, theft, and/or damage beyond normal wear. District 152 assumes no liability for personal injury resulting from equipment use. The undersigned also asserts that this usage is not for personal gain.

Signed _____

Usage must be in accordance with Copyright Policy EGAA.

<p>POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.</p>	<p>DISTRICT CODE: IEA DATE ADOPTED: 12-09-86 REVISED: 03-23-93</p>
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ASSURANCE OF MASTERY

Independent School District #152 Board of Education is dedicated to the assurance of student mastery in the areas of reading and mathematics. The district supports the need for each student to achieve minimal competency in these basic skills before high school graduation and provides the student with the opportunity to gain the necessary knowledge and concepts in reading and mathematics. This policy excludes Special Education and English as a Second Language students.

This policy assures that each student's progress toward mastery in these curriculum areas will be evaluated at least once during grades K-3, once during grades 4-6, once during grades 7-8, and once during grades 9-12. When a student is not making sufficient progress toward mastery in either reading or mathematics, the district will be responsible for holding a parent conference to establish an Individualized Learning Plan (ILP). The student will then be given alternative opportunities for remediation as outlined in the ILP.

Competency tests in the areas of reading and mathematics will be given in grade 10. Students failing to pass the tests will be provided with mastery objectives and given remediation. Students who do not pass after repeated opportunities will be given a certificate of attendance rather than a diploma upon the completion of minimum course requirements. Students new to the district for whom this policy applies will be required to pass the appropriate test prior to receiving a diploma.

The responsibility for mastery is shared by the teacher, the student, the parent/guardian, the administration, and the Board of Education.

Building principals, assisted by the Assistant Superintendent of Instruction and Chapter I/AOM Director, will provide the leadership and support needed to bring about successful implementation of the assurance of skill mastery process.

Independent School District #152 will include its Assurance of Mastery procedure in the PER report biennially.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: AFE DATE ADOPTED: 9-11-79 REVISED: 03-23-93
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PLANNING, EVALUATING, AND REPORTING
POLICY STATEMENT

The Moorhead Public Schools are dedicated to offering quality education to all students. School personnel and community members are working together to refine and maintain the high standards of the educational programs in our district. As part of this refinement, the district will yearly evaluate areas of its curricular program to assess how well the students are doing in moving toward accomplishment of the district's broad educational goals. A process for Planning, Evaluating and Reporting (PER) has been adopted which includes the following components:

1. District Goals- Goals have been adopted by the board which provide broad direction for district curriculum and instruction.
2. Curriculum Review Cycle- A six-year curriculum review cycle has been adopted to guide district curriculum development and evaluation.
3. Learner Outcomes- For each subject area in the curriculum, student learner outcomes will be prepared. Development of learner outcomes will follow the curriculum review cycle. These learner outcomes shall include State adopted essential learner outcomes when they become available.
4. Student and Program Evaluation- Ongoing evaluation of student performance will be conducted as well as program evaluations following the district curriculum review cycle.
5. PER Committee- A district-wide PER Committee will be established to advise the board and staff on matters relating to curriculum review and evaluation.
6. Improvement Plans- District staff will prepare curriculum improvement plans on an annual basis to address areas of weakness identified through program evaluation activities.
7. Assurance of Mastery (AOM)- An AOM program has been established which identifies students who are not making sufficient progress in communications or math. Remedial action will be planned for these students.
8. PER Report- A draft PER will be prepared annually by district staff with input from the PER Committee. The report will be approved by the board prior to October 1 each year and disseminated to district residents and the State Department of Education.
9. Program Linkage- District programs such as North Central Accreditation, educational effectiveness (MEEP), technology, long range planning, and staff development will be integrated with the PER process whenever possible to maximize resources.
10. PER AID- Financial aid received by the district under the PER law will be for PER related activities only.
11. Multicultural, Gender and Handicapped Fair - Each curriculum adopted will be reviewed as to multicultural, gender and handicapped fairness and will include the accomplishments of members of these groups as a part of the curriculum.
12. PER Roles and Responsibilities - The administration shall develop policies and procedures relating to the roles and responsibilities of the PER Committee, district staff and others involved in the PER process.
13. Parental Review - Development and review of a policy and procedure for parental review of the content of instructional materials and to make reasonable arrangements for alternative instruction based on objection to content (see board policy IIAC/IIAC-A).

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: GCNC DATE ADOPTED: 01-09-90 REVIEWED/REVISED:
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MTC ASSISTANT DIRECTORS' GROWTH PLAN

Three components of the proposed plan:

1. Director: The director will meet with each assistant director annually on a formal basis. The assistant director will prepare in advance of the meeting:

Professional goals based upon:

- The Moorhead Technical College Strategic Plan
- Staff and student evaluations
- Personnel growth needs

The director will provide each assistant director with a written summary of the conference.

2. Staff: Each assistant director will ask his/her staff for an evaluation at least once a year. Procedures involved in the evaluation will be selected in cooperation with the director. There will be forms available to choose from or an assistant director may choose to design his/her own.
3. Students: Students will evaluate the administration once a year using a method the administration deems appropriate.

Assistant directors are encouraged to develop peer coaching relationships that are aimed at improvement in leadership skills.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECB-A DATE ADOPTED: 03/13/90 REVIEWED/REVISED:
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TUITION DEFERMENT - MTC

This policy is designed for those applicants who must defer tuition and textbook payments and who do not qualify or are not authorized for agency funding, loans and grants.

- I. Each applicant will complete and sign a Deferred Payment Application.
- II. A down payment will be required on all deferments in excess of \$150.00. The amount of down payment will be \$50.00.
- III. No student will be allowed to register for a new quarter if deferred payments are still delinquent from a previous quarter.
- IV. Terms and Steps of the Deferred Payment Process are as follows:
 - A. Identify maximum total amount of books and tuition that may be deferred for the period.
 - B. Identify total down payment amount paid.
 - C. Identify the balance due.
 - D. Identify projected date(s) of payment(s).
 - E. Identify possible funding sources and projected amounts and date of payments, if known.
 - F. Technical College Approval Officer shall identify and review with the student consumer terms and obligations of the Deferred Payment Agreement:
 1. The student understands that quarterly registration will be cancelled if payment is not made on or before the payment date(s).
 2. The student is aware that a down payment is/is not required.
 3. The student understands that he/she is responsible for all costs incurred for the period.
 4. After the 15th day of the period, tuition is charged for the period.
 5. All past due charges will be turned over to a collection agency. Any reasonable attorney fees will be the responsibility of student.
 6. Student cannot re-enroll with outstanding obligations.
 7. That the agreement the student signs is legal and binding.
- V. COLLECTION
Any and all overdue accounts are to be turned over to a collection agency 30 days after a letter of request has been sent to the person with an overdue account.

This policy is in compliance with State Board Policy #3.3.1.0 and will be applied without discrimination in regard to race, religion, creed, national origin, sex, marital status, handicapped status or public assistance procedures.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JH DATE ADOPTED: 5-08-79 REVISED: 03/13/90
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STUDENT ASSISTANCE PROGRAM - MTC

The Moorhead Technical College recognizes that a wide range of problems not directly associated with one's performance can have an effect on student's performance. In most instances the student will overcome such personal problems independently, and the effect on performance will be negligible. In other instances, normal staff assistance will serve either as motivation or guidance by which such problems can be resolved so the student's performance will return to an acceptable level. In some cases, however, neither the efforts of the student nor staff have the desired effect of resolving the student's problems, and unsatisfactory performance continues over a period of time, either constantly or intermittently.

We believe it is in the interest of the student, the student's family and the school to provide a student service which offers assistance. Therefore, it is the policy of MTC to handle such problems within the following framework:

1. The school recognizes that almost any human problem can be successfully treated provided it is identified in the early stages and referral is made to an appropriate kind of care. This applies whether the problem be one of physical illness, mental or emotional illness, finances, marital or family distress, alcoholism, drug abuse, legal problems, or other concerns.
2. If a student's performance or attendance is unsatisfactory and the student is unable or unwilling to correct the situation either alone or with normal staff assistance, it is an indication that there may be some cause outside of the realm of his or her school responsibilities which is the basis of his or her problem.
3. The purpose of this policy is to assure students that if such personal problems are the cause of unsatisfactory school performance, the student will receive careful consideration to help resolve such problems in a confidential manner.
4. Students who are absent from school for treatment will be allowed to re-enter at an appropriate time.
5. Students who have a problem which they feel may affect performance are encouraged to voluntarily seek counseling and information on a confidential basis by contacting the designated school resource.

over

6. Students referred through the program by the staff may be required by the school to secure adequate medical, rehabilitative counseling or other services as may be necessary to resolve their problems if the student wishes to remain in school.
7. It will be the responsibility of the student to comply with the referrals for diagnosis of his or her problem and to cooperate and follow the recommendations of the diagnostician or counseling agent. A student's continued refusal to accept diagnosis and treatment will be handled in the same way that similar refusals or treatment failures are handled for other student problems when the results of such refusals or failures continue to affect school performance or attendance.
8. Since student performance can be affected by the problems of a student's spouse or other family member, the referral service is available to the families of our students as well.

PROCEDURE IN THE HELPING PROCESS

Implementation of this policy reflects the concern of MTC for its students who may be having trouble, whether it be alcohol, drugs, finances, legal, marital, physical emotional problems. The success of this program can only be measured by the cooperative efforts of students and staff to resolve these problems.

Essentially the MTC policy consists of four (4) phases as follows:

1. Identification of a continuous performance problem.
2. Referral of the troubled student to the resource persons or agency professionally competent to diagnose problems.
3. Diagnosis and referral to the proper treatment facility.
4. Counseling, treatment and follow-up as needed to resolve the problem.

<p>POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.</p>	<p>DISTRICT CODE: IKFF DATE ADOPTED: 04-10-79 REVISED: 04-90</p>
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MOORHEAD TECHNICAL COLLEGE GRADUATION

The graduation policy at Moorhead Technical College grants students formal recognition for completion of programs of study in which they are enrolled, in accordance with requirements listed below.

A diploma of occupational proficiency or Associated of Applied Science Degree will be awarded to any student who has completed a prescribed curriculum, and who has earned a 2.0 cumulative grade point average. In addition, the student must:

- 1) Have satisfied the number of credits and courses required by the curriculum pursued.
- 2) Have satisfied the residency requirements by (a) earning at least one-third of the total curriculum credits in residence and (b) earning at least 8 of the last 12 curriculum credits in residence.
- 3) Have satisfied all financial obligations to the school.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: INH DATE ADOPTED: 09-28-82 REVISED: 05-90
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INTERRUPTION OF INSTRUCTION - MTC

The Moorhead Technical College calendar is subject to modification or interruption due to occurrences such as fire, flood, hazardous weather, labor disputes, interruption of utility services, natural disaster, bomb threats, civil disorder, and war. In the event of such occurrences, Moorhead Technical College will attempt to accommodate its students. It does not, however, guarantee that courses of instruction, extra-curricular activities, or other MTC events will be completed or rescheduled. Refunds will be made to eligible students in accordance with the State Board of Vocational Technical Education policies.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IKA DATE ADOPTED: 02-10-87 REVIEWED/REVISED: 12-90
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GRADING - MTC

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 (5) consecutive days without contacting the MTC about the nature of their absence may be dismissed.

GRADING

The MTC 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.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IKFA DATE ADOPTED: 12-22-87 REVISED: 03/13/90
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CREDIT BY DEPARTMENTAL EXAMINATION - MTC

A student may challenge a course at Moorhead Technical College through an examination for credit with the appropriate department of study. Not all courses will be considered appropriate for examination.

The student obtains an "Examination for Credit" form at the Admissions and Records Office and secures approval for such an examination from the department chairperson.

The completed form is presented at the Business Office, where the form is stamped and a receipt issued upon payment of an examination fee of \$10.00 per credit.

The stamped form will be collected as an admission slip by the instructor at the time of examination, which must be held within two weeks of payment.

A grade of "S" (pass) or "No Credit" (failed) will be marked on the form, which is then signed by the instructor.

The form, together with the copy of the final evaluation, is submitted to the Registrar for approval. If the student received an "S" grade, the credit and grade are placed on their permanent record. If the examination is "No Credit" grade, the form is placed in the student's file but not entered on their transcript.

No student may repeat any challenge examination.

No student may earn more than one-third of the credits required of his/her diploma and/or Associate in Applied Science Degree (A.A.S.) through credit by departmental examination.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: IKFB DATE ADOPTED: 06-14-88 REVIEWED/REVISED: 12-90
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CHANGE OF REGISTRATION - ADDING OR DROPPING COURSES - MTC

A student may add a class only within the following time limits:

- * through the first ten days of the quarter
- * through the first five days of a summer session

Similarly, an initial registration must be made within the first ten days of a quarter or five days of a summer session.

A student may officially withdraw from a class only within the following time limits:

- * at least ten class days before the official closing of the quarter
- * at least five class days before the official closing date of a summer session

Each change of registration requires the following procedures:

1. Complete a change of registration form available from the Registrar's Office.
2. Secure the instructor's signature for each class dropped or added.
3. Secure the faculty advisor's signature.
4. Submit completed form to the Registrar's Office.

The date of a registration change will be the day when the final step of the process above is completed. If a change of registration results in an increase in a number of credits, the corresponding additional tuition must be paid before the change will be processed. If a change is made after the 15th school day of a quarter results in a decrease of credits, no refund will be made.

No entry will be made in the student's record if a class is dropped within the first fifteen class days of a quarter. A class dropped after the first fifteen days will appear on the student's record as a withdrawal ("W").

A student does not withdraw simply by nonattendance. When students do not withdraw officially, they will receive the grade of "F" in each course for which they are registered.

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

APRIL 13, 1993

7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to the following teachers for being selected by their peers as the outstanding educators in ISD 152: Sandy Kortan, grade 2, Washington; Dorothy Schmidt, ESL, Edison; Merwin (Bill) Schmidt, grade 5-6, Voyager; Pat Hinze - grade 5, Robert Asp; Tom Trautman, Math, Junior High; and, Shirley Tweten, ESL, Senior High.

*** Congratulations to sophomores, Katie Bennett and Kathy Peterson for being awarded scholarships to study voice with professional singers for six months.

E. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

1. Teachers Lowell Bolger and Ron Ness will present a plaque to the Board in recognition of its ongoing support, by staff and administration, of Minnesota Special Olympics. Bolger and Ness have been organizers of the Moorhead Special Olympics for many years.

5-M9-805
MID
4-13-93

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a board member or citizen so requests, in which event that item will be removed from this agenda and considered under separate resolution. To the extent possible, board member inquiries on Consent Agenda items are to be made directly to the district administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Plains Art Museum Gift - Page 6
- (2) Approval of Chapter I Resolutions - Page 7-11

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Alternate Bid-Probstfield - Page 12
- (2) Approval of Townsite Lease Renewal - Page 13-18

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Extended Leave of Absence - Page 19
- (2) Approval of Return from Leave - Page 20
- (3) Approval of New Employees - Page 21
- (4) Approval of Resignation - Page 22
- (5) Approval of Retirements - Page 23

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes of March 3, 9, and 23, 1993 - Pages 24-32
- (2) Approval of Claims for March 1993
- (3) Approval of Nonresident Agreement - Pages 33-34
- (4) Approval of Prairie School Television Contract - Pages 35-37
- (5) Approval of Election Resolution Combining Precincts - Pages 38-40
- (6) Approval of Election Resolution Calling General Election - Pages 41-43
- (7) Approval of Notice of Election Resolution - Pages 44-45

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. "TOGETHER WE'RE BETTER" - Jernberg/Swedberg

Overview of staff inservice related to inclusion.

5. INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS) - Anderson
Page 46

Suggested Resolution: Move to approve the application and request the administration negotiate a lease agreement with Family Entertainment Network.

Moved by _____ Seconded by _____
Comments _____

6. CONSTRUCTION BIDS - Lacher
Page 47

Suggested Resolution: Move to reject alternate bids as noted in Memo B93.276.

Moved by _____ Seconded by _____
Comments _____

7. LIBRARY SYSTEM SELECTION - Jernberg
Page 48-49

Suggested Resolution: Move to approve the call for bids for a library system as requested.

Moved by _____ Seconded by _____
Comments _____

8. 1994-95 CALENDAR - Anderson
Pages 50-53

Suggested Resolution: Move to approve the 1994-95 calendar as recommended.

Moved by _____ Seconded by _____
Comments _____

9. BIENNIAL REVIEW OF CAPITAL EXPENDITURE FACILITIES - Lacher
Page 54

Suggested Resolution: Move to set a capital expenditure facility hearing at 8:10 p.m. on Tuesday, May 18, 1993.

Moved by _____ Seconded by _____
Comments _____

10. RESOLUTION REDUCING EDUCATIONAL PROGRAMS/POSITIONS
Franklin - Page 55-56

Suggested Resolution: Move to approve the resolution as presented.

Moved by _____ Seconded by _____
Comments _____

11. POLICY - FIRST READING - Anderson
Pages 57-75

First reading of the Resource Selection, Review/Objection and Reevaluation policy (IIAC/IIAC-A).

12. COLLECTIVE BARGAINING UPDATE - Franklin

Overview of employee unit whose agreements are due for renewal July 1, 1993.

13. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Spring Break	Fri., Apr. 9 - Mon., Apr. 12		District- wide
Teacher Comp. Day (K-6)	Tues., Apr. 13		
School Board	Tues., Apr. 13	7:00 p.m.	Townsite
Teacher Negotiations	Wed., Apr. 14	3:30 p.m.	Townsite
Community Education Advisory Council	Wed., Apr. 14	7:30 p.m.	Townsite
Supt. Advisory Council	Thurs., Apr. 15	7:00 p.m.	Townsite
School Board Election Absentee Ballots Available	Mon., Apr. 19		
Community Education Recognition Event	Mon., Apr. 26	7:00 p.m.	Townsite
Policy Review	Mon., Apr. 26	7:00 p.m.	Townsite
School Board	Tues., Apr. 27	7:00 p.m.	Townsite
Student/School Board Meeting	Wed., Apr. 28	11:30 a.m.	Senior High
Teacher Negotiations	Wed., Apr. 28	3:30 p.m.	Townsite
Retirement Tea	Mon., May 3	3 - 5 p.m.	Jr. High
Joint Powers	Thurs., May 6	7:00 a.m.	Dilworth
Retirement Tea	Thurs., May 6	3 - 5 p.m.	Probstfield
School Board	Tues., May 11	7:00 p.m.	Townsite
Teacher Negotiations	Wed., May 12		
League of Women Voters "Meet the Candidates" Forum	Thurs., May 13	7:00 p.m.	Townsite
MEA Recognition Banquet	Thurs., May 13	6:00 p.m.	Knutson Ctr- Concordia

13. ADJOURNMENT

MEMO #: I-93-240

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Acceptance of Gift

DATE: April 6, 1993

The Moorhead Public Schools is receiving several copies of "Just Plain Art" which is an art book created by the Plains Art Museum. The District will receive copies for utilization in our elementary art center and for use in elementary classrooms.

Crystal Thorson, chair of the art department, will accept the gift on behalf of the school district from Elizabeth Hannaher, Director of the Plains Art Museum.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: I-93-248
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Chapter I and Title VI Resolutions
DATE: April 6, 1993

The Chapter VI resolution authorizes the school district to apply for financial assistance under P.L. 94-142 for the Moorhead, Dilworth and Glyndon school districts.

The Chapter I resolution for Reading and Math Improvements authorizes Moorhead Schools to apply for P.L. 97-35 (Chapter I) funds for the school district. The resolution names Dr. Bruce Anderson, Superintendent of Schools, as local agency representative to direct, execute and file applications and otherwise act as authorized representative of said district in all activities related to P.L. 97-35.

The Chapter I Detention Center resolution authorizes Moorhead Schools to apply for P.L. 97-35 Title V, (Chapter I) federal funds to provide supplementary services to neglected and/or delinquent students housed in the Clay County Regional Juvenile Detention Center.

Suggested Resolution: Move to approve the resolutions relating to Chapter I-Reading and Math Improvement and Chapter I-Detention Center and Title V, as presented.

RMJ/rm
Attachments

CHAPTER I (TITLE I) - READING AND MATH RESOLUTION

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

WHEREAS, School District No. 152 declares its intention to carry out the policy of the Congress of the United States by developing projects in concert with current state and federal Chapter I regulations and guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special educational needs of the educationally deprived children that attend school in the district.

THEREFORE, BE IT RESOLVED, the School District No. 152 apply for financial assistance available under E.S.E.A. Title I as amended (P.L. 97-35, Title V. Subtitle D, Chapter I), and that Dr. Bruce R. Anderson, Superintendent of Schools, be named as the local agency representative and be directed to execute and file application (s) for and in behalf of the School District in all activities related to E.S.E.A. Title I as amended (P.L. 97-35, Title V, Subtitle D, Chapter I) for the school year 1993-94.

Date

Clerk

CHAPTER I (TITLE I) - DETENTION CENTER RESOLUTION

WHEREAS, the Congress of the United States has, "In recognition of the special education needs that neglected and delinquent children programs have on the ability of educational agencies to support adequate educational services, Congress hereby declares it to be the policy of the United States to provide financial assistance to local educational agencies serving this population for the purpose to improve the educational programs by various means which contribute particularly to meeting the special educational needs of neglected and delinquent children."

WHEREAS, School District No. 152 declares its intention to carry out the policy of the Congress of the United States by developing projects in concert with current state and federal Chapter I regulations and guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special educational needs of the neglected and delinquent children that attend school in the district.

THEREFORE, BE IT RESOLVED, the School District No. 152 apply for financial assistance available under E.S.E.A. Title I as ammended (P.L. 97-35, Title V. Subtitle D, Chapter I), and that Dr. Bruce R. Anderson, Superintendent of Schools, be named as the local agency representative and be directed to execute and file application (s) for and in behalf of the School Distict in all activities related to E.S.E.A. Title I as ammended (P.L. 97-35, Title V, Subtitle D, Chapter I) for the school year 1993-94.

Date

Clerk

TITLE I RESOLUTION MOORHEAD WITH DILWORTH

School Year 1993-94

WHEREAS, School District #147 has declared its intention to carry out the policy of Congress of the United States and State of Minnesota Legislation by developing projects in connection with current State and Federal 94-142 Regulations and Guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special education needs of handicapped children.

BE IT RESOLVED, That School District #152 apply for financial assistance under P.L. 94-142 for the School Districts of Moorhead and Dilworth and that Dr. Bruce Anderson, Superintendent of Schools of Moorhead, be named as the Local Agency Representative and be directed to execute and file applications on behalf of the School Districts and otherwise act as an authorized representative of the School Districts in all activities related to P.L. 94-142 for the 1993-94 school year.

Clerk

Date

TITLE I RESOLUTION MOORHEAD WITH GLYNDON-FELTON

School Year 1993-94

WHEREAS, School District #145 has declared its intention to carry out the policy of Congress of the United States and State of Minnesota Legislation by developing projects in connection with current State and Federal 94-142 Regulations and Guidelines to expand and improve the educational programs by various means which contribute particularly to meeting the special education needs of handicapped children.

BE IT RESOLVED, That School District #152 apply for financial assistance under P.L. 94-142 for the School Districts of Moorhead and Glyndon-Felton and that Dr. Bruce Anderson, Superintendent of Schools of Moorhead, be named as Local Agency Representative and be directed to execute and file applications on behalf of the School Districts and otherwise act as an authorized representative of the School Districts in all activities related to P.L. 94-142 for the 1993-94 school year.

Clerk

Date

MAR 26 1993

MEMO #: B93.271

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MARCH 26, 1993

SUBJECT: PROBSTFIELD ALTERNATE P-1 OF BUILDING CONSTRUCTION BID

Mr. Murray would like to award the following:

Alternate P-1

Additional Casework	\$26,600.00
Fees 5.5%	<u>1,463.00</u>
	\$28,063.00

This is to be financed over three years from the Building Capital Outlay Revenue.

Suggested Resolution: Award Alternate P-1 to Roer's Construction.

