



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

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S-M9-1305
MIN
5-11-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 11, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Bill Cox, Jim Cummings, Mark Gustafson, Anton Hastad, Ellen Hunt, Carol Ladwig, and Bruce 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: Superintendent Anderson previewed the agenda.

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

"WE ARE PROUD"

** Congratulations was expressed 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 was expressed 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.

** Appreciation was expressed to the district paraprofessionals in honor of Paraprofessional Week proclaimed by Governor Carlson.

** Appreciation was expressed to the School Board in honor of National School Board Week.

CONSENT AGENDA: Gustafson moved, seconded by Ladwig, to approve the following items on the consent agenda:

Gifts - Accepted the gift of \$3000 to Voyager School from the Voyager Parent Teacher Advisory Council for supplies and equipment.

Library Furniture Bids - Approved the library shelving, shelving installation and furniture for Robert Asp and Moorhead Junior High, in the amounts of \$38,736.57; \$2,995.00; and, \$9,614.58, respectively

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 11, 1993
PAGE 2

Townsite Lease Agreements: Approved the lease renewal for the Minnesota Department of Jobs & Training from July 1, 1993 through June 30, 1994, in the amount of \$34,301.67.

Approved the lease renewal for the Association for Retarded Citizens of Clay County from January 1, 1993 through December 31, 1993, in the amount of \$3,417.98.

PERSONNEL

Leave of Absence

Janet Larson - Spanish Teacher, Senior High, for two (2) class periods, effective the 1993-94 school year.

Retirement

Clair Peterson - Business Teacher, Senior High, effective June 11, 1993

Military Leave of Absence

Val Reiersgord - English Teacher, Junior High, September 9-12, 1993 and October 11-15, 1993.

Minutes - Approved the minutes of April 13 and 27, 1993.

Claims - Approved the claims, subject to audit, in the amount of \$599,128.61.

General Fund:	\$314,477.69
Food Service:	49,794.79
Transportation:	171,948.68
Community Service:	16,506.19
Capital Expenditure:	40,758.85
Building Construction:	3,555.25
Townsite Centre:	2,087.16
TOTAL	\$599,128.61

Nonresident Agreement - Approved the following nonresident agreement:

To Attend Dilworth-Glyndon-Felton Public Schools
AnMarie L. Hagen - 33 Chambers Ave., Mnd, Grade 10

Motion carried 7-0.

COMMITTEE REPORTS: Ladwig reported from Joint Powers and IEIC committee meetings.

STUDENT CONFLICT MEDIATION PROGRAM: Social workers, Lynn Sipe and Scott Matheson reviewed the Peer Conflict Mediation program that is being implemented within the schools. Students Samantha Bullock, Brianna McAlleer, and Ryan Johnk performed a skit showing how the program works. Peer Mediation is a problem solving program for handling conflict between students.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 11, 1993
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APOLLO STRINGS FIELD TRIP: Borgen moved, seconded by Hastad, to approve the field trip for the Apollo Strings on June 11-15, 1993. Motion carried 7-0.

SUMMER MIGRANT SCHOOL PROGRAM: Jim Nigg, program director, presented an overview of the Summer Migrant School program. The federal program began in 1966 and serves hundreds of students/families each year. The district has received \$4.25 million for the program since it started.

JUNIOR HIGH STUDENT HANDBOOK: The Board discussed the changes planned for the handbook. It will be presented at the June 8th meeting for approval.

REPLACEMENT HOUSING AGREEMENT: Borgen moved, seconded by Hunt, to approve the replacement housing payment of \$4,100 and the Contract for Deed to finance \$45,000 at 9 1/2% interest with Ms. Carla Nelson. Motion carried 7-0.

CHANGE CAPITAL EXPENDITURE FACILITIES HEARING DATE: Ladwig moved, seconded by Cox, to change the hearing date to Tuesday, May 25, 1993 at 7:15 p.m. Motion carried 7-0.

CALL SPECIAL MEETING TO CANVASS ELECTION RETURNS: Gustafson moved, seconded by Borgen, 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. Motion carried 7-0.

FIRST READING OF POLICIES: The Board conducted the first reading of the Community Relations - Use of School Facilities policy (KG). A recommendation will be presented at the May 25th meeting.

Chairperson Cummings recessed the meeting at 8:15 p.m for 10 minutes.

CLOSE MEETING: Borgen moved, seconded by Hunt, to close the meeting at 8:30 p.m. in accordance with MN Statute M.S. 471.05, for the purpose of discussing labor negotiations. Motion carried 7-0.

OPEN MEETING: Hunt moved, seconded by Cox, to reconvene the public meeting at 9:20 p.m. Motion carried 7-0.

ADJOURNMENT: Cox moved, seconded by Hunt, to adjourn the meeting at 9:21 p.m. Motion carried 7-0.

Bill Cox, Clerk

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 18, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Jim Cummings, Anton Hastad, Carol Ladwig, and Bruce Anderson.

MEMBERS ABSENT: Bill Cox, Mark Gustafson and Ellen Hunt.

CALL TO ORDER/PLEDGE OF ALLEGIANCE: Chairperson Cummings called the meeting to order at 8:37 p.m. and led everyone in attendance with the Pledge of Allegiance.

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

Borgen moved, seconded by Cummings, to recess the meeting at 8:38 p.m. Motion carried 4-0.

Borgen moved, seconded by Ladwig, to reconvene the meeting at 9:43 p.m. Motion carried 4-0.

CANVASS OF ELECTION RETURNS: Hastad moved, seconded by Ladwig, to accept the election results as follows:

Two (2) 3-Year Terms

Stacey Foss	<u>554</u>
James Edward Hewitt	<u>443</u>
DiAnn Streifel	<u>238</u>
Marc E. Valenzuela	<u>393</u>

Motion carried 4-0.

Borgen moved, seconded by Hastad, to appoint Carol Ladwig temporary School Board Clerk. Motion carried 4-0.

ADJOURNMENT: Borgen moved, seconded by Hastad, to adjourn the meeting at 9:46 p.m. Motion carried 4-0.

Bill Cox, Clerk

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

May 25, 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"

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 Gift - Page 6

B. BUSINESS AFFAIRS - Bob Lacher

C. PERSONNEL MATTERS - Brenda Franklin

D. ADMINISTRATIVE MATTERS - Anderson

(1) Approve Non-resident Agreement - Page 7

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

Moved by _____ Seconded by _____
Comments _____

3. RECESS MEETING - Anderson

Suggested Resolution: Move to recess the public meeting for the purpose of conducting the Capital Expenditure Facilities Public Hearing pursuant to M.S. 124.243.

Moved by _____ Seconded by _____
Comments _____

4. CAPITAL EXPENDITURE FACILITIES PUBLIC HEARING - Lacher

Suggested Resolution: Move to adopt the Five Year Capital Expenditure Facilities program as presented.

Moved by _____ Seconded by _____
Comments _____

5. CLOSE PUBLIC HEARING - Anderson

Suggested Resolution: Move to close the public hearing and continue with the school board meeting.

Moved by _____ Seconded by _____
Comments _____

6. COMMITTEE REPORTS

7. TRANSFER OF PROPERTY - Lacher
Pages 8-10

Suggested Resolution: Move to approve the transfer of the identified property in the Moore's First Addition to the City of Moorhead.

Moved by _____ Seconded by _____
Comments _____

8. HOME SALES - CITY OF MOORHEAD - Lacher
Pages 11-14

Suggested Resolution: Move to approve the bill of sale as presented.

Moved by _____ Seconded by _____
Comments _____

9. HOME SALES - CITY OF GLYNDON - Lacher
Pages 15-16

Suggested Resolution: Move to approve the bill of sale as presented.

Moved by _____ Seconded by _____
Comments _____

10. BUS ROUTE BID AWARDS - Lacher
Pages 17-25

Suggested Resolution: Move to approve the bids and route assignments, and accept the bids for additional assignments and adjustments as presented.

Moved by _____ Seconded by _____
Comments _____

11. BUS BID AWARDS - Lacher
Pages 26-27

Suggested Resolution: Move to approve the bus bid awards to Nelson International and Holland Bus Company as presented.

Moved by _____ Seconded by _____
Comments _____

12. JUNIOR HIGH INDUSTRIAL TECHNOLOGY BID AWARDS - Lacher

Bids for the industrial technology equipment will be opened on Monday, May 24th. A recommendation will be presented at the meeting.

Moved by _____ Seconded by _____
Comments _____

13. EARLY RETIREMENT INCENTIVE PROGRAM - Anderson
Page 28-31

Suggested Resolution: Move to approve the one-time early retirement incentive.

Moved by _____ Seconded by _____
Comments _____

14. COMMUNITY USE OF FACILITIES POLICY ADOPTION - Anderson
Page 32-38

Suggested Resolution: Move to approve the Community Relations Use of School Facilities policy (KG).

Moved by _____ Seconded by _____
Comments _____

15. 1993-94 LEGISLATIVE OVERVIEW - Anderson

Overview of significant 1993 legislative highlights.

16. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Retiree Recognition Tea (School Board)	Tues., May 25	6:00 p.m.	Townsite
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

MEMO #: I-93-322
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gift
DATE: May 18, 1993

Thomas Edison Elementary School has received \$770 from the Edison Parent Advisory Council to utilize for equipment.

Suggested Resolution: Move to accept the gift as presented.

RMJ/mdm

MEMO #: S-93-196

TO: School Board
FROM: Bruce R. Anderson, Supt. *RA*
RE: Nonresident Student Attendance Agreements
DATE: May 21, 1993

The following nonresident agreement has been received:

To Attend Moorhead Public Schools
Amy Rushton - Box 271, Ulen

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

BRA:cbp

MEMO #: B93.305

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: MAY 18, 1993

SUBJECT: TRANSFER OF PROPERTY TO THE CITY FOR THE FIVE HOMES AND GARAGES

Mr. Hannaher has prepared the attached deed.

Suggested Resolution: Move to approve the transfer of the identified property in the Moore's First Addition to the City of Moorhead.

MAY 1993

**GJEVRE, McLARNAN, HANNAHER, VAA,
SKATVOLD & McLARNAN**

ALDEN H. GJEVRE
R. B. McLARNAN
MICHAEL J. HANNAHER
GALEN J. VAA
PAUL O. SKATVOLD
TIMOTHY J. McLARNAN
JAMES E. NICOLAI

ATTORNEYS AT LAW
NORWEST BANK BUILDING
POST OFFICE BOX 8
MOORHEAD, MINNESOTA 56561-0008
TELEPHONE (218) 233-2406
FAX (218) 236-6602

CHARLES S. MARDEN (1864-1925)
HENRY C. STIENING (1896-1962)
VANCE N. THYSELL (1920-1981)

OTHER OFFICES
BARNESVILLE, MINNESOTA
HAWLEY, MINNESOTA

LICENSED IN MINNESOTA
AND NORTH DAKOTA

May 17, 1993

Robert Lacher
Independent School District No. 152
Townsite Centre
810 South Fourth Street
Moorhead, MN 56560

Dear Bob:

Enclosed find warranty deed from the School District to the City of Moorhead.

I would ask that you have this document signed where indicated, notarized and returned to me.

Please call me should you have any questions.

Very truly yours,


Michael J. Hannaher

MJH/ss
enc.
cc: Scott Hutchins

Corporation or Partnership to
Corporation or PartnershipNo delinquent taxes and transfer entered; Certificate
of Real Estate Value () filed () not required
Certificate of Real Estate Value No. _____

_____, 19____

County Auditor

by _____

Deputy

STATE DEED TAX DUE HEREON: \$ _____

Date: _____ May 6 _____, 19 93

(reserved for recording data)

FOR VALUABLE CONSIDERATION, Independent School District No. 152,Minnesota, a municipal corporation under the laws of
Grantor, hereby conveys and warrants to the City of Moorheadmunicipal corporation under the laws of Minnesota, Grantee, a
Clay County, Minnesota, described as follows:Lots One (1) through Twelve (12), inclusive, Block Four (4), Moore's First Addition
to the City of Moorhead, Clay County, Minnesota.Grantor hereby certifies that it knows of no existing wells located upon the
above-described premises.

(if more space is needed, continue on back)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

INDEPENDENT SCHOOL DISTRICT NO. 152,
A Minnesota Municipal Corporation

Affix Deed Tax Stamp Here

By _____
Its _____By _____
Its _____

STATE OF MINNESOTA

COUNTY OF CLAY

} ss.

The foregoing was acknowledged before me this _____ day of _____, 19 93,
by _____ and _____,
the _____ and _____,
of Independent School District No. 152, a municipal corporation
under the laws of Minnesota, on behalf of the _____ corporation.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

SIGNATURE OF PERSON TAKING ACKNOWLEDGMENT

Tax Statements for the real property described in this instrument should
be sent to (Include name and address of Grantee):City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56561

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

Gjevre, McLarnan, Hannaher,
Vaa, Skatvold & McLarnan
Norwest Bank Building
P.O. Box 8
Moorhead, MN 56560

MEMO #: B93.307

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: MAY 18, 1993

SUBJECT: BILL OF SALE FOR FIVE HOMES AND GARAGES TO THE CITY OF
MOORHEAD

Mr. Hannaher has prepared the enclosed bill of sale.

Suggested Resolution: Move to approve the bill of sale as
presented.

MAY 18 1993

**GJEVRE, McLARNAN, HANNAHER, VAA,
SKATVOLD & McLARNAN**

ALDEN H. GJEVRE
R. B. McLARNAN
MICHAEL J. HANNAHER
GALEN J. VAA
PAUL O. SKATVOLD
TIMOTHY J. McLARNAN
JAMES E. NICOLA

ATTORNEYS AT LAW
NORWEST BANK BUILDING
POST OFFICE BOX 8
MOORHEAD, MINNESOTA 56561-0008

TELEPHONE (218) 233-2406
FAX (218) 236-6602

May 14, 1993

CHARLES S. MARDEN (1864-1925)
HENRY C. STIENING (1896-1962)
VANCE N. THYSELL (1920-1981)

OTHER OFFICES
BARNESVILLE, MINNESOTA
HAWLEY, MINNESOTA

LICENSED IN MINNESOTA
AND NORTH DAKOTA

Mr. Scott Hutchins
City of Moorhead
500 Center Avenue
Box 779
Moorhead, MN 56560

Dear Mr. Hutchins:

Enclosed find original Bill of Sale regarding the City of Moorhead's purchase of homes from the Moorhead Public Schools. Please review this document and if it meets with your approval, I would ask that you have it signed where indicated and returned to me for signing by the School District.

Please call me should you have any questions.

Very truly yours,

Michael J. Hannaher

MJH/ss
enc.
cc: Robert Lacher

BILL OF SALE

FOR VALUABLE CONSIDERATION, Independent School District No. 152, a Minnesota municipal corporation, seller, for One Dollar (\$1.00) and other good and valuable consideration, hereby sells and conveys to the City of Moorhead, the Buyer, five homes and five garages, which homes are situated at the following addresses:

811 North 12th Street (House and garage)
812 North 11th Street (House only)
812 North 12th Street (House and garage)
817 North 13th Street (House and garage)
821 North 13th Street (House and garage)
813 North 12th Street (Garage only)

These homes and garages are located upon real property legally described as follows:

Lots Sixteen (16) and Seventeen (17), Block Ten (10), Moore's 1st Addition to the City of Moorhead, Clay County, Minnesota;

The West 75 feet of Lots Eighteen (18), Nineteen (19) and Twenty (20), Block Ten (10), Moore's First Addition to the City of Moorhead, Clay County, Minnesota;

Lots Seventeen (17) and Eighteen (18), Block Eleven (12), Moore's First Addition to the City of Moorhead, Clay County, Minnesota;

Lots Three (3) and Four (4), Block Eleven (11), Moore's First Addition to the City of Moorhead, Clay County, Minnesota;

Lots One (1) and Two (2), Block Eleven (11), Moore's First Addition to the City of Moorhead, Clay County, Minnesota

Said transfer is subject to and pursuant to the following terms and conditions: The houses and the garages are to be removed from the above-described premises forthwith but in no event, later than the 21st day of May, 1993.

The City of Moorhead agrees to indemnify and hold harmless the seller hereunder, its successors and assigns, harmless against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including Court costs and attorney's fees, and legal fees or disbursements paid or incurred to enforce the provisions of this paragraph, and against all liability losses and damages of any nature whatsoever, to any person that the seller shall or may at any time sustain or be put to by reason of buyer, or buyer's agents, employees or contractors, removal of the houses and garages from said real property.

The houses and garages are conveyed "AS IS" with all faults and seller makes no warranty of any kind, express or implied or marketability or suitability of the houses and garages and buyer accepts the same "AS IS".

DATED this _____ day of _____, 1993.

INDEPENDENT SCHOOL DISTRICT NO.
152, A Minnesota municipal
corporation

By: _____

By: _____

ACCEPTED on the above terms this _____ day of _____,
1993.

CITY OF MOORHEAD, A Minnesota
municipal corporation

By: _____

By: _____

THIS INSTRUMENT WAS DRAFTED BY:
Gjevre, McLarnan, Hannaher,
Vaa, Skatvold & McLarnan
Norwest Bank Building
P.O. Box 8
Moorhead, MN 56560
(218) 233-2406

MEMO #: B93307.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: MAY 21, 1993

SUBJECT: BILL OF SALE FOR TWO HOUSES

We have a signed bill of sale from Maurice A. Jenson, Rural Glyndon.

Suggested Resolution: Move to approve the bill of sale as presented.

BILL OF SALE

FOR VALUABLE CONSIDERATION, Independent School District No. 152, a Minnesota municipal corporation, hereby sells and conveys to Maurice A. Jenson, RR 1 - PO BOX 163, Glyndon, MN 56546, the buyer, of two homes, which homes are situated at the following addresses:

814 No. 11th St.
813 No. 12th St.

These homes are located upon real property legally described as follows:

The West 75 feet of Lots Eighteen (18), Nineteen (19) and Twenty (20), Block 10, Moore's First Addition to the City of Moorhead, Clay County, Minnesota;

Lots one (1) and two (2), Block Ten (10), Moore's First Addition to the City of Moorhead, Clay County, Minnesota.

Said transfer is subject to and pursuant to the following terms and conditions: The houses are to be removed from the above-described premises forthwith, but in no event, no later than the 21 day of May, 1993.

Mr. Jenson agrees to indemnify and hold harmless the seller hereunder, its successors and assigns, harmless against any and all claims, suits, actions, debts, damages, costs, charges and expenses, including Court costs and attorney's fees, and legal fees or disbursements paid or incurred to enforce the provisions of this paragraph, and against all liability losses and damages of any nature whatsoever, to any person that the seller shall or may at anytime sustain or be put to by reason of buyers, or buyer's agents, employees or contractors, removal of the houses from said real property.

The houses are conveyed "AS IS" with all faults and seller makes no warranty of any kind, express or implied or marketability or suitability of the houses and garages and buyer accepts the same "AS IS".

DATED this 18th day of May, 1993.

INDEPENDENT SCHOOL DISTRICT NO. 152,
A MINNESOTA MUNICIPAL CORPORATION

BY: [Signature] MHR Schools

BY: [Signature]

ACCEPTED on the above terms this 18 day of May, 1993.

Mr. Maurice A. Jenson, a resident of
Minnesota

BY: [Signature]
Maurice A. Jenson

MEMO #: B93.310

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: MAY 19, 1993

SUBJECT: BUS ROUTE AWARDS

Attached is a summary of the bids for bus routes. Mr. Bacon has noted the routes are subject to change based on actual students.

Suggested Resolution: Move to approve the bids and route assignments, and accept the bids for additional assignments and adjustments as presented.

Attachment: Bid Summary

To: Dr. Anderson
Mr. Lacher

From: Mr. Bacon

Re: School Bus Route Bid Awards

Attached are the summaries of the bids submitted by the contractors for school bus routes.

The proposal was for two years with an additional two years which may be negotiated in 1995. The awards are based primarily on low bid, however the cost of deadhead miles was also considered, this affected one of the assignments.

Red River Trails:	14 AM routes
Richards Transportation Service:	14 AM routes
Nelson Transportation Service:	5 AM routes
Schuck Transplantation Service:	3 AM routes (2 additional routes if required will go to Schuck Transportation.)
District	6 AM routes
Red River Trails:	19 PM routes
Richards Transportation Service:	13 PM routes
Nelson Transportation Service:	5 PM routes
Schuck Transportation Service:	1 PM route
District	8 PM route

Routes are specified according to information available at the time the documents are prepared. they are subject to change through the course of the contract. Adjustments to the bid prices when changes occur are based upon the information on a separate bid form which is also summarized in the enclosed material.

Recommendation: To approve the bids and route assignments as presented.

The bids for additional assignments are used for future routes which become necessary due to population growth, school program and time changes or other future demographic, geographic, or scheduling changes. These bids are also used to adjust contract payments for time variations on routes already assigned.

Recommendation: To accept the bids for additional assignments and adjustments as presented.

AWA 2

AM Routes

19

ASSIGNMENT	RTE #	RUN #	DESCRIPTION	EST MILES	EST TIME	YEAR 1 BID	YEAR 2						
	1	191002	NW Rural to Asp/Washing	23.08	1	RTS	RTS	SIU	SIU	RRT	RRT	NELS	NELS
		385016	N Moorhead to Jr Hi	4.15	0.25								
RIS	1		Total for Route	27.23	1.25	11924	11924						
	2	194003	Wall St Bdwg and Oakvie	16.19	0.75								
		191008	Regal Estates	3.64	0.25								
RIS	2		Total for Route	19.83	1	9000	9000						
	3	194006	Cnty 93 and Brentwood to	8.54	0.5								
		385002	Ridgewood/ 231 to Jr Hi	7.32	0.25								
DISTRICT	3		Total for Route	15.86	0.75	9000	9000			8500	8600		
	4	194010	Georgetown and 28th St N	24.38	0.75								
		191005	Village Green and Belsly/C	7.61	0.5								
RIS	4		Total for Route	31.99	1.25	11924	11924						
	5	194011	North East Rural	17.41	0.75								
		385012	MSU/ Moningside area	5.2	0.25								
RIS	5		Total for Route	22.61	1	9000	9000						
	6	194015	Georgetown area	33.32	1								
		385015	North east city to Jr Hi	3.12	0								
		190007	Village Green Area	7.63	1								
RTS	6		Total for Route	44.07	2	17772	17772						
	7	191001	South rural & 24th av to R	20.2	0.75								
		382007	Riverside area to Senior	3.04	0.25								
		190009	Village Green to Probst	7.8	0.25								
SHUCK	7		Total for Route	31.04	1.25			12750	13132				
	8	191002	Sabin Area to Riverside	32.81	1								
		191004	Woodlawn Park area to R	3.43	0.25								
NELSON	8		Total for Route	36.24	1.25			12750	13132			11000	11440
	9	191003	Rustad Area	19.36	0.5								
		382008	Riverside Area to Senior	3.13	0.25								
RRT	9		Total for Route	22.49	0.75			11300	11639	8600	8700		
	10	191015		20.34	0.5								
OPEN/SHUCK	10		Total for Route	20.34	0.5			8500	8755				
	11	384005	Crestwood/Riveroaks/Riv	20.69	1								
		382016	Country Club/N Moorhead	5.84	0.25								
		190006	Village Green area to Pro	8.83	0.5								
RRT	11		Total for Route	35.36	1.75			9600	9888	8800	8800		
	12	384006	S of I94 to 37th ave	10.2	0.5								
		385001	North Moorhead area to J	3.85	0.25								
		186001	Rivershore/Belsly/ Villag	18.59	1								
RRT	12		Total for Route 12	32.64	1.75			9600	9888	8700	8700		
	13	384024	Se Rural/Village Green	12.96	0.75								
		382020	Wall St/ Broadway	14.63	0.5								
		190001	Morningside area	3.37	0.25								
		186003	Ridgewood area	7.2	0.25								
DISTRICT	13		Total for Route 13	38.18	1.75					8800	8800		
	14	384025	Country Club Area	6.39	0.5								
		385008	Rivershore Area	8.3	0.5								
RRT	14		Total for Route 14	14.69	1	9000	9000			8500	8500		
	15	384028	Village Green Blvd area	10.96	0.5								
		385009	Belsly Blvd/ Village Gree	8.04	0.5								
RRT	15		Total for Route 15	19	1			9600	9888	8400	8400		
	16	384034	Belsly/ Brook av/ Brookd	10.41	0.5								
		85019	Lincoln and South Mhd ar	4.35	0.25								
		190005	Crestwood/Rivershore an	15.12	0.5								

AM Routes

ASSIGNMENT	ROUTE #	RUN #	DESCRIPTION	EST MILES	EST TIME	YEAR 1 BID	YEAR 2						
RR1	16		Total for Route 16	29.88	1.25			9600	9888	8500	8500		
	17	384035	Wall st area	11.41	0.5								
		382012	Northwest Moorhead to St	3.19	0.25								
		186006	East of Mhd and Ridgewo	12.36	0.5								
DISTRICT	17		Total for Route 17	26.96	1.25	11924	11924						
	18	385003	Rustad/Crestwood	42.78	1.25								
		382010	Village Grn/ s rural/ ridge	12.21	0.75								
		186002	morningside area	4.4	0.25								
SHUCK	18		Total for Route 18	47.18	1.5			11300	11639				
	19	38505	Wall St N river dr area	17.13	0.75								
		382002	Probstfield area	3.08	0.25								
		198002	Americana/ Ridgewood/ N	10.38	0.5								
RTS	19		Total for Route 19	30.59	1.5	11924	11924						
	20	385006	Rural Sabin/ Americana u	35.32	1.25								
		190008	Belsley area	11.19	1								
NELSON	20		Total for Route 20	46.51	2.25			12750	13132			11600	12064
	21	385014	Rural Sabin area	40.24	1.25								
		382001	Rivershore/ Belsley area	13.27	0.75								
		186004	S rural/ Americana/ Villag	13.61	0.75								
NELSON	21		Total for Route 21	67.12	2.75			12750	13132			11900	12576
	22	385017	Sabin Area	34.12	1.25								
		190002	Riverview/ Rivershore	8.89	0.75								
NELSON	22		Total for Route 22	43.01	2			12750	13132			11400	11856
	23	385020	N Rural	23.66	1								
		190003	Valley/ Rivershore Area	7.74	0.75								
RTS	23		Total for Route 23	31.4	1.75	14848	14848						
	24	385021	N Rural	42.83	1.25								
RTS	24		Total for Route 24	42.83	1.25	11924	11924						
	25	385022	N Rural	34.61	1.25								
		382006	Rivershore/ Brookdale ar	12.34	0.5								
RTS	25		Total for Route 25	46.95	1.75	14848	14848						
	26	385023	Wall St/ Broadway area	17.19	0.75								
		198005	Crestwood/ Rivershore/ B	25.53	1								
RTS	26		Total for Route 26	42.72	1.75	14848	14848						
	27	385024	N Rural Moorhead	29.26	1.25								
RTS	27		Total for Route 27	29.26	1.25	11924	11924						
	28	194001	East of Mhd and Regal	13.46	0.25								
		385018	Regal Estates	5.37	0.5								
		382009	Belsley/ Village Grn	7.67	0.5								
DISTRICT	28		Total for Route 28	26.5	1.25	11924	11921			9500	9500		
	29	382802	Crestwood/ Rivershore/ B	30.65	1								
		384022	Probstfield	5.24	0.75								
RR1	29		Total for Route 29	35.89	1.75			11300	11639	8800	8800		
	30	382803	N Rural / Regal Estates	33.11	1								
		384039	Americana/ MSU Area	16.6	0.75								
RTS	30		Total for Route 30	49.71	1.75	11924	11924						
	31	382804	Country Club N Moorhead	12.38	0.75								
		384033	Probstfield	5.2	0.5								
RR1	31		Total for Route 31	17.58	1.25	14848	14848			8800	8800		
	32	382805	Sabin area/ Americana/ V	55	1.25								
		384029	Ridgewood/ Morningside	4.85	0.5								
SHUCK	32		Total for Route 32	59.85	1.75			13250	13647				
	33	382806	Rivershore/ Brookdale ar	8.58	0.5								

AM Routes

ASSIGNMENT	ROUTE #	RUN #	DESCRIPTION	FST MILES	FST TIME	YEAR 1 BID	YEAR 2							
		381031	Edison Area	4.98	0.5									
RR1	33		Total for Route 33	13.56	1					8700	8700			
	31	187001	Rustad/ Rivershore/ Belsl	24.08	1									
		385007	Village Green Area	9.1	0.5									
		382015	Probstfield Area	6.89	0.5									
RR1	34		Total for Route 34	40.07	2			11300	11639	9400	9400			
	35	187002	S Rural/ Americana Villa	17.17	1									
		385004	Ridgewood/ Morningside	6.64	0.5									
		190004	Rivershore	9.05	0.5									
RR1	35		Total for Route 35	32.86	2	14848	14848			9000	9000			
	36	187004	Brookdale/ Riverside	7.39	0.5									
RR1	36		Total for Route 36	7.39	0.5					8400	8400			
	37	187006	Sabin Area	15.67	0.75									
		381026	Morningside Area	4.59	0.5									
N LSON	37		Total for Route 37	20.26	1.25			12750	13132			11100	11544	
	38	187015	Extra South Rural Route B	37.39	1									
OPF / SHUCK	38		Total for Route 38	37.39	1			8500	8755					
	39	382801	Georgetown/ North Rural	49.59	1.25									
		198001	N Rural/ Wall St N Mhd A	35.63	1.25									
RTS	39		Total for Route 39	85.22	2.5	11924	11924							
	40	70001	N Rural Wall St Area	42.71	1.25									
		381032	Probstfield	5.94	0.5									
RTS	40		Total for Route 40	48.65	1.75	14848	14848							
	41	70002	Village Grn/ Ridgewood/	9.33	0.75									
		385010	Woodlawn Park Area	2.64	0.25									
		198003	Village Grn/ Belsley/ Prob	15.26	1									
DISTRICT	41		Total for Route 41	27.73	2					9000	9000			
	42	70003	Belsley/ Rivershore/ Broc	14.26	0.5									
		187003	Brookdale/ Elm St Area	4.56	0.25									
		382004	N Moorhead/ Regal Estate	4.07	0.75									
RR1	42		Total for Route 42	22.89	1.5					9000	9000			
	43	70004	Crestwood/ Rivershore/ P	30.99	1									
		188002	Regal est/ N Moorhead	4.32	0.5									
		186005	Edison Overflow/ N Mhd	4.39	0.25									
RR1	43		Total for Route 43	39.7	1.75					9200	9200			
	44	70005	Country Club/ N Mhd Arc	7.99	0.5									
		385001	Rivershore Area	7.62	0.25									
		190010	Village Grn/ Belsley area	9.14	0.75									
DISTRICT	44		Total for Route 44	24.75	1.5	11924	11924			9000	9000			

PM Routes

ASSIGNMENT	ROUTE #	RUN #	DESCRIPTION	EST MILES	EST TIME	YEAR 1	YEAR 2						
	1	194103	Wall St Bdwg and Oakview	22.77	1	RTS	RTS	SHU	SHU	RRT	RRT	NELS	NELS
RTS	1		Total for Route	22.77	1	9000	9000						
	2	194106	Wall St and Bdwg Rd	8.7	0.5								
		382107	MSU/ Riverside	12.03	0.25								
		190102	Rivershore area	4.33	0.25								
DISTRICT	2		Total for Route	25.06	1	11924	11924			8800	8800		
	3	194108	Regal Estates	3.76	0.25								
		188102	Lincoln area Pm Return	8.15	0.5								
		198104	Riverside/ SW Moorhead	17.81	0.75								
RRT	3		Total for Route	29.72	1.5	14848	14848			9200	9200		
	4	384101	Regal Estates/ N Rural Mhd area	13.76	0.5								
		382102	Probstfield area	7.28	0.25								
		186104	Village grn americana se rural	8.45	0.5								
DISTRICT	4		Total for Route	29.49	1.25	11924	11924						
	5	384102	NW Rural	32.55	1.25								
RTS	5		Total for Route	32.55	1.25	9000	9000						
	6	384103	Georgetown area	34.31	1								
RTS	6		Total for Route	34.31	1	9000	9000						
	7	384104	NE Rural	34.12	1.5								
RTS	7		Total for Route	34.12	1.5	9000	9000						
	8	384105	Crestwood/ Riveroaks/ Riverview	14.24	0.5								
		190109	Village Grn Area	8.14	0.5								
RRT	8		Total for Route	22.38	1			9600	9888	8500	8500		
	9	384106	Rivershore/ Daale Av Area	5.5	0.25								
		191101	S of 24th Av and East of Sabin	24.75	1								
SHUCK	9		Total for Route	30.25	1.25			12750	13132				
	10	384122	Probstfield area	4.11	0.25								
		385116	Edison area	4.27	0.25								
		198102	Morningside/ Americana area	7.61	0.5								
RRT	10		Total for Route	15.99	1			9600	9888	8800	8800		
	11	384124	Village Grn / SE rural	8.29	0.5								
		190110	Queens/ Belsley area	5.52	0.75								
RRT	11		Total for Route	13.81	1.25					8500	8500		
	12	384125	Country Club area	3.78	0.25								
		191102	Sabin Area	19.77	1.25								
NEELSON	12		Total for Route 12	43.55	1.5			12750	13132			11600	12064
	13	384126	Morningside area	3.16	0.25								
		385102	Ridgewood area	7.27	0.5								
		382106	Brookdale rivershore	7.9	0.5								
RI	13		Total for Route 13	18.63	1.25					8500	8500		
	14	384128	Village Grn Area	6.08	0.25								
		191103	Rustad Area	37.44	1.25								
RRT	14		Total for Route 14	43.52	1.5			11300	11639	9500	9750		
	15	384129	Morningside/ Ridgewood	5.11	0.5								
		191105	Belsley/ Village Green area	6.53	0.25								
		190104		6.07	0.5								
RRT	15		Total for Route 15	18.04	1.25					8250	8250		
	16	384131	Edison area	4.21	0.25								
		385103	Crestwood/ Rustad	10.63	1.25								
RRT	16		Total for Route 16	44.84	1.5			11300	11639	9500	9750		
	17	384132	Probstfield area	1.1	0.25								
		385104	Morningside S of Dilworth	8.6	0.5								
		186103	Ridgewood	6.35	0.75								

ASSIGNMENT	17	RUN #	DESCRIPTION	EST MILES	EST TIME	YEAR 1	YEAR 2							
DISTRICT	17		Total for Route 17	19.35	1.5	11924	11924			8800	8900			
	18	384133	Edison	3.64	0.25									
		385105	N Riverdr / Country Club Wall St	18.4	1									
RTS	18		Total for Route 18	3.64	0.25	9000	9000			10500	10500			
	19	384134	Elm St and Belsly area	6.82	0.5									
		190108	Belsly Village Cmn dr area	11.58	1									
RRT	19		Total for Route 19	18.4	1.5	11924	11924	9600	9888	8600	8600			
	20	384135	N Rural Wall St area	12.45	0.5									
		382110	Ridgewood And Village Cmn area	20.74	0.75									
RTS	20		Total for Route 20	33.19	1.25	11924	11924							
	21	384139	MSU / E Rural and Americana area	12.85	0.5									
		382120	Wall St and Broadway	14.42	0.5									
RTS	21		Total for Route 21	27.27	1	9000	9000			10500	10500			
	22	385101	North Moorhead area	3.32	0.25									
		382115	Probstfield area	5.91	0.5									
		190101	Morningside area	2.86	0.25									
		186106	Ridgewood/ Se Rural	13.01	0.5									
DISTRICT	22		Total for Route 22	25.1	1.5	11924	11924	12750	13647	9500	9500			
	23	385107	Americann and Village Cmn	6.44	0.5									
		382109	Village Cmn area	9.01	0.5									
DISTRICT	23		Total for Route 23	15.45	1	9000	9000	11300	11639	8500	8600			
	24	385108	Rivershore Dr Area	7.02	0.25									
		190106	Village Cmn Area	8.29	0.75									
RRT	24		Total for Route 24	15.31	1					8500	8600			
	25	385109	Village Cmn/ Belsly area	7.17	0.25									
		190105	Rivershore/ Crestwood	9	0.75									
RRT	25		Total for Route 25	16.17	1			9600	9888	8400	8500			
	26	385110	Wooklawn area	4.7	0.25									
		382108	Riverside area	4.66	0.5									
		186105	Edison overflow and N side	2.66	0.25									
DISTRICT	26		Total for Route 26	12.02	1	9000	9000			8500	8600			
	27	385111	Rivershore area	6.44	0.25									
		190107	Village Green area	5.69	1									
DISTRICT	27		Total for Route 27	12.13	1.25					8400	8400			
	28	385112	Morningside area	6.49	0.25									
		382112	North Moorhead	3.51	0.25									
		198103	MSU/ Probst/Belsly and Village C	12.2	0.75									
RRT	28		Total for Route 28	22.2	1.25					9000	9000			
	29	385114	Rural subin	40.26	1.25									
NELSON	29		Total for Route 29	40.26	1.25			12750	13132			11400	11856	
	30	385117	Sabin Area	21.14	1.25									
NELSON	30		Total for Route 30	21.14	1.25			12750	13132			11200	11648	
	31	385118	N moorhead Regal Estates	6.38	0.25									
		382101	Belsly/ Rivershore and Riveroaks	10.35	0.75									
RRT	31		Total for Route 31	16.73	1					8700	8800			
	32	385119	MSU Area	6.11	0.25									
		382116	N Moorhead	9.43	0.5									
RRT	32		Total for Route 32	15.54	0.75	9000	9000			8800	8900			
	33	385120	N Rural	22.02	1									
RTS	33		Total for Route 33	22.02	1	9000	9000							
	34	385121	N Rural	19.66	1.5									
RTS	34		Total for Route 34	49.66	1.5	9000	9000							
	35	385122	N Rural	59.46	1.5									

PM Routes

ASSIGNMENT	ITE	RUN #	DESCRIPTION	EST MI FS	EST TIME	YEAR 1	YEAR 2								
RTS	35		Total for Route 35	59.46	1.5	11924	11924								
	36	385123	Wall St/ Broadway area	15.85	0.75										
RTS	36		Total for Route 36	15.85	0.75	9000	9000			11500	11500				
	37	385124	N Rural Moorhead	30	1.25										
RTS	37		Total for Route 37	30	1.25	9000	9000								
	38	187101	Belsley Riverside and Rustad	30.83	1										
RRT	38		Total for Route 38	30.83	1			11300	11639	9200	9200				
	39	187102	Edison/ Morningside Probst area	17.5	1										
		186101	Probst area	15.51	0.75										
RRT	39		Total for Route 39	33.01	1.75					9000	9000				
	40	187103	Riverside area	3.6	0.25										
		191104	Woodlawn Park area	22.91	0.25										
		382104	Regal Estates/ N Moorhead	5.35	0.25										
		198101	Country Club and N Rural	34.48	1.25										
DISTRICT	40		Total for Route 40	66.34	2	14848	14848								
	41	187104	Riverside area	4.47	0.25										
		385106	Americana S Rural and Sabin area	42.23	1.25										
NELSON	41		Total for Route 41	46.7	1.5			12750	13132			11600	12064		
	42	187106	Sabin Area	38	1.25										
NELSON	42		Total for Route 42	38	1.25			12750	13132			11200	11648		
	43	196101	Regal Estates N Mhd and N Rural	27.66	1										
RTS	43		Total for Route 43	27.66	1	9000	9000								
	44	196102	Morningside/ Village Grn and S R	35.04	1.25										
RRT	44		Total for Route 44	35.04	1.25					9200	9200				
	45	196103	Riverside/ Riverside/ Belsley a	8.49	0.5										
		190103	Dale Brook av area	4.48	0.5										
RRT	45		Total for Route 45	12.97	1					8600	8600				
	46	196104	Probstfield Area	18.14	1										
		186102	Morningside	11.31	0.25										
RRT	46		Total for Route 46	29.45	1.25					8600	8600				

Summary of bids for additional routes and time adjustments

TYPE I	RTS	SHU	NELS	DDT
1.5 HR	\$9,000.00	\$7,250.00	\$8,850.00	\$50.00
.5 HR	\$17.00	\$15.00	\$15.00	\$12.00
TYPE II				
1.5 HR	\$9,000.00			
.5 HR	\$17.00			
W/ LIFT				
1.5 HR				
.5 HR				
TYPE III				
1.5 HR		\$7,000.00		
.5 HR		\$15.00		
W/ LIFT				
ASSISTANT				
1.5 HR	\$12.75			\$12.00
.5 HR	\$8.50			\$4.00
# BUSES AVAILABLE				
TYPE I	21	3	5	AS NEEDED
TYPE II	3			
TYPE III	1	2		

MEMO #: B93.309

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER *R. Lacher*

DATE: MAY 19, 1993

SUBJECT: SCHOOL BUS BODY AND CHASSIS BID AWARD

We received bids as follows:

<u>VENDOR</u>	<u>ITEM</u>	<u>PRICE</u>
Nelson International Fargo, ND	International Diesel Powered Bus Chassis	\$33,086.84
Holland Bus Co. Monticello, MN	Thomas Bus Body "Vista"	\$20,275.00
		<hr/>
		\$53,361.84

Vehicles will be paid from our reserved bus purchase account. This account is developed through the bus depreciation aid of 12 1/2% for each eligible unit for eight years.