APR 1 1993

MEMO #: L93.128

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MARCH 31, 1993

SUBJECT: LEASE RENEWAL FOR RURAL MINNESOTA CEP

July 1, 1993 to June 30, 1994:

<u>Suite #</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual Rate</u>	<u>Monthly Rate</u>
154	3,010 Sq. Ft.	\$10.41	\$31,304	\$2,608.67

Provide option for one year at same terms. Tenant wanted a lease for less than one year and are probably going to relocate.

Suggested Resolution: Approve the lease with option.

LEASE

MAY 19 1993

THIS LEASE, made this ____ day of _____, 19__, between Independent School District No. 152, a Minnesota Municipal Corporation, hereinafter called the "LESSOR" and Rural Minnesota CEP, hereinafter called the "LESSEE".

WITNESSETH, that the Lessor does hereby lease and demise unto the Lessee all of the property situated in the City of Moorhead, County of Clay , and State of Minnesota, described as follows, to-wit:

<u>Location/Suite #</u>	<u>Sq. Ft.</u>	<u>Rate</u>	<u>Annual</u>	<u>Monthly</u>
154	3,010 Sq. Ft.	\$10.40	\$31,304.00	\$2,608.67

for the term of 1 year commencing on July 1, 1993 and ending on June 30, 1994, for the total rent or sum of \$31,304.00 (Thirty One Thousand Three Hundred Four Dollars Zero Cents) , payable as follows, to-wit:

$$\underline{\$31,304.00} \div 12 \text{ Months} = \underline{\$2,608.67} \text{ Per Month}$$

The LESSOR further grants and the LESSEE accepts the right to one rental option for a period of one (1) year at the same terms, conditions, and rental rate as this AGREEMENT.

To exercise the above noted option, the LESSEE must indicate in writing its intent to exercise said option thirty (30) days prior to the expiration date of this AGREEMENT.

In the event that the Federal Government does not appropriate to the Rural Minnesota Concentrated Employment Program (CEP) funds necessary for the continuation of this AGREEMENT, or in the event that Federal Funds necessary to the continuation of this AGREEMENT are withheld for any reason, this AGREEMENT may be terminated by the LESSEE upon giving Forty Five (45) days written notice.

In addition thereto, it is hereby agreed as follows:

1. Assignment. That the Lessee shall pay the Lessor said rent in the manner hereinbefore specified, and shall not let or underlet the whole or any part of said premises, nor sell or assign this lease, either voluntarily or by operation of law, nor allow said property to be occupied by anyone contrary to the terms hereof, without the written consent of the Lessor;

2. Default. That should said rent be not paid when due or should the Lessee default in any of the covenants or conditions contained herein, the Lessor, or its representative or agent, may re-enter said premises and remove all persons therefrom.

3. Care of the Premises. That the Lessee shall occupy said demised premises and shall keep the same in good condition including such improvements as may be made thereon hereafter, the usual wear and tear, and damage by the elements excepted, and shall not make any alterations thereon without the written consent of the Lessor, and not commit or suffer to be committed any waste upon said premises;

4. Requirements of Law. That all governmental laws and ordinances shall be complied with by the Lessee;

5. Hold Harmless. That the Lessee releases and agrees to hold harmless the Lessor from any and all damages which may be sustained by the Lessee or any other party during the time he may be in possession of said premises;

6. Insurance. It shall be the duty of Lessor to insure the building against damage from fire, tornado, civil disorder or any cause whatsoever. However, should the occupancy of said premises by the Lessee cause the present fire and liability insurance rates applicable thereto to be increased, the Lessee shall pay the difference upon the amount of fire and liability insurance now being carried by the Lessor and said difference shall be in addition to the amount of rental specified herein and shall be paid to the Lessor upon demand. Further, Lessee agrees that Lessor

assumes by this agreement no liability for loss of Lessee's personal property resulting from fire, tornado, civil disorder, theft or any cause whatsoever except as may be attributed to Lessor's negligence by a court of law;

7. Costs of Collection. That should the Lessor be compelled to commence or sustain an action at law to collect said rent or parts thereof or to dispose the Lessee or to recover possession of said premises, the Lessee shall pay all costs in connection therewith including a reasonable fee for the attorney of the Lessor.

8. Taxes. The Lessee shall pay to the Lessor as additional rent the proportionate part of any taxes now assessed or subsequently assessed on the land and building of which the leased property is a part. The portion of such present taxes or future taxes payable by the Lessee hereunder to the total amount of rent paid annually by all Lessees in the building, including the rental value of any vacant rentable space in the building, year prior to the year for which the taxes are to be paid. The Lessee shall have the right during reasonable business hours to examine the Lessor's books to verify the total annual rent payable by all tenants and the rental value of vacant rentable space in the building;

9. Escalator Clause. The minimum basic annual rental provided for in the introductory paragraph of this is based upon a rate of \$3.50 per square foot per annum occupied by the Lessee under the terms of this lease, and it is expressly agreed by the parties hereto that included in said per square foot rate is the Lessee's proportionate cost to the Lessor of all expenses expected to be paid and incurred in operating the building. The Lessor shall, as soon as conveniently possible after the first full year of operation under this lease, notify the Lessee of any increases in the total building operating costs during the preceding calendar year. After such notification, the Lessee shall pay its proportionate share of the additional total building costs, said additional rental being applied to the then current lease year, such new additional payments being applied to any months for which the rental shall

then have been paid as well as the unexpired months of the current lease year, the adjustment for the then expired months to be made at the payment of the next succeeding monthly rental.

For the protection of the Lessee, the Lessor shall maintain books of account which shall be open to the Lessee at all reasonable times so that the Lessee can determine that such costs have in fact been paid and accrued.

Total building operating costs as herein referred to shall be defined as all items paid by the Lessor in connection with operating the building, including heat, steam, fuel, labor, including all wages and salaries, Social Security taxes, and other taxes which may be levied upon such wages and salaries, supplies, repairs, maintenance, painting, wall and window washing, laundry and towel service, tools and equipment, insurance, trash removal and all other items properly constituting direct operating costs according to standard accounting practices.

10. Waiver. The waiver by the Lessor of any covenant or condition herein contained shall not vitiate the same or any other covenant or condition contained herein and the terms and conditions contained herein shall apply to and bind the heirs, successors and assigns of the respective parties hereto.

11. Holding Over. Should the Lessee occupy said premises after the expiration date of this lease, with the consent of the Lessor, expressed or implied, such as possession shall be construed to be a tenancy from month to month and said Lessee shall pay said Lessor for said premises the sum of \$12.00 per square foot per month for such period as said Lessee may remain in possession thereof.

12. Use of Premises. Said premises shall not be used by the Lessee during the term of this lease for other services except with the written consent of the Lessor.

13. Surrender of Premises. At the expiration of the term of this lease or the sooner termination thereof, the Lessee shall peacefully quit and surrender the possession of said premises in as good condition as reasonable use and wear thereof will permit.

14. Access. Lessee shall allow access to the premises by Lessor or his authorized representative at any reasonable time during the life of this agreement for any purpose within the scope of this agreement.

15. Maintenance and Repairs. It shall be the duty of the Lessor to maintain at its own expense and working condition all appurtenances within the scope of this agreement, including the maintenance of proper plumbing, wiring, heating and cooling devices and duct work.

Lessor shall at its own expense make such necessary repairs so as to continue to provide all such service appurtenances as are required by this agreement, provided, however, that the Lessor shall not be responsible for repairs upon implements or articles which are the personal property of Lessee nor shall the Lessor bear the expense of repairs to the leased premises necessitated by damage caused by Lessee beyond normal wear and tear.

Further, Lessor shall provide reasonable janitorial service.

IN WITNESS WHEREOF, the Lessor and Lessee have executed this indenture as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 152,

Lessor

By: _____

gsp

By: _____

Larry S. Buboltz
Executive Director, Rural Minnesota CEP, Inc.

, Lessee

, Lessee

MEMORANDUM P 93.043

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1993
SUBJECT: Extended leave of absence

The administration requests approval of the extended leave of absence for the following persons:

Terry Cullen - 5th Grade Teacher Robert Asp to begin for the 1993-94 school year.

Dennis McCarl - Science Teacher Senior High to begin for the 1993-94 school year.

SUGGESTED RESOLUTION:

Move to approve the extended leaves as presented.

BMF:sdh

MEMORANDUM P 93.042

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1993
SUBJECT: Return from family leave

The administration requests approval of the return from family leave for the following person:

Michelle Bonitto - EBD Teacher Robert Asp to begin with the
1993-94 school year.

SUGGESTED RESOLUTION:

Move to approve the return from family leave.

BMF:sh

MEMORANDUM P 93.039

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1993
SUBJECT: New Employees

The administration requests approval of the employment of the following persons:

Diana Barendt - MSMI Paraprofessional Riverside Elementary
B 21 \$7.91 per hour 6.5 hours daily effective
April 1, 1993. (replace Pam Togstad)

Pamela Butterfield Kiser - EBD Paraprofessional Riverside
Elementary B 21 \$7.91 per hour 6.5 hours daily
effective April 5, 1993. (New position -
approved at March 23 Board meeting)

SUGGESTED RESOLUTION:

Move to approve the employment as presented.

BMF:sdh

MEMORANDUM P 93.040

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1993
SUBJECT: Resignation of District Employee

The administration requests approval of the resignation of the following person:

Pam Togstad - MSMI Paraprofessional Riverside Elementary
 effective March 19, 1993.

SUGGESTED RESOLUTION:

Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM

P 93.038

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 6, 1993
SUBJECT: Retirement of district employees

The administration requests approval of the retirement of the following persons:

Ruth Swenson - 1st Grade Probstfield Elementary effective June 4, 1993

Robert Klaboe - Librarian Senior High effective August 31, 1993.
(date change from previous request)

SUGGESTED RESOLUTION:

Move to accept the retirements as presented.

BMF:sdh

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
MOORHEAD JUNIOR HIGH
MARCH 3, 1993
PAGE 1

MEMBERS PRESENT: Jim Cummings, Carol Ladwig, March Gustafson, Ellen Hunt, and Bruce R. Anderson.

MEMBERS ABSENT: Curt Borgen, Bill Cox, Anton Hastad.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cummings called the meeting to order at 11:30 a.m. and led everyone in attendance with the Pledge of Allegiance.

OPEN DISCUSSION: The Board and Moorhead Junior High Student Council held an open discussion of issues pertinent to the Junior High School.

ADJOURNMENT: Hunt moved, seconded by Ladwig, to adjourn the meeting. Motion carried.

Bill Cox, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 9, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cummings called the meeting to order at 7:04 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Anderson previewed the agenda.

APPROVAL OF AGENDA: Hunt moved, seconded by Gustafson, to approve the agenda as presented. Motion carried 7-0.

"WE ARE PROUD"

*** John Grindeland, a fourth grader at Probstfield School, won the "under 10" age championship at a national table tennis tournament held in Las Vegas, Nevada in December, 1992.

*** Congratulations to the March "Students of the Month" at Moorhead High: Freshman - Jerrod Ingebretson, Sophomore - Adam Possehl, Junior - Sara Glas, and Senior - Jason Villiard. The selection was done by the English teachers.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Board member, Curt Borgen, announced he will not seek re-election to the Board in May. He thanked the community and school district staff for their support over his twelve year tenure on the Board. Borgen also requested the public honor the gentleman's agreement from years ago to maintain board representation from the Georgetown and Sabin areas.

CONSENT AGENDA: Cox requested item C. #3, Extended Leave of Absence, be removed from the consent agenda for clarification purposes.

Borgen moved, seconded by Ladwig, to approve the following items on the consent agenda:

Retirements (all effective June 4, 1993)
Beverly Bladow - Counselor, Senior High
Lowell Bolger - Adaptive P.E. Teacher, District-wide
Betty Christensen - L.D. Teacher, Probstfield
Betty Fiemann - 2nd Grade Teacher, Probstfield
Lois Heitman - 1st Grade Teacher, Washington
Merle Johnson - Social Studies Teacher, Senior High
Morlan Johnson - English Teacher, Senior High
Robert Klaboe - Librarian, Senior High
Ann Lee - 1st Grade Teacher, Washington
Carol Ness - 3rd Grade Teacher, Probstfield

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 9, 1993
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Retirements (all effective June 4, 1993)
Donnajean Sullivan - 5th Grade Teacher, Robert Asp
Charlotte Wiger-Achttien - 1st Grade Teacher, Probstfield
Rita Ludemann - Principal's Secretary, Junior High
Jeanette Haroldson Johnson - TMH Paraprofessional, Senior High

New Employees
Shirley Rath - L. D. Paraprofessional, Robert Asp, B21, \$7.91/hr,
effective March 1, 1993

Medical Leave of Absence
Debra Eidsmoe - 1st Grade Teacher, Edison, to begin May 3, 1993
to the end of the school year

Minutes - Approved the minutes of February 9 and 23, 1993.

Claims - Approved the claims, subject to audit, in the amount of
\$841,668.86.

General Fund:	\$487,618.90
Food Service:	97,687.28
Transportation:	120,661.39
Community Service:	18,638.77
Capital Expenditure:	64,232.08
Building Construction:	45,823.92
Townsite Centre:	7,006.52
TOTAL	\$841,668.86

Title V Grant - Approved the Title V Indian Education grant, in
the amount of \$27,189.

Nonresident Agreement - Approved the following nonresident
agreement:

To Attend Dilworth/Glyndon-Felton Schools
Roberta J. Schultz - 1227 15 1/2 St No, Mhd, Grade 11

Motion carried 7-0.

PERSONNEL: Cox moved, seconded by Hunt, to approve the Extended
Leaves of Absence as follows:

Howard Anderson - Math Teacher, Junior High, to begin August 1993
to teach with the Saudi Arabian International School in Dhahran
Pat Hinze - 5th Grade Teacher, Robert Asp, to begin August 1993
to teach with the Saudi Arabian International School in Dhahran

Motion carried 7-0.

COMMUNITY RESOURCES PROGRAM UPDATE: Kay Batterman, Community
Resources Program coordinator, presented an overview of the
program which brings community members into the classroom. The
program is a part of Community Education.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 9, 1993
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FIVE YEAR EDUCATIONAL PLAN: Gustafson moved, seconded by Borgen, to approve the 1993-98 Five Year Educational Plan as amended. Motion carried 7-0.

POLICY APPROVAL: Gustafson moved, seconded by Hunt, to approve the Policy Review Committee policy (BCF) as presented. Motion carried 7-0.

POLICY APPROVAL: Hunt moved, seconded by Cox, to approve the Employee Assistance policy (GBEB) as presented. Motion carried 7-0.

POLICIES - FIRST READING: The Board conducted first readings of the following policies: Use of All School Equipment and Materials for Instructional Purposes Off School Premises (EDCA); Assurance of Mastery (IEA); and, Planning, Evaluating and Reporting Policy Statement (AFE).

RESOLUTION DISCONTINUING AND REDUCING PROGRAMS AND POSITIONS: Borgen moved, seconded by Hunt, to approve the resolution discontinuing the following positions: Teacher-Genesis Program (1 FTE); Teacher-Partial Hospitalization (1 FTE); and, Teacher-Odyssey Program (1 FTE). Motion carried 7-0.

SCHOOL DISTRICT ORGANIZATION - FUNCTIONS & TASKS: Anderson presented an overview of the district administration functions and tasks worksheet he developed. This along with a revised organizational chart will be presented to the Board for approval at a later date.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

9th Avenue North Home Sales - Lacher responded to questions the Board had regarding memo B93.249 which details options for the sale of homes previously located on 9th Avenue North to the City and the possible exchange of land between the District and City.

CLOSE PUBLIC MEETING: Hastad moved, seconded by Gustafson, to closed the meeting at 9:40 p.m. for the purpose of discussing the superintendent progress evaluation. Motion carried 7-0.

REOPEN PUBLIC MEETING: Borgen moved, seconded by Ladwig, to reconvene the public meeting at 10:50 p.m. Motion carried 7-0.

ADJOURNMENT: Gustafson moved, seconded by Cox, to adjourn the meeting at 10:51 p.m. Motion carried 7-0.

Bill Cox, Clerk

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 23, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 7:00 p.m. Chairperson Cummings led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Anderson reviewed the agenda requesting to delay the We Are Proud presentations until the next meeting when the people may be honored appropriately.

APPROVAL OF AGENDA: Borgen moved, seconded by Gustafson, to approve the agenda as amended. Motion carried 7-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Chairperson Cummings announced there are four (4) candidates who filed for School Board. They are: Stacey Foss, James Edward Hewitt, DiAnn Streifel, and Marc E. Valenzuela. The election is May 18th.

Superintendent Anderson acknowledged the district was charged with discrimination against minority students on March 23 by the Minnesota Department of Human Rights. Anderson stated the district will work with the Department to clear the school district of all alleged charges.

CONSENT AGENDA: Hunt moved, seconded by Ladwig, to approve the following items on the Consent Agenda:

1993-94 Individual Learning Development Aid - Approved the Individualized Learning Development Aid (ILDA): Certifications of Data for School Year 1993-94.

Paraprofessional Position - Approved the employment of one additional EBD paraprofessional at Riverside/Lincoln schools for 6.5 hours per day.

Investments - Approved the investments and trust transfers from 7/30/92 through 3/3/93.

Roofing Materials Bids - Awarded the bid to W.P. Hickman Systems, Inc. for roofing projects at Probstfield, Robert Asp and the junior high, in the amount of \$43,412.75.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 23, 1993
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PERSONNEL

Resignations

Erik Kristoffersen - Science Teacher, Senior High, effective June 4, 1993
Lauri Richard - Accounting Assistant, Townsite Centre, effective March 23, 1993
Jodean Hansen - Sign Language Interpreter, effective June 4, 1993

Retirements

Hazel Haarstad - Paraprofessional, Junior High, effective June 4, 1993

Grant - Accepted the grant from the F-M Junior League, in the amount of \$3,000.

Community Education Field Trip - Approve the field trip for junior high students to Camp Ihduhapi near Minneapolis, June 15-19, 1993.

COMMITTEE REPORTS: Committee reports were received regarding PER and Youth Intervention Advisory Council.

CONSTRUCTION BID AWARD: Gustafson moved, seconded by Borgen, to award the bids to Roers' Construction, Inc. and C.B. Electric as presented. Motion carried 7-0.

LAND VALUE EXCHANGE WITH CITY OF MOORHEAD: Cox moved, seconded by Hunt, to transfer five (5) houses and properties (retaining southwest {rights} 75' x 150' portion of the city block) to the city for their rehabilitation/recycling program; transfer the vacant land between 10th & 11th Avenues North and 11th & 12th Streets North - this transfer is subject to an agreement between the city and school district which conveys 1 1/2 acres of park land currently owned by the city to the school district and sets forth certain understandings with regard to the future development of park land south of 12th Avenue and east of the 34th Street corridor (Park land must abut to district property.); and, contingent on the city approving the moving permit and awarding the rehabilitation and moving contracts.

Hastad moved, seconded by Gustafson, to amend the original motion to include extending the property on 10th Avenue North to 12th Street North (district to retain entire south end of block). Motion failed 3-4 by roll call vote: Hunt, Cummings, Borgen and Cox dissenting.

Original motion carried 6-1; Gustafson dissenting.

REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
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1993-94 LEASE AGREEMENT OF ST. FRANCIS PROPERTY: Hunt moved, seconded by Cox, to approve a one year lease for \$65,000 to be consistent with our lease/purchase proposal, to include use of that portion of 9th Avenue North that becomes the property of the parish. Motion carried 7-0.

1993-94 SCHOOL CALENDAR: Gustafson moved, seconded by Borgen, to adopted the school calendar for the 1993-94 school year as recommended by the Calendar Committee as amended by administration. Motion carried 7-0.

RESOLUTION RELATING TO TERMINATION AND NONRENEWAL OF PROBATIONARY TEACHERS: Hunt moved, seconded by Cummings, to terminate the contract of probationary teacher, Ernestina Gaona, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Cummings moved, seconded by Borgen, to terminate the contract of probationary teacher, Karen Lind, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Borgen moved, seconded by Gustafson, to terminate the contract of probationary teacher, Carolyn Juell, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Gustafson moved, seconded by Hastad, to terminate the contract of probationary teacher, Shirley Wallace, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Hastad moved, seconded by Cox, to terminate the contract of probationary teacher, Scott Allen, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Cox moved, seconded by Ladwig, to terminate the contract of probationary teacher, Helen Pemble, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Ladwig moved, seconded by Hunt, to terminate the contract of probationary teacher, Katherine Zander, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Hunt moved, seconded by Cummings, to terminate the contract of probationary teacher, Gwen Sallberg, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Cummings moved, seconded by Borgen, to terminate the contract of probationary teacher, Keith Radke, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Borgen moved, seconded by Gustafson, to terminate the contract of probationary teacher, Diane Houglum, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
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Gustafson moved, seconded by Hastad, to terminate the contract of probationary teacher, Terry Warkenthein, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Hastad moved, seconded by Cox, to terminate the contract of probationary teacher, Janet Pipho, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Cox moved, seconded by Ladwig, to terminate the contract of probationary teacher, Sandra Asleson, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Ladwig moved, seconded by Hunt, to terminate the contract of probationary teacher, Sara Miller, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Hunt moved, seconded by Cummings, to terminate the contract of probationary teacher, Nancy Brunelle, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Cummings moved, seconded by Borgen, to terminate the contract of probationary teacher, Jeffrey Erickson, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Borgen moved, seconded by Gustafson, to terminate the contract of probationary teacher, Daria Anderson, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

Gustafson moved, seconded by Hastad, to terminate the contract of probationary teacher, Angela Huettl, at the end of the 1992-93 school year. Motion carried by roll call vote 7-0.

POLICY APPROVAL: Borgen moved, seconded by Hastad, to approve policy EDCA, Use of School Equipment Off School Premises, as revised by the Policy Review Committee. Motion carried 7-0.

POLICY APPROVAL: Borgen moved, seconded by Hunt, to approve policy IEA, Assurance of Mastery, as revised by the Policy Review Committee. Motion carried 7-0.

POLICY APPROVAL: Ladwig moved, seconded by Cox, to approve policy AFE, Planning, Evaluating and Reporting Policy Statement, as revised by the Policy Review Committee. Motion carried 7-0.

REGULAR MEETING
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INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MARCH 23, 1993
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POLICY APPROVAL: Borgen moved, seconded by Gustafson, to approve removing from the District Policy Book the following policies pertaining exclusively to Northwest Technical College, as recommended by the Policy Review Committee: MTC Asst. Directors Growth Plan (GCNC); Tuition Deferment (JECB-A); Student Assistance Program (JH); Moorhead Technical College Graduation (IKFF); Interruption of Instruction (INH); Grading (IKA); Change of Registration-Adding/Dropping Courses (IKFB); Credit by Departmental Examination (IKFA). Motion carried 7-0.

ADJOURNMENT: Chairperson Cummings adjourned the meeting at 8:48 p.m.

Bill Cox, Clerk

MEMO #: S-93-168

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRH*
RE: Nonresident Student Attendance Agreements
DATE: April 8, 1993

The following nonresident agreement has been received:

To Attend Halstad/Hendrum Schools
Cody Wambach - Rt. 1 Box 6, Georgetown, K

Suggested Resolution: Move to approve the nonresident agreement, subject to action of the appropriate district.

BRA:cbp

 Minnesota Department of Education	District Data Unit 737 Capitol Square - 550 Cedar St. Paul, MN 55101	NONRESIDENT STUDENT ATTENDANCE AGREEMENT	ED-01564-05
	GENERAL INFORMATION AND INSTRUCTIONS: This form is used to notify the Minnesota Department of Education (MDE) of the enrollment or subsequent withdrawal/graduation of an eligible nonresident student pursuant to Minnesota Statutes (M.S.), Sec. 120.0752, Subd. 1-3 or Sec. 126.22. The serving district is responsible for sending this signed agreement to the above address within ten days of the enrollment or withdrawal/graduation of the student. Provide all requested data and signatures as directed. Use one notification per student or family. The serving district should also notify the resident district of the student's enrollment, even if the resident district's permission to transfer is not required.		

IDENTIFICATION INFORMATION	Serving (nonresident) District Name		District Number	
	HALSTAD Hendrum.		2527	
	Student Resident District Name		District Number	
	Moorhead		152	
	Student Name (last, first, M.I.)		Handicapped	Grade Level
	Wambach, Cody		[] Yes [] No	93-K
	Student Address	City	Telephone Number	
	RR 1, Box 6	Georgetown	(218) 861-6126	

ENROLLMENT STATUS	For enrollment notices, check item 1, 2 or 3 and report the Effective Date. When the student withdraws or graduates, copy the original notice, check item 4 or 5 and report the Withdrawal/Graduation Date.	
<input checked="" type="checkbox"/> 1. M.S., Sec. 120.0752, Subds. 1 and 2: Agreements Between School Boards; Enrollment Exceptions. The school boards of two districts may agree to transfer a student from the resident district to another district by completion of this report. NOTE: Signatures of superintendents of both the serving (nonresident) and resident districts are required in verification items A and B, respectively.	EFFECTIVE DATE:	9/93
<input type="checkbox"/> 2. M.S., Sec. 126.22: High School Graduation Incentives Program. This statute provides for the transfer of eligible students to a nonresident district. Refer to the statute for a definition of eligible students. The superintendent of the serving (nonresident) district must complete and sign verification statement A below.	EFFECTIVE DATE:	
<input type="checkbox"/> 3. M.S., Sec. 120.0752, Subd. 3: Continued Enrollment of 11th and 12th Grade Students. An eleventh or twelfth grade student who has been enrolled in a district and whose parent(s)/guardian(s) has moved to another district may continue in enrollment in the district. The superintendent of the serving (nonresident) district must complete and sign verification statement A below.	EFFECTIVE DATE:	
<input type="checkbox"/> 4. Withdrawal of a student previously reported under item 1, 2 or 3 above. The superintendent of the serving (nonresident) district must complete and sign verification statement C below.	WITHDRAWAL DATE:	
<input type="checkbox"/> 5. Graduation of a student previously reported under item 1, 2 or 3 above. The superintendent of the serving (nonresident) district must complete and sign verification statement C below.	DATE OF GRADUATION:	

A. SERVING (NONRESIDENT) DISTRICT VERIFICATION
The school board of district number _____ approved on (date) _____ the enrollment of the above named student in schools of the district pursuant to the Minnesota Statute identified above.
Signature - Superintendent / Responsible Authority, Serving District _____ Date _____

B. RESIDENT DISTRICT VERIFICATION
The school board of district number _____ approved on (date) _____ the enrollment of the above named resident student in the nonresident (serving) district named above pursuant to Minnesota Statute 120.0752, Subds. 1 and 2.
Signature - Superintendent / Responsible Authority, Resident District _____ Date _____

C. VERIFICATION OF GRADUATION / WITHDRAWAL
I hereby verify that the above named student is no longer enrolled in district number _____.
Signature - Superintendent / Responsible Authority, Serving District _____ Date _____

MAR 12 1993



Prairie Public Television

Prairie School Television

207 North Fifth Street
Box 3240
Fargo, ND 58108-3240
(701) 241-6900

March 10, 1993

Dr Bruce R Anderson, Supt
Moorhead Public Schools
810 4th Avenue South
Moorhead, MN 56560

Dear Dr Anderson:

Thank you for your continuing membership in Prairie School Television, your consortium of schools established to obtain reasonably priced video technology. Prairie School membership now totals over 150 school districts with nearly 95,000 students in North Dakota, Minnesota and Montana.

As a member of PSTV, you can take advantage of these services on a daily basis:

- Prairie School video programming which can be recorded for use at the teacher's convenience;
- Prairie School programs which are fully supported with print material;
- complete sets of Prairie School program series duplicated on VHS tape at a fraction of commercial or educational costs;
- the *Prairie School TV Newsletter*, a monthly newsletter with schedule highlights and program descriptions;
- teacher in-service training in the effective use of television/video in the classroom;
- **Prairie School Report**, a locally produced, monthly TV program, that focuses on educational issues.

None of this would have been possible without your support.

Prairie School Television continues to work on new initiatives which will make PSTV services an even better resource. Your continued participation will help assure these initiatives in the future.

An example of the kind of support Prairie School provides is an exciting new national initiative, the **Teacher Training Institute for Science, Television and Technology**. The Institute, which PSTV will conduct in April, is designed to equip teachers with the skills they need to use instructional television and related technologies in the classroom teaching of K-12 science—the model applicable to all subject areas. We encourage you to relay this information to your teachers and support their applications to the Institute.

To help schools keep costs down in this tight budget environment, the membership fee will remain at \$2.00 per student K-12 for the 1993-94 school year, a total that for many schools is far less than the cost of one video series. A contract based upon your 1992-93 enrollment is enclosed. Continue making the resources of Prairie School Television available to your staff and students by signing the white copy of your contract and returning it in the enclosed envelope by May 15, 1993.

We look forward to working with you during the coming school year.

Sincerely,



Beverly Alfson Pearson, Coordinator
Prairie School Television

P.S. Your membership entitles you to the rights of over \$150,000 worth of classroom programming this year. To ensure a coordinated, cost-effective approach to quality instructional video and services for your staff, please return your contract as soon as possible.

encl

North Central Council for School Television, Inc.

P.O. Box 3240
Fargo, North Dakota 58108-3240
(701) 241-6900

Agreement made this 31ST day of MARCH, 1993

between MOORHEAD PUBLIC SCHOOLS herein called "Member,"
and **North Central Council for School Television, Inc.** herein called "Council," to provide
instructional television services via the facilities of Prairie Public Television as specified
below subject to conditions on back hereof.

July 1, 1993

Beginning Date

June 30, 1994

Ending Date

Additional Information:

1. This contract covers the cost of providing instructional television services for 5914 students, K-12, based on 1992-93 enrollments, at the rate of \$ 2.00 per student, for a total of \$ 11828.00.
2. Payments will be due on the following dates:

July 1, 1993	\$ 3942.67	
October 1, 1993	\$ 3942.67	
January 1, 1994	\$ 3942.66	(to be adjusted to reflect your 1993-94 enrollment)
3. Sign and return one copy of this contract to North Central Council for School Television, Inc. prior to May 1, 1993.
You will be invoiced separately for the above payments.

Total Cost \$ 11828.00

North Central Council for School Television, Inc.

By Beverly Season

Member

MOORHEAD PUBLIC SCHOOLS

By Bruce R. Anderson

White-Sign and return

Yellow-School Copy

Pink-NCCST Copy

75 01499961 RL R9394 1

S-04

MOORHEAD

MN

37

RESOLUTION ESTABLISHING COMBINED PRECINCTS,
DESIGNATING POLLING PLACES AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

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

1. Pursuant to Minnesota Statutes, Section 205A.22, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may combine several precincts into a single precinct for school elections not held on the day of a statewide election. The following combined school district voting precincts are hereby established for all school district special and general elections not held on the same day as a statewide election:

"Precinct No. 1 encompasses all territory in Independent School District No. 152 located in Georgetown Township; Kragnes Township; Morken Township; Moland Township; and, Georgetown city." (all townships north of Moorhead city except Oakport)

"Precinct No. 2 encompasses all territory in Independent School District No. 152 located in Oakport Township' and, Moorhead city, Ward 1, Precinct 1 and 2."

"Precinct No. 3 encompasses all territory in Independent School District No. 152 located in Moorhead city, Ward 1, Precinct 3; Ward 2, Precinct 1, 2 and 3."

"Precinct No. 4 encompasses all territory in Independent School District No. 152 located in Moorhead city, Ward 3, Precinct 1, 2 and 3."

"Precinct No. 5 encompasses all territory in Independent School District No. 152 located in Moorhead city, Ward 4, Precinct 1 and 2; and, a portion of Dilworth city."

"Precinct No. 6 encompasses all territory in Independent School District No. 152 located in Moorhead Township; and Moorhead city, Ward 4, Precinct 3."

"Precinct No. 7 encompasses all territory in Independent School District No. 152 located in Elmwood Township; Kurtz Township; Glyndon Township; Alliance Township; Holy Cross Township; all townships south of Moorhead city except Moorhead Township; and, Sabin city."

3. Pursuant to Minnesota Statutes, Section 205A.11, the following polling places are hereby designated for said combined precincts for all school district special and general elections not held on the same day as a statewide election:

- Precinct No. 1: Georgetown Community Center
Georgetown, MN 56546
- Precinct No. 2: Washington Elementary School
901 14th Street North
Moorhead, MN 56560
- Precinct No. 3: Townsite Center
810 4th Avenue South
- Precinct No. 4: Riverside Elementary School
310 14th Avenue South
Moorhead, MN 56560
- Precinct No. 5: Moorhead Junior High School
2020 11th Street South
Moorhead, MN 56560
- Precinct No. 6: Triumph Lutheran Church
2901 20th Street South
Moorhead, MN 56560
- Precinct No. 7: Sabin Community Center
Sabin, MN 56580

4. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

5. The clerk is directed to prepare a map illustrating the boundaries of each combined precinct, to post the map of the combined precincts in the administrative offices of the school district and to file a copy of the map with the county auditors of each of the counties in which the school district is located in whole or in part. The clerk shall also file a certified copy of this resolution with each said county auditor.

Dated: _____

Bill Cox, School Board Clerk

Moorhead Polling Places

Precinct No. 1

The north boundary of Precinct No. 2 is the township line between Kragnes and Oakport Townships extending from the Red River east. Residents living north of this line will vote in Georgetown.

Precinct No. 2

2 Washington School

8th Ave. N.
6th Ave. N.
4th Ave. N.
15th St. N.
17th St. N.
Highway 10

3 Townsite Centre

Precinct No. 3

7th Ave. S.
8th St. S.
10th Ave. S.
4 Riverside School
11th St. S.

Precinct No. 5

Junior High
5 School

20th Ave. S.

20th St. S.

28th Ave. S.
30th Ave. S.
6 Triumph Lutheran Church

Precinct No. 4

Precinct No. 6

The south boundary of Precinct 6 is Clay County 74 (which becomes Highway 12).

Precinct No. 7

Those living south of Clay County 74 (which becomes Highway 12) vote in Sabin.

Polls will be open from 7 a.m. to 8 p.m. on May 18. 40

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of three years each.

The following individuals have filed affidavits of candidacy for said election during the period established for filing such affidavits:

Stacey Foss
James Edward Hewitt
DiAnn Streifel
Marc E. Valenzuela

2. The general election is hereby called and directed to be held on Tuesday, the 18th day of May, 1993, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the combined school district voting precincts and polling places within those precincts established and designated by school board resolution dated April 13, 1993, for school elections not held on the day of a statewide election, are hereby designated for said election.

4. The clerk is hereby authorized and directed to cause notice of said election to be posted at the administrative offices of the school district and each polling place at least ten days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four days before the date of said election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the district, for two consecutive weeks with the last publication being at least one week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

5. The clerk is authorized and directed to secure buff colored ballot boxes for the deposit of ballots at each polling place and to acquire and distribute such election materials as may be necessary for the proper conduct of this election.

6. The clerk is further authorized and directed to cause buff colored, printed ballots to be prepared for use at said election in substantially the following form:

OFFICIAL BALLOT
GENERAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

MAY 18, 1993

SCHOOL BOARD MEMBER



Put an (X) in the square opposite the name of each candidate you wish to vote for.

VOTE FOR UP TO TWO CANDIDATES FOR THREE-YEAR TERM

VOTE FOR UP TO TWO	<input type="checkbox"/>	Member of School Board (3 years) STACEY FOSS
	<input type="checkbox"/>	Member of School Board (3 years) JAMES EDWARD HEWITT
	<input type="checkbox"/>	Member of School Board (3 years) DIANN STREIFEL
	<input type="checkbox"/>	Member of School Board (3 years) MARC E. VALENZUELA
	<input type="checkbox"/>	Member of School Board (3 years)
	<input type="checkbox"/>	Member of School Board (3 years)

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office so that the name of each candidate appears substantially an equal number of times at the top, at the bottom and at each intermediate place in the group of candidates for that office.

8. The clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot and for providing the ballots in groups of 50. Before a contract is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond in an amount not less than \$1000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. If the cost of the ballots exceeds \$1,000, the clerk shall set the amount of the bond in an amount no greater than the value of the purchase.

9. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election, to act as such at the respective polling places and for the respective precincts listed below:

<u>Precinct and Polling Place</u>	<u>Election Judges</u>
No. 1 Georgetown Community Center	*Agatha Helmeke Linda Herman Ada Bjerke
No. 2 Washington School	*Bea Arett Ruth Swanson Ann Mertes
No. 3 Townsite Centre	*Joan Nelson Irene Regan Gertrud Knutson
No. 4 Riverside School	*Betty Peterson Rosemary Wenino Ruth Frimanslund
No. 5 Edison School	*Lillian Hilgers Geraldine Schneider Lorraine Hoium
No. 6 Junior High School	*Anna Luttio Della Morlock Alyce Neilson
No. 7 Sabin Community Center	*Thelma Paasch Ruth Evert Donna Andvik

(* denotes Chief Judge)

The election judges shall act as clerks of election, count the ballots, cast and submit them to the school board for canvass in the manner provided for other school district elections.

NOTICE OF GENERAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA

NOTICE IS HEREBY GIVEN, that the general election has been called and will be held in and for Independent School District No. 152 (Moorhead), State of Minnesota, on Tuesday, the 18th day of May, 1993, for the purpose of electing two (2) school board members for three (3) year terms each. The ballot shall provide as follows:

OFFICIAL BALLOT
GENERAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
MAY 18, 1993

SCHOOL BOARD MEMBER



Put an (X) in the square opposite the name of each candidate you wish to vote for.

VOTE FOR UP TO TWO CANDIDATES FOR THREE-YEAR TERM

VOTE FOR UP TO TWO	<input type="checkbox"/>	Member of School Board (3 years) STACEY FOSS
	<input type="checkbox"/>	Member of School Board (3 years) JAMES EDWARD HEWITT
	<input type="checkbox"/>	Member of School Board (3 years) DIANN STREIFEL
	<input type="checkbox"/>	Member of School Board (3 years) MARC E. VALENZUELA
	<input type="checkbox"/>	Member of School Board (3 years)
	<input type="checkbox"/>	Member of School Board (3 years)

The combined precincts and the polling places for this election will be as follows:

PRECINCT
NUMBER

POLLING
PLACE

- | | |
|--|---|
| 1. All territory in Independent School District No. 152 located in Georgetown Township; Kragnes Township; Morken Township; Moland Township; and, Georgetown city. (all townships north of Moorhead city except Oakport) | Georgetown Community Center |
| 2. All territory in Independent School District No. 152 located in Oakport Township; and, Moorhead city, Ward 1, Precinct 1 and 2. | Washington School
901 - North 14th
Moorhead, MN 56560 |
| 3. All territory in Independent School District No. 152 located in Moorhead city, Ward 1, Precinct 3; Ward 2, Precinct 1, 2 and 3. | Townsite Centre
810 - 4th Avenue So.
Moorhead, MN 56560 |
| 4. All territory in Independent School District No. 152 located in Moorhead city, Ward 3, Precinct 1, 2, and 3. | Riverside School
4th St. & 14th Ave. So.
Moorhead, MN 56560 |
| 5. All territory in Independent School District No. 152 located in Moorhead city, Ward 4, Precinct 1 and 2; and, a portion of Dilworth city. | Moorhead Junior High
11th St. & 20th Ave. So.
Moorhead, MN 56560 |
| 6. All territory in Independent School District No. 152 located in Moorhead Township; and, Moorhead city, Ward 4, Precinct 3. | Triumph Lutheran Church
2901 South 20th Street
Moorhead, MN 56560 |
| 7. All territory in Independent School District No. 152 located in Elmwood Township; Kurtz Township; Glyndon Township; Alliance Township; Holy Cross Township; all Townships south of Moorhead city except Moorhead Township; and, Sabin city. | Sabin Community Center
Sabin, MN 56580 |

Any eligible voter residing in the school district may vote at said election at the polling place designated above for the precinct in which he or she resides. The polls for said election will open at 7:00 o'clock a.m. and will close at 8:00 o'clock p.m. on May 18, 1993.

An individual must be a registered voter in order to be eligible to vote in this election. An unregistered individual may register to vote at the polling place on election day.

Dated: _____

BY ORDER OF THE SCHOOL BOARD

/s/
School District Clerk
Independent School District #152

MEMO #: B93.282

MEMO TO: DR. ANDERSON

FROM: ROBERT JERNBERG *RJ*
JAN BUCKNER *JB*
FRAN LASKE *FL*
ROBERT LACHER *R. Lacher*

DATE: APRIL 7, 1993

SUBJECT: INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS)

We have a proposal from Family Entertainment Network of South Dakota (FEN), to lease our four channels for \$6000.00 per year for ten years. In addition the FEN would provide reception equipment and a microwave studio link.

Family Entertainment has a tower in Barnesville and will provide live educational broadcasting to fulfill the F.C.C. requirements if we do not have sufficient programming.

The five prospective members are:

Barnesville Public Schools
Northwestern Technical College, Moorhead
Moorhead Public Schools
Moorhead State University
Concordia College

We have signed a tentative F.C.C. application, to preserve our inclusion, subject to school board action.

Suggested Resolution: Approve the application and request the administration negotiate a lease agreement with Family Entertainment Network.

MEMO #: B93.276

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MARCH 29, 1993

SUBJECT: BUILDING CONSTRUCTION BID

We have not awarded the following alternates:

		<u>AMOUNT</u>	
RA-1	IMC Skylight	\$ 52,700	
JH-1	IMC Skylight	<u>49,500</u>	
	Total		\$102,200
RA-2	Computer Network	\$ 51,600	
JH-3	Cabling - 7 Lines	40,100	
P-3	per classroom	42,200	
R-1		19,550	
W-1		28,600	
E-1		<u>27,550</u>	
	Total		\$209,600
RA-2A	Computer Network	\$ 49,100	
JH-3A	Cabling - 2 Lines	39,400	
P-3A	Per Classroom	39,000	
R-1A		14,500	
W-1A		21,000	
E-1A		<u>19,500</u>	
	Total		\$182,500
RA-4	TV Cabling Distribution	\$ 28,200	
JH-5	Equipment	29,800	
P-5		28,200	
R-3		28,650	
W-3		28,650	
E-3		<u>34,970</u>	
	Total		\$178,470
JH-7	Scoreboard System	\$ 8,700	
JH-8	Gymnasium Sound System	3,700	
JH-9	Gymnasium Flooring	<u>- 1,300</u>	
	Total		\$ 11,100

Suggested Resolution: Reject all alternates as noted above.

MEMO #: I-93-250
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Library System Selection
DATE: April 7, 1993

Attached is a copy of Memo I-93-226R regarding the selection of a library system and the specifications for the system to be purchased with referendum revenues.

Fran Laske, Media Director, and Jan Buckner, Technology Coordinator, will review the specifications with the Board.

Suggested Resolution: Move to approve the call for bids for a library system as requested.

RMJ/mdm
Attachment

MEMO #: I-93-226R
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Selection of Library System
DATE: March 31, 1993

Over a two-year period we have reviewed library systems in preparation to select a library catalog and circulation system to meet needs currently and the foreseeable future.

Attached you will find a Timeline and Outline of Procedure Used for the Selection of a Library Catalog and Circulation System. You will note that upon the successful completion of the referendum the district technology committee set aside \$200,000 from the technology portion for the implementation of a library system.

Fran Laske, Jan Buckner and our media personnel have spend many hours reviewing potential systems and contacting users of various systems. You will find also attached information the media personnel used regarding system requirements for the circulation program and a survey of automated systems.

As a part of consideration, the District has received proposals from four companies: Winnebago, Follette, Gateway, and Dynix. After extensive review of these proposals, presentations, visits and conversations, a recommendation is now being proposed.

Specifications requesting bids for a system equivalent to the Dynix proposal are being prepared. We plan to bring the specifications to the Board on April 13 and bids will be opened for award on April 27.

Feel free to contact Mrs. Laske or myself if you wish further information regarding this matter.

RMJ/mdm
Attachment

cc: Fran Laske
Jan Buckner
Bob Lacher

MEMO #: S-93-167

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: 1994-95 Calendar
DATE: April 7, 1993

Attached please find the 1994-95 calendar which is recommended by the Calendar Committee and the administration.

It reflects a calendar similar in format to the approve 1993-94 calendar.

Suggested Resolution: Move to approve the 1994-95 calendar as recommended.

BRA:cbp
Attachment

To: Dr. Anderson
From: Dick Jones
Re: Tentative Calendar for 1994-95
Date: April 6, 1993

The calendar committee met on Monday, April 5th and developed the attached tentative calendar for the 1994-95 school year.

The calendar is in a tentative format with the major workshop, holidays, and vacations indicated. It has not been "fine tuned" to insure that it is 100% accurate at this time.

During our discussion on the calendar, some changes were made that were more responsive to the desires of parents. Specifically, the February workshop was changed from Friday, February 17th to the 20th with a vacation day on the 17th instead.

When we enter into the 1993-94 school year, this calendar will need to be "fine tuned" to insure it's accuracy.

1994-95 SCHOOL CALENDAR

AUGUST				
△29	30	31		
SEPTEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
OCTOBER				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
NOVEMBER				
	1	2	3	△4
7	8	9	10	11
14	15	16	17	(18)
(21)	(22)	23	24	25
28	29	30		
DECEMBER				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
1995				
JANUARY				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			
MARCH				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	(28)	(29)	(30)	31
APRIL				
3	4	5	△6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
MAY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
JUNE				
			1	2
5	6	7	8	9

- △ MEEP (4 elem, 2 sec)
- Dist Workshop
- Break
- () Conference
- Comp Time

1st Storm Make-Up Feb 10
2nd Storm Make-Up ?

Aug 29	K-6 MEEP		
Aug 30, 31, Sept 1	K-12 Workshop		
Sept 2	K-12 Workshop		
Sept 5	Labor Day		
Sept 6	Classes Start		
Oct 20, 21	MEA		
Nov 4	K-12 MEEP	Qt ends	47 Days K-6
Nov 18	K Conf		45 Days 7-12
Nov 21	K Conf		
Nov 21	Evening K-12 Conf		
Nov 22	Day, Evening K-12 Conf		
Nov 23	Comp Day K-12		
Nov 24, 25	Thanksgiving		
Dec 26-30	Holiday Break		
Jan 2	Classes Resume		
Jan 20	K-12 Workshop	Qt Ends	48 Days
Feb 17	Winter Break		
Feb 20	K-12 Workshop		
March 21	K Conf		
March 21	Evening K-12 Conf		
March 22	K Conf		
March 23	Day, Evening Conf K-12	Qt Ends	44 Days
March 24	Comp Day K-12		
April 13	K-12 MEEP		
April 14	Spring Break		
April 17	K-6 Comp Day		
May 25	Last Day Students K-12		
May 26	Last Day Staff K-12		
May 28	Graduation	Qt Ends	45 Days 7-12
May 29	Memorial Day	Qt Ends	43 Days K-6
	Total		182 Days

MEMO #: B93.283

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *Robert Lacher*

DATE: APRIL 7, 1993

SUBJECT: BIENNIAL REVIEW OF THE FIVE (5) YEAR CAPITAL
EXPENDITURE FACILITIES PROGRAM BEFORE JULY 1

The state statute requires a biennial review of the five (5) year capital expenditure facilities program before July 1 of each odd numbered year. After notice and hearing, the program may be amended to include the ensuing five (5) year period.

It appears we need to include specific provisions to correct any existing health and safety hazards and may have to include use of handicapped access levy.

We are required to publish Notice Of The Hearing at least 20 days before the leasing.

Suggested Resolution: Move to set a Capital Expenditure Facility hearing at 8:10 p.m. on May 18, 1993.

MEMORANDUM

P 93.044

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: April 8, 1993

SUBJECT: Resolution for Discontinuing and Reducing Programs and Positions.

Consider the attached resolution directing the administration to discontinue and reduce educational programs and positions.