Suggested Resolution: Move to approve the bus bid awards to Nelson International and Holland Bus Co. as presented.

To: Dr. Anderson
Mr. Lacher
From: Mr. Bacon
Re: School Bus Purchase
Date: May 13, 1993

The bids for school buses received on May 3, 1993 have been reviewed. I contacted other districts which have opened bus bids recently and found that the prices on our bids are within the norm.

The typical bids have been in the range of 46,000 to 48,000. The options which have been specified on Moorhead's buses account for a higher price. Among the options on our bids which affect this price are:

4 Channel anti-lock air brakes, \$3,500
DTA 360 HT 190 HP engine, \$3,100
Heavy duty axles, \$1,200
Heated signal lenses and mirrors \$400
Retroreflector tape \$200
Escape hatches \$600
Auxiliary heater \$2,000

These are all valuable safety and performance features which are worth the price.

I recommend we accept the bids as presented and order two school buses.

The body vendor is Hoglund Bus Company of Monticello
Thomas Body price per bus = \$20,275.00

The chassis vendor is Nelson International of Fargo
International Chassis price per bus = \$33,086.84

Total cost per bus = 53,361.84

Total expenditure from the bus purchase account for two school buses is
\$106,723.68

MEMO #: S-93-197

TO: School Board
FROM: Bruce R. Anderson, Supt. *BR*
RE: Minnesota Teacher Retirement Incentive
DATE: May 21, 1993

Attached please find the legislative provision recently enacted related to the early teacher retirement incentive.

The application of the law is mandatory but not the provision in the Master Agreement for the teachers related to severance. The administration will be meeting with the MEA personnel and other effected units regarding this issue and will be prepared with a recommendation at the first meeting in June.

The early retirement incentive for non-teaching personnel is different than the incentive for teachers. While we have not had the time to review the issue in depth, it appears that a choice must be made between the multiplier percentage and the health insurance. In addition, the window of opportunity is open for staff members until January 31, 1994.

I am trying to arrange a representative of Teachers Retirement Association and Public Employee Retirement Association to come to the district as quickly as possible to address questions and concerns of the staff.

BRA:cbp
Attachment

05/12/93

1 Subdivision 1. [BOARD MUST OFFER.] A school board, a joint
2 vocational technical district under Minnesota Statutes, section
3 136C.60, or an intermediate school district under Minnesota
4 Statutes, chapter 136D, must offer the early retirement
5 incentive provided in this section to a teacher, as defined in
6 Minnesota Statutes, section 354.05, subdivision 2, or 354A.011,
7 subdivision 27, who is eligible under subdivision 2.

8 Subd. 2. [ELIGIBILITY.] A teacher is eligible to receive
9 the incentive if the person:

10 (1) has at least 25 years of combined service credit in any
11 Minnesota public pension plans governed by Minnesota Statutes,
12 section 356.30, subdivision 3, or is at least 65 years old and
13 has at least one year of combined service credit in these
14 pension plans;

15 (2) upon retirement is immediately eligible for a
16 retirement annuity from a defined benefit plan;

17 (3) is at least 55 years of age; and

18 (4) retires on or after May 17, 1993, and before August 1,
19 1993.

20 Subd. 3. [INCENTIVE.] For a person who selects the
21 incentive under this section, the multiplier percentage used to
22 calculate the retirement annuity must be increased by .10 for
23 each year of allowable service credit up to 30 years.

24 Subd. 4. [CONDITIONS.] For purposes of this section, a
25 person retires when the person terminates active employment and
26 applies for retirement benefits. An employee who retires under
27 this section using the rule of 90 must not be included in the
28 calculations required by Minnesota Statutes, section 356.85.

29 Sec. 18. [EMPLOYER-PAID HEALTH INSURANCE.]

30 Subdivision 1. [PUBLIC EMPLOYEES.] A school district,
31 intermediate school district, or joint vocational technical
32 district formed under Minnesota Statutes, sections 136C.60 to
33 136C.69, shall provide employer-paid hospital, medical, and
34 dental benefits to a person who:

35 (1) is eligible for employer-paid insurance under
36 collective bargaining agreements or personnel plans in effect on

Article 8 Section 18

1 the day before the effective date of this section;
2 (2) has at least 25 years of combined service credit in any
3 Minnesota public pension plans other than volunteer firefighter
4 plans;
5 (3) has at least as many months of service with the current
6 employer as the number of months younger than age 65 the person
7 is at the time of retirement;
8 (4) upon retirement is immediately eligible for a
9 retirement annuity if the person is a member of a defined
10 benefit plan;
11 (5) is at least 55 and not yet 65 years of age; and
12 (6) in the case of a school district employee, retires on
13 or after May 15, 1993, and before July 21, 1993; and in the case
14 of an employee of another employer in this subdivision, retires
15 on or after July 1, 1993, and before October 1, 1993.
16 Subd. 2. [CONDITIONS; COVERAGE.] For purposes of this
17 section, a person retires when the person terminates active
18 employment and applies for retirement benefits. The retired
19 employee is eligible for single and dependent coverages and
20 employer payments to which the person was entitled immediately
21 before retirement, subject to any changes in coverage and
22 employer and employee payments through collective bargaining or
23 personnel plans, for employees in positions equivalent to the
24 position from which the employee retired. The retired employee
25 is not eligible for employer-paid life insurance. Eligibility
26 ceases when the retired employee attains the age of 65, or when
27 the employee chooses not to receive the retirement benefits for
28 which the employee has applied, or when the employee is eligible
29 for employer-paid health insurance from a new employer.
30 Coverages must be coordinated with relevant health insurance
31 benefits provided through the federally sponsored Medicare
32 program.
33 Subd. 3. [RULE OF 90.] An employee who retires under this
34 section using the rule of 90 must not be included in the
35 calculations required by Minnesota Statutes, section 356.85.
36 Subd. 4. [APPLICATION OF OTHER LAWS.] Unilateral

1 implementation of this section by a public employer is not an
2 unfair labor practice for purposes of Minnesota Statutes,
3 chapter 179A. The authority provided in this section for an
4 employer to pay health insurance costs for certain retired
5 employees is not subject to the limits in Minnesota Statutes,
6 section 179A.20, subdivision 2a.

7 Subd. 5. (SCHOOL DISTRICT LEVY.) A school district may
8 levy the amount necessary to make employer contributions for
9 insurance for retired employees under this section.

10 Notwithstanding Minnesota Statutes, section 121.904, 50 percent
11 of the amount levied must be recognized as revenue for the
12 fiscal year in which the levy is certified. This levy must not
13 be considered in computing the aid reduction under Minnesota
14 Statutes, section 124.155. If a school district levies
15 according to this section, it may not also levy according to
16 Minnesota Statutes, section 122.531, subdivision 9, for eligible
17 employees.

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: KG DATE ADOPTED: 10-10-78 REVISED: 05-25-93
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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 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.
3. The school plant will not be opened for use except upon presentation of an official Building Use Request Form KG-A at the building. Use of building will be limited to the terms of the request.
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. 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.
12. 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.
13. Motion pictures projectors, sound equipment, etc. may be operated only by those approved by the person responsible for audio-visual equipment in the building.
14. Street Shoes in Gymnasium: Every user is required to take every reasonable precaution to see that snow, water, or mud are removed from shoes before persons are admitted to the gymnasium.
15. Leaders shall confine the members of their group to the facilities stated on the permit.
16. Smoking is prohibited on school district property with the sole exception of the designated areas at Moorhead Technical College and Townsite Centre.
17. 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.
18. 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 2, #7).
19. 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	
Programs	
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 - 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 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 served in ISD 152 cafeterias shall be limited to community groups and rentals.
2. Use of the kitchens and kitchen equipment shall be granted only upon the condition one or more food service employees or approved person familiar with the operation of the food service program are present and the rental fee is paid according to the fee schedule.

E. Fees for Use of 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 3, #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 four (4) or less hours. 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 an entrance fee is charged to the activity. This means that if 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 — 40.00	Sr. High Field ——— 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 — 40.00	Swimming Pool ——— 50.00
2-4/hr= 80.00	Community Swim —.50/person
Each addl. beyond 4hr= 20.00	
Sr. High Half Gym — 25.00	
Sr. High Cafeteria — 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 ancillary areas.

G. Fees for Audio-Visual Equipment

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.

Legal Reference: M.S. 123.36 School Houses and Sites,
Independent School Districts

Form: KG-A
Dated: 5/93

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:

Regular Time _____ @ \$ _____/hour

Overtime _____ @ \$ _____/hour

Addl. Services _____ @ \$ _____/hour

CHARGES/FEES

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:

```
*****
*                                     *
*          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		
_____	Date _____	Approved
Building Principal		
_____	Date _____	Approved
Asst. Supt. - Business		
Rental Charge or Fee \$ _____		

Signed: _____
(for above organization)

Title: _____

Phone: _____

S-mq-B05
MIN
5-25-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 25, 1993
PAGE 1

MEMBERS PRESENT: Curt Borgen, Jim Cummings, Mark Gustafson, Carol Ladwig, and Bruce Anderson.

MEMBERS ABSENT: Bill Cox, Anton Hastad and Ellen Hunt.

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

The meeting recessed at 7:01 p.m. to view the presentation from the Moorhead High Odyssey of the Mind team. The team place 3rd in the State competition. Team members include: Becky Tkachuk, Seth Kovash, Jason Steussy, Matt Borud, ?, and ?.

The meeting reconvened at 7:15 p.m.

RECESS MEETING: Gustafson moved, seconded by Ladwig, to recess the public meeting for the purpose of conducting the Capital Expenditure Facilities Public Hearing pursuant to M.S. 124.243 at 7:15 p.m. Motion carried 4-0.

CAPITAL EXPENDITURE FACILITIES PUBLIC HEARING: Bob Lacher, reviewed the capital expenditure plans.

Borgen moved, seconded by Gustafson, to adopt the Five Year Capital Expenditure Facilities program as presented. Motion carried 4-0.

CLOSE PUBLIC HEARING: Gustafson moved, seconded by Ladwig, to close the public hearing and continue with the school board meeting at 7:30 p.m. Motion carried 4-0.

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

Gift - Accepted the gift of \$770 from the Edison Parent Teacher Advisory Council for equipment.

Nonresident Agreement - Approved the following nonresident agreement:

To Attend Moorhead Public Schools
Amy Rushton - Box 271, Ulen

Motion carried 4-0.

COMMITTEE REPORTS: Ladwig reported from the PER Committee meeting.

TRANSFER OF PROPERTY: Ladwig moved, seconded by Borgen, to approve the transfer of the identified property in the Moore's First Addition to the City of Moorhead. Motion carried 4-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
MAY 25, 1993
PAGE 2

HOME SALES - CITY OF MOORHEAD: Borgen moved, seconded by Ladwig, to approve the bill of sale for five (5) homes and garages to the City of Moorhead as presented. Motion carried 4-0.

HOME SALES: Gustafson moved, seconded by Borgen, to approve the bill of sale for two (2) homes to Maurice A. Jensen, rural Glyndon, as presented. Motion carried 4-0.

BUS ROUTE BID AWARDS: Gustafson moved, seconded by Cummings, to approve the bids and route assignments, and accept the bids for additional assignments and adjustments as presented. Motion carried 4-0.

BUS BID AWARDS: Borgen moved, seconded by Gustafson, to approve the bus bid awards to Nelson International and Hogland Bus Company as presented. Motion carried 4-0.

Superintendent Anderson noted that seven (7) specs were sent out for this bid.

JUNIOR HIGH INDUSTRIAL TECHNOLOGY BID AWARDS: Borgen moved, seconded by Gustafson, to approve the bid to D&M Technologies, in the amount of \$198,452.94. Motion carried 4-0.

EARLY RETIREMENT INCENTIVE PROGRAM: Borgen moved, seconded by Gustafson, to approve the one-time early retirement incentive and Letter of Understanding as presented. Motion carried 4-0.

COMMUNITY USE OF FACILITIES POLICY ADOPTION: Ladwig moved, seconded by Borgen, to approve the Community Relations Use of School Facilities policy (KG). Motion carried 4-0.

1993-94 LEGISLATIVE OVERVIEW: Superintendent Anderson reviewed the current legislative highlights.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

In light of the new legislation regarding early retirement of public employees, Teachers Retirement Association has tentatively agreed to be in the district Wednesday, June 23rd to meet with staff.

ADJOURNMENT: Chairperson Cummings adjourned the meeting at 8:40 p.m.

Bill Cox, Clerk

5-M9-805
MIN
6-8-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 8, 1993
PAGE 1

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

MEMBERS ABSENT: Anton Hastad

CALL TO ORDER: Chairperson Cummings called the meeting to order at 7:14 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Anderson previewed the agenda removing the Land Use Plan item to allow further research.

APPROVAL OF AGENDA: Borgen moved, seconded by Hunt, to approve the agenda as amended. Motion carried 6-0.

"WE ARE PROUD"

*** Community education director, Rose Andersen was recognized for receiving the President's Award from the Minnesota Technical College Custom Services Administrators Association. The award was made "in appreciation for leadership and dedication to extension and customized training services."

*** Moorhead Schools received notification they will be one of twelve to be a pilot site for the graduation outcomes assessment grant.

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

Donations - Accepted \$37,499 from the Edison, Probstfield, Riverside, Washington PTACs and World Book Company to purchase materials; \$50 each from Moorhead Kiwanis and Vikingland Kiwanis for the Early Childhood Screening Program; \$100 from Orville Ellingson for the Adult Basic Education Program; \$3,200 from the Voyager PTAC to purchase equipment; and, \$4,920 from various businesses and agencies for the school safety patrol students to attend a Minnesota Twins baseball game.

Grant - Accepted the \$1,000 grant from the Minnesota Alliance for Arts in Education for the 93-94 school year.

Chapter I Improvement Plan - Approved the Chapter I Program Improvement Plan for St. Joseph's Catholic School.

Extended Year Childcare Agreement - Approved the contract with Moorhead Technical Childcare Center for services from June 23, 1993 thru August 12, 1993.

Change Orders: Robert Asp & Junior High - Approved the change order for a deduct of \$4,002 at Robert Asp and the change order for an additional \$3,619 at Moorhead Junior High.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 8, 1993
PAGE 2

PERSONNEL

Retirements

William Quenette - Physical Education Teacher, Senior High,
effective June 4, 1993
Robert Klaboe - Librarian, Senior High, effective June 4, 1993
(date change from previous requests.)
Donovon Dulski - Principal, Senior High, effective June 30, 1993
Robert E. Olson - Principal, Washington, effective June 30, 1993

Resignations

Rhonda Wang - POHI Paraprofessional, Riverside Elementary,
effective at the end of the 1992-93 school year
Rose Mattson - POHI and MMMI Teacher, Senior High, effective the
end of the 1992-93 school year.
Barbara Larson - EBD Teacher, Senior High, effective June 4, 1993

Leave of Absence

Barb Skjefte - Paraprofessional, Riverside, to begin September 1,
1993 for the 1993-94 school year

Rehires

Helen Pemble - Inclusion Teacher, Probstfield Elementary, BA+45
(6) \$26,886 (based on 1992-93 salary)
Terry Warkenthein - EBD Teacher, Senior High, BA (0-4) \$23,164
(based on 1992-93 salary)
Karen Lind - 1st Grade Teacher, Probstfield Elementary, BA (4.5)
\$23,164 (based on 1992-93 salary)

Gustafson commended the exceptional commitment and leadership Bob
Olson and Don Dulski have displayed while principals at
Washington Schools and Moorhead Senior High.

Minutes - Approved the minutes of May 11, 18 and 25, 1993 as
presented.

Claims - Approved the claims, subject to audit, in the amount of
\$949,223.21.

General Fund:	\$266,053.25
Food Service:	59,304.28
Transportation:	33,355.46
Community Service:	16,904.95
Capital Expenditure:	22,046.95
Building Construction:	543,828.76
Townsite Centre:	7,730.46
TOTAL	\$949,223.21

Motion carried 6-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 8, 1993
PAGE 3

COMMITTEE REPORTS: Ladwig reported on the Joint Powers, Long Range Planning and Human Rights committee meetings.

TECHNOLOGY IN THE SCHOOLS: An Open House was held before the board meeting to demonstrate what students are doing in the classroom with technology.

Technology coordinator, Jan Buckner and teacher, Barb Stack, discussed some of the opportunities provided to students because of the technology in the classrooms.

1993 SUMMER SCHOOL PROGRAM: Gustafson moved, seconded by Borgen, to approve the staff for regular summer school and special education extended summer school programs as presented. Motion carried 6-0.

STUDENT HANDBOOKS: Principals presented the recommended changes in 1993-94 school/student handbooks for Probstfield, Riverside, Voyager, the junior and senior high schools. The Board will act on them at the June 22nd meeting.

DRUG FREE SCHOOLS: Hunt moved, seconded by Ladwig, to approve the utilization of drug-free school funds as presented. Motion carried 6-0.

LAND USE PLAN: This item was removed from the agenda at the request of the City to allow for further review prior to approval.

SOCIAL SERVICES AGREEMENT: Borgen moved, seconded by Gustafson, to approve the agreement with the Clay County Department of Social Services, contingent upon the approval of the Clay County Social Services Board, in the amount of \$140,980. Motion carried 6-0.

MENTAL HEALTH SERVICES AGREEMENT: Ladwig moved, seconded by Borgen, approve the agreement with Lakeland Mental Health Center, Inc., contingent upon the approval of the Clay County Social Services Board, in the amount of \$265,000. Motion carried 6-0.

ADJOURNMENT: Cox moved, seconded by Borgen, to adjourn the meeting at 8:25 p.m. Motion carried 6-0.

Bill Cox, Clerk

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

June 8, 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"

*** Community Education director, Rose Andersen received the President's Award from the Minnesota Technical College Custom Services Administrators Association. The award was made "in appreciation for leadership and dedication to extension and customized training services."

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 Donations - Pages 6-13
 - Edison, Probstfield, Riverside, Washington PTACs
 - Early Childhood Screening Program
 - Adult Basic Education Program
 - Voyager PTAC
 - Safety Patrol
- (2) Acceptance of Grant - Page 14
- (3) Approval of Chapter I Improvement Plan - Page 15-20
- (6) Approval of Extended Year Childcare Agreement -
Pages 21-22

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Change Order #1-Robert Asp - Pages 23-24
- (2) Approval of Change Order #2-Junior High -
Pages 25-26

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Retirements - Page 27
- (2) Approval of Resignations - Page 28
- (3) Approval of Leave of Absence - Page 29
- (4) Approval of Rehires - Page 30

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes - May 11, 18 and 25, 1993
Pages 31-36
- (2) Approval of Claims - May 1993

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. TECHNOLOGY IN THE SCHOOLS - Buckner

Overview of the current technology highlights in the schools.

5. 1993 SUMMER SCHOOL PROGRAM - Jernberg
Pages 37-39

Suggested Resolution: Move to approve the staff for regular summer school and special education extended summer school programs as presented

Moved by _____ Seconded by _____
Comments _____

6. STUDENT HANDBOOKS - Anderson
Pages 40-57

Presentation of recommended changes in 1993-94 school/ student handbooks with anticipated at the June 22nd meeting.

7. DRUG FREE SCHOOLS - Jernberg
Page 58

Suggested Resolution: Move to approve the utilization of drug-free school funds as presented.

Moved by _____ Seconded by _____
Comments _____

8. LAND USE PLAN - Anderson
Pages 59-73

Suggested Resolution: Move to approve the expenditure of \$5,030 for the study to be charged to the building construction fund.

Moved by _____ Seconded by _____
Comments _____

9. SOCIAL SERVICES AGREEMENT - Jernberg
Pages 74-77

Suggested Resolution: Move to approve the agreement with the Clay County Department of Social Services, contingent upon the approval of the Clay County Social Services Board.

Moved by _____ Seconded by _____
Comments _____

10. MENTAL HEALTH SERVICES AGREEMENT - Jernberg
Pages 78-82

Suggested Resolution: Move to approve the agreement with
Lakeland Mental Health Center, Inc., contingent upon the
approval of the Clay County Social Services Board.

Moved by _____ Seconded by _____
Comments _____

11. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

12. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Graduation	Sun., June 6	2:00 p.m.	Fargo Civic
School Board Mtg.	Tues., June 8	7:00 p.m.	Townsite
Adm. Leadership Training	Wed., June 16 - Wed., June 30		MTC
School Board Mtg.	Tues., June 22	7:00 p.m.	Townsite

MEMO #: I-93-330
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Donation
DATE: May 27, 1993

The PTACs at Edison, Probstfield, Riverside, and Washington schools and World Book Company have donated \$37,499 to purchase material as listed below. The funds were generated by students receiving pledges for reading and World Book providing matching funds. The total value of the gifts for each school is listed below.

Edison Elementary

- 9 Sets of World Book
- 10 Sets of Childcraft
- 3 Student Dictionary
- 5 Science Desk Reference
- 5 Encyclopedia of Science
- 2 Atlas
- 1 Early World of Learning
- 6 People and Places
- 5 Treasure Tree Collection
- 5 World Book Young Scientist

Total: \$10,321

Probstfield Elementary

- 17 Sets of World Book
- 12 Sets of Childcraft
- 9 Student Dictionary
- 1 Science Desk Reference
- 2 Encyclopedia of Science
- 4 Two-Volume Dictionary
- 3 Atlas
- 8 Early World of Learning
- 4 Treasure Tree Collection
- 9 World Book Young Scientist

Total: \$16,945.98

MEMO #: I-93-330
Page Two

May 27, 1993

Riverside Elementary

2 Sets of World Book
3 Student Dictionary
7 Science Desk Reference
1 Encyclopedia of Science
4 Atlas
3 Early World of Learning
5 People and Places
9 Treasure Tree Collection
11 Young Scientist

Total: \$5,901

Washington Elementary

2 Sets of World Book
3 Sets of Childcraft
7 Student Dictionary
1 Encyclopedia of Science
5 Atlas
2 People and Places
4 Treasure Tree Collection
9 Young Scientist

Total: \$4,331

These materials are in addition to the \$13,447.39 received in 1991-92.

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: I-93-331
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Donation to Early Childhood Screening Program
DATE: May 27, 1993

We have received \$50 donations from Moorhead Kiwanis and
Vikingland Kiwanis for the Early Childhood Screening Program.

Suggested Resolution: Move to accept the donations.

RMJ/mdm

MEMO #: I-93-333
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Donation to ABE Program
DATE: May 27, 1993

Attached is a letter received from a student in the Adult Basic Education program. Orville Ellingson has donated \$100 to the Adult Basic Education program in appreciation of the educational program he received.

Suggest Resolution: Move to accept the donation.

RMJ/mdm
Attachment

MEMORANDUM

MAY 20 1993

TO: Bob Jernberg
FROM: Rose Andersen *Rose*
DATE: May 19, 1993
RE: Donation to ABE program

Attached is a letter that we received from a student in our Adult Basic Education program. Orville Ellingson has donated \$100.00 to our Adult Basic program in appreciation of the educational program he received. I know it is the school district policy to recognize and accept the donation but I would appreciate it if you would also include a copy (or the content) of his letter on the board agenda.

c: Darla Roy
encl.

31.abedont.men

To Darla and her staff.
I wish to express my gratitude
and thanks for guiding me through
your study course.

In 13 weeks of schooling
you made it possible for me
to obtain my High School
Certificate that I will cherish
the rest of my life.

Thanks also to the Moorhead
school system for the use
of their facilities

Best wishes

Orville J. Ellingson

MEMO

TO: Dr. Bruce Anderson

FROM: Mary Jo Schmid

SUBJECT: Acceptance of Gift

DATE: May 27, 1993

Voyager Elementary School has received \$3,200 from the Voyager
Parent Advisory Council to utilize for equipment.

Suggested Resolution: Move to accept the gift as presented.

MEMO #: I-93-335
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Safety Patrol
DATE: June 1, 1993

On May 19 the school safety patrol attended a Minnesota Twin's baseball game. The following groups have contributed to this trip:

SunMart Foods	\$ 100
K-Mart	\$ 25
Moorhead American Legion	\$1,000
Clay County Safety Council	\$ 500
Case IH	\$ 25
Wal-Mart	\$ 20
Moorhead Auto Club Trust Fund	\$ 400
Riverside PTAC	\$ 300
Robert Asp PTAC	\$ 200
Thomas Edison PTAC	\$ 300
Gate City Federal Savings Bank	\$ 100
Catholic Daughters of America	\$ 50
Vikingland Kiwanis	\$ 200
George Washington PTAC	\$ 300
Probstfield PTAC	\$ 300
Veterans of Foreign Wars	\$1,000
Moorhead Education Assoc.	\$ 100

TOTAL: \$4,920

Suggested Resolution: Move to accept the contributions as presented.

RMJ/mdm

MEMO #: I-93-332
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Grant Funding
DATE: May 27, 1993

We have received a grant of \$1,000 from the Minnesota Alliance for Arts in Education which is a part of a collaborative effort with the Comprehensive Arts Planning Program, McKnight Foundation, Moorhead State University, and Moorhead Community Education for use in 1993-94.

The grant will provide a multi-disciplinary program in the arts including music, drama, dance, and the visual arts. Every fourth grade student in ISD #152 will participate in a six-week project which will culminate with a musical/arts experience in each of the four elementary schools. This project will take place during the school day in the regularly scheduled music class time. Four college students per school will work two to four hours a week with the fourth graders, providing assistance in each of the areas.

Suggested Resolution: Move to accept the grant funding.

RMJ/mdm

MAY 25 1993

MEMO

TO: Dr. Bruce Anderson

FROM: Mary Jo Schmid
Chapter I Director

SUBJECT: St. Joseph's Catholic School Chapter I Program

DATE: May 24, 1993

The enclosed Chapter I Program Improvement Plan has been developed for St. Joseph Catholic School. The school board needs to authorize the filing of this plan.

Suggested Resolution: Move to approve the Chapter I Program Improvement Plan.



E C I A Chapter 1
809 Capitol Square - 550 Cedar
St. Paul, MN 55101-2273

E C I A CHAPTER 1
PROGRAM IMPROVEMENT PLAN

ED-02072-01

Page 1

GENERAL INFORMATION: The information requested on this form must be provided for schools participating in program improvement under the requirements of Chapter 1, Public Law 100-297. Please provide all information requested and return this form to the appropriate Area Director.

I. DISTRICT IDENTIFICATION

District Name Moorhead Public Schools	Building Name St. Joseph's Catholic School	District Number 152	
LEA Representative Name Bruce R. Anderson	Title Superintendent	Telephone Number (218) 299-6255	
Mailing Address 810 Fourth Avenue South	City Moorhead	State MN	Zip Code 56560
Name of Contact Person Mary Jo Schmid	Title Chapter I Director	Telephone Number (218) 299 - 6245	
Mailing Address 1330 - 8th Avenue North	City Moorhead	State MN	Zip Code 56560
DISTRICT TESTING CYCLE: <input checked="" type="checkbox"/> Spring-to-Spring <input type="checkbox"/> Fall-to-Fall		THIS PLAN WAS DEVELOPED DURING SCHOOL YEAR 19 <u>92</u> - 19 <u>93</u>	
THIS BUILDING WAS IDENTIFIED FOR PROGRAM IMPROVEMENT BASED ON DATA FROM SCHOOL YEAR 19 <u>91</u> - 19 <u>92</u>			

II. LEA CONSULTATION

I hereby verify that this Program Improvement plan was developed in consultation with administrators, Chapter 1 staff, classroom teachers and parents of participating students in this building.

FOR MDE USE ONLY

Mary Ann Wilson
Signature - Building Principal

5-24-93
Date

III. LOCAL BOARD OF EDUCATION ACTION

The Local Board of Education of this school district, at a meeting held on _____, authorized the undersigned to act as the LEA Representative in filing a Program Improvement Plan as provided under Chapter 1, Public Law 100-297. The LEA Representative will ensure that the school district maintains compliance with the appropriate Federal Statutes, Regulations, and State procedures currently in effect and will act as the responsible authority in all matters relating to the administration of this Plan.

Signature - LEA Representative

Date

DO NOT WRITE IN THE SPACES BELOW

IV. MINNESOTA DEPARTMENT OF EDUCATION (MDE) INFORMATION

SEA Official Signature	Date	District #	Area Number
------------------------	------	------------	-------------

MDE Comments:

Name of District

Moorhead Public Schools

Name of LEA Representative

Bruce R. Anderson

STATEMENT OF ASSURANCES

On behalf of the school district named above, I assure the Minnesota Department of Education (MDE) that:

1. The programs described in this application -
 - A. (1) are conducted in attendance areas of this district having the highest concentrations of low income children, or (2) are located in all attendance areas of a district which has a uniformly high concentration of such children;
 - B. are based upon an annual assessment of educational needs which identifies educationally deprived children in all eligible attendance areas, permits and determines the needs of participating children with sufficient specificity to ensure concentration of those needs;
 - C. are of sufficient size, scope, and quality to give reasonable promise of substantial progress toward meeting the special educational needs of the children being served and are designed and implemented in consultation with parents and classroom teachers of such children;
 - D. will be evaluated in terms of their effectiveness in achieving the goals set for them, and that such evaluations shall include objective measurements of educational achievement in basic skills and a determination of whether improved performance is sustained over a period of more than one year;
 - E. make provisions for services to educationally deprived children attending nonpublic elementary and secondary schools in accordance with Section 1017 of P.L. 100-297;
 - F. allocate time and resources for frequent and regular coordination of the curriculum under this Chapter with the regular instructional program, which documentation of coordination will be on file for review; and
 - G. provide maximum coordination between services provided under this Chapter and services provided to address children's handicapping conditions or limited English proficiency, in order to increase program effectiveness, eliminate duplication, and reduce fragmentation of the students' programs.
2. In the case of the comparability of service provisions, the district must have documents on file to verify that:
 - A. a district-wide salary schedule has been established and implemented;
 - B. a policy to ensure equivalence among schools in classroom teachers, administrators, and auxiliary personnel has been established and implemented;
 - C. a policy to ensure equivalence among schools in the provisions of curriculum materials and instructional supplies has been established and implemented.
3. The applicant has developed written policies/procedures for parent involvement in accordance with Section 1016 of P.L. 100-297.
4. The application has been planned, designed and developed in consultation with teachers and parents of participating Chapter 1 students, in accordance with P.L. 100-297.
5. The district will have documentation on file regarding the date, notification, agenda, and participation of Chapter 1 Annual Parent meeting as required by P.L. 100-297.
6. The applicant will follow the provisions in Part E of General Education Provisions Act (GEPA) and applicable Education Department General Administrative Regulations (EDGAR) fiscal requirements in the implementation of the Chapter 1 program.
7. The applicant will make an annual report and such other reports to the MDE in such form and containing such information as may be reasonably necessary to enable the MDE to perform its duties under this ACT, and will keep such records and afford such access thereto as the MDE may find necessary to assure the correctness and verification of such reports.

Signature of LEA Representative

Date

BUILDING / SCHOOL NAME: St. Joseph's Catholic School

PROGRAM IMPROVEMENT PLAN DESCRIPTION

1. Describe the evaluation results that identified your school for program improvement.

In determining that St. Joseph's would be involved in an improvement plan, the following evaluation results were used.

1. Iowa Test of Basic Skills - Results from the ITBS indicated that students were not showing significant NCE gains during the 91-92 school year. Test scores in Math in grades 2,4 & 5 indicated an NCE gain of 13.3.
2. Parent Feedback. Parents objected to the Chapter I program being a pull-out program outside the school and refused to allow their children to participate.

2. Describe the program components that the evaluation results and annual review indicate need improvement.

Program components needing improvement included:

1. Improved technology - a better system was needed so that it was accessible and user friendly as well as not disrupting to the student's regular day academics.
2. Eliminating the pull-out program - With only 5 students being allowed to participate in the pull-out program, it was best to eliminate it and use the resources in another way.
3. Staff feedback. St. Joseph's staff indicated that the Computer Corvus system set up between the Public School and Catholic School was slow and often not working. Students were not using it.

BUILDING / SCHOOL NAME: St. Joseph's Catholic School

PROGRAM IMPROVEMENT PLAN DESCRIPTION (CONTINUED)

3. Describe your plan for making modifications of and changes in the program components which you have listed under item #2 on page 3:

Modifications and changes include:

1. Moving a Chapter I Corvus directly into the school building and loading it with the Classwork Program.
2. Wiring each classroom computer (owned by St. Joseph's) to the Corvus so skills could be practiced within the classroom as a part of the academic day.
3. Hiring of a Chapter I proctor to work with the mechanical set-up of the computers and set up a schedule insuring that each Chapter I student worked at the classworks program each day for 15 minutes.
4. Eliminating the pull-out program and re-assigning the Chapter I teacher to serve as a consultant to the St. Joseph's classroom teachers. The Chapter I teacher would be responsible for making sure students work at their appropriate level in classworks, keeping classroom teachers abreast of their students progress, and making sure the proctor had the program working. The Chapter I teacher will visit the school once a week or as needed to monitor the progress.

4. Describe how the above modifications and changes will lead to improved student achievement.

These modifications and changes will improve student achievement through the following means:

1. Students have a more concentrated time on task work specifically in the area they need direct instructional assistance.
2. Elimination of Parent and Student objections to the program allowing students to receive more direct remedial help.
3. Removing the frustration of the pull-out program for students, freeing them to concentrate on their math and reading skills and not worrying about missing other class activities.

BUILDING / SCHOOL NAME: St. Joseph's

PROGRAM IMPROVEMENT PLAN DESCRIPTION (CONTINUED)

5. Describe the timetable for implementation of the program improvement plan.

October, 1992 - purchase of Corvus and wiring of the school for Corvus use in each classroom

October, 1992 - Inservice to teachers on use of the system.

November 1, 1992 - Identification of student placement in the Classworks Program.

December, 1992 - Site visit by Chapter I Director for staff feedback and progress check.

March, 1993 - Site visit by Chapter I Director to evaluate program.

September - May - Visits by Chapter I teacher to check student's progress.

May, 1993 - Final meeting to review program, evaluate, and plan for 93-94.

6. How will the implementation of the program improvement plan be evaluated?

Evaluation of the program will be through the following means:

1. Iowa Test of Basic Skills - 92-93 - ITBS scores will be compared with 91-92 scores to determine if students have made positive gains.
2. Monitoring Time on Task - amount of time and student use will be monitored on a monthly basis.
3. Student Achievement - A monthly record sheet will be generated and reviewed by the Chapter I teacher consultant to determine if students are progressing through the program.
4. Student Involvement - the number of students who's parents allow them to be in the program in 92-93 will be compared with students involved in 91-92.

7. Describe the process used to develop the plan. Include the names and positions of persons involved in the planning.

This plan was developed through a series of meetings with the Chapter I Director and St. Joseph's staff. Planning team members include:

Sr. Mary Ann Welsh - Principal, St. Joseph's
Jane Johnson - Grade 2 teacher, St. Joseph's
Mary Ann Nord - Grade 3 teacher, St. Joseph's
Sue Giles - Chapter I teacher
Mary Jo Schmid - Chapter I Director

MEMO #: I-93-345

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Extended School Year Childcare Contract
with Moorhead Technical Childcare Center

DATE: June 2, 1993

Attached is a contract with Moorhead Technical Childcare Center to provide learning activities necessary for eight children as a part of the extended year program. The terms of this contractual agreement shall be for a period up to twenty (23) two-hour days, at a rate of \$3.50 per day per child not to exceed \$80.50 per child.

Suggested Resolution: Move to approve the contract as presented.

RMJ/mdm
Attachment

MOORHEAD ISD 152 AND MOORHEAD TECHNICAL CHILDCARE CENTER CONTRACTUAL
AGREEMENT FOR SUMMER SCHOOL 1993

This contract entered into this 8th day of June, 1993 by and between Moorhead Independent School District #152 (hereinafter referred to as the SCHOOL DISTRICT) and Moorhead Technical Childcare Center (hereinafter referred to as the AGENCY) witnessess that:

WHEREAS, the SCHOOL DISTRICT has determined that it is necessary to retain the services of a Licensed Child Care Center with licensed teachers to attain the following objectives for the handicapped children of Moorhead Independent School District #152

- To provide learning activities to enhance play skills and readiness skills to prepare a child for Kindergarten thru grade 3.
- To provide opportunities to aid children in acquiring inner control. To encourage independence, self help skills and fine motor skills, to listening skills and a positive self concept and self esteem.

NOW THEREFORE, the parties agree as follows:

1. The terms of this contractual agreement shall be for a period up to twenty three (23) 2 hour days, at a rate of 3.50 per day per child not to exceed 80.50 per child.

The terms of the contract will be from June 23, 1993, through August 12, 1993.

2. Transportation will be provided by the Moorhead Schools on the stated Moorhead School District days of attendance.
3. Technical assistance/consultation will be provided to the AGENCY's staff by the SCHOOL DISTRICT's Early Childhood Special Education (EC:SE) staff as stated in each child's Individual Education Program Plan.
4. The AGENCY will provide space where the O.T., P.T., Speech Language Clinician and/or EC:SE staff can meet with the children to provide services and observe the child in the regular pre-school program.
5. The AGENCY agrees to bill the SCHOOL DISTRICT monthly.

NAME

NAME

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

TITLE

TITLE

DATE

DATE

MEMO #: B93.317

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: MAY 28, 1993

SUBJECT: CHANGE ORDER #1 - ROBERT ASP SCHOOL

1. Omit separation wall between Special Education classroom.
2. Omit operable portion between classroom.

Suggested Resolution: Approve above change order for a deduct of \$4,002.00.

PROPOSAL REQUEST

PROJECT: Addition and Remodeling
Robert Asp School
Independent School District #152
Moorhead, Minnesota

REQUEST NO: 1

DATE: April 2, 1993

OWNER: Independent School District #152
Moorhead, Minnesota

PROJECT NO: 9001-35

CONTRACT FOR: All Work

TO: Roers' Construction, Inc.
4025 4th Avenue S.W.
Fargo, ND 58103

CONTRACT DATE: March 24, 1993

Please submit an itemized quotation for changes in the Contract sum and/or time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH WORK DESCRIBED HEREIN.

DESCRIPTION:

Sheet 3.2, Detail 1/3.2: Omit separation wall between Spec. Ed. 1078/1077, leaving enough wall to install cabinets on south wall of 1077. Relocate 4'-0" tackboard and 6'-0" markerboard on north wall of No. 1077.

Sheet 3.3, Detail 2/3.3: Omit operable wall partition between Classrooms 2015/2016. Provide necessary wall framing above for future operable wall installation. Extend plate to finish ceiling elevation, with GWB finished bottom and suspended ceiling terminating at each side.

Proposed modifications will ~~(increase)~~
(decrease) Contract sum by \$ 402.00

Roers' Construction, Inc.
Contractor

ATTACH ITEMIZED COST BREAKDOWN
TO SUPPORT ABOVE STATED AMOUNT

By _____

Title _____

Date _____

INITIATED BY: Owner PROJECT ARCHITECT: Bill Cowman DATE: 4/2/93

WRITTEN BY: D. With OWNER'S APPROVAL: _____ DATE: _____



FOSS ASSOCIATES
Architecture Engineering & Interiors

P.O. Box 306, Moorhead, MN 56561
218-236-1202

MEMO #: B93.318

TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: MAY 28, 1993

SUBJECT: CHANGE ORDER #2 - JR. HIGH

1. Add necessary sewer pipe to complete connection.
2. Add necessary power control valve and cabinet to meet codes for showers.
3. Install existing drinking fountain.

Suggested Resolution: Approve above changes for an additional \$3,619.00.

PROPOSAL REQUEST

PROJECT: Addition & Remodeling Projects
at Robert Asp, Probstfield,
Junior High School and
Senior High School
Ind. School District #152
Moorhead, Minnesota

REQUEST NO.: or #2

DATE: May 11, 1993

OWNER: Independent School District #152
Moorhead, Minnesota

PROJECT NO: 9001-35, 36,
37 & 45

TO: Roers' Construction, Inc.
4025 4th Avenue S.W.
Fargo, ND 58103

CONTRACT FOR: All Work

CONTRACT DATE: March 24, 1993

Please submit an itemized quotation for changes in the Contract sum and/or time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH WORK DESCRIBED HEREIN.

DESCRIPTION:

1. Add approximately 50' of 4" C.I. sewer pipe and 10' of underground 4" C.I. pipe to extend sewer from existing tunnel to Boiler Room. See attachments.
2. Add Powers control valve with cabinet. See attachment.
3. Install existing drinking fountain. See attachment.

Proposed modifications will (increase)
(decrease) Contract sum by \$ 3017.00

Roers' Construction, Inc.
Contractor

ATTACH ITEMIZED COST BREAKDOWN
TO SUPPORT ABOVE STATED AMOUNT

By _____
Title _____
Date _____

INITIATED BY: Mechanical PROJECT ARCHITECT: Bill Cowman DATE: 5/11/93

WRITTEN BY: D. With OWNER'S APPROVAL: _____ DATE: _____



FOSS ASSOCIATES
Architecture Engineering & Interiors

P.O. Box 306, Moorhead, MN 56561
218-236-1202

MEMORANDUM

P 93.053

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 2, 1993
SUBJECT: Retirement of district employees

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

William Quenette - Physical Education Teacher, Senior High,
effective June 4, 1993

Robert Klaboe - Librarian, Senior High, effective June 4, 1993
(date change from previous requests.)

Donovon Dulski - Principal, Senior High, effective June 30, 1993

Robert E. Olson - Principal, Washington, effective June 30, 1993

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM

P 93.054

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 2, 1993
SUBJECT: Resignation of District Employees

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

Rhonda Wang - POHI Paraprofessional, Riverside Elementary,
effective at the end of the 1992-93 school year.

Rose Mattson - POHI and MMI Teacher, Senior High, effective the
end of the 1992-93 school year.

Barbara Larson - EBD Teacher, Senior High, effective June 4, 1993

SUGGESTED RESOLUTION:

Move to accept the resignations as presented.

BMF:sdh

MEMORANDUM P 93.055

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 2, 1993
SUBJECT: Leave of Absence

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

Barb Skjefte - Paraprofessional Riverside to begin September 1, 1993 for the 1993-94 school year.

Suggested Resolution: Move to approve the leave of absence.

BMF:sdh

MEMORANDUM P 93.056

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 2, 1993
SUBJECT: Rehire

The administration requests approval of the rehire of the following teachers:

Helen Pemble - Inclusion Teacher, Probstfield Elementary,
 BA+45 (6) \$26,886 (based on 1992-93 salary)

Terry Warkenthein - EBD Teacher, Senior High,
 BA (0-4) \$23,164 (based on 1992-93 salary)

Karen Lind - 1st Grade Teacher, Probstfield Elementary,
 BA (4.5) \$23,164 (based on 1992-93 salary)

Suggested Resolution: Move to accept the rehires as presented.

BMF:sdh

MEMO #: I-93-344

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Regular Summer School and Special Education
Extended Summer School Program Staffing

DATE: June 2, 1993

Attached is a list of staff to be employed for the 1993 secondary summer school program from June 8 to July 2 and a list of special education personnel for the extended year program for students whose IEPs indicate a need for extended year programming.

Darrell Tomlinson and Al Swedberg will briefly update the Board regarding these summer programs.

Suggested Resolution: Move to approve the staff for regular summer school and special education extended summer school programs as presented.

RMJ/mdm
Attachments



**MOORHEAD
SUMMER SCHOOL
1993**



NAME	JOB	CLASS	HOURS	HOURLY RATE	TOTAL SALARY	JUNE SALARY	JULY SALARY	ROOM
CHRISTIANSON, RUTH	* SEC TEACHER	EBD	100	\$25.46	\$2546.00	\$2546.00		114
DOTSON, DOYLE	SEC TEACHER	SCIENCE	100	\$25.46	\$2546.00	\$2546.00		310
DRENKOW, JOANNE	SEC TEACHER	SCIENCE	100	\$25.46	\$2546.00	\$2546.00		307
ENDERLE, PAT	* SEC TEACHER	LD	100	\$25.46	\$2546.00	\$2546.00		114
ENGSTROM, DOUG	SEC TEACHER	BAND	100	\$25.46	\$2546.00	\$305.52	\$2240.48	
FILLIPI, TOM	SEC TEACHER	READING	100	\$25.46	\$2546.00	\$2546.00		116
INGERSOLL, WAYNE	SEC TEACHER	ENGLISH	100	\$25.46	\$2546.00	\$2546.00		212
JENSEN, DENISE	SECRETARY			\$8.24	TIME CARD	TIME CARD		312
MORBEN, JULIE	SEC TEACHER	COUNSELOR	10	\$25.46	\$254.60	TIME CARD		312
MORBEN, STEVE	SEC TEACHER	SOCIAL	100	\$25.46	\$2546.00	\$2546.00		129
NOESON, LAURA	* SEC TEACHER	LD	100	\$25.46	\$2546.00	\$2546.00		114
OSTLIE, JOHN	SEC TEACHER	COUNSELOR	10	\$25.46	\$254.60	TIME CARD		312
RUNDQUIST, LINDA	SECRETARY			\$9.11	TIME CARD	TIME CARD		312
THOMPSON, ROD	SEC TEACHER	SOCIAL	100	\$25.46	\$2546.00	\$2546.00		131
TOMLINSON, DARELL	SEC TEACHER	MATH	100	\$25.46	\$2546.00			205
	DIRECTOR				\$ 413.00	\$2959.00		312
TRAUTMAN, TOM	SEC TEACHER	MATH	100	\$25.46	\$2546.00	\$2546.00		202
TWEETON, SHIRLEY	SEC TEACHER	ESL	100	\$25.46	\$2546.00	\$2546.00		ESL LAB
WELKEN, KEN	SEC TEACHER	MATH	100	\$25.46	\$2546.00	\$2546.00		201
				Aid and levy for				
				special ed staff:				
PAYROLL CODES:								
Teacher	01.399.210.000.00140			\$5,041.08				
*Special Ed Teacher	01.299.420.740.00154							
Secretary	01.399.210.000.00170			Net general				
Director	01.399.210.000.00112			fund cost:				
				\$31,525.12				
				TOTAL:				
					36566.2			

STAFF NAME	SALARY	BUILDING
FALK, Mavis	2597.94	194
To Be Hired	1222.56	194
BILLER, Amy	2597.94	194
BRUBB, Karen	2597.94	194
HELLAND, Kim	2597.94	194
To Be Employed	2597.94	194
FISK, Gail	2597.94	194
HURLEY, Sharon	2597.94	194
BARTHELOMAY, Deb	2597.94	194
FREY, Deb	1165.25	194
GROOTERS, Robin	2597.94	194
KIMBALL, Guy	2597.94	194
To Be Employed	1222.56	194
MOSEN, Michele	2597.94	382
ENDERLE, Jon	2597.94	382
TABBATT, Jana	2597.94	382
MALLACE, Shirley	2597.94	188
FEIR, Carol	2597.94	382
JOHNSON, Dale	2597.94	382
MALLACE, Judy	2597.94	194
VORACHEK, Vicki	2597.94	382
BOYSSE, Lowell	2597.94	188
STEIN-HUSSEAND	885.98	382
FUCHS, Jane	152.82	80
HOLM, Stephanie	2597.94	194
FRIDGEN, Marty	2597.94	194
HANSON, Maggie	1630.08	194
LAFSON, Heidi	2597.94	194
To Be Employed	2597.94	194
JOHNSON, Joan	1171.62	382
To Be Employed	305.64	80
DRECHSEL, Ron	2597.94	382
FISCHER, Heidi	2597.94	194
ANDERSON, Kevin	2597.94	194
MORSE, Susan	2180.4	80
LARSON, Marilyn	2597.94	382
JACOBSON, Joni	2597.94	382
JACKSON, Kristi	1109.98	194
GLASS, Wendy	880.55	194
LARSON, Barb	995.26	194
JONES, Linda	880.55	194
SKJEFTIE, Barb	880.55	194
EMMEL, Peggy	880.55	382
GLASER, Tanya	962.49	194
GRINDE, Jeanette	962.49	194
JUELL, Carolyn	356.58	80
LARSON, Shirley	1011.65	194
VOSPER, Scott	864.16	194

SMITH, Renee	864.16	194
BUCKMILLER, Luann	864.16	194
QUEIRD, Dazon	864.16	382
GRINDE, Jennifer	864.16	382
RUSTEN, Elizabeth	864.16	382
TOSTAD, Faa	864.16	382
LEPAGE, Yvonne	864.16	382
DYORAK, Deloni	864.16	382
SARENDT, Diana	864.16	194
SCHELLHASE, Wendy	896.94	194
NEWTON, Rachelle	896.94	382
DENNIS, Sherri	896.94	194
CRISBY, Gloria	896.94	194
FISHER, Maureen	1028.04	382
ELLINGSBERG, Alice	1044.43	382
AMUNDSON, Brenda	364.16	382
FINGARSON, Sherri	913.33	194
ANDERSON, Vicki	913.33	382
ELKER, Karen	417.11	80
QUAM, Carol	432.63	80
KING, Pat	409.34	80
FEMBLE, Helen	3056.4	960
JOHNSON, Gayle	2954.52	960
WARKENTHIE, Terry	2037.6	990
SEVERSON WEDLL, Kathleen	1630.08	990
MATHESON, Scott	3667.68	990
SOEHREN, Mark	759.36	990
AUTUMNSTAR, Jennifer	759.36	990
RATH, Shirley	759.36	990

SUBTOTAL	125455.97	
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Contract w/MTC ECSE	643.20	80
Six Campers at Buckskin	3750.00	80

TOTAL OF CONTRACTS	4393.20	
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KRABBEHOFT, Carol-Secr.	893.88	194
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SPEC. ED. STATE AID & LEV	82800.94	
FEDERAL SPEC. ED. AID	893.98	
SPEC. ED STATE AID-Contr	2284.46	

TOTAL REIMBURSEMENTS	85979.28	
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NET DISTRICT COST	44763.77	
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MEMO #: S-93-206

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: School/Student Handbooks
DATE: June 3, 1993

Attached please find the recommended changes to the school/student handbooks for Probstfield, Riverside, Voyager, and the junior and senior high schools.

Washington School has indicated no changes to their handbook for 1993-94. Thomas Edison and Robert Asp schools will present their recommended changes at the June 22nd meeting.

BRA:cbp
Attachments

Changes in 1993-1994 Probstfield Handbook

- page 1 - School hours changed
- page 5 - Peer Mediation (added)
- page 10 - Reporting system changed (per M. Regelstad)
- page 15 - Index changed
- page 16 - 1993-94 calendar