Suggested Resolution:

Move to approve the resolution as presented.

BMF:sdh

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS

WHEREAS, the School Board of Independent School District #152 at a Board meeting held January 26, 1993 directed the administration to make recommendations for staff reduction in programs and positions due to decreasing enrollment and/or financial condition of the School district and

WHEREAS, the administration has prepared a recommendation, BE IT RESOLVED, by the School Board of Independent School District #152 as follows:

That the following positions be discontinued the end of the contract year 1992-93.

<u>Position</u>	<u>FTE</u>
Spanish	.286
German	.143
Art	.286
Industrial Arts	.286

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:

Thereupon said resolution was declared duly passed and adopted.

POLICY OF THE
BOARD OF EDUCATION
MOORHEAD, MN.

DISTRICT CODE: IIAC/IIAC-A
DATE ADOPTED: 12-13-88
REVIEWED/REVISED:

RESOURCE SELECTION, REVIEW/OBJECTION AND REEVALUATION POLICY

I. Statements of Philosophy and Definition

- A. It is the policy of Independent School District #152 to provide a wide range of instructional resources on all levels of difficulty, with a wide diversity of appeal, presenting different points of view and allowing the review of allegedly inappropriate instructional resources through established procedures. The Board of Education supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States as expressed in official statements of professional associations. (Copies of these documents are available at the District Library/Media Office.)
- B. For the purpose of this statement of policy, the term "resources" will refer to any person(s) or any material(s) (whether acquired or locally produced) with instructional content or function that is available or unavailable for formal or informal teaching/learning purposes. The term "unavailable" refers to a resource that has been denied inclusion. Resources include, but are not limited to, textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, kits, machine readable data files, maps, microforms, models, motion pictures, periodicals, transparencies, video recordings, computer software, plays, concerts, athletic events, and written and performed music.

II. Objectives of Selection

- A. To provide resources that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, learning styles and maturity levels.
- B. To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and recognition of various societal values.
- C. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- D. To provide resources on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

POLICY IIAC

- E. To provide resources which realistically represent our pluralistic society and reflect the contributions made by ethnic and minority groups and individuals to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to insure a comprehensive collection of resources appropriate for the complete education of all students.

III. Responsibility for Selection

- A. Although the Moorhead School Board is legally responsible for the operation of the school district, the responsibility for the selection and purchase of the instructional resources is delegated to the licensed staff employed by the district.
- B. While selection of materials involves many people, including library/media specialists, teachers, students, supervisors, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of instructional resources rests with the licensed professional personnel.

IV. Criteria for Selection (to be used as they apply)

- A. Resources shall support the educational goals of the school district, and the goals and objectives of individual schools and specific courses.
- B. Resources shall support the individual student learning modes, teaching styles, curricula needs, and be appropriate for the age, emotional and social development, and ability level of the students for whom the resources are selected.
- C. Resources shall provide a background of information which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent (judgments) in their daily lives.
- D. Resources shall represent artistic, historic and literary qualities and provide a stimulus to creativity.
- E. Resources shall provide information on differing sides of issues so that users may develop the practice of critical analysis.
- F. Resources shall be selected for the atypical as well as the typical student.
- G. Resources shall be judged as a whole with emphasis on their strengths.

POLICY IIAC

V. Procedures for Selection

- A. In selecting resources, professional personnel shall evaluate the available resources and curriculum needs and shall consult reputable, professionally prepared selection tools and other appropriate sources.
- B. Administrators, teachers, students, other school district personnel and community persons may make recommendations for purchase.
- C. Gift resources shall be judged by the criteria outlined in IV, page 2 and shall be accepted or rejected by that criteria.
- D. It should be understood that selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

VI. Procedure for Review of Curriculum Content and Alternative Instruction

The following legislation was passed by the 1992 legislature.

Section 1. Minnesota Statutes 1990, section 126.666, subdivision 1, is amended to read:

Subdivision 1. (ADOPTING POLICIES) A school board shall adopt each year a written PER policy that includes the following:

(7) a procedure for a parent, guardian, or an adult student, 18 years old or older, to review the content of the instructional materials to be provided a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student.

School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under clause (7). School personnel may evaluate and assess the quality of the student's work.

This procedure for review of Curriculum Content and Alternative Instruction is incorporated into the district's policy #AFE (13).

The intent of the procedure is to provide parents, guardians, or adult students the opportunity to review instructional materials, address concerns and propose alternative instruction for the individual student.

POLICY IIAC

The intent is NOT to interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state and district-level essential learner outcomes.

PROCEDURE

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure shall be followed:

I. Request for review of material

- A. Each request for review of material shall be directed to the building or principal.
- B. The principal will:
 1. Treat each concerned person's request with confidentiality.
 2. Try to resolve the questions of the concerned person(s) during the initial contact.
 3. Provide and explain the Minnesota State Statute and the school district's policy and procedure.
 4. Inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome.
 5. Inform the classroom instructor(s), (and affected department, if appropriate) of the materials in question.

II. Opportunity to review materials

- A. School responsibility
 1. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
 - a. by appointment with the principal.
 - b. in _____ (media center, principal's office, curriculum coordinator's office, etc.).
 - c. and for checkout through _____ (personnel) for _____ (period of time).
 2. Outside speakers, spontaneous classroom discussion and current events materials are not considered part of the planned content of instruction and are exempt from the requirement for prior review.
- B. Parent, guardian, or adult student responsibility
 1. Review materials during designated times as indicated in section 2A. 1.

POLICY IIAC

2. If a concern is identified, fill out Form A, "Statement of Concern Regarding Instructional Content", specifically detailing the portion of instructional content to which objection is made.

Continuation of Procedure policy originating from New Prague.

III. Alternative Instruction

A. School responsibility

1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in Form B, "Alternative Instruction Contract".

B. Parent, guardian, or adult student responsibility

1. The person(s) will respond to the school proposal for alternative instruction.
2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
3. The proposed plan must address the district learner outcomes.

IV. Assessment Procedures

A. School Responsibility

1. School personnel will determine an appropriate assessment.
2. The school will not impose academic or social penalties as a result of alternative assessment.

B. The Student Responsibility

1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

Form A Policy and Procedure 126.666

Statement of Concern Regarding Instructional Materials

Request Initiated by _____

Address _____

Telephone (W) _____ (H) _____

Course/Subject _____

1. Learner outcome addressed by the material in question.

2. Specific description of instructional material in question.

3. Have you examined the material in its entirety? ____ Yes ____ No

If no, please explain. _____

4. What is your concern(s) about this material? Please be specific.

Signature of Concerned Person(s)

Date

POLICY IIAC-A

Form B Policy and Procedure 126.666

Alternative Instruction Contract

Date _____

_____ Parent Proposal

_____ School Proposal

Person Initiating Request: _____

Student Name: _____

School Student is Attending: _____

Course/Subject Affected by Request: _____

Specific content or materials in question: _____

Learner outcome to be addressed: _____

Materials to be used: _____

Method of Instruction: _____

Method of evaluation and assessment of the quality of the student's
work (to be completed by school personnel): _____

POLICY IIAC-A

Completion date: _____

Signatures indicating agreement to plan:

Parent/Guardian/Adult Student

Date

Teacher

Date

Principal

Date

Signatures indicating completion of plan:

POLICY IIAC

PROCEDURES FOR REEVALUATION OF RESOURCES

I. Statements of Policy

- A. Occasional objections to instructional resources will be made despite the quality of the selection process. The Moorhead School Board supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and Students' Right to Read of the National Council of Teachers of English. In the event materials are questioned, the principles of intellectual freedom and right to access to resources must be defended rather than the resources.
- B. Any resident or employee of the school district may object to the inclusion or exclusion of resources in the district's educational program on the basis of appropriateness.
- C. An objection is defined as a verbal or written statement of opposition to a resource, requesting that it be excluded, included or restricted.
- D. All residents and employees of the school district shall adhere to the Policy and Procedure of Selection and Reevaluation of Resources.

II. Step-By-Step Procedure When an Objection Occurs

If a complaint is made, the following procedures should be followed:

- A. Treat each objector courteously and confidentially; inform them of the selection procedures but make no commitments.
- B. Each objector shall be directed to the building principal, or designee, who shall explain to the objector the school's selection procedure, the selection criteria, and qualification of the persons selecting the resource. The principal and/or other appropriate staff shall explain the selection rationale for the resource, its intended educational use, and any additional information regarding its use.
- C. If the objector wishes the removal or restriction of the resource for anyone other than his/her child/ward, or the inclusion of an unavailable resource (p. 1, I, C), the use of the "Request for Reevaluation of Instructional Resources" form shall be explained and the objector invited to complete it in its entirety and return it to the principal or designee.
- D. The objector shall complete one form for each resource to which she/he objects.

POLICY IIAC

- E. Upon receipt of the completed and signed "Request for Reconsideration of Instructional Resources" the superintendent and professional media person involved shall be promptly informed.
- F. Within five regular school days after receiving the completed form, the Committee for Reevaluation of Resources will be convened.
- G. Use of the questioned resource shall not be restricted during the reevaluation process.
- H. The Committee for Reevaluation of Resources shall:
 - 1. Be notified of the objection.
 - 2. Read, view, or listen to the questioned resource.
 - 3. Meet to consider the questioned resource and make a decision.
 - 4. Follow all procedures outlined in the Guidelines for the Reevaluation Committee (page 6, IV).

III. Committee for Reevaluation

- A. The Committee for Reevaluation of Resources shall be made up yearly, prior to August 1, and shall consist of eleven members from ISD #152.
- B. The categories listed below shall each be for a two year term. The odd numbered categories shall be elected/selected in the odd numbered years: the even numbered categories in the even numbered years.
 - 1. One building principal or assistant principal selected by the superintendent.
 - 2. One elementary teacher elected/selected by the faculty.
 - 3. One secondary teacher elected/selected by the faculty.
 - 4. One MTI teacher elected/selected by the faculty.
 - 5. One professional media person elected/selected by the K-12 media faculty.
 - 6. Two students (one female/one male) from the Moorhead & Senior High elected/selected by the high school student council.
 - 7. One District #152 resident selected by District #152 residents #8 and #10.
 - 8. One District #152 resident selected by District #152 residents #7 and #9.
 - 9. One District #152 resident selected by District #152 residents #8 and #10.
 - 10. One District #152 resident selected by District #152 residents #7 and #9.
- C. When a vacancy occurs on the Committee, the professional media person (p. 6, III, D) shall meet with the individual(s) responsible for the category in which the vacancy has occurred and obtain a replacement to complete the term.

POLICY IIAC

- D. By May 5 of each year, the superintendent shall appoint a professional media person to:
 - 1. Notify in writing prior to May 15 those groups who must elect/select a representative for the following year.
 - 2. Sent a reminder in writing between August 25 and September 5 to those groups who have not responded to the first notice.
 - 3. Arrange and convene an organizational/in-service meeting, no later than September 22, of the ten member Committee for Reevaluation of Resources.
- E. At the first meeting of the Committee, the ten members shall elect a chair and a recording secretary.
- F. Should any reevaluation committee member be involved with a questioned resource, a temporary replacement from his/her category shall be appointed by the chair of the committee. When a decision about the questioned resource has been made by the reevaluation committee, the member shall return as a participating member of the committee.

IV. Guidelines for the Reevaluation Committee

- A. Seven members of the Committee for Reevaluation of Resources shall constitute a quorum. A quorum is required at all meetings where a decision is made regarding a questioned resource.
- B. All committee members are voting members.
- C. The chair of the Committee for Reevaluation of Resources shall:
 - 1. Notify committee members of the objection and set a meeting date.
 - 2. Distribute a copy of the completed Request for Reevaluation of a Resource form to each committee member.
 - 3. Distribute the appropriate Checklist for Reevaluation Committee to each committee member.
 - 4. Obtain and arrange for reading/viewing/listening to the questioned resource by the committee.
 - 5. Obtain reviews of the questioned resource and send them to each committee member at least three regular school days prior to the reevaluation committee meeting.
 - 6. Within twenty regular school days of receiving the objection, hold a reevaluation committee meeting to reach a decision. If more time is necessary, the committee members and all others involved shall be notified by the chair.
 - 7. Invite the objector, professional media person or teacher and administrator involved to the committee meeting.
 - 8. Invite appropriate persons to provide testimony during the meeting.

POLICY IIAC

- D. The Committee for Reevaluation of a Resource shall:
1. Examine the questioned resource in its entirety.
 2. Determine professional acceptance of the resource by reading critical reviews.
 3. Weigh strengths and weaknesses and form opinions on the resource as a whole, rather than on passages or sections taken out of context.
 4. Discuss the resource in the context of the educational program.
 5. Hear testimony.
 6. Make a decision by public vote.
 7. Prepare a written report using the Report of the Reevaluation Committee form.
- E. The recording secretary shall:
1. Record attendance.
 2. Take notes and complete the Report of the Reevaluation Committee form.
 3. Obtain signatures from committee members on the Report of the Reevaluation Committee form.
 4. Be responsible for filing all required reports within five regular school days.
 5. Send copies of the completed Report of the Reevaluation Committee form to the objector, the building principal, the superintendent and the professional media person or teacher involved.

V. Resolution

- A. The written report, signed by all members of the committee who attended the meeting, accompanied by all materials used during the proceedings and a minority report, if one is made, shall be filed with the superintendent. This shall be the official record of the case.
- B. In the case of a tie vote, the objection shall be denied.
- C. The decision shall be binding for the individual school or as specified in the report by the reevaluation committee.
- D. The decision shall be communicated to all appropriate employees and the Board of Education.
- E. A decision to sustain an objection shall not be interpreted as a judgment of irresponsibility on part of the professionals involved in the selection and/or use of the resource.

POLICY IIAC-A

Received by _____

Date Received _____

REQUEST FOR REEVALUATION OF A RESOURCE

Initiated by _____ Date _____

Address _____ Telephone _____

Representing:

Self _____ Organization or Group _____
(name)

Resource questioned:

Title _____

Author/Creator _____

Publisher/Producer _____ Copyright Date _____

Type of Resource _____
(book, film, filmstrip, record, pamphlet, etc.)

Location: Elementary (K-6) (specify) _____

Middle School (7-8) _____

Senior High (9-12) _____

Unavailable _____

Please respond to the following questions. If sufficient space is not provided, please use additional paper.

1. Have you seen, read, or listened to this resource in its entirety?

Yes _____ No _____

2. To what do you object? Please cite specific passages, pages, etc.

POLICY IIAC-A

3. Please comment on the resource as a whole.

4. What do you believe is the theme or purpose of this resource?

5. For what age group do you recommend this resource?

6. What resource do you recommend that would provide additional information on the subject?

7. Additional comments:

(date)

(signature)

Please return this form to the building principal.

*Completion of this form is at the request of the Board of Education.

CHECKLIST FOR REEVALUATION COMMITTEE: FICTION

Author _____

Title _____

A. Purpose

1. What is the purpose, theme or message of the resource? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for the user? ____ Yes ____ No. If no, for what age group do you recommend? _____

3. Will the reading and/or viewing and/or listening to the resource result in more compassionate understanding of human beings? ____ Yes ____ No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? ____ Yes ____ No

B. Content

1. Does a story about modern times give a realistic picture of life as it is now? ____ Yes ____ No

2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? ____ Yes ____ No

3. When factual information is part of the story, is it presented accurately? ____ Yes ____ No

4. Is prejudicial appeal readily identifiable by the potential reader/viewer/listener? ____ Yes ____ No

5. Are concepts presented appropriate to the ability and maturity of the potential user? ____ Yes ____ No

6. Do characters speak in a language true to the period and section of the country in which they live? ____ Yes ____ No

7. Does the resource offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ____ Yes ____ No

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this resource inappropriate? ____ Yes ____ No

POLICY IIAC-A

9. If there is use of offensive language, is it appropriate to the purpose of the text? ☐ Yes ☐ No
10. Is the resource free from derisive names and epithets that would offend minority groups? ☐ Yes ☐ No
11. Is the resource written well? ☐ Yes ☐ No
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?
☐ Yes ☐ No
13. Does the resource make a significant contribution to the history of literature or ideas? ☐ Yes ☐ No
14. Are the illustrations appropriate and in good taste?
☐ Yes ☐ No
15. Are the illustrations realistic in relation to the story?
☐ Yes ☐ No

Additional comments: _____

Adapted from School Media Quarterly, Winter, 1977

POLICY IIAC-A

CHECKLIST FOR REEVALUATION COMMITTEE: NONFICTION

Author _____

Title _____

A. Purpose

1. What is the overall purpose of the resource? _____
2. Is the purpose accomplished? ____ Yes ____ No

B. Authenticity

1. Is the author competent and qualified in the field?
____ Yes ____ No
2. What is the reputation and significance of the author and publisher/ producer in the field? _____
3. Is the resource up-to-date? ____ Yes ____ No
4. Are information sources well documented? ____ Yes ____ No
5. Are translations and retellings faithful to the original?
____ Yes ____ No

C. Appropriateness

1. Does the resource promote the education goals and objectives of the curriculum? ____ Yes ____ No
2. Is it appropriate to the level of instruction intended?
____ Yes ____ No
3. Are the illustrations appropriate to the subject and age level? ____ Yes ____ No

D. Content

1. Is the content of this resource well presented by providing adequate scope, depth and continuity? ____ Yes ____ No
2. Does this resource present information not otherwise available? ____ Yes ____ No
3. Does the resource give a new dimension or direction to its subject? ____ Yes ____ No

E. Review

1. Source of review _____
Favorably reviewed _____ Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? ____ Yes ____ No. If answer is yes, please list titles of selection aides.

Additional Comments:

Adapted from School Media Quarterly, Winter, 1977

10/88

POLICY IIAC-A

REPORT OF REEVALUATION COMMITTEE

Author: _____ Type of Resource: _____

Title: _____

This decision was made on the _____ day of _____, 19 _____

_____ Minority report is attached.

FINDINGS OF FACT: _____

DECISION: _____

The following committee members are in agreement with the above decision:

The following committee members are not in agreement with the above decision:

10/88

Received by _____

Date Received _____

REQUEST FOR APPEAL OF RESOURCE REEVALUATION COMMITTEE DECISION

Initiated by _____ Date _____

Address _____ Telephone _____

Representing:

Self _____ Organization or Group _____
(name)

Resource questioned:

Title _____

Author/Creator _____

Publisher/Producer _____ Copyright Date _____

Type of Resource _____
(book, film, filmstrip, record, pamphlet, etc.)

Location: Elementary (K-6) _____

Middle School (7-8) _____

Senior High (9-12) _____

Unavailable _____

What is the reason for the appeal. If sufficient space is not provided, please use additional paper.

1. Have you seen, read, or listened to this resource in its entirety?

Yes _____ No _____

2. To what do you object? Please cite specific passages, pages, etc.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 13, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: None

CALL TO ORDER: Chairperson Cummings called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

APPROVAL OF AGENDA: Hunt moved, seconded by Ladwig, to approve the agenda as corrected. Motion carried 7-0.

"WE ARE PROUD"

*** Congratulations to the following teachers for being selected by their peers as the outstanding educators in ISD 152: Sandy Kortan, grade 2, Washington; Dorothy Schmidt, ESL, Edison; Merwin (Bill) Schmidt, grade 5-6, Voyager; Pat Hinze - grade 5, Robert Asp; Tom Trautman, Math, Junior High; and, Shirley Tweten, ESL, Senior High.

*** Congratulations to sophomores, Katie Bennett and Kathy Peterson for being awarded scholarships to study voice with professional singers for six months.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

The district acknowledged the Plains Art Museum for its donation of books to all building libraries entitled Just Plain Art. The books are funded from the National Endowment for the Arts.

Teachers Lowell Bolger and Ron Ness presented a plaque to the Board in recognition of its ongoing support, by staff and administration, of Minnesota Special Olympics. Bolger and Ness have been organizers of the Moorhead Special Olympics since 1970.

CONSENT AGENDA: Borgen moved, seconded by Hunt, to approve the following items on the Consent Agenda:

Chapter I Resolutions - Approved the resolutions relating to Chapter I-Reading and Math Improvement and Chapter I-Detention Center and Title VI.

Alternate Bid-Probstfield - Awarded Alternate P-1 to Roer's Construction, in the amount of \$28,063.00.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 13, 1993
PAGE 2

Townsite Lease Renewal - Approved the lease with Rural Minnesota CEP from July 1, 1993 through June 30, 1994, in the amount of \$31,304.00 with the lease to include a one year option.

Personnel

Extended Leave of Absence

Terry Cullen - 5th Grade Teacher, Robert Asp, effective the 1993-94 school year
Dennis McCarl - Science Teacher, Senior High, effective the 1993-94 school year

Return from Leave

Michelle Bonitto - EBD Teacher, Robert Asp, effective the 1993-94 school year

New Employees

Diana Barendt - MSMI Paraprofessional, Riverside, B21 \$7.91/hr., 6.5 hrs/day, effective April 1, 1993
Pamela Butterfield Kiser - EBD Paraprofessional, Riverside, B21 \$7.91/hr., 6.5 hrs/day, effective April 5, 1993

Resignation

Pam Togstad - MSMI Paraprofessional, Riverside, effective March 19, 1993

Retirements

Ruth Swenson - 1st Grade Teacher, Probstfield, effective June 4, 1993
Robert Klaboe - Librarian, Senior High, effective August 31, 1993

Minutes - Approved the minutes of March 3, 9 and 23, 1993 as presented.

Claims - Approved the claims, subject to audit, in the amount of \$616,561.22.

General Fund:	\$345,967.93
Food Service:	34,488.25
Transportation:	121,182.21
Community Service:	20,325.84
Capital Expenditure:	55,135.38
Building Construction:	29,384.18
Debt Redemption:	872.99
Townsite Centre:	9,204.44
TOTAL	<u>616,561.22</u>

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 13, 1993
PAGE 3

Nonresident Agreement - Approved the following nonresident agreement:

To Attend Halstad/Hendrum Schools

Cody Wambach - Rt. 1 Box 6, Georgetown, K

Prairie School Television Contract - Approved the contract agreement with Prairie School Television for the 1993-94 school year, in the amount of \$11,828.00.

Election Resolution Combining Precincts - Approved the resolution establishing combined precincts, designating polling places and hours for the annual school board election.

Election Resolution Calling General Election - Approved the resolution relating to the election of school board members and calling the school district general election.

Notice of Election Resolution - Approved the Notice of Election resolution for the annual school board election.

Motion carried 7-0.

COMMITTEE REPORTS: Ladwig reported from the Joint Powers and Human Rights committee meetings.

"TOGETHER WE'RE BETTER": Staff presented a report describing the inservice being done for inclusive education. A grant has been accepted for \$8,700 to offset the costs of work being done by staff, etc. for inclusive education in the classrooms.

INSTRUCTIONAL TELEVISION FIXED SERVICE (ITFS): Borgen moved, seconded by Gustafson, to approve the application and request the administration negotiate a lease agreement with Family Entertainment Network, in the amount of \$6,000. Motion carried 7-0.

CONSTRUCTION BIDS: Gustafson moved, seconded by Cox, to reject the alternate bids as noted in Memo B93.276. Motion carried 7-0.

LIBRARY SYSTEM SELECTION: Gustafson moved, seconded by Borgen, to approve the call for bids for an automated library system as requested. Motion carried 7-0.

1994-95 CALENDAR: Borgen moved, seconded by Hunt, to approve the 1994-95 calendar as presented. Motion carried 7-0.

BIENNIAL REVIEW OF CAPITAL EXPENDITURE FACILITIES: Ladwig moved, seconded by Gustafson, to set a capital expenditure facility hearing for Tuesday, May 18, 1993 at 8:10 p.m. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
APRIL 13, 1993
PAGE 4

RESOLUTION REDUCING EDUCATIONAL PROGRAMS/POSITIONS: Borgen moved, seconded by Gustafson, to approve the resolution as presented. Motion carried 7-0.

POLICY - FIRST READING: The first reading of the Resource Selection, Review/Objection and Reevaluation policy (IIAC/IIAC-A) was conducted. The policy will be placed on the April 27th agenda for approval.

COLLECTIVE BARGAINING UPDATE: Franklin reported the district has received notification from Minnesota School Employees Association (MSEA) which represents secretaries, custodians and paraprofessionals, the bus drivers and confidential secretaries of wishes to open contract talks. Negotiations are underway with the Moorhead Education Association with the main item of concern relating to health insurance cost containment.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

The Board was reminded of the Moorhead 2000 community meeting to be held Thursday, April 22nd at Moorhead State University.

Lacher updated the Board regarding the home recycling project the City is pursuing. The city would purchase homes from the school district (9th Avenue North) and relocate them on land north of Robert Asp (12th Street).

ADJOURNMENT: Borgen moved, seconded by Cox, to adjourn the meeting at 8:40 p.m. Motion carried 7-0.

Bill Cox, Clerk

5-149-1805
MIN
4-27-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWN DITE CENTRE
APRIL 27, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, James Cummings (8:15 p.m.), Ellen Hunt, Carol Ladwig, and Bruce R. Anderson.

MEMBERS ABSENT: Mark Gustafson, Anton Hastad.

CALL TO ORDER: The meeting was called to order at 7:05 p.m. by Vice-Chair Ellen Hunt and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda noting minor clarifications to items #9, 12, 13, and 15.

APPROVAL OF AGENDA: Ladwig moved, seconded by Cox, to approve the agenda as amended. Motion carried 4-0.

"WE ARE PROUD"

- ** Congratulations were expressed to Linda Johnson and Marilyn Green, S.T.E.P. coordinators, and Carole Kline, Community Arts coordinator, for their work with the F/M Communiversity's "Behind the Scenes" program. It was one of the most successful offerings with over 270 children and adults participating.
- ** Congratulations were expressed to Louise Wolff, junior at Moorhead High, for being awarded a \$2,500 scholarship through the Discover Card Tribute Award program for Minnesota. The award is given in cooperation with the American Association of School Administrators (AASA) and recognizes high school juniors in three categories: vocational/technical school students, arts and humanities Studies or all other studies at degree-conferring institutions.

Vice-Chair Hunt acknowledged the school board candidates in the audience: Stacey Foss, James Hewitt, DiAnne Streifel, and Marc Valenzuela.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

Borgen thanked the community education department for the plaque he received for his participation in their programs. Borgen noted that Moorhead has an excellent program and commended the work of Rose Andersen and Mary Davies.

CONSENT AGENDA: Cox moved, seconded by Borgen, to approve the following items on the Consent Agenda:

Junior High School Play - Approved the funding of an activity director for a one-act play, at the rate of .05 on the extra-curricular salary schedule.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWN DITE CENTRE
APRIL 27, 1993
PAGE 2

Paper Supply Bids - Approved the low bids meeting specifications, to Cole Paper, Fargo, \$40,308.31; Butler Paper, Fargo, 12,249.43; and, St. Paul Book, St. Paul, MN, \$482.79.

PERSONNEL

Resignation

Jill Moe, Sign Language Interpreter, Junior High, effective June 4, 1993

Family Leaves of Absence

Teri Walseth - EBD Teacher, Edison, to begin May 21 to June 4, 1993

Camille Bloom - MSMT Teacher, Riverside, to begin May 15 to June 4, 1993

Jayne Krsnak - 4th Grade, Probstfield, to begin April 14 for three weeks

Leaves of Absence

Sheri Dennis - Paraprofessional, Riverside, to begin September 1, 1993 through November 26, 1993

Cathy Davis - Paraprofessional, Edison, to begin April 19, 1993 to the end of the school year

Reductions to Contracts

Jay Raymond - Art Teacher, Senior High, from .786 to .500 F.T.E., \$11,582 (18,206.90), effective for the 1993-94 school year

Teresa Herk - Spanish Teacher, Senior High, from .429 to .143 F.T.E., \$3,312.45 (9,937.36), effective for the 1993-94 school year

Nonresident Agreement - Approved the nonresident agreement, subject to action of the appropriate district, for the following student:

To Attend Halstad/Hendrum Schools

Trent J. Crabtree - Rt. 1 Box 89A, Georgetown, Grade 7

Motion carried 4-0.

COMMITTEE REPORTS

Jernberg reported from the Learning Bank meeting.

SABBATICAL LEAVE REQUESTS: Borgen moved, seconded by Ladwig, approved the sabbatical leaves for Jeannette Vazulik and Dale Johnson for the 1993-94 school year. Motion carried 4-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWN DITE CENTRE
APRIL 27, 1993
PAGE 3

GRADUATION STANDARDS AND ASSESSMENTS GRANT: Borgen moved, seconded by Ladwig, to authorize staff to submit a grant application to be a pilot site for the development of selected areas in preparation of graduation standards and assessments. Motion carried 4-0.

K-12 SCIENCE PROGRAM: Cox moved, seconded by Borgen, to approve the purchase of science textbooks and materials as presented. Motion carried 4-0.

K-12 HEALTH PROGRAM: Borgen moved, seconded by Cox, to approve the purchase of health textbooks and materials as presented. Motion carried 4-0.

CHAPTER I REALLOCATION FUNDS: Cox moved, seconded by Ladwig, to authorize the reallocated funds for Chapter I and to adjust the general fund budget appropriately as outlined. Motion carried 4-0.

SCHOOL STARTING/ENDING TIMES: Ladwig moved, seconded by Cox, to approve the school starting and ending times as presented. Motion carried 4-0.

Borgen challenged the district to look into a different method of bussing so not to place the price tag of a balanced budget on young children. He expressed concerns of young students riding the bus very early in the morning, and feels residents are going to other districts because of the transportation.

REFERENDUM CONSTRUCTION PROGRESS REPORT: Lacher reported the projects are moving along aggressively at Robert Asp and the junior and senior high schools. Probstfield has yet to begin.

ANNUAL AUDITING SERVICES: Borgen moved, seconded by Hunt, to approve the three year proposal for professional auditing services for the years of 1992-93, 1993-94 and 1994-95, to Eide Helmeke & Co., in the total amount of \$55,800. Motion carried 4-0.

Cummings joined the meeting at 8:15 p.m.

ROBERT ASP PLAYGROUND CONSTRUCTION BIDS: Borgen moved, seconded by Cox, to approve the \$209,165.75 in accordance with the City of Moorhead's bid with Northern Improvement of April 15, 1993. Motion carried 5-0.

LIBRARY SYSTEM BID AWARD: Cox moved, seconded by Ladwig, to award low bid meeting specifications to Dynix Inc., in the amount of \$197,227.18 with a three year maintenance agreement for \$23,074. Motion carried 5-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWN DITE CENTRE
APRIL 27, 1993
PAGE 4

ISD 152 FUNCTIONAL LEADERSHIP CHART: Ladwig moved, seconded by Cummings, to approve the functional leadership chart and position title change for the Director of Employee Resource, Development and Information, effective July 1, 1993. Motion carried 5-0.

POLICY APPROVAL: Ladwig moved, seconded by Cox, to approve the Resource Selection, Review/Objection and Reevaluation policy (IIAC/IIAC-A) as presented. Motion carried 5-0.

ADJOURNMENT: Cox moved, seconded by Borgen, to adjourn the meeting at 8:30 p.m. Motion carried 5-0.

Bill Cox, Clerk

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

APRIL 27, 1993
7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____ Anton Hastad _____
Bill Cox _____ Ellen Hunt _____
James Cummings _____ Carol Ladwig _____
Mark Gustafson _____ Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to Linda Johnson and Marilyn Green, S.T.E.P. coordinators, for their work with the F/M Communiversities' "Behind the Scenes" program. It was one of the most successful offerings with over 270 children and adults participating.

*** Congratulations to Louise Wolff, junior at Moorhead High, for being awarded a \$2,500 scholarship through the Discover Card Tribute Award program for Minnesota. The award is given in cooperation with the American Association of School Administrators (AASA) and recognizes high school juniors in three categories: vocational/technical school students, arts and humanities Studies or all other studies at degree-conferring institutions.

E. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

S-174-805
MIN
4-27-93

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, the Board Member inquiries on the Consent Agenda items are to be made directly to the District Administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Approval of Junior High School Play Funding -
Page 6-10

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Paper Supply Bids - Page 11

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Resignation - Page 12
- (2) Approval of Family Leaves of Absence - Page 13
- (3) Approval of Leaves of Absence - Page 14
- (4) Approval of Reductions to Contracts - Page 15

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Nonresident Agreement - Page 16

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. SABBATICAL LEAVE REQUESTS - Franklin
Page 17

Suggested Resolution: Move to approve the sabbatical leaves as presented.

Moved by _____ Seconded by _____
Comments _____

5. MDE GRANT FOR GRADUATION STANDARDS AND ASSESSMENTS -
Regelstad - Page 18

Suggested Resolution: Move to authorize staff to submit a grant application to be a pilot site for the development of selected areas in preparation of graduation standards and assessments.

Moved by _____ Seconded by _____
Comments _____

6. K-12 SCIENCE PROGRAM - Jernberg
Page 20

Suggested Resolution: Move to approve the purchase of science textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

7. K-12 HEALTH PROGRAM - Jernberg
Page 20

Suggested Resolution: Move to approve the purchase of health textbooks and materials as presented.

Moved by _____ Seconded by _____
Comments _____

8. CHAPTER I REALLOCATION FUNDS - Jernberg
Page 21

Suggested Resolution: Move to authorize the reallocated funds for Chapter I and to adjust the general fund budget appropriately as outlined.

Moved by _____ Seconded by _____
Comments _____

9. SCHOOL STARTING/ENDING TIMES - Jernberg
Page 22

Suggested Resolution: Move to approve the school starting and ending times as presented.

Moved by _____ Seconded by _____
Comments _____

10. REFERENDUM CONSTRUCTION PROGRESS REPORT - Lacher

Overview of the construction progress for referendum projects throughout the district.

11. ANNUAL AUDITING SERVICES - Lacher
Page 23-26

Suggested Resolution: Move to approve the proposal for professional auditing services to Eide Helmeke & Co. for the fees presented.

Moved by _____ Seconded by _____
Comments _____

12. ROBERT ASP PLAYGROUND CONSTRUCTION BIDS - Lacher
Page 27

Suggested Resolution: Move to approve the bids for \$209,165.75 to Northern Improvement that the city received on April 15, 1993.

Moved by _____ Seconded by _____
Comments _____

13. LIBRARY SYSTEM BID AWARD - Lacher
Page 28

Suggested Resolution: A recommendation will be presented at the meeting.

Moved by _____ Seconded by _____
Comments _____

14. ISD 152 FUNCTIONAL LEADERSHIP CHART - Anderson
Page 29-36

Suggested Resolution: Move to approve the functional leadership chart as recommended.

Moved by _____ Seconded by _____
Comments _____

15. POLICY APPROVAL - Anderson
Page 37-55

Suggested Resolution: Move to approve the Resource Selection, Review/Objection and Reevaluation policy (IIAC/IIAC-A) as presented.

Moved by _____ Seconded by _____
Comments _____

16. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Community Education Recognition Event	Mon., Apr. 26	7:00 p.m.	Townsite
Policy Review	Mon., Apr. 26	7:00 p.m.	Townsite
School Board	Tues., Apr. 27	7:00 p.m.	Townsite
Student/School Board Meeting	Wed., Apr. 28	11:30 a.m.	Senior High
Teacher Negotiations	Wed., Apr. 28	3:30 p.m.	Townsite
Retirement Tea	Mon., May 3	3:30 p.m.	Jr. High
Joint Powers	Thurs., May 6	7:00 a.m.	Dilworth
Retirement Tea	Thurs., May 6	3:30 p.m.	Probstfield
League of Women Voters "Meet the Candidates" Forum	Mon., May 10	7:00 p.m.	City Council Chambers
School Board	Tues., May 11	7:00 p.m.	Townsite
Teacher Negotiations	Wed., May 12	4:00 p.m.	Townsite
MEA Recognition Banquet	Thurs., May 13	6:00 p.m.	Knutson Ctr- Concordia
School Board Election	Tues., May 18	7 a.m - 8 p.m.	
Retirement Tea	Wed., May 19	3:10 p.m.	Sr. High
Retirement Tea	Tues., May 25	3:00 p.m.	Robert Asp
School Board Mtg.	Tues., May 25	7:00 p.m.	Townsite
Memorial Day	Mon., May 31		
Last Day for Students	Thurs., June 3		
Last Day for Teachers	Fri., June 4		
Graduation	Sun., June 6	2:00 p.m.	Fargo Civic

17. ADJOURNMENT

MEMO #: I-93-264

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Funding for Junior High School Play

DATE: April 20, 1993

Attached is a proposal that we have been discussing for sometime. The proposal is dated December 21, 1992. After a meeting with the Activities Council and further discussion among Colleen Tupper, Don Hulbert and myself, we are recommending that we authorize funding for a junior high play supervisor at the extra curricular salary amount of .05. The remaining costs will be paid from other sources including ticket sales.

In order to fund the above position we will reduce one 8th grade boys basketball coach. Budgets will be adjusted so that there are no additional costs to the district.

Suggested Resolution: Move to approve the funding of an activity director for a one-act play as presented.

RMJ/mdm
Attachment

August, 1991

MOORHEAD PUBLIC SCHOOLS
Moorhead Minnesota

1993 Budget
(Year)

PROPOSAL FORM

NAME OF BUILDING: Moorhead Junior High School

TOPICS OF PROPOSAL: Funding for Junior High play

SUBMITTED BY: Dawn Gunderson/Colleen Tupper DATE: December 21, 1992

SUBMITTED TO: Mr. Jernberg DATE TO BE IMPLEMENTED:
1993-94 school year

BUSINESS OFFICE REVIEW WITH COMMENTS ATTACHED: _____

PERSON RESPONSIBLE TO RECOMMEND
TO SUPERINTENDENT: _____

Recommendation (by person responsible):

Approve RA Disapprove _____ Hold _____ Refer to Cabinet _____

Date 4/20/93

DISTRICT MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

Complete a description of your program proposal. All ten (10) 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.

In order for Moorhead Junior High to offer the opportunity for students to be in a play, a yearly fund must be established. The budget would pay for the royalty fee, a director, musical director, and publicity. I propose that the director should receive .050% salary of the master lane of the teacher's schedule. The other funding needed totals \$900.00.

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

In the past, Community Education has funded the Junior High play. This funding is not always available. It is difficult to build a theatre program from year to year if the funding is unpredictable. Also, the Community Ed. funding does not cover all of the needs adequately. It has been the same amount of funding for many years and has not increased to meet the economic changes of producing a play. An example of the Community Ed. funding not covering adequately would be the small salary the music director received. It was only \$200.00 for two months of every day rehearsals. Also, the director used part of her salary to pay for the royalties, rentals and pianist.

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

1. Theatre program can't continue to grow.
2. Students who don't participate in sports won't have an activity to be involved in after school.
3. The Junior High students won't have practical, hands-on experience when they get to the high school.
4. The Senior High theatre won't be as strong.
5. Students won't have a chance to work as a team, to use their creativity, to learn about the performing arts, and to build self-esteem.
6. Students couldn't build on theatrical skills learned in Theatre Arts class.

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

There are no alternatives because no professional director, choreographer, musical director would spend 2 1/2 months working on a play for free. The pay they receive isn't as much as a coach as it is now.

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

PROPOSAL FORM

PERSONNEL	*1 Number Re- quested	Total Cost	Code to be Charged	Reimburse- ment (Fed/State)	Net Dist. Cost
Administrators	1	1,128.40	.050 on extra-curricular salary schedule	1992-93 rate	1,128.40
Teachers	1	400.00			400.00
Clerical	1	100.00			100.00
Paraprofessional					
No. & Hrs/Day					
Teacher Para					
Noon Para					
FRINGE BENEFITS					
		Total Salaries	X 30%		
		Worker's Compensation X salary X .005 =			
production costs: royalty		400.00			400.00
publicity SUPPLIES fees		100.00			100.00
*2 CAPITAL OUTLAY					
OTHER EXPENSES					
*3 TOTAL COST _____ NET DISTRICT COST _____					
Comments on budgetary items:					

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

6. Space implications (short/long range).

The Junior High play uses the beautiful facility at the Senior High for performances. It is a good, productive use of district space.

7. Equity implications.

The Senior High play director is a paid extracurricular position as should be Junior High play director. The Junior High play is a quality alternative to sports.

8. Technology implications.

The Senior High auditorium offers the opportunity for students to experience theatrical aspects, such as lighting, stage management, house management, etc.

9. Suggested timelines for implementation.

The budget needs to be in place by the fall of 1993.

10. Who has been involved in this decision?

Mrs. Dawn Gunderson
Ms. Colleen Tupper
Mrs. Carole Kline
Dr. Dick Jones
Mr. Mike Siggerud

11. Other comments:

MEMO #: B93.297

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: APRIL 22, 1993

SUBJECT: PAPER BID AWARD

The paper supplies bid was opened on April 19, 1993. The vendors meeting specifications are:

Cole Paper	\$40,308.31
Fargo, ND	
Butler Paper	12,249.43
Fargo, ND	
St. Paul Book	482.79
St. Paul, MN	
TOTAL	<hr/> \$53,040.53

Suggested Resolution: Approve vendors listed above meeting specifications, being low bidder and/or complying with their conditions.

MEMORANDUM P 93 045

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 21, 1993
SUBJECT: Resignation of District Employee

The administration requests approval of the resignation of the following person:

Jill Moe - Sign Language Interpreter Junior High effective June 4, 1993.

SUGGESTED RESOLUTION:

Move to accept the resignation as presented.

BMF:sdh

MEMORANDUM P 93.046

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 21, 1993
SUBJECT: Family leave for district employees.

The administration requests approval of the leave of the following persons:

Teri Walseth - EBD Teacher Thomas Edison to begin May 21 to June 4, 1993.

Camille Bloom - MSMI Teacher Riverside to begin May 15 to June 4, 1993.

Jayne Krsnak - 4th Grade Probstfield to begin April 14 for three weeks.

SUGGESTED RESOLUTION:

Move to approve the family leave as presented.

BMF:sdh

MEMORANDUM P 93.047

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: April 21, 1993
SUBJECT: Leave of Absence

The administration requests approval of the leave of absence for the following persons:

Sheri Dennis - Paraprofessional Riverside to begin September 1, 1993 through November 26, 1993.

Cathy Davis - Paraprofessional Edison to begin April 19, 1993 to the end of the school year.

SUGGESTED RESOLUTION:

Move to approve the leave of absences.

BMF:sdh

MEMORANDUM

P 93.048

TO: Bruce Anderson
FROM: Brenda Franklin
DATE: April 21, 1993
SUBJECT: REDUCTION IN CONTRACT FOR 1993-94

Jay Raymond - Art Senior High from .786 to .500 F.T.E., \$11,582 (18,206.90) effective for the 1993-94 school year.

Teresa Herk - Spanish Senior High from .429 to .143 F.T.E., \$3,312.45 (9,937.36) effective for the 1993-94 school year.

SUGGESTED RESOLUTION: Move to approve the reductions as presented.

BMF:sdh

MEMO #: S-93-176

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: Nonresident Student Attendance Agreements
DATE: April 23, 1993

The following nonresident agreement has been received:

To Attend Halstad/Hendrum Schools
Trent J. Crabtree - Rt. 1 Box 89A, Georgetown, Grade 7

Suggested Resolution: Move to approve the nonresident agreement, subject to action of the appropriate district.

BRA:cbp

MEMORANDUM

P 93.049

TO: Bruce Anderson
FROM: Brenda Franklin
DATE: April 21, 1993
SUBJECT: SABBATICAL LEAVE REQUEST

The Sabbatical Leave Committee, at a meeting held on April 19, 1993, moved to recommend sabbatical leaves for the following teachers for the 93-94 school year.

Jeanette Vazulik	Full Year
Dale Johnson	Two Quarters

Annually by contract, \$25,000 is allocated for Sabbatical Leaves for Teachers. Teachers are paid 66.7% of their regular contract. Sabbatical leave costs are calculated using the following net cost computation: The teachers sabbatical leave salary, plus replacement teachers salary plus fringes for both, minus teachers salary and fringes if not on sabbatical.

Previous years sabbatical leave balance is carried forward.

Monies available in 1992-93	\$29,657.50
Actual cost of 1992-93 Sabbaticals	\$35,187.01
	<hr/>
Balance	- \$ 5,529.51
1993-94 Sabbatical leave allocation	\$25,000.00
	<hr/>
Monies available in 1993-94	\$19,470.49

SABBATICAL LEAVES 1993-94 COSTS

PROJECTED COST	ACTUAL SAL. & BENEFITS	NAME OF EMPLOYEE	SABB. LEAVE SALARY & BEN.	REPLACEMENT SALARY & BEN.
\$12,015.71	\$50,224.04	J. Vazulik	\$33,978.75	\$ 28,261.00
\$ 6,987.56	\$42,977.90	D. Johnson	\$33,329.80	\$ 16,635.66
<hr/>				
\$19,003.27	\$93,201.94		\$67,308.55	\$ 44,896.66

SUGGESTED RESOLUTION: Move to approve the sabbatical leaves as presented.

BMF:sdh

MEMO #: I-93-267
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Graduation Standards and Assessments Application
DATE: April 22, 1993

The Minnesota Department of Education is requesting applications for pilot sites to develop K-12 performance standards and assessments in preparing for the new state graduation rule. Several Moorhead teachers representing each grade level are preparing an application.

Mary Regelstad, OBE Facilitator, will review the application with the Board of Education.

Suggested Resolution: Move to authorize staff to submit a grant application to be a pilot site for the development of selected areas in preparation of graduation standards and assessments.

RMJ/mdm

MEMO #: I-93-262
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: K-12 Science Program
DATE: April 20, 1993

Attached is information regarding the K-12 Science Program including the curriculum review phases that have been completed, outcomes and science textbook adoption information. The materials have been reviewed for gender fairness and cultural bias to ensure that the materials are inclusive for all students. The K-12 Science Program has also been reviewed by the PER Committee.

Mary Regelstad and Darrell Richter will review the science curriculum for grades K-12.

Suggested Resolution: Move to approve the purchase of science textbooks and materials as presented.

RMJ/mdm
Attachment

MEMO #: I-93-261
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: K-12 Health Program
DATE: April 20, 1993

Attached is information regarding the K-12 Health Program including the curriculum review phases that have been completed, outcomes and health textbook adoption information. The materials have been reviewed for gender fairness and cultural bias to ensure that the materials are inclusive for all students. The K-12 Health Program has also been reviewed by the PER Committee.

The current K-6 materials are being delayed for implementation in the Fall of 1994 due to the fact that the Growing Healthy curriculum (produced by the American Heart Association) is undergoing major revision. The Growing Healthy curriculum is utilized by over 80 percent of the nation's schools. We are however, revising the K-6 AIDS information by utilizing a new Growing Healthy AIDS Supplement.

Darrell Naugle and Kay Peterson will review the health curriculum for grades 7-12.

Suggested Resolution: Move to approve the purchase of health textbooks and materials as presented.

RMJ/mdm
Attachment

MEMO #: I-93-266
TO: Dr. Bruce Anderson
FROM: Bob Jernberg *[Signature]*
Bob Lacher *[Signature]*
SUBJECT: Chapter I Reallocation Funds
DATE: April 22, 1993

The District has been notified by the Minnesota Department of Education that we will receive an additional \$23,362 in reallocated Chapter I funds.

The additional funds will be utilized as follows:

Salaries	\$18,562
Supplies	\$ 2,100
Inservice	\$ 2,700

This addendum to Chapter I funding will adjust the District's general fund budget. New total revenues will be \$26,820,013 and the new total expenditures will be \$26,628,018. There will be no change in fund balance.

Suggested Resolution:

Move to authorize the reallocated funds for Chapter I and to adjust the general fund budget appropriately as outlined above.