- page 17 - Map to be revised when construction completed

After School Gym - article deleted

AFTER SCHOOL GYM:



The afterschool gym program is co-educational recreational program for 4th grade girls and boys. Students in 4th grade will meet once per week. Sessions generally run for one hour following regular school dismissal.

The program features a variety of seasonal activities such as: soccer, volleyball, basketball, track, and softball. A number of lifetime sport activities such as: archery, tennis, biking, cross country skiing, swimming and bowling are also included.

All 4th grade boys and girls are encouraged to attend afterschool gym regularly. Those who cannot come regularly are still encouraged to come when they can.

JUN 2 1993

RIVERSIDE/LINCOLN HANDBOOK CHANGES 93-94 SCHOOL YEAR.

CHANGES

PAGES 2 & 3 - OFFICE HOURS FROM 7:45-4:30 TO 7:30 - 4:00
SCHOOL HOURS FROM 8:20 - 2:50 TO 8:20 - 2:45
RIV/LIN AM KINDERGARTEN FROM 8:20 - 10:55 TO 8:20 - 10:45
RIVERSIDE PM KINDERGARTEN FROM 12:15 - 2:55 TO 12:15 - 2:45
LINCOLN PM KINDERGARTEN FROM 12:05 - 2:40 TO 12:15 - 2:45

LUNCH PERIOD CHANGES:

GRADES 1 & 2 FROM 11:40-12:20 TO 11:45 - 12:15
GRADES 3 & 4 FROM 12:20-1:00 TO 12:15 - 12:45

PAGE 4 - AFTER SCHOOL GYM DELETED
PAGE 5 - CARE TEAM ADDED

PAGE 11 - HOMEBOUND ADDED
LEARNING DISABILITIES DELETED
OCCUPATIONAL THERAPY DELETED
SPEECH THERAPY DELETED

PAGE 14 - PEER MEDIATION ADDED

PAGE 17 - INSERT ON LICE ADDED
HOMEBOUND INSTRUCTION MOVED TO PAGE 11

PAGES 18, 19, & 20 - SPECIAL SERVICE INFORMATION ADDED

The following changes will be made to the VOYAGER School Handbook.

On page 3, the SCHOOL SUPPLIES paragraph will be changed as follows:

Students are responsible for furnishing school supplies for their own use at school. These include:

shoes for gym	box of 8 felt tip markers
crayons - box of 16-24	solar hand calculator
glue	3 ring notebook
ballpoint pen	notebook paper
scissors with sharp point	ruler (metric/inches)
erasers	compass
facial tissues	protractor
# 2 pencils	5 pocket folders - assorted colors
red correction pencil or pen	3-1/2 inch computer disk (high density)
Public Library card	Assignment book - to be purchased at school

On page 4 after the paragraph on ORGANIZATIONAL NOTEBOOK will be the following paragraph:

ASSIGNMENT BOOKS

Students are encouraged to purchase an Assignment Book. They are available at the school office at a price of \$2.00. Teachers will help students learn to use the book and will use it to make sure students are completing the assignments in all their classes.

On page 6, in the paragraph on testing, the word April will be replaced by "the Spring".

On page 7, instead of PARENT ADVISORY COMMITTEE (PAC) we are changing it to read PARENT TEACHER ADVISORY COMMITTEE (PTAC)

On page 9 above the paragraph on CHILD ABUSE we are adding the following paragraph:

CONTAGIONS

The Health Office at each school keeps a report on contagious disease. If your child has a contagious disease we need to know about this. We do not keep names of who has the contagious disease just numbers of how many. Example of contagious disease are chicken pox, impetigo, lice, scabies, strep, scarlet fever, pink eye, pneumonia, 5ths disease, measles, and mono. Please help us by sending a note or giving a call to the Health Office.

After the paragraph on Contagions on Page 9, we will be adding the attached MEDICATION POLICY.

On page 10, above the paragraph on SCHOOL BUS CONDUCT, we will be adding the attached PLAYGROUND AND CAFETERIA CONDUCT.

The DETENTION paragraph on Page 10 will be changed as attached.

After the SUSPENSION paragraph on page 10, the following will be 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.

on page 13, the SCHOOL CALENDAR will appear as attached.

On page 14, we are adding Kim Helland, Darlene Braun, and Rachel Hiebert to our STAFF.

We will be deleting on Page 10 and 11, the STAR PERFORMER SHEETS article. On page 12, we are deleting the rest of the STAR PERFORMER SHEET.

MEDICATION POLICY

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parents or guardian.
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medicine are available at the principal's office or health office of each school. New request forms must be submitted on a yearly basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall appoint the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine.
5. The objective of some medication programs includes facilitating self-responsibility for medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition.

After health counseling with his/her physician and the licensed school nurse, self-administration of medication may be considered as an option.

If the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse agree, it is appropriate for the student to self administer the medication, the student will be allowed to carry and self-administer the medication.
6. Any student observed by school personnel self-administering medication should be referred to the school nurse.
7. The administration of medication to pupils on field trips, and during extracurricular activities shall be done only when the pupil's health may be jeopardized without the medication. Written permission from the student's parent or guardian, separate from that given for administration of medication on school grounds during the regular school day, shall be required for the administration of medication on field trips and during extracurricular activities.

Any drugs or medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult accompanying a student on the trip. All medication must be clearly

marked with the student's name, the medication name, and directions as to the dosage, time and method of administration. If the student is to self-administer medication on a field trip, or during an extracurricular activity, the same procedure shall be in effect as for the regular school day.

8. For each student whose health condition requires a prescribed medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the students.

9. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

PLAYGROUND & CAFETERIA CONDUCT

These rules are to be followed in the cafeteria and on the playground.

CAFETERIA

1. Practice good personal table manners.
2. Students must have written permission to skip lunch.
3. Students without lunch cards will not be allowed to sit with their friends or sign out playground equipment.
4. Show respect to everyone.
5. Use appropriate language at all times.
6. Students can save one seat by placing their hand or foot on the seat.
7. Students can only leave tables when dismissed by the Supervisor.
8. Follow the directiojs of the Noon Supervisors.

PLAYGROUND

1. Practice good sportsmanship without tackling or aggressive body contact.
2. Show respect for everyone.
3. Use appropriate language at all times.
4. Equipment must be signed out and is the responsibility of the individual who has checked it out.
5. Follow the directions of the Noon Supervisor.

DETENTION

Students who fail to follow school rules and complete assignments will be assigned detention. Detention is held after school from 2:30 - 3:25 and is a quiet, supervised study time. Students assigned detention are responsible for their own transportation home. Detention is held once a week and students are required to report on that day. Parents will receive a notice of the detention in the mail.

1993-94 VOYAGER SCHOOL CALENDAR

AUGUST

19 - 27

5th grade orientation (times to be
announced later)

30

Voyager Open House 6:30 - 8:00

SEPTEMBER

6

Labor Day

7

School Opens

OCTOBER

21 & 22

MEA

NOVEMBER

4

End of First Quarter

5

MEEP Day K-12

22

Parent/Teacher Conferences Evening

23

Parent/Teacher Conferences All Day & Evening

24

Teacher Comp Day

25 & 26

Thanksgiving Holiday

DECEMBER

23

Teacher Comp Day K-6

24

Winter Break Begins

JANUARY 1994

3

Classes Resume

20

End of Second Quarter

21

Teacher Workshop K-12

FEBRUARY

18

Teacher Workshop K-12

21

President's Day

MARCH

25

End of Third Quarter

29

Parent/Teacher Conferences Evening

30

Parent/Teacher Conferences All Day until 6:00 p.m.

31

Teacher Comp Day

APRIL

1

Spring Break

4

Spring Break

5

Teacher Comp Day K-6

22

MEEP Day K-12

MAY

30

Memorial Day

JUNE

2

Last Day with Students

3

Last Day for Staff



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 27, 1993

To: Dr. Anderson

From: Colleen Tupper CT

Re: Further Junior High Handbook Changes

Please add the following to the changes proposed for the 93-94 junior high handbook:

At the end of the discipline section, this paragraph will appear:

This disciplinary policy may be applied to disabled students if an IEP team for the student concludes that application of the disciplinary policy is appropriate for the student, taking into account the student's handicapping condition, and if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate for that student.

REPORTING HARASSMENT

If students experience or witness harassment based on gender, race, age, ethnicity, culture, or disability, they should report the incident to a teacher, counselor, or principal.



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: School board members

From: Colleen Tupper CT

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
Theft: 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	
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

TO: Board of Education
Supt. Bruce Anderson
FROM: Mike Siggerud
RE: MHS Student Handbook
DATE: 6/1/93

Listed below are the revisions of the Moorhead Senior High Student Handbook recommended for the 1993-1994 school year.

Please review these items. Feel free to call me if you would like clarification of any of them. I am including a copy of the current student handbook for your reference.

Thank you for your time and assistance.

1. Under "Absence for Illness," (page 3) please add:

Medical verification may be required of students who accumulate absences for illness in excess of twenty days per year.

2. Under "School Dress," (page 3) please add:

Clothing that advertises or promotes tobacco products, alcohol products or illegal drugs will not be allowed.

3. Add the following item between "Discipline Handbook" and "Sexual Harassment" (page 3).

HARASSMENT

Harassment based on gender, handicap, race, sexual orientation or age is forbidden under school policy.

4. Add the following definition to the text of "Sexual Harassment" (page 3):

...may include (but is not limited to) boys dressing as girls, obscene or offensive clothing, ...

5. Add the following paragraphs to "Disruptive Behavior" (page 4):

Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school. Students who are not participating in school sponsored activities after the regular school hours or are not working on school related activities are requested to leave the building by 3:30.

The area around Moorhead High School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law.

6. Add the following sentence under "Passes" (page 4):

Students who abuse passes by being disruptive or using them excessively may lose this privilege.

7. Add the following paragraphs under "Registration" (page 4):

All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be referred to Youth Educational Services for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester.

Students who are expelled from another school district for violent actions will not be enrolled at Moorhead High School.

8. Add under "Personal Property" (page 5):

Students who are providing their own locks must register the combination at the office or furnish a key. Unregistered locks will be removed and discarded. Students are expected to use their assigned locker.

9. Add this new item to page 6:

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the assistant superintendent for curriculum and instruction, a principal or a counselor regarding policy IIAC/IIAC-A.

10. Under "Activities" page 9, Number 2 should read:

2. The Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.

11. Add this new item to page 10:

The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private:

Name
Date and place of birth
Participation in activities
Height and weight of team members
Dates of attendance
Degrees and awards
Most recent and previous school

MEMO #: I-93-336
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Drug-Free School Funds
DATE: June 1, 1993

The District, in cooperation with West Central Education Cooperative Service Unit, will receive \$45,112.33 in drug-free school funds.

Drug-free school funds currently provide: 1) student assistance outreach workers through the Touch Love Center at the Senior High School four days per week, Junior High School one day per week, and Washington Elementary one day per week; 2) approximately \$400 per building for approved drug-free school expenses as determined by building crisis management teams; and 3) training for staff within the District and coordinated with other schools in the West Central Educational Cooperative Service Unit.

Drug-free school funds were supplemented by \$3,800 to assist in paying for an outreach worker at the Senior High School.

The District crisis management team is recommending funding for 1993-94 similar to the current program with one additional day per week for the outreach worker at the Junior High School.

Suggested Resolution: Move to approve the utilization of drug-free school funds as presented.

RMJ/mdm

JUN 2 1993

MEMO #: B93.319

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MAY 28, 1993

SUBJECT: LAND USE PLAN FOR AREA LYING SOUTH OF 12TH AVE. SO.,
NORTH OF INTERSTATE 94 AND EAST OF SOUTHEAST MAIN AVE.

As I have discussed previously, the proposal is to have the three parties; the city, the owner and the school district participate in financing the land use study.

See Mr. Hutchins attached letter and enclosed proposal from B.R.W., Inc.

Suggested Resolution: Approve an expenditure of \$5,030 for the study to be charged to the building construction fund.

CITY OF
MOORHEAD
MINNESOTA

500 CENTER AVENUE, BOX 779, MOORHEAD, MINNESOTA 56561
(218) 299-5301

May 27, 1993

Paul Horn, Vice President
R.D. Offutt Company
2829 South University Drive
Fargo, ND 58103


Bob Lacher, Asst. Supt. of Business Affairs
Moorhead Public Schools
810 4th Avenue South
Moorhead, MN 56560

Dear Paul and Bob:

I have discussed with each of you the concept of developing a land use plan for the area lying south of 12th Avenue South, north of Interstate 94 and east of southeast Main Avenue, representing approximately 500 acres. The purpose of the land use plan would be to provide a framework within which future development might occur in a manner which coordinates the development interests of the property owner, school district and City. The plan would be prepared in conjunction with an effort to identify the 34th Street Corridor between 12th Avenue South and Interstate 94.

BRW, Minneapolis, Minnesota has the skill and experience to provide the services requested. The firm will also provide the transportation engineering services regarding the identification of the 34th Street Corridor. I have enclosed for your review a ~~May 13~~ and May 19 proposal from BRW and ask that you review each. You will note that the May 19 proposal provides for a modest reduction in the scope of work and a significant reduction in overall cost. I would suggest costs of the land use plan be divided equally among the owner, school district and City. Please provide any comments you may have on the attached proposals to me at your earliest convenience.

Sincerely,


Scott A. Hutchins
Director of Community Development

SH:ls:may\sh\27ph
Encl.

Telecopy

Date: 19 May 1993

BRW INC.

Please deliver the following page(s) to:

Recipient: Scott HutchinsCompany or Agency: Community Development

Address: _____

Fax #: (218) 299-5399

This telecopy is being sent by:

Name: David ShowalterStudio or Department: Planning / Urban DesignIf you do not receive 13 pages, including cover sheet, please contact:Susan Buckley at 612/370-0700, Ext. 448

Planning
Transportation
Engineering
Urban Design

Thresher Square
700 Third Street So.
Minneapolis
MN 55415
612/370-0700
Fax 612/370-1378

Minneapolis
Phoenix
Denver
St. Petersburg
San Diego
Seattle

Remarks:

Dear Scott -Please review and comment.I won't mail this revised
version until you have
given us your feelings.Thanks.David Showalter



May 18, 1993

BRW INC.

Planning
Transportation
Engineering
Urban Design

Thresher Square
700 Third Street So.
Minneapolis,
MN 55415
612/370-0700
Fax 612/370-1378

Denver
Milwaukee
Minneapolis
Orlando
Phoenix
Portland
San Diego
Seattle

Donald W. Ringrose
Richard P. Wolsfeld
Thomas F. Carroll
Craig A. Amundsen
Donald E. Hunt
John B. McNamara
Richard D. Pilgrim
Dale N. Beckmann
Jeffery L. Benson
Ralph C. Blum
Gary J. Erickson
John C. Lynch
Paul N. Bay
Sabri Ayaz
Gary A. Ehret
Anthony Heppelmann
Arijs Pakalns
Martha McPhee
Howard P. Preston
Dennis P. Probst

Mr. Scott Hutchins
Director of Community Development
City of Moorhead
500 Center Avenue, Box 779
Moorhead, MN 56561

RE: 34th Street Corridor:
Revised Land Use Study Proposal

Dear Mr. Hutchins:

Thank you for your initial review and commentary of our preliminary proposal. We have reduced our scope, study duration, and cost according to your comments. As before, we will closely coordinate this land use work with the results of the Corridor Study.

Again, thanks for this opportunity.

Sincerely,

BRW, INC.

David Showalter, AICP, AIA
Associate

DS/ch
Attachment
#1213

UNDERSTANDING

Our understanding of the preliminary scope of work necessary for the 34th Street Corridor Land Use Study is summarized in the following points:

- The need for the study is generated by the design of a two phase extension of 34th Street and the need to integrate adjacent land use, circulation, utilities, and surface water drainage, within a definable study area containing in excess of 500 acres.
- The eastern periphery of Moorhead has recently seen a higher rate of development interest and activity. The Highway 10 business corridor and golf course related residential development being the most notable examples.
- The study area is currently under a single owner and is in agricultural use. The bulk of the area, except for the northeast quadrant, is within the City's corporate boundary. Agreement regarding future annexation limits between Moorhead and Dilworth have essentially established the study area's eastern boundary.
- Within the study area, the district school board and park board have each expressed interest in identifying a site for future facilities. Approximately 60 to 80 acres for a school site and 20 to 30 adjacent acres for a park site have been discussed. Parks and open space are important components in planning future land use and circulation.
- Much of the background material in Task 1.0, setting the study's framework, will be provided by the City of Moorhead.
- Although surface water drainage in the area is an important consideration, recent studies for storm water system improvements and environmental assessment appear adequate background upon which to base assumptions for land use planning.
- All of the work associated with this preliminary proposal must be coordinated with that for the 34th Street roadway facilities.
- The planning process should anticipate primary involvement and input from City of Moorhead staff while providing for input from three additional stakeholders: 1) District School Board, 2) Moorhead City Park Board, and 3) Single Landowner. Accommodation for review and input by the Council of Governments should also be made.
- The overall time framework to complete the study is approximately three months, with a final report being submitted by September 1, 1993.

WORK PROGRAM AND SCHEDULE

The following work program and task descriptions provide starting points from which a refined scope can be generated. We anticipate the study would require three months to complete, depending on time for review and comment by agencies and stakeholders.

TASK 1.0 - INVENTORY AND ANALYSIS 3 Weeks

Objective: Establish a framework for the study, collect background information on existing conditions and plans, assess and analyze how this information affects the development of alternative land use and transportation concepts.

- 1.1 Review current goals, objectives and priorities.
- 1.2 Develop a district base map.
- 1.3 Review current reports, studies, and projects in the Corridor area.
- 1.4 Review existing development regulations.
- 1.5 Interview principal stakeholders:
 - City staff
 - District School Board
 - Park Board
 - Landowner
- 1.6 District reconnaissance and documentation.
- 1.7 Identify opportunities and constraints.
- 1.8 Meet with Moorhead staff and principal stakeholders.

TASK 2.0 - ALTERNATIVE LAND USE/ TRANSPORTATION CONCEPTS 4 Weeks

Objective: Create concept plans which respond to the analysis in Task 1 and which accommodate land use, traffic and circulation, utility, and surface drainage requirements.

- 2.1 Define range of development intensities.
- 2.2 Develop alternative land use concepts.
- 2.3 Develop alternative circulation concepts.
- 2.4 Traffic coordination with 34th Street Corridor study.
- 2.5 Select a preferred alternative.
- 2.6 Define likely development phasing schedule.
- 2.7 Meet with Moorhead staff and principle stakeholders.

Work Program and Schedule

TASK 3.0 - DEVELOP PREFERRED ALTERNATIVE
5 Weeks

Objective: Further refine and document the preferred alternative plan.

- 3.1 Refine land use and circulation plan:
- Development intensities
 - Parcelization
 - District thoroughfares and right-of-way improvements
- 3.2 Produce draft report and review by City Council, staff and stakeholders.
- 3.3 Produce final report.

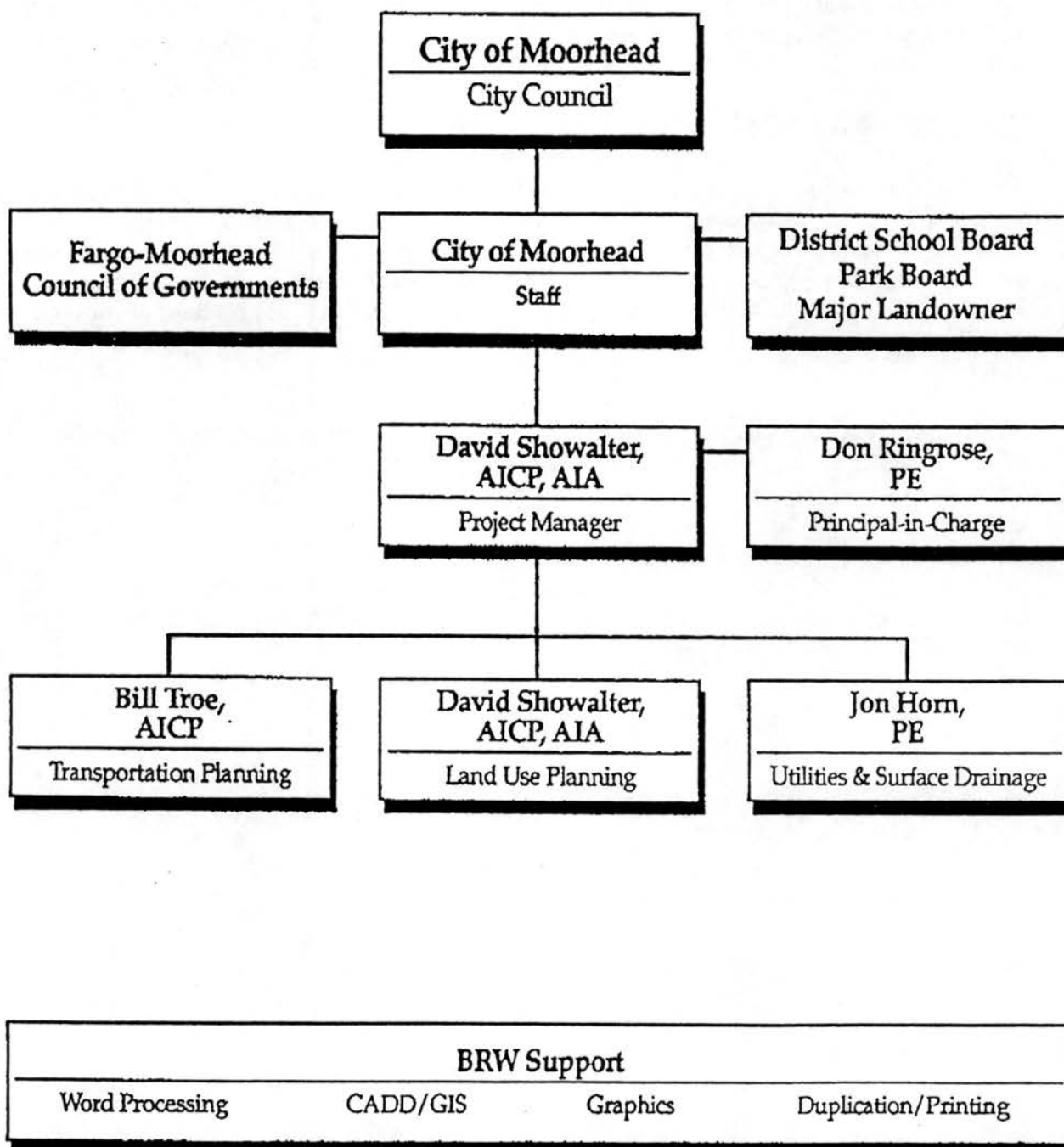
PROJECT TEAM

The following chart illustrates the proposed Project Team. The team has been assembled and organized in order to offer its experience, strengths and insights to creating a successful study. The team has developed a preliminary work program in response to similar previous assignments and according to our understanding of the City's needs. Don Ringrose will be the project's partner-in-charge, providing for continuity between the two projects.

Following the team chart, a series of condensed professional profiles describe individual members and their role on the team. Full resumes then complete the information on all professionals.

Project Team

City of Moorhead, 34th Street Land Use Study



© BRW Inc. 870 1-03

*Project Team***DON RINGROSE, PE**

Mr. Ringrose is BRW's proposal principal-in-charge for the 34th Street Corridor land use study. He has served in this role for numerous projects involving the integration between public roadway facilities and adjacent private and public land use. Mr. Ringrose will provide continuity and coordination between the two projects and be responsible for overall project quality, timing and completion.

DAVID SHOWALTER, AICP, AIA

Mr. Showalter will provide project management, direction and coordination of all professional work tasks and day-to-day client contact. Although he will have project management responsibility, his 20 years of experience as planner and architect will enable him to provide additional input to the primary tasks. He will attend all professional, client input, and coordination meetings. Mr. Showalter will also develop land use programs and land use planning alternatives.

JON HORN, PE

Mr. Horn will have responsibility for reviewing all land use work and analyzing its impact upon utility systems and storm drainage/surface water improvements.

BILL TROE, AICP

Mr. Troe will provide added continuity between the two projects, being a team member of both. He will be responsible for reviewing corridor transportation planning and traffic forecasting and coordinating with the land use study.



DONALD W. RINGROSE, PE
Principal

EDUCATION

Bachelor of Science in Civil Engineering, University of Minnesota
Master of Science in Civil Engineering, University of Minnesota

PROFESSIONAL REGISTRATIONS/MEMBERSHIPS

Registered Professional Engineer in States of Minnesota, Colorado, Illinois, Indiana, Iowa, North Dakota, Wisconsin, Wyoming, Utah, Ohio, Michigan, Kansas, Nebraska, S. Dakota, Virginia, Florida
American Society of Civil Engineers
Minnesota Society of Professional Engineers
Wyoming Society of Professional Engineers
Consulting Engineers Council
American Water Works Association

EXPERIENCE

BRW, Inc. (1978 to Present). Mr. Ringrose is a Principal of BRW and Co-Director of the Engineering Studio. He is a Project Manager of engineering and multidisciplinary projects in the Midwest and Rocky Mountain areas. Projects Mr. Ringrose has managed include a major industrial center in the Chicago area, the Minneapolis Parkway System, Federal Aid Highway projects in Rochester and Minneapolis, Minnesota, large-scale development programs and extensive municipal improvement programs for several communities. Mr. Ringrose has managed a number of multidisciplinary projects involving urban design, transportation planning, traffic circulation and engineering including the mixed-use developments of Stevens Square, 50th and France Redevelopment, Chanhassen and Centennial Lakes.

BRW/Noblitt, Inc. (1976 to 1978). As Vice President and Chief Engineer of BRW/Noblitt in Cheyenne, Wyoming, Mr. Ringrose was responsible for engineering administration, project design and project management in the areas of municipal utility improvements, airports, urban renewal improvements, streets and bridges, and drainage improvements. He has extensive experience in projects utilizing federal and state aid programs.

Bather-Ringrose-Wolsfeld, Inc. (1970 to 1976). As Corporation President and Director of the Engineering Studio of Bather-Ringrose-Wolsfeld, Inc., Mr. Ringrose's primary area of responsibility was that of project management for major projects performed by BRW. Project management experience included the following types of projects: major sewer and water systems, storm sewer and drainage improvements, urban renewal programs, recreational facilities, parkway system roadway, bridge and building projects and site improvements for private and public developments.

E.C. Bather and Associates (1962 to 1970). As Vice President, Mr. Ringrose was responsible for the design of all types of public improvements in the municipal and private development field. The preparation of specifications, proposals and detailed cost estimates were significant areas of involvement. He was also responsible for construction of public and private utilities, street and site improvements and layout and inspection of major projects.



DAVID SHOWALTER

Associate

EDUCATION

Master of City Planning, University of Pennsylvania
 Master of Architecture, University of Pennsylvania
 Bachelor of Architecture, University of Minnesota

PROFESSIONAL REGISTRATIONS/MEMBERSHIPS

American Institute of City Planning
 American Institute of Architects
 Minnesota Society of Architects
 Registered Architect, State of Minnesota
 Society for College and University Planning
 Urban Land Institute

EXPERIENCE

BRW, Inc. (1984 to Present). As an Associate of the firm, Mr. Showalter is currently project manager for urban design and streetscape in Riverfront 2000, the civic center and arena district in downtown Mankato, MN. Mr. Showalter was recently responsible for project management, urban design and landscape architecture for Jackson, Mississippi's Downtown Revitalization Program and Urban Design Plan. For three years he was responsible for project management for renovation of the Nicollet Mall in Minneapolis, MN. As project manager/designer, he recently completed the campus master plan for Gustavus Adolphus College in Saint Peter, MN. Mr. Showalter also served as project manager/designer for the completion of West River Parkway through Minneapolis' Central Riverfront, and provided project management, urban and landscape design for Stillwater's Downtown Riverfront Plan. He served as urban designer for the Fort Myers, FL, Downtown Redevelopment Plan and designed and managed the construction of Fort Myers' downtown waterfront redevelopment, including a 10-acre waterfront park and riverwalk interpretive trail. Mr. Showalter was involved in the site assessment/site selection study for the Minnesota Historical Society; large-scale, downtown riverfront land redevelopment planning for Saint Paul, MN.

As a senior professional, Mr. Showalter was project manager for the Mills District Streetscape and Landscape Study and Construction, the Sioux Falls Urban Design/Pedestrian Circulation Study; an urban design framework study for the Minnesota History Center; and project manager for landscape and transit shelter design for the Hennepin Center for the Arts Transit Plaza.

RRMR Architects (1982 to 1984). As project manager, Mr. Showalter directed several institutional and commercial renovation projects including the complete design and renovation of the State Office Building near the State Capitol, St. Paul, MN.

University of Minnesota (1975 to 1982). As an Assistant Professor in the graduate program, (1977-82) Mr. Showalter was studio critic and lecturer in the design studio. His research specialization was energy conservation in urban design and planning. As a Campus Planner for the Office of Physical Planning (1975-77) he was responsible for long-range development planning for the Minneapolis Campus, directed the development plan for a research center/experiment station and analyzed planning and development proposals affecting campus operations.

Private Consulting (1977 to 1982). Concurrent with Mr. Showalter's teaching responsibilities, he maintained a consulting practice providing services to both public and private sectors.

David A. Crane & Partners (1973 to 1975). As an urban designer, Mr. Showalter was involved with project research and analysis, transportation, urban redevelopment, new community and Capitol District projects.



JON B. HORN, PE

EDUCATION

Bachelor of Civil Engineering, North Dakota State University

PROFESSIONAL REGISTRATION/MEMBERSHIPS

*Registered Professional Engineer, State of Minnesota
National Society of Professional Engineers (NSPE)
Minnesota Society of Professional Engineers (MSPE)
Tau Beta Pi*

EXPERIENCE

BRW, Inc. (1989 to present). Mr. Horn is a professional in the Engineering Studio serving as Project Engineer for a wide variety of municipal and private sector projects. His responsibilities include design services and the day-to-day coordination of projects from the initial feasibility stages through the preparation of detailed plans and specifications. He also is responsible for the implementation of the public bidding process and the construction of public improvement projects.

Mr. Horn has provided design services for and coordinated numerous municipal sewer, water, storm drainage, roadway and parking lot projects. He has considerable involvement in public sector improvements of this nature in the Cities of Shoreview, Roseville and Chanhassen. These projects have included the annual Street Renewal Program in Shoreview, MN; the annual Pavement Management Program in Roseville, MN; Chanhassen Downtown Redevelopment projects; and the annual Sanitary Sewer Rehabilitation Program in Chanhassen, MN. In addition, he has been involved in numerous park improvement projects in Shoreview including roadway, parking lot, bituminous pathway, tennis court, picnic shelter and ball field construction, as well as landscaping, and irrigation.

Mr. Horn has also had experience in providing design services for numerous private sector projects. These projects have included site utility, grading, roadway and parking lot improvements for new developments as well as for the remodeling and expansion of existing residential, commercial and industrial facilities.

Rocky Mountain Consultants, Inc. (1986 to 1989). Mr. Horn served as a design engineer for a wide variety of municipal and private sector projects in the Rocky Mountain region of Colorado. Responsibilities included design and report preparation services for roadway, drainage, utility and water resources projects, as well as some inspection services. His involvement also included coordination with private clients and municipal authorities.

Mr. Horn had major involvement in a number of storm drainage improvement projects for the City of Fort Collins, Colorado, and various water distribution and treatment system improvements for the City of Estes Park, Colorado.



WILLIAM L. TROE, AICP

EDUCATION

Master of Arts in Urban and Regional Planning, University of Iowa, Iowa City, Iowa, 1985

Certificate in Transportation Planning, University of Iowa, 1985

Bachelor of Science in Community & Regional Planning, Iowa State University, Ames, Iowa, 1983

PROFESSIONAL MEMBERSHIPS

American Institute of Certified Planners, Member

Institute of Transportation Engineers, Associate Member

American Planning Association, Member

EXPERIENCE

BRW, Inc. (1985 to Present). Mr Troe is a Senior Transportation Planning Consultant in the Transportation Group. He has worked on a wide range of transportation planning projects and specializes in travel demand forecasting, traffic impact review and environmental analysis.

Mr. Troe has considerable experience in developing and applying travel demand forecasting models at the regional, subarea corridor and site specific levels. He has developed computer models using the TranPlan software package since 1987. Projects for which he has had primary responsibility for travel forecasting include: Fargo/Moorhead Metropolitan Area Highway Plan Update in North Dakota and Minnesota; Rochester Hills/Rochester Comprehensive Thoroughfare and Traffic Planning Study in Michigan; Pilot Knob Road (CSAH 31) Traffic and Engineering Study in Eagan, Minnesota; Bismarck/Mandan Transportation Plan Update in North Dakota; Grand Forks-East Grand Forks Transportation Plan Update in North Dakota and Minnesota; Oklahoma City Transportation Needs Assessment, Grand Island Comprehensive Plan in Nebraska; Bloomington Traffic Model in Minnesota; Roseville Traffic Model in Minnesota; Rochester Traffic Model in Minnesota; and the Lincoln Model Calibration in Nebraska. Each of these projects included establishing a computerized roadway network, estimation of the trip generation, distribution of study area trips, assignment of trips to the network and evaluation of existing and forecast traffic impacts.

Mr. Troe has been the analyst responsible for evaluation of the noise and/or the air quality impacts and mitigation requirements for the Environmental Impact Statements (EIS) for I-494/TH 77 Interchange Improvement Project, TH 169 Cross Range Expressway, I-494 Improvement Project, Riverdale Shopping Center, light rail transit projects in Hennepin, Anoka and Ramsey Counties in Minnesota, TH 14/52 Rochester Corridor Improvement Project and the Hedberg Development Project in Edina, Minnesota.

Mr. Troe has completed noise and air quality analyses for a number of Environmental Assessment Worksheets (EAW) including Washington Square in Stillwater, Minnesota; Crooked Lake Boulevard in Coon Rapids, Minnesota; 21st Street Grade Separation in Moorhead, Minnesota; the National Sport Center in Blaine, Minnesota; North Memorial Hospital expansions in Robbinsdale, Minnesota; and the Mankato Civic Center in Minnesota.

Governor's Design Team (Spring 1992). Mr. Troe participated in the design experience in Alexandria, Minnesota. Evaluated as part of the multi-disciplinary review of the community were the traffic impacts of several congested corridors into and through the resort community. The Governor's Design Team brings together professionals from various planning, economics, landscape architecture and art backgrounds to assist out-state communities in their planning efforts.

REVISED BUDGET (5/18/93)

Based upon an assessment of the level of effort required to complete the tasks described in the work program, we anticipate the work can be accomplished for \$15,090. We understand that the scope is subject to further definition and refinement by the City.

The following table shows BRW's estimate of person-hours for each task by general employee classification. The last column lists our labor budget to complete each task. The final summary identifies labor, expenses, and a total estimated cost.

PERSON-HOUR ESTIMATE AND PROJECT BUDGET

Work Task	Person Hours by General Employee Classification				Work Task Labor Budget
	Principal	Associate	Consultant	Staff	
TASK 1.0 Inventory/ Analysis	2	24	6	24	\$3,610
TASK 2.0 Concept Alternatives	4	32	12	26	\$4,940
TASK 3.0 Preferred Alternative	2	28	22	34	\$5,340
TOTALS	8	84	40	84	\$13,890

SUMMARY

BRW Labor \$13,890

Direct Expenses:

Travel/Subsistence (3 person trips)	930
Express Delivery/Mail	120
Report Reproduction	150

BRW Expenses \$ 1,200

TOTAL ESTIMATED COST \$15,090

MEMO #: I-93-349
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Interagency Purchase of Service Contract -
Clay County Day Treatment Program/Outreach
for Children
DATE: June 3, 1993

Attached is an agreement with Clay County Department of Social Services for the district to continue mental health services and instructional services to severely emotionally handicapped children enrolled in the Clay County Day Treatment Program and their parents. The agreement is in an amount not to exceed \$140,980. These funds will be provided to the school district from the Clay County Social Services based on the schedule within the contract.

Suggested Resolution: Move to approve the agreement with the Clay County Department of Social Services. Contingent upon the approval of the Clay County Social Services Board.

RMJ/mdm
Attachment

AGREEMENT

FOR

THE CLAY COUNTY DAY TREATMENT PROGRAM/OUTREACH

This Agreement entered into by and between the following agencies:

Clay County Social Service Department
Moorhead Independent School District #152

hereinafter referred to as member agencies. The restrictive term "school district" refers to the independent school districts among the member agencies. The restrictive term "county agency" refers to the agency established by the county board of commissioners.

Witnesseth that:

WHEREAS, The parties of this Agreement have as one of their purposes the provision of services to children with severe emotional handicaps and their parents, and

WHEREAS, it is felt by each member agency that this can best be accomplished through cooperative effort, and

WHEREAS, the State of Minnesota enables interagency districts to jointly or cooperatively exercise any power common to the contracting parties,

NOW, THEREAFTER, THE PARTIES TO THIS AGREEMENT, HEREBY AGREE AS FOLLOWS:

1. ESTABLISHMENT OF INTERAGENCY PROGRAM. That hereby there is established an interagency program, to be known as the Clay County Day Treatment Program/Outreach (hereinafter known as the Program).
2. PURPOSE OF AGREEMENT. The purpose of the Agreement shall be to provide through cooperative effort a comprehensive program of instructional and therapeutic services to children and youth requiring such services and their parents who are residents of Clay County, Minnesota and school districts served in Clay County.
3. ADVISORY COMMITTEE OF THE PROGRAM
 - a. The Advisory Committee shall consist of directors of special education serving the member school districts, Clay County Supervisor, Clay County Social Services Board member, Moorhead School Board member, contracting agency representatives, Clay County Mental Health Local Coordinating Council (2), and Local Advisory Council (2), members or members designee.
 - b. The Advisory Committee shall perform the following ongoing duties:
 1. identify current services and funding being provided within the communities for children experiencing severe emotional and/or behavioral problems.
 2. establish and evaluate the identification, referral, and community service systems as they impact on day treatment

and to recommend, where necessary, alterations and improvements;

3. monitor the operation of the program and provide direction and support to Fiscal Agent and administrators;
and
 4. review and develop the funding sources necessary to adequately support the necessary constituent services of the program.
 5. guide and advise regarding operations of the program.
4. FINANCING OF THE PROGRAM Moorhead Independent School District #152 shall be empowered to finance the program pursuant to this agreement by applying for, receiving and administering Federal and State Special Education State aids and grants.

The Clay County Department of Social Services agrees to pay the Moorhead Independent District #152 not to exceed 140,980. upon receipt of billing from the Moorhead Independent School District #152 in accordance with the following: July 1993 - December 1993 not to exceed \$60,000; January 1994 - June 1994 not to exceed \$47,500.; and July 1994 - December 1994 not to exceed \$47,500.

The Moorhead Independent School District #152 will collect from the Unique Learners' Section of the State Department of Education for 137,800. in State reimbursement.

If State reimbursement is less than 137,800. Clay County Department of Social Services will be responsible for the difference.

Children from counties other than Clay will be admitted to the Day Treatment Program/Outreach for Children only upon agreement between that county and the Clay County Department of Social Services, allowing Clay County Department of Social Services to bill that County its fair share of the program costs.

5. EQUIPMENT Clay County Social Services Department is responsible for the purchase of furnishing and equipment necessary for day treatment mental health composite. i.e. furniture and secretary equipment. This equipment shall be the property of Clay County Social Services.

TERMINATION This contract shall commence July 1, 1993 and terminate December 31, 1994. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If the contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Signed at _____, in the County of _____,
this _____ day of June, 1993.

BY: _____
Director, Department
of Social Services

BY: _____
Chair, Board of Education
Moorhead Independent School
District #152

BY: _____
Chair, Board of
County Commissioners

DATE: _____

Approved as to Form and Execution

(County Attorney)

Date

MEMO #: I-93-350

TO: Dr. Bruce Anderson

FROM: Bob Jernberg

SUBJECT: Interagency Purchase of Service Contract -
Lakeland Mental Health Day Treatment Center
Program for Children

DATE: June 3, 1993

Attached is an agreement with Lakeland Mental Health Center, Inc. to continue mental health services to emotionally handicapped students enrolled in the Clay County Day Treatment Program and their families. The agreement is in the amount of \$265,000. The entire cost of this program is paid with a combination of state aid and payment from the Clay County Social Services.

Suggested Resolution: Move to approve the agreement with Lakeland Mental Health Center, Inc. Contingent upon the approval of the Clay County Social Services Board.

RMJ/mdm
Attachment

LAKELAND MENTAL HEALTH CENTER, INC.
DAY TREATMENT PROGRAM FOR CHILDREN
INTERAGENCY PURCHASE OF SERVICE CONTRACT

THIS AGREEMENT is entered into the 8th day of June 93 and is in force for a period from July 1, 1993 to December 31, 1994.

WITNESSETH

WHEREAS, the Lakeland Mental Health Center, Inc., and Moorhead Independent School District #152 in cooperation with Clay County Department of Social Services agree to participate in providing an interagency Day Treatment Program for Children; and

WHEREAS, it is to the Moorhead Independent School District #152's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based component in order for children to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, Clay County Department of Social Services is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the Moorhead Independent School District #152, along with the Clay County Department of Social Services, will fund the Day Treatment Program for Children; and

WHEREAS, LAKELAND MENTAL HEALTH CENTER, INC. IS PREPARED TO ASSUME THE RESPONSIBILITY OF PROVIDING THE TREATMENT PROGRAM AS FOLLOWS:

1. Provide direct individual, group and family therapy to qualified students in the Clay County Interagency Day Treatment Program/Outreach of the Moorhead Independent School District #152 Emotionally and Behaviorally Disturbed Program.
2. Provide direct service to the parents (guardians) and families of the Clay County Interagency Day Treatment Program/Outreach children through parent education, family therapy, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. Day treatment clinicians will participate in county meetings related to children in the Clay County Interagency Day Treatment Program/Outreach and school child study team meetings on children served by the day treatment program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for day treatment program placement transition.
4. Insure that the mental health professional should participate on a day treatment interagency committee to consider the special needs and develop appropriate services for each day treatment child.
5. Provide mental health consultation to special education staff, regular education staff, school administrators, and other agency personnel as appropriate.

NOW THEREFORE, IT IS AGREED, by and among the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc., the conditions of the contract as follows:

1. A licensed mental health professional will be employed by Lakeland Mental Health Center, Inc. for 2.0 FTE for the length of the contract.
2. One (1.0 FTE) social worker will be employed by Lakeland Mental Health Center, Inc. for the length of this contract to begin July 1, 1993.
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year and beyond.
4. Schedule flexibility will be allowed so that evening parent education and family services may be provided and the day treatment mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, parent education, family counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc.
6. The mental health professionals will receive back-up clinical consultation from appropriate psychiatrists, psychologists, and clinical social workers of Lakeland Mental Health Center, Inc.
7. Direct clinical time (.25 FTE) and direct administrative supervision will be provided by the Lakeland Mental Health Center, Inc. staff.
8. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health including the services for children/families enrolled in the program.
9. The cost of the Interagency Day Treatment Program for children, including the clinical back-up consultation for program staff at Lakeland Mental Health Center, Inc., therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses will be \$265,000.00. (See required components on Appendix A.)
10. The Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center, Inc. \$265,000.00 in accordance with the following: July 1993 - August 1993 \$10,955.16 per month; September 1993 - December 1994 15,193.10 per month upon receipt of billings from Lakeland Mental Health Center, Inc.

11. The Moorhead Independent School District #152 will collect from the Unique Learner's Section of the State Department of Education for \$137,800. in State reimbursement.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152 and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 90 days prior to proposed action.

Chair, Board of Education
Moorhead Independent School District #152

Lakeland Mental Health Center, Inc.

Date

LAKELAND MENTAL HEALTH CENTER, INC.

- ☐ 126 EAST ALCOTT AVENUE
- ☐ LAKE AVENUE PLAZA, 714 LAKE AVENUE
- ☐ 1010 - 32nd AVENUE SOUTH

FERGUS FALLS, MN 56537-2999 • 218-736-6987
DETROIT LAKES, MN 56501-3057 • 218-847-1676
MOORHEAD, MN 56560-5024 • 218-233-7524

Appointments / Information 1 800 223-4512

Services Also Provided At
GLENWOOD PERHAM
STARBUCK

24-Hour Emergency/Crisis 1 800 223-4512

ITEMIZED PROPOSAL--JUNE 3, 1993

CLAY COUNTY CHILDREN'S DAY TREATMENT JULY 1, 1993 -- DECEMBER 31, 1994 STAFFING PATTERN

<u>STAFF</u>	<u>POSITION</u>	<u>TIME (ANNUAL)</u>
Deb Swanson MSW/LICSW	Family Therapist	49 wks
Open	Family Therapist Starting September, 1993	46 wks
Barb Honek BSW/LSW	Social Worker	50 wks
John Molstre Ph.D./L.P.	Psychologist	2 hrs/wk
Open	UND Intern	8 hrs/wk
Karla Noonan	Secretary	182 days--6 hrs 36 days--4 hrs

Professional Staff Cost	\$ 186,405.
Clerical Cost	13,851.
Program Supervision	2,883
Telephone	2,100
Therapy Supplies	1,500
Office Space	18,000
Travel	3,000
Fixed Expenses	37,261

	\$ 265,000.00



An Equal Opportunity Employer

5-M9-B05
MIN
6-22-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 22, 1993
PAGE 1

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

MEMBERS PRESENT: None

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

"WE ARE PROUD"

*** The Moorhead community was acknowledged for the contributions of \$465,775 awarded in scholarships this year.

*** Board members expressed thanks and appreciation to out-going members Curt Borgen and Ellen Hunt. Their 15 years of combined service and dedication to the school district was commended.

CONSENT AGENDA: Cox requested the service agreement item be removed from the Consent Agenda.

Donation - Accepted the donation of a television set from Jim and Sandy Kortan valued at \$50.

FM Area Foundation Grant - Accepted the Hand in Hand project grant for \$5,000 from the F-M Area Foundation entitled "F-M Family Base."

Tuition Agreement - Approved the tuition agreement with Fargo Public Schools.

Investments - Approved the investments and transfers from March 1993 through June 1993.

PERSONNEL

New Employees

LeAnn England - 1st Grade Teacher, Probstfield Elementary,
MA +45 (7) \$32,444.00
Kim Forness - 3rd Grade Teacher, Probstfield Elementary,
BA (0-4) \$23,164.00
Daniel Klein - Social Studies Teacher, Senior High, BA (0-4)
\$23,164
Mary Molick - 1st Grade Teacher, Probstfield Elementary,
BA +30 (7) \$26,272.00
Julie Vosburgh - Switchboard Secretary, Senior High, B 21 (0)
\$7.91 per hour for 4.75 hours daily, effective June 14, 1993
Julie Arndt - 5th Grade Teacher, Robert Asp Elementary,
BA +15 (7) \$25,038.00
Paul Tiffany - Physics Teacher, Senior High, BA +30 (10)
\$28,918.00

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 22, 1993
PAGE 2

Retirements

Waldo Kosen - English Teacher, Senior High, effective June 14, 1993
Harlow Iverson - Industrial Arts Teacher, Junior High, effective June 14, 1993

Rehire

Sara Miller - EBD Teacher, Robert Asp Elementary, BA (0-4)
\$23,164.00

Leaves of Absence

Sharon Nelson - Kindergarten Teacher, Probstfield Elementary, to continue half-time family leave for the 1993-94 school year.

Reduction in Contract

Deb Booth - Kindergarten Teacher, Probstfield Elementary, to half-time.

Motion carried 7-0.

SERVICE AGREEMENT: Hastad moved, seconded by Hunt, to approve the service agreement with PT/OT Associates for the 93-94 school year. Motion carried by roll call vote 6-0; Cox abstaining.

COMMITTEE REPORTS - None

STUDENT HANDBOOKS: Borgen moved, seconded by Gustafson, to approve the 1993-94 handbooks as presented. Motion carried by roll call vote 7-0.

VALUES & VISIONS STATEMENT: Ladwig moved, seconded by Cox, to approve the Values and Vision for Inclusive Education statement as presented. Motion carried 6-1; Hastad dissenting.

BLOCK GRANT: Hunt moved, seconded by Ladwig, to approve the 1993-94 Block Grant, in the amount of \$43,601. Motion carried 7-0.

TEST RESULTS: Mr. Jernberg reviewed the ACT, SAT and Iowa Basic Skills test results with the Board.

EARLY RETIREMENT INCENTIVE PROGRAM: Cox moved, seconded by Hastad, to approve the one-time early retirement incentive and Letter of Understanding with the Moorhead Principals' Association as presented. Motion carried 7-0.

STAFF DEVELOPMENT PLAN: Gustafson moved, seconded by Borgen, to accept the 1993-94 Staff Development Plan as presented. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JUNE 22, 1993
PAGE 3

1993-95 CONFIDENTIAL SECRETARIES AGREEMENT: Cox moved, seconded by Gustafson, to approve the agreement with the Confidential Secretaries unit for 1993-95, in the amounts of 2.97% and 3.06%, respectively. Motion carried 7-0.

WASHINGTON/VOYAGER SCHOOL LEADERSHIP: Mary Jo Schmid reviewed the leadership model opportunities that could be utilized for the Washington/Voyager campus. Schmid reported staff have expressed excitement and concern for the challenges upcoming for 1993-94.

MOORHEAD HIGH SCHOOL PRINCIPAL SELECTION: Anderson reviewed the selection process and input from School Board regarding desired attributes for the new high school principal.

JUNE 1993 LEADERSHIP WORKSHOP: Anderson reviewed the schedule and invited all board members to attend if they desire.

SET ORGANIZATIONAL MEETING: Gustafson moved, seconded by Hastad, to set the organizational meeting of the School Board for Tuesday, July 6, 1993, at 7:00 p.m. in the Board Room of Townsite Centre. Motion carried 7-0.

SUPERINTENDENT CONTRACT ADJUSTMENT: Borgen moved, seconded by Cox, to amend the superintendent's contract as presented. Motion carried 7-0.

Cummings recessed the meeting at 8:57 p.m.

CLOSE MEETING: Hunt moved, seconded by Borgen, to close the public meeting for the purpose of conducting the year-end evaluation of Superintendent Anderson. Motion carried 7-0.

REOPEN PUBLIC MEETING: Gustafson moved, seconded by Hunt, to reopen the public meeting. Motion carried 7-0.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Lacher reported the construction projects are proceeding even though there are reports of material shortages at some sites.

Jernberg reported the district will receive approximately \$290,000 for being selected a pilot site for graduation outcomes. All travel, including lodging, meals, mileage, will be furnished by the State.

ADJOURNMENT: Borgen moved, seconded by Hunt, to adjourn the meeting at 10:00 p.m. Motion carried 7-0.

Bill Cox, Clerk

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

June 22, 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"

*** We are proud of the Moorhead area community for the \$465,775 awarded in scholarships this year.

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.

S-MA-805
MIN
6-22-93

A. INSTRUCTIONAL MATTERS - Bob Jernberg

- (1) Acceptance of Donation - Page 5
- (2) Acceptance of FM Area Foundation Grant - Pages 6-8
- (3) Approval of Tuition Agreement - Page 9
- (4) Approval of Service Agreement - Pages 10-12

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Investments - Pages 13-15

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of New Employees - Page 16
- (2) Approval of Retirements - Page 17
- (3) Approval of Rehire - Page 18
- (4) Approval of Leaves of Absence - Page 19
- (5) Approval of Reduction in Contract - Page 20

D. ADMINISTRATIVE MATTERS - Anderson

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

Moved by _____ Seconded by _____
Comments _____

3. COMMITTEE REPORTS

4. STUDENT HANDBOOKS - Anderson
Pages 21-64

Suggested Resolution: Move to approve the 1993-94 handbooks as presented.

Moved by _____ Seconded by _____
Comments _____

5. VALUES & VISIONS STATEMENT - Jernberg
Pages 65-68

Suggested Resolution: Move to approve the Values and Vision for Inclusive Education statement as presented.

Moved by _____ Seconded by _____
Comments _____

12. MOORHEAD HIGH SCHOOL PRINCIPAL SELECTION - Anderson
Page 92

Overview of selection process and input from School Board regarding desired attributes for the new high school principal.

13. JUNE 1993 LEADERSHIP WORKSHOP - Anderson
Page 93

Overview of the workshop schedule.

14. SET ORGANIZATIONAL MEETING - Anderson
Page 94

Suggested Resolution: Move to set the organizational meeting of the School Board for Thursday, July 1, 1993, at 7:00 p.m. in the board room of Townsite Centre.

Moved by _____ Seconded by _____
Comments _____

15. SUPERINTENDENT CONTRACT ADJUSTMENT - Cummings
Page 95

Suggested Resolution: Specific contract modifications will be shared at the meeting after review by the district legal counsel.

Moved by _____ Seconded by _____
Comments _____

16. CLOSE MEETING - Cummings

Suggested Resolution: Move to close the public meeting for the purpose of conducting the year-end evaluation of Superintendent Anderson.

Moved by _____ Seconded by _____
Comments _____

17. REOPEN PUBLIC MEETING - Cummings

Suggested Resolution: Move to reopen the public meeting.

Moved by _____ Seconded by _____
Comments _____

18. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

19. ADJOURNMENT

MEMO #: I-93-337
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Color Television Donation
DATE: June 15, 1993

Sandy and Jim Kortan have donated a used color television to George Washington Elementary School. It will be used as a large screen monitor in a mini-lab of computers within a classroom. The estimated value is approximately \$50 and the serial number is 21CFR PT 278.

Suggested Resolution: Move to accept the donation as presented.

RMJ/mdm

MEMO #: I-93-360
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Hand in Hand Grants
DATE: June 15, 1993

Attached is a letter to Scott Matheson, Elementary Counselor, informing the District that we have been approved for the F-M Family Base Hand in Hand project planning grant. The grant is in the amount of \$5,000.

Also attached is a letter regarding Project Cornerstone which has been approved for planning funds for the Hand in Hand project through the Clay-Wilkin Opportunity Council. Several District personnel who served on the Clay County Local Coordinating Council for mental health have been involved in this cooperative venture. Both grants are cooperative ventures with a number of partner agencies.

Suggest Resolution: Move to accept the Hand in Hand project grant from the F-M Area Foundation entitled "F-M Family Base."

RMJ/mdm
Attachments



FARGO-MOORHEAD AREA FOUNDATION

JUN 11 1993

June 10, 1993

Scott Matheson,
Elementary Counselor
901 14th Street N
Moorhead, MN 56560

Dear Scott:

The Board of the Fargo-Moorhead Area Foundation is delighted to inform you that your project, FM Family Base has been approved for planning funds for the Hand in Hand project. Congratulations for the vision and planning you have invested in this project.

The Hand in Hand committee encourages you to continue to strengthen your project by selecting additional partners for your consortium. A listing of potential partners is attached. A total of nine projects were selected for funding by the Grants Committee. The Foundation anticipates some of these will likely be further combined in the final grant process.

Several very fine applicants were not funded because their scope and vision were more defined than the systems change sought by the Foundation. However, many projects in this listing deserve to be incorporated into other funded planning projects. We invite you to consider them in your search for appropriate partners.

The public announcement of grant awards will be June 15. Please feel free to contact Jackie Brodshaug, Program Consultant, 701-277-0569, if you have questions or concerns.

The Foundation is planning a second full-day workshop on the Art of Collaboration with the Amherst-Wilder Foundation on July 14 or 15, or the 19 or 20. Participants in your consortium will receive an invitation as soon as the date and program is confirmed.

The Foundation Board members sincerely hope that the process of developing this planning grant application is helpful to all the persons and organizations involved. As the Task Force endorsed several months ago, "It takes a whole village to raise a child." As a Hand in Hand partner to the Foundation, we look forward to working with you to benefit the children of this community.

Sincerely,

Susan Hunke
Executive Director

CC: Bob Jernberg, Asst. Supt, Moorhead Public Schools



FARGO-MOORHEAD AREA FOUNDATION

June 10, 1993

Dennis Heitkamp
Clay Wilken Opp Council
P. O. Box 919
Moorhead MN 56560

Renee Backlund
Children's Mental Health
P. O. Box 525
Moorhead MN 56560

Tom Olson
Clay Co Local Coord. Council
627 Center Ave, #2
Moorhead MN 56560

Dear Dennis:

The Board of the Fargo-Moorhead Area Foundation is delighted to inform you that Project Cornerstone has been approved for planning funds for the Hand in Hand project. Congratulations for the vision and planning you have invested in this project.

The Hand in Hand committee encourages you to continue to strengthen your project by selecting additional partners for your consortium. A listing of potential partners is attached. A total of nine projects were selected for funding by the Grants Committee. The Foundation anticipates some of these will likely be further combined in the final grant process.

Several very fine applicants were not funded because their scope and vision were more defined than the systems change sought by the Foundation. However, many projects in this listing deserve to be incorporated into other funded planning projects. We invite you to consider them in your search for appropriate partners.

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The Foundation Board members sincerely hope that the process of developing this planning grant application is helpful to all the persons and organizations involved. As the Task Force endorsed several months ago, "It takes a whole village to raise a child." As a Hand in Hand partner to the Foundation, we look forward to working with you to benefit the children of this community.

Sincerely,

Susan Hunke
Executive Director

CC: Bob Jernberg, Asst. Supt., Moorhead Public Schools
Dennis Lien, Director, Clay County Social Services

MEMO #: I-93-357
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Tuition Agreement
DATE: June 14, 1993

The District has received a tuition agreement from Fargo Schools for education services they are providing a Moorhead student who was placed in their school district by court order.

Suggested Resolution: Move to approve the tuition agreement with Fargo Public Schools.

RMJ/mdm

MEMO #: I-93-362

TO: Dr. Bruce Anderson

FROM: Robert Jernberg

SUBJECT: Continuation of Contract for Physical Therapy Services

DATE: June 15, 1993

Attached is a contract for physical therapy services between PT/OT Associates and the Moorhead Schools. The contract reflects a two percent increase per hour over the 1992-93 contract.

Suggested Resolution: Move to accept the contract with PT/OT Associates as presented.

RJ/lms
Attachment

MEMORANDUM OF AGREEMENT FOR
PHYSICAL THERAPY SERVICES FOR
SCHOOL YEAR 1993-94

This contract, entered into this 22nd day of June 1993 by and between Moorhed Public Schools, Independent School District #152, and PT/OT Associates affirms that:

WHEREAS, THE AGENCY has determined that it is necessary to retain the services of a qualified physical therapist for handicapped children; WHEREAS, THE CONSULTANT is duly qualified to perform these services; NOW THEREFORE, the parties agree as follows:

1. The CONSULTANT shall provide the following services, as requested by the AGENCY:
 - a. participate in AGENCY client planning, such as Education Planning committees, Individualized Planning Conferences or Medical Staffings;
 - b. evaluate each client, informally;
 - c. help determine specific program needs and plan appropriate motor activities, exercises, mobility training, self-help skills, and use of special rehabilitation equipment;
 - d. orient, train, and supervise non-professional staff in the prescribed treatment methods and educational techniques;
 - e. provide periodic verbal and written reports to the AGENCY;
 - f. provide inservice training for staff and families as directed.
2. The CONSULTANT shall provide these services to District 152 children enrolled and in need of services, as determined by AGENCY PERSONNEL.
3. The AGENCY/CONSULTANT shall obtain appropriate educational medical information, including medical orders, if necessary, on each client.
4. The date the service will begin is on or about August 30, 1993. The number of hours contracted will be up to 1274 hours during the 93-94 school year.

5. The AGENCY shall monitor the services of the CONSULTANT through AGENCY personnel.
6. The AGENCY shall make payments for services rendered as follows: Upon receipt of statement. Fees charged will be \$35.70 per hour.

Name

Name

Title

Title

City

City

Date

Date

MEMO #: B93.323
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: JUNE 15, 1993

SUBJECT: INVESTMENTS

Attached is a list of investments since March 23, 1993 to June 1, 1993 along with transfers to and from the Trust Account from March 4, 1993 to June 7, 1993.

Suggested Resolution: Approve the investments and transfers as noted.

MOORHEAD PUBLIC SCHOOLS

INVESTMENT RECORD

FROM MARCH 4, 1993 TO JUNE 1, 1993

INVEST NO.	DATE	AMOUNT	MATURITY DATE	INTEREST RATE	ESTIMATED INTEREST	BANK OR S&L	BROKER
530	03-23-93	98000	09-20-93	3.75	1822	TOPA THRIFT & LOAN	FIN NORTHEASTERN
531	03-26-93	99000	11-30-93	3.75	2522	PLAZA SVGS & LOAN	FIN NORTHEASTERN
532	04-23-93	99000	06-22-93	3.50	569	COLONIAL BANK SANTA ANA	FIN NORTHEASTERN
533	04-28-93	99000	06-30-93	3.50	598	REPUBLIC NATL BANK	FIN NORTHEASTERN
534	05-18-93	99000	11-30-93	3.90	2073	SOUTH PACIFIC T & L	FIN NORTHEASTERN
535	05-18-93	100000	11-30-93	3.75	2013	JEFFERSON BANK	FIN NORTHEASTERN
536	05-18-93	99000	11-30-93	3.80	2020	1ST NATL BANK SAN DIEGO	FIN NORTHEASTERN
537	05-18-93	99000	11-15-93	3.50	1718	LIBERTY NATL BANK	C D SECURITIES
538	05-18-93	99000	11-30-93	3.50	1860	PACIFIC HERITAGE BANK	FIN NORTHEASTERN
539	05-18-93	99000	11-30-93	3.65	1940	WANA AMERICA BANK	FIN NORTHEASTERN
540	05-24-93	99000	12-22-93	3.70	2127	POPULAR BANK-FL	FIN NORTHEASTERN
541	06-01-93	99000	08-30-93	3.50	854	JEFFERSON BANK & TRST	C D SECURITIES
TOTAL INTEREST					20116		

MOOREHEAD PUBLIC SCHOOLS

TRANSFERS TO/FROM TRUST ACCOUNT
From MARCH 4, 1993 to JUNE 7, 1993

DATE	Transfers from checking TO TRUST	Transfers FROM TRUST to checking
03-09-93	\$	\$ 850,000
03-18-93	1,500,000	
03-30-93		1,500,000
03-31-93		1,400,000
04-06-93		400,000
04--8-93	700,000	
04-13-93		200,000
05-11-93		500,000
05-28-93	1,000,000	

MEMORANDUM P 93.058

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 16, 1993
SUBJECT: New Employees

The administration requests approval of the employment of the following persons: (salary based on 1992-93 schedule)

LeAnn England - 1st Grade Teacher, Probstfield Elementary,
MA + 45 (7) \$32,444.00
Kim Forness - 3rd Grade Teacher, Probstfield Elementary,
BA (0-4) \$23,164.00
Daniel Klein - Social Studies Teacher, Senior High,
BA (0-4) \$23,164
Mary Molick - 1st Grade Teacher, Probstfield Elementary,
BA + 30 (7) \$26,272.00
Julie Vosburgh - Switchboard Secretary, Senior High, B 21 (0)
\$7.91 per hour for 4.75 hours daily, effective
June 14, 1993.
Julie Arndt - 5th Grade Teacher, Robert Asp Elementary,
BA + 15 (7) \$25,038.00
Paul Tiffany - Physics Teacher, Senior High,
BA + 30 (10) \$28,918.00

Suggested Resolution: Move to approve the employment as presented.

BMF:sdh

MEMORANDUM P 93.060

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 16, 1993
SUBJECT: Retirement of district employees

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

Waldo Kosen - English Teacher, Senior High, effective June 14, 1993

Harlow Iverson - Industrial Arts Teacher, Junior High, effective June 14, 1993

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM

P 93.059

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 16, 1993
SUBJECT: Rehire

The administration requests approval of the rehire of the following teacher: (salary based on 1992-93 schedule)

Sara Miller - EBD Teacher, Robert Asp Elementary,
BA (0-4) \$23,164.00

Suggested Resolution: Move to accept the rehire as presented.

BMF:sdh

MEMORANDUM P 93.061

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 16, 1993
SUBJECT: Continuation of Half-time Leave

The administration requests approval of the continuation of the half-time leave for the following person:

Sharon Nelson - Kindergarten Teacher, Probstfield Elementary, to continue half-time family leave for the 1993-94 school year.

Suggested Resolution: Move to approve the continuation of the half-time leave.

BMF:sdh

MEMORANDUM P 93.062

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 16, 1993
SUBJECT: Reduction of contract

The administration requests approval of the reduction in contract for the following person:

Deb Booth - Kindergarten Teacher, Probstfield Elementary, to half-time.

Suggested Resolution: Move to approve the reduction of contract as presented.

BMF:sdh

MEMO #: I-93-357
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Tuition Agreement
DATE: June 14, 1993

The District has received a tuition agreement from Fargo Schools for education services they are providing a Moorhead student who was placed in their school district by court order.

Suggested Resolution: Move to approve the tuition agreement with Fargo Public Schools.

RMJ/mdm

Changes in 1993-1994 Probstfield Handbook

- page 1 - School hours changed
- page 5 - Peer Mediation (added)
- page 10 - Reporting system changed (per M. Regelstad)
- page 15 - Index changed
- page 16 - 1993-94 calendar
- page 17 - Map to be revised when construction completed

After School Gym - article deleted

AFTER SCHOOL GYM:



The afterschool gym program is co-educational recreational program for 4th grade girls and boys. Students in 4th grade will meet once per week. Sessions generally run for one hour following regular school dismissal.

The program features a variety of seasonal activities such as: soccer, volleyball, basketball, track, and softball. A number of lifetime sport activities such as: archery, tennis, biking, cross country skiing, swimming and bowling are also included.

All 4th grade boys and girls are encouraged to attend afterschool gym regularly. Those who cannot come regularly are still encouraged to come when they can.

JUN 2 1993

RIVERSIDE/LINCOLN HANDBOOK CHANGES 93-94 SCHOOL YEAR.

CHANGES

PAGES 2 & 3 - OFFICE HOURS FROM 7:45-4:30 TO 7:30 - 4:00
SCHOOL HOURS FROM 8:20 - 2:50 TO 8:20 - 2:45
RIV/LIN AM KINDERGARTEN FROM 8:20 - 10:55 TO 8:20 - 10:45
RIVERSIDE PM KINDERGARTEN FROM 12:15 - 2:55 TO 12:15 - 2:45
LINCOLN PM KINDERGARTEN FROM 12:05 - 2:40 TO 12:15 - 2:45

LUNCH PERIOD CHANGES:

GRADES 1 & 2 FROM 11:40-12:20 TO 11:45 - 12:15
GRADES 3 & 4 FROM 12:20-1:00 TO 12:15 - 12:45

PAGE 4 - AFTER SCHOOL GYM DELETED
PAGE 5 - CARE TEAM ADDED

PAGE 11 - HOMEBOUND ADDED
LEARNING DISABILITIES DELETED
OCCUPATIONAL THERAPY DELETED
SPEECH THERAPY DELETED

PAGE 14 - PEER MEDIATION ADDED

PAGE 17 - INSERT ON LICE ADDED
HOMEBOUND INSTRUCTION MOVED TO PAGE 11

PAGES 18, 19, & 20 - SPECIAL SERVICE INFORMATION ADDED

MEMO #: S-93-219

TO: School Board
FROM: Bruce Anderson, Supt.
RE: Student Handbooks
DATE: June 17, 1993

Attached please find the final recommended changes from each building related to student handbooks.

Principals have been asked to include all of your suggestions, which include handbook assistance, curriculum review, process for addressing concerns, harassment, drug and weapon free zones, P.T.A.C.s, and handbook name, in their revisions.

BRA:cbp
Attachment

The following changes will be made to the VOYAGER School Handbook.

On page 3, the SCHOOL SUPPLIES paragraph will be changed as follows:

Students are responsible for furnishing school supplies for their own use at school. These include:

shoes for gym	box of 8 felt tip markers
crayons - box of 16-24	solar hand calculator
glue	3 ring notebook
ballpoint pen	notebook paper
scissors with sharp point	ruler (metric/inches)
erasers	compass
facial tissues	protractor
# 2 pencils	5 pocket folders - assorted colors
red correction pencil or pen	3-1/2 inch computer disk (high density)
Public Library card	Assignment book - to be purchased at school

On page 4 after the paragraph on ORGANIZATIONAL NOTEBOOK will be the following paragraph:

ASSIGNMENT BOOKS

Students are encouraged to purchase an Assignment Book. They are available at the school office at a price of \$2.00. Teachers will help students learn to use the book and will use it to make sure students are completing the assignments in all their classes.

On page 6, in the paragraph on testing, the word April will be replaced by "the Spring".

On page 7, instead of PARENT ADVISORY COMMITTEE (PAC) we are changing it to read PARENT TEACHER ADVISORY COMMITTEE (PTAC)

On page 9 above the paragraph on CHILD ABUSE We are adding the following paragraph:

CONTAGIONS

The Health Office at each school keeps a report on contagious disease. If your child has a contagious disease we need to know about this. We do not keep names of who has the contagious disease just numbers of how many. Example of contagious disease are chicken pox, impetigo, lice, scabies, strep, scarlet fever, pink eye, pneumonia, 5ths disease, measles, and mono. Please help us by sending a note or giving a call to the Health Office.

After the paragraph on Contagions on Page 9, we will be adding the attached MEDICATION POLICY.

On page 10, above the paragraph on SCHOOL BUS CONDUCT, we will be adding the attached PLAYGROUNDS AND CAFETERIA CONDUCT.

The DETENTION paragraph on Page 10 will be changed as attached.

After the SUSPENSION paragraph on page 10, the following will be 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. The parent may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

On page 6, after the paragraph on TESTING, we will be adding the paragraph on Curriculum Review, as in MEMO #S-93-210

On page 10 after the paragraph on SUSPENSION, we will be adding the paragraph on HARASSMENT as in Memo #S-93-210.

The next paragraph on that page will be the DRUG AND WEAPON FREE ZONES as in Memo #S-93-210.

on page 13, the SCHOOL CALENDAR will appear as attached.

On page 14, we are adding Kim Helland, Darlene Braun, and Rachel Hiebert to our STAFF.

We will be deleting on Page 10 and 11, the STAR PERFORMER SHEETS article. On Page 12, we are deleting the rest of the STAR PERFORMER SHEET.

MEDICATION POLICY

The purpose of administering medications in school is to assist students who require medication be taken during school hours to maintain an optimal state of health and therefore, enhance their educational program.

The intent of this procedure is to assure safe administration of medications in school for those students who require them. This procedure applies to both prescription medication or medicine that may be purchased without a prescription.

1. No prescription medication or medicine that may be purchased without a prescription will be administered during the school day by school personnel unless prescribed by a licensed prescriber and an authorization is signed by the student's parents or guardian.
2. Administration of medication by school personnel must be done according to the written order of a licensed prescriber and the written authorization of a parent or guardian. Authorization forms for administration of medicine are available at the principal's office or health office of each school. New request forms must be submitted on a yearly basis or whenever there is a change in medication, dosage, or frequency of medication.
3. Prescription medication must be brought to school in a container with a label prepared by a pharmacist. Medication that may be purchased without a prescription must be brought to school in the original container labeled with the student's name and dosage.
4. The principal in each building shall appoint the licensed school nurse to ensure that the procedural safeguards and records contained in this policy and required by law are followed prior to administration of any drugs or medicine.
5. The objective of some medication programs includes facilitating self-responsibility for medication. Prior to any self-medication program, the student needs to be knowledgeable about his/her specific health condition and the medications used to manage his/her condition.

After health counseling with his/her physician and the licensed school nurse, self-administration of medication may be considered as an option.

If the student can demonstrate proper administration of the medication and if the student, his/her parent/guardian, physician and licensed school nurse agree, it is appropriate for the student to self administer the medication, the student will be allowed to carry and self-administer the medication.
6. Any student observed by school personnel self-administering medication should be referred to the school nurse.
7. The administration of medication to pupils on field trips, and during extracurricular activities shall be done only when the pupil's health may be jeopardized without the medication. Written permission from the student's parent or guardian, separate from that given for administration of medication on school grounds during the regular school day, shall be required for the administration of medication on field trips and during extracurricular activities.

Any drugs or medication to be administered to a pupil while on a field trip or during extracurricular activities will be kept in the possession of an adult accompanying a student on the trip. All medication must be clearly

marked with the student's name, the medication name, and directions as to the dosage, time and method of administration. If the student is to self-administer medication on a field trip, or during an extracurricular activity, the same procedure shall be in effect as for the regular school day.

8. For each student whose health condition requires a prescribed medication, a written Individualized Health Plan will be formulated by the parent, student, teacher and licensed school nurse. The plan shall include the written order of the student's physician and should identify which trained school personnel can give emergency medication to the students.

9. Special health treatments such as catheterization, tracheostomy suctioning, and gastrostomy feeding do not constitute administration of drugs and medicine. Such treatments are delegated medical functions. The treatments require a physician's written order, written parent permission and should be included in the student's Individualized Health Plan.

PLAYGROUND & CAFETERIA CONDUCT

These rules are to be followed in the cafeteria and on the playground.

CAFETERIA

1. Practice good personal table manners.
2. Students must have written permission to skip lunch.
3. Students without lunch cards will not be allowed to sit with their friends or sign out playground equipment.
4. Show respect to everyone.
5. Use appropriate language at all times.
6. Students can save one seat by placing their hand or foot on the seat.
7. Students can only leave tables when dismissed by the Supervisor.
8. Follow the directions of the Noon Supervisors.

PLAYGROUND

1. Practice good sportsmanship without tackling or aggressive body contact.
2. Show respect for everyone.
3. Use appropriate language at all times.
4. Equipment must be signed out and is the responsibility of the individual who has checked it out.
5. Follow the directions of the Noon Supervisor.

DETENTION

Students who fail to follow school rules and complete assignments will be assigned detention. Detention is held after school from 2:30 - 3:25 and is a quiet, supervised study time. Students assigned detention are responsible for their own transportation home. Detention is held once a week and students are required to report on that day. Parents will receive a notice of the detention in the mail.

1993-94 VOYAGER SCHOOL CALENDAR

AUGUST

19 - 27

5th grade orientation (times to be
announced later)

30

Voyager Open House 6:30 - 8:00

SEPTEMBER

6

Labor Day

7

School Opens

OCTOBER

21 & 22

MEA

NOVEMBER

4

End of First Quarter

5

MEEP Day K-12

22

Parent/Teacher Conferences Evening

23

Parent/Teacher Conferences All Day & Evening

24

Teacher Comp Day

25 & 26

Thanksgiving Holiday

DECEMBER

23

Teacher Comp Day K-6

24

Winter Break Begins

JANUARY 1994

3

Classes Resume

20

End of Second Quarter

21

Teacher Workshop K-12

FEBRUARY

18

Teacher Workshop K-12

21

President's Day

MARCH

25

End of Third Quarter

29

Parent/Teacher Conferences Evening

30

Parent/Teacher Conferences All Day until 6:00 p.m.

31

Teacher Comp Day

APRIL

1

Spring Break

4

Spring Break

5

Teacher Comp Day K-6

22

MEEP Day K-12

MAY

30

Memorial Day

JUNE

2

Last Day with Students

3

Last Day for Staff

The following changes will be made to the Washington Student Handbook:

Changes:

I. Format:

A. Cover - Title page with Logo

Inside Cover - If you need assistance.

B. Principal's Letter
Mission Statement

Delete page 4 -- Move Parent Response Form to Last page

II. Attendance & Daily Procedures

A. Attendance

1. Attendance -- School Hours
2. Tardies
3. Absences
4. IF YOU MOVE

We ask that you stop in at the office to inform us of your moving or change of address. A "Release of Records" form must be signed before a record can be sent to another school.

5. School Phone
6. Milk & Lunch Program
7. Manners

III. Personal Belongings

- A. Bicycles
- B. Personal Property
- C. Dress Code

IV. Academic/Activity Programs

- A. Emergency Evacuation
- B. Field Trips (addition)

- During the school year, field trips are taken by the various classes. We feel that visits to various places in our community and in other communities can enhance our educational program. Transportation for field trips is provided by the school district, but your child may sometimes be asked to pay a fee to help cover the cost of the trip. Trips are well supervised, but we ask that you sign the "field trip permission slip" that will be sent home before each field trip. In addition, permission is granted by parents' signature on the registration card. You will be advised of the field trips planned by your child's classroom teacher.

GEORGE WASHINGTON

ELEMENTARY SCHOOL

Welcome to George Washington Elementary School and to an educational experience dedicated to excellence. On behalf of the Washington School staff, I invite you to become an active partner in your child's education. The staff is eager to know you and your child. We are committed to offering every opportunity for your child's success.

We look forward to building an educational partnership with you. It is our goal to keep you well informed of your child's progress and to actively involve you in your child's educational growth and development. You are always welcome at school and we are excited about having a great year working with you.

This handbook will inform you of our policies and procedures at Washington School. Please keep it available for future reference.

If you have any questions, please feel free to call the school office at 299-6267.

Mary Jo Schmid
Principal

George Washington School

Moorhead Public Schools

I.S.D. 152

901 North 14th Street

Moorhead, MN 56560

299-6267

MISSION STATEMENT

All students at George Washington School will succeed through challenging experiences which promote a desire for life-long learning.

When a field trip is planned involving a fee, the following procedures will be followed:

1. Students must indicate their intent to attend ten school days prior to the trip. Payment must be made at this time or students will not be allowed to go.
2. Fees will be refunded until ten school days before the trip. After this point there will be no refund given.

C. LIBRARY

D. MUSIC

E. PHYSICAL EDUCATION

F. PROGRAMS & LYCEUMS

G. RELEASE TIME

H. REPORTING SYSTEM -- (Progress Reports will replace Report Cards)

I. SCHOOL PROPERTY

J. TESTING

The Iowa Test of Basic Skills provides for comprehensive measurement of growth in the fundamental skills. The tests are given to students in the Spring. The test results provide a measurement of development of basic skills and are shared with parents in the November conference the following year. The results are used to analyze a student's progress and to consider carefully the learning experiences that students might need. However, the test results are used to supplement, not replace, teacher judgment. They are used in conjunction with everything else the teacher knows about the student to meet individual instructional needs.

K. CURRICULUM REVIEW -- as in Memo #S-93-210

V. CO-CURRICULAR ACTIVITIES

A. Safety Patrol

B. Community Related Activities

VI. WASHINGTON'S SUPPORT SYSTEM

PARENT INVOLVEMENT

Teachers, the principal and the counselor are eager to know you - personally. They will appreciate your interest and support. Besides, when you know the school staff, it makes it easier for your child to tell you about school experiences.

Parents are always welcome to visit school. Because of periodic changes in schedules, however, it is usually a good idea to check with your child's teacher before planning a visit.

PARENT TEACHER
ADVISORY COUNCIL
(PTAC)

The PTAC is composed of parents and staff members. The committee meets monthly and welcomes input from any parent. Summaries of the meetings will be included in the principal's monthly newsletter. Volunteer, or call any PTAC Officer with your suggestions for meetings, positive or negative comments on school matters, ideas for making our school better.

President	Margaret Skolness	236-5487
Vice-President	Sandy Torgerson	236-8083
Treasurer	Deb Stuhau	236-0771
Secretary	Cheryl Edenborg	233-5839
Public Relations Secretary	Teresa Faldet	233-4595
Room Parent Coordinator	Maggie Gee	233-4202
Asst. Room Parent Coord.	Cheri Pearson	236-0019
Members at Large	Cindy Antonson	236-5229
	Pam Astrup	236-6535
	Donna Bosh	287-2664
	Deb Frider	236-7810
	Kathy Marcy	236-8344
	Marilyn Mjones	236-1841
	Carrie Strand	236-9189
Teacher Representatives	Jan Kapitan	299-6267
	Kathi Eldred	299-6267
Principal	Mary Jo Schmid	299-6265
Office Secretaries	Debi/Sonja	299-6266
		or 299-6267
Nurse	Fern	299-6211
School Board Representative		

JOIN TODAY ! ! !

PTAC YEARLY DUES ARE \$1.00. SIGN UP ANYTIME.

MINUTES FROM THE MONTHLY PTO MEETINGS WILL BE POSTED ON THE BULLETIN BOARD ACROSS FROM THE OFFICE.

PTAC: WORKING TOGETHER FOR THE BETTERMENT OF YOUR CHILD'S SCHOOL EXPERIENCE

PTO Functions during the school year: Class Picture, School Carnival,
Family Skate Night, Back-to-School Night,
School Pictures, Ice Cream Social

VII. SPECIAL SERVICES & PROGRAMS

A. There are many special services and programs available at Washington.

Learning Disabilities

An assessment procedure may be conducted to compare a student's achievement with his/her learning potential. If a significant discrepancy is found, a student may qualify for the learning disability program in one or more of the following areas: basic reading skills, reading comprehension, math calculations, math reasoning, written expression, oral expression, and listening comprehension.

Hearing Impaired

Students diagnosed as hearing impaired are served by a teacher who either teaches them directly or helps the classroom teacher and the student develop an educational plan adjusted to the student's needs.

Speech/Language

Speech and language services are available to any child who qualifies in one or more areas of language, articulation, voice or fluency.

Emotional/Behavioral Needs

This program is designed for students who exhibit behaviors that interfere with productive interpersonal relationships. Services are available at different levels that best meet the needs of the student. Each student's needs are met by an individualized program that is developed by the Child Study Team.

Physical & Occupational Therapy

This service is available to any child who has been diagnosed as needing help with any area of motor development.

Adaptive Physical Education

Students in this program have special physical needs that cannot be met through the regular physical education program.

S.T.E.P.

The Supplemental Teaching and Enrichment Program is designed for academically talented students. Students are referred to STEP by classroom teachers or parents and are then based upon the results of various test scores, interviews, teacher recommendations, and student projects such as creative writing. STEP is a "pull-out" program in which identified students meet with the STEP teacher for 2-1/2 hours once a week.

Assurance of Mastery

We want all of our students to be successful. Sometimes a student will have difficulty with school work and yet not be eligible for the learning disabilities program or other special services. In such cases the curriculum and instruction must be modified significantly by the classroom teacher so that individual needs will be met -- so that mastery will be assured. District policy states that students who score below the 40th percentile in reading and math on the Stanford Achievement Test will have a written plan which indicates how classroom teachers will modify curriculum and instruction to meet the student's needs. Parents will be consulted about the plan and will sign the written modification plan.

CHILD STUDY PROCEDURE

The Child Study procedure is a team approach to determine a student's needs in various academic and social/emotional areas. A teacher usually initiates the process by referring a student and outlining for the team why there are concerns about the student. A parent may also initiate the Child Study process by voicing a concern which may need to be addressed by a team approach. Parents are involved from the very beginning of the process and are considered vitally important members of the Child Study Team (also included may be a school psychologist, a social worker, the counselor, the principal and "special service" teachers).

Assessment: At the Child Study I meetings regular education teachers, essential special service personnel, the parent, and the principal work together as a team to determine if assessment is necessary and, if so, who will conduct the assessment. After the assessments are completed (which must occur within 30 school days), the Child Study Team will meet again to discuss the results.

Program Planning: At the Child Study II meeting the team will go over the assessment results to determine whether the student is in need of special services. If needed, the student's Individual Educational Program Plan (IEP) is developed. The IEP identifies the student's needs, goals, objectives, and indicates those individuals responsible for providing a specific service.

Each student's IEP is reviewed annually by the Child Study Team to assess what goals and objectives have been met, and if major modifications are needed to accommodate the student's instructional needs.

- C. School Health Services
 - 1. Immunizations
 - 2. Medications
 - 3. Emergency Information
 - 4. Screenings
 - 5. Contagions
 - 6. Health Records
 - 7. Illness
 - 8. School Nurse

D. MEDICATION POLICY (attached)

VIII. DISCIPLINE PLAN

- A. Child Abuse
- B. District Policy
- C. School Rules
- D. Behavior Referrals
- E. Detention
- F. Immediate Detention
- G. Suspension

SUSPENSION

If student behavior reaches an extreme which is dangerous or threatening to other individuals, continually defiant and willfully disobedient, and/or is illegal, a student will be sent home. It will be the parent's responsibility to come and get their child. The student will be readmitted after a plan for improved behavior is agreed upon by the parent/guardian, student, and principal.

H. HARASSMENT - As in Memo #S-93-210

I. DRUGS & WEAPON FREE ZONE - As in Memo #S-93-210

J. Bus Conduct

K. Process for Addressing Concerns -- as in Memo #S-93-210

STORM POLICIES

STAFF LIST

CALENDAR

MAP

IX. Parent the Partnership

REMEMBER THE PARTNERSHIP!

You and your family can look forward to a good year at Washington School. Your children are special to you and they are also very special to us. As you at home are alert to the needs of your child, so we at school endeavor to be sensitive to your child's unique needs. Working together, we can build a good school and a good future for our young people. We look forward to having an exciting, productive year.

X. Parent Response Form

It is important that we know you've received this booklet. Please complete this form and return it to your child's teacher.

TO: Dr. Anderson

FROM: Colleen Tupper

RE: Handbook changes

DATE: June 15, 1993

The following are changes that were originally proposed plus the changes that the board requested:

On the inside cover:

If you have difficulty reading this handbook or do not understand its content, please call Moorhead Public Schools (236-6400) and ask for assistance. (This paragraph will appear in English, Spanish, Laotian, Vietnamese, and Chinese.)

These sections will be added:

Curriculum Review

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the Assistant Superintendent for Curriculum and Instruction, a principal, or a counselor regarding policy IIAC/IIAC-A.

Process for Addressing 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. The parent may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

Harassment

Harassment is forbidden under school policy. If students or parents experience or witness harassment - based on gender, age, race, ethnicity, culture, or disability - at school or at a school function, they should report the incident to a teacher, counselor, or principal.

Drug and Weapon Free Zones

The area around Moorhead Junior High School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law.

All references to P.A.C. (Parent Advisory Committee) will be changed to P.T.A.C. (Parent-Teacher Advisory Committee).

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 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 present.

Law Enforcement in School

Moorhead Junior High School has extended a standing invitation to any Moorhead police officer to visit our school.

As the D.A.R.E. program extends into the junior high school, officers will be conducting sessions in selected health classes.

At the request of administrators and with parental consent, law enforcement officers are invited to participate in student conferences regarding individual student conduct. Should an official police investigation be taking place, parents will be contacted before questioning occurs.

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.

Delete Ten on Tuesday section, page 16.

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
Theft: 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
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

This disciplinary policy may be applied to disabled students if an IEP team for the student concludes that application of the disciplinary policy is appropriate for the student, taking into account the student's handicapping condition, and if the disciplinary policy has been given to the student's parent with an indication that the team has concluded its application to be appropriate for that student.

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

TO: Board of Education
Supt. Bruce Anderson
FROM: Mike Siggerud
RE: MHS Student Handbook
DATE: 6/14/93

Listed below are the final revisions of the 1993-1994 Moorhead Senior High Student Handbook, including changes recommended at the June 8th board meeting.

Thank you again for your time and assistance.

1. Under "Absence for Illness," (page 3) please add:

Medical verification may be required of students who accumulate absences for illness in excess of twenty days per year.

2. Under "School Dress," (page 3) please add:

Clothing that advertises or promotes tobacco products, alcohol products or illegal drugs will not be allowed.

3. Add the following item between "Discipline Handbook" and "Sexual Harassment" (page 3).

HARASSMENT

Harassment is forbidden under school policy. If a student or parent experiences or witnesses harassment at school or at a school function based on gender, age, race, ethnicity, culture, or disability, they should report the incident to a teacher, counselor or principal.

4. Add the following definition to the text of "Sexual Harassment" (page 3):

...may include (but is not limited to) boys dressing as girls, obscene or offensive clothing, ...

5. Add the following paragraphs to "Disruptive Behavior" (page 4):

Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school. Students who are not participating in school sponsored activities after the regular school hours or are not working on school related activities are requested to leave the building by 3:30.

The area around Moorhead High School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law.

6. Add the following sentence under "Passes" (page 4):

Students who abuse passes by being disruptive or using them excessively may lose this privilege.

7. Add the following paragraphs under "Registration" (page 4):

All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be referred to Youth Educational Services for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester.

Students who are expelled from another school district for violent actions will not be enrolled at Moorhead High School.

8. Add under "Personal Property" (page 5):

Students who are providing their own locks must register the combination at the office or furnish a key. Unregistered locks will be removed and discarded. Students are expected to use their assigned locker.

9. Add this new item to page 6:

CURRICULUM REVIEW

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the assistant superintendent for curriculum and instruction, a principal or a counselor regarding policy IIAC/IIAC-A.

10. Under "Activities" page 9, Number 2 should read:

2. The Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.

11. Add this new item to page 10:

PUBLIC INFORMATION

The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private:

Name
Date and place of birth
Participation in activities
Height and weight of team members
Dates of attendance
Degrees and awards
Most recent and previous school

12. Add this new item to page 4:

PROCESS FOR ADDRESSING 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. The parent may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution."

13. Add this item to page 9:

PARENT TEACHER ADVISORY COUNCIL

The P.T.A.C. is open for membership to all interested parents. Meetings are held one Monday per month. Please call the principal's office for more information.

14. Change the second to the last line of the Moorhead Fight Song to:

So fight, Moorhead, fight-fight-fight

15. UNSATISFACTORY WORK REPORTS (page 8) will now read:

Parents will be sent reports indicating unsatisfactory work in a subject near the mid-point of the quarter or any time students are not performing up to their capabilities. PARENTS WHO RECEIVE AN UNSATISFACTORY WORK REPORT SHOULD CONTACT THE TEACHER WHO SENT THE REPORT FOR A CONFERENCE. Teachers will send these reports while there is still time to improve the grade for that quarter.

16. Delete the following sentence from paragraph 5, page 8 under LIBRARY:

...for returning those materials on time. ~~The Center charges fines on overdue materials and if materials are lost or damaged, they must be paid for. The overdue fine is \$1.02 per school day, for overnight or reserve materials, the fine is \$1.05 per hour.~~ If something is lost or damaged, the ...

Thomas Edison Elementary

Changes in the 1993-94 Edison Handbook

ADDITIONS

SCHOOL SUPPLIES

Kindergarten: Crayola Magic Markers, Box of 8 crayons, school box, paint shirt, glue stick, photo

Grade 1: School bag, pencils (at least 3), crayons (8 or 16), 8 wide-line markers (classic colors), 4 oz. Elmer glue, school box (cigar box size), 1 pocket folder, scissors (optional), large eraser, paint shirt, large box of tissues. Label all with permanent marker and replace as necessary.

Grade 2: 6 pencils (or more), crayons or markers, red marking pencil, glue, scissors, large box of tissues, 3 pocket folders, erasers, notebook

Grade 3: 3 pencils, 1 eraser, 3 pocket folders, 2 correcting pens or pencils, 1 box of crayons (18 or 24 count) notebook paper, white glue, scissors, assorted markers, 1 ruler, 1 box tissues (NO TRAPPER KEEPERS PLEASE!)

Grade 4: 7-subject folders with pockets, wide line paper (not spiral or colored), 3 #2 pencils, eraser, red marking pencil or pen, pencil pouch (zipper type preferred), white glue, crayons (box of 24), tennis shoes, box of tissues, steno notebook, box of colored pencils, box of water paints, paint shirt. The following are optional: ruler, scissors, markers.

ENGLISH AS A SECOND LANGUAGE (ESL)

The ESL program assists limited English proficient students in the acquisition of English proficiency and content area skills necessary for successful participation in the mainstream curriculum. The ESL program provides specialized instruction in the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling, and nonverbal language are all included in the program.

EBD

The EBD program is designed for students who exhibit behaviors which interfere with productive interpersonal relationships. Services are available at different levels which best meet the needs of the student. Each student's needs are met by an individualized program which is developed by an educational planning team.

EDISON'S CARE TEAM

Edison Elementary School has a special team comprised of concerned teachers and staff members who offer support, encouragement and care to families and children experiencing change or difficult circumstances. Our team is here to offer assistance with grief and loss issues that affect all families from time to time.

Edison's Care Team helps students cope by developing and implementing a number of special programs. They include:

L.I.F.E., a support group for children whose family has changed through divorce, separation or remarriage

G.R.O.W., a support group for children who have lost a significant other

Student/Senior Match, matching a Senior High Student or Senior Citizen with an elementary student in a meaningful relationship designed to build self-esteem and resilience

In addition, our Care Team is here to support our staff in times of difficulty.

If we can help in any way, please contact the school and ask for a member of the Care Team.

THINGS THAT ENHANCE LEARNING

There are many ways that parents can enhance learning for their child. Here are a few:

1. Make sure your child gets plenty of rest. Elementary age children should have at least ten hours of sleep on school nights.
2. Read with your child every day. Children who practice their reading do better in school than those who do not.
3. Praise your child for his/her hard work and accomplishments. It is important for children to see that their effort is noticed.
4. Help your child learn to set goals in school and at home. Support your child as he/she works to achieve those goals.
5. Help your child get off to a good start in the morning. Prepare the night before and allow plenty of time for a nutritious breakfast before he/she leaves for school.
6. Demonstrate confidence and support for child's teacher. If there are questions or concerns regarding your child, please communicate directly with the teacher.

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, the parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

REVISIONS

SAFETY PATROL

This organization is set up to fulfill the basic need to assist children when crossing streets on their way to and from school. Both boys and girls are selected from the fourth grade to serve on patrol. These students must obey the school regulations to stay on patrol. For patrol to serve efficiently, it must have the full cooperation of parents and students. Patrols are stationed at the four corners around the school and are on duty before and after school.

Pupils who disobey the safety patrol will have their names turned in to their classroom teacher. The school patrol is on duty 15 minutes before school starts and 15 minutes after school is dismissed. They are also on duty for kindergarten during mid-day.

ELEMENTARY REPORTING SYSTEM

Fall and spring conferences are used for developing the Individual Learning Plan (ILP) and discussing the child's progress toward meeting expected learner outcomes. Parents may call the school to arrange a conference at other times as well. In addition to conferences, two written progress reports are issued yearly.

SCHOOL VISITATION

Parents are welcome to visit their child's classroom after the first month of school. It is beneficial for the children to have that time to make the adjustment to their new classroom and new routine. We have learned by experience that it is best to limit these visits to adults, from 30-45 minutes. Please try to arrange your visit with the classroom teacher so that it is convenient for both you and your child's teacher. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the children.

PLAYGROUND ACTIVITY AND NOON HOUR EXCUSES

The playground is supervised during the noon break. We encourage students to enjoy themselves and their friends on the playground, but observance of the Edison playground rules is expected of all students. Children are not allowed to throw snowballs, fight, or play games involving bodily contact such as King-on-the-hill, smear ball, tackle football, etc. Also, disruptive behavior toward supervisory personnel will not be tolerated. Refer to PLAYGROUND RULES in the rules section of this handbook.

In most cases, if a child is well enough to be in class, we do not feel it would be detrimental for that child to be outside. A written excuse should be provided to the teacher each day a child is to stay in from recess.

SCHOOL HEALTH SERVICES

The 1991 State Law mandates that every student MUST show proof of full immunization in order to attend school in Minnesota. To be fully immunized, your child should have had the following:

5-Diphtheria, Pertussis, Tetanus (D.T.P.) immunizations

4-Polio immunizations

1-Mumps, Measles, Rubella (MMR) immunization after 1 year old

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Health Clinic, located at 123 - 21st Street South, offers immunizations each WEDNESDAY from 8:00 a.m. till noon.

NO MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL WITHOUT A WRITTEN AUTHORIZATION OF THE PARENTS AND SIGNED DOCTOR'S ORDERS. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all possible, medication should be given at home. Medication Request forms are available in the health office.

BE SURE TO COMPLETE EMERGENCY INFORMATION on the registration card! State doctor, hospital preference and alternate persons to call in case of an emergency.

Hearing and vision screenings are done for all students. Parents will be notified if a problem is found. Health records are maintained for all students.

Watch your child for symptoms of illness. When ill, keep your student home and call the school (299-6244). Please advise us of:

Completed dental exams.

Contagious diseases e.g. strep throat, chickenpox, scarletina or

Infestations e.g. lice, scabies. Prompt reporting enables us in containing contagion and preventing reinfestation. You will be informed by note if head lice have been found in your student's classroom. Please follow up by checking your child at least once a week for three weeks for evidence of lice or nits. Students may return to school after completion of special treatment for infestation, when symptom free of disease, or with written note from the doctor.

Corinne Pestes, our school nurse, is ready to help you with health needs. She is at Edison on Wednesday afternoon and Friday morning. Our health technician, who is trained in first aid, is available in the health office during school hours. Communication and cooperation between school personnel and parents will empower this team in understanding and meeting your child's special needs.

SCHOOL HOURS

Grades 1 thru 4: 9:00 a.m. - 3:25 p.m.

Kindergarten AM: 9:00 a.m. - 11:30 a.m.

PM: 12:55 a.m. - 3:25 p.m.

Unless your child participates in the school breakfast program, we ask that he/she not arrive at school before 8:50 a.m. Breakfast is served between 8:30 and 8:50 a.m.

Office Hours: 8:00 a.m. - 4:30 p.m.

REGISTRATION

When registering your child for school, please fill in the registration card completely and promptly. Include the name of your doctor and dentist, hospital preference, and alternate persons to call in case of illness or accident during school hours. In an emergency, the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration card.

ABSENCES AND TARDIES

Absenteeism: Unless your child is ill or has another valid reason for being excused from school, we ask that you help your child by making attendance a top priority. By building the habit of daily attendance, you will help your child see that school is important, both now and in the future. When your child is absent, we ask that you contact the Edison school office (299-6244). If at all possible, please try to schedule appointments and trips during non-school hours. When you anticipate your child being absent, please contact your child's teacher for make-up work beforehand.

Tardiness: Every effort should be made to have your child in school on time. We begin the school day at 9:00 a.m. Tardiness results in the loss of instructional time for your child as well as causing an interruption for the other children in the class. If your child does arrive at school late, he/she should report directly to the office upon arrival.

APPROPRIATE DRESS

For your child's health and safety, please make sure he/she is properly dressed before coming to school. We do send our first through fourth grade students outside for recess, weather permitting. It is very beneficial for our kids to get a few minutes of fresh air and exercise during the noon hour to help prepare them for an afternoon of learning. In cold weather you should see to it that your child wears a warm coat, a warm hat, gloves, boots, and if possible, a scarf. Hats are not to be worn in the building.

LOST AND FOUND

Each year many articles of clothing and other items are lost. Usually, these items are found and turned in to the school office. The articles of clothing are then placed in a box near the office. Please encourage your child to inquire about and look for lost articles until they are found. If your child is unsuccessful, perhaps you may want to search the box yourself. If your child's articles of clothing and other personal possessions are CLEARLY MARKED, they will be much easier to identify.

SPECIAL SERVICES

Child study staffings are held one day per week as scheduled for students who are referred for special services. The child study team may include the parents, child study facilitator, principal, classroom teacher, psychologist, social worker and any necessary specialists. All team members work together to determine the correct placement and/or program for the child.

LEARNING DISABILITIES

For a child who has been referred for a possible learning disability, diagnostic and child study procedure is used to compare a student's achievement with his/her learning potential. If there is significant discrepancy between the two, a student may qualify for instructional help in one or more of the following areas: basic reading skills, reading comprehension, math calculation, math reasoning, written expression and listening comprehension.

OCCUPATIONAL THERAPY AND PHYSICAL THERAPY

These programs are available throughout the district to provide individualized assistance to improve balance, coordination, muscle strength, range of motion and visual motor skills. These services are available to children with physical handicaps such as cerebral palsy, spina bifida, arthritis, etc. and to children without apparent handicaps but who have shown significant delays in gross and/or visual motor skills. The major goal of these programs is to assist the child in reaching his/her maximum learning potential within the child's physical limitations. Appropriateness and level of service is determined by the child study team based on assessment results and the total educational needs of the child.

CHAPTER I

Chapter I instructional support is provided for students in grades one through four who are not achieving at their grade level in the areas of math and/or reading. In order to qualify, a student must score below the 40th percentile on a standardized achievement test or be identified by their teacher as needing assistance in math and/or reading.

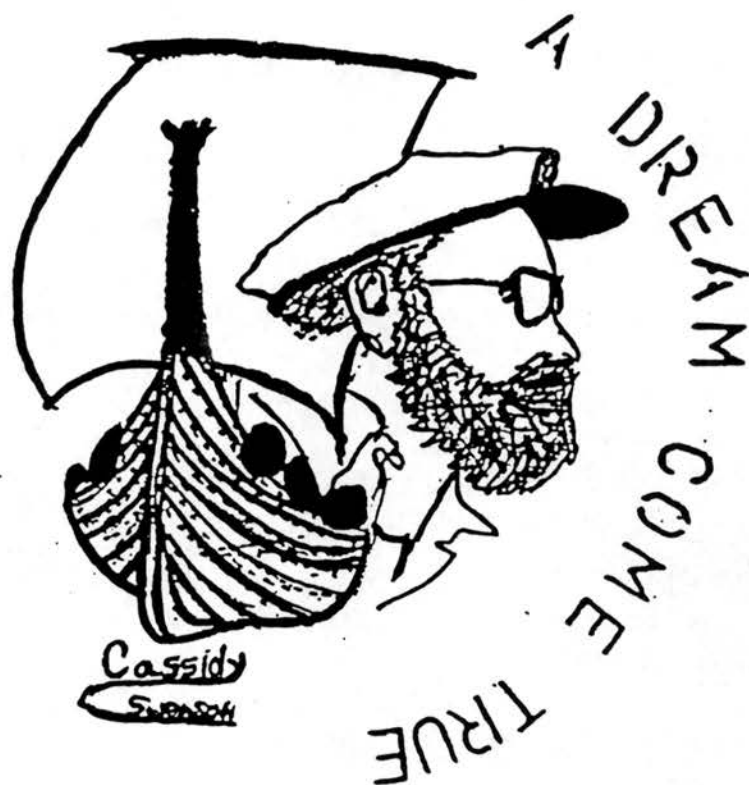
To: Moorhead School Board Members
From: Betty Myers
Re: Student Handbook Changes for 1993-1994
Date: June 13, 1993

For the 1993-94 school year, we would like to use the 1992-93 handbook with the following changes:

1. New cover designed by Asp student Cassidy Swenson
2. Changes in staff will be made after hiring is completed.
3. Insert inside the front cover:

If you have difficulty reading this handbook or do not understand its content, please call Robert Asp School (299-6284 or 299-6288) for assistance. Repeat as in the attachment.

4. p. 7 Insert: CURRICULUM REVIEW
Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For more information, please contact the Assistant Superintendent-Curriculum & Instruction, a principal or a counselor regarding policy IIAC/IIAC-A.
5. p. 11 Rewrite: TECHNOLOGY LABS: Asp has mini computer labs and a large computer lab in the library/media center which students use on a regular basis. (There are also computers in classrooms.) In the library a multimedia center enables students to work with video production equipment.
6. p. 11 Rewrite: AFTER-SCHOOL GYM: Athletic activities will be sponsored by Moorhead Community Education. Students will be informed of specific activities as they are scheduled. As with all after-school activities, students are responsible for transportation home after the activity.



7. p. 12 Rewrite: SCHOOL PLAY: Asp 6th graders produce and perform a play in February. Mrs. Susan Bryant, is the play director, and the play is funded by Moorhead Community Education. All interested 6th graders are encouraged to audition for the play.
8. p. 12 Rewrite: STUDENT COUNCIL: Representatives from every classroom are elected to the Student Council which meets once a month. The Student Council is very active at Asp School and is involved in establishing and reviewing school policies and activities representatives report to their classmates and are responsible for bringing concerns and viewpoints of their classmates to the Council. The Student Council members also lead Asp students in school and community service activities. Student Council advisor is Mrs. Jane Taylor.
9. p. 12 Rewrite: SCHOOL STORE: The store is open two days a week before school and is operated by students. School supplies are available at reasonable prices. Mrs. Susan Bryant is advisor to the school store workers.
10. p. 12 Rewrite: NEWSPAPER: Asp students produce an impressive school newspaper. Students interested in writing and reporting for the school newspaper are encouraged to participate in this activity. Mrs. Cheryl Keenan and Mrs. K. Richard are advisors to the newspaper staff.
11. p. 12 Rewrite: VIDEO PRODUCTION: Asp has a video production lab which is available for use by all classes. The Video Production Club, advised by Mrs. Shirley Davis, is open to students who have a special interest in producing videos and in using a multi-media approach to various projects.

12. p. 13 HOW PARENTS AND STAFF CAN WORK TOGETHER:
Rewrite the first paragraph as follows and delete the second paragraph.

Teachers, the principals and the counselor are eager to know our students' families. They will appreciate your interest and support.

When families know the school staff, it makes it easier for your student to tell you about school experiences.

Leave the sections PARENTING PREADOLESCENTS AND PARENT VOLUNTEERS.

Change PARENT ADVISORY COUNCIL (PAC) to PARENT TEACHER ADVISORY COUNCIL (PTAC)

Insert the following sections beginning on p. 13.

PARENT-TEACHER CONFERENCES AND ELEMENTARY REPORTING SYSTEM:
Parent-teacher conferences are scheduled the end of November and the end of March. Fall and spring conferences are used for developing the Individual Learning Plan (ILP) and discussing the child's progress toward meeting expected learner outcomes. In addition to conferences, two written progress reports are issued yearly--in January and the last week of school.

The formally scheduled twice-yearly conferences are brief and are not intended to replace regular contact with your student's teacher. Robert Asp teachers frequently contact parents and appreciate good communication with parents at any time. At Robert Asp School we say that no concern is too small when it involves your child.

PROCESS FOR ADDRESSING 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. (The parent may be asked by the superintendent to state the concern in writing and summarize the action taken to date.) If the matter remains unresolved after the contacting the superintendent, parents are invited to call school board members to assist in bringing the matter to a satisfactory resolution.

VISITING SCHOOL: Parents are always welcome to visit school. Because of periodic changes in schedules, however, it is usually a good idea to check with your child's teacher before planning a visit. When you do visit school, we ask that you register in the school office before proceeding to a classroom.

School-age friends of Robert Asp students from other schools are asked to refrain from visiting for a day at Robert Asp. It is sometimes possible to invite a friend from another school to have lunch at Asp; always check first with the classroom teacher and the principal.

DELIVERING MESSAGES AND PHONE CALLS TO STUDENTS: If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or will help you find your child quickly.

Coming to the office for a telephone call is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping message-delivering to a minimum.

PICKING UP A STUDENT DURING THE SCHOOL DAY: We will release a student to a parent or to those named by the parent on the student's orange registration card. We will not release a student to anyone else without parental permission. If you pick up your child during the day, we ask that you come to the school office, and we will call your child to the office to meet you. If your child has permission to meet you outside, in a parking lot, for example, your child must have a note with your signature stating that he/she has permission to meet you outside, or you must call the school office and ask that your child meet you outside the office. These measures will help insure the safety of your child.

13. p. 15 Mildly Mentally Handicapped and *Moderately to Severely Mentally Handicapped*
14. p. 16 Assurance of Mastery/ *Chapter I*
15. p. 16 SCHOOL NURSING PROGRAM AND HOMEBOUND:
Delete this entire section and insert DISTRICT MEDICATION POLICY.
Then add:

A full-time health technician--Mrs. Pat Hall-- serves students at Robert Asp. Mrs. Lona Daly-Getz, district nurse, is at Asp once a week and is always on emergency call. Mrs. Hall is well-trained in first aid and in attending to the wide-range of illnesses and injuries that normally occur with children.

All contagious diseases should be reported to the health office (chicken pox, scarlatina, scarlet fever and strep throat). Prompt reporting of infestations such as head lice enables us in preventing reinfestation. You will be informed by note if head lice have been found in your student's classroom. Please follow up by checking your child at least once a week for three weeks for evidence of lice or nits.

16. p. 17 Insert in the DISCIPLINE PLAN section:

Harassment is forbidden under school policy. If a student or parent experiences or witnesses harassment at school or at a school function based on gender, age, race, ethnicity, culture, or disability, they should report the incident to a teacher, counselor or principal.

The area around Robert Asp School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using or recklessly handling a dangerous weapon may be subject to increased penalties as defined by state and federal law.

Peer mediation

KIDS HELPING KIDS SETTLE ARGUMENTS AND FIGHTS ??

Yes, it can be done! Peer mediation is a method of conflict resolution that will be used at all Moorhead elementary schools. Students learn how to listen to each other and resolve their differences with the help of student mediators who receive specific training in conflict resolution. Since conflict is a natural part of life, it makes sense that we teach students how to handle it constructively.

17. p. 18 Insert in the HOMEWORK section:

All Robert Asp students are expected to have an assignment book which may be bought at the school store. Teachers will help students learn to use the book and will use it to make sure students are completing their assignments.

The district calendar and a map of the school will be included in the Asp handbook.

MEMO #: I-93-356
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Values and Vision for Inclusive
Education in Moorhead ISD 152
DATE: June 14, 1993

Attached is the Values and Vision for Inclusive Education statement which is a result of many months of input from students, staff and parents throughout the district. Also attached is a draft memo we plan to send to school staff and community members.

We would appreciate the Board's review and approval of the Values and Vision statement prior to our communicating the information to staff and community. Mr. Swedberg will briefly review the Values and Vision for Inclusive Education with the Board.

Suggested Resolution: Move to approve the Values and Vision for Inclusive Education as presented.

RMJ/mdm
Attachments

VALUES AND VISION FOR INCLUSIVE EDUCATION

We, the members of this learning community believe:

- Every person has great worth, with unique strengths.
- Diversity is valuable. Our differences provide an opportunity for growth and learning.
- All people can learn from each other, with each other, and about each other.
- Learning is life long.
- No limits should be placed on a person's potential to learn.
- The participation and collaboration of students, family members, school staff, and community members is necessary. We all must work together.

Our vision of the future is: Education for all students which allows them to develop to their maximum potential.

Specifically,

We envision a learning environment that serves the specific needs of all learners through the implementation of a personalized learning plan. In this environment, all people feel like they belong, and there is respect for and a celebration of diversity. Learners get along, help each other, and resolve conflicts constructively.

We envision a learning community where collaboration takes place among school board members and employees, students, parents and other community members. Through ongoing staff development and support, and adequate time for planning, everyone works as a team to assist all learners to develop the skills and abilities needed for productive citizenship and life long learning.

We envision a learning organization where students often work in smaller, flexible groups with an array of supports, and appropriate student/teacher ratios. Curriculum will be integrated and instruction will be personalized utilizing a wide range of material resources and technology to stimulate the learning of all. Wherever possible, we will eliminate labels that exclude people or limit learning.

We envision facilities that are functionally accessible and designed to enhance learning, preserve dignity, and support community use.

We envision greater utilization of community resources to support learners, including community based learning sites, service learning, and increased support for all family members.

TO: All School Staff & Family Members

FROM: Moorhead Core Planning Team, Together We're Better Program

Attached, you will find a copy of the district's newly written "Values and Vision for Inclusive Education." This document is the result of many months of input from students and staff throughout the district.

What is it? The content of the document reflects the responses to two questions that were asked of students and staff.

1. In looking forward over the next five years, list your positive visions or dreams for inclusive education? The question referred to the inclusion of all students, staff, and family members. An activity focusing on what it means and how it feels to be included and excluded was done prior to asking about people's visions and dreams regarding inclusive education. This activity was an effort to clarify and broaden people's definition of inclusion.

2. What values or beliefs will guide your actions to realize the vision?

These questions were asked of students and teachers of all grade levels, and some family members, between January and May of this year, in either a focus group or questionnaire format. Their responses were recorded and summarized by a Core Planning Team of nine district representatives. The content of the document reflects the most common themes expressed, and usually the actual words, of those who participated.

The first part of the statement, beginning with "*We the members of this learning community...*" are the values or beliefs most often expressed by Moorhead students and staff. The highlighted statement in the middle of the page "*Education for all students which allows them to develop to their maximum potential,*" is a summative statement of your vision for the inclusion of all students in this community. It was the overriding theme of the majority of the responses. The specifics of what this means follows in the lower part of the page. These reflect what individuals specifically envisioned for the district.

Why was this done? Most importantly, this process was initiated as a result of an identified need to continue to build upon past efforts and successes in the district. As our process amply demonstrated, many students, staff, and family members, felt that they were excluded in some

way for a broad array of reasons. They also told us the negative effects that exclusion has on both self-esteem and learning. While the topic of inclusion is complex, and sometimes divisive, there is a clear need for us to address this challenge together.

In October of 1992 the Moorhead School District entered a partnership with the University of Minnesota and the Minnesota Department of Education. This partnership is part of a federally funded five year grant called "Together We're Better: Inclusive School Communities in Minnesota...Partnerships for Systems Change. The purpose of this partnership is to build a more inclusive school community in Moorhead for all students, through broad systemic change. We will later share our experience with other districts throughout the state.

Before you change, you have to know why you are changing, and what you want to change. This document begins to answer these questions. Articulating our values tell us what we are about and allows us to see how we need to align what we do with those values. Vision gives us a picture of the future that becomes the focal point of planning and action.

Where do we go from here? As we all know, a vision statement doesn't bring about change in and of itself. Change requires collaboration, learning, effective planning, and action, to name just a few things. Writing a Vision Statement is just the first step.

During the process of collecting information about vision and values for inclusive education, the Core Planning Team also asked about district strengths, needs, and barriers to creating an inclusive school community. These factors will be investigated in depth as part of a comprehensive planning process known as Education Systems Planning. This planning process represents an effort to look at every aspect of inclusion, the various things that impact or are impacted by it, and most importantly, the needs of all stakeholders, including all students, staff, and family members.

The Core Planning Team will be engaged in this planning process through the 1993 - 1994 school year. Individuals from throughout the district will be invited to actively participate and contribute. This planning process will parallel and support the current 5 Year planning process with the intent of being totally integrated with that process in the future. We are applying new methods and approaches which we hope will enrich future planning efforts in the district.

If you have any comments on the "Values and Vision for Inclusive Education," or on the process described above, please contact, by mail or phone, _____, Core Planning Team Member, at _____.

MEMO #: I-93-361
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: 1993-94 Block Grant
DATE: June 13, 1993

Attached is a copy of the Chapter 2/Block Grant Application for 1993-94. This application has been reviewed by staff and recommended by the PER Committee. You will note that \$33,000 will be utilized for library materials at Voyager School to add high-interest curriculum related resources with emphasis on science materials and materials to meet the needs of students at risk. An additional \$9,567.08 will be utilized to provide supplementary library media materials to the remaining school libraries to meet the needs of students at risk due to racial or ethnic background or handicapping conditions and to help other students become more aware and better understand people who have backgrounds different from theirs.

Nonpublic school funds in the amount of \$731.50 will be utilized by St. Joseph School for instructional materials and for media services to be provided by West Central ECSU.

Suggested Resolution: Move to approve the 1993-94 Block Grant as presented.

RMJ/mdm
Attachment



ESEA: Chapter I
870 Capitol Square - 550 Cedar
St. Paul, MN 55101-2273

CHAPTER 2 / BLOCK GRANT
APPLICATION FOR
F. Y. 1993 - 1994

ED-01654-12

A-1

GENERAL INFORMATION AND INSTRUCTION: Chapter 2, Title I, P.L. 100-297 allocates funds under a block grant for purposes of educational program improvement in six targeted areas defined in Section 1531 of the Hawkins-Stafford Amendments of 1988. Please complete this application and forward the original to the above address. Retain a copy for your district files. Applications must be submitted no later than December 31 for the current fiscal year funding.

STUDENT AND STAFF PARTICIPATION NOTE: Changes in federal law and regulations require an annual report and an evaluation of the Chapter 2 program in specified formats. This application form has been revised to enable MDE staff to gather and compile information to satisfy those requirements.

Page A-6 has been added in order to collect information on student and staff participation by program even if there is duplication in counting.

PART I - IDENTIFICATION INFORMATION

District Name		District Number
Moorhead Public Schools		152
Address	City	Zip Code
810 4th Avenue South	Moorhead	56560
Person Responsible for Administration of Program	Position / Title	Telephone (Incl. Area Code)
Robert Jernberg	Ass't Superintendent	(218) 299-6227

APPLICANT STATEMENT OF ASSURANCES

THE APPLICANT ASSURES AND CERTIFIES THAT:

1. The School Board, at a meeting held on _____, 19__, did declare its intention to develop projects which expand and improve the educational programs of the district, and said Board did authorize the undersigned to execute and file application for and in behalf of the school district and otherwise to act as its responsible authority in State and federally funded programs, and has approved the content of this application.
2. Allocation of funds among programs authorized, including the allocation of such funds required to support programs in nonpublic schools, shall be administered in a manner consistent with the plan set forth in Part III of this application.
3. Amendments to the three-year application which may become necessary to reflect any changes that are to be in effect shall be submitted annually.
4. In the design, planning, implementation and allocation of funds of/among such programs to be funded, there will be systematic consultation with parents, teachers, administrative personnel, and any other individuals or groups deemed appropriate by the local education agency.
5. Compliance with all provisions of this chapter shall include the participation of students enrolled in private, nonprofit schools.
6. Records of program allocations and expenditures shall be maintained and made available to the Minnesota Department of Education (MDE) so as to enable the MDE responsibilities for fiscal audit to be met.
7. Records of needs assessment, program goals, program objectives, program activities, and program evaluation shall be maintained and made available to the Minnesota Department of Education so as to enable MDE responsibilities for program evaluation to be met.
8. Funds available under this chapter will supplement and not supplant funds currently accruing from non-federal sources.

PART II - PROGRAM DEVELOPMENT

A-2

In allocating funds for programs and in the design, planning and implementation of such programs, the law requires systematic consultation with parents, teachers and administrative personnel and with other groups as may be deemed appropriate. The parents needed to meet the requirement cannot be employed by the district or serve on the school board.

In the space below, describe how the groups identified and others were involved in the development of this program and how they will be involved in its implementation.

Composition of the group(s) which planned the use of Chapter 2/Block Grant funds:

Number of: Parents 16; Teachers 4; Administrators 3; Others 9

Name(s) of Committee(s) or Group(s): The Chapter 2 application was first discussed among several administrators and library/media professionals to consider the needs at Voyager School. It was then brought to the PER committee for their input. The PER committee consists of 16 parent, 2 students, 2 Board members, 2 teachers, 1 support staff, and 5 community members.

Date(s) of Meeting(s):

April 15, 1993

June 10, 1993

Planning: At the meeting to discuss how implementation of Block Grant for 93-94 would take place, it was decided that Voyager School library materials was the top priority. Some PER committee members however, felt that the other schools should also get some monies to improve their collections and since serving the needs of at risk students is also a priority it was decided to take \$33,000 off the top for the Voyager library and allocate the balance to the other seven schools in the district on a per pupil basis.

The library/media professionals, with the help of classroom teachers, will be responsible for selecting materials to add to the library collections to serve the needs of the students and staff in their individual buildings.

The library staff will continue to meet to share appropriate bibliographies for the selection of the materials and to discuss ideas and plans for using and promoting the materials when they are ready for circulation

Statement of Need: There was a major concern on the part of parents, faculty and students at Voyager Elementary school regarding the absence of suitable library materials to meet the curricular needs of the students. The library currently has a collection of only 3,000 titles and students have been bused to the public library on a regular basis over the past three years. A survey was conducted during the North Central visit a year and half ago that also voiced this concern. Since science is the curriculum adoption for this year emphasis will be placed on that area of the collection to provide model materials to compliment the adoption.

There has also been a district concern for meeting the needs of students who are at risk due to their racial or ethnic background or handicapping condition. It was decided that each media center would address the needs of these students, plus increase the awareness

PART III - CHAPTER 2 / BLOCK GRANT PROGRAM INFORMATION

A-3

For each proposed Chapter 2 project objective, provide the information requested below and on the back of this sheet. Check the appropriate box to indicate whether the objective is for a public or nonpublic school or both. Indicate where activities will take place. Complete a separate sheet for each program objective.

District Name Moorhead Senior High	District Number 152	OBJECTIVE <u>1</u> OF <u>2</u> OBJECTIVES
---------------------------------------	------------------------	---

This Objective Applies To: ☒ Public School(s) Only ☐ Nonpublic School(s) Only ☐ Both Public and Nonpublic Schools

STATEMENT OF GENERAL EDUCATIONAL GOAL: (Check Primary Goal)

- | | |
|---|---|
| 1. <input checked="" type="checkbox"/> Develop or acquire resources: materials <input checked="" type="checkbox"/> equipment <input type="checkbox"/> | 2. <input type="checkbox"/> Provide opportunities for staff development |
| 3. <input type="checkbox"/> Provide direct services to students: | 4. <input type="checkbox"/> Improve district/school management or delivery system |
| <input type="checkbox"/> to enhance academic achievement | 5. <input type="checkbox"/> Other (state): |
| <input type="checkbox"/> to change or modify behaviors | |
| <input type="checkbox"/> to change attitudes or enhance mental health | |

Is this effort part of district/school improvement program? Yes ☒ No ☐

STATEMENT OF SPECIFIC PROGRAM OBJECTIVE:

add current high interest curriculum related resources to the Voyager Elementary To School Library/Media Center. An emphasis will be placed on science materials and materials to meet the needs of students at risk.

for (targeted students, staff or system)

5th and 6th grade students and staff at Voyager Elementary School

PROPOSED ACTIVITIES:

Materials will be selected and purchased to meet the needs of the students and the curriculum. The materials will be utilized by students to meet their specific learner outcomes. Staff will utilize the materials in planning their instructional units. Materials will be introduced to students by teachers and the media specialist. Materials will be made available for circulation.

EVALUATION OF OBJECTIVE: (See Appendix E in Chapter 2 Manual for suggestions) (How will you determine if the objective has been accomplished?)

State which model will be used (# 1) increase or improvement of learning resources

Briefly describe process:

Materials will be coded so circulation of the resources can be noted.

Staff will be surveyed to evaluate the use of these resources and their effect on the curriculum and student learning.

ACTIVITY SITES:

- | | |
|---|---|
| <input type="checkbox"/> Activity will be district-wide. | <input type="checkbox"/> Activity will be limited to all elementary schools. |
| <input type="checkbox"/> Activity will be limited to junior/middle schools. | <input type="checkbox"/> Activity will be limited to all senior high schools. |
| <input checked="" type="checkbox"/> Activity will be limited to the following selected schools: | |

Name of School: Voyager Elementary School Name of School: _____

Address: 1330 8th Avenue North Moorhead, MN Address: _____

PART III - CHAPTER 2 / BLOCK GRANT PROGRAM INFORMATION

A-3

For each proposed Chapter 2 project objective, provide the information requested below and on the back of this sheet. Check the appropriate box to indicate whether the objective is for a public or nonpublic school or both. Indicate where activities will take place. Complete a separate sheet for each program objective.

District Name Moorhead Public Schools	District Number 152	OBJECTIVE <u>2</u> OF <u>2</u> OBJECTIVES
--	------------------------	---

This Objective Applies To: ☒ Public School(s) Only ☐ Nonpublic School(s) Only ☐ Both Public and Nonpublic Schools

STATEMENT OF GENERAL EDUCATIONAL GOAL: (Check Primary Goal)

- | | |
|---|---|
| 1. <input checked="" type="checkbox"/> Develop or acquire resources: materials <input checked="" type="checkbox"/> equipment <input type="checkbox"/> | 2. <input type="checkbox"/> Provide opportunities for staff development |
| 3. <input type="checkbox"/> Provide direct services to students:
<input type="checkbox"/> to enhance academic achievement
<input type="checkbox"/> to change or modify behaviors
<input type="checkbox"/> to change attitudes or enhance mental health | 4. <input type="checkbox"/> Improve district/school management or delivery system |
| | 5. <input type="checkbox"/> Other (state): |

Is this effort part of district/school improvement program? Yes ☐ No ☐

STATEMENT OF SPECIFIC PROGRAM OBJECTIVE:

To Provide supplementary library/media center materials to meet the needs of students who are at risk due to their racial or ethnic background or handicapping condition. Also to provide materials that will help other students become more aware and better understood people who have backgrounds which are different from theirs.
for (targeted students, staff or system)
The materials will be targeted for student interest, but teachers could also use them in units dealing with racial and ethnic problems, or global awareness.

PROPOSED ACTIVITIES: To allocate monies for the purchase of materials to each library in the district on a per pupil basis.
Check reviews for materials that will meet the stated objectives
Order and process the materials.
Notify appropriate teachers when the materials are ready for use.
Prepare bulletin boards, book talks and displays to encourage use of the materials.
Mark the new catalog system to prepare bibliographies of these materials and keep a record of their circulation.

EVALUATION OF OBJECTIVE: (See Appendix E in Chapter 2 Manual for suggestions)
(How will you determine if the objective has been accomplished?)

State which model will be used (# 1) Increase or improvement of learning resources

Briefly describe process: We will survey the teachers in each building who were using the materials and ask how well they met their objectives and what the student response was to the materials. The circulation figures for these materials can also be checked by determined characteristics of the user, to see how many minority and non-minority, and male and female students used the materials.

ACTIVITY SITES:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Activity will be district-wide. | <input type="checkbox"/> Activity will be limited to all elementary schools. |
| <input type="checkbox"/> Activity will be limited to junior/middle schools. | <input type="checkbox"/> Activity will be limited to all senior high schools. |
| <input type="checkbox"/> Activity will be limited to the following selected schools: | |

Name of School: _____ Name of School: _____

Address: _____ Address: _____

73

ESEA: CHAPTER 2 / BLOCK GRANT

INSTRUCTIONS: Duplicate this page as necessary and enter the proposed budget for each objective on a separate page. Copy the number(s) and name(s) of the program(s) chosen from page A5. It is necessary to break down the expenditure for each program by object series.

* NOTE: If salaries are being paid, state number of staff supported in FTE units:

BUDGET FOR OBJECTIVE # 2

_____ Administration, _____ Teachers _____ Teacher Aides/Support Staff
Clerical Other

[illegible]

INSTRUCTIONS: Duplicate this page as necessary and enter the proposed budget for each objective on a separate page. Copy the number(s) and name(s) of the program(s) chosen from page A5. It is necessary to break down the expenditure for each program by object series.

* NOTE: If salaries are being paid, state number of staff supported in FTE units:

BUDGET FOR OBJECTIVE # 1 & 2

Administration, _____ Teachers _____ Teacher Aides/Support Staff
Clerical _____ Other _____

UFARS PROGRAM DIMENSIONS			EXPENDITURES BY UFARS OBJECT SERIES						
UFARS PROGRAM DIMENSION	PROGRAM NAME	BUDGET ITEM(S)	* 100 SALARIES	200 BENEFITS	300 CONTRACTED SERVICES	366/67 TRAVEL	400 SUPPLIES, BOOKS, A-V AIDS	500 EQUIPMENT, COMPUTERS, SOFTWARE	800 OTHER (ECSU)
620	Instructional/Educational materials						\$ 303.24		
Independent School District #152 BLOCK GRANT 1993-94 BUSINESS OFFICE 818 - 4TH AVE. SO. MOOREHEAD, MN 56560 TELEPHONE: (719) 236-6488 ext 222									
PURCHASE ORDER DATE: 6/7/93 THE ORDER READER MUST SIGN ON ALL PACKAGES, INVOICES AND SHIPPING PAPERS.									
TO FIRM ADDRESS Houghton Mifflin Co. 1900 S. Batavia Ave. Geneva, IL 60134 VENDOR NO.									
QUANTITY	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE					
1	1-33193	Easy Theme books Level 3	29.82	29.82					
1	1-33193	Easy Theme books Level 3	NC	NC					
1	1-33193	Easy Theme books Level 3+	29.82	29.82					
1-	1-33193	Easy Theme Books Level 3+	NC	NC					
1	1-33183	Average/Challenge Theme Books Level 3	29.82	29.82					
1	1-33183	Average/Challenge Theme Books Level 3	NC	NC					
1-	1-33183	Average/Challenge Theme Books Level 3+	29.82	29.82					
1	1-33183	Average/Challenge Theme Books Level 3+	NC	NC					
1	1-33192	Easy Theme Books Level 2	29.82	29.82					
1	1-33192	Easy Theme Book Level 2	NC	NC					
1-	1-33192	Easy Theme Books Level 2+	29.82	29.82					
1	1-33192	Easy Theme Books Level 2+	NC	NC					
1	1-33182	Average/Challenge Theme Books Level 2	29.82	29.82					
1	1-33182	Average/Challenge Theme Books Level 2	NC	NC					
1	1-33182	Average/Challenge Theme Books Level 2+	29.82	29.82					
1	1-33182	Average/Challenge Theme Books Level 2+	NC	NC					
1	1-33195	Easy Theme Books Level 5	32.34	32.34					
1	1-33195	Easy Theme Books Level 5	NC	NC					
1	1-33185	Average/Challenge Theme Books Level 5	32.34	32.34					
1	1-33185	Average/Challenge Theme Books Level 5	NC	NC					
TOTAL				303.24					
680	Technology Education Programs								
	Media Services (154 students x \$4.75)								\$731.50
TO FIRM ADDRESS West Central ECSU (Nonpublic School - West Central ECSU Consortium) 1001 East Mount Faith Pergus Falls, MN 56537 VENDOR NO.									
RIES							\$ 303.24		\$ 731.50

F: Moorhead Public Schools

DISTRICT NO.: 152

FISCAL YEAR: 93-94

A5 ESEA CHAPTER 2: BLOCK GRANT
BUDGET SUMMARY BY UFARS PROGRAM DIMENSIONS & OBJECT CODES

INSTRUCTIONS: Summarize the proposed expenditures for all objectives by UFARS Program Dimensions and Object Series. NOTE: (Revised January, 1992 to meet Federal reporting requirements)

UFARS PROGRAM DIMENSIONS			EXPENDITURES BY UFARS PROGRAM DIMENSIONS			EXPENDITURES BY UFARS OBJECT SERIES						
			PUBLIC	NONPUBLIC	TOTAL	100 SALARIES	200 BENEFITS	300 CONTRACTED SERVICES	366/67 TRAVEL	400 SUPPLIES, BOOKS, A-V AIDS	500 EQUIPMENT, COMPUTERS, SOFTWARE	800 OTHER (ECSU)
STUDENTS AT RISK	790	Pupil Support For Students-At-Risk	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
INSTRUCTIONAL MATERIALS	620	Library Books (Object 470)	41,567							41,567		
	620	Computer Software/Hardware for Instruction (Obj. 530)	1,000								1,000	
	620	Other Instructional/Educ. Materials (Object 480)		303	303					303		
INNOVATIVE PROGRAMS	610	Schoolwide Improvement (Incl. Curriculum Dev.)										
	690	Effective Schools (MFEP)										
STAFF DEVELOPMENT	640	Staff Development - General										
	640	Trng. Teachers & Counselors For Students at Risk										
PERSONAL EXCELLENCE OF STUDENTS	212	Humanities - Art, Music and Literature										
	270	Ethics										
	291	Performing/Creative Arts										
	240	Physical Fitness/Health										
	297	Community Service Projects										
OTHER INNOVATIVE PROJECTS	280	Other Projects to Enhance Personal Excellence										
	415	Gifted and Talented										
	680	Technology Education		731	731			731				
	201	Elem.-Kindergarten/ Early Childhood										
	775	Youth Suicide/Teen. Pregnancy Prevention										
	211	Other Innovative Projects										
TOTAL DIRECT COSTS			\$42,567	\$1034	\$1034	\$	\$	\$731	\$	\$41,870	\$1,000	\$
TOTAL INDIRECT COSTS			42,537	1034	1034							
GRAND TOTAL BY PROGRAM			\$	\$	\$							

TOTAL INDIRECT COSTS:

(Restricted Indirect Cost Rate = ____ %)* = \$

GRAND TOTAL EXPENDITURES BY UFARS OBJECT: = \$

* Indirect Costs can be calculated on all object codes except 500 (series) and 800-898

ONE BUDGET SUMMARY FOR THE ENTIRE DISTRICT

DISTRICT NAME:

Moorhead Public Schools

DISTRICT NO.:

152

FISCAL YEAR:

93-94

A6

ESEA CHAPTER 2: BLOCK GRANT
PROGRAM ANALYSIS

INSTRUCTIONS: For each program, report the number of staff who will be paid salary by Chapter 2 funds and the number of students who will participate in public and nonpublic schools. For Staff Development only, report the number of staff who will be trained, not students. NOTE: (Revised January, 1992 to meet Federal reporting requirements)

U F A R S PROGRAM DIMENSIONS			HOW MANY STAFF (FTE) WILL BE PAID SALARY WITH CHAPTER 2 FUNDS?						NUMBER OF PUBLIC SCHOOL STUDENTS WHO WILL PARTICIPATE				NUMBER OF NONPUBLIC SCHOOL STUDENTS WHO WILL PARTICIPATE			
			ADMIN.	TEACH.	TEACH. AIDS	SUPPORT STAFF	CLERICAL	OTHER	PRE- & KINDER.	ELEM.	SECOND.	TOTAL PUBLIC	PRE- & KINDER.	ELEM.	SECOND.	TOTAL NONPUBLIC
STUDENTS AT RISK	790	Pupil Support For Students-At-Risk														
INSTRUCTIONAL MATERIALS	620	Library Books (Object 470)								3504	2616	6120				
	620	Computer Software/Hardware for Instruction (Obj. 530)								240		240				
	620	Other Instructional/Educ. Materials (Object 480)											27	127		154
INNOVATIVE PROGRAMS	610	Schoolwide Improvement (Incl. Curriculum Dev.)														
	690	Effective Schools (HEEP)														
STAFF DEVELOPMENT	640	Staff Development - General	HOW MANY STAFF WILL BE TRAINED? →													
	640	Trng. Teachers & Counselors For Students at Risk														
PERSONAL EXCELLENCE OF STUDENTS	212	Humanities - Art, Music and Literature														
	270	Ethics														
	291	Performing/Creative Arts														
	240	Physical Fitness/Health														
	297	Community Service Projects														
	280	Other Projects to Enhance Personal Excellence														
OTHER INNOVATIVE PROJECTS	415	Gifted and Talented														
	680	Technology Education											27	127		154
	201	Elem.-Kindergarten/Early Childhood														
	775	Youth Suicide/Teen. Pregnancy Prevention														
	211	Other Innovative Projects														
TOTAL										3504	2616	6120	27	127		154

ONE PROGRAM ANALYSIS FOR THE ENTIRE DISTRICT

ESEA: CHAPTER 2 / BLOCK GRANT

INSTRUCTIONS: Duplicate this page as necessary and enter the proposed budget for each objective on a separate page. Copy the number(s) and name(s) of the program(s) chosen from page A5. It is necessary to break down the expenditure for each program by object series.

* NOTE: If salaries are being paid, state number of staff supported in FTE units:

BUDGET FOR OBJECTIVE # 1

_____ Administration, _____ Teachers _____ Teacher Aides/Support Staff
Clerical Other

UFARS PROGRAM DIMENSIONS			EXPENDITURES BY UFARS OBJECT SERIES						
UFARS PROGRAM DIMENSION	PROGRAM NAME	BUDGET ITEM(S)	* 100 SALARIES	200 BENEFITS	300 CONTRACTED SERVICES	366 / 67 TRAVEL	400 SUPPLIES, BOOKS, A-V AIDS	500 EQUIPMENT, COMPUTERS, SOFTWARE	800 OTHER (EC\$U)
620	Library Materials	Library Books (Obj 470)	\$				\$32,000		
620	Computer Software	Computer Software (Obj 530)						1,000	
TOTAL DIRECT COSTS BY OBJECT SERIES			\$	\$	\$	\$	\$32,000	\$1,000	\$

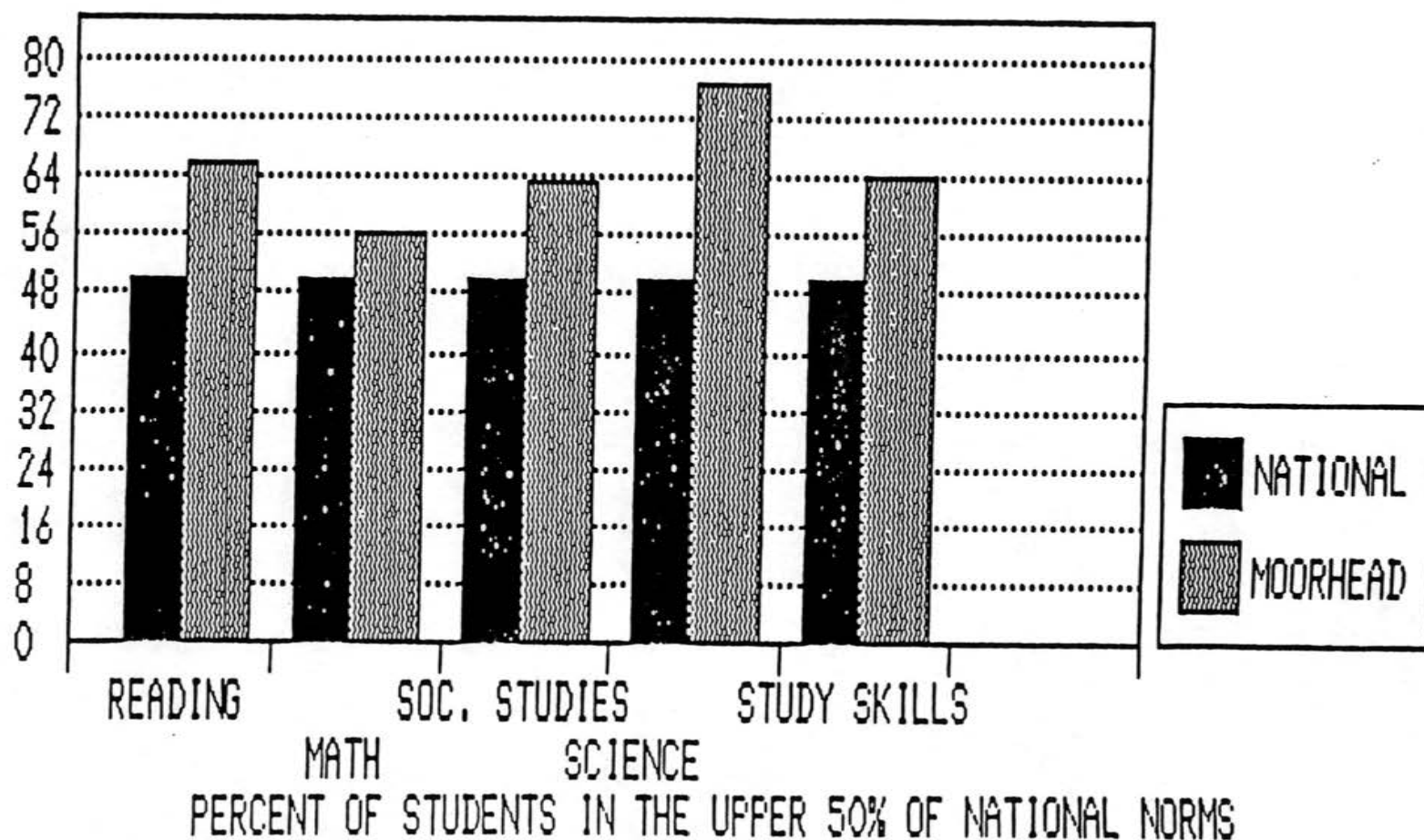
MEMO #: I-93-363
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Test Results
DATE: June 15, 1993

Attached is a brief graphic summary of the Iowa Test of Basic Skills for grades 4, 6 and 7 which were completed the Spring of 1993, the Stanford Achievement test for grade 9 completed the Fall of 1992, and the ACT scores for the class of 1992.

Mr. Jernberg will briefly review this information with the Board of Education.

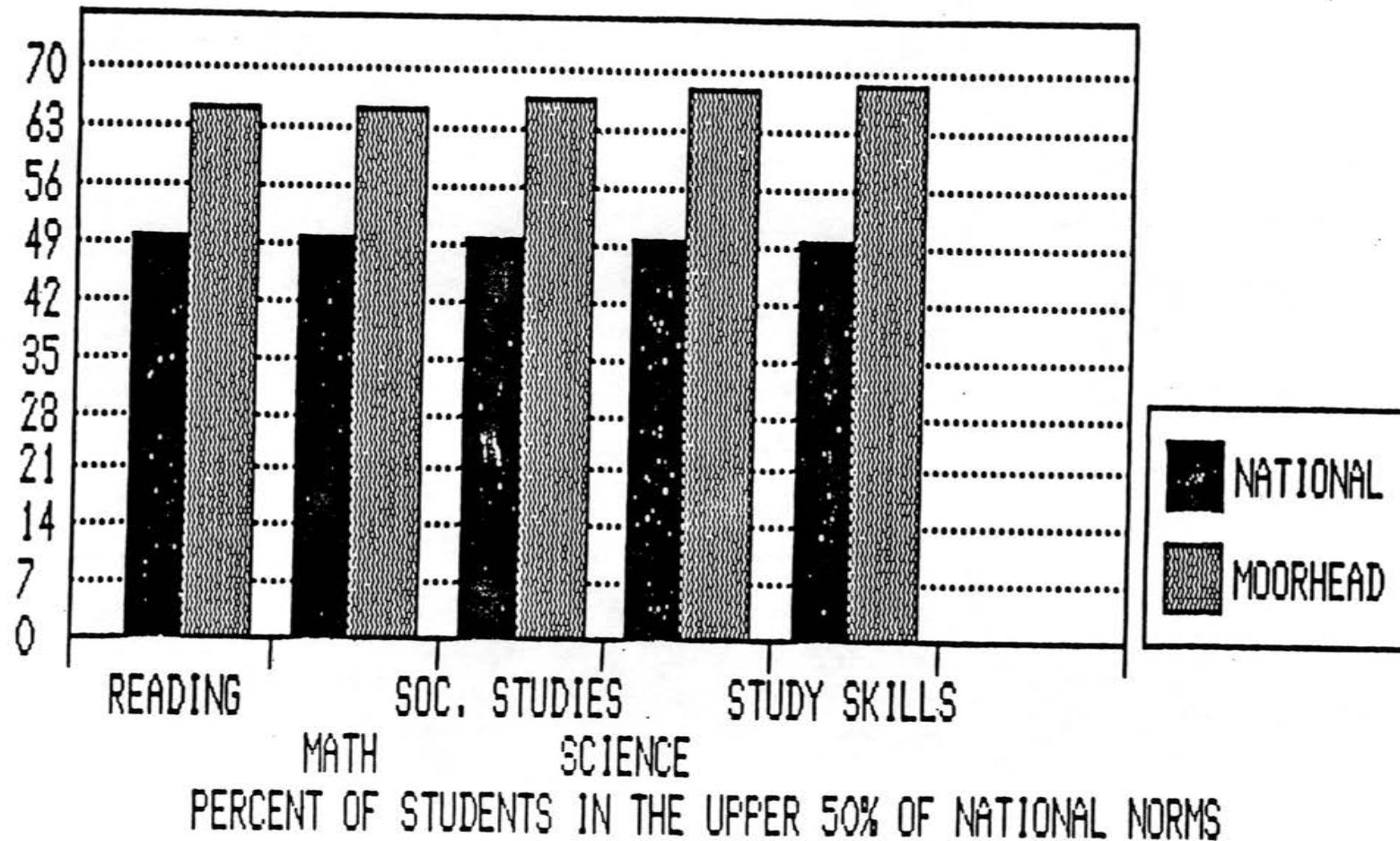
RMJ/mdm
Attachment

GRADE 4 IOWA TEST RESULTS



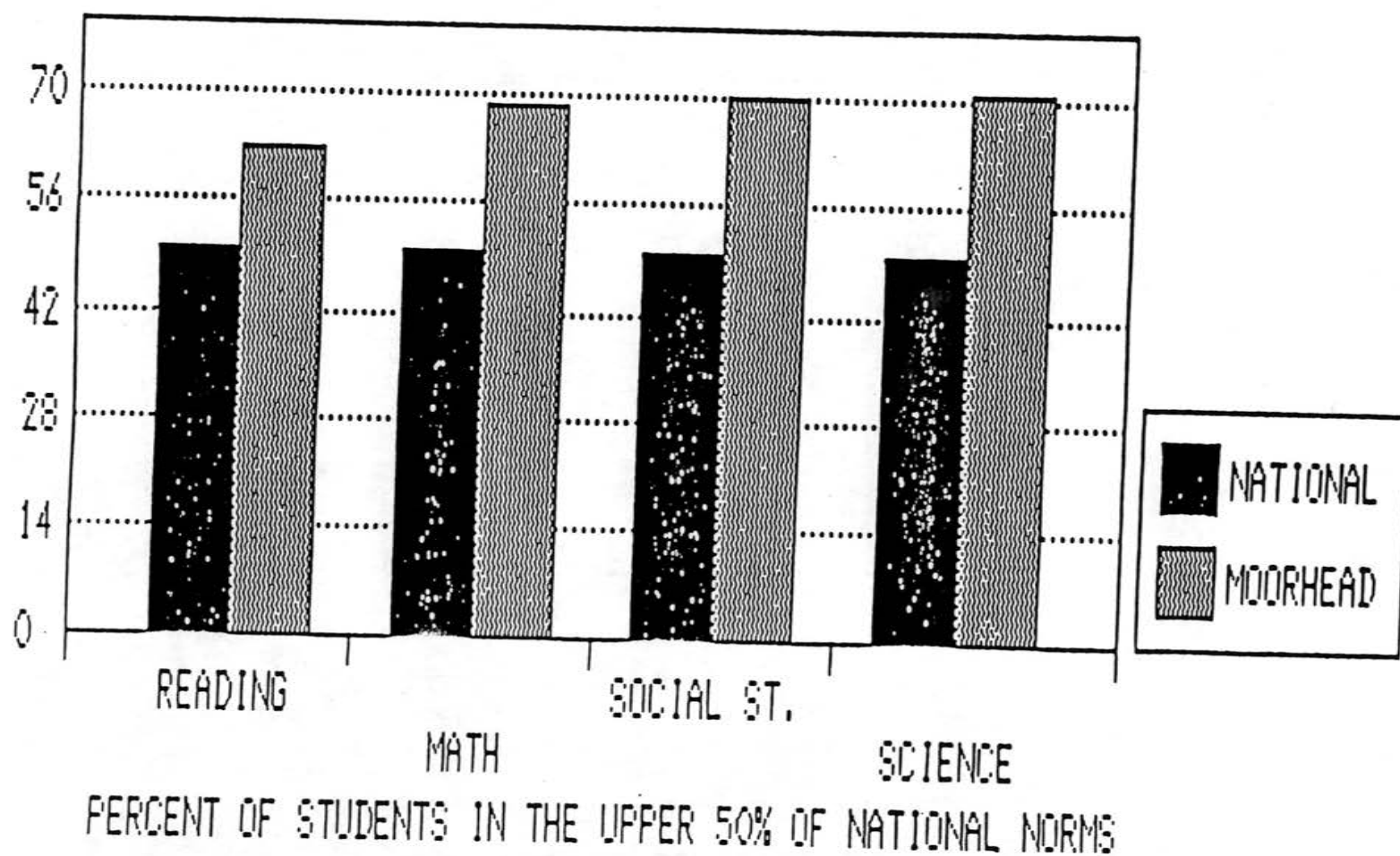
SPRING 1993

GRADE 6 IOWA TEST RESULTS



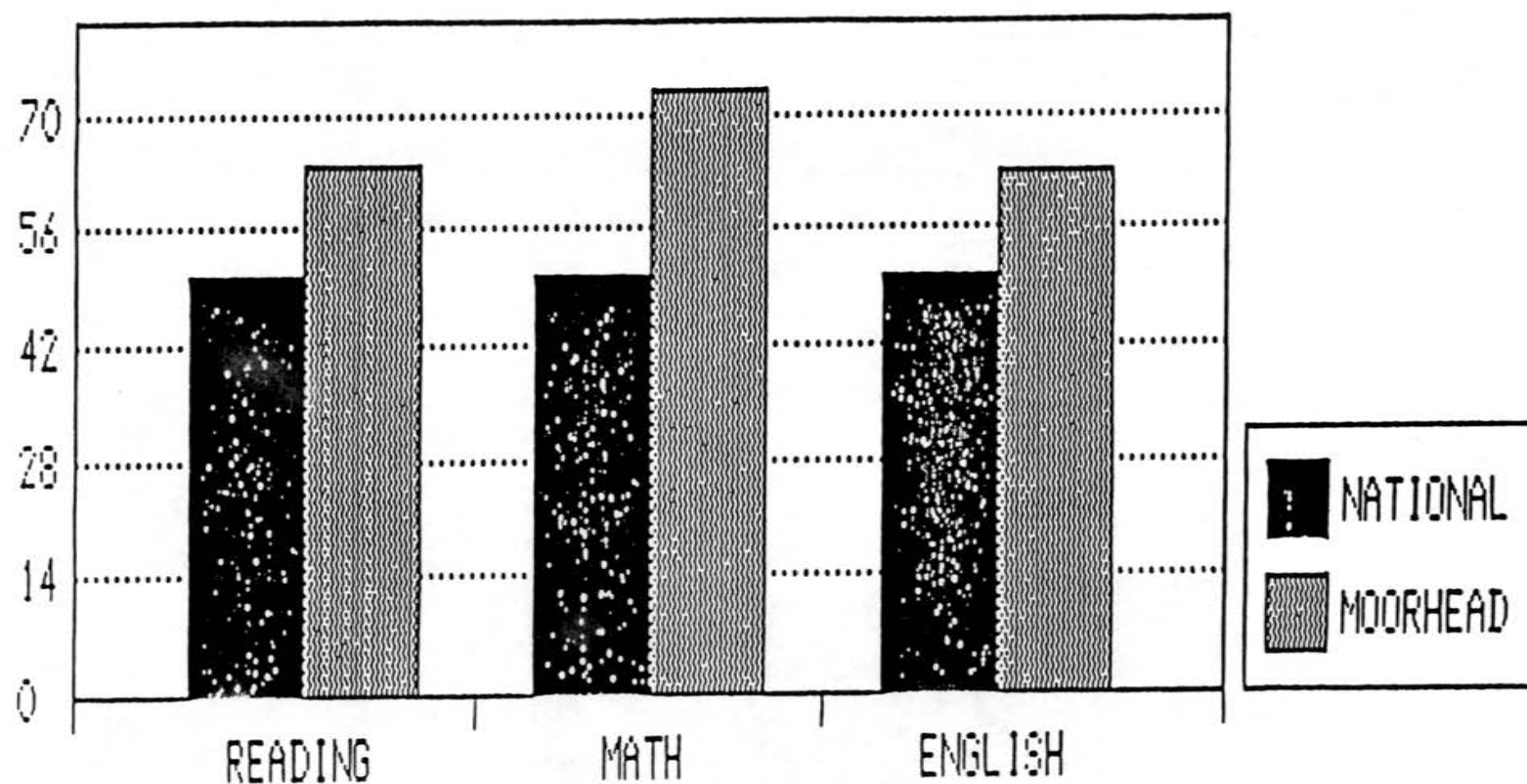
SPRING 1993

GRADE 7 IOWA TEST RESULTS



SPRING 1993

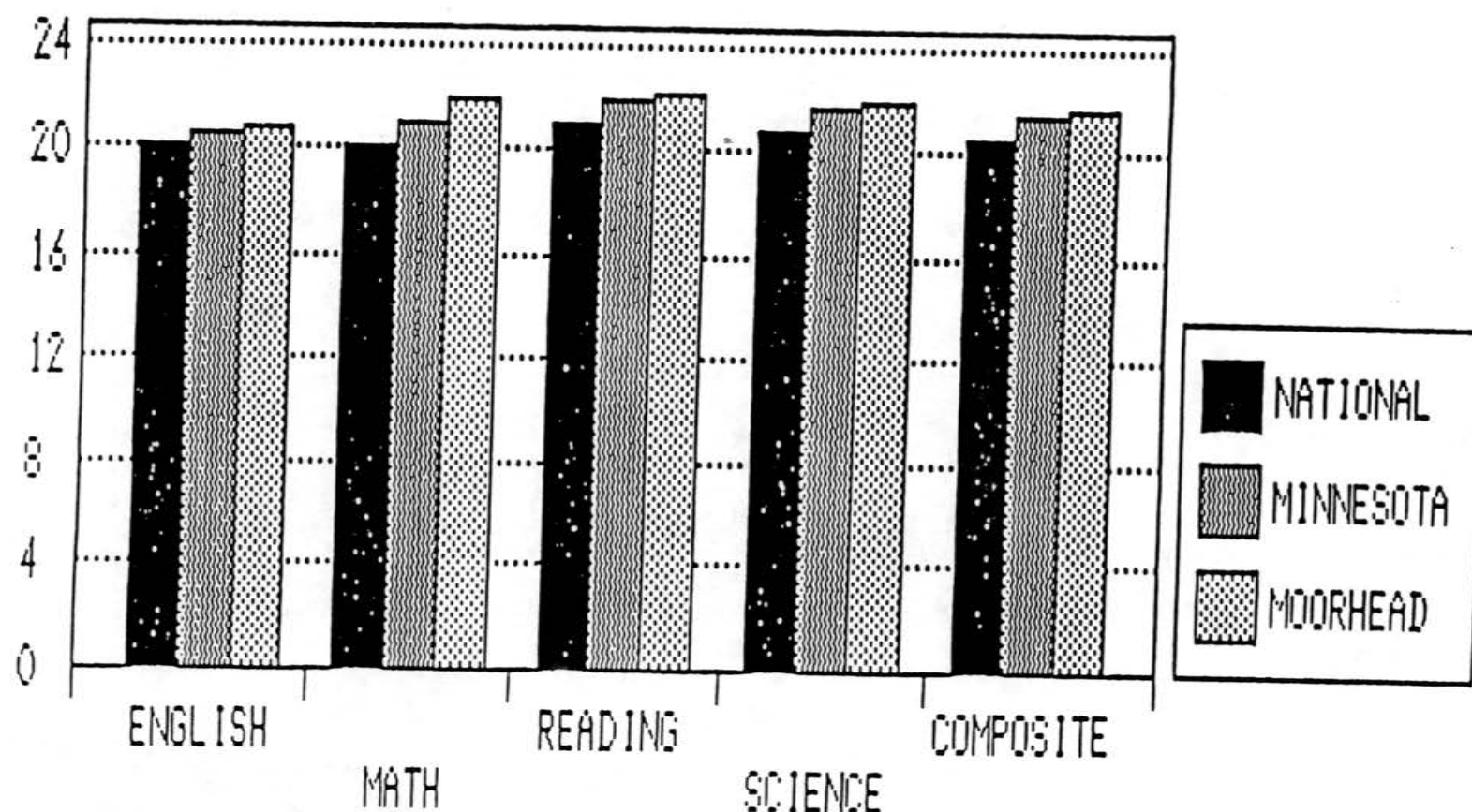
GRADE 9 STANFORD TEST RESULTS



PERCENT OF STUDENTS IN THE UPPER 50% OF NATIONAL NORMS

FALL 1992

ACT SCORES FOR CLASS OF 1992



69% OF MOORHEAD STUDENTS WERE TESTED, 61% IN MINNESOTA, 34% NATIONALLY
 COMPOSITE SCORES - MOORHEAD 22.9, MINNESOTA 22.6, NATIONAL 22.0

LETTER OF UNDERSTANDING

IT IS HEREBY understood and agreed by and between the Moorhead Principals Association and Independent School District No. 152, Moorhead, Minnesota, as follows:

1. The period of time to submit written resignations in order to qualify for early retirement or severance pay pursuant to Article 14 of the 1992-94 Principals Master Contract shall be extended to June 30, 1993. Such resignations must be received in the Superintendent's office by June 30, 1993 and shall thereby be submitted to the School Board for approval at the first meeting in July.
2. Severance pay will be paid, pursuant to this Letter of Understanding, only in three annual installments, which at the discretion of the teacher will begin on August 1, 1993 and continue through August 1, 1995 or begin on January 15, 1994 and continue through January 15, 1996.
3. Principals who have already met the notification or application requirements as set forth in Article 14 will not be effected by this Letter of Understanding.
4. This Letter of Understanding shall expire on June 30, 1993.

IN WITNESS WHEREOF, the parties have executed this Letter of Understanding as follows:

MOORHEAD PRINCIPALS ASSOCIATION

IND. SCHOOL DISTRICT NO. 152

Kevin Koppert
President

Chair

Secretary

Clerk

Chief Negotiator

Dated the 7th day of June, 1993 Dated this ___ day of _____, 1993

MEMORANDUM

P 93.057

TO: Dr. Bruce Anderson

FROM: Brenda Franklin

DATE: June 16, 1993

SUBJECT: Staff Development Plan for 1993-94

Attached is the 1993-94 Staff Development Plan as approved by the Staff Development and PER Committees. Brenda Franklin will briefly review the plan.

Suggested Resolution: Move to approve the 1993-94 Staff Development Plan.

BMF:sdh

MEMO #: S-93-221

TO: School Board

FROM: Brenda Franklin *BF*

RE: Confidential Secretaries Master Contract

DATE: June 18, 1993

Attached please find the recommended 1993-95 contract changes for the Confidential Secretaries unit. The settlement is within the package parameters outlined in the 1993-94 Annual Operational Plan.

We are pleased that the Confidential Secretaries have agreed to a change in the language related to the Severance provision. As a response to legal concerns over severance related to aged, the School Board approved changes in the contract of the Moorhead Administrator's Association. Simply stated, an annual two percent (2%) matching annuity will be provided in lieu of the severance provision in the contract. The exception, as it relates to the Confidential Secretaries is the individual for whom it would be a distinct disadvantage to change to the new language.

The new language is identified in Article VIII of the attachment.

Suggested Resolution: Move to approve the 1993-94 master contract for the Confidential Secretary unit as presented.

BF:cbp
Attachment

CONFIDENTIAL SECRETARIES RECOMMENDED CONTRACT CHANGES
July 1, 1993 - June 30, 1995

ARTICLE II, SECT. 4: FULL TIME EMPLOYEES

Change (8) hours per day, five days per week to forty (40) hours per week.

ARTICLE VII, SECT. 2: CHILD CARE LEAVE

Change language in all subdivisions from "Family Leave" to "Child Care."

ARTICLE VIII, SECT. 2: EARLY RETIREMENT INCENTIVE PAY

Subd. 1 Qualifications - No Change
Formula Proration - No Change
Payments - Change to: "shall be paid by the School District in one lump sum payment by January 15 following the year of retirement."

NEW LANGUAGE

Subd. 2 "For members employed in the unit after September 1, 1974, only Section 3 applies."

Section 4. Beginning July 1, 1993, each full time Confidential Secretary will be entitled to a matching contribution from the School District of up to 2% of their annual salary, (maximum of \$2,000), to the Minnesota Deferred Compensation Plan or I.R.S. 403 (b) T.S.A. (Minn. Stat. 352.96 and 356.24 (a)(4)).

Section 5. Lump-Sum Reduction: Severance pay payments made to Confidential Secretaries under Section 2 above, shall be reduced by the contribution of the board, if any, in the employees Minnesota Deferred Compensation or 403 (b) T.S.A. account on the June 30th following retirement.

COSTING

	<u>\$'s</u>	<u>% Inc.</u>
1992-93 Package:	\$78,375	
1993-94 Package:	\$80,704	2.97
1994-95 Package:	\$83,175	3.06

BRA:cbp

CONFIDENTIAL SECRETARIES WORKING DAYS

<u>MONTHS</u>	<u>1993.94</u>	<u>1994.95</u>
JULY	21	20
AUGUST	22	23
SEPTEMBER	21	21
OCTOBER	21	21
NOVEMBER	20	20
DECEMBER	20	19
JANUARY	20	21
FEBRUARY	19	19
MARCH	23	22
APRIL	20	20
MAY	21	22
JUNE	22	22
	LABOR DAY	LABOR DAY
	MEMORIAL DAY	MEMORIAL DAY
	JULY 4TH	JULY 4TH
	THANKSGIVING	THANKSGIVING
	FRIDAY AFTER	FRIDAY AFTER
	THANKSGIVING	THANKSGIVING
	CHRISTMAS EVE	CHRISTMAS EVE
	CHRISTMAS DAY	CHRISTMAS DAY
	NEW YEARS EVE	NEW YEARS EVE
	NEW YEARS DAY	NEW YEARS DAY
	PRESIDENT'S DAY	PRESIDENT'S DAY
	GOOD FRIDAY	GOOD FRIDAY
TOTAL WORK DAYS	261	261
TOTAL PAID DAYS	<u>260</u>	<u>260</u>
DIFFERENCE BETWEEN	1	1
WORKED/PAID DAYS		

CONFIDENTIAL SECRETARIES SCHEDULE

<u>B24 STEP</u>	<u>93-94</u>	<u>94-95</u>
01	10.29	10.49
02	10.44	10.64
03	10.59	10.79
04	10.74	10.94
05	10.89	11.09
06	11.04	11.24
07	11.19	11.39
08	11.34	11.54
09	11.49	11.69
10	11.64	11.84
11	11.79	11.99
12	11.94	12.14
13	12.09	12.29
14	12.24	12.44
15	12.39	12.59
16	12.54	12.74

MEMO #: S-93-217

TO: School Board
FROM: Bruce Anderson, Supt.
RE: Washington/Voyager Campus Leadership
DATE: June 17, 1993

As announced at the last school board meeting, Mary Jo Schmid has been named as the principal of Washington and Voyager effective the 1993-94 school year.

The vacancy at Washington, in conjunction with the decision expected October 1st from the St. Francis Parish related to the future of the Voyager facility, provides an opportunity and necessity to utilize a different leadership model.

The 1993-94 leadership for the Washington/Voyager campus will be as prescribed in Attachment A.

More specific information will be shared as it becomes available from the Campus Leadership Team.

BRA:cbp
Attachment

ATTACHMENT A

POSITION OPENING: Chapter I Lead Teacher

Description: A Chapter I teacher to work in the classroom and to coordinate the Chapter I program within the district.

RESPONSIBILITIES:

- 1) Provide Chapter I services for Voyager School.
- 2) Coordinate the Chapter I program within the district.
- 3) Prepare written reports for the State Chapter I office.
- 4) Other designated tasks.

HOURS: Full-time position with an extended contract of 1 week prior to the beginning of the 93-94 school year and 2 weeks after the year ends.

QUALIFICATIONS: MN Teaching Certificate
Experienced with Chapter I Program

OTHER INFORMATION: One (1) year position

POSITION OPENING: Administrative Intern

DESCRIPTION: A one (1) year position to provide administrative assistant in an elementary school setting while being able to work on education administration licensure.

RESPONSIBILITIES AND TASK AREAS:

- 1) Parent communication
- 2) Student behavior and monitoring student self-discipline
- 3) Instructional leadership
- 4) Special programs liaison
- 5) Facility and site management
- 6) Student affairs

QUALIFICATIONS: Enrolled in an Education Administration Program
Completion of one (1) year of course work

SALARY RANGE: \$25,000 - \$30,000

SPECIAL ASSISTANCE: Up to \$10,000 will be made available to the campus leadership. This assistance could take many forms. Alternative uses for these dollars are being identified by the Campus Leadership Team.

MEMO #: S-93-218

TO: School Board
FROM: Bruce Anderson, Supt.
RE: High School Principal Position
DATE: June 17, 1993

Selection Process & Timeline:

- o Post Position in Applicable Agencies..... June/July
- o Establish Interview Team..... Late July
- o Team Interview & Recommendation..... August 1
of 3-5 finalists to Superintendent identifying
strengths and counter-strengths for each.
- o Superintendent Interview of Finalists..... Late August/
& recommendation to the Board September
- o School Board Action..... Late August/
September

Interview Team: *

- o 5 licensed High School Staff
- o 3 administrative staff
- o 2 High School Parents
- o 2 students

* The School Board will identify a liaison to the process.

Develop Structured Questions..... June-July 20

Identify Desired Skills & Strengths..... June-July 20

- o Illustrative skills and strengths are
as follows:

- | | |
|----------------------------|----------------------|
| - Problem Analysis | - Judgment |
| - Organizational Ability | - Decisiveness |
| - Leadership | - Sensitivity |
| - Stress Tolerance | - Oral Communication |
| - Written Communication | - Range of Interests |
| - Personal Motivation | - Educational Values |
| - Placement Recommendation | - Team Player |
| - Conflict Resolution | |

Please identify any suggested deletions, additions and
modifications.

BRA:cbp

LEADERSHIP TEAM DEVELOPMENT TRAINING WORKSHOP
June 16 - 30, 1993
Northwest Technical College-Moorhead - Room 133

<u>DATE</u>	<u>SUBJECT</u>	<u>TIME</u>	<u>PRESENTER</u>
<u>June 16</u>	Welcome/Overview of Workshop	9 am - 10 am	BRA
	Five Year Educational Plan	10 am - 12 noon	Bob Jernberg
	o Timeline		Mary Davies
	o Communications		Mr. Terry Devine/Forum
	- Advice from media		Mr. Dan Gunderson/KCCM Radio
			Mr. John Hrubeski/KTHI or
			Mr. Charlie Johnson
	- Priorities		
	o Technology Issues		Jan Buckner
<u>June 17</u>	Five Year Educational/School Improvement Plan	9 am - 12 noon	Bob Jernberg
	o Inclusion Issues		Al Swedberg
	o Sharing Individual Building Improvement Plans		Principals
	o Individual Work Plans		Bob Jernberg,
			Fran Laske
<u>June 18</u>	Changing Trends in Juvenile Behavior and Activity in Moorhead	9 - 11 am	Mr. Les Sharrock
			Mr. David Miller
<u>June 21-24</u>	Leadership Development: Planning Tools for Quality Leadership	9 am - 12 noon	Mrs. Connie Vukas
			Mr. Bill Sorenson
<u>June 25</u>	Educational Law Seminar	9 am - 12 noon	Mr. Jim Knutson
<u>June 28</u>	Team Building & Enhancing Interpersonal Skills	9 am - 12 noon	Mr. Jerry Dahl
<u>June 29</u>	Understanding and Valuing Diversity	9 am - 12 noon	Mr. Sam Hernandez
<u>June 30</u>	Overview of Employee Agreements	9 - 10 am	Brenda Franklin
	o Substitute Teacher Use As Cost		Bob Lacher
	o 1993-94 Budget Management		
	o 1994-95 Annual Operational Plan		
	o 1993-94 Legislative Impact		BRA

MEMO #: S-93-223

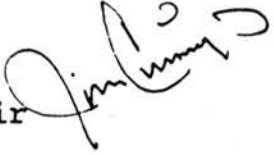
TO: School Board
FROM: Bruce Anderson, Supt.
RE: School Board Organizational Meeting
DATE: June 18, 1993

It is being recommended the organizational meeting of the school board for the 1993-94 school year be held on Thursday, July 1, 1993.

Suggested Resolution: Move to schedule the organizational meeting of the School Board for Thursday, July 1, 1993, at 7:00 p.m. in the board room of Townsite Centre.

BRA:cbp

MEMO #: S-93-220

TO: School Board
FROM: Jim Cummings, Chair 
RE: Superintendent Contract Adjustment
DATE: June 17, 1993

Due to recent legislation the contract will no longer be in compliance relating to roll-over continuation and severance pay.

Legal counsel is preparing specific language to be reviewed by the Board.

5-M9-B05
MIN
9-6-93

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 6, 1993
PAGE 1

MEMBERS PRESENT: Bill Cox, Jim Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, Jim Hewitt, 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 in the Pledge of Allegiance.

PREVIEW OF AGENDA: There were no changes to the agenda.

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

SUPERINTENDENT EVALUATION REPORT: Chairperson Cummings presented an overview of the year-end evaluation of Superintendent Anderson which was completed at the June 28, 1993 meeting.

ORGANIZATION OF THE SCHOOL BOARD

Election of Officers: Hastad moved, seconded by Cox, to cast a unanimous ballot as follows: Chair - Bill Cox, Vice-Chair - Mark Gustafson, Treasurer - Stacey Foss, and Clerk - Carol Ladwig. Motion carried 7-0.

Cummings presented Cox with the gavel. Chairperson Cox thanked Jim Cummings for his leadership during the past two years.

Meeting Date, Time and Location: Hastad moved, seconded by Cummings, to set the regular board meetings on the second and fourth Tuesday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations. Motion carried 7-0.

Board consensus was to handle the student/school board meetings required by law similar to 92-93. Two (2) meetings will be held at Moorhead Senior High and one (1) at Moorhead Junior High. Dates and times will be announced later.

School Board Compensation: Gustafson moved, seconded by Cummings, to set the board member compensation rate at \$5,400.00 per year. Motion carried 7-0.

This reflects no increase over 1992-93.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 6, 1993
PAGE 2

Committee Appointments: Board Committee (BC) / Liaison (L)

<u>Committee/Liaison Title</u>	<u>Board Representative(s)</u>
Adopt-A-School (L)	Senior High - Hastad/Hewitt Robert Asp - Foss Junior High - Cox Edison - Hewitt Probstfield - Gustafson Riverside/ Lincoln - Ladwig Washington/Voyager-Cummings
Activities Council (L)	Ladwig/Gustafson
CAPP (Comprehensive Arts Planning Program) (L)	Foss
Calendar (BC)	Foss/Hewitt
Chemical Use (TAHC-Teenage Health Consultants) (L)	Hewitt
City Planning (L)	Hastad
Community Education Advisory (BC)	Cox
ComNet (MSBA Legislation) (L)	Cox
Continuing Education (BC)	Hewitt
Early Interagency Intervention (L)	Foss
Health Care (L)	Cox
Human Rights (BC)	Gustafson/Cummings
Indian Education/JOM (L)	Cummings
Joint Powers (BC)	Ladwig/Cummings
Learning Bank (L)	Foss
Long Range Planning (BC)	Cox
Negotiations (L)	Gustafson/Cox
Parent Communication Network (L)	Ladwig
PER (Planning, Evaluating and Reporting) (BC)	Cummings/Hastad
Police Liaison (L)	Gustafson
Policy Review (BC)	Ladwig
Sabbatical Leave (L)	Hastad
Technology (L)	Hastad
Title I PAC (Parent Advisory Committee) (L)	Foss

The Board directed administration to review the purpose and expectations of the Adopt-A-School Program for addressing the concerns of the staff and school board and notify committee chairpersons of the board representative(s).

Ladwig moved, seconded by Hewitt, to approve the committee assignments as defined. Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 6, 1993
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CONSENT AGENDA: Gustafson moved, seconded by Cummings, to approve the Consent Agenda as presented.

Tuition Fees - Approved policy JECB, Tuition Fees, in the amounts of \$1,982.00, \$3,963.00 and \$5,151.90, for Kindergarten, elementary and secondary respectively.

ECFE Lease Agreement - Approved the lease with the West Central ECSU, in the amount of \$21,107.11 through August 15, 1994.

Gifts - Accepted the gifts as presented.

Designation of Official Depositories - Designated the official depositories as follows: Norwest Bank; American Bank and Trust; American Federal Savings and Loan; Moorhead Federal Savings and Loan Association; F & M Marquette National; Kiene-Wooters, Dain Bosworth, Merrill-Lynch; Piper, Jaffray & Hopwood; First Bak,; Fargo National; Dakota Bank and Trust; NRX; American Savings & Loan High Yield Management; Financial Northeastern; CitiBank Card; MSBA Liquid Asset Fund Plus; Witt Financial, and Peak Management; Great Eastern Management, Inc.; Mutual Money Desk, Inc.; United Savings of the Southwest; and, C.D. Securities, Inc. Bonds will be handled by American National, St. Paul; Norwest, Minneapolis; and, Depository Trust Corporation. Tax and aid anticipation certificates will be handled by Depository Trust Corporation.

Authorization Procedures for the Investment of Excess Funds - Approved the resolution granting authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.05, 124.05, and 475.66.

Authorization for Payment of Goods and Services Advance of School Board Approval - Approved the resolution providing authorization to make payment of goods and services in advance of board approval in accordance with M.S. 123.335, 123.35 and 471.38.

Milk Bids - Approved the 1993-94 milk bid to Cass-Clay as presented.

Bread Bids - Approved the 1993-94 bread bid to Pan-O-Gold Baking Company as presented.

Land Use Plan for 12th Avenue South - Approved the expenditure of \$5,030 for the study to be charged to the building construction fund.

PERSONNEL

Reduction in Contracts

Joan Kempf - Inclusion Teacher, Probstfield Elementary, to 80%
Joni Jacobson - O.T. Teacher, District-wide, to 80%

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 6, 1993
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Retirements

Milt Olson - Social Studies Teacher, Moorhead Senior High,
effective June 30, 1993
James Heifort - Social Studies Teacher, Moorhead Senior High,
effective June 28, 1993

New Employees

David Stone - Physical Science, Moorhead Senior High, BA (0-4)
\$23,164.00
Sarah Aderhold - 4th Grade, Probstfield Elementary, BA (0-4)
\$23,164.00
Barbara Cunningham - Counselor, Moorhead Senior High, MA + 15 (8)
\$30,854.00 plus extended \$2,700.00
Lois Stroh - 1st Grade, Probstfield Elementary, BA + 45 (7)
\$27,506.00
Shana Christianson - 5th Grade, Robert Asp Elementary, BA (0-4)
\$23,164.00
Melissa Eidsness - Math, Moorhead Senior High, BA (0-4) .643
\$14,894.45 (\$23,164)

Minutes - Approved the minutes of June 8 and 22, 1993 as
presented.

Claims - Claims will be approved at the second meeting in July.
Checks will be processed and printed by July 13th. A board
member will be requested to review the bills. Bills which must
be paid will be sent at that time (e.g. Moorhead Public Service)
and the remaining checks will be sent after formal approval.

Official Newspaper - Designated The Forum as the district's
official newspaper for the 1993-94 school year.

Legal Assistance - Approved obtaining legal assistance on a time
and materials basis.

Minnesota State High School League Membership - Approved the
resolution of membership into the Minnesota State High School
League for 1993-94.

Minnesota School Boards Association Membership - Approved the
1993-94 Minnesota School Board Association membership, in the
amount of \$4,687.00.

ECSU Service Agreement - Approved the 1993-94 service agreement
as presented.

Motion carried 7-0.

REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 6, 1993
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OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

Lacher updated the Board regarding the construction projects. Projects are approximately 1-2 weeks behind schedule due to the weather. However, thus far, contractors feel confident the projects will be completed as scheduled.

JULY BOARD MEETINGS: Ladwig moved, seconded by Foss, to have the scheduled board meeting on Tuesday, July 27, 1993 at 7:00 p.m. Motion carried 7-0.

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

Carol Ladwig, Clerk

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

July 6, 1993
7:00 p.m.

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

ATTENDANCE:

Bill Cox _____	Anton Hastad _____
James Cummings _____	James Hewitt _____
Stacey Foss _____	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. Matters Presented by Citizens/Other Communications
(Non-Agenda Items)

2. SUPERINTENDENT EVALUATION REPORT - Cummings

Overview of the year-end evaluation of Superintendent Anderson.

3. ORGANIZATION OF THE SCHOOL BOARD - Cummings

A. Election of Officers

Chair -
Vice-Chair -
Treasurer -
Clerk -

Moved by _____ Seconded by _____
Comments _____

S-M 9-B05
MIN
7-6-93

B. Meeting Date, Time and Location

Suggested Resolution: Move to set regular meetings of the School Board on the second and fourth Tuesday of each month at 7:00 p.m. in the Board Room of Townsite Centre or other specified locations.

Moved by _____ Seconded by _____
Comments _____

C. School Board Compensation

Suggested Resolution: Move to set the board member compensation rate at \$5,400.00 per year.

Moved by _____ Seconded by _____
Comments _____

D. Committee Appointments

Suggested Resolution: Move to approve the committee assignments as defined.

Moved by _____ Seconded by _____
Comments _____

3. *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) Approval of Tuition Fees - Pages 4-5
- (2) Approval of ECFE Lease Agreement - Pages 6-13
- (3) Acceptance of Gifts - Page 14

B. BUSINESS AFFAIRS - Bob Lacher

- (1) Approval of Designation of Official Depositories - Page 15
- (2) Approval of Authorization Procedures for the Investment of Excess Funds - Pages 16-17

B. BUSINESS AFFAIRS continued.....

- (3) Approval of Authorization for Payment of Goods and Services Advance of School Board Approval - Pages 18-19
- (4) Approval of Milk Bids - Pages 20-22
- (5) Approval of Bread Bids - Pages 23-24
- (6) Approval of Land Use Plan - Page 25

C. PERSONNEL MATTERS - Brenda Franklin

- (1) Approval of Reduction in Contracts - Page 26
- (2) Approval of Retirements - Page 27
- (3) Approval of New Employees - Page 28

D. ADMINISTRATIVE MATTERS - Anderson

- (1) Approval of Minutes for June 8 and 22, 1993 - Pages 29-34
- (2) Approval of Claims - Claims will be approved at the second meeting in July. Checks will be processed and printed by July 13th. A board member will be requested to review the bills. Bills which must be paid will be sent at that time (e.g. Moorhead Public Service) and the remaining checks will be sent after formal approval.
- (3) Approval of Official Newspaper - Pages 35-37
- (4) Approval of Legal Assistance - Page 38
- (5) Approval of Minnesota State High School League Membership - Pages 39-40
- (6) Approval of Minnesota School Boards Association Membership - Page 41
- (7) Approval of ECSU Service Agreement - Pages 42-46

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

Moved by _____ Seconded by _____
Comments _____

4. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

5. ADJOURNMENT

MEMO #: I-94-001
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: 1993-94 Tuition Fees
DATE: July 1, 1993

Attached is Policy JECB: Tuition Fees. There are no recommended changes for the 1993-94 school year.

Suggested Resolution: Move to approve Policy JECB: Tuition Fees as presented.

RJ:cbp
Attachment

POLICY OF THE BOARD OF EDUCATION MOORHEAD, MN.	DISTRICT CODE: JECB DATE ADOPTED: 09-13-88 REVISED: 07-06-93
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TUITION FEES

Tuition fees for full time students attending the Moorhead Public Schools for the 1993-94 school year are as follows:

Kindergarten	\$1,982.00
Elementary	\$3,963.00
Secondary	\$5,151.90

Special Education students and students attending under the Minnesota Attendance Options programs shall have financial arrangements based on state approved procedures.

MEMO #: I-94-002

TO: Dr. Bruce Anderson

FROM: Bob Jernberg *BJ*

SUBJECT: Early Childhood Family Education Lease

DATE: July 1, 1993

Attached is the contract for space that is leased from the West Central Educational Cooperative Service Unit for the Early Childhood Family Education program. The total cost of the lease for 12 months is \$21,107.11.

Suggested Resolution: Move to approve the lease as presented.

RMJ/mdm
Attachment

MEMORANDUM

TO: Bob Jernberg
FROM: Rose Andersen *WJ*
DATE: June 23, 1993
RE: ECFE space

Attached is the contract for the space that we lease from the West Central Educational Cooperative Service Unit for our Early Childhood Family Education program that is offered through Community Education. We are renting 3,011 square feet at \$7.01 per square foot for a total of \$21,107.11 for twelve months beginning August 15, 1993, through August 14, 1994.

The space at the Area Learning Center meets our needs. We have space for two children's rooms, a sibling care room and adequate parent education areas and office space. The bathrooms are readily accessible which is a necessity when working with preschoolers and their parents. The fact that we have been in the same space for five years has helped the stability of our program and our outreach efforts.

If you have any questions regarding the above, please contact me.

encl.

8.lease.mem

LEASE

THIS LEASE, made this first day of August, 1993 between West Central Educational Cooperative Service Unit, (ECSU), 1001 East Mount Faith, Fergus Fall, Minnesota 56537, hereinafter called the "LESSOR" the Early Childhood Family Education Program, and Independent School District 152, 810 4th Avenue South, Moorhead, MN 56560, hereinafter called the "LESSEE".

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

AREA LEARNING CENTER

2215 12TH AVENUE SOUTH

MOORHEAD, MN 56560

3,011 square feet at \$7.01 per square foot = \$21,107.11 ;

For the term of 12 months beginning on August 15, 1993 and ending on August 14, 1994, for the total sum of \$21,107.11 payable as follows, to wit:

\$21,107.11 ÷ 12 months = \$1,758.93 per month

TO: West Central Educational Cooperative Service Unit
1001 East Mount Faith
Fergus Falls, MN 56537
Attention: Pam Western

On or before the 15th of each month

In addition thereto, it is hereby agreed:

1. ASSIGNMENT. That the Lessee shall pay the Lessor said rent in the manner herein before 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 good condition including such improvements as may be made thereon hereafter, the usual wear and tear, and damage by the elements expected, and shall not make any alterations thereon without the written consent of the Lessor, and it will be the responsibility of the Lessee to restore the space back to its functional use as a school area at the expiration of the lease.

4. REQUIREMENTS OF LAW. That all governmental laws and ordinances shall be complied with by the Lessee.

5. HOLD HARMLESS. The Lessee agrees to provide liability insurance to protect and indemnify the ECSU from any and all claims for injuries or damages occurred or incurred by virtue of the Lessee's use of the Area Learning Center building under this agreement but, in any event, shall provide for personal injury liability of not less than \$600,000 per occurrence.

The ECSU agrees to provide reasonably safe premises and to maintain the premises in a reasonably safe condition. Nothing in this lease shall be deemed to limit or abrogate this duty of the ECSU.

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 premiums 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 Lessor.

8. TAXES. The Lessee or Lessor are tax exempt political subdivisions of the State and should not be taxed. The ECSU will pursue this defense through the state taxing authority if necessary.

9. 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.

10. 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 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 \$1758.93 per month for such period as said Lessee may remain in possession thereof.

11. USE OF PREMISES. Said premises shall not be used by the Lessee during the term of this lease for other than stated purposes, in this case the operation of the Moorhead Adult Education Program, except with the written consent of the Lessor.

12. SURRENDER OF PREMISES. At the expiration of the terms 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.

13. 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.

14. MAINTENANCE AND REPAIRS. It shall be the duty of the Lessor to maintain at its 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 to the leased premises necessitated by damage caused by Lessee beyond normal wear and tear.

Further, Lessor shall provide reasonable janitorial service for the public areas.

15. If during the term of this lease or any extension of this lease, the Lessor determines that it wishes to sell the premises, the Lessee shall have the right of first refusal. In the event of multiple Lessee's the order of right of first referral shall be determined by the date of the Lessee's occupancy with the Lessee having occupied the premises first [by date on lease] having first right of refusal and so forth until all lease holders have satisfied their right of first refusal. The Lessee having the right of first refusal shall have 60 days after being notified by the Lessor of the pending offer to purchase the premises. If the Lessee has not tendered an offer to match the purchase price offered by the potential buyer within 60 days of notification by the Lessor, the right of first refusal shall expire once and for all and pass on to the next occupant in line for right of first refusal and so forth until all lease holders have exercised their right of first refusal.

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

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

WEST CENTRAL EDUCATIONAL
COOPERATIVE SERVICE UNIT

By: _____
(Lessor)

By: _____
(Lessor)

By: _____
(Lessee)

By: _____
(Lessee)

MEMO #: I-94-003
TO: Dr. Bruce Anderson
FROM: Bob Jernberg
SUBJECT: Acceptance of Gifts
DATE: July 1, 1993

The following gifts have been received:

Community Education - Moorhead Youth Leadership Council

Vikingland Kiwanis	\$100
Altrusa	100
Moorhead Mid-day Lions	50
Retired Teacher's Assoc.	<u>140</u>
Total	\$390

Edison Field Trips

Veteran's of Foreign Wars - Moorhead	\$120
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Washington School

Nancy Pearson has donated the following computer equipment:


Apple IIGS Computer	- Serial Number E72701EA256000
Apple IIGS Monitor	- Serial Number N7179004
Apple Keyboard	- Serial Number 170043
Apple Mouse	- Serial Number 327448
Apple 3.5 Disk Drive	- Serial Number Y78002B
Apple 5.25 Disk Drive	- Serial Number KG00425
Imagewriter II Printer	- Serial Number 1150148

Estimated Value: \$1,000

Suggested Resolution: Move to accept the gifts as presented.

RMJ/mdm

MEMO #: B94.002

TO: Dr. Anderson
FROM: R. Lacher 
RE: Official Depositories for 1993-94
DATE: July 1, 1993

The following investment brokers and depositories are recommended for approval: Norwest Bank; American Bank and Trust; American Federal Savings and Loan; Moorhead Federal Savings and Loan Association; F & M Marquette National; Kiene-Wooters, Dain Bosworth, Merrill-Lynch; Piper, Jaffray & Hopwood; First Bank; Fargo National; Dakota Bank and Trust; NRX; American Savings & Loan; High Yield Management; Financial Northeastern; CitiBank Card; MSBA Liquid Asset Fund Plus; Witt Financial, and Peak Management; Great Eastern Management, Inc.; Mutual Money Desk, Inc.; United Savings of the Southwest; and, C.D. Securities, Inc.

Bonds are handled by American National, St. Paul; Norwest, Minneapolis; and, Depository Trust Corporation.


Tax and aid anticipation certificates are handled by Depository Trust Company.

Suggested Resolution: Move to designate the official depositories as presented.

RL:cbp

MEMO #: B94.003

TO: School Board

FROM: R. Lacher 

RE: Resolution for Investment of Excess Funds

DATE: July 1, 1993

Attached please find the resolution giving authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.05, 124.05, and 475.66.

Suggested Resolution: Move to approve the resolution as presented.

RL:cbp
Attachment

RESOLUTION

to

AUTHORIZE PROCEDURES FOR THE INVESTMENT OF EXCESS FUNDS


BE IT HEREBY RESOLVED, for the 1993-94 school year, the Assistant Superintendent for Business, or designee, be hereby vested with the authority and responsibility to invest funds which are not currently needed in accordance with M.S. 118.01, 118.005, 124.05, and 475.66 for the 1993-94 school year.

Chair

Clerk

Date

MEMO #: B94.004

TO: School Board
FROM: R. Lacher 
RE: Resolution Authorizing Payment of Goods & Services
DATE: July 1, 1993

Attached please find the resolution providing authorization to make payment of goods and services in advance of board approval consistent with M.S. 123.335, 123.35 and 471.38.

Suggested Resolution: Move to approve the resolution as presented.

RL:cbp
Attachment

RESOLUTION

to

AUTHORIZE PAYMENT OF GOODS AND SERVICES
ADVANCE OF BOARD APPROVAL

BE IT HEREBY RESOLVED, for the 1993-94 school year, consistent with M.S. 123.335, 123.35 and 471.38, the Assistant Superintendent for Business, or designee, be hereby vested with the authority to make the following payments in advance of Board approval when necessary.

- A. Payment of expense claims against the district:
 - 1. Postage meter and bulk mailing payments
 - 2. Purchases made by school personnel which do not exceed one hundred dollars; provided, however, such purchases have been authorized by an administrator
 - 3. Officials, referees and judges fees
 - 4. Special program speaker and consulting fees
 - 5. Petty cash fund replenishments
 - 6. Utility bills
 - 7. Registration and travel expenses
 - 8. Employee group insurance payments
 - 9. Employee retirement plan payments
 - 10. Payments necessary for discount privileges
 - 11. Contractual progress payments, common to building construction, as necessary to meet established due dates
- B. Investment purchases
- C. Electronic funds transfer payments covering investments and bond principal, interest, and fiscal agent service charges. Assistant Superintendent for Business Affairs shall follow these policy controls:
 - o The disbursing bank shall keep on file a certified copy of this authorization which allows electronic funds transfer.
 - o The initiator shall document the request and obtain approval from the Assistant Superintendent for Business, or designee, before making the transfer.
 - o A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction.

All of the advance payments made by the above authorization require that a detailed listing of the payments be submitted to the School Board for ratification at a regularly scheduled meeting for such financial matters.

Chair

Clerk

Date

MEMO #: B94.102

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER 

DATE: JULY 1, 1993

SUBJECT: MILK BID AWARD

Attached is the 1993-94 Milk bid summary.

The bids should be awarded to Cass-Clay Creamery.

Glyndon-Felton-Dilworth, Barnesville, Audubon, Lake Park and NWTC-Moorhead participate in this bid.

Suggested Resolution: Move to approve the bid to Cass-Clay Creamery as low bid meeting specifications.

1993-94 MILK BID SUMMARY

<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>Cass Clay</u>	<u>Bridgeman</u>
1.	Half Pint Size 3.25% White/per container	<u>.1389</u>	<u>.1608</u>
2.	Half Pint Size 1.0% Chocolate/per container	<u>.1408</u>	<u>.1816</u>
3.	Half Pint Size 2.0% Butterfat White/per container	<u>.1331</u>	<u>.1593</u>
4.	Half Pint Size Skim Milk/per container	<u>.1254</u>	<u>.1576</u>
5.	Half Pint Size NU-A Milk/per container	<u>.1333</u>	<u>-----</u>
6.	Homo Milk 1/2 Gallon	<u>1.0950</u>	<u>1.1383</u>
7.	NU-A Milk 1/2 Gallon	<u>1.05</u>	<u>1.1383</u>
8.	Qt. - Buttermilk	<u>.5330</u>	<u>.6045</u>
9.	Quarts 2%	<u>.5404</u>	<u>.5628</u>
10.	Pt. - Half & Half	<u>.3975</u>	<u>.4766</u>
11.	Pt. - Whipping Cream	<u>.8875</u>	<u>.8858</u>
12.	Shake Mix-Vanilla	<u>2.81</u>	<u>2.30</u>
13.	Shake Mix-Chocolate	<u>3.08</u>	<u>2.46</u>
14.	8 oz. Sport Shakes	<u>.8125</u>	<u>.63</u>
15.	8 oz. Fruit Drink	<u>.2575</u>	<u>-----</u>
16.	Novelties, 2 Dozen Per Box		
	A. Dixie Cups Ice Cream	<u>3.73</u>	<u>4.64</u>
	Sherbet	<u>3.20</u>	<u>3.95</u>
	B. Creme Freeze	<u>4.30</u>	<u>2.76</u>
	C. Fudgesicles	<u>3.65</u>	<u>3.04</u>
	D. Cheerios	<u>4.74</u>	<u>4.72</u>
	E. Ice Cream Sandwiches	<u>3.53</u>	<u>4.31</u>
	F. Drumsticks	<u>8.94</u>	<u>5.49</u>

	<u>Cass Clay</u>	<u>Bridgeman</u>
17. -4- Lb. Sour Cream	<u>2.75</u>	<u>2.98</u>
18. Lb. Butter A Parch	<u>1.08</u>	<u>1.03</u>
19. Lb. Butter Chip 90	<u>1.32</u>	<u>1.206/Lb.</u>
20. Lb. Butter Tray Pak	<u>1.49</u>	<u>1.336/Lb.</u>
21. -8- Lb. Butter Cups	<u>1.67</u>	<u>1.336/Lb.</u>
22. -2- Lb. Rolled Butter	<u>2.16</u>	<u>1.90</u>
23. -5- Lb. Cottage Cheese, small curd	<u>4.12/4#</u>	<u>4.65</u>
24. -5- Lb. American Cheese	<u>9.23</u>	<u>7.94</u>
25. -5- Lb. Cheddar Cheese	<u>10.75</u>	<u>9.75</u>
26. -5- Lb. Swiss Cheese	<u>11.88</u>	<u>2.43/Lb.</u>
27. -5- Lb. Monterey Jack Cheese	<u>11.50</u>	<u>9.75</u>

Base Price if escalator clause
proposed (per hundredweight).
Adjusted for: 2% escalator clause
attached.

<u>firm</u>	<u>14.51</u>
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MEMO #: B94.102.1

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER



DATE: JULY 1, 1993

SUBJECT: BREAD BID AWARD

Attached is the 1993-94 Bread bid summary.

The bids should be awarded to Pan-O-Gold Baking Co.

Glyndon-Felton-Dilworth, Barnesville, Audubon, Lake Park and NWTC-Moorhead participate in this bid.

Suggested Resolution: Move to approve the bid to Pan-O-Gold Baking Co. as low bid meeting specifications.

1993-94 BREAD BID SUMMARY

<u>DESCRIPTION</u>	<u>Pan-O-Gold</u>	<u>Metz</u>	<u>Interstate</u>
1 1/2 Lb.Bread, white (slices per loaf= _____)	<u>.70</u>	<u>.74</u>	<u>.92</u>
1 1/2 Lb.Bread, whole wheat or rye (slices per loaf= _____)	<u>.75</u>	<u>.76</u>	<u>.96</u>
Coney Buns, sliced, bulk pack, standard length	<u>.70</u>	<u>.76/10 ct.</u>	<u>.95</u>
Hamburger buns, white/dark, plain/sesame seed, sliced, bulk pack 4".	<u>.70</u>	<u>.75</u>	<u>.99</u>
French Bread 1 Lb.	<u>.75</u>	<u>.79</u>	<u>.90</u>
Footlong Buns, sliced, bulk pack, 10"	<u>.65/6 ct.</u>	<u>1.22/8 ct.</u>	<u>.95</u>
Tea Biscuits, white\dark, dozen	<u>.75</u>	<u>.84</u>	<u>.95</u>
Steak Bun, plain/sesame seed 6" sliced, dozen	<u>1.20</u>	<u>1.02</u>	<u>1.90</u>
1 1/2 Lb. Pullman	<u>.70</u>	<u>.74</u>	<u>.92</u>
Texas Toast, 2#	<u>.70</u>	<u>.72</u>	<u>.92</u>
4" Croissant (4 per pkg)	<u>1.10</u>	<u>1.37</u>	<u>N/A</u>
Hoagie Buns, plain/sesame seed, 6" sliced, dozen	<u>1.25</u>	<u>N/A</u>	<u>1.90</u>
Donuts, powdered sugar, 24 ct.	<u>1.29/24 ct.</u>	<u>1.37/dz.</u>	<u>2.62</u>
English muffins, sliced, 6 ct.	<u>.70/6 ct.</u>	<u>N/A</u>	<u>.98</u>

MEMO #: B93.319 (REVISED)

MEMO TO: DR. ANDERSON

FROM: ROBERT LACHER

DATE: MAY 28, 1993

SUBJECT: LAND USE PLAN FOR AREA LYING SOUTH OF 12TH AVE. SO.,
NORTH OF INTERSTATE 94 AND EAST OF SOUTHEAST MAIN AVE.

As I have discussed previously, the proposal is to have the three parties; the city, the owner and the school district participate in financing the land use study.

Since its removal from the June 8th agenda, this item has been approved by the City of Moorhead and the developers.

Suggested Resolution: Approve an expenditure of \$5,030 for the study to be charged to the building construction fund.

MEMORANDUM P 93.062

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 30, 1993
SUBJECT: Reduction of contract

The administration requests approval of the reduction in contract for the following persons:

Joan Kempf - Inclusion Teacher, Probstfield Elementary, to 80%

Joni Jacobson - O.T. Teacher, District Wide, to 80%

Suggested Resolution: Move to approve the reduction of contracts as presented.

BMF:sdh

MEMORANDUM

P 93.063

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 30, 1993
SUBJECT: Retirement of district employees

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

Milt Olson - Social Studies Teacher, Moorhead Senior High,
effective June 30, 1993

James Heifort - Social Studies Teacher, Moorhead Senior High,
effective June 28, 1993

Suggested Resolution: Move to accept the retirements as presented.

BMF:sdh

MEMORANDUM P 93.064

TO: Dr. Bruce Anderson
FROM: Brenda Franklin
DATE: June 30, 1993
SUBJECT: New Employees

The administration requests approval of the employment of the following persons: (salary based on 1992-93 schedule)

David Stone	Physical Science, Moorhead Senior High, BA (0-4) \$23,164.00. (replaces Dennis McCarl)
Sarah Aderhold	4th Grade, Probstfield Elementary, BA (0-4) \$23,164.00. (new position)
Barbara Cummingham	Counselor, Moorhead Senior High, MA + 15 (8) \$30,854.00 plus extended \$2,700.00. (replaces Bev Bladow)
Lois Stroh	1st Grade, Probstfield Elementary, BA + 45 (7) \$27,506.00. (replaces Ruth Swenson)
Shana Christianson	5th Grade, Robert Asp Elementary, BA (0-4) \$23,164.00. (replace DonnaJean Sullivan)
Melissa Eidsness	Math, Moorhead Senior High BA (0-4) .643 \$14,894.45 (23164) (new position)

Suggested Resolution: Move to approve the employment as presented.

BMF:sdh

MEMO #: S-94-003

TO: School Board
FROM: Bruce Anderson, Supt. *BRA*
RE: Official Newspaper Designation
DATE: July 1, 1993

Attached please find the bid from The Forum requesting to be designated the school district's official newspaper for the 1993-94 school year.

Suggested Resolution: Move to designate The Forum as the district's official newspaper for the 1993-94 school year.

BRA:cbp
Attachment

MAY 14 1993

The Forum

FARGO-MOORHEAD

A Pulitzer Prize Winning Newspaper

FORUM PUBLISHING CO., BOX 2020
FARGO, N. DAK. 58107 PHONE (701) 235-7311

DAVID BRATON
GENERAL MANAGER

May 12, 1993

Bruce Anderson
Superintendent
Independent School District No. 152
810 - 4th Avenue South
Moorhead, MN 56560

Dear Mr. Anderson:

The Forum wishes to submit our bid on all legal and official notices for the Moorhead School District for the forthcoming year.

As you know, the legal rate is established by the Legislature and we will bill according to the official rate.

The Forum has filed the required "Affidavit of Legal Newspaper" with the Minnesota Secretary of State and I have included our Statement of Minnesota Circulation.

Thank you for your consideration. I can assure you The Forum will be most anxious to provide excellent service in the publication of all legals.

Sincerely,



David A. Braton
General Manager

DAB:jmb

enclosure

The Forum

FARGO-MOORHEAD

A Pulitzer Prize Winning Newspaper

FORUM PUBLISHING CO., BOX 2020
FARGO, N. DAK. 58107 PHONE (701) 235-7311

GARY A. RAMSEY
CIRCULATION DIRECTOR

PUBLISHER'S STATEMENT OF MINNESOTA CIRCULATION

12 Months Ending March 31, 1993
Subject to Audit by Audit Bureau of Circulation

<u>COUNTY</u>	<u>OCCUPIED HOUSING UNITS</u> <u>1990 CENSUS</u>	<u>DAILY</u> <u>CIRCULATION</u>
BECKER	10,477	2,494
CLAY	17,490	
Baker		48
Barnesville		609
Comstock		15
Felton		128
Georgetown		78
Glyndon		428
Hawley		775
Hitterdal		101
Moorhead and Dilworth		7,786
Sabin		182
Ulen		217
MAHNOMEN	1,805	620
NORMAN	3,118	1,584
OTTER TAIL	19,510	1,818
POLK	11,984	422
WILKIN	2,805	631
MISCELLANEOUS		<u>1,213</u>
TOTAL IN MINNESOTA		19,149

I hereby certify all statements set forth in this statement are true.



David A. Braton
General Manager

MEMO #: S-94-006

TO: School Board
FROM: Bruce Anderson, Supt.
RE: Legal Services
DATE: July 1, 1993

In regards to legal assistance, the school district obtains services on a time and material basis.

Suggested Resolution: Move to approve obtaining legal assistance on a time and materials basis.

BRA:cbp

MEMO #: S-94-005

TO: School Board

FROM: Bruce Anderson, Supt. *BRA*

RE: Minnesota State High School League Membership

DATE: July 1, 1993

Attached please find the 1993-94 MSHSL membership form.

Suggested Resolution: Move to approve the resolution of membership into the Minnesota State High School League for 1993-94.

BRA:cbp
Attachment

Directions: Prior to the September 3, 1993 deadline, please fill in each blank on this form for the 1993-94 school year and return two copies to:

JEANNE HALL
Mn Department of Education
711 Capitol Square Building/550 Cedar Street
St. Paul, Minnesota 55101

Please note: The third copy of this form is to be retained in the school files.

1993-94 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that this Governing Board of School District Number _____ ,
_____, County of _____ ,
(Name of District/School)

State of Minnesota, delegates the control, supervision and regulation of interscholastic athletic and other extra-curricular activities (referred to in MN Statutes, Section 123.38) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes, Section 129.121.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

is (are) authorized by this, the Governing Board of said school district or school to:

1. (Check one) _____ A. Make new application for membership in the Mn State High School League;
_____ B. Renew its membership in the MN State High School League, and
2. Participate in the approved inter-school activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, By-Laws, Rules and Regulations of said League and all amendments thereto as the same are published in this latest edition of the League's Official Handbook, on file at the office of the school district, as the minimum standards Governing participation in said League sponsored activities, and that the administration and responsibility for supervision of such activities are assigned to the official representative.

The above Resolution was adopted by the Governing Board of this School District and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

SIGNATURES:

Clerk or Secretary of Local Governing Board

Bruce R. Anderson
Superintendent or Head of School

Date: _____ Date: _____

MEMO #: S-94-002

TO: School Board
FROM: Bruce Anderson, Supt. *BA*
RE: 1993-94 MSBA Membership Fee
DATE: July 1, 1993

MSBA has informed us by telephone that the 1993-94 membership fee will be \$4,687.00. The official memo from their office is to be sent next week but to expedite matters we placed this on the organizational meeting agenda.

The fee for 1992-93 was \$4,775.00. The new fee is reduced due to the formula changed from pupil units to teacher units.

Suggested Resolution: Move to approve the 1993-94 Minnesota School Board Association membership in the amount of \$4,687.00.

BRA:cbp

MEMO #: S-94-004

TO: School Board
FROM: Bruce Anderson, Supt.
RE: 1993-94 ECSU Service Agreement
DATE: July 1, 1993

Attached please find the 1993-94 service agreement with the West Central Educational Cooperative Service Unit (ECSU).

The membership and co-op purchasing costs are \$2,700.00. All other services are fee based.

Suggested Resolution: Move to approve the 1993-94 service agreement as presented.

BRA:cbp
Attachment



Independent School District No. 152

Townsite Centre - 810 South 4th Avenue

Moorhead, Minnesota 56560

MEMO #: S-93-205

TO: Pamela Western, West Central ECSU

FROM: Bruce Anderson, Supt. *BA*

RE: 1993-94 Service Agreement

DATE: June 2, 1993

Attached please find the signed 1993-94 Service Agreement.

This agreement will be placed on our School Board agenda for approval in July.

BRA:cbp/lms
Attachment

**CONTRACTS AND SERVICE AGREEMENTS BETWEEN THE WEST CENTRAL ECSU
AND REGION IV SCHOOLS AND ASSOCIATE MEMBERS
1993-94**

The Moorhead PS School District will be participating
in the following service agreements with the West Central ECSU for 1993-94

Will Participate
FY 94 Services

Current 92-93	YES	NO	SERVICE	COST PER UNIT	TOTAL
------------------	-----	----	---------	---------------	-------

ADMINISTRATIVE SERVICES

<u>X</u>			1. ECSU Membership	\$800 per district plus 75 cents per student to a maximum of \$2500. \$500 Associate Members. \$250 Associate Members (single service).	<u>2500</u>
<u>X</u>			2. Administrative Inservice/ Workshops	Charge to be amount necessary to cover cost of training.	
		<u>X</u>	3. Comparable Worth	A. \$185 per day plus expenses. B. \$25/hr. follow-up service.	
<u>X</u>		<u>X</u>	4. Co-op Purchasing	\$200 membership fee	<u>200</u>
		<u>X</u>	5. Health and Safety	<u>Health & Safety</u> - 2 year contract.	
<u>X</u>	<u>X</u>		6. Insurance/Risk Management	ECSU PREFERRED A. Health Pool B. Life Pool C. LTD Pool D. Prop./Casualty Pool E. Student Accident F. Dental Pool I. Other	<u>X</u>
<u>X</u>		<u>X</u>	7. Printing (Newletters, envelopes, letterhead, etc.)	Time and materials	

EDUCATIONAL SERVICES

<u>X</u>	<u>X</u>		8. Center for Educational Excellence	No membership fee. Information will be sent for varoiuse workshops. Fees will be charged only for workshops.	
		<u>X</u>	9. CPR Manikins	\$40 - 1 adult plus 1 baby for one week. \$20 - 1 torso for 1 week	

Contracts and Service Agreements 1993-94

Current

92-93 YES NO SERVICE COST PER UNIT TOTAL

EDUCATIONAL SERVICES (Con't)

		<input checked="" type="checkbox"/>	10.	Driver Simulator - 16 place	\$325 per week plus towing.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		11.	Drug Education pooling of Federal Flow thru share for staff development	Based on funding formula.	
		<input checked="" type="checkbox"/>	12.	Early Childhood/Family Education	\$730 plus 55 cents per 0-4 child count.	
		<input checked="" type="checkbox"/>	13.	Early Childhood Educators/ Learning Readiness	Contracted for individual districts.	
		<input checked="" type="checkbox"/>	14.	Early Childhood Lending Library	Parenting materials and ECFE educational curriculums. \$200 per district with unlimited useage.	
		<input checked="" type="checkbox"/>	15.	Energy Test Equipment Must have taken the energy course or arrangements can be made to offer the course to your district.	\$20 - 1 week equipment rental	
		<input checked="" type="checkbox"/>	16.	Media	\$4.75 per student (based on 1992-93 State Directory) plus \$200 per district. Maximum of \$15,000.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		17.	MN Educational Effectiveness Program (MEEP)	No Cost	
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	18.	OBE Center	Outcome Based Education Research and Development programs. \$700 per district plus 30 cents per student to a maximum of \$1200.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19.	PER - State/Regional	No Cost	
		<input checked="" type="checkbox"/>	20.	Technology Coordination	\$200 per day.	
		<input checked="" type="checkbox"/>	21.	Title II Math Science pooling for staff development/ training	Based on funding formula.	

ACADEMIC

			22.	Academic Decathlon	Fee to be determined.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		23.	Citizen's Bee	Fee to be determined.	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		24.	Knowledge Bowl-Sr. High	\$165 per team.	
		<input checked="" type="checkbox"/>	25.	Knowledge Bowl-Jr. High	To be determined.	
	<input checked="" type="checkbox"/>		26.	Homework Helpline	No Cost	

Contracts and Service Agreements 1993-94

Current 92-93	YES	NO	SERVICE	COST PER UNIT	TOTAL
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EDUCATIONAL SERVICES (Con't)

—	—	X	27. Honors Program (Banquet)	\$250 scholarship local district responsibility plus cost of banquet meal for district participants.	—
—	—	X	28. Inventors Congress	\$15 per participant.	—
—	—	X	29. Project for Activity Centered Science K-8 Hands-On Learning Kits (PACS Kits)	Various fees for each kit.	—
X	X	—	30. Spelling Bee	\$90 per participant based on 1 student per 1000 enrollment K-12.	—
—	X	—	31. Young Writer's Conference	\$15 per participant.	—
X	X	—	32. Special Ed. Carl Perkins Consortium	Pooling of federal dollars based on funding formula.	—
X	X	—	33. Special Ed./Low Incidence	Levy amount based on 1993 legislative session.	—
X	X	—	34. Special Ed. Support Services Facilitator	No Cost	—
X	X	—	35. Special Ed. Regional Interagency Systems Change (RISC)	No Cost	—

EQUIPMENT REPAIR

BENCH RATE FOR REPAIR SERVICES =
\$39.00/HR FOR COMPUTER/TYPEWRITER REPAIR
\$27.50/HR FOR AV REPAIR

—	—	X	36. Computer Repair	\$39.00/hr. labor plus parts. (No charge for those repairs that are covered under warranty).	—
—	—	X	37. Typewriter Repair	\$39.00/hr. labor plus parts year round.	—
—	—	X	38. AV Repair	\$27.50/hr. labor plus parts during school year.	—
—	—	X	39. Summer cleaning service	AV: Billed at \$15/hr. with the minimum of 10 hours at each school plus 27 cents per mile plus parts Computer: Billed at \$15 per system and \$10 per laser printer.	—

Bruce Anderson 6/1/93
Superintendent's Signature Date

ECSU Executive Director Date

46

RETURN BY: JUNE 18, 1993

RETURN TO: PAMELA WESTERN, WEST CENTRAL ECSU

5-M9-B05
MIN
7-20-93

**SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 20, 1993
PAGE 1**

MEMBERS PRESENT: Bill Cox, James Cummings, Stacey Foss, Mark Gustafson, Anton Hastad, and Carol Ladwig.

CALL TO ORDER: Chairperson Cox called the meeting to order at 7:07 a.m. and led everyone in attendance with the Pledge of Allegiance.

APPROVAL OF AGENDA: Hastad moved, seconded by Cummings, to approve the agenda as presented. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS

District property damage from the recent rain/flood was reported at the high school, Robert Asp and Probstfield.

The Board requested an update of the construction projects by Mr. Bill Cowman be presented at the August 10th meeting. This update should include estimated completion dates of the projects.

The Board expressed consensus acknowledging the problems of supplies being available for classrooms and staff at the start of school. An earlier bidding/awarding process was suggested to correct this matter.

Ms. Franklin reported applications are being received for the Senior High Principal position. Interviews are tentatively planned for early August. Board consensus was to appoint Anton Hastad as liaison to the interview committee.

CONSENT AGENDA: Gustafson moved, seconded by Hastad, to approve the following items on the Consent Agenda:

Capital Outlay Bid Awards - Awarded the low bids meeting specifications to the following vendors for the amounts specified: Reardons - \$1,611.00; MCC - \$744.32; Wenger - \$792.75; Uarco - \$1,502.30; Valley School Supply - \$2,323.89; Ambu Inc. - \$2,852.84; St. Paul Book - \$15,134.73; and, Northern School Supply - \$22,207.90.

Claims - Approved the claims, subject to audit, in the amount of \$1,075,233.58.

General Fund:	\$610,233.58
Food Service:	3,994.66
Transportation:	26,421.64
Community Service:	15,224.85
Capital Expenditure:	159,475.64
Building Construction:	255,471.47
Townsite Centre:	4,560.66
TOTAL	\$1,075,233.58

SPECIAL MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
TOWNSITE CENTRE
JULY 20, 1993
PAGE 2

Cancellation of Meeting - Approved the cancellation of the regular school board meeting scheduled for July 27, 1993.

Motion carried 6-0.

RESCHEDULE MEETING TIME: Cummings moved, seconded by Hastad, to reschedule the meeting time of the August 10, 1993 meeting from 7:00 p.m. to 4:00 p.m. Motion carried 6-0.

ADJOURNMENT: Gustafson moved, seconded by Ladwig, to adjourn the meeting at 7:20 a.m. Motion carried 6-0.

Carol Ladwig, Clerk

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

July 20, 1993
7:00 a.m.

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

ATTENDANCE:

Bill Cox _____	Anton Hastad _____
James Cummings _____	James Hewitt _____
Stacey Foss _____	Carol Ladwig _____
Mark Gustafson _____	Bruce R. Anderson _____

A G E N D A

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- C. 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
- B. BUSINESS AFFAIRS - Bob Lacher
 - (1) Approval of Capital Outlay Bid Awards
- C. PERSONNEL MATTERS - Brenda Franklin
- D. ADMINISTRATIVE MATTERS - Bob Jernberg
 - (1) Approval of Claims - July 1993
 - (2) Cancellation of Regular Meeting

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

Moved by _____ Seconded by _____
Comments _____

3. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD

4. ADJOURNMENT

CALENDAR OF EVENTS

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
School Board Mtg.	Tues., Aug. 10	7:00 p.m.	Townsite
School Board Mtg.	Tues., Aug. 24	7:00 p.m.	Townsite
Employee Benefits Fair	Wed., Aug. 25	1 - 5 p.m.	Townsite
New Staff Breakfast	Thurs., Aug. 26	7:00 a.m.	Speak Easy
Elements of Instruction (new staff)	Thurs., Aug. 26	8 - 3 p.m.	Townsite
Substitute Teacher Workshop	Thurs., Aug. 26	9 - 11 a.m.	Sr. High
Elements of Instruction (new staff)	Fri., Aug. 27	8 - 11 a.m.	Townsite
MEEP Day (K-6)	Mon., Aug. 30		
Parent Presentation by Judy Cooper - "How to Help Your Child Succeed in School"	Mon., Aug. 30	7:00 p.m.	Sr. High Auditorium
Teacher Workshops (K-12)	Tues., Aug. 31 - Thurs., Sept. 2		District- wide
MEA Teacher Luncheon	Tues., Aug. 31	11:30 a.m.	Madison
MEEP Day (K-6)	Fri., Sept. 3		
Labor Day	Mon., Sept. 6		
Classes Begin	Tues., Sept. 7		

MEMO #: B94.111
MEMO TO: DR. ANDERSON
FROM: ROBERT LACHER
DATE: JULY 14, 1993

SUBJECT: CAPITAL OUTLAY EQUIPMENT BID AWARD

We received the bids on June 28, 1993. The specifications are attached with the low bidders meeting specifications as noted.

<u>VENDOR</u>	<u>TOTAL AWARDED</u>
Reardons	\$ 611.00
MCC	\$ 744.32
Wenger	\$ 792.75
Uarco	\$ 1,502.30
Valley School Supply	\$ 2,323.89
Ambu Inc.	\$ 2,852.84
St. Paul Book	\$15,134.73
Northern School Supply	\$22,207.90
 TOTAL	 \$46,169.73

There are a number of items we have questions on and need to gather more information on before we decide on what to purchase.

Suggested Recommendation: Move to award low bids meeting specifications as listed, and with the boards permission, we will process the purchase orders on the items not awarded yet when the questions are answered.

Attachment

Moorhead Public Schools is taking bids on the following items:

QUANTITY FURNITURE ITEMS:	DESCRIPTION	UNIT PRICE	TOTAL PRICE	
114	DESKS - Lift lid steel frame, adj. legs, Top w/laminated plastic. Equal to Irwin XIR 2430	—	—	
161	DESKS - Study master desks, lge. steel book compartment w/paper storage shelf and pencil tray, privacy panel. Equal to Virco 765	41.40	16665.40	N.S.
53	DESKS - Combination chair/ desk with book basket. Equal to Virco 3700BR	67.40	3522.20	N.S.
1	STUDY CARREL - Back to back, adjustable. Equal to Sirco CCA	231.63	231.63	Ualle
16	TEACHER DESKS - Double ped., 72x36 Equal to Hon 32281	273.95	4383.20	SPB
9	TEACHER DESKS - Single ped., 48x30 Equal to Hon 32251	187.40	1686.60	SPB
65	CHAIRS - 14", W/Chrome Equal to Virco 9000-14	13.90	903.50	NS
84	CHAIRS - 16", W/Chrome Equal to Virco 9000-16	15.95	1339.80	NS
268	CHAIRS - 18", W/Chrome Equal to Virco 9000-18	15.95	4274.60	NS
12	CHAIRS - 18", W/Chrome Padding on back and seat. Equal to Virco 9100-18	29.00	348.00	NS
21	EVERYDAY CHAIR - W/O arms. With chrome legs. Equal to Hon 7901	89.95	1888.95	SPB
15 17	EVERYDAY CHAIR - W/arms. With chrome legs. Equal to Hon 7902	103.44	1758.48	SPB

3	TABLES - Kidney, 48x72 Equal to Virco 4962	<u>78.50</u>	<u>255.50</u>	NS
21	TABLES - Rectangle, 24x48 Equal to Virco 4812	<u>39.40</u>	<u>827.40</u>	NS
9	TABLES - Rectangle, 36x72 Equal to Virco 4892	<u>69.80</u>	<u>628.20</u>	NS
34	TABLES - Rectangle, 36x60 Equal to Virco 4882	<u>56.50</u>	<u>1921.00</u>	NS
1	TABLES - Rectangle, 24x36 Equal to Virco 4802	<u>39.50</u>	<u>39.50</u>	NS
3	TABLES - Round, 42" Equal to Virco 4982	<u>49.00</u>	<u>147.00</u>	NS
19	TABLES - Round, 48" Equal to Virco 4912	<u>56.20</u>	<u>1067.80</u>	NS
3	FILE CABINETS - 4 drawer W/O lock. Black. Equal to Hon 534P	<u>96.98</u>	<u>290.94</u>	SPB
17	FILE CABINETS - 4 drawer W/lock. Black. Equal to Hon 534 + F28	<u>103.34</u>	<u>1756.78</u>	SPB
2	FILE CABINETS - 2 drawer W/lock. Black. Equal to Hon 532P + F28	<u>77.97</u>	<u>155.94</u>	SPB
2	FILE CABINETS - 2 drawer W/O lock. Black. Equal to Hon 532L	<u>68.92</u>	<u>137.84</u>	SPB
1	FILE CABINET - 5 drawer Wood flat file, Med. Oak finish, drawers - 43 1/4W x 30 1/2D. Equal to E-4696	—	—	
2	3 DRAWER UNIT Equal to Marvel E462052	<u>280.00</u>	<u>560.00</u>	Reardon
9	COMPUTER CART W/SURGE Equal to Bretford EC15PB	<u>119.18</u>	<u>1072.62</u>	Valley
1	ADJUSTABLE WORK CENTER 48Wx24-30Hx24D Equal to Bretford 3522-GM	<u>181.14</u>	<u>181.14</u>	Valley
1	DOUBLE SIDED CABINET - Equal to Koala Tee Early Learning Furniture by Fleetwood KT-3007	<u>238.00</u>	<u>238.00</u>	NS
4	LUNCH TABLES - Sico Lunch Tables, Bench Style 12'Lx27"Hx15"(seat) Equal to SICBY 65-1020-27	<u>769.00</u>	<u>3076.00</u>	SPB
1	LECTERN - 1 adj. shelf, 5" casters, 2 locking Equal to FW2010 (W/O Micro and Amp)	—	—	

MISCELLANEOUS ITEMS:

1	DICTATION/RECORDER Equal to Sony MITCM85V	<u>51.00</u>	<u>51.00</u>	Reardon's
3	DICTATING/TRANSCRIBING SETS EQUAL TO EXECTALK 2722 W/foot Control & Headset	<u>Cancelled</u>		
1	FORMS LABELER - Equal to Uarco Model 4930	<u>1502.30</u>	<u>1502.30</u>	Uarco
1	SLAB ROLLER - Equal to Nasco 2-8620	_____	_____	
15	CPR AMBU MANIKINS - Ambu CPR Pal, Torso complete W/hygienic system, 5 mouth/nose pieces, 50 head bags & 1 carry case Equal to 259-012-000	<u>187.08</u>	<u>2806.20</u>	Ambu Inc.
15	Sets of faces for CPR Ambu Manikins	<u>23.32</u>	<u>461.64</u>	ambu inc.

I. A. ITEMS:

1	WHEEL BALANCER - Fully auto. Computerized dynamic wheel balancer. Single spin, Two plane balancing accurate to 1/10 ounce. Portable, self calibrating solid state, 120/220 VAC. Must bal. mag & standard wheels including light trucks. Rim size 10"-17" Rim width 3"-12", tire size 42". Include necessary adaptors. Equal to ACC5223 Accu-Turn Wheel Balancer @/525015 & 525017 Adaptors	_____	_____	
2	WELDERS - 12 position selector switch, complete W/wall plug & input cable. 15' electrode cable w/holder, 10' ground cable. Provides 6-HZ, 230V single phase, nema rated 225 amp output, 25V Arc, 20% duty cycle, 40-25 Amp input @ 230V, 4 Amp input idle 230V, 3 no. 10 wires. Equal to Model K1170 Arc Welder 230 VAC, Lincoln 225 AMP AC Welder	_____	_____	
10	CHAIRS - Equal to 55SWB Brown Workhorse Sec. Posture Chair.	<u>83.85</u>	<u>838.50</u>	Valley

ART ITEMS:

1	KILN - Electric Equal to Skutt 1227-208	_____	_____
3	AIRBRUSH COMPRESSORS Equal to Paacshe 758300	_____	_____
4	AIRBRUSHES Equal to Paacshe 1708800VL	_____	_____
1	POTTERY WHEEL Equal to SHSUPRK Super RK-10	<u>744.32</u>	<u>744.32</u> mce

MUSIC ITEMS:

207	CHAIRS - Chrome frames W/black seats & backs Equal to Wenger 1000C	_____	_____
35	MUSIC STANDS Equal to Wenger Roughneck Stand 037B001	<u>22.65</u>	<u>292.25</u> Wenger
18 Sect.	3 RISE SICO CHORAL RISERS Equal to Sico 2610-324	_____	_____
1	1/2 size NAGOYA SUZUKI CELLO OUTFIT W/soft case & Glasser Horsehair bow	_____	_____
3	3/4 size NAGOYA SUZUKI CELLO OUTFIT W/soft case & Glasser Horsehair bow	_____	_____
1	CD/DOUBLE CASSETTE PLAYER	_____	_____
5	THOMASTIK DOMINANT CELLO STRING SETS	_____	_____
5	THOMASTIK SPIROCORE BASS STRING SETS (Orchestra Tuning)	_____	_____
1	FULL SIZE TUBA Equal to Yamaha YBB321	_____	_____
1	3/4 JUNIOR TUBA - Upright Bell, 3 Valve Equal to Yamaha YBB-103	_____	_____
1	HOLTON H-650 FRENCH HORN B collegiates singe	_____	_____
1	EUPHONIUM - Upright Bell 3 Valve Equal to YEP-201	_____	_____

MEMO #: S-94-010

TO: School Board
FROM: Robert Jernberg *RJ*
RE: Cancellation of Regular Meeting
DATE: July 15, 1993

Due to the special meeting being held on July 20, 1993, it is not necessary to conduct the regular school board meeting scheduled for July 27, 1993.

The next regularly scheduled meeting will be held on Tuesday, August 10, 1993.

Suggested Resolution: Move to cancel the school board meeting scheduled for Tuesday, July 27, 1993.

RJ:cbp