RMJ/mdm

MEMO #: I-93-263

TO: Dr. Bruce Anderson

FROM: Bob Jernberg
Dan Bacon

SUBJECT: School Starting Times for 1993-94

DATE: April 20, 1992

We have reviewed the school starting times for the purpose of equity. With the following changes, the secondary schools will have 6 hours of school per day, as currently existing, and all of the elementary schools will have 5 hours and 55 minutes of school per day:

Washington	Kindergarten	8:05 - 10:35	12:00 - 2:30
	1-4	8:05 - 2:30	
Riverside	Kindergarten	8:20 - 10:50	12:15 - 2:45
	1-4	8:20 - 2:45	
Lincoln	Kindergarten	8:20 - 10:50	12:15 - 2:45
Probstfield	Kindergarten	8:50 - 11:20	12:45 - 3:15
	1-4	8:50 - 3:15	
Edison	Kindergarten	9:00 - 11:30	12:55 - 3:25
	1-4	9:00 - 3:25	
Asp	5-6	8:00 - 2:25	
Voyager	5-6	8:00 - 2:25	
Junior High	7-8	8:10 - 2:50	
Senior High	9-12	8:30 - 3:00	(Optional start at 7:30)

Suggested Resolution: Move to approve the school starting and ending times as presented.

RMJ/mdm

MEMO #: B93.278

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MARCH 31, 1993

SUBJECT: ANNUAL AUDIT REPORT

Eide Helmeke & Co. has proposed fees for three years for our annual audit.

<u>FISCAL YEAR</u>	<u>FEES</u>	<u>\$ CHANGE</u>	<u>% CHANGE</u>
1991.92	\$21,075		
Proposed 1992.93	17,950	\$ (3125)	(14.83%)
1993.94	18,600	650	3.62%
1994.95	19,250	650	3.50%

Suggested Resolution: Move to approve the proposal for professional auditing services to Eide Helmeke & Co. for the fees noted above.

Eide Helmeke & Co.

Certified Public Accountants & Consultants

March 16, 1993

The Board of Education
Independent School District No. 152
810 4th Avenue South
Moorhead, Minnesota 56560

This letter is to explain our understanding of the arrangements for the services we are to perform for Independent School District No. 152 for the years ending June 30, 1993, 1994 and 1995. We ask that you either confirm or amend that understanding.

Audit of Financial Statements

Our audits will be made for the purpose of forming a qualified opinion on the fairness of the presentation of the district's financial statements as of June 30, 1993, 1994 and 1995 in conformity with generally accepted accounting principles. We anticipate that our opinion will be qualified because we will be unable to make an audit of the balance sheet of the general fixed assets account group. If, during the course of our audit, information should come to our attention which would require or permit us to issue a significantly different type of report, we will discuss the reasons with you.

We direct your attention to the fact that management has the primary responsibility for properly recording transactions in the records, for safeguarding assets and for preparing reliable financial statements. Our basic audit function is to add reliability to those financial statements.

Our audit will be conducted in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984; and the provisions of OMB Circular A-128, Audits of State and Local Governments. We will plan and perform the audit to obtain reasonable assurance that the financial statements are free of material misstatement. We will examine, on a test basis, evidence supporting the amounts and disclosures in the financial statements. We will assess and evaluate the accounting principles used, significant estimates made by management and the overall financial statement presentation. Our procedures will not include a detailed audit of all transactions and is not designed to discover all defalcations, irregularities or illegal acts, should any exist. If the district desires that we expand the scope of our services in this regard, this letter of understanding will require revision.

As a result of our audit, we will report to you any material weaknesses in the system of internal accounting control that we observe.

We will try to initiate ideas or observations that we believe will help achieve the objectives of the district. We will also be pleased to respond to inquiries you might have about financial or other business matters.

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

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm name, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Charges for Services

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 as follows:

For year ended June 30, 1993	\$ 17,950
For year ended June 30, 1994	18,600
For year ended June 30, 1995	19,250

Our fees are based, in part, on the expectation that your personnel will: (1) prepare various required account analyses, schedules and other worksheets, and (2) make invoices, contract and other documents readily available for us upon request. If your personnel do not provide these services in an accurate, complete and timely fashion, we will bring the matter to your attention. If we are required to perform additional work as a result of these deficiencies, we will bill you for the additional work based on our standard hourly rates and the time required, plus expenses.

It is further understood that additional charges other than those described above may be incurred in the process of conducting the engagement. Eide Helmeke & co. may provide a "change order" providing for such changes and charges incurred thereby. Change orders are payable upon receipt of the billing. Any change order shall be approved by you in advance.

All other services, such as business consultation, etc., will be billed separately as the charges are incurred for these services.

Should our relationship terminate before our audit procedures are completed and a report issued, you will be billed for services to the date of termination. All bills are payable upon receipt. A finance charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us. Thank you for this opportunity to be of assistance to you. We appreciate your business.

EIDE HELMEKE & CO.

By

ACCEPTED:

Name

Title

Date

APR 16 1993

MEMO #: B93.291

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: APRIL 15, 1993

SUBJECT: BIDS FOR CONSTRUCTION OF SITE AT ROBERT ASP

Demolition & Playground Construction:	\$ 93,785.00
Parking Lot Addition:	17,860.00
8 1/2 Ave. No. Construction:	<u>97,520.75</u>
	\$209,165.75

Will have additional fees:	<u>Budget</u>	<u>Expenses</u>	<u>Balance</u>
Budget	(17,374)		
Asp Building Const.		17,860	
Fees		1,000	(36,235)
Voyager/Asp			
Site Development	320,000	191,305	117,694
Fees		11,000	

Suggested Resolution: Approve the bids for \$209,165.75 to Northern Improvement that the city received on April 15, 1993.

MEMO #: B93.294

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: APRIL 21, 1993

SUBJECT: LIBRARY CIRCULATION SYSTEM

Bids will be opened April 26, 1993 at 2:00 p.m.

We will have a bid summary with recommendations for the board meeting Tuesday night. Jan Buckner, Technology Coordinator and Fran Laske, District Media Director, will be available to answer questions.

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Functional Organizational Chart
DATE: April 23, 1993

At the March 9, 1993 board meeting, you received a matrix of the district leadership functions, associated tasks, and the identification of the district office administrators with the functional responsibility for the functions and tasks.

A clear understanding of the administrative responsibilities for the areas of curriculum/instruction, business, personnel serves the following purposes:

1. Focuses individual administrators effort and energy on identified tasks,
2. Increases accountability because of clearly designated responsibility,
3. Enhances communication throughout the district, and
4. Reduces misunderstanding and loss of efficiency and effectiveness related to lack of clarity on task responsibility.

The reallocation of functions and tasks represented in the recommended organizational chart purposes:

- o To provide greater balance in the distribution of responsibility;
- o To align functions with logical positions, i.e. staff development, human resources,
- o To enable Mr. Jernberg to utilize and focus his excellent planning skills in the implementation of the Five Year Educational Plan as well as curriculum and instruction.

I am recommending that the position of Human Resources be re-titled Assistant Superintendent. At the time Mrs. Franklin was hired, it was with the understanding that the position would be evaluated after a six month period.

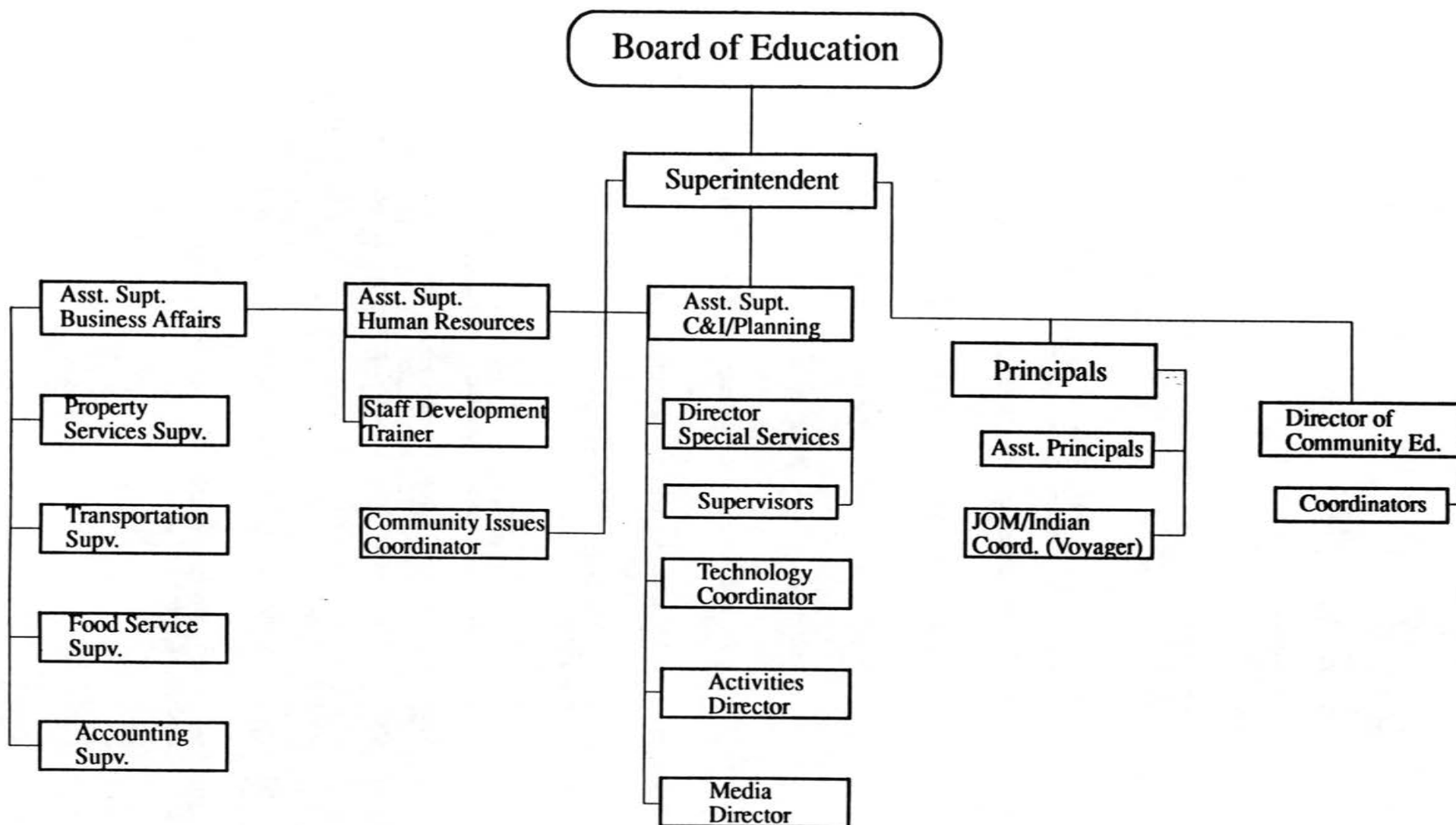
As one reviews the significant tasks for which this position is responsible (see attachment), it clearly deserves to be at the Assistant Superintendent level. Salary implications related to band and grade will be reviewed upon the completion of the review of the system of classification which is currently underway.

Suggested Resolution: Move to approve the ISD 152 Functional Leadership Chart and position title change, effective July 1, 1993.

BRA:cbp
Attachment

Functional Leadership Chart
Moorhead Public Schools Moorhead, MN 56560

(4-22-93)



SCHOOL DISTRICT FUNCTIONS AND TASK AREAS

SCHOOL BOARD OPERATIONS AND DISTRICT MANAGEMENT and Planning... responsibilities relating to the specific management of education organization, supervision and evaluation of staff and district-wide curriculum.

- A. Mission Development
- B. Policy Development
- C. Quality Management and Strategic Planning
- D. Five Year Educational Plan
- E. Monitoring and Influencing Legislation
- F. Communication with School Board
- G. Building Organizational Models
- H. Enrollment Forecasting
- I. School Boundary Assessment
- J. School Census
- K. Student, Staff, Community Opinion Survey
- L. School Improvement Plan
- M. InterGovernmental Retreat
- N. Legal Issues/Assistance

MAJOR RESPONSIBILITY

Supt.	C & I	Bus. Affairs	Personnel
X			
X			
X			
	X		
X			
X			
	X		
	X		
		X	
	X		
	X		
X			
X			

- A. Compliance with Federal and State Requirements
- B. High Potential Programs
- C. Planning, Evaluating, and Reporting
- D. Program Development, Implimentation and Evaluation
- E. Assessment and Reporting of Student Progress
- F. Special Education Programs
- G. Federal/State Programs
- H. Evaluation of Educational Programs
- I. OBE
- J. Instructional Technology/Meda Services
- K. Student Activities

[illegible]

MAJOR RESPONSIBILITY

III. BUDGET AND FINANCE PROGRAMS...

- A. Identify Sources of Revenue
- B. Annual Operational Plan
- C. Accounting and Control Procedures
- D. Purchasing
- E. Auditing
- F. Payroll
- G. Budget Monitoring
- H. Inventory Procedures and Standards
- I. Capital Outlay
- J. Leasing Agreements
- K. Compliance with State and Federal Requirements
- L. Insurance Bidding and Purchasing

Supt.	C & I	Bus. Affairs	Personnel
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	
		X	

- A. Employee Policies and Procedures
- B. Position Descriptions
- C. Recruitment, Selection and Assignment of Employees
- D. Staff Evaluation
- E. Staff Development
- F. Collective Bargaining
- G. Contract Administration
- H. Accident Prevention and Reporting
- I. Absentee Management System
- J. Employee Records
- K. Employee Benefit Information
- L. Compliance - State Federal and Local Employment Laws
(i.e. EEO, ADA, ADEA, ERISA, 504, COBRA, LEAVE, Unemployment, Workers Compensation)
- M. Higher Education Student Teaching/Intern/Tutoring
- N. Human Rights (Inclusion, multicultural/gender fair)

[illegible]

MAJOR RESPONSIBILITY

V. PUPIL SERVICES...

- A. Guidance and Counseling
- B. Psychological, Health and Social Services
- C. Student Records
- E. Discipline: Policy and Plans
- F. Enrollment Options

VI. SUPPORT SERVICES...

- A. Facilities and Sites Planning, and Management
- B. Plant Operations and Equipment
- D. Transportation
- E. Food Service
- F. MGT Computer Information Systems and Services/Technology
- G. District Building Printing/Copying Services

Supt.	C & I	Bus. Affairs	Personnel
	X		
	X		
	X		
X			
	X		
		X	
		X	
		X	
		X	
		X	
		X	

MAJOR RESPONSIBILITY

VII. COMMUNITY SERVICE PROGRAMS...

A. Public Information and Communications

B. Citizen Involvement

C. Staff Communications

D. Community Education/Community Services

Supt.	C & I	Bus. Affairs	Personnel
X			
X			
X			
X			

RESOURCE SELECTION, REVIEW/OBJECTION AND REEVALUATION POLICY

I. Statements of Philosophy and Definition

- A. It is the policy of Independent School District #152 to provide a wide range of instructional resources on all levels of difficulty, with a wide diversity of appeal, presenting different points of view and allowing the review of allegedly inappropriate instructional resources through established procedures. The Board of Education supports the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States as expressed in official statements of professional associations. (Copies of these documents are available at the District Library/Media Office.)
- B. For the purpose of this statement of policy, the term "resources" will refer to any person(s) or any material(s) (whether acquired or locally produced) with instructional content or function that is available or unavailable for formal or informal teaching/learning purposes. The term "unavailable" refers to a resource that has been denied inclusion. Resources include, but are not limited to, textbooks, other books, supplementary reading and informational materials, charts, community resource people, agencies and organizations, dioramas, filmstrips, kits, machine readable data files, maps, microforms, models, motion pictures, periodicals, transparencies, video recordings, computer software, plays, concerts, athletic events, and written and performed music.

II. Objectives of Selection

- A. To provide resources that will enrich and support the curriculum and personal needs of the users, taking into consideration their varied interests, abilities, learning styles and maturity levels.
- B. To provide resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and recognition of various societal values.
- C. To provide a background of information which will enable students to make intelligent judgments in their daily lives.
- D. To provide resources on opposing sides of controversial issues so that users may develop under guidance the practice of critical analysis.

POLICY IIAC

- E. To provide resources which realistically represent our pluralistic society and reflect the contributions made by ethnic and minority groups and individuals to our American heritage.
- F. To place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to insure a comprehensive collection of resources appropriate for the complete education of all students.

III. Responsibility for Selection

- A. Although the Moorhead School Board is legally responsible for the operation of the school district, the responsibility for the selection and purchase of the instructional resources is delegated to the licensed staff employed by the district.
- B. While selection of materials involves many people, including library/media specialists, teachers, students, supervisors, administrators, and community persons, the responsibility for coordinating and recommending the selection and purchase of instructional resources rests with the licensed professional personnel.

IV. Criteria for Selection (to be used as they apply)

- A. Resources shall support the educational goals of the school district, and the goals and objectives of individual schools and specific courses.
- B. Resources shall support the individual student learning modes, teaching styles, curricula needs, and be appropriate for the age, emotional and social development, and ability level of the students for whom the resources are selected.
- C. Resources shall provide a background of information which will motivate students to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- D. Resources shall represent artistic, historic and literary qualities and provide a stimulus to creativity.
- E. Resources shall provide information on differing sides of issues so that users may develop the practice of critical analysis.
- F. Resources shall be selected for the atypical as well as the typical student.
- G. Resources shall be judged as a whole with emphasis on their strengths.

V. Procedures for Selection

- A. In selecting resources, professional personnel shall evaluate the available resources and curriculum needs and shall consult reputable, professionally prepared selection tools and other appropriate sources.
- B. Administrators, teachers, students, other school district personnel and community persons may make recommendations for purchase.
- C. Gift resources shall be judged by the criteria outlined in IV, page 2 and shall be accepted or rejected by that criteria.
- D. It should be understood that selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

VI. Procedure for Review of Curriculum Content and Alternative Instruction

The following legislation was passed by the 1992 legislature.

Section 1. Minnesota Statutes 1990, section 126.666, subdivision 1, is amended to read:

Subdivision 1. (ADOPTING POLICIES) A school board shall adopt each year a written PER policy that includes the following:

(7) a procedure for a parent, guardian, or an adult student, 18 years old or older, to review the content of the instructional materials to be provided a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student.

School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under clause (7). School personnel may evaluate and assess the quality of the student's work.

This procedure for review of Curriculum Content and Alternative Instruction is incorporated into the district's policy #AFE (13).

The intent of the procedure is to provide parents, guardians, or adult students the opportunity to review instructional materials, address concerns and propose alternative instruction for the individual student.

POLICY IIAC

The intent is NOT to interfere with the rights of others to receive the instruction in question, nor does it relieve the student from meeting state and district-level essential learner outcomes.

PROCEDURE

When a parent, guardian, or adult student (hereafter referred to as "person") indicates a concern regarding the content of instructional materials, this procedure shall be followed:

I. Request for review of material

- A. Each request for review of material shall be directed to the building or principal.
- B. The principal will:
 - 1. Treat each concerned person's request with confidentiality.
 - 2. Try to resolve the questions of the concerned person(s) during the initial contact.
 - 3. Provide and explain the Minnesota State Statute and the school district's policy and procedure.
 - 4. Inform the concerned person(s) that the student is not required to be exposed to the questioned material but will be required to meet the essential learner outcome.
 - 5. Inform the classroom instructor(s), (and affected department, if appropriate) of the materials in question.

II. Opportunity to review materials

- A. School responsibility
 - 1. All adopted curricular and instructional materials (including adopted learner outcomes, print material and film/video with descriptive narrative) will be available for review:
 - a. by appointment with the principal.
 - b. in _____ (media center, principal's office, curriculum coordinator's office, etc.).
 - c. and for checkout through _____ (personnel) for _____ (period of time).
 - 2. Outside speakers, spontaneous classroom discussion and current events materials are not considered part of the planned content of instruction and are exempt from the requirement for prior review.
- B. Parent, guardian, or adult student responsibility
 - 1. Review materials during designated times as indicated in section 2A. 1.

POLICY IIAC

2. If a concern is identified, fill out Form A, "Statement of Concern Regarding Instructional Content", specifically detailing the portion of instructional content to which objection is made.

Continuation of Procedure policy originating from New Prague.

III. Alternative Instruction

A. School responsibility

1. Upon receipt of a statement of concern, school personnel may propose one alternative form of instruction in place of the material in question.
2. The building principal will facilitate a meeting among the concerned parties and, if appropriate, present the school proposal for alternative instruction as described in Form B, "Alternative Instruction Contract".

B. Parent, guardian, or adult student responsibility

1. The person(s) will respond to the school proposal for alternative instruction.
2. If the school proposal is rejected, the person(s) will develop an alternative plan at no cost to the district.
3. The proposed plan must address the district learner outcomes.

IV. Assessment Procedures

A. School Responsibility

1. School personnel will determine an appropriate assessment.
2. The school will not impose academic or social penalties as a result of alternative assessment.

B. The Student Responsibility

1. The student will complete the appropriate assessment in accordance with the agreed upon alternative instructional contract.
2. When the contract is completed and the specified outcome met, the student will be granted completion credit or a grade for the work.

POLICY IIAC-A

Form A Policy and Procedure 126.666

Statement of Concern Regarding Instructional Materials

Request Initiated by _____

Address _____

Telephone (W) _____ (H) _____

Course/Subject _____

1. Learner outcome addressed by the material in question.

2. Specific description of instructional material in question.

3. Have you examined the material in its entirety? ____ Yes ____ No
If no, please explain. _____

4. What is your concern(s) about this material? Please be specific.

Signature of Concerned Person(s)

Date

POLICY IIAC-A

Form B Policy and Procedure 126.666

Alternative Instruction Contract

Date _____ ☐ Parent Proposal

☐ School Proposal

Person Initiating Request: _____

Student Name: _____

School Student is Attending: _____

Course/Subject Affected by Request: _____

Specific content or materials in question: _____

Learner outcome to be addressed: _____

Materials to be used: _____

Method of Instruction: _____

Method of evaluation and assessment of the quality of the student's work (to be completed by school personnel): _____

POLICY IIAC-A

Completion date: _____

Signatures indicating agreement to plan:

Parent/Guardian/Adult Student

Date

Teacher

Date

Principal

Date

Signatures indicating completion of plan:

POLICY IIAC

PROCEDURES FOR REEVALUATION OF RESOURCES

I. Statements of Policy

- A. Occasional objections to instructional resources will be made despite the quality of the selection process. The Moorhead School Board supports principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association and Students' Right to Read of the National Council of Teachers of English. In the event materials are questioned, the principles of intellectual freedom and right to access to resources must be defended rather than the resources.
- B. Any resident or employee of the school district may object to the inclusion or exclusion of resources in the district's educational program on the basis of appropriateness.
- C. An objection is defined as a verbal or written statement of opposition to a resource, requesting that it be excluded, included or restricted.
- D. All residents and employees of the school district shall adhere to the Policy and Procedure of Selection and Reevaluation of Resources.

II. Step-By-Step Procedure When an Objection Occurs

If a complaint is made, the following procedures should be followed:

- A. Treat each objector courteously and confidentially; inform them of the selection procedures but make no commitments.
- B. Each objector shall be directed to the building principal, or designee, who shall explain to the objector the school's selection procedure, the selection criteria, and qualification of the persons selecting the resource. The principal and/or other appropriate staff shall explain the selection rationale for the resource, its intended educational use, and any additional information regarding its use.
- C. If the objector wishes the removal or restriction of the resource for anyone other than his/her child/ward, or the inclusion of an unavailable resource (p. 1, I, C), the use of the "Request for Reevaluation of Instructional Resources" form shall be explained and the objector invited to complete it in its entirety and return it to the principal or designee.
- D. The objector shall complete one form for each resource to which she/he objects.

POLICY IIAC

- E. Upon receipt of the completed and signed "Request for Reconsideration of Instructional Resources" the superintendent and professional media person involved shall be promptly informed.
- F. Within five regular school days after receiving the completed form, the Committee for Reevaluation of Resources will be convened.
- G. Use of the questioned resource shall not be restricted during the reevaluation process.
- H. The Committee for Reevaluation of Resources shall:
 - 1. Be notified of the objection.
 - 2. Read, view, or listen to the questioned resource.
 - 3. Meet to consider the questioned resource and make a decision.
 - 4. Follow all procedures outlined in the Guidelines for the Reevaluation Committee (page 6, IV).

III. Committee for Reevaluation

- A. The Committee for Reevaluation of Resources shall be made up yearly, prior to August 1, and shall consist of eleven members from ISD #152.
- B. The categories listed below shall each be for a two year term. The odd numbered categories shall be elected/selected in the odd numbered years: the even numbered categories in the even numbered years.
 - 1. One building principal or assistant principal selected by the superintendent.
 - 2. One elementary teacher elected/selected by the faculty.
 - 3. One secondary teacher elected/selected by the faculty.
 - 4. One MTI teacher elected/selected by the faculty.
 - 5. One professional media person elected/selected by the K-12 media faculty.
 - 6. Two students (one female/one male) from the Moorhead & Senior High elected/selected by the high school student council.
 - 7. One District #152 resident selected by District #152 residents #8 and #10.
 - 8. One District #152 resident selected by District #152 residents #7 and #9.
 - 9. One District #152 resident selected by District #152 residents #8 and #10.
 - 10. One District #152 resident selected by District #152 residents #7 and #9.
- C. When a vacancy occurs on the Committee, the professional media person (p. 6, III, D) shall meet with the individual(s) responsible for the category in which the vacancy has occurred and obtain a replacement to complete the term.

POLICY IIAC

- D. By May 5 of each year, the superintendent shall appoint a professional media person to:
 - 1. Notify in writing prior to May 15 those groups who must elect/select a representative for the following year.
 - 2. Sent a reminder in writing between August 25 and September 5 to those groups who have not responded to the first notice.
 - 3. Arrange and convene an organizational/in-service meeting, no later than September 22, of the ten member Committee for Reevaluation of Resources.
- E. At the first meeting of the Committee, the ten members shall elect a chair and a recording secretary.
- F. Should any reevaluation committee member be involved with a questioned resource, a temporary replacement from his/her category shall be appointed by the chair of the committee. When a decision about the questioned resource has been made by the reevaluation committee, the member shall return as a participating member of the committee.

IV. Guidelines for the Reevaluation Committee

- A. Seven members of the Committee for Reevaluation of Resources shall constitute a quorum. A quorum is required at all meetings where a decision is made regarding a questioned resource.
- B. All committee members are voting members.
- C. The chair of the Committee for Reevaluation of Resources shall:
 - 1. Notify committee members of the objection and set a meeting date.
 - 2. Distribute a copy of the completed Request for Reevaluation of a Resource form to each committee member.
 - 3. Distribute the appropriate Checklist for Reevaluation Committee to each committee member.
 - 4. Obtain and arrange for reading/viewing/listening to the questioned resource by the committee.
 - 5. Obtain reviews of the questioned resource and send them to each committee member at least three regular school days prior to the reevaluation committee meeting.
 - 6. Within twenty regular school days of receiving the objection, hold a reevaluation committee meeting to reach a decision. If more time is necessary, the committee members and all others involved shall be notified by the chair.
 - 7. Invite the objector, professional media person or teacher and administrator involved to the committee meeting.
 - 8. Invite appropriate persons to provide testimony during the meeting.

POLICY IIAC

- D. The Committee for Reevaluation of a Resource shall:
1. Examine the questioned resource in its entirety.
 2. Determine professional acceptance of the resource by reading critical reviews.
 3. Weigh strengths and weaknesses and form opinions on the resource as a whole, rather than on passages or sections taken out of context.
 4. Discuss the resource in the context of the educational program.
 5. Hear testimony.
 6. Make a decision by public vote.
 7. Prepare a written report using the Report of the Reevaluation Committee form.
- E. The recording secretary shall:
1. Record attendance.
 2. Take notes and complete the Report of the Reevaluation Committee form.
 3. Obtain signatures from committee members on the Report of the Reevaluation Committee form.
 4. Be responsible for filing all required reports within five regular school days.
 5. Send copies of the completed Report of the Reevaluation Committee form to the objector, the building principal, the superintendent and the professional media person or teacher involved.

V. Resolution

- A. The written report, signed by all members of the committee who attended the meeting, accompanied by all materials used during the proceedings and a minority report, if one is made, shall be filed with the superintendent. This shall be the official record of the case.
- B. In the case of a tie vote, the objection shall be denied.
- C. The decision shall be binding for the individual school or as specified in the report by the reevaluation committee.
- D. The decision shall be communicated to all appropriate employees and the Board of Education.
- E. A decision to sustain an objection shall not be interpreted as a judgment of irresponsibility on part of the professionals involved in the selection and/or use of the resource.

Received by _____

Date Received _____

REQUEST FOR REEVALUATION OF A RESOURCE

Initiated by _____ Date _____

Address _____ Telephone _____

Representing:

Self _____ Organization or Group _____
(name)

Resource questioned:

Title _____

Author/Creator _____

Publisher/Producer _____ Copyright Date _____

Type of Resource _____
(book, film, filmstrip, record, pamphlet, etc.)

Location: Elementary (K-6) (specify) _____

Middle School (7-8) _____

Senior High (9-12) _____

Unavailable _____

Please respond to the following questions. If sufficient space is not provided, please use additional paper.

1. Have you seen, read, or listened to this resource in its entirety?

Yes _____ No _____

2. To what do you object? Please cite specific passages, pages, etc.

POLICY IIAC-A

3. Please comment on the resource as a whole.

4. What do you believe is the theme or purpose of this resource?

5. For what age group do you recommend this resource?

6. What resource do you recommend that would provide additional information on the subject?

7. Additional comments:

(date)

(signature)

Please return this form to the building principal.

*Completion of this form is at the request of the Board of Education.

CHECKLIST FOR REEVALUATION COMMITTEE: FICTION

Author _____

Title _____

A. Purpose

1. What is the purpose, theme or message of the resource? How well does the author/producer/composer accomplish this purpose?

2. If the story is fantasy, is it the type that has imaginative appeal and is suitable for the user? ____ Yes ____ No. If no, for what age group do you recommend? _____

3. Will the reading and/or viewing and/or listening to the resource result in more compassionate understanding of human beings? ____ Yes ____ No

4. Does it offer an opportunity to better understand and appreciate the aspirations, achievements, and problems of various minority groups? ____ Yes ____ No

B. Content

1. Does a story about modern times give a realistic picture of life as it is now? ____ Yes ____ No

2. Does the story avoid an oversimplified view of life, one which leaves the reader with the general feeling that life is sweet and rosy or ugly and meaningless? ____ Yes ____ No

3. When factual information is part of the story, is it presented accurately? ____ Yes ____ No

4. Is prejudicial appeal readily identifiable by the potential reader/viewer/listener? ____ Yes ____ No

5. Are concepts presented appropriate to the ability and maturity of the potential user? ____ Yes ____ No

6. Do characters speak in a language true to the period and section of the country in which they live? ____ Yes ____ No

7. Does the resource offend in some special way the sensibilities of women or a minority group by the way it presents either the chief character or any of the minor characters? ____ Yes ____ No

8. Is there preoccupation with sex, violence, cruelty, brutality, and aberrant behavior that would make this resource inappropriate? ____ Yes ____ No

POLICY IIAC-A

9. If there is use of offensive language, is it appropriate to the purpose of the text? ☐ Yes ☐ No
10. Is the resource free from derisive names and epithets that would offend minority groups? ☐ Yes ☐ No
11. Is the resource written well? ☐ Yes ☐ No
12. Does the story give a broader understanding of human behavior without stressing differences of class, race, color, sex, education, religion, or philosophy in any adverse way?
 ☐ Yes ☐ No
13. Does the resource make a significant contribution to the history of literature or ideas? ☐ Yes ☐ No
14. Are the illustrations appropriate and in good taste?
 ☐ Yes ☐ No
15. Are the illustrations realistic in relation to the story?
 ☐ Yes ☐ No

Additional comments: _____

Adapted from School Media Quarterly, Winter, 1977

CHECKLIST FOR REEVALUATION COMMITTEE: NONFICTION

Author _____

Title _____

A. Purpose

1. What is the overall purpose of the resource? _____
2. Is the purpose accomplished? ____ Yes ____ No

B. Authenticity

1. Is the author competent and qualified in the field?
____ Yes ____ No
2. What is the reputation and significance of the author and publisher/ producer in the field? _____
3. Is the resource up-to-date? ____ Yes ____ No
4. Are information sources well documented? ____ Yes ____ No
5. Are translations and retellings faithful to the original?
____ Yes ____ No

C. Appropriateness

1. Does the resource promote the education goals and objectives of the curriculum? ____ Yes ____ No
2. Is it appropriate to the level of instruction intended?
____ Yes ____ No
3. Are the illustrations appropriate to the subject and age level? ____ Yes ____ No

D. Content

1. Is the content of this resource well presented by providing adequate scope, depth and continuity? ____ Yes ____ No
2. Does this resource present information not otherwise available? ____ Yes ____ No
3. Does the resource give a new dimension or direction to its subject? ____ Yes ____ No

E. Review

1. Source of review _____
Favorably reviewed _____ Unfavorably reviewed _____
2. Does this title appear in one or more reputable selection aids? ____ Yes ____ No. If answer is yes, please list titles of selection aides.

Additional Comments:

Adapted from School Media Quarterly, Winter, 1977

10/88

POLICY IIAC-A

REPORT OF REEVALUATION COMMITTEE

Author: _____ Type of Resource: _____

Title: _____

This decision was made on the _____ day of _____, 19 _____

_____ Minority report is attached.

FINDINGS OF FACT: _____

DECISION: _____

The following committee members are in agreement with the above decision:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following committee members are not in agreement with the above decision:

_____	_____
_____	_____
_____	_____

10/88

Received by _____

Date Received _____

REQUEST FOR APPEAL OF RESOURCE REEVALUATION COMMITTEE DECISION

Initiated by _____ Date _____

Address _____ Telephone _____

Representing:

Self _____ Organization or Group _____
(name)

Resource questioned:

Title _____

Author/Creator _____

Publisher/Producer _____ Copyright Date _____

Type of Resource _____
(book, film, filmstrip, record, pamphlet, etc.)

Location: Elementary (K-6) _____

Middle School (7-8) _____

Senior High (9-12) _____

Unavailable _____

What is the reason for the appeal. If sufficient space is not provided, please use additional paper.

1. Have you seen, read, or listened to this resource in its entirety?

Yes _____ No _____

2. To what do you object? Please cite specific passages, pages, etc.

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room - Townsite Centre
810 Fourth Avenue South

May 11, 1993
7:00 p.m.

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

ATTENDANCE:

A.C. (Curt) Borgen _____	Anton Hastad _____
Bill Cox _____	Ellen Hunt _____
James Cummings _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

A. Pledge of Allegiance

B. Preview of Agenda - Dr. Bruce R. Anderson, Superintendent

C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

D. "We Are Proud"

*** Congratulations to the Moorhead Youth Leadership Council for receiving the Governor's Award for Youth Community Service. The Council is made up of 20 students who have worked on projects such as summer youth leadership experiences, team leaders for youth with disabilities, a multicultural Mother's Day festival, an after-school program for Hispanic 5th and 6th graders, a performing vaudeville group, meals and activities at homeless shelters and assembling I Care kits for the homeless.

The Moorhead program was one of eight community-based programs selected as a Star Program.

*** Congratulations to Cory Erickson and Scott Paulsen who competed against the top ten two-student teams in the state finals of the Chrysler-AAA Trouble Shooting contest. They competed in automotive repair which resulted in finishing with one of only two perfectly repaired cars during the competition that earned them second place in the state.

E. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. *CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a Board Member or citizen so requests, in which event that item will be removed from this Agenda and considered under separate resolution. To the extent possible, Board Member inquiries on Consent Agenda items are to be made directly to the District Administration prior to the time of the meeting.

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Gifts - Page 6

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Library Furniture Bids - Page 7
- (2) Approval of Townsite Lease Agreements
 - MN Dept. of Jobs & Training - Page 8
 - Association for Retarded Citizens - Page 9

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Leave of Absence - Page 10
- (2) Approval of Retirement - Page 11
- (3) Approval of Military Leave of Absence - Page 12

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of April 13 and 27, 1993 Minutes - Pages 13-20
- (2) Approval of Claims - April 1993
- (3) Approval of Nonresident Agreement - Page 21

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. STUDENT CONFLICT MEDIATION PROGRAM - Anderson
Page 22

Overview of the peer conflict mediation program currently being implemented.

5. APOLLO STRINGS FIELD TRIP - Anderson
Page 23-24

Suggested Resolution: Move to approve the field trip for the Apollo Strings on June 11-15, 1993 as presented.

Moved by _____ Seconded by _____
Comments _____

6. SUMMER MIGRANT SCHOOL PROGRAM - Jernberg
Page 25

Overview of the 1993 program by Jim Nigg, program director.

7. JUNIOR HIGH STUDENT HANDBOOK - Anderson
Pages 26-32

Suggested Resolution: Move to approve the 1993-94 Student & Parent Handbook for Moorhead Junior High as presented.

Moved by _____ Seconded by _____
Comments _____

8. REPLACEMENT HOUSING AGREEMENT - Lacher
Page 33

Suggested Resolution: Move to approve the replacement housing payment of \$4,100 and the Contract for Deed to finance \$45,000 at 9 1/2% interest.

Moved by _____ Seconded by _____
Comments _____

9. CHANGE CAPITAL EXPENDITURE FACILITIES HEARING DATE - Lacher
Page 34

Suggested Resolution: Move to change the hearing date to Tuesday, May 25, 1993 at 7:15 p.m.

Moved by _____ Seconded by _____
Comments _____

10. CALL SPECIAL MEETING TO CANVASS ELECTION RETURNS - Anderson
Page 35

Suggested Resolution: Move to call a special meeting on Tuesday, May 18, 1993 at 8:30 p.m. for the purpose of canvassing the annual school board election returns.

Moved by _____ Seconded by _____
Comments _____

11. FIRST READING OF POLICIES - Anderson
Page 36-46

First reading of the Community Relations - Use of School
Facilities policy (KG).

12. CLOSE MEETING - Anderson

Suggested Resolution: Move to close the meeting in
accordance with MN Statute M.S. 471.05, for the purpose of
discussing labor negotiations.

Moved by _____ Seconded by _____
Comments _____

13. OPEN MEETING - Anderson

Suggested Resolution: Move to reconvene the public meeting
at _____ p.m.

Moved by _____ Seconded by _____
Comments _____

14. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
League of Women Voters "Meet the Candidates" Forum	Mon., May 10	7:00 p.m.	City Council Chambers
School Board	Tues., May 11	7:00 p.m.	Townsite
Teacher Negotiations	Wed., May 12	4:00 p.m.	Townsite
MEA Recognition Banquet	Thurs., May 13	6:00 p.m.	Knutson Ctr- Concordia
Academic Awards	Sun., May 16	3:00 p.m.	Senior High Auditorium
Honors Banquet	Sun., May 16	5:30 p.m.	Senior High Auditorium
School Board Election	Tues., May 18	7 a.m - 8 p.m.	
Retirement Tea	Wed., May 19	3:10 p.m.	Senior High
Baccalaureate	Sun., May 23	7:00 p.m.	Senior High Auditorium
Retirement Tea	Tues., May 25	3:00 p.m.	Robert Asp
School Board Mtg.	Tues., May 25	7:00 p.m.	Townsite
Memorial Day	Mon., May 31		
Last Day for Students	Thurs., June 3		
Last Day for Teachers	Fri., June 4		
Graduation	Sun., June 6	2:00 p.m.	Fargo Civic

15. ADJOURNMENT

MEMO #: I-93-302
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gift
DATE: May 5, 1993

Voyager School has received \$3,200 from the Voyager Parent Advisory Council to utilize for supplies and equipment.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: B93.306

TO: Dr. Bruce Anderson

FROM: Bob Lacher

SUBJECT: Bid Award for Library Shelving and Furniture

DATE: May 6, 1993

Low bid meeting specifications for library shelving and furniture were received from St. Paul Book as follows:

	<u>Shelving</u>	<u>Shelving Installation</u>	<u>Furniture</u>
Junior High	\$22,954.57	\$1,550	\$5,424.38
Robert Asp	<u>\$15,782.00</u>	<u>\$1,445</u>	<u>\$4,190.20</u>
	\$38,736.57	\$2,995	\$9,614.58

Suggested Resolution: Approve the library shelving for Robert Asp and Junior High Schools for \$38,736.57, installation of shelving at \$2,995 and purchase of furniture at \$9,614.58 to St. Paul Book based on low bid meeting specifications.

BL/mdm

MEMO #: L93.130

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: APRIL 27, 1993

SUBJECT: LEASE RENEWAL FOR DEPARTMENT OF JOBS AND TRAINING FROM
JULY 1, 1993 TO JUNE 30, 1994

<u>SUITE #</u>	<u>SQ. FT.</u>	<u>RATE</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
156	4,069 SQ. FT.	\$8.43	\$34,301.67	\$2,858.47

Option to renew the lease from July 1, 1994 to June 30, 1995 for
same terms.

Suggested Resolution: Approve lease for Department of Jobs and
Training from July 1, 1993 to June 30, 1994.

APR 29 1993

MEMO #: L93.129

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: APRIL 27, 1993

SUBJECT: LEASE RENEWAL FOR ASSOCIATION FOR RETARDED CITIZENS OF
CLAY COUNTY

<u>SUITE</u>	<u>SQ. FT.</u>	<u>RATE</u>	<u>ANNUAL</u>	<u>MONTHLY</u>
141	388.8 SQ. FT.	\$8.93	\$3,417.98	\$289.33

Option for second year at same rate.

Suggested Resolution: Approve lease from January 1, 1993 to
December 31, 1993.

MEMORANDUM P 93.050

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 5, 1993
SUBJECT: Leave of Absence

The administration requests approval of the leave of absence for the following person:

Janet Larson - Spanish Teacher Moorhead Senior High for two (2) class periods during the 1993-94 school year. She will return full time for the 1994-95 school year.

SUGGESTED RESOLUTION:

Move to approve the leave of absence.

BMF:sdh

MEMORANDUM P 93.051

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 5, 1993
SUBJECT: Retirement of district employee

The administration requests approval of the retirement of the following person:

Clair Peterson - Business Teacher Senior High effective June 11, 1993

SUGGESTED RESOLUTION:

Move to accept the retirement as presented.

BMF:sdh

MEMORANDUM P 93.052

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: May 5, 1993
SUBJECT: Military leave of absence

The administration requests approval of the military leave of absence for the following person:

Val Reiersgord - English Teacher Junior High September 9-12, 1993
and October 11-15, 1993.

SUGGESTED RESOLUTION:

Move to approve the military leave as presented.

BMF:sdh

MEMO #: S-93-184

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Nonresident Student Attendance Agreements
DATE: May 6, 1993

The following nonresident agreement has been received:

To Attend Dilworth-Glyndon-Felton Public Schools
AnMarie L. Hagen - 33 Chambers Ave., Mhd, Grade 10

Suggested Resolution: Move to approve the nonresident agreement, subject to action of the appropriate district.

BRA:cbp

MEMO #: I-93-301
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Conflict Resolution
DATE: May 5, 1993

Scott Matheson and Lynn Sipe will review the peer conflict resolution training and program with the Board of Education. The presentation will include a discussion of staff and student training in mediation procedures.

Suggested Resolution: This item is for information only.

RMJ/mdm

MEMO #: S-93-188

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Field Trip for Apollo Strings
DATE: May 7, 1993

Attached please find information describing the proposed field trip planned by the Apollo Strings.

Suggested Resolution: Move to approve the field trip for the Apollo Strings on June 11-15, 1993 as presented.

BRA *cbp*
Attachment



Moorhead High School
Moorhead, MN 56560
(218) 299-6329

To: Dr. Anderson
From: Jim Lund
Re: Annual Apollo Strings summer trip

It is again that time of the year when the Apollo Strings seek permission to undertake an educational field trip. This year we have chosen Chicago, and would like to travel from June 11th through the 15th. It is our intent to spend \$344.00/student, half of what is usually budgeted. Our goal is to begin a tradition of alternating long and short trips, thus affording all Apollo Students the opportunity of participating. Funds for this trip will be earned by each student through performances and the Apollo advertising book. Arrangements have been made for students to work off any account balance which they can not earn in fundraising. Again, this trip will be self supported through fundraising, donations, and parental support if needed. Some of our proposed trip highlights are as follows:

- Performances at Six Flags, Wisconsin Dells, and a childrens' hospital.
- The Museum of Science and Industry.
- The Sears Tower.
- A river boat cruise around the harbor at night.
- The John G. Shedd Aquarium.
- The Art Institute of Chicago.
- Six Flags.
- The Water Tower District.
- A performance of Miss Saigon.

Other exciting events are being investigated and will be spelled out in an itinerary that I will forward to the board upon receipt. Chaperones will include Ron Peterson and Myself. As always, the Apollo Strings WILL behave in a manner fitting of Moorhead High School. We take pride in our role as ambassadors of district 152, and understand the importance of displaying excellence in everything we do. Thank you for your consideration.

Sincerely,
Jim Lund

Jim Lund
Director of the Apollo Strings

MEMO #: I-93-300

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Summer Migrant Program

DATE: May 5, 1993

Jim Nigg, Director of Migrant Summer School, will review the upcoming summer migrant program with the Board of Education.

Suggested Resolution: This item is for information only.

RMJ/mdm

MEMO #: S-93-185

TO: School Board
FROM: Bruce R. Anderson, Supt. *BRA*
RE: Moorhead Junior High Student & Parent Handbook
DATE: May 6, 1993

Attached please find information regarding the proposed changes to the 1993-94 handbook for the junior high.

Suggested Resolution: Move to approve the 1993-94 student & parent handbook for Moorhead Junior High as presented.

BRA:cbp
Attachment



MOORHEAD JUNIOR HIGH SCHOOL

RICHARD JONES, PRINCIPAL, 299-6290
COLLEEN TUPPER, ASSOCIATE PRINCIPAL, 299-6221

JULIE MORBEN, COUNSELOR, 299-6282
JOHN OSTLIE, COUNSELOR, 299-6293

Date: May 5, 1993

To: Dr. Bruce Anderson

From: Colleen Tupper

Re: Handbook changes

For the 1993-94 school year, we would like to use the 1992-93 handbook with the following sections added:

PROCESS FOR AIRING CONCERNS

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

DROPPING CLASSES

In general, students are not allowed to drop a class for which they have registered. If it is necessary to drop a class, the schedule change will not be made until the student, the parent, and the teacher are able to consult on the proposed change. When the student, the parent, and the teacher are in agreement that the change is necessary, the student, parent, and teacher must sign off on a form. When that form is presented to a counselor, the change is effected.

Schedule changes will not be made at inappropriate times, such as the final weeks of a semester, unless an emergency situation is presented.

POLICE IN SCHOOL

At the request of administrators, police officers will be invited to participate in student conferences regarding individual student conduct. Should an official police investigation be taking place, parents will be contacted before the questioning occurs.

Moorhead Junior High has extended a standing invitation to any Moorhead police officer to visit the school.

LIABILITY FOR LOST OR STOLEN ARTICLES

Students are reminded not to bring valuable articles to school and to be sure that all belongings in hall and gym lockers are secured. The school is not responsible for any lost or stolen articles of personal property.

The section on DISCIPLINE on page 21 will be deleted, and the following will appear:

Moorhead Junior High School Discipline Guidelines

I. Statement of Philosophy

It is the position of the School Board of District # 152 and the administrators and staff at the junior high school that learning can best take place in an environment which is orderly, safe, stimulating, and which enables all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members.

To achieve this philosophy three basic principles are applied:

A. The main purpose of schooling is learning, and learning requires a safe and orderly environment. Student disruptive behavior will not be allowed to interrupt the learning of other students.

B. Students are fully capable of making choices about their behavior and are responsible for their behavior. Should a student choose to misbehave, the student has made that choice knowing there are consequences for misbehavior.

C. Parents have a vital role in their child's education and character growth. Your involvement in your child's education and choice of behavior does not end at the school doors.

II. Plan of Action should students choose to misbehave.

Possession of a weapon

- parents notified
- 5 days of suspension
- confiscation of weapon
- notification of the police
- recommendation to superintendent for expulsion

Assault-threat

- parents notified
- parent/guardian conference
- 1 to 5 days of suspension
- notification of police

Assault- with weapon

- parents notified
- 5 days of suspension
- confiscation of weapon
- notification of the police
- recommendation to superintendent for expulsion

Fighting

- parents notified
- 1 to 5 days of suspension
- report filed with police

Direct attack with a weapon

- parents notified
- suspension for 5 days
- confiscation of weapon
- notification of police
- recommendation to superintendent for expulsion

- | | |
|---|--|
| Direct attack on another person: | <ul style="list-style-type: none"> - parents notified - 5 days suspension - possible recommendation for expulsion |
| Harassment: | <ul style="list-style-type: none"> - student conference with detention or ISS assigned - notification of parents - notification of Title IX officer |
| Interference/obstruction | <ul style="list-style-type: none"> - parents notified - 1 to 5 days of suspension (ISS/OSS) |
| Disrespectful language: | <ul style="list-style-type: none"> - parents notified - 1 to 5 days of suspension (ISS/OSS) |
| Verbal Abuse | <ul style="list-style-type: none"> - parents notified - 1 to 5 days of suspension (ISS/OSS) |
| Disruptive classroom behavior. | <ul style="list-style-type: none"> - parents notified - removal from class - detention or suspension 1 to 5 days - parent, teacher, administrator conference |
| Arson | <ul style="list-style-type: none"> - parents notified - notification of legal authorities - 1 to 5 days of suspension (ISS/OSS) |
| False Fire Alarms | <ul style="list-style-type: none"> - parents notified - notification of legal authorities - 5 days of suspension (OSS) - parent/student conference upon return |
| Robbery or Extortion: | <ul style="list-style-type: none"> - parents notified - notification of legal authorities - 5 days of suspension - parent/student conference |
| Threat: personal property:
or
school property | <ul style="list-style-type: none"> - parents notified - notification of legal authorities - 1 to 5 days of suspension (ISS/OSS) |
| Damage to school property: | <ul style="list-style-type: none"> - parents notified - notification of legal authorities - restitution - detention or suspension assigned |
| Gambling | <ul style="list-style-type: none"> - parents notified - student conference - detention assigned |

Disorderly conduct:	<ul style="list-style-type: none"> - student conference - detention or suspension assigned
Dangerous Drugs/Controlled substances:	<ul style="list-style-type: none"> - parents notified - notification of legal authorities - 1 to 5 days of suspension - proof of getting aid in correction of this problem
Alcohol	<ul style="list-style-type: none"> - proof of getting aid in correction of this problem
Tobacco - possession:	<ul style="list-style-type: none"> - parents notified - 1 to 5 days of suspension - notification of parents
Willful disobedience:	<ul style="list-style-type: none"> - parents notified - student conference - detention or suspension (1 to 3 days) assigned
Continued willful disobedience:	<ul style="list-style-type: none"> - parents notified - 3 to 5 days of suspension
Defiance of Authority:	<ul style="list-style-type: none"> - parents notified - 1 to 5 days suspension (ISS/OSS)
Record and identification forgery:	<ul style="list-style-type: none"> - parents notified - parent/student conference - detention assigned
Leaving school grounds:	<ul style="list-style-type: none"> - student conference - detention assigned at two hours of detention for each hour or part of missed.
Arriving late to school	<ul style="list-style-type: none"> - first time: conference - second time: detention assigned at two hours of detention for each hour or part of missed.
Chronic/unexcused absenteeism:	<ul style="list-style-type: none"> - parents notified - detention or ISS assigned - Truancy petition filed with Clay County Attorney
Student Attire	<ul style="list-style-type: none"> - student conference - possible detention assigned

The following information will be added to the DETENTION entry on pages 23-24:

DETENTION:

Students who have failed to follow the rules of the school will be assigned detention. Detention is held each night after school from 2:45 until 3:35. Students are expected to be on time and to have suitable study materials. Students are given 24 hours to make arrangements for transportation.

The rules of detention are:

- A. arrive on time
- B. be quiet
- C. have adequate materials to work on or a book to read
- D. No talking

Failure to follow these rules will result in the student being dismissed from detention and additional detention time assigned.

FAILURE TO SERVE DETENTION

Each student will be given 24 hours to make arrangements for transportation after detention. Students are expected to serve detention on the date assigned. Students are to bring suitable study materials to detention.

First Miss: conference with student, additional detention time assigned

Second Miss: additional detention and escort to detention

Third Miss: ISS for 1 to 5 days/ parents notified

The following information will be added to the IN-SCHOOL SUSPENSION entry on pages 24-25:

RULES FOR IN-SCHOOL SUSPENSION:

If a student is assigned to In-School Suspension (ISS) they are expected to:

- A. report to the ISS room as soon as they arrive to school
- B. have all their books and study materials
- C. have left their coats, hats, walkman's etc. in their locker
- D. take their assigned seat
- E. be quiet, no talking

Should a student decided not to follow these rules, they will be removed from school for a period of 1 to 5 days. Upon their return to school they will be expected to complete on day of ISS before they are allowed to return to their regular classes.

The following information will be added to the entry on LUNCH on pages 17-18:

CAFETERIA BEHAVIOR

All students have the right to eat in an orderly and clean cafeteria. The following rules for cafeteria behavior are designed to help that take place.

Follow all directions given by supervisors
Be sure your eating area is left clean

Get in back of all lines
Enter and leave the cafeteria in an orderly manner
Wait to be dismissed by the supervisors

Failure to follow these rules will have the following consequences:

First Offense: Warning
Second Offense: Assigned seating in the cafeteria in addition to detention being assigned
Third Offense: Removal from the cafeteria, ISS assigned, parents notified
Continued disruptive behavior: removal from cafeteria, conference with parents
alternative eating arrangements made

MEMO #: B93.299

TO: Dr. Anderson
FROM: Robert Lacher
DATE: April 30, 1993
SUBJECT: Terms of Agreement with Carla Nelson

On October 15, 1992 we paid Ms. Nelson \$47,900 for her house, \$250 earnest money, \$39,949.84 loan pay off, and \$7,757.48 in cash.

We will be drafting a contract for deed in the amount of \$45,000 at 9 1/2% interest. (This option was discussed as a possibility at a previous board meeting.)

Suggested Resolution: Move to approve the replacement housing payment of \$4,100 and the Contract for Deed to finance \$45,000 at 9 1/2% interest.

RL:cbp

NOTICE OF HEARING
INDEPENDENT SCHOOL DISTRICT #152
STATE OF MINNESOTA
MOORHEAD

NOTICE IS HEREBY GIVEN that the School Board of Independent School District #152, State of Minnesota, Moorhead, will be holding a hearing on May 25, 1993 at 7:15 p.m. in the Board Room at Townsite Centre, to discuss the adoption of a 5 year Capital Expenditure Facilities Program. The capital expenditure facilities program shall include plans for repair and restoration of existing district-owned facilities and plans for new construction; the program shall include specific provisions to correct any existing health and safety hazards; the program must set forth the facilities to be improved, a schedule of work for not more than 5 years from the adoption or amendment of the program, the estimated costs of the improvements to be made, and the proposed methods of financing the program.

MEMO #: S-93-186

TO: School Board
FROM: Bruce R. Anderson, Supt.
RE: Special School Board Meeting *BR*
DATE: May 6, 1993

Historically, the results of the annual school board elections have been canvassed the night of the election. For this reason we are suggesting a special meeting be called Tuesday, May 18, 1993 at 8:30 p.m.

Suggested Resolution: Move to approve calling a special meeting for Tuesday, May 18, 1993 at 8:30 p.m. for the purpose of canvassing election results.

BRA:cbp

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: KG DATE ADOPTED: 10-10-78 REVISED:
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COMMUNITY RELATIONS
USE OF SCHOOL FACILITIES

A. Rules and Regulations for Use of Buildings and Grounds

1. All persons are welcome and encouraged to attend authorized public activities or meetings and to use properly the areas or equipment scheduled or made available for such use.
2. Upon entering school property, all persons not described in paragraph above who are not employed or assigned by the School District, are required to secure permission from the principal or other school officials to remain on the school premises.
3. No person shall deface, damage, destroy or in any way vandalize school property.
4. No person shall commit any act which disrupts the educational process or program or interferes with the entrance to or egress from school property by other persons.
5. No person shall commit any act leading to or constituting a breach of the peace.
6. No person shall use offensive or abusive conduct, or language against any person or persons on school property.
7. Any person on the school premises who is violating the above or without proper business authorization shall be considered trespassing. If a person is asked to leave the school premises by a school or police official and refuses to do so, he/she shall be considered to be trespassing. Persons having been ordered to leave the premises by a school or police official shall re-enter said premises only with written approval of the principal or an official designated by him/her.
8. No written material shall be distributed in school buildings or on school property without permission of the building administrator or other officials designated by the building administrator. This does not apply to non-school activities or groups, individuals, organizations utilizing school facilities on a rental or community function permit.

B. General Rules and Regulations Governing Use of School Buildings and Properties

1. School groups and school organizations have first priority for use of school facilities. No rentals shall be made which interfere with the regular educational program without special permission of the School Board.

School groups and organizations have first priority for use of school facilities. This would include parent-teacher organizations and school-sponsored groups or activities.

Second priority goes to Adult/Community Education activities. Once space has been reserved for Adult/Community Education, and the event or class has been publicized, the activity cannot be displaced.

Third priority is for programs sponsored by Moorhead Parks and Recreation.

Lowest priority is to community groups approved for free uses and to rentals.

Use of school facilities shall not interfere with the regular educational program without special permission of the School Board.

2. Application for use of buildings or grounds must be made through the building administrator of each building. Where it has become customary for an organization to use a given facility, the permission of the building administrator need not be obtained each time. All new applications should be approved by the superintendent.
3. The school plant will not be opened for use except upon presentation of an official Building Use Request Form BA101 at the building. Use of building will be limited to the terms of the request. A listing of the community uses of the building in the weekly school bulletin may be substituted for the official permit sheet if a copy of the bulletin is provided to each custodian concerned.
4. Rental charges shall be made in accordance with the schedule of rental rates. THESE CHARGES CANNOT BE CHANGED WITHOUT OFFICIAL APPROVAL BY THE SCHOOL BOARD.
5. The applicant agrees to assume full responsibility for injury to persons and damages to property that may occur in the section of the building they are using. If the activities proposed seem to involve more than usual hazards, the School Board may require the applicant to take out liability insurance.
6. The custodian on duty will supervise the operation of the physical plant, and shall not be required to supervise groups or activities. During any time when the school heating plant is in operation, the building may not be occupied by any community group unless a qualified custodian is present.

7. Building must be vacated by 10:30 p.m. Holder of the request will be charged custodial overtime beyond that hour per existing labor agreements (see page 3, #19). Programs must be concluded in time for clearance of building in accordance with the terms of the permit.
8. Administrators may use the building for group and committee meetings in the evenings. Administrators must assume full responsibility for the building if the custodian is not on duty. Administrators may not give keys to non-school employees for the use of school buildings unless approved by the superintendent or his/her designee.
9. Sunday, vacation and custodial employee holidays: community use of school buildings shall not be permitted except with the approval of the superintendent or his/her designee.
10. No flag except the United States national flag and the Minnesota state flag shall be displayed at any time or in the school buildings or grounds without the special permission granted by the superintendent of schools or his/her designee.
- ~~11. Full use of cafeteria kitchens shall not be allowed unless a cafeteria employee is present. A charge shall be made to all groups for this service as determined by the official fee schedule.~~
12. Coffee and cookies may be served without using the kitchen. The organization must provide its own cups, coffee, cream, etc. If available the school will provide coffee making equipment. Preparing coffee is the responsibility of the organization.
13. Permission to use gymnasiums and other school physical education or athletic facilities does not include the use of supplies or equipment. Use of equipment is permitted only when the leader is competent to instruct and permission has been granted by the building administrator. Supplies are not furnished at any time.
14. Motion pictures projectors, sound equipment, etc. may be operated only by those approved by the person responsible for audio-visual equipment in the building.
15. Street Shoes in Gymnasium: No member of a gymnasium class or athletic group, or visitor to such activity, may go upon the playing portion of the floor wearing shoes with leather soles or heels. Every leader user is required to use take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the gymnasium. Overshoes are to be removed before entering the gymnasium.
16. Leaders shall confine the members of their group to the facilities stated on the permit.

17. Smoking is not permitted in the building except in designated areas approved by the building administrator. Smoking is prohibited on school district property with the sole exception of the designated areas at Moorhead Technical College and Townsite Centre.
18. Violation of any of the rules governing the use of the school buildings by any person or organization shall be sufficient grounds for canceling the request and for denying future applications from such persons or organizations.
19. For days and hours when normal staff is not on duty, all labor rates will be charged at the appropriate contractual agreement with additional charges made for social security, PERA, LTD, and workers' compensation, which presently would be an additional sixteen (16) percent (see page 3, #7).
20. Additional regulations apply to the use of the high school auditorium. These regulations are available in the building administrator's office.

C. Free Use of School Facilities (reference limited Open Forum Policy)

1. The following non-profit groups have been approved for free use of school buildings during the hours that custodians are on duty. Those groups must vacate the building by 10:30 p.m. unless special permission is granted, or a charge equal to the custodial overtime hourly-rate will be made for each hour or part of an hour beyond 10:30 p.m. (This time limit does not apply to parent-teacher groups for their regular scheduled meetings.) Convention or large meetings are not included.

FREE USE OF FACILITIES SHALL BE GRANTED TO:

Community Education Classes	Moorhead Service Clubs
Official Elections	Moorhead Civic Organizations
Political Party Caucuses	Moorhead Jaycees
League of Women Voters	Youth Groups: (Boy Scouts,
Clay County Association of	Girl Scouts, Cub Scouts,
Retarded Citizens	Brownies, 4-H Clubs,
Marlin Swim Club	Camp Fire)
Moorhead Parks & Recreation	School-Age Child Care
Programs	Provider Organizations
Moorhead School Groups &	
Organizations	

2. Other non-profit organizations and school related groups that are approved by the superintendent of schools or his/her designee.
3. Equal Access Act: Title VIII of Public Law 98-377
Limited Public Forum - Senior High All Secondary Buildings
 1. Any non-curriculum related extracurricular group, so long as it is not disruptive, discriminatory or illegal.
 2. Arrangements must be made through the principal building administrator's office.

3. Non-instructional time is defined as before and after school. The lunch period is part of the instruction time.
4. The meeting must be voluntary and initiated by students.
5. The meeting must not be sponsored by the school, the government, or their agents or employees.
6. School employees may be present at the meeting "Only in a nonparticipating capacity".
7. The meeting must not "materially and substantially interfere with the orderly conduct of educational activities".
8. "Non-school persons may not direct, conduct, control, or regularly attend activities of student groups".

D. Cafeteria Facilities

1. Banquets and dinners shall be served only in the MTE, high school and middle school cafeterias. ~~(The use of the elementary school cafeterias for dinners and banquets shall be limited to the organizations that have free use of school facilities.)~~ Exception may be permitted granted upon special permission.
2. Banquets and dinners served in the MTE, high school or middle school ISD 152 cafeterias shall be limited to community groups and rentals.
3. Use of the kitchens and kitchen equipment shall be granted only upon the condition one or more lunchroom food service employees or approved person familiar with the operation of the food service program ~~(i.e. second year chef student, former chef instructor)~~ are present and the rental fee is paid according to the fee schedule.

E. Fees for Use of Cafeteria Kitchens/Swimming Pool by Groups Approved for Free Use of School Facilities:

Since the policy of the School Board is to permit the use of the kitchen equipment only upon condition that one or more lunchroom employees are present, kitchen facilities are not included free to any group. The rental fees for the above groups are as follows:

1. Fees for Kitchen:
 - a. Opening fee for use of kitchen ----- \$10.00
 - b. Employees will be paid the rate approved in the salary settlement (see page 4, #19).
2. Fees for Swimming Pool:
 - a. The above groups shall pay a fee of \$20.00 to help cover the cost of cleaning and maintaining the pool. This fee is not charged to approved Moorhead school groups or activities sponsored by the recreation department or community education classes.
 - b. A certified life guard is required and must be provided by the group using the pool.

F. Schedule of Rental Fees for Non-Commercial Groups and/or Groups Selling Tickets for Admission

1. The following fees are for non-commercial groups that are not approved for free use of school facilities. These groups include church organizations, private school groups, other public schools and community organizations. The listed fees are to be charged for one hour (1) or less at the high school and four (4) or less hours at all other buildings. Time in addition to four (4) hours will be on an hourly basis on a proportionate rate. Those groups that are listed under Free Use of School Facilities will be charged if they are charging an entrance fee is charged to the activity. This means that if they are selling tickets are sold to the general public for admission then schedule F will apply. These fees DO NOT include supervisors, ticket takers, concessions or the use of the kitchen for making coffee.

A. K-12 Buildings

Sr. High Auditorium -- 80.00	Sr. High Field ----- 100.00
1 hr.= 40.00	1 hr. = 50.00
2-4/hr= 80.00	2-4/hr=100.00
Each addl. beyond 4hr= 20.00	Each addl. beyond 4 = 25.00
A \$250 advance deposit for the use of equipment will be required.	
Sr. High Gymnasium -- 100.00	
40.00	
2-4/hr= 80.00	Swimming Pool ----- 100.00
Each addl. beyond 4hr= 20.00	50.00
Sr. High Half Gym --- 50.00	
25.00	Community Swim --.50/person
Sr. High Cafeteria --- 30.00	
20.00	
Sr. High Kitchen ----- 20.00	
Sr. High Classroom --- 15.00	
Jr. High Kitchen ----- 20.00	Jr. High Gym ----- 60.00
Jr. High Cafeteria --- 20.00	Jr. High Football --- 100.00
Jr. High Classroom -- 15.00	
Elementary Kitchen --- 20.00	Elementary Gymnasium - 40.00
Elementary Cafeteria - 20.00	Elementary Field ---- 100.00
Elementary Classroom - 15.00	

Approved Groups: Groups will be charged for real costs incurred in pool usage. Most instances this will be limited to the charge for the life guard(s). The rental will include the use of the locker room and shower facilities. Groups will be required to provide proper supervision of all ancilliary areas.

B. MTE Building

Auditorium:

Half - \$40.00; Full - \$50.00; Single usage is two hours

Multi-purpose rooms:

\$16.00

Classrooms:

\$3.00 per hour

Shops:

\$5.00 per hour

Cafeteria (west): Single usage is two hours

\$13.00; With fry line - \$20.00

Kitchens: Single usage is two hours

\$15.00

West Lounge: Single usage is two hours

\$20.00

Cafeteria: Single usage is two hours

\$10.00

G. Fees for Audio-Visual Equipment

- 1- Audio-visual equipment may be operated only by those approved by the person responsible for audio-visual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory.
- 2- Public Address System - Auditoriums: The public address systems in the auditoriums are included with the rental fees. An approved operator must be provided.
- 3- Spot-lights: A rental fee of \$5.00 per hour is charged for the use of the spot-light to all groups. In addition, the state minimum wage per hour shall be charged for each approved operator.
1. Audio-visual equipment and public address systems may be operated only by those approved by the person responsible for audio-visual equipment in the building. Approval may be given to individuals outside the school system if training and experience are satisfactory. This equipment must be requested in advance.

H. Rental of school buses by non-school groups is discouraged and not permitted except by special permission from the superintendent or his/her designee.

I- Limited Open Forum: See Attached

Legal Reference: M.S. 123.36 School Houses and Sites,
Independent School Districts

Form: BA101
Dated: 9-26-85
Revised: 4/90

BUILDING USE REQUEST

INDEPENDENT SCHOOL DISTRICT #152, MOORHEAD, MN

Date _____

From _____
{name of organization}

{address}

{city}

Building Requested: _____ Date Requested: _____

Area Requested: _____ Hours Requested: _____

Equipment Requested: _____

Purpose or Use: _____

The above organization or individual in requesting usage of Independent School District 152 school facilities hereby agrees to compensate said school district at the established rate. The user further agrees to be responsible for all damages to building or equipment as a result of their usage.

Certificates of liability insurance may be required by the School Board and shall be submitted to the Assistant Superintendent for Business when requested.

The users agree to hold harmless and indemnify Independent School District 152 for any losses or actions resulting from said building usage.

Usage is granted subject to compliance with School Board Policy and administrative rules and regulations pertaining to community use of school facilities.

<u>Independent School District 152</u>	
Approvals	
_____	_____ Approved
Building Principal	Date
_____	_____ Approved
Asst. Supt. - Business	Date
Rental Charge or Fee \$ _____	

Signed: _____
{for above organization}

Title: _____

Phone: _____

Proposed Policy Senior High

STUDENT ORGANIZATIONS
(Limited Public Forum)

Student-initiated, non-curriculum related groups will apply for the use of school facilities on form "Application for Use of Facilities". Approval or denial will be made by the principal or his/her designee.

The use of school equipment by non-curriculum related groups will be subject to Board policy on "Community Relations - Use of School Facilities".

Authorized groups will not use the school name, school mascot name, district name, or any name that might imply school or district sponsorship.

For purposes of determining the first and last periods of the day, each high school will designate the first period in the day when the majority of the students attend class as the first period; the last period in the day will be the period that is the last class period for the majority of the students.

Either certificated or classified employees will be assigned to monitor authorized meetings. An employee may be assigned to monitor more than one such meeting held concurrently if the principal determines that adequate order and discipline can be maintained to ensure that attendance of students at the meetings is voluntary.

In determining whether a group is curriculum related, the school principal or his/her designee should be able to answer these two questions affirmatively:

- 1- Does the school usually sponsor an activity dealing with this subject matter?
- 2- Does the school require or directly encourage student participation in such a group in connection with curriculum course work?

As a means of determining whether a student's attendance at an approved meeting is voluntary, a school principal or his/her designee may require parental consent for attendance at meeting of non-curriculum related groups.

Form: BA101
Dated: 5/90

BUILDING USE REQUEST

Independent School District No. 152
Moorhead, Minnesota

DATE: _____

REQUESTED BY: _____
(Name of Organization)

(Address)

(City, State, Zip)

*
* TOBACCO *
*
* FREE *
*

Building Requested: _____

Area(s) Requested:

CHARGES/FEES

\$ _____

SUB-TOTAL = \$ _____

DATES REQUESTED:

HOURS REQUESTED:

EQUIPMENT REQUESTED: _____

PURPOSE/USE OF BUILDING: _____

CUSTODIAL SERVICES:

CHARGES/FEES

Regular Time _____ @ \$ _____/hour

Overtime _____ @ \$ _____/hour

Addl. Services _____ @ \$ _____/hour

SUB-TOTAL = \$ _____

ADDITIONAL CHARGES = \$ _____

DEPOSIT RECD.: \$ _____

TOTAL \$ _____

BUILDING USE REQUEST

The organization or individual requesting usage of Independent School District 152 facilities hereby agrees to compensate said school district at the established rate. The user further agrees to be responsible for all damages or equipment as a result of their usage.

Certificates of Liability insurance may be required by the School Board and shall be submitted to the Assistant Superintendent for Business when requested.

The users agree to hold harmless and indemnify Independent School District 152 for any losses or actions resulting from said building usage.

Usage is granted subject to compliance with Board Policy KG and administration rules and regulations pertaining to community use of school facilities.

ADDITIONAL CHARGES OR FEES:

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*****
*                                     *
*          TOBACCO                   *
*                                     *
*          FREE                      *
*                                     *
*****
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THIS IS A TOBACCO FREE BUILDING ALL HOURS OF THE DAY
AND EVENING!!

CERTIFICATE OF INSURANCE REQUIRED? YES _____ NO _____

<u>Independent School District 152</u>		
Approvals		
Building Principal _____	Date _____	Approved _____
Asst. Supt. - Business _____	Date _____	Approved _____
Rental Charge or Fee \$ _____		

Signed: _____
(for above organization)

Title: _____

Phone: _